

City of Marlborough Public Meeting Posting

Meeting Name: City Council Personnel Committee
Date: October 25, 2021
Time: 6:45 PM
Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

2021 OCT 20 P 4: 37

This meeting will be held in the City Council Chamber. Public attendance is permitted. The 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's website, home page (www.marlborough-ma.gov).

10-04-21 – Order No.21-1008412: Appointment of Donna Scalcione to the Council on Aging Board for a four-year term from the date of Council confirmation.

10-04-21 – Order No.21-1008413: Appointment of Raymond McGee to the Council on Aging Board for a four-year term from the date of Council confirmation.

10-18-21 – Order No.21-1008428B: Reappointment of Priscilla Ryder as Conservation Officer for a three-year term from date of Council confirmation.

10-18-21 – Order No.21-1008428A: Reappointment of Mark Gibbs as Data Processing Director/Director of Information Technology for a three-year term from date of Council confirmation.

09-27-21 – Order No.21-1008408: Appointment of Christopher Firicano as City Collector/Assistant Director of Finance for a two-year term to expire the day following the confirmation by the City Council.

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., OCTOBER 4, 2021

ORDERED:

That Appointment of Donna Scalcione to the Council on Aging Board for a 4-year term from date of Council approval, be and is herewith referred to the **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 21-1008412



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH
Arthur G. Vigeant
MAYOR

2021 SEP 30 A 11:40

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

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September 30, 2021

psw1

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

RE: Appointment of Donna Scalcione to Council on Aging

Honorable President Ossing and Councilors:

I am pleased to submit for your approval the appointment of Donna Scalcione to the Council on Aging for a four-year term from her date of approval.

Ms. Scalcione is a retired journalist and also spent 24 years in the health care industry. She is an active member of the Sudbury Valley Trustees and most recently led a weekly session for adult English language learners.

Ms. Scalcione enjoys helping seniors stay healthy and has expressed an interest in keeping them connected by serving on the COA board.

I've enclosed her resume for your review.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

3PM 9/27

CANDIDATE FOR COUNCIL ON AGING

Name: Donna Scalcione Email: _____

Address: 742 Stevens Street, Marlborough

Home Phone: _____ Cell Phone: _____

How did/do you hear about the COA: ad in the Senior Center newsletter

Have you given your time previously as a Volunteer? Yes
If yes, in what capacity: Most recently leading a weekly conversation session for those learning English through the Marlborough Public Library (was in person, now on zoom) and office help and data base projects for Sudbury Valley Trustees. Also numerous committees at my church

Why do you want to become a board member? What would you like to get out of the experience? I think every board should reflect the diversity of the community. As a lesbian who has lived in Marlborough since the 1970's, as a parent who has had three children go through the public school system, and as a homeowner, I am invested in this City. Now, as a senior myself, I'd like to help ensure we are doing all we can to help seniors stay healthy and connected.

What interests, activities or hobbies do you enjoy? I provide a temporary foster home for dogs that need to be re-homed, enjoy geocaching, hiking, walking, learning new skills and information, reading, playing guitar, drum and the harmonica, and doing crossword and jigsaw puzzles.

Education/training, hobbies or other skills: BA English, computer skills such as Word, Excel, former newspaper freelance writer, former facilities manager.

What other organizations do you belong to? All Dog Rescue, Maltese Rescue, Marlborough Democratic City Committee, Sudbury Valley Trustees, First Parish Unitarian Universalist Sudbury

Are you willing to attend a training/information session for board members? Yes

Are you willing to undergo a CORI background check? Yes

What are your current interests in the COA? Serving the community

Any addition information or comments? I am reliable, detail-oriented, experienced with working with groups of people, a self-starter

