

A yellow rectangular graphic with a black border. Inside, a spotlight beam shines from the top left onto the text.

Employee Spotlight



Pam Callahan

Town Administrative Supervisor

Town Administrator Patrice Garvin would like to recognize Belmont's dedicated professional staff in a series of employee spotlights. There are many hard-working employees working for Belmont that often go unrecognized. The purpose of these articles will be to bring these incredible employee accomplishments to light. Town Administrator Garvin would like to recognize **Town Administrative Supervisor Pam Callahan** for her continued service to the Town of Belmont for nearly five years.

Callahan, a Shirley native, currently serves as the Administrative Supervisor for the Belmont Administrator's and Select Board's office, where she works closely with Town Administrator Garvin and over 60 Belmont committees. She was recently appointed to this role after serving as an administrative coordinator for three years.

"I want to extend my gratitude to Pam for her commitment to the Town of Belmont and her continued effort each day to support our town's residents," said Town Administrator Garvin. "Her work has been critical in running our offices and it has been a pleasure to work alongside her each week."

In her current role, Callahan performs a wide variety of complex and confidential administrative duties to complete the day-to-day operations of the offices. Other responsibilities include working with the select board to prepare agendas, meeting materials, reports, and statistical data and coordinating meetings, public hearings and events. Callahan also performs annual liquor license renewals and works in conjunction with the Town Clerk's office for business license renewals and the annual committee reappointment process.

Prior to her employment in the Town of Belmont, Callahan worked for the Town of Shirley in various capacities. In 2010, she began working as an administrative assistant for the Shirley Department of Public Works (DPW) and later as a zoning board of appeals clerk, planning board clerk and assessors clerk before taking on the role of public safety administrative assistant in 2015.

While serving the Town of Shirley as public safety administrative assistant, she was responsible for working in conjunction with the Shirley Police Chief and DPW foreman to plan, prepare and implement annual budgets and prepare Chapter 90 requests and reimbursements. Additionally, she prepared, processed and tracked biweekly payroll for various entities and prepared weekly warrants. She has also supported the Shirley Police Department, Shirley Police Reserves, Shirley Dispatch, Shirley Animal Control, Shirley Department of Public Works and the Shirley Cemetery Committee.

"It has been a pleasure to serve the Town of Belmont for the past five years and I look forward to continuing the work I've begun," said Callahan. "I want to thank my coworkers, past and present, that I've worked alongside in this office, who have made some of my accomplishments possible with their help and support, specifically, Budget Analyst Matt Haskell; HR Generalist Mitch Carolan and our new Administrative Coordinator James Goudie."

Callahan has also previously served as an executive assistant at Bresco, Inc. Tax and Accounting Services and continues to work there part-time during tax season, as a forestry clerk for the Department of Environmental Management, a secretary for the United States Army at Fort Devens and as a clerk for the Federal Treasury, Comptroller of the Currency.

Callahan and her husband, Bill, have been married for 39 years. They are the proud parents of two children and the proud grandparents of four children. During her free time, Callahan enjoys spending time baking, dining out with friends and playing with her grandchildren.