

February 1, 2024

Collins Center for Public Management Recruitment
100 Morrissey Blvd.
Boston, MA 02125
Recruitment.umb@gmail.com

Dear Ms. Aicardi:

Please find attached my resume for consideration for the Town Administrator position with the Town of Monterey.

For the last 18 ½ years I have been serving the Town of Monterey, with my role for the last 3 years as the Town Administrator.

My experience with the Town of Monterey has been one of intense learning and growth. During my tenure I have sought, written and been awarded over \$1.7 million in grants for the Town. I have assisted in building a team of hard-working staff that excel in their respective departments. Together we keep Monterey as one of the most financially sound Towns in the Commonwealth and strive to perform in an ethical and professional manner.

Recently I have been involved in various stages of facilitating and implementation of designing a conceptual workforce housing plan on land behind town hall, researching and installing a program to monitor the roads with the goal of reducing overtime. I serve on our IT committee working to address our aging IT infrastructure to ensure that moving forward our data is secure. I am also a part of the Open Space and Recreation Committee where one of our goals is to look at implementing suggestions from of our recently adopted Master Plan.

The fire chief, police chief and I continually look for ways that Monterey may be able to incorporate some form of regionalization. The former Shared Human Resource (HR) Director (a shared position I successfully organized and received a grant for) and I worked together to update a large number of our policies in addition to creating ones we did not have. HR and I worked to update our personnel files and create digital backups of them all. The Treasurer and I have implemented a thorough and timesaving payroll policy and timekeeping system which Thomas Tedford and Shawn Fenn of the Collins Center said was “pretty progressive” for a small town.

My well rounded work history, proven dedication and my extensive familiarity with the Town of Monterey makes me the obvious candidate for the position.

I would appreciate having an opportunity to meet with you to discuss my qualifications and background further.

Respectfully,

Melissa Noe

Melissa A. Noe
243 Hulett Hill Road
Sheffield, MA 01257
(413) 854-1991 cell
noeway243@gmail.com

Skills/Strengths

Successfully awarded over \$1.7 million in grants
Excellent organizational skills
Computer Skills: Microsoft Office, Facebook, Virtual Town Halls and Schools, Quicken, VADAR accounting system
Learn new things quickly and enjoy expanding my current knowledge base
Excellent multi-tasker
Flexible, dependable self-starter
Notary

Education

A.S. Business Software Systems
Berkshire Community College, Pittsfield, MA
June 2007

MMPA/UMass Supervisory Leadership Certification

MCPPO Certification

Experience

2021-present Town of Monterey, Monterey, MA Town Administrator
Promoted to Town Administrator in March of 2021. In addition to the continued responsibilities of the Administrative Assistant, supervision of the efficient administration of all departments, commissions, boards and staff. Applies for and administers grants

2005-2021 Town of Monterey, Monterey, MA Administrative Assistant
Administrative Assistant for the Conservation Commission, Zoning Board of Appeals, Board of Health, Select Board and Building Inspector. Handle all incoming resident inquiries, complaints and comments. Preparation of the annual budget, annual report and town meeting warrants. Prepare meeting minutes for several boards. Procurement of supplies and services. Manage the town insurance. Maintain filing systems, town hall website and effectively and efficiently manage town hall for all town committees, boards and residents. Successfully applied for and received several grants for the town.

2002-2005 Mav-Mail, Inc dba @utoRevenue™, Great Barrington, MA Office Manager
Setting up new accounts, maintaining current accounts, payroll, A/R, A/P, Customer Service, Human Resources, managing eNOW revenue generating calls to our customers, managing relationships with our Agents out in the field and helping them with what they need to close/save/maintain a customer. Performing many various tasks assigned by the CEO and VP of Operations. In July of 2004 we acquired a new direct mail company and I assumed some of those duties which include maintaining that database, generating mailing lists and importing and cleansing data from our customers' in house customer management systems in addition to managing a small support staff.

2000-2002 Gilder Publishing, Great Barrington, MA Customer Service Manager
Assist subscribers via phone, email and fax with subscription questions and technical issues. Database management, small marketing projects, proofing direct mail pieces and working directly with vendors. Manage customer and vendor relationships. Traveled about 3 - 4 times per year to assist with conferences we sponsored.

