


**From:** Rosalind Grassie rgrassie@dighton-ma.gov   
**Subject:** FW: LBOH Testing Data for Weekly Status Table  
**Date:** January 8, 2021 at 9:10 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

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Good morning Brett,

Attached is the COVID-19 data you requested.

Let me know if you need anything else.

Ros

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**From:** Lori Desmarais <lorivalentine@aol.com>  
**Sent:** Thursday, January 7, 2021 7:00 PM  
**To:** Rosalind Grassie <rgrassie@dighton-ma.gov>  
**Subject:** Fwd: LBOH Testing Data for Weekly Status Table

Sent from my iPhone

Begin forwarded message:

**From:** [isishelp@mass.gov](mailto:isishelp@mass.gov)  
**Date:** January 6, 2021 at 8:19:25 PM EST  
**To:** Lori Desmarais <lorivalentine@aol.com>  
**Subject:** LBOH Testing Data for Weekly Status Table

Good Afternoon,

We have received several requests from boards of health interested in calculating their town's percent positive based on MAVEN data.

In preparation for releasing tomorrow's report, please find attached the data used to calculate the metrics in the weekly status table.

If you have any questions, please reach out to [isishelp@mass.gov](mailto:isishelp@mass.gov)

Thank you



citytown\_testing  
\_data\_1...21.xlsx

City/Town	Total Positive Tests (Last 14 Days)	Total Tests (Last 14 Days)
Abington	210	1684
Acton	89	2207
Acushnet	143	1142
Adams	29	739
Agawam	250	3818
Alford	0	9
Amesbury	158	1978
Amherst	130	4895
Andover	331	4780
Aquinnah	0	20
Arlington	186	5222
Ashburnham	46	552
Ashby	9	164
Ashfield	6	95
Ashland	141	2197
Athol	93	1167
Attleboro	382	4365
Auburn	173	1935
Avon	56	428
Ayer	200	1175
Barnstable	377	4498
Barre	28	379
Becket	7	178
Bedford	81	2182
Belchertown	119	1704
Bellingham	120	1149
Belmont	146	3363
Berkley	87	607
Berlin	21	276
Bernardston	4	195
Beverly	464	6621
Billerica	483	4639
Blackstone	54	607
Blandford	6	76
Bolton	26	584
Boston	6401	107702
Bourne	132	2170
Boxborough	21	450
Boxford	68	874
Boylston	37	497
Braintree	441	5717
Brewster	31	1133
Bridgewater	383	2899
Brimfield	29	322
Brockton	1107	9339
Brookfield	25	326

Brookline	281	8806
Buckland	0	17
Burlington	242	3151
Cambridge	488	27189
Canton	195	3146
Carlisle	20	599
Carver	93	792
Charlemont	1	76
Charlton	138	1542
Chatham	45	599
Chelmsford	281	3317
Chelsea	708	6407
Cheshire	34	340
Chester	5	71
Chesterfield	2	88
Chicopee	672	6292
Chilmark	3	190
Clarksburg	5	100
Clinton	201	1381
Cohasset	46	1060
Colrain	3	100
Concord	73	2631
Conway	5	130
Cummington	4	84
Dalton	26	1110
Danvers	333	4838
Dartmouth	498	3759
Dedham	203	3412
Deerfield	17	641
Dennis	93	1098
Dighton	84	634
Douglas	46	629
Dover	25	719
Dracut	356	3254
Dudley	106	1009
Dunstable	20	260
Duxbury	100	1717
East Bridgewater	122	1205
East Brookfield	34	221
East Longmeadow	157	2215
Eastham	6	240
Easthampton	108	2021
Easton	221	2591
Edgartown	21	578
Egremont	0	53
Erving	3	125
Essex	23	409
Everett	799	6186

Fairhaven	236	2387
Fall River	1622	10848
Falmouth	129	3063
Fitchburg	526	4701
Florida	1	33
Foxborough	138	2376
Framingham	682	8961
Franklin	189	2676
Freetown	116	814
Gardner	348	1939
Georgetown	62	874
Gill	3	90
Gloucester	178	2863
Goshen	0	45
Gosnold	0	3
Grafton	108	2077
Granby	42	617
Granville	11	109
Great Barrington	30	1325
Greenfield	61	1873
Groton	45	912
Groveland	81	665
Hadley	56	931
Halifax	63	631
Hamilton	36	1381
Hampden	35	676
Hancock	0	17
Hanover	206	1776
Hanson	93	1128
Hardwick	12	142
Harvard	13	416
Harwich	63	1224
Hatfield	22	353
Haverhill	888	8279
Hawley	0	14
Heath	1	28
Hingham	230	4347
Hinsdale	7	242
Holbrook	120	1055
Holden	204	2268
Holland	16	178
Holliston	86	1386
Holyoke	470	6265
Hopedale	43	623
Hopkinton	74	1714
Hubbardston	16	354
Hudson	189	1944
Hull	83	886

Huntington	8	154
Ipswich	93	1627
Kingston	136	1724
Lakeville	94	993
Lancaster	61	922
Lanesborough	18	317
Lawrence	2111	10680
Lee	74	745
Leicester	106	1148
Lenox	21	901
Leominster	613	4858
Leverett	3	234
Lexington	128	3318
Leyden	0	12
Lincoln	33	728
Littleton	47	1108
Longmeadow	161	2340
Lowell	1495	14726
Ludlow	263	2684
Lunenburg	74	859
Lynn	1735	11860
Lynnfield	152	2149
Malden	746	7869
Manchester	29	1171
Mansfield	209	2383
Marblehead	176	3673
Marion	44	582
Marlborough	448	4618
Marshfield	246	2222
Mashpee	98	1367
Mattapoisett	69	732
Maynard	71	909
Medfield	63	1455
Medford	588	10573
Medway	56	1141
Melrose	251	4391
Mendon	24	388
Merrimac	60	714
Methuen	887	7282
Middleborough	227	2401
Middlefield	0	10
Middleton	157	1634
Milford	207	2329
Millbury	141	1343
Millis	53	671
Millville	14	209
Milton	275	5277
Monroe	1	7

Monson	62	617
Montague	29	687
Monterey	2	81
Montgomery	3	21
Mount Washington	0	3
Nahant	35	740
Nantucket	142	1621
Natick	193	4207
Needham	165	4787
New Ashford	2	13
New Bedford	1568	11302
New Braintree	8	55
New Marlborough	5	74
New Salem	0	55
Newbury	45	668
Newburyport	120	2665
Newton	427	13876
Norfolk	66	888
North Adams	62	1344
North Andover	346	4557
North Attleborough	238	2638
North Brookfield	46	376
North Reading	155	2034
Northampton	126	3798
Northborough	120	2440
Northbridge	98	1743
Northfield	2	230
Norton	131	1547
Norwell	81	1242
Norwood	287	3853
Oak Bluffs	27	444
Oakham	17	146
Orange	37	683
Orleans	27	394
Otis	4	112
Oxford	184	1183
Palmer	103	1082
Paxton	63	492
Peabody	842	8790
Pelham	1	80
Pembroke	193	1668
Pepperell	63	813
Peru	0	22
Petersham	7	88
Phillipston	8	108
Pittsfield	290	6238
Plainfield	0	36
Plainville	72	744

Plymouth	516	6652
Plympton	17	229
Princeton	21	285
Provincetown	7	231
Quincy	880	10993
Randolph	382	3780
Raynham	209	1758
Reading	283	3730
Rehoboth	108	898
Revere	1178	9237
Richmond	5	117
Rochester	53	506
Rockland	216	2097
Rockport	31	628
Rowe	0	22
Rowley	54	704
Royalston	15	122
Russell	12	137
Rutland	53	820
Salem	571	7962
Salisbury	82	815
Sandisfield	3	86
Sandwich	103	1619
Saugus	496	4352
Savoy	6	71
Scituate	161	2031
Seekonk	143	1062
Sharon	89	1926
Sheffield	9	248
Shelburne	1	244
Sherborn	24	429
Shirley	81	456
Shrewsbury	388	4306
Shutesbury	3	172
Somerset	238	1810
Somerville	477	13594
South Hadley	135	2003
Southampton	64	640
Southborough	50	1392
Southbridge	197	1638
Southwick	60	724
Spencer	117	1105
Springfield	2071	17104
Sterling	103	1051
Stockbridge	12	267
Stoneham	338	4469
Stoughton	323	2930
Stow	27	600

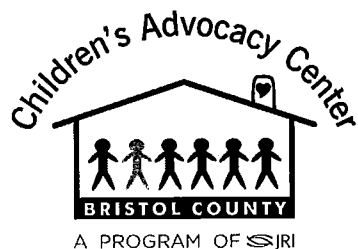
Sturbridge	97	844
Sudbury	67	2465
Sunderland	11	599
Sutton	58	765
Swampscott	178	2912
Swansea	194	1643
Taunton	684	6360
Templeton	73	899
Tewksbury	422	4837
Tisbury	28	743
Tolland	0	13
Topsfield	38	959
Townsend	61	557
Truro	0	107
Tyngsborough	102	1046
Tyringham	4	33
Upton	37	597
Uxbridge	85	1034
Wakefield	283	4070
Wales	15	118
Walpole	207	2939
Waltham	523	7700
Ware	66	899
Wareham	188	1808
Warren	28	327
Warwick	4	56
Washington	0	57
Watertown	302	5881
Wayland	123	2431
Webster	303	2296
Wellesley	90	3843
Wellfleet	3	111
Wendell	2	65
Wenham	44	858
West Boylston	135	1068
West Bridgewater	107	1009
West Brookfield	45	477
West Newbury	23	447
West Springfield	258	3228
West Stockbridge	6	144
West Tisbury	8	295
Westborough	131	3056
Westfield	292	3991
Westford	147	1990
Westhampton	9	77
Westminster	67	639
Weston	46	2042
Westport	174	1551



Westwood	97	1822
Weymouth	693	5865
Whately	15	96
Whitman	132	1355
Wilbraham	163	2117
Williamsburg	5	286
Williamstown	26	1413
Wilmington	308	2766
Winchendon	74	866
Winchester	133	4429
Windsor	1	57
Winthrop	277	4482
Woburn	495	5206
Worcester	2363	27744
Worthington	1	79
Wrentham	91	1718
Yarmouth	170	2551

**From:** Children's Advocacy Center of Bristol County asouza@jri.org  
**Subject:** Want to learn more about keeping kids safe online?  
**Date:** January 8, 2021 at 11:35 AM  
**To:** bzografos@townofdighton.com

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**Join us on Monday January 25, 2021  
for TWO presentations with the  
Institute for Responsible Online and Cellphone  
Communication (iROC2)**



**Monday January 25, 2021 from 1:00–2:30PM**  
**This session will be for professionals ONLY**  
[Register Here for Professional Event](#)

**Monday January 25, 2021 from 6:00–7:30PM**  
**This session will be for community members 18+**  
**Zoom**

link: [https://us02web.zoom.us/j/81421875838?](https://us02web.zoom.us/j/81421875838?pwd=ZEEvWThuZDV4RWRYVld5dmFzRkNuZz09)  
[pwd=ZEEvWThuZDV4RWRYVld5dmFzRkNuZz09](#)

**Password: 075985**

*\*No registration needed\**

**All attendees will obtain information about:**  
**Preventing Cyber Cruelty**

Safe Communications in Gaming  
Public Databases & Digital Transparency  
Preventing Abuse of Current & Future Apps  
Poor Social Media & Oversharing Behaviors  
Many Other Current & Future Cyber Issues

## REGISTER NOW

Any Questions? Contact Andrea Souza at [asouza@jri.org](mailto:asouza@jri.org)

**Sponsored by: Hawthorn Medical Associates**



Children's Advocacy Center of Bristol County, 58 Arch Street, Fall River, MA 02724

[SafeUnsubscribe™ bzografos@townofdighton.com](#)

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Sent by [asouza@jri.org](mailto:asouza@jri.org) powered by



Try email marketing for free today!

**From:** Harbor Master harbormaster@dighton-ma.gov  
**Subject:** Covid vaccine  
**Date:** January 8, 2021 at 12:54 PM  
**To:** Chief Robert L. MacDonald rmacdonald@dighton-ma.gov

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Hi Bob. Is there any information you can share with me regarding the Covid 19 vaccine distribution for first responders at this time? Date, time, location? Sign up sheet or contact person to schedule? Thanks -Ron Marino.

Sent from my iPhone

**From:** Rethinking Homelessness info@rethinkinghomelessness.org  
**Subject:** WEBINAR: Creating NEW Eviction Prevention Strategies  
**Date:** January 8, 2021 at 3:17 PM  
**To:** bzografos@townofdighton.com

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***Only 5 Days Left to Register!***

***The 2021 Eviction Crisis:  
Is Your Community  
Prepared?***

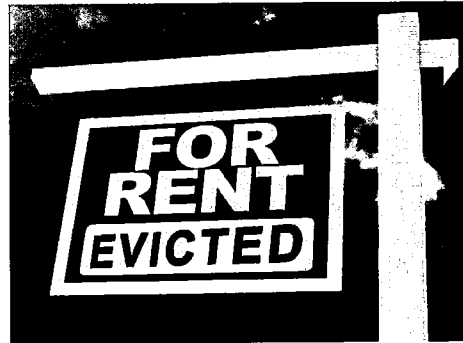
***A Complimentary Webinar for Mayors,  
County Officials, and Law Enforcement***

***Date: Wednesday, January 13, 2021  
Time: 1:00 p.m. - 2:00 p.m. ET***

*This is an exclusive invitation to mayors, county leaders, and law enforcement officials interested in preventing eviction and homelessness in 2021.*

More than **800** leaders across America have registered for our webinar. Please join them along with new guest speaker **Diane Yentel**, President & CEO of the **National Low Income Housing Coalition**, to learn how leaders like you can take action now to prevent homelessness & eviction in your community this year.

Congress recently extended the **federal moratorium** until the end of January and allocated \$25 billion in **rent relief** to prevent thousands of families in communities like yours across America from losing their homes in 2021.



With this in mind, register for our webinar tomorrow where we will share **how your community can leverage new stimulus dollars and develop data-driven strategies to prevent widespread eviction and homelessness in the months ahead.**

**Click to RSVP Now!**

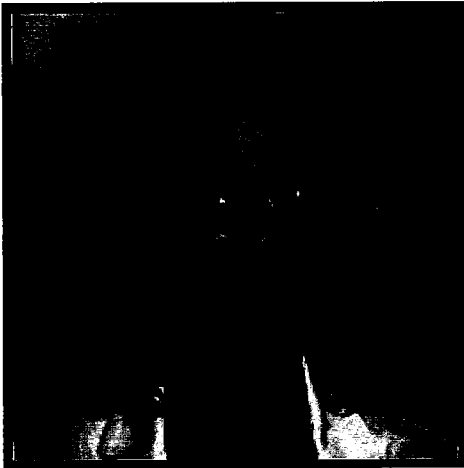
**CLICK TO RSVP NOW:**

## Webinar Topics

In this presentation, we will explain how your community can:

- **NEW TOPIC: Utilize new federal stimulus resources to support your community's eviction crisis response**
- **Understand how a COVID-19 resurgence could impact your community's ability to help households facing eviction**
- **Use cutting-edge data to identify and target resources to vulnerable populations and minorities at greatest risk of eviction in your area**
- **Create new collaborations with government and landlords to keep your citizens housed and off your streets next year**

## Special Guest Speaker



**Diane Yentel**  
*President & CEO,  
National Low Income Housing  
Coalition*

*Diane Yentel* is the President and CEO of the National Low Income Housing Coalition and veteran affordable housing policy expert with over two decades of work on affordable housing and community development.

## Webinar Host

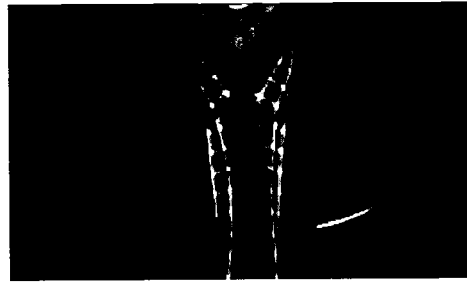
**Andrae Bailey**  
*CEO & Founder,  
Rethinking Homelessness*

*Rethinking Homelessness* is a national



**Rethinking Homelessness** is a national initiative that works to help communities across America find real and lasting solutions to homelessness.

In 2019 alone, we engaged with hundreds of communities and thousands of leaders to create new strategies to combat homelessness in their regions.



**Click to RSVP Now!**

**Share Your Community's Eviction Best Practices**

**Click the button below to share your community's eviction prevention strategy with our leaders. The best community examples will be featured during our webinar on Jan. 13 for others to learn from.**

**Complete Our Survey**

Visit our website to learn more:

**[RethinkingHomelessness.org](http://RethinkingHomelessness.org)**

Rethinking Homelessness | 255 S Orange Ave, Suite 104, Orlando, FL 32801

[Unsubscribe bzografos@townofdighton.com](mailto:Unsubscribe_bzografos@townofdighton.com)

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Sent by [info@rethinkinghomelessness.org](mailto:info@rethinkinghomelessness.org) powered by



Try email marketing for free today!

**From:** Celeste Sullivan csullivan@drregional.org  
**Subject:** Message to Families - Update on return to school 01.08.2021  
**Date:** January 8, 2021 at 5:04 PM  
**To:** undisclosed-recipients;  
**Bcc:** Bzografos@dighton-ma.gov

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Good evening,

Please see the attached correspondence from Dr. Azar.

Thank you for your continued support.



**Celeste Sullivan**

**Administrative Assistant to the Superintendent, Assistant Superintendent and  
Recording Secretary to the School Committee**  
Dighton Rehoboth Regional School District  
2700 Regional Road  
N. Dighton, MA 02764  
Phone: (508) 252 - 5000, X5134  
Fax: (508) 252 - 5024

"Dighton Rehoboth Regional School District does not discriminate based on race, color, religion, gender, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group".

Dighton Rehoboth Regional School District does not discriminate based on race, color, religion, gender, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, or any other legally protected group



**Dr. Anthony C. Azar**  
Superintendent of Schools

**DIGHTON-REHOBOTH**  
Regional School District  
2700 Regional Road  
North Dighton, MA 02764  
(508) 252-5000 (508) 252-5024 (fax)  
[www.drregional.org](http://www.drregional.org)

**T.E.A.M**  
(Together Everyone Achieves More)

**Joseph Pirraglia, Jr.**  
Assistant Superintendent

**Kristin Donahue**  
Director of Special Education

**Paul Kitchen**  
Business Administrator

January 8, 2021

Dear Families,

As you know, the COVID-19 pandemic continues to present challenges for our students and staff. Today, DRRSD administrators received guidance from the Rehoboth and Dighton Boards of Health regarding reopening schools beginning Monday, January 11, 2021. The towns of Dighton and Rehoboth are experiencing COVID-19 positivity rates above 10%, 13.25% and 12.03% respectively.

Due to a combination of factors including community spread, staffing shortages, and the importance of mitigating a potential surge, DRRSD will be reverting to the model used to begin the school year. From Monday, January 11, 2021 to Wednesday, January 20, 2021, schools will continue remote learning with the exception of high needs programs. High needs programs will report to school buildings for in-person learning. Transportation will be provided for students in high needs programs. As in the Fall,



those students assigned to self contained classrooms and the preschool program will have the option to attend school.

We are optimistic that the projected surge will be mitigated by our decision and that we can return to hybrid learning on Thursday, January 21, 2021.

Understanding that information changes daily, we will continue to keep our school community informed as we receive guidance and new data from the Commonwealth and our local Boards of Health.

Sincerely,  
Dr. Anthony Azar

*The mission of the Dighton-Rehoboth Regional School District, in partnership with parents and the community, is to provide students with the tools, including technology, to acquire knowledge, apply skills, critically analyze information and issues, and develop social responsibility.*

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Superintendent of Schools

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Dr. Anthony Azar

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**From:** Ed Swartz eswartz931@aol.com  
**Subject:** Re: UPDATE - FY22 Budget  
**Date:** January 9, 2021 at 9:40 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov  
**Cc:** Chris Lavolette clavolette@dighton-ma.gov, Linda McCarron lmccarron@dighton-ma.gov

---

Thanks, we can't have a discussion on it unless we get an actual request

Ed

Sent from my iPhone

On Jan 9, 2021, at 9:38 PM, Brett Zografos <bzografos@dighton-ma.gov> wrote:

Ed,

I didn't fill out the request form because I wasn't even sure if Finance Committee deemed it worthy of discussion. I'll fill out the Reserve Fund Transfer Request form on Monday for the tuition reimbursement request and email it to you.

Thanks a ton, I appreciate it.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431

Home: (508) 880-6517

Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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**This electronic message is confidential and intended for the named recipient(s) only. Any dissemination, disclosure, or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return e-mail or telephone and delete the copy you received. Thank you.**

On Jan 9, 2021, at 9:30 PM, Ed Swartz <eswartz931@aol.com> wrote:

That is correct?

Thanks

Sent from my iPhone

On Jan 9, 2021, at 9:18 PM, Brett Zografos <bzografos@dighton-ma.gov> wrote:

Ed,

Are you referring to the reserve fund transfer request for the tuition reimbursement account?

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431

Home: (508) 880-6517

Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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On Jan 9, 2021, at 8:55 PM, Ed Swartz <[eswartz931@aol.com](mailto:eswartz931@aol.com)> wrote:

Thank Brett, Hope all is well.

Quick question, is the transfer request for completed? If it is I will schedule a Zoom Meeting.

At that time we will also interview the candidates for appointment to the committee

Thanks Ed

Sent from my iPhone

On Jan 9, 2021, at 8:41 PM, Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)> wrote:

Hello, Department Heads & Committee Chairs!

