

CITY OF NEWTON

IN BOARD OF ALDERMEN

PROGRAMS AND SERVICES COMMITTEE REPORT

WEDNESDAY, May 18, 2011

Present: Ald. Sangiolo, Hess-Mahan, Fischman, Linsky, Merrill, Blazar, Rice

Absent: Ald. Baker

City Staff: Bob DeRubeis (Commissioner of Parks and Recreation), Rebecca Smith (Committee Clerk)

Appointment by His Honor the Mayor:

#115-11        KATHERINE JORDAN-QUERN, 13 Prospect Street, West Newton, appointed to the Newton Child Care Commission for a term of office to expire on January 1, 2012. [04/11/11 @3:28PM] (60 days to expire on June 19, 2011)

**ACTION:**        **APPROVED 7-0**

**NOTE:**        Item #115-11 and #116-11 were discussed together. The appointees joined the Committee at the table. Ms. Jordan-Quern spoke first. She has been a daycare provider for 34 years and would like to give back to the city. Over the years she's gathered much experience with children and with fundraising. Ms. Neal spoke next and shared that she first started as a teacher at Angier. She has a background in development and thought the combination of her experiences was a good match to the Commission.

Ald. Linsky inquired about their thoughts about upon joining the Child Care Commission. Ms. Jordan-Quern discussed her thoughts about assisting people with scholarships and how important that service is. She shared that she sees herself as providing the most assistance behind the scenes with development. She suggested that events geared towards families with children ages 3, 4, and 5, be organized again, as they had been in the past. She expects that attendance would be high for such events and that revenue could be generated.

Ms. Neal added that her strongest asset is her writing skills and is looking to contribute on that front. She wrote for Nobles and Belmont hill, writing for the alumni magazines, websites, and composing donor letters and solicitation.

Ald. Fischman asked Ms. Neal about what jumps out as fundraising opportunities. Ms. Neal feels she has opportunities through her involvement with Zervas, where one of her children attend. She is looking forward to, and is confident that, she can build upon those relationships as well as forge new ones.

Ald. Blazar discussed how shocked he is by the cost of child care and inquired about how much help the Child Care Commission is in helping people find affordable and credible care. He expressed that it would be great to have some sort of credible source for people to choose care providers from. Both appointees agreed.

After this brief discussion there was a motion to approve which carried unanimously.

Appointment by His Honor the Mayor:

#116-11 KIM NEAL, 71 Beethoven Avenue, Waban, appointed to the Newton Child Care Commission for a term of office to expire on January 1, 2013. [04/11/11 @3:27PM] (60 days to expire on June 19, 2011)

**ACTION:** **APPROVED 7-0**

**NOTE:** See #115-11

Re-appointment by His Honor the Mayor:

#117-11 KATHERINE DONOVAN, 46 Oakland Street, Auburndale, appointed to the Newton Child Care Commission for a term of office to expire on January 1, 2013. [04/07/11 @3:35PM] (60 days to expire on June 19, 2011)

**ACTION:** **APPROVED 7-0**

**NOTE:** After reviewing Ms. Donovan's resume the Committee voted without hesitation to approve her re-appointment.

Appointment by His Honor the Mayor:

#118-11 PENNY CAPONIGRO, 63 Hyde Street, Newton Highlands, appointed to the Urban Tree Commission for a term of office to expire on May 1, 2014. [04/11/11 @3:27PM] (60 days to expire on June 19, 2011)

**ACTION:** **HELD 6-0 (Linsky not voting)**

**NOTE:** Ms. Caponigro was not in attendance this evening and her appointment was held. The item will be discussed and voted on at 7:15pm on June 6 (immediately before the full Board meeting).

Appointment by His Honor the Mayor:

#119-11 ELIZABETH WILKINSON, 14 Trowbridge Street, Newton Centre, appointed to the Urban Tree Commission for a term of office to expire on May 1, 2014. [04/11/11 @3:27PM] (60 days to expire on June 19, 2011)

**ACTION:** **APPROVED 7-0**

**NOTE:** Though Ms. Wilkinson was unable to attend this evening, Ald. Sangiolo urged the Committee to approve this appointment as Ms. Wilkinson has been an active member of the community and was formerly a Trustee with the Newton Library. Ald. Blazar seconded this recommendation, stating he knows Ms. Wilkinson as well. He shared that she is on the Newton Tree Conservancy and the library's Board of Trustees. Ald. Blazar then moved approval. The motion carried unanimously.