Sponsor: *Traci Goffe* Date: 9/13/2021

DONNA SCALCIONE

742 Stevens Street
Marlboro, MA 01752

- 8/16 to 6/19 **Congregational Administrator**, First Parish Unitarian Universalist Northboro
- Manage all office functions (voicemail, email, US mail, filing, supplies, equipment)
 - First responder. Greet/direct visitors in person and over the telephone.
 - Assist Minister with administrative duties. Assist Director of Religious Education, Music Director, and committees as time allows.
 - Manage database and other lists to enhance communications within the congregation.
 - Publish Sunday order of service. Edit and publish monthly newsletter. Update and publish church directories, annual reports and other written materials.
 - Manage data base of pledge money and donations given to the church
 - Serve as Liaison to renters
- 9/14 to 6/16 **Teacher** Sudbury Extended Day (school year, part time)
Oversee the safety and activities of children and lead craft activities
- 7/08 to 7/14 **Congregational Administrator**, First Parish of Sudbury Unitarian Universalist (part time)
- Manage all office functions (voicemail, email, US mail, filing, supplies, equipment)
 - First responder. Greet/direct visitors in person and over the telephone.
 - Assist Minister with administrative duties. Assist DRE, Music Director, Community Life Coordinator, and committees as time allows.
 - Manage database and other lists to enhance communications within the congregation.
 - Publish Sunday order of service. Edit and publish newsletter twice a month. Update and publish church directories, annual reports and other written materials.
 - Manage office budget
 - Serve as liaison to renters/space users. Manage online calendar of space use.
- 5/06 to 6/09 **Church Administrator**, Unitarian Church of Marlborough & Hudson (part time)
- Manage all office functions (voicemail, email, US mail, filing, supplies, equipment)
 - First responder. Greet/direct visitors. Liaison to space users.
 - Assist Senior and Associate Minister with confidential correspondence. Assist committees with reports, visitor's packets, correspondence and database management
 - Publish Sunday order of service. Edit and publish monthly Newsletter. Create and distribute press releases, informational brochures and other publicity materials.
 - Pay invoices using QuickBooks Accounting Program
 - Process plate/pledge payments. Make bank deposits and report to Board

DONNA SCALCIONE

Page 2 of 3

1/96 to
2/06

Administrative Services Coordinator, VNA Care Network (full time)

- Manage facilities issues at nine agency sites, includes all aspects of building maintenance such as safety, HVAC, plumbing, electrical, lawn and garden
 - Serve as liaison to office equipment maintenance vendors, office cleaning staff, building maintenance staff, contractors, and landlords
 - Serve as a resource for staff regarding facilities issues, office supplies and equipment, and furniture
 - Negotiate prices and service agreements with vendors and contractors for office supplies/equipment, furniture. Verify and approve invoices
- Administer and troubleshoot the telephone and voice mail system for 1200 users located in over 15 sites
- Coordinate special projects such as changes to office furniture layout and "traffic flow;" inter-and intra-office relocation of individuals, departments or entire sites; and office renovation and construction projects
- Conduct one-to-one and group trainings on Communications (i.e. by fax, interoffice mail, pager, phone and voice mail)
- Manage the packing, retrieval and destruction of records stored off-site
- Manage, publish and oversee monthly distribution of employee listing
- Supervise Receptionists and coordinate the assignment of tasks

4/91 to
12/95

Office Manager, Cambridge Visiting Nurse Association (full time)

- Supervise five support staff (receptionists, office assistant, medical records staff) and coordinate the assignment of tasks.
- Delegate and provide general secretarial and administrative support to several departments, including word processing and data base management
- Coordinate special projects such as office renovations, relocation of individuals/departments within the office, installation of telephone and PC networking equipment.
- Purchase medical and office supplies, and medical and office equipment; negotiate prices and service agreements with vendors and contractors
- Manage medical and office supplies, and medical and office equipment; administer the telephone system and network of personal computers; perform inventory control, troubleshooting, and general maintenance.
- Serve as liaison to the landlord, the maintenance and office cleaning staff

1989 to
4/91

Business Manager, Health Information Referral Service, Inc. (full time)

- Managed Benefits and Payroll for a staff of 35.
- Managed Accounts Receivable, including state contracts documentation.
- Managed Accounts Payable, including bank reconciliation, general ledger accounting and spreadsheets.
- Prepared documentation for insurance reimbursement and Medicaid billing.
- Assisted the Director in public relations and grant writing.

