

1. 6:00 P.M. Committee Of Ways & Means

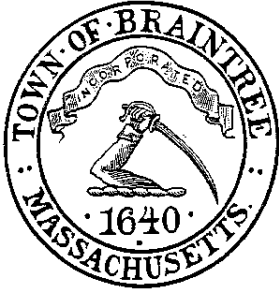
Documents:

[21 APRIL 27 ZOOM WEBINAR WM AGENDA.PDF](#)

2. 6:00 P.M. Committee Of Ways & Means

Documents:

[2021 APRIL 27 WM MTG.PDF](#)



# Braintree Town Council

## Committee of Ways & Means

One JFK Memorial Drive  
Braintree, Massachusetts 02184

### MEMBERS

Meredith Boericke, Chairwoman  
Charles Ryan, Vice-Chairman  
Donna Connors, Member  
Julia Flaherty, Member  
Steven Sciascia, Member

## AGENDA

**Tuesday, APRIL 27, 2021**

**Starting Time –6:00PM**

**Remote via Zoom webinar**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84236217461>

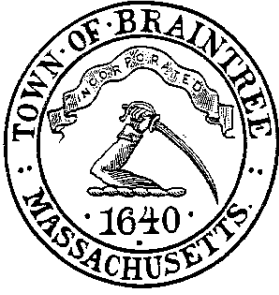
Or Telephone: Dial US: +1 312 626 6799

Webinar ID: **842 3621 7461**

International numbers available: <https://us02web.zoom.us/u/kXWtZzxsF>

1. Roll Call
2. Approval of Minutes
  - March 2, 2021
  - March 9, 2021
3. Old Business
  - None
4. New Business
  - 21 016 Mayor: Establishment of New Revolving Fund for Golf Food Services in FY21 or take up any action relative thereto
  - 21 017 Mayor: Appointment—Melissa SantucciRozzi, Director, Planning and Community Development, or take up any action relative thereto
5. Adjournment

*Governor Charles Baker has declared a state of emergency in Massachusetts to support the state's response to COVID-19 (Coronavirus). According to the Town of Braintree's "Temporary Emergency Policy for Remote Participation Under the Open Meeting Law Pursuant to Massachusetts Executive Order of March 12, 2020," the Town Council will meet fully remotely for the health and safety of Councilors and the public during the Massachusetts State of Emergency. The Town Council will be using Zoom software to run meetings online for the immediate future. The Town continues to monitor the situation through the Health Department and specific questions should be directed to our Public Health Nurse at 781-794-8094 or Marybeth McGrath, Director of Health, at 781-794-8095.*



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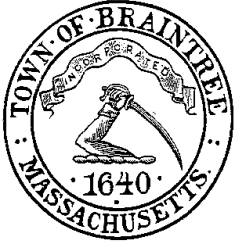
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**Braintree Town Council**  
**Committee of Ways & Means**  
One JFK Memorial Drive  
Braintree, Massachusetts 02184

**MEMBERS**

Meredith Boericke, Chairwoman  
Charles Ryan, Vice-Chair  
Donna Connors, Member  
Julia Flaherty, Member  
Steven Sciascia, Member

**MINUTES**  
**Tuesday, March 2, 2021**

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Tuesday, March 2, 2021 at 6:30p.m.

Councilor Boericke was in the Chair.

Clerk of the Council, Susan M. Cimino conducted the roll call.

All votes were taken by Roll Call Vote.

Present: Meredith Boericke, Chairwoman  
Charles Ryan, Vice-Chairman  
Donna Connors, Member  
Julia Flaherty, Member  
Steven Sciascia, Member

Also Present: Nicole Taub, Chief of Staff  
Joseph Keaney, Braintree Cultural Council

**Approval of Minutes**

- None

**Old Business**

- None

### **New Business**

- **21 003 Mayor: Reappointment of Joseph Keaney to the Braintree Cultural Council or take up any action relative thereto**

Nicole Taub stated this is for the approval of re-appointment to the Braintree Cultural Council for Mr. Keaney. He is currently a High School Arts Teacher. He sets goals in assisting to bring arts to our community.

