

1. 6:30 P.M. Committee Of Ways & Means

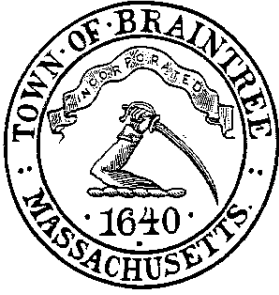
Documents:

[22 JAN 25 WM AGENDA.PDF](#)

2. 6:30 P.M. Committee Of Ways & Means

Documents:

[22 JAN 25 WM MTG.PDF](#)



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

MEMBERS

Joseph Reynolds, Chairman
Julia Flaherty, Vice-Chairwoman
Lawrence Mackin, Member
Elizabeth Maglio, Member

AGENDA

Tuesday, January 25, 2022

Starting Time – 6:30pm

REMOTE via Zoom Webinar

Please click the link below to join the webinar:

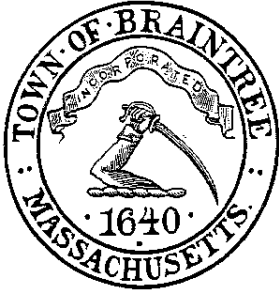
<https://us02web.zoom.us/j/84191307802>

Telephone: Dial US: +1 312 626 6799

Webinar ID: **841 9130 7802**

International numbers available: <https://us02web.zoom.us/u/kbexcuZLQ4>

1. Roll Call
2. Approval of Minutes
 - November 8, 2021
3. Old Business
 - None
4. New Business
 - 21 060 Mayor: Authorization to accept donations or take up any action related thereto
 - 21 062 Mayor: Borrowing Authorization-Tri Town Water Treatment Plant or take up any action related thereto (Public Hearing at full Council 2/1/22)
 - 22 003 Mayor: Appointment - Scott Lamphere to the Commission on Disabilities or take up any action relative thereto
5. Adjournment



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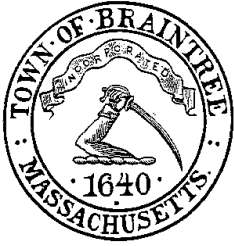
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Braintree Town Council

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

Monday, November 8, 2021

A meeting of the Committee of Ways & Means was held Remote via Zoom Webinar, on Monday, November 8, 2021 at 6:00p.m.

Councilor Boericke was in the Chair.

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

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

Also Present: Nicole Taub, Chief of Staff/Town Solicitor
Ed Spellman, Director of Municipal Finance
Melissa SantucciRozzi, Planning Director
Kelly Phelan, Conservation Planner
Shawn McGoldrick, Town Auditor
Janice Barris, Applicant
Janice Walsh, Applicant

The meeting was opened with the pledge of allegiance to the flag followed by a moment of silence for all those serving in our armed services, past and present.

Approval of Minutes

• September 16, 2021

Motion by Councilor Ryan to approve Minutes of September 16, 2021

Motion: by Councilor Ryan to approve Minutes of September 16, 2021

Second: by Councilor Flaherty

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

• September 29, 2021

Motion by Councilor Ryan to approve Minutes of September 29, 2021

Motion: by Councilor Ryan to approve Minutes of September 29, 2021

Second: by Councilor Flaherty

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

Old Business

- **21 050 Mayor: Appointment – Historical Commission, Brendan McCarthy or take up any action relative thereto**

Chairwoman Boericke stated Mr. McCarthy is not available to attend this evening. Is there a Motion to Table this to a future meeting when Mr. McCarthy can attend?

Motion by Councilor Connors to **TABLE Order 21 050** to a future meeting

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 APPOINTMENT OF **Brendan McCarthy** TO THE **Historical Commission**.

Motion: by Councilor Connors to **TABLE Order 21 050** to a future meeting

Second: by Councilor Sciascia

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

New Business

- **21 055 Mayor: CPA appropriation—Request for Appropriation-Daughraty Gym Exterior Courts and Drainage or take up any action related thereto**

Nicole Taub, Chief of Staff stated this request is for an appropriation of \$443,000.00 from the CPA Unreserved Fund for exterior basketball and pickleball court rehabilitation and associated drainage and fencing adjacent to the Daughraty Gym. The project includes basketball and pickleball court rehabilitation at 547 Washington Street, the Daughraty Gym. Included in the proposal is increasing the number of courts from six to eight, fully reconstructing all courts, replacing fencing and nets and painting. The court surfaces will be also be slightly expanded to eliminate the grass perimeter within the fence line.

