



## Programs & Services Committee Agenda

### City of Newton In City Council

Wednesday, July 12, 2023

7:00 PM

The Programs & Services Committee will hold this meeting as a virtual meeting on Wednesday, July 12, 2023 at 7:00 pm. To view this meeting using Zoom use this link: <https://newtonma-gov.zoom.us/j/82633027688> or call 1-646-558-8656 and use the Meeting ID: 826 3302 7688.

#### Items Scheduled for Discussion:

- #235-23**      **Appointment of Maruta Vitols as a Jackson Homestead Trustee**  
HER HONOR THE MAYOR appointing Maruta Vitols, 161 Homer Street, Newton Centre as a Trustee of the Jackson Homestead for a term of office to expire on July 10, 2026. (60 Days: 08/19/23)
- #66-23**      **Discussion and possible amendment to Sec. 12-72**  
COUNCILORS DANBERG, LEARY, GREENBERG, ALBRIGHT, NORTON, KELLEY, MALAKIE, WRIGHT, MARKIEWICZ, CROSSLEY, DOWNS, NOEL, BOWMAN, RYAN, KALIS, LIPOF, OLIVER, HUMPHREY, AND LUCAS requesting discussion and possible amendment to Section 12-72 "Sustainable Containers, Packaging and Single Use Ordinance" to further reduce the amount of single use plastic in Newton.  
**Programs & Services Held 7-0 on 04/19/23**
- #248-23**      **Reappointment of Michael Flaherty to the Health and Human Services Advisory Council**  
HER HONOR THE MAYOR reappointing Michael Flaherty, 17 Glastonbury Oval, Waban as a member of the Health and Human Services Advisory Council for a term of office to expire on January 1, 2026. (60 Days: 09/08/23)

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The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the City of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

**#249-23      Reappointment of Matthew Stafford to the Health and Human Services Advisory Council**  
HER HONOR THE MAYOR reappointing Matthew Stafford, 40 Belmore Park, Newton as a member of the Health and Human Services Advisory Council for a term of office to expire on January 1, 2025. (60 Days: 09/08/23)

**#250-23      Reappointment of Asa Fanelli to the Health and Human Services Advisory Council**  
HER HONOR THE MAYOR reappointing Asa Fanelli, 8 Kerry Court, Newton as a member of the Health and Human Services Advisory Council for a term of office to expire on January 1, 2025. (60 Days: 09/08/23)

**#251-23      Reappointment of Joanna Josephson as a Newton Library Trustee**  
HER HONOR THE MAYOR reappointing Joanna Josephson, 141 Blake Street, Newton as a Newton Library Trustee for a term of office to expire on January 1, 2025. (60 Days: 09/08/23)

**Respectfully Submitted,**

**Josh Krintzman, Chair**



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

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**#235-23**  
Telephone  
(617) 796-1100  
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(617) 796-1113  
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(617) 796-1089  
Email  
rfuller@newtonma.gov

CITY CLERK  
NEWTON, MA. 02459

May 30, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to appoint Maruta Vitols of 161 Homer Street, Newton Centre 02459 as a Trustee of the Jackson Homestead. Her term of office shall expire on July 10, 2026 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

Application Form

Profile

Maruta

First Name

Z.

Middle Initial

Vitols

Last Name

[Redacted]
Email Address

161 Homer Street

Home Address

Suite or Apt

Newton Center

City

MA

State

02459

Postal Code

What Ward do you live in?

[X] Ward 6

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

A+ College Consulting LLC

Employer

Owner

Job Title

Which Boards would you like to apply for?

Jackson Homestead: Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.


**Why are you interested in serving on a board or commission?**

I am a life-long resident of Newton, and I have greatly benefited from the Newton Public School system (I am a graduate of Mason-Rice, Brown, and Newton South). My parents and grandparents were refugees who fled their homeland during WWII, and raised me to have a deep love and appreciation for education, history, and art. An education can never be taken away from a person, and understanding the past is essential to navigating the present. Meanwhile, the arts help the human spirit stay alive and hopeful even in the darkest times. For me, the Jackson Homestead is a place where education, history, and the arts intersect, and it would be my privilege and honor to serve on the Board of Trustees. Having spoken with both Russell Feldman and Anne Larnar, I've learned about some of the future plans for the Jackson Homestead, and I'm excited for the opportunity to be a part of revitalizing such an important historic building in our community. Not only do I have experience working at and volunteering for different museums, I hope to use my training as a media historian and my experience as an educator to help shape the Homestead's next chapter. specifically with an eye towards the new planned exhibition space. I am passionate about giving back to the community that has given me so much, and I have regularly volunteered for years (both as a Transitioning Together mentor at NNHS since 2019 and at the Newton Free Library where I have given free presentations on the college admission process). I would love this opportunity to share my knowledge, experience, and enthusiasm as a Board of Trustees member to help make another lasting, positive difference in my community and at the Jackson Homestead. Thank you for considering my application!

[VITOLS\\_Resume.pdf](#)

Upload a Resume

**MARUTA Z. VITOLS, Ph.D.**  
161 Homer Street  
Newton, MA 02459



## EXPERIENCE

**2017 - Present A+ College Consulting LLC, Newton, MA**

*Founder and Owner*

- Comprehensive college consulting, including exploring college majors and careers, college list-building, campus visit and interview preparation, application completion, essay writing, scholarship research and application, financial aid basics, and transitioning from high school to college
- Work one-on-one with students in grades 9-12 in metro-Boston and nationally
- Prioritize student mental health and well-being, "fit" over brand name
- Update parents regularly via email communication
- Manage day-to-day business operations, including budget, scheduling, customer service, and marketing

**2012 - 2017 Olin College of Engineering, Needham, MA**

*Visiting Assistant Professor of Media Studies*

*Visiting Lecturer 2012-2013*

Courses developed and taught:

- *Robots, Mutants, and Monsters: Envisioning Science in Cinema*
- *Media Revolution: Activism and Technology*
- *Virtualities: An Introduction to the History and Theory of Video Games*
- *Movies with a Mission: Politics and the Media*

**2008 - 2013 Emerson College, Boston, MA**

*Adjunct Faculty Member*

Courses developed and taught:

- *Cyberactivism: Crashing the System*
- *History of Media Arts II*
- *21st Century Docs: Recent Non-Fiction Cinema*
- *Fakes and Phonies: Exploring Mockumentaries and Docu-dramas*
- *Media Theory and Criticism*
- *Introduction to Media Arts I*
- *History of Documentary*
- *Courting Controversy: Errol Morris and Michael Moore*
- *The Ideological Eye: Documentary and the State*

**2004 - 2006 Wexner Center for the Arts, Columbus, OH**

*Graduate Administrative Associate, Exhibitions*

- Research assistant for Artist-in-Residence and Chief Curator
- Facilitated the catalog production and exhibition organization of Louise Lawler's retrospective *Twice Untitled and Other Pictures*
- Managed Josiah McElheny Visual Artist Residency project
- Coordinated production of catalog for Residency project

- 2001- 2004**    **Olin College of Engineering**, Needham, MA  
*Founder and Facilitator*, For Intelligent Lovers of Movies (F.I.L.M.)
- Launched co-curricular activities for students, faculty, and staff with weekly screenings
  - Determined film selections
  - Lead post-screening discussions
  - Supervised 11 student volunteers and managed budget

- Admission Service Coordinator*, Office of Admission
- Interviewed applicants
  - Presented informational seminars to prospective students
  - Planned special events
  - Hired, trained, and managed five student admission assistants
  - Managed application and reading process
  - Fulfilled student inquiries
  - Maintained admission records, electronic and hard copies, current and archived

- 2001 - 2004**    **Newton Community Education**, Newton, MA  
*Instructor*
- Courses developed and taught:
- *Dark Visions: The Films of Lynch, Burton, and Fincher*
  - *Cinema 101*
  - *The Art of Alfred Hitchcock*

- 2001 - 2002**    **Boston Underground Film Festival**, Brookline, MA  
*Program Coordinator and Office Manager*
- Created press packets
  - Organized Screening and Programming Committees
  - Identified potential festival sponsors
  - Coordinated and supervised four interns

## PROFESSIONAL & COMMUNITY SERVICE

- 2018 - Present**    Volunteer Mentor, Transitioning Together, Newton North High School
- 2022**            Volunteer College Advisor, Summit Scholars program for high-achieving low-income students
- 2022**            Volunteer, New England Association of College Admission Counseling (NEACAC) Panelist, NEACAC Annual Meeting and Conference, St. Michael's College, Colchester, VT
- 2020**            Volunteer, NEACAC Panelist, NEACAC Career Colloquium
- 2019**            Volunteer, NEACAC Annual Meeting and Conference, University of Rhode Island, Kingston, RI
- 2018 - 2019**    Volunteer, NEACAC, Member of Sub-Group on Gender Inclusive Language
- 2018**            Volunteer College Counselor, Milford High School, Milford, MA
- 2013 - 2017**    Member, Fulbright Committee, Olin College  
Voting Faculty Admission Committee Member, Application Reader  
Co-leader, Co-Curricular "Grad School 101"

- 2013 - 2014** Co-Organizer, *Are We Game?* Symposium on Video Games and Society, Olin College, Needham, MA, Babson-Olin-Wellesley Innovation Grant program
- 2013** Panelist, "Strategies for the Academic Job Market" workshop, Annual Conference, Society for Cinema and Media Studies
- 2013** Curator, "Control," March 7 - April 13, Brickbottom Artist Gallery, Somerville, MA
- 2011 - 2012** Member, Host Committee for 2012 Conference, Society for Cinema and Media Studies
- 2010 - 2013** Member, Professional Development Committee, Society for Cinema and Media Studies
- 2009 - 2010** Curator, "Latvian Cinema: Past and Present," Film Series, Boston Latvian Community Center, Brookline, MA
- 2008** Advisor, Student Documentary Group, *Captured Emotion*, Emerson College
- 2006 - 2007** Curatorial Assistant and Translator, The Museum of the Occupation of Latvia, 1940-1991, Riga, Latvia
- 2005 - 2006** President, Graduate Student Association, History of Art Department, O.S.U.
- 2004 - 2005** Graduate Student Representative, Curriculum Committee, History of Art Department, O.S.U.