Councilor Connors stated I have known Mr. Keaney for years and he is a great person and thank you very much.

Motion read by Councilor Ryan for favorable recommendation to the Full Council.

#### **MOTION:**

Upon the request of his honor, the Mayor, the Town of Braintree, through the Braintree Town Council, and in accordance with sections 3-3 of the Charter of the Town of Braintree to approve the re-appointment of Joseph Keaney to the Braintree Cultural Council.

**Motion:** by Councilor Ryan for favorable recommendation to the full Council Order 21 003

**Second:** by Councilor Connors

**Roll Call Vote:** For (5—Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

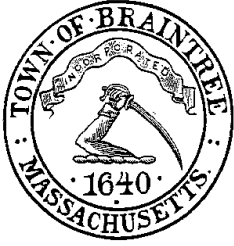
It was unanimously voted to adjourn the meeting at 6:36p.m. by Roll Call Vote.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

## **Documents provided for Meeting**

- 21 003 Mayor: Reappointment of Joseph Keaney to the Braintree Cultural Council or take up any action relative thereto



**Braintree Town Council**  
**Committee of Ways & Means**  
One JFK Memorial Drive  
Braintree, Massachusetts 02184

**MEMBERS**

Meredith Boericke, Chairwoman  
Charles Ryan, Vice-Chair  
Donna Connors, Member  
Julia Flaherty, Member  
Steven Sciascia, Member

**MINUTES**  
**Tuesday, March 9, 2021**

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Tuesday, March 9, 2021 at 6:00p.m.

Councilor Boericke was in the Chair.

Clerk of the Council, Susan M. Cimino conducted the roll call.

All votes were taken by Roll Call Vote.

Present: Meredith Boericke, Chairwoman  
Charles Ryan, Vice-Chairman  
Donna Connors, Member  
Julia Flaherty, Member  
Steven Sciascia, Member

Also Present: Nicole Taub, Chief of Staff  
Ed Spellman, Director Municipal Finance  
Shawn McGoldrick, Town Auditor  
Mark Dubois, Police Chief  
James O'Brien, Fire Chief  
Sharmila Biswas, Director of Elder Affairs  
Therese Stano, Library Director  
Frank Hackett, Superintendent of Schools  
Marybeth McGrath, Director Municipal Licenses & Inspections

**Approval of Minutes**

• December 1, 2020

Motion made by Councilor Ryan to approve Minutes of December 1, 2020

**Motion:** by Councilor Ryan to approve Minutes of December 1, 2020

**Second:** by Councilor Flaherty

**Roll Call Vote:** For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

• December 15, 2020

Motion made by Councilor Ryan to approve Minutes of December 15, 2020

**Motion:** by Councilor Ryan to approve Minutes of December 15, 2020

**Second:** by Councilor Flaherty

**Roll Call Vote:** For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

## Old Business

- None

## New Business

- **21 005 Mayor: Request to Approve the Fiscal Year 2021 Capital Plan or take up any action relative thereto**

Nicole Taub stated what you have before you is very conservative and lean Capital Plan that focuses strictly on those priority projects that are truly necessary to continue to enhance our infrastructure, our roadways and continuing to support our schools with a focus on products that can be purchased by a means other than use of free cash in order to preserve the balance of funds we have there. In January 2021 Department Heads were asked to submit a plan as well as a 5 year plan for their departments. We reviewed for projects that truly were necessary to be funded in this fiscal year given the current circumstances.

Councilor Connors asked if certain equipment is really at the end of use dates so these have to be replaced now. Also do you have everything to keep the firefighters safe.

Chief O'Brien stated we are good for at least another year.

Councilor Connors asked if you priced out 30 year packs.

Chief O'Brien stated no but he can. He also stated speaking with other departments no one uses the 30 year packs and there must be a reason.

Councilor Connors asked about the money for Elder Affairs Parking Lot.

Sharmila Biswas explained the total is \$200,000. This is the original \$119,000, the \$50,000 that is currently being requested and the \$35,000 that was Elder Affairs and available for use.

Councilor Flaherty asked about Engine E-1 for \$700,000 which was in the Capital Plan last year.

