



## Programs & Services Committee Agenda

### City of Newton In City Council

Thursday, February 8, 2024

6:30 PM

The Programs & Services Committee will hold this meeting as a virtual meeting on Thursday, February 8, 2024 at 6:30 pm. To view this meeting using Zoom use this link: <https://newtonma.gov.zoom.us/j/82292521811> or call 1-646-558-8656 and use the Meeting ID: 822 9252 1811.

#### Items Scheduled for Discussion:

- #56-24 Appointment of Eliza Spaulding to the Human Rights Commission**  
HER HONOR THE MAYOR appointing Eliza Spaulding, 160 Pine Street, Newton as a member of the Human Rights Commission for a term of office set to expire on March 6, 2026. (60 Days: 03/17/24)
- #91-24 Reappointment of John Neville to Newton Commonwealth Foundation**  
HER HONOR THE MAYOR reappointing John Neville, 68 High Street, Newton Upper Falls as a member of the Newton Commonwealth Foundation for a term of office set to expire on September 18, 2024. (60 Days: 04/05/2024)
- #92-24 Reappointment of Peter Doherty to the Newton Commonwealth Foundation**  
HER HONOR THE MAYOR reappointing Peter Doherty, 110 Washington Park, Newtonville as a member of the Newton Commonwealth Foundation for a term of office set to expire on June 30, 2026 (60 Days: 04/05/2024)
- #93-24 Reappointing Arlene Franklin to the Newton Commonwealth Foundation**  
HER HONOR THE MAYOR reappointing Arlene Franklin, 75 Commonwealth Park, West Newton as a member of the Newton Commonwealth Foundation for a term of office set to expire on September 18, 2026. (60 Days: 04/05/2024)

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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.

**#94-24**

**Reappointment of Thomas Elkind to the Newton Commonwealth Foundation**

HER HONOR THE MAYOR reappointing Thomas Elkind, 29 Wamesit Road, Waban as a member of the Newton Commonwealth Foundation for a term of office set to expire on September 18, 2025. (60 Days: 04/05/2024)

**Respectfully Submitted,  
Josh Krintzman, Chair**



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**#56-24**  
Telephone  
(617) 796-1100  
Fax  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
Email  
rfuller@newtonma.gov

December 26, 2023

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

To the Honorable City Councilors:

I am pleased to appoint Eliza Spaulding of 160 Pine Street, Newton as a member of the Human Rights Commission. Their term of office shall expire on March 6, 2026 and the appointment is subject to your confirmation. Eliza Spaulding will be completing Maureen Sullivan's previous term, which ends on March 6, 2026.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

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2024 JAN -4 PH 3:54  
CITY CLERK  
NEWTON MA 02459

### Application Form

#### Profile

Eliza \_\_\_\_\_ Spaulding \_\_\_\_\_  
 First Name Middle Initial Last Name

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

160 Pine St \_\_\_\_\_ Unit 27 \_\_\_\_\_  
 Home Address Suite or Apt

Auburndale \_\_\_\_\_ MA \_\_\_\_\_ 02466 \_\_\_\_\_  
 City State Postal Code

#### What Ward do you live in?

Ward 4

\_\_\_\_\_  
 Primary Phone Alternate Phone  
 Worcester Art Museum \_\_\_\_\_ Paper Conservator and  
 Employer Job Title Diversity, Equity, Accessibility,  
 and Inclusion Specialist

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

Human Rights Commission: 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 interested in serving on the Human Rights Commission to partner with its members and the Newton community to promote acceptance of diversity and combat discrimination. As an Asian American woman from a small predominantly white farm town, a mom to a neurodivergent child, Special Education Parent Advisory Council (SEPAC) Board member, and as Diversity, Equity, Accessibility, and Inclusion Specialist in a nonprofit organization, I have encountered and advocated for the acceptance of differences my entire life, which has made me intrinsically understand the importance and impact true inclusion can have. When a person, organization, city centers the most marginalized in their decision-making processes, everyone succeeds. It would be an honor to bring my passion for true inclusion combined with my values of strong organization, communication, integrity, and compassion to the Human Rights Commission to advance its mission in community with others. Practically, I have attended several Human Rights Commission meetings this past year, and spoken with Rabbi Stern about the commitment required to serve and am prepared to meet this requirement.

[Eliza Spaulding Resume 4-3-23.pdf](#)  
 Upload a Resume

## ELIZA SPAULDING

NEWTON, MA • [REDACTED]

### SUMMARY

Nonprofit professional with more than fifteen years of experience dedicated to systems change. Two recent accomplishments include playing a leadership role in writing the Worcester Art Museum's first set of core values and Diversity, Equity, Accessibility, and Inclusion Strategic Plan. My mission is to organize initiatives, and empower people utilizing kindness and understanding to create equitable and accountable systems that move ideas to action to positively impact organizations.

