



TOWN OF WAKEFIELD

TOWN COUNCIL

Ann Santos, Chair
Julie Smith-Galvin, Vice Chair

Mehreen N. Butt
Jonathan P. Chines

Paul R. DiNocco
Edward F. Dombroski, Jr.

Peter J. May
Sherri Dalton, Clerk

NOTICE OF MEETING

September 29th, 2020 | 6:30 p.m.

Via Zoom: <https://us02web.zoom.us/j/89359360982>

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting, but every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/89359360982>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 893 5936 0982. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

Item 1 | Call to Order

Item 2 | Legal Strategy

Discussion of Town's legal strategy in litigation concerning Woods Subdivision. (Executive session anticipated).

Item 3 | Pledge of Allegiance

Item 4 | Attendance

Item 5 | Public Engagement

Any member of the public who wishes to address the Town Council is asked to submit any comments or concerns to <https://www.wakefield.ma.us/public-participation> at least two hours prior to the start of the meeting. Alternatively, members of the public are invited to participate via the Zoom virtual meeting, using the instructions listed above.

In the event further deliberation or action is warranted, any issues raised may be included as an item on a future Town Council Agenda.

Item 6 | Approval of Minutes

A. Approval of September 14th, 2020 Town Council meeting minutes.

Item 7 | Licenses

Application for One-Day Liquor License for Hartshorne House to sell beer for a virtual event on October 17th, 2020.



Item 8 | Appointments

- A. Traffic Advisory Committee – one (1) appointment.
- B. Conservation Commission – one (1) appointment to fill an un-expired term through April 30th, 2022.
- C. Veteran Advisory Board – no limit on number of appointments through April 30th, 2023.
- D. Police Department Advisory Committee – appointments as requested.
- E. Board of Registrars – appointment as requested.
- F. Authorize Town Council Clerk to advertise for to fill an unexpired term on the School Committee.

Item 9 | Liaison Updates

Any Councilors wishing to give liaison updates to the Council.

Item 10 | Financial Update

Town Administrator to give financial update.

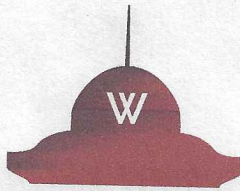
Item 11 | Announcements

Item 12 | Matters Not Anticipated for Agenda

Any Voting matters not anticipated prior to the 48-hour public notice requirement but necessitating immediate action by the Council.

Item 13 | Adjournment

Next Regular Town Council Meeting: Thursday, October 15th, 2020 at 7:00 p.m. via Zoom.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.
Resumes are optional for Youth Council applicants.

Name: JOHN F. CONNORS, JR Email: JFC7345@COMCAST.NET

Address: 26 WINNISIMETTE AVE, WAKEFIELD MA 01880

Daytime phone: 781 910 5590 Evening phone: 781-246-1668

How long have you lived in Wakefield: 30 yrs Current occupation: DRIVER

Board or commission in which you are interested: TRAFFIC ADVISORY COMMITTEE

Please state why you are interested in serving on this board or commission:

I feel that I could give valuable input in the decision-making process regarding traffic flow and safety when changes are being made or new construction is being planned.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

A willingness to hear and consider others opinions and ideas and ability to work together toward common goals.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

John F. Connors Jr
Signature

9/17/20
Date



John F. Connors, Jr
26 Winnisimette Ave
Wakefield, MA 01880
(781) 246-1668

EXPERIENCE

2018 – Present

Driver, Valet

Herb Chambers Flagship Motorcars Mercedes Benz

385 Broadway

Lynnfield, MA 01940

Responsibilities include; Pickup and delivery of customers' vehicles, transportation of customers to and from their home, check in of vehicles entering for service.

2005 – 2018

Training Instructor

Fedex Corporation

142 Harborside Drive

East Boston, MA 02128

Responsibilities included; Training employees in Defensive Driving, Aircraft Operations, Newhire Orientation and related safety-related courses.

1993 – 2005

Ramp Agent

Fedex Corporation

Manchester, NH and East Boston, MA

Responsibilities included; Supervision of loading and offloading of aircraft, overseeing weight and balance for outbound aircraft and management of any aircraft or trucking related operations.

1977 – 1993

Courier, Tractor Trailer Driver

Fedex Corporation

Various Locations

Responsibilities included; Pickup and delivery of packages and transportation of freight between Fedex terminals.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: SILVANA BOUHLAL Email: SBMAYCHILD@AOL.COM

Address: 6 SOPHIAS WAY

Daytime phone: 339-206-0394 Evening phone: 781-587-1499

How long have you lived in Wakefield: FEB 2008 Current occupation: EXECUTIVE ASST.

Board or commission in which you are interested: CONSERVATION COMMITTEE

Please state why you are interested in serving on this board or commission:

I live on a cul de sac and my property abuts conversation land. I've got personal experience with working with Town of Wakefield and the Conservation Committee when my property needed to have an appropriate retention system installed in back yard while maintaining the integrity of the conservation land behind my property. I'm also an advocate of perserving the trees and greenery of the Town of Wakefield as it's keeps the levels of oxygen and pollution cleaner and beautiful.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

At Management Sciences for Health, I worked as a Board Liaison and would often sit in either take minutes or be non-partisan sounding board for a particular issue(s) presented at hand. I possess excellent communication skills and I am able to work well with all types of personalities regardless of positions they possess with candor and diplomacy.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

Signature Silvana Bouhlop Date 9/8/2020



Silvana M. Bouhlal

6 Sophia's Way, Wakefield, MA 01880 | Email: sbmaychild@aol.com | Cell: 339-206-0394

SUMMARY OF QUALIFICATIONS

- Highly organized and self-motivated professional with excellent C-level senior executive assistant background
- Superb multi-tasking skills
- Integrity and diplomacy
- Work well independently and as a team player
- Creative problem solver and very goal driven
- Independent thinker with a competitive spirit
- Effective motivational skills
- Excellent communication skills in both oral and written
- Excellent computer skills in Microsoft® Office Suite, Outlook, Adobe, Act! Pro
- Google applications and Internet savvy
- Fluent in Italian
- Elementary-level in Spanish and Arabic

PROFESSIONAL EXPERIENCE

THE CROSS COUNTRY GROUP, Medford, MA

"Is a privately-held business group comprised of several independent, growth-oriented companies. CCG companies work with over 1,000 corporate clients representing over 150 million consumers, supported by a focused and talented workforce of over 4,000 associates worldwide. A leading provider of technology-enabled service programs for Global 500 firms in North America. Work with over 100 corporate clients and their over 75 million consumers to improve customer acquisition and retention efforts, outsource and enhance services on a cost-effective basis, and develop and market new revenue-generating programs. Comprised of several independent, entrepreneurial operating companies with a focus on business process outsourcing, emergency assistance services, consumer direct marketing, information services and related areas."