DONNA SCALCIONE

Page 3 of 3

1982 to
1989 **Administrative Assistant**, Health Information Referral Service, Inc. (full time)

- Performed data base management of client statistics, word processing, bookkeeping, and invoicing.

1980 to
1982 **Assistant Managing Editor** of the *Unitarian Universalist World* (part time)

- Performed editing, proofreading, and layout functions. Wrote feature stories.

1978 to
1991 **Freelance Advertising Copywriter and Feature Writer** (part time)

- Created and designed advertising copy, flyers, brochures, and press releases.
- Wrote human interest stories for a variety of publications
- Performed freelance editing and proofreading for *UU World*, et. al.

Education & Experience BA in Liberal Arts/English, Massachusetts State College at Salem
Completed a variety of seminars including Microsoft Office & Outlook, time management, effective communications, combating workplace negativity, telephone system management, OSHA Regulations, and supervisory skills



IN CITY COUNCIL

Marlborough, Mass., OCTOBER 4, 2021

ORDERED:

That Appointment of Raymond Magee to the Council on Aging Board for a 4-year term from date of Council approval, be and is herewith referred to the **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 21-1008413



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH
2021 SEP 30 A 11:40

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

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September 30, 2021

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

RE: Appointment of Raymond Magee to Council on Aging

Honorable President Ossing and Councilors:

I am pleased to submit for your approval the appointment of Raymond Magee to the Council on Aging for a four-year term from his date of approval.

Before retiring, Mr. Magee spent 40 years at Draper Labs as an Engineer and worked closely with various divisions of the U.S. Armed Forces.

Mr. Magee has been an active volunteer in our community for many years, and most recently he spends his time at the Marlborough Community Cupboard and assists with the Senior Mobile Market making food deliveries. He has expressed an interest in continuing to serve, and I feel his varied background will be an asset to the Council on Aging.

I've enclosed his resume for your review.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

9/23 1:15 PM

To: Patricia Pope
From: Ray Magee
Date: 9 September 2021
Subj.: Council On Aging Application

Trish,

Attached is my application for the open Council on Aging position. I have also included a copy of my last professional resume.

I was employed by the Charles Stark Draper Laboratory for 40 years. I retired in 2017 from full time work and remained as a per Diem employee for two years retiring completely in March 2019. My wife and I have supported the Senior Mobile Market since 2017 and I began working at the Pantry in 2019.

In the past, my community involvement has included President of the Jaworek Parent Teacher Organization, Treasurer of the Triboro Youth Hockey, and President of the New England Figure Skating Club.

I hope you will find my experience useful to you in participating in the Council on Aging.

Thank you,



Raymond Magee

CANDIDATE FOR COUNCIL ON AGING

Name: Raymond Magee Email: _____

Address: 793 Stevens St. Marlboro MA.

Home Phone: _____ Cell Phone _____

How did/do you hear about the COA: Working at the Food Pantry _____

Have you given your time previously as a Volunteer? Yes No

If yes, in what capacity: Support the Food Pantry and deliver food for the Senior

Mobile Market _____

Why do you want to become a board member? What would you like to get out of the experience?

Now that I am retired I want to give back to my community as much as I can

What interests, activities or hobbies do you enjoy? _____

Wood working, building furniture, tennis, cycling, hiking

Education/training, hobbies or other skills: BS/MS in Mathematics

What other organizations do you belong to? Currently, only the Food Pantry

Are you willing to attend a training/information session for board members? Yes

Are you willing to undergo a CORI background check? Yes

What are your current interests in the COA? Support the CoA goals for the good of the Marlborough Senior Community

Any addition information or comments? _____

Sponsor: Patricia L. Gage Date: 9 Sept. 2021 _____

Raymond J. Magee
Division Staff
System Integration and Test

Security Clearance: Top Secret/SCI

Experience Summary

Mr. Magee has been at the Charles Stark Draper Laboratory since 1977. During this time he has been primarily responsible for analysis in support of inertial system development and the evaluation of instrument and system test data. In particular, Mr. Magee has been responsible for designing and analyzing tests to determine and improve calibration and alignment accuracy of Air Force and Navy guidance sets, design and analysis of rocket sled tests and centrifuge tests for IMU model validity determination, improved instrument and system error models, digital simulation and post processing of system data using Kalman filtering techniques.