### PROFESSIONAL EXPERIENCE

#### Worcester Art Museum

Worcester, MA

2021–Present

#### Diversity, Equity, Accessibility, and Inclusion (DEAI) Specialist

2019–Present

#### Chair of the DEAI Committee

- Chaired an ad hoc committee to write the 2021–2023 DEAI Plan, and the Internal Culture section of the 2021–2026 Strategic Plan with the COO, and Board, Staff, and Volunteer members to create actionable strategies for all community members to build an inclusive, accessible, and equitable culture that supports increasing diversity. Implementation of both plans has begun
- In collaboration with the Board, Staff, and Volunteer members, wrote the museum's first set of core values. As part of the strategic plan, I designed an inclusive process to make the values actionable and accountable, which will begin fall 2022
- Lead the museum's DEAI Committee of up to ten staff members from across departments to facilitate DEAI learning and discussion opportunities for all staff in support of the museum's internal culture and mission
- Participate in hiring processes to share information with candidates about the museum's commitment to DEAI, and to understand how they have or may approach DEAI learning and initiatives
- Support internal and external DEAI communications, grants, and serve as a trusted advisor to colleagues

2014–Present

#### Paper Conservator

- Coordinate all aspects of the technical study, conservation, and display of the museum's over 24,000 global collection of works on paper as the sole Paper Conservator to make them accessible to visitors while preserving them for generations to come
- Oversee the work of the Matter/Framer, and supervise periodic interns to coordinate preservation related work
- Serve as the inaugural Integrated Pest Management (IPM) Coordinator for Collections. In this role, established an IPM policy and procedures, and oversee a team of up to two other staff members to manage this important area of collections care

#### Philadelphia Museum of

Philadelphia, PA

#### Art

2013–2014

#### Samuel H. Kress Fellow in Paper Conservation

2010–2013

#### Andrew W. Mellon Fellow in Paper Conservation

- Studied and conserved a wide range of works on paper from the museum's global collection in collaboration with two other Paper Conservators
- From 2011-2012, co-managed the integrated pest management program, including establishing an IPM policy and procedures, training staff, and coordinating workload
- Co-supervised graduate fellows and interns

#### Library of Congress

Washington, D.C.

2009–2010

#### Ceil and Michael E. Pulitzer Conservation Fellow

- Studied and conserved a wide range of works on paper from the library's global collection
- Collaborated on a scholarly research project on the Rosenwald copy of Ptolemy's *Geographia* (from 1513). Presented and wrote about the project at the American Institute for Conservation Annual Meeting (2011) and at the Library of Congress (2011)



Cooper-Hewitt,  
Smithsonian Design  
Museum  
2009

**Contract Conservator**

- Studied and treated four American wallcoverings from the 19<sup>th</sup> and 20<sup>th</sup> centuries as part of a Luce grant-funded initiative

## GOVERNANCE EXPERIENCE

Special Education Parent  
Advisory Council (SEPAC)  
2022–Present

Newton, MA

**Co-Chair**

- With two other co-chairs, lead the SEPAC Board in its mission to advocate for parents and guardians in the city of Newton to inform the development of Newton Public Schools (NPS) special education program and policies to ensure they are adequately funded, meet the needs of our students, and are equitable and inclusive in their implementation. This role requires working in partnership with NPS Administration and Newton's School Committee.
- Create opportunities for learning, discussion, and community on special education topics to support Newton's special education community

2018–2022

**Treasurer and Member-at-Large**

- Supported SEPAC's mission, described above, and played a leadership role in organizing programs to support Newton's special education community, and the annual SEPAC Awards, which recognizes the outstanding work of NPS Staff who serve special education students
- In spring 2022, participated in hiring the Assistant Superintendent for Student Services, who oversees NPS' special education program, with School District administration

American Institute for  
Conservation (AIC) - Book  
and Paper Group  
2019–2020

Washington, D.C.

**Program Chair (elected)**

- Assembled and led a committee to review over fifty abstracts for the 2020 AIC Annual Meeting. Organized the selected abstracts as a virtual conference
- Wrote and secured a grant for an international speaker to attend the 2020 AIC Annual Meeting

2018–2019

**Assistant Program Chair (elected)**

- Organized the 2019 Book and Paper Group Reception for over 900 attendees with a \$15,000 budget

2018 and 2020

**Grant reviewer for national non-profit foundations (confidential)**

Philadelphia Area  
Conservation Association  
(PACA)  
2011–2013

Philadelphia, PA

**Co-Founder and Co-Chair**

- Collaborated with two other cultural heritage professionals to found PACA, including writing bylaws, programming, budgeting, and creating a website and listserv to create an inclusive community for cultural heritage professionals in Philadelphia to learn and engage with each other