Activities

I enjoy reading, golfing, camping, cruising, spending time with my family, attending sporting events and concerts. I have more than 7 years experience catering various functions and weddings for several local businesses and more than 15 years experience waitressing for several restaurants throughout Massachusetts and Connecticut.

To Whom It May Concern:

I'm writing to attest to Melissa Noe's experience as, and dedication to the position of Town Administrator for the town of Monterey. Melissa's knowledge and experience have been absolutely essential to me as a new Town Clerk learning the ropes. Anytime I have a question she is the first person I go to for advice, and she ALWAYS has an answer. She's proven her dedication to the town (as well as Town Hall and local government) enduring many difficult times over her tenure as Town Administrator. I can personally attest to her commitment to provide the citizens of Monterey with the best possible assistance with a multitude of situations. Her absence would surely have a significant negative impact on the daily operation of Town Hall. It's my opinion that choosing to not have her as Town Administrator would be a grievous unforced error.

Chris Andrews

A handwritten signature in black ink that reads "Chris Andrews". The signature is written in a cursive, flowing style.

Town Clerk of Monterey

March 5th 2024

February 22, 2024

TO: Monterey Board of Selectman

From Chief Brian D. Fahey

This letter serves a recommendation on the behalf of Town Administrator Melissa Noe.

I have known Melissa Noe for approximately 6 years. During this time I have worked with her in my capacity as the towns Police Sergeant and as the Monterey Police Chief. I know her to be a diligent and gifted multi-tasker who puts the Town of Monterey first before making any decisions. I have often asked her for opinions or advice regarding budgetary items or administrative dealings where she has told me things that I may not want to hear but puts Monterey first before anything else. She has shown a great sense of loyalty to Monterey over the past 6 years that I have been a part of town government. I find Melissa's work to be through, detailed and comprehensive.

I have a professional interest in wanting Melissa to continue as the Monterey Town Administrator, I am much more efficient in my administrative duties as she acts as in intermediary between the town account, treasurer and any other department that I may need. If I ever have a question regarding a grant or any administrative question she either has an immediate answer for me or will get me an answer usually before close of business. Melissa was instrumental in implementing the new payroll system, which has made the difficult task of payroll a simple and easy event. Melissa has almost 20 years of institutional knowledge which makes her an invaluable asset to Monterey. It is extremely difficult to replace that kind of knowledge.

I strongly believe Melissa Noe is the best person to lead the Town of Monterey into the future. I believe her to be the best choice for Monterey at the position of Town Administrator.

Respectfully,



Chief of Police Brian D. Fahey

3/6/2024

To the Members of the Monterey Select Board,

For over a decade I have had the pleasure of working with Melissa Noe and it is with this experience that I am writing to you today to recommend that you rehire her for the position of Town Administrator. Melissa has many assets that I believe are beneficial to the town and it is naïve to think that we will be able to find another person to fill her very big shoes.

In today's world it is rare to find someone with a strong of work ethic as Melissa. She has dedicated her career to the Monterey and is always willing to go above and beyond to support the day to day operations of the town. She is always on time and never shows up unprepared. She is willing to work outside of standard work hours if a situation calls for that. This can be for big and small reasons, like leaving for work early to pick up food for those running the election or staying late to support an employee who is trying to work out a challenging situation. Anytime there is a problem or an issue she thinks about it from all angles and considers all parties and is willing to think of creative solutions. She also wears many hats and will do whatever it takes to get a job done. For example, not she is not tech support, but she has spent endless hours helping me and other employees learn the ins and outs of computer programs. She also works as mediator helping to repair relationships between selectboard members and department heads when things get tense.

She is a cheerleader for the town and always looks for solutions and approaches problems with a positive attitude while encouraging those around her to do the same. Many times, in my tenure as Director of Operations I was ready to give up during challenging situations and she always encouraged me to look on the bright side of things and work positively with other members of the team and not lose sight of a common goal. I know she does this for other employees as well. I know for a fact that I could not do my job as well as I do without the support as someone as competent as Melissa. She runs a tight ship, she approaches the budget with a fastidious eye, and has an institutional knowledge and awareness of the Town of Monterey that cannot be replicated. It will be hard to find someone who has such refined skill with keeping the complexities of small town operations and politics running the way she does. I believe she cannot be replaced.

With the ways she has been treated over the years, I often wonder why she decides to stay in this position, but I know it is because she really cares for this town and its people. We would be foolish to let her get away.

