

2012 Board Worksheet

Board	Current Member	Recommendation	Address	Term Expires
Board of Assessment Review	John P. McAnuff *	Michael R. Connell	6 Gladys Road	12/31/2014
Community Services Advisory Commission	Nikki Dresser (Town)	Nikki Dresser (Town)	921 Shore Road	12/31/2014
Conservation Commission	Dena R. DeSena	Mitch Wacksman	9 Bayberry Lane	12/31/2012#
Conservation Commission	Richard Bauman	Richard Bauman *	56 Cross Hill Road	12/31/2014
Conservation Commission	John J. Plainensek	John J. Plainensek	16 Arrow Point Road	12/31/2014
Fort Williams Advisory Commission	William Brownell	William Brownell *	9 Cedar Ledge Road	12/31/2014
Fort Williams Advisory Commission	Maureen A. McCarthy *	Donald L. Head	12 Heron Point	12/31/2014
Fort Williams Advisory Commission	William E. Nickerson	William E. Nickerson *	7 Mountain View Road	12/31/2014
Personnel Appeals Board	Carol Fritz	Roger A. Bishop	10 Leighton Farm Road	12/31/2014
Planning Board	Josef Chalot	Josef Chalot	12 Channel View Road	12/31/2014
Planning Board	Richard B. Olfene, Jr.	Peter L. Curry	8 Stonybrook Road	12/31/2014
Recycling Committee	David C. Ernst	David C. Ernst *	4 Fox Hill Road	12/31/2014
Recycling Committee	John J. Kane	John J. Kane *	6 Cape Woods Drive	12/31/2014
Riverside Memorial Cemetery Trustees	Gerald B. Sherry	Gerald B. Sherry	19 Starboard Drive	12/31/2014
Thomas Memorial Library Trustees	VACANT (Owens)	Judith McManamy	6 Campion Road	12/31/2012**
Thomas Memorial Library Trustees	Jennifer Healy	Blaine S. Grimes	2 Park Circle	12/31/2014
Thomas Memorial Library Trustees	Kate Mitchell	Julia Bassett-Schwerin	6 Cottage Lane #2	12/31/2014
Zoning Board of Appeals	VACANT (Howe)	Barry D. Hoffman	291 Spurwink Avenue	12/31/2012**
Zoning Board of Appeals	Leonard M. Gulino	VACANT (Gulino)		12/31/2013
Zoning Board of Appeals	Peter Black	Josh Carver	40 Stonybrook Road	12/31/2014
Zoning Board of Appeals	John C. Thibodeau	John C. Thibodeau	21 Salt Spray Lane	12/31/2014
<b>New appointments are effective 1/1/2012 unless otherwise noted.</b>				
<b>*Serving Second/Third Consecutive Term</b>				
<b>#Mrs. DeSena is resigning effective 12/31/2011, the new term is effective 1/1/2012.</b>				
<b>**These terms are effective immediately, serving an unexpired term.</b>				
<b>Mr. Gulino is resigning from the Zoning Board of Appeals as soon as a replacement is appointed.</b>				
<b>The School Board is appointing two members of the Community Services Advisory Commission.</b>				



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Debra Lane <debra.lane@capeelizabeth.org>

# Application for Boards and Committees

1 message

Michael Connell

Tue, Oct 11, 2011 at 1:58 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by Michael on Tuesday, October 11, 2011 at 17:58:28

Committee No. 1: Planning Board

Address: Connell

*Address? 6 Gladys Road*

Home phone: \_\_\_\_\_

unlisted: No

Occupation: General Contractor

Employer: Arcadia Builders Inc.

Why these boards?: It's an board that I feel I can bring my experience to and help the most.

Skills/Talents: Resume emailed

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

# MICHAEL R. CONNELL

Cape Elizabeth, ME 04107

## CAREER PROFILE

Accomplished building contractor and project manager with strong background in overseeing commercial and residential construction, including custom high end new construction and remodeling projects. Proven ability to lead construction teams and subcontractors to deliver quality work within construction schedules, budgets, and regulatory restrictions. Skilled in making sales presentations, facilitating customer relations, and maintaining long term business relationships. Experienced with LEED standards and OSHA, environmental, and local building regulations. Extensive history of community involvement with Rebuilding Together.

## PROFESSIONAL EXPERIENCE

**Arcadia Builders Inc., Cape Elizabeth, ME** **2000-Present**  
President. Established and managed commercial and residential construction firm handling projects with budgets up to \$16.5M.

**Business development/planning:** Promoted services and worked closely with clients and architects to determine needs, budgets, and specifications. Completed estimates and negotiated contracts and material purchases. Arranged financing for spec homes and established line of credit. Developed construction schedules and selected and negotiated with subcontractors for site preparation, foundations, roofing, masonry, HVAC, electrical, plumbing, drywall, painting, and landscaping.

- Expanded business consistently, realizing revenues of over \$1M annually.

**Project management:** Oversaw work, primarily through providing on site supervision to subcontractors. Ensured adherence with established budgets/schedules and OSHA, environmental, and local building regulations. Handled customer relations to ensure satisfaction and generate referrals for future business. Utilized Microsoft Project and QuickBooks. Projects included:

Fuller Brook Estates, Kittery, ME: 8 Home Subdivision. Budget: \$500k. Site work, including roads and utilities to meet LEED standards. Negotiating to serve as general contractor for homes. Current project.

Ocean Ridge Condominiums, Portland, ME: 46 unit complex. Budget: \$16.5M. Total project from site work, including roads and utility installation, through finish work and landscaping. Project completed with limited capital, financing continuing construction through partnering with realtor to close sales. 2003-07.

Ranch Home, Cumberland Foreside, ME: 5000 sq ft; Budget: \$750k. Whole house renovation, including home theatre, pool room, and wine vault. 2001-02.