Appointment by His Honor the Mayor:

#120-11 BARBARA DARNELL, 296 Lake Avenue, Newton Highlands, appointed to the Urban Tree Commission for a term of office to expire on May 1, 2014. [04/11/11 @3:27PM] (60 days to expire on June 19, 2011)

**ACTION:      APPROVED 7-0**

**NOTE:**      Ms. Darnell joined the committee at the table to discuss her appointment. Ms. Darnell has been working with Newton Tree Conservancy for a number of years. Ms. Darnell informed the committee about the different efforts as of late to manage trees and replant those lost; she shared that Newton is losing trees at a rate of 450 per year. She stressed the importance of trees and of the work that is done to preserve and replace them.

Ald. Linsky asked what we should be bringing into the mix that may make a difference. Ms. Darnell noted that money of course is a factor. She also noted that they are trying to plant a variety of trees and are aware about placing trees in appropriate areas (i.e. shorter trees where there are overhead wires).

Ald. Blazar asked about how the Urban Tree Commission fits in with Tree Conservancy and Parks and Recreation. Ms. Darnell explained that the Tree Conservancy is a 501c(3) and is able to fundraise. Ald. Sangiolo elaborated, noting that the Urban Tree Commission is in charge of street trees, the Tree Conservancy is a private organization whose mission is in part, to assist the Tree Commission and Parks and Recreation.

There was a brief discussion about the progress of the gas leak issue. Ald. Sangiolo shared that last she heard from the City Solicitor talks were still going on. Ms. Darnell recalled that there are still negotiations going on.

Ald. Rice then moved approval of the appointment which carried unanimously.

Appointment by His Honor the Mayor:

#121-11      MICHAEL GOLDMAN, 14 Saxon Terrace, Newton Highlands, appointed to the Newton Farm Commission for a term of office to expire on July 31, 2014. [04/11/11 @5:27PM] (60 days to expire on June 19, 2011).

**ACTION:      APPROVED 6-0 (Linsky not voting)**

**Clerk's Note:** This item was inadvertently assigned to the Programs and Services Committee when it in fact belongs in Committee on Community Preservation. Committee on Community Preservation discussed and voted the approval of this appointment on May 24.

**NOTE:**      Michael Goldman joined the Committee for the discussion of his appointment to the Farm Commission. Mr. Goldman has a great interest in serving on this commission as he has been involved in food and agriculture for much of his life and because he sees Newton Community Farm as a terrific resource that produces food and fulfills a number of educational purposes. Mr. Goldman was involved in Vista where he organized pre-order food coops in low income communities in northeastern CT. Mr. Goldman went on to obtain a master's degree in agricultural economics and then became involved with Heifer International, working on small farms in West Africa. Mr. Goldman shared that he knows the Farm Commission is supposed to ensure that the Farm isn't a financial burden to the City; being the Director of Finance and Administration for a Cambridge based nonprofit, he is confident that he can aid the organization in that regard.

Ald. Hess-Mahan asked Mr. Goldman if he has any ideas for expansion or changes, Mr. Goldman shared that he'd like to increase student involvement in some way. Mr. Goldman also shared that there is some expansion and rehabilitation of some property in Nahanton Park- expanding the farm would give more opportunity for more people to get involved.

Ald. Blazar inquired about the non-profit that Mr. Goldman works for. Mr. Goldman shared that the organization is called Families First Parenting, which runs parenting workshops for low income families. The programs are facilitated and are highly interactive.

Ald. Fischman asked if there are there things this farm can do to sustain itself and to expand. Mr. Goldman shared that one that he sees right now is the opportunity for the farm to have demonstrations for the public. He shared that they are also eligible for a grant to form hoop houses, which is something that would be interesting for the community and would initiate education on raising crops in the New England climate.

Following this brief discussion Ald. Fischman moved approval of the item which carried unanimously.

Appointment by His Honor the Mayor:

#122-11 NANCY BROWN, 161 Highland Avenue, West Newton, appointed to the Council on Aging for a term of office to expire on April 1, 2013.  
[04/11/11 @3:27PM] (60 days to expire on June 19, 2011).

**ACTION:** **APPROVED 6-0 (Linsky not voting)**

**NOTE:** Nancy Brown could not be in attendance this evening but Ald. Hess-Mahan moved approval due to his personal knowledge of her and her relative experience. The committee moved approval and voted unanimously to approve the motion.

Appointment by His Honor the Mayor:

#123-11 SUSAN PALEY, 1525 Commonwealth Avenue, West Newton, appointed to the Council on Aging for a term of office to expire on April 1, 2013.  
[04/11/11 @5:26PM] (60 days to expire on June 19, 2011).