The Town Accountant and I plan to have the budget sheet(s) to you via email by Tuesday of the upcoming week the latest. We are currently working to migrate the data from Microsoft Excel to Google Sheets as we did for last year's budget discussions. Once you receive your department's budget sheet(s), please input your requests in the FY22 Departmental Request field and email the budget sheet(s) back to both the Town Accountant and myself **by January 31st** for entry into the "master" FY22 Budget Google Sheet. Only myself, the Town Accountant, and the Finance Committee will have access to the "master" FY22 Budget Google Sheet.

I am asking all Department Heads to consider a **level-funded budget request** for FY22 unless there are mitigating circumstances, which will need to be proven, as we expect budget constraints due to the ongoing pandemic to continue well into next fiscal year and likely beyond.

Please let me know if you have any comments, questions, or concerns. As you know, I am always happy to help.

Thank you so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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**From:** Todd Pilling [tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)  
**Subject:** RE: Performance Evaluation  
**Date:** January 10, 2021 at 8:33 AM  
**To:** Brett Zografos [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

---

Yes. We have our Friday conference calls 9:00-10:00 and 11:00-12:15.

---

**From:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
**Sent:** Saturday, January 9, 2021 9:37 PM  
**To:** Todd Pilling <[tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)>  
**Subject:** Re: Performance Evaluation

Todd,

Correct, that's how it works. Every non-union personnel and Department Head is evaluated this way.

I'll be at Town Hall on Friday, if that works better for you, assuming you'll be at Old Town Hall.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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On Jan 9, 2021, at 9:25 PM, Todd Pilling <[tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)> wrote:

Board of Health meeting is on Thursday. We have Stormwater on Wednesday.

Get [Outlook for Android](#)

---

**From:** [tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov) <[tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)>  
**Sent:** Saturday, January 9, 2021 9:23:22 PM  
**To:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
**Subject:** Re: Performance Evaluation

So how does this work? I've only done one so far, and that was only with my Board. I never sat with one with Mallory.

Do you do an evaluation of me, and then we compare them?  
Todd

Get [Outlook for Android](#)

---

**From:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
**Sent:** Saturday, January 9, 2021 8:16:12 PM  
**To:** Todd Pilling <[tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)>  
**Subject:** Performance Evaluation

Hello, Todd!

I know the Board of Health is approving your self-evaluation on Wednesday, so we should meet Thursday to go over your performance evaluation. I need to finish them by the end of this week as the budget is going to be consuming all my time.

Thanks so much and make sure you take time to relax!

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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**From:** Revize Support Team noreply@revize.com  
**Subject:** Menu Manager Upgrade  
**Date:** January 10, 2021 at 12:04 PM  
**To:** bzografos@dighton-ma.gov

---

[View this email in your browser](#)



Dear Customer,

If your site is old, it's possible that you might be using the old menu manager when you login and create new pages. If you were using the old menu manager, your site has been upgraded to use the new menu manager.

Below is the link to a short video tutorial on the new menu manager.  
[https://youtu.be/QuGw\\_DQAmc8](https://youtu.be/QuGw_DQAmc8)

If your site is using the new menu manager, you can ignore this email.

Thanks for being a Revize client!!

Sincerely,  
Revize Support Team  
email:support@revize.com



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You are receiving this email because you opted in via our website.

**Our mailing address is:**

Revize  
150 Kirts Boulevard  
Suite B  
Troy, MI 48084

[Add us to your address book](#)

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#).



**From:** Chief Robert L. MacDonald <rmacdonald@dighton-ma.gov>  
**Subject:** Re: Performance Evaluation  
**Date:** January 10, 2021 at 12:12 PM  
**To:** Brett Zografos <bzografos@dighton-ma.gov>

---

Yes Thursday at 9 is good. Thank you so much

Chief Robert L. MacDonald

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Sunday, January 10, 2021 12:09:33 PM  
**To:** Chief Robert L. MacDonald <rmacdonald@dighton-ma.gov>  
**Subject:** Re: Performance Evaluation

Chief,

Does Thursday at 9am work for you?

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
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On Jan 10, 2021, at 11:27 AM, Chief Robert L. MacDonald <rmacdonald@dighton-ma.gov> wrote:

Good morning DrZ for my evaluation for this up coming week Thursday morning is the best day for me. Thank you

Chief Robert L. MacDonald

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Saturday, January 9, 2021 8:12:45 PM  
**To:** Chief Robert L. MacDonald <rmacdonald@dighton-ma.gov>  
**Subject:** Performance Evaluation

Chief,

Can we do your performance evaluation over the phone/Zoom on Monday at 9am?

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
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**From:** Bernard Lynch [blynch@communityparadigm.com](mailto:blynch@communityparadigm.com)  
**Subject:** Re: Board of Selectmen Special Meeting - Zoom Information  
**Date:** January 10, 2021 at 4:24 PM  
**To:** Brett Zografos [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

---

Okay...it will go out after. Thanks!

Bernard Lynch, Principal

## Community Paradigm Associates, LLC

One Saddleback, Plymouth, MA 02360

(978) 621-6733

[www.communityparadigm.com](http://www.communityparadigm.com)

On Jan 10, 2021, at 4:23 PM, Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)> wrote:

Bernie,

You can do whichever you prefer. I am totally fine with you sending the packet afterwards. Some members are unable to get to the packet before the meeting, and I feel it is best that all of us to go into this meeting not knowing whom has been selected as a finalist beforehand.

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**

Chairman

Board of Selectmen

Town of Dighton

979 Somerset Avenue

Dighton, MA 02715

Office: (508) 669-6431

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Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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On Jan 10, 2021, at 4:03 PM, Bernard Lynch <[blynch@communityparadigm.com](mailto:blynch@communityparadigm.com)> wrote:

Thanks Brett...just to confirm, I'll do a brief PowerPoint tomorrow night announcing the candidates and the full packet of materials will be provided to the Board after that...or, do you want me to send everything later tomorrow afternoon so that Karin and/or Leeanne can distribute prior to the meeting?

Bernie

Bernard Lynch, Principal

## Community Paradigm Associates, LLC

One Saddleback, Plymouth, MA 02360

(978) 621-6733

[www.communityparadigm.com](http://www.communityparadigm.com)

---

**From:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>

**Date:** Sunday, January 10, 2021 at 3:55 PM

**To:** Bernard Lynch <[blynch@communityparadigm.com](mailto:blynch@communityparadigm.com)>

**Subject:** Board of Selectmen Special Meeting - Zoom Information

Hello, Bernie!

I hope this email finds you well. I'm not sure if you received the Zoom meeting information yet, so please find that below.

Topic: Board of Selectmen Special Meeting

Time: Jan 11, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/83733323070?](https://us02web.zoom.us/j/83733323070?pwd=dTZ4SjlxVXYxdDRJVGH3UINrdVZYQT09)

[pwd=dTZ4SjlxVXYxdDRJVGH3UINrdVZYQT09](https://us02web.zoom.us/j/83733323070?pwd=dTZ4SjlxVXYxdDRJVGH3UINrdVZYQT09)

Meeting ID: 837 3332 3070

Passcode: 114789

One tap mobile

+13017158592,,83733323070#,,,,\*114789# US (Washington D.C)

+13126266799,,83733323070#,,,,\*114789# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 837 3332 3070

Passcode: 114789

Find your local number: <https://us02web.zoom.us/j/kc1We5BclV>

Please let me know if you need anything else, I'm happy to help.

Yours truly,

Brett

**Brett R. Zografos, Ph.D.**

Chairman

Board of Selectmen

Town of Dighton

Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431

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**From:** Jim Aguiar jaguiar@dighton-ma.gov  
**Subject:** RE: Performance Evaluation  
**Date:** January 11, 2021 at 7:30 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

Morning!

Yes...I was thinking that was the perfect (quiet) spot for the new Agent until I'm able to re-configure the lower level of TH. With your approval...I'll get working on that later today, Ill reach out to Leanne for her contact and take care of it.

Thanks Chairmen Z !!

James D Aguiar Jr.  
Building Commissioner  
Town of Dighton  
[Jaguiar@dighton-ma.gov](mailto:jaguiar@dighton-ma.gov)

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**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Sunday, January 10, 2021 9:38 AM  
**To:** Jim Aguiar <jaguiar@dighton-ma.gov>  
**Subject:** Re: Performance Evaluation

Jim,

It's so good to hear from you! Thursday is fine for your performance evaluation. I would love to connect with you on Monday regarding space for the Conservation Agent due to occupancy limits at Old Town Hall. I am thinking to set her up in the old ZBA meeting room at Town Hall, since it's a huge space and not being used.

Thanks for all you do and call me tomorrow whenever you have time, there's no rush.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen

Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
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On Jan 10, 2021, at 9:32 AM, Jim Aguiar <[jaguiar@dighton-ma.gov](mailto:jaguiar@dighton-ma.gov)> wrote:

Morning!

Thanks for the thoughtful words.  
My schedule should be quite manageable this week, I have a great team!  
Besides Stormwater dominating my day on Wed....I should be available most of the week. If you'd like to explore other options please advise, otherwise Ill see you on Thursday.

Jim

James D Aguiar Jr  
Building Commissioner  
Town of Dighton

---

**From:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
**Sent:** Saturday, January 9, 2021 4:44:55 PM  
**To:** Jim Aguiar <[jaguiar@dighton-ma.gov](mailto:jaguiar@dighton-ma.gov)>  
**Subject:** Performance Evaluation

Hello, Jim!

I hope this email finds you well. I know you will just be getting back from vacation this week and catching up. I need to get the performance evaluations done this week, so can we meet 10am on Thursday rather than doing it in the beginning of the week?

Thanks so much! Hope you had a very peaceful and relaxing time away from work, you deserve it.

Yours truly,

Brett

**Brett R. Zografos, Ph.D.**

Chairman

Board of Selectmen

Town of Dighton

979 Somerset Avenue

Dighton, MA 02715


Office: (508) 669-6431

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**From:** Chris Laviolette [claviolette@dighton-ma.gov](mailto:claviolette@dighton-ma.gov)   
**Subject:** RE: Budget Sheets  
**Date:** January 11, 2021 at 7:44 AM  
**To:** Brett Zografos [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

---

Brett:

Here you go.

There are two tabs in the workbook. There is the master tab and then a clone tab. Call me on my cell phone in 5 minutes.

Thanks,

Chris

---

**From:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
**Sent:** Friday, January 8, 2021 7:03 PM  
**To:** Chris Laviolette <[claviolette@dighton-ma.gov](mailto:claviolette@dighton-ma.gov)>  
**Subject:** Re: Budget Sheets

Chris,

Can you send me the Excel spreadsheet?

Thanks!

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
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On Jan 8, 2021, at 6:38 PM, Chris Laviolette <[claviolette@dighton-ma.gov](mailto:claviolette@dighton-ma.gov)>

On Jan 8, 2021, at 8:38 PM, Chris Laviolette <~~claviolette@dighton-ma.gov~~>  
wrote:

Hi Brett:

I've got the budget worksheet setup in Excel. If you want to migrate to Google and create separate tabs that would be extremely helpful and very much appreciated.

Thanks,

Chris

---

**From:** Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
**Sent:** Friday, January 8, 2021 8:39 AM  
**To:** Chris Laviolette <[claviolette@dighton-ma.gov](mailto:claviolette@dighton-ma.gov)>  
**Subject:** Budget Sheets

Hello, Chris!

Just circling back. Will the budget sheets be ready for distribution on Monday? If not, is there anything you'd like me to jump in and help with, such as migrating from Excel to Google Sheets and creating the tabs for each separate department budget?

Thanks so much!

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
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Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)


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FY22 MASTER  
BUDGE...21.xlsx

**From:** Karin Brady kbrady@dighton-ma.gov   
**Subject:** Department Head Meeting

**Date:** January 11, 2021 at 8:00 AM

**To:** Jonathan Gale ada@dighton-ma.gov, Alice Souza asouza@dighton-ma.gov, Anthony Azar aazar@drregional.org, Rosalind Grassie rgrassie@dighton-ma.gov, Brett Zografos bzografos@dighton-ma.gov, Cable Committee cablecommittee@dighton-ma.gov, Carol Beauregard cbeauregard@dighton-ma.gov, Chief Robert L. MacDonald rmacdonald@dighton-ma.gov, Chief Chris Maguy cmaguy@dighton-ma.gov, Chris Laviolette claviolette@dighton-ma.gov, Diane Curtis dcurtis@dighton-ma.gov, Hirschy, Donald dhirschy@dighton-ma.gov, Harbor Master harbormaster@dighton-ma.gov, Jeff Cloonan jcloonan@dighton-ma.gov, Jim Aguiar jaguiar@dighton-ma.gov, Jocelyn Tavares JTavares@sailsinc.org, Jonathan Gray jgray@dighton-ma.gov, Kenneth Pacheco kpacheco@dighton-ma.gov, Kerrie Easterday keasterday@dighton-ma.gov, Mallory Aronstein maronstein@dighton-ma.gov, Mary Hathaway mhathaway@dighton-ma.gov, Matt Tanis mtanis@dighton-ma.gov, Nancy Goulart ngoulart@dighton-ma.gov, Nancy Goulart ngoulart@comcast.net, Nancy Goulart ngoulart@dighton-ma.gov, Ron Marino digtonplumbing@comcast.net, Animal Control animalcontrol@dighton-ma.gov, Sue Medeiros smedeiros@dighton-ma.gov, Timothy Rhines timothyrhines52@gmail.com, Tom Ferry tferry@dighton-ma.gov, Tom Pires tpires@dighton-ma.gov, Tom Pires debpi54@comcast.net, Zoning Board of Appeals zba@dighton-ma.gov

**Cc:** LeeAnne Kerwin lkerwin@dighton-ma.gov

---

Good Morning Everyone.

Just a reminder that there will a department head meeting on Wednesday January 13, at 10:00 a.m. via zoom.

Topic: Department Head Meeting

Time: Jan 13, 2021 10:00 AM Eastern Time (US and Canada)

[https://us02web.zoom.us/j/81032224604?](https://us02web.zoom.us/j/81032224604?pwd=RTlZMTRTdjNQZm1SMnByUUxBU3Jxdz09)

[pwd=RTlZMTRTdjNQZm1SMnByUUxBU3Jxdz09](https://us02web.zoom.us/j/81032224604?pwd=RTlZMTRTdjNQZm1SMnByUUxBU3Jxdz09)

Meeting ID: 810 3222 4604

Passcode: 071291

Dial by your location

+1 929 205 6099 US (New York)

Thank you and take care.

*Karin L. Brady*

Executive Assistant

Board of Selectmen/Town Administrator

Town of Dighton

[kbrady@dighton-ma.gov](mailto:kbrady@dighton-ma.gov)

508 669 6431 option #1

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Re: Appoint Assistant Building Inspector  
**Date:** January 11, 2021 at 8:19 AM  
**To:** Karin Brady kbrady@dighton-ma.gov, Brett Zografos bzografos@dighton-ma.gov

LK

I have not said anything to him.

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Karin Brady  
**Sent:** Monday, January 11, 2021 7:29:21 AM  
**To:** Brett Zografos; Leeanne Kerwin  
**Subject:** RE: Appoint Assistant Building Inspector

Good Morning

Jim asked us to remove this from the January 13 agenda and reschedule for January 27 along with the quote for hardwired security cameras.

To my knowledge, he has not been told of the discussion about overtime.

Thank you

Karin

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Sunday, January 10, 2021 12:09 AM  
**To:** Leeanne Kerwin <lkerwin@dighton-ma.gov>  
**Cc:** Karin Brady <kbrady@dighton-ma.gov>  
**Subject:** Appoint Assistant Building Inspector

Leeanne and Karin,

What was the response on appointing the Assistant Building Inspector? Per our previous discussion, we were supposed to tell Jim that if he's not going to appoint someone on January 13th then there will be no overtime permitted in the FY22 budget for him.

Was that told to him? I ask because, if not, I will be telling him myself during FY22 budget discussions.

Thank you so much!

Yours truly,

~ ..

Brett

**Brett R. Zografos, Ph.D.**

Chairman

Board of Selectmen

Town of Dighton

979 Somerset Avenue

Dighton, MA 02715

Office: (508) 669-6431

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**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Re: Agenda Item Request - January 13, 2021  
**Date:** January 11, 2021 at 8:24 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov  
**Cc:** Karin Brady kbrady@dighton-ma.gov

---

LK

Will do!

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Brett Zografos  
**Sent:** Sunday, January 10, 2021 6:46 PM  
**To:** Leeanne Kerwin  
**Cc:** Karin Brady  
**Subject:** Agenda Item Request - January 13, 2021

Hello, all!

Under Selectmen's Reports, can you please add "Update on Name Change to Select Board from Board of Selectmen" to the agenda?

Thank you!

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
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**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Re: One Week Left to Apply for the MMA and Suffolk University Spring Finance Seminar  
**Date:** January 11, 2021 at 8:30 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

LK

Thanks, Brett. Can't hurt to apply.

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Brett Zografos  
**Sent:** Friday, January 8, 2021 8:31:32 AM  
**To:** Leeanne Kerwin  
**Subject:** Fwd: One Week Left to Apply for the MMA and Suffolk University Spring Finance Seminar

Just FYI, you stated you wanted to learn more about budgets and finance.

Yours truly,  
Brett

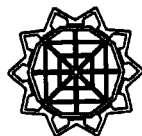
**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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Begin forwarded message:

**From:** "MA Municipal Assoc." <kmccue@mma.org>  
**Date:** January 8, 2021 at 8:30:33 AM EST  
**To:** Brett Zografos <bzografos@dighton-ma.gov>  
**Subject:** One Week Left to Apply for the MMA and Suffolk University Spring Finance Seminar  
**Reply-To:** rsadoques@mma.org



**MMA**

Massachusetts  
Municipal  
Association



**SUFFOLK  
UNIVERSITY  
BOSTON**

## **MMA and Suffolk University Spring 2021 Finance Seminar**

The MMA and Suffolk University Municipal Finance Management Seminar's 5th program, to

**be held virtually, will start in March 2021.**

The Seminar, which was launched in March 2019, is held over the course of five Fridays and covers basics such as municipal budgeting, municipal accounting, treasury functions, costing out union contracts, and property assessment. The ideal candidate is a municipal employee looking to better understand municipal finance and further his or her career in the field.

**Applications are available now on the [MMA website](#), and the application deadline is January 15th at 5PM. Applications should be sent to [seminars@mma.org](mailto:seminars@mma.org).**

The application is a fillable PDF, allowing an applicant to fill it out and submit it remotely. We will accept the Chief Municipal Official signature electronically or in a separate email.

If you or someone on your team have questions about the program, or for more information, visit the [MMA website](#) or contact Katie McCue at the MMA at (617) 426-7272, ext. 111, or [kmccue@mma.org](mailto:kmccue@mma.org).

**Katie McCue**

Director of Administration and Finance  
Massachusetts Municipal Association  
[kmccue@mma.org](mailto:kmccue@mma.org) | [www.mma.org](http://www.mma.org)



Massachusetts Municipal Association  
1 Winthrop Square  
Boston, MA 02110  
(617) 426-7272 | [Email Us](#) | [View our website](#)

[Unsubscribe](#) from MMA Emails



**From:** Karin Brady kbrady@dighton-ma.gov  
**Subject:** RE: Application for Town Administrator  
**Date:** January 11, 2021 at 8:58 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

Sure, no problem.

Karin

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Monday, January 11, 2021 8:55 AM  
**To:** Leeanne Kerwin <lkerwin@dighton-ma.gov>  
**Cc:** Karin Brady <kbrady@dighton-ma.gov>  
**Subject:** Re: Application for Town Administrator

Karin,

Do you mind responding that the deadline was December 4th? Lol.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: bzografos@dighton-ma.gov

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On Jan 11, 2021, at 8:21 AM, Leeanne Kerwin <lkerwin@dighton-ma.gov> wrote:

I will defer to the two of you on this one.

Leeanne Kerwin

Administrative Assistant

Board of Selectmen

Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** BRIAN PICKETT <[brian.pickett@comcast.net](mailto:brian.pickett@comcast.net)>

**Sent:** Sunday, January 10, 2021 10:29 PM

**To:** Board of Selectmen; LeeAnne Kerwin

**Subject:** Application for Town Administrator

Hello,

I would like to be considered for the position of Town Administrator.

Please find attached an application and a copy of my resume. Please consider this e-mail my cover letter. I only recently learned of this opening via a Facebook post by Dr. Brett Zografos. I hope that I am not too late to be considered for this position and that you will give my application serious consideration as you create your list of finalists.

I am very interested in this position. I have thought many times that I would one day like to work in public service, where my efforts could hopefully have a long-standing impact, benefiting a community that I am a part of. As a property owner in Dighton my personal interests are 100% aligned with those of the town, as any good done for the town will benefit the Town's people.

I have worked in product development and manufacturing my entire career. Many skills and thought processes that I have developed will be of great value as a town administrator. Things like critical thinking. Or being able to weigh the cost of something against its value. This can be very difficult. For any organization to be successful, it's people and processes have to work like a finely tuned machine. While processes are extremely important, they can not be overly burdensome so as to create bottlenecks to productivity or be a hindrance. There is an ideal balance that needs to be achieved. After all, the point is not to complete a process. The point is to create a product, or in this case, a town, which people can be proud to call home. A place that is safe, provides a high quality of life and allows them to focus on the pursuit of happiness. I believe that I am highly qualified to oversee the people and the departments of Dighton. deal with outside contractors and carry out the

departments of Dighton, and that ensure contractors and carry out the direction of the Selectmen to help ensure that Dighton remains a strong and healthy town, well positioned for the future.

I hope to hear from you soon regarding my candidacy.

Regardless, I wish you luck in your search for the next Town Administrator.