Gothic Revival Home, Cape Elizabeth, ME: 1800 sq ft; Budget: \$1.2M. Took over project after framing to complete custom structure to historically correct standards, including special features such as solid mahogany trim. 2000.

**Home Depot, Charlotte, NC** **1999-00**  
Sales Representative, Pro-Sales. Sold building supplies to contractors.

- Completed Department Head Training Program and certifications in customer service and as key carrier.

**Connell Construction Co., Charlotte, NC** **1991-99**  
President. Established and managed commercial and residential construction firm and associated Insurance Restoration Division. Supervised subcontractors and in-house crews of up to 22 to complete variety of projects, including commercial up-fits, high-end residential renovations, and restoration of casualty damaged structures.

- Built annual revenues to \$3.5M, simultaneously managing an average of 6 jobs.
- Developed industry contacts and created Insurance Restoration Division, which contributed \$750k to \$1M of annual revenues.
- Projects included:

Belk House, Charlotte, NC. 10,000 sq ft; Budget: \$2M. Renovation of 1940's colonial.

Harrelson Ford, Charlotte, NC. Prepared loss analysis and negotiated with adjustors from 26 insurance companies to settle complete fire loss of 16 bay garage and all contents, including 16 vehicles.

**RJM Construction, Rutland, MA**

**1986-91**

Project Superintendent-Project Manager. Oversaw commercial and residential construction, managing multiple million dollar projects simultaneously. Projects included:

First two steel framed houses in Worcester, MA area. 1800 sq ft; Budget: \$180k each.

Residence, Natick, MA: Budget: \$1.5M. 5,000 sq ft. indoor pool addition.

High Rise, Boston, MA. Budget: \$1M. Renovation to combine two 10th floor condominiums.

Yankee Drummer Hotel, Auburn MA: Budget: \$4M. Renovation of existing 65 rooms and new construction of facility connection and additional 50 rooms.

**COMMUNITY ACTIVITIES**

**Rebuilding Together** (formally Christmas In April), Portland, ME and Charlotte, NC

**1992-10**

Board President, 2007-Present. Lead Board for non-profit organization that performs maintenance and rehabilitation work free of charge for elderly, disabled, and low-income people. Facilitate policy development, organization, fundraising, and volunteer recruitment for annual event involving \$20-30K budget, up to 250 volunteers, and 15-30 home sites. Previously held positions, including:

President, Portland, ME: 2007-10.

Vice President, Portland, ME: 2005-07.

Board Member, Portland, ME: 2001-05.

President, Charlotte, NC: 1997-00.

Vice President, Charlotte, NC: 1995-97.

Construction Committee Chair, Charlotte, NC: 1992-95.

**Professional references available upon request.**



Debra Lane &lt;debra.lane@capeelizabeth.org&gt;

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## Application for Boards and Committees

1 message

Mitch Wacksman

Mon, Oct 10, 2011 at 1:18 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Mitch Wacksman on Monday, October 10, 2011 at 17:18:13

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Committee No. 1: Conservation Commission

Address: 9 Bayberry Lane, Cape Elizabeth

Home phone:

Work phone:

unlisted:

Occupation: Environmental Scientist

Employer: ARCADIS

Why these boards?: I am interested in open space and the preservation of such places; these are a big part of what makes Cape so attractive to me. I'm also skilled in landowner relations, trail layout, and trail work. My wife and I are also dally dog walkers on town land as well as avid mountain bikers.

Skills/Talents: I am professionally trained as an environmental scientist and have a solid understanding of environmental issues from both a small and large scale level. I am an experience multi-use trail builder and avid outdoorsman. I've been trained in sustainable multi-use trail design by the International Mountain Bicycling Association (IMBA) as well as the New England Mountain Bike Association (NEMBA). My wife and I recently applied (via nationwide search) to be the next IMBA trail care crew and were selected for the position. Due to unforeseen circumstances we could not take the job; it was however a very competitive search and we had the skill set they needed to teach people sustainable trail design all around the country. I have organized and led trail work days in area communities including Pownal, Falmouth, Portland, Yarmouth, and Cape Elizabeth. I believe these skills could make me a unique asset to the conservation commission.

Previous Service: I am currently the president of the Greater Portland chapter of NEMBA, a non-profit in the community aimed at providing more opportunities for healthy outdoor recreation in the area. I founded this chapter and have acted as their president for the past 2 years. Currently we have around 75 members and are involved in projects all over southern Maine.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

# Mitch N. Wacksman

9 Bayberry Lane  
Cape Elizabeth, Maine 04107

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## PROFILE

Environmental Scientist – Over five years experience working for a multi-national remedial engineering firm including habitat assessment, managing work crews, environmental sampling, report preparation, employee supervision, budget administration, training staff, and communications with clients and regulatory agencies.

## OUTDOORS

Mitch is a lifelong outdoorsman. He is an avid cyclist, fisherman, dog walker, skier, and hiker. Whenever there is an opportunity to be outside, whether it is 30 minutes to work on the back yard bike trails or 3 months for a biking honeymoon with his wife, he takes it! Sharing his passion for the outdoors with other people has become a major part of his life through volunteer work.