**ACTION:** **APPROVED 6-0 (Linsky not voting)**

**NOTE:** Ms. Paley joined the committee at the table to discuss her appointment. About 20 years ago Ms. Paley got involved with the creation of the Senior Center; she was one of the founding board members, when the Senior Center had a board separate from the Council on Aging. Over the years that she was involved, Ms. Paley served as the treasurer and the secretary. She left the board to spend more time with her young daughter, but with her daughter now grown she has gotten involved again. Assuming she is approved, Ms. Paley will become the Vice Chair of the Council. Ms. Paley discussed briefly the overhaul that the Senior Center is going through right now and stated that there will be a shift to reinvent the Senior Center to make it appealing to younger seniors as well. A motion to approve was made and was unanimously carried through Committee.

#143-11      HIS HONOR THE MAYOR requesting authorization to appropriate and expend the sum of ninety-seven thousand eight hundred five dollars (\$97,805) from Free Cash for the purpose of funding costs associated with tree emergencies through June 30, 2011. [04-25-11 5:54 PM]

**ACTION:**      **APPROVED 6-0 (Rice not voting)**

**NOTE:**      Bob DeRubeis, Commissioner of Parks and Recreation, joined the Committee for a brief discussion on the item. The money requested will cover emergency costs going back to January 1<sup>st</sup> of this year and will carry the department through the rest of this fiscal year (end date: June 30<sup>th</sup>). Included in those costs is the amount for the tub grinder to eliminate brush piles located at Nahanton and Rumford. The cost to rent this is about \$20,000.

Ald. Linsky asked Commissioner DeRubeis how often Parks and Recreation uses that kind of machinery. He replied that they only use it once or twice a year as it is so expensive. Ald. Linsky followed up asking what the acquisition cost would be of such a piece of equipment. Commissioner DeRubeis estimated that it would cost at least \$500,000 but he would get a clear answer and let the committee know.

Ald. Merrill moved approval of the item which carried unanimously.

#52-07      ALD. PARKER, SANGIOLO, MANSFIELD, HARNEY, DANBERG, VANCE, LINSKY, HESS-MAHAN, BURG, ALBRIGHT & JOHNSON requesting an ordinance amendment to create a health care advisory committee whose function would be to recommend measures to control the rate of increase of health insurance costs, as recommended by the Newton Finance & Management Working Group in 2005 and the Blue Ribbon Commission on the Municipal Budget in 2007. [02/09/07 @ 12:36 PM]

**ACTION:**      **HELD 6-0 (Linsky not voting)**

**NOTE:** This item was held without discussion as the docketers would like to further discuss a plan of action for this before it comes to Committee again. The Committee voted unanimously to hold the item.

Respectfully Submitted,

Amy Sangiolo, Chairman

## Katherine Jordan-Quern

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### Work Experience

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#### Early Child Education

|                              |   |              |
|------------------------------|---|--------------|
| Tiny Tots Day Care of Newton |   | 2002-Present |
|                              | Decided to give my daycare a name in 2002. Currently working with children 3 months – 3 years of age. Work on many areas to help the children develop a well rounded lifestyle including: art, music, dance, imagination, and free play. Teach the children numbers, ABCs, and spelling. Day care is operated out of my house. Became Large Family Day Care in 2006 | 1980-2002    |
| Family Day Care              |   | 1976-1980    |
|                              | Self employed. Always run out of my house. Care given to children ages 3 months – 3 years old. Taken care of 3-6 children at a time.  |              |
| Private Nanny                |   |              |
|                              | Operated out of my employer's house to take care of children and various tasks around the house.  |              |

### Education

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|                                       |  |              |
|---------------------------------------|--|--------------|
| <b>Continuing Education Units</b>     |  | 1980-Present |
|                                       | Remained up to date on all state regulations of family daycare licensure.  | 2000-Present |
| <b>Credits Towards College Degree</b> |  |              |
|                                       | Have taken various college courses to help excel in the business of family daycare. Beneficial for the kids enrolled in my program through additional knowledge gained through these courses (6 credits) |              |
| <b>Newton North High School</b>       |  | 1972-1975    |
|                                       | Graduated one year early to meeting all my major credit requirements   |              |

### Professional Membership/Certifications

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|                               |  |              |
|-------------------------------|--|--------------|
| Large Family Day Care License |  | 2006-Present |
| Family Day Care License       |  | 1980-Present |
| First Aid/CPR Certifications  |  | 1980-Present |

References Available Upon Request

# KIM NEAL

## EXPERIENCE

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2008-2010 Boston, MA

*Freelance writer/editor/photographer*

- Event photographer for independent schools, the International Interior Design Association of New England, and private clients
- Feature and profile writer for Noble and Greenough School alumni publications

2005-2007 Noble and Greenough School Dedham, MA

*Communications Specialist*

- Generated and edited content for online and print publications, including school website and alumni magazines and newsletters.
- Provided digital photography for publications and website.
- Contributed to media relations effort, including releases and feature articles.
- Managed graphic designers, printers, writers and other vendors.
- Served on award-winning viewbook team.