He has been responsible for test and analysis of AF and Navy RLG based reentry instrumentation packages, development of post flight processing software packages for the evaluation of flight experiments, and Minuteman III system upgrades and systems engineering tasks. Other activities have included technical director for the development of a fiber optic attitude package for space applications; a Solid State IMU Program in which he is involved in system engineering, requirements analysis, the development of instrument and system test plans, and responsible for instrument and system test activities; and IMU radiation testing for land based strategic system applications.

Mr. Magee has been a group leader for System Integration and Test in the Systems Engineering and Evaluation Directorate. He was also the Systems Engineer responsible for the development of an Enhanced Ground Test system to enhance reliability and accuracy testing of the Trident II guidance system with less reliance on flight tests.

Mr. Magee has also been involved with intelligence programs since 1980. He has worked closely with and has had contracts with many agencies in the community including, DIA, CIA, NAIC, and NSA.

Currently Mr. Magee is on staff to the System Integration and Test Division.

Skills Inventory

Engineering Management: Four years leading an analysis group as part of the Air Force Department. Task leader for various analysis, test, and evaluation programs for the Air Force and Navy.

Program Management: Three years managing programs for the Navy SP-28 and the Air Force Research Lab.

Systems Engineering & Analysis: Task leadership in complex systems development and evaluation. Development of inertial sensor and system performance models. Extensive analysis and testing of systems and instruments for various DoD organizations. Exploitation and evaluation of foreign components for various government agencies.

Systems Integration, Test & Evaluation: Mr. Magee is the group leader for System Integration and Test in the Systems Engineering and Evaluation Directorate. He is also the Systems Engineer responsible for the development of an Enhanced Ground Test system to enhance reliability and accuracy testing of the Trident II guidance system with less reliance on flight tests.

Employment History

Charles Stark Draper Laboratory
Cambridge, Massachusetts
07/78 - Present

08/10 – Present

Division Staff (Distinguished Member of the Technical Staff)

Mr. Magee is currently dedicated to a set of classified programs for which he is the PM/TD.

02/02 – 08/10

Group Leader (Distinguished Member of the Technical Staff)

System Integration and Test

Mr. Magee is the group leader for System Integration and Test in the Systems Engineering and Evaluation Directorate. He is also the Systems Engineer responsible for the development of an Enhanced Ground Test system to enhance reliability and accuracy testing of the Trident II guidance system with less reliance on flight tests.

11/99 - 02/02

Senior Systems Engineer

Systems Engineering and Analysis

Serving as systems engineer for the development of a new, high performance integrated GPS/INS for the USN and AFRL. Developed system specifications, performance capabilities and requirements, mission operational concepts, and supporting flight experiments.

Served as task leader in the development of a fiber-optic gyro for the system and served as the IPT team lead for the development of the inertial sensors.

96 - 99

Program Manager

Strategic Systems Program Office

Served as program manager for the development and test of a new Air Force strategic system. Also served as program manager for various Navy reentry instrumentation programs.

77 - 96

Principal Member Technical Staff

Worked in various engineering organizations providing analytic support for the testing and evaluation of inertial instruments and systems. Activities included rocket sled testing, centrifuge testing, laboratory test and associated data analysis, development of calibration and compensation algorithms.

Education

Baccalaureate Degree, Mathematics, Millersville College
Masters Degree, Mathematics, Northeastern University

Publications

Numerous technical reports and memos.



IN CITY COUNCIL

Marlborough, Mass., OCTOBER 18, 2021

ORDERED:

That the Reappointment of Priscilla Ryder as Conservation Officer for 3-year term from date of Council confirmation, be and is herewith referred to the **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 21-1008428B



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH

Arthur G. Vigeant
MAYOR

2021 OCT 14 A 11:00

Patricia M. Bernard
EXECUTIVE AIDE

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

Ryan P. Egan
EXECUTIVE SECRETARY

October 14, 2021

Pass 1

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

Re: Department Head / Senior Staff Reappointments

Honorable President Pope and Councilors:

I am pleased to submit for your approval the following reappointments, both for a term of three years to expire from the date of their approval.

