

6.5.1



Print

PART I ADMINISTRATION OF THE GOVERNMENT**TITLE XX** PUBLIC SAFETY AND GOOD ORDER**CHAPTER 148A** CODE ENFORCEMENT OFFICER**Section 5** Fines, penalties, assessments

Section 5. All fines, penalties or assessments in actions under this chapter, brought by a local code enforcement officer, shall be paid to the general fund of the city or town in which the violation occurred. Such city or town shall earmark such fines, penalties or assessments collected for enforcement, training and education of fire prevention officers, building inspectors, and the stipend for municipal hearing officers, which shall be not less than \$2,500 a year. All fines, penalties or assessments in actions brought under this chapter by a state code enforcement officers shall be paid to the commonwealth and shall be forwarded to the department of fire services as revenue to the General Fund and shall be assigned to the department's retained revenue account for the purposes of enforcement, training and education of state code enforcement officers.



APPLICATION FOR VOLUNTEER SERVICES
Boards/Committees

6.5.1
Town of Upton
JUN 21 2016
Selectmen's Office

OFFICE OF THE BOARD OF SELECTMEN

One Main Street, Box 1 Upton, MA 01568

Ryan Newfell Name June 15, 2016 Date

95 Main St. #2 Address Upton, MA 01568

ryan.newfell@gmail.com Email 508-446-4890 Phone

A. What Board / Committee are you applying for? Municipal Hearing Officer

B. How long have you lived in Upton? 2 yrs. 2 mo. Are you a registered voter? yes

C. Why are you seeking an appointment? Would like to do my part for the town - to further my involvements with town activities

D: Please list any education, experience, knowledge or special interests you may have that will assist you with this Board / Committee.

- Associates of Science in Criminal Justice from QCC.
- Ability to learn new skills quickly, and a willingness to complete necessary training to become Municipal Hearing officer.
- current administrative career requires organization + proper administrative skills (resume attached)

E: Have you attended a meeting of this particular Board / Committee? No

Applicant's signature: Ryan Newfell

Please submit this application to the Board of Selectmen

* I have no prior exp as Municipal Hearing Officer, but if called upon I would be happy to complete necessary training and serve this role.

Ryan Newfell

95 Main Street, Second Floor — Upton, MA 01568 — (508) 446-4890
ryan.newfell@gmail.com

Work Experience

Taneja Group, Inc. — Hopkinton, MA

Research Assistant / Social Media Coordinator (April 2013 – present)

Intern (April 2012-May 2012)

- Lead the Taneja Group social media campaign on such platforms as Twitter, Facebook, LinkedIn, Google+, YouTube, and BrightTALK video service
- Create, design, and run email newsletters, as well as maintaining a healthy list of over 2,500 subscribers, organically grown with our content
- Create original visual and textual content, including charts on Photoshop, Canva, and Microsoft Excel to engage our audience
- Administer and manage content on Taneja Group website: Updating blog entries, PR material, white papers, front page slides, widgets, and recent news articles
- Coordinates client management, setting up meetings and coordinating meeting details internally and externally
- Design and run complex surveys that include branching, skip logic, survey piping, as well as helping our analysts with the aggregation of results
- Successfully implemented a greenfield CRM system and file system (Evernote) for the business with the help of an outside consultant
- Manage our webinar and webcast efforts through a partnership with BrightTALK, working directly with clients on logistics and promotion of these consulting services.
- Coordinates our relationship with news agencies and our industry analysts to maintain our industry presence through analyst blogs and published articles
- Promote and market our B2B services via multiple channels, as well as conducting business intelligence about our competitors and reporting directly to the President
- Advise superiors, including President, on how to maintain a healthy website and social media presence in an industry where prominence and perception is important

Cumberland Gulf Group — Framingham, MA

Human Resources File Clerk (Temporary – July 2012 — September 2012)

(Full Time – September 2012 — February 2013)

- Received, collated, and filed new hire employment files and other paperwork related to personnel
- Coordinated and organized the transmission of terminated employment files to Iron Mountain and DigiScribe ImageSilo (third-party digital scanning company)
- Extracted paperwork relating to current legal matters with employees and former employees on cases ranging from Worker's Compensation to Equal Employment Opportunity Commission discrimination lawsuits
- Performed a variety of office tasks, including handling phone calls, e-mails, and keying data entry of personnel information, relating to merit increases, changes in contact information, and promotion/demotion information