2003-2005 Belmont Hill School Belmont, MA

*Director of Alumni Communications*

(in addition to responsibilities of previous position, below)

- Helped manage website redesign and relaunch.
- Wrote/edited website news and content for alumni and development, general school.
- Communicated with designers and IT to identify and resolve technical issues.
- Worked with web designers to bring Class Notes online and to create alumni career-networking tool.
- Conducted ongoing competitive research to drive site improvements.
- Coordinated all photography and cataloging for publications and web.
- Wrote speeches and letters for the Director of Development, Head of School, Board Chair, Alumni President and other committee chairs for major events.
- Wrote alumni and donor correspondence for development office.
- Oversaw content and layout of semi-annual CD-ROM newsletters.
- Managed online/print vendor relationships.
- Determined content of publications and collaborated with designers on layout.

2001-2003 Belmont Hill School Belmont, MA

*Coordinator of Publications and Public Relations*

- Produced semi-annual alumni magazine and two newsletters.
- Worked with Director of Annual Giving to compile and publish Annual Report.
- Wrote for and edited alumni publications.
- Coordinated photography and printing.

- Supported Director of Admission with local media relations, including all media releases, crisis communications and feature articles.
- Assisted Director of Admission in creation of new admission viewbook.

2000-2001                      Boston Communications, Inc.                      Boston, MA  
*Public Relations Account Executive*

- Conducted strategic positioning, branding, marketing and launch services for hi-tech companies.
- Wrote contributed articles, press releases and marketing collateral.
- Planned and coordinated national trade show, press and analyst tours.
- Developed business and hi-tech media and analyst relations.

1996-2000                      Angier Elementary School                      Newton, MA  
*Classroom Teacher, Grades 3-5*

- Created, adapted and presented curricula for all core academic subjects.
- Addressed students' psychological and academic needs through behavior modification, individualized teaching and regular meetings with a team of specialists and parents.
- Strengthened home-school relations through presentations, correspondence and conferences.

1995-1996                      Rawls-Byrd Elementary School                      Williamsburg, VA  
*Student Teacher, Grade 4*

- Assumed responsibility for teaching all core subjects within second month of classroom placement.
- Led statewide 1<sup>st</sup> prize project on slavery for the Virginia Geographical Society.
- Organized parent volunteers and activities for annual cultural arts festival.

1995                      International Hospitality Center                      Honolulu, HI

- Planned program itineraries and cultural activities for international scholars and government grantees; recruited and trained hosts/volunteers.

## EDUCATION

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1995-1996                      The College of William and Mary                      Williamsburg, VA

- Master's in Education, GPA 4.0, Kappa Delta Pi Honor Society

1990-1994                      Occidental College                      Los Angeles, CA

- Bachelor of Arts, English, minor in Psychology
- Sigma Tau Delta English Honor Society, Dean's List
- Study abroad at Regent's College (London, U.K.) and the Institute of European Studies (Vienna, Austria) 1992-1993

## SKILLS

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Writing/editing, photography, MS Office, Photoshop, basic InDesign



**Katherine (Katie) F. Donovan**

- Lifelong resident of Newton; My husband Mark and I are both 1972 graduates of Newton High School and both children graduated from the Newton Public Schools
- Undergraduate and Graduate degrees in Education
- 25 years at Auburndale Community Nursery School (Auburndale and Newtonville); 15 years as a lead teacher , 10 years as a director
- Commissioner –Newton Child Care Commission & Fund
- Board Member – Newton Early Childhood Assn
- Member of NAEYC (National Assn of the Education of Young Children)
- Grandmother of 1!

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CITY CLERK  
NEWTON, MA. 02189

Penny Caponigro

March 2011

These are my current Newton volunteer activities.

I'm mainly involved with Newton Community Pride in raising up seedlings each spring in the greenhouse at the Cultural Center; then helping to plant them, in late May, in the Newton Centre garden, after having removed the bulbs planted the previous fall. Also helping throughout the summer and fall to maintain this garden -- weeding, trimming the perennials, removing the annuals each fall, then planting bulbs for the following spring.

I sporadically help out caring for the plantings at City Hall and the Library as well.

I participated in the annual Newton Community Pride Beautification Awards from 2003 up through 2008, and was the chairperson of that activity for several years. Currently we aren't doing this, but it may start up again at some point. This was an effort to give recognition to residences, businesses and community projects which contribute to maintaining Newton's reputation as the "Garden City."

I was a member of the Newton Highlands Garden Club when that existed; the main job of members was to care for the Arthur English garden in Newton Highlands village. Since the Club disbanded I have continued to try to maintain this garden more or less on my own.

About eight years ago, as a personal project, I started work on a small traffic island on Lake Avenue which had been neglected for several years. I have enjoyed planting, weeding, watering and generally caring for this space.