Chief O'Brien stated that is a pumper truck. We have 4 pumper trucks, a spare and a ladder truck. Each year I put in for a new Engine hoping to get one for the following year because it takes a solid year to manufacture these apparatus. When it is complete is when we pay for it.

Councilor Flaherty asked about \$100,000 to ADA last year and if this is just a recurring expense we should expect to see year over year.

Marybeth McGrath stated it is. We have a program in place to make upgrades in regards to accessibility for Municipal buildings and properties the Town owns. We work directly with the DPW and Facilities Division on projects they may need funding for.

Councilor Sciascia stated to Chief O'Brien all items in your list that did not get funded are safety items. I am assuming you are ok with delaying those. Some seem like such short money. Are any such priorities that you need now.

Chief O'Brien stated I can wait on some of these in different budget line items I can use for them. Others are fine to wait another year on.

Councilor Sciascia asked to explain the ESCO Project.

Ed Spellman stated the original ESCO Project proposed by the Schools was about \$6 million worth of repairs and renovations. The source of the funding was the utility savings for the improvements there. A second component was added to that for an additional \$4million of work was done. The total went up to \$10 million. The agreement with the School Department is they would take and allocate a portion of \$244,000 of their Capital allocation for the next 20 years and apply that towards the debt services for the additional \$4 million of capital.

Councilor Sciascia asked about his question on whether a Public Comment/Hearing would take place with residents so they could weigh in on the mix of use of funds and for what.

Nicole Taub stated during 2021 we all figured FY2022 would be more of a bleaker picture. It should come as no surprise that we had to come even more conservative in our priorities and how we allocated funding. The roadways is a commitment from the Mayor to continue along with the Chapter 90 funds received for that same work. Public dialogue is important but this year it is so tight financially and there is not a lot of wiggle room on how things get funded. This is not the year to do this. Public is invited next week to the Public Hearing and we will listen to any public feedback.

Councilor Sciascia asked about Facilities Dude.

Dr. Hackett stated our buildings have been shut down. We have made upgrades in our HVAC systems. We have been getting our schools ready for a ventilation and safety standpoint. We have loaded significant amounts of data but it will take time to do long term thinking and planning. Our energies are focused on what they should be. We need to try to get the kids back to in-person learning and focusing on that.

Councilor Sciascia asked about Munis and if we are going to see data out of that system sometime soon.

Ed Spellman stated as far as Munis we have been delayed. We have the Accounting up and running. Payroll has been delayed to July 1. It is a very different system. We just had the training for the Budget reports in Munis. We are working at the same time on the Collectors side and getting that up and running. The plan is to go live in August with that. We are working with the Utilities System and put the Trash Bill in with the Water & Sewer quarterly to allow us to save in mailing/postage costs. All these processes and trainings have been via Zoom and it has delayed our processes.

Councilor Ryan asked if the Police Department was going towards cell phones instead of Radio Communications.

Chief Dubois said no. We change out about 10 radios per year to keep them in good condition.

Councilor Ryan stated I like to see Records Management and directing resources electronically.

Councilor Ryan is glad to see the grant for a new Pumper Fire Truck and hope this will come through.

Councilor Ryan asked what the \$100,000 for ADA Compliance will be used for.

Marybeth McGrath stated some things I am thinking about is money to assist DPW/Facilities. I would like to look into Sunset Lake bath houses and other locations that could use and upgrade.

Councilor Ryan stated one of the best things about this town is the Library. Thank you to Teri Stano.



Councilor Connors asked about the Town Wide Radio System. I do not see any funds requested beyond this year.

Andrew Marron stated that project will be completed with that funding. This removes the old copper wiring and takes us off a Verizon bill and it is adapted for not just Fire Department but other Departments as well. We are looking for grants to upgrade this system as well.

Councilor Connors asked about the High School Renovations and why that was not included.

Dr. Hackett, School Superintendent stated we are just trying to figure out what needs to be done. The floor abatement, while not enough will be supplemented by our operational budget and will likely be dedicated to the High School cafeteria floor which is asbestos tile. Our goal is to abate it and completely replace that.

Nicole Taub added we do have the funds that were passed toward the application for the feasibility study and application to the MSBA for support in potential renovation or rebuild on the High School.