Thank you,

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

Shawn Tryon, Fire Chief and Former Director of Operations, Town of Monterey



ERIC A KINSHERF, CPA

Certified Public Accountants

116 State Road #8
Post Office Box 791
Sagamore Beach, MA 02562

February 28, 2024

Re: Reference for Melissa Noe

To Whom It May Concern:

Please consider this letter as support for Melissa Noe's candidacy for the Town Administrator position.

We have worked with Melissa Noe for many years as the Town of Monterey's Town Accountant. Melissa has been the Town Administrator and has done an excellent job managing the Town's financial team which consists of weekly meetings, task lists, and questions regarding financial issues.

I have found Melissa to be professional and personable with a consistent focus on getting the job done. Melissa is very organized and has excellent communication skills. We have worked with many Town Administrators over the years, as accountants, we really appreciate working with Melissa.

Melissa Noe is a pleasure to work with and would be an excellent person to fill the role of Town Administrator.

Sincerely,

Eric A. Kinsharf

Gareth J Backhaus
105 Pixley Road
Monterey, MA 01230

February 6, 2023

Monterey Selectboard
Town of Monterey
435 Main Road
Monterey, MA 01245

Dear Selectboard:

I worked with Melissa Noe since the first day she started. Right from the beginning I found her to be a cheerful, hardworking, intelligent, dedicated and loyal employee. As she continued her education, I was able to watch her grow as a professional. She always strived to be the best person she could be. She worked hard to modernize the way the townhall ran including, but not limited to launching the first Town of Monterey web page. The web page was so amazing I got requests from fellow police chiefs, from much larger communities, asking for the name of the person that designed it. Over the years, Melissa has made many more positive changes than I can mention and she was always looking for ways to save the town money. She has had the trust and respect of the majority of the town employees and has always been a team player, willing to help when needed. One thing I can say for sure Melissa has always had the best interest of the town at heart. With her almost 20 years of dedicated service to the Town of Monterey, I feel she is the best person for the position of Town Administrator.

The Town of Monterey is a special place and it has had a longstanding tradition of supporting its employees. With that said, I hope to see this continue. After all job security is on every employee's mind. Please keep in mind the message you will be sending.

Respectfully,



Gareth J. Backhaus
Chief of Police, Retired
Monterey Police Department

1/19/2024

Town of Monterey

Select Board

435 Main Road

Monterey, MA 01245

To the Honorable Board,

I am writing in support of Melissa Noe's position as Town Administrator. My first impression of the town was not a perfect one. Two of three board members met with me twice before I accepted the position of Highway III. Four months passed before I actually met the third member of the board. It was Melissa who answered all of my questions. Later on, the Foreman position came open, and knowing my background, it was Melissa who with Shawn Tryon urged me to apply. For personal reasons I respectfully declined. She did not accept this easily and continued to press on. Later the Director of Operations position came open, and again Melissa was there to urge me to apply. I had done my time as a manager and wished to finish out my working life in a decent hourly position. It was solely persistence and logic that convinced me to accept.

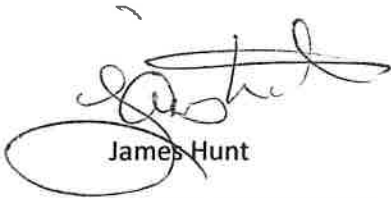
At that time the political climate was ugly. We worked hard to rebuild our team and continue on with Public Works and the Transfer Station. Without her tribal knowledge and guidance, I don't know what we would have endured. For me and an all new crew, it was almost a seamless transition.

Since then, we have experienced changes in DEP regulations, Chapter 90 and other state aid changes, changes in boards and committees, and changes in staffing. We wrapped up open projects and initiated new ones. We also evaluated under performing vendors and replaced them as needed.

I inherited the MVP Main Road project and the DEP funded Hupi Road project, and with Melissa's guidance we are ready to bid one and ready to submit the other for chapter 85 review. We successfully re-wrote the MassWorks grant for Beartown Mountain Road totaling \$1,000,000 in funding. Next we successfully co-wrote the \$446,000 application for funding from the Rural and Small Town Development fund for the Sandisfield Road Culvert replacement project. Melissa regularly reminds me of funding opportunities as they arise. We are considering several new infrastructure projects. All this in two short years, and while she handles numerous other departments, boards, budgeting, reporting, residents, visitors and who knows what else.

