

**CITY OF GARDNER**  
**MASSACHUSETTS 01440-2630**

OFFICE OF THE  
CITY COUNCIL



**NOTICE OF JOINT CONVENTION OF  
CITY COUNCIL AND GARDNER SCHOOL COMMITTEE**  
**Montachusett Regional Vocational Technical  
School District Committee Appointment**

The City Council and School Committee will meet in Joint Convention on **Tuesday, January 16 at 6:25 p.m.** in the City Council Chamber, Room 219, City Hall, to appoint a Gardner resident to serve on the Montachusett Regional Vocational Technical School District Committee for four years.

Any Gardner registered voter interested in being considered for the position shall submit a Letter of Interest with qualifications to the City Council and School Committee, delivered to the City Clerk, 95 Pleasant Street, Room 121, no later than 12:00 p.m. on Thursday, January 11, 2024.

**TITI SIRIPHAN**  
**CITY CLERK**

# **CITY OF GARDNER MASSACHUSETTS**



## **MONTY TECH SCHOOL COMMITTEE VACANCY NOMINATION AND APPOINTMENT PROCEDURE**

Nomination process outlined under Robert's Rules of Order, Chapter XIV, §46 (pp.416-418)  
Requirements for Appointment outlined under the 3<sup>rd</sup> Amendment (1989)  
to the Montachusett Regional Vocational School District Agreement

- ❖ Nominations from the floor will be recognized.
- ❖ A nomination does not require a second; however, a nomination may be seconded to indicate endorsement.
- ❖ No one may nominate more than one person, if an objection is made, until every member wishing to nominate has had an opportunity to do so.
- ❖ If no further nominations are offered, the Presiding Officer will call for a motion to close nominations.
- ❖ A two-thirds vote is required to close nominations.
- ❖ A majority vote is required to reopen nominations.
- ❖ The City Clerk will call the roll, whereupon each Councillor and School Committee member shall state the name of the person whom they choose.
- ❖ The nominees receiving a majority vote of those present and voting shall be declared appointed.
- ❖ Further balloting shall be undertaken until someone is appointed.

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### 3rd AMENDMENT 1989

#### Appointive Method

This Amendment amends the agreement among the cities of Fitchburg and Gardner and the Towns of Ashburnham, Ashby, Athol, Barre, Harvard, Hubbardston, Lunenburg, Petersham, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminster and Winchendon with respect to the establishment of the Montachusett Regional Vocational Technical School District pursuant to Chapter 568 of the Acts of 1964, as amended by Chapter 543 of the Acts of 1965 (the "Agreement") as follows:

- A. Section I(A) - "Composition" shall be amended by Striking out said paragraph and inserting in lieu thereof the following: "The Committee shall consist of four members from the city of Fitchburg, two members from the city of Gardner, and one member from each of the member towns. Except as provided in subsection I(B), members shall be appointed (i) from the Cities of Fitchburg and Gardner by majority vote of the members of the Cities Council, Mayor, and School Committee, and (ii) from each town by majority vote of the members of the Board of Selectmen, Town Moderator, and local School Committee members. All members shall be residents of the municipalities they represent and they shall serve until their respective successors are appointed and qualified."
- B. Section I(C) of the Agreement is stricken and the following language inserted in lieu thereof: "Within thirty days after the annual town meeting in each town and within thirty days after January 1st in each city, members of the Regional District School Committee shall be appointed for a term of four years as set forth in Section I(A)."

Within ten days after admission of any new municipality to the Montachusett Regional Vocational Technical School District, each such municipality shall appoint in accordance with subsection I(A) one member to serve on the committee until the municipality shall appoint a member as set forth in the preceding paragraph of this section.

Notwithstanding the foregoing, all members of the Committee elected to office under the terms of the Agreement as enacted July 1965 shall continue to serve until the expiration of their elected terms.

- C. Section I(D) - "Vacancies" shall be amended by striking out said paragraph and inserting in lieu thereof the following: "Any vacancy occurring among the members of the Committee during appointed or elected term shall be filled by appointment in the manner set forth in subsection I(A) to serve for the balance of the unexpired term."