Chairwoman Boericke asked if Stabilization Funds are to be “used up”.

Ed Spellman stated Stabilization Funds are sometimes used for certain projects. This is combined with free cash into the usage for the General fund.

Ed Spellman stated this year with COVID and reduced reserves the plan you have before you is doing the bare bones work we need to do. We made a contiguous effort not to hit free cash with this Capital Plan. We looked at our retiring debt and new debt coming on the next two or three years will not be substantially increased. We will work to build up our reserves and going forward a more normal Capital Plan and be able to use free cash again.

Ed Spellman stated we are looking to do a digitized system town-wide so all departments are on the same system but have not looked into this any further yet.

Chairwoman Boericke stated I feel it would be helpful to have something to help the residents understand this process better for the long-term plan and what their tax money is spent on and all the great things that happen in the town. How can we think creatively to bring this information to the residents.

Shawn McGoldrick stated I wrote a Capital Plan memo. These are about half of what is usually requested. These are must have recommendations. I wonder if the roadway can hold off or not. I don't mean to pick on roads but it is the biggest nugget out there. Road way resurfacing went up \$100,000 this year – it did not get cut.

Nicole Taub stated we did already reduce the roadways for this year by the requested amount. It is about needs and not wants.

Councilor Ryan stated I appreciate our Town Auditor looking at different ways we can reduce but I have always been an advocate for the roads. The 100 Roads Program and Mayor Kokoros being dedicated to the roads.

Ed Spellman stated with the water lines work we are doing now will be the roads that are being paved in the future. At the same time the DPW's plan is to go to the Gas Company and say we are going to be paving these roads in 2 years so the plan is to get all the stuff under the roads done first.

**MOTION:** by Councilor Ryan to Table Order 21 005

**Motion:** by Councilor Ryan Table Order 21 005

**Second:** by Councilor Flaherty

**Roll Call Vote:** For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 006 Mayor: Request for Appropriation - Fiscal Year 2021 General Fund Capital Budget or take up any action relative thereto**

**MOTION:** by Councilor Ryan to Table Order 21 006

**Motion:** by Councilor Ryan Table Order 21 006

**Second:** by Councilor Flaherty

**Roll Call Vote:** For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 007 Mayor: Request for Appropriation – Fiscal Year 2021 Enterprise Funds Capital Budget or take up any action relative thereto**

**MOTION:** by Councilor Ryan to Table Order 21 007

**Motion:** by Councilor Ryan Table Order 21 007

**Second:** by Councilor Flaherty

**Roll Call Vote:** For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

- **21 008 Mayor: Request for Appropriation – Fiscal Year 2021 Capital Budget - Other Available Funds or take up any action relative thereto**

**MOTION:** by Councilor Ryan to Table Order 21 008

**Motion:** by Councilor Ryan Table Order 21 008

**Second:** by Councilor Flaherty

**Roll Call Vote:** For (5–Boericke, Connors, Flaherty, Ryan, Sciascia), Against (0), Absent (0), Abstain (0)

It was unanimously voted to adjourn the meeting at 7:05p.m. by Roll Call Vote.

Respectfully submitted,

Susan M. Cimino  
Clerk of the Council

## **Documents provided for Meeting**

- Minutes of December 1, 2020
- Minutes of December 15, 2020
- 21 005 Mayor: Request to Approve the Fiscal Year 2021 Capital Plan or take up any action relative thereto
- 21 006 Mayor: Request for Appropriation - Fiscal Year 2021 General Fund Capital Budget or take up any action relative thereto
- 21 007 Mayor: Request for Appropriation – Fiscal Year 2021 Enterprise Funds Capital Budget or take up any action relative thereto
- 21 008 Mayor: Request for Appropriation – Fiscal Year 2021 Capital Budget - Other Available Funds or take up any action relative thereto



**Office of the Mayor**  
One JFK Memorial Drive  
Braintree, Massachusetts 02184

Charles C. Kokoros  
Mayor

781-794-8100

**MEMORANDUM**

To: Shannon L. Hume, President of the Council  
Susan Cimino, Clerk of the Council  
James Casey, Town Clerk