Complete Staffing Solutions — Southborough, MA (February 2010–July 2012)

Selected Positions (further details available upon request)

UBM Channel — *Market Research Contractor* (January 2012–April 2012)

- Sorted and profiled internet technology and consulting companies using Sales Force software
- Assisted in creation and maintenance of a marketing database of over 100,000 IT & IT analyst companies
- Communicated any discrepancies or changes in database to superiors

The TJX Companies — *Sales Audit Contractor – Chargeback Division* (June 2011–January 2012)

- Keyed credit card transaction receipts into computer, using Fifth-Third Bank software
- Maintained list of retail stores that require follow-ups on compliance policies
- Performed follow-ups and phone calls to retail stores regarding compliance policies

Energy Federation Inc. — *Data Entry Specialist* (February 2010–August 2010)

- Keyed written, typed, and oral data into Paradox DOS system
- Worked with superiors and peers to ensure completion of projects in a timely manner
- QC: Ensured data entered by peers was accurate through quality control practices

U.S. Census Bureau

Enumerator (February 2010–April 2010)

- Conducted interviews with residents in assigned areas by following stringent guidelines and confidentiality laws
- Explained the purpose of the census interview, answered residents' questions, elicited information following a script, and recorded census data on forms
- Complied with accuracy standards while maintaining high production rates

Starbucks Coffee Company

Shift Supervisor (February 2006–February 2010)

- Prioritized and delegated tasks to keep store running efficiently and on-budget based on store, regional, and corporate needs
- Resolved customers' issues independently to maintain customer satisfaction
- Settled employees' issues independently & communicated to upper management when necessary to foster a healthy work environment

Education

Quinsigamond Community College — Worcester, MA

Associate of Science Degree, Criminal Justice, 2014

Honors: Dean's List, Merit List

Computer Skills

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and SharePoint)
- Social Media: Twitter, Facebook, LinkedIn, Google+, YouTube, etc.
- Advanced: Zoho CRM, BrightTALK (webinar & video service), ExpressionEngine (CMS), SurveyGizmo, MailChimp, Canva
- Intermediate: Adobe Photoshop, Google Analytics, SurveyMonkey, Salesforce, Paradox DOS, FileSurf Records Management, DigiScribe ImageSilo, Adobe PageMaker, Sony Acid Pro, Garage Band, Digidesign Pro Tools, UltiPro
- Beginner: HTML, CSS

Blythe Robinson

From: Town Collector <collector@mendonma.gov>
Sent: Tuesday, July 05, 2016 11:02 AM
To: Blythe Robinson
Cc: Kimberly Newman
Subject: RE: Municipal Hearing Officer

Good Morning Blythe,

I am a trained Municipal Hearings Officer and would be happy to serve Upton as such. Please contact me at your earliest convenience to discuss it further.

Thank you in advance for your consideration.

Jenn Welch
Assistant Treasurer/Collector
Town of Mendon
20 Main Street
Mendon, MA 01756
(508) 473-6410

From: Kimberly Newman
Sent: Tuesday, July 05, 2016 10:57 AM
To: Jenn Welch <JWelch@mendonma.gov>; Linda Hawkes <LHawkes@mendonma.gov>; Blythe Robinson <brobinson@uptonma.gov>
Subject: Fwd: Municipal Hearing Officer

See below. Contact Blythe ASAP if interested

Sent from my iPhone

Begin forwarded message:

From: Blythe Robinson <BRobinson@uptonma.gov>
Date: July 5, 2016 at 10:11:51 AM EDT
To: Kimberly Newman <KNewman@mendonma.gov>, "tkozak@northbridgemass.org" <tkozak@northbridgemass.org>, "Jim Malloy (jmalloy@town.westborough.ma.us)" <jmalloy@town.westborough.ma.us>, "nkhumalo@hopkintonma.gov" <nkhumalo@hopkintonma.gov>, "ssette@hopedale-ma.gov" <ssette@hopedale-ma.gov>, "Timothy McInerney (McInerneyT@Grafton-MA.gov)" <McInerneyT@Grafton-MA.gov>, Richard Villani <rvillani@townofmilford.com>
Subject: Municipal Hearing Officer

Hello all,

I hope you had a nice 4th of July holiday.

