

# CITIZENS LEADERSHIP ACADEMY



Town Administration invites you to participate in the first- ever Citizens Leadership Academy! This academy will allow the citizens of Auburn to learn more about their Town Government through a variety of classes and interactive activities.

## HOW DO I APPLY?

Residents are welcome to apply for the academy by filling out an application online or in-person at the Town Manager's Office.

Anyone interested in attending the Citizens Leadership Academy may call 508-832-7720 and request an application or go to [Auburnguide.com](http://Auburnguide.com) under "Town Manager- Citizens Leadership Academy".

**Applications due by  
February 23rd**

## 10 WEEKS

Thursdays from 6:00-8:30pm  
March 22nd-May 24th

## LEARN ABOUT ALL TOWN DEPARTMENTS

Town Manager      Finance      Police  
Fire      Inspectional Services      DPW  
Public Services      **and more!**

## INTERACTIVE TOURS

## REQUIREMENTS

- Resident of Auburn for at least one year.
- Consideration will be given to applicants who work in Auburn but do not live in Auburn.
- Must be 18 years of age by July 1, 2017.
- Registered Voter
- Must be able to pass a background check and willing to sign a waiver

# Town of Auburn, Massachusetts

Julie A. Jacobson  
Town Manager



## Town Announces First Citizens Leadership Academy

The Town of Auburn is pleased to announce its first Citizens Leadership Academy to inform and educate residents on the operations of Town government in order to provide a greater understanding of their local government and to stimulate future interest in serving on boards and commissions.

The Citizens Leadership Academy is a ten-week series of informative, educational and interactive sessions to inform participants of the intricacies of Auburn’s municipal government through presentations, documents, tours, demonstrations and activities to help develop an understanding of various town operations, programs and services. Our goal is to infuse an interest in and deeper understanding of local government and to hopefully aid in the development of a future pool of informed residents who are willing to serve as local leaders on boards, committees and commissions within the Auburn community.

The first Citizens Leadership Academy is scheduled to run on Thursdays beginning March 22, 2018 through May 24, 2018 from 6:00-8:30 PM.

Session	Class Dates	Time	Topic/Department	Location
1	3/22/2018	6:00 p.m. to 8:30 p.m.	Town Government Overview; Finance and Budgeting (Accounting, Assessing, Treasurer/Collector)	Town Hall
2	3/29/2018	6:00 p.m. to 8:30 p.m.	Fire Rescue Department	Fire Station Headquarters
3	4/5/2018	6:00 p.m. to 8:30 p.m.	Police Department	Police Station
4	4/12/2018	6:00 p.m. to 8:30 p.m.	School Department	Auburn Middle School, High School* *Bus available
5	4/19/2018	6:00 p.m. to 8:30 p.m.	Information Technology, Communications, Emergency Management, Town Clerk, Boards and Commissions	Town Hall
6	4/26/2018	6:00 p.m. to 8:30 p.m.	Department of Development and Inspectional Services (Planning, Energy, Economic Development, Building/Code, Health, Animal Control)	Town Hall

102 Central Street  
Auburn, MA 01501  
Telephone: (508) 832-7720 Fax: (508) 832-6145  
Email: townmgr@town.auburn.ma.us  
Web site: www.auburn.guide.com

7	5/3/2018	6:00 p.m. to 8:30 p.m.	DDIS Animal Control, Recycling/Trash) DPW ( Engineering, Sewer, Fleet Maintenance, Facility Management, Highway)	Animal Shelter, DPW Garage
8	5/10/2018	6:00 p.m. to 8:30 p.m.	DPW (Parks & Cemetery, Golf Course, Recreation/Culture)	Pappas Complex, Pakachoag Golf Course* *Bus available
9	5/17/2018	6:00 p.m. to 8:30 p.m.	Public Services (Library, Cable)	Library, Cable Television Studio (High School)* * Bus available
10	5/24/2018	6:00 p.m. to 7:30 p.m.	Public Services (Senior Center, Veterans Services), Graduation	Senior Center

Interested applicants must meet the following qualifications:

- Must be a resident of Auburn for at least the preceding 12 months (1 year)
- Must be a Registered Voter in Auburn
- Must be 18 years of age by July 1, 2018
- Willing to go through a background check and sign a liability waiver
- Space permitting, consideration will be given to applicants who work in Auburn but do not live in Auburn

Applications are available on the Town's website at [www.auburnguide.com](http://www.auburnguide.com) or by calling the Town Manager's Office at 508.832.7720.