Sincerely,

Brian Pickett

<Pickett Application Town Administrator.pdf>

<Brian Pickett resume - manager of lab and regulatory affairs.docx>

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov &  
**Subject:** Fw: Street Lights  
**Date:** January 11, 2021 at 9:02 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

LK

Just an fyi on the administrator page

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Scott Lambiase <SLambiase@abingtonma.gov>  
**Sent:** Monday, January 11, 2021 9:00 AM  
**To:** Gregory Enos; Seelig, Charlie; Julie Hebert; Michael Dutton; Rick LaFond; Chris Senior; Rene Read; Brian Noble; Connor Read; David DeManche; Joseph Colangelo; John Stanbrook; Tom Mayo; Phil Lemnios; James McGrail; Michael Maresco; Michael Gagne; Robert Nunes; mike yunits; Peter Morin; Bill Chenard; Melissa Arrighi; Suzanne Szyndlar; Douglas Lapp; James Boudreau; Derek Sullivan; David Gagne; Tim King; Heather Martin-Sterling; Michael Lorenzo; Graham Waters; Liz Dennehy; Gloria Mitchell; Green.Lisa; Karin Brady; Leeanne Kerwin; Mallory Aronstein; Richard LaCamera; Timm McIntosh; Wendy Graves  
**Subject:** RE: Street Lights

National Grid is converting our 800 + street lights to LED's . The work will take place mostly overnights and is estimated to take approximately a year.

National Grid will be performing the conversion in-house with no cost to the Town, they even cover the cost of police details. Our Town will receive:

- An annual savings estimated to be around \$40,000.
- A one-time rebate of \$51,152.23 (upon completion).
- Annual kilowatt hour savings of over 200,000 which will make the Town eligible for future grant opportunities through National Grid.
- Higher quality and more optimized lighting than the current sodium vapor lamps with less light loss.
- LED lamps do not contain filaments therefore life expectancy is between 10-14 years as opposed to 3-5 years with the current sodium vapors. This will save on maintenance via less lamp replacement.
- A more effectively illuminated network of roads will lead to less accidents and, in some instances, an overall reduction in crime has been realized.

Scott J. Lambiase

Town Manager

Town of Abington  
500 Gliniewicz Way  
Abington, MA 02351  
781-982-2100 x4002

**From:** Gregory Enos <genos@avon-ma.gov>

**Sent:** Monday, January 11, 2021 8:19 AM

**To:** Seelig, Charlie <Charlie.Seelig@halifax-ma.org>; Scott Lambiase <SLambiase@abingtonma.gov>; Julie Hebert <jhebert@acushnet.ma.us>; Michael Dutton <mdutton@bridgewaterma.org>; Rick LaFond <rick.lafond@carverma.gov>; Chris Senior <csenior@cohassetma.org>; Rene Read <read@town.duxbury.ma.us>; Brian Noble <bnoble@ebmass.com>; Connor Read <cread@easton.ma.us>; David DeManche <townadministrator@freetownma.gov>; Joseph Colangelo <joseph.colangelo@hanover-ma.gov>; John Stanbrook <jstanbrook@hanson-ma.gov>; Tom Mayo <mayot@hingham-ma.gov>; Phil Lemnios <PLemnios@town.hull.ma.us>; James McGrail <jmcgrail@marionma.gov>; Michael Maresco <mmaresco@townofmarshfield.org>; Michael Gagne <mgagne@mattapoissett.net>; Robert Nunes <rnunes@middleborough.com>; mike yunits <myunits@nortonma.us.com>; Peter Morin <pmorin@townofnorwell.net>; Bill Chenard <wchenard@townofpembroke-mass.org>; Melissa Arrighi <marrighi@townhall.plymouth.ma.us>; Suzanne Szyndlar <sszyndlar@townofrochester.com>; Douglas Lapp <dlapp@rockland-ma.gov>; James Boudreau <jboudreau@scituate-ma.gov>; Derek Sullivan <dsullivan@wareham-ma.us>; David Gagne <dgagne@wbridgewater.com>; Tim King <KingT@westport-ma.gov>; Heather Martin-Sterling <selectmen@berkley-ma.us>; Michael Lorenzo <mlorenco@mattapoissett.net>; Graham Waters <gwaters@townofraynham.org>; Liz Dennehy <TownAdmin@plymptontown.org>; Gloria Mitchell <gmitchell@kingstonmass.org>; Green, Lisa <LGreen@whitman-ma.gov>; Karin Brady <kbrady@dighton-ma.gov>; LeeAnne Kerwin <lkerwin@dighton-ma.gov>; Mallory Aronstein <maronstein@town.swansea-ma.us>; Richard LaCamera <rlacamera@lakeville-ma.org>; Timm McIntosh <tmcintosh@freetownma.gov>; Wendy Graves <wgraves@fairhaven-ma.gov>

**Subject:** Street Lights

To those that have bought their street lights and converted, Can you tell me:

Green Community Designation?

Funded by GC?

Do you know what the average cost was per light during the streetlight conversion?

I was shot down for GC by my building commissioner, who is also a resident, who said (AT TOWN MEETING) that by accepting this the state will soon make everyone have a wind turbine in their backyard if they update anything on their house. So, the BOS is looking to see options such as having NG do the upgrades or we pay for them through capital planning.



**Gregory S. Enos**



*Town Administrator*  
Office of the Selectmen  
Town of Avon  
a:65 E. Main Street, Avon, MA 02322  
p:508-588-0414  
f: 508-559-0209



This E-mail correspondence may be considered public records. Public disclosure of this communication may be required.



**From:** Chris Laviolette <claviolette@dighton-ma.gov>  
**Subject:** RE: MMA Annual Conference  
**Date:** January 11, 2021 at 9:12 AM  
**To:** Brett Zografos <bzografos@dighton-ma.gov>

---

Thanks Brett!

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Monday, January 11, 2021 8:56 AM  
**To:** Chris Laviolette <claviolette@dighton-ma.gov>  
**Cc:** Karin Brady <kbrady@dighton-ma.gov>; Leeanne Kerwin <lkerwin@dighton-ma.gov>  
**Subject:** Re: MMA Annual Conference

Chris,

I believe our former Town Accountant attended this regularly and I think you should. I'm Cc'ing Leeanne and Karin to see if they can get you registered.

Thanks so much!

Yours truly,  
Brrtt

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: bzografos@dighton-ma.gov

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On Jan 11, 2021, at 8:52 AM, Chris Laviolette <claviolette@dighton-ma.gov> wrote:

Hi Brett:

I'd like to attend at least some of the MMA's Annual Conference to be held

I'd like to attend at least some of the MMA's 7 Annual Conferences to be held virtually on Jan. 21-22, 2021. Attendance fee is \$105. There should be some very relevant topics surrounding FY 22 and beyond from a budgetary/economic perspective.

If you believe this is a worthwhile endeavor let me know and I'll complete the registration process?

The MMA will be the Town and there are sufficient funds in my budget to cover the cost.

Thanks,

Chris

**Christopher P. Laviolette, CPA, CGA**  
**Town Accountant**  
**Town of Dighton**  
**979 Somerset Avenue**  
**Dighton, MA 02715**


**Phone: (774) 872-0928**  
**Fax: 508-669-4505**

**From:** Todd Pilling tpilling@dighton-ma.gov  
**Subject:** BOS 1/13 agenda  
**Date:** January 11, 2021 at 9:23 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

Just making sure you have BOH on there-voting for additional hours.  
Thanks,

Todd M. Pilling  
Dighton Board of Health  
1111 Somerset Ave.  
Dighton, MA 02715  
(774) 872-0943

**From:** Karin Brady kbrady@dighton-ma.gov   
**Subject:** Town Administrator Position  
**Date:** January 11, 2021 at 9:24 AM  
**To:** BRIAN PICKETT brian.pickett@comcast.net  
**Cc:** Brett Zografos bzografos@dighton-ma.gov

---

Good Morning Mr. Pickett

The Board of Selectmen's office is in receipt of your request to be considered for the position of Town Administrator. Although the search is still being conducted, the deadline for applications was December 4, 2020.

We thank you for your interest in the position and please do not hesitate to check back and submit your resume for any openings in the future.

Sincerely,

*Karin L. Brady*

Executive Assistant  
Board of Selectmen/Town Administrator  
Town of Dighton  
[kbrady@dighton-ma.gov](mailto:kbrady@dighton-ma.gov)  
508 669 6431 option #1

**From:** Rosalind Grassie rgrassie@dighton-ma.gov  
**Subject:** Strawberry Fields  
**Date:** January 11, 2021 at 9:56 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

Good Morning Brett,

Please call the developer of Strawberry Field's, Bisher Hashem 508 509-3259.  
He wanted to speak with the Town Administrator 🍷

Rosalind Grassie

Town of Dighton  
Board of Health  
1111 Somerset Avenue  
Dighton, MA. 02715  
[rgrassie@dighton-ma.gov](mailto:rgrassie@dighton-ma.gov)  
(774) 872-0943

**From:** MA Municipal Association alerts@mma.org  
**Subject:** Reminder: MMA Annual Business Meeting Delegate Form Due Wednesday, Jan 13  
**Date:** January 11, 2021 at 10:00 AM  
**To:** bzografos@townofdighton.com

---

[View in browser](#)



**Notice of MMA's Annual Business Meeting  
Featuring an Address by Governor Charlie Baker  
Friday, January 22, 2021 at 1:00 p.m.**

**Meeting to be held via Zoom (link to be provided to all conference registrants)**

To: All Municipal CEOs  
From: Geoffrey Beckwith, MMA Executive Director  
Re: Notice of MMA's Annual Business Meeting on Jan. 22, 2021  
Date: January 11, 2021

The MMA will hold its 2021 Annual Business Meeting during the Annual Meeting & Trade Show in Boston on January 21 and 22. As you know, this year's conference is being held virtually, due to the pandemic. All municipal officials can register for the Annual Meeting at this link:  
<https://www.mma.org/annual-meeting/register/> – please register by January 6 to take advantage of the early bird discount!!

The Annual Business Meeting will take place on Friday, January 22, from 1:00 to 2:00 p.m. The session will feature an address by Governor Charlie Baker, reflections from our outgoing MMA President, Agawam Councilor Cecilia Calabrese, and a look ahead by our incoming President, Arlington Town Manager Adam Chapdelaine, who will also announce the winners of this year's Kenneth Pickard Innovation Awards.

**IMPORTANT:** please download the attached form at [this link](#) to notify the MMA of your

**community's official delegate to the Annual Business Meeting.** Please fill out the form and email it to Alandra Champion at [achampion@mma.org](mailto:achampion@mma.org) at MMA by **Wednesday, January 13, 2021**. We need this information for MMA's official records. Thank you!

In the past, Governor Baker has used this address to give local officials a preview of his upcoming state budget and local aid recommendations, and other key municipal priorities. Due to the logistical challenges created by the pandemic, the MMA will not be considering new policy resolutions at this year's business meeting. Instead, the Board of Directors will continue to follow the policy guidance and positions adopted by the members in recent years, and we look forward to following our customary meeting format and process next year, when we anticipate returning to the Hynes Convention Center in January of 2022!

MMA Annual Business Meeting

Friday, January 22, 2021

1:00 to 2:00 p.m.

(Zoom link will be available to all registrants on the MMA Annual Meeting platform)

#### Agenda

1. Welcome by MMA Executive Director Geoff Beckwith
2. Call to Order by MMA President Cecilia Calabrese
3. Annual Address to the MMA by Governor Charlie Baker
4. Reflections by MMA's 2020 President, Cecilia Calabrese
5. Comments by MMA's 2021 President, Adam Chapdelaine
6. Announcement of the Kenneth Pickard Innovation Award Winners
7. Closing Announcements and Adjournment

We look forward to seeing you at the MMA's Annual Business Meeting, and at all of the exciting, informative and engaging sessions during our 2021 Annual Meeting & Trade Show.

**PLEASE DOWNLOAD AND RETURN YOUR COMMUNITY'S OFFICIAL DELEGATE FORM BY WEDNESDAY, JANUARY 13TH. THANK YOU!**



Massachusetts Municipal Association  
One Winthrop Square, Boston, Massachusetts 02110  
(617) 426-7272

If you would like to unsubscribe, please [click here](#)

**$\sqcup^H$  higher logic**



**From:** Karin Brady kbrady@dighton-ma.gov  
**Subject:** RE: Cons. Comm Office & Field Supplies  
**Date:** January 11, 2021 at 10:14 AM  
**To:** Lisa Caledonia lscenvironmentalconsulting@gmail.com, Charles Mello chasmello66@yahoo.com, William Frennette wfrenette37@gmail.com  
**Cc:** Brett Zografos bzografos@dighton-ma.gov

---

Good Morning All,

I have ordered the items listed in the email below and have asked Netrospect to move the desktop computer to the lower level meeting room which will now be used as an office for Conservation. I will let you know when we can expect Netrospect.

Please let me know if there is anything else that is needed.

Thank you and take care

Karin

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Friday, January 8, 2021 3:03 PM  
**To:** Lisa Caledonia <lcaledonia@dighton-ma.gov>  
**Cc:** Charlie Mello <chasmello66@yahoo.com>; Leeanne Kerwin <lkerwin@dighton-ma.gov>; Karin Brady <kbrady@dighton-ma.gov>; jdigits@yahoo.com; wfrenette37@gmail.com  
**Subject:** Re: Cons. Comm Office & Field Supplies

Charlie,

Do you have the available funds in your current Professional & Technical or Supplies budget lines to support these purchases? Also, I think they need to be made with the Town credit card, which is in the possession of our Town Treasurer.

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: bzografos@dighton-ma.gov

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On Jan 8, 2021, at 10:54 AM, Lisa Caledonia <[lcaledonia@dighton-ma.gov](mailto:lcaledonia@dighton-ma.gov)> wrote:

Good Morning Everyone, Thanks for helping me get settled in. Brett informed me that there is a desktop computer they are connecting for me. However, in order to work from the field & remotely, I'll need a tablet of some sort. Here (attached) is one that'll suit our needs with a case & keyboard.

In addition, there are a few office & field supplies as well. I'll draft a list w/ costs.

[https://www.amazon.com/dp/B08J5G2D7K/ref=cm\\_sw\\_r\\_sms\\_api\\_glc\\_fabc\\_Xg59FbZ5NY7DB?\\_encoding=UTF8&psc=1](https://www.amazon.com/dp/B08J5G2D7K/ref=cm_sw_r_sms_api_glc_fabc_Xg59FbZ5NY7DB?_encoding=UTF8&psc=1)

[https://www.amazon.com/dp/B086LLWG2N/ref=cm\\_sw\\_r\\_sms\\_api\\_glc\\_fabc\\_bq59FbT9E15WZ?\\_encoding=UTF8&psc=1](https://www.amazon.com/dp/B086LLWG2N/ref=cm_sw_r_sms_api_glc_fabc_bq59FbT9E15WZ?_encoding=UTF8&psc=1)

Please let me know your thoughts. Thanks everyone. Have a great weekend!

Best,  
Lisa

Sent from my iPhone

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Fw: Sharps Lot Road Study/Meeting with Brett  
**Date:** January 11, 2021 at 10:24 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

LK

Good Morning. Happy Monday (UGH!)

Tom and Karin are both available tomorrow to discuss this. I can set up a zoom meeting for the three of you. Any specific time good for you?

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Leeanne Kerwin  
**Sent:** Thursday, January 7, 2021 1:28 PM  
**To:** Tom Ferry; Karin Brady  
**Subject:** Sharps Lot Road Study/Meeting with Brett

Hello!

Brett wants me to set up a meeting between the three of you to discuss the Sharps Lot Road Study material attached. The new TA will be involved in this, but he wants to talk to you both about it in the meantime. He said to schedule the meeting next week, but that there was no big rush in it either.

Could you both give me some days and times you are available and I'll set up a Zoom meeting for it.

Thanks!

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667





Sharps Lot Road  
Study.pdf

**From:** Karin Brady kbrady@dighton-ma.gov  
**Subject:** FW: Peer Review - DRAFT - Board & Committee Handbook  
**Date:** January 11, 2021 at 10:29 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

Good Morning Brett

I apologize for the delay in reviewing this. I have a couple of minor things that I saw.

Page 7 Last Paragraph, I think it should read "personal" circumstances.

Page 10 3<sup>rd</sup> Paragraph "concerningExecutive" needs a space.

Page 4.4 Executive Session, 1<sup>st</sup> paragraph, last sentence should read and then released in open session.

Page 13 – 1st Paragraph "by contacting the Administrative Assistant."

The only other thought that I had, was to possibly include examples of the forms that are referenced throughout the document, such as the purchase order, blank meeting notice, sample agenda, etc.

Thank you for the opportunity to provide input on this document.

Sincerely,

---

**From:** Karin Brady  
**Sent:** Thursday, December 17, 2020 12:45 PM  
**To:** Brett Zografos <bzografos@dighton-ma.gov>  
**Subject:** RE: Peer Review - DRAFT - Board & Committee Handbook

Okay, wrong choice of words. 🙄 Will begin my review on Monday.

Thank you.

Have a great weekend. Wine sounds good.

Karin

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Thursday, December 17, 2020 12:41 PM  
**To:** Karin Brady <kbrady@dighton-ma.gov>  
**Subject:** Re: Peer Review - DRAFT - Board & Committee Handbook

No, Karin, you will enjoy your weekend with your family - and hopefully a fine wine!

Thanks for all you do, Boss.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**

Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: bzografos@dighton-ma.gov

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On Dec 17, 2020, at 12:34 PM, Karin Brady <kbrady@dighton-ma.gov> wrote:

Hi Brett

Thank you. I will review this over the weekend.

Take care and stay safe.

Karin

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Thursday, December 17, 2020 11:47 AM  
**To:** Karin Brady <kbrady@dighton-ma.gov>  
**Cc:** LeeAnne Kerwin <lkerwin@dighton-ma.gov>; Pam Waller <pwaller@dighton-ma.gov>; Sue Medeiros <smedeiros@dighton-ma.gov>  
**Subject:** Peer Review - DRAFT - Board & Committee Handbook

Hello, team!

Attached is a draft of the Board & Committee Handbook that I've created. Please review and provide me with any edits, suggestions, comments, or concerns that you may have concerning this document. It will be distributed to new appointees.

Karin/Leeanne: When you have sufficient time, please review the entire document and ensure accuracy. Please also let me know your thoughts on it; we can share our opinions freely.

Sue & Pam: Once approved by the Board of Selectmen, copies of this handbook will be provided to your office. When an individual is appointed to a new board, committee, or commission, in addition to having the individual sign forms for Open Meeting Law, you will tear off page 19 (Acknowledgement Form) and have the appointee sign it. You will keep the original on file in your office and distribute a copy of the Acknowledgement Form to the Office of the Board of Selectmen/Town Administrator.

Thank you for partnering with us on this! It's big progress we have made together.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

-----  
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**From:** MA Municipal Assoc. [cpierce@mma.org](mailto:cpierce@mma.org)  
**Subject:** You Can Still Register for MMA Annual Meeting  
**Date:** January 11, 2021 at 10:38 AM  
**To:** [bzografos@townofdighton.com](mailto:bzografos@townofdighton.com)

Register for MMA Annual Meeting 2021 today!

[View in browser](#)



## You Can Still Register for MMA Annual Meeting

**\*\*Time is running out! Don't miss it!\*\***

The MMA's 2021 Annual Meeting & Trade Show is just a little more than a week away, and we want to make sure you don't miss out on two lively days of high-quality programming, including inspiring speakers, informative workshops, a robust Trade Show, and plenty of networking opportunities.

**Convenient online registration is still available** through Jan. 20 at 5 p.m.

We promise a **dynamic and engaging virtual conference** this year that is **cost-effective and informative**. There's no need for travel or accommodations. You can experience the entire conference from your office or home. All you need is a web browser (no downloads needed). AND, everything is being recorded and will be available on the Annual Meeting platform for 30 days for your convenience.

**Register today!** Online registration, at a member rate of \$105, is available until Jan. 20 at 5 p.m. Those who register during this period will receive login information for the virtual platform, called Chime, on the morning of Jan. 21, prior to the start of the first event.

The WEMO Leadership Symposium is a ticketed event, at \$15 per person.

**Your username is:** [BZOGRAFOS@TOWNOFDIGHTON.COM](mailto:BZOGRAFOS@TOWNOFDIGHTON.COM)

**Password:** [Click here to reset your password.](#)

**Register**



If you miss the Jan. 20 deadline, you can still register by emailing [amregistrations@mma.org](mailto:amregistrations@mma.org). WEMO tickets can also be purchased until 1 p.m. on the day of the event, Thursday, Jan. 21.

For more registration and payment details, visit [www.mma.org/annual-meeting/register](http://www.mma.org/annual-meeting/register). If you are having any difficulties or need a username or password for yourself or a colleague, please email [amregistrations@mma.org](mailto:amregistrations@mma.org) and our staff will assist you.

*Please note that each registrant's log-in is unique and can only be used to access the event on one device, so it's important that each staff member registers separately for this event.*

Questions? Please reply to this email or call 617-426-7272, and we will be happy to assist you.

[Click here for complete information about the Annual Meeting, including workshops and speakers.](#)



Massachusetts Municipal Association  
One Winthrop Square, Boston, Massachusetts 02110  
(617) 426-7272

If you would like to unsubscribe, please [click here](#)



**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Zoom Info - Sharps Lot Road Study Meeting 1/12 at 11:00 a.m.  
**Date:** January 11, 2021 at 11:33 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov, Tom Ferry tferry@dighton-ma.gov, Karin Brady kbrady@dighton-ma.gov

---

LK

Good Morning All -

Please see Zoom information below for your meeting tomorrow to discuss the Sharps Lot Road Study. Karin - I had emailed you the information on this, but I also printed it out for you on your office chair in case you come in tomorrow.

