

[REDACTED]

December 22, 2021

The Honorable Charles J. Sisitsky
City of Framingham
150 Concord Street
Framingham, MA 01702

Dear Mayor elect,

I am writing to express a keen interest in the position of Chief Operating Officer for the City of Framingham. As a former elected official now serving in a municipal administrative capacity, I believe I possess a unique skill set of experience, knowledge, and a diverse professional network to serve alongside the talented city staff.

I was honored to serve on the Board of Selectmen for nearly four years in [REDACTED], Massachusetts. In that capacity, I was fortunate to represent the community on various issues related to public transportation, regional planning, financial best practices, and improving transparency in local government. I also had the privilege to volunteer [REDACTED]

I currently serve as [REDACTED]. In this capacity, I manage the [REDACTED], which include fixed route and demand response services. This award winning program serves our [REDACTED], and a substantial regional workforce. I also serve as the [REDACTED] for special projects and initiatives, most recently including Town Meeting, development of the \$100+ million FY21-23 operating budgets and 10 year capital improvement plan, analysis of departmental programs and services, and procurement and labor negotiations. In 2020, I was also appointed [REDACTED] to assist with the responsibilities of the office, particularly the 2020 and 2021 Elections. I also assist with the administration of all grants received by the community, reporting to various agencies including the Department of Transportation, Community Compact program, MassWorks public infrastructure program, and most recently the CARES Act and American Rescue Plan Act stimulus funding. Leading an internal working group, I have worked to improve municipal communications with the public, utilizing various tools such as social media and public access television.

In addition to my professional experience, I obtained a Bachelor of Science degree in Political Science from Fitchburg State University, and seeking a Master's in Public Administration from Clark University. I am an engaged member of the International City/County Management Association and the Massachusetts Municipal Management Association.

I believe strategic, engaging, collaborative, and transparent leadership is the most effective way to lead and achieve community goals. I am confident my municipal network and experience, strong interpersonal skills, and enthusiasm for public service rooted in integrity with a deep respect for community identity make me an ideal candidate to serve as Chief Operating Officer.

I appreciate your consideration of my candidacy, and I look forward to further discussing this opportunity with you. If there is any additional information I may provide, please contact me at [REDACTED]. Thank you for your time and consideration.

[REDACTED]

[REDACTED]

EXPERIENCE:

- [REDACTED] | *July 2019 to Present*
 - Development and management of [REDACTED] budget, providing fixed route, commuter, and on demand services; implemented a micro transit pilot program with Uber/Lyft and local taxi companies to provide affordable night and weekend transportation services
 - Administrative Services [REDACTED] to assist division with vital and administrative records, Open Meeting Law and Public Records Law requirements, and provided leadership assistance with operations of 2020 Present Elections
 - Grant Administration assist with application and management of grant and budget earmarks Reporting to various public and private entities, including at the federal level (Federal Transit Administration, MassDOT, Mass Marketing Partnership, Executive Office of Public Safety and Security, Office on Disabilities, and more), developed Grant Tracker tool available via town website
 - Procurement policies and procedures under Chapter 30B procurement regulations; drafting and releasing bid documents for supplies and services; organized multiple online surplus auction, raising \$100,000+ in miscellaneous revenue; completed initial coursework for Massachusetts Certified Public Purchasing Official (MCPPO) designation
 - Development of \$100+ million municipal budget. Assisted with FY21-23 budget and capital plans to meet Government Finance Officers Association (GFOA) "Distinguished Budget" award national standards; provided fiscal analysis to Finance and Administration; developed Financial Trend Monitoring System and Popular Annual Financial Report (PAFR)
 - Serve as staff liaison for the [REDACTED]
 - Represent the [REDACTED]s (MAPC, "MAGIC" sub region) on the Boston Region Metropolitan Planning Organization, the largest and most influential transportation and planning organization in the Commonwealth, responsible for allocating over \$100 million in federal transportation funds each year
 - Special Projects Assist senior leadership team with policy strategy proposals. Provide operational assistance relative to COVID-19 response; leading intergovernmental and departmental working group sessions (e.g. Social Media and American Rescue Plan Act (ARPA) working groups)

- [REDACTED] Data Analyst | *November 2018 to July 2019*
 - Performed various sets data analysis on municipal and school districts from a variety of financial and demographic datasets (sourced from US Census Bureau, and financial ERP systems)
 - Special Projects contributed to development of machine learning data matching system and resolved deficiencies in platform

- [REDACTED] - Field Director | *January 2018 to December 2018*
 - Provided direct support as regional liaison for [REDACTED] overwhelmingly successful re-election campaign. Responsibilities included voter and volunteer outreach and organization of campaign efforts within the Central Massachusetts district.

- [REDACTED] - Marketing Director | *March 2013 to December 2017*
 - Branding and marketing, including print and web design, social media outreach, vendor relations management. Scope of responsibilities increased over the years to include assistance of general business management, including Information Systems (IS/IT) improvements and general accounting.

[REDACTED]

EDUCATION:

- **Fitchburg State University, Fitchburg, MA**
 - Bachelor of Science in Government and Law. *Magna Cum Laude*
- **Clark University, Worcester, MA**
 - Master of Public Administration Senior Leadership Program. *In Progress*

PROFESSIONAL DEVELOPMENT & ASSOCIATION MEMBERSHIP:

- **ICMA High Performance Leadership Academy**
- **Massachusetts Municipal Association** Member
 - **Massachusetts Municipal Management Association** (Member of Program/Professional Development, Form of Government, and Future Managers Subcommittees)
- **International City/County Management Association (ICMA)** Member
- [REDACTED] **Finance Committee & Capital Investment Board** Member
- [REDACTED] **Board of Selectmen** Member
- [REDACTED] **Finance Committee** Member
- [REDACTED] **Regional Transit Authority Board** Member
- [REDACTED] **Regional Vocational Technical School Committee** Member
- [REDACTED] **Regional Planning Commission** Member
- [REDACTED] **Massachusetts Board of Directors**