Session	Class Dates (Thursdays)	Time	Topic	Description	Location	Interactive	Transportation	Examples of Hand-Outs
1	3/22/2018	6:00 p.m. to 8:30 p.m.	Town Government Overview, Finance and Budgeting (Accounting, Assessing, Treasurer/Collector)	Overview of Town organization, departments and divisions, management team. Policies and procedures, facilities, Board of Selectmen overview, Finance and budgeting process and administration.	Town Hall	Town Management Team introduction, Tour of town Hall and Merriam Building	Self	Annual Reports, Grant Charts, Organizational Charts, BOS profiles and schedule of fees and fines, sample BOS agenda, Bond Rating Official Statement, Annual Report, CIP, Budgets, Financial Policies, Grant Charts, 5 Year Facility Improvement Plan, Town Charter, General Bylaws, Chapter 30B, Personnel Manual
2	3/29/2018	6:00 p.m. to 8:30 p.m.	Fire Rescue Dept.	Overview of Fire Rescue Department, operations and administration.	Fire Station HQ	Facility and equipment tour	Self	Fire Academy application, educational materials.
3	4/5/2018	6:00 p.m. to 8:30 p.m.	Police Department	Overview of Police Department, operations and administration.	Police Station	Facility and equipment tour	Self	Police Academy application, educational materials.
4	4/12/2018	6:00 p.m. to 8:30 p.m.	School Department	Overview of school department operations and administration, school facilities, programs.	Middle School, High School	Presentation and Facility tour at each school	Bus Provided	
5	4/19/2018	6:00 p.m. to 8:30 p.m.	Information Technology, Communications, Emergency Management, Town Clerk, Boards and Commissions	Overview of IT department and systems, emergency management planning and operations, Town Clerk's Office, and Boards, Committees and Commissions.	Town Hall - Planning Board Room	On-line applications and tools, CodeRED demonstration, tour of Mobile Emergency Operations Trailer and Portable Heaters Trailer.	Self	Board and commission application, list of vacancies, elections calendar, newsletter, census, Town Meeting Warrant, Open Meeting Law, Conflict of Interest Law
6	4/26/2018	6:00 p.m. to 8:30 p.m.	Department of Development and Inspectional Services (DDIS)/Planning, Energy, Economic Development, Building/Code, Health, Animal Control	Overview of DDIS operations and divisions, projects and initiatives.	Town Hall	View health shed, Board of Health trailer and inspectional cars. Tutorial on new on-line permitting for building permits and pet registration.	Self	Economic Development marketing materials, Economic Development Strategic Plan, Dairy Sq. Plan, walking trail map, zoning map, Energy materials (MASS Saves, municipal aggregation information), Health Programs Flyers
7	5/6/2018	6:00 p.m. to 8:30 p.m.	DDIS and DPW Shared	Animal shelter operations, recycling and trash operations.	Department of Public Works Animal Shelter, DPW Garage	Tour Animal Shelter, tour DPW building including fleet repair, Facilities Trailer, DPW equipment and systems, presentation on soil system software and computers in trucks.	Self	Trash and recycling information, Facility Improvement Plan
8	5/10/2018	6:00 p.m. to 8:30 p.m.	DPW (Parks & Cemetery, Golf Course, Recreation/Culture events)	Overview of DPW operations and divisions, processes and facilities.		Tour Pappas complex, tour sewer pump station and visit golf course. Drone demonstration at golf course.	Self	Community event flyers and registrations, integrated calendar, Summer Concerts Series schedule, Golf Course brochure.
9	5/17/2018	6:00 p.m. to 8:30 p.m.	Public Services (Library, Cable)	Overview of Parks and Cemetery operations; golf course facility and operations; recreation and culture programs and events.	Library, due to Cable Television Studio	Tour of Library, tour of cable studio, mock slow lapping in television studio	Bus Provided	Library program flyer, library card information
10	5/24/2018	6:00 p.m. to 7:30 p.m.	Public Services (Senior Center, Veterans Services), Graduation	Overview of library operation, programs and operations, visit cable studio.	Senior Center	Tour Senior Center, Graduation and present certificates. Participants can fill out evaluation sheets.	Self	Flagtown Flyer, Senior Center calendar, Evaluation sheets, Board, Committees and Commission application, Veterans Tax Work Off Program, Graduation Certificates.
			Optional Activities - To be arranged on other days based on level of participation	Wheeler/Parrot/Casella Tour				
				Upper Blackstone Treatment Plant Tour				
				Boards and Commission Meetings				
				Board of Selectman Meetings				
				Town Meeting May 1st				

**Town of Auburn, Massachusetts**

Julie A. Jacobson  
Town Manager



**Board of Selectmen**  
Kenneth A. Holstrom, Chairman  
Doreen M. Goodrich, Vice Chairman  
Lionel R. Berthiaume  
Tristan LaLiberte  
Daniel S. Carpenter

**TOWN OF AUBURN  
CITIZENS LEADERSHIP ACADEMY- SPRING 2018**

**Application for Participation**

The Town of Auburn newly established Citizens Leadership Academy is a series of interactive sessions designed to provide insight into Town government and to develop future leaders through well informed and civically engaged residents. To be considered for the Spring 2018 session, please fill in the information requested below and return it by **12:00 Noon on Friday, February 23, 2018**. For more information about the academy, contact the Town Manager’s Office at 508-832-7720.