## EDUCATION

- 2008** **The Ohio State University**, Columbus, OH  
*Ph.D. The History of Art*  
 Dissertation: "From the Personal to the Public: Juris Podnieks and Latvian Documentary Cinema"
- 2000** **New York University**, New York, NY  
*M.A. Cinema Studies*
- 1998** **Wellesley College**, Wellesley, MA  
*B.A. Italian Culture*, Summa cum laude, Phi Beta Kappa  
 Thesis: "The Representation of Women in Post-war Italian Cinema Read Through the Historical Context of the Feminist Movement in Italy (1950s - 1990s)"

## LANGUAGES

- English:** Native language  
**Latvian:** First language  
**Italian:** Reading, writing, and translating ability  
**French:** Reading, writing, and translating ability  
**German:** Reading and translating ability

Syllabi, scholarly publications, and references available upon request



## Summary of edits in the Plastic Reduction Ordinance

Prepared for July 12, 2023 City of Newton Programs & Services Committee of the City Council

The last draft was considered at an April meeting of the committee. Following is a summary of the key edits made to the current draft dated July 5, 2023

- Cleaned up several definitions for clarity
- Added a definition of “Accessories” to cover utensils, condiment packages, straws, etc
- Removed single use plastic water bottles throughout
- Removed reference to customers bringing their own clean containers for leftovers (i.e. “doggie bags”) [Several comments were provided that this was not necessary.]
- Edit to waiver language at request of Linda Walsh
- Other tweaks for clarity and language edits, but no other changes to prohibited items
- Additional edits made to address certain requests from CRCC, including removal of confusing language re: compostable utensils; waiver availability for establishments that do not have dishwashing capability and/or inability to hire staff; allowing self service stations for accessories.

CITY OF NEWTON  
IN CITY COUNCIL

\_\_\_\_\_, 2023

BE IT ORDAINED BY THE NEWTON CITY COUNCIL AS FOLLOWS:

That the Revised Ordinances of Newton Massachusetts, 2017, as amended, be and hereby are further amended as follows:

ARTICLE IX. of Chapter 12 is amended by changing the title to "Plastic Reduction." effective immediately.

Approved as to legal form and character.

CITY OF NEWTON  
IN CITY COUNCIL

\_\_\_\_\_, 2023

BE IT ORDAINED BY THE NEWTON CITY COUNCIL AS FOLLOWS:

That the Revised Ordinances of Newton Massachusetts, 2017, as amended, be and hereby are further amended as follows:

Amend section 12-72 to ARTICLE IX. of Chapter 12 by replacing it in its entirety with the following

Section 12-72 Sustainable Food Service Ware, Packaging, and Single Use Items

- (a) Short Title. This section may be cited as the “Sustainable Food Service Ware, Packaging, and Single Use Ordinance” of the City of Newton.
- (b) Purpose: The purpose of this ordinance is to reduce the overall environmental impact of the City of Newton, its residents, and its businesses. Single use plastic has a significant impact on the environment through its carbon footprint, waste management, pollution, and more. The provisions of this ordinance will reduce the amount of single use plastic used throughout the City.
- (c) Declaration of findings and policy- Scope

The city council hereby finds that the prohibition of certain single use plastic items, including but not limited to: i) foam polystyrene and black plastic food and packaging containers; ii) plastic stirrers; iii) single use accessories, and iv) other single use plastic items, by food service and retail establishments, and the sale or use of these products by any business in the City of Newton is a public purpose that protects the public health, welfare and environment, advances solid waste reduction, protects waterways, and reduces the carbon footprint of the City’s business and residents.

- (d) Definitions

The following words, unless the context clearly requires otherwise, shall have the following meanings:

“Accessories” means food service ware items such as straws, forks, spoons, knives, chopsticks, stirrers, condiment packages, and napkins.

July 5, 2023

“Commissioner” means the commissioner of health and human services of the City of Newton.

“Compostable” means a product comprised of i) wood or fiber-based substrate only; or ii) bioplastic or other organic materials that break down in a compost pile within a set amount of time into safe material, and that is certified as such by the Biodegradable Products Institute (BPI), Compost Manufacturing Alliance (CMA), or OK Compost/TUV. Any bioplastic product must be clearly labeled with the applicable standard on the product. Products marked “compostable” or “biodegradable” that are not certified and marked as such may contain unsafe and toxic materials such as PFAS.

“Food Service Ware” means all food and beverage containers, bowls, plates, trays, cartons, cups, lids, film wrap, and other items on or in which any food establishment directly places or packages prepared foods or which are used to consume foods.

“Foam polystyrene” means a non-biodegradable petrochemical thermoplastic made from aerated forms of polystyrene and includes several methods of manufacture. Expanded polystyrene (EPS) or extruded polystyrene (XPS) are forms of polystyrene. “Styrofoam” is a Dow Chemical Co. trademarked form of extruded polystyrene and is commonly used to refer to foam polystyrene. These are generally used to make insulated cups, bowls, trays, clamshell containers, meat trays, foam packing materials and egg cartons. The products are sometimes identified by a #6 resin code.

“Food Establishment” means a business establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the state food code.

“Packing material” means materials used to hold, cushion, or protect an item packed in a container for shipping, transport, or storage. This includes, without limitation, packing “peanuts”, shipping boxes, coolers, ice chests, or similar containers.

“Prepared food” means any food or beverage, whether packaged or prepared for consumption on or off the premises, using any cooking or food preparation technique or provided for further food preparation.

“Recyclable” refers to material that can be sorted, cleansed, and reconstituted using the City’s curbside municipal collection programs for the purpose of using the altered form in the manufacture of a new product. Such materials must be accepted and recycled by the Materials Recovery Facility (MRF) that receives Newton’s residential curbside recycling. “Recycling” does not include burning, incinerating, converting, or otherwise thermally destroying solid waste.

“Retail establishment” means a business establishment engaged in the retail sale of goods directly to consumers.

“Reusable” refers to products that will be used multiple times in their same form by a food establishment. Reusable food service ware includes, but is not limited to, tableware, flatware, food or beverage containers, packages and trays. Such products are intended to be washed multiple times in a commercial dishwasher and to retain their form and function over multiple usage and washing cycles.

- (e) Prohibited use and distribution of certain containers, food service ware and accessories, packaging, and single use items.
  - (i) The following items took effect on January 1, 2020, and shall continue to be in effect as of the effective date of this ordinance.
    - (1) Food establishments are prohibited from dispensing prepared food or beverages to any person in disposable food containers made from foam polystyrene.
    - (2) Food establishments are prohibited from dispensing plastic stirrers.
    - (3) All food establishments are strongly encouraged to use reusable food service ware in place of using disposable food service ware for all food served on the premises. Food establishments using any disposable food service ware and stirrers are strongly encouraged to use biodegradable, compostable, reusable or recyclable food service ware and stirrers.
    - (4) Retail establishments are prohibited from selling or distributing disposable food containers made from foam polystyrene to customers.
    - (5) Retail establishments are prohibited from selling or distributing to customers any packing material that is made in whole or in part from foam polystyrene.
  - (ii) The following items shall take effect on September 1, 2023.
    - (1) The sale or distribution of the following single use plastic items is prohibited: splash sticks, balloon sticks, floss sticks, ear swabs, and cosmetics containing plastic glitter.
    - (2) The sale, distribution, and intentional release of helium filled balloons is prohibited.
    - (3) Retail establishments are prohibited from selling or distributing food service ware that is not reusable, compostable, or recyclable to consumers. This prohibition includes but is not limited to, food service ware made from black plastic, foam polystyrene, or paper lined with polyethylene or other petroleum-based plastic.
    - (4) Retail establishments are prohibited from selling or distributing packing materials that are not reusable, compostable, or recyclable to consumers, including, but not limited to, those made from foam polystyrene.
  - (iii) The following items shall take effect on January 1, 2024.

- (1) Food establishments are prohibited from dispensing prepared food or beverages to any person in food service ware that is not reusable, compostable, or recyclable. This prohibition includes, but is not limited to, food service ware made from black plastic, foam polystyrene, or paper lined with polyethylene or other petroleum-based plastic.
- (2) Food establishments may not automatically provide disposable accessories, including in takeout orders, whether orders are placed online, via phone, or in person. Such accessories may be provided only upon the request of the consumer either directly or in response to an inquiry by the food establishment. Disposable accessories may not be prepackaged in sets. Notwithstanding the foregoing, food establishments may offer consumers condiments packaged on-site, such as sauces, in containers that are reusable, compostable, or recyclable. In addition, food establishments may have accessories available at self-service stations.
- (3) The City of Newton is prohibited from purchasing and distributing a) prepared food or beverages in food service ware that is not reusable, compostable, or recyclable; and b) single use condiment packages. Notwithstanding the foregoing, the Newton schools may distribute condiment packages upon request.

(iv) The following shall take effect July 1, 2024.

- (1) Food establishments shall utilize only reusable or compostable food service ware and accessories for dine-in customers, provided that any food establishments that provide compostable food service ware or accessories shall contract with a commercial organics hauler. Notwithstanding the foregoing, a waiver from the commissioner may be requested by food establishments that do not have onsite or off-site dishwashing capacity (including due to an inability to hire staff), or are unable to contract for services to wash, rinse, and sanitize reusable food service ware and accessories.

(f) Effective date. The effective date shall be upon passage of this ordinance or as otherwise specified herein.