When reviewing the proposal, staff identified drainage issues in the vicinity of the Daughraty Gym and adjacent to the courts. Planning staff worked with representatives from the Department of Public Works to review a potential drainage design and associated cost, in order to ensure a complete project and proper drainage utilities once the new courts are installed. At the time of the vote, the cost of the drainage work required was estimated to be approximately \$98,070.00, but was not finalized. As a result, the recommended appropriation was based on ensuring that there are sufficient funds to include the new Stormwater System and prevent future deterioration due to lack of an appropriate stormwater infrastructure.

Chairwoman Boericke stated what is great about this is it has been resident driven from the start.

Motion read by Councilor Connors for favorable recommendation to the full Council Order 21 055:

MOTION: That in accordance with the provisions of Chapter 44B of the General Laws and with the recommendation of the Community Preservation Committee, the appropriation of \$443,000.00 from the CPA Unreserved Fund for exterior basketball and pickleball court rehabilitation and associated drainage and fencing at and adjacent to the Daughraty Gym located at 538/546 Washington Street (Assessors Map 2022, Plots 01 and 2A). Said funds shall be expended under the direction of the Community Preservation Committee, the Director of Planning and Community Development, and the Department of Public Works.

Motion: by Councilor Connors for favorable recommendation to the full Council Order 21 055

Second: by Councilor Ryan

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

- **21 056 Mayor: Resolution to file and accept grants with and from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs for the Land and Water Conservation Fund Grant Program for Improvements to the Middle St Woods or take up any action related thereto**

Nicole Taub, Chief of Staff stated that in October 2020, the Council, with a unanimous recommendation from the Community Preservation Committee, voted to appropriate a total of \$300,000.00 from the Community Preservation Act Open Space and Unreserved Funds for the Middle Street Monatiquot River Trail Project. The proposed trail, approximately 1/3 of a mile in length and ADA compliant, will meander through the Middle Street Open Space property allowing the public to view and experience the Monatiquot River and overall site. The total cost of the project is estimated at approximately five hundred eighty-seven thousand dollars (\$587,000.00). The remaining balance of the costs will come from a grant from the Massachusetts Recreational Trails Program in the amount of \$42,000.00 and potential reimbursement from the Executive Office of Energy and Environmental Affairs Land and Water Conservation Fund Grant Program for the remaining balance of \$245,000.00.

While most grants are provided on a reimbursement basis, this program requires Council authorization to file and accept grants and take any such other actions as are necessary to carry out the terms of the grant.

Kelly Phelan, Conservation Planner stated we have been conditionally awarded the grant pending the Council vote to approve this on a reimbursement basis.

Motion by Councilor Connors for favorable recommendation to the full Council Order 21 056

MOTION: To Approve Order 21 056 as submitted

Motion: by Councilor Connors for favorable recommendation to the full Council Order 21 056

Second: by Councilor Ryan

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

Chairwoman Boericke stated these next two items are not a vote - this is for discussion. These two items are pertaining to the Town's budget and financial outlook.

- **033 21 Councilor Boericke: Fiscal Q1 2022 Budget vs. Actual**

Nicole Taub, Chief of Staff gave an update on the Allen Street project noting the Planning Board has given approval at their meeting last month. Ms. Taub stated the Billboard is moving in the right direction. Those proposing this billboard indicated once all permits received they intend to move forward. This means 2.5 million to the Town over 20 years and the first \$1 million coming to the Town once that billboard is up and operational.

Ms. Taub gave the following update:

FY21 Year End Close Out Update

Preliminary reports for FY21 close out show an increase in the free cash balance from \$3,000,000 to \$4,500,000. This is due, in part, to the following:

- Revenue surplus of approximately \$700,000
 - Property taxes = \$1,200,000
 - Motor vehicle excise = \$467,000
 - Licenses and permits = \$321,000
 - Rental billboard = (\$972,000)
 - Interest income = (\$157,000)
- Unspent operating budget appropriations of approximately \$900,000
 - Human Resources = \$268,657.34
 - Department of Public Works = \$223,844.36
 - Police = \$183,929.05
 - Finance = \$165,484.21
 - Planning and Community Development = \$48,996.17

State Aid (as of October 2021)

Level funding State Aid based on FY21 funding:

- \$25,262,782
- -Offsets (\$60,386)
- -Assessments (\$4,132,962)
- TOTAL = \$21,069,434

To date, the Town has received confirmation that the State Aid for FY22, minus assessments, will result in a net decrease in the amount of \$94,896 from the budgeted amount.