*Class size generally limited to 12 participants. Program may be cancelled if registration is low.*

**Requirements for Participation:**

- Must be a current resident of Auburn for at least one year.
- Must be 18 years of age by July 1, 2018.
- Must be a registered voter
- Consideration will be given to applicants who work in Auburn but do not live in Auburn.
- Must be able to pass a background check and willing to sign a liability waiver

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Length of Time Living in Auburn: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Community/Civic Group Affiliations (if any): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_



Please tell us why you are interested in the Citizens Leadership Academy:

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How did you hear about the Citizens Leadership Academy?

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**Class Dates: (All classes on Thursdays)**

March 22<sup>nd</sup> – 6:00 pm. to 8:30 PM | Town Government and Finance Overview

March 29<sup>th</sup> – 6:00 pm. to 8:30 PM | Fire Rescue Department

April 5<sup>th</sup> – 6:00 pm. to 8:30 PM | Police Department

April 12<sup>th</sup> – 6:00 pm. to 8:30 PM | School Department

April 19<sup>th</sup> – 6:00 pm. to 8:30 PM | Information Technology, Communications, Emergency  
Management and Town Clerk

April 26<sup>th</sup> – 6:00 pm. to 8:30 PM | Department of Inspectional Services: Planning, Energy  
Management, Economic Development, Building/Code and Board  
of Health

May 3<sup>rd</sup> – 6:00 pm. to 8:30 PM | Department of Inspectional Services: Animal Control and  
Trash/Recycling.  
Department of Public Works: Engineering, Sewer Department,  
Fleet Maintenance, Facility Management and Highway  
Department

May 10<sup>th</sup> – 6:00 pm. to 8:30 PM | Department of Public Works: Parks & Cemetery, Golf Course and  
Recreation and Culture

May 17<sup>th</sup> – 6:00 pm. to 8:30 PM | Public Services: Library and Cable Television

May 24<sup>th</sup> – 6:00 pm. to 7:30 PM | Senior Center, Veterans Services and Graduation

Classes will take place at various Town buildings throughout the Citizens Leadership Academy program. Check the schedule for locations of each session. Classes may be rescheduled at the request of departments or due to emergencies with advance notice provided to applicants. There will be site tours during some of the sessions. Please note that while all class locations are handicapped accessible, not all building tours are completely handicapped accessible as tours may include areas not open to the public. Town

Administration will notify applicants of handicap access and any other requirements prior to the site tour.

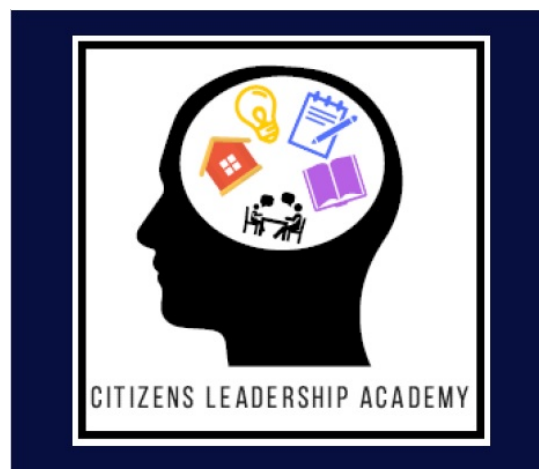
Attendance at the majority of sessions is highly expected.\* Are there any dates that you will not be attending? If so, please list those dates.

