

7:00 PM

Aldermanic Chamber

1. ROLL CALL
2. PUBLIC COMMENT
3. COMMUNICATIONS

From: Tim Cummings, Director of Administrative Services
Nancy Trask, Human Resources Manager
Lizzie Gouveia, Sr. Human Resources Specialist

Re: Request for Legislation for implementation of Unaffiliated Salary and Compensation Schedule for FY27

4. INTERVIEWS

Cable Television Advisory Board

Term to Expire: June 10 2028

Oscar Villacis (new appointment)
76 Beauview Avenue
Nashua, NH 03064

Keefe Auditorium Commission

Joe Olefirowicz (new appointment)
35 Newbury Street
Nashua, NH 03060

Mine Falls Park Advisory Committee

Walter Davis (new appointment)
Q1 Snow Circle
Nashua, NH 03062

Term to Expire: July 22, 2028

Kimberly Gryglik (new appointment)
7 Denver Drive
Nashua, NH 03063

Term to Expire: July 22, 2028

Conservation Commission

Amanda Griffith (new appointment)
111 Bluestone Drive
Nashua, NH 03060

Term to Expire: July 22, 2028

Greater Nashua Revolving Loan Fund Committee

David Dearborn (new appointment)
1718 Belmont Street
Manchester, NH 03104

Term to Expire: July 22, 2028

5. APPLICATION TO LICENSE HAWKER'S, PEDDLER'S, ITINERANT VENDOR'S LICENSE
6. APPOINTMENTS BY THE MAYOR

Cable Television Advisory Board

Term to Expire: June 10 2028

Oscar Villacis (new appointment)

76 Beauview Avenue
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Kimberly Gryglik (new appointment)
7 Denver Drive
Nashua, NH 03063

Term to Expire: July 22, 2028

Downtown Improvement Committee

Philip Scontsas (re-appointment)
14 Ashland Street
Nashua, NH 03064

Term to Expire: December 1, 2027

Greater Nashua Revolving Loan Fund Committee

David Dearborn (new appointment)
1718 Belmont Street
Manchester, NH 03104

Term to Expire: July 22, 2028

Conservation Commission

Amanda Griffith (new appointment)
111 Bluestone Drive
Nashua, NH 03060

Term to Expire: July 22, 2028

7. UNFINISHED BUSINESS

R-25-121, Amended

Endorsers: Mayor Jim Donchess
Alderman-at-Large Ben Clemons
Alderman-at-Large Michael B. O'Brien, Sr.
Alderswoman-at-Large Gloria Timmons
Alderman-at-Large Melbourne Moran, Jr.
Alderman Tim Sennott
Alderman Thomas Lopez
Alderman Patricia Klee
Alderman Derek Thibeault
Alderman-at-Large Lori Wilshire

PROPOSING AN AMENDMENT TO THE CITY CHARTER RELATIVE TO ESTABLISHING A LIMITATION ON ANNUAL BUDGETS

- will be discussed at the 9/2/25 meeting

8. NEW BUSINESS – RESOLUTIONS

9. NEW BUSINESS – ORDINANCES

O-25-058

Endorsers: Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Tyler Gouveia
Alderman-at-Large Ben Clemons
Alderman Tim Sennott
Alderman Derek Thibeault
Alderman Patricia Klee
Alderman Richard A. Dowd
Alderman-at-Large Lori Wilshire

AMENDING THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES WITH RESPECT TO THE FIRE DEPARTMENT'S CHIEF OFFICERS' COMPENSATION AND BENEFITS**O-25-060**

Endorsers: Alderman Richard A. Dowd
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Gloria Timmons
Alderman Patricia Klee
Alderman-at-Large Lori Wilshire

PROHIBITING BANNERS, FLAGS, AND SIGNS AT MEETING

10. TABLED IN COMMITTEE

R-25-158

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman-at-Large Lori Wilshire

RELATIVE TO A NON-BINDING BALLOT REFERENDUM CONCERNING THE KEEFE AUDITORIUM

- tabled at 5/5/25 mtg

O-25-051

Endorsers: Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Ben Clemons
Alderman Chris Thibodeau
Alderman Tim Sennott
Alderman Derek Thibeault
Alderman Patricia Klee

PROHIBITING THE SALE OF KRATOM

- tabled at 3/3/25 mtg

O-25-056

Endorsers: Alderman Chris Thibodeau
Alderman-at-Large Melbourne Moran, Jr.
Alderman Thomas Lopez
Alderman John Sullivan

RULES FOR REMARKS BY ALDERMEN AT MEETINGS

- tabled at 6/2/25 meeting

11. PUBLIC COMMENT

12. GENERAL DISCUSSION

13. REMARKS BY THE ALDERMEN

14. ADJOURNMENT



THE CITY OF NASHUA

Office of Administrative Services

"The Gate City"

TO: Shoshanna Kelly, Chairwoman of Personnel & Administration Committee

FROM: Tim Cummings, Director of Administrative Services
Nancy Trask, Human Resources Manager
Lizzie Gouveia, Sr. Human Resources Specialist

Date: July 31, 2025

RE: Request for Legislation for implementation of Unaffiliated Salary and Compensation Schedule for FY 27

In reference to the Unaffiliated Classification and Compensation study per our most recent conversation on June 2, 2025 it is our intention to file legislation at the August 12, 2025 Board of Aldermen meeting with the attached Classification Chart and Compensation Schedule.

The contemplated legislation will contain a chart and classification as enclosed while also providing for other provisions such as: the legislation will take effect July 1, 2026 or earlier, if appropriate funding is available.

Additionally, depending upon the cost there may be a 2-year phased in implementation strategy. The current legislation is still being costed, but is in the \$450,000 range.

Please let us know if you would like to sponsor this legislation.

Should you have any questions please do not hesitate to contact the Human Resources Office.

Enclosed: Exhibit A – Proposed Classification Chart
Exhibit B – Proposed Compensation Salary and Wage Schedule

Exhibit A

Position	Proposed Pay Ranges	
	Minimum	Maximum
<u>Grade 25</u>	\$ 146,094	\$ 199,940
Administrative Services Director		
Chief Financial Officer/Director of Financial Services		
Corporate Counsel		
Director of Community Development		
Director of Public Health And Community Services		
Director of Public Works		
Fire Chief		
	Minimum	Maximum
<u>Grade 24</u>	\$ 135,902	\$ 185,991
Assistant Director of Public Works		
Assistant Fire Chief		
Chief Information Officer		
City Engineer		
Deputy Corporation Counsel		
Economic Development Director		
Emergency Management Director		
Library Director		
	Minimum	Maximum
<u>Grade 23</u>	\$ 126,420	\$ 173,014
Assistant Director of Public Works-Finance & Admin.		
Deputy Fire Chief		
Division Operations Manager		
Treasurer / Tax Collector		
	Minimum	Maximum
<u>Grade 22</u>	\$ 117,600	\$ 160,944
Chief Public Health Nurse		
Comptroller		
Deputy City Engineer		
Health Officer		
Risk Manager		
	Minimum	Maximum
<u>Grade 21</u>	\$ 114,242	\$ 156,348
Assistant Corp Counsel		
Chief Assessor		
City Clerk		
Human Resources Manager		
Manager Planning Department		
Superintendent of Fleet		
Superintendent of Parks & Recreation		
Superintendent of Solid Waste		
Superintendent of Streets		
Superintendent of Wastewater		
Transit Administrator		

	Minimum	Maximum
<u>Grade 20</u>	\$ 106,271	\$ 145,440
Assistant Library Director		
Building Department Manager		
Communications and Recreation Administrator		
Cybersecurity Engineer		
Deputy Chief Public Health Nurse		
Employee Benefits Manager		
IT Manager Project/Development Services		
IT Manager, Technical Operations		
Payroll Manager		
Sustainability Manager		
Welfare Officer		
	Minimum	Maximum
<u>Grade 19</u>	\$ 98,857	\$ 135,293
Assessing Manager		
Business Manager - NFR		
Business Manager - NPD		
Chief of Staff		
Code Enforcement Manager/Investigator		
Deputy City Clerk		
Deputy Health Officer		
Environmental Engineer		
Senior Finance Manager		
Urban Programs Manager		
	Minimum	Maximum
<u>Grade 18</u>	\$ 91,960	\$ 125,854
Assistant Business Manager		
Business and Property Manager		
Deputy Treasurer and Deputy Tax Collector		
Energy Manager		
Parking Manager		
Purchasing Manager		
Senior Traffic Engineer		
Senior Staff Engineer (PE)		
Senior Staff Engineer II		
Senior Wastewater Engineer		
	Minimum	Maximum
<u>Grade 17</u>	\$ 85,544	\$ 117,073
Accounting Manager		
Deputy Risk Manager		
Housing Services Officer		
Senior Staff Engineer (No PE)		

