



# 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:

Kenneth Sateriale

2. Board/Commission: Reappointment to the Conservation Commission

3. Date Talent Bank Application Received: 11/24/25

4. Interview Date/Interviewer: 12/9/25 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 Kenneth Sateriale for his continued service on the Conservation Commission. He has served as a commissioner since 2013, providing long-standing institutional knowledge and a consistent, thoughtful approach to conservation matters. Now retired, he previously held the role of Special Assistant to a Director within the Department of Defense, where he developed deep expertise in strategic planning, regulatory compliance, and complex decision-making. His professional background also includes extensive experience as an acquisition analyst and procurement analyst, equipping him with a strong understanding of fiscal oversight, risk assessment, and policy evaluation. Together, his longevity on the Commission and his distinguished federal service make him a highly valuable member whose insight, diligence, and judgment continue to benefit the community's conservation efforts.



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 11:22 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	Kenneth
Last Name	Sateriale
Address	
City	Methuen
State	MA
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	none
Education	B.A. Umass/Boston 1972 - Psychology
Current Employer and Position	Retired
Please list additional skills, certificates and volunteer experience	Methuen Conservation Commissioner since January 2013 Currently Secretary for the Commission  Massachusetts Association of Conservation Commissioners Training: Fundamentals for Conservation Commissioners - Required Credits

Attended Event Session: Unit 103: Plan Review and Site Visit  
 Procedures  
 Fundamentals for Conservation Commissioners - Required  
 Credits  
 Attended Event Session: Unit 105 - Writing Effective Orders of  
 Conditions  
 Fundamentals for Conservation Commissioners - Elective  
 Credits  
 Attended Event Session: Unit 208 -Wetland Buffer Zones:  
 Considering the Science while Applying the Regulations  
 Fundamentals for Conservation Commissioners - Elective  
 Credits  
 Attended Event Session: Unit 201 - Getting Home Before  
 Midnight: How to Run an Effective Meeting  
 Fundamentals for Conservation Commissioners - Elective  
 Credits  
 Attended Event Session: Unit 206 - Stormwater Requirements  
 for Wetlands Protection  
 Fundamentals for Conservation Commissioners - Elective  
 Credits  
 Attended Event Session: Unit 205 - Effective Erosion and  
 Sediment Control  
 Floodplain Basics for New Commissioners  
 Commissions Behaving Badly  
 Wetlands Enforcement Basics  
 Fundamentals for Conservation Commissioners - Elective  
 Credits  
 Unit 205 Effective Erosion and Sediment Control  
 Fundamentals for Conservation Commissioners - Required  
 Credits  
 Unit 104 Wetland Functions and Values

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Additional comments?	<i>Field not completed.</i>
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Please attach a current  
 resume to the talent bank  
 application.

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Email not displaying correctly? [View it in your browser.](#)

## **Kenneth Arnold Sateriale**

<b>Work</b>	<b>DoD/Washington Headquarters Services</b>	<b>03/2009</b>
<b>Experience:</b>	Arlington, VA United States	-
		<b>Present</b>
		<b>Hours</b>
		<b>per</b>
		<b>week: 40</b>
		<b>Series:</b>
		1102
		<b>Pay</b>
		<b>Plan:</b>
		GS
		<b>Grade:</b>
		15

**Special Assistant to the Director** (This is a federal job)

**Supervisor:** Linda N. Allen (703.696.3860)

**Okay to contact this Supervisor:** Yes

During a period of intense organizational transition, I supported the Director as Acting Deputy Director, Acquisition Support Division Director, Performance Manager, and Policy Officer. I performed management and supervisory duties including support of operations, review of draft contract actions, development of policy, budget tracking, and human capital management. I managed areas of policy (development, training and implementation), electronic business systems, purchase card program, Section 807 and IGCA Inventories, budget for the A&PO office, and Section 852 intern program; and was responsible to responding directly to DPAP for taskers, team support, and special activities.

Duties as Performance Manager: Advised/recommended acquisition approach and adequacy of requirements; implemented performance-based contracting; reviewed contract files for statutory and regulatory compliance and business sufficiency; prepared statutory reports; drafted local policy implementing DFARS and DPAP regulations and policy; developed policy implementation; conducted training and workshops; and analyzed management data.