## SKILLS

Microsoft Word, Excel, and Powerpoint; AutoCad Land Desktop and Civil 3D, Blogspot, Public Speaking, Writing, Teaching

## MOUNTAIN BIKE ADVOCACY & TRAIL BUILDING

- IMBA Trail School. Organizer and Participant 2010
- Bicycle Coalition of Maine (BCM). Certified Bicycle Safety Instructor 2010
- Sebago to the Sea Coalition. Planning Board 2009
- Greater Portland Chapter of New England Mountain Bike Association (NEMBA). Founder and President since 2009
- Shawnee Mountain Bike Association. Trails Volunteer, IMBA Trail School Participant 2005
- Successful Grant Applicant to Healthy Casco Bay, NEMBA, IMBA
- Successful Applicant for Position as IMBA Trail Care Crew With Wife Heather
- Regular Contributor to Singletracks Magazine (NEMBA)

## PROFESSIONAL DEVELOPMENT

- Staff Environmental Scientist, ARCADIS  
Portland, Maine 2006-Present
- Thesis Work "Impact of Atrazine and Chlorpyrifos Toxicity to Four Aquatic Vertebrates"  
Southern Illinois University, Carbondale, Illinois 2003-2006
- Laboratory Assistant -- Environmental Toxicology Laboratory  
Southern Illinois University, Carbondale, Illinois 2003-2006
- Laboratory Teacher – Introductory Zoology  
Southern Illinois University, Carbondale, Illinois 2003
- Aquatic Toxicology Laboratory Technician, Environmental Resources Management  
Holland, Michigan 2002-2003
- Research Intern Funded Through USDA Competitive Grant; Studied Watershed Health  
Hope College, Holland, Michigan 2002

## EDUCATION

- Master's of Science in Zoology 2005 Southern Illinois University, Carbondale, Illinois
- Bachelor's of Science in Biology 2003 Hope College, Holland, Michigan

## MEMBERSHIPS

- International Mountain Bicycling Association
- Portland Trails
- New England Mountain Bike Association
- Society of Environmental Toxicology and Chemistry



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Debra Lane <debra.lane@capeelizabeth.org>

# Application for Boards and Committees

1 message

Donald L. Head

Tue, Oct 11, 2011 at 10:26 AM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by Donald L. Head on Tuesday, October 11, 2011 at 14:26:10

Committee No. 1: Fort Williams Advisory Committee

Address: 12 Heron Point

Home phone:

Work phone

FAX:

unlisted:

Occupation: Investment Management

Employer: HeadInvest LLC

Why these boards?: To me, Fort Williams is one of the most beautiful places on Earth. Helping to maintain and improve the Park would be an honor.

Skills/Talents: Many years of business management and volunteer activity with nearly 30 years as a resident of Cape Elizabeth

Previous Service: Goodwill Industries, Board Member, 12 years  
Portland Observatory Restoration Trust, 2000-2001  
PORTopera Board and past president, 10 years and counting  
USM School of Music Advisory Board, 6 years and counting  
USM College of Arts and Sciences Advisory Board, 3 years and counting

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

**Donald L. Head**  
**12 Heron Point**  
**Cape Elizabeth, Maine 04107**

October 11, 2011

Debra Lane  
Assistant Town Manager  
Town of Cape Elizabeth  
P. O. Box 6260  
Cape Elizabeth ME 04107

Dear Ms. Lane:

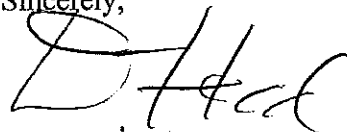
I have applied on-line for a position on the Fort Williams Advisory Commission. The application asks for a resume if available. I do not maintain a resume, but the paragraph below is used in my business as a brief introduction.

**DONALD L. HEAD**

Don has been engaged in investment management for over forty years and founded HeadInvest in 1989. He was formerly in charge of the Trust Department at Casco Northern Bank. Prior to arriving in Maine in 1982, Don managed investment research and strategy at two major Ohio banks. Don has a B.A. in Economics from Denison University. He is a Chartered Financial Analyst and a graduate of the CFA Institute's Investment Management Workshop. He is past President of PORTopera and a member of the advisory boards for both the School of Music and the College of Arts and Sciences at the University of Southern Maine.

I hope this is useful to the Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Head', written in a cursive style.

Donald L. Head





Debra Lane <debra.lane@capeelizabeth.org>

# Application for Boards and Committees

1 message

Roger A. Bishop

Wed, Nov 2, 2011 at 5:45 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Roger A. Bishop on Wednesday, November 02, 2011 at 21:45:20

Date: November 2, 2011

Committee No. 1: Fort Williams Advisory Commission

Committee No. 2: Personnel Appeals Board

Address: 10 Leighton Farm Road, Cape Elizabeth

Home phone:

unlisted:

Work phone:

Occupation: Consultant

Employer: Self Employed

Why these boards?: I have a strong interest in maintaining the beauty and historical preservation of Fort Williams for present and future generations.(I was interviewed for the Commission during the last selection process) Also, I have spent 40 years in the field of Human Resources addressing personnel issues and believe my skill set would compliment the Personnel Appeals Board.

Skills/Talents: Forty years of corporate leadership, adjunct professor for two Universities, Private consultant in the field of Human Resources, member of various corporate merger and acquisition teams.

Previous Service: Cape Elizabeth Community Garden Committee at Maxwell Farms (3yrs), Cape Elizabeth Little League Umpire (2yrs)

Please reference attached biographical sketch for additional community services

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

## Biographical Sketch

Roger A. Bishop  
10 Leighton Farm Road, Cape Elizabeth, Maine 04107

### Education

Davenport College of Business, Grand Rapids, Michigan, A.S. Business Administration  
Ferris State University, Big Rapids, Michigan, B.S. Advertising  
University of Scranton, Scranton, Pennsylvania, M.S. Human Resources Administration

### Professional Work Experience

*Human Resources Consultant, Cape Elizabeth, Maine  
January 2009 to Present: Owner and Principle Consultant*

*Fairchild Semiconductor, South Portland, Maine  
December 2006 to January 2009: Vice President Human Resources- Global Operations  
(retired)*

*Fairchild Semiconductor, Mountaintop, Pennsylvania and South Portland, Maine  
January 2002 to December 2006: Executive Staff Director Human Resources, Global  
Operations.*

*Fairchild Semiconductor (formerly Intersil Corporation), Mountaintop, Pennsylvania  
March 2001 to January 2002: Senior Manager Human Resources*

*Intersil Corporation (formerly Harris Corporation - Semiconductor Sector), Mountaintop,  
Pennsylvania: 1988 to March 2001: Senior Manager Human Resources Operations*