	Minimum	Maximum
Grade 16	\$ 79,576	\$ 108,905
Accounts Payable Manager		
Arlington Street Community Center Director		
Building Manager		
Disease Intervention And Behavioral Health Nurse		
Emergency Management Coordinator		
Enterprise System Administrator		
GIS Specialist		
Motor Vehicle Registration Manager		
Payroll Supervisor		
Peg Program Manager		
Public Health Nurse		
Senior Human Resources Specialist		
Superintendent Cemetery - Edgewood		
Superintendent Cemetery - Woodlawn		
Welfare Specialist Supervisor		
	Minimum	Maximum
Grade 15	\$ 74,024	\$ 101,307
Behavioral Health Strategist		
Economic Mobility Program Specialist		
Legislative Affairs Manager		
Public Health Preparedness Coordinator		
	Minimum	Maximum
Grade 14	\$ 70,499	\$ 96,483
Echannel Access Administrator		
Enterprise Database/System Analyst		
Environmental Health Specialist II		
Epidemiologist		
Health Promotion & Communication Specialist		
Public Health Equity Officer		
Staff Engineer		
Transit Mobility Manager		
Wellness Benefits Specialist		
	Minimum	Maximum
Grade 13	\$ 67,142	\$ 91,889
Administrative Project Specialist		
Administrative Services Office Administrator		
Communications and Event Specialist		
Communications Specialist		
Creative Coordinator		
Environmental Health Specialist I		
Environmental Health Improv. & Compliance Specialist		
Grant Writer		
HRIS Analyst		
Legal Assistant		
Payroll Analyst		
Property And Casualty Adjuster		
Senior Risk Coordinator		
Subforeman Cemetery - Edgewood		
Subforeman Cemetery - Woodlawn		

	Minimum	Maximum
<u>Grade 12</u>	\$ 63,945	\$ 87,513
Administrative Assistant III		
Benefits Specialist		
Bilingual Outreach Worker		
Bilingual/Bicultural Community Health Worker		
Bilingual Community Health Worker		
Bilingual Medical Assistant		
Executive Assistant to DPW Director		
Executive Assistant/Office Manager Library		
Intake/Welfare Specialist		
Payroll Specialist		
Records Administrator		
Solid Waste Technician		
Welfare Specialist		
	Minimum	Maximum
<u>Grade 11</u>	\$ 55,125	\$ 75,442
Administrative Assistant I - HR		
Children's Programming Coordinator		
Community Services Program Admin Assistant		
Constituent Services Coordinator		
Employee Benefits Coordinator		
Groundskeeper Cemetery - Edgewood		
Groundskeeper Cemetery - Woodlawn		
Parking Enforcement Specialist		
Risk Coordinator		
Transcriptionist & Legislative Assistant		

Exhibit B									
70th Percentile - Proposed Pay Ranges									
4% Between Each Step									
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
25	146,094.11	151,937.88	158,015.39	164,336.01	170,909.45	177,745.83	184,855.66	192,249.89	199,939.88
24	135,901.50	141,337.56	146,991.06	152,870.70	158,985.53	165,344.95	171,958.75	178,837.10	185,990.59
23	126,420.00	131,476.80	136,735.87	142,205.31	147,893.52	153,809.26	159,961.63	166,360.10	173,014.50
22	117,600.00	122,304.00	127,196.16	132,284.01	137,575.37	143,078.38	148,801.52	154,753.58	160,943.72
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
21	114,241.86	118,811.54	123,564.00	128,506.56	133,646.82	138,992.69	144,552.40	150,334.50	156,347.88
20	106,271.50	110,522.36	114,943.25	119,540.98	124,322.62	129,295.53	134,467.35	139,846.04	145,439.89
19	98,857.21	102,811.50	106,923.96	111,200.92	115,648.95	120,274.91	125,085.91	130,089.34	135,292.92
18	91,960.19	95,638.60	99,464.15	103,442.71	107,580.42	111,883.64	116,358.98	121,013.34	125,853.88
17	85,544.37	88,966.14	92,524.79	96,225.78	100,074.81	104,077.80	108,240.91	112,570.55	117,073.37
16	79,576.16	82,759.20	86,069.57	89,512.35	93,092.85	96,816.56	100,689.22	104,716.79	108,905.46
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
15	74,024.33	76,985.30	80,064.72	83,267.30	86,598.00	90,061.92	93,664.39	97,410.97	101,307.41
14	70,499.36	73,319.34	76,252.11	79,302.19	82,474.28	85,773.25	89,204.18	92,772.35	96,483.25
13	67,142.25	69,827.94	72,621.06	75,525.90	78,546.94	81,688.81	84,956.37	88,354.62	91,888.81
12	63,945.00	66,502.80	69,162.91	71,929.43	74,806.61	77,798.87	80,910.82	84,147.26	87,513.15
Grade	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
11	55,125.00	57,330.00	59,623.20	62,008.13	64,488.45	67,067.99	69,750.71	72,540.74	75,442.37

*Revised for FY27

Vassar, Emily

From: noreply@civicplus.com
Sent: Monday, May 05, 2025 2:40 PM
To: Mayor Web Forms; Sullivan, Matthew
Subject: Online Form Submittal: Volunteer For A Board or Commission Form

CAUTION: This email came from outside of the organization. Do not click links or open attachments if the source is unknown.

Volunteer For A Board or Commission Form

First Name Oscar

Last Name Villacis

Your Email Address



Redaction of private email address pursuant to 91-A:5, IV, confidential information and disclosure would constitute invasion of privacy

Phone Number

Address 76 Beauview Ave

Redaction of private telephone number pursuant to 91-A:5, IV, confidential information and disclosure would constitute invasion of privacy

City Nashua

State NH

Zip Code 03064

Board or Commission Applying For: Cable Television Advisory Board

Add Your Own Notes and Comments

Dear Mayor Donchess and Members of the Cable Television Advisory Board,

I hope you're doing well.

My name is Oscar Villacis, and I'm writing to formally express my interest in serving on Nashua's Cable Television Advisory Board.

This work is deeply personal to me. In 2020, after witnessing a racist on-air rant at WSMN in Nashua and realizing how little of our community was truly reflected in local media, I made a decision to step up—not just for myself, but for the generations growing up in this city. That moment gave rise to First Gen Multimedia and the First Gen American platform: tools to empower, represent, and give voice to those too often ignored.

Through podcasting, bilingual campaigns, and collaborative media with partners like NHPR, NHPBS, and 603 Diversity Magazine, I've worked to ensure that Nashua's evolving identity isn't just acknowledged—it's amplified.

I'm sharing my communications portfolio and letter of interest with this email to demonstrate how this mission has evolved. From youth storytelling to public health messaging, my work centers on access, equity, and authentic representation—all values I believe the Cable Television Advisory Board is uniquely positioned to champion.

Thank you for considering my application. I'd be honored to bring my experience, perspective, and deep community commitment to CTAB.

With gratitude,

Oscar Villacis

Upload Resume or CV (.txt, .pdf, .doc, .ods) *Field not completed.*

Upload Letter of Intent (.txt, .pdf, .doc, .ods) *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Letter of Interest – Cable Television Advisory Board

Dear Mayor Donchess and Members of the Cable Television Advisory Board,

I am Oscar Villacis, a Nashua resident, media producer, and founder of First Gen Multimedia. I'm formally expressing my interest in serving on the Cable Television Advisory Board.

As someone who has spent the past decade using public media to amplify underrepresented voices—through radio, podcasting, video production, and digital campaigns—I believe strongly in the power of local access television to inform, reflect, and empower our communities.