Director of Information Technology – Mark Gibbs: Mr. Gibbs continues to keep the City's network, operating and database systems in operation while keeping up to date with the latest cybersecurity measures. In addition, he is coordinating the online permitting software upgrade and will continue to look for more improvements in our communications and technology.

Conservation Officer – Priscilla Ryder: Ms. Ryder will be working with Engineering and overseeing the Municipal Vulnerability Plan. Ms. Ryder will continue to seek ways to make our community greener while working toward an updated Open Space Plan with a scheduled draft in January and public meetings to follow.

Thank you in advance for your cooperation. I will be available for questions concerning these two reappointments at a future Personnel Committee meeting.

Sincerely,

Arthur G. Vigeant
Mayor



IN CITY COUNCIL

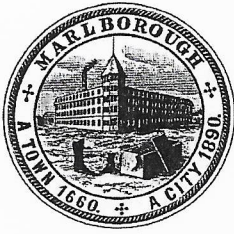
Marlborough, Mass., OCTOBER 18, 2021

ORDERED:

That the Reappointment of Mark Gibbs as Director of Data Processing for 3-year term from date of Council confirmation, be and is herewith referred to the **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 21-1008428A



9

RECEIVED
CITY CLERK'S OFFICE
MARLBOROUGH

City of Marlborough
Office of the Mayor

2021 OCT 14 A 11:00

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

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Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
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Ryan P. Egan
EXECUTIVE SECRETARY

October 14, 2021

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

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Re: Department Head / Senior Staff Reappointments

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Conservation Officer – Priscilla Ryder: Ms. Ryder will be working with Engineering and overseeing the Municipal Vulnerability Plan. Ms. Ryder will continue to seek ways to make our community greener while working toward an updated Open Space Plan with a scheduled draft in January and public meetings to follow.

Thank you in advance for your cooperation. I will be available for questions concerning these two reappointments at a future Personnel Committee meeting.

Sincerely,

Arthur G. Vigeant
Mayor



IN CITY COUNCIL

Marlborough, Mass., SEPTEMBER 27, 2021

ORDERED:

Suspension of the Rules requested – granted.

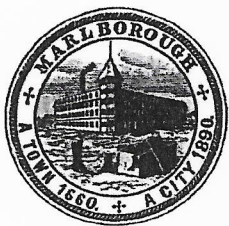
That the Appointment of Christopher Firicano as City Collector/Assistant Director of Finance for a 2-year term to expire the day following approval by the City Council, be and is herewith referred to the **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 21-1008408

S/R - (MPP)

PASN 1



City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
OF MARLBOROUGH

Arthur G. Vigeant
MAYOR

2021 SEP 27 A 11:35

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

140 Main Street
Marlborough, Massachusetts 01752
508.460.3770 Fax 508.460.3698 TDD 508.460.3610
www.marlborough-ma.gov

UNDER SUSPENSION

September 27, 2021

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

RE: Appointment of City Collector

Honorable President Ossing and Councilors:

I am submitting for your approval the appointment of Christopher Firicano as City Collector/Assistant Finance Director for a three-year term to expire upon date of confirmation.

Mr. Firicano has ten years of experience in a municipal finance capacity with the last four as Assistant Treasurer/Collector for the Town of Westborough and has been exposed to all facets in the Collector's office. I am confident that his experience and aptitude to provide exemplary customer service will be an asset in this important office.

I would also like to take the opportunity to recognize and thank Jeff Kerrigan who has been holding the office together while we have been attempting to fill numerous open positions. While Mr. Kerrigan has been with the City for a short time, he has done an outstanding job.

Mr. Firicano will serve on an interim basis until such time that his appointment is confirmed by the Council.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Arthur G. Vigeant
Mayor

Enclosure

Dear Christine Purple,

I am writing you today to apply for the position of the City Collector/Assistant Finance Director. I have been working in municipal finance for some time now and feel that the skills I've acquired in my career are well suited to this position.

