

# CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Personnel Committee

Date: Monday, March 15, 2021

Time: 6:45 PM

Location: City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

2021 MAR 10 P 4: 58

This meeting will be held virtually with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city website ([www.marlborough-ma.gov](http://www.marlborough-ma.gov)).

Order No.21-1008231: Communication from Mayor Vigeant with appointment of Christine Purple as Human Resources Director for a three-year term effective the day after Council confirmation.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

**The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.**

**Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.**



## IN CITY COUNCIL

Marlborough, Mass., MARCH 8, 2021

### ORDERED:

That the Appointment of Christine Purple as Human Resources Director for a 3-year term effective day after Council confirmation, be and is herewith referred to the **PERSONNEL COMMITTEE**.

**Yea: 11 – Nay: 0**

**Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.**

ADOPTED

ORDER NO. 21-1008231



# City of Marlborough Office of the Mayor

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Marlborough, Massachusetts 01752  
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RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
MAYOR  
2021 MAR -4 A 11:35  
*Patricia M. Bernard*  
EXECUTIVE AIDE

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

March 4, 2021

*Person 1*

Council President Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**RE: Appointment of Human Resources Director**

Honorable President Ossing and Councilors:

It is with great pleasure that I submit for your approval the appointment of Christine Purple as Director of Human Resources for a three-year term effective the day after appointment.

Ms. Purple has many years of experience in municipal government, municipal trade associations and holds a Bachelor of Science with a double major in Economics and Political Science. Coincidentally, Ms. Purple started her career with the City of Marlborough in 1997 in Personnel.

Ms. Purple will start at Step One with an additional week of vacation in accordance with the recently amended ordinance in relation to Chapter 125, Sec 18.

Ms. Purple has a 60 day temporary appointment and will be onboarding with interim Human Resource Director Dave Brumby, and I anticipate she will adapt well with her familiarity with municipal government and experience in human resources.

Please see her resume for your review and thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosure



# CHRISTINE L. PURPLE

February 7, 2021

The Honorable Arthur Vigeant  
Mayor of the City of Marlborough  
140 Main Street  
Marlborough, MA 01752

Dear Mayor Vigeant,

I am writing today to express my desire to join the City of Marlborough's community as the Human Resources Director that was advertised on the City's website.

I worked for the Massachusetts Association of Assessing Officers (MAAO) since October 2005 and leading the organization as Executive Director from April 2018 until this past August. During the past 15 years, I was involved in every aspect of the Association, including preparing annual budgets, monthly reconciliations, and associated audits; assisting the HR Committee with the development of job descriptions and company policies; developing and implementing trainings, programs, and annual conferences; and working directly with the Association's Executive Board and Committees to implement changes that benefited their 1,400+ members. During my tenure as Executive Director, I made changes to their structure and systems that allows the organization to be more flexible and more efficient in their operations, which allowed the Association to continue to thrive in a virtual world necessitated by this pandemic.

Prior to the MAAO, I worked in several positions in municipal and educational settings with a Human Resources focus. All of these positions required strict confidentiality due to the information being handled, and also required excellent customer service. Meeting with employees to discuss issues and benefits that are extremely personal to them requires tact and sensitivity. I have worked for or on behalf of municipalities most of my career, with my first municipal employment being with the City of Marlborough.

I believe that my experience makes me the ideal candidate to carry out the City's mission and vision as the Human Resources Director.

I look forward to meeting with you to further discuss the position, and hope to hear from you soon.

Sincerely,



# CHRISTINE L. PURPLE



## EDUCATION

### **Bachelor of Science | University of Massachusetts at Boston**

Bachelor of Science with a Double Major in Economics and Political Science; Specialization in Government Finance and Public Policy

### **Additional Course Work |**

**Bentley University** Human Resources Management Courses

**QuickBooks** QuickBooks Pro Training



## EXPERIENCE

### **Executive Director | Massachusetts Association of Assessing Officers, Northborough, Massachusetts**

APRIL 2018 TO AUGUST 2020

- Responsible for the daily oversight and management of the Association with over 1,400 members;
- Implemented a new membership registration and database;
- Oversees and assists with all of the Association's Committee activities;
- Responsible for the setting and managing of the workload for the Administrative Assistant;
- Coordinate the Association's instructors and volunteers;
- Responsible for the logistics for day-long and multi-day meetings, courses and workshops, negotiations for all facilities and services, marketing of all conferences and seminars, preparation of all meeting materials, and registration;
- On-site (in person and online) staff for most MAAO-sponsored events;
- Successfully moved in-person events and training to virtual offerings due to COVID-19;
- Coordinate with other associations and state agencies;
- Responsive to members' requests for information and assistance;
- Oversees the Association's website, including all posting, updates, and membership communications;
- Oversees the finances of the Association, prepares monthly and annual financial reports for the Board of Directors, including all necessary financial information for the annual audit and State reporting;
- Responsible for the Association budget preparation and maintenance;
- Assists with administration of the MAAO Professional Designation Program;
- Responsible for the publication of the Association's quarterly Newsletter.