Topic: Sharps Lot Rd. Study Discussion  
Time: Jan 12, 2021 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
[https://us02web.zoom.us/j/85362499022?  
pwd=elJ1amhXYTRXT3lGbUpBL2hZdnFqUT09](https://us02web.zoom.us/j/85362499022?pwd=elJ1amhXYTRXT3lGbUpBL2hZdnFqUT09)

---

## Launch Meeting - Zoom

us02web.zoom.us

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms. Founded in 2011, Zoom helps

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Meeting ID: 853 6249 9022  
Passcode: 398998  
One tap mobile  
+13126266799,,85362499022#,,,,\*398998# US (Chicago)  
+19292056099,,85362499022#,,,,\*398998# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)

Have a good day!

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
02702

9/9 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

**This form should be submitted in triplicate to the Finance Board. Request should be made and transfer voted before any expenditure is incurred in excess of the appropriation.**

transfers voted before any expenditure is incurred in excess of the appropriation.

---

**From:** Chris Laviolette <claviolette@dighton-ma.gov>  
**Subject:** RE: Reserve Fund Transfer Request  
**Date:** January 11, 2021 at 11:54 AM  
**To:** Brett Zografos <bzografos@dighton-ma.gov>

---

Thanks Brett!

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Monday, January 11, 2021 11:54 AM  
**To:** Edward Swartz <eswartz931@aol.com>  
**Cc:** Karin Brady <kbrady@dighton-ma.gov>; Chris Laviolette <claviolette@dighton-ma.gov>; Chief Chris Maguy <cmaguy@dighton-ma.gov>  
**Subject:** Reserve Fund Transfer Request

Hello, all!

Please see the attached reserve fund transfer request.

Thank you for your consideration.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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**From:** Kerrie Easterday keasterday@dighton-ma.gov

**Subject:** FW: Office Hours

**Date:** January 11, 2021 at 3:24 PM

**To:**

**Cc:** Leeanne Kerwin lkerwin@dighton-ma.gov, Karin Brady kbrady@dighton-ma.gov, Brett Zografos bzografos@dighton-ma.gov, Diane Curtis dcurtis@dighton-ma.gov, Joelle Anger janger@dighton-ma.gov

---

**From:** Kerrie Easterday

**Sent:** Monday, January 11, 2021 3:24 PM

**To:** Jeff Carvalho <jcarv76@gmail.com>; 'joe.fig@icloud.com' <joe.fig@icloud.com>; 'Robert Boughner (bobb6466@comcast.net)' <bobb6466@comcast.net>; 'rwoods5589@aol.com' <rwoods5589@aol.com>; 'timothyrhines52 (timothyrhines52@gmail.com)' <timothyrhines52@gmail.com>

**Subject:** Office Hours

Good afternoon Gentlemen.

Please be advised, I will need to leave early (2:30PM) on Wed., Jan. 13<sup>th</sup> to bring my daughter to the doctors.

Kerrie J Easterday

Office Manager/Planning Board

Town of Dighton

979 Somerset Ave

Dighton, MA 02715

508-669-6431, ext. 114

508-669-4509 fax


[keasterday@dighton-ma.gov](mailto:keasterday@dighton-ma.gov)

[http://www.dighton-ma.gov/government/planning\\_board/index.php](http://www.dighton-ma.gov/government/planning_board/index.php)

If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this email in error, and delete the copy you received.

The contents of this e-mail and any attachments are the property of the Town of Dighton and subject to the Public Records Law, M.G.L. c. 66, §10 . When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record and not confidential.

Think "green" before printing this E-mail :-)

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov   
**Subject:** Department Head Meeting Agenda for 10:00 a.m. on 01-13-21  
**Date:** January 11, 2021 at 3:57 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov, Karin Brady kbrady@dighton-ma.gov, Nancy Goulart ngoulart@dighton-ma.gov, Kenneth Pacheco kpacheco@dighton-ma.gov  
**Cc:** Jonathan Gale ada@dighton-ma.gov

---

LK

Good Afternoon All -

I am sending you the Stamped Department Head Meeting/Board of Selectmen Meeting Agenda. A few items were added under 'New Business' because Wednesday evening's BOS agenda was a little too long. Please see attached.

The zoom information for this meeting is as follows:

Topic: Department Head Meeting  
Time: Jan 13, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
[https://us02web.zoom.us/j/81032224604?  
pwd=RTIZMTRTdjNQZm1SMnByUUxBU3Jxdz09](https://us02web.zoom.us/j/81032224604?pwd=RTIZMTRTdjNQZm1SMnByUUxBU3Jxdz09)

---

## Launch Meeting - Zoom

us02web.zoom.us

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms. Founded in 2011, Zoom helps

---

Meeting ID: 810 3222 4604  
Passcode: 071291

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)

Have a good evening.

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue



Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667



## TOWN OF DIGHTON

### BOARD OF SELECTMEN

Department Head Meeting  
Wednesday, January 13, 2021 10:00 am  
Via Zoom

Topic: Department Head Meeting

Time: Jan 13, 2021 10:00 AM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/81032224604?pwd=RTlZMTRTdjNkZm1SMnByUUxBU3Jkdz09>

Meeting ID: 810 3222 4604

Passcode: 071291

+1 929 205 6099 US (New York)

**REVISED: Original Agenda Posted on January 11, 2021 at 9:23 AM**

#### AGENDA:

1. Call to Order
2. Hear reports from Department Heads
3. New Business
  - a. Review/Discuss/Act on Final Draft of Commission on Disability Town-Wide Mailer
  - b. Review/Discuss/Act on Commission on Disability Bylaws
  - c. Appoint Jonathan Gale to the Emergency Preparedness Committee
  - d. Appoint Jonathan Gale to the Pandemic Response Committee
  - e. Vote to Adopt New Mileage Rate from Current Rate of 57.5 cents down to 56 cents
  - f. Review/Discuss/Act: Release of the Executive Session Minutes of:
    - August 2, 2017
    - September 14, 2017
    - November 8, 2017
    - March 12, 2018
    - March 21, 2018
    - September 26, 2018
    - November 14, 2018
    - December 19, 2018
    - January 9, 2019
    - January 23, 2019
    - February 13, 2019
    - April 10, 2019


#### 4. Adjournment

**\*This Agenda is subject to Revisions and additions up until meeting time.**

TOWN CLERK  
DIGHTON, MA

JAN 11 PM 3:38

RECEIVED

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov   
**Subject:** Stamped Agenda for Board of Selectmen Meeting 01-13-2021 at 6 pm  
**Date:** January 11, 2021 at 4:02 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov, Karin Brady kbrady@dighton-ma.gov, Nancy Goulart ngoulart@dighton-ma.gov, Kenneth Pacheco kpacheco@dighton-ma.gov  
**Cc:** Tom Ferry tferry@dighton-ma.gov, Todd Pilling tpilling@dighton-ma.gov, Rosalind Grassie rgrassie@dighton-ma.gov, Chief Robert L. MacDonald rmacdonald@dighton-ma.gov, pgalles@comcast.net

---

LK

Good Afternoon All -

Here is the regular Board of Selectmen Agenda for the BOS meeting of 01-13-21 at 6 pm. Zoom information for this meeting is as follows:

Topic: Board of Selectmen Regular Meeting  
Time: Jan 13, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
[https://us02web.zoom.us/j/89683792872?  
pwd=VGpMcWhlaEp0anA5aXMrNXZlaDBLZz09](https://us02web.zoom.us/j/89683792872?pwd=VGpMcWhlaEp0anA5aXMrNXZlaDBLZz09)

---

## Launch Meeting - Zoom

us02web.zoom.us

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---

Meeting ID: 896 8379 2872  
Passcode: 602379

+1 929 205 6099 US (New York)

Have a good evening.

Best,

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel. 508 660 6421 x100

tel. 508-669-0431 x100  
Fax: 508-669-5667



01-13-2021  
Stamp...da.pdf

**From:** Harbor Master harbormaster@dighton-ma.gov  
**Subject:** Re: Covid vaccine  
**Date:** January 11, 2021 at 5:37 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

I will see what their availability is. Mark is currently at sea but should be back home the first week in February. Alex is in Key West for the winter.

Sent from my iPhone

On Jan 11, 2021, at 5:15 PM, Brett Zografos <bzografos@dighton-ma.gov> wrote:

Ron,

If Alex and Mark are available and interested in receiving the COVID-19 vaccine, would you please schedule appointments for them as well?

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517

Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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On Jan 11, 2021, at 5:09 PM, Harbor Master <harbormaster@dighton-ma.gov> wrote:

Thanks Brett. You as well!

Sent from my iPhone

On Jan 11, 2021, at 2:36 PM, Brett Zografos <bzografos@dighton-ma.gov> wrote:

This is excellent news, Ron. Stay safe, please!

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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On Jan 11, 2021, at 2:00 PM, Harbor Master <harbormaster@dighton-ma.gov> wrote:

I am all set with the Covid 19 vaccine information. I have a scheduled appointment to receive the vaccine this coming Thursday (1/14/21) at 9:49 am at the Somerset fire department.

Sent from my iPhone

**From:** Nancy Goulart ngoulart@comcast.net  
**Subject:** ZOOM link  
**Date:** January 11, 2021 at 5:53 PM  
**To:** Zografos, Brett bzografos@dighton-ma.gov

---

Brett,

I got the agenda for tonight's meeting but not the ZOOM link to click on. Please send.

Tks.

Nancy

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**From:** Karin Brady kbrady@dighton-ma.gov  
**Subject:** FW: TA Finalists Packet  
**Date:** January 11, 2021 at 6:41 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov, Nancy Goulart ngoulart@comcast.net, Nancy Goulart ngoulart@dighton-ma.gov, Kenneth Pacheco kpacheco@dighton-ma.gov

---

Hi Again,

Attached please find the list of prohibited questions also for your review.

Thank you

*Karin L. Brady*

**Executive Assistant**  
Board of Selectmen/Town Administrator  
Town of Dighton  
[kbrady@dighton-ma.gov](mailto:kbrady@dighton-ma.gov)  
508 669 6431 option #1

---

**From:** Bernard Lynch <blynch@communityparadigm.com>  
**Sent:** Monday, January 11, 2021 6:35 PM  
**To:** Leeanne Kerwin <lkerwin@dighton-ma.gov>; Karin Brady <kbrady@dighton-ma.gov>  
**Cc:** Brett Zografos <bzografos@dighton-ma.gov>  
**Subject:** Re: TA Finalists Packet

Karin and Leeanne,

I've attached a handout of Prohibited Questions for distribution to the Board...

Can you let me know when the Packets go out? Thanks

Bernie

Bernard Lynch, Principal  
**Community Paradigm Associates, LLC**  
One Saddleback, Plymouth, MA 02360  
(978) 621-6733  
[www.communityparadigm.com](http://www.communityparadigm.com)

---

**From:** Bernard Lynch <blynch@communityparadigm.com>  
**Date:** Monday, January 11, 2021 at 6:15 PM  
**To:** Leeanne Kerwin <lkerwin@dighton-ma.gov>, Karin Brady <kbrady@dighton-ma.gov>  
**Cc:** Brett Zografos <bzografos@dighton-ma.gov>  
**Subject:** TA Finalists Packet

Hi Karin and Leeanne,

I've attached the TA Finalists packet for distribution to the Board. These packets contain the submitted materials of the candidates including cover letters, resumes, and essay question responses. We have also prepared a summary of feedback that we received from each of the candidate's references.

I've also attached draft interview questions for the Board to review in preparation for next week's meetings with the three candidates.

All of this is ready to be distributed. Thanks

Bernie

Bernard Lynch, Principal

**Community Paradigm Associates, LLC**

One Saddleback, Plymouth, MA 02360

(978) 621-6733

[www.communityparadigm.com](http://www.communityparadigm.com)



Prohibited  
Intervi...s.docx

# Interview Questions

Inquiry Area	Illegal Questions	Legal Questions
Age	<ul style="list-style-type: none"> <li>• May not require an applicant's age, date of birth, or for records to prove his/her age.</li> <li>• Year of graduation from high school.</li> </ul>	<ul style="list-style-type: none"> <li>• An employer may ask whether an individual meets the minimum age requirements set by law. "Are you over the age of 18?" is an appropriate question.</li> </ul>
National Origin/Citizenship	<ul style="list-style-type: none"> <li>• Are you a U.S. citizen?</li> <li>• Where were you/your parents born?</li> <li>• What is your native tongue?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you authorized to work in the United States?</li> </ul>
Race/Color	<ul style="list-style-type: none"> <li>• All questions regarding a person's race/color will be deemed illegal under state and federal laws.</li> </ul>	None!
Religion	<ul style="list-style-type: none"> <li>• Any question with regard to an applicant's religious beliefs, denomination, or any questions that indicate religious customs or holidays observed.</li> </ul>	<ul style="list-style-type: none"> <li>• After an individual is hired, an employer may inquire about religious accommodations.</li> </ul>
Marital/Family Status	<ul style="list-style-type: none"> <li>• Are you married?</li> <li>• With whom do you live?</li> <li>• Do you plan to have a family?</li> <li>• What are your child-care arrangements?</li> </ul>	<ul style="list-style-type: none"> <li>• Would you be willing to relocate if necessary?</li> <li>• Would you be able and willing to work overtime as necessary?</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• How tall are you?</li> <li>• How much do you weigh?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?</li> </ul>
Disabilities	<ul style="list-style-type: none"> <li>• Do you have any disabilities?</li> <li>• Please complete the following medical history.</li> <li>• How's your family's health?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you able to perform the essential job functions?</li> <li>• Can you demonstrate how you would perform the following job-related functions?</li> </ul>
Criminal Record	<ul style="list-style-type: none"> <li>• Have you ever been arrested?</li> </ul>	<ul style="list-style-type: none"> <li>• Have you ever been convicted of _____?</li> </ul>
Military	<ul style="list-style-type: none"> <li>• If you've been in the military, were you honorably discharged?</li> </ul>	<ul style="list-style-type: none"> <li>• In what branch of the Armed Forces did you serve?</li> <li>• What type of training or education did you receive in the military?</li> </ul>





January 9, 2021

Mr. Brett Zografos, Chairman  
Dighton Board of Selectmen  
979 Somerset Avenue  
Dighton, MA 02715

RE: Town Administrator Finalists

Dear Mr. Zografos:

I am pleased to transmit materials related to the Town Administrator Finalists that we have identified for consideration by the Board of Selectmen for appointment to this important position. We believe that the individuals that are being presented will bring skills and experiences that will continue the progress that has been made in Dighton over the last several years in professionalizing the local government.

First and foremost, let me thank you and your fellow members as well as the department heads that assisted us as we learned about the Town and the qualities that were sought in and from the next Town Administrator. Much of this information was incorporated in the Position Statement that was developed to market the position to potential candidates. We also received feedback that was not included in the Statement but that was helpful to us as we assessed each of the applicants.

Utilizing the Position Statement, we were able to conduct outreach to a number of potential candidates that we believed would be a good fit as Dighton Town Administrator. In addition, we circulated the position through our database of municipal managers, and postings at the Massachusetts Municipal Association and on job boards for alumni at local graduate schools for public administration. We were pleased to be successfully bring forth a total of twenty-nine résumés in application for the position.

We reviewed all résumés and application materials and, following extensive discussions, narrowed the field to nine individuals that were considered potential candidates and for whom we had preliminary interviews to assess whether they would be strong candidates. In the end we focused in on six individuals and conducted more direct professional panel interviews to help ascertain the rationale behind the candidates' interest in the position and to determine specific skills and background in areas deemed by the panel to be of relevance and concern.

The panel conducted its interviews of the remaining six individuals by engaging in intensive questions and dialogue with the candidates to ascertain their municipal knowledge and experience, as well as their style of working with residents, employees, and Board of Selectmen members. In their decision-making process, the panel relied heavily on the Position Statement that was developed to identify the issues and challenges facing the Town and the described characteristics of the "Ideal Candidate." In addition, per the described feedback that we received, we sought final candidates that were professional, energetic, supportive of instituting best practices, strong in establishing processes and procedures, and knowledgeable of Dighton but possessing a fresh outside perspective for relationship building and solving problems.

As a result of this work and a full consideration of each of the candidates' attributes, the panel identified the following three finalists to be presented to you for your review and possible selection as Dighton's next Town Administrator:

- Maureen Candito
- Michael King
- Michael Mullen

The panel made no official ranking of its candidates for presentation to the Board, believing that all are qualified and fully capable of serving as the Dighton Town Administrator.

We have prepared and provided a packet of information for each of the finalists, which includes the submitted cover letters and résumés, and a summary of reference comments that we received from people that are knowledgeable of the candidates' skills and experience. We have also included the essay responses that were prepared for two essay questions that were presented to select candidates in order to determine their written communication skills, self-awareness and problem-solving style:

1. Please tell us a little about yourself and your career in municipal management so we can understand why and how this position right now aligns with your personal values. Include a time where you were particularly proud to serve as a municipal official, and a time where you faced a difficult challenge that you were not able to fully achieve your goal. Both times, please share how you navigated those situations and what you learned. (500-750 words)
2. Provide a written description of a project or process in which you needed to utilize a fully collaborative approach to problem solving. How did you act to engage others in addressing the issue at hand, and what was the outcome? (500-750 words)

Finally, we have obtained clean CORI reports for each of the candidates from the Massachusetts Criminal History Systems Board.

We look forward to working with the Board of Selectmen as it moves forward with its interview and selection process. We have prepared a draft set of questions that the Board can use as a guide in its interview of the candidates. We certainly welcome any modifications and additional ideas to evaluate the candidates and determine who to appoint to this important position.

Please feel free to contact me with any questions.

Sincerely,



Bernard Lynch  
Principal

Attachment: Finalist Report  
Draft Board of Selectmen Questions

# **Town of Dighton**



## **TOWN ADMINISTRATOR FINALISTS**

**JANUARY 2021**



**COMMUNITY PARADIGM ASSOCIATES, LLC**

**Maureen Candito**

**Finalist**

**Dighton Town Administrator**

Dear Chairman Logratos and Dighton Board of Selectmen members;

I would like to formally submit my letter of interest as a candidate for the position of Town Administrator for the Town of Dighton.

I have thoroughly read your position statement and list of wants and needs for your next Town Administrator and I am excited to recognize it as a great fit with my skill set, abilities and experience.

I have a strength in team building and collaborative leadership in addition to effective communications between Department Heads, Board Members and stakeholders in the successful operation of town government. I live close to Dighton and have been following the progress through the last three years after hiring the Town's first Town Administrator and I have enjoyed the process of learning more about the town. I would love to help build on the strong foundation the Dighton Board of Selectmen and previous Town Administrator have created and continue moving the Town forward.

Until recently, I was the Town Administrator for the Town of Lakeville and I am extremely familiar with the host of issues and challenges that the Southcoast towns will be facing, including budget uncertainty and economic struggles as well as the high attrition rates as baby boomers retire from the local government workforce. As a close neighbor, these conversations are a part of our shared interests.

As you can see by my resume, I have an extensive history in business, volunteer government and now local government leadership. My curated experiences have given me a unique perspective and an operations acuity that helps me bring an experienced yet fresh set of eyes to operations and personnel issues impacting municipal government and businesses. I would love to bring that experience as well as enthusiasm and passion for good government to the Town of Dighton.

I am excited to meet with the Board (remotely or in person) and look forward to having more in-depth conversations regarding my candidacy for Town Administrator for the Town of Dighton.

Regards,

Maureen Candito

# Maureen Candito

P: 774 766-2125 | E: maureencandito@yahoo.com | LI: linkedin.com/in/maureen-candito-500bb01a/

## SUMMARY

Energetic, tenacious, and collaborative leader with nineteen years of experience in operations, purchasing, team building and problem solving. Combines deep industry knowledge with experience with cross functional leadership, technology, policy and procedure creation and execution to elevate culture and function. Excels at constructing high-impact relationship building and maintaining consistent messaging across all stakeholders. Experience managing performance and aligning goals.

## SKILLS & EXPERTISE

### Leadership

Human Resource Management

Vendor Management

Procurement

Operations Planning

Diversity and Inclusion

Municipal Government

### Team Building

Budget Management

RFP Process Negotiation

Finance

Training and Development

Gross Margin Management

Government Compliance

### Grant Administration

Policy and Process Creation

Reporting Tools Creation

KPI Measurement

Forecasting and Analytics

Performance Management

Community Relations

## EXPERIENCE

### Town Administrator/Chief Administrative Officer/ Chief Procurement Officer for the Town of Lakeville, MA.

2019 – October 2020

- Oversight of all Town Departments and personnel under the Board of Selectmen as well as day to day operations of a \$30 million dollar budget for the Town of Lakeville
- MCPPO Certifications
- Grant Writing -wrote and awarded \$201k in new Government grants within 6 months of start of position.
- Governmental Relations- asked to sit on an EEE special council with Governor Baker in August 2020
- Successfully negotiated Police, Fire and Labor union contracts in Spring of 2020.
- Successfully navigated through Covid-19 without having to shut down the operations of the Town
- Implemented Social Media Communications and Online payment systems for the Town of Lakeville
- Worked collaboratively with our State Senator to ensure our place on the Transportation and Economic Bond bills before the Senate.

### Martinetti Companies | Taunton, Ma

#### Director of Sales and Operations Planning

2018 – 2019

Oversaw the collaborative process of merging financial objectives, with sales initiatives and inventory support.

- Created new KPI's, processes and procedures to elevate and merge 6 different operation divisions to one method of scoring goals and measuring progress.
- Worked with internal teams comprised of VP's Sales, Pricing, Purchasing and Warehousing to ensure measuring deliverables to support internal and supplier goals.
- Generated a \$16mil reduction of daily inventory by developing constraint programs and implementing new purchasing software.
- Represent the company at trade shows, industry panels, and corporate communications initiatives.

#### Director Purchasing and Inventory Management

2015 – 2018

- Directed a team of 10 Purchasing Managers to achieve an in-stock rate of 99.2% while facilitating higher gross margin and lower inventory days of supply.