# City of Gardner Massachusetts



## Certificate of Appointment

At at a Joint Convention of the City Council and School Committee  
held on the 18<sup>th</sup> day of February 2020

**James S. Boone**

was appointed

**Gardner Representative**

**To the Montachusett Regional Vocational  
Technical School District Committee**

for the term expiring the 18<sup>th</sup> day of February in the Year Two Thousand Twenty-four. Said action taken in accordance with the provisions of Section I(A) of the Montachusett Regional Vocational Technical School District Agreement.

Further, in accordance with the provisions of Section 107 of Chapter 41 of the General Laws of Massachusetts, **James S. Boone** was administered the Oath of Office for the faithful performance of duties on the 1 day of March in the Year Two Thousand Twenty Two.

*Before me,*

*Faith A Glover* <sup>Asst</sup> City Clerk

Received

*James S Boone*

Gardner City Council and School Committee,

I am writing to express my interest in being appointed as the representative for Gardner on the Monty Tech School Committee. As an alumnus of the Information Technology program and previous member of the school committee as a student representative in 2018, I am eager to return and contribute to the continued success of the school district. Having graduated from Monty Tech, the strong foundation I received has propelled me into a successful career in the defense industry. It is my intention to be a voice for the interests of the city of Gardner and to keep the best interest of our sending students in mind.

I am a System Administrator at BAE Systems with a background in ethical hacking, cybersecurity, and providing support to students in STEM. My bachelor's degree is in Business Administration with a concentration in Management. I am in-process to completing a Master of Computer Science, with a concentration in software engineering at Merrimack College. I am credentialed with some of the most sought out industry certifications in IT / Cybersecurity. I believe my background will add value to this committee especially pertaining to the conversation around current and future initiative in STEM.

I am a responsible individual with integrity, a background in serving my community, and have the energy required to contribute positively and efficiently to the objectives of the committee. I look forward to having an opportunity to discuss how I can serve our students in this role.

Sincerely,

Alexander Commodore

978-696-7557

RECEIVED  
MAY 27 AM 9:12  
OFFICE OF THE  
CITY CLERK

# Alexander A. Commodore

**Security Clearance:** Top Secret (TS)

**Phone:** 978.696.7557 • **Email:** alexandercommodore@gmail.com • **Linkedin.com/in/aacommodore/**

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## CERTIFICATIONS

- AWS Cloud Practitioner
- AWS Solutions Architect
- CompTIA ITF+
- CompTIA Network+
- CompTIA A+
- (ISC)<sup>2</sup> CISSP Associate
- PNPT
- CompTIA Security+
- CompTIA Linux+
- CompTIA CySA+
- CompTIA PenTest+
- LPI Linux Essentials
- EJPT
- OSCP (In-Progress)
- CompTIA CASP+
- Registered Scrum Master
- Scrum@Scale Practitioner
- Registered Product Owner
- (ISC)<sup>2</sup> CC
- PJPT

## EXPERIENCE

### **BAE Systems, Nashua, NH** **Systems Administrator 2**

**August 2023 – Present**

- Responsible for computer and server maintenance on Linux and Windows client / server systems.
- Management of Active Directory structure and group policy orchestration, automated backup systems (NetApp, BackupExec, Veeam), virtual machine technologies (ESXi, Vcenter, vSphere), patch deployment (PDQ Deploy / Inventory, SCCM, WSUS), and updating Anti-Virus definitions with ePolicy Orchestrator (ePO with Trellix / McAfee).
- Evaluating and remediating Nessus, SCAP, and Stig Viewer scan findings.
- Management of physical tape libraries and assets to ensure proper data retention, sanitation, or destruction.
- Troubleshooting and providing support to end-users in classified and unclassified areas.
- Adherence to standards such as FISMA (WSC), NISPOM, JAFAN, and other DoD customer standards.

### **Monty Tech High School, Fitchburg, MA** **Continuing Education Instructor**

**January 2019 – November 2020**

- Instructed adult education students on Microsoft Office, Windows, computer hardware, cost-optimization, and online safety, resulting in enhanced digital literacy and practical skills.
- Developed and implemented effective continuing education curriculum for students each term, optimizing course content and delivery to meet diverse learning needs and achieve high levels of student engagement and satisfaction.