Executive Assistant (5/15 – Present)

Manage daily the Chairman and two Co-Presidents calendar and schedule appointments. Screen incoming call, correspondence and independently compose responses for manager, whenever needed. Prepare complex and confidential correspondences, memos, proposals and presentations. Arrange meetings, events and conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget. Gather, analyze and assemble information from a variety of investment sources. Create and maintain client files, various databases, spreadsheets, files and reports. Submit plan filings to regulatory bodies as needed. Review correspondence and regulations received and issues updates to appropriate parties. Arrange complex and detailed travel plans and itineraries and compile documents for travel-related meetings. Prepare and reconcile expense reports, general ledgers and submits to accounting department in a timely manner. Also manage individual personal matters, whenever needed.

MANAGEMENT SCIENCES FOR HEALTH, Medford, MA

"A global health nonprofit organization that uses proven approaches developed to help leaders, health managers, and communities in development nations building stronger health systems for greater health impact by closing the gap between knowledge and action in public health"

Senior Executive Assistant and Board Liaison (1/05 – 3/15)

Managed all administrative and executive support functions of the CEO office. Managed all CEO correspondence, emails, draft letters and answering all incoming phone calls. Planned, prepared and updated CEO calendar on a daily, weekly and monthly basis as well as prioritize and manage the CEO's time. Anticipated CEO's needs and proactively bring together appropriate people and resources to support him and triage effectively, whenever necessary. Managed CEO's complex travel (both domestic and international) with the travel agency and prepare the CEO's travel expense reports. Prepared the CEO for upcoming conferences, meetings, internal and/or external Board Meetings by using various checklists and timelines. Acted as the CEO's representative and ambassador to internal and external constituents. Manage all the internal Board of Directors meetings from start to fruition. Serve as Board Liaison by providing administrative support to the Board Chair and Committee Chairs. Handled highly-confidential matters with discretion while assuring integrity and diplomacy. Provided back-up for EVP/COO as needed.

Silvana M. Bouhlal

6 Sophia's Way, Wakefield, MA 01880 | Email: sbmaychild@aol.com | Cell: 339-206-0394

CMGI, INC, Charlestown, MA (Acquired by ModusLink Global Solutions)

"Technology and e-commerce solutions which helped businesses market, sell and distribute their products and services. CMGI offered targeted solutions including industry-leading global supply chain management and web-based distribution and fulfillment."

Senior Executive Assistant (12/03 – 12/04)

Served as right-hand assistant to the President and Chief Executive Officer. Managed heavy calendar, coordinate all travel arrangements, and prepared expense reports. Managed and prepared internal and external correspondence, presentations and other documents as needed. Handled and gracefully deflected all electronic and telephone communications while insuring professional discretion and diplomacy on behalf of the President. Communicated daily with other internal and external executives and assisted them as needed. Independently managed selected assignments and special projects. Managed, planned and implemented meetings for Board of Directors with respect to coordinating travel logistics, scheduling Board meetings, and teleconferences. Adhered sensitive to highly confidential information.

ACOUSTIC TECHNOLOGY, INC., East Boston, MA

"ATI is a small outdoor warning company in the design, manufacturing and implementation of wireless alarm, alert, and notification systems."

Senior Executive Assistant (3/01 – 12/3)

Served as right-hand assistant to the President and Chief Executive Officer. Managed heavy calendar, coordinated all travel arrangements, and prepared expense reports. Managed and prepared internal and external correspondence, presentations and other documents as needed. Handled and gracefully deflect all electronic and telephone communications while insuring professional discretion and diplomacy on behalf of the President. Communicated daily with other internal and external executives and assisted them as needed. Independently managed selected assignments and special projects. Managed, planned and implemented meetings for Board of Directors with respect to coordinating travel logistics, scheduling Board meetings, and teleconferences. Handle sensitive to confidential information.

GULF OIL COMPANY LIMITED PARTNERSHIP, Chelsea, MA

"Is a wholesaler of refined petroleum products. Distributes motor fuels through a network of 1,800 Gulf branded gas stations and service stations, as well as heating oil, diesel fuel and kerosene."

Sr. Administrative Assistant (6/95 – 3/01)

Assisted the Accounting Manager of Operations. Prepared, monitored and maintained accounts on a daily, weekly and monthly basis. Implemented and reconciled monthly audits. Maintained all clerical systems. Created data base reports. Delegated as troubleshooter. Provided daily internal and external correspondence. Assisted other departments whenever needed.

Silvana M. Bouhlal

6 Sophia's Way, Wakefield, MA 01880 | Email: sbmaychild@aol.com | Cell: 339-206-0394

CIRCLE K CORPORATION, Woburn, MA (Acquired by Gulf Oil Co. L.P.)

"Operated in 1,663 convenient stores located mostly in the fast growing Southern United States region. Sold fuel at approximately 86% of its convenient store locations and was the fourth largest convenient store chain in the United States."

Executive Assistant (2/92 – 6/95)

Assisted as principal support staff to the Regional Vice-President. Provided extensive administrative services. Corresponded daily with other branch offices. Coordinated all meetings, travel arrangements and special projects. Prepared weekly and monthly forecast reports. Processed accounts payable invoices and maintained daily, weekly and monthly data record-keeping logs.

BANK OF NEW ENGLAND, Boston, MA

"Financial institution dissolved in 1992"

Commercial Banking Administrative Assistant (3/90 – 11/91 temping position)

Acted as administrative assistant to loan officers. Handled typing of correspondence and light bookkeeping. Provided high quality courteous customer service ensuring timeliness, accuracy of response and created a favorable public image for the corporation. Researched, generated reports and maintained daily transactions of the customer's loan.

C T CORPORATION SYSTEM, Boston, MA

"Provides extensive legal services to corporate legal counsels and legal departments."

Corporate Legal Secretary (5/87 – 2/90)

Assisted Service Representatives of the corporate legal service company. Was responsible for obtaining and completing legal documents and daily correspondence. Dealt with corporate attorneys and state officials.

Service of Process Clerk

Was responsible for receiving service of process from constables and sheriff offices. Drafted and typed transmittal forms for corporations for which C T acted as registered agent. Daily interaction with the Massachusetts Secretary of State's office. Prepared correspondence to various law firms and/or law enforcement agencies.

State House Liaison

Represented the corporate legal service's Boston branch. Filed and obtained corporate information, documents and certificates daily from the Massachusetts Secretary of State's office. Responded and corresponded with other C T Service Representatives throughout the United States.