Through my work with First Gen Americans, Latinos En Vivo, and collaborations with NHPBS, NHPR, and the Nashua Division of Public Health, I've seen firsthand how storytelling builds trust and participation. I've led bilingual programming, public health messaging, youth engagement media, and cultural storytelling projects that align with the mission of CTAB.

I'd be honored to contribute my perspective as a first-generation Latino American and media strategist to help shape the future of Nashua's cable television access, especially in ensuring it reaches and reflects our growing, diverse population.

I've attached my communications portfolio for your review and would welcome the opportunity to speak further.

I appreciate your consideration.

Sincerely,

Oscar Villacis

[Redacted signature block]

Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy

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Final Reflection – Commitment to Public Access & Representation

The power of local media isn't just in what it broadcasts—it's in who it includes.

Serving on the Cable Television Advisory Board is more than an appointment. For me, it's a continuation of a lifelong mission to make public media accessible, inclusive, and community-driven. Whether through youth-focused podcast programs, bilingual legal aid content, or cultural storytelling, I've committed my work to making sure our stories are not only heard—but respected.

This portfolio is not just a resume. It's proof that communication can be a force for equity, education, and belonging. And I'm ready to bring that energy, experience, and perspective to CTAB.

Thank you for reviewing this body of work.

JOSEPH R. OLEFIROWICZ – was born 1972 in Methuen, Massachusetts. Following completion of his degree in conducting for musical theatre and opera at *Ithaca College*, he came to Europe as an orchestra member of the European Tour of Bernstein's *On the Town*, followed by an appointment as Associate Conductor of the *Capitol Theater* in Düsseldorf and his 1995 debut at New York's *Oswego Opera Theatre*, leading Menotti's *Medium* and Schuman's *The Mighty Casey*. Soon after this, he would be appointed principal conductor of commercial musical theatres in Bochum, Stuttgart and Berlin – where he led the German companies of *Starlight Express*, *Miss Saigon*, Disney's *Hunchback of Notre Dame* (world premiere production) and Disney's *Beauty and the Beast* (as guest).

In 2003, he gave his European opera debut as conductor of Cherubini's *Lodoïska* (and later Verdi's *Aïda*) at the *Nordhausen Opera*, preceding a tenure as First Kappellmeister – This led to a wide repertoire of opera, operetta, musical theatre, ballet and symphonic literature together with the *Loh-Orchester Sondershausen*.

In 2005, he was presented with an Emmy Craft Citation from the *Academy of Television Arts and Sciences* for his work as Music and Choral Supervisor for the NBC/Hallmark Television film of Menken and Ahrens' *A Christmas Carol*, serving also as session pianist with the *Budapest Film Orchestra*. International press proclaimed Olefirowicz 2006 "Operetta Conductor of the Year" following the first post-WWII revival of Benatzky's 1929 Operetta *Die Drei Musketiere* in Nordhausen. Continued work as a guest conductor worldwide embraces a wide swath of repertoire. Concert collaborations include artists Lucia Aliberti, Kim Criswell, Feruccio Furlanetto, Angelika Kirschlager, KS Jennifer O'Loughlin, Christine Brewer, Mikhail Pletnev, Albina Shagimuritova and *Tony-winner* Paulo Szot, among others.

At the *Vienna Volksoper*, he served as guest conductor between 2008 and 2019. A revival of *Anatevka* served as his Vienna debut, followed by season-after-season of successful premiere productions including Loesser's *Guys and Dolls*, Bernstein's *Candide* (where he became the "Dancing Conductor" internet sensation), the 2015 Austrian Musiktheater prize-winning production of Sondheim's *Sweeney Todd*, and the renown 2019 concert production of Gershwin's iconic opera, *Porgy and Bess*.

On the concert stage, he has conducted in the *Warsaw Philharmonic*, *Munich Philharmonic at Gasteig*, *Prinzregententheater Munich*, *Tschaikovsky Concert Hall Moscow*, *Zaryadye Concert Hall Moscow*, *Hannover State Opera*, *Schloss Sondershausen*, *Leipzig State Opera*, *Berlin State Opera*, and *Springfield Symphony Hall (USA)*. Collaborations include the *Springfield Symphony Orchestra*, *Symphony New Hampshire*, *Braunschweig State Orchestra*, *Munich Symphoniker*, *Lower Saxony State Orchestra*, *Moscow's Russian National Orchestra*, *Warsaw National Philharmonic and Choir*, *Orchestra of the Musikalische Komödie Leipzig* and the *Deutsches Filmorchester Babelsberg*.

His ongoing relationship as guest conductor with the *Munich Radio Orchestra* and most recently the *Bavarian Radio Choir* has produced the acclaimed 2024 German Premiere of the Runestad *Earth Symphony*, the 2022 internationally-televised *70th Anniversary concert* of the orchestra, as well as the 2018 European premiere of Rodgers & Hammerstein's *Cinderella*. His most recent live concert work of Runestad's *Earth Symphony* and Lauridsen's *Lux Aeterna* is slated for international commercial release on the *BR-Klassik* label in July 2025.

During the pandemic- which canceled many concerts and projects worldwide for several years- Olefirowicz utilized this time to pursue a Master of Arts in Pastoral Theology at the *Saint Joseph College of Maine*. Olefirowicz is also an internationally-acclaimed concert organist and has served over seventeen years as Artistic Director of the award-winning *First Music Concert Series* and as Minister of Music at *The First Church of Nashua*.

JOSEPH R. OLEFIROWICZ - MA, CAGO, BA

35 Newbury Street
Nashua, NH 03060
USA

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to 91-A:5, IV, confidential information and
disclosure would constitute invasion of privacy

Home phone: [REDACTED]

Redaction of private email address pursuant
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disclosure would constitute invasion of privacy

E-mail: [REDACTED]



EDUCATION

2023	Master of Arts	<u>Saint Joseph College of Maine</u> <i>Pastoral Theology</i>
1998	Colleague Examination	<u>American Guild of Organists</u> <i>CAGO Certificate</i>
1994	Bachelor of Arts	<u>Ithaca College</u> <i>Direction for the Musical Stage (Planned Studies)</i> <i>Conducting, Voice (Baritone), Organ, Harpsichord</i> <i>1998 Distinguished Young Alumnus Award</i>

EXPERIENCE

Minister of Music
(2008 – present)

THE FIRST CHURCH of Nashua (NH) – United Church of Christ
Principal organist & choral conductor
Independent Worship planning using Revised Common Lectionary
Annual scheduling for all ensembles (custom FileMaker ministry management)
Graded choral (Kindergarten through Adult) **and handbells** (Youth through adult)

- Chancel Choir (32 – 36 members; includes professional quartet)
- First Folk (18 – 24 members; includes professional quartet)
- Decibells (adult handbells)
- Jubellation (youth handbells; seasonally planned – separate director)
- Men's Choir (seasonal)
- Women's Choir (seasonal)
- Choral Union (ca. 40+) and/or All-Church Choir (up to 60 members)
- First Schola (High School treble choir; not in session since pandemic)
- Joyful Noise (Gr. 3 – 7); Chapel Chimers (K – Gr. 2) – separate director
- Summer Music (weekly soloist and ensemble planning for worship)

Artistic Director of First Music Concert Series (7 – 11 programs annually)

- Artist and Ensemble acquisition (direct and agency negotiation)
- Marketing and branding concepts (logo, print and program materials)
- "Friends of First Music" annual fundraising (underwrites Series)

Supervisor of multi-spoke professional music staff (part-time) including:

- Children's Music Coordinator
- Copyright Reporting Coordinator
- Accompanist (for First Folk choir; currently open)
- Staff Singers (4, SATB quartet linked to Chancel Choir and First Folk)
- Additional choral hires (up to 6 additional beyond SS for special projects)
- Music Librarian (volunteer; library contains 1,700+ titles)
- Liturgical Apparel coordinator (volunteer)
- Tower Chime coordinator (volunteer; 15 bells, Vanduzen & Tift)

Curator of Instruments

- Austin Organ, Opus 1406 – 1926/2015 – III/60 over 6 divisions
- Andover Organ, Opus 79 – 1976 – I/3 (in chapel 2024; portative)
- Bechstein grand piano (Sanctuary)
- Additional campus pianos (currently 2)
- 5 octaves Malmark handbells; 4+2 octaves Malmark choir chimes
- Mary Park Nutt Tower Chime (World's Columbian Exposition 1893)

Ex-Officio of Music Committee (10 members, plus 1 youth when available)

- Budget creation and overall ministry oversight (ministry, trusts and series)
- Fellowship development for Ministry (brunches, retreats, etc.)