My professional focus has primarily been in the Treasurer/Collector field. For the past four years I have held the position of Assistant Treasurer/Collector for the Town of Westborough. Prior to this, I worked in both the City of Lowell's Collector's Office, and also for the Community Development grants. All of my municipal background has been in financial capacity.

By the nature of my position, I am involved in the quarterly billing of taxes. I work alongside the Treasurer/Collector, as well as the Assessor, in creating the preliminary and the actual tax commitments. Once the commitments are signed, I export the files to our bill printer and approve the bill proofs before mailing. I also upload electronic copies of the bills, and check for accuracy, to the town's website. I also maintain the signed commitments, the proof of mailing, and the financial tally for the monthly receivables.

Additionally, I process water and sewer abatements as they are created and furnished to me by the billing coordinator in the Department of Public Works. I also process the municipal abatements prior to producing the billing extract I then provided to our bill printer. We work together to coordinate bill and due dates.

In addition to what I mentioned above I supervise the front office staff. I coordinate vacation/personal time schedules and provide feedback when appropriate. I also handle the more complex customer service issues with in depth research and solutions when necessary.

Being the Assistant Treasurer/Collector gives me a unique perspective for this position. I work closely with my Treasurer/Collector and my Finance Director on a daily basis. This gives me a big picture understanding of what this position requires.

Sincerely,

Christopher Firicano

Christopher Firicano

15 Stromquist Ave • Lowell, MA 01852 •

CAREER OBJECTIVE

I am an energetic, finance administrator whose goal is to further my knowledge of finance and business operations in a challenging setting. I am naturally curious and eager to learn.

PROFESSIONAL EXPERIENCE

TOWN OF WESTBOROUGH, MA

Assistant Treasurer/Collector

2017-Current

- The Asst Treasurer/Collector duties include a variety of support functions for the Treasurer/Collector, such as performing balancing tasks, bank transfers, signing and decision making in his/her absence.
- Provide customer service in every interaction with the public that exceeds the expectation.
- Collect treasury turn ins and log receipts to balance against the town accountants cash book.
- Perform various banking duties.
- Implemented electronic payment procedures with multiple online payment platforms and ensured that formats were correct for each, and that interest was being calculated correctly.
- Processing payroll for town and school.
- Process monthly refunds across all bill types.
- Process the monthly receivables reconciliation within the first week of the month.
- Attended three years of MCTA at UMass Amherst.

CITY OF LOWELL, LOWELL, MA

Finance Specialist, Auditing/Department of Planning and Development

2015-2017

- The position of Finance Specialist performs the auditing functions and accounts payable processes for the Department of Planning and Development for the Community Development Block Grants (CDBG), HOME Investment Partnership Grants, Emergency Shelter Grants (ESG), Housing Opportunities for Persons with HIV/AIDS Grants (HOPWA), and the lead paint removal grants.
- Establishes starting budgets for various accounts across multiple grants.
- Generate quarterly reports detailing weekly warrant totals, drawdowns from HUD's IDIS system, and program income received and applied. Information is recorded in multiple Excel workbooks throughout the quarter and put together and submitted on the first business day of the new quarter.
- Lead removal invoices are processed as they come in and reimbursement is requested monthly from HUD through the eLoccs system.
- All accounts in Munis are balanced weekly against HUD's IDIS database.

Head Clerk, Treasurer Collector's Office

2012-2015

- Duties include processing payments in cash and check for tax invoices, parking tickets and building permits in a high volume environment; reconciling daily drawer; preparing statements and bills; investigating records to respond to inquiries; and assist in tax title and municipal lien processing.
- Generate monthly reconciliation reports in Excel detailing tax statuses and payment histories.
- Excellent communication skills required to diffuse taxpayers' concerns and provide best solutions while working within Massachusetts general laws in person, by telephone and through emails.
- Position requires a high degree of sound decision making and complete knowledge of the function of the Treasurers department to interpret policies, rules and regulations of the department.

- Attended Massachusetts Collectors and Treasurers Association class in property taxes, excise taxes, titles, liens, cash receipts processing and municipal finance law.

