



Programs & Services Committee Agenda

City of Newton In City Council

Tuesday, August 3, 2021

7:00 PM

The Programs & Services Committee will hold this meeting as a Zoom Meeting on Tuesday, August 3, 2021 starting at 7:00 pm. To view this meeting using Zoom use this link: <https://us02web.zoom.us/j/83379230638> or call 1-646-558-8656 and use the Meeting ID 833 7923 0638.

Items Scheduled for Discussion:

- #268-21** **Appointment of Despina Felis to the Biosafety Committee**
HER HONOR THE MAYOR appointing DESPINA FELIS, 9 Hale Street, Newton, as a member of the BIOSAFETY COMMITTEE for a term to expire on September 30, 2024. (60 Days: 09/10/21)
- #269-21** **Appointment of John Synnott to the Newton Commonwealth Foundation**
HER HONOR THE MAYOR appointing JOHN SYNNOTT, 22 Winona Street, Auburndale, to the NEWTON COMMONWEALTH FOUNDATION for a term to expire on August 31, 2024. (60 Days: 09/10/21)
- #270-21** **Reappointment of Marcela Merino to the Community Education Commission**
HER HONOR THE MAYOR reappointing MARCELA MERINO, 66 Cloverdale Road, Newton, as a member of the COMMUNITY EDUCATION COMMISSION for a term to expire on May 31, 2023. (60 Days: 09/10/21)

(Continued)

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 or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

Chair's Note: *The Programs & Services Committee will be joined by Director of Human Resources, Michelle Pizzi O'Brien to discuss the hiring process for the new City Clerk/Clerk of the Council and the Chair will entertain a motion to Hold.*

#137-21 Public Meeting with City Clerk/Clerk for the Council candidates

CITY CLERK PRELIMINARY SCREENING COMMITTEE submitting recommended candidates for the City Clerk/Clerk of the Council position for review by the Programs & Services Committee and recommendation to the City Council.

Programs & Services Held 8-0 on 04/21/2021

Respectfully Submitted,

Josh Krintzman, Chair



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
Office of the Mayor

#268-21

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

July 7, 2021

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

RECEIVED
2021 JUL -6 PM 3:27
CITY CLERK
NEWTON, MA. 02459

To the Honorable City Councilors:

I am pleased to appoint Despina Felis of 9 Hale Street, Newton as a member of the Biosafety Committee. Her term of office shall expire on September 30, 2024 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller
Mayor

Application Form

Profile

<u>Despina</u>		<u>Felis</u>
First Name	Middle Initial	Last Name

[Redacted]
 Email Address

<u>9 Hale Street</u>	
Home Address	Suite or Apt

<u>Newton</u>	<u>MA</u>	<u>02464</u>
City	State	Postal Code

What Ward do you live in?

None Selected

<u>[Redacted]</u>	
Primary Phone	Alternate Phone

<u>Boston Childrens Hospital</u>	<u>Institutional Biosafety Officer</u>
Employer	Job Title

Which Boards would you like to apply for?

None Selected

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 Despina Felis and I would love to join the biosafety committee. I've been the Biosafety Officer for Boston Children's Hospital for the past 12 years, two term president of the New England Biosafety Association and currently a member of the technical review board for the International Biosafety Association. I'm also a member of the New England Industrial Hygiene Association. I would love to be able to bring my experience and expertise to the town I reside in.