(g) Enforcement

1. Fine. Any food or retail establishments which violates any provision of this section or any regulation established by the Commissioner shall be liable for a fine as follows: First offense, warning; second offense, \$100.00; third offense, \$200.00; fourth and subsequent offenses, \$300.00. Each day a violation continues shall constitute a separate offense.

2. Whoever violates any provision of this section or any regulation established by the commissioner may be penalized by a noncriminal disposition as provided in G.L. c. 40, Sec 21D.
3. Any retail or food establishment may contest whether specific items are allowable under this Section by providing written documentation that the item is recyclable from both their city-permitted waste/recycling hauler and associated MRF, or compostable from their commercial organics hauler and associated compost endsite.
4. In the event that compliance is not feasible for a food establishment due to unavailability of compliant items or economic hardship, a food establishment may apply for a waiver through the commissioner. If approved, this waiver will allow the food establishment an extra six (6) months to comply.
5. Items in this section shall be enforced by the commissioner, or their designee, unless an item is determined to be the responsibility of another City department
6. Specific items in this section may be put on temporary hold by the Mayor of the City or commissioner as needed during times of emergency such as pandemics.

(g) Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

AND

In Sec.17-23. Enforcing persons and revised ordinances subject to civil fine. Amend paragraph (b), HEALTH AND HUMAN SERVICES DEPARTMENT, by adding after CITY ORDINANCES, Any offense, the following:

PENALTY

Section 12-72, Single Use Plastic Prohibition Ordinance

( ) First offense	Warning
( ) Second offense	\$100.00
( ) Third offense	\$200.00
( ) Fourth or subsequent offenses	\$300.00

Approved as to legal form and character

July 5, 2023

CITY OF NEWTON  
IN CITY COUNCIL

\_\_\_\_\_, 2023

BE IT ORDAINED BY THE NEWTON CITY COUNCIL AS FOLLOWS:

That the Revised Ordinances of Newton Massachusetts, 2017, as amended, be and hereby are further amended as follows:

ARTICLE IX. of Chapter 12 is amended by adding the following Section 12-73.

Section 12-73 Plastic Beverage Containers

- (a) Short Title. This section may be cited as the “Plastic Beverage Container ordinance” of the City of Newton.
- (b) Purpose: The purpose of this ordinance is to reduce the overall environmental impact of the City of Newton, its residents, and its businesses. Single use plastic has a significant impact on the environment through its carbon footprint, waste management, pollution, and more. The provisions of this ordinance will reduce the amount of single use plastic used throughout the City.
- (c) Declaration of findings and policy- Scope

The city council hereby finds that prohibiting the sale and distribution of certain single use plastic bottles by the City of Newton and food service and retail establishments is a public purpose that protects the public health, welfare and environment, advances solid waste reduction, protects waterways, and reduces the carbon footprint of the City’s business and residents.

(d) Definitions

The following words, unless the context clearly requires otherwise, shall have the following meanings:

“Commissioner” means the commissioner of health and human services of the City of Newton.

“Food Establishment” means a business establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, including but not limited to any establishment requiring a permit to operate in accordance with the

June 14, 2023



state food code.

“Retail establishment” means a business establishment engaged in the retail sale of goods directly to consumers.

“Single use plastic bottle” means any single serving container, whether sold individually or in bulk, containing any drink including but not limited to water, soda, carbonated and flavored water, tea, lemonade, juice, sports drinks, etc with a volume of one liter or less, that is made in whole or in part of plastic material, excluding the cap. This includes such drinks sold in boxes that are lined with plastic and are not accepted by curbside recycling in the City of Newton. This also includes any similarly sized container (i.e. 1.1 liter) reasonably assumed to be a single serving container.

(e) Prohibited use and distribution of certain single use plastic bottles.

(i) The following items shall take effect on January 1, 2024.

- (1) The City of Newton is prohibited from purchasing and distributing non-carbonated, non-flavored water in single use plastic bottles.
- (2) Food and retail establishments are strongly encouraged to offer alternatives to water in single use plastic bottles, including canned water and water refill coolers with reusable cups.

(ii) The following items shall take effect on January 1, 2025.

- (1) The sale and distribution of non-carbonated, non-flavored water in single use plastic bottles is prohibited in the City of Newton.

(f) Effective date. The effective dates are as specified herein.

(g) Enforcement

1. Fine. Any food or retail establishments which violates any provision of this section or any regulation established by the Commissioner shall be liable for a fine as follows: First offense, warning; second offense, \$100.00; third offense, \$200.00; fourth and subsequent offenses, \$300.00. Each day a violation continues shall constitute a separate offense.
2. Whoever violates any provision of this section or any regulation established by the commissioner may be penalized by a noncriminal disposition as provided in G.L. c. 40, Sec 21D.

3. Items in this section shall be enforced by the commissioner of health and human services, or their designee, unless an item is determined to be the responsibility of another City department
4. Specific items in this section may be put on temporary hold by the Mayor of the City or commissioner of health as needed during times of emergency such as pandemics.

(g) Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

AND

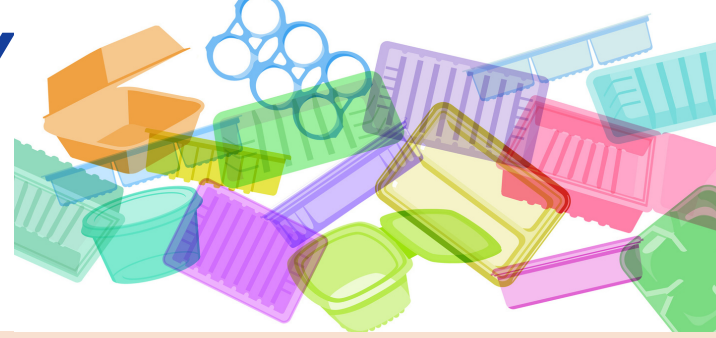
In Sec.17-23. Enforcing persons and revised ordinances subject to civil fine. Amend paragraph (b), HEALTH AND HUMAN SERVICES DEPARTMENT, by adding after CITY ORDINANCES, Any offense, the following:

PENALTY

Section 12-73, Single Use Beverage Container Ordinance	
( ) First offense	Warning
( ) Second offense	\$100.00
( ) Third offense	\$200.00
( ) Fourth or subsequent offenses	\$300.00

Approved as to legal form and character

# NEWTON, LET'S SAY NO TO PLASTIC *together*



## RETAIL BAN (PROPOSED)

**SEPTEMBER 1, 2023**

- Plastic splash sticks, plastic ear swabs, plastic floss sticks, cosmetics with glitter
- Sale, distribution, and intentional release of helium balloons
- Food service ware & packing materials that are not reusable, recyclable, or compostable



## CITY OF NEWTON MUNICIPAL BAN (PROPOSED)

**JANUARY 1, 2024**

- Prepared food and beverages in containers that are not reusable, compostable, or recyclable
- Single use condiment packages except upon request



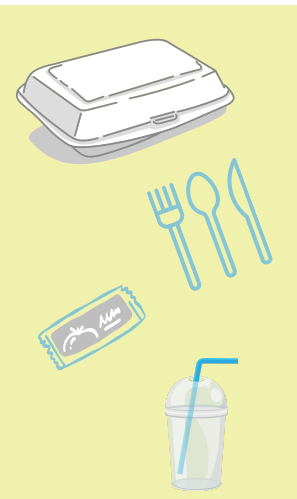
## FOOD ESTABLISHMENT BAN (PROPOSED)

**JANUARY 1, 2024**

- Prepared food and beverages in containers that are not reusable, compostable, or recyclable
- Accessories (plastic utensils, straws, condiment packages, napkins) only available upon request

**JULY 1, 2024**

- Reusable dishware and utensils for dine-in customers (waivers available)



**\*\*The existing ban in place includes: Polystyrene foam takeout containers and packing materials, plastic stirrers and plastic bags**

# Single-Use Plastics Facts



1

By the year 2050, there will be more plastic by weight in the ocean than fish. 44% of ocean plastics are linked to takeout food.

2

Greenhouse gas emissions from the plastic production, use, and disposal threaten the ability of the global community to keep global temperature rise below 1.5°C.

3

Additives such as BPA, cadmium or lead, PFAS, and phthalates can alter our hormones, and have been linked to cancers, heart problems, obesity and diabetes, birth defects, and impacts to the reproductive, immune and nervous systems.

4

According to a 2018 study, 40% of black plastic products, including takeout containers, contained heavy metals such as cadmium, mercury, and lead.

5

When food is placed in plastic, including in takeout containers, micro plastics and chemical additives leech into the food. This is made worse if the food is hot or is heated.

6

79% of plastic that has ever been made still sits in landfills or the natural environment. The toxic ash created through incinerators must still be placed in special landfills.