Silvana M. Bouhlal

6 Sophia's Way, Wakefield, MA 01880 | Email: sbmaychild@aol.com | Cell: 339-206-0394

EDUCATION

Franklin Covey – Speed of Trust – 2012

- Accredited Leadership Development Workshop

Fred Pryor Seminars

- Dealing with Difficult People – 2008
- Business Writing for Results – 2006

Salem State College, Salem, MA

- Associate Degree, Business Management – 1992

American Banking Institute, Boston, MA

- Accounting / Finance Courses – 1990

Katharine Gibbs School, Boston, MA

- Paralegal / Legal Assistant Program (Certificate) – 1989



TOWN OF WAKEFIELD

VETERANS ADVISORY BOARD

September 25, 2020

Wakefield Town Council

1 Lafayette Street

Wakefield, MA 01880

Re: Wakefield Veterans Advisory Board (VAB) Appointments

Greetings,

In response to a solicitation for applicants to fill an open position on the VAB, we have received applications from five Wakefield residents seeking consideration and appointment to the VAB. The applicants represent a mix of Veterans and non-Veterans, as well as a Gold Star Wife. They have diverse backgrounds and different levels of experience with Veterans benefits and affairs. All have expressed an interest and desire to contribute to the Town of Wakefield and assist the local Veteran community. The applications and resumes of the applicants have been reviewed by the current members of the VAB. The consensus of the board is that we would like to move all five of the candidates forward for consideration by the Wakefield Town Council.

The applicants are:

- Paul Cancelliere – U.S. Army Veteran
- Marion Dennehy – Gold Star Wife
- Brian McCoubrey – U.S. Army Veteran
- Sean McGrath – U.S. Marine Corps Veteran
- Jacquelynne Millinor – non-Veteran

Please feel free to contact me if I can assist further in this matter.

Respectfully Submitted,

Jay Pinette

Chairman, Wakefield Veterans Advisory Board



From: [Mden46](#)
To: [Sherri Dalton](#)
Subject: Application for Veterans Advisory Board
Date: Tuesday, September 8, 2020 10:06:06 AM
Attachments: [Town Application.docx](#)

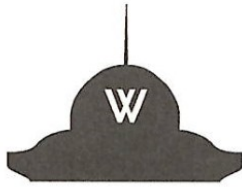
Hello,

Attached please find my application for the open seat on the Veterans Advisory Board here in Wakefield. I have, as instructed, attached also my resume.

Although I know, and rightfully so, that a veteran will naturally take precedence in consideration I want to thank the Boards in advance for their consideration.

Respectfully,

Marion Dennehy
President, NE Region
Gold Star Wives of American, Inc.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us.

Name: Marion Dennehy Email: mden46@aol.com

Address: 36 Friend Street, Wakefield, MA 01880

Daytime phone: 781-771-0885 Evening phone: Same

How long have you lived in Wakefield: 35 years Current occupation: Retired

Board or commission in which you are interested: Veterans Advisory Board

Please state why you are interested in serving on this board or commission:

As the Wife, Daughter and Niece of Veterans I have always done my best to honor our veterans and work to help them in any way that I can. As a GSW I do many things with my Gold Star sisters to help veterans, their families and our Gold Star community and I felt that becoming a part of the VAB would give me yet another opportunity to reach out and help the veterans in our community and perhaps beyond.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

As the newly elected NE Region of Gold Star Wives of American, Inc. and the secretary for the last 4 years of the Greater Boston Chapter of GSW I have met and continue to meet many people in the position to help out our veterans and those that already do. I hope that because of these contacts I maybe will be able to help out community to assist our veterans in any way I can.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

Marion G. Dennehy
Signature

9-8-20
Date



Marion A Dennehy

(C) 781-771-0885 | mden46@aol.com | Wakefield, MA 01880

SUMMARY

Due to my many years as an Administrative Assistant I am very organized and focused on prioritizing workloads and completing all tasks in a timely manner.

SKILLS

Working with various computer programs.

EXPERIENCE

Administrative Assistant, Winchester Hospital, June 1992-September 2013

Winchester, MA

- Managed scheduling for staff, monitoring resource allocation to provide optimal coverage and service.
- Directed customer communication to appropriate department personnel and offered information to resolve inquiries, boosting customer satisfaction.
- Liaised between internal and external stakeholders to provide updated project status and performance reports.
- Monitored attendance records by taking note of staff vacation time, sick days and personal days.
- Tracked and submitted employee timesheets to accounting department for payroll processing.
- Arranged travel and hotel accommodations for international and domestic business meetings and trips.
- Organized and maintained filing and document management systems by coordinating, archiving and purging files.
- Coordinated project materials by managing physical and digital files, monitoring spreadsheets and updating reports.
- Handled management of communication to executives by taking and making telephone calls, reviewing and prioritizing mail and composing and typing correspondence.
- Liaised with senior and executive administrative assistants to handle requests and queries from senior managers.
- Coordinated large-scale events and department activities by acquiring venues, developing guest lists and organizing catering services.

Typesetter, Eagle Graphics

Boston, MA

I was responsible for typing the many bills presented before the State House of Representatives and State Senate for processing.

EDUCATION AND TRAINING

Diploma

Executive Secretary, Chandler School For Women, Boston May 1966

High School Diploma

Melrose High School, Melrose, MA June 1964

From: [J Millinor](#)
To: [Sherri Dalton](#); [J Millinor](#)
Subject: Re: Application for Wakefield Veteran's Advisory Board
Date: Wednesday, September 9, 2020 12:27:52 PM

Sherri, I'm so sorry, I haven't talked to you about my military service!

I am a USAF vet, serving 1975 - 1978 at Hurlburt Field, FL where I was the first female Law Enforcement Specialist in the 834th Security Police Squadron. I served as Gate Guard, LE patrol officer, Investigation team member, Desk Sargeant, and Crime Prevention officer during my service. I was awarded Airman of the Month.

If you require a copy of my DD Form 214, I can supply that.

Thank you!

Jackie

On Wed, Sep 9, 2020 at 12:23 PM J Millinor <millijac@gmail.com> wrote:

Dear Sherri,

Please find attached my current resume and application for the Wakefield Veteran Advisory Board.

If you would like to discuss this with me, please let me know and I will schedule a call. Or if you would like further information, please also let me know.

Thank you for the opportunity.

--

Jackie

--

Jackie



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Jacquelynne Millinor Email: millijac@gmail.com

Address: 12 Salem St Wakefield MA

Daytime phone: 978 886 7792 Evening phone: 978 886 7792

How long have you lived in Wakefield: total of 24 years Current occupation: Exec Ass't/Admin Manager

Board or commission in which you are interested: Veteran's

Please state why you are interested in serving on this board or commission:

I'd really love to be able to give back to the community of Wakefield which has been so good to me for so many years. I would also be thrilled to help represent the veteran community of Wakefield. I've not been very involved in local veteran events, but through this pandemic, my priorities have changed, and I believe that it is important to provide a voice where experience and abilities can prove to be beneficial.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

As a long-time member of the UU Church of Wakefield, I have served on several committees in in several roles, including Board of Management. Currently I serve on the Board of Trustees, Social Action Committee, and am Chair of the Worship Committee.