### **JROTC Advantage, VA** **Assistant Instructor**

**July 2016 – July 2018**

- Independently taught Linux and Windows Computer and Network Security classes to high school students.
- Assisted lead instructors in Windows, Robotics, Digital Forensics, Virtualization, and Cyber Ethics classes.
- Provided end user support to students and performed on-site troubleshooting to resolve issues.
- Contributed to the deployment and final setup of 150+ devices.
- Instructed students in setting up and using Raspberry Pi devices, providing each student with a device to keep.
- Managed inventory and equipment return, ensuring that all equipment was properly collected, packaged, and returned to the appropriate parties.

### **Monty Tech High School, Fitchburg, MA** **IT Co-op Student Internship**

**November 2017 – May 2018**

- Assigned for 5 months to Appleseed Business Machines in Fitchburg, MA, and 3 months to the Monty Tech IT office during my senior year of high school to gain experience in IT customer service and help desk support.
- Provided technical support for the Regional School District and Fitchburg community consumers / business owners.
- Answered customer phone calls for troubleshooting devices, scheduling, and checking asset inventory.
- Troubleshooting and repair of mobile devices, printers, and computers for staff, students, and outside interest.
- Programming, deployment, and maintenance of Point-of-Sale systems using Future POS.
- Worked directly with a significant client, Ken's Steakhouse, to implement software to reduce waste in restaurants.
- Open, assign, and track help desk tickets to final resolution.



## EDUCATION

- **Master's Degree of Computer Science (Software Engineering):** Merrimack College, Starting May 2024
- **Bachelor of Business Administration (Management):** Fitchburg State University, 2018 – 2023
- **Information Technology:** Montachusett Regional Vocational Technical High School, 2014 – 2018

## AWARDS / OTHER

**CyberPatriot 3<sup>rd</sup> Place National Finalist**, Baltimore, MD  
**Team Captain**

**September 2014 – May 2018**

Led the All-Service Team Marine Raiders to a third-place finish in the national finals competition in April 2017 and was instrumental in winning the Massachusetts State Championship in March 2016 as team captain:

- Successfully deployed and maintained secure services for web, email, file-sharing, active directory, and remote connections, ensuring the integrity and confidentiality of critical data within a 6-hour time window.
- Decreased attack surface of Linux and Windows OS: Debian, Fedora, Windows Vista, 7, 8, 10, and server versions.
- Defended against an active red-team that sought to bring down critical virtualized infrastructure and services.
- Demonstrated proficiency in networking concepts including Cisco routing and switching equipment and packet tracer.
- Wireshark packet capture analysis, digital forensics challenges, and usage of Splunk.

**Udemy Course Instructor**

**November 2022 – Present**

Created courses in Windows / Linux Administration and Security as well as free Linux and Python beginner courses to help students practically acquire skills required to start a career in IT or Cybersecurity.

## TECHNICAL SKILLS

- **Operating Systems:**
  - **Linux:** Ubuntu, Fedora, RedHat, Kali, and Debian.
  - **Windows:** XP, Vista, 7, 8, 10, 11, and Server 2008, 2012, 2016, and 2019
- **Cybersecurity:**
  - **Penetration Testing:** EJPT, PJPT, PNPT, and OSCP (In-Progress)
  - **CTF Platforms:** TryHackMe, HackTheBox, Bandit Over the Wire, OffSec Proving Grounds
  - **SIEM:** Splunk
  - **Vulnerability Scanning:** Nessus, SCAP, and Stig viewer
  - **Digital Forensics:** Autopsy and Forensic Toolkit (FTK)
  - **Reverse Engineering and Exploit Development:** Immunity Debugger, Ghidra, and IDA
- **IT Infrastructure:**
  - **Help Desk Ticketing:** ServiceNow
  - **Hardware:** Servicing, replacing, and tagging / tracking of equipment
  - **Cloud Computing:** Amazon Web Services
  - **Configuration Management Tools:** ClearCase
  - **Containerization:** Docker
  - **Virtualization:** VMWare vCenter, vSphere, and ESXi
  - **Domain Management:** Active Directory and Group Policy Orchestration (GPO)
  - **ePolicy Orchestrator (ePO):** Trellix (McAfee)
  - **WSUS / SCCM:** Deployment and management of software and updates
  - **Data Management / Backups:** NetApps, BackupExec, Veeam, tape libraries
  - **Standards:** WSC (FISMA), NISPOM, and JAFAN
- **Networking:**
  - **Cisco:** Hardware and iOS
  - **Packet Capture Analysis:** Wireshark and tcpdump
- **Programming and Scripting:**
  - **Languages:** BASH, Python, PowerShell, and C++
  - **Version Control System:** GIT/GITHUB

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2024 JAN 10 AM 11:54

CITY CLERK'S OFFICE  
GARDNER, MA

January 10, 2024

Gardner City Council and  
Gardner School Committee  
City Hall  
95 Pleasant Street  
Gardner, MA 01440

Re: Monty Tech School Committee Vacancy

Dear Councilors and Committee Members:

I hereby ask that you appoint me to the open Gardner seat on the Monty Tech School Committee. I believe my experience will prove an asset to the city and the committee.