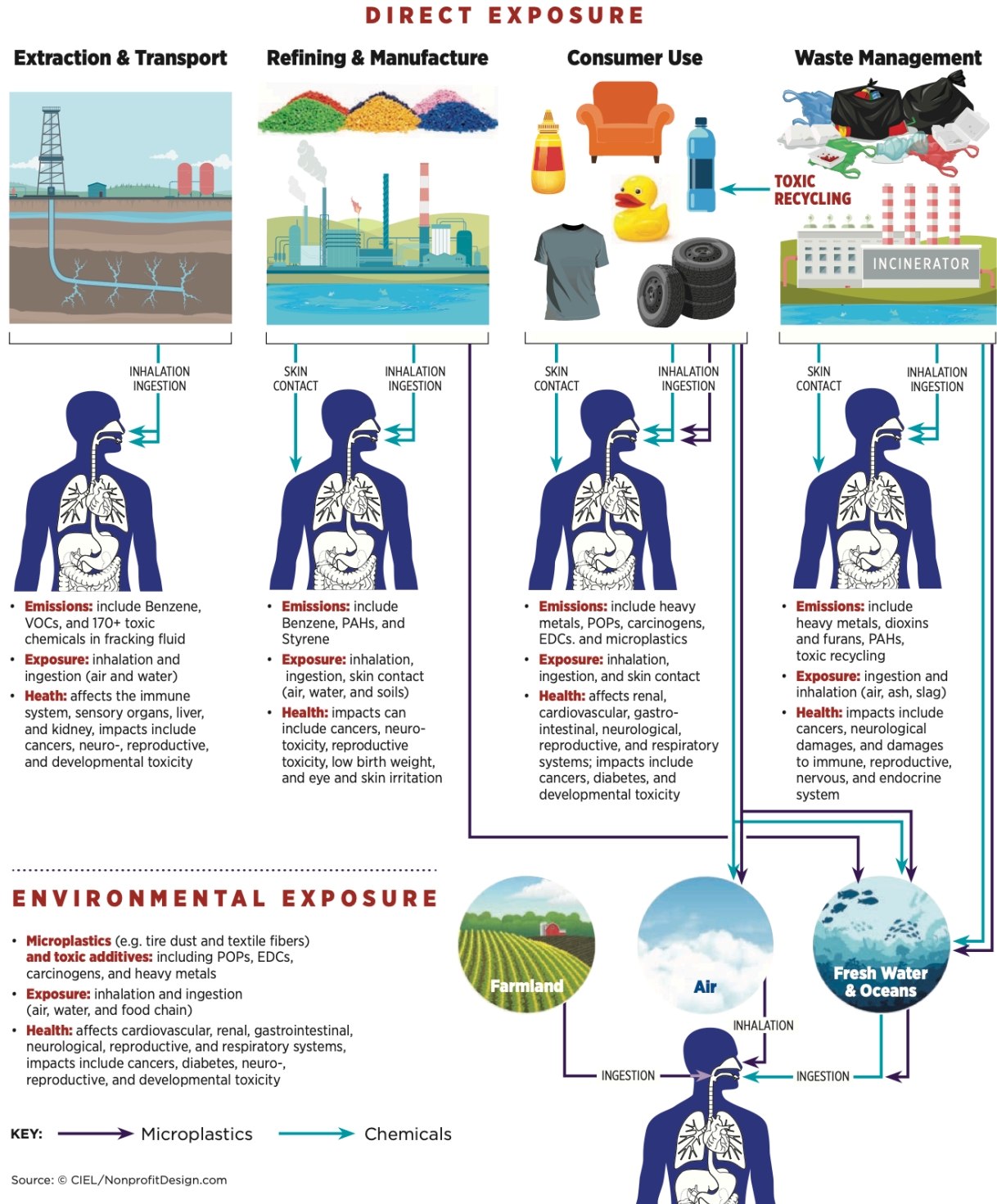
*We must all work together toward the solution.*

1. <https://www.weforum.org/reports/the-new-plastics-economy-rethinking-the-future-of-plastics>
2. <https://www.ciel.org/wp-content/uploads/2019/05/Plastic-and-Climate-Executive-Summary-2019.pdf>
3. <https://www.ciel.org/wp-content/uploads/2019/02/Plastic-and-Health-The-Hidden-Costs-of-a-Plastic-Planet-February-2019.pdf>
4. <https://www.sciencedirect.com/science/article/abs/pii/S0160412018302125?via%3Dihub>
5. <https://www.ecowatch.com/plastic-container-health-risk-2653620879.html>
6. <https://www.science.org/doi/10.1126/sciadv.1700782>

FIGURE 2

**Plastic & Health: The Hidden Costs of a Plastic Planet**

Humans are exposed to a large variety of toxic chemicals and microplastics through inhalation, ingestion, and direct skin contact, all along the plastic lifecycle.





Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**#248-23**  
Telephone  
(617) 796-1100  
Fax  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
Email  
rfuller@newtonma.gov

June 12, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to reappoint Michael Flaherty of 17 Glastonbury Oval, Waban 02468 as a member of the Health and Human Services Advisory Council. His term of office shall expire on January 1, 2026 and his appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

RECEIVED  
2023 JUL -3 PM 3:40  
CITY CLERK  
NEWTON, MA, 02459

Application Form

Profile

Michael

First Name

R

Middle Initial

Flaherty

Last Name

[Redacted]
Email Address

17 Glastonbury Oval

Home Address

Suite or Apt

Waban

City

MA

State

02468

Postal Code

What Ward do you live in?

[X] Ward 5

[Redacted]
Primary Phone

Alternate Phone

Massachusetts General Hospital

Employer

Physician

Job Title

Which Boards would you like to apply for?

Health and Human Services Advisory Council : Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

My name is Michael Flaherty, and Newton recently became my new home. My wife and I recently purchased our first house, and are proud to call Newton our community; As a new resident of Newton, I am interested in pursuing opportunities to serve this community and work in any way to ensure its continued success for our future here and the many generations to come. As a pediatrician, my career allows me to serve my patients in so many ways as their physician; This unique glimpse into the lives of children and their families has broadened my understanding of how the community and neighborhoods we live in impact our health and wellbeing. I am interested in giving back to my new community with the experiences I have as a healthcare clinician, and to gain new experiences from my neighbors around me.

Michael\_Ryan\_Flaherty\_HMSCV.docx

Upload a Resume

**Date Prepared:** August 1, 2019

**Name:** Michael Ryan Flaherty, DO

**Office Address:** Massachusetts General Hospital  
Department of Pediatric Critical Care Medicine  
175 Cambridge Street, 5<sup>th</sup> Fl  
Boston, MA 02114

**Home Address:** 17 Glastonbury Oval  
Waban, MA 02468

**Work Phone:** [REDACTED]

**Work Email:** [REDACTED]

**Work FAX:** [REDACTED]

**Place of Birth:** Methuen, MA

**Education:**

Year	Degree	Field of Study	Institution
2007	B.S., Summa Cum Laude	Biology, Chemistry	Emmanuel College
2011	D.O.	Medicine	University of New England College of Osteopathic Medicine

**Postdoctoral Training:**

Year(s)	Title	Specialty	Institution
07/2011-06/2012	Intern	Pediatrics	Baystate Medical Center/Tufts University
07/2012-06/2014	Resident	Pediatrics	Baystate Medical Center/Tufts University
07/2014-06/2017	Fellow	Pediatric Critical Care	Massachusetts General Hospital/Harvard Medical School

**Faculty Academic Appointments:**

Year(s)	Position/Title	Department	Institution
07/11-06/14	Clinical Associate	Pediatrics	Tufts University School of Medicine
07/14-06/17	Clinical Fellow	Pediatrics	Harvard Medical School
07/17-Present	Instructor	Pediatrics	Harvard Medical School



**Appointments at Hospitals/Affiliated Institutions:**

Year	Title	Department	Institution
11/14-Present	Attending Hospitalist	Pediatrics	Newton-Wellesley Hospital
11/15-Present	Attending Hospitalist	Pediatrics	Steward Norwood Hospital
07/13-Present	Locums Physician	Pediatrics	Shriner's Hospital Boston
07/18-Present	Attending, Pediatric Critical Care	Acute Care Unit, Pediatrics	Shriner's Hospital Boston
07/17-Present	Assistant in Pediatrics	Pediatric Critical Care	Massachusetts General Hospital

**Major Administrative Leadership Positions:**

Year	Position Title	Institution
2017-Present	Associate Fellowship Program Director, Pediatric Critical Care Medicine	Massachusetts General Hospital
2017-Present	Division Quality and Safety Champion, Pediatric Critical Care Medicine	Massachusetts General Hospital
2018-Present	Co-Director, HMS Capstone Course in Pediatric Critical Care Medicine	Harvard Medical School/Massachusetts General Hospital

**Committee Service:**

2015	Internal Review Committee, Cardiothoracic Anesthesia Fellowship	Massachusetts General Hospital Graduate Medical Education Office
2016	Internal Review Committee, Neuroradiology Fellowship	Massachusetts General Hospital Graduate Medical Education Office
2017	Preventing Pediatric Medication Errors (PPME Committee)	Massachusetts General Hospital
2017	Quality and Safety Leadership Team	Massachusetts General Hospital
2018	Pediatric Code Committee	Massachusetts General Hospital
2018	Pediatric Biothreats Response Team	Massachusetts General Hospital

**Professional Societies:**

Year	Society	Role
2017 – Current	Society of Critical Care Medicine	Member
2011 – Current	American Academy of Pediatrics	Fellow

**Editorial Activities:**

The New England Journal of Medicine, Resident 360, Knowledge Plus

***Ad hoc Reviewer***

Pediatrics, Journal of Pediatrics, Journal of Intensive Care Medicine, Journal of Sport and Health Science

**Honors and Prizes:**

<b>Year</b>	<b>Honor/Achievement</b>	<b>Awarding Organization</b>	<b>Achievement</b>
2006	Merck Research Scholarship	Merck Research Laboratories/Emmanuel College	Research
2007	Sigma Xi Scientific Society	Emmanuel College	Scholarship
2010	Medical Student in Aging Research (MSTAR) grant	American Federation for Aging Research	Research
2014	Resident Research Award	Academic Pediatric Association	Research
2014	Research Day Abstract Award	Baystate Health	Research
2014	Continuity Clinic Leadership Award	Baystate Medical Center	Clinical
2018	PCEP Scholar	Palliative Care Education Course (PCEP), Harvard Medical School	Scholarship
2019	Harvard Macy Scholar	Harvard Macy Institute, Program for Educators in Health Professions	Scholarship