Elizabeth (Beth) Wilkinson

**Position: Newton Tree Commissioner**

An appointment to the Newton Tree Commission would enable me to continue my advocacy for the city's public trees. Shortly after moving to Newton, I requested permission to plant two trees on the berm of our property, and that was the beginning of my work on behalf of city trees. While on the Newton Centre Task Force, I lobbied for plans that would save city trees and increase their number. Later, I joined with a group of neighbors to find ways to preserve the Copper Beech in Newton Centre. As a result of our efforts, funds from a developer were donated to its care. As soon as I learned of the Newton Tree Conservancy, I joined with board members in the 2010 community tree planting and have continued that work. Recently, I have been attending meetings of the Tree Commission and would like to become an official member.

**Related Education:**

Received certificate in Field Botany from New England Wild Flower Society. 2009.

Course work included Framework Trees of New England, Native New England Shrubs, Taking Botanical Inventories, New England Plant Communities, Basic Botany, Wetlands Plant Identification, and several courses in Plant Systematics. In addition, I have completed many of the requirements for the Advanced Certificate in Field Botany.

Certified as Principal Master Gardener. 2003.

Eight-week course included botany, tree identification, and tree pruning.

**Related Experience:**

Member of Board, Crystal Lake Conservancy. March 2010 to present.

Part of team that wrote successful grant application to New England Grassroots Environment Fund and conducted water testing on Crystal Lake.

Unofficial Board Member, Newton Tree Conservancy, April 2010 to present.

Member of Board, Newton Conservators, February 2011-present.

Massachusetts Plant Conservation Volunteer. 2009 to present.

Work with other amateur botanists to conduct surveys of rare and endangered plants and their habitats.

Volunteer in Horticulture/Propagation Dept. of New England Wild Flower Society.

2007 to present

Member of Mass. Horticultural and Master Gardener's Speaker's Bureau. 2004-2009.

Volunteer in horticulture department at Elm Bank for Mass Hort. Society. 2004-2008.

**Other Community Activities**

Library trustee from 2005-2010 and President of the Board, 2008-2010.

Member of Advisory Council, Historic Newton, 2008 to present.

Member of Ward 6 Democratic City Committee, 2005 to present.

Member of Newton Centre Task Force, 2005-2006.

Board Member Friends of Newton Free Library and Co-chair of Book and Author Luncheon, 2001-2005.

Board member, Newton League of Women Voters. 1999-2003.

Legislative Chair, 1999-2002. Host of Legislative Round Table on NewTV, 2000-2002.

Co-Chair Newton PTO Council, 1997-1999.

Co-president and President, Day Middle School PTO. 1995-1997.

Elizabeth (Beth) Wilkinson, page 2.

**General Education**

BA in English, University of Rochester, 1977

MA in English, Boston University, 1978

All class work and exams for Ph.D., Boston University, 1979-1982

# BARBARA DARNELL

professional experience

INDEPENDENT CONSULTANT

2002-present

**Bodkin Design & Engineering, LLC, Wellesley, MA**

2002-2007

Multi-disciplinary position managing government contracts and commercial projects, as well as sales, marketing & business development opportunities.

DIRECTOR, SALES & MARKETING

2000-2002

**Jenoptik GmbH & Liebmann Optical Co., Inc. Easthampton MA**

U.S. sales & marketing responsibility for the Optics Business Unit of Jenoptik (formerly Carl Zeiss, East Germany) a 350-person manufacturer of customized, high-performance optical systems, OEM systems for machine vision, laser components and lenses for laser machining, telecentric lenses and components, coating and filters for the IR, UV & DUV. Also responsible for Liebmann Optical, Jenoptik's U.S. manufacturing operations, specializing in micro-optic fabrication. Responsibilities included sales forecasting statistical analysis, budgeting and reporting.

PRESIDENT

1995-2000

**ScinTech, Cambridge, MA**

Managed U.S. sales and marketing for Hilger Crystals, a British manufacturer of scintillation and infrared crystalline optical components for medical imaging, security imaging and IR spectroscopic markets.

Represented Korth Krystalle, GmbH, a German manufacturer of Calcium, Magnesium and Barium Fluoride crystalline optical components for the excimer laser and microlithography markets.

OEM SALES MANAGER

1988-1995

**Spectral Systems, East Fishkill, NY**

- Developed OEM accounts internationally for small U.S. optics manufacturer specializing in infrared crystalline optics for spectroscopic, astronomic, communications and laser applications.

MARKETING MANAGER

1985-1988

**Optovac, North Brookfield, MA**

Managed all aspects of marketing and sales activity from initial customer identification and contact through the manufacture and delivery of specialized products for a \$1.75m international optics company. Directed public relations and advertising efforts and managed office and sales staff.