## PUBLICATIONS AND PRESENTATIONS

2020	Ali Kane, Eliza Spaulding, and Olivia Stone, "Growing DEI from the Inside, Out," New England Museum Association Virtual Conference
2016	Eliza Spaulding, "On the Conservation of Cyanotypes," <i>Cyanotypes: Photography's Blue Period</i> , Worcester, MA: Worcester Art Museum
2014	Nancy Ash, Scott Homolka, and Stephanie Lussier with Rebecca Pollak and Eliza Spaulding, <i>Descriptive Terminology for Works of Art on Paper: Guidelines for the Accurate and Consistent Description of the Materials and Techniques of Drawings, Prints, and Collages</i> , ed. Renée Wolcott, Philadelphia: Philadelphia Museum of Art

2014 Nancy Ash and Eliza Spaulding, "Richard Pousette-Dart Up Close: Materials and Techniques," *Full Circle: Works on Paper by Richard Pousette-Dart*, Shoemaker, I., New Haven: Yale University Press

**EDUCATION AND AFFILIATIONS**

- 2021–2022  
Online **Institute for Nonprofit Practice, in affiliation with Tufts University's Jonathan M. Tisch College of Civic Life**
- Certificate in Social Impact Management and Leadership
- 2021  
Online **Cornell University**
- Diversity and Inclusion Certificate
- 2006–2010  
New York, NY **The Conservation Center, Institute of Fine Arts, New York University**
- Advanced Certificate in Conservation
  - Master of Arts in Art History
- 2000–2004  
Middletown, CT **Wesleyan University**
- Bachelor of Arts with Honors in Art History
- 2006–Present **American Institute for Conservation (Professional Associate)**
- 2017–Present **Print Council of America**



Ruthanne Fuller  
Mayor

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Office of the Mayor

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(617) 796-1089  
Email  
rfuller@newtonma.gov

January 29, 2024

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

To the Honorable City Councilors:

I am pleased to reappoint John Neville of 68 High Street, Newton Upper Falls 02464 as a member of the Newton Commonwealth Foundation. John Neville's term of office shall expire on September 18, 2024 and the appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

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CITY CLERK  
NEWTON, MA. 02459



**Application Form**

**Profile**

John (Jack)

First Name

F

Middle Initial

Neville

Last Name

[Redacted] \_\_\_\_\_  
Email Address

68 High Street

Home Address

68 High Street, Newton

Suite or Apt

Newton Upper Falls

City

MA

State

02464

Postal Code

**What Ward do you live in?**

Ward 5

[Redacted] \_\_\_\_\_  
Primary Phone

[Redacted] \_\_\_\_\_  
Alternate Phone

Robert Lynch Municipal Golf  
Course / Retired

Employer

Director of Golf

Job Title

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

Parks and Recreation Commission: 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 been a lifelong resident of Newton. I am a member of the PGA of America and have been a Head Golf Professional and Director of Golf/General Manager. I began working for the Newton Recreation Department when I was in high school and college as a "skate guard" in the winter and taught golf through the Newton Recreation Department. I am currently a member and treasurer of the Newton Commonwealth Foundation which oversees the Newton Commonwealth Golf Course. I would like to continue to serve on the Newton Parks and Recreation Commission.

[Multiple Boards-John\\_Neville.pdf](#)

Upload a Resume

**JOHN F. (Jack) NEVILLE, JR.****PROFESSIONAL****STANDING:** Class "A" Member, PGA of America, 1966**SUMMARY:**

Progressive experience in golf industry that includes Director of Golf and Head Professional positions. Extensive achievements in public relations, teaching, business management, merchandising, and tournament organization. Office holder and active participant at both Sectional and National PGA levels, with particular recognition for the support and promotion of Junior golf. Elected by peers for NEPGA Golf Professional of the Year. Inducted to NEPGA Golf Hall of Fame.

**PGA****EDUCATION:**

MGA Rules Workshop, 2003, 2004, 2005, 2006, 2012  
 NEPGA Medical Emergency Seminar, 2001  
 NEPGA, Two-Day Teaching Seminar, 2001  
 Henry-Griffitts Club Fitting Seminar, 1995  
 Certified CPR and First Aid, 1994, 2000, 2003  
 PGA & USGA Rules Workshop, 1984, 1988, 1991, 1992  
 PGA Investment Program Workshop, 1989  
 PGA Leasing Golf Facility Seminar, 1986  
 PGA Golf Operations Seminar, 1985  
 PGA & USGA Five Day workshop on Rules and Tournament Management, 1978  
 PGA Five-Day Workshop on Teaching, 1975  
 PGA Business School, Palm Beach, FL, 1964  
 Over 36-hours of Continuing Education per three-year periods

**PROFESSIONAL****EXPERIENCE:**

1997-2011

ROBERT T. LYNCH MUNICIPAL GOLF COURSE, Brookline, MA

**Director of Golf**

An active suburban municipal facility playing 33,000 rounds annually. Oversee all aspects of daily club operations, including grounds, capital improvement projects, financial management, and supervision and evaluation of 30-40 staff members.