[Despina Felis Resume 2020.docx](#)

Upload a Resume

**Despina A. Felis, MS, RBP, CBSP
Newton, MA 02464**

PROFESSIONAL EXPERIENCE

Boston Children's Hospital, MA

Research Health & Safety Manager, Institutional Biological Safety Officer & Institutional Dual Use Contact

October 2008 – present

- Plan Departmental annual budget and capital.
- Manage and mentor five diverse employees.
- Develop Key Performance Indicators to enhance and strengthen the performance and compliance of research.
- Oversee the research laboratory inspection program, education & training programs.
- Organize and arrange internal and external topics for monthly Laboratory Support Group meetings for lab managers and laboratory safety representatives.
- Scientific lead for the Children's Hospital Boston Biosafety Program in accordance to all federal, state and local laws and regulations. The program includes approximately 200 Principal Investigators and 350 active protocols.
- Liaison with regulatory agencies including but not limited to Boston Public Health Commission, NIH Office of Sponsored Programs.
- Conduct risk assessments and solutions for work environment hazards.
- Maintain and analyze Biosafety Program metrics, yearly goals and achievements.
- Manage BL-3 suite operations including the audits, waste, budget, City of Boston Permit and annual maintenance shutdown and verification of engineering and administrative controls.
- Oversee Biological Safety Cabinet Test and Certification program.
- Support laboratory moves and relocation projects.
- Provide recommendations for construction projects to ensure that design criteria meet regulatory and safety requirements.
- Write, implement and train on policies and procedures to ensure compliance with local and federal laws and regulations.
- Collaborate with cross-functional teams and stakeholders to develop Personnel Protective Equipment initiative for Research Laboratories to increase awareness and compliance.
- Research Administrator on Call for research laboratory critical repositories and emergency response.
- Mentor and provide leadership to colleagues in Chemical, Biological, Occupation and Environmental Hygiene and General Safety.
- Established and coordinate the BL-3 User's Group, which is collaboration between Biosafety Officer's and BL-3 Managers in Massachusetts.
- Established Children's Hospital Institutional Biosafety Committee. In collaboration with IT developed the IBC IT software solution.
- Accepted to the *Transitioning to Management Program* sponsored by Boston Children's Hospital.
- Established communication and process for incident reporting and the review of biological agents for available vaccines, post and pre exposure treatments with Occupational Health Services.
- Developed & implemented Risk Assessment process for Biological Agents.
- Increased communication and awareness of biological projects with Animal Facility staff by writing Animal Biosafety Guide, creating Animal Use Orientation Training for research staff and animal care staff.
- Streamlined and managed IACUC Safety Reviews for biological, chemical and radiological hazards; IACUC Committee member.
- Enhanced resources and communication to Research staff by creating the Safety Website.

- Developed Biosafety Level Work Practices & Procedures and Particularly Hazardous Chemical Fact Sheets.
- Developed incident management program and metric system to identify root causes and corrective action solutions.
- Reduced biosafety incident rate and non-compliance rate by 90%.
- Developed policy management retention system.

WYETH RESEARCH, Cambridge, MA

February, 2006 – April, 2008

Environmental Health & Safety Specialist I

- Certified Chemical Hygiene Officer for Cambridge and Andover R&D Laboratories; collaborated with 55 group heads to compose and distribute group specific Chemical Hygiene Plans to approximately 600 research scientist
- Introduced Green Chemistry and Chemical Substitution principles to reduce or eliminate safety & health hazards, reduce hazardous waste costs and sustain our environment.
- Designed and conducted training programs with adult learning principles for New Employee, HAZCOM, Initial Laboratory, Annual Refresher, and Biosafety/Bloodborne Training with 100% employee compliance.
- Headed up Laboratory Safety Representatives Program.
- Created Laboratory Safety Representatives Tracking Metric and Checklist Incentive Program increasing audit compliance by 90% and decreasing lab safety deficiencies by 80%.
- Investigated and generated incident reports, created presentations to communicate work place hazards at safety committee meetings, and modified or implemented new procedures to prevent reoccurrence of incidents.
- Executed job safety hazard analysis addressing Industrial Hygiene and Ergonomic hazards.
- Reviewed new equipment, facility changes and updates for EH&S approval.
- Constructed and lead quarterly Personal Protective Equipment Cambridge site Challenges, increasing PPE compliance.
- Composed quarterly Wyeth World-Wide Biosafety News Letters and Wyeth Cambridge EH&S Safety Matters New Letter articles.
- Industrial Hygiene monitoring of OSHA regulated agents and Indoor Air Quality.
- Facilitated Respiratory Protection program, training and fit testing.
- Administered Hearing Conservation Program.
- IACUC committee member; granted approval for biological and chemical hazardous agents used in Bioresources.
- Organized, advertised and promoted Wyeth Cambridge yearly Safety Fair.
- Supported programs such as confined space entry, lock out/tag out, and hot work.
- Emergency Medical Response and Spill Team member.
- Collaborated with Andover Wyeth Biopharma EH&S staff to achieve OSHA VPP site status.
- Wrote Procedures, Policies and Practice documents in accordance to Corporate EH&S Policies, as well as Local, State and Federal Regulations.
- Aided in new acquisition Building decontamination projects.