**Report of Funded and Unfunded Projects****Unfunded Current Projects**

<b>Year(s)</b>	<b>Title</b>
2014- Current	Study Co-Investigator: "Impact of a State Concussion Law on Physician Practice in the Care of Sports-Related Concussions". I am co-investigator studying the effect of Massachusetts state legislation on sports-related concussions in middle and high school students
2014- Current	Study Co-Investigator: "The Effect of State Legislation on Off-Road Vehicle Injuries in Children". I am co-investigator with the Massachusetts General Hospital Trauma and Injury Prevention Outreach team researching effects of state legislation on pediatric all-terrain vehicle injuries.
2015- Current	Study Co-Investigator: "A Pediatric Critical Care Weaning Protocol for Continuous Bronchodilators"
2017- Current	Principal Investigator: "Screening for Access to Firearms by Pediatric Trainees in High-Risk Patients."
2018- Current	Principal Investigator: "Trends in Sexual Assault Against Children: 2004-2014"
2018- Current	Principal Investigator: "Epidemiology of Pediatric Accidental Window Falls in New England"
2018-2019	Principal Investigator: "Trends in Fire Pit-Related Burn Injuries in Children"
2019- Current	Principal Investigator: "Effects of Distracted Driving Laws on Teenage Motor Vehicle Fatalities"
2019- Current	Principal Investigator: "Pediatric Drowning-Related Deaths, 2006-2017"

**Funded Current Projects**

Year(s)	Title
2019- Current	Site Principal Investigator: "Observational Study of Pediatric CPR", PediResQ Study Group: Prospective, observational, multi-center study of pediatric cardiac arrest management

**Report of Local Teaching and Training****Teaching of Students in Courses:**

Year	Title Type of Student/audience	Location Level of Effort
2017-	Practice of Medicine – Pediatrics 2 <sup>nd</sup> Year Medical Students	HMS/Two Four Hour Sessions
2018-	HMS Core Faculty for Clinical Skills Assessment	Harvard Medical School; ~48 hours annually

**Formal Teaching of Residents, Clinical Fellows and Research Fellows (post-docs):**

Year	Title Type of Student/audience	Location Level of Effort
2017-	Pediatrics Medical Simulation Pediatric Residents	MGH/4-8 1 hour simulations/year
2017-	Ward Teach Rotation Senior Pediatric Residents	MGH/1 month/year 14 hours
2017- Present	Introduction to Injury Prevention and Advocacy Pediatric Residents/Medical Students	MGH 1 hour lecture/twice annually
2017- Present	Fellow Lecture Series Critical Care Fellows	MGH/2 1 hour lectures annually
2014- Present	Shock in the Pediatric Population Pediatric and Emergency Medicine Residents	MGH/1 hour lecture monthly

**Clinical Supervisory and Training Responsibilities:**

Year	Type of Responsibility/Location	Level of Effort
2017-	Supervision of Pediatric Critical Care Fellows/MGH	8-12 weeks per year, 14-18 nights/year
2017-	Supervision of Pediatric and Emergency Medicine Residents during PICU rotation/MGH	8-12 weeks per year, 14-18 nights/year
2017-	Supervision of HMS 4 <sup>th</sup> year Students during PICU Clerkship Elective/MGH	8-12 weeks per year, 14-18 nights/year

**Laboratory and Other Research Supervisory and Training Responsibilities:**

Year	Type of Responsibility/Location	Level of Effort
2017-	Supervision of pediatric residents and clinical research fellows/MGH	1 hour research meeting weekly, 1:1 supervision of statistical programming and planning of pediatric injury prevention research projects

#### **Formally Mentored Harvard Medical, Dental and Graduate Students:**

Year	Name, Year
2018-	Manuela von Sneidern, HMS Class of 2021 Currently conducting her scholarly activity with me investigating, "Factors Associated with Delayed Weaning of Mechanical Ventilation Following Laryngotracheal Reconstruction"

#### **Mentored Trainees and Faculty**

Year(s)	Name and Degrees/ Current Position/ Institution
2017- Present	Caitlin Naureckas Li, MD/PGY-3 Pediatrics Residency/MGH Career Stage: Resident. Mentoring role: Research Advisor. Accomplishments: Accepted International Presentation at Pediatric Academic Societies Meeting May 2018

#### **Formal Teaching of Peers (e.g., CME and other continuing education courses):**

*No presentations below were sponsored by outside entities*

Year	Topic or Title of Lecture	Setting
2014-2017	"Advanced Airways in Pediatrics" "Pediatric Megacode Scenarios" Emergencies and Procedures in Pediatrics	Lecture/Simulation Boston, MA
2017- Present	"Pediatric Critical Care Medicine Bootcamp" Children's Hospital of Philadelphia	Lectures/Simulations

#### **Report of Regional, National and International Invited Teaching and Presentations**

*No presentations below were sponsored by outside entities*

##### **National**

Year	Title of Presentation
2018	"Screening for Access to Firearms by Pediatric Trainees in High-Risk Patients" (Poster presentation at Pediatric Academic Societies Meeting, Toronto)
2016	"The Effect of Massachusetts State Legislation on off-road vehicle injuries in children" (Platform and poster presentation at the American Academy of Pediatrics Meeting, San Francisco, CA.)
2014	"The effect of Massachusetts' graduated driver licensing system on adolescent motor vehicle crashes" (Platform presentation at the Pediatric Academic Society Meeting, Vancouver, BC.)

#### **Report of Clinical Activities and Innovations**

##### **Current Licensure and Certification:**

Year	Type of Licensure
------	-------------------

2011- Present	Diplomate, National Board of Osteopathic Medical Examiners
2014- Present	Massachusetts Full Medical License
2014- Present	Diplomate, American Board of Pediatrics

**Practice Activities:**

Year	Type of Activity	Name and Location	Level of Activity
2014	Inpatient	Pediatric Critical Care Unit, Massachusetts General Hospital	Fellowship – 3 months on service annually, in- house call 4-8 times/monthly
2014- Present	Inpatient	Pediatric Inpatient Unit and Newborn Nursery Newton Wellesley Hospital	Moonlighting 1- 2/monthly
2015- Present	Inpatient	Emergency Department, Steward Norwood Hospital	Moonlighting per-diem
2016- Present	Inpatient	Acute Care Unit, Shriner's Hospital Boston	8 weeks of service annually, Moonlighting per-diem
2017- Present	Inpatient	Pediatric Critical Care Unit, Massachusetts General Hospital	7 weeks/weekends of service annually, 14-18 night calls/annually

**Clinical Innovations:**

**Name/location of clinical innovation (dates if applicable)**      **Describe the influence or potential influence of the innovation on clinical care or practice management, including how the innovation is used or has been implemented locally (at HMS), regionally, nationally or internationally; if developed as a member of a committee, describe your contribution (1-2 sentences)**

Pediatric  
Critical Care  
Asthma  
Pathway  
project,  
Massachusetts  
General  
Hospital PICU  
(2015-Present)

The PICU Asthma Pathway implemented three new innovations; 1) The implementation of a standardized objective asthma score for all admitted patients with asthma exacerbations; 2) The development of a weaning algorithm directed by nursing and respiratory therapists; 3) The development of an electronic medical record practice alert based on the developed wean. I led a team of nurses and respiratory therapists and built the protocol; We are currently studying its effect on length of stay and total exposure to bronchodilators

**Report of Education of Patients and Service to the Community**

*No presentations below were sponsored by outside entities*

**Activities**

2014- Present	Member, Watertown Youth Coalition
2016, 2017	Massachusetts State Legislature Surgical Advocacy Day

**Educational Material for Patients and the Lay Community:**

***Books, monographs, articles and presentations in other media (e.g., video and websites, movies, television and radio) that educate the public about medicine, health or biomedical sciences***

<b>Year</b>	<b>Title</b>	<b>Type of Contribution</b>	<b>Citation</b>
2018	Accidental Window Falls Prevention	Author	Patient Education Video, Vidscripts
2018	Recreational Vehicle Safety	Author	Patient Education Video, Vidscripts
2018	Pediatric Drowning Prevention	Author	Patient Education Video, Vidscripts
2018	Toy Safety	Author	Patient Education Video, Vidscripts

***Patient educational material***

<b>Year</b>	<b>Title</b>	<b>Type of Contribution</b>	<b>Citation</b>
2018	Accidental Window Falls Prevention	Author	Pamphlet for Patients, Clinicians
2018	Drowning Prevention	Author	Pamphlet for Patients

**Report of Scholarship**

**Peer-Reviewed Scholarship in print or other media:**

Mosley, N. **Flaherty, MR.** Pediatric Critical Care. New England Journal of Medicine Resident 360 Rotation Prep. [https://resident360.nejm.org/pages/home?resource\\_collection\\_id=pediatric-critical-care](https://resident360.nejm.org/pages/home?resource_collection_id=pediatric-critical-care). October 2017.

**Research Investigations**

**Flaherty, MR,** Sheridan, R. Fire Pit-Related Burn Injuries in Children and Adolescents. *J Burn Care Res.* 2019; epub ahead of print.

Li, C., Sacks, C., McGregor, K., Masiakos, PT., **Flaherty, MR.** Screening for Access to Firearms by Pediatric Trainees in High-Risk Patients. *Academic Peds.* Mar 2019; epub ahead of print.

**Flaherty, MR.,** Raybould, T., Kelleher, CM., Seethala, R., Lee, J., Kaafarani, HMA., Masiakos, PT. Age Legislation and Off-Road Vehicle Injuries in Children. *Pediatrics.* Sep 2017.

**Flaherty, MR.,** Raybould, T, Jamal-Allial, A., Kaafarani, H., Lee, J., Gervasini, A., Ginsburg, R., Mandell, M., Donelan, K., Masiakos, P. Impact of a State Concussion Law on Physician Practice in the Care of Sports-Related Concussions. *J.Peds.* 2016 Nov;178:268-274.

