

641 (14)

**Christine Joyce**

---

**From:** Janet K. Adachi [jkajeg@msn.com]  
**Sent:** Thursday, May 17, 2012 3:18 PM  
**To:** Christine Joyce  
**Subject:** ABCC appointment  
**Attachments:** Scan from a Xerox WorkCentre001.pdf; ATT00001.htm

Christine,

Please add to the Consent Agenda--4 June, I assume--the appointment of Ms. Mayer to the ABCC. Thanks.  
Janet

Begin forwarded message:

**From:** Christine Joyce <cjoyce@acton-ma.gov>  
**Subject:** FW: Application for ABCC  
**Date:** May 16, 2012 2:11:08 PM EDT  
**To:** Janet Adachi <jkajeg@msn.com>

-----Original Message-----

**From:** Christine Joyce  
**Sent:** Tuesday, April 17, 2012 11:30 AM  
**To:** Volunteer Coordinating Committee  
**Subject:** Application for ABCC

-----Original Message-----

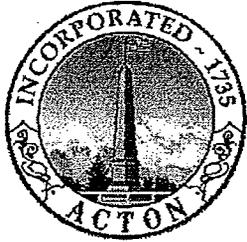
**From:** [ATH-MGR-COPIER@acton-ma.gov](mailto:ATH-MGR-COPIER@acton-ma.gov) [mailto:ATH-MGR-COPIER@acton-ma.gov]  
**Sent:** Tuesday, April 17, 2012 11:13 AM  
**To:** Christine Joyce  
**Subject:** Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox multifunction device.

Attachment File Type: pdf

multifunction device Location: Town Hall, First Floor (Manager)  
Device Name: ATH-MGR-COPIER

For more information on Xerox products and solutions, please visit <http://www.xerox.com>



VOLUNTEER APPLICATION

TOWN OF ACTON  
472 MAIN STREET  
ACTON, MA 01720

TELEPHONE (978) 264-9612

FAX (978) 264-9630

EMAIL [MANAGER@ACTON-MA.GOV](mailto:MANAGER@ACTON-MA.GOV)

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. Mrs. <u>(Ms)</u> Dr.	Email Address <u>actonmayereverizon.net</u>	Date <u>12 April 2012</u>
Last Name <u>Mayer</u>	First Name <u>Linda</u>	Middle <u>A.</u>
Street Address <u>12 Paul Revere Road</u>	Home Phone <u>978.635.5311</u>	Business Phone <u>—</u>

Please refer to Addendum A and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: Acton Boxborough Cultural Council

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: Middleborough Cultural Council (early 1990s), Acton Boxborough Youth Softball (mid to late 1990s), Middleborough Public Library Friends (early 1990s)

Do you have any time restrictions? yes

Are you a U.S. Citizen? yes Are you a Documented Resident Alien of Acton? NO How long have you lived in Acton? 17 years In Massachusetts? over 50 years

Present occupation and employer (Optional: Attach resume): Special Education Assistant, Acton Boxborough Regional School District

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? Not unless there is a grant for the Junior High.

Education and special training: Current Museum Studies student at Tufts Univ.

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interests/hobbies, etc.: See board experience above.

Thank you. If you have questions or would like more information, please contact the Town Manager's office at Town Hall, at (978)264-9612.

The space below is for use by the Managers office and or the Board of Selectmen and the appointing body to record the status of your application.

**Interview**

Applicant called \_\_\_\_\_  
Schedule Date & Time \_\_\_\_\_  
Recommendations \_\_\_\_\_

Board, Committee or Commission

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appointing Body**

Selectmen/Manager/Moderator  
Interview Date \_\_\_\_\_  
Appointed Date \_\_\_\_\_  
Term \_\_\_\_\_

Member/Alternate/Associate  
Member/Alternate/Associate  
Member/Alternate/Associate  
Member/Alternate/Associate

Recommendation Sent \_\_\_\_\_

No openings at this time.

**Notification of Appointment**

Received \_\_\_\_\_  
Committee Notified \_\_\_\_\_  
Applicant Notified \_\_\_\_\_

Linda Mayer 12 Paul Revere Road Acton, MA 01720 978.635.5311  
[lindamayer@verizon.net](mailto:lindamayer@verizon.net)

## **MUSEUM**

**EDUCATION INTERN** DeCordova Sculpture Park and Museum, Lincoln, MA June-August 2011  
Work with Visitor Services and groups to coordinate tours. Organize school registrations and provide customer service to families and teachers. Track visitor, student, and guide indicators.

**CAPTURING COMMUNITY** Tufts University Art Gallery, May 2011

Curate, market, and install exhibition of Markham Starr photographs. Liaison to artist. Design and fabricate evaluative, hands-on interactive, in collaboration with Tufts Office of Sustainability.

**MARKETING INTERN** The Discovery Museums, Acton, MA June 2010-August 2010

Contact area business owners to recruit them for the museum's Membership Discount Program, a collaboration that enhances member benefits and advertises local businesses.

## **EDUCATION**

**SPECIAL EDUCATION ASST** Acton-Boxborough Schools, Acton, MA Sept 2000-present  
Support students in classroom and learning center, to foster improved academic and organizational skills. Engage in core curriculum areas. Develop and maintain productive, communicative relationships with team teachers.

**LIBRARY INSTRUCTOR** Conant School, Acton, MA December 1995-June 1999

Responsible for daily operations for 500-student Media Center. Create and teach media lessons, assist students and teachers with book selection and research. Select and purchase books, periodicals, and supplies; maintain budget. Oversee parent volunteers, design bulletin boards and library décor. Operate and maintain automated checkout system.

## **SALES**

**INDEPENDENT SALES REPRESENTATIVE** Concord, MA August 1984-October 1986  
Market and wholesale designer clothing lines, many startups, to stores via travel and trade shows. Develop customer base to a level of 40 outlets and eight designers represented. Maintain positive client relationships with store buyers and designers.

## **LIBRARY**

**LIBRARY ASSISTANT** Harvard University, Cambridge, MA April 1985-October 1986  
In Widener Library search the Union Catalog, other automated sources, and stacks for catalog copy. Prepare minimal-level records to input into OCLC.

**LIBRARIAN/ARCHIVIST** Index Systems, Inc., Cambridge, MA August 1980-August 1984  
Develop and maintain library and archive information systems and materials storage for management consulting firm. Responsible for library budget and tracking monthly corporate indicators. Provide client and industry research services for consultants.

## **VOLUNTEER EXPERIENCE**

Board Member: Acton Boxborough Youth Softball, Publicity Chairperson

Board Member: Middleborough Cultural Council, Chairperson

Board Member: Middleborough Public Library Friends

Board Member: Middleborough PTA, Cultural Enrichment Chairperson

## **EDUCATION**

Tufts University, Museum Studies, Current Graduate Certificate Student

University of Massachusetts, Amherst, B.A., Journalism/English

Froebel Institute College, London, England, Exchange Student