- Key contributor in developing and implementing strategic budget plans.
- Create diverse junior program that includes clinics, summer camps, and leagues.
- Plan and manage club tournaments.
- Hosted Westfield Junior PGA Championship in 2004, 2005, and 2006.
- Led large-scale reorganization initiative to improve overall condition and efficiency of club.
  - Generated \$200K profit increase within one year.
  - Planned and managed green reconstruction projects.
  - Formalized operating policies and procedures.
  - Introduced technology to club and coordinated installation of POS system.
  - Improved merchandise quality and selection at pro shop.
- From 2000 to 2002, provided oversight in implementing \$2.3M capital plan for clubhouse and course improvement project.

1979-1997

PONKAPOAG GOLF CLUB, Canton, MA

**Head Golf Professional**

An active municipal facility playing 80,000+ rounds annually.

- Managed two major Junior Golf championships in New England as well as CYO and New England Junior Open.
- Hosted Gatorade Junior Golf Clinic, Pepsi Junior Golf Clinic, and sectional finals for PGA Junior Golf Championship.
- Oversaw development and performance of three PGA Professionals and three Apprentices.
- Established clinics for New England Special Olympics participants, adults, and children.
- Hosted two annual events for special education students within Boston Public Schools.

**JOHN F. (Jack) NEVILLE, JR.**

Page Two

**EXPERIENCE,***continued*

- 1978-1984      **NEWTON NORTH HIGH SCHOOL, Newton, MA**  
**Golf Coach**
- 1975-1980      **MARTIN MEMORIAL GOLF COURSE, Weston, MA**  
**Head Golf Professional**
- 1963-1975      **BRAE BURN COUNTRY CLUB, Newton, MA**  
**Assistant Golf Professional**  
 Previously served as **Caddy and Caddy Master.**

**PGA OF AMERICA****ACTIVITIES:**

- Senior Representative NEPGA Board of Directors, 2012-2016
- President's Council, PGA of America, 2004-2016
- Award's Committee, New England PGA, 2001-2011
- Club Relations Committee, New England PGA, 1989-Present
- Membership Committee, New England PGA, 1987-Present
- Land and Building Development Committee, Chairman, 2015-Present
- Marketing and Corporate Relations Committee, 1992-2001
- Benevolent and Relief Financial Development Committee, 1993-1999
- Assistant Professional Association Liaison Committee, 1992-1999
- Chairman, Junior Golf Committee, 1990-1999
- Member, NEPGA Ryder Cup Committee, The Country Club, 1999
- Junior Scholarship Committee, 1991-Present, Chairman, 1996
- Honorary President, New England PGA, 1995-1997
- Delegate to PGA Annual Meeting, 1990-1995
- President, New England PGA, 1993-1995
- Member, Junior Golf and Championship Committee, 1991-1994
- Secretary / Treasurer, New England PGA, 1990-1993
- President, Southern Massachusetts Chapter New England PGA, 1990-1991
- Secretary / Treasurer, Southern Mass. Chapter NEPGA, 1988-1989
- Vice President, New England PGA, 1987-1990
- Board of Directors, Francis Ouimet Caddie Scholarship Fund, 1985-1994

**AWARDS:**

Inducted New England PGA Golf Hall of Fame, 2008  
 Honorary Ouimet Scholarship Alumnus, Francis Ouimet Scholarship Fund, 2007  
 Distinguished Service Award, New England PGA, Southern MA Chapter, 2005  
 Professional of the Year, New England PGA, 1995  
 New England PGA, Junior Leader Award, 1990  
 Member, Quarter Century Club, PGA of America, 1991  
 Member, Fifty Years, PGA of America, 2016

**EDUCATION:**

NEWTON JUNIOR COLLEGE, Newton, MA

**MILITARY:**

U.S. ARMY RESERVE, 1962-1968

**COMMUNITY  
ACTIVITIES:**

- Member, Newton Upper Falls Community Development Corporation
  - President, 1995-Present, Vice President, 1992-1995, Board of Directors, 1970-1974, 1989-1992
- Alternate Member of Newton Parks and Recreation Commission, 2003-Present
- \* Elected to Newton Upper Falls Area Council, November, 2011



Ruthanne Fuller  
Mayor

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January 29, 2024

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

To the Honorable City Councilors:

I am pleased to reappoint Peter Doherty of 110 Washington Park, Apt. 4, Newtonville 02460 as a member of the Newton Commonwealth Foundation. Peter Doherty's term of office shall expire on June 30, 2026 and the appointment is subject to your confirmation. Peter Doherty's term has been shortened to stagger the terms in accordance with Newton Commonwealth Foundation ordinance. The term will expire June 2026.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

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CITY CLERK  
NEWTON, MA 02459

Application Form

Profile

Peter M. Doherty
First Name Middle Initial Last Name

[Redacted]
Email Address

110 Washington Park, Apt. 4
Home Address Suite or Apt

Newtonville MA 02460
City State Postal Code

What Ward do you live in?

