

# City of Waltham

*Jeannette A. McCarthy*  
*Mayor*

CITY OF WALTHAM  
CITY CLERK'S OFFICE

2017 DEC -7 A 11: 54

RECORDED

December 7, 2017

TO: The City Council  
RE: Waltham Board of Cemetery Commissioners Appointment

Dear Councillors:

Pursuant to the provisions of Section 4-2 of the City Ordinance, I respectfully request the appointment of Barbara Boyd of 184 Church Street, Waltham, MA as a member of the Waltham Board of Cemetery Commissioners. This appointment is to fill a vacancy.

Enclosed please find her application, resume and City Council Rule 35.

I am available to answer any questions you may have regarding this matter.

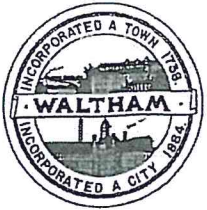
Sincerely,

Jeannette A. McCarthy

JAM/ccb

Enclosures

cc: Barbara Boyd  
Charles Bastarache  
Michael Chiasson



City of Waltham  
NOV 7 / 2017  
Human Resources

**CITY OF WALTHAM  
BOARD & COMMISSION APPLICATION**

The Mayor is seeking citizens who wish to serve on City Boards and Commissions established to assist and advise the City on specific matters. Please complete this application in full (attach a resume and other information which may assist the Mayor and the City Council in making its selection) and file it with the Human Resources Department, 119 School Street. The Mayor reserves the right to reject any applications. Some appointments are subject to confirmation by the City Council.

Name: Barbara Boyd Email: barbarambryd@comcast.net

Home Telephone: 781-893-2755 Work Telephone:       

Residence Address: 184 Church St, Waltham, MA Zip: 02452

Present Occupation & Place of Employment:       

Educational Background: MBCC - Associates Bentley - BS management

Memberships in Community Organizations or Professional Groups: Notary Public since 1987

Member Rotary Group 2011-2014, Waltham Museum Volunteer 2017,

Historic New England & Tiara Club member, Irish Conhaltas Ceoltóirí Éireann

City Boards and/or Commissions on which you have previously served:       

The reasons why you wish to be considered for appointment by the Mayor:

I believe my management skills & collaborative working style would be an asset to the board.

Please detail specific areas of expertise: Over 30 years in a business environment with a strong understanding of business & policy processes

Please detail specific areas of interest: working with others

Available for meetings in the daytime ☒ evenings ☐ both ☐ (check one)

Resident of the City since what year: 1985

Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council Rules or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of Waltham. Please return your completed application to Human Resources, 119 School Street, Waltham, MA 02451. Applications will be kept on file for one year.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT

Signature of Applicant: Barbara Boyd Date: 11/17/17

re: BARBARA M. Boyd



Rule 35

Rewrite as follows:

Rule 35  
Received

JAN 09 2006

Mayor's Office

All appointments of persons as regular employees of the City submitted for confirmation, by the Mayor, to the City Council, shall be accompanied by a written resume of the appointee's background and qualifications for that position. The resume shall include the appointee's full name and residential address, educational history, work background and experience, and any current certifications or licenses held by the appointee. The resume shall also include the names and addresses of all current employers, and shall disclose the names and addresses of any corporations, businesses, partnerships, trust, or other entities in which the appointee has any material interest, is an officer or board member, or officially represents in any capacity.

In addition, all appointments of persons as regular employees of the City submitted for confirmation, by the Mayor, to the City Council, shall be accompanied by a certification indicating that satisfactory CORI and background checks were conducted by the Mayor or his designee, reviewed and signed by the Mayor, and in the following format:

Name of Candidate: BABARA BOYD  
Appointed To: \_\_\_\_\_  
Date of Appointment: \_\_\_\_\_

\_\_\_\_\_ A background investigation has been conducted for this candidate.  
Type of investigation: Police \_\_\_\_\_ Private \_\_\_\_\_  
Date investigation was completed: \_\_\_\_\_  
Results: Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

\_\_\_\_\_ A Criminal Offender Record Information (CORI) report was obtained.  
Results: Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

All other appointments of persons, not as regular employees of the City, submitted for confirmation, by the Mayor, to the City Council, shall be accompanied by a written resume of the appointee's background and qualifications for that position. The resume shall include the appointee's full name and residential address, educational history, work background and experience, and any current certifications or licenses held by the appointee where such certifications and licenses are relevant to the appointed position. The resume shall also include the names and addresses of all current employers, and shall disclose the names and addresses of any corporations, businesses, partnerships, trust, or other entities in which the appointee has any material interest, is an officer or board member, or officially represents in any capacity, where any such relationship would create a conflict of interest involving the appointed position.

Read & Adopted October 28, 2002

Attest Rosario G. Malone, City Clerk

None

*Babara Boyd*

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The City Council shall conduct a personal interview of all new appointees. The interview shall be held not less than seven (7) days after the date of original presentation to the Council, and no confirmation of any new appointee shall be voted until seven (7) days after the completion of the interview. The City Council reserves the right to request a personal interview with respect to all re-appointments.

Read & Adopted October 28, 2002

Attest Rosario C. Malone, City Clerk

NONE  
Bubba S. Boyd

**Barbara M. Boyd**  
184 Church Street  
Waltham, MA 02453  
(781) 893-2755  
[www.BarbaraMBoyd@comcast.net](mailto:www.BarbaraMBoyd@comcast.net)

**Qualifications:**

- Strong people skills
- Collaborative team player
- Able to resolve discrepancies amicably
- Clear understanding of business processes
- D&B and Internet expertise
- Ability to interact with all levels of personnel
- Skilled at Outlook, Microsoft Word, Excel & PowerPoint

**ADP, Natick, MA**

**2005 – 2017**

**Financial Risk Analyst**

- Responded to client issues / escalations
- Oversaw daily assignments for 15 fellow workers
- Evaluated clients & industry to best protect ADP's level of risk
- Monitored activity to insure adherence to risk policy
- Mentored individuals in their career growth
- Liaison for offshore counterparts

**POLAROID CORPORATION, Waltham, MA**

**1971– 2004**

**Regional Credit Manager**

- Formulated Credit Department Policy and Procedures
- Developed and coordinated the implementation of business process and procedures
- Trained counterparts in US, Scotland & Amsterdam

**Education: BS Management, Bentley, Waltham MA**

**Memberships / Interests:**

- Notary Public, 1987 – Present
- Rotary Group Member – 2011-2014
- N E Association of Credit Management, Boston Chapter
- Member Comhaltas Ceoltoiri Eireann, 1982 - Present
- Antique collector
- TIARA member
- Waltham Museum volunteer
- Historic New England member

References available upon request