



# City of Methuen, Massachusetts

## OFFICE OF THE MAYOR

The Searles Building, 41 Pleasant Street – Suite 303  
Methuen, Massachusetts 01844  
Telephone: 978-983-8505

David P. Beauregard, Jr.  
*Mayor*

### **Board/Commission Member Nomination Paper Checklist**

1. Candidate Name/Address:  
Cara Seaman
2. Board/Commission: Reappointment to the Conservation Commission
3. Date Talent Bank Application Received: 11/24/25
4. Interview Date/Interviewer: 12/17/25 by Jordan Normandia
5. Date CORI Check Performed/Initials: 1/8/26 by J.N.
6. Documents Attached:  
Talent Bank Application  
Resume
7. Mayoral Recommendation:

I am pleased to recommend Cara Seaman for reappointment to the Conservation Commission. She holds a Bachelor's degree in Environmental Science from Saint Anselm College and a Master's degree in Managerial Leadership from the University of Massachusetts Lowell, combining strong technical expertise with proven leadership and management skills. She currently serves as a Laboratory Supervisor for the Massachusetts Water Resources Authority and has dedicated more than two decades to the agency, having held a range of increasingly responsible roles since 2000, including Chemist, Laboratory Technician, and Quality Assurance Coordinator. Her extensive experience in water quality analysis, regulatory compliance, and quality control, paired with her long-standing commitment to environmental protection and public service, would make her an exceptional asset to the Conservation Commission and a thoughtful steward of the community's natural resources.



Outlook

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## Online Form Submittal: Talent Bank Application

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From noreply@civicplus.com <noreply@civicplus.com>

Date Mon 11/24/2025 10:42 AM

To Touma Conway, Christine <Cconway@ci.methuen.ma.us>; Ambra, Michele <mambra@ci.methuen.ma.us>;  
Normandia, Jordan <JNormandia@ci.methuen.ma.us>

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

### Talent Bank Application

First Name	Cara
Last Name	Seaman
Address	
City	Methuen
State	Massachusetts
Zip Code	01844
Phone Number	
Email Address	
Which Committee / Board you are interested in serving on?	Conservation Commission
If you are interested in more than one, please rank your interests	N/A
Education	Bachelor of Arts Environmental Science 1999 St, Anselm College, Masters of Business Administration 2021 University of Massachusetts Lowell
Current Employer and Position	Massachusetts Water Resources Authority, Laboratory Supervisor
Please list additional skills, certificates and volunteer experience	Currently serving on the Conservation Commission

**Cara A. Seaman**

**EDUCATION**

**Masters of Business Administration; Managerial Leadership, May 2021. University of Massachusetts Lowell**

**Bachelor of Arts; Environmental Science, May 1999. Saint Anselm College, Manchester, NH**

**EXPERIENCE**

**Massachusetts Water Resource Authority**  
Central Laboratory, Deer Island, Winthrop, MA

**April 2000-present**

**Laboratory Supervisor II**

**January 2022-present**

Currently the supervisor of the sample management team at the Central Laboratory, Operations.

- Supervises a team of five laboratory employees.
- Plans and schedules analytical activities and special project requests to meet commitments to the client group.
- Implements new procedures and equipment.
- Assures validation of analytical data. Works closely with internal clients to ensure the adhesion to DEP and NPDES permit requirements.
- Facilitates work with marine science clients on the Harbor Outfall Monitoring project.
- Oversees employees in laboratory, quality control, administrative, and safety procedures.
- Conducts employee performance reviews.
- On-call Laboratory Supervisor
- Mobile Laboratory analyst.

**Chemist III**

**August 2014-January 2022**

Worked on the nutrient testing team at the Central Laboratory. Performed complex chemical analyses according to SOPs. Interpreted and validated data results. Trained new personnel in standard procedures. Wrote and revised SOPs. Member of the sample management team for 17 years and worked closely with operations and client services on water, wastewater, and marine science projects. Previously the project coordinator for the DEP school lead program.

**Laboratory Technician, Senior Laboratory Technician, Chemist I & II**

**April 2000-August 2014**

Worked on the sample management team at the Central Laboratory. Performed routine wastewater sampling and field tests in addition to drinking water bench analyses. Organized projects for internal and external clients.

**Acting Laboratory Supervisor II**

**July 2005-December 2006**

Supervisor for the Sample Management division of the Central Laboratory. Responsible for scheduling analytical tests and project requests. Maintained and implemented new equipment and procedures. Performed the essential duties of the team supervisor fully including data validation, adherence to QA/QC procedures, and employee training.

**Acting Client Services Coordinator**

**August-October 2007**

Organized sampling schedules for clients. Developed a working knowledge of the DEP requirements. Reported data to clients. Organized projects for the Central Lab such as the bi-annual Lead/Copper

project and HOM. Coordinated the operational project preparation for the Sample Management division of the Central Lab.

**Acting Quality Assurance Coordinator**

**August-October 2014**

Responsible for performing internal audits of laboratory procedures. Managed laboratory participation in certification programs and related performance evaluation sample analyses. Reviewed and processed laboratory SOPs. Maintained analyst certification records. Reviewed and approved Data Anomaly Investigation Records in LIMS.

**City of Lawrence Water Department, Lawrence, MA**

**June 1999-April 2000**

**Laboratory Analyst**

Performed daily analyses on drinking water samples to ensure quality of water. Monitored water quality parameters such as FCR, pH, Fluoride, Turbidity, and Alkalinity. Collected daily bacteriological samples for analysis. Responsible for record keeping and analysis of data for reports required by DEP.

**Safety**

Chairperson of the DITP Safety Board. Member of the Emergency Response Team on DITP since 2009. Qualified Individual (QI) for OPA 90. Former Confined Space Entry program trainer.

**MOSES**

Board of Directors and Collective Bargaining Committee member. Successfully negotiated and ratified contracts for Unit 9 members. Works closely with Human Resources to negotiate discipline and corrective actions. Works directly with Labor Relations and Human Resources to resolve collective bargaining agreement disputes.

**SKILLS**

**Laboratory**

- Bacterial and wastewater sampling
- Cyanide flow injection analysis
- FID (CH<sub>4</sub> and NMHC) analysis
- Fluoride ISE analysis
- Ion Chromatography
- Mobile lab: GC/MS, XRF, CN ISE analyses
- NPDES permit daily analyses (BOD, TS, pH, TCR)
- Nutrient continuous flow analyses

**Computer**

- Labware LIMS database
- Microsoft Office

**MWRA Training**

- Apollo MX6 Gas Meter Training
- Boom Deployment
- Confined Space Entry
- DI Wind Turbine Climb
- First Responder Medical, CPR/AED/First Aid, Wilderness First Aid Training
- Incident Command 100 and 200
- MWRA Supervisor, Specification Writing
- OSHA 40 hour Hazardous Waste Site, 8 hour refresher, 10 hour Construction Safety, OSHA 30 hour General Industry
- RECRA

**VOLUNTEER**

City of Methuen Open Space Plan Committee (2020-2021)

City of Methuen Conservation Board Commissioner (2020-present)