*RCA/ General Electric Corporation - Solid State Division, Mountaintop, Pennsylvania  
1987 to 1988: Manager Human Resources*

*RCA/Sharp Microelectronics Inc., Camas, Washington  
1985 to 1987: Manager Compensation and Benefits*

*RCA - David Sarnoff Research Laboratory, Princeton, New Jersey  
1984 to 1985: Manager Compensation*

*RCA Corporate Staff, New York, New York and Princeton, New Jersey  
1982 to 1984: Administrator Employment Analysis and Compliance*

*RCA Government Systems Division, Burlington, Massachusetts  
1977 to 1982: Manager Employment and Communications*

*RCA Consumer Electronics Division, Lancaster, Pennsylvania  
1973 to 1977: Senior Industrial Relations Representative*

*Allegan County Photo Journal, Allegan, Michigan  
1972 to 1973: Assistant Editor*

## Biographical Sketch

Roger A. Bishop

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### Professional Work Experience (continued)

*United States Army*

*1971 to 1972: SPC E-5, Honorable Discharge (Viet Nam Era Veteran)*

*Allegan Public School System, Allegan, Michigan*

*1970 to 1971: Substitute Teacher*

### Instructional and Academic Credentials

Adjunct Faculty, Kings College, Department of Human Resource Management, Wilkes-Barre, PA.; Adjunct Faculty, University of Scranton Graduate School of Human Resources Administration, Scranton, Pennsylvania; Adjunct Faculty, Luzerne County Community College, Wilkes-Barre, Pennsylvania; Guest Lecturer-New Hampshire College, Manchester, N.H

### Community Leadership and Service

Cape Elizabeth Community Garden, Cape Elizabeth Little League Umpire, Board of Directors The Great Valley Technology Alliance; Advisor to the Northeastern Pennsylvania Economic Development Council regional task force of University Presidents; Co-chairman and member of the board, Northeastern Pennsylvania Labor Management Council; Alternate Member Governors Labor Management Council Commonwealth of Pennsylvania; Delegate to the Northeastern Pennsylvania Economic Development Council; Former Officer and Board Member, Tri-County Personnel Association; Commonwealth of Pennsylvania Governor's Labor Management Committee; Member Greater Wilkes-Barre Chamber of Commerce and Sub Committee Chairperson; Who's Who In American Colleges & Universities; Citizen Recognition Certificate Dallas Pennsylvania School District; Outstanding Graduate Student Award, University of Scranton; Former Member of the Urban League of Lancaster County; Past President Luzerne County Community College Continuing Education Advisory Board; Former member Governors Industrial Advisory Committee for the Handicapped - Commonwealth of Pennsylvania; Past Board of Governors "Boston Media Expo"; Associate Member of the Equal Employment Advisory Council, Washington, D.C.

### Publications

Co-author of the RCA Corporation Standardized Affirmative Action Program; Harris Corporation -Golden Quill Award (1992, 93 & 98); Co-author "Evolution of Self-Directed Workteams Within A Collective Bargaining Environment" (Proceedings, Semicon East, 1993); Co-author, "Leading The Way To Competitive Excellence" (ASQC Press, 1997)



Google

Debra Lane &lt;debra.lane@capeelizabeth.org&gt;

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## Application for Boards and Committees

1 message

Peter L. Curry

Mon, Oct 31, 2011 at 9:27 AM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Peter L. Curry Monday, October 31, 2011 at 13:27:43

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Committee No. 1: Zonig Board of Appeals

Committee No. 2: Planning Board

Committee No. 3: Conservation Commission

Address: 8 Stonybrook Road, Cape Elizabeth, ME 04107

Home phone:

unlisted:

Occupation: Retired

Employer: n/a

Why these boards?: I am a retired lawyer, and very interested in local land use regulation. I served on a conservation commission and zoning board of appeals in Massachusetts a number of years ago, and was involved in planning board issues in Massachusetts early in my law career. Familiarity with these boards and the issues that they consider led me to make the choices indicated.

Skills/Talents: As noted above, I was a lawyer with some background on land use regulation early in my career. Familiarity with interpretation of statutes and regulations would be a useful skill on these boards. I also have a keen interest in the policy considerations that balance interests of the town, environmental concerns and land owners.

Previous Service: Conservation Commission, Beverly, MA, 1973-75; Zoning Board of Appeals, Manchester, MA 1980-82 (est.); Ipswich River Watershed Association (Board of Directors) 2008-2010; North Shore Community Mediation (Board of Directors and Mediator) 2005 - 2011; North Shore Art Association (Board of Trustees, 2008-2011)

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

**Peter L. Curry**  
8 Stonybrook Road  
Cape Elizabeth, Maine 04107

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**Professional Background**

- **2004 – Date** Retired. Trained as mediator and served on mediation panel, and board of directors, of non-profit mediation organization in Beverly, MA. Served as arbitrator with Financial Industry Regulatory Authority. Taught GED preparation courses in math and reading. Served on boards of directors of conservation and art non-profit associations.
- **1990 – 2003** Senior legal positions with Wellington Management Company LLC, a large investment manager for mutual funds and other institutional investors. Principal duties involved investment management law, corporate law, and international regulation of advisers.
- **1988 – 1990** Partner in Boston law firm of Gaston & Snow. Practice area was primarily financial services law.
- **1976 – 1998** Senior legal positions with Putnam Investments, a large investment manager for mutual funds and other institutional investors. Principal duties involved investment management law, corporate law, and international regulation of advisers.
- **1970 – 1976** Associate lawyer in Boston law firm of Goodwin Procter. Practice areas were commercial, corporate and real estate law.

**Educational Background**

- **1970** Columbia University School of Law, J.D.
- **1963** Princeton University, B.A.