[X] Ward 2

[Redacted] [Redacted]
Primary Phone Alternate Phone

Town of Brookline golf shop employee
Employer Job Title

Which Boards would you like to apply for?

Newton Commonwealth Foundation: 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 Newton resident and have been a member of Newton Commonwealth Golf Course since 1981. I have been President and a member of the board of the Newton Comm Inner Club since that time. I am an avid golfer and have been the Club Champion at Newton Comm. I am also active with the Ouimet Scholarship Fund which provides college scholarship aid to golf course employees. We distributed \$3 million statewide for 2022-23. Newton Comm employees have been recipients of this award. I believe that citizens should volunteer their time for the betterment of their hometown if possible. I was appointed to this Foundation by Mayor Setti Warren. I would like to continue as a member of the Foundation going forward. We have spent endless hours reviewing plans for a new maintenance building, and long term improvements of the golf course. As I recently retired, I am willing to donate my time and knowledge of golf to be a member of the Newton Commonwealth Foundation. Sincerely, Peter Doherty

Upload a Resume

PETER M. DOHERTY

Work Experience:

**Sales Director** – to provide leadership for WGB Group and our vendors to ensure relationships and accounts are continuously strengthened and to effectively support our vendors. Work with the WGB account managers in all regions to make sure they are getting the necessary support.

Wilkins Geddes Beaudet Group(WGB Group)

10 Huron Drive

Natick, MA 01760

Office:

Length of employment: 2/15/85 through 12/31/19

WGB Group is a manufacturer's representative for consumer products companies including Colgate-Palmolive cleaning & personal care products , Char-Broil outdoor cooking products, Kimberly Clark products, and CLR cleaning products among others. We offer sales and marketing expertise to our clients.

Our customer base includes national and regional retailers and wholesalers. These national accounts include The Home Depot, Lowes, and Bed, Bath, and Beyond. Hardware accounts include ACE Hardware, True Value, and Orgill Distribution. Among our regional accounts are BJ's Wholesale Club, Staples, CVS, Hannaford, and Stop & Shop Supermarkets.

The WGB Group main office is in Natick,MA. There are regional offices located in Atlanta,GA, Charlotte,NC, and Milwaukee,WI. There are currently 34 employees.

Education:

- Boston College  
Carroll School of Management  
Chestnut Hill, MA
- Boston College High School  
Dorchester,MA

Other

- Dale Carnegie course graduate
- Francis Ouimet Scholarship Fund volunteer





Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

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rfuller@newtonma.gov

January 29, 2024

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

To the Honorable City Councilors:

I am pleased to reappoint Arlene Franklin of 75 Commonwealth Park West, Newton 02459 as a member of the Newton Commonwealth Foundation. Arlene Franklin's term of office shall expire on September 18, 2026 and the appointment is subject to your confirmation. Arlene Franklin's term has been shortened to stagger the terms in accordance with Newton Commonwealth Foundation ordinance. The term will expire September 2026.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

RECEIVED  
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CITY CLERK  
NEWTON, MA 02459

### Application Form

#### Profile

Arlene \_\_\_\_\_ S. \_\_\_\_\_ Franklin \_\_\_\_\_  
 First Name Middle Initial Last Name

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

75 Commonwealth Park West \_\_\_\_\_  
 Home Address Suite or Apt

Newton \_\_\_\_\_ MA \_\_\_\_\_ 02459  
 City State Postal Code

#### What Ward do you live in?

Ward 2

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

Retired \_\_\_\_\_  
 Employer Job Title

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

Newton Commonwealth Foundation: 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 been a member of this board for a few years. I love golf, have played her since I was a child. I've met many Newtonians over the years and have developed close friendships. I and many other Newtonians enjoy this open space all year round with golf, walking, snow shoeing. When I joined the board, we were just starting the process of researching the best option for the maintenance building update. We are now much closer to the decision and construction. I would like the opportunity to continue to serve to see this project to its conclusion. I have been pleased at our programs to get young people on to the course and would like to see this initiative enhanced. My experiences with golf at municipal golf courses like Newton Commonwealth have shown me the value that such a facility brings to its city. It affords residents a nice, well-maintained course at reasonable rates. At the same time it brings to our city many people who enjoy the course but then go into stores and restaurants while they are in Newton. Newton Commonwealth Golf Course has a great reputation among local golfers as an extremely friendly, well-maintained course that is good for beginners and challenging for more experienced golfers. It is an asset to the city. I bring a unique blend of legal, entrepreneurial and financial planning experience that gives me an insight into the issues that face this board that is more than just from a golfer's perspective.

