

# 1. Agenda



## Joint Select Board Meeting with Board of Public Works

### Meeting Agenda

Date: November 28, 2022

Time: 6:50 PM

Location: Town Hall, Conference Room A

Instructions for residents to participate remotely can be found on the home page of the Town website <https://town.pepperell.ma.us/remote>. Chair's announcement that the meeting is being recorded for re-broadcast at Pepperell Community Media.

Please join my meeting from your computer <https://meet.goto.com/513362949>, tablet or smartphone.

You can also dial in using your phone +1 (224) 501-3412 Access Code: 513-362-949

Pledge of Allegiance

#### 1. Agenda Packet

Documents related to agenda items below have been scanned for electronic review at the following link.

[SELECT BOARD MEETING PACKET](#)

#### 2. Joint Appointment

2.1. Board Of Public Works Appointment

#### 3. Adjournment

The next scheduled Select Board meeting will be December 12, 2022. The deadline for agenda topics is December 2, 2022.

Persons with special needs are asked to contact the Select Board's Office in advance of any meeting to assure that prior arrangements are made to assure full participation in the meeting.

## 2. Joint Appointment

## 2.1 Board of Public Works Appointment

### **Joint Appointment Process**

The Select Board is considered 'first among equals' when compared with other elected bodies in the Town. While each elected Board has its own authority, appointments to vacant board, committee, and commission seats are made by the Select Board. In deference to the equal status of elected officials, appointments to vacant positions on elected boards are traditionally made jointly. The Charter, section 3.7a outlines the timeline to follow.

Here is a sample process for conducting a joint meeting:

The Town Moderator can preside at a joint meeting. In the absence of the moderator, the Town Clerk can preside.

#### **Moderator:**

Calls meeting to order. States date and time and should acknowledge that a quorum of each board is present. The moderator then announces the purpose of the joint meeting.

"Tonight we are meeting to make a joint appointment to the Board of Public Works. Jim MacDonald has applied to fill a vacancy on the Board of Public Works."

"Has each Board had an opportunity to review Mr. MacDonald's application?"

"Do the Boards' have questions for Mr. MacDonald?"

The Moderator should then call on/introduce the Chair of the Select Board,

**Chair Mathews:** will lead the Select Board questioning.

The Moderator should then call on/introduce the Chair of the Board of Public Words, Tom Nephew, who may respond as follows:

**Chair Newpew:** *"The Board of Public Words has already interviewed Mr. MacDonald and is recommending his appointment to the Board of Public Works."*

**Moderator:** May I have a motion?

**Chair Nephew:** *"I move that Jim MacDonald be appointed to the Board of Public Works with a term ending with the next Town of Pepperell election when this elected position*

*vacancy shall be on the ballot to complete the term."*

**Moderator:** Is there a second?

Select Board member can second.

**Moderator:** Is there any discussion on the motion?  
(If so, discuss. If not, call for a vote.)

Record the vote.

**Moderator:** Is there any other business before this joint board?

"Do I have a motion to adjourn?"

Someone will move for adjournment, it will be seconded, voted, and the joint meeting will be ended.

# Jim MacDonald Application

## Resident Request for Appointment to Volunteer Board or Committee

If you are interested in serving on a Town Committee, please fill out this form and it will be submitted to Select Board. The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Boards

Public Works,  
Board Of

Name

James T  
MacDonald

City

PEPPERELL

State

MA

Zip

01463

Time Availability - Number of Hours (Weekly):

10

Thank you for your willingness to serve and make Pepperell a great community.

# Jim MacDonald Resume

Pepperell, MA 01463

## **Jim MacDonald**

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**Objective** Project or Engineering Management driving the efficient design, development and manufacture of commercial or consumer products. Contract/consulting for start-ups and small developing companies.

**Summary** A productive and innovative Mechanical Engineering professional with many years of successful experience in Project Management, Design and Manufacture of commercial and consumer products made in USA and Asia.