Personally, I am in no way interested in training a new Town Administrator when we have a dedicated and competent person. I see zero benefit in subjecting the town's people, and the employees to the process of seeking a new administrator. There is far less security in this proposal than the current leader that has proven her value over and over. A feel a far better use of resources would be to seek a qualified candidate to assist the Town Administrator and build some redundancy in that office.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "James Hunt", with a large, stylized flourish extending from the end of the signature.

James Hunt

Director of Operations

Town of Monterey



Mass MuniFin
Municipal Finance Consulting
P.O. Box 351
Hardwick, MA 01037

February 14, 2024

To Whom it May Concern,

I am writing on behalf of Meliss Noe, who is a candidate for your company. It has been my great pleasure to know Mrs. Noe over the past 4 years as the town administrator of the Town of Monterey, MA. In my experience Melissa is dependable, discrete, loyal, honest, and realistic in her expectations.

I have worked with many town administrators over the past several years, and Melissa stands head and shoulders over most, not only in demonstrated initiative, intelligence, and creativity, but also in her ability to function as a productive member of a team. Her intellect is matched by her ability to communicate clearly, and respectfully interact with the town's citizens.

Melissa's excellent communication skills, positive outlook, and pleasing personality enhance her natural leadership qualities. Melissa's willingness to accept challenges and listen to input enables her to contribute thoughtful, well-reasoned approaches to helping others solve difficult problems.

It is with great enthusiasm that I recommend Melissa for your available position and am readily available to be contacted if you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to be 'Sara Hunter'.

Sara Hunter, Owner/CEO

sara@massmunifin.com

***Kimberly Jo Wetherell
Ten South Road
Peru, Mass 01235
kjwetherell@verizon.net
Mobile (413)441-3697***

February 7, 2024

Town of Monterey Select Board
Chair Justin Makuc
435 Main Rd
Monterey, MA 01245

Recommendation for Melissa Noe

Dear Select Board,

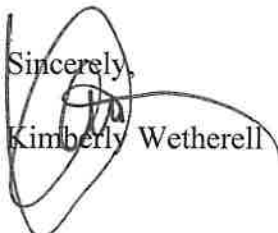
This is a letter of recommendation for Melissa Noe. I have worked with Melissa while she was Monterey's Administrative Assistant and as the current Town Administrator during my time as Monterey's Conservation Commission Agent.

Melissa is exceptionally responsive in her duties as a Town Administrator. She has excelled in this role, exhibiting one of the highest levels of productivity I have seen in a Town Administrator during my 10-year tenure serving other towns including Monterey. She has been a functional main resource for all departments, boards, and committees, and to be able to continue in that official capacity is a benefit for Monterey.

Melissa is well qualified for this position because she is a strong and confident leader. This trait has been a benefit to Monterey because each day I and others that serve Monterey can come to work knowing that we can expect full transparency, respect and decisive leadership expected from a Town Administrator. Proactive in anticipating administrative needs, she takes initiative to go beyond the parameters of her job including stepping in with a "can do" attitude and taking on the tasks with a positive energy to keep a department running efficiently if need be.

Finally, I volunteered to write this recommendation for Melissa because I am very grateful for her assistance and confident that she has the work ethic, productivity, and communication skills to go beyond the expected parameters of her job.

Please feel free to contact me if you require any further information.

Sincerely,

Kimberly Wetherell

Maggie Barkin
Chair, Monterey Cultural Council
P.O. Box 151
Monterey MA 01245

February 13, 2024

Letter of Endorsement for Melissa Noe for Town Administrator

In my experience as a private citizen and as chair of the Monterey Cultural Council Melissa Noe has handled every need of mine in a professional manner. When I visit Town Hall, she is gracious and helpful. When I email, she communicates very promptly and effectively.

Thanks to Melissa, I have had successful interactions with our town's accounting firm, the Parks Commission, the Town Clerk, the Head of Operations and especially with the Select Board. She has advised me on how best to approach my request and I have learned so much about how our town operates. She knows every one of these entities, she provides appropriate language, online forms, and email addresses.

I have benefited from the many small systems Melissa has devised to make the tasks we want to accomplish at town hall efficient and effective. A Vendor sheet provides a number for everyone Monterey has ever paid so that we don't have to chase down a W9 form. I'm particularly grateful for her gentle manner when I need to relearn a procedure. She takes on small clerical needs so that we, who volunteer, can serve our community with ease.