NATICK EYE ASSOCIATES, BURLINGTON, MA

Lead Optometric Technician

2009-2012

- Started as a part-time technician, promoted to full-time technician and then to lead technician.
- Responsibilities included taking patient medical histories, transcription of medical records, preparing patients for exams, performing pre-exam diagnostic testing and processing health insurance claims.
- Scheduled patients and staff while anticipating delays to provide balance in patient flow.
- Provided excellent service in a fast-paced setting to ensure patient satisfaction and retention.
- Supervised, assessed and provided professional direction for staff and new hires.
- Assigned to new store in Peabody in 2012 to organize back office operation and train new staff.
- Assisted office manager in light bookkeeping and other tasks, as needed.

EDUCATION

MIDDLESEX COMMUNITY COLLEGE, LOWELL, MA

Associate Degree In Business Administration

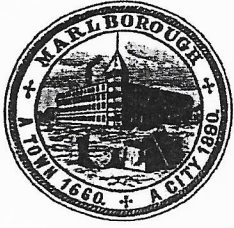
Core Classes: Financial Accounting, Managerial Accounting, Introduction to Business, Principles of Management, Principles of Marketing, Principles of Macroeconomics and Business Law

COMPUTER SKILLS

CollectPro, Munis, Medisoft, Excel, Word, Outlook, PowerPoint and Internet Explorer

REFERENCES

Available upon request



City of Marlborough
Office of the Mayor

140 Main Street
Marlborough, Massachusetts 01752
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www.marlborough-ma.gov

Arthur G. Vigeant
MAYOR

Patricia M. Bernard
EXECUTIVE AIDE

Ryan P. Egan
EXECUTIVE SECRETARY

September 21, 2021

Mr. Christopher Firicano
15 Stromquist Avenue
Lowell, MA 01852

RE: Temporary Appointment Pursuant to M.G.L. c. 41§ 61A

Dear Mr. Firicano,

In accordance with authority vested in me under M.G.L. c. 41 §61A, I appoint you as temporary officer for the position of City Collector/Assistant Finance Director due to said office being vacant. Under this appointment, you shall hold and exercise the powers and perform the duties of City Collector/Assistant Finance Director for not more than sixty days (60), from time to time, for so long as the position remains vacant.

This appointment shall become effective as of Monday, September 27th, 2021 at 8:00am.

Thank you for your support during this interim period.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 61A	APPOINTMENT OF TEMPORARY OFFICERS UPON VACANCY OF CERTAIN OFFICES; TENURE; BOND; REMOVAL; POWERS AND DUTIES

Section 61A. If the office of city auditor, city treasurer, city collector of taxes or other officer having charge of a city department is vacant, or if any such officer, because of disability or absence, is unable to perform his duties, the mayor, without confirmation by the city council, any provision of a city charter to the contrary notwithstanding, shall appoint a temporary officer to hold such office and exercise the powers and perform the duties thereof until another is duly elected or appointed and has qualified according to law, or the officer who was disabled or incapacitated resumes his duties; but no such temporary officer shall be appointed under this section for a period longer than sixty days. Any such temporary officer shall be sworn and give bond for the faithful performance of his duties in accordance with the provisions of law applying to the officer whose place he fills, and if he fails so to do within ten days after his appointment the mayor shall rescind the appointment and appoint another.



City of Marlborough
Office of the Mayor

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UNDER SUSPENSION

September 27, 2021

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

RE: Appointment of City Collector

Honorable President Ossing and Councilors:

I am submitting for your approval the appointment of Christopher Firicano as City Collector/Assistant Finance Director for a two-year term to expire upon date of confirmation.

Mr. Firicano has ten years of experience in a municipal finance capacity with the last four as Assistant Treasurer/Collector for the Town of Westborough and has been exposed to all facets in the Collector's office. I am confident that his experience and aptitude to provide exemplary customer service will be an asset in this important office.

I would also like to take the opportunity to recognize and thank Jeff Kerrigan who has been holding the office together while we have been attempting to fill numerous open positions. While Mr. Kerrigan has been with the City for a short time, he has done an outstanding job.

Mr. Firicano will serve on an interim basis until such time that his appointment is confirmed by the Council.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant
Mayor

Enclosure