I am an elected member of the Wakefield Democratic Town Committee.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

Jacquelynne Millinor
Signature

9/9/20
Date



JACQUELYNNE MILLINOR

12 Salem Street, Wakefield, MA 01880
978 886 7792 millijac@gmail.com

PROFESSIONAL EXPERIENCE

Aug 2018 – Current Digital Guardian LLC Waltham, MA

Executive Assistant/ Administrative Manager

- Executive level support to CEO, CFO and Sr. Executive team
- Manage administrative function to include office/reception/general administrative
- Complex calendar/schedule/meeting management
- Extensive domestic and international travel management for company and individuals
- Event coordination with HR/Marketing/Executive team
- Special complex executive administrative tasks and projects as required

July 2017 – July 2018 PeopleFluent, Inc. Waltham, MA

Executive Assistant

- Executive level support to President, CFO, CHRO, SVP of NA Sales
- Complex calendar/schedule/meeting management
- Extensive domestic and international travel with expense reporting
- Coordinate company administrative activities with administrative staff and HR
- Event coordination and management, including assistance in annual sales meetings
- Assist with candidate interview process with executive and confidential searches
- Special complex executive administrative tasks and projects as required

Aug 2016 - Jan 2017 Syros Pharmaceuticals, Inc. Cambridge, MA

Executive Assistant, Clinical & Scientific Leadership

- Executive level support to CMO, CSO, and seven (7) Vice Presidents
- Complex calendar/schedule/meeting management
- Extensive domestic and international travel arrangements
- Conference coordination and scheduling for clinical and science teams
- Expense Reports Sr Directors and above
- Coordinate company administrative activities with administrative staff
- Event coordination and management

April - July 2016

Contract Executive Assistant Positions

- Executive level support to President, HHMA/SVP, at Hallmark Health Systems, Woburn, MA
- Executive level support to SVP, Corporate Development/Chief Admin Officer/Interim CFO at Pegasystems, Inc., Cambridge, MA

2003-2015 Cubist Pharmaceuticals, Inc. (Merck & Co). Lexington, MA

Executive Coordinator/ (Senior Administrative Associate)

- Executive-level support to SVP/EVP, Scientific Affairs; SVP/EVP and CMO (Chief Medical Officer); VP/Sr Directors, Commercial and respective departments; VP of Non-Clinical Operations, Sr Director of Clinical Operations, and Medical Directors
- Complex calendar/schedule/meeting management
- Extensive domestic and international travel arrangements
- Meeting and event coordination and management
- Vendor and contract management; budget and purchase order management; financial reporting
- Internet market research with basic data analysis
- National Sales Meetings Logistics Team
- Complex data entry in Cubist commercially based software
- Manage candidate interview process
- Planning and department coordination including major Commercial Operations events

2002 The Croes Oliva Group Burlington, MA
Office Manager

- Executive-level administrative assistance to partners
- Heavy calendaring, client relations, travel, other projects as directed

2000-2002 Dyax Corp Cambridge, MA
Executive Assistant to EVP, Finance and Administration/CFO

- Complex executive level administrative support to executive team
- Office management (include supervision of reception, corporate travel program, training of administrative staff, and creation and implementation of administrative protocol and functions)
- Support IPO team and successful launch
- Administrative liaison with remote sites / Manage company functions/outings

1999 Hay/McBer Boston, MA
Senior Project Coordinator

- Executive-level support to President of training resources area of human resource consulting firm
- Liaison/project coordinator for internal/client participation in Emotional Intelligence Program

1998-1999 LAI Worldwide, Inc. Boston, MA
Executive Assistant

- Administrative support and office management for Managing Partner in retained executive search firm
- Manage the information integrity of the office's proprietary contact management database

1985-1998 Genetics Institute, Inc. Cambridge and Andover, MA
Senior Administrative Coordinator, Mammalian & Microbial Cell Sciences/Pilot Laboratory & CME

- Administrative support to Sr Director; managed administrative functions for 60 members at two sites
 - Serve on Technical Documents Management System Team as department liaison for Y2K compliance
 - Editor of company newsletter / Initiated, designed, and implemented administrative team at Andover site
- Supervisor, Administrative Services, Cambridge Site*

- Manage services for approximately 600 employees at two sites in areas of mail collection and distribution, audio-visual requirements, office equipment, scientific laboratory notebook program
- Supervise staff of six office clerks at two sites
- Assist in reception, company functions/outings, and cafeteria operations

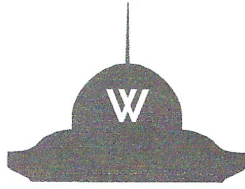
Office Supervisor, Material Management, Cambridge Site

- Administrative support to Associate Director of Material Management
- Oversee operations relating to purchasing and material management for company of 600 employees
- Manage telephone system, food/environmental services, key control system, parking/T-pass program, and other security related functions.

EDUCATION/OTHER

- Secretarial Certificate, Taylor County Vocational School, Perry, FL
- Middlesex Community College, Bedford, MA, AA, Liberal Studies
- Lesley University, Cambridge, MA, coursework in accelerated bachelor's degree
- Boston University – work towards Paralegal Certificate
- USAF veteran, Security Police/Law Enforcement, honorably discharged E4
- Notary Public, commission expires 2025

REFERENCES AVAILABLE UPON REQUEST



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Paul J. Cancelliere Email: paul.cancelliere@gmail.com

Address: 71 Myrtle Ave

Daytime phone: 781-526-3727 Evening phone: 781-621-8269

How long have you lived in Wakefield: 24 years Current occupation: President non-profit / board member

Board or commission in which you are interested: Town of Wakefield - Veterans Advisory Board

Please state why you are interested in serving on this board or commission:

To listen and offer advice and recommendations to the Town Administrator, the Town Council, and the Veteran Service Officer (VSO) on matters (such as: transition and career assistance; obtaining earned pay and benefits; education assistance; and advocacy) that impact veterans and their families as required. To learn how, and to become a more active citizen in the Wakefield Community.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

Communications and goal setting that forms strategies benefiting veterans, their families, and the Wakefield Community. I accomplish this by listening and applying resources wisely supporting plans and operations that achieve goals and objectives.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

Paul J. Cancelliere
Signature

9/17/2020
Date

71 Myrtle Ave



Paul J. Cancelliere
Wakefield, MA / cell: 781-526-3727 / paul.cancelliere@gmail.com

Position: Veterans Advisory Board, Wakefield, MA
Address: WAKEFIELD TOWN ADMINISTRATIVE OFFICES
1 Lafayette Street
Wakefield, MA 01880
Web: <https://www.wakefield.ma.us>
Phone: 781-246-6390
Date: 9/17/2020
ATTENTION: Sherri Dalton email: sdalton@wakefield.ma.us

WAKEFIELD, MA
Veterans Advisory Board

Communications and goal setting that forms strategies benefiting veterans, their families, and the Wakefield Community. I accomplish this by listening and applying resources wisely supporting plans and operations that achieve goals and objectives.

