



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN R. REARDON, MAYOR

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MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the  
City Council  
  
From: Sean R. Reardon, Mayor  
  
Date: January 8, 2024  
  
Subject: Appointment

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I hereby appoint, subject to your approval, the following  
named individual as Assistant Harbormaster/Shellfish  
Constable for the purposes of local, State and Federal  
laws and regulations with respect to waterways, marine  
activities and boating. This term will expire on February  
15, 2027.

Timothy Rooney  
9 Marshview Circle  
Seabrook, NH 03874

**TIMOTHY M. ROONEY**  
9 MARSHVIEW CIRCLE  
SEABROOK, NH 03874  
603-686-9014  
[tmrooney23@gmail.com](mailto:tmrooney23@gmail.com)

**OBJECTIVE**

To utilize my skills and training as an Assistant Harbor Master for the City of Newburyport, MA

**EXPERIENCE**

**CITY OF NEWBURYPORT, MA**

**Assistant Harbormaster**

05/20 - Present

Oversee public waterways to insure safe boating laws, assist boaters as needed, provide a safe boating environment to make sure the public is complying with all state and federal regulations.

**WHITTIER VOCATIONAL TECHNICAL SCHOOL, MA**

10/20 - Present

**Teacher Assistant**

Teach exploratory electronics and engineering to incoming freshmen.

**CITY OF LAWRENCE, MA**

2/19 – 03/20

**Lawrence Municipal Airport**

Responsible for general aviation/airport maintenance.

**CITY OF METHUEN, MA**

06/19-12/19

**Water Department**

Assist in all water department functions in the area of water distribution.

**HAVERHILL PUBLIC SCHOOLS, Haverhill, MA**

03/13-4/19

**Director of Transportation**

Overall responsibility for the transportation of all Haverhill Public School students. Oversee a staff of over 65 employees, which includes CDL bus drivers, 7D drivers, bus monitors, all crossing guards, and an office staff of three. Coordinate the transportation of non-special education students with the school district's vendor, Cappola Bus Company. Oversee departmental budget responsibilities and responsible for acquiring new equipment to include buses/vans, two-way radios, and GPS devices. Initiated a new software routing system for both our special education students and our main vendor. Responsible for interviewing and hiring all staff. Collaborate with the local police department and department of public works in regards to school bus safety. Coordinate training activities for all staff. Responsible for RMV compliance and state guidelines.

**Director of Human Resources / Staff and Student Services**

Overall responsibility for staff and student services within Haverhill Public Schools (15 schools, 1,800 employees, 8,000 students, transporting 6,000 students per day in an urban setting). Coordinate the application process, schedule and conduct interviews, and refer candidates for employment. Direct, manage, and oversee the implementation of personnel policies and procedures, and internal fact-finding investigations. Assist in the identification and screening of qualified senior administrative applications. Advise and assist school principals and departmental supervisors in handling technical personnel issues. Oversee the maintenance of official personnel files and records. Complete oversight and budgetary responsibility for all of Human Resources and Transportation. Coordinate and assist eight union contracts, handle all contractual grievances, and assist the city solicitor in Department of Labor Relations activities and arbitrations, and implement positive and effective employee relations with all district employees.

**NH STATE POLICE – MARINE PATROL, Gilford, NH**

**Marine Patrol Officer (Seasonal Position)**

02/12 – 08/14

Responsible for enforcing all boating laws and regulations within the State of New Hampshire and all New Hampshire coastal waters. Perform boating accident investigations, complaints, and calls for service from the public. Arrest suspects forcibly if necessary, using handcuffs and other restraints, subdue resisting suspects using maneuvers, approved weapons, and hands and feet in self-defense. Write investigative and other reports including sketches, citations, affidavits, complaints and warrants. Respond to water emergencies on inland/coastal waters.

Testify as a witness in court. Assist in traffic control at major waterborne events. Assist United States Coast Guard as necessary.

**Timothy M. Rooney**  
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**NEW HAMPSHIRE DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT, Hampton, NH**

**State Park Patrol (Seasonal Position)**

05/10 – 5/18

Seasonal position as Park Patrol Officer at Hampton Beach Park. Responsible for maintaining a positive environment for all guests, issue parking violations, assist with customer complaints, assist local law enforcement officers in maintaining a safe and secure State Park, assist customers with directional concerns, and communicate with multi-cultural customers.

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, Durham, NH**

**Highway Maintainer II**

07/09 – 3/13

Responsible for the upkeep and maintenance of state highways within a designated district. Duties include maintaining proper drainage flow for catch basins and culverts and maintaining the integrity of the roads throughout my assigned area to include repair, replacement, and safety. Additional responsibilities include the upkeep and maintenance of state equipment and buildings. Also, coordinate with engineering and management on cost improvement issues to assist the D.O.T. in maintaining its state budget. Provide direction and assistance to new employees.

**SEARS RETAIL DEALER STORE/BUDGET TRUCK DEALER, Seabrook, NH**

**Business Owner**

08/04 - 12/08

Started business from ground floor to a high of \$2.4 million in sales. Responsible for overall operation to include profit and loss, inventory, warehousing, personnel, customer satisfaction, and sales. Operated Budget Truck dealership, coordinated truck rentals and returns, 100% customer satisfaction completion rate. Coordinated in-bound and out-bound trucks with deals throughout the country. Maintained trucks in accordance with safety regulations.