### **Data Specialist | University of Massachusetts at Boston, Edward J. Collins Center for Public Management, Boston, Massachusetts**

DECEMBER 2016 TO JUNE 2018

- Assisted with compensation and classification studies performed by the Center;

- Responsible for conducting wage and benefit surveys; prepared comparative analysis; conducted position interviews; prepared position analysis as well as updated job descriptions.

**Administrative Assistant | Massachusetts Association of Assessing Officers, Marlborough, Massachusetts**

OCTOBER 2005 TO APRIL 2018

- Responsible for the oversight and management of the Association's membership services database, including the creation and updating of all membership records both for the Organizations as well as the Individuals;
- Prepared, disseminated, and maintained the annual dues for all members of the Association;
- On-site staff for most MAAO-sponsored events;
- Responsive to members' requests for information and assistance;
- Maintained Association's website, including all postings and updates;
- Processed incoming payments from all sources, and tracked payments in both the database as well as the accounting software;
- Assisted with the preparation of materials, attended, and maintained the minutes for the Association's Executive Board meetings;
- Assisted with the compilation of materials and oversight of the annual audit;
- Assisted with the publication of the Association's quarterly Newsletter;
- Ad-Hoc member of the Human Resources Committee that developed the MAAO Employee Handbook.

**Assistant Director of Human Resources | Franklin Pierce University, Rindge, New Hampshire**

JULY 1999 - JUNE 2002, ADDITIONAL CONSULTING WORK IN 2003 AND 2004

- Responsible for the benefit programs offered to all employees, including health and dental insurance, life insurance, long and short-term disability, Employee Assistance Program (EAP), Defined Contribution Retirement Plan, Education Benefit, as well as vacation, sick and personal time accruals;
- Conducted new hire orientations for employees located at the main campus as well as satellite campuses located throughout New Hampshire;
- Participated in negotiations for annual renewal of benefit contracts; assisted in the implementation of new employee benefits, as well as transition in benefit vendors, including marketing and employee education;
- Assisted in the development of an on-line employee policy handbook;
- Responsible for the coordination of workshops, trainings, and events for employees, including the annual Benefits Fair;
- Involved in the implementation and upgrade of a payroll/HRIS system;
- Oversight of areas within the HRIS system, including payroll;
- In charge of the Workers Compensation program, including assisting with return-to-work process for injured employees;
- Designated as Sexual Harassment Officer;
- Assisted in the compilation of information necessary for NEASC re-certification.

**Personnel Director | City of Gardner, Gardner, Massachusetts**

JULY 1998 - JULY 1999

- Responsible for all aspects of the hiring process, including advertising, review of resumes, candidate selection, interviewing, compliance with AA/EOE, job offer, pre-employment physical, reference checking, and orientation;
- Developed and implemented standardized hiring procedures, including an orientation packet for new employees;

- Responsible for negotiations with seven of the City's collective bargaining units; involved in all aspects of Civil Service including hiring, termination, and grievance procedures;
- Reviewed and developed Personnel Ordinance for City Council approval; responsible for the administration of self-insured health and benefits programs including medical, dental and life insurance for approximately 600+ employees;
- Administered a self-funded Workers' Compensation program;
- Designated as Sexual Harassment Officer.

### **Personnel Assistant | City of Marlborough, Marlborough, Massachusetts**

AUGUST 1997 - JULY 1998

- Responsible for the administration of self-insured health and benefits programs including medical, dental and life insurance for approximately 600+ employees;
- Responsible for tracking self-funded Workers' Compensation program and attended open case review meetings;
- Involved in all aspects of the hiring process, including Civil Service positions;
- Designated as Sexual Harassment Officer;
- Designated as main contact with city, school and retired employees regarding policies, procedures, benefits, salary, workers' compensation, as well as other requests; responsible for personnel and workers' compensation filing;
- Member of the City of Marlborough's Safety Committee; assisted with the development of a citywide safety manual.



### **SKILLS**

- Microsoft Applications including Word, Excel, PowerPoint, and Publisher
- QuickBooks
- Zoom
- Proficient with Social Media Platforms such as Facebook, LinkedIn & Twitter
- Database Administration
- HRIS Administration
- Website Administration



### **ACTIVITIES**

- Member of the International Association of Assessing Officers and the Northeast Regional Association of Assessing Officers;
- Past member of the Commonwealth of Massachusetts Human Resources Division's Committee on Civil Service Continuous Testing (ConTest) program;
- Member of the Shrewsbury High School Parent Forum, where I have assisted with the planning of events as well as helping with social media postings and design of marketing materials;
- Parent Representative on the Shrewsbury High School Booster Association;
- Prepares and designs programs and flyers for Dawn's School of Dance, Northborough, Massachusetts;
- Past Representative Town Meeting Member, Shrewsbury, Massachusetts;
- Past PTO Treasurer, Coolidge School, Shrewsbury, Massachusetts;
- Served on several teacher hiring committees at Shrewsbury High School; Shrewsbury, Massachusetts;
- Served as the Team Parent for the Shrewsbury High School Soccer Team.