



OFFICE OF THE TOWN MANAGER

Jennifer Warren-Dyment

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MEMORANDUM

TO: All Concerned

FROM: Jennifer Warren-Dyment, Town Manager

RE: Special Merit Awards

DATE: July 8, 2025

CC: Town Employees; Town Boards, Committees, and Commissions; Web

At the 2024 Special Town Meeting, “Special Merit Awards” were added to the Salary Administrative Plan (SAP) for SAP employees.

Under this program the Town Manager shall solicit nominations of employees from citizens at large, members of a Board, Committee, or Commission, Department Heads, or fellow employees for such awards.

Nominations are now being accepted for full or part-time SAP employees in the following categories:

Communications: Displays a commitment to assisting the public and transparency in government including, but not limited to, improving and/or devising new ways to communicate information within the organization and to the public at large.

Efficiency: Displays a commitment to ensuring we operate proficiently and efficiently by “stepping up” and “stepping in” to undertake nominal cross training in mission critical functions, exhibits a willingness to “float” as needed, and/or suggests ideas that result in ease of processing, and savings of time, material, storage requirements and the like.

Pinnacle of Excellence: Displays a willingness to make extraordinary efforts in the ongoing improvement of the organization, assisting other staff members or departments to complete new or ongoing assignments and often requires the person to “stretch” to learn new computer programs, methodologies, or processes. (One award only this category.)

Nominations shall be made by July 24, 2025 on the approved nomination form. The Town Manager shall make all determinations regarding the nominees. All recipients will be publicly recognized for their accomplishment and have a letter of commendation placed in their personnel file, in addition to their one-time award of \$250.00.

All nominations are to be submitted to the Town Manager, Jennifer Warren-Dyment, 17 Main Street, 2nd floor, Lunenburg, MA 01462, or by email to jwarren@lunenburgma.gov by the close of business (5:00pm) on July 24, 2025. All employees under the SAP are eligible for nomination (please see attached list). All nominations must be on the **Nomination Form**.

SAP Employees Eligible for Merit Award

F NAME	L NAME	POSITION	DEPARTMENT
JOSEPH	ARSENAULT	ON CALL FF/AEMT	FIRE DEPARTMENT
EZEQUIEL	AYALA	FINANCE DIRECTOR/ACCOUNTANT	ACCOUNTING
JORGE	BAIZ-NOGUE	ON CALL FF/EMT	FIRE DEPARTMENT
MARABETH	BALBONI	STAFF LIBRARIAN-SAP	LIBRARY
ROBERT	BARRETT	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
JULIE	BELLIVEAU	ASST TOWN MGR/HR DIRECTOR	TOWN MANAGER
MATTHEW	BENOIT	ON CALL FF/AEMT	FIRE DEPARTMENT
WILLIAM	BERNARD	DPW DIRECTOR	HIGHWAY ADMINISTRATION
DANIEL	BOURGEOIS	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
JARROD	BOWSER	BEACH DIRECTOR	PARK DEPARTMENT
BRIONNA	BOWSER	LIFEGUARD	PARK DEPARTMENT
JASON	BOYLE	ON CALL FF/EMT	FIRE DEPARTMENT
PAUL	BOZICAS	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
TONY	BRENNAN	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
BRADY	BURNS	ON CALL FF	FIRE DEPARTMENT
ANDREW	BURR	ON CALL FF	FIRE DEPARTMENT
MARK	BURSCH	ON CALL FF/EMT/CAPTAIN	FIRE DEPARTMENT
MICHAEL	BYRNE	ON CALL FF/AEMT	FIRE DEPARTMENT
FRANK	BYRNE	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
LYNDA	CAJKA	PRINCIPAL ASSESSOR	ASSESSORS
BENJAMIN	CAMPBELL	RESERVE OFF-IBPO	POLICE DEPARTMENT
JOSEPH	CARDONE	EMT	FIRE DEPARTMENT
ANGELA	CLEMENT	RECREATION DIRECTOR	PARK DEPARTMENT
KATHLEEN	COMEAU	ANIMAL CONTROL OFFICER	ANIMAL CONTROL
SEAN	CONNERY	POLICE RESERVE OFFICER	POLICE DEPARTMENT
CASEY	COREY	LIFEGUARD	PARK DEPARTMENT
OLIVIA	CORONELLA	LIFEGUARD	PARK DEPARTMENT
LARISSA	COUTURE	ON CALL FF/EMT	FIRE DEPARTMENT
ROBERT	DACOSTA	POLICE RESERVE OFFICER	POLICE DEPARTMENT
EVELYN	DARMANIN	LIBRARY PAGE	LIBRARY
JOSLYN	DAVIS	LIBRARY ASSISTANT	LIBRARY
PHILLIP	D'ENTREMONT	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
JOHN	DEXTRAZE	SENIOR VIDEOGRAPHER	PUBLIC ACCESS COMMITTEE
ROBERT	DICONZA	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
GREGORY	DIK	ON CALL FF/EMT/LT	FIRE DEPARTMENT
TIMOTHY	DOWNEY	ON CALL FF/EMT	FIRE DEPARTMENT
PAUL	DUQUETTE	ON CALL FF/EMT/LT	FIRE DEPARTMENT
ANDREW	FIELDS	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT

TIMOTHY	FOSTER	PACC PRODUCTION TECHNICIAN	PUBLIC ACCESS COMMITTEE
MICHAEL	GALE	ADMINISTRATIVE ASST	CONSERVATION
DAVID	GALLAGHER	VAN DRIVER	COUNCIL ON AGING
CONNER	GARRITY	VIDEOGRAPHER	PUBLIC ACCESS COMMITTEE
BRIAN	GINGRAS	BLDG COMM/LAND USE MGR	BUILDING DEPARTMENT
MATTHEW	GLENNY	ON CALL FF/EMT	FIRE DEPARTMENT
DEBRA	GOODSELL	COUNCIL ON AGING DIRECTOR	COUNCIL ON AGING
MUIR	HAMAN	LIBRARY DIRECTOR	LIBRARY
JOHN	HAZELRIGG	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
WILLIAM	HEZLITT	ALTERNATE BUILDING COMMISSIONER	BUILDING DEPARTMENT
SHERRI	HOLLERAN-FREEMAN	LIBRARY ASSISTANT	LIBRARY
ALAN	HYATT	ON CALL FF/EMT	FIRE DEPARTMENT
PETER	HYATT	ON CALL FF/EMT/DEP CHIEF	FIRE DEPARTMENT
RONALD	HYATT	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
KENNEDY	JACKSON	PUBLIC SAFETY COORDINATOR	POLICE DEPARTMENT
SAMUEL	JOHNSON	ON CALL FF/EMT	FIRE DEPARTMENT
GAIL	KEMP	ADMINISTRATIVE ASST	POLICE DEPARTMENT
SKYLER	KOZLOSKI	ON CALL FF/EMT/LT	FIRE DEPARTMENT
MANUEL	LAFOUNTAIN	ON CALL FF	FIRE DEPARTMENT
MITCHELL	MABARDY	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
MYLEEN	MALLARI	TREASURER/TAX COLLECTOR	TREASURER
LILI	MARBLE	VIDEOGRAPHER	PUBLIC ACCESS COMMITTEE
DANIELLE	MARR	BOARD CLERK	TOWN MANAGER
JOHN	MASSAK	EMT	FIRE DEPARTMENT
ANDREA	MATTSON	LIFEGUARD	PARK DEPARTMENT
KARA	MCCARTHY	COMMUNICATIONS AND IT MGR	TECHNOLOGY
DENISE	MCCUE	DATA COLLECTOR	ASSESSORS
JAMES	MCGUIGAN	VAN DRIVER	COUNCIL ON AGING
KIMBERLY	MOORE	VAN DRIVER	COUNCIL ON AGING
STEPHEN	MORSE	ON CALL FF/EMT	FIRE DEPARTMENT
DANIEL	MOTYKA	ON CALL FF/EMT	FIRE DEPARTMENT
MATTHEW	MUNROE	VIDEOGRAPHER	PUBLIC ACCESS COMMITTEE
PAMELA	MYLLYKANGAS	MEAL SITE MNGR	COUNCIL ON AGING
TIMOTHY	O'CONNELL	ON CALL FF/EMT	FIRE DEPARTMENT
NANCY	O'ROURKE	PR/BEN COORD/RISK MGR	ACCOUNTING
TYLER	PELKEY	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
ANN	PENNEY	DIETARY AIDE	COUNCIL ON AGING
JANE	RANLEY	SEWER CLERICAL	SEWER DEPARTMENT

PARMIDA	RAST	LIBRARY PAGE	LIBRARY
KAYLA	REFFITT	VIDEOGRAPHER	PUBLIC ACCESS COMMITTEE
JAMES	RICCI	ON CALL FF/EMT	FIRE DEPARTMENT
MICHAEL	ROBERTS	INTERMITTENT HEAV EQUIP OPER	HIGHWAY ADMINISTRATION
AARON	ROBICHAUD	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
PAULINE	ROY	OUTREACH COORDINATOR	COUNCIL ON AGING
ANTHONY	RUSSO	ON CALL FF/EMT	FIRE DEPARTMENT
CHRISTOPHER	RUTH	FACILITIES DIRECTOR	FACILITY & GROUNDS
PETER	SCHMIDT	SEASONAL CEMETERY LABORER	CEMETERY DEPARTMENT
DANIEL	SEMINATORE	SENIOR VIDEOGRAPHER	PUBLIC ACCESS COMMITTEE
ANTHONY	SENESI	BOARD CLERK	TOWN MANAGER
OWEN	SNYDER	LIFEGUARD	PARK DEPARTMENT
LYDIA	STANEK	LIBRARY PAGE	LIBRARY
CHERYL	STILLMAN	LIBRARY ASSISTANT	LIBRARY
PATRICK	SULLIVAN	FIRE CHIEF	FIRE DEPARTMENT
SUSAN	SULLIVAN	ASST TO THE SEWER BUSINESS MGR	SEWER DEPARTMENT
BRODY	TAPPLY	STUDENT OFFICER	POLICE DEPARTMENT
JEFFREY	THIBODEAU	POLICE CHIEF	POLICE
TYLER	THIBODEAU	CIVILIAN TRAFFIC MEMBER	POLICE DEPARTMENT
JOANN	TOALE	PACC MANAGER	PUBLIC ACCESS COMMITTEE
ANDREW	VALLIERE	SEWER BUSINESS MANAGER	SEWER DEPARTMENT
JAMES	VERSOI	SEASONAL CEMETERY LABORER	CEMETERY DEPARTMENT
JARED	WAYNE	ON CALL FF/PARAMEDIC	FIRE DEPARTMENT
KAREN	WELLER	PUBLIC SAFETY COORDINATOR	FIRE DEPARTMENT