**Peer Reviewed Commentaries**

Flaherty, MR. "Fat Letters in Public Schools: Public Health Versus Pride". *Pediatrics* Sep 2013; 132(3):403.

**Other peer-reviewed scholarship**

**Abstracts, Poster Presentations and Exhibits Presented at Professional Meetings:**

Flaherty, MR., Lee, L. The effect of Distracted Driving Laws on Motor Vehicle Fatalities in Teenagers. (To be Presented December 2019 – Injury Free Coalition for Kids, Orlando, FL).

Li, C., McGregor, K., Masiakos, PT., Sacks, C., **Flaherty, MR.** Screening for Access to Firearms by Pediatric Trainees in High-Risk Patients. (May 2018). (Presented as poster at Pediatric Academic Societies, Toronto.)

**Flaherty, MR.,** Raybould, T., Lee, J., Kaafarani, H., Masiakos, P. The effect of Massachusetts state legislation on off-road vehicle injuries in children. (October 2016). (Presented as platform and poster at the American Academy of Pediatrics Meeting, San Francisco, CA.)

**Flaherty, MR.,** Garb, J., Miller, N., Koenigs, L. The effect of Massachusetts' graduated driver licensing system on adolescent motor vehicle crashes. (May 2014). (Platform presentation at the Pediatric Academic Society Meeting, Vancouver, BC.)

**Flaherty, MR.,** Locascio, J., Atri, A. Vitamin E slows functional decline and anti-inflammatories slow cognitive decline in Alzheimer's Disease (April 2009). (Presented poster at the American Geriatrics Society National Meeting, Chicago, IL)

**Flaherty, MR.,** Locascio, J., Atri, A. "Vitamin E slows functional decline in Alzheimer's Disease" (January 2009). (Presented poster at MA Alzheimer's Disease Research Center Symposium).

**Flaherty, MR.,** Antonini, V., Touma, M., Clayton, L. "Analysis of gene expression by NF- $\kappa$ B inhibitor, I $\kappa$ BNS" (March 2007). (Presented at Northeastern Biology Conference, Boston, MA).

**Flaherty, MR.,** Schmidt, A., Ryvkin, F. "Docking and molecular dynamics studies of copper containing enzyme diamine oxidase". (April 2006). (Presented poster at American Chemical Society National Meeting, Atlanta, GA).

### **Narrative Report**

My active research interests involve pediatric injury prevention, and the analysis of health policies and state laws aimed at preventing pediatric trauma and injuries. As a pediatric resident, I was one of the first in the state of Massachusetts to gather and analyze data investigating the effect of more stringent graduated driver licensing laws on adolescent motor vehicle crashes and present the data in a national peer-reviewed forum. As I entered fellowship, I joined the Massachusetts General Hospital Trauma and Injury Prevention Outreach program and led the analysis of statewide sports-related concussion legislation and its effects on the practice of primary care physicians. Currently, I am leading the team on analyzing the Massachusetts off-road vehicles law on pediatric injuries and fatalities. I hope to continually work to make our trauma and injury prevention program one of the leading centers for pediatric injury prevention research in the state.

My clinical interests involve the care of medical/surgical patients in the pediatric intensive care unit. Over the course of my three-year fellowship in critical care medicine, I have continued to learn and refine my skills related to the care of critically ill children, as well as procedures commonly performed in the intensive care environment. Additionally, I have

maintained an active role as a moonlighting hospitalist in two community hospitals to remain current in my general pediatric inpatient knowledge. I am dedicated to quality improvement and patient safety, and have worked to develop the first asthma protocol within my current department. This protocol is working to improve patient outcomes, reduce length of stay, and decrease overall exposure to prolonged medication administration.

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "M. J. [unclear]".





Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**#249-23**  
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Fax  
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TDD/TTY  
(617) 796-1089  
Email  
rfuller@newtonma.gov

June 12, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to reappoint Matthew Stafford of 40 Belmore Park, Newton 02462 as a member of the Health and Human Services Advisory Council. His term of office shall expire on January 1, 2025 and his appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

CITY CLERK  
NEWTON, MA, 02459

2023 JUL -3 PM 3:40

RECEIVED

**Application Form**

**Profile**

Matthew (Matt)

First Name

Middle Initial

Stafford

Last Name

[Redacted]  
Email Address

40 Belmore Park

Home Address

Suite or Apt

Newton

City

MA

State

02462

Postal Code

**What Ward do you live in?**

Ward 4

[Redacted]  
Primary Phone

[Redacted]  
Alternate Phone

Yale University

Employer

Assistant Director, Human  
Research Protection Program

Job Title

**Which Boards would you like to apply for?**

Health and Human Services Advisory Council : Submitted

**Interests & Experiences**

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

As a parent in Newton and a student of public health I wish to stay abreast of issues pertaining to my town and I also wish to contribute a fairly lay perspective to the shaping of public health policy in my town.

Upload a Resume

**Matthew Stafford, MPH**

40 Belmore Park  
Newton Lower Falls, MA 02462

he/him/his  
[REDACTED]  
[REDACTED]

**SUMMARY**

---

Clinical Research Compliance Executive with 20 years of experience building and overseeing high-performing compliance functions for multi-million-dollar research portfolios. Accomplished in managing change, approaching complex issues, navigating gray areas, and building consensus with imagination, discretion, and integrity. Seeking opportunities to facilitate innovation and excellence as part of an organization dedicated to social justice and health equity.

**EDUCATION**

---

**BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH**

Master of Public Health (MPH)  
Concentration: Health Policy and Management

**COLUMBIA UNIVERSITY, SCHOOL OF GENERAL STUDIES**

Bachelor of Arts (BA)  
Major: Middle East and Asian Languages and Cultures

**WORK EXPERIENCE**

---

**THE PEER CONSULTING GROUP****April 2020 to Present****IRB Expert Consultant**

- Conducting regulatory and ethical pre-review of human research protocols for designated contract clients.
- Developing HHS-compliant protocol and consent form templates.
- Developing SOPs to ensure continued compliance after contract.
- Advising contract clients on an ad hoc basis as questions arise.

**BOSTON CHILDREN'S HOSPITAL (BCH)****October 2014 to Present****Assistant Director, Clinical Investigations**

- In addition to responsibilities of the Manager (below), hired, trained, and mentored multiple direct reports who now have leadership roles at BCH and other organizations. Achieved stability with 75% staff retention for over 10 years.
- Created new positions for direct reports to develop supervisory skills and coached direct reports in mentoring roles.
- Created metrics for coaching staff to improve performance, efficiency and quality.  
Served as ranking officer in multiple FDA audits with zero compliance findings.
- Involved with hiring and training multiple regulatory affairs professionals responsible for oversight of and guidance with research involving FDA-regulated articles including investigational new drug (IND) applications, investigational device exemptions (IDE), humanitarian use devices (HUD), nonsignificant risk (NSR) devices and 510k designations.
- Served as resource to investigators and research personnel on matters pertaining to regulatory strategy, compliance requirements, minimizing risk, ethical study design, and interpretation of federal regulations and hospital policies.
- Oversaw the Institutional Review Board (IRB) Office through multiple transitions including office reorganization, staffing changes, move to paperless system and adoption of a new HHS Common Rule.
- Represented the institution at national and local level through Harvard CTSA organizations, the CITI Developer's Group, and on the faculty and planning committees of PRIM&R's annual Advancing Ethical Research conferences.

**BOSTON CHILDREN'S HOSPITAL (BCH)****March 2006 to September 2014****Institutional Review Board (IRB) Manager**

- Developed and implemented methods, strategies, mechanisms and Standard Operating Procedures (SOPs) for resolving human subject protection issues, measuring efficiency and assuring quality. Revised same as required by operational and regulatory changes.
- Conducted pre-review and compliance assurance for new and ongoing projects including multicenter clinical trials, biomedical and social/behavioral science research, vulnerable populations, emerging technologies, investigational drugs and devices, and expanded access treatments.
- Coordinated communication between investigators, IRB members, cross-functional units and stem cell committees; assisted with accreditation applications and site visits, receiving personal praise from accreditors.
- Identified, prioritized and implemented policy, procedural and staffing changes that enhanced operational efficiency and improved interactions between the hospital, IRB sponsors and investigators.
- Maintained positive and collegial advisory relationships with hospital leadership, faculty and research community despite challenges in staffing.

**NEW YORK BLOOD CENTER (NYBC) LINDSLEY F. KIMBALL RESEARCH INSTITUTE (LFKRI)****April 2004 to February 2006****IRB Administrator**

- First-ever full-time employee dedicated to oversight of human research protections program and IRB.
- Worked closely with General Counsel and Regulatory Affairs to develop and implement NYBC's first internal standard operating procedures (SOPs), required by FDA regulations and by the HHS Common Rule.
- Provided guidance on human subjects research compliance to investigators conducting clinical trials, basic science and translational research protocols from across the NYBC regional network of blood services satellites and LFKRI's multiple laboratories, including Cellular Therapy, Parasitology, Viral Immunology, Genomics, and the National Cord Blood Program (NCBP).
- Created first paperless database of IRB protocols and IRB actions.
- Developed and delivered institutional training for personnel involved with human subjects research.
- Managed content for LFKRI portions of the NYBC internet and intranet sites.
- Served as member of occupational safety committee and inspection team.

**COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK (Morningside campus)****November 2001 to April 2004****Assistant IRB Administrator**

- Acquired in-depth working knowledge of federal regulations, state laws, institutional policies, ethical concepts and best practices for human subjects research including the identification of and mitigation of risks to participants, confidentiality measures, and the integrity of a robust informed consent process.
- Advised investigators from among the student bodies and faculties of the Graduate School of Arts and Sciences, the School of Law, the Graduate School of Business, the School of International and Public Affairs, the School of Social Work and the School of Journalism, and the undergraduate colleges.
- On-boarded and trained multiple IRB members representing Psychology, Social Work, Sociology, Political Science, Management, Journalism and Oral History.
- Provided guidance to investigators and department chairs regarding human subjects research ethics and protocol design.
- Coordinated testing and implementation of paperless protocol submission and review system and transition/conversion of legacy protocols to new system.