Recently, I had the opportunity to hear testimony describing Ms. Noe's ability to do her job. One after another, private citizens talked about her stellar work ethic and consistent ability to provide what was needed to members of our community going back many years. I heard town employees such as the town clerk and head of operations/road crew, read a letter of endorsement from the employees with whom he works, describing Melissa in her role in the highest possible terms.

As the chair of the Monterey Cultural Council, I have a rather complicated set of tasks to complete each year to distribute funding to various individuals and institutions. The systems I am required to use have been created by the Massachusetts Cultural Council. Even though the Massachusetts Cultural Council is only one of the many organizations created by the state with which volunteers like me must work, Melissa has familiarized herself with their procedures and requirements. She endeavors to help me understand what I need to do so that Monterey Cultural Council is among the few LCCs that distributes all the annual funding from the state and town each year.

I am confident that when you are considering your choices, Melissa Noe will be your best choice because she will appear as the consummate professional she is and one who has already served as a Town Administrator for many years.

February 22, 2024

To the Monterey Select Board, regarding the tenure of Melissa Noe, Town Administrator:

My participation in town government began in the 1980s, when I was first elected to the Zoning Board of Appeals. I believe my last consecutive five-year term on the ZBA ended in 2005. In recent years, I have served as Chairperson of the Monterey Renewable Energy Working Group.

My experience covers a long period of ever-increasing local entanglement in state law regulating municipal government. We are a small town drawing on a correspondingly small pool of residents to participate in town government. As the bureaucratic burden has increased, the number of willing participants has decreased. This is a well-recognized concern. There are many vacancies on useful (necessary!) town boards and committees. This has occurred in tandem with an upward spiral of local wealth driven by urban moves into a hot real estate market. We now have many residents who bring new sensibilities and values to town life.

This restive period of change resulted, only a few years ago, in disruptive, bad-faith attempts by egotistic, elected officeholders to revamp, wholesale, the way the town does its business. That effort fizzled. Good faith has been renewed, and steps are under way to address fast-moving change effectively.

The position of Town Administrator was established to address the increasing burden of mandated, detailed legal process in the conduct of town business. Melissa Noe, whose previous experience as Monterey's Administrative Assistant goes back nearly twenty years, recently became our first Town Administrator. She has lived the change while serving the town.

In my own officeholding experience, her work has always been exemplary, and she has navigated personal attack, controversy, and change with determination and grace. We can continue to benefit from her unique experience by retaining her in her current position for the upcoming contract period. She will not be available forever, but the town can provide now for a potential successor to learn from that experience while shouldering some of the work load. I view this as a respectful and effective way to secure continuing good government for the Town of Monterey.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Murkett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Peter Murkett

January 24, 2024

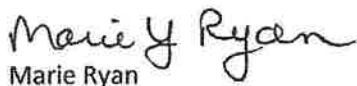
To Whom It May Concern;

I would like to give my full support and confidence in Melissa Noe as a Town Administrator. I have known Melissa for a few years and worked with her as a fellow Town Administrator and as my boss when I was the Interim Town Clerk in Monterey. I find Melissa to be extremely knowledgeable and professional in her position as Town Administrator. There have been times when I have needed advice and suggestions in regard to certain situations as the Town Administrator and she was always willing to help and gave helpful advice. As for being a boss, I have worked with her as the Interim Town Clerk in Monterey. She was always very helpful, always available, and made sure I had everything I needed to complete my job. Whenever I witnessed her interact with residents, she was always courteous and respectful while trying to assist them in any way she could.

I truly think Melissa is an asset to any Town that would allow her to continue her leadership role and use her knowledge and experience to benefit the town and the community.

Please feel free to contact me should you have any additional questions. I am happy to support Melissa in any way to continue her career path.

Sincerely,

A handwritten signature in cursive script that reads "Marie Ryan".

Marie Ryan

West Stockbridge Town Administrator

February 22, 2024

To Whom It May Concern,

In the several decades I have known Melissa Noe, I have found her to be patient, interested and thorough. The recent past would have tried the soul of the most stalwart individual but Ms. Noe continued to serve the Town well when some turned against her. All while maintaining a sense of humor.