ARQULE INC., Woburn, MA

August, 2001 – February, 2006

Research Associate Scientist II

Environmental Health & Safety Experience

- Conducted safety and flammable monthly compliance audits.
- Maintained and updated Chemical Hygiene Documents.
- Investigated safety related incidents, generated incident reports, created presentations as well as modified or implemented new procedures to prevent reoccurrence.
- Industrial Hygiene monitoring including OSHA regulated agents, volatile organic compounds, noise, and particulate monitoring

Laboratory Safety Representative

- Drafted and implemented Automated, Process and Safety Standard Operating Procedures.
- Initiated, developed and conducted Laboratory Safety Training in compliance with OSHA Hazard
- Communication Standard for the Production Department.
- Created safety training tours for the Production Laboratory.
- Developed and delivered monthly department presentations and lab meetings to communicate safety related topics and concerns.
- Reduced 60% of the solvent level in the Production Department that brought solvent levels to comply with solvent variance limits and decreased waste disposal costs.
- Eliminated all safety violations and concerns within the Production Department.
- Collaborated with EH&S Department to develop and implement lab pack satellite accumulations waste segregation system.

Reagent Safety Committee Member

- Conducted Material Safety Data Review of protocols to ensure procedures using high hazardous materials are not entering the Production Laboratory and that employees are trained to use materials of concern required in various protocols.
- Modified procedures to eliminate safety concerns.
- Researched and drafted approximately 90% of Reagent Safety Guidelines for hazardous material used company wide.

General Duties

- Executed organic high-through-put and pilot-front-run combinatorial and non-combinatorial synthesis for Pfizer collaboration with over a 70% passing range, enhanced diversity of libraries and met all quarterly deliverable goals.
- Led 5S + 1 Auditing Team and Rewards Team that increased staff motivation, upheld 5S + 1 standards and increased employee morale.
- Directed efforts to implement Lean 5S+1 program, which increased valuable activity, decreased costs and improved quality, efficiency and safety of the Production Laboratory and work practices.
- Promoted to Team Leader. Coached, trained and supervised a team of 4 (Engineer, Technician and Research Associate Scientist I) that enhanced individual performance, increased skill sets and helped them achieve their goals.
- Planned and chaired project transfer meetings, which identified immediate production problems.

EDUCATION

UNIVERSITY OF MASSACHUSETTS SCHOOL OF ARTS & SCIENCES, Boston, MA

Bachelor of Science in Biology, 2001

Minor in Chemistry and Criminal Justice

UNIVERSITY OF MASSACHUSETTS SCHOOL OF HEALTH & ENVIRONMENT, Lowell, MA

Graduate Certificate in Biological and Laboratory Safety, 2011

UNIVERSITY OF MASSACHUSETTS SCHOOL OF HEALTH & ENVIRONMENT, Lowell, MA

Master of Science degree in Work Environment, Occupational & Environmental Hygiene, 2013