**Other Background Information**

- **1963 – 1966** United States Marine Corps, commissioned officer. Service in North Carolina, Asia and California.
- **1990 - 1996, 1998 – 2003** Taught Ethics and Professional Standards courses for Chartered Financial Analyst candidates, sponsored by Boston Society of Security Analysts.
- Proficient in Spanish (formerly near fluent), from college major in Latin American Affairs and summer work and research experience in Colombia.
- Interests include oil painting, athletics (golf, tennis, sea kayaking), history and travel.
- After residing in Massachusetts for 40 years, moved to Maine in spring of 2011.



Google

Debra Lane <debra.lane@capeelizabeth.org>

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## Application for Boards and Committees

1 message

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Judith McManamy

Sun, Oct 30, 2011 at 3:20 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Judith McManamy " Sunday, October 30, 2011 at 19:20:38

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Date: October 30, 2011

Committee No. 1: Thomas Memorial Library Trustee (Board)

Address: 6 Campion Road

Home phone:

unlisted:

Occupation: Semi-Retired Educator

Employer: SMCC

Why these boards?: Beverly Sherman encouraged me to apply. I am a regular user, donor and strong supporter of the current library. I would like to become involved with the Library in a more formal capacity and am very excited about the prospect of being involved with the new library plans as they develop. I have a lifelong connection to the Library, having visited the old school house building as a third grade student when it first opened in 1948. I don't believe that a "Kindle" or similar technology can replace the tactile joy of holding and reading a book!

Skills/Talents: I am enthusiastic, have excellent administrative, oral and written communication skills. I love teaching (I am currently teaching a course at Southern Maine Community College - this is the fifth semester I have taught the same course there.)

Previous Service: I have served for five years on the McAuley Residence Development Committee. I volunteered in the office at McAuley for two years. I have been an active member of the Portland Community Chorus for 15 years and the Choral Arts Society for five years.

Employed By Town/School: No

Town employment explanation: Not presently, but I was a substitute teacher in the Pond Cove and the Middle School in 1997.

Volunteer For Town/School: No

Flexible Schedule: Yes

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JUDITH M. MCMANAMY

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6 Champion Road  
Cape Elizabeth, ME 04107

**EDUCATION:**

University of Southern Maine, Portland, ME  
M.S. Adult Education and Human Resource Development

Smith College, Northampton, MA  
A.B. Major: Art History Minor: Education

**PROFESSIONAL CREDENTIALS:**

Maine State Teacher Certification - Grades K-8

**PROFESSIONAL EXPERIENCE:**

**Southern Maine Community College, South Portland, ME 2004-present**  
**Adjunct Instructor, English 085: Basic Writing I and ACSS 104 (Academic Success Seminar (five semesters))**

**University of New England, Westbrook College Campus, Portland, ME 1999-2004**  
**Coordinator of Adult Learner Services and Career Services**  
Designed and implemented a comprehensive program of career development for graduate and undergraduate students on the Westbrook College Campus and a program of community development, outreach and advocacy for the adult/non-traditional and commuter student population.

**Advisor to the Commuter Council and the National Omicron-Psi Honor Society for Non-traditional students.**

**National Omicron-Psi Honor Society Board Member 2003**

**Created and advise the Peer Mentor Program for undergraduate students**

**Substitute Teacher, Grades K-12, Greater Portland area schools 1999**

**Salt Center For Documentary Field Studies, Portland, ME 1998-1999**  
**Director of Enrollment and Financial Aid**  
Developed and executed a recruitment strategy for Salt's education programs, including building institutional links with colleges and universities throughout the country and abroad. Advised undergraduate and graduate students about academic and non-academic concerns. Organized and managed on-campus student affairs programs and services. Coordinated financial aid awards.

**Southern Maine Technical College, South Portland, ME 1997-1998**

**Instructor of college reading and career/life planning courses in the Extended Studies Program.**

**Instructor of Technical English and Career Planning in the Women Unlimited Program.**

**Tech Prep Program - Special Projects Coordinator**

Edited and revised curriculum articulation agreements and established communication network with high school guidance counselors.

**Waynflete School, Portland, ME**

**1995-1997**

**Director of Admissions and Financial Aid**

Maintained and managed an enrollment of approximately 540 students from preschool through grade 12. Articulated the School's mission to prospective families through personal contact, community outreach, advertising initiatives, on and off-campus programming, and the creation of the admissions catalog. Recruited, interviewed and advised prospective students and their families and evaluated students' credentials for admission. Supervised one full-time assistant and coordinated the work of the admissions committee for three school divisions. Collaborated with the School's administrative departments on all matters related to enrollment management. Managed and allocated the admissions office budget of \$15,000 and the School's financial aid budget of \$850,000.

**University of Southern Maine, Portland, Maine**

**1985-1995**

**Associate Director of Admissions**

**1990-1995**

Designed and implemented all programs and publications associated with the recruitment of adult students. Interviewed and counseled prospective students and evaluated academic credentials for admission. Assisted the director with staff supervision and other administrative duties as required. Represented the University to the public at on- and off-campus events, through the media and membership in educational organizations. Designed and taught a mini-course for adults preparing for admission to higher education programs.

**Admissions Counselor**

**1985-1990**

Interviewed and counseled prospective students and parents. Evaluated students' academic and personal credentials for admission. Represented the University at college fairs and high school recruitment visits.

References available upon request





Google

Debra Lane <debra.lane@capeelizabeth.org>

# Application for Boards and Committees

1 message

Blaine S. Grimes <

Sat, Oct 15, 2011 at 6:10 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Blaine S. Grimes on Saturday, October 15, 2011 at 22:10:42

Date: October 15, 2011

Committee No. 1: Trustee of Thomas Memorial Library

Address: 2 Park Circle, Cape Elizabeth

Home phone:

unlisted:

Work phone:

Occupation: Chief Development Officer

Employer: Gulf of Maine Research Institute

Why these boards?: As a weekly patron of the library for the past decade and parent of three children in the school system, I am passionate about the future of the library as a gathering place and source of books, videos and audiobooks for our community. I have come to know several of the staff personally and one staff member suggested that I consider this position.