She has become the consistent thread in the affairs of the town, knowledgeable about the ins and outs of state and local bureaucracies, procurement and personnel, outlasting many board members. The Town would be hard pressed to recover the institutional knowledge that she has. She communicates effectively with Town Departments and Boards and has been able to consistently facilitate and problem solve. At Board Meetings and Town Meetings, Ms. Noe is quick to offer information or correct errors.

Ms. Noe has proven a capable administrator focused on serving the public, answering questions in the office and telephone, maintaining a busy office and keeping records organized. She is a reliable source of information on procedure and protocols as well as being able to guide diverse agendas to resolution.

In short, Melissa Noe is a valuable asset to the Town. Her departure is not something that is to be wished for but in the event, careful thought and planning must be in place for any transition.

Interviewing random applicants who submit resumes just to "see what's out there" is not a strategy for a successful transition nor likely to be a satisfying exercise.

Sincerely,

Michele Miller

Selectboard Member early 2000s

Finance Committee Member 2020-2023

Full time resident since 1974

A handwritten signature in cursive script that reads "Michele Miller". The signature is written in dark ink and is positioned to the right of the typed name and biographical information.

Hillel M Maximon
PO Box 360
Monterey, MA 01245 0360

Thursday / 15 February 2024

The Town of Monterey Select Board
435 Main Road
Monterey, MA 01245

Greetings:

I am writing to the Select Board of the Town of Monterey urging it to keep Melissa Noe as our Town Administrator.

Melissa has worked in town hall for more than 18 years, and she has shown that she gets things done. Melissa's 'institutional knowledge' is the most compelling reason for her to continue in her position. Time-after-time she knows exactly to whom to turn for information regarding the management of our town.

There is no hiding that Melissa has faced controversies in the past, but even that has a silver-lining. Without discussing the merits of the controversies, what she has shown is her tenacity and determination to stay above the fray and continue to perform at the highest levels expected of her.

What is essential for this town is an advocate for our needs and a person capable of realizing them. In my opinion, institutional knowledge, tenacity, and determination are very important traits one brings to a position. The Town of Monterey would be remiss if they didn't focus on these traits as they seek a Town Administrator – and reappoint Melissa Noe.

Yours truly,



HMM: uw

Dear Justin, Susan, and Frank:

Since I frequently attend your select board meetings, I'm aware that you have thoroughly considered the position of town administrator and Melissa's capacity and conduct as such. Nevertheless, I'd like to offer my insights for your consideration.

During my term on the select board, I found Melissa to be consistently well-informed, diligent, energetic, dedicated and honest. She was especially helpful on budgeting, and very responsive to the needs of department heads and the multi-member boards. She has also been particularly successful at obtaining small and large grants for Monterey.

Her comprehensive knowledge of the relevant state agencies, administrators in other towns, and the town's past enhanced her ability to respond fully to the informational needs of the select board.

Your recruitment profile seems to emphasize strong interpersonal skills as one of the important qualifications for the position. Strong evidence of Melissa's abilities in that regard was demonstrated by the many department heads who appeared at the select board in opposition to your decision to post Melissa's position. I think it is fair to say she clearly has the emphatic support of the Director of Operations, the Police Chief, the Chief of the Fire Department, and the Town Clerk.

During Melissa's many years of dedicated service, there have been from time to time a few complaints about her expression of emotions, including anger. Although you have all stated that her interpersonal skills have improved, I believe that some members of the select board may be overly focused on this aspect, especially since the complaints are almost entirely quite petty.

In any case, I hope that when you consider the subject of interpersonal skills you keep in mind that consistent scholarly research indicates that there are vast differences between how men and women are treated for expressing emotions, and particularly anger. Men who express anger at work are perceived as higher status. Women who express anger at work, however, are perceived as lower status and less competent. Monterey should strain to avoid that kind of sexism.

John F. Kennedy famously emphasized the core leadership quality of grace under pressure. Consider that unjustified mistreatment of Melissa began over four years ago and continued thereafter with such actions as her wrongful suspension and the entirely unwarranted investigation of unfair complaints filed by Terry Walker and others, including a present member of the select board. Through all that onslaught, Melissa has conducted herself with dignity and admirable professionalism. That is grace under pressure.

Lastly, I want to emphasize the importance of stability for the town and for the town's employees. Melissa's continued service as Town Administrator will insure competent and consistent leadership for many years. Turning to new hires, folks who history

shows will be looking for a better job within a year or so, will most likely mean difficult adjustments by department heads every couple of years and inconsistent management of the many long term projects that you want the town administrator to address.