From: Mayor Charles C. Kokoros *cc*

CC: Nicole I. Taub, Chief of Staff and Director of Operations  
Ed Spellman, Director of Municipal Finance  
James Arsenaault, Director, Department of Public Works  
Daryn Brown, Director of Golf Operations

Date: April 15, 2021

Re: Establishment of New Revolving Fund for Golf Food Services in FY21

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President Hume, Clerk Cimino and Clerk Casey,

As you know, the Town took over food and beverage services at the Golf Course on January 1, 2019. Since that time, operations have expanded to include private events in addition to the full service restaurant operating in the club house, the snack shack at the 9<sup>th</sup> hole and the service cart. Food and beverage service is currently funded through the operating budget and includes personnel costs for the Food and Beverage Manager and Part-Time Staff, Food and Beverage Supplies and Operation Expenses. The total appropriation in FY21 was \$274,279.00 and, based on recent demand for private functions, additional funding is likely to be required.

Due to COVID, the earnings report from last spring does not provide a good comparison for revenue; however, earnings from April 1, 2019 through June 30, 2019, totaled \$106,767.74 while revenue from July 1, 2020 through March 31, 2021, totaled \$265,211.64. Based on this data, and current bookings, Food and Beverage is on track to raise approximately \$370,000 in revenue for FY21. These earnings will surpass the expenditures significantly, even if additional funding is required.

The Golf Course currently operates a revolving fund for the collection of fees and payments generated from clinics and payments for group and individual lessons and the sales of pro shop materials, with a maximum spending capacity of \$110,000. I will be seeking to increase this maximum to \$130,000.00 in FY21 based on this year's earnings.

As you know, a revolving fund allows the Town, through specific departments, to raise revenues from a specific service and then use those revenues without further appropriation to support the service. The funds must be approved by the Council and subsequent expenditures from a revolving fund can only be used to cover costs related to the assigned service. While the expenditures for food and beverage service may fluctuate, the program has operated successfully since opening in 2019 and is well suited for a transition to a revolving fund. The flexibility offered by a revolving fund to utilize earnings to support operations offers a more efficient means by which to fund the program and reduces the financing required from the operating budget.

The maximum spending capacity requested for this revolving fund is \$450,000.00. As with the pro shop revolving fund, authorization is requested for money to be spent by me, in conjunction with the golf greens superintendent without further appropriation for the remainder of this fiscal year. Supplies will be purchased with the existing appropriation and all revenues earned will be deposited into the fund to support future expenditures. The Town Accountant has certified that the revenues that will be deposited into the fund were not used in the computing of the most recent tax levy. If approved, the Food and Beverage Revolving Fund would support all related costs including personnel, supplies and operating expenses.

Accordingly, your review and approval of the following motion is requested.

**MOTION:** That the Mayor be authorized to use a revolving fund in accordance with the provisions of Massachusetts General Laws chapter 44, section 53E1/2 that may be spent by the Mayor, in conjunction with the golf greens superintendent without further appropriation during the fiscal year commencing July 1, 2020, for the collection of fees, revenue and payments generated from food service operations at the golf course collected during fiscal year 2021 to pay for salaries, expenses and contractual services associated with the operation of the golf course food service operations. The Mayor may spend up to \$450,000 in revolving fund monies during fiscal year 2021.



**Office of the Mayor**  
One JFK Memorial Drive  
Braintree, Massachusetts 02184

Charles C. Kokoros  
Mayor

781-794-8100

**MEMORANDUM**

To: Shannon L. Hume, President of the Council

From: Mayor Charles C. Kokoros *cek*

CC: Susan Cimino, Clerk of the Council  
Nicole I. Taub, Chief of Staff and Director of Operations  
Karen Shanley, Director, Human Resources Department

Date: April 15, 2021

Re: Appointment of Melissa SantucciRozzi as the Director of the Planning and Community Development Department

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President Hume,

Pursuant to Sections 2-10 and 3-3 of the Town Charter, I hereby appoint Melissa SantucciRozzi as Director of the Planning and Community Development Department.