ENHANCING COURSEWORK

HARVARD UNIVERSITY EXTENSION SCHOOL, Cambridge, MA

Graduate Course in Occupational Health, 2005

HARVARD SCHOOL OF PUBLIC HEALTH, Boston, MA

Comprehensive Industrial Hygiene: Practical Applications of Basic Principles, 2006

HARVARD SCHOOL OF PUBLIC HEALTH, Boston, MA
Acute and Chronic Noise Exposure: Strategies for Preventing, Diagnosing, and Treating Hearing Loss,
2007

CERTIFICATES

Chemical Hygiene Officer Certification from the National Registry of Chemists (CHO) (2008-2011);
Registered Biosafety Professional (RBP) (active); Certified Biological Safety Professional (CBSP) (active);
6.1 Shipping (active)

PROFESSIONAL ORGANIZATIONS

American Biological Safety Association

- Co-Chair of the Affiliate Relations Committee, 2015 - 2019
- Member of the Technical Review Committee, 2018 - present

New England American Biological Safety Association (NEBSA)

- NEBSA Member, 2008 - present
- NEBSA President, 2013 - 2019
 - o Services and Supports the New England Biosafety and Health & Safety Community
 - o Holds Annual NEBSA Symposium
 - o Builds alliances with Town and City Public Health Officials
 - o Create educational opportunities
 - o Established Social Media presence
 - o Created a student scholarship

New England American Industrial Hygiene Association

- Member since 2008 - present



Ruthanne Fuller
Mayor

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

John,
Thank you.

June 2021
RECEIVED
2021 JUL -6 PM 3:27
CITY CLERK
NEWTON, MA. 02459

To the Honorable City Councilors:

I am pleased to appoint John Synnott of 22 Winona Street, Auburndale as a member of the Newton Commonwealth Foundation. His term of office shall expire on August 31, 2024 and his appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller
Mayor

Letter of Recommendation for John "Jack" Synnott

I am writing this letter in support of Jack Synnott who is interested in being appointed to the Newton Commonwealth Foundation. I have known Jack for over thirty years and met him golfing at Newton Commonwealth Golf Course.

Jack is a resident of Auburndale and a homeowner there for 42 years. He is an architect in his professional career and a graduate of the Rensselaer Polytechnic Institute.

Jack is an active and knowledgeable golfer who would be a great addition to the Foundation. He is a former club champion at Newton Commonwealth and respected by his peers. He is also a volunteer Rules Official for the Massachusetts Golf Association at their events.

Jack is self-motivated, detail oriented, and has excellent verbal communication skills. He would be a great addition to the Foundation. I endorse Jack Synnott for a position on the Newton Commonwealth Foundation.

Feel free to contact me if you have any questions.

Sincerely,

Peter Doherty
Member - Newton Commonwealth Foundation

[REDACTED]

03-18-2021

Application Form

Profile

John D Synnott
First Name Middle Initial Last Name

[Redacted]
Email Address

22 Winona Street
Home Address Suite or Apt

Auburndale MA 02466
City State Postal Code

What Ward do you live in?

[X] Ward 4

[Redacted] [Redacted]
Primary Phone Alternate Phone

Retired Architect
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 (mostly) retired after a 44-year career in architecture. And I am also a 41-year resident of Newton, all but one of those years in the same house in Auburndale. I've played golf at Newton Common wealth for 40 of those years. Our son was educated at Burr, Day and North. We have enjoyed all the benefits of living in this great community. And now is the time to start giving back. On my resume you will see that my career was spent solving difficult planning, design and budget issues on large health care projects at some of the most prestigious academic medical centers in the country. In addition, I have been a volunteer with MassGolf the last three years. This last year I became a rules official. Taken together my experiences will help me learn quickly. I am ready to contribute. Thanks for your consideration, Jack Synnott