RELATED EXPERIENCE

Guest Conductor (1993 – present)

Munich Radio Orchestra (currently active, since 2018)
Warsaw National Philharmonic
Russian National Orchestra Moscow (2018 onward; suspended at begin of Ukraine war)
Hannover State Opera / Lower Saxony State Orchestra (5 seasons: 2015 – 2019)
Vienna Volksoper (12 seasons: 2008 – 2019)
Braunschweig State Orchestra
Munich Symphony
Springfield Symphony Orchestra (MA)
Symphony New Hampshire
(remaining conductor listings are pre-2007)
Orchester der Musikalische Komödie Leipzig
Deutsches Filmorchester Babelsberg
Nordhausen Opera / Loh-Orchester Sondershausen (5 seasons: 2002 – 2007)
Oswego Opera Theatre (NY – 1995)
College Light Opera Company (MA – 1993; Associate conductor)

Guest Choral Conductor (1999 – present)

Bavarian Radio Choir Munich (Two *BR-Klassik* album releases in 2025)
Warsaw National Philharmonic Choir
Opera Chorus of the Vienna Volksoper
Opera Chorus of the Hannover State Opera
Opera Chorus and Extra Chorus of the Nordhausen Opera
Session choral conductor for NBC/Hallmark (London, 2004)
World Premiere Disney “Hunchback of Notre Dame” (Chorus Master / Berlin, 1999)

Commercial Musical Theatre (1994 – 2002)

Musical Theater Berlin
Musical Theatre Stuttgart
Musical Hall Stuttgart
Starlight Halle Bochum
Capitol Theatre Düsseldorf
Scala Musical European Tours
Struthers Library Theatre (PA)

Disney’s *Hunchback* – 2000-2002, as MD
Disney’s *Beauty...* – 1998-1999, as Associate
Schönberg’s *Miss Saigon* – 1997-1999, as MD
Webber’s *Starlight Express* – 1995-1997, as MD
Original revue production – 1994-95, as Associate
Bernstein’s *On the Town* – 1994, in orchestra
Equity Summerstock – 1994, as Associate

Film (2001 – 2004)

Hallmark Entertainment

Budapest Film Orchestra
Deutsches Filmorchester Babelsberg

Music and Choral Supervisor – 2004
NBC “A Christmas Carol – The Musical”
Emmy Craft Citation 2005 (Best Music Direction)
Guest session pianist – 2004
Session conductor (on call substitute) – 2001-2002

ADDITIONAL EXPERIENCE

English *(native language)*

German *(excellent speaking and good writing skills)*

Polish *(good speaking skills)*

French *(basic speaking & writing skills)*

Orchestration & Vocal Arranger *(theatrical, commercial and sacred genres)*

International Phonetic Alphabet (IPA) for vocal coaching English, German, French, Italian, Latin

Lighting Design (formal collegiate training and multiple academic show designs)

REFERENCES AVAILABLE UPON REQUEST

WORSHIP PLANNING SAMPLES AVAILABLE UPON REQUEST

Walter C. Davis

Q1 Snow Circle

Nashua, NH 03062

Phone

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Skill Set Overview:

Extensive experience in processing Raytheon assets using the following:

- ALCS (Raytheon's internal inventory program)
- SAP PRISM and APEX (enterprise resource planning (ERP) software, customized for Raytheon)
- Certified Raytheon Six Sigma Specialist
- Secret Security Clearance

Technical:

- Certified Raytheon Six Sigma Specialist
- Secret Security Clearance
- Crystal Reports (web-based reporting from an Oracle database)
- Programming Languages: C, UNIX, Java, and Python
- CAD design drawing: Pro-E and Solidworks

Experience:

Supply Chain Associate Raytheon (now RTX) 2012 - 2024 (Retired)

Processed inbound materials into the ALCS system, complimenting the flow of materials and equipment within the facility per direction from program leads, including processing incoming documents. To facilitate processing of problem shipments, I took sole responsibility for incorporating the URDN reporting tool, which provided consistency in generating documents for resolving issues for the Receiving group. Consulted with program leads, QA, and support personnel to work out solutions to issues which arise. Authored a completely revised Receiving Dock Work instruction and a new stand-alone Receiving Discrepancy Work instruction. Suggested ways to streamline and improve procedures and processes, and added a shared 'best practices' document as a reference for Receiving personnel.

Package Loading

UPS March 2006 - May 2012

Part-time work loading package cars and trailers. Communicated the absolute need to expand the building to increase efficiency; that expansion was undertaken after I left the company.

Software Engineer

Taxware International, Inc. 2000 - 2001

- Authored a software program in to convert two existing types of tax-data test files to a new format, eliminating the labor needed manually generate and validate large numbers of test records.
- Generated Visio flow charts for the company's existing software. Identified and flagged trouble areas in the API's source code while preparing these charts.
- Developed key Crystal Reports for company's new online tax-computation product, which logged remote merchant transactions. Found a work-around for a problem with the Crystal Reports software.

Senior Project Engineer

Watts Regulator Company 1983 - 1999

- Designed, prototyped, and developed documentation for many new plumbing and hydronic products, including an automatic washer shut-off valve and a complete line of low-cost backflow preventers. Assisted company in becoming ISO9001-certified, and conducted internal audits.
- Redesigning many existing products as cost reduction, performance improvement, market re-targeting, and standards-conformance projects.
- Transitioned these and other new products from design to manufacturing, which involved planning and coordinating projects with marketing, purchasing, manufacturing, QA, and outside vendors.
- Produced Quality Assurance and testing procedures for these and other products.

Other Experience:

• Contributor / Development Lead

WindWeb Project, WIND 2002 – 2006

Contributed to, and later managed the coding of an all-volunteer effort called WindWeb, an online application for members of WIND, a job-search networking group, to store and provide information on current and past members, potential employers, and industry contacts.

Education:

- BS Mechanical Engineering University of Lowell - Lowell, MA
- Certificates: Fundamentals of IT, UNIX - University of Mass – Lowell
- Certificate & Placement - Software Council Fellowship Program – Waltham, MA

Footnotes

PRISM (enterprise resource planning (ERP) software) manufacturing resource planning (MRP), supply chain management (SCM),

In 2005, Raytheon began deploying its SAP ERP system, known as PRISM, to streamline its planning, sourcing, manufacturing, and delivery processes as part of its "one company" corporate vision. PRISM was designed to standardize and modernize Raytheon's supply chain operations.

PRISM: Raytheon's SAP ERP System: PRISM was the name given to Raytheon's implementation of SAP's Enterprise Resource Planning (ERP) system.

Vassar, Emily

From: noreply@civicplus.com
Sent: Wednesday, May 14, 2025 12:13 PM
To: Mayor Web Forms; Sullivan, Matthew
Subject: Online Form Submittal: Volunteer For A Board or Commission Form

CAUTION: This email came from outside of the organization. Do not click links or open attachments if the source is unknown.

Volunteer For A Board or Commission Form

First Name	Kimberly	
Last Name	Gryglik	
Your Email Address		Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy
Phone Number		Redaction of private telephone number pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy
Address	7 Denver Drive	
City	Nashua	
State	NH	
Zip Code	03063	
Board or Commission Applying For:	Mine Falls Park Advisory Committee	
Add Your Own Notes and Comments	I wish to be considered for Mine Falls Park Advisory Committee, as I care about Nashua, NH. I care about nature, and the environment, and this beautiful natural resource. I want to get more involved in the city in which I live, as advocacy, innovation, and outdoors is part of who I am. Please consider me for this committee.	
Upload Resume or CV (.txt, .pdf, .doc, .ods)	Kimberly Gryglik resume 2025.docx	
Upload Letter of Intent (.txt, .pdf, .doc, .ods)	Field not completed.	