Accomplishments: Guided key acquisitions into performance-based posture. Developed Acquisition Handbook for use by business partners. Conducted training on PBC and oversight of services contracts. Wrote policy on oversight of service acquisitions, contracting officer representatives, and inter-agency acquisitions.

Related skills: Public speaking, data presentation and analysis, report preparation; acquisition strategy development.

**CEXEC, Inc.** 06/2008  
Arlington, VA United States -  
02/2009  
Hours  
per  
week: 40

**Senior Acquisition Analyst**

**Supervisor:** Phil Beliveau (703.435.0099)

**Okay to contact this Supervisor:** Yes

Provided senior-level acquisition advice and consulting services to the Brigadier General/Program Executive Officer for Combat and Mission Support for all USAF programs for services. This included development and analysis of data, preparation of reports and General Officer level briefings, running workshops, and providing advice on acquisition strategy development.

**National Aeronautics and Space Administration** 02/1992  
Washington, DC United States -  
06/2008  
Hours  
per  
week: 40  
Series:  
1102  
Pay  
Plan:  
GS  
Grade:  
15

**Senior Procurement Analyst** (This is a federal job)

**Supervisor:** James Balinskas (202-358-0445)

**Okay to contact this Supervisor:** Yes

Manager of the Virtual Procurement Office, a web-based knowledge management tool for the NASA acquisition community. Acquisition policy subject matter expert for: Earned Value Management, Performance Based Acquisition, Major Systems Acquisition - FAR Part 34, and Service Contracting - FAR Part 37 and OMB Circular A-76, and Liaison to the Chief Engineers Office, .

-SF-52 detailed assignment as Acting Director, Contract Management Division (supervisory position)

- SF-52 detailed assignment as Acting Branch Chief/Goddard Space Flight Center (supervisory position)
- Developed and implemented Agency-wide PBA initiative (awarded - Exceptional Performance Medal)
- Developed Agency Competitive Sourcing Plan (President's Management Agenda) and conducted Agency FAIR Act Inventory
- Developed and implemented Risk Based Acquisition Management initiative
- Project Manager, Federal Procurement Data System Next Generation conversion project
- Manager, Virtual Procurement Office
- Team Leader, PBC Agency-wide Assessment Review
- Team Leader, Office of Procurement Improvement/Assessment Study
- Project Manager training (NASA APPL) completed through level 3
- Graduate, USDA SES Candidate Training Program and Federal Executive Institute
- Formally appointed faculty member, NASA APPL
- Team Leader, OIG Hubble Space Telescope Liability Review (Briefed NASA Administrator and Acting U.S. Attorney General)
- Course Director, Contract/Subcontract Management Seminar

**USAF/Electronic Systems Center**  
Bedford, MA United States

**06/1978 -  
02/1992**  
**Hours per  
week: 40**  
**Series:**  
**1102 Pay**  
**Plan: GS**  
**Grade: 13**

**Contracting Officer** (This is a federal job)  
**Supervisor:** Dave Williams (781.377.4441)  
**Okay to contact this Supervisor:** Yes

- SF-52 detailed assignment as Acting Director, Space and Missile Warning Contracting Directorate (Supervisory Position)
- Negotiated and awarded competitive and sole source contracts for highly complex electronic systems
- Managed contracts exceeding \$500 million aggregate value
- Managed contracts for major systems and support services
- Led buying teams of 4-6 negotiators and one procurement clerk
- Possessed highest level security clearance

**CPP, Inc. (now DBA Pinkerton's)**  
San Francisco, CA United States

**09/1973**  
**-**  
**06/1978**  
**Hours**

**per  
week: 40**

**Operations Manager**

**Supervisor:** Ronald Lee Hunt (415.808.1774 )

**Okay to contact this Supervisor:** Yes

As Operations Manager, I serviced clients in seven San Francisco Bay Area counties, specializing in hospital security.

Operated profit center of contract security company; supervised, hired, fired, promoted, demoted, assigned, transferred all (100) employees; negotiated with clients; wrote security procedures; managed office including payroll and operating expenses.