Ms. SantucciRozzi earned a Bachelor of Science in Regional Planning and a Professional Certificate in Cartography from Westfield State College and has completed several professional training programs including the Massachusetts Department of Environmental Protection Regional Planning Degree Internship, the Baystate Roads Program Signal Warrants/Basic Plan Reading Program and the Citizens Planning Training Collaborative Level One and Two Certifications.

With more than twenty (20) years of experience working in planning and community development and as my point person for the successful rezone of the Liberty and Grove Street property, I know Ms. SantucciRozzi has the necessary skills and abilities to transition into the director position and continue to carry forward my goals for our commercial redevelopment plan in Braintree. Ms. SantucciRozzi has served the Town since 2004, first as the Principal Planner from January 2004 to January 2017 and then as the Assistant Director. Ms. SantucciRozzi was then appointed as the Interim Director of the Planning and Community Development Department

in December 2020 and has shown great leadership running the department. Prior to joining the Town in 2004, Ms. SantucciRozzi worked as the Assistant Planning Director for the Town of Burlington from October 2000 to January 2004. In addition to her service to the Town, Ms. SantucciRozzi is the current chair of the Watertown Zoning Board of Appeals and has been a member of the Board since 2003.

Ms. SantucciRozzi has established herself as a leader in the field and has a wealth of knowledge in matters relating to planning and community development that will serve the Town and our residents extremely well. Her appointment to the Director position provides the Department with the necessary experience, professionalism, organization and leadership to continue enhancing Braintree and supporting commercial growth consistent with my priorities for the community.

A copy of Ms. SantucciRozzi's resume is attached for your reference.

For these reasons, your review of this appointment is appreciated.

## **NOTICE OF APPOINTMENT**

Pursuant to the authority vested in the Office of the Mayor in Article 3, Section 3-3 of the Town of Braintree Charter, also known as Chapter 189 of the Acts of 2005, I hereby appoint Melissa SantucciRozzi as Director of the Planning and Community Development Department. I certify that Melissa SantucciRozzi is qualified to perform the duties which will be required and that I made this designation solely in the interests of the Town of Braintree. I request that the Town Council act favorably upon this appointment within the timeframe established by the Charter.





**PROFESSIONAL EXPERIENCE**

**Crazy Dough BC Inc. d/b/a Crazy Dough's Pizza - President/Owner**

**April 2015 to Present**

Co-Owner with my husband of an award winning local Pizzeria chain located on Commonwealth Avenue in Brighton, Massachusetts. We provide quality food to Newton, Brighton, Boston, Cambridge, Brookline and Watertown. We cater events all over Massachusetts and Southern New Hampshire and supply pizza for School Lunch Programs.

Accounting/Accounts Payable

Food Preparation/Sales

Permit/License Compliance

Catering Events

Menu and Promotional Material Design

Personal Oversight

**Town of Braintree - Department of Planning and Community Development**

**Assistant Director - January 2017 to Present**

**Principal Planner - January 2004 to January 2017**

Provides professional and technical support to the Planning Board and Zoning Board and advises the Administration on matters as they relate to Permitting, Zoning, Land Use and Housing.