Core Competencies

- Extensive oral and written communication - presentation skills - public speaking
- Advocacy – deep knowledge of legislative process at state and federal levels
- Financial forecasting, budgeting, and analyzing
- Access complex state and government research tools analyzing data
- Communication and small team facilitation methods
- Critical thinking applied to processing cases
- Inductive and deductive reasoning
- Independent work ethic driving excellence towards task accomplishment reporting results
- Military, corporate, and non-profit data base management
- Technical information management tools (MS Office 2010 - Word, Excel, Power Point, Project, Visio, Access, Outlook, FaceBook, LinkedIn, and Google suite of platforms)

Experience/Accomplishments

Chapter President (501 C19)/State Council Member affiliated with the Military Officers Association of America (MOAA) This chapter covers four of nine congressional districts in Massachusetts.
June 2010 – Present

- Advocate on behalf of our council members to congressional representatives in the house and the senate in 2008, 2010, 2012, 2013, 2015, 2016, and 2017. Organizing virtual meetings, spring 2020, with congressional representatives to deliver the Military Officers Association of America (MOAA's) key issues vetted through the Military Coalition in Washington D.C. and the Department of Defense (DoD).

Board Member, Veteran Liaison, Patton Homestead Inc. (501 C3), and Docent for the Patton Family Archives February 2019 – Present

- Military veteran board member lending professional credibility as the military liaison for the community, creating strategic solutions that benefit our veterans, their families, and the local communities of Hamilton/Wenham, promoting the historical significance of the Patton Family home of record. The Patton Family donated the homestead to the Town of Hamilton, MA in 2012 to be used as a cultural center. Primary sponsor is the Wenham Museum where I volunteer to present the Patton archives to the public. First year presentations and events brought close to 5K visitors and estimated revenue of \$30K to the Patton Homestead.
Web: <https://pattonhomestead.org/patton-homestead-inc> or <https://www.hamiltonma.gov/about/patton-homestead/>

Direct and Sponsor an Annual Campaign in support of Wreathes Across America - for Saint Joseph Parish and Saint Joseph School, Wakefield Community
Annually - November and December 2012 - 2019

Part-Time Retail Sales Associate – 2015 – 2017 Fulfilling demands of global luxury writing instrument retail market for the Paradise Pen Company, Inc.
October 2015 – January 2017

- Established trusted client relationships building confidence in the products; formed positive sales experiences exceeding personal sales goals of \$250K.

Senior Program Manager and Resource Manager (Full-time associate and W-2 contractor – Synergy Inc.) for Dell Services (formerly Perot Systems) at the Harvard Pilgrim (client) Health Care Account providing professional healthcare IT payer information services. The Scope of this account was annual revenue in excess of \$100M
December 2004 – June 2011

Adjunct Professor, Newbury College, School of Management, Brookline, MA
September 2007 – May 2009

- Instructed undergraduate students by preparing and presenting course materials in Operations Management, Organizational Behavior Management, and Business Leadership, to classes of 30 college students.

Commissioned Officer - United States Regular Army – United States, Europe, Africa, and the Middle East, 1981 – 2004 (Decorated with Distinction - Honorable Discharge)

- Assistant Professor of Military Science, Department of Military Science, United States Army Cadet Command, ROTC, Boston University, Boston, MA, July 2001- May 2004
- Operations Officer, United States Army Cadet Command, New England and New York, July 2000 – July 2001
- Combat Military Advisor and Instructor, XVIII Airborne Corps, to the Royal Saudi Arabian Forces, Security Assistance Training Team, Fort Bragg, NC, July 1999 – July 2000
- Assistant Professor of Military Science, Department of Military Science, United States Army Cadet Command, ROTC, Northeastern University and Boston College, Boston, MA, 1996-1999
- Airborne Combat Logistics (S4) and Operations Officer (S3), Southern European Task Force, Italy; Iraq, Albania, Middle East; Greece; Rwanda, Africa, Turkey; 1994 - 1996
- Combat Operations Officer, 1st Armored Division's 2nd Brigade, Baumholder, Germany, Italy, Balkans, 1992 - 1994
- Combat Operations, Logistics Officer, Observer/Controller and Collective Trainer, Seventh Army, Hohenfels, Germany, 1989 - 1992
- Company Commander, 2/34 Infantry, 24th Infantry Division, Fort Stewart, GA, 1985 – 1989
- Platoon Leader, 1/16th Infantry Division Forward, Boeblingen, Germany, (FRG), 1981-1985

Education

Master of Business Administration, Northeastern University, Boston, MA
Command and General Staff College, Senior Leadership and Staff Functions, Fort Leavenworth, KS
Bachelor of Business Administration, Commissioned Officer United States Army, ROTC, Hofstra University, Hempstead, NY
La Salle Military Academy (LSMA), New York (2017 Honoree for the Class of '77 at the Fortieth Reunion)

Certifications

Successful Project Management	Certified Program Planning Officer (Global Military Operations)
Successful Change Management	Senior Officer Leadership Course (CGSC)
Project Estimation and Planning	Staff Officer Leadership Course (CAS C3)
Facilitation	Logistics Course (S-4/G-4)
PMM Leadership Development (Phase I, II, and III) - certificates	Advanced Officer Leadership School (IOAC)
Certified College Professor, Department of the Army	Certified Ammunition Management
Designated Comptroller, Department of the Army	Airborne School Graduate
Basic Leadership School (IOBC)	

Wakefield Community

Coach – Wakefield Basketball Association
Coach – Saint Joseph School Basketball CYO Malden Catholic League
Coach – Wakefield Little League

Paul J. Cancelliere, MAJ USA (Ret) Corporate Awards and Civic Accomplishments:

2019 – Present board member, veteran liaison, Patton Homestead Incorporated (PHI), Hamilton, MA

2017 – Received the La Salle Military Academy (LSMA), Class of 1977 Distinguished Anthony J. Cutrona, Supreme Court Justice, Alumni Award, Presented in New York, NY

2012 – Department of Defense Certificate of Achievement with a personal note of thanks for state-wide legislative accomplishments in the Commonwealth of Massachusetts assisting the Northeast Region Liaison Defense State Liaison Office ODASD (MC&FP)

Dell Services (formerly Perot Systems) 2010 – Superior Account (Harvard Pilgrim Health Care – HPHC) Awarded by the Dell Services Health Care Academy.

- NCQA National Committee for Quality Assurance (NCQA) named Harvard Pilgrim the #1 private health care plan in America 2010.
- J.D. Power and Associates names Harvard Pilgrim as the highest-ranked health plan in New England.
- Boston Business Journal named Harvard Pilgrim among the Best Places to Work in Massachusetts in 2010 in its size category for the eighth consecutive year.
- The Boston Globe ranked Harvard Pilgrim 9th in the Top 100 Places to Work in MA and 4th in the large employer category in 2009
- Disease Management Purchasing Consortium International, Inc. recognized Harvard Pilgrim with certification for validity in savings measurement
- American Heart Association recognized Harvard Pilgrim as a Start! Fit-Friendly company in 2008. We received the award for championing the health of our employees through our fitness centers, discounts on health and fitness products and nutritional programs.