John D resume.doc
Upload a Resume

John D. Synnott
22 Winona Street
Auburndale, Massachusetts 02166

PROFESSIONAL EXPERIENCE

TSOI / Kobus & Associates, Inc. 1999 to 2014
Cambridge, Massachusetts

ASSOCIATE PRINCIPAL

Mount Sinai Medical Center, New York, NY
Cleveland Clinic Health System, Hillcrest Hospital, Cleveland, OH
Tsoi / Kobus & Associates Offices, Cambridge, MA
Boston Medical Center, Boston, MA

CANNON 1994 to 1999
Boston, Massachusetts

VICE PRESIDENT / PRINCIPAL

Polaroid World Headquarters, Cambridge, MA
Mercy Hospital "Family Life Center", Springfield, MA
Boston University Medical Center/Boston City Hospital Facilities Study, Boston
Mid-Maine Medical Center, Waterville, ME

- Facilities Master Plan.
- Boston Medical Center, New MRI Facility, Boston, MA
- MetroWest Medical Center, Framingham, MA
- New England Center for Children, Southborough, MA
- Boston University, Boston, MA. Managing Principal for the following:
 - Executive Administration Center
 - University Athletic and Recreational Sports Master Plan
 - Men's Hockey Team Lockers
 - Women's Varsity Soccer, Lacrosse and Basketball Lockers

THE ARCHITECTS COLLABORATIVE, INC. May 1979 to 1994
Cambridge, Massachusetts

SENIOR ASSOCIATE / PROJECT MANAGER

The International Centre for Advanced Medical Care, Clydebank, Scotland
Lahey Clinic Medical Center, Burlington, MA
Complejo Medico de las Americas, Guatemala City, Guatemala
RAF Lakenheath Composite Medical Facility, Lakenheath, England
University of California, Davis, Medical Center, Davis, California
Fort Drum Troop Medical, Dental and Ambulatory Health Care Clinics,
Watertown, NY
St. Joseph's Hospital - Master Site Plan Development, Tampa, FL

John D. Synnott

Loring Air Force Base Composite Medical Facility and Dental Clinic, Limestone, ME
Veteran's Administration Medical Center, West Roxbury, MA
Temple University Hospital, Philadelphia, PA
Melrose-Wakefield Hospital, Melrose, MA
Schneider Children's Hospital, New Hyde Park, NY

HOSPITAL INVESTORS, INC
Reston, Virginia

May 1978 to May 1979

ARCHITECT / CONSULTANT

Westbrook Hospital Psychiatric Prototype, Richmond, VA
Chesterfield County Hospital, Chesterfield County, SC
Coastal Medical Center, Biloxi, MS
Desert Springs Hospital, Las Vegas, NV

MEDICUS PLANNING, INC.
Reston, Virginia

May 1977 to May 1978

ARCHITECT / CONSULTANT

Hermann Hospital, Houston, TX
Mesquite Memorial Hospital, Mesquite, TX
Mercy Hospital, Baltimore, MD

EDUCATION AND REGISTRATIONS

Rensselaer Polytechnic Institute *1966 to 1970*
Troy, NY
BACHELOR OF SCIENCE, MANAGEMENT

Rensselaer Polytechnic Institute *1974 to 1976*
Troy, NY
BACHELOR OF ARCHITECTURE, CUM LAUDE

Massachusetts Reg. No. 5086 *1980*

NCARB *1997*



Ruthanne Fuller
Mayor

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#270-21

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CITY CLERK
NEWTON, MA. 02459

To the Honorable City Councilors:

I am pleased to reappoint Marcela Merino of 66 Cloverdale Road, Newton as a member of the Community Education Commission. Her term of office shall expire on May 31, 2023 and her appointment is subject to your confirmation.

Thank you for your attention to this matter.

Warmly,

Ruthanne Fuller

Ruthanne Fuller
Mayor

Application Form

Profile

Marcela

First Name

Middle Initial

Merino

Last Name

[REDACTED]
Email Address

66 Cloverdale Rd

Home Address

Suite or Apt

Newton

City

MA

State

02461

Postal Code

What Ward do you live in?