Arlene S. Franklin

[ASF Resume 10.24.22.pdf](#)

Upload a Resume

**Arlene S. Franklin, JD, LLM, CFP**

75 Commonwealth Park West, Newton, MA 02459

**SUMMARY**

Experienced financial professional with expertise in client relationship management, financial planning, business development, and strong organizational and management skills. Demonstrated knowledge of tax law and background as a successful entrepreneur who grew a profitable business from start-up. Specialized knowledge of estate planning, retirement planning, charitable giving. Dedicated, creative problem solver, experienced advisor. Successful at building and maintaining relationships with clients, colleagues and vendors.

**PROFESSIONAL EXPERIENCE**

**Board Member and Volunteer, Charitable Institutions** 2010-Present

**Senior Vice President, Chief Fiduciary Officer Trust Administration Officer**  
FIRST FINANCIAL TRUST, N.A. - Newton, MA 2008 - 2010

- Served as Acting Chairperson of Trust Administration Committee, responsible for all trust-related legal issues, interpretation of trust documents, oversight of trust administration and assisting trust officers with difficult administration issues
- Managed new and existing client relationships of trusts and individuals
- Administered all accounts with trust-owned real estate and life insurance policies and interacted with outside advisors to ensure compliance with all regulatory requirements
- Served as chief income tax officer, overseeing outsourced tax preparation services for over 200 accounts
- Managed problem resolution of client issues and concerns
- Acted as liaison among other professionals and centers of influence to facilitate referral of new business opportunities

**Vice President, Account Planning**  
BOSTON PRIVATE BANK & TRUST COMPANY - Boston, MA 2003 - 2008

- Assisted clients of the Investment Management & Trust Services department to solve account planning issues in the areas of financial planning, estate planning, income & gift tax planning, risk management and retirement planning
- Acted as value-added resource to clients to enhance their client service experience
- Enhanced opportunities to obtain account enrichments and referrals to new clients, resulting in obtaining major additional assets under management in excess of \$15,000,000
- Provided counsel to the Investment Management and Trust sales team on planning issues of prospective clients, as well as acting with them to close new business opportunities
- Valued resource for tax and planning information and advice for all departments within the Bank
- Active member of Trust Administration Committee which oversaw acceptance of new trust accounts as well as determination of appropriate trust management and beneficiary distributions
- Managed relationships with multiple external tax preparers to coordinate and file 300 returns and estimates on a timely basis
- Selected planning software to be added to planning services

**Arlene S. Franklin, JD, LLM, CFP****Experienced Tax Professional**

BROWN &amp; BROWN, LLP – Boston, MA

2002 - 2003

- Reported directly to a managing partner; managed over 30 client accounts
- Served as the primary contact for the preparation and review of tax returns for U.S. expatriates and foreign inpatriates
- Advised high net worth clients on year-end tax strategies; researched and drafted memoranda on various tax issues for clients
- Prepared and reviewed individual income, trust, gift tax, partnership and Sub S returns
- Developed client relationships by meeting with both corporate and individual clients to ascertain their special tax service needs
- Demonstrated ability to perform wide range of consulting and compliance services in taxation
- Maintained consistently high chargeability/productivity/realization goals

**Chief Executive Officer**

TRIPLE V ENTERPRISES, INC. - Brookline, MA

1984 - 2002

- Created one of first one-hour photo labs in New England by developing business plan which included capitalization, location potential, marketing and sales plans, and feasibility of return on investment and profitability
- Built company from start up to \$500,000 in annual sales, adjusting business strategies for competitive environment
- Consistently increased revenues and profits and established reputation for excellent customer service and high quality product
- Managed daily operations of multiple location retail business including compliance with governmental safety and environmental laws
- Developed successful employee retention and training program

**EDUCATION and PROFESSIONAL DESIGNATIONS**

- Certified Financial Planner <sup>TM</sup>
- Admitted and active member of Massachusetts Bar
- Boston University, Certified Financial Planning Certificate
- Boston University School of Law, LLM in Taxation
- Syracuse University School of Law, Juris Doctor
- University of Colorado, B.A. History

**ASSOCIATIONS AND COMMUNITY SERVICE**

- Former Adjunct Professor, Boston University Financial Planning Certificate Program
- Boston Estate Planning Council
- Financial Planning Association of Massachusetts
- Women of Means, past board member, not for profit organization delivering free medical care to women and children in Boston area shelters
- Executive Women's Golf Association of Boston, President
- Newton Commonwealth Foundation, Golf Course Management Committee



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Office of the Mayor

**#94-24**  
Telephone  
(617) 796-1100  
Fax  
(617) 796-1113  
TDD/TTY  
(617) 796-1089  
Email  
rfuller@newtonma.gov

January 29, 2024

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

To the Honorable City Councilors:

I am pleased to reappoint Thomas Elkind of 29 Wamesit Road, Waban 02468 as a member of the Newton Commonwealth Foundation. Thomas Elkind's term of office shall expire on September 18, 2025 and the appointment is subject to your confirmation. Thomas Elkind's term has been shortened to stagger the terms in accordance with Newton Commonwealth Foundation ordinance. The term will expire September 2025.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller  
Mayor

RECEIVED  
2024 JAN 29 PM 3:39  
CITY CLERK  
NEWTON, MA 02459



Application Form

Profile

Thomas I Elkind
First Name Middle Initial Last Name

[Redacted]
Email Address

29 Wamesit Road
Home Address Suite or Apt

Waban MA 02468
City State Postal Code

What Ward do you live in?