Military Awards and Accomplishments:

Presidential Certificate of Appreciation Completing 24 Years of Active Federal Service, Signed President George W. Bush 30 July 2003

Meritorious Service Medals (5X); for 24 years of honorable active military service; for service as the Chief Infantry Advisor to the Commandant of the Royal Saudi Infantry School; for training and commissioning over 300 cadets to become leaders, United States Army Cadet Command; for contributions while assigned to the Southern European Task Force towards the successful planning and execution of Support Hope Mountain Shield I and II, Shared Endeavor and Provide Comfort.

Joint Service Commendation Medals (3X) for achievements as Deputy Director Operation Provide Comfort, Turkey and northern Iraq; for implementing a logistics hub in Kigali, Rwanda, Africa, enabling thousands to access humanitarian goods and services.

Army Commendation Medals (3X) for extensive involvement in deployment readiness, contingency planning and the preparation and execution of a series of major exercises while assigned as the Deputy Operations Officer for the 1st Armored Division; for successful performance a Company Commander and Battalion Logistics Officer while assigned to the 24th Infantry Division; for outstanding Performance as an Infantry Platoon Leader assigned to the 1st Infantry Division.

Army Achievement Medals (2X) for outstanding performance while deployed to the Commander National Training Center; for selfless service at the Combat Maneuver Training Center.


National Defense Service Medal (2X) for service during the Persian Gulf War and the War on Iraq

Humanitarian Service Medal For operations in Kigali Rwanda following the civil war 1994

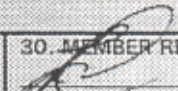
Army Service Ribbon For honorable Service

Overseas Service Ribbon (5X) for service in Germany, Italy, Greece, Turkey, Africa, and Saudi Arabia
Expert Infantryman's Badge Expert on Infantry Weapons, Land Navigation Skills and Small Unit Tactics and Operations as well as an Airborne Paratrooper / Certified in Self Contained Underwater Breathing Apparatus (SCUBA) Qualified through PADI

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) CANCELLIERE, PAUL JOSEPH		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA/IN		3. SOCIAL SECURITY NO. [REDACTED]	
4.a GRADE, RATE, OR RANK MAJ	4.b PAY GRADE O4	5. DATE OF BIRTH (YYYYMMDD) [REDACTED]	6. RESERVE OBLIG. TERM. DATE Year 0000 Month 00 Day 00		
7.a PLACE OF ENTRY INTO ACTIVE DUTY FORT BENNING, GA		7.b HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) ROCKVILLE CENTRE, NY 11570			
8.a LAST DUTY ASSIGNMENT AND MAJOR COMMAND BOSTON UNIVERSITY TC		8.b STATION WHERE SEPARATED FORT MONMOUTH, NJ 07703-5000			
9. COMMAND TO WHICH TRANSFERRED USAR CON GP (RET) AR-PERSCOM, 9700 PAGE BLVD, ST LOUIS, MO 63132			10. SGLI COVERAGE <input type="checkbox"/> None Amount: \$ 250,000.00		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 11a INFANTRY--12 YRS-5 MOS//02A COMBAT IMMATERIAL--3 YRS-0 MOS//11C MECHANIZED INFANTRY--6 YRS-8 MOS//NOTHING FOLLOWS		12. RECORD OF SERVICE			
		Year(s)		Month(s)	
		Day(s)			
		a. Date entered AD This Period		1981 09 27	
		b. Separation Date This Period		2004 05 31	
		c. Net Active Service This Period		0022 08 04	
		d. Total Prior Active Service		0000 00 00	
		e. Total Prior Inactive Service		0000 01 01	
		f. Foreign Service		0011 00 00	
		g. Sea Service		0000 00 00	
		h. Effective Date of Pay Grade		1993 09 01	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) MERITORIOUS SERVICE MEDAL (4TH AWARD)//JOINT SERVICE COMMENDATION MEDAL (2ND AWARD)//ARMY COMMENDATION MEDAL (4TH AWARD)//ARMY ACHIEVEMENT MEDAL (2ND AWARD)//JOINT MERITORIOUS UNIT AWARD//NATIONAL DEFENSE SERVICE MEDAL (2ND AWARD)//HUMANITARIAN SERVICE MEDAL//ARMED FORCES RESERVE MEDAL//ARMY SERVICE RIBBON//OVERSEAS SERVICE RIBBON (5TH AWARD)//CONT IN BLOCK 18.					
14. MILITARY EDUCATION (Course title, number of weeks and month and year completed) COMMAND AND GENERAL STAFF COLLEGE, 1994//COMBINED STAFF SCHOOL COURSE, 1989//SUPPLY STAFF OFFICER COURSE, 1986//INFANTRY OFFICER ADVANCED COURSE, 1985//AIRBORNE, 1982//INFANTRY OFFICER BASIC COURSE, 1982//NOTHING FOLLOWS					
15.a MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		15.b HIGH SCHOOL GRADUATE OR EQUIVALENT	
				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
17. MEMBER WAS PROVIDED A COMPLETE DENTAL EXAM AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
18. REMARKS DATA HEREIN SUBJECT TO COMPUTER MATCHING WITHIN DOD OR WITH OTHER AGENCIES FOR VERIFICATION PURPOSES AND DETERMINING ELIGIBILITY OR COMPLIANCE FOR FEDERAL BENEFITS//CONTINUOUS HONORABLE ACTIVE SERVICE: 19810927-20040531//SUBJECT TO ACTIVE DUTY RECALL BY THE SECRETARY OF THE ARMY //SERVICE IN SOUTHWEST ASIA 19990630-20000701//MEMBER HAS COMPLETED FIRST FULL TERM OF SERVICE//U.S. FLAG ISSUED//CONT FROM BLOCK 13: //EXPERT INFANTRYMAN BADGE//PARACHUTIST BADGE //ARMY RETIRED LABEL BUTTON//NOTHING FOLLOWS					
19.a MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 71 MYRTLE AVENUE WAKEFIELD, MA 01880			19.b NEAREST RELATIVE (Name and address - include Zip Code) CATHERINE CANCELLIERE 71 MYRTLE AVENUE WAKEFIELD, MA 01880		
20. MEMBER REQUESTS COPY 5 BE SENT TO MA DIR OF VET. AFFAIRS		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) KATHLEEN MATTHEWS, GS7, DAC, HRC	
21. SIGNATURE OF MEMBER BEING SEPARATED 					

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION RETIREMENT		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
25. SEPARATION AUTHORITY AR 600-8-24, PARA 6-14C(1)		26. SEPARATION CODE RBD	27. REENTRY CODE NA
28. NARRATIVE REASON FOR SEPARATION SUFFICIENT SERVICE FOR RETIREMENT			
29. DATES OF TIME LOST DURING THIS PERIOD NONE			30. MEMBER REQUESTS COPY 4  Initials



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment ~~As Appointment~~ to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Brian D. McCoubrey Email: mccoubrey49@gmail.com

Address: 82 Elm Street, Wakefield, MA 01880

Daytime phone: 781-929-2389 (cell) Evening phone: same

How long have you lived in Wakefield: 37 years Current occupation: Newspaper

Board or commission in which you are interested: Veteran Advisory Board

Please state why you are interested in serving on this board or commission:

As a former veteran (U.S. Army 1968-1971) I would welcome the opportunity to serve current and former veterans, to advise them of programs and resources, and investigate new opportunities to recognize their service and contributions.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I enjoy contributing to, and learning from, other members of committees I've worked on. I also enjoy legislative outreach and am comfortable asking for legislative support of important programs and/or proposed legislation related to a particular subject.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: —

B. D. McCoubrey
Signature

17 SEPTEMBER 2020
Date



THIS IS AN IMPORTANT RECORD
SAFEGUARD IT.