**Experience** 2004 – 2017 Dogwatch Inc. Natick, MA

**Director of Mechanical Engineering**

- Main innovator and manager responsible for Mechanical development of new and upgrading existing Hidden Fence products for the consumer market of animal control. This included hands on design as well as project management activities.
- Collar worn electronic products are designed for extreme durability, compactness and cost control. Also developed transmitters and accessories. Used SolidWorks 3D CAD and AutoCad 2D. Designed components of plastic, metal, elastomers, cable assemblies, battery and AC powered electronics. Plastic material expertise, PCBA mechanical modeling and much more.

2002 – 2004 VXI Corporation Rollinsford, NH

**Director of Mechanical Engineering**

- Project manager responsible for developing new headsets and mechanical aspects of amps. This included project-planning, product specifications, facilitating meetings, set quality standards and methods of manufacturing.
- Direct involvement on a technical and liaison basis with domestic and Asian vendors for low cost manufacture of products. Originate designs and/or approve designs of outside partners, review tooling construction, coordinate assembly techniques and production ramp-up.
- Strong involvement and innovation in the Mechanical Engineering and design of products including user needs, material selection, DFM, vendor interface, product cost, acoustics, durability and ISO 9001 compliance.
- Utilize SolidWorks, AutoCAD, Microsoft Office, MS Project, etc.

1989–2001 GN Netcom Inc. Nashua, NH

**Mechanical Engineering Manager (1997-2001)**

- Supervise the Documentation, Design and Mechanical Engineering groups. Motivate, develop and provide mentoring for staff. Determine budget, manpower, schedules and more.
- Perform hands on Mechanical Engineering design and reviews, cost reduction, durability test, vendor interface and field return troubleshooting.

Senior Mechanical Design Engineer (1989-1997)

- The main mechanical innovator of telephone headsets and related amplifiers in this 8-year period. Hired Engineers, Designers and Documentation people as company expanded. Performed Manufacturing Engineering work as well.
- Awarded 9 U.S. design patents and received company awards.
- Products volumes of 20K to 500K/year, assembled in USA or Asia of commercial and consumer products. Designs involved molded plastics, acoustics, mechanisms, wires, switches, PCBA's, connectors, springs, elastomers and more.



Performed marketing studies, FEA, RFI, mold flow, shock, vibration, chemical analysis and reliability test.

- Utilized 2D & 3D CAD for development and sustaining engineering projects.

1987–1989                      Bomar Telecom                      Acton, MA

**Senior Mechanical Engineer**

Designed telephone test equipment with components of sheet metal, plastics, displays and mounting electronics. Surveyed and selected vendors for product manufacture in USA and Asia.

1986–1987                      Simplex Time Recorder Co.                      Gardner, MA

**Senior Manufacturing Engineer**

- Cost reduction of time clock products in production through innovation, creating molded components, yields improvements and corrective action.

1985–1987                      Ztel Inc.                      Wilmington, MA

**Mechanical Engineer**

- Design of business telephones for high volume manufacture in Asia.

1982–1985                      Visual Technology Inc.                      Tewksbury, MA

**Project Engineer**

- Responsible for mechanical design of computer monitors and computer CPU housings from concept to high volume domestic manufacture.

1981–1982                      BASF Systems Corporation                      Bedford, MA

**Project Engineer, Mechanical Design**

- Responsible for mechanical design, development and introduction to manufacturing of a computer 5 ¼ floppy disk drive.

1977–1981                      Liege, Inc.                      Merrimack, NH

**Manufacturing Engineer**

- Responsible for efficient manufacture of high volume costume jewelry including establishing methods, sequence, tooling, and quality. Direct experience with castings, soldering, forming, electroplating, stampings and plastic parts.

1971–1976                      Various entry-level positions.

**Acoustical and Manufacturing Engineer**

**Education**                      1968–1971                      University of Minnesota                      Minneapolis, MN

- Graduated Bachelor of Science in Mechanical Engineering (BSME)

1966–1968                      Wentworth Institute of Technology                      Boston, MA

- Graduated with an Associates Degree in Aeronautical Engineering.

**Affiliations**                      Society of Plastic Engineers.

### 3. Adjournment

I move to adjourn.