Therefore, I respectfully urge you to reappoint Melissa and to signal to the town and its employees that you will give her the respect and support any administrator deserves.

Respectfully Submitted,

Don Coburn

Steven J. Weisz

40 Bidwell Rd.
Monterey, MA 01245

To Whom it may concern,

I have worked with Melissa Noe in a Supervisory/Employer capacity for over 6 Years. During that time, I have found her to be a dedicated and hard working employee.

Her current role as Town Administrator is a complex one. She must perform many different types of duties; from correspondence, to completing and filing necessary forms and reports, to procurement, to employee supervision and coordination, grant writing, working with town employees, boards, volunteers and the public.

These activities must adhere to the myriad of ever changing Local, State and Federal rules and regulations. In light of this, she is required to learn, comprehend, and keep updated with them.

Lastly, her job occurs in an atmosphere that is often politically charged, challenged by economic realities, burdened by public health & safety disruptions, and includes constant interaction with personnel and the public throughout the day.

Ms. Noe meets these challenges with aplomb.

I would highly recommend her for any position that requires a talented, multifaceted and committed individual.

Please feel free to contact me with any questions.



Steven J. Weisz

917-670-6339

SJWeisz@GMail.com

Addendum to the Letter of Recommendation

(for use to apply for the current job of TA for the Town of Monterey)

Monterey Selectboard,

Consistency, knowledge, experience and ability; in service to any organization is worth more than 100 new applicants or 1000 people that think it might be 'fun' or 'interesting' to be the Town Administrator.

I have personally waded through several cycles of resumes and offered the position to 2 candidates in the hope that they will 'grow' into the job, or 'make time for our town'. These experiences were utter failures for Monterey.

When the combining of the jobs of part-time Town Administrator and Administrative Assistant to form the current position was proposed to me, I was skeptical. However, Melissa Noe makes it work.

Regardless of personal feelings or perceived slights that have occurred to your-self or others, the basic truth is that the Town of Monterey benefits with Melissa Noe in her current position, and any replacement with comparable skills with require DOUBLE her current salary.

In closing, you will leave the Selectboard one day (like me). Wouldn't you want to know that the daily operation of your Town is in the hands of someone that shows up every day, knows what they are doing... and does their job???

I do.


Steven Weisz

I am a longtime resident of Monterey and have known Melissa Noe since she began her employment in our town. I can attest to Melissa's helpfulness to individual citizens and extensive knowledge of town government matters, both in my personal dealings with her and in hearing from friends and neighbors who have benefitted from her skills. But rather than focus just on my own experiences, I would like to highlight comments made by town employees and citizens who wrote to the Select Board recently in support of renewing Melissa's contract as Town Administrator. It is important to recognize that there is widespread support for retaining Melissa, who has been a loyal, dedicated, and hard-working employee for nearly two decades. Many residents of Monterey, including myself, are dismayed at the thought of losing her. Those feelings are reflected in the strength of these statements and are testament to how much we value Melissa's service to the town.

Examples of support from town employees and volunteers:

Former selectmen Steven Weisz, Donald Coburn, and Scott Jenssen all wrote in support of Melissa continuing as Town Administrator. Mr. Jenssen said that she is "a good person and a great T.A." She has shown "year after year her appreciation and devotion to our town."

Maynard Forbes, now retired, served as Firefighter EMT, Assistant Fire Chief, Director of Operations (among other positions). He wrote that "I find it hard to accept the fact that you will attempt to terminate Melissa Noe as Town Administrator. [She] has been an extremely valuable employee for almost 20 years. I worked with Melissa and appreciate all she has done for the Town of Monterey."

Barbara Gauthier, former Town Accountant, stated that she "worked with Melissa for a number of years. I found [her] to be loyal, hard working, helpful and most importantly invested in how the town operates. Melissa is the jewel in Monterey's crown."

Michele Miller, who served as Chair of the Finance Committee, wrote: "Throughout the recent upheavals in Town affairs, there was one constant. In spite of outlandish accusations and petty posturing by so-called leaders, Melissa Noe was doing her job as she has done these past many years."

Christopher Blair, who has served the town in various ways, wrote: "Please understand that many in Town believe that Melissa does and has provided very good service, guidance and management of those items within her responsibilities. I would recommend supporting the renewal of her contract to continue her good work." He stated succinctly that it would be "terrible" to lose her.