Monty Tech opened when I was a senior at Gardner High School and offered an alternative educational track for those students headed directly to the workforce, rather than to college. Its purpose was to give those students the training and skill to enter a trade with valuable education and experience. It provided a more skilled workforce to area employers and a better starting pay and position to its students.

If appointed to the Monty Tech school committee, my goal would be to continue to focus on the education of students desiring to work the trades, thereby increasing the availability of an essential workforce that is strongly needed in this community.

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Calvin D. Brooks". The signature is fluid and cursive, with the first name "Calvin" and last name "Brooks" clearly distinguishable.

Calvin D. Brooks



Calvin D. Brooks  
147 Elm Street, Gardner, MA 01440

I am seeking a position that utilizes my talents, education, and twenty-six years of municipal finance experience.

Work Experience

September, 2023 to present      Substitute Teacher, Gardner High School (part-time)

- Supervise classroom in the absence of the regular teacher
- Other duties, as assigned

May, 2017 to June, 2023 (retired)      City Auditor, City of Fitchburg

- Responsible for maintaining financial control of the budget and all City funds
- Advise the Mayor and City Council on financial matters affecting the City of Fitchburg
- Assist Mayor with preparation of annual operating budget
- Maintain accounting records in accordance with UMAS, GASB, and DOR regulations
- Ex-officio member and chairman of the Fitchburg Contributory Retirement Board
- Certified Governmental Accountant

December, 2013 to May, 2017      Treasurer and Collector, City of Fitchburg

- Responsible for cash management, including banking relations and issuance of loans
- Manage collection of taxes and pursue delinquent taxes
- Supervise payroll and employee benefit management, including PEC negotiations
- Act as Parking Clerk, including oversight of parking issues
- Certified Massachusetts Municipal Treasurer and Massachusetts Municipal Tax Collector

January, 2000 to December, 2013      City Auditor, City of Gardner

- Responsible for maintaining financial control of the budget and all City funds
- Advise both Mayor and City Council on financial matters affecting the City of Gardner
- Work closely with other financial/administrative departments, including City Treasurer/Tax Collector, Purchasing Agent, Assessor, and Human Resources Director
- Assist Mayor with preparation of annual operating budget
- Member of benefit team, along with City Treasurer and Human Resources Director
- Use MUNIS extensively for financial control and reporting
- Maintain accounting records in accordance with UMAS, GASB, and DOR regulations
- Coordinate annual audit and OPEB actuarial valuation with independent outside firms
- Ex-officio member and chairman of the Gardner Contributory Retirement Board
- Certified Governmental Accountant

April, 1997 to December, 1999      City Treasurer, City of Gardner

- Responsible for all City cash accounts and investments
- Coordinated borrowing of funds, both short-term BAN's and long-term bonds
- Supervised weekly payroll for City employees; biweekly payroll for School Department
- Handled employee benefit programs
- Collected tax title accounts and foreclosed on delinquent properties
- Oversaw computer system, including Y2K preparation and installation of computer network in City Hall

September, 1989 to April, 1997      Manager, The Velvet Goose

- Managed the gift shop from March, 1990 to February, 1993
- Assisted owner with children's clothing shop, including operation of second location
- Handled all financial transactions

July, 1979 to August, 1989      Vice President, Conant Ball Company

- Assisted and then directed marketing and sales in a family owned furniture manufacturing business during the first six years
- After sale of the company, handled the accounting functions

## Education

- Master of Management, concentration in marketing and business administration, Kellogg School of Management, Northwestern University, Evanston, IL
- Bachelor of Arts, *cum laude*, major in government, Dartmouth College, Hanover, NH

## Other Activities

- Trustee, Levi Heywood Memorial Library Association
- Member, Knowlton Foundation