- ❖ Perform independent review and prepare findings and conditions for Decisions on applications, including Comprehensive Permits, ANR Plans, Grading Permits, Preliminary and Definitive Subdivisions, Site Plan Reviews and Special Permits.
- ❖ Coordinates a Town wide review process for all projects and applications which entails significant coordination of town departments and mitigation negotiations.
- ❖ Has a very good working knowledge and the ability to understand Earth Removal and Grading, Traffic Analysis Reports/Assessments as well Drainage Calculations/Design. Often analyzes Drainage Designs for compliance with the DEP Stormwater Regulations.
- ❖ Very knowledgeable about the State Regulations that relate to Zoning and Planning, the Subdivision Control Law, Chapter 40B, Downtown/Village Planning, Local Action Units and the MEPA review process, which allows me to participate in discussions and meetings on Land Use and be a very effective participant and helpful to those seeking assistance or information.
- ❖ Prepares new and revised Zoning Bylaws and 40R Smart Growth Zoning for review by various Boards/Commissions for presentation and future acceptance by the Town.
- ❖ Analyzes and prepares reports including recommendations to the Planning Board for consideration on all Zoning Board of Appeal Applications and proofreads reports and decision of other Staff Members to ensure Decisions and Conditions are properly provided for.
- ❖ Reviews and provides department comments to the Board of Licenses Commissioners and the Town Council on their Applications.
- ❖ Conducts site inspections to ensure compliance with conditions of approval for occupancy on Projects and to evaluate a particular site for development possibilities or potential ordinance violations.
- ❖ Serves and meets with residents and developers to provide information on the Zoning Bylaw, the Town's FTHB Program and Tenant Based Rental Program, Affordable Housing and the State and Local permitting process.
- ❖ Oversees the Town's HOME Program (South Shore Home Consortium) and is responsible for all 40B Permitting including litigation, affordable housing activities/initiatives and manages the Town's Subsidized Housing Inventory SHI and 1.5% GLAM and is member of the South Shore Fair Housing Committee.
- ❖ Attends Zoning Board, Planning Board Meetings/Public Hearings and attends various other Board Meetings, as required.
- ❖ Previously served as the Town's Alternate Representative to MAPC and attended the Boston MPO Meetings to represent Mayor Sullivan on behalf of the South Shore Coalition as well as the Metro Mayors Housing Task Force
- ❖ Previous Member of the Ordinance Working Group tasked with being the advisor body for a comprehensive rewrite of the Zoning Ordinance and Map.

**Town of Burlington, Planning Department - Assistant Planning Director**

**October 2000 – January 2004**

- ❖ Performed involved review and prepared conditions of approval for decisions on all applications submitted, which included Re-zonings, Bylaw Revisions, ANR Plans, Preliminary and Definitive Subdivisions, Site Plans, Site Plan Waivers, Special Permits, Minor Engineering Changes and Insignificant Changes.
- ❖ Conducted site inspections to ensure compliance with conditions of approval for occupancy and/or to evaluate a particular site for a proposed development.
- ❖ Served the public on a daily basis providing information on the Zoning Bylaws and the permitting process. Attended several meetings on upcoming and ongoing projects and Public Hearings of the Planning Board and Town Meeting.

**Vanasse Hangen Brustlin, Inc. in Watertown, Massachusetts - Administrative Project Assistant  
October 1998 – October 2000**

VHB is nation wide engineering firm specializing in land development, environmental and transportation consulting services.

- ❖ Provided administrative and project organizational support for 60 engineers, 15 project managers and 5 department managers within the Land Development Group.
- ❖ Duties including but were not limited to: contract preparation, large mailings (DEP, MEPA, Local Planning/Conservation Boards), filing, meeting/event coordination, general office duties. Sole responsibility for correspondence and invoice organization of 200+ projects for the group.

**RELATED ACTIVITIES**

**Watertown Zoning Board of Appeal (Current Chair)**

Watertown, Massachusetts January 2003 – Present

**American Planning Association**

Washington, D.C. 2004 - Present

**Metropolitan Area Planning Council**

Braintree Massachusetts Alternative Representative January 2004 – January 2010

**EDUCATION and PROFESSIONAL TRAINING**

**Westfield State College**

**Bachelor of Science - Regional Planning**

**Professional Certificate - Cartography**

Westfield, Massachusetts May 1998

**Massachusetts Department of Environmental Protection**

**Regional Planning Degree Internship**

Springfield Regional Office September 1997 – May 1998

**Baystate Roads Program**

**Signal Warrants/ Basic Plan Reading**

Worcester, Massachusetts July 2004 and August 2001

**Massachusetts Housing Partnership**

**Housing Institute**

Chapter 40B Trainings Various Years

**ESRI, Inc.**

**ArcView 3.2 Certification Course**

Danvers, Massachusetts June 2003

**Citizens Planning Training Collaborative**

**Level One and Two Certificate**

Site Plan Review

Negotiating Comprehensive Permits

Non-Conforming Structures

Planning with Community Support

Making Plans That Work

Subdivision Plan Review

Lots Uses and Vested Rights

ANRs and Subdivisions

Zoning Exemptions

January 2000 – December 2003

**References Available Upon Request**