



TOWN OF RICHMOND VERMONT

Application Form for Town Commissions, Boards and Committees

Please submit your application to: Volunteer Search, P.O. Box 285, Richmond, VT 05477, by email to [dwardwell@richmondvt.gov](mailto:dwardwell@richmondvt.gov) or by placing it in the drop box outside the Town Office by April 13, 2022. Water & Sewer Commission applications are due June 1, 2022. Development Review Board (DRB) applications are due by May 11, 2022.

Please supply the following information:

1) Review the scheduled meeting day/time of the Commission, Board, or Committee along with the length of the term of the position. Will you be able to regularly make the meetings? Y / N  
Will you be able to serve for the term of the position? Y / N

2) Please introduce yourself to the Selectboard by providing a short cover letter detailing your background, training, and experience with the board/commission/committee you are applying for and/or resume.

Name of Applicant: ERIC SJANSSON Date: 10/14/22

Phone Number: 802 355 7777 Email Address: ERIC@COFFEEQLAB.COM

Name of Commission/ Board/ Committee: ARPA

If you serve on another Commission/Board/ Committee, please indicate which one(s):

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Richmond Resident: Y /  N (circle one)

For hard copies or accessibility accommodations please contact:  
Duncan Wardwell at 802-336-2092 or [dwardwell@richmondvt.gov](mailto:dwardwell@richmondvt.gov)

## **Eric R. Svensson**

26 Tallwood Lane  
Burlington, VT 05408  
802 355-7777

Email: [eric@CoffeeQLab.com](mailto:eric@CoffeeQLab.com)

### **Operations/Management/Quality Assurance:**

- **Coffee Quality Laboratory. Owner & Director.** May 2016 to present. Design, equipment procurement, staff hiring, and management of new laboratory. Design and development of data management and report generation systems. Establishing and documenting testing protocols. Business development and account management. Establish invoicing and accounting systems and protocols. Primary customer contact, conducting needs assessment and designing custom QA programs. Managing lab budget. Overseeing training & development and calibration of sensory team. Conducting physical and sensory analysis on green and roasted coffee, data entry, report generation and distribution. Sample roasting. Green coffee procurement.
- **Coffee Lab International. Lab Operations Manager.** Feb 2011 to Apr 2016. Overseeing day to day lab operations and work flow of Quality Assurance testing. Managing lab team, staffing and scheduling. QA physical and sensory testing, data entry, report generation and distribution to customers. Establishing and documenting testing protocols. Designing and developing data management and report generating systems. Assisted customers develop products and establish specifications. Laboratory, brewing and roasting equipment procurement and maintenance. Overseeing training & development and calibration of sensory team. Customer contact point person/manager of accounts. Sample roasting. Green coffee procurement. Conducting personal performance review.
- **Coffee Analysts. Lab Manager.** May 2005 to Feb 2011. Managing lab technician team, test scheduling, and workflow of physical and sensory Quality Assurance testing. Data entry, report generation and distribution to customers. Establishing and overseeing testing protocols. Managing customer specifications and database operation. Maintaining the physical and brewing lab equipment and supplies. Member of the sensory cupping panel. Sample roasting. Conducted industry research to identify and contact potential customers. Conducting sales calls and distributing sales information to potential customers.
- **Enforth Inc/The Zota Company,** Burlington, VT. Operations/Production/R&D Specialist, Aug 2003 to May 2005. Responsible for conducting R&D/product line development. Creating and maintaining vendor contacts, identifying suppliers of raw materials, ordering materials, assisting with production forecasting, managing and maintaining inventory of marketing and advertising materials, production raw materials, and finished product. Handling/supporting logistics and materials for sales force. Responsible for various office and operations logistics.

### **Education:**

- **University of Vermont.** School of Business. B.S. Business Administration, with emphasis on Operations & HR.
- **Woodbury College.** Mediation and Conflict Resolution Master's Program, certificate program completed February 2006.
- **SCAA Certified Coffee Q-Grader,** July 2011. Re-certified October 2021.