Email not displaying correctly? [View it in your browser.](#)

KIMBERLY J GRYGLIK

Redaction of private email address pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy [REDACTED] - Nashua, NH 03063

Redaction of private telephone number pursuant to 91-A:5,IV, confidential information and disclosure would constitute invasion of privacy [REDACTED]

Professional Summary

A thoughtful, analytical, ethical, and dependable, social work professional, and leader, with over 20 years of experience in different capacities. Experienced in direct care, supervisory, and administrative work, with keen ability to relate with others, positively communicate, and problem solve with all levels of partnership. A unique array of education and training, that translates in and out of the workplace. Goal driven, consumer focused, with a big picture philosophy that provides a chorus of efficiencies that span across the spectrum of age, demographics, and diversities. Active and have great interest in serving others in the community.

Skills

Emotional support
Resource advocacy * Partnerships
Workshop & Event Planning
Problem-solving skills
Career mentoring
Microsoft Office & Computers

Motivational Interviewing
Social understanding & Active Listening
Employment opportunities
Job search strategies
Documentation
Effective & Positive Communication

Employment History

Employment Counselor Specialist, 09/2021 to Present

New Hampshire Employment Security – Nashua, NH

- *Provides case management services and manage caseload effectively to ensure eligible participants are engaged in program activities appropriately and agency program participation requirements are achieved
- *Works with participants to resolve job readiness issues and persisting barriers, while empowering participants to meet their goals
- *Integrates and applies changing policies and procedures of the bi-agency collaboration to maximize services to eligible participants.
- *Interviews, assesses and evaluates individual aptitudes, interests, abilities, work experiences, education, personality characteristics, and degrees of physical, social, or emotional limitations of eligible participants to identify individual service needs, strengths, and barriers.
- *Develops and implements a Career Plan for each eligible participant and provide subsequent counseling to resolve employment barriers and stabilize family functioning.

Direct Care Supervisor, 05/2013 to 09/2021

Catholic Charities of the Merrimack, Valley – Lowell, MA

- *Job Duties were vast and included working and supporting young parents to assist them learn the values of responsibility and independence while helping them to achieve their personal goals.
- *Worked on time management program & weekly skill building and boot camp/challenge board work.
- *Instituted and reinvigorated an Incentive Store with in-program currency to develop life skills, structure and independence.
- *Developed team incentives and founded and instituted the WOW program to acknowledge the team.
- *Documented daily reports on shift work and daily oversight of the residents and children.

- *Provided direct support to team members and direct supervision.
- *Communicated essential information with community partners and fostered ongoing relationship building and hosted open house events and community programs.
- *Provided skills for education, job readiness and employment goals via daily/weekly groups
- *Expanded and further developed the program donation program and funding the Brigid's Crossing Incentive Store.

Elder Protective Service Social Worker, 06/2011 to 04/2014

Case Manager Supervisor, 05/2014-7/2018

Minuteman Senior Services – Bedford, MA

- *Supervised a team of case managers and UNITED SCO GSSC's
- *Provided case managers with quality and comprehensive supervision/guidance/mentoring and QA of case files
- *Trained, Hired, and provided intensive ongoing daily support to ensure job success to my team.
- *Investigated cases of elder abuse, provide resources and overall elder care resources
- *An invested, and contributing member of the Senior Leadership team

Education

***Bachelors: Psychology- 05/2005**

UMASS Lowell

Additional Credentials

Certified Professional Life Coach

University of New Hampshire- 4/29/2025

Certificate ID 023936

Notary Public

State of NH- 2023-2028

LSW- Licensed Social Worker

State of Massachusetts

***ASWB: 10/2023 License # 315321**

Leadership and Management Certification – 04/2014

Middlesex Community College

Vassar, Emily

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Walter C. Davis

Q1 Snow Circle

Nashua, NH 03062

Phone

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Skill Set Overview:

Extensive experience in processing Raytheon assets using the following:

- ALCS (Raytheon's internal inventory program)
- SAP PRISM and APEX (enterprise resource planning (ERP) software, customized for Raytheon)
- Certified Raytheon Six Sigma Specialist
- Secret Security Clearance

Technical:

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Amanda Griffith

Nashua NH

[Redacted]

[Redacted]

April 26, 2025

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Dear Members of the Conservation Committee,

I am writing to express my sincere interest in joining the Conservation Committee. With over 11 years of professional experience in camping and program management through the YMCA, I bring a deep appreciation for the natural environment and a strong commitment to outdoor education, sustainability, and community engagement.

During my tenure with the Y, I had the privilege of developing and leading programs that not only connected individuals and families with nature but also emphasized the importance of environmental stewardship. From managing outdoor camps to creating initiatives that promoted Leave No Trace principles and understanding of local flora and fauna, my work has always been rooted in fostering respect for the environment and inspiring others to do the same.

I am particularly drawn to the mission of the Conservation Committee and its dedication to preserving and enhancing natural resources. I believe my background in program planning, team leadership, and community outreach can support the committee's initiatives and help engage broader audiences in conservation efforts.

I would be honored to contribute my skills and passion to your team and collaborate on meaningful projects that benefit both our environment and community. Thank you for considering my application. I welcome the opportunity to discuss how I can be of service.

Warm regards,



Experience

Operations Director, The Granite YMCA

February 2023 - Present

Senior Camp and Family Director, Y in Central Maryland

April 2017 - January 2023

- **PROGRAM AREAS:** Expanded supervision to Day Camp, Overnight Camp, Youth Sports, Family Programs, Teen Programs, Stay and Play (Child Watch), and Aquatics.
- **STAFF & VOLUNTEERS:** Direct supervisor to 35 year-round part-time and full-time staff, seasonal Resident Camp Director, as well as 30 seasonal part-time Summer staff. Recruited, screened, trained, and directly supervised 50 volunteers annually.
- **MEMBERSHIP:** Directly contributed to center membership goals through cause-driven tours and developing value-add programs like Parents Night Out, weekly family activities, large scale monthly family events.
- **BUDGET:** Composed and implemented budgets for Day and Overnight Camps, Youth and Family Programs, Youth Sports, and Teen Programs ensuring smart financial growth year over year.
- **SERVICE:** Served as visitor for American Camping Association (ACA) Chesapeake ensuring camps across the Chesapeake region follow best practices in the industry. Served as a volunteer for YMCA175 Conference in London, England.
- **PROGRAM DEVELOPMENT:** Served as an association training lead, creating and reinvigorating learning plans utilized across all camps within the Y in Central Maryland. Established Leaders Club and Archery programs.

Youth and Family Director, South Mountain YMCA Camps

April 2014 - April 2017

- **STAFF:** Recruited, interviewed, hired, trained, and supervised seasonal staff of 60 counselors per summer. Created training materials, handbooks, and schedules, as well as planned and ran seasonal staff training.
- **BUDGET:** Composed and implemented yearly budget of \$250,000 for Youth and Family department.
- **PARTNERSHIPS:** Launched and maintained partnerships with local organizations including literacy program with local library and inclusion activities with Aaron's Acres, a local organization working with campers with special needs.
- **MARKETING:** Developed and implemented 12-month marketing plan for Summer Camp and Youth/Family programs through social media, direct mailing, and constant contact. Developed marketing materials for programs including flyers, brochures, mailings, and calendars.
- **COMMUNICATION:** Operated as point of contact for all parents, campers, and staff while fostering and maintaining relationships throughout the year.
- **DAY CAMP GROWTH:** Maximized Day Camp capacity within two years from 70 campers per week to 120 campers per week.

Student Director, Hampden Family Center Tutoring Program, Goucher College

September 2009 - May 2013

- Recruited, trained, and assessed over 100 new and returning students/tutors.
- Organized events and activities for students at Hampden Family Center and participating Goucher students.
- Participated in major annual fundraising event "Hats off for Hampden" for two years.

Intern, Department of Social Welfare, Ghana

August 2012 - September 2012

- Updated and monitored active day-care centers in the Cape Coast area through site visits.
- Planned and orchestrated workshop and networking event for NGO's specializing in HIV/AIDS.

