



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: October 16, 2015

TO: Board Members

SUBJECT: Appointment to Park & Recreation Commission

This memo is to request the Board's approval of my appointment of Elena Bartholomew to the Park & Recreation Commission with a term expiration date of 1/31/2019.


Town Manager

51 Newport Street
Arlington, MA 02476
781-646-4678
September 18, 2015

Adam Chapdelaine, Town Manager
Town of Arlington
730 Massachusetts Ave.
Arlington, MA 02476

RE: Park and Recreation Commission Position

Dear Mr. Chapdelaine,

I am writing to express my interest in the open park and recreation commission member position. I have been working with the commission for the past two years as an associate member. The thought behind the associate position was to provide experience and insight into the commission, should a full member opening come up. I would like to use my experience to take this next step with the commission.

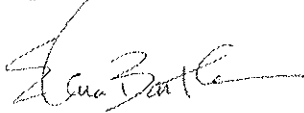
You may recall from my letter of interest for the associate position, I was raised in Arlington, went through the school system, married another long time Arlingtonian, raised three children here and have started in on the next generation with a second grandchild on the way. Needless to say I have deep roots.

I have attached an updated "brief" resume that includes my current park and recreation position for your review.

In closing, I'm aware this position is open due to the passing of Jim Robillard, a great resource for the commission and member of the community. Jim will be a tough act to follow, but I'd like the chance to contribute in my own way.

I look forward to hearing from you and welcome your call if you have any questions.

Regards,



Elena Bartholomew

cc: J. Connolly

Via email: townmanager@town.arlington.ma.us
jconnolly@town.arlington.ma.us

✓
Elena Bartholomew
51 Newport Street
Arlington, MA 02476
781-646-4678
2015

VOLUNTEER / COMMUNITY POSITIONS

Arlington Park & Recreation Commission, Associate Member, 2013
AYBSA (current); coach, former board member and director of softball
Arlington Youth Hockey (past); board secretary
Girl Scouts (past); leader, school organizer, parade organizer and town cookie chair
Brackett School PTO (past); co-president, secretary, fair organizer

EMPLOYMENT HISTORY

1999 – Present

Custom Contracting, Inc., 1267A Mass. Ave., Arlington, MA 02476
Office Manager, Production & Marketing Assistant

1990 – 1999

Part-time positions in clerical/administrative field while an at-home mom.

Pre - 1990

Full-time administrative positions for local companies.

EDUCATION

Fisher College, Boston – Associates in Business Management courses
Arlington High School

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 19, 2015

Elena Bartholomew
51 Newport Street
Arlington, MA 02476

Re: Appointment: Park and Recreation Commission

Dear Elena:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, November 9th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka

Marie A. Krepelka
Board Administrator

MAK:fr