PERSONAL DATA	1. LAST NAME-FIRST NAME-MIDDLE NAME MCCOURBREY BRIAN DAVID		2. SERVICE NUMBER RA 11 628 300		3. SOCIAL SECURITY NUMBER [REDACTED]																									
	4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS ARMY RA UNASGD		5a. GRADE, RATE OR RANK SGT	6. PAY GRADE E5	6. DATE OF RANK DAY: 4 MONTH: FEB YEAR: 70																									
	7. U. S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		8. PLACE OF BIRTH (City and State or Country) WINCHESTER MASS		9. DATE OF BIRTH DAY: 16 MONTH: DEC YEAR: 49																									
SELECTIVE SERVICE DATA	10a. SELECTIVE SERVICE NUMBER 19 108 49 371		10. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY, STATE AND ZIP CODE LB#108 WOBURN MIDDLESEX, MASS		c. DATE INDUCTED DAY: MONTH: YEAR: NA																									
	11a. TYPE OF TRANSFER OR DISCHARGE TRFD TO USAR SEE ITEM #16		b. STATION OR INSTALLATION AT WHICH EFFECTED US ARMY PERSONNEL CENTER OAKLAND, CALIF																											
TRANSFER OR DISCHARGE DATA	c. REASON AND AUTHORITY SEC VII CH 5 AR 635-200 SPN 411 EARLY SEPARATION OF OVERSEAS RETURNEE		2. EFFECTIVE DATE DAY: 15 MONTH: APR YEAR: 71																											
	12. LAST DUTY ASSIGNMENT AND MAJOR COMMAND USA SSD ACST DA USARSUPHAI		13a. CHARACTER OF SERVICE HONORABLE		14. TYPE OF CERTIFICATE ISSUED NONE																									
	14. DISTRICT, AREA COMMAND OR CORPS TO WHICH RESERVIST TRANSFERRED USAR CONTROL GROUP: RELNY		15. REENLISTMENT CODE RE- 1																											
SERVICE DATA	16. TERMINAL DATE OF RESERVE/UMTS OBLIGATION DAY: 7 MONTH: AUG YEAR: 74		17. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY: <input checked="" type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input type="checkbox"/> REENLISTED <input type="checkbox"/> OTHER		b. TERM OF SERVICE (Years) 3		c. DATE OF ENTRY DAY: 13 MONTH: SEP YEAR: 68																							
	18. PRIOR REGULAR ENLISTMENTS NONE		19. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SVC PV1		20. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) BOSTON MASS																									
	21. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Street, RFD, City, County, State and ZIP Code) 49 NEWCOMB RD MELROSE MASS 02176		22. STATEMENT OF SERVICE		YEARS	MONTHS	DAYS																							
	23a. SPECIALTY NUMBER & TITLE 72B20 CONCERN SPEC		23. RELATED CIVILIAN OCCUPATION AND D.O.T. NUMBER NONE		<table border="1"> <tr> <td rowspan="3">CREDITABLE FOR BASIC PAY PURPOSES</td> <td>(1) NET SERVICE THIS PERIOD</td> <td>2</td> <td>7</td> <td>3</td> </tr> <tr> <td>(2) OTHER SERVICE</td> <td>0</td> <td>1</td> <td>4</td> </tr> <tr> <td>(3) TOTAL (Line (1) plus Line (2))</td> <td>2</td> <td>8</td> <td>7</td> </tr> <tr> <td colspan="2">d. TOTAL ACTIVE SERVICE</td> <td>2</td> <td>7</td> <td>3</td> </tr> <tr> <td colspan="2">e. FOREIGN AND/OR SEA SERVICE</td> <td>2</td> <td>0</td> <td>8</td> </tr> </table>			CREDITABLE FOR BASIC PAY PURPOSES	(1) NET SERVICE THIS PERIOD	2	7	3	(2) OTHER SERVICE	0	1	4	(3) TOTAL (Line (1) plus Line (2))	2	8	7	d. TOTAL ACTIVE SERVICE		2	7	3	e. FOREIGN AND/OR SEA SERVICE		2	0	8
	CREDITABLE FOR BASIC PAY PURPOSES	(1) NET SERVICE THIS PERIOD	2	7	3																									
(2) OTHER SERVICE		0	1	4																										
(3) TOTAL (Line (1) plus Line (2))		2	8	7																										
d. TOTAL ACTIVE SERVICE		2	7	3																										
e. FOREIGN AND/OR SEA SERVICE		2	0	8																										
24. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED NATIONAL DEFENSE SERVICE MEDAL VIETNAM SERVICE MEDAL VIETNAM CAMPAIGN MEDAL																														
25. EDUCATION AND TRAINING COMPLETED CONCERN SPEC 72B20 SIG C 12WKS 69		WOB103-L																												
VA AND EMP. SERVICE DATA	26a. NON-PAY PERIODS TIME LOST (Preceding Two Years) NONE		27a. DAYS ACCRUED LEAVE PAID 45		27b. INSURANCE IN FORCE (NSLI or USGLI) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO XXX		28. MONTH ALLOTMENT DISCONTINUED NA																							
	28. VA CLAIM NUMBER NA		29. SERVICEMEN'S GROUP LIFE INSURANCE COVERAGE <input type="checkbox"/> \$10,000 <input type="checkbox"/> \$5,000 XXXXX \$15,000																											
REMARKS	30. REMARKS BLOOD GROUP: 0 CIVILIAN EDUCATION: 13YRS RVN: NONE																													
AUTHENTICATION	31. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER TRANSFER OR DISCHARGE (Street, RFD, City, County, State and ZIP Code) 200 PARK TERRACE DRIVE MELROSE, MASS 02176				32. SIGNATURE OF PERSON BEING TRANSFERRED OR DISCHARGED <i>Brian David McCoubrey</i>																									
	33. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER W. R. KENNEDY 2LT TC ASST ADJ				34. SIGNATURE OF OFFICER AUTHORIZED TO SIGN <i>[Signature]</i> LPA J1																									

Brian D. McCoubrey
82 Elm Street
Wakefield, MA 01880
781-929-2389 (cell)
McCoubrey49@gmail.com

Biographical Sketch

Since September 2017, Mr. McCoubrey has been employed by the Wakefield Item Co. as a News Media Liaison. In this capacity he works with editors, reporters, and photographers in the publication of a local community daily newspaper (Wakefield Daily Item) and three weekly news publications (The Lynnfield Villager, The North Reading Transcript, and the Melrose Weekly News). The Wakefield Item Co. is a family-owned publisher that has been in business since 1907.