- State Aid--\$25,276,227 (+\$13,445)
- State Assessment--\$4,234,509 (-\$102,725)
- Offset--\$67,180 (-\$6,794)
- TOTAL - \$20,974,538

Meals Tax

Meals Tax was level funded from FY21 and included a 25% reduction from FY20 values. The annual estimated revenue is \$936,000.

- Based on prior years, we estimated receipt of \$230,724 in the first quarter:
 - Q2 = \$227,074
 - Q3 = \$241,394
 - Q4 = \$236,808
- Initial earnings report shows receipt of \$324,644 (140.71%) in Q1, or 34.68% of the total year's projected revenue. This is a significant increase over FY21 Q1, which came in at \$198,630 (86.09%).

Rooms Tax

Rooms Tax was level funded from FY21 and included a 50% reduction from FY20 values. The estimated annual revenue is \$632,500.

- Based on prior years, we estimated receipt of \$155,911 in the first quarter:
 - Q2 = \$153,445
 - Q3 = \$163,122
 - Q4 = \$160,023
- Initial earnings report shows receipt of \$311,110 (199.54%) in Q1, or 49.19% of the total year's projection. Again, this revenue is up significantly from FY21 Q1, which came in at \$192,729 (93.9%).

Licenses and Permits (FY22 budgeted amount: \$1,669,667)

The Building Department Permit Fees, including Building, Plumbing, Gas, Electric, CO's, CI's and signs) received from July 1, 2021 through September 30, 2021, total \$615,665.00 (36.87%), almost double the total fees received in FY21 Q1.

Police Overtime

As of the end of October 2021, police overtime expenditures are at \$603,000, approximately \$91,000 under budget; however, due to unanticipated absences/leaves (some of which relate to the June 2021 incident), overtime needs are likely to exceed the budgeted amount and require a supplemental appropriation greater than originally anticipated. The Police Department continues to monitor overtime spending and make adjustments where available to reduce the associated costs.

In addition to previously identified funding sources for supplemental transfers, current projections estimate the need for less than \$1,000,000 in additional supplemental funding in FY22.

Nicole Taub, Chief of Staff stated I feel this is a more positive outlook than we thought it would be. Businesses are on an up-swing, the Town is on an up-swing. We will continue to watch our pennies closely and be wise in our spending.

Councilor Connors stated I believed we were going to get a report showing each department and where they are at budget to actuals by line items. We would like to receive this quarterly.

- **024 21 Councilor Connors, Mackin, Sciascia: Develop and Review a Long-Term Budget Forecast**

Shawn McGoldrick, Town Auditor created a financial model and provided a presentation to the committee members. This full presentation can be viewed on BCAMTV YouTube titled “Ways and Means meeting November 8, 2021”.

Chairwoman Boericke stated the Ways & Means Committee worked with our Town Auditor to develop a long-term budget forecast model. It’s important for residents to know that the Town Auditor reports to the Town Council, not to the Mayor.

The Town Auditor created a dynamic financial model that provides “what if” scenarios for the next ten years.

In the near term, the Auditor’s report finds that at the current pace the Town’s expenses are exceeding the Town’s revenue, meaning we need additional sources of money to preserve the services we count on and deserve. We are spending more than we are earning. In the coming years, it is expected that we could have a gap in the millions of dollars to fill as our costs continue to grow at a faster rate than our property taxes increase. The Town Auditor’s detailed memo is available on-line.

During the Committee meeting, when reviewing the financial model, the discussion turned to ways in which we could seek to fill the funding gap. Again, if we are spending more than we are earning and we don’t have money to bridge the gap, budget cuts become necessary. Massachusetts cities and towns have four primary ways to increase funding for services: increasing taxes, increasing fees, increasing redevelopment and new growth, and finding one-time sources of money through grants. Which direction Braintree will go, is up to all of us and beginning the conversation now will help us when we get to our budget discussions next spring.