Skills/Talents: I have over 25 years of leadership development, marketing and operations management experience. I graduated from Amherst College in 1986 with a BA in English and then earned my MBA at Harvard in 1995. Finance, fundraising, technology and marketing are my core skills.

Previous Service: I served as trustee for the Cape Elizabeth Education Foundation for 3 years.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

**Blaine S. Grimes**  
2 Park Circle, Cape Elizabeth, ME 04107

Executive Summary

Accomplished, energetic senior manager with 25 years diverse business experience in both medium-sized and small company settings. Well-rounded leadership experience in management operations, business development, product marketing, and information technology as well as internet/intranet strategy and operational execution. Innovation, business strategy and operations management are key strengths, within science and technology markets.

Experience  
6/05- pres.

Portland, ME

**GULF OF MAINE RESEARCH INSTITUTE**  
**Chief Development Officer.** Responsible for comprehensive fundraising, marketing and communications activities for strategic fisheries research and education institute during period of intense growth and program evolution. Work scope includes business development, operations mgt, donor relations/fundraising, brand mgt, communications and pr, website, and volunteer management.

4/01-10/01

Portland, ME

**THE VIA GROUP, LLC**  
**Senior Web Client Strategist.** Freelance marketing strategist for national strategic communications firm. As senior client liaison, supported multiple projects ranging from internet strategy, brand design, positioning and roll-out, web site design and deployment, traditional media planning, pr and advertising strategy and generalized white paper/marketing research. Structured and managed multi-disciplinary teams of copywriters, design/graphics, production, technical integration teams and web design.

1998-2001

Westbrook, ME

**IDEXX LABORATORIES 1995 – 2001**  
**Director of Marketing; VetConnect.com.** Co-founder of internet start-up/subsidiary offering web-based professional service for veterinary practitioners. Collaborated on all foundation strategic work, developed feature set matrix, set up internal operations and hired all key personnel. Responsible for product design, pricing, technical specifications, user interface criteria, editorial content, selected partnerships and vendor management.

- First to market and last standing among over 30 competitive offerings.
- Well-endorsed strategy and approach by all key industry players and customers.
- Over 2000 subscribing clinics in 1 year – 10% of total available market.

1997-1998

**Information Technology Operations Manager.** Managed worldwide network operations for IDEXX laboratories, including WAN/LAN, PC technical support staff, and telecommunications. Key management focus included improved operational efficiency and stability, especially with PC support staff, improved customer service and strategic development of information service management

- 99.9% uptime and service levels for both WAN/LAN and telecommunications. Significant improvement over prior years.
- Contract rates renegotiation with key vendors, including MCI and AT&T for significant cost savings for phone and network operations support.
- Initiated outsourcing contract for first level PC support
- Development of job description and skills development/assessment program for technical support personnel to assist in retention, ongoing education, and personnel recruitment.

1997

**Project Manager – Turnaround Team.** Assigned by CEO and CFO to lead project team to analyze and turnaround commercial laboratory business. Led 4 member team in evaluating all key financial drivers for laboratory business, including customer, market competitive and operational data leading to business turnaround strategy and recommendations. Built profitable financial platform from which business is run and measured today.

- Redefinition of profitability drivers and price/volume sensitivity curves.
- Mapped out and analyzed courier routes for maximal efficiency.
- Analyzed customer segments and product offerings for profitability
- Implemented complex pricing increase including roll-out to customer base.
- Assisted in organizational restructure, establishment of professional standards committee and

equipment/technology infrastructure standardization.

1996-1997 **Assistant to the CEO.** Worked directly for CEO in diverse capacities, including primary responsibility for investor relations, business development, internal communications and events, recruiting and organizational development. In addition, managed CEO's administrative team and ran all staff meetings.

1995-1997 **Operations Manager**  
Managed manufacturing operations for professional office diagnostics division, including capacity planning, new product development and scale-up, sales and marketing team liaison activities. Focused on operational efficiencies, team innovation, leadership initiatives and vendor management.

- Developed and documented operations budget training process for all manufacturing supervisors and managers.
- Led and developed sales and operations budgets for FY1996 including all cost center and overhead allocations as well as inventory and unit costs. Established process for knowledge retention and corporate planning consistency in future budget cycles.
- Successfully led operations end of new allergy product launch, including establishment of in-house laboratory for tier-two allergy testing against 52 separate allergens and inventory specifications, design and management of immunoassay plates from launch through scale-up.

1994 **THE WALT DISNEY COMPANY** **Los Angeles, CA**  
**Summer Associate: Interactive Entertainment/Multi-media.** Developed new videogame/CD-ROM product concepts including script, game-play, level design, competitor analysis and marketing plans.

1990-1993 **THE SCA GROUP** **Elmhurst, IL**  
**Senior Project Manager.** Managed consulting teams specializing in business process improvement in a variety of healthcare environments, including home health, hospice, hospital and insurance companies  
Selected accomplishments:

- Managed team of six in comprehensive business process improvement project which moved BCBS of Maine from number 51 of 52 to 1<sup>st</sup> place performance rating among peers.
- Designed and implemented enhanced referral, visit scheduling and patient billing system for \$14 million Visiting Nurse Association. Facilitated multi-company merger and organizational realignment as part of financial restructuring.
- Developed new model for quality customer service in patient registration and emergency room operations of 250 bed hospital.
- Personal project sales exceeded \$1million in last fiscal year of employment.

1989-1990 **SUMMERHOUSE ADVERTISING AGENCY** **Hilton Head Island, S.C.**  
**Sales Director.** Managed sales and marketing efforts for small local agency. Assisted creative team with script and proposal writing.