PRODUCT MANAGER

1981-1985

**Gallard-Schlesinger Chemical Mfg. Co., Carle Place, NY**

Sold imported laser, IR and UV transmitting materials to industrial and research accounts.

ASSISTANT SCIENTIST/FOOD TECHNOLOGIST

1977-1980

**Warner-Lambert Company, Morris Plains, NJ**

**BARBARA DARNELL**

PAGE 2

**BA, Chemistry, New York University 1977**

Senior Project with Dr. Seymour Z. Lewin "Crystallization Rates of Organic Crystals"

**Additional Coursework:**

Graduate Study, Advanced Inorganic Chemistry, NYU 1978  
Diploma, Callebaut Chocolate Academy, 1997  
Dynamic Functional Imaging, IEEE MIC, 1999  
Radiation Detection & Measurement, IEEE 1999  
Practical Optical System Design SPIE 2003  
Sensor Systems Engineering SPIE 2004  
Multispectral & Hyperspectral Imaging Sensors SPIE 2005  
Infrared Focal Plane Arrays SPIE 2006  
Bio-Optical Detection Systems SPIE 2006  
Practical Radiometry, SPIE 2007  
Adaptive Optics SPIE 2007  
Optical Design for Biomedical Imaging SPIE 2008  
Essential Skills for Engineering Project Leaders, Auxilium 2008

**Papers:**

"Development of 8" BaF2 Crystals for 157nm Microlithography"  
F. Richter, Korth Krystalle; B. Darnell, ScinTech;  
157nm Symposium, International Sematech, 2000

**Affiliations:** SPIE Education Committee, Chair 2007-2009;  
Strategic Planning Committee 2007-2009;  
Education Fund Task Force 2009; Education  
Outreach Grant Subcommittee Chair 2010-present  
New England Section of Optical Society of America  
(President, 2005; Secretary, 2010-present)  
"Defense Optics in the Northeast", 2005, Conference Chair  
New England Section of American Association for Crystal Growth  
Nuclear Science Symposium, Organizing Committee, 2001

**civic involvement:**

Newton Community Pride, Board of Advisors 2007-present

Newton Highlands Neighborhood Area Council 2009-present

Newton Tree Conservancy member, 2009-present

Work Experience

2001-Present

**Families First Parenting Programs****Cambridge, Massachusetts**

**Director, Finance & Administration:** Responsible for overseeing all financial operations and of administration. Manage agency strategic planning, annual budgeting, and yearly audits. Manage contracts, negotiate with vendors, and supervise day-to-day agency accounting. Responsible for agency's human resource function, including the diversity program; manage employee benefits programs, including the pension plan; coordinate recruitment and hiring. Ensure high level and effective functioning of all technology and telecommunications services and contribute to grant work for technology projects. Report to the Executive Director and serve as staff liaison to the Board's Executive Committee, Budget and Finance, and Personnel Committees.

1997-2000

**Columbia Books, Inc.****Washington, DC**

**President:** Responsible for all operations of twelve person, 35 year-old directory publishing company. Duties included strategic planning, information technology, marketing, fulfillment, financial, and human resource management. Led cost efficient, complete transformation of company's publishing, book fulfillment, and financial management systems. Achieved highest profit levels in company history. Came in as company's first outside executive and retained key personnel throughout tenure.

1991-1996

**Toucan Chocolates, Inc.****Waban, Massachusetts**

**President:** Founded chocolate company start-up. Built national distribution for high end products. Managed every function of organization including product development, contracted manufacturing, marketing, production, distribution, and finances. Committed company to environmental awareness through innovative use of recycled packaging materials, product sourcing, and financial support for efforts to preserve rainforests and cultures of people depending on them. Company won awards from gourmet food industry for quality of its products.

1988-1990

**The Altwell Group****Waltham, Massachusetts**

**General Management Consultant:** Provided strategic planning, cost structure evaluation, and operations analysis consulting. Performed competitive overview, evaluated store-level operations, identified major operational improvement opportunities for national retail clients. Observations, presentation to client, and recommendations later proved accurate when rival acquired client. Also provided research for a leasing industry client.

1987

**Strathmore Paper Company****Westfield, Massachusetts**

**Consultant:** While a business school student, evaluated manufacturing reporting system and determined need for major revamping of systems. Work required interviewing of senior managers across financial, manufacturing, and marketing functions. Presented final report to company president.

1981-1985

**Heifer Project International****Bamenda, Cameroon**

**Agricultural Advisor:** Countrywide livestock project. Determined returns to farm operations to their commercial potential. Developed marketing network and accounting system for dairy cooperatives. Produced first commercial marketing of

pasteurized milk in Cameroon. Trained farmers, civil servants, and initiated agricultural economic research program for Cameroonian government.  
 Also served as **Acting Project Manager**.