It was unanimously voted to adjourn the meeting at 7:50p.m. by Roll Call Vote.

Respectfully submitted,
Susan M. Cimino
Clerk of the Council

Documents provided for Meeting

- Minutes of September 16, 2021
- Minutes of September 29, 2021
- 21 055 Mayor: CPA appropriation—Request for Appropriation-Daughraty Gym Exterior Courts and Drainage or take up any action related thereto
- 21 056 Mayor: Resolution to file and accept grants with and from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs for the Land and Water Conservation Fund Grant Program for Improvements to the Middle St Woods or take up any action related thereto
- 033 21 Councilor Boericke: Fiscal Q1 2022 Budget vs. Actual
- 024 21 Councilor Connors, Mackin, Sciascia: Develop and Review a Long-Term Budget Forecast

#21-060



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Charles C. Kokoros
Mayor

781-794-8100

To: Meredith Boericke, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *ock*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
Chief Mark Dubois, Braintree Police Department
Sergeant Corey Chambers, Braintree Police Department
Mary Kenney, Staff Executive, Braintree Police Department

Date: January 6, 2022

Re: Authorization to Accept a Donation
Envision Bank

RECEIVED TOWN CLERK
BRAintree, MA
2022 JAN -6 PM 2:31

Dear President Boericke, Clerk Cimino and Clerk Casey,

I am submitting this request for your consideration and acceptance of the following donation to be used for the stated purposes.

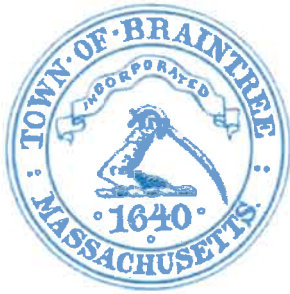
In 2021, Envision Bank had a promotion where they would donate \$10 to a local animal shelter of the customer's choosing if they opened a new checking account. Through donations raised during the promotion, Envision Bank would like to donate \$300.00 to the Animal Control Shelter, located at 282R Union Street.

Based on consultation with the Animal Control Officer, and with your approval, the funds will be used to purchase new dog beds, food and treats for animals that come into our possession.

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

MOTION: That the Town of Braintree be and hereby is authorized, in accordance with Section 53A of Chapter 44 of the Massachusetts General Laws to accept the following gift upon the conditions attached and herein set forth:

<u>DONOR</u>	<u>GIFT</u>	<u>PURPOSE</u>
Envision Bank	\$300	Animal Control Shelter



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Charles C. Kokoros
Mayor

781-794-8100

To: Meredith Boericke, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *CCK*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance
James Arsenault, Director, Department of Public Works
Louis Dutton, Water Works Superintendent

Date: January 6, 2022

Re: Request for Supplemental Appropriation – Fiscal Year 2022 Tri Town Water Treatment Plant

RECEIVED TOWN CLERK
BRAintree, MA
2022 JAN -6 PM 2:31

Dear President Boericke, Clerk Cimino and Clerk Casey,

The Tri Town Water District (the “District”) on behalf of Braintree, Randolph and Holbrook, recently applied for financial assistance through the Drinking Water State Revolving Fund Program for the Tri Town Regional Water Treatment Plant Project.

In order to receive the necessary Drinking Water Trust and MassDEP Project Approval Certificate and Permission to Advertise in March 2022, certification of the appropriation of the entire project from design through start up is required. As of this memorandum, the Town has appropriated a total of \$33,700,000, for the design, construction and construction phase engineering services for the project (excluding the subaqueous transmission mains construction that will be funded by Randolph and Holbrook) based on the Conceptual Opinion of Probable Construct Cost (the “OPCC”) from 2018 (\$67,136,000) broken down as follows:

- 18-005 \$1,700,000
- 18-033 \$23,300,000
- 20-029 \$8,700,000

As part of the 90% design submission, a current OPCC was prepared by an independent construction estimator based on the now detailed design. The November 2021 OPCC total for the design, construction and construction phase engineering services \$78,761,618 (excluding the subaqueous transmission mains construction that will be funded by Randolph and Holbrook). The following is a summary of the increased costs associated with the project, as provided by Environmental Partners, the Project Manager:

1. Escalation—There is a great deal of uncertainty as inflation continues to ramp up. Specifically, supply chain disruption due to the long-term effects of COVID 19 have resulted in an increase of escalation of the construction rate from 3.5% to 5.0%, valued at an increase of \$0.5M.
2. Water & Wastewater Equipment Costs—Supply chain uncertainty and lead time issues are impacting cost and openness of suppliers to hold pricing firm. Some suppliers will now only quote firm prices at order time, resulting in an increase of \$1.4M total from all divisions.
3. Dissolved Air Flootation unit pricing increased by \$0.2M in May 2021, following submission of the 60% estimate.
4. Average labor costs increased from \$94.50/hour to \$101.64/hour, resulting in an increase of \$1.7M.
5. Concrete material costs increased by \$1.6M.
6. Electrical material costs increased by \$1.6M.
7. General Contractor Overhead and Profit multiplier on costs outlined above increased \$1.1M.
8. Costs due to advancement of design and reduced by contingency total \$1.4M.
9. Owner's Project Manager and design engineering services for construction phase services and resident project representatives increased by \$2M.

As a result of the increases detailed above, and the requirement that Braintree, along with Randolph and Holbrook, certify that financial appropriations have been made for the entire project, the Town must borrow an additional \$5,680,809 to cover its share of the costs for the Tri Town Regional Water Treatment Plant.

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

TOWN OF BRAINTREE, MASSACHUSETTS

IN TOWN COUNCIL

ORDERED:

That the Town of Braintree appropriates Five Million Six Hundred Eighty-One Thousand Dollars (\$5,681,000) to pay the Town's share of the costs of designing, constructing, equipping and furnishing the Tri Town water treatment plant, which is to be undertaken with the Towns of Randolph and Holbrook, and for the payment of all costs incidental and related thereto, which amount shall be expended in addition to all other amounts previously appropriated by the Town for this project. To meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to G. L. c. 44, §7(1), §8(4) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The amount authorized to be borrowed by this order shall be reduced to the extent of any grants received by the Town on account of this project. All or any portion of the amount authorized to be borrowed by this order may be obtained through the Massachusetts Clean Water Trust.

Any premium received by the Town upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with G. L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Note: As this request involves a loan authorization, advertising and a public hearing is required under Sections 2-9 and 6-7 of the Town Charter. The entire text of the order should be published in the advertisement.



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

Charles C. Kokoros
 Mayor

781-794-8100

MEMORANDUM

To: Meredith Boericke, President of the Council
 Susan Cimino, Clerk of the Council
 James Casey, Town Clerk

From: Mayor Charles C. Kokoros *CCK*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
 Marybeth McGrath, Director of Municipal Licenses and Inspections
 Kristina Ziniti, ADA Coordinator

Date: January 14, 2022

Re: Appointment to Commission on Disabilities

President Boericke, Clerk Cimino and Clerk Casey,

Pursuant to my authority as Mayor under Section 3-3 of the Braintree Town Charter I hereby appoint Scott Lamphere to the Commission on Disabilities. Mr. Lamphere earned a bachelor's degree in history from the University of Vermont and earned a master's degree in counseling from Northern Arizona University. Mr. Lamphere currently works as the Director of Residential Life at Lasell University and is the Coordinator of Student Conduct. Additionally, from 2012 to 2020 Mr. Lamphere served as the Director of Disability Services at Lasell University.

As you can see from Mr. Lamphere's resume, he has a wealth of experience and knowledge that will benefit the Commission on Disabilities and our community, including providing support to students with disabilities, advocating for disabled students and their families and maintaining a working knowledge of state and federal laws and regulations concerning the rights of persons with disabilities. Additionally, Mr. Lamphere has chaired the College's Disability Services Committee where he helped address the needs of students with documented disabilities and guided the development of comprehensive protocols and procedures to best meet students' needs. Mr. Lamphere is also a member of the Leading for Change Higher Education Diversity Consortium and is a certified 504 coordinator. I am confident in Mr. Lamphere's abilities and I know that he is a most qualified candidate to serve on the Commission on Disabilities.

I appreciate your review of this appointment and request favorable action. Attached is Scott Lamphere's resume.