Maggie Barkin, chair of the Cultural Council, stated, "We have weathered a tumultuous time of conflict in town. Things are now running smoothly. It is a poor choice to focus on replacing Melissa."

Examples of support from concerned citizens:

Carol Welsch: "I have resided in Monterey since 1990... I hope [the Select Board] will hear the support that exists for this outstanding employee ... [who] has served the town for 18 years and has earned the respect and admiration of the townspeople because of her hard work, success, and ongoing commitment."

Anastasia Smith: "I am writing in support of Melissa Noe, Town Administrator. I feel she does a fine job for the town."

Susan Sellew: "I am in favor of retaining Melissa as she is The One who seems to know what is going on in town."

Barbara Dahlman: "Melissa is efficient, loves our town, and knows it extremely well.... Our town has had recent controversy and is just settling down. We should make no change."

Clearly, a wide range of citizens and employees have the highest regard for Melissa Noe's intelligence, work ethic, helpfulness, loyalty and devotion to Monterey. I am just one of many who feel strongly that she deserves to remain in her position as Town Administrator.

Sincerely,

Ellen Coburn



Massachusetts Interlocal Insurance Association

This is to certify that

Melissa Noe

attended the following MIIA Seminar

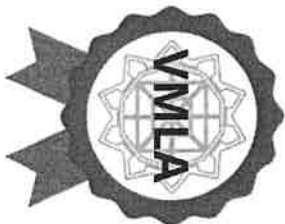
Preventing and Addressing Discrimination in the Workplace

This training meets the MCAD requirements for Discrimination and Harassment Training

Gina Ryan

Date: 2/13/2024

Gina M. Ryan



CERTIFICATE OF PARTICIPATION
Massachusetts Municipal Association

MELISSA NOE

*for sharpening your skills in **Communication and Feedback** during
the Fall 2023 Virtual Municipal Leadership Academy webinar series*

A handwritten signature in black ink, appearing to read 'Adam Chappelaine', written over a horizontal line.

ADAM CHAPPELAINE
Executive Director & CEO, MMA

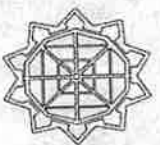
A handwritten signature in black ink, appearing to read 'Cally Ritter', written over a horizontal line.

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MOAKLEY CENTER FOR PUBLIC MANAGEMENT AND
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Certificate in Municipal Finance Management Seminar

Is hereby granted to

Melissa Noe

On December 11th, 2020

Marie (Sandy) Matava, Director
Moakley Center for Public Management

Geoffrey Beckwith, Executive Director & CEO
Massachusetts Municipal Association



OSHA Training Institute Education Center Region 1
and the United States Department of Labor, OSHA

certify that on October 2, 2018

Melissa A Noe

Has completed training in

OSHA 7500 Safety and Health Management

For 0.7 Continuing Education Units (CEUs)

Director OSHA Training Institute Education Center Region 1
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Wisdom to make a difference.

Instructor: Kimlee Lindgren



Brenda S. Judson, Acting Director
Directorate of Training and Education



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Massachusetts Interlocal Insurance Association

This is to certify that

Melissa Noe

attended the following MIIA Seminar

**Special Topics for Supervisors - NON DPW 9/9/21, 9/16/21, 9/23/21,
9/30/21.**

Rockie Blunt

Date: 9/30/2021

Rockie Blunt



Massachusetts Interlocal Insurance Association

This is to certify that

Melissa Noe

attended the following MIIA Seminar

Preventing Discrimination & Harassment in the Workplace

This training meets the MCAD requirements for Discrimination and Harassment Training

Gina Ryan

Date: 5/10/2022

A handwritten signature in cursive script that reads 'Gina M. Ryan'.

CERTIFICATE OF ACHIEVEMENT

This certifies that

Melissa Noe

has successfully completed

Supervisory Leadership Development Program

Sponsored by the Massachusetts Municipal Personnel Association

Fall 2017

Collins Center for Public Management - University of Massachusetts Boston
Workplace Learning and Development - University of Massachusetts Amherst

Stephen McGoldrick
Stephen McGoldrick, Director

Edward J. Collins, Jr. Center for Public Management

Collins Center for
Public Management



Margaret Arsenault
Margaret Arsenault, Director

Department of Workplace Learning and Development

Workplace
Learning and
Development



W&D