Additional Course Work: (**University of Minnesota** and **University of Wisconsin** 1987-2001)

- Training in Business & Industry, Quality Management, TQC, Training & Development, Organizational Development, Chemistry, Mechanical Engineering, and Materials Science.

### **Volunteer Work:**

- **For The Love of Dogs Vermont,** working directly with CEO and Board with logistics and operations, creating fundraising events, social media communication, rescue transports and
- **Green Mountain Animal Defenders,** conducting wildlife rescue transports to wildlife rehabbers across Vermont.

### **References:** (Contact details upon request)

- Hélène Marsot, Dunkin Brands, Senior Manager of Quality Assurance
- Bram Kleppner, Danforth Pewter. CEO
- Lawrence Miller, Consultant, former VT Secretary of Commerce, former Chief of Health Care Reform, Office of the Governor, VT



Josh Arneson <jarneson@richmondvt.gov>

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## Fwd: Seeking ARPA Committee Member & Business Owner

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Assistant to the Town Manager <dwardwell@richmondvt.gov>  
To: Josh Arneson <jarneson@richmondvt.gov>

Mon, Oct 17, 2022 at 9:36 AM

FYI, ARPA application.

**Duncan E. Wardwell (he/him)**  
**Assistant to the Town Manager**  
**Town of Richmond**  
**203 Bridge St.**  
**P.O. Box 285**  
**Richmond, VT 05477**  
**802-336-2092**

*Electronic communications are considered public records and subject to public inspection and disclosure unless exempt under one of the general exemptions found in 1 V.S.A. 317(c)*

----- Forwarded message -----

From: **Eric Svensson** <eric@coffeeqlab.com>  
Date: Fri, Oct 14, 2022 at 7:52 PM  
Subject: Re: Seeking ARPA Committee Member & Business Owner  
To: Assistant to the Town Manager <dwardwell@richmondvt.gov>

Hello Duncan,

I am responding to your email regarding the ARPA Committee's vacant Business Owner seat.

I have attached the application and a quick resume overview.

My business has been located and operating in Richmond since 2017. Additionally, I was involved in the community from 1996 until 2000 as a special education teaching assistant at Camel's Hump Middle School primarily working one-on-one with a student with autism. This including operating as his job coach at the old Richmond Market and other locations.

I would happily serve on this committee, and also would happily step down if another Business Owner who resides in Richmond or is more engaged or invested in the community were to step up.

If you have any questions or need further information please let me know.

Cheers,  
Eric

*Eric Svensson*

-Director



3174 East Main Street [Richmond, VT](#) 05477

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**From:** Assistant to the Town Manager <[dwardwell@richmondvt.gov](mailto:dwardwell@richmondvt.gov)>

**Sent:** Thursday, October 13, 2022 12:14 PM

**To:** Assistant to the Town Manager <[dwardwell@richmondvt.gov](mailto:dwardwell@richmondvt.gov)>

**Subject:** Seeking ARPA Committee Member & Business Owner

The Richmond ARPA (American Rescue Plan Act) Committee is seeking a person to fill the seat reserved for a Richmond Business Owner. If you are interested then please email or mail the APPLICATION to Duncan Wardwell ([dwardwell@richmondvt.gov](mailto:dwardwell@richmondvt.gov), P.O. Box 285, Richmond, VT 05477).

Link to Application Form for Town Commissions, Boards and Committees:

<https://www.richmondvt.gov/fileadmin/files/Archive/2021/02/Appointment-Application-Committees-2022.pdf>

The Richmond ARPA Committee meets 2nd & 4th Wednesdays of the month at 7-8 PM.

View updated ARPA Committee information at:

<https://www.richmondvt.gov/boards-meetings/arpa-committee>

Duncan E. Wardwell (he/him)  
Assistant to the Town Manager  
Town of Richmond  
203 Bridge St.  
P.O. Box 285  
Richmond, VT 05477  
802-336-2092

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**2 attachments**

 **SVENSSON- RICHMOND ARPA APP.pdf**  
386K

 **Svensson Resume.pdf**  
113K