[X] Ward 5

[Redacted]
Primary Phone Alternate Phone

self-employed mediator and arbitrator
Employer Job Title

Which Boards would you like to apply for?

Newton Commonwealth Foundation: Submitted

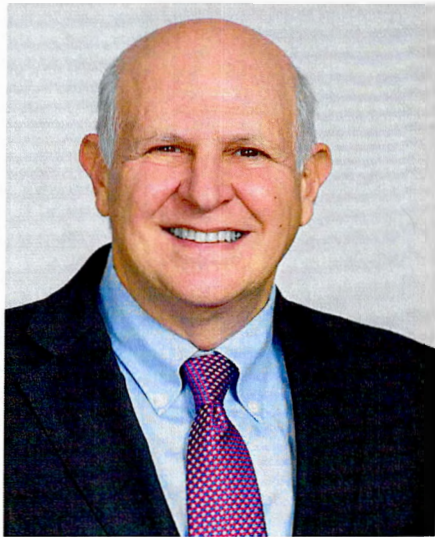
Interests & Experiences

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

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

I have been a member of this Foundation since it was created in 1980. I was the first President of the Board for 13 years. I remain a member of the Board. I wish to continue my service, as I have a deep connection to the golf course. I was a real estate and construction lawyer for 40 years in Boston. I am now a mediator and arbitrator.

Elkind Thomas\_GeneralBiography\_1264\_2\_.pdf
Upload a Resume



## Thomas I. Elkind, Esq.

JAMS Mediator, Arbitrator and Referee/Special Master

### Case Manager

Angus Blake

[REDACTED]

[REDACTED]

One Beacon Street, Suite 2210, Boston, MA 02108

[REDACTED]

Thomas I. Elkind is available to conduct cases virtually. JAMS is equipped to provide virtual ADR services on a variety of online platforms, including Zoom, Microsoft Teams, WebEx, and more.

## Biography

**Thomas I. Elkind, Esq.** is a trained mediator, arbitrator and former litigator who has been resolving disputes in commercial litigation cases since 1978. As a neutral, Mr. Elkind has focused on commercial, construction, employment, health care and real property disputes.

As a litigator, Mr. Elkind historically resolved most of his clients' cases through strategic negotiation or mediation but also argued successfully before the Massachusetts Supreme Judicial Court in a number of cases. Mr. Elkind previously chaired the Boston office litigation department and the construction practice at two prestigious law firms.

With his dedication and commitment to dispute resolution Mr. Elkind has earned a reputation as an innovative mediator and as a trusted arbitrator. As a mediator, Mr. Elkind is dedicated to working with the parties for as long as the parties are willing to try to find solutions to their disputes. He is persistent, detail-oriented and follows through to keep the process going after the parties appear to have reached an impasse, even if that means continuing to engage with the parties after the mediation session has concluded.

### **ADR Experience and Qualifications**

- Available to resolve disputes remotely through a number of videoconferencing options

### **Representative Matters**

- **Bankruptcy**
  - Mediated dispute between a debtor and a creditor in an adversary proceeding
- **Commercial**
  - Arbitrated disputes between provider of computer software services and its commercial clients
  - Mediated dispute among shareholders of a closely held waste management company
  - Arbitrated dispute among shareholders of a closely held corporation formed to develop a medical device
- **Construction**
  - Mediated dispute between interstate railroad and governmental entity regarding reconstruction of railroad, delays and extra work
  - Arbitrated numerous disputes between homeowners and contractors
  - Mediated dispute between a government entity and a railroad regarding improvements to rail line
  - Mediated dispute between contractor and home owner regarding construction of new home
  - Mediated dispute between contractor and home owner regarding reconstruction of water-damaged home
  - Mediated dispute between gas company and contractor regarding damage to gas line
  - Mediated dispute between general contractor and public agency over change orders requested by contractor
  - Arbitrated dispute involving amount owed to general contractor
  - Represented steel fabricator in a multi-party mediation regarding the failure of structural steel beams in a high-rise office building
  - Negotiated global settlement of 23 separate claims by a telephone company against a

steam distributor for damage to underground telephone cable

- **Employment**

- Mediated dispute between employer and former employee regarding breach of fiduciary duty and compensation owed
- Represented doctors accused of breaching their employment agreements with a medical provider in a mediation that occurred at the same time the trial was taking place
- Arbitrated dispute between a company and its CEO regarding claims by each against the other