**COMMUNICATIONS TEST DESIGN, INC., South Bend, IN**

**Human Resources Manager/Administration Manager**

10/95 – 10/03

Directed, implemented, and oversaw all human resource functions to include employment, workers' compensation, employee relations, maintenance, security, and safety. Recruited, interviewed, and hired employees of all levels. Recruited, sourced, interviewed, and fully staffed personnel for two start-up locations (Tucson, AZ and Albuquerque, NM). Implemented compensation plans, conducted on-going performance reviews, and recommended annual increases where warranted. Implemented new benefit plans with various outside vendors and oversaw enrollment with all staff and provided direction and guidance to employees concerning PPOs and HMOs. Responsible for directing staff on all FMLA procedures and policies. Assisted employees with the understanding of FMLA laws and regulations. Set procedures in personnel policies for management teams to follow. Developed and set into practice new HR file system to include separation of personnel file, medical file, and disciplinary file. Provided guidance and advice and approved all disciplinary actions at my facilities. Reviewed all personnel paperwork for completeness and accuracy prior to submitting to corporate HR and to required government agencies. Developed and created monthly reports to be reviewed by corporate HR for their consolidation into their annual state-of-the-business report. Conducted supervisory training classes and created a written test in supervisory training for all new supervisors. Led local management team in conflict resolution classes and how to deal effectively with subordinates during annual review presentations. Responsibilities also included administrative and personnel to encompass AP/AR and all other clerical functions. Accomplishments included development of safety committee and authorized the emergency response protocol. Initiated and compiled all federal/state required paperwork to include EEO/AA and OSHA 100 logs. Increased employment at facility by forty percent. Also responsible for two off-site facilities.

**THERMOPLASTICS, Div. of Elco Industries, Mishawaka, IN**

**Human Resources Manager**

01/95 – 08/95

Responsible for all Human Resource activities to include workers' compensation, common policies and procedures, health and safety, and interpretation of the union contract. Responsible for handling legal issues. Coordinated human resource activities for four separate business units. Oversaw a staff of five and responsible for annual

performance evaluations and any monetary increases. Initiated an emergency response team throughout the facility. Enhanced the return-to-work program. Assisted/responsible for training throughout the facility.

**UNITED TECHNOLOGIES CORPORATION**

12/86 – 12/94

**UNITED TECHNOLOGIES AUTOMOTIVE, Div. of United Tech., Bourbon, IN**

**Human Resources Manager**

12/93 – 12/94

Directed and managed entire department. Responsibilities included employee relations, environmental health and safety, and benefits for a manufacturing facility in a union environment with 350 employees. Accomplishments included a reduction in workers' compensation costs and development of positive employee relations. Successfully completed two surprise, comprehensive OSHA inspections. Implemented a 401K plan for hourly associates. Responsible for the collective bargaining agreement and handling all grievance procedures.

**UNITED TECHNOLOGIES AUTOMOTIVE, Div. of United Tech., Edinburgh, IN**

**Human Resources Manager**

01/92 – 12/93

Responsible for the overall function of the Human Resources department to include, but not limited to, benefits administration, employee relations, workers' compensation policy, and health and safety. Initiated and accomplished an early back-to-work program, thus reducing workers' compensation claims by 50 percent. Taught supervision training to all supervisors. Developed enhanced safety awareness programs to reduce total lost time accident to one day in the last year. Maintained positive employee relations to ensure facility remained management represented.

**HAMILTON STANDARD, Div. of United Tech., Windsor Locks, CT**

**Personnel Consultant**

02/90 – 10/91

Provided guidance and direction throughout the company in the administration of the collective bargaining agreement. Advised supervision on discipline, promotion, and contractual interpretation issues. Prepared company responses to union claims, testimony and argument. Assisted in the preparation of arbitrations and contract negotiations.

**Senior Personnel Representative**

08/89 – 02/90

Administered the Human Resources policies and procedures within an assigned business unit. Participated in the recruiting and selection of both exempt and non-exempt employees. Maintained effective employee/employer relationships. Facilitated the implementation of flexible benefits.

**Government Security Specialist**

12/86 – 02/89

Managed special access programs, conducted in-house self inspections, maintained special security briefings and debriefings of accessed personnel, and assisted in the overall administration of DISP. Trained security assistants.

**DEFENSE INVESTIGATIVE SERVICE, Waltham, MA**

**Industrial Security Specialist**

01/86 – 12/86

Administered the DISP to DOD contracting facilities. Assisted and advised management in the proper methodology of handling classified information and conducted survey inspections. Prepared written results on inspections with recommendations to the facilities management and assisted Senior Industrial Security Representatives in various capacities.

**SANDERS ASSOCIATES, Manchester, NH**

**Production Controller II**

08/83 – 10/85

Supervised production control personnel and maintained daily schedule. Planned master schedules with marketing personnel to coincide with sales forecasts.

**RAYTHEON CORPORATION, Waltham, MA**

**Production Control**

02/81 – 07/83

Responsible for all aspects of production control within an assigned profit center. Promoted to position from Supervisor/Foreman position. Interfaced with all levels of management and government officials.

**EDUCATION**

Bachelor of Science. Plymouth State College. Plymouth, NH