**LEADERSHIP**

---

**CITY OF NEWTON HEALTH AND HUMAN SERVICES (HHS)****January 2014 to Present**

Member – Advisory Council

**HARVARD CATALYST REGULATORY FOUNDATIONS, ETHICS, AND LAW PROGRAM****March 2013 to Present**

Co-Chair – Social, Behavioral and Educational Research (SBER) Sub-Committee

**PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH (PRIM&R)**

Conference Faculty/Mentor/Planning Committee

March 2008 to Present

**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI) WORKING GROUP**

Content Expert, CITI Human Subjects Curricula Course Development

October 2008 to May 2010

**PUBLICATIONS**

---

Cholka, C. B., & Stafford, M. (2021, March). Chapter 3-1, "Composition of the IRB." In E. Bankert, B. Gordon, E. Hurley, & Shriver, S. (Eds.), *IRB Management and Function, 3<sup>rd</sup> Edition*. Burlington, MA: Jones & Bartlett Learning.

Corl, S., & Stafford, M. (2014, December). *Developing Timely & Appealing Human Subject Protection Refresher Education Using Education Program Participation, Unanticipated Problem & Internal Audit Data*. Poster Presented at the annual Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research (AER) conference, Baltimore, MD.

Taghinia, A., Kuniholm, A., et al. (2014, December). *Challenges in the IRB Review of First-in-Pediatrics Hand Transplantation Research*. Poster Presented at the annual Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research (AER) conference, Baltimore, MD.

Witte, E., Bierer, B., et al. (2014, December). *Research Subjects Want to Know: An IRB Asks Investigators to Consider Dissemination Strategies*. Poster Presented at the annual Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research (AER) conference, Baltimore, MD.

Stafford, M., Monahan, C. et al. (2013, November). *Case Studies for Assessing and Mitigating Risk in Social, Behavioral and Educational Research (SBER): Creation of Educational Resources for IRB Members and Researchers*. Poster Presented at the annual Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research (AER) conference, Boston, MA.

Bowling, K., Dyson, A., et al. (2006, December). *Evolution of a "Departmental Scientific Review" Process: Ensuring Sound Research Design during the Review Process*. Poster Presented at the annual Public Responsibility in Medicine and Research (PRIM&R) Advancing Ethical Research (AER) conference, Washington, DC.

**VOLUNTEER ACTIVITIES**

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**KRAFT FAMILY BLOOD DONOR CENTER**

Platelet Donor

April 2020 to Present

**NEWTON FAMILY SINGERS**

Tenor/Soloist/Promoter

January 2016 to Present

**UNDERSTANDING OUR DIFFERENCES (UOD)**

Marathon Runner/Fundraising Ambassador/Parent Curriculum Coordinator

January 2015 to June 2019

**ANGIER AFTER SCHOOL PROGRAM (AASP)**

Vice-President – Parent Board

May 2012 to June 2019



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**#250-23**

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rfuller@newtonma.gov

June 12, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to reappoint Asa Fanelli of 8 Kerry Court, Newton 02465 as a member of the Health and Human Services Advisory Council. Her term of office shall expire on January 1, 2025 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

RECEIVED  
2023 JUL -3 PM 3:40  
CITY CLERK  
NEWTON, MA. 02459

Application Form

Profile

Asa R Fanelli
First Name Middle Initial Last Name

[Redacted]
Email Address

8 Kerry Court
Home Address Suite or Apt

Newton MA 02465
City State Postal Code

What Ward do you live in?

[X] Ward 3

[Redacted] [Redacted]
Primary Phone Alternate Phone

Idealift Group, LLC Founder & Chief Strategist
Employer Job Title

Which Boards would you like to apply for?

Health and Human Services Advisory Council : Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I have served on the HHS Advisory for the last few years and I would like to continue to support the great work being done by the HHS Department in Newton.

Asa R Fanelli\_resume\_Linkedin\_.pdf
Upload a Resume

Contact

[Redacted]  
[Redacted]  
[Redacted]  
idealiftgroup.com (Company)

Top Skills

Leadership  
Public Speaking  
Nonprofits

Languages

Swedish (Native or Bilingual)  
English (Native or Bilingual)  
Italian (Native or Bilingual)

Certifications

The 7 Habits of Highly Effective People for Managers Certificate  
Leaders of Learning Honor Code Certificate  
Honor Code Certificate from Learning by Giving Foundation: Giving With Purpose  
Unlocking the Immunity to Change: A New Approach to Personal Improvement  
Mindful Workplace Facilitator

# Åsa Fanelli

Founder IdeaLift Group; Emotional Intelligence skill building for resilience, psychological safety, wellbeing & performance; Mindfulness programs to reduce stress & burnout; SIY Certified Teacher; Speaker & Facilitator  
Greater Boston

## Summary

As the Founder & and Chief Strategist of IdeaLift Group LLC, a boutique strategic consulting firm in Boston, MA, I help to advance the ability of private sector and nonprofit executives, board members, entrepreneurs and philanthropists to be effective change leaders. My expertise lies in board and leadership development, effective governance practices, strategic planning, organizational development and revenue development. After more than 20 years of broad-based leadership experience in the global corporate and nonprofit sectors, I am now also a Search Inside Yourself Certified Teacher, offering mindfulness based emotional intelligence trainings to help teams and leaders build inclusive, innovative workplaces and overall wellbeing.

### Expertise:

Leadership Development & Team Building - Mindfulness & Emotional Intelligence Trainings - Board Development & Governance - Strategic Planning - Fundraising - Building a Culture of Philanthropy - Organizational Assessment - Talent Management & Succession Planning - Redefining & Aligning Mission, Vision and Core Values - Capacity Building - Program Development - Mergers & Strategic Partnerships - Government Relations and Advocacy - Volunteer Management - Restructuring/Cost Containment - Facilitation of Board and Management Retreats

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## Experience

IdeaLift Group  
Founder & Chief Strategist  
January 2015 - Present (7 years 4 months)  
Greater Boston Area



IdeaLift is a boutique strategic consulting firm that works with social impact leaders to develop high-performing teams, organizational capabilities and a culture that fuels success. IdeaLift engages consultants who have served in executive leadership roles to provide unparalleled insights, project management and thought leadership to nonprofits, businesses, entrepreneurs and philanthropists. The consultants work with a variety of client organizations to help with board development, drive strategic planning, facilitate collaborative innovation among teams, and build organizational capacity to support the effectiveness of executives and boards.

[www.idealiftgroup.com](http://www.idealiftgroup.com)

### **Institute for Organizational Mindfulness (IOM)**

**Mindful Workplace Facilitator**

January 2022 - Present (4 months)

The Global Association for Science-Based Performance-Focused Mindfulness.

IOM is a non-profit association of scientists, educators, human capital and operating professionals, with a shared mission to bring mindfulness neural training into the mainstream — to develop more effective leaders, a healthier, happier, higher performing workforce, and a safer, more inclusive, more productive workplace.

### **Search Inside Yourself Leadership Institute (SIYLI)**

**SIY Certified Teacher - Mindfulness Based Emotional Intelligence Programs**

April 2019 - Present (3 years 1 month)

The Search Inside Yourself program developed by Google and backed by neuroscience, teaches emotional intelligence and mindfulness techniques that increase health, wellbeing and creativity in life and work. SIY trainings help develop self awareness, self management, empathy, and resilience, leading to more effective, compassionate leaders and more collaborative and inclusive workplaces.

### **Verdant Consulting**

**Resiliency & Burnout Facilitator for Leadership & Employees**

March 2022 - Present (2 months)

Boston, Massachusetts, United States

Offering businesses the opportunity to create science based mental health support for themselves and their employees in a way that builds psychological

safety within the workplace and helps support retention within their companies and non-profits. Our program teaches leaders and teams proven tactics for bouncing back from challenges more quickly and effectively.

### **Journey Meditation**

**Journey Meditation Teacher**

June 2019 - Present (2 years 11 months)

Greater Boston Area

Journey is a powerful Stress Management & Mental Wellbeing Program to reduce burnout, turnover, and stress-related illness while increasing productivity and engagement. As a Journey Meditation Teacher I lead meditation classes at corporations and nonprofits in the Boston area.

<https://corporate.journeymeditation.com>

### **Horizons for Homeless Children**

**President and CEO**

March 2010 - October 2013 (3 years 8 months)

The mission of Horizons for Homeless Children is to improve the lives of homeless children and help their families succeed by providing high quality early education (with a social emotional learning curriculum), opportunities for play and comprehensive family support services. Horizons also advocates on behalf of young children, train educators and human services providers.

- Had overall responsibility for \$10M budget with 120 staff and 35 engaged board members.
- Led and implemented a new five-year strategic plan to build and strengthen Horizons as a national thought leader in early education for homeless children.
- Grew fundraising revenues +10% each year for three consecutive years through individual donors, corporations, foundations and events while developing private/ public partnerships.
- Created a new Marketing/PR team resulting in increased online donations, greater visibility and a complete rebranding of the organization.
- Recruited and developed a new Evaluations and Research team that developed data-driven practices, new IT system and tools to measure outcomes based on an innovative School Readiness Framework.
- Aligned staff around a new company culture resulting in new statements of core values, mission and vision and measurable departmental goals.
- Initiated broader and deeper policy and advocacy relationships with state agencies, legislators and advocacy partners/coalitions resulting in increased government funding and grassroots advocacy efforts.