- **Estate/Probate/Trusts**

- Represented relatives of a testatrix in a will contest that was settled in mediation

- **Family Law**

- Mediated a variety of post-divorce child support and parenting disputes

- **Health Care**

- Mediated dispute between provider and billing agent over alleged billing errors
- Represented health care companies in matters involving hiring and termination of employees, wrongful discharge, and discrimination matters

- **Real Property**

- Mediated dispute over permitted use of land among abutting landowners
- Mediated dispute regarding public bidding for gas station lease at Martha's Vineyard airport
- Mediated dispute between landlord and tenant regarding commercial property at Boston Shipyard
- Represented real estate brokers in many mediations to resolve claims involving unfair and deceptive practices under Chapter 93A
- Mediated numerous landlord/tenant disputes in Quincy District Court
- Represented a real estate developer in an arbitration against his partners

## Honors, Memberships, and Professional Activities

- Honored by U.S. Bankruptcy Court (D. Mass) for service as mediator
- Honored by Norfolk Probate and Family Court for service as mediator
- Member of Massachusetts Bar Association Dispute Resolution Section
- Past chair of Boston Bar Association Litigation Section Appellate Committee
- Recognized as a Massachusetts Super Lawyer multiple times, including for ADR, an honor given to only 5% of the Massachusetts Bar
- Member of American Bar Association Forum on Construction
- Recipient of Dennis Maguire Pro Bono Award for service to the Volunteer Lawyers Project
- Honored by West Suburban YMCA for many years of service to the organization
- Past president of the board of directors, and current trustee, of the West Suburban YMCA in Newton, MA
- Past chair and current member of the board of directors of Newton Commonwealth Foundation,

Inc., which oversees a public golf course in Newton, MA

- Honored by the Mayor of Newton, MA for community service

## Teaching and Recent Publications

- "Some Companies No Longer Requiring Waiver of Consumer, Employment Class Action Claims," *Massachusetts Lawyers Weekly*, May 17, 2021
- "ADR by videoconference a good alternative these days", *Massachusetts Lawyers Weekly*, April 6, 2020
- "As Mediation Evolves, the Procedure is Changing", *Massachusetts Lawyers Weekly*, July 1, 2019
- "How to Avoid Construction Disputes and Resolve Them Quickly", Chair of Panel for Massachusetts Bar Association presentation, April 30, 2019
- "Can Pre-Mediation Caucuses Make the Mediation Process More Efficient?," *Law360 Expert Analysis Submission*, June 14, 2018
- "Special Issues in Multi-Party Construction Mediations," *JAMS Global Engineering and Construction Group*, February 22, 2018
- "Arbitrating Construction Defect Claims", *ExecuSummit* presentation, December 6, 2017
- "The Advantages of Early Mediation of Physician Disputes," *JAMS Health Care Matters*, Fall 2017
- "The Early Mediation Edge", *ENR Law*, October 16, 2017
- "The Advantages of Mediating Construction Disputes," *JAMS Global Construction Solutions*, Summer 2017
- Visiting Lecturer, Stanford Law School, in its "Mediation," class
- "Must We Choose Between Facilitative and Evaluation Techniques for Successful Mediation?," *American Bar Association Section of Dispute Resolution Just Resolutions E-Newsletter*, October, 2016
- "To be effective facilitators, mediators must know judicial process," *Massachusetts Lawyers Weekly*, June 16, 2016
- "Will Amended Rules Give Litigation Leg Up on Arbitration in Certain Cases?," *Massachusetts Lawyers Weekly*, December 21, 2015
- "To Mediate in Court or out of Court, That is the Question," *Financier Worldwide*, October, 2015
- "Should a Mediator Ever Make a Settlement Proposal to the Parties?," [www.foley.com](http://www.foley.com), June 11, 2015
- "Is the Facilitative Approach Useful in Mediating Commercial Disputes?," *Massachusetts Lawyers Weekly*, March 30, 2015
- "Pre-Litigation Mediation Saves Time, Money," *The Professional Contractor*, Spring, 2015
- "Observations of Small Claims Mediation by a Large Case Mediator," *American Bar Association Section of Dispute Resolution E-Newsletter*, September, 2014

## Background and Education

- Partner, Foley & Lardner LLP, Boston, MA, 2005-2017
  - Chaired Boston Litigation and Intellectual Property Departments
  - Co-chaired Boston office Pro Bono Committee
- Partner, Epstein Becker & Green, P.C., Boston, MA, 1993-2005
  - Chaired Construction Law Group
- Partner, Milgrim, Thomajan & Lee, P.C., Boston, MA, 1990-1993
- Partner, Gaston & Snow, Boston, MA, 1984-1990
- Associate, Gaston & Snow, Boston, MA, 1976-1984
- J.D., Stanford Law School, 1976
  - Member of the Law Review
- B.A., University of Pennsylvania, 1972
- Phi Beta Kappa

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