**Scott
Lamphere**
Braintree, MA

scl1844@gmail.com
(339) 235-0585

Education

Masters of Education in Counseling, Northern Arizona University, Flagstaff, July 2002

Bachelor of Arts in History, University of Vermont, Burlington, May 1995

Experience

Lasell University Office of Student Affairs 2004-2020
Newton, Massachusetts

Director of Residential Life 2004 – 2012 and 2020 - present

Director of Disability Services 2012 - 2020

Coordinator of Student Conduct 2004 - present

Residential Life Responsibilities

- Ensure facility integrity and safety for student residents in 1250 bed residential housing system.
- Set spending priorities and initiatives for \$250,000 annual departmental budget.
- Oversee operations and technology, residence education, assignments, selection and training.
- Train and supervise five professional staff members
- Provide staff training and development, oversee hiring and supervision of 45 Resident Assistants.

Disability Related Responsibilities

- Serve as the College's 504 Coordinator and provide support to students with disabilities.
- Provide individual consultation and advocacy for students and families.
- Keep current with developing information regarding state and federal laws and regulations concerning the rights of persons with disabilities and inform appropriate parties of advancing standards.
- Ensure appropriate processes are in place to provide prompt and equitable resolutions of complaints and inquiries.
- Chair the Disability Services Committee, address needs of students with documented disabilities and guide development of comprehensive protocols and procedures to best meet student needs.
- Deliver ongoing education and programming to the campus community related to disability.
- Maintain all appropriate records related to services/support provided to individuals with disabilities.
- Member of Lasell College's team participating in the Leading for Change – Higher Education Diversity Consortium.

Conduct Related Responsibilities

- Oversee the day-to-day operations of the University's system; serve as senior Administrative Hearing Officer, adjudicating serious violations of University Policy; assign cases to Hearing Officers
- Provide on-going education and supervision.
- Manage and maintain web-based Conduct Coordinator program, to track student conduct records, and all campus incident reports.
- Produce comprehensive biannual statistical reports on activity within the Conduct System.

Vassar College Assistant Director of Residential Life 2002-2004
Poughkeepsie, New York

- ❑ Created and managed Operations Center providing support to the office of Residential Life including: supervision of 6 full-time unionized desk attendants and hiring, supervision of 20 student attendants.
- ❑ Oversaw 118 apartment units housing 450 seniors including: facilities and grounds management, supervised student apartment managers, conducted apartment assessments for repairs and renovation.
- ❑ Provided regular senior on call coverage, supporting the Administrator on Call for crisis management.

Northeastern Family Institute 1997-2000
Shelburne, Vermont

Senior Counselor / Case Manager

- ❑ Developed and implemented therapeutic program in an intensive residential setting for teens diagnosed with disorders on the Autistic Spectrum.
- ❑ Established temporary milieu plans, for short term stay clients needing intensive crisis care.
- ❑ Conducted intake and discharge process with clients and their families.

St. Joseph's Group Home Assistant Director 1995-1997
Burlington, Vermont

Assistant Director

- ❑ Supervised staff of eight counselors in a residential facility for high-risk teenagers managed by Vermont Catholic Charities.
- ❑ Acted as live-in house parent, provided positive daily structure and counseling for residents.
- ❑ Provided all facility maintenance and basic carpentry repairs.

Professional Membership and Certification

- ❑ Association on Higher Education and Disability (AHEAD).
- ❑ Association for Student Conduct administration (ASCA).
- ❑ ACPA College Student Educators International.
- ❑ Member the Leading for Change – Higher Education Diversity Consortium.
- ❑ Community Access Monitor, Massachusetts Office on Disability
- ❑ Certified 504 Coordinator
- ❑ Title IX Hearing Officer Training

Current Areas of Interest

- ❑ BASICS (Brief Alcohol Screening Intervention for College Students) Trainer and Facilitator.
- ❑ Mentors in Violence Prevention (MVP) Program Trainer.
- ❑ Identity Development and Student Development Theory.
- ❑ Disability Studies and Disability Law.
- ❑ Social Development for students who identify as having Autism Spectrum Disorder.
- ❑ Diversity, Equity and Inclusion with particular focus on gender, race, and disability.
- ❑ Title IX Policy and Education in Sexual Assault prevention.