1980-1981

**United States Department of Agriculture**                      **Washington, DC**

**Economist:** Office of International Cooperation and Development.  
 Helped implement research program in developing countries to evaluate food consumption effects agricultural policies.

1978-1980

**University of Connecticut**    **Storrs, Connecticut**

**Graduate Student /Research Assistant:** Conducted field research to determine most efficient machinery combinations for use on private dairy farms in Connecticut. Provided results to state agricultural extension agents.

1975-1977

**Common Ground Food Cooperative/VISTA**                      **Danielson, Connecticut**

**Founder and Manager:** Assembled membership groups in four rural towns by grassroots commu organizing. Developed supplier networks and directed fiscal management, food procurement and distribution. Developed multi-site, coop food business in one year's time. The work brought high quality, nutritious food at affordable cost to low income populations. Program supervisors at the University of Connecticut's Department of Nutrition considered the program one of their most successful VISTA efforts.

**Education**

1986-1988

**The Amos Tuck School**    **Dartmouth College**  
 Master of Business Administration (MBA)                      **Hanover, New Hampshire**

1978-1981

**University of Connecticut**    **Storrs, Connecticut**  
 Master of Science in Agricultural Economics

1968-1972

**Brandeis University**    **Waltham, Massachusetts**  
 Bachelor of Arts in Psychology

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 CITY CLERK  
 NEWTON, MA 02459

Application for Committee Appointment  
City of Newton, MA

122-11



Name: Nancy L. Brown Date: 9/10/03

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation, if applicable: Retired

Committee(s) you might wish to serve on: Council on Aging

What activities or issues interest you? Senior housing: spec. enabling people to stay in <sup>their</sup> homes.  
Expanding role of Sr. Ctr. - outreach + service to wider community -  
integrated w/ other community services

Relevant expertise, experience, and education: \_\_\_\_\_

BS - Simmons; Ed. M. - Harvard

School Librarian, Newton Public Schools - 25 years

List your community activities with offices held, if any: Newton Senior Center, Exec. Bd (1996 - 2002)

Senior Citizens Fed of Newton (treasurer (2002 - )); Council on Aging Advisory Committee (2002 - 3)

Library volunteer (ongoing); School volunteer (1960's)

Please provide the names of three references:

Name Address Phone Number

Ashley Cooper \_\_\_\_\_

Joyce Collino \_\_\_\_\_

Brooke Lipsitt \_\_\_\_\_

Feel free to add any additional information in support of this application.



**Susan M. Paley**

Susan joined The Village Bank in June 2007 as a Mortgage Originator and was promoted to her current position of Community Relations Office/Assistant Vice President in September 2007.

Susan currently sits on the Board of the Newton Cultural Alliance and of Historic Newton, is Vice Chair of Newton's Fair Housing Committee, and serves on the Council on Aging Advisory Board. She is a volunteer for the Child Assault Prevention Program out of the Newton Community Service Center and a member of the School Council at Newton North High School. She is treasurer of the Theatre Arts Opportunities Council of Newton North High School, as well.

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CITY CLERK  
NEWTON, MA 02159

Susan M. Paley

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CITY CLERK  
NEWTON, MA. 02459

### Career Development

May 2001 – March 2007: Boston Private Bank, Wellesley, MA. Vice President / Senior Mortgage Underwriter. Responsible for underwriting portfolio and secondary market loans for the Newton and Wellesley offices of regional private bank. Also responsible for underwriting new construction loan product and coordinating with Commercial Real Estate Department.

January 1999 – April 2001: The Boston Company / Mellon Private Bank, Boston, MA. Vice President / Mortgage Underwriting Manager. Responsible for managing a team of Underwriters serving a team of national Originators, working primarily with high net worth individuals seeking jumbo loan products. Also responsible for training Junior Underwriters and Account Executives in all aspects of credit and underwriting.

1997 – 1999: Charter Bank, Newton, MA. Mortgage Loan Originator

1995 – 1997: World Savings Bank, Newton, MA. Mortgage Loan Originator.

1994 – 1995: Cambridgeport Savings Bank, Newton, MA. Mortgage Loan Originator.

1991- 1994: BayBank, Waltham, MA. Vice President / Commercial Loan Officer, Small Business Resource Center.

1980 – 1991: Bank of New England, Boston, MA. Began as a Commercial Credit Investigator. Graduated from Commercial Lending Training Program and became the Lending Training Officer. Also held positions as Credit Administration Officer, Loan Review Officer and Loan Review Manager. Last position held was Vice President / Commercial Loan Officer, Small Business Lending.