Ward 6

[REDACTED]
Primary Phone

Alternate Phone

Guyana Development Initiative,
affiliated to ISC at HBS

Employer

Business/Economic
Development Researchers and
Practitioner

Job Title

Which Boards would you like to apply for?

Community Education 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 Newton resident for 16 years, and I love this town and my neighbors. I would like to give back to the community by supporting economic, social and educational opportunities for all.

[Resume-MarcelaMerino2019.pdf](#)

Upload a Resume

Marcela Merino Domínguez

#270-21

66 Cloverdale Road, Newton, MA | [REDACTED]

SUMMARY: Bilingual professional with 10+ years experience in economic development, research and strategy consulting. Fields of expertise: regional competitiveness, cluster analysis, workforce development and SME growth.

PROFESSIONAL EXPERIENCE

Greater Boston Chamber of Commerce (GBCC) Boston, MA
Senior Manager, Economic Growth Team 2018 to present

- Manage the implementation of the Pacesetters initiative, a collective effort of large corporations and anchor institutions aimed at increasing market access for underserved SMEs. Conduct business assessments, help shape program strategies and measure economic impact

Harvard Business School – HBS Online
Associate Product Manager Boston, MA 2016-2017

- Led the launch of new online courses and managed ongoing product lifecycle and delivery across multiple teams. Conducted research to identify new markets and channels to support product growth

Harvard Business School - Institute for Strategy and Competitiveness (ISC)
Research Associate (RA) Boston, MA 2013-2016

- Worked with Professor Michael Porter as the primary Research Associate in the areas of strategy, competitiveness and social development (Creating Shared Value); acting as team lead for junior RAs
- Managed content and relationships with host organizations and partners. Conducted research and developed presentations for private, academic and public policy engagements
- Co-author HBS entrepreneurship case “Naranya: Created in Mexico” and Shared Value case “Intercorp: Innova Schools”

McKinsey & Company
Research Analyst Waltham, MA 2010-2012

- Provided research and analytical insights for multiple economic development and social sector engagements, including competitive assessment of urban areas and jobs mismatch
- Contributed to leading economic policy papers: “MGI Urban America: US Cities in the Global Economy” and “Innovation and Investment: Building Tomorrow’s Economy in the Bay Area”

Initiative for a Competitive Inner City (ICIC) Boston, MA
Researcher, ICCA Company Report, Investing in America’s Inner Cities Summer 2008

- Evaluated the progress of inner city companies on raising capital; identified emerging issues around capital access and growth in the inner city. Enhanced report by benchmarking the characteristics and sources of funding for inner city business with the rest of the economy

Urban & Associates Boston, MA
Market Analyst 2005-2007

- Performed detailed quantitative market analysis, population sampling and projection for media and consumption research studies. Designed survey questionnaire, supervised local field work, prepared final reports and presented key market recommendations to clients

Economic Competitiveness Group Berkeley, CA 2003-2004

- Business Consultant, Nicaraguan Competitiveness Program (World Bank):** Facilitated dialogue and strategy meetings between government and industry groups. Identified market opportunities for local coffee producers and furniture makers in the US, and managed project resources

EDUCATION

Brandeis University Waltham, MA 2009
Master of Arts, International Economics and Finance. Concentration: Economic Policy
Recipient Global Leader Fellow Scholarship. GPA: 3.59/4

UC Berkeley Berkeley, CA 2002
Project Management Certificate

Antonio de Nebrija University Madrid, Spain 2001-2002
MBA, International Business

Central American Technological University Honduras 1994-1999
Bachelor of Science, Industrial and Business Management

ADDITIONAL

Computer Skills: SPSS, Excel, Word, Power Point **Languages:** English and Spanish

Other: •Member MSPCA •Content Chief Officer, ALPFA •Student mentor, Brandeis University
•Active tennis player, member Tennis northeast