### Ahold (Stop&Shop, Giant, BiLo) | Quincy, MA

#### Business Insights-Senior Competitive Pricing Analyst

2006- 2011

#### Buyer/Category Manager

2004– 2006

#### Operations Retail Manager

2001– 2004

#### Training and Organizational Development

1999- 2001

Hired as a member of the training and development team and continued a path of steady growth all the way up to Category Manager. Acquired knowledge all aspects of management, operation and leadership though working for different parts of a multi-billion-dollar company. Rapidly promoted due to strong performance.

## EDUCATION

**Bridgewater State University** | Bridgewater, MA

**Master's in Public Administration (anticipated graduation 9-18months)**

*Honors & Activities:* Rolled out Citizen Leadership Program to town of Lakeville

**The Institute for Policy Analysis at BSU** | Bridgewater, MA

**Certificate in Local Government Leadership 2012**

**Bridgewater State University** | Bridgewater, MA

**BA/BS Communication, Business Management**

**Six Sigma Certifications: White Belt, Yellow Belt and Green Belt.**

## TECHNICAL SKILLS

MS Office, including Excel, Word, Access and Power Point, JDA and SAS inventory systems, Demand Tec pricing platform, IMS Mainframe, IDW Micro strategies, BICEPS procurement and inventory systems, Aces sales manager software, RBRR rules based pricing, AX inventory Management System, E3 Purchasing Systems, Internet based communication and social networking applications including: Prezi, Social Media and Web-conferencing, 750 (reference), Program Advisor, Blue Ridge, Munis, SAM, Viewpoint.

## BOARDS OR COMMITTEES

- Finance Committee Town of Lakeville
- Middleboro Cable Committee (2011-2018)
- Lakeville Casino Advisory Committee
- Lakeville Rent Control Board
- Martignetti Women's Symposium Producer of 2018 Panel Discussion (200 attendees)
- Martignetti Women's Symposium Board of Directors 2019 (Estimated 250 attendees)

## MEMBERSHIP/LICENSES

- Massachusetts Municipal Managers Association 2011-2020
- Massachusetts Real Estate Salesperson License
- Massachusetts Notary Public
- MCPPO Certification

Maureen Candito – Town of Dighton, Essay Submission

I grew up in a household where we spoke about public service and politics at the dinner table every night. My parents were active in politics and volunteerism, and they gave of themselves well into their golden years. After my children were born, I carried on with the family tradition. In addition to being on town committees and groups, I began graduate school towards my Masters in Public Administration. All the while, I progressed in my non-municipal career. The more successful I became, the more difficult it was to indulge in public service. When the time came for the Lakeville Town Administrator to retire, I decided it was time to follow my passion and take what I had learned previously to improve local municipal government.

I have lived in the area for 42 years and have a solid grasp on the region and its cultural and economic character and challenges.

Dighton has many similarities to Lakeville and is a hop, skip, and a jump away. A Town Administrator in a small town must really be a jack of all trades and someone who can lead, delegate, and roll up their sleeves and contribute more than just directions and expectations. I have followed the Dighton Board of Selectmen and their first Town Administrator's direction professionalizing and organizing their town to balance the small-town life with an eye to the future and find ways to modernize the processes and procedures at Town Hall. As a fellow "futurist," I find the process exciting and at the heart of my skill set. I can see myself fitting in seamlessly with this process and, with these goals in mind hitting the ground running for the Town of Dighton.

I take a great deal of pride in my department heads and ensuring that they have the tools and guidance to take care of their respective departments. I am particularly proud of the way we marched forward through Covid19. My IT Director worked with me to get laptops for all department heads and essential personnel to access their email and applications securely to adequately serve the people of Lakeville while limiting exposure and maintaining proper social distancing (reimbursed fully by Covid funds). I set up daily email updates with the department heads and weekly zoom meetings to ensure all the changes were being communicated and understood. We came up with a new spacing plan for all the seating and putting in half doors or glass where applicable. We went a step further and quickly finished the online permitting process. All town hall services (except for marriage certificates and notary services (which we moved outdoors)) were now being handled without contact. We also went through multiple scenarios to hold our annual Town Meeting. I started a one-woman social media blitz to educate the people of Lakeville on Covid's shutdown and the upcoming Town meeting. We got through the town meeting with all items confirmed, and we were in and out the door in less than 2 hours. It was fantastic! Throughout the pandemic, we got a new direction so frequently and had to change things so often that it could have been a nightmare. However, because we were all committed to relearning the rules and keeping everyone safe, we got it done. I could not be prouder of how my team not only executed their individual roles but helped other department heads when needed.



The Town of Lakeville unanimously approved a warrant article to raise an appropriate \$ 4.2mil for road projects, including the town's portion of the RT79 TIP project, a month after I started working for the town. Everything looked to be firmly in place for a solid vote for the town to vote on the measure in the fall. I ensured that all the relevant information was accessible to the public by starting the project's own tab on our website and spent time going over the project with my Town Coordinator, ensuring we had more than one person available to answer any public questions. About 2 weeks before the vote, social media posts began to show up, stating the project was \$42 mil, and everyone's taxes would go up to unsustainable rates. It was a juggernaut. Every time I would try to answer questions and educate people on the actual numbers and impact, another post popped up. I let my board know that it was tanking on social media, and we needed to get out ahead of it. I contacted the newspaper, and we did an interview; I scheduled informational meetings, yet the social media misinformation persisted. The vote was 7 to 1 against. It was really and truly dead.

I had to adjust my sails to ensure that the \$12mil RT 79 project (with the town's portion of \$2mil) would move forward. The road is crumbling and takes a good portion of our yearly chapter money to fix them, and turning down \$10mil for a social media disaster wasn't in anyone's interest. I met with SRPEDD and MDOT and my board to sketch out my plan that involved all the tactics before, but making them proactive instead of reactive; the process also involved multiple information nights with residents and individual sit-downs prominent naysayers. The result reduced the project's scope to just the RT 79 project, and it passed by a wide margin this time. The lesson learned was about never thinking that anything is in the bag and to educate proactively.

My most recent budget was my first full year with the town, and I wanted to make some adjustments based on some information asymmetry and procedural issues. The previous process involved the department heads submitting their changes or requests from last year to the Town Administrator and the TA adjusting those changes before submission to the Select Board. This process had been in place for 21 years, and as such, I was apprehensive about the reception of my new yearly budget communication and execution method. I began evangelizing my new process with the Town Accountant; previously, the Town Accountant was only involved at the end of the process for department heads or with his own budget; this created a great deal of conflict between his needs and understanding of the department needs and the department heads throughout the year. In December, I laid out my plan to my Board and then to my department heads.

My new process would involve the accountant and myself sitting in multiple meetings with each department head, first ensuring that the goals and the needs of the current and next budget were clearly explained and understood. The next to ensure all individual budget needs were expressed and formulas were stated correctly. Additionally, if they asked for additional money that the rationale was sound and vetted, this proved to be both a confidence-boosting exercise and a relationship exercise. It helped me see where some strengths and weaknesses existed in my department heads and allowed for extensive positive interaction between my Town Account and Department Heads. Most everyone else easily grasped the concepts and felt more confident, not only about their budget but about their rationale and their ability to advocate for what their respective departments needed going forward. Not only was this the ideal outcome, but it helped speed up the process. Previously the budget was finished around April every year, but for that year, the department budget was completed in late

January. That's not to say there weren't some hiccups; one department head continued to be confused by the budget and had two more meetings without a significant level of comprehension, and items needed to be fixed last minute and into the next fiscal. Still, it wasn't for lack of communication or education.

I met with the Board and showed them the department budgets and my suggestions if any, and then the Department Heads were on to their budget meeting with the Board. It was solid and went relatively smoothly, but better than that, my department heads had ownership of their budgets, and my town accountant became a partner in their understanding. Although Covid made some issues for or revenue projections and needs, a better process was created and adhered to for the year; it has continued as the new process.

## Maureen Candito

*The following reference comments were provided by six individuals including a Plymouth County Commissioner, former Select Board member in Lakeville, two former members of various boards and committees in Middleboro, a Lakeville department head, and a town counsel. All six individuals either worked directly with the candidate or interacted with her on various municipal boards or projects.*

Maureen Candito has a strong grasp of finance and fiscal sustainability. She did not hesitate to ask for justification of department requests for budget increases and "has the intellect to differentiate between wants and needs."

She is extremely resourceful and if she does not have an answer, she will find it quickly. She does not shoot from the hip and while she may share her initial thoughts, she will always circle back and make sure they were correct.

She is one of the most thoughtful, intelligent, honest and competent people I have ever worked with. Maureen is a natural leader who will defend her employees to a fault and assume full responsibility for any shortcomings. "She identifies strengths and weaknesses quickly, and instead of the misguided thoughts of making people better by having them focus on their weaknesses, she exploits their strengths."

Interactions with Maureen were always positive and professional. She was always prepared and organized; she took the initiative on most issues. "We worked together on a host community agreement and I was impressed by her financial knowledge." I enjoyed working with her.

Ms. Candito is a strong person who is committed to everything she does. I have truly enjoyed my time working with Maureen and would highly recommend her for any leadership role.

I found Maureen to be a pleasure to work with in Lakeville. She is highly professional in her interactions with others and is very thoughtful in her decision making. I have been focused on the CARES Act in recent months and she understands the federal rules and regulations regarding access to CARES funding. She asks good questions that get to the heart of an issue. As I recall, she brought in about \$200,000 in grant money in the first six or so months in Lakeville.

Maureen has a team-focused approach. She is careful to give credit to the team and works to help staff succeed in their jobs. Being a Town Administrator is typically a thankless job and Maureen handled any negative comments with grace and was always respectful to others.

She was very conscientious about sharing information with Middleboro related to two projects on the towns' border – a train station being revitalized in Middleboro that used to be in Lakeville and the redevelopment of the former Lakeville state hospital, which is at the beginning stages. She also worked well with the Middleboro Town Administrator in relation to an intermunicipal agreement for water.

I have been on the Cable Committee in Middleboro for more than 30 years and met Maureen when she was appointed to the committee. I find her to be very smart and she has been very helpful to me. She does what she needs to do to get a task accomplished. She is not afraid to seek additional education as needed and will dig into the facts to get it right. She is a great proofreader and assists me with letters and documents relative to committee work. She doesn't shoot from the hip but makes sure to analyze the issue before moving forward. Her knowledge of the law has been very helpful to me and the committee.

I met Maureen through a leadership program that she was implementing at Bridgewater State to create community engagement. She brought the program availability to Lakeville and a number of people took advantage of it, including me. Maureen has a high level of candor, great ideas, and isn't afraid to speak up. She is not a rubber stamp; she sees the big picture and tried to find solutions to help the Board guide the town. With her work she presents opportunities that can be utilized. Maureen understands the role of a Town Administrator in putting questions before the Board. She is proactive, which was exactly what I was looking for in a Town Administrator. She has strong budgeting and finance skills that she honed on the Finance Committee and used during her tenure as Town Administrator. She brought ideas forward and exhibited leadership skills.

**Michael King**

**Finalist**

**Dighton Town Administrator**

## **Michael J. King**

50 Copley Drive  
Taunton, MA 02780  
Mobile: 508-942-3471  
Mking3ma@gmail.com

December 3, 2020

Dighton Board of Selectmen  
979 Somerset Ave  
Dighton, MA 02715

Dear Selectmen,

Please allow me to express my sincere interest in the open Town Administrator position. I have been employed by the Town of Raynham as Treasurer/Collector for the past several years striving to enhance the Town's financial standing. During my tenure, the Town's bond rating has increased from Moody's A1 to S&P AA+, a five-year Capital Improvement Plan was instituted, and a tax possession auction was held netting hundreds of thousands of dollars in revenue. I am now seeking this new employment opportunity in municipal management, another role which I can direct my energies to the benefit of local citizenry.

The municipal finance experience that I bring to the job would be a great resource to the Board, complementing the traditional Town Administrator role. As Treasurer/Collector, I have built upon my budgetary background that was fostered in the State House and while serving on the Raynham Finance Committee. This valuable working knowledge that I have gained has prepared me to properly evaluate and form budgets, review expenditures, and comprehend fiscal reports. My understanding of local finance processes would allow me to provide technical assistance and guidance to Town departments, boards, and committees, especially during budget season.

Although my current employer lacks a Human Resources Department, my office provides many traditional HR functions. I oversee the administration of employee benefits, leave accruals, unemployment, and the implementation of policies and collective bargaining contracts. When employees have questions regarding the aforesaid items, they often come to me for clarification. In lieu of a Human Resources Director, my accumulated experiences in the field would allow me to readily tackle personnel issues.

Although I do not reside in Dighton, I live 2.5 miles from Town Hall and have had the pleasure of becoming acquainted with the town. I have been impressed by the quality of life in the community and believe working for a municipality such as yours would be extremely rewarding. I hope to be a part of what you plan to accomplish in Dighton and look forward to the prospect of an interview to discuss the position in greater detail. Thank you for your kind attention and consideration.

Respectfully yours,

Michael J. King

## **Michael J. King**

50 Copley Drive  
Taunton, MA 02780  
Mobile: 508-942-3471  
Mking3ma@gmail.com

### **Employment**

#### **Treasurer/Collector – Town of Raynham**

Raynham, Massachusetts: January 2016 – Present

- Responsible for receipt, investment, and expenditure of all municipal funds
- Execute and manage collection of \$46 million in annual tax and utility billings
- Supervise town's weekly payroll and administration of benefits for 386 employees
- Oversee debt management, bonding issuances, and credit rating calls
- Reconcile cash, warrants, and receivables, balancing with accountant
- Manage town's health insurance liability and serve as health group board member
- Member of the Capital Planning, Government Study, Tax Increment Financing, Board of Overseers and SAVE Committees

#### **District & Budget Director – 2<sup>nd</sup> Plymouth and Bristol District, Massachusetts Senate**

Boston, Massachusetts: August 2011 - January 2016

- Operated as the office's municipal point person for the district's eight communities
- Drafted, filed, and tracked amendments to the \$38.1 billion state budget
- Built and maintained effective working relationships with local officials

### **Public Service**

#### **Raynham Finance Committee - Committee Member**

Raynham, Massachusetts: November 2012 - January 2016

- Established budgetary guidelines and served as liaison for department heads
- Reviewed and made recommendations on town department budgets and capital items

### **Education**

**MMA/Suffolk University – Foxborough, MA** **2019**  
Graduate Certificate, Local Government Leadership & Management

**University of Massachusetts Boston – Dorchester, MA** **2014**  
MA History, Concentration in Archival Science

**Bryant University – Smithfield, Rhode Island** **2011**  
BA History  
Minors: Business Administration, Political Science, Sociology

## **Certifications & Professional Development**

<b>Operating and Capital Budgeting Exam</b> Government Finance Officers Association	<b>2020</b>
<b>Certified Massachusetts Municipal Treasurer (CMMT)</b> Massachusetts Collector & Treasurer Association	<b>2019</b>
<b>Municipal Finance Management Seminar Certificate</b> Massachusetts Municipal Association/Suffolk University	<b>2019</b>
<b>Department of Revenue - Assessor Training Course 101</b> Introduction to Assessment Administration: Law, Procedures and Valuation	<b>2019</b>

## **Professional Associations**

- Executive Committee, Bristol County Collectors & Treasurers Association
- Legislative Committee, Massachusetts Collectors & Treasurers Association
- Member, Massachusetts Governmental Finance Officers Association
- Member, Governmental Finance Officers Association

## **Volunteer Work**

**Raynham Lions Club– Board of Directors**  
Raynham, Massachusetts: 2014 - Present

- Serve as Chairman of the Scholarship Committee



## **Dighton Town Administrator Essays**

**Michael J. King, Raynham Treasurer/Collector**

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- **Please tell us a little about yourself and your career in municipal management so we can understand why and how this position right now aligns with your personal values. Include a time where you were particularly proud to serve as a municipal official, and a time where you faced a difficult challenge that you were not able to fully achieve your goal. Both times, please share how you navigated those situations and what you learned. (500-750 words)**

In 2015, I made it my goal to work in municipal management. The State Senator I was working for had just passed away unexpectedly and I needed to decide whether to continue working at the State House or to branch out into a new career. During this period of contemplation, I realized that I had a keen interest in the intersections of state and local government derived from my experiences working with municipal officials. A desire to address local issues and the opportunity to engage regularly with residents drew me to this new municipal career path.

Unfortunately, I soon came to realize that upper-level municipal management is not a profession one simply transitions into without prior local government experience. I sought a position where I could gain firsthand municipal knowledge and prepare myself for an eventual role as a Town Administrator. I was hired by the Town of Raynham to serve as Treasurer/Collector following a period of instability that saw an audit finding of material weakness and my predecessor's termination. My immediate goals were to restore faith in the financial processes of the office and repair fractured staff relationships.

Although I had goals, it was clear that we could not be successful as a department until an environment was fostered where employees felt comfortable asking questions, raising concerns, and sharing information. To realize this objective, relationships needed to be built starting with developing trust, as it is the foundation of a collaborative setting. I worked hard to lead by example and engage the staff by soliciting their input. By working together as a team, we were able to build effective working relationships and operate the Treasurer/Collector's Office efficiently and effectively. This resulted in increased tax collections, more timely reconciliations of cash and receivables, and having a final audit in hand no later than November.

I greatly enjoy working as a municipal official and take pride in assisting the public. The Treasurer/Collector's Office works hard to provide excellent customer service. My proudest moments are when we can help delinquent taxpayers by getting them on track with a tax repayment plan. It is important to have empathy and to realize that the names on the tax bills are real people with varying circumstances. The last payment on the plan that brings them current is often a cause for celebration. Having compassion for another's situation, coworkers, and the public is essential to being a successful manager, as it allows one to see a situation from someone else's point of view, broadening your own perspective.

A recent example of an unfulfilled goal is one of my efforts to augment employee benefits. Last fiscal year, I began comparing the Town of Raynham's benefits with area municipalities and found that Raynham was not on par with its peers, particularly in dental and life insurance. I was able to bring in a voluntary dental insurance vendor without issue, as the premiums would be 100% employee paid. However, increasing the basic life insurance death benefit required a different approach, as there is a 50% employer contribution towards the premium.

I secured competitive quotes to increase the life insurance and with the support of the Town Administrator they were presented to the Finance Committee for recommendation. It looked as if there were enough votes for Finance Committee approval for the increase to be included in the FY21 budget, but then COVID-19 struck. The outlook for FY21 became gloomy and it did not matter that the death benefit had not increased in over fifty years or the quality of the insurance quotes. The Town had to tighten its belt and the life insurance proposal lost support. I learned in this instance that not all external pressures can be foreseen and not to be discouraged by my failed endeavor, as a critical leadership trait is to be willing to fail. If one is not ready to take risks by presenting new ideas in the pursuit of innovation, then a sense of complacency will develop that will hamper the organization over the long term.

Over the last five years as Treasurer/Collector I have developed the knowledge, skills, and abilities preparatory to assuming the leadership role of Town Administrator. They have been learned by taking on additional responsibilities and furthering myself through professional development, building upon my knowledge of concepts to make meaningful contributions to my

community. It is my sincere hope to put my passion for municipal government to work for the Town of Dighton as its next Town Administrator.

- **Provide a written description of a project or process in which you needed to utilize a fully collaborative approach to problem solving. How did you act to engage others in addressing the issue at hand, and what was the outcome? (500-750 words)**

An accomplishment that I am extremely proud of is the Town of Raynham's current Standard & Poor's bond rating of AA+ (Moody's equivalent of Aa1). It was an endeavor that took several years and the cooperation of many individuals to achieve. When I first started with Raynham in 2016, the Town's bond rating was Moody's A1 (S&P equivalent of A+) a rating attained and unchanged since 2012. However, by securing the widespread buy-in of policies by multiple stakeholders, the Town's bond rating increased three notches in less than three years (2017-2019) and we are still working towards a perfect AAA rating.

The vision of Raynham being a community worthy of a AAA bond rating began in 2017 after the Town's bond rating was raised for the first time during my tenure to Moody's Aa3 (S&P AA-). After that rating call, myself and the Town Accountant reflected on the Town's excellent financials and wondered why Raynham did not receive a better rating. We believed that the Town, even with the increase, was still worthy of a higher mark. Feedback was solicited from the Town's financial advisor and the rating agency regarding what could be done to merit future bond rating increases. It came back that while the Town was on sound financial footing, it did not have the planning documents and practices in place that warrant a higher rating.

To achieve our goal of increasing the bond rating, we decided to focus on several feedback items that we believed were attainable and could elevate the Town's financial standing amongst rating agencies. They were creating a five-year capital plan, establishing General Stabilization and OPEB funding policies, and generating a five-year financial forecast. While the forecast was addressed by the Town Accountant and me, the other targets required consensus amongst many individuals to enact.

We knew that to gain the needed consensus, it was necessary to inspire a shared vision of the higher bond rating amongst elected and appointed decisionmakers. We took our show on the road, by attending Finance Committee and Capital Planning Meetings, as well as speaking with

the Selectmen to advocate for what were sound financial practices. It was made known that these hopefully adopted best practices would not only benefit the bond rating, but the Town as well. A multi-year Capital Plan allows the Town to plan and prepare for big ticket expenditures. The Stabilization funding policy would ensure that the community had enough funds to weather financial storms, and the OPEB funding policy would make sure that a huge liability was being addressed. By tying these individual efforts to the bigger picture, we were able to keep everyone focused on the shared goal of the higher bond rating.

We were successful in our efforts as the officials we lobbied came around to the value of our proposals. The Town now maintains a rolling 5-year Capital Plan. Policies were also adopted tying the Stabilization fund to 10% of the General Fund operating budget and a portion of local option excise is dedicated to funding the OPEB Trust annually. In December 2019, the Town held a bond rating call with S&P and was awarded a coveted “double jump” where the bond rating moved two notches to AA+. It is a feather in the Town of Raynham’s cap and something that the many local officials, who became supportive of the adopted best practices, are quite proud of.