- Adapted when confronted with language barriers and cultural differences to fulfill role as office assistant.

Awards

Best in Berks, Best Summer Camp

2015, 2016

Voted Best Summer Camp in Berks County by readers of Berks County Living Magazine two years in a row after taking Youth and Family Director role.

Outstanding Community Partner Award

2015

Nominated by local library as an "Outstanding Community Organization" for the Berks County Public Library Awards for partnership implementation. Awarded by the Board of Trustees for the Berks County Library System.

Segal AmeriCorps Education Award

2011

Completed 300 hours of volunteer service in the state of Maryland in one year for the AmeriCorps Students In Service program.

Congressional Award

2005-2009

Received Bronze Medal from United States Congress for completing 200 hours in each of the following categories; Voluntary Public Service, Personal Development, Physical Fitness, and an Expedition, which immerses the student in an unfamiliar culture and region.

Certifications

Team-Leader Y-USA Certification

Sept 2015

ASHI BLS/First Aid Level 5 Instructor

Jun 2019-Present

American Camping Association Visitor

2017-Present

Level 2 USA Archery Instructor

May 2017-Present

Youth Mental Health First Aid

Jan 2021-Jan 2024

May 28th, 2025

David Dearborn

1718 Belmont St., Manchester, NH [REDACTED]
[REDACTED]

To the Board of Alderman for the City of Nashua,

I am writing to express my interest in serving as a committee member on the Greater Nashua Revolving Loan Fund. With a strong commitment to community development and economic empowerment, I am eager to contribute my experience and insights to support local businesses and foster sustainable economic growth in the Greater Nashua area.

Culminating an over 13 year career in banking thus far, along with completing a Masters Degree in Finance from Southern NH University, I'm confident that my involvement on the committee will add value. I have studied a variety of relevant material across several years, including quantitative analysis, economics, financial reporting and accounting. In my work experience, I have directly sourced, processed and closed business term loan and line of credit solutions for business owners in my community. I've experienced firsthand the impact that access to capital can have on small businesses, particularly those that may face barriers to traditional financing. I believe the Revolving Loan Fund plays a critical role in addressing this gap, and I'm excited about the opportunity to help guide its operations and ensure responsible, equitable lending.

In addition to my professional experience, I bring a collaborative spirit and a data-informed approach to decision-making. I am confident that my skillset and passion for inclusive economic opportunity make me a strong fit for this role.

Thank you for considering my application. I would be honored to contribute to the ongoing success of the Greater Nashua Revolving Loan Fund and help advance its mission of supporting a vibrant, resilient local economy. I welcome the opportunity to further discuss how my background aligns with your goals.

Sincerely,

Dave Dearborn

David Dearborn

Manchester, NH | [REDACTED]

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Experienced professional with 13 years of expertise in finance, seeking a transition into a new challenge. Possessing a deep understanding of banking operations, customer needs, and market trends, I am eager to leverage my skills and experience to drive success and innovation in a dynamic organization.

EXPERIENCE

Business Development Officer | St. Mary's Bank | September 2024 - Present

- Source and build relationships with new business members and continually consult and support existing business deposit, cash management and lending relationships
- After gathering and analyzing data, consult executive leadership to enact improvements in technology, policy, pricing and marketing strategies for ACH, wire, remote deposit, online banking and mobile banking products
- Continuously train and coach 30 branch employees across 4 branches to develop knowledge and proficiency in deposit, loan and cash management product offerings to members
- Create and execute presentations and training modules to develop branch staff proficiency in cash management products

AVP Branch Manager | M&T Bank | December 2019 – September 2024

- Hire, train, coach, develop and motivate cross-functional teams of 4-7 employees, achieving top 10% of wealth contracts in 2020, top 4% of revenue and 200% increase in new relationships YOY in 2021. Exceeded sales and customer experience (CX) goal each quarter in 2023-2024
- Manage consumer, business and commercial deposit and loan portfolio of products for \$150 million portfolio branch; Research and analyze market and competitor data to grow portfolios
- Source consumer and business loan applications, coach team to proficiency; Analyze financial statements, credit reports and property appraisals to complete applications, achieving \$2.4 million in loan sales in 2021
- Plan, create and execute strategic KPIs; Delegate tasks, assign projects, analyze data, coach, motivate team to drive performance in sales, customer satisfaction and operational risk mitigation
- Lead specialty projects to drive performance in deposit growth, digital engagement, fundraising for local non-profits and employee development initiatives for region; Create proficiency assessments, host regional conference calls and lead various training programs
- Developed standup meeting model for region and helped train Branch Managers to proficiency. Lead daily standup meetings with branch team; Continuously prioritize and delegate backlog of priorities
- Work cross-functionally with various departments to drive results, including Marketing, Strategy, Operations, Commercial Banking, Real Estate, Underwriting, Treasury, Payment Solutions and Wealth Management

Business Solutions Manager | Roth Staffing Companies | March 2019 – December 2019

- Created new administrative division for Nashua branch; Recruited, interviewed and marketed fluid roster of financial and administrative professionals
- Managed database (CRM) of over 150 prospects and clients while actively marketing 5-15 candidates
- Executed payroll, coaching, performance management, negotiated contracts and employee compensation with executives, and assisted with employee benefits enrollment

Assistant Store Manager/Financial Services Rep | TD Bank | September 2013 – February 2019

- Hired, trained and developed retail banking teams of 9-14 employees, leading team toward top 15% in cumulative KPI performance in 2018; Career individual performance of 118% to goal in sales revenue
- Managed portfolio of consumer and small business deposit and loan account portfolio for \$90 million branch; Executed payroll, inventory procurement and scheduling

- Led specialty projects to drive performance in KPIs involving sales penetration rate for new customers and digital engagement in region; Winner of ASM project in 2018 and winner of 2017 credit campaign
- Led regional Employee Experience Committee projects in lowering attrition, onboarding new employees more quickly and career development activities; Created job aids, reference guides and materials for regional and market-wide use. Analyzed data and provided consultation for improvements

Personal Banker | Bank of America | December 2011 – September 2013

- Sourced and serviced consumer and small business deposit and loan products and referred mortgage and wealth management contracts
- Achieved career average of 136% to goal in sales (top 4% in 2013); 91% customer experience survey metric
- Led regional conference calls to recognize top performers per quarter and provide consultation for improvement in sales, customer experience and operational risk

EDUCATION

Professional Certificate of Data Science | IBM | 2025

Coursework: Data Analysis, Python, Machine Learning, Applied Data Science, AI & Development, Data Visualization

Professional Certificate of Product Management | IBM | 2024

Coursework: Agile Development and Scrum, Developing and Delivering a New Product

Fintech Specialization | University of Pennsylvania | 2024

Coursework: Foundations, Payments and Regulations, Cryptocurrency and Blockchain, Application of AI

Master of Finance | Southern New Hampshire University | 2021

Sigma Alpha Pi National Society of Leadership and Success

Coursework: Quantitative Analysis, Portfolio Management, Investment Analysis, Financial Modeling, Capital Budgeting,

Economics, Managerial Accounting, Capital Markets, Derivatives

Bachelor of Communication | University of New Hampshire | 2011

Business Application, Marketing Concentration

Minor in Psychology

Cum Laude

AFFILIATIONS

Exchange Club of Lawrence and the Andovers Board of Directors

SNHU 2021 Distinguished Scholar Award Winner

AM Spirit Membership and Program Chair

NH Gentlemen

SKILLS

Strategic Planning | Innovation | Leadership | Customer Experience | Training | Business Development | Sales Management | Financial Analysis | Budgeting | Customer Relationship Management (CRM) | Project Management
Cross-functional team management | Forecasting | Market dynamics | Product Management | Analytic Tools
Analytical Skills | Marketing | Lending | Presentation Skills | Business Analysis | HTML | CSS | Python | Power Point
Salesforce | Tableau | Microsoft Project | Visio | Power BI | Agile | Jira | SQL | MS Excel | BSA | AML

PHILIP SCONTSAS

Owner, Scontsas Fine Jewelry and Home Décor

Philip and his wife Amalia are the force behind Scontsas Fine Jewelry and Home Décor, a third-generation family business located on Main Street in downtown Nashua. Philip has been working in his family business since his teenage years, balancing work and education at the University of New Hampshire and becoming a graduate gemologist at the Gemological Institute of America. In 1996 he and Amalia opened the Home Décor department in an adjoining store to complement the long-standing jewelry business. Philip has served his community as a board member of Great American Downtown and the Nashua Rotary Club and is now active in the Nashua Chamber of Commerce and serves on the Downtown Improvement Committee.