### Community Activities

Currently serve on the Board of Directors of Congregation Mishkan Tefila and Board of Overseers of the Massachusetts Society for the Prevention of Cruelty to Animals, as well as serving as Treasurer of the Parent Association of the Solomon Schechter Day School of Greater Boston. Past positions include: President, Newton –Needham Chamber of Commerce; Vice-Chair, Planning and Development Board, City of Newton; and, Secretary, Newton Senior Center.



SETTI D. WARREN  
MAYOR

City of Newton, Massachusetts  
Office of the Mayor

#143-11

Telephone  
(617) 796-1100

Facsimile  
(617) 796-1113

TDD/TTY  
(617) 796-1089

E-mail  
swarren@newtonma.gov

April 25, 2011

Honorable Board of Aldermen  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, MA 02459

Ladies and Gentlemen:

I write to request that your Honorable Board docket for consideration a request to appropriate and expend the sum of \$97,805 from free cash for the purpose of funding costs associated with tree emergencies through June 30, 2011.

As you know the City has more than 30,000 street trees and many more thousands in the parks and playgrounds. Tree emergencies may be a single instance of a tree being damaged by an accident, or a weather related emergency requiring one, two, or more crews to respond for cleanup. This appropriation includes the rental cost for a tub grinder which will be utilized for all of the brush that was picked up after this winter.

Thank you for your consideration of this matter.

Very truly yours,

Setti D. Warren  
Mayor

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CITY CLERK  
NEWTON, MA 02159

|       |                      |          |
|-------|----------------------|----------|
| From: | Free Cash            |          |
|       | 01-3497              | \$97,805 |
| To:   | Parks Dept. Expenses |          |
|       | 01602011-5273        | \$97,805 |

*AW*  
04/27/2011

1000 Commonwealth Avenue Newton, Massachusetts 02459

www.newtonma.gov



DEDICATED TO COMMUNITY EXCELLENCE



SETTI D. WARREN  
MAYOR

# NEWTON PARKS AND RECREATION DEPARTMENT

70 Crescent Street, Newton, MA 02466  
Office: (617) 796-1500  
Fax: (617) 796-1512  
TDD/TTY: (617) 796-1089



ROBERT J. DERUBEIS  
COMMISSIONER

April 19, 2011

Honorable Mayor Setti D. Warren  
Newton City Hall  
1000 Commonwealth Avenue  
Newton, Mass. 02459

Dear Mayor Warren:

I am writing to respectfully request that you docket with the Honorable Board of Aldermen for consideration a request to appropriate ninety-seven thousand, eight hundred and five dollars for the purpose of tree emergencies through June 30, 2011.

Tree Emergency costs – actual and pending invoices from 1/1/11 to 4/1/11:

|                           |              |            |              |
|---------------------------|--------------|------------|--------------|
| Equipment Rental          | \$ 70,402.00 | Requesting | \$ 52,805.00 |
| Department Overtime       | \$ 1,565.00  | Requesting | \$ -         |
| Other Department Overtime | \$ -         | Requesting | \$ -         |

Tree Emergency costs – estimated from 4/1/11 to 6/30/11:

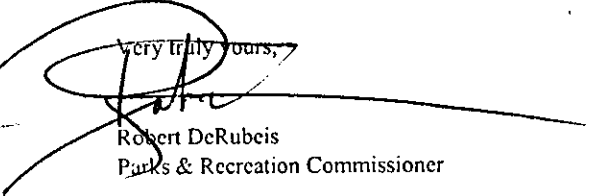
|  |              |            |                     |
|--|--------------|------------|---------------------|
| Equipment Rental<br>(tub grinder \$ 20,000 plus \$25,000 anticipated Spring emergencies) | \$ 45,000.00 | Requesting | \$ 45,000.00        |
| <b>Grand Total:</b>  |              |            | <b>\$ 97,805.00</b> |

In the above request, equipment rental for tree emergencies has been primarily Northern Tree Service. This contractor was procured on a bid process. Department overtime includes Department Supervisory staff and in-house crews. In some instances Other City Departments have augmented in-house crews.

A tree emergency maybe a single instance of a tree being damaged by an accident, or a weather related emergency requiring one, two or more crews to respond for cleanup. These expenses have occurred since January 1, 2011.

This request will cover the actual and estimated Forestry Emergency Equipment Rental expenditures from January 1, 2011 to June 30, 2011.

Very truly yours,

  
Robert DeRubeis  
Parks & Recreation Commissioner

|                 |              |                             |
|-----------------|--------------|-----------------------------|
| 01602011 5273   | \$ 97,805.00 | Tree/ Equipment Rental      |
| 01602011 513001 | \$ -         | Tree/ Department Overtime   |
|                 | \$ 97,805.00 | TOTAL APPROPRIATION REQUEST |

cc: Maureen Lemieux, Chief Financial Officer