

CITY OF MARLBOROUGH MEETING POSTING

Meeting Name: City Council Personnel Committee

Date: April 19, 2016

Time: 7:30 PM

Location: City Council Chamber, 2nd Floor, City Hall, 140 Main Street

Agenda Items to be addressed:

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH
2016 APR 14 A 9:45

04-04-2016 – **Order No. 16-1006511**: The Appointment of Eileen Bristol to the position of Collector upon confirmation by the City Council.

-REFER TO PERSONNEL

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

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

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



IN CITY COUNCIL

Marlborough, Mass., APRIL 4, 2016

ORDERED:

That the Appointment of Eileen Bristol to the position of Collector upon confirmation by the City Council, be and is herewith refer to **PERSONNEL COMMITTEE.**

ADOPTED

ORDER NO. 16-1006511



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City of Marlborough
Office of the Mayor

RECEIVED
CITY CLERK'S OFFICE
CITY OF MARLBOROUGH

Arthur G. Vigeant
MAYOR

MAR 31 A 11:09

Nicholas J. Milano
EXECUTIVE AIDE

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Marlborough, Massachusetts 01752
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www.marlborough-ma.gov

Patricia Bernard
EXECUTIVE SECRETARY

March 31, 2016

City Council President Edward J. Clancy
Marlborough City Council
140 Main Street
Marlborough, MA 01752

Plus

Re: Appointment of Collector

Honorable President Clancy and Councilors:

I am pleased to inform you that I have appointed Eileen Bristol to the position of Collector. Upon confirmation by the City Council, Ms. Bristol will join the City of Marlborough from the Town of Athol where she currently works as the Town's Collector/Treasurer.

Since 2010, Ms. Bristol has served as Athol's Collector/Treasurer and supervises a staff similar in size to the one she will supervise as Marlborough's Collector. After a thorough application search and interview process, I believe Ms. Bristol is our best candidate to manage the Collector's office moving forward.

I have enclosed Ms. Bristol's cover letter and resume for your review.

If you have any questions or comments, please do not hesitate to contact me.

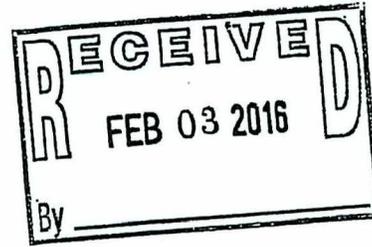
Sincerely,

Arthur G. Vigeant
Mayor

Enclosures

February 1, 2016

City of Marlborough
Human Resources Department
140 Main Street
Marlborough, MA 01752



To Whom it May Concern,

I came to know about your job vacancy through the Massachusetts Municipal Association website. I was excited to hear about the opening and am happy to submit my resume for your consideration for the position of Tax Collector.

I am currently working for the Town of Athol where I have worked for the past 9 years. While at the Town I have worked as the Fiscal Manager of Grants and Contracts with the Community Development and Planning Office. Back in 2010 the Town had the opportunity to combine the Treasurer/Collector office. Both the Treasurer and Collector had retired creating the Treasurer/Collector position, with no hesitation I applied for the position and was to given the opportunity take on the challenge of merging the offices and ultimately creating a great team.

My employment and education have helped me to acquire a deep knowledge in various aspects of financial management, including the administration of all town funds including short and long term investments, borrowings, cash analysis, payroll administration (Harpers), reconciliation of back accounts and reconciliation of cash and receivables (Quicken/VADAR), financial audits, expenditure control, budget management and revenue forecasting.

I also possess excellent communication skills, analytical skills, numerical data analysis, presentation skills, budgeting skills, and supervisory skills, these together along with my knowledge will help me deliver the best service.

Attached please find a copy of my resume, which more fully details my credentials for the position. I look forward to the opportunity to meet with you to discuss my qualifications further. Thank you for your consideration.

Sincerely,

Eileen Bristol

Eileen M. Bristol, C.M.M.C.

EXPERIENCE:

- 2010- Pres. Town of Athol, Collector/Treasurer performs all statutory duties including collection of Real Estate, Personal Property, Motor Vehicle Excise, Water & Sewer and other revenue; tax title and foreclosure activities; acting as custodian of tax title properties; administration of all town funds including short and long term investments; borrowings; cash analysis; employee benefits administration; payroll administration; reconciliation of bank accounts; and reconciliation of cash and receivables. Supervises and manages a staff of two to three employees. Knowledge of municipal finance laws, DOR Regulations; and other applicable federal and state laws; supervisory experience; demonstrated knowledge of data processing and applications, excellent verbal, written, and analytical communication skills.
- 2006 – 2010 Town of Athol Planning and Development Office, Athol, MA. Fiscal Manger of Grants and Contracts. Responsible for comprehensive accounting functions for the Community Development Block Grant (CDBG) program utilizing the CGMS accounting system as well as excel spreadsheets and Quick Books Pro. Handle all accounts payable and receivable for the Planning Office. Reconcile income and expenditures with the Town Accountant & Treasurer records. Generate month / year end reports and reconciliations. Work with auditors at year-end. Maintain budgets for Office of Planning and Development and CDBG activities. Retain current knowledge in pertinent federal, state and local laws, codes and regulations. Primary contact with public – set up forms for the application process –determine eligibility for HUD funded CDBG program. Create, set up and process agreements between eligible applicants and the Town as well as the respective contractors / providers. Provide administrative assistance as needed.
- 1999 - 2006 Greater Athol Area Advocates for Families with Special Needs, Athol, MA
- 2006 **Program Supervisor:** Responsible for supervising, evaluating and recruiting Coordinators and agency hired Respite staff. Work directly with families and individuals to identify family support needs. With direction from families, work as a liaison between program, families, providers, allied professionals and community members on programmatic matters. Provide coordination, assistance or obtain necessary information and resources as requested. Track data, audit internal record keeping related to family vouchers and billing. Address emergency and crisis requests for respite service as needed. Assist Program Manager with numerous program initiatives. Provide state agency with budget reporting and case summaries. Create and maintain internal budgets for DOE/DMR initiative and individual supports.
- 2004 + 2005 **Summer Educational Program Supervisor:** Responsible for the development, implementation and coordination of services for assigned individuals with developmental disabilities. Ensure the attainment of individual and IEP/ISP goals, working in collaboration with others to provide innovative and realistic opportunities for individuals to participate in their communities as valued members; and in compliance with the Association, Department of Education, Department of Mental Retardation and other applicable governing agency policies, procedures and regulations. Responsible for the management and participation in the routine operations of programming.

- 2001 - 2006 **Family Coordinator:** Work with families and individuals to identify family support needs. Provide coordination, assistance or obtain necessary information and resources requested. Provide emergency/crisis assistance as directed by family, respond to call, collaborate with family to identify needs and options. Maintain concise case notes for each individual served by the program. Participate on various boards and committees.
- 1999 - 2002 **Administrative Coordinator:** Duties include general office work (answer phones, type, order supplies and file). Various accounting tasks such as: payroll, petty cash, create & reconcile registers for individuals, voucher submission, prepare and submit service delivery to DMR, and create and maintain internal budgets along with other accounting tasks. Also, Create & maintain mailing data base and create office forms. (MS Word, Excel, Access, Power Point and Publisher). Helped to write Community Development Block Grant, when awarded ran workshops, reported to town and developed internal budgets.
- 1999 Valuing Our Children, Athol, MA. **Family Advocate / Parent Aide:** Provide support and advocacy for families. Also, provide home visiting for parents within the North Quabbin area.
- 1988 - 1996 Tocco Corporation, Billerica, MA. **Administrative Assistant / Accounting Assistant** Handled payroll for Aim Technologies a division of Tocco. Created and maintained Aim spreadsheets (commissions, payables, billing, etc.). Prepared deposit slips. Handled bank reconciliation's for Aim and Tocco. Also, handled billing for Tocco and Aim. Handled office payroll for Tocco and maintained payroll spreadsheets. Prepared bank transfers. Designed and maintained accounting spreadsheets for billing, payables and payroll. Typed, PC (Supercalc, Works and Estimatic); upgraded to Microsoft Office (Word and Excel). Prepared monthly Over/Under billing report. Made collection calls and other miscellaneous accounting tasks. Previously handled all billing for Tocco and performed all typing for Estimators and performed reception duties.

EDUCATION:

- 2010 Mount Wachusett Community College, Gardner, MA. Successful completion of Introductory to Computers.
- 1997 Montachusett Vocational Technical School, Fitchburg, MA. Successfully completed a certificate program on Third Party Billing.
- 1994 Emmanuel College, Leominster, MA. Successfully completed credited courses in MIS, Business Law and Organizational Behavior.
- 1990 Bunker Hill Community College, Charlestown, MA. Successfully completed credited course in Accounting II.
- 1987-1988 Becker Junior College, Leicester, MA. A.S. Degree Travel and Tourism. Graduated with high honors. Dean's list and National Dean's list.
- 1986 Mount Wachusett Community College, Gardner, MA. Executive Secretary, Deans list. Course work included: Gregg shorthand, typing, English and Algebra.

OTHER:

Certified Massachusetts Municipal Collector. Treasurer for Northeast Quabbin Veterans. Received Team Member Award (GAAAFSN). Attend MCTA annual school yearly.