RESOLUTION

PROPOSING AN AMENDMENT TO THE CITY CHARTER RELATIVE TO ESTABLISHING A LIMITATION ON ANNUAL BUDGETS

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

RESOLVED by the Board of Aldermen of the City of Nashua that pursuant to RSA 49-B:5, the following amendment to the Nashua City Charter is deemed necessary and shall be submitted to the voters by placing it on the ballot at the next regular municipal election in November 2025, in the manner required by NH RSA 49-B with the following question and summary:

Shall the municipality approve the charter amendment summarized below?

SUMMARY

This amendment would limit the annual budget and other appropriations such that the amount to be raised from municipal and local education property taxes will increase by no more than a specified inflation factor plus property taxes imposed on new construction unless ten aldermen vote to override.

Effective upon passage, the Nashua City Charter shall be amended by deleting Charter sections 56-c, 56-d, 56-e, and 56-f, and adding a new Charter section as follows:

“§ 56-c. Limitation on budget.

- A. Recognizing that the tax rate each year for the City of Nashua is set by the New Hampshire Department of Revenue Administration (“DRA”) pursuant to RSA 21-J:35(1), the annual budget together with all additional appropriations shall be limited as provided by this section.
- B. Definitions:

“Budget Limit” means the Prior Year’s Local Property Tax Levy increased by the Inflation Factor plus Projected Other Revenues and Net New Construction Revenue.

RESOLUTION

R-25-121

“Inflation Factor” means the average of the changes in the Gross Domestic Product Implicit Price Deflator for State and Local Government for Consumption Expenditures and Gross Investment for the preceding three years but not less than zero.

“New Construction Revenue” means estimated property tax revenue from construction activity within the city between April 1 of the prior year and March 31 of the current year less estimated reduced tax revenue caused by damage or destruction of real property improvements during such time period.

“Prior Year’s Local Property Tax Levy” means the dollar amount of the Municipal Tax Effort plus the Local Education Tax Effort as shown on the Tax Rate Breakdown Nashua prepared by the DRA for the preceding year.

“Projected Other Revenues” means estimated revenues to be received during the coming fiscal year from all sources to the general fund and to all enterprise and special revenue funds, including fees, fines, grants, gifts, state education funds, with the exception of estimated revenue from the coming fiscal year total property tax levy and proceeds of sale of municipal bonds.

- C. Unless an override has been voted in accordance with subsection D below, the Board of Aldermen shall adopt a budget authorizing expenditures from the general fund and enterprise and special revenue funds at or below the Budget Limit as above defined. Furthermore, following adoption of the budget, absent an override, no additional, supplemental, or special appropriation during the fiscal year when combined with the budgeted appropriations shall cause the Budget Limit to be exceeded.
- D. The provisions of this section shall not apply if the Board of Aldermen vote to override by a super majority of at least ten members of the Board of Aldermen. The Board of Aldermen may not apply this subsection to individual items of appropriations more than five (5) times in any fiscal year.
- E. Notwithstanding subsection C, above in the case of grants, gifts, and other revenue from sources other than property taxes and not included in Projected Other Revenues during the budget adoption process, the Board of Aldermen may appropriate and exclude said appropriations from the Budget Limit by a super majority vote of at least ten members of the Board of Aldermen.

- F. Authorized borrowing in accordance with Section 54-a of this charter shall be deemed to authorize expending the borrowed funds for the stated purpose but shall not be deemed an additional, supplemental, or special appropriation for the purposes of subsection C above.”

LEGISLATIVE YEAR 2025

RESOLUTION: R-25-121

PURPOSE: Proposing an amendment to the City Charter relative to establishing a limitation on annual budgets

SPONSOR(S): Mayor Jim Donchess
Alderman-at-Large Ben Clemons

**COMMITTEE
ASSIGNMENT:**

FISCAL NOTE: The City Clerk estimates the cost associated with a charter amendment as approximately \$200 during a regular municipal election.

ANALYSIS

This resolution would submit to the voters a proposed amendment to the City Charter providing for the deletion of the existing “spending cap” and replacing it with a new section establishing a limitation on the city’s annual budget. The proposed language is authorized by RSA 49-C:33, I (d). If the voters ultimately pass this charter amendment, further legislation would be anticipated to amend relevant ordinances, specifically to delete Article XXVII “Municipal Budget Control” of Chapter 5 “Administration of Government”, Part 8 “Budgeting and Planning”, which purported to amend existing Charter Sections 56-c through 56-f.

The procedure for charter amendments is set forth in RSA 49-B:5. The Board of Aldermen must hold an initial vote to determine if the amendment is “necessary”. If the amendment is determined to be necessary, the Board of Aldermen must order that notice be given for a public hearing on the amendment. Notice of the public hearing must be published in a newspaper of general circulation at least seven (7) days prior to the scheduled hearing. The notice must contain the text of the proposed amendment and a brief explanation.

Within seven (7) days after the public hearing, the Board of Aldermen shall file with the City Clerk a report containing the proposed amendment. Within ten (10) days of filing, the City Clerk files a certified copy of the report to the secretary of state, the attorney general, and the commissioner of the department of revenue administration pursuant to RSA 49-B:4-a. Within seven (7) days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration, the Board of Aldermen may vote to order the proposed amendment to be placed on a ballot at the next regular municipal election, or at a special municipal election that occurs not less than 60 days after the order.

**Approved as to account
number and/or structure,
and amount:**

Financial Services Division

By: _____

Approved as to form:

Office of Corporation Counsel

By: _____

Date: _____



ORDINANCE

AMENDING THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES WITH RESPECT TO THE FIRE DEPARTMENT'S CHIEF OFFICERS' COMPENSATION AND BENEFITS

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part I “Administrative Legislation,” Chapter 50 “Personnel”, Article I “General Provisions”, Section 50-6 “Merit system for personnel administration pursuant to Charter §86-a” of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

“§ 50-6. Merit system for personnel administration pursuant to Charter §86-a.

- A. The “City of Nashua Unaffiliated Employees Personnel Policies”, dated ~~January 1, 2022~~ July 1, 2024, is hereby adopted. These personnel policies are the merit system for personnel administration required by Charter §86-a.”

The changes to the “City of Nashua Unaffiliated Employees Personnel Policies” are as follows:

1. In Section II “Compensation”, Subsection A “Compensation and Classification”, add the following new underlined language at the end of the section:

“Separate Compensation Structure for Fire Department Chief Officers

The Fire Department Chief Officers are the following positions: the Fire Chief, the Assistant Fire Chiefs, and the Deputy Fire Chiefs. The Fire Department Chief Officers are not subject to any of the above language in the “Compensation and Classification” section. Instead, the compensation of the Fire Department Chief Officers will be as follows:

-The Deputy Fire Chiefs will be compensated 20% greater than Fire Captains assigned to the top pay grid in the collective bargaining agreement between the Local #789, International Association of Firefighters and the Board of Fire Commissioners of the City of Nashua.

-The Assistant Fire Chiefs will be compensated 20% greater than the Deputy Fire Chiefs.

-The Fire Chief will be compensated 15% greater than the Assistant Fire Chiefs.”

2. In Section III “Benefits”, Subsection B “Paid Time Off”, item 2 “Vacation” add the following new underlined entry at the end of the “Vacation Accrual Rates” table:

“Vacation Accrual Rates

<u>Years of Service</u>	<u>Hours Accrued Monthly</u>	<u>Hours Accrued Annually</u>	<u>Annual Days</u>
Less than 5	8	96	12
5 to less than 10	10	120	15
10 to less than 20	14	168	21
20 or more	18	216	27
<u>Fire Department Chief</u>	<u>24</u>	<u>288”</u>	
<u>Officers, regardless of years</u>			
<u>of service</u>			

These changes to the Unaffiliated Employees Personnel Policies shall take effect on July 1, 2024.