We are currently without a municipal hearing officer and need to appoint someone. We do have someone interested, but that person would have to take the training. Thus I am reaching out to you to ask if you have a person filling that role, and whether you think they would be interested in serving another town for the \$2,500 mandated by State law.

If you do, would you please let me know?

Thanks,
Blythe

Blythe C. Robinson
Town Manager
Town of Upton
1 Main Street, Box 1
Upton, MA 01568
T - (508) 529-6901
F - (508) 529-1010
brobinson@uptonma.gov

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APPLICATION FOR VOLUNTEER SERVICES
Boards/Committees

OFFICE OF THE BOARD OF SELECTMEN
One Main Street, Box 1 Upton, MA 01568

Jennifer Welch

07/20/2016

Name

Date

6 Southgate Road, Franklin, MA 02038

Address

collector@mendonma.gov

508-962-8435 or 508-473-6410

Email

Phone

A. *What Board / Committee are you applying for?*

Municipal Hearings Officer

B. *How long have you lived in Upton?*

Are you a registered voter? Yes

C. *Why are you seeking an appointment?*

I am a trained Municipal Hearings Officer and

would be happy to serve as such for the Town of Upton.

D: *Please list any education, experience, knowledge or special interests you may have that will assist you with this Board / Committee.*

Trained as a Municipal Hearings Officer.

Have worked for the Town of Mendon for 10 years.

E: *Have you attended a meeting of this particular Board / Committee?*

Applicant's signature:

Jenn Welch

Digitally signed by Jenn Welch
DN: CN=Jenn Welch, OU=Town of Mendon, E=collector@mendonma.gov
Reason: I am the author of this document
Location:
Date: 2016-07-21 16:03:22

Please submit this application to the Board of Selectmen

Jennifer Welch

6 Southgate Road, Franklin, MA 02038 ♦ 508-553-3966 ♦ Tweetyjenn@comcast.net

Result-driven, proactive and resourceful administrative professional

Experience

Assistant Treasurer/Collector, Town of Mendon, Mendon, MA, July 2013-Present

Collect and Process all Town Receipts. Prepare and process payroll. Updates accounts with Abatements. Prepares Bills for Excise and all Demands. Maintains records of cash receipts. Assists Treasurer with Tax Title. Acts as Treasurer/Collector in her absence.

Administrative Clerk Parks Department, Town of Mendon, Mendon, MA, July 2006 - July 2013

Work closely with the Park Commissioners in opening and operating the kids summer recreation program and the Town Beach. Over see the maintenance department. Create spread sheets and maintain the annual parks budget. Prepare payroll and bills for accountant.

Assistant, Sanctuary Salon, Franklin, MA, February 2006 – July 2013

Assist clients with their appointments. Handle all check out transactions. Balance cash register at the end of each shift.

Administrative Assistant, Karey Distributors, Marlborough, MA, September 2001 - December 2005

Directed all office operations, providing support to the owner. Managed billing, invoices and payroll.

Child Care Provider, Grove Street Fitness, Franklin, MA, 1999 - 2001

Provided child care for members of the health club.

Supervisor, Bankline, Hopedale, MA, 1996 - 1999

Administered, coordinated and supervised the encoding department of 10 employees. Encoded checks and balanced statements for many local banks.

Administrative Assistant, Mastoran Corporation, Lexington, MA, 1991 - 1992

Managed and scheduled the daily activities of the Vice President. Screening calls, filing, appointment setting, letter writing and note taking.

Administrative Assistant, Health Economics Research, Waltham, MA, 1987 - 1991

Worked closely with the Accountant preparing monthly and quarterly reports, accounts receivable, accounts payable and payroll.

Education

Northeastern University, 1988-1990, Pursued an education in Accounting.
Worcester State College, 1990-1991, Pursued an education in Accounting.

Training

Municipal Hearings Officer