Prior to working at the newspaper, Mr. McCoubrey was retired for approximately nine months.

He was the President and Chief Executive Officer of The Savings Bank (formerly Wakefield Savings Bank), a (then) \$530 million mutual savings institution headquartered in Wakefield that is held by Wakefield Bancorp, MHC. Mr. McCoubrey joined the Bank in 1974 as a teller and worked in a variety of positions prior to his election as President and CEO in January 1993. He had been a Corporator of the bank since 1989 and, since 1992, he also served as a member of the Bank's Board of Directors. He retired from the Bank in December 2016.

McCoubrey holds a bachelor of arts degree (English and Spanish) from Rockford (Illinois) University and took several finance-related courses from Bentley College in Waltham. He graduated from the National School of Banking and Finance in 1981.

Mr. McCoubrey formerly served on the State Treasurer's Economic Empowerment Trust Fund Board from 2012-2016 (as the designee of the Senate Minority Leader) and the Treasurer's Financial Literacy Task Force during 2015 (also as the Senate Minority Leader's designee). He was a Director of the Massachusetts Bankers Association PAC and is an honorary Director of Samantha's Harvest. He also served on the Town of Wakefield's Bylaw Review Committee (November 2016-May 2019). He is a Trustee of the Warrior Trust.

McCoubrey is a former Director of the Thrift Fund for Economic Development. He has been active in the Town of Wakefield as a former member of the Town's Contributory Retirement Board (December 1996-November 1998), a former member and Vice-Chairman of the Town's Finance Committee (April 1992-May 1997), a past Incorporator of the Melrose-Wakefield Hospital, and was active in youth soccer, baseball, and basketball programs in Wakefield. He is a former member of the Board of Directors of

Communitas (formerly The ARC of East Middlesex [Emarc]), and a former Director of the NEMLEC Police Foundation Inc. He served on the Board of Directors of the Reading Symphony Orchestra (August 2017-June 2018). He also served as a member of the Board of Directors and President of The Savings Bank Charitable Foundation, Inc. and as a member of the Board of Directors and President of the Donald E. Garrant Foundation, Inc.

Mr. McCoubrey resides in Wakefield with his wife Jacquelyn. They have three grown children.



TOWN OF WAKEFIELD

TOWN ADMINISTRATOR'S OFFICE

Application for Appointment / Re-Appointment to Town Board, Committee, or Commission

Please submit this application with a current resume to Sherri Dalton at sdalton@wakefield.ma.us. Resumes are optional for Youth Council applicants.

Name: Sean McGrath Email: SeanMcGrath35.sm@gmail.com

Address: 4 Renee Drive

Daytime phone: 781-258-3074 Evening phone: _____

How long have you lived in Wakefield: 9 months Current occupation: Budweiser delivery

Board or commission in which you are interested: Veterans advisory board

Please state why you are interested in serving on this board or commission:

I am interested in serving on this board to give a voice of all veterans, to help navigate the VA healthcare system, help returning vets get help they may need, as well as have our older veterans connect and teach us younger generations.

In addition to the experience listed in your attached resume, what specific skills or expertise do you believe you can bring to this board or commission?

I believe I can set up a way for older generations connect by having a designated day for a coffee social, and have our younger vets join in. Help find some solutions for our younger vets to adjust to society, by being a combat vet myself may encourage others to ask for help or look for guidance.

Are you currently serving on any other Town boards? Yes No

If yes, please specify: _____

[Signature]
Signature

9/17/20
Date



Sean McGrath

Disabled veteran looking to secure a volunteer role within my hometown to help veterans in any way possible. To ensure all veterans have an ear to listen, and a voice to speak for them when needed.

4 Renee Drive Wakefield Ma. 01880 781-258-3074 seanmcgrath35.sm@gmail.com

WORK EXPERIENCE

August Busch &co. — Delivery helper

03/2010 to Present, Medford Ma

Performed various duties. Communicating with customers, unloading product, counting inventory, and quality assurance.

United States Marine Corps. — Marine

01/2002 to 06/2006, Camp Pendleton Ca.

Performed numerous job functions to include maintaining vehicle inspection reports, driving troops or cargo, dispatching vehicles and ensuring cleanliness of work space.

EDUCATION

Wakefield High School — High school diploma

09/1997 to 06/2001



WAKEFIELD POLICE DEPARTMENT

One Union Street, Wakefield, Massachusetts, 01880

Emergency 911

Business 781-245-1212

Fax 781-245-1299

Direct Line 781-246-6331

Email sskory@wakefieldpd.org

Steven A. Skory
Chief of Police

July 31st, 2020

Joseph Bertrand
Permanent Building Committee
Re: WPD Advisory Committee

Dear Mr. Bertrand,

Now that we are moving forward with the renovation/expansion of the police building, I have appointed an advisory committee of Wakefield police officers to participate in the process. The Committee will be made up of the following representatives:

Steve Skory – Police Chief
Craig Calabrese – Deputy Police Chief
Lt. Scott Reboulet - IT
Sgt. Richard Dinanno – Detectives
Sgt. Sean Beede – Superior Officers Union
Sgt. Kevin McCaul – Records/Evidence
Officer Amy Rando – Family/Social Services
Officer Shane Pelletier – Patrol Officers Union

If there are any questions, please let me know.

Thank you,

Steven A. Skory
Chief of Police

From: [Ann M. Santos](#)
To: [Sherri Dalton](#)
Subject: Fwd: Appointment - Registrar
Date: Tuesday, September 22, 2020 8:52:50 AM

FYI

Ann McGonigle Santos, Esq.
Associate Dean of Students
Suffolk University Law School
120 Tremont Street
Boston, MA 02108
617-573-8157
asantos@suffolk.edu

Begin forwarded message:

From: "Ann M. Santos" <asantos@suffolk.edu>
Date: September 22, 2020 at 8:52:19 AM EDT
To: Betsy Sheeran <bsheeran@wakefield.ma.us>
Subject: Re: Appointment - Registrar

Will do!

I also wanted to ask you how you are doing with poll workers for Nov. 3? Do you need bodies or even anyone to assist for early voting?

Thinking of crowd management? Lots of college kids studying remotely who could be a warm body if necessary.

Ann McGonigle Santos, Esq.
Associate Dean of Students
Suffolk University Law School
120 Tremont Street
Boston, MA 02108
617-573-8157
asantos@suffolk.edu

On Sep 22, 2020, at 8:28 AM, Betsy Sheeran
<bsheeran@wakefield.ma.us> wrote:

Ann,

Would you please add this item to the agenda for your next meeting?

Agenda Item: Appointment of Barry Noyes, 6 Spruce Street, as a Registrar, effective once the vote is taken.

Thanks,
Betsy