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\* *We understand that family or emergency circumstances may require an absence however missing excessive classes may result in dismissal.*

Return this form by February 23, 2018 to: Julie A. Jacobson, Town Manager, 102 Central Street, Auburn, MA 01501. Electronic submittals welcome; please email to [townmgr@town.auburn.ma.us](mailto:townmgr@town.auburn.ma.us). **All selected participants will be notified no later than March 2<sup>nd</sup>.**

**Applications are being accepted  
for the Spring Session until  
February 23, 2018.**





**Town of Auburn**

**Citizens Leadership Academy  
Course Evaluation**

**Please check the answer that best reflects your feelings on the courses presented. This feedback will be helpful to Town Administration in developing future Citizen Leadership Academy programs. Thank you.**

**1. Do you feel that the presenters were well organized and professional?**

Yes \_\_\_\_ No \_\_\_\_ Some were not \_\_\_\_\_ (specific if possible)

**2. Do you feel that the presenters were knowledgeable in the subject areas?**

Yes \_\_\_\_ No \_\_\_\_ Some were not \_\_\_\_\_ (specific if possible)

**3. Do you feel that the sessions covered the material you expected?**

Yes \_\_\_\_ No \_\_\_\_ Some did not \_\_\_\_\_ (specific if possible)

**4. The presenters motivated the class to listen and to respond to the information being delivered.**

Strongly Agree  Agree  Disagree  Strongly Disagree  Unsure

**5. Did you feel that the presentations covered too much information?**

Yes \_\_\_\_ No \_\_\_\_ Some did \_\_\_\_\_ (specific if possible)

**6. Do you feel that there should have been more classroom presentation and less interactive activities?**

Yes \_\_\_\_ No \_\_\_\_ Suggestions: \_\_\_\_\_

**7. Did you feel that the interactive tours and activities were beneficial?**

Yes \_\_\_\_ No \_\_\_\_



**8. Do you feel that there should have been more interactive activities?**

Yes\_\_\_ No\_\_\_ Suggestions: \_\_\_\_\_

**9. In terms of expectations, did the Leadership Academy;**

( ) Exceed your expectations ( ) Meet your expectations ( ) Not live up to your expectations

**10. Did you gain a better understanding of Town Government?**

Yes\_\_\_ No\_\_\_

**11. Is there something that you would have liked to have learned about but did not in this program?**

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**12. Is there something that you could recommend that would improve the program?**

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**13. What did you like the best about the program?**

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**14. What is something that surprised you most about Town Government?**

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**15. Did the time of the classes in the evenings work well?**

Yes\_\_\_ No\_\_\_ Suggestion\_\_\_\_\_

**16. Would you recommend this program to a friend?**

Yes\_\_\_ No\_\_\_ Maybe\_\_\_

## Town of Auburn, Massachusetts

Julie A. Jacobson  
Town Manager



May 29, 2018

Members of the Citizens Leadership Academy:

Town Administration would like to sincerely thank you for participating in the inaugural Citizens Leadership Academy. We understand how much of a commitment these ten weeks have been and we truly appreciate your time and dedication. Our hope was to create a group of informed and passionate citizens to represent Auburn and hopefully serve on Boards and Committees in the future. Your participation and thoughtful comments and questions helped guide discussion and made this academy a success.

As you know, this is the First Leadership Academy so we are eager to review all the evaluations and implement your suggestions for the next academy. Thank you for filling out the evaluation forms at graduation; if you still need to submit an evaluation you can email, mail or drop off the forms to the Town Manager's Office.

Town Administration could not have asked for a more engaged class. Thank you for playing an active role to learn more about your local government; we hope that the Leadership Academy exceeded your expectations. You all made the first Citizen Leadership Academy a pleasure for everyone involved. Please do not hesitate to reach out to Town Administration for any questions or concerns you have moving forward.

Again, thank you for your time and thoughtful participation.

Warm Regards,

102 Central Street  
Auburn, MA 01501  
**Telephone (508) 832-7720 Fax (508) 832-6145**  
Web site: [www.auburnguide.com](http://www.auburnguide.com)

Congratulations to the graduates of the Town's first Citizens Leadership Academy! The ten-week program, held Thursdays from 6:00 PM to 8:30 PM, began March 22<sup>nd</sup> and concluded May 24<sup>th</sup>. The goal of the Citizens Leadership Academy is to inform and educate residents on the operations of Town government in order to provide a greater understanding of their local government and to stimulate future interest in serving on boards and commissions. Fifteen participants in the Academy learned about the operations, roles and responsibilities of each Town and School department, toured town-owned buildings and participated in various interactive activities.

The Town plans to run the Citizens Leadership Academy annually.

Congratulations to the graduates of the inaugural Academy!

Rambod Adelinia  
Kenneth Austin  
Heather Baker  
Mark Binnall  
Doreen Goodrich  
David Legg  
Chris McCoy  
Kimberley Moran  
David Saltz  
Joseph Shenette  
Steve Consilvio (Missing from photo)  
Linda Moulin (Missing from photo)  
Laura Richards (Missing from photo)  
Joseph Richards (Missing from photo)  
Sharlene Ryan (Missing from photo)

