



BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Raid M. Suleiman, Chair Christine L. Robinson, Clerk Leslie R. Fox Rebecca R. Neville Francis J. Powers

January 11, 2012

Re: Reference for Jonathan Goodwin

To whom it may concern:

As the Town Administrator for the Town of Boxborough, I had the opportunity to work closely with Jonathan Goodwin, a Northeastern undergraduate and Boxborough resident, who volunteered his services to the town from late May to early September 2011. His assistance to the town was invaluable. He worked on a number of research projects for my office including investigating the prevailing wage statutes and rules and regulations related to lead paint removal. In addition to demonstrating his research abilities, Jonathan's strong computer skills were evidenced by work on a project related to the analysis of call firefighter hours, in which he input, verified and performed some basic calculations on data related to fire call response. Jonathan also updated the Town Accountant's contract data base, input data for summer camp registrations, input death records in a data base for the Town Clerk and proofread minutes.

I was thrilled that Jonathan took the initiative and sought me out with the offer to volunteer his services. It was a pleasure to work with Jonathan and I know that he will be a valuable asset to your organization.

I am pleased to speak with you further on Jonathan's abilities. Please do not hesitate to contact me.

Sincerely,

Selina S. Shaw
Town Administrator