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 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.

	Class						
Session	Dates	Time	Topic/Department	Location			
			1 opie/2 opin omeno	200000			
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			

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 or by calling the Town Manager's Office at 508.832.7720.

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

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:l	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:

How did you hear about the Citizens Leadership Academy?

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Class Dates: (All classes on Thursdays)

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

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

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

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

April 19th – 6:00 pm. to 8:30 PM | Information Technology, Communications, Emergency

Management and Town Clerk

April 26th – 6:00 pm. to 8:30 PM | Department of Inspectional Services: Planning, Energy

Management, Economic Development, Building/Code and Board

of Health

May 3rd – 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 10th – 6:00 pm. to 8:30 PM | Department of Public Works: Parks & Cemetery, Golf Course and

Recreation and Culture

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

May 24th – 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 being to attend? If so, please list those dates.

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. All selected participants will be notified no later than March 2nd.

Applications are being accepted for the Spring Session until <u>February 23, 2018.</u>



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



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 fee	el that tl	ne presenters were well orga	nized and professional?
	Yes	No	Some were not	(specific if possible)
2.	Do you fee	el that tl	ne presenters were knowledg	geable in the subject areas?
	Yes	No	Some were not	(specific if possible)
3.	Do you fee	el that tl	ne sessions covered the mate	rial you expected?
	Yes	No	Some did not	(specific if possible)
4.	_			and to respond to the information being delivered. Strongly Disagree () Unsure
5.		_	he presentations covered to	
	Yes N	lo	Some did	(specific if possible)
6.	Do you fe activities?		there should have been m	ore classroom presentation and less interactive
	Yes N	No S	Suggestions:	
7.	Did you fe	el that t	he interactive tours and act	ivities were beneficial?
	Yes N	lo		

D	o you fee	el that	t there should have been more interactive activities?	
Y	es N	No	_ Suggestions:	
		•	ectations, did the Leadership Academy;	
	Exceed	your	expectations () Meet your expectations () Not live up to y	our expectations
D	id you ga	ain a l	better understanding of Town Government?	
Y	es N	No	_	
	there s rogram?		hing that you would have liked to have learned ab	out but did not in
Is			ing that you could recommend that would improve the	program?
W	hat did		ke the best about the program?	
W	hat is so	ometh	ing that surprised you most about Town Government?	
			the classes in the evenings work well?	
Y	es N	No	Suggestion	
W	ould you	u reco	ommend this program to a friend?	
Y	es N	lo	Maybe	

Town of Auburn, Massachusetts

Julie A. Jacobson Town Manager OF AUGUSTON OF AUG

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 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 22nd and concluded May 24th. 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 townowned 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)