- Contributed as an active member on government and private advisory councils as an expert in early education and homelessness, while seeking out partnerships with similar nonprofit organizations and early education organizations in MA and nationally.
- Strengthened the statewide Volunteer Program by facilitating knowledge sharing and standardizing practices across regional offices. Oversaw recruitment, training and support of 3000 volunteers in 150 homeless shelters statewide.

### EF High School Exchange Year

9 years

#### Board Chair for Education First Foundation of Foreign Studies (now EF HSEY)

2006 - 2008 (2 years)

The largest foreign student exchange organization with staff of 60 and over 1000 volunteers placing and supervising 3000 international students spending a high school year in the US living with volunteer host families. Directly managed two succeeding co-Presidents. Role simultaneous with President of Talent Management and Human Resources role below.

- Led organization to become largest U.S. provider by taking market share and focusing on customer satisfaction.
- Aligned the company vision and strategic plan with stakeholders' interests by building strong relationships between customers, 30 international sales offices, U.S. Board of Directors, staff, thousands of volunteers, and U.S. State Department.
- Strengthened the foundation's top and bottom lines by major restructuring of organization, creative marketing and recruitment initiatives, volunteer engagement, and staff rightsizing to produce growth in a very competitive market.
- Led organization to 100% compliance with government regulations by implementing new operational plan with aggressive deadlines and goals, a zero tolerance policy, increased internal controls and updated staff training. Motivated employees/volunteers to track compliance results.
- Organized network of major competitive foreign exchange organizations to advocate with State Department and other entities to improve students' safety and implement best practices.

#### President Latin America

2004 - 2006 (2 years)

Greater Boston Area

EF High School Year is the sales partner of EF Foundation, and recruits students in 30 countries worldwide to spend a high school year abroad.

- Grew revenues by 30%, profitability and customer volume in six sales offices in Latin America.
- Developed new marketing plan for direct and indirect sales (schools and agents) increasing number of leads, conversion rates, and improving overall branding of company.
- Increased market share in highly competitive market by creative product development, new pricing structure, and customer focus.
- Built new team in regional offices by rallying for common goals and strategies, team building and motivation, creating employee loyalty to product.

#### President USA, Canada and Europe

1999 - 2006 (7 years)

Greater Boston Area

- Executed turnaround of organization through motivating and rewarding volunteer network, cultivating staff morale and empowerment, and direct focus on rebuilding trust and accountability among stakeholders.
- Instituted new operational plan; consistently met revenue and cost targets through financial controls and creative resource management.
- Oversaw implementation of new IT system and website to improve internal efficiency, facilitate communication with students, and grow the volunteer network.
- Improved program quality and customer satisfaction through increased monitoring and specific evaluation follow up. Redesigned risk and crisis management procedures.
- Improved cross-cultural understanding between international recruitment offices and operations offices through awareness training.

#### EF Education First

President, Talent Management and Human Resources

2006 - 2008 (2 years)

The largest privately-owned language education organization offering language learning, educational travel, academic programs and cultural exchange. EF Education consists of 15 separate companies, operating in 52 countries with 23,000 staff, teachers and volunteers.

Appointed to lead elevated global cross-company talent management initiative to respond to increased demand for talent and increased corporate citizenship initiatives; led all North American human resources activity.

- Created and facilitated leadership seminars for mid- and senior-management in the U.S., Canada, Europe, and Latin America; connected senior management to employees through seminars, networking events, and team-building activities, resulting in increased visibility of senior leadership.
- Initiated ongoing employee satisfaction measures by surveying and establishing benchmarks, then implementing changes that increased staff retention and loyalty.
- Launched new employee volunteer opportunities and charity campaigns to increase employee engagement in community-focused initiatives, partnering with non-profit organizations to create social impact and staff satisfaction.
- Organized new format for staff performance and development reviews for managers globally tied to company's vision, core values and core skills.
- Facilitated the implementation of a professional development training series offered to 1300 U.S. staff on a regular basis and resulting in improved motivation of employees.

#### EF Education First

##### Vice President UK Operations

1998 - 1999 (1 year)

Brighton, United Kingdom and Amsterdam, Netherlands

- Oversaw U.K. operations responsible for organizing English language courses, hosting families and providing extracurricular activities for 35,000 international students spending a summer in the U.K.
- Built relationships with local agents and staff in U.K., and international sales offices to improve the cooperation and communication between all parties involved.
- Completed organizational assessment and strategic plan.

#### EF Educational Tours

6 years

##### Regional Director

1994 - 1998 (4 years)

Rome Area, Italy

EF Educational Tours offers over 300 packaged tours to Europe, Latin America, Africa, Asia, India, Australia and New Zealand and serves more than 100,000 students and teachers annually. Go Ahead Vacations provides educational packaged tours for adult travelers.

- Directed Operations and Product Development in Italy, Greece, Turkey and Egypt, significantly growing the region's production capacity.

- Designed new tour itineraries and tour options in rapidly growing educational travel industry increasing revenue per traveler/bottom line.
- Proven track record of negotiating contracts for hotel, cruise and transportation in highly competitive markets, leading to long term supplier relationships and increased profitability; changed base of suppliers leading to increased tour quality and customer satisfaction.
- Managed multi-cultural, high-performing team in a challenging customer and supplier market with tight deadlines and budgets.

#### Country Manager Italy & Greece

1992 - 1994 (2 years)

Rome Area, Italy

- Directed tour operations and travel logistics in Italy and Greece in a high volume customer-contact environment.
- Recruited, trained, and supported Tour Directors keeping up with higher demands in volume and quality resulting in highest selling package tours.
- Handled travel emergencies for groups on tour; improved safety of tours.

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#### Education

Stockholm University

BA, HR and Economics · (1988 - 1992)

Singapore International School

Swedish School Nairobi, Kenya



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**#251-23**  
Telephone  
(617) 796-1100  
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(617) 796-1113  
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(617) 796-1089  
Email  
rfuller@newtonma.gov

May 30, 2023

Honorable City Council  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

To the Honorable City Councilors:

I am pleased to reappoint Joanna Josephson of 141 Blake Street, Newton 02460 as a Newton Library Trustee. Her term of office shall expire on June 30, 2028 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

RECEIVED  
2023 JUL -3 PM 3:39  
CITY CLERK  
NEWTON, MA, 02459

### Application Form

#### Profile

Joanna \_\_\_\_\_ B \_\_\_\_\_ Josephson \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

141 Blake Street \_\_\_\_\_  
Home Address Suite or Apt

Newton \_\_\_\_\_ MA \_\_\_\_\_ 02460 \_\_\_\_\_  
City State Postal Code

#### What Ward do you live in?

Ward 2

\_\_\_\_\_  
Primary Phone Alternate Phone

Harvard Business School \_\_\_\_\_ Assistant Director, Donor  
Employer Job Title Relations \_\_\_\_\_

#### Which Boards would you like to apply for?

Library Trustee: Submitted

#### Interests & Experiences

Please tell us about yourself and why you want to serve.

#### Why are you interested in serving on a board or commission?

I have enjoyed my tenure thus far and would like to continue to serve. My professional background in development is important to the Board of Trustees as we pursue a strategy for long term support of the Library.

\_\_\_\_\_  
Upload a Resume



## Joanna Josephson

### SUMMARY OF QUALIFICATIONS

Communications professional with senior-level client servicing expertise; robust writing and editorial skills; strong multi-tasking abilities; and extensive donor relations, research, data analysis, management, and event coordination experience.

### EMPLOYMENT HISTORY

#### Harvard Business School

Boston, MA

*Associate Director, Donor Relations*

2017 – present

- Develop strategy and deliver highly personalized stewardship for the School's top donors and foundation gifts, working in close partnership with Principal Gift officers and key administrators across the School
- Research, write, and produce Dean and Senior Administrator-level communications
- Coordinate stewardship efforts for top cross-Harvard donors with University Donor Relations colleagues
- Partner with the Senior Assistant Director to coordinate the spending and administration of principal gift funds
- Directly manage two full-time Assistant Directors of Stewardship Communications

*Development Services (Stewardship, Recognition, Gift Opportunities, Prospect Research)*

2007-2010; 2012-2017

- Gathered, synthesized, and shared programmatic information and produced written materials tailored to donor interests
- Assisted with team-driven large scale projects, including review of final pieces for style compliance, accuracy and overall quality
- Participated in overhaul of donor society membership management, effectively leveraging technology to more efficiently and systematically track donor preferences and execute mailings
- Played key roles on the MBA Fellowship Celebration event planning team
- Created in-depth research profiles of existing donors and prospects including analyses of their financial capabilities
- Oversaw annual restricted fund spending process in concert with the finance department
- Tracked annual departmental budget and spending priorities

#### Dana-Farber Cancer Institute (DFCI)

Brookline, MA

*Associate Director, Principal and Major Gifts*

2012 (contract)

- Conducted the planning, implementation, and follow-up for the Women's Cancers Program annual fundraising breakfast
- Facilitated relationship and communications between the event chairs, committee members, and DFCI management
- Exceeded \$250K fundraising goal by 206%

#### Boston Symphony Orchestra

Boston, MA

*Corporate Programs Coordinator*

2003, 2006 (contract)

- Executed a major corporate fundraising event including logistics, personnel management, and in-kind fundraising
- Supervised the production and editing of event program books, serving as the liaison between the layout designer and advertisers

### ADDITIONAL EXPERIENCE

#### Cabot Elementary School

Newton, MA

*PTO Co-President*

2017 – 2019

- Managed \$60k annual budget, led executive committee of parent volunteers, and directed weekly communications to the school community
- Worked with City of Newton and Newton Public Schools to transition to temporary school location for two years and bring a new principal up to speed
- Project managed largest annual fundraising event and auction (multiple years)

### EDUCATION

Simmons Graduate School of Library and Information Science, Boston, MA – Master of Science, August 2009.

University of Rochester, Rochester, NY – Bachelor of Arts, May 1997.