

TOWN OF SOUTHBOROUGH



OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 983-7752 · selectboard@southboroughma.com

TO Select Board
FROM Vanessa Hale, Assistant Town Administrator
RE Appointment of Building Commissioner
DATE March 30, 2023
CC: Mark Purple, Town Administrator

Recruitment Process: The position of Building Commissioner was posted last month following the retirement of Laurie Livoli who has served the Town dutifully for several years. First round interviews were conducted by myself, along with Conservation Agent Melissa Danza and Town Planner Karina Quinn. The second round of interviews were held with Town Administrator Mark Purple, Finance Director Brian Ballantine and ZBA board member Craig Nicholson. We also included a site visit with the assistance of staff in the Building Department and a driving tour with Town Assessor Paul Cibelli. A background and reference check proved very successful.

Recommendation: After a thorough recruitment, the Town Administrator and I would like to recommend Mr. Casey Burlingame for appointment as Building Commissioner. His municipal experience as a Building Inspector/Commissioner began in February of 2015. Most recently he has served as the Building Commissioner for the Town of Lunenburg. As a certified Building Commissioner in Massachusetts for 5+ years, he brings an excellent skill set in commercial and residential inspections, plan review, zoning determinations & enforcement, and departmental emergency management. His even-keeled nature, excellent customer service, and level of knowledge make him a superb candidate to succeed Ms. Livoli.

The Personnel Board will be meeting immediately following this meeting to approve a request to set vacation accrual at 3 weeks and a starting salary of \$104,000, both of which are required per Section 9 and Section 11 of the Salary Administration Plan.

Thank you for your consideration.