1988-1990 **FREELANCE WRITER/PRODUCER** **New York, NY**  
Wrote national sales training manuals for 7 facsimile lines for Sharp Corporation. Manuals included product use instructions, simulated training scenarios and work exercises to accompany video.

1988-1989 **TOUCAN PRODUCTIONS** **New York, NY**  
**Production Coordinator.** Managed all projects for independent corporate video production company, including budgets, crews and production activities. Co-scripted and produced the original 18 screen videowall for AT&T PR headquarters in New Jersey.

1986-1988 **WNET/13** **New York, NY**  
**Researcher/Production Assistant.** Conducted film research, managed graphics selection, assisted in script writing and supervised rights procurement for four nationally aired documentaries.  
Selected accomplishments: Received Recognition of Achievement from National Academy of Arts and Sciences for research work on Emmy award winning program.

1993-1995 **Harvard Graduate School of Business Administration** **Boston, MA**  
**Masters in Business Administration, With Distinction**

1982-1986

Amherst College, Bachelor of Arts degree, Cum Laude

Amherst, MA



Google

Debra Lane <debra.lane@capeelizabeth.org>

# Application for Boards and Committees

1 message

**Julia Bassett Schwerin**

Thu, Nov 3, 2011 at 3:00 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Julia Bassett Schwerin \_\_\_\_\_ Thursday, November 03, 2011 at 19:00:05

Committee No. 1: Library Trustees

Address: 6 Cottage Lane

Home phone:

Work phone:

FAX:

unlisted:

Occupation: Real Estate Broker

Employer: Coldwell Banker Residential Brokerage

Why these boards?: I understand the creation of a new library is a major undertaking for the town and have special knowledge of historic and forecasted information usage patterns to contribute.

Skills/Talents: Founder/CEO of InfoTech, an international consulting and market research firm for information and entertainment technology from 1984 to 2005; this includes extensive knowledge of print, electronic and optical publishing content and technology, as well as market research on consumption of information and entertainment content. TML Gallery Manager for the Arts Commission since 2010.

Previous Service: TML Gallery Manager for the Arts Commission since 2010.

Employed By Town/School: No

Volunteer For Town/School: Yes

Town volunteer explanation: TML Gallery Manager for the Arts Commission since 2010. Serving on the Arts Commission since 2008.

Flexible Schedule: Yes

# JULIA BASSETT SCHWERIN

6 Cottage Lane, Cape Elizabeth, ME 04107

## Objectives

- I intend to put my skills, talent and experience to good use towards consumer entertainment, information technology, environmental, alternative energy or residential real estate projects.

## CAREER HISTORY

### **Broker and Realtor, Coldwell Banker Residential Brokerage, 2005 to present**

- Researches properties and analyses consumer market trends for property value and financing.
- Manages projects for contractual negotiations, contingencies, relationships, and compliance and liaisons with building inspectors, municipalities, attorneys, contractors, bankers and lenders.
- Develops original market research and analysis of third party statistics for [www.MaineMarketMonitor.com](http://www.MaineMarketMonitor.com) to educate clients on real property markets and publish market information to consumers for business development purposes.
- Earned certifications for Designated Broker (highest license), New Construction, Relocation, and Green Broker; earned continuing education credits 150% above requirements. Earned Top Selling Broker, Saco, Maine office serving southern Maine in July, May, April and March 2011.

### **Chairman and CEO, InfoTech, Inc. 1984 to 2005**

Infotech principals were advisors and consultants to leading computer and consumer electronics manufacturers and entertainment and information publishers, start-up companies, and the financial community, and provided reliable market research, economic forecasts and technology assessments in the US, Canada, and throughout Europe and Asia for over 20 years.

- Created original market research forecasts for consumer and industrial products in optical, magnetic, solid state and holographic tape, disc and RAM storage and delivery systems, and information, music, video, and games content on physical and online publishing media.
- Produced and published the formative DVD market reports used by the DVD Forum from 1995-2004, and a number of online and web special reports for clients e.g. owners of video, music, games and information content, manufacturers of consumer electronics, etc. worldwide.
- Built an original, proprietary, large-scale, long-range econometric model of all entertainment and information IP, CE and IT spending worldwide from WWII to 2025 tied to global consumer spending statistics and economic trends spanning hundreds of media, broadcast and network formats.
- Created, co-authored, and produced the benchmark source of industry output statistics for CD-ROM and multimedia worldwide for over ten years. Designed and populated a comprehensive, original database of historic and projected multimedia industry sales, tracking from 25 companies in 1986 to over 750 in 1995 using census survey techniques in a worldwide data collection operation.
- Managing partner responsible for project management, marketing, finance, operations and sales.
- Creative partner responsible for product design, surveys, data collection, and modeling.

### **Manager of Marketing and Sales, Information Delivery Systems, 1983-1984**

Helped to define and create the market for optical publishing (content delivery using laser discs, CDs, and DVDs) from the ground floor. Began as an internal consultant for market research and investor relations assigned by the parent, IIT Research Institute, then joined the management team to direct marketing and sales of one of the first vendors to invent, design and commercially market an optical publishing system using laser videodiscs (predating CD-ROM).

- Identified and developed early adopters from among online database and print publishers.
- Documented and presented technology assessment and business opportunity to investors.

## **Business Analyst, Technology Assessment Group, IIT Research Institute, 1981-1983**

Responsible for identifying markets, forecasting trends, and recommending venture and other equity financing for commercial applications of high technology developed in the public and private sectors.

- Investigated advanced technologies in materials (ceramics, substrates), manufacturing (robotics, optics), computers (gallium arsenide wafers, fiber optics), alternative energy (photovoltaic, wind, geothermal), and transportation (adiabatic engines, magnetic levitation, non-fossil fuels). Developed market forecasts, business applications and venture financing resources for new and emerging technologies integrating original expert surveys and third party market research.
- Created a multi-disciplinary team of materials and transportation scientists for original adiabatic engine multi-client market study (a state-of-the-art use of ceramics to improve engine fuel efficiency) in response to severe fossil fuels price increases and government mandates for fuel efficiency and emissions control.
- Selected by the President of IITRI to develop market for a for-profit spin-off based on a ground-breaking invention by the computer science division encoding data on laser videodiscs.