Funding for the increased compensation for FY25 is in the salary adjustment line of the approved FY25 Fire Department budget.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-058

PURPOSE:

Amending the Unaffiliated Employees Personnel Policies with respect to the Fire Department's chief officers' compensation and benefits

ENDORSER(S):

**Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Michael B. O'Brien, Sr.**

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

For the seven employees included in these changes, the approximate cost of the salary increases is \$99,000 for Fiscal Year 2025 and \$104,000 for Fiscal Year 2026, for a total of \$203,000. The increased pension cost is approximately \$59,175 (\$203,000 times 29.15%). Total of increased salaries and pension for FY25 and FY26 for the seven employees is \$262,175.

ANALYSIS

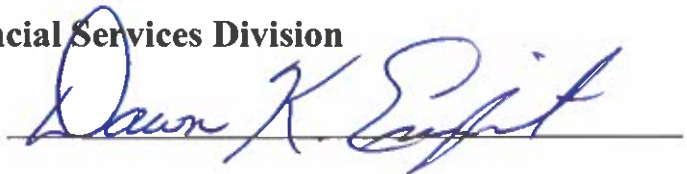
This legislation amends the Unaffiliated Employees Personnel Policies by making changes to the seven Fire Department Chief Officers' compensation and benefits as described in the legislation.

Under NRO 50-3, the merit plan may be amended by ordinance. For all amendments introduced by the Board of Aldermen (such as this one), the views of the Director of the Financial Services Division, the Human Resources Department, and the Personnel Advisory Board with the Mayor shall be sought with respect to each amendment or change.

**Approved as to
account number and/or
structure, and amount:**

Financial Services Division

By:



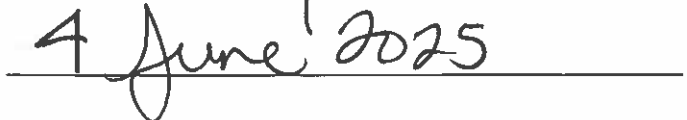
Approved as to form:

Office of Corporation Counsel

By:



Date:





ORDINANCE

PROHIBITING BANNERS, FLAGS, AND SIGNS AT MEETINGS

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 2 “Board of Aldermen”, Article II “General Provisions”, Section 5-7 “Meetings” of the Nashua Revised Ordinances, be amended by adding the new underlined language as follows:

“§ 5-7. Meetings.

...

G. The use of banners, flags, signs, or other items which may create a safety concern, obstruct the view of other members of the public, or restrict public access within the Aldermanic Chambers is prohibited.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This legislation shall take effect following its passage.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-060

PURPOSE:

Prohibiting banners, flags, and signs at meetings

ENDORSER(S):

Alderman Richard A. Dowd

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs

FISCAL NOTE:

None.

ANALYSIS

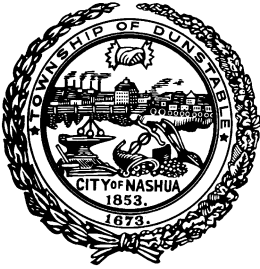
This legislation explicitly prohibits the use of banners, flags, signs, or other items which may create a safety concern, obstruct the view of other members of the public, or restrict public access within the Aldermanic Chambers. The Board of Aldermen may waive their own rules at any time, third parties cannot enforce them, and a failure to follow the rules does not render any action void or voidable.

Approved as to form:

Office of Corporation Counsel

By: Dorothy Clarke

Date: 2 July 2025



RESOLUTION

RELATIVE TO A NON-BINDING BALLOT REFERENDUM CONCERNING THE KEEFE AUDITORIUM

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

RESOLVED by the Board of Aldermen of the City of Nashua that the following non-binding question be placed on the ballot for the regular municipal election to be held in November 2025:

“The Elm Street Middle School is being redeveloped for new affordable and market rate housing. The Keefe Auditorium is part of the Elm Street Middle School. To enable the Keefe Auditorium to continue to be used for performances, the City must spend approximately \$25 million for a code required heating system, bathrooms and fire protection with no new additional enhancements. Alternatively, the City could allow the Keefe Auditorium to be replaced by more housing and/or by green space. Should the City spend approximately \$25 million to meet code requirements and keep the Keefe Auditorium open?”

LEGISLATIVE YEAR 2025

RESOLUTION:

R-25-158

PURPOSE:

Relative to a Non-Binding Ballot Referendum Concerning the Keefe Auditorium

ENDORSER(S):

Mayor Jim Donchess

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

The City Clerk estimates the cost associated with a ballot question to be approximately \$200 during a regular municipal election.

ANALYSIS

This resolution authorizes the placement of a non-binding referendum question on the November 2025 regular municipal election ballot. The non-binding referendum question is advisory to the Board and is a method by which the Board may order the prudential affairs of the city pursuant to RSA 47:17. No public hearing is required for this legislation.

Approved as to form:

Office of Corporation Counsel

By: /s/Celia K. Leonard

Date: April 18, 2025



ORDINANCE

PROHIBITING THE SALE OF KRATOM

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part II “General Legislation”, Chapter 225 “Peace and Good Order” of the Nashua Revised Ordinances, as amended, be hereby further amended by adding the new underlined article as follows:

“ARTICLE IV Prohibition of the Sale of Kratom

§ 225-6. Sale of Kratom is prohibited.

It shall be unlawful for any person to sell, offer to sell, give away, deliver, or publicly display for sale Kratom, or any products containing mitragynine and hydroxymitragynine or 7-hydroxymitragynine alkaloids, within the City limits of Nashua.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall take effect 30 days after passage.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-051

PURPOSE:

Prohibiting the sale of Kratom

ENDORSERS:

**Alderman-at-Large Melbourne Moran, Jr.
Alderman-at-Large Ben Clemons**

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

Unknown.

ANALYSIS

This legislation prohibits the sale of Kratom, or products containing the main psychoactive constituents in Kratom within the City of Nashua. There is no State of New Hampshire prohibition on Kratom.

Under the authority of RSA 31:39 and 47:17, cities are allowed to pass ordinances to make and order their prudential affairs, or that seem for the well-being of the city.

Approved as to form:

Office of Corporation Counsel

By: Douglas Clarke

Date: 11 February 2025



ORDINANCE

RULES FOR REMARKS BY ALDERMEN AT MEETINGS

CITY OF NASHUA

In the Year Two Thousand and Twenty-Five

The City of Nashua ordains that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 2 “Board of Aldermen”, Article III “Rules and Order of Business”, Section 5-14 “Order of business” of the Nashua Revised Ordinances, be amended by adding the new underlined language as follows:

“§ 5-14. Order of business.

...

D. Remarks by Aldermen allowed in Subsections A and B above shall be conducted as follows:

- (1) Speaker may not speak until recognized by the presiding officer;
- (2) One person speaks at a time;
- (3) Each speaker is limited to speaking once per Remarks by Aldermen period and is limited to three minutes during said period;
- (4) Profane and/or obscene remarks are prohibited; and
- (5) The presiding officer has authority to terminate the remarks of any speaker when such remarks do not adhere to this chapter or other applicable law.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This legislation shall take effect following its passage.

LEGISLATIVE YEAR 2025

ORDINANCE:

O-25-056

PURPOSE:

Rules for remarks by aldermen at meetings

ENDORSER(S):

Alderman Chris Thibodeau

**COMMITTEE
ASSIGNMENT:**

Personnel/Administrative Affairs Committee

FISCAL NOTE:

None.

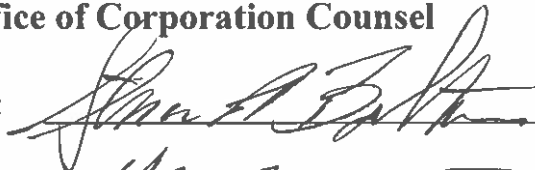
ANALYSIS

This legislation adds rules for the remarks by aldermen at full board and committee meetings. The Board of Aldermen may waive their own rules at any time, third parties cannot enforce them, and a failure to follow the rules does not render any action void or voidable.

Approved as to form:

Office of Corporation Counsel

By:



Date:

MAY 21, 2025