

MINUTES
Town Council
Town of East Greenwich
Special Meeting
July 11, 2017 at 6:00 PM
Town Hall, 125 Main Street, East Greenwich, RI 02818

(1) Interviews for Boards and Commissions

Town Council Present (2/5): S. Cienki, M. Schwager

6:00pm ~ Mark Shapiro for re-appointment to the Cove Management Commission

Mr. Shapiro commented that he would like to see the Commission have more authority at some point and that there is a need for a new harbormaster boat. He is interested in exploring the possibility of a new marina with parking and then looking at the plans presented by the Planning Board for a boardwalk. He added that ScallopTown is under-utilized and parking is a big issue. Discussion continued about the waterfront study, moving the transfer station and the former Harris Marina site.

6:15pm ~ Barry Golden for re-appointment to the Zoning Board of Review

Mr. Golden commented that the Board works well together and there are no major issues. The work load has been light and issues are easily resolved.

6:30pm ~ Richard Land for re-appointment to the Zoning Board of Review

Mr. Land commented that the lack of parking drives the need for zoning variances to accommodate restaurant businesses. As Chair, if variances are given related to valet service, he requires them to identify new spaces and deters them from parking in neighborhoods. The Board works