## **Sales and Regional Marketing Manager, Gates Rubber Company and Kenz & Leslie Chemical Distributors, 1979 to 1981.**

### **Technical Recruiter, Chemical and Engineering Personnel, 1976 - 1979**

- Responsible for identifying and qualifying candidates, acquiring job orders and filling jobs for applied science, engineering and technical management positions throughout the U.S.
- Worked with employers seeking specific work experience as Chemists and Chemical, Mechanical, and Electrical Engineers in process and design capacities in varied industrial sectors.

### **Personnel Assistant, Union Carbide Corporation, Films Packaging Div., 1974 - 1975**

- Assisted with Equal Employment Opportunity Compliance, Payroll and Benefits administration, and Engineering Recruitment for Fortune 100 Corporation.
- Recruited recent grads and experienced engineers in food packaging and plastic and natural films.

## **IT SKILLS**

Mac/PC; Excel, Word, PowerPoint, Frontpage, Access, HTML, Quickbooks, DataFit, Finale, Illustrator, SQL.

## **EDUCATION SUMMARY**

**B.A.** 1974, Northern Illinois University; Dean's List.

Completed coursework in the Executive **MBA** Program in Technology Management, Illinois Institute of Technology, 1982-1984; business coursework at Northwestern University and Indiana University.

## **BOOKS, REPORTS, PUBLICATIONS, WEBSITES and BLOGS**

Author of over 200 published trade articles, and published and private research reports. Creator of three websites and blogs on consumer entertainment and technology markets and one on Maine investment property markets.

## **CONFERENCES, SEMINARS, and COMPETITIONS**

Presenter of 200+ keynote and featured speeches, panel presentations and seminars at industry conferences and corporations in 18 nations, including MacWorld, Internet World, MILIA, Electronic Entertainment Expo (E3), Comdex, Software Publishers Association, American Association of Publishers, International Publisher's Association, and the Frankfurt Book Fair.

## **ASSOCIATIONS**

Member in good standing of Maine Association of Realtors and National Association of Realtors since 2005. Former Founder and/or Director of three international trade associations, including Optical Publishing Association and DVD Association. Former Member and Standards Committee Chairman of the Information Industry Association.







Google

Debra Lane <debra.lane@capeelizabeth.org>

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## Application for Boards and Committees

1 message

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Josh Carver

Thu, Sep 8, 2011 at 11:26 AM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Josh Carver ) on Thursday, September 08, 2011 at 15:26:20

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Date: September 8, 2011

Committee No. 1: Planning Board

Committee No. 2: Zoning Board of Appeals

Address: 40 Stonybrook Rd

Home phone:

unlisted:

Work phone:

Occupation: Attorney

Employer: Preti Flaherty

Why these boards?: I've been practicing law for the past 10 years and have always had an interest in land use law and zoning. I wish to use my experience and interest in this regard to assist one of Cape's boards.

Skills/Talents: My experience as a practicing attorney and general familiarity with land use issues and zoning laws from matters on which I have worked. I am also good at analyzing issues and collaborating with others.

Previous Service: I've volunteered as a coach and manager for Cape Little League for the past three years.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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**JOSHUA R. CARVER**  
40 Stonybrook Rd. - Cape Elizabeth, Maine 04107

***PROFESSIONAL EXPERIENCE***

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**PRETI FLAHERTY BELIVEAU & PACHIOS, LLP, Portland, Maine**

**March 2008 - Present**

*Associate, Litigation Department*

- Represent companies, municipalities, and individuals in complex litigation matters including antitrust class actions, business disputes, Section 1983 claims, construction litigation, maritime personal injury actions, and lease disputes.
- Represent business clients at jury trials in federal court.
- Represent municipal client as first chair at arbitration.
- Represent clients at mediations.
- Argue motions before federal and state court judges and magistrates.
- Take and defend layperson and expert depositions.
- Develop strategies to favorably settle disputes before litigation.
- Draft dispositive motions, briefs, and related filings for state and federal court actions.
- Work with experts to develop expert reports and prepare for deposition testimony.
- Advise clients regarding compliance with electronic data preservation obligations.
- Conduct all aspects of written discovery, including document collection, organization, and production.

**PAUL FRANK + COLLINS P.C., Burlington, Vermont**

**February 2007 - February 2008**

*Associate, Litigation Department*

- Represented companies and individuals in a variety of complex litigation matters including business disputes, product liability litigation, employment disputes, and personal injury actions.
- Represented business client at jury trial in state court.
- Took and defended depositions.
- Drafted dispositive motions, briefs, and related filings for state and federal court actions.

**WILMER CUTLER PICKERING HALE AND DORR LLP, Boston, Massachusetts**

**September 2001 - February 2007**

*Associate, Litigation Department; Summer Associate (Summer 2000)*

- Represented companies in complex litigation matters including products liability litigation, securities litigation, construction disputes, franchise disputes, employment disputes, and administrative appeals.
- Managed, supervised, and participated in internal investigations for public companies.
- Took and defended depositions.
- Drafted dispositive motions, briefs, and related filings for state court, federal court, and administrative proceedings.
- Worked with experts to develop expert reports and prepare for depositions.
- Conducted all aspects of discovery, including document collection, organization, and production.

***EDUCATION***

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**TULANE LAW SCHOOL, New Orleans, Louisiana**

*Juris Doctor, May 2001*

- Graduated *magna cum laude*, Order of the Coif
- Managing Editor, Tulane Law Review

**EMORY UNIVERSITY, Atlanta, Georgia**

*Bachelor of Arts, Political Science, May 1996*