Continually managed the operation profitably.

**USAF**

San Antonio, TX United States

**07/1967 - 01/1970**

**Hours per week: 40**

**Russian Translator**

**Supervisor:** TSgt Olive

**Okay to contact this Supervisor:** Yes

Translated Russian language.

**Education:** **University of Massachusetts** Boston, MA United States

Bachelor's Degree 09/1972

**GPA:** 3.29 of a maximum 4.0

**Credits Earned:** 124 Semester hours

**Major:** Psychology **Minor:** Pre-Med

**Relevant Coursework, Licenses and Certifications:**

Physics, Calculus, Chemistry, Biology, Statistics

**Syracuse University** Syracuse, NY United States

Technical or Occupational Certificate 08/1968

**GPA:** 3.0 of a maximum 4.0

**Credits Earned:** 24 Semester hours

**Major:** Russian Language

**Relevant Coursework, Licenses and Certifications:**

U.S. Air Force-sponsored program operated by Syracuse University.

Completed 21 semester hours in Russian language and 3 semester hours in Russian Area Studies, i.e. political history and economic geography.

**Job Related** 4/2007 Advanced Business Solutions (CON 353)

**Training:** 4/2005, Earned Value Management

12/2004, Finance for Non-Financial Managers

8/2003, Strategic Business Management

1/2003, Business Education Program  
 10/2002, Advanced Project Management  
 6/2001, Senior Executive Service Candidate Program  
 02/1999, Federal Executive Institute: Leadership for a Democratic Society  
 11/2001, Systems Engineering  
 08/1996, System Requirements  
 12/2001, Project Management  
 07/1998, Executive Seminar: Acquisition (CON 301)  
 01/1995, Managing the Influence Process (MIP)  
 09/2000, Tools and Techniques of Project Management  
 10/2002, Advanced Project Management  
 12/2000, Project Leadership  
 06/1994, Procurement Managers' Seminar  
 07/1994, ISO 9000 - Contract Quality Requirements  
 03/1995, Performance Measurement  
 03/1995, Configuration Management Process  
 05/1995, Performance Based Acquisition  
 05/1995, Quality Assurance Surveillance Plan  
 11/1978, Management of Defense Acquisition Contracts (Basic)  
 06/1979, Principles of Contract Pricing  
 01/1979, Contracting With Small and Minority Business Firms  
 10/1979, Contract Negotiation Workshop  
 08/1982, Government Contract Law (PPM 302)  
 05/1984, Management of Acquisition Contracts (Advanced)  
 02/1986, Acquisition and Contracting Executive Seminar

<b>Language Skills:</b>	<b>Language</b> Russian	<b>Spoken</b> Novice	<b>Written</b> Novice	<b>Read</b> Novice
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**Affiliations:** National Contract Management Assoc. - member  
 Defense Acquisition University Alumni Association - member  
 DoD Acquisition Corps - member  
 Mensa - member

**Professional Publications:** Published article in Contract Management magazine on Performance Based Contracting.

<b>References:</b>	<b>Name</b>	<b>Employer</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
	Linda N. Allen (*)	DoD/Washington Headquarters Services	Director of Contracting	703.696.3860	
	Deborah C. O'Neill (*)	Nasa Headquarters	Director, Acquisition Analysis Division	(202) 358-1534	linda.allen@whs.mil  deborah.c.oneill@nasa.gov



Frances Headquarters      ADC I&L 703-695-  
L.      United States      (Contracts) 6326  
Sullivan Marine Corps  
(\*)

Frances.sullivan@usmc.mil

(\*) Indicates professional reference

**Additional**    DAWIA Level III Certified

**Information:** Exceptional Service Medal

Exceptional Performance Award

Superior Accomplishment Award for Special Act or Service

Procurement Analyst of the Year

Performance Awards: 1992-2011

5 Quality Step Increase Awards

3 Sustained Superior Performance Awards.

Air Force Certificate of Merit

Outstanding Civilian in Contracting-Electronic Systems Center

Air Force Performance Awards 1978-1991.

Secretary of Defense Cold War Certificate of Recognition