We were able to achieve the higher bond rating because we saw the possibility that was out there and remained focused on our shared goal. The success also opened the door for other financial plans and documents to be considered that may further augment the Town’s financial standing. An example being a recent venture with the Division of Local Services to draft encompassing financial policies. Now the increased bond rating is on the forefront of officials minds when considering financial matters as we continue to work towards a perfect AAA rating.

## Michael King

*The following reference comments were provided by three individuals including the chair of the Finance Committee, a retired Town Accountant, and a former interim Town Administrator who also served in a number of other capacities in town, all from Raynham. All three individuals either worked directly with the candidate or interacted with him on various municipal boards or projects.*

I have been working with Michael King for the past five years. I have observed him interact with his employees, speak at department head meetings and Town Meetings as well as interact with customers or residents. He is always professional and respectful of all.

Mike puts forth his best effort in everything he is involved with. He possesses strong human resource skills as well as financial skills. His knowledge of finances, his personal skills, and his thoroughness are very apparent. Other staff members often run things by him to gather a second opinion before making final decisions. He is very thorough, and, with his demeanor, people respect him and enjoy working with him.

Mike was instrumental in getting Raynham's bond rating increased from Moody's A1 to S&P AA+. He also put a five-year Capital Plan in place and is working on making it a 10-year plan to ensure the town is well prepared. He has worked extensively on the budget. He knows how to build and balance a budget and has great analytical skills. After he came on, he was able to find funds that weren't being used and could be reallocated to where they were needed. He oversaw a tax possession auction that brought in hundreds of thousands of dollars. Mike is a hard-working, roll-up-your-sleeves kind of person who dedicates himself to getting a job done and done right. He takes initiative and is a team player. He has great small-town experience. He works closely with the town accountant, assessors, Board of Selectmen, and Town Administrator. He is a go-to person in Town Hall. He would work very well with a hands-on Board.

Mr. King possesses great communication skills. He is well spoken, detail oriented, and to the point when explaining the merits of or concerns with any issues or projects. It is obvious that he possesses a strong work ethic, presents himself well, is professional, and is a significant asset to the Town. His demeanor is friendly, with a sense of humor, but he is firm when necessary.

I believe Mike is a standout candidate for a Town Administrator position, and it is a natural progression for his talents and abilities. He knows people at the State House and has great connections there, which is helpful to his community. Mike is energetic and creative. He likes to keep learning, to gain more knowledge from peers and mentors, and to use that knowledge to benefit the town.

When Mike came on board in Raynham, he followed a difficult time that had left the staff unsettled and he was able to quickly settle the office down. Initially, he didn't have all the necessary municipal treasurer experience, but he grew into the position at an impressively fast rate. He is a leader who knows how to bring people together and to build consensus. I am very impressed with him.

Michael is a pleasure to work with and the other departments hold him in high regard. He works with people very easily which is a part of his nature. He is not afraid to dig into issues. He is a hard worker and developed his knowledge base fairly quickly after having worked for the State. Michael is definitely capable of being a Town Administrator; I would have liked him to lead Raynham. He has developed a great rapport with the Department of Revenue, bond counsel, and the banks he deals with. He will need to learn certain aspects of being an administrator but based on his record in Raynham I am confident he has the capacity to do so.

Mike was my go-to guy. His advice was invaluable in providing objective guidance and a second opinion, particularly in personnel decisions; he has a good perspective of legalities. Without having the formal title, he served as de facto CFO, coordinating all the financial functions. He has led the way on capital planning, interacting with the Finance Committee, working on Government Study works to improve the organization. Because of his style and personality, he has worked very well in the decentralized system we have including interacting with independent water districts and the sewer commission. He's worked on the Taunton intermunicipal agreement in regard to sewer capacity and flow rates. Mike has been invaluable in the sewer expansion projects. He understands the technical and financial aspects. He's secured municipal bond upgrades as the treasurer.

A key strength, beyond financial, is his ability to present – he researches issues and is skilled in presenting his case. Mike is highly strategic. The treasurer's office and operations were a mess when he arrived in Raynham. He cleaned up the problems and strengthened the office.

Mike is well respected by the employees and supports their advancement. He supported one of his key employees moving to another department, even though it impacted his organization, because he recognized that it was good for the town and for the employee. He's very good at balancing the different interests in the town. He has strong people skills. He is visible, approachable, and patient. He is very supportive of professional development, for himself and employees. He always wants to learn and get better. He embraces the community he works for.

**Michael Mullen**

**Finalist**

**Dighton Town Administrator**

# MICHAEL P. MULLEN, JR.

127 LEVIN ROAD • ROCKLAND, MA 02370 • [mpmullen@gmail.com](mailto:mpmullen@gmail.com) • (781) 724-9043

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November 30, 2020

Mr. Bernard Lynch, Principal  
Community Paradigm Associates, LLC  
One Saddleback  
Plymouth, MA 02360

RE: Dighton Town Administrator

Dear Mr. Lynch:

It is with great enthusiasm that I write today to express my strong interest to become Dighton's second Town Administrator. Dighton is a special community on the move in so many ways, which makes the opportunity to work for the Board of Selectmen and town residents particularly exciting. I want to become part of the Dighton community; and the broad experiences I have built in municipal, county and state administration—all with a strong focus on grant writing and administration—make me an ideal candidate for this important role.

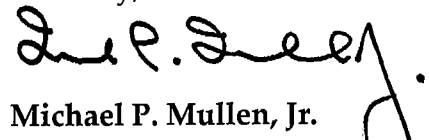
My work in local government has remained a passion throughout my career, with my experience guiding budgets and managing projects always focused on best-serving communities and residents. As County Director for Norfolk County, I have built a reputation as a strong fiscal manager in developing and implementing the County's \$31 million budget, leading successful collective bargaining negotiations with the County's three non-school employee units, and managing regional grant initiatives. With increased communication and transparency, I continue to lead collaborative efforts between the Commissioners, the County's Agricultural High School, Department Heads, and Advisory Board to prioritize fiscal discipline, address longstanding structural imbalances in the County budget, and support ongoing capital investments.

More locally, my work as Chief of Staff to the former Mayor of Brockton focused on managing and advancing various economic development grants and infrastructure projects. I built effective relationships with state leaders and developers to bring the city's \$100 million Trinity Financial mixed-used development project to fruition. I also led planning and engineering efforts to secure a \$4.3 million state grant to renovate Brockton's City Hall Plaza. Additionally, my efforts as a member of the Board of Selectmen and School Committee in my hometown of Rockland have provided me with unmatched perspectives of what it means to continue leading a tight knit, small town into the future. These perspectives especially relate to enhancing the marketing and brand recognition of a community to further advance economic development goals.

I strongly believe that my experiences and qualifications would be best suited to serve the Town of Dighton as its next Town Administrator. I appreciate your time to review my resume, which further highlights my professional work, skills and education to date. I look forward to the chance to discuss this opportunity with you in more detail.

Thank you very much for your time and consideration.

Sincerely,



Michael P. Mullen, Jr.



# MICHAEL P. MULLEN, JR.

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127 LEVIN ROAD • ROCKLAND, MA 02370 • [mpmullen@gmail.com](mailto:mpmullen@gmail.com) • (781) 724-9043

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## MUNICIPAL AND COUNTY MANAGEMENT PROFESSIONAL

Mission-oriented, results-driven leader with a Master of Public Administration degree and 13 years of experience in municipal, county and state government and the non-profit sector. A proven track record of building relationships, managing issues and communicating strategies to advance and achieve goals

**Municipal Operations & Fiscal Management | Human Resources & Collective Bargaining | Capital Planning  
Grant Writing & Administration | Economic Development | Municipal Procurement | Citizen Engagement**

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### PROFESSIONAL EXPERIENCE

**Norfolk County Commissioners' Office, Dedham, MA**

*(April 2017 – Present)*

*County Director (October 2019 – Present)*

*Assistant County Director (April 2017 – October 2019)*

- Responsible for the administration, oversight and implementation of the County's \$31 million annual operating budget, including ongoing capital investments in the County's five courthouses, its recreational facility/golf course, and the Norfolk County Agricultural High School
- Facilitates the advancement of priorities through the County's seven department heads, specifically relating to revenue and fiscal management, collective bargaining, human resources, facilities management, County procurement and purchasing initiatives, and the enhancement of regional services
- Continues leading efforts to reform the County's budgeting and fiscal processes; managed Fiscal Year 2020 spending and revenues to close out year with a \$2.4 million unappropriated balance, and leading efforts to conduct a County-wide Operational Analysis and Best Practices Review
- Managing efforts to rewrite, modernize and update the County's decades-old employee handbook into a practical document that streamlines County-wide employment practices
- Wrote and secured a \$46,000 state grant proposal to create more regionalized public health programs between communities; launched the *Norfolk County Seminar Series* community outreach initiative, and continues working to pursue additional shared-service grant opportunities

**Massachusetts Association of 766 Approved Private Schools (maaps), Wakefield, MA**

*(May 2014 – April 2017)*

*Director of Government Affairs & Communications*

- Led annual budget and legislative engagement efforts of 86-member association, including its annual *Our Schools Count* campaign, to help secure more than \$75 million in Chapter 766 school funding to support the work of **maaps** member special education schools
- Managed public relations efforts to highlight the successes of **maaps** member schools, and worked with Executive Director to best position member organizations in various crisis situations
- Wrote, guided and negotiated the passage of legislation, now law, to eliminate duplicative background check requirements for member school employees, and drafted **maaps'** comprehensive transparency bill aimed at leveling the playing field to ensure that sensitive information made available by state agencies is provided in the necessary and appropriate context

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**PROFESSIONAL EXPERIENCE**

**Office of Brockton Mayor Linda M. Balzotti, Brockton, MA**  
**Chief of Staff**

*(January 2013 – January 2014)*

- Managed mayoral office and facilitated negotiations with labor organizations, city council members, state and federal legislative delegations, city staff and department heads according to the goals of both the mayor and community, and directed day-to-day municipal operations and emergency response efforts
- Coordinated project management efforts on the city's \$100 million downtown economic development initiative; led planning work and secured state grant funding for the city's \$4.3 million City Hall Plaza renovation project; and managed efforts to complete various other infrastructure improvement projects

**Office of State Senator John F. Keenan (D-Quincy), Boston, MA**  
**Legislative Director**

*(January 2011 – January 2013)*

- Served as key advisor to freshman state senator regarding legislative and budgetary priorities; built a solid record in cultivating and maintaining effective partnerships with federal, state and local leaders; and assisted in securing over \$1 million in appropriations and grant funding for local infrastructure, water and sewer, public safety and education initiatives for district and surrounding communities

**Office of State Representative Christine E. Canavan (D-Brockton), Boston, MA**  
**Chief of Staff**

*(May 2007 – January 2011)*

- Managed and advanced the representative's legislative agenda, and drafted budgetary amendments targeted for administrative agencies and organizations. Served as key liaison between the City of Brockton and state departments to advance local economic development projects and priorities

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**COMMUNITY LEADERSHIP EXPERIENCE**

**Rockland Board of Selectmen, Member, Vice Chairman (2017-2018)**

*(2016 – Present)*

*Highly-respected municipal official skilled in leading community through various high-profile legal / employment issues, while continuing to prioritize downtown economic development, grant development, long-range planning and other town-wide goals*

- *REiMAGINE ROCKLAND Downtown Revitalization Initiative, Founder and Chair*
- *Rockland Smart Growth 40R Committee, Former Chair*

**Rockland School Committee, Vice Chairman, Budget subcommittee chair**

*(2007 – 2013)*

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**EDUCATION**

**Master of Public Administration**

Suffolk University – Sawyer School of Management, 2012

**Certificate in Municipal Finance Management**

Suffolk University Moakley Center for Public Management and Massachusetts Municipal Association, 2019

**Bachelor of Arts in Political Science**

Bridgewater State College, 2007, *Magna Cum Laude*

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- 1. Please tell us a little about yourself and your career in municipal management so we can understand why and how this position right now aligns with your personal values. Include a time where you were particularly proud to serve as a municipal official, and a time where you faced a difficult challenge that you were not able to fully achieve your goal. Both times, please share how you navigated those situations and what you learned. (500-750 words)**

I am honored to be selected as a finalist to become Dighton's second town administrator. Dighton has moved forward in many ways during the last few years. I am confident, if given this opportunity, that I have the skills to help Dighton continue to thrive.

The ability to effectively lead a community centers on being able to understand and reflect its history, culture and goals. Dighton is a tightly knit community full of heart and pride and committed to progress. These same values have long motivated my career in municipal leadership and passion for local government.

I saw these values first-hand at the Special Town Meeting in November. The town supported engineering funding for library improvements, ongoing investments to support accessibility upgrades, and provided approval to hire a Conservation Agent. I have seen additional investments at Old Town Hall, in parks and playgrounds, and along the Taunton River on Pleasant Street. I have gained an understanding of the town's Master Plan, especially in the area of County Street/Main Street and along the Route 44 corridor. I have also heard and read about trademark events, including Lights On and the Cow Chip Festival, that have fueled my excitement to become part of the community.

Along with my passion for local government service, I have built a broad range of experiences that make me a strong candidate to become Dighton's town administrator. My experience working in the Massachusetts State Legislature provided me with valuable expertise regarding the partnerships needed to achieve goals at the local level. I led municipal operations, economic development, and grant management efforts as chief of staff to the former mayor of Brockton. In my current role as county director for Norfolk County, I have taken an active role in restructuring the county's \$31 million operating budget, as well as successfully leading collective bargaining, procurement,

human resources, and project management efforts. Moreover, my 11-year efforts as an elected official in Rockland have focused on championing downtown economic development efforts, addressing high-profile employee issues, and leading multiple cross-jurisdictional grant initiatives.

One of my proudest moments as a municipal official happened towards the end of my tenure as chief of staff to former Brockton Mayor Linda Balzotti. A key role in my work for the mayor was leading various grant initiatives, including managing a state grant to redesign Brockton's City Hall Plaza. The redesign project was stalled when I was hired due to opposition to the project from the firefighters' union based on its impact to a memorial for fallen firefighters in the Plaza. Shortly after being hired, I reached out to the firefighters' union. I invited them to the table as a stakeholder in the project and brought local accessibility advocates into the conversation. I learned the importance of listening, acknowledging concern, and working to find consensus, which we did. The city secured buy-in from all parties, including the City Council, and the governor came to the city to announce a \$4 million state grant for the construction phase of the project.

In the spring of 2018, I confronted the most challenging set of circumstances that I have faced as a municipal official. Up until then as a Rockland selectman, I had successfully led the passage of a Chapter 40R Smart Growth Zoning Overlay District aimed at spurring downtown redevelopment. However, attention was diverted from these efforts as the town faced various significant high-profile legal and employment issues. The ongoing human resource issues, involving senior town staff and elected officials, greatly impacted initiatives underway in the community. They prompted town residents to rightfully question the integrity of all town officials. They also carried serious legal ramifications that required constant consideration. I learned that our months-long turmoil would become an opportunity to reassess our priorities as a town, encourage more residents to get involved, and chart a stronger course for the town's future. As challenging as it was, I am proud to have led my community during that difficult time.

Combined together, my accomplishments, tested experiences and passion for municipal service align perfectly with those the Board is seeking in Dighton's next town

administrator. My goal is to serve a community in which I truly believe. I believe in Dighton. I want to work for Dighton; to collaborate, to provide open and accessible leadership, and to help guide the town's progress into the future.

**2. Provide a written description of a project or process in which you needed to utilize a fully collaborative approach to problem solving. How did you act to engage others in addressing the issue at hand, and what was the outcome (500-750 words)**

There is nothing more important in local government than having skilled experience and expertise in financial management. I have strong experience in municipal and county government finance. Just as important, however, is the need to prioritize a collaborative approach throughout the budget process that is transparent, empowers departments, builds trust and credibility, achieves consensus, and reflects the priorities of elected and appointed officials and residents alike.

For the nearly the last four years, my responsibilities for Norfolk County have centered on developing and managing the county's \$31 million operating budget. Just after being hired as Assistant County Director, I identified a \$1 million budget gap between projected revenues and expenditures in the operating budget for the following fiscal year. In addition to bringing together the County Commissioners and Advisory Board in an upfront and transparent fashion to address the imbalance, I initiated reforms to overhaul the County's budget database and added a series of internal checks and balances to the budget process. Unfortunately, these short term efforts were not able to address the various structural deficits that have long plagued the county budget, which were exacerbated by an \$800,000 revenue shortfall in the following fiscal year.

Together with our County Commissioners, Advisory Board, department heads, and union leaders, I have worked tirelessly to right-size the county operating budget during the last two years. The efforts began in the fiscal year 2020 budget process when I broadened the county's financial team to include the county accountant and agricultural high school business manager, transforming the process away from one that had long been considered closely-guarded and political into a collaborative and cooperative

effort. We began working to restore faith and credibility in the county budget process and called attention to the fiscal challenges faced by the county, largely due to the longstanding practice of funding one county department in gross excess of its needs. While not adopted in its entirety, the balanced budget we proposed laid the groundwork to educate all stakeholders about the fiscal challenges facing the county and underscored the need to bring county budgeting in line with municipal best practices. It also allowed us to enhance revenues by launching reforms to our golf course recreational operations and parking management programs, all while maintaining key investments in debt service, our Other-Post Employment Benefits (OPEB) trust, and stabilization fund.

Planning for the fiscal year 2021 county budget started once the 2020 budget was approved. The process began with a keen understanding of how the unaddressed challenges from one year would continue to impact the next. If left unresolved, the challenges relating to the county's solvency would come to a head in 2021; however I was committed to continue building the partnerships and credibility needed to address them.

My promotion to County Director coincided with new leadership having been appointed to the Norfolk County Advisory Board, including a new chair, a vice chair who also chairs the finance committee, and clerk. These leadership changes provided an opportunity to strengthen relationships and enhance further collaboration with Advisory Board leadership and Finance Committee members, which would prove to be extremely helpful in the ensuing months.

The fiscal year 2021 process began in the typical fashion of setting timelines and expectations and seeking departmental budget requests. I quickly expanded the process to include more regular and transparent communication with the County Commissioners and Finance Committee. I worked with the county accountant, school business manager and department heads to address individual department needs and involve all stakeholders in budget development from the ground-up. I worked closely with the Finance Committee chair to stay ahead of potential issues and coordinated more frequent Finance Committee meetings, which allowed the Committee to have a greater voice in the process. I also embraced technology as a way to regularly provide

transparent, organized, and accurate information—including the launch of a budget portal on the county website—to better instill credibility and confidence in county budgeting. This benefitted the county government internally in addition to all Norfolk County residents.

As a result of these efforts, for the first time in years, both the Finance Committee and full Advisory Board unanimously approved a restructured Fiscal Year 2021 operating budget that included revenue reforms, a reduction of more than \$800,000 in appropriations, and funding for a best-practices analysis aimed at better-ensuring the long-term fiscal sustainability of Norfolk County's government.

## Michael Mullen

*The following reference comments were provided by six individuals including a Norfolk County Commissioner, a retired Norfolk County Director, the chair of the Norfolk County Advisory Board Finance Committee, the Norfolk County Agricultural High School Business Manager, a state Representative, and a former Rockland interim Town Administrator. All six individuals either worked directly with the candidate or interacted with him on various municipal boards or projects.*

Michael Mullen is a “go getter”; he is extremely bright, and he shows great passion for his work. He has strong communication skills and believes in collaboration. I can’t say enough about Mike’s character and focus, he just “gets it” and if he doesn’t, he seeks out advice and moves forward. Mike faces challenges with a positive approach. During his tenure, he has gained the complete trust of the Board of Commissioners.

Mike has been a breath of fresh air as director of the County Commission office. When he came on, there were significant structural problems, money was being wasted. Mike, working with the Commission and the Advisory Board, righted the ship on expenditures, put in a hiring freeze, fixed problems in the budget. Mike created a new system for the budget and made it so the county was able to repay the stabilization fund money that was owed it. He implemented a top to bottom structural financial analysis of all departments. He worked with the Norfolk County Agricultural High School to ensure that it could maintain its staffing and continue to offer all programs, which was crucial to us. He has enormously improved transparency by putting information on the website and giving informative presentations and detailed reports. His writing skills are exceptional. His style is to lay out concrete information, walk everyone through the information, and then is open to what others have to say. He listens to opinions, formulates, and develops a plan everyone can agree on. He’s good at bringing people together and reaching consensus or compromise.

Mike has been incredible with grant writing and administration. He secured a grant for the Avon, Holbrook and Randolph Boards of Health to share a much-needed public nurse and it wasn’t easy to get the three communities to collaborate. I know that when he was in Brockton, he was instrumental in securing a \$4.3 million state grant to renovate City Hall Plaza, which was a huge win for that city.

I hired Michael to work as my deputy with the understanding that I would mentor him to be my successor. Michael has a vision for government and understands how the decisions made affect a broad base of people. He can see long-term impacts and uses that understanding in setting goals and objectives. He is a dedicated person who puts in the time and effort needed to get things accomplished. No matter how many roadblocks he may face, he is capable of moving forward. He is cool, calm, and collected and does not take things personally. He thrives on finding ways to get things done and will find a different path towards a goal if the current path is blocked. He always works towards the greater good and has a great sense of humor in doing so. He is a genuine person and people sense that quickly, so he is able to lead and guide. He works hard to work well with the commission. He fully understands his role in that function and that the commission sets the policy. As a member of the Rockland Board of Selectmen, Michael provided



tremendous leadership during exceptionally difficult times; he stepped up to lead the community out of an extremely difficult situation.

I did not know Michael well prior to his hire at the County Commission but am now a fan. The County had systemic problems before Michael came on and he has worked hard to make changes in the way things are done. He is progressive and we don't want to lose him; I know it is inevitable because Michael will be a great town administrator. He works very hard and is very sharp. He is a first-class person and has earned the respect of those in the system. He is very sincere and has empathy for those he works with. He does not want to let anyone down; he sometimes sweats the little things. Michael puts in long hours and we are truly pleased with what he has been able to accomplish in changing the system. He has great skills in the financial area and his writing skills are second to none. Michael has a lot of respect from the leaders in Norfolk County, including town administrators and managers. Michael has made an impact in his time at the County Commission and would be a great loss.

I have worked closely with Mike on many matters that pertain to the school. Mike and I have called upon each other for assistance in handling a number of issues pertaining to Norfolk County business affairs. "I'm impressed that on all occasions Mike answers my calls and I find that so refreshing; as I go through my public career, it is not always the case."

I've known Mike since he worked at the State House where he was new to government. He was relatively quiet and he has shown remarkable growth since that time. After he moved on, I didn't see him again until he worked for the Mass. Association of 766 Approved Private Schools (MAAPS) and was amazed at his level of confidence. He is outgoing and confident in his abilities. He worked effectively to get legislation to aid special education schools in the state. I would advise him as to other legislators to speak to and he did the legwork on behalf of MAAPS with great success. I have seen him now working for Norfolk County, because they work closely with Bristol County on issues, and his administrative skills shine through. From the perspective of state government, Mike knows the process, the players, has strong connections, and understands how everything operates. He is highly organized, has a great balance of being ambitious, driven and wanting to make a difference, yet remaining a very genuine, sincere, and nice person.

Mike has an extremely high level of integrity; he is very honest, caring, genuine, and empathetic. He is very strong on budget and capital issues. There were two major initiatives he focused on when I was in Rockland – one was 40R smart growth to be proactive with affordable housing so there was local control on projects. He identified affordable housing sites and knew how to navigate through DHCD. He made the case for 40R to Town Meeting and got them to understand the necessity of doing it – he received a unanimous vote by Town Meeting. Another major project was ReImagine Rockland for the downtown area – Mike was very hands-on; he facilitated forums and took the concept and molded it into a strategy. Working with the Chamber, Mike was the liaison with businesses and he helped create the formal organization which took on initiatives such as installing wayfinding signage in downtown, creating community events – Rockland Day was a major success, working on storefront improvements, building partnerships with organizations, and crowdfunding with the arts community of Rockland. He did an incredible amount of work in moving this initiative forward.

## Dighton Town Administrator Candidate Questions

TOPIC	POTENTIAL QUESTIONS	PROBES
Career Overview & Interest in Dighton	Thank you for your interest in Dighton. Please take a couple of minutes to tell us why you are interested in the position and why you would be successful here.	<ul style="list-style-type: none"> <li>• Circumstances of /for leaving current or last position</li> <li>• How well do you know Dighton?</li> <li>• Municipal experience (Municipal law)</li> </ul>
Leadership and Management Style	How would you describe your leadership style?	<ul style="list-style-type: none"> <li>• Working with a team</li> <li>• Mentoring and coaching</li> <li>• Delegation</li> <li>• Conflict resolution (Examples)</li> <li>• Creating change</li> <li>• Staff meetings</li> <li>• Morale building</li> </ul>
Financial Management	What is your experience with municipal finance and budget preparation?  OPEB, 9C cuts, GASB	<ul style="list-style-type: none"> <li>• Managing budget growth</li> <li>• Managing tax burden on citizens</li> <li>• Financial policies</li> <li>• Fiscal planning experience</li> <li>• Leading through a budget crisis</li> <li>• Examples of creativity related to budgeting</li> <li>• Monitoring financial condition</li> <li>• Alternative revenue streams</li> <li>• COVID</li> </ul>
Grant Management	Talk to us about your experience in securing and managing grants.	<ul style="list-style-type: none"> <li>• Grant writing examples</li> <li>• Grant administration</li> </ul>
Project Management	Tell us about your experience with project management.  30B, Ch.149, Grants: Green Communities	<ul style="list-style-type: none"> <li>• Capital budgeting</li> <li>• Procurement experience</li> <li>• Gaining community buy-in</li> <li>• Potential projects include sewer expansion, highway facility, library, and fire station</li> </ul>

TOPIC	POTENTIAL QUESTIONS	PROBES
Economic Development and Land Use	<p>How would you work to continue to improve the town's economic growth?</p> <p>MassWorks, TIFs</p>	<ul style="list-style-type: none"> <li>• Interacting and collaborating regionally</li> <li>• Economic development grants</li> <li>• Industrial park</li> <li>• Knowledge of Dighton as it relates to this topic (limited sewer infrastructure)</li> </ul>
Personnel Management	<p>Tell us about your experience with personnel management, such as hiring and working with unions.</p> <p>150E, JLMC</p>	<ul style="list-style-type: none"> <li>• Selecting new department heads</li> <li>• Succession planning (a number of key staff retirements coming up)</li> <li>• Evaluating employees</li> <li>• Collective bargaining</li> <li>• Building morale</li> </ul>
COVID-19	<p>What do you think the future holds for municipal government and Dighton as it relates to the COVID-19 pandemic?</p>	<ul style="list-style-type: none"> <li>• Budget issues</li> <li>• Revenue issues</li> <li>• Public health</li> </ul>
Municipal Management/Professionalism	<p>What are some municipal Best Practices that you view as important? And try to implement or uphold in a community?</p> <p>What municipal trends excite you?</p> <p>How do you stay current on such trends?</p>	<ul style="list-style-type: none"> <li>• Data-based decision making</li> <li>• Community engagement</li> <li>• Technology</li> <li>• Use of social media</li> </ul>
Citizen Relations & Government Transparency	<p>Dighton is committed to customer service and transparency with our government and our services. What would you bring to this commitment?</p>	<ul style="list-style-type: none"> <li>• Being new to the Town, how would you build relationships with citizens?</li> <li>• How would you work to communicate with residents and keep them informed?</li> <li>• Examples of how you approach open government</li> <li>• Examples of how you make government and decision making more transparent</li> </ul>

TOPIC	POTENTIAL QUESTIONS	PROBES
Relationship with the Board of Selectmen	How would you approach managing the culture in Dighton to properly align the roles of the TA and the Board of Selectmen? And how would define a successful relationship between the Board and the Administrator?	<ul style="list-style-type: none"> <li>• Familiarity/experience with Select Board/Town Meeting form of government</li> <li>• Managing conflict</li> <li>• How would you communicate with the Board and keep members informed?</li> <li>• Working collaboratively with the Board</li> </ul>
Communication & Collaboration	Communication and collaboration between departments as well as with boards and committees are crucial to the success of Dighton. How would you work to not only ensure, but also enhance, communication and collaboration?	<ul style="list-style-type: none"> <li>• Internal and external communication</li> <li>• School department</li> <li>• Elected and appointed boards and committees</li> <li>• Methods of communication</li> <li>• Delegation</li> <li>• Facilitating collaboration</li> </ul>
General Self-Awareness (Time permitting)	<p>Tell us about one mistake you made on the job within the past 10 years and how you handled it.</p> <p>Now, to end on a positive note, please tell us about a decision you made or project you managed in your career of which you are particularly proud.</p>	<ul style="list-style-type: none"> <li>• What lessons have you learned through these experiences?</li> </ul>
Other Questions	Committee questions beyond those already asked.	
Candidate Questions	That ends our questions. Now it's your turn. Are there any questions you would like to ask us?	

**From:** Bernard Lynch blynch@communityparadigm.com  
**Subject:** Re: Inquiry - TA Finalist Interviews  
**Date:** January 11, 2021 at 8:33 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov  
**Cc:** Karin Brady kbrady@dighton-ma.gov, LeeAnne Kerwin lkerwin@dighton-ma.gov

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Thanks!

Bernard Lynch, Principal

## Community Paradigm Associates, LLC

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On Jan 11, 2021, at 8:27 PM, Brett Zografos <bzografos@dighton-ma.gov> wrote:

Hello, Bernie!

Yes, all interviews will be conducted via Zoom.

Candito - 19th at 6pm  
King - 19th at 7pm  
Mullen - 21st at 6pm  
Selection - 21st at 7pm

Karin & LeeAnne: Can you send Bernie the Zoom links for the 19th and 21st at your earliest convenience? Then he can provide them directly to the candidates.

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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**This electronic message is confidential and intended for the named recipient(s) only. Any dissemination, disclosure, or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return e-mail or telephone and delete the copy you received. Thank you.**

On Jan 11, 2021, at 8:14 PM, Bernard Lynch <blynch@communityparadigm.com> wrote:

Thanks Brett...I think I'll just go in alphabetical order...Candito, King, Mullen....unless any of them have a conflict. I assume that we will be doing this on a Zoom link set up by the Town.

Bernie

Bernard Lynch, Principal

## Community Paradigm Associates, LLC

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(978) 621-6733

[www.communityparadigm.com](http://www.communityparadigm.com)

On Jan 11, 2021, at 6:42 PM, Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)> wrote:

Bernie,

Thank you SO much again. I'm very excited about these finalists! Whenever you have confirmation, will you send the interview schedule (which day/time slot each candidate will be interviewed)?

Thanks so much.

Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**

Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431

Home: (508) 880-6517

Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

-----  
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**From:** Linda McCarron lmccarron@dighton-ma.gov  
**Subject:** Parking Spot Signs- Who is Responsible?  
**Date:** January 12, 2021 at 8:18 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov  
**Cc:** Leeanne Kerwin lkerwin@dighton-ma.gov

---

Hi Brett, I would like to get the correction for the parking spot signs off my desk.  
Currently it is still charged to Hwy. Is it board of health, building or vets or split by 3? No  
one ever told me and no one has submitted for me to put in any correction.

Thanks,  
Linda

Linda McCarron  
Assistant Town Accountant  
979 Somerset Avenue  
Dighton, MA 02715  
Phone: 508-669-6431 Ext 113  
Fax: 508-669-4505

**From:** Chief Chris Maguy <cmaguy@dighton-ma.gov>  
**Subject:** RE: COVID-19 Vaccine  
**Date:** January 12, 2021 at 8:42 AM  
**To:** Brett Zografos <bzografos@dighton-ma.gov>  
**Cc:** Harbor Master <harbormaster@dighton-ma.gov>

---

All,

Good morning, I found out yesterday that the Harbormaster and his Assistants are eligible this round. The link below is to make your appointment.

<https://www.maimmunizations.org/clinic/search>

Chief Maguy

*Christopher J. Maguy*

Fire Chief/EMD  
Dighton Fire Department  
300 Main Street  
Dighton, MA 02715  
Office: 508-669-6611  
Fax: 508-669-6861

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**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Thursday, January 7, 2021 2:40 PM  
**To:** Chief Chris Maguy <cmaguy@dighton-ma.gov>  
**Cc:** Harbor Master <harbormaster@dighton-ma.gov>  
**Subject:** Fwd: Covid Vaccine

Hello, Chief!

When you have a moment, as you are coordinating the regional vaccine distribution for first responders, do you mind responding to Harbormaster Marino's inquiry and Cc'ing me?

Thanks so much.



Yours truly,  
Brett

**Brett R. Zografos, Ph.D.**

Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431

Home: (508) 880-6517

Email: [bzografos@digton-ma.gov](mailto:bzografos@digton-ma.gov)

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Begin forwarded message:

**From:** Harbor Master <[harbormaster@digton-ma.gov](mailto:harbormaster@digton-ma.gov)>

**Subject:** Covid Vaccine

**Date:** January 7, 2021 at 2:38:44 PM EST

**To:** Brett Zografos <[bzografos@digton-ma.gov](mailto:bzografos@digton-ma.gov)>

Hi Brett. Happy new year. Will the Harbor Masters be included in the issuance of the Covid vaccine for first responders? Hoping we are. Thanks-Ron Marino.

Sent from my iPhone

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Re: Reschedule This Morning's Meeting re: Sharps Lot Road  
**Date:** January 12, 2021 at 10:00 AM  
**To:** Karin Brady kbrady@dighton-ma.gov, Brett Zografos bzografos@dighton-ma.gov, Tom Ferry tferry@dighton-ma.gov

LK

The Sharps Lot Road Meeting will now take place on Thursday, January 14, 2021 at 8 am. Zoom information is as follows:

Topic: Sharps Lot Rd. Study Discussion  
Time: Jan 14, 2021 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
[https://us02web.zoom.us/j/85362499022?](https://us02web.zoom.us/j/85362499022?pwd=eIJ1amhXYTRXT3lGbUpBL2hZdnFqUT09)  
[pwd=eIJ1amhXYTRXT3lGbUpBL2hZdnFqUT09](https://us02web.zoom.us/j/85362499022?pwd=eIJ1amhXYTRXT3lGbUpBL2hZdnFqUT09)

---

## Launch Meeting - Zoom

us02web.zoom.us

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems. Zoom Rooms is the original software-based conference room solution used around the world in board, conference, huddle, and training rooms, as well as executive offices and classrooms. Founded in 2011, Zoom helps

---

Meeting ID: 853 6249 9022  
Passcode: 398998

+1 929 205 6099 US (New York)

Thank you and have a good day!

Best,

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Karin Brady

**Sent:** Tuesday, January 12, 2021 9:16:09 AM  
**To:** Leeanne Kerwin  
**Subject:** RE: Reschedule This Morning's Meeting re: Sharps Lot Road

Fine with me. Hopefully I will be there.....

---

**From:** Leeanne Kerwin <lkerwin@dighton-ma.gov>  
**Sent:** Tuesday, January 12, 2021 9:01 AM  
**To:** Karin Brady <kbrady@dighton-ma.gov>; Tom Ferry <tferry@dighton-ma.gov>  
**Subject:** Re: Reschedule This Morning's Meeting re: Sharps Lot Road

Brett wants to know if 8:00 a.m. is okay with both of you?

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Karin Brady  
**Sent:** Tuesday, January 12, 2021 8:59:29 AM  
**To:** Tom Ferry; Leeanne Kerwin  
**Subject:** Re: Reschedule This Morning's Meeting re: Sharps Lot Road

Yes. I may have a telephone thing at 11:00 am. That's all

Get [Outlook for iOS](#)

---

**From:** Tom Ferry <tferry@dighton-ma.gov>  
**Sent:** Tuesday, January 12, 2021 8:52:48 AM  
**To:** Leeanne Kerwin <lkerwin@dighton-ma.gov>; Karin Brady <kbrady@dighton-ma.gov>  
**Subject:** RE: Reschedule This Morning's Meeting re: Sharps Lot Road

Yes

For Our Town,  
Tom Ferry

Superintendent  
Dighton Highway Department  
774-218-5339

---

**From:** Leeanne Kerwin <lkerwin@dighton-ma.gov>  
**Sent:** Tuesday, January 12, 2021 8:52 AM  
**To:** Karin Brady <kbrady@dighton-ma.gov>; Tom Ferry <tferry@dighton-ma.gov>

**Subject:** Reschedule This Morning's Meeting re: Sharps Lot Road

Good Morning Karin/Tom:

Brett needs to cancel this morning's meeting re: Sharp Lots Road. Are either of you available Thursday instead?

Have a good day.

Best,

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

**From:** Benjamin Paulin ben@jgpr.net  
**Subject:** TA Search  
**Date:** January 12, 2021 at 10:39 AM  
**To:** bzografos@dighton-ma.gov

---

Hello Brett,

I was speaking with Mike Mullen recently and he told me that he is a finalist for the Town's TA position.

For what it's worth, I worked closely with Mike when the Town of Rockland was a client (they brought us aboard for a short-term contract to help promote positive news when the town was dealing with the scandals a couple years back).

Mike was great to work with and was very passionate about Rockland and I'm sure he'd bring the same passion to Dighton. Just my two cents.

Anyway, please keep us posted with how the search process goes and if you need anything else let us know!

Thanks,  
Ben

---

**Benjamin Paulin**  
**Vice President**  
**John Guilfoil Public Relations**  
**Email:** [ben@jgpr.net](mailto:ben@jgpr.net)  
**Cell:** 781-742-3922  
**Twitter:** [@BenPaulinJGPR](https://twitter.com/BenPaulinJGPR)

**From:** Taylor O'Neil taylor@jgpr.net  
**Subject:** Check-In  
**Date:** January 12, 2021 at 10:42 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov, Karin Brady kbrady@dighton-ma.gov

---

Good morning,

I hope all is well! Congratulations on selecting the final three candidates for the Town Administrator position. I look forward to seeing who the new Town Administrator will be!

In the meantime, I was hoping there was some positive news around town that I could help promote for you. Are there any virtual events, programs etc. coming up that I could help publicize for you? If so, please let me know!

Best,  
Taylor

--

Taylor O'Neil

Account Coordinator  
Southern New England Division  
John Gulliford Public Relations LLC

409 Pond St. Unit 8  
Braintree, MA 02104  
781-428-3299  
Twitter: @TaylorOneilJGPR

**From:** Microsoft Outlook MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@dighton-ma.gov  
**Subject:** Undeliverable: FY2022 Budget Sheet(s)  
**Date:** January 12, 2021 at 11:09 AM  
**To:** bzografos@dighton-ma.gov

---

**Delivery has failed to these recipients or groups:**

[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov) ([kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov))

The email address you entered couldn't be found. Please check the recipient's email address and try to resend the message. If the problem continues, please contact your email admin.

**Diagnostic information for administrators:**

Generating server: mail.DightonPubSafety.loc

[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)

Remote Server returned '550 5.1.10 RESOLVER.ADR.RecipientNotFound; Recipient not found by SMTP address lookup'

**Original message headers:**

Received: from mail.DightonPubSafety.loc (fd00::25) by mail.DightonPubSafety.loc (fd00::25) with Microsoft SMTP Server (version=TLS1\_2, cipher=TLS\_ECDHE\_RSA\_WITH\_AES\_256\_GCM\_SHA384) id 15.2.595.3; Tue, 12 Jan 2021 11:09:33 -0500  
Received: from mail.DightonPubSafety.loc ([fe80::4e1:d613:3265:d2d2]) by mail.DightonPubSafety.loc ([fe80::4e1:d613:3265:d2d2%6]) with mapi id 15.02.0595.006; Tue, 12 Jan 2021 11:09:33 -0500  
Content-Type: application/ms-tnef; name="winmail.dat"  
Content-Transfer-Encoding: binary  
From: Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
To: Todd Pilling <[tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)>  
CC: Matt Tanis <[mtanis@dighton-ma.gov](mailto:mtanis@dighton-ma.gov)>, Rosalind Grassie <[rgrassie@dighton-ma.gov](mailto:rgrassie@dighton-ma.gov)>, Tom Pires <[tpires@dighton-ma.gov](mailto:tpires@dighton-ma.gov)>, "[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)" <[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)>  
Subject: FY2022 Budget Sheet(s)  
Thread-Topic: FY2022 Budget Sheet(s)  
Thread-Index: AQHW6P1QeishYjSAWk+dXtY2eSSv0A==  
Date: Tue, 12 Jan 2021 11:09:33 -0500  
Message-ID: <[F7039CF1-6100-45ED-8A36-4BE44B5CF530@dighton-ma.gov](mailto:F7039CF1-6100-45ED-8A36-4BE44B5CF530@dighton-ma.gov)>  
Accept-Language: en-US  
Content-Language: en-US  
X-MS-Has-Attach: yes  
X-MS-TNEF-Correlator: <[F7039CF1-6100-45ED-8A36-4BE44B5CF530@dighton-ma.gov](mailto:F7039CF1-6100-45ED-8A36-4BE44B5CF530@dighton-ma.gov)>  
MIME-Version: 1.0  
X-Originating-IP: [45.56.154.108]  
Return-Path: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

Reporting-MTA: dns;mail.DightonPubSafety.loc  
Received-From-MTA: dns;mail.DightonPubSafety.loc  
Arrival-Date: Tue, 12 Jan 2021 16:09:33 +0000

Final-Recipient: rfc822;[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)

Action: failed

Status: 5.1.10

Diagnostic-Code: smtp;550 5.1.10 RESOLVER.ADR.RecipientNotFound; Recipient not found by SMTP address lookup

X-Display-Name: [kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)

From: Brett Zografos <[bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)>  
Subject: **FY2022 Budget Sheet(s)**  
Date: January 12, 2021 at 11:09:33 AM EST  
To: Todd Pilling <[tpilling@dighton-ma.gov](mailto:tpilling@dighton-ma.gov)>  
Cc: Matt Tanis <[mtanis@dighton-ma.gov](mailto:mtanis@dighton-ma.gov)>, Rosalind Grassie <[rgrassie@dighton-ma.gov](mailto:rgrassie@dighton-ma.gov)>, Tom Pires <[tpires@dighton-ma.gov](mailto:tpires@dighton-ma.gov)>, "[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)" <[kbernardo@dighton-ma.gov](mailto:kbernardo@dighton-ma.gov)>

Dear Health Department,

Attached you will find your budget sheet(s). Please complete your data entry into the FY22 Department Request column and return to me by **January 31, 2021**. Town Accountant Laviolette will be sending you the FY22 Emergency Preparedness budget sheet.

I am asking all Department Heads to consider a **level-funded budget request** for FY22 unless there are mitigating circumstances, as we expect budget constraints due to the ongoing pandemic to continue well into next fiscal year and likely beyond.

If you are unable to honor a level-funded budget request for FY22, then you must email us a short narrative along with your budget sheet(s) justifying your request.

Thank you!

**Brett R. Zografos, Ph.D.**

Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431

Home: (508) 880-6517

Email: [bzografos@digton-ma.gov](mailto:bzografos@digton-ma.gov)

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FY22 Budget  
Docum...19).csv



FY22 Budget  
Docum...S (.csv



FY22 Budget  
Docum...(43.csv



**From:** Brett Zografos bzografos@dighton-ma.gov  
**Subject:** FY2022 Budget Sheet(s)  
**Date:** January 12, 2021 at 11:30 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov  
**Cc:** Karin Brady kbrady@dighton-ma.gov, Leeanne Kerwin lkerwin@dighton-ma.gov

---

Dear Karin & Leeanne,

Attached you will find your budget sheet(s). Please complete your data entry into the FY22 Department Request column and return to me by **January 31, 2021**. Town Accountant Laviolette will be providing us with all other budgets that fall under the purview of the Selectmen and/or the Town Administrator.

I am asking all Department Heads to consider a **level-funded budget request** for FY22 unless there are mitigating circumstances, as we expect budget constraints due to the ongoing pandemic to continue well into next fiscal year and likely beyond.

If you are unable to honor a level-funded budget request for FY22, then you must email us a short narrative along with your budget sheet(s) justifying your request.

Thank you!

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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FY22 Budget  
Docum...20).csv



FY22 Budget  
Docum...0).csv



FY22 Budget  
Docum...41).csv

**From:** Anthony Azar aazar@drregional.org  
**Subject:** Re: FY2022 Education Budget Sheets  
**Date:** January 12, 2021 at 11:42 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov  
**Cc:** Paul Kitchen pkitchen@drregional.org, Thomas O'Connor toconnor@drregional.org, Celeste Sullivan CSullivan@drregional.org, Anthony Azar aazar@drregional.org

---

Hi,

Thanks for your email and hoping you and your family are well.

I have forwarded your request to our business manager. Also, please note that we provide a preliminary assessment to our two towns by February 15 as outlined in the Regional Agreement. Further, as you know, since I report to the School Committee, any information used for budgetary purposes to our two towns has to be approved by a majority of SC members.

As was previously relayed to you and the Town of Rehoboth, we are well into our budget discussion. Much like you, we too have indicated to our administrative team that we are looking to level fund. If we are not able to level fund our budget, the explanation would be a joint communication from both our administration and our SC. Thus, the timetable the SC is duty bound to follow is February 15 to provide a rationale for our requests.

With all that being said, I believe a meeting with your board and the finance committee should take place sometime after we present our preliminary assessment.

I would ask that Celeste reach out to Karin to schedule the meeting.

Thanks,  
Dr. Azar

On Tue, Jan 12, 2021, 11:03 AM Brett Zografos <bzografos@dighton-ma.gov> wrote:

Dear Superintendents Azar & Sands,

Attached you will find your budget sheet(s). Please complete your data entry into the FY22 Department Request column and return to me by **January 31, 2021**.

I am asking all Department Heads to consider a **level-funded budget request** for FY22 unless there are mitigating circumstances, as we expect budget constraints due to the ongoing pandemic to continue well into next fiscal year and likely beyond.

If you are unable to honor a level-funded budget request for FY22, then you must email us a short narrative along with your budget sheet(s) justifying your request.

Thank you!

**Brett R. Zografos, Ph.D.**  
Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
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Email: [bzografos@dighton-ma.gov](mailto:bzografos@dighton-ma.gov)

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**From:** Nancy Pinto npinto@dighton-ma.gov  
**Subject:** RE: FY2022 Budget Sheet  
**Date:** January 12, 2021 at 11:57 AM  
**To:** Brett Zografos bzografos@dighton-ma.gov

---

Thank you Brett

---

**From:** Brett Zografos <bzografos@dighton-ma.gov>  
**Sent:** Tuesday, January 12, 2021 11:14 AM  
**To:** Hirschy, Donald <dhirschy@dighton-ma.gov>  
**Cc:** Nancy Pinto <npinto@dighton-ma.gov>  
**Subject:** FY2022 Budget Sheet

Dear Don,

Attached you will find your budget sheet(s). Please complete your data entry into the FY22 Department Request column and return to me by **January 31, 2021**.

I am asking all Department Heads to consider a **level-funded budget request** for FY22 unless there are mitigating circumstances, as we expect budget constraints due to the ongoing pandemic to continue well into next fiscal year and likely beyond.

If you are unable to honor a level-funded budget request for FY22, then you must email us a short narrative along with your budget sheet(s) justifying your request.

Thank you!

**Brett R. Zografos, Ph.D.**

Chairman  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715

Office: (508) 669-6431  
Home: (508) 880-6517  
Email: bzografos@dighton-ma.gov

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**From:** chris@netrospect.com  
**Subject:** conservation pc power adapter.  
**Date:** January 12, 2021 at 12:01 PM  
**To:** Leeanne Kerwin lkerwin@dighton-ma.gov, Brett Zografos bzografos@dighton-ma.gov

---

The power adapter for the conservation pc appears to be missing. I ordered a replacement from Amazon, its \$22. It will be in on Thursday. It more or less looks like a laptop cord with the brick in the middle. if someone comes across the original prior to Thursday let me know.

Thanks,  
Chris Rauner  
Netrospect

**From:** Leeanne Kerwin lkerwin@dighton-ma.gov  
**Subject:** Fw: FFCRA extension  
**Date:** January 12, 2021 at 12:24 PM  
**To:** Brett Zografos bzografos@dighton-ma.gov

LK

fyi

Leeanne Kerwin  
Administrative Assistant  
Board of Selectmen  
Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: 508-669-6431 x100  
Fax: 508-669-5667

---

**From:** Read, Connor <CRead@easton.ma.us>  
**Sent:** Tuesday, January 12, 2021 12:21 PM  
**To:** Heather Martin-Sterling; 'Graham Waters'; 'Green.Lisa'; 'Rick LaFond'; 'Joseph Colangelo'; 'Gregory Enos'; 'Seelig, Charlie'; 'Scott Lambiase'; 'Julie Hebert'; 'Michael Dutton'; 'Chris Senior'; 'Rene Read'; 'Brian Noble'; 'David DeManche'; 'John Stanbrook'; 'Tom Mayo'; 'Phil Lemnios'; 'James McGrail'; 'Michael Maresco'; 'Michael Gagne'; 'Robert Nunes'; 'mike yunits'; 'Peter Morin'; 'Bill Chenard'; 'Melissa Arrighi'; 'Suzanne Szyndlar'; 'James Boudreau'; 'Derek Sullivan'; 'David Gagne'; 'Tim King'; 'Michael Lorenzo'; 'Liz Dennehy'; 'Gloria Mitchell'; 'Karin Brady'; Leeanne Kerwin; 'Mallory Aronstein'; 'Richard LaCamera'; 'Timm McIntosh'; 'Wendy Graves'  
**Subject:** RE: FFCRA extension

I appreciate the shout out.

For anyone interested, here are the particulars.

**(1) Expiration of FFCRA Emergency Paid Sick and Emergency Paid Family Leave**

On March 18, 2020, the Families First Coronavirus Response Act was signed into law by the President. The FFCRA required many employers, including the Town of Easton, to provide their employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to Covid-19. **Under the FFCRA, those leave provisions (which were detailed in the April 24 Easton Policies for EPSL and EPFML) expire December 31, 2020.** To date, Congress has not authorized an extension of this part of the FFCRA. Accordingly, leave relating to Covid-19 will change after that expiration as follows:

Type/Cause of Covid-19 Related Absence	Example	Type of Leave to Be Used by Employee who is Absent effective January 1, 2021
(1) Employee Ordered to <b>Quarantine</b> by Public Health Official (NON-WORK RELATED)	Employee is ordered by their local board of health (LBOH) / Massachusetts contact tracing collaborative (CTC) to quarantine as a close contact because the employee's spouse tested positive for Covid-19.	Sick Leave
(2) Employee is Sick with Covid-19 and is Ordered to <b>Isolate</b> by Public Health Official (NON-WORK RELATED)	Employee tests positive for Covid-19 and did not contract it at work place. Employee would receive a call from their LBOH / CTC informing them they are sick and that they should isolate.	Sick Leave
(3) Travel-related Quarantine	Employee voluntarily travels to a "non	Sick Leave

(3) Travel related quarantine under the Town of Easton Travel Policy	Employee voluntarily travels to a non-low risk state" as identified by Governor Baker's travel orders and has to quarantine upon return. See <a href="https://www.mass.gov/info-details/covid-19-travel-order">https://www.mass.gov/info-details/covid-19-travel-order</a>  <b>COVID-19 Travel Order   Mass.gov</b> <a href="http://www.mass.gov">www.mass.gov</a>  Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. The Commonwealth has made great progress to slow the spread of	Sick Leave
(4) Employee confirms positive for Covid-19 during a travel quarantine period	Employee returns from voluntary travel and is quarantining at home. On day 3 of their travel quarantine, employee begins to feel ill and takes a test, which confirms they have Covid-19. The employee has not been in the workplace recently as they were traveling / quarantining.	Sick Leave
(5) Employee Identified as Close Contact to a Work-Related Covid-19 Exposure and ordered to <b>Quarantine</b>	Employee A is working in-person on Monday, and tests positive for Covid-19 on Tuesday. Employee B is identified by Easton Health Department as having been a "close contact" (i.e. within six feet of employee A for a cumulative 15 minutes on Monday) and is told to quarantine by supervisor.	Paid Administrative Leave
(6) Employee confirms positive for Covid-19 after a confirmed work-related exposure and ordered to <b>Isolate</b> .	Employee B is quarantining at home at direction of supervisor / Easton Health department following a confirmed "close contact" at work. Employee B later tests positive for Covid-19.	Paid Administrative Leave

As is the case under the current protocol, employees should stay home if they are feeling sick. Employees should promptly notify their supervisor of any Covid-19 related leave identified above.

Thanks,  
Connor

**From:** Heather Martin-Sterling [mailto:selectmen@berkleyma.us]  
**Sent:** Tuesday, January 12, 2021 12:08 PM  
**To:** 'Graham Waters' <gwaters@townofraynham.org>; 'Green.Lisa' <LGreen@whitman-ma.gov>; 'Rick LaFond' <rick.lafond@carverma.gov>; 'Joseph Colangelo' <joseph.colangelo@hanover-ma.gov>; 'Gregory Enos' <genos@avon-ma.gov>; 'Seelig, Charlie' <Charlie.Seelig@halifax-ma.org>; 'Scott Lambiase' <slambiase@abingtonma.gov>; 'Julie Hebert' <jhebert@acushnet.ma.us>; 'Michael Dutton' <mdutton@bridgewaterma.org>; 'Chris Senior' <csenior@cohassetma.org>; 'Rene Read' <read@town.duxbury.ma.us>; 'Brian Noble' <bnoble@ebmass.com>; Read, Connor <CRead@easton.ma.us>; 'David DeManche' <townadministrator@freetownma.gov>; 'John Stanbrook' <jstanbrook@hanson-ma.gov>; 'Tom Mayo' <mayot@hingham-ma.gov>; 'Phil Lemnios'

<PLemnios@town.hull.ma.us>; 'James McGrail' <jmcgrail@marionma.gov>; 'Michael Maresco' <mmaresco@townofmarshfield.org>; 'Michael Gagne' <mgagne@mattapoissett.net>; 'Robert Nunes' <rnunes@middleborough.com>; 'mike yunits' <myunits@nortonma.us.com>; 'Peter Morin' <pmorin@townofnorwell.net>; 'Bill Chenard' <wchenard@townofpembroke.mass.org>; 'Melissa Arrighi' <marrighi@townhall.plymouth.ma.us>; 'Suzanne Szyndlar' <sszyndlar@townofrochester.com>; 'James Boudreau' <jboudreau@scituatema.gov>; 'Derek Sullivan' <dsullivan@wareham.ma.us>; 'David Gagne' <dgagne@wbridgewater.com>; 'Tim King' <KingT@westport-ma.gov>; 'Michael Lorencio' <mlorenco@mattapoissett.net>; 'Liz Dennehy' <TownAdmin@plymptontown.org>; 'Gloria Mitchell' <gmitchell@kingstonmass.org>; 'Karin Brady' <kbrady@digton-ma.gov>; 'Leeanne Kerwin' <lkerwin@digton-ma.gov>; 'Mallory Aronstein' <MAronstein@town.swansea.ma.us>; 'Richard LaCamera' <rlacamera@lakevillema.org>; 'Timm McIntosh' <tmcintosh@freetownma.gov>; 'Wendy Graves' <wgraves@fairhaven-ma.gov>

**Subject:** RE: FFCRA extension

Berkley followed suit with Easton as well. Town will pay for work-related exposure.

Sincerely,



Town of Berkley  
Board of Selectmen

**Heather Martin-Sterling**

Town Administrator

[Selectmen@berkleyma.us](mailto:Selectmen@berkleyma.us)

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Fax: 508-822-4603

[www.townofberkleyma.us](http://www.townofberkleyma.us)

Town Hall Hours:

Mon – Thurs: 9:30am – 2:30 pm

Fridays: Closed

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**From:** Graham Waters <[gwaters@townofraynham.org](mailto:gwaters@townofraynham.org)>

**Sent:** Tuesday, January 12, 2021 11:53 AM

**To:** Green.Lisa <[LGreen@whitman-ma.gov](mailto:LGreen@whitman-ma.gov)>; Rick LaFond <[rick.lafond@carverma.gov](mailto:rick.lafond@carverma.gov)>; Joseph Colangelo <[joseph.colangelo@hanover-ma.gov](mailto:joseph.colangelo@hanover-ma.gov)>; Gregory Enos <[genos@avon-ma.gov](mailto:genos@avon-ma.gov)>; Seelig, Charlie <[Charlie.Seelig@halifax-ma.org](mailto:Charlie.Seelig@halifax-ma.org)>; Scott Lambiase <[slambiase@abingtonma.gov](mailto:slambiase@abingtonma.gov)>; Julie Hebert <[jhebert@acushnet.ma.us](mailto:jhebert@acushnet.ma.us)>; Michael Dutton <[mdutton@bridgewaterma.org](mailto:mdutton@bridgewaterma.org)>; Chris Senior <[csenior@cohassetma.org](mailto:csenior@cohassetma.org)>; Rene Read <[read@town.duxbury.ma.us](mailto:read@town.duxbury.ma.us)>; Brian Noble <[bnoble@ebmass.com](mailto:bnoble@ebmass.com)>; Connor Read <[cread@easton.ma.us](mailto:cread@easton.ma.us)>; David DeManche <[townadministrator@freetownma.gov](mailto:townadministrator@freetownma.gov)>; John Stanbrook <[jstanbrook@hanson-ma.gov](mailto:jstanbrook@hanson-ma.gov)>; Tom Mayo <[mayot@hingham-ma.gov](mailto:mayot@hingham-ma.gov)>; Phil Lemnios <[PLemnios@town.hull.ma.us](mailto:PLemnios@town.hull.ma.us)>; James McGrail <[jmcgrail@marionma.gov](mailto:jmcgrail@marionma.gov)>; Michael Maresco <[mmaresco@townofmarshfield.org](mailto:mmaresco@townofmarshfield.org)>; Michael Gagne <[mgagne@mattapoissett.net](mailto:mgagne@mattapoissett.net)>; Robert Nunes <[rnunes@middleborough.com](mailto:rnunes@middleborough.com)>; mike yunits <[myunits@nortonma.us.com](mailto:myunits@nortonma.us.com)>; Peter Morin <[pmorin@townofnorwell.net](mailto:pmorin@townofnorwell.net)>; Bill Chenard <[wchenard@townofpembroke.mass.org](mailto:wchenard@townofpembroke.mass.org)>; Melissa Arrighi <[marrighi@townhall.plymouth.ma.us](mailto:marrighi@townhall.plymouth.ma.us)>; Suzanne Szyndlar <[sszyndlar@townofrochester.com](mailto:sszyndlar@townofrochester.com)>; James Boudreau <[jboudreau@scituatema.gov](mailto:jboudreau@scituatema.gov)>; Derek Sullivan <[dsullivan@wareham.ma.us](mailto:dsullivan@wareham.ma.us)>; David Gagne <[dgagne@wbridgewater.com](mailto:dgagne@wbridgewater.com)>; Tim King <[KingT@westport-ma.gov](mailto:KingT@westport-ma.gov)>; Michael Lorencio <[mlorenco@mattapoissett.net](mailto:mlorenco@mattapoissett.net)>; Liz Dennehy <[TownAdmin@plymptontown.org](mailto:TownAdmin@plymptontown.org)>; Gloria Mitchell <[gmitchell@kingstonmass.org](mailto:gmitchell@kingstonmass.org)>; Karin Brady <[kbrady@digton-ma.gov](mailto:kbrady@digton-ma.gov)>; Leeanne Kerwin <[lkerwin@digton-ma.gov](mailto:lkerwin@digton-ma.gov)>; Mallory Aronstein <[MAronstein@town.swansea.ma.us](mailto:MAronstein@town.swansea.ma.us)>; Richard LaCamera <[rlacamera@lakevillema.org](mailto:rlacamera@lakevillema.org)>; Timm McIntosh <[tmcintosh@freetownma.gov](mailto:tmcintosh@freetownma.gov)>; Wendy Graves <[wgraves@fairhaven-ma.gov](mailto:wgraves@fairhaven-ma.gov)>

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**Subject:** Re: FFCRA extension

Raynham adopted Easton's Policy. Essentially, sick leave for everything but work-related exposures.

Graham

Graham L. Waters, ICMA-CM  
Town Administrator

Town of Raynham  
558 South Main Street  
Raynham, Ma. 02767  
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**From:** Green.Lisa <[LGreen@whitman-ma.gov](mailto:LGreen@whitman-ma.gov)>  
**Sent:** Tuesday, January 12, 2021 11:49 AM  
**To:** Rick LaFond <[rick.lafond@carverma.gov](mailto:rick.lafond@carverma.gov)>; Joseph Colangelo <[joseph.colangelo@hanover-ma.gov](mailto:joseph.colangelo@hanover-ma.gov)>; Gregory Enos <[genos@avon-ma.gov](mailto:genos@avon-ma.gov)>; Seelig, Charlie <[Charlie.Seelig@halifax-ma.org](mailto:Charlie.Seelig@halifax-ma.org)>; Scott Lambiasi <[slambiasi@abingtonma.gov](mailto:slambiasi@abingtonma.gov)>; Julie Hebert <[jhebert@acushnet.ma.us](mailto:jhebert@acushnet.ma.us)>; Michael Dutton <[mdutton@bridgewaterma.org](mailto:mdutton@bridgewaterma.org)>; Chris Senior <[csenior@cohassetma.org](mailto:csenior@cohassetma.org)>; Rene Read <[read@town.duxbury.ma.us](mailto:read@town.duxbury.ma.us)>; Brian Noble <[bnoble@ebmass.com](mailto:bnoble@ebmass.com)>; Connor Read <[cread@easton.ma.us](mailto:cread@easton.ma.us)>; David DeManche <[townadministrator@freetownma.gov](mailto:townadministrator@freetownma.gov)>; John Stanbrook <[jstanbrook@hanson-ma.gov](mailto:jstanbrook@hanson-ma.gov)>; Tom Mayo <[mayot@hingham-ma.gov](mailto:mayot@hingham-ma.gov)>; Phil Lemnios <[PLemnios@town.hull.ma.us](mailto:PLemnios@town.hull.ma.us)>; James McGrail <[jmcgrail@marionma.gov](mailto:jmcgrail@marionma.gov)>; Michael Maresco <[mmaresco@townofmarshfield.org](mailto:mmaresco@townofmarshfield.org)>; Michael Gagne <[mgagne@mattapoisset.net](mailto:mgagne@mattapoisset.net)>; Robert Nunes <[rnunes@middleborough.com](mailto:rnunes@middleborough.com)>; mike yunits <[myunits@nortonmaus.com](mailto:myunits@nortonmaus.com)>; Peter Morin <[pmorin@townofnorwell.net](mailto:pmorin@townofnorwell.net)>; Bill Chenard <[wchenard@townofpembroke.mass.org](mailto:wchenard@townofpembroke.mass.org)>; Melissa Arrighi <[marrighi@townhall.plymouth.ma.us](mailto:marrighi@townhall.plymouth.ma.us)>; Suzanne Szyndlar <[sszyndlar@townofrochester.com](mailto:sszyndlar@townofrochester.com)>; James Boudreau <[jboudreau@scituate.ma.gov](mailto:jboudreau@scituate.ma.gov)>; Derek Sullivan <[dsullivan@wareham.ma.us](mailto:dsullivan@wareham.ma.us)>; David Gagne <[dgagne@wbridgewater.com](mailto:dgagne@wbridgewater.com)>; Tim King <[KingT@westport-ma.gov](mailto:KingT@westport-ma.gov)>; Heather Martin-Sterling <[selectmen@berkley.ma.us](mailto:selectmen@berkley.ma.us)>; Michael Lorencio <[mlorenco@mattapoisset.net](mailto:mlorenco@mattapoisset.net)>; Graham Waters <[gwaters@townofraynham.org](mailto:gwaters@townofraynham.org)>; Liz Dennehy <[TownAdmin@plymptontown.org](mailto:TownAdmin@plymptontown.org)>; Gloria Mitchell <[gmitchell@kingstonmass.org](mailto:gmitchell@kingstonmass.org)>; Green.Lisa <[LGreen@whitman-ma.gov](mailto:LGreen@whitman-ma.gov)>; Karin Brady <[kbrady@digton-ma.gov](mailto:kbrady@digton-ma.gov)>; LeeAnne Kerwin <[lkerwin@digton-ma.gov](mailto:lkerwin@digton-ma.gov)>; Mallory Aronstein <[MAronstein@town.swansea.ma.us](mailto:MAronstein@town.swansea.ma.us)>; Richard LaCamera <[rlacamera@lakeville.ma.org](mailto:rlacamera@lakeville.ma.org)>; Timm McIntosh <[tmcintosh@freetownma.gov](mailto:tmcintosh@freetownma.gov)>; Wendy Graves <[wgraves@fairhaven-ma.gov](mailto:wgraves@fairhaven-ma.gov)>  
**Subject:** FFCRA extension

Hello all,

We are inundated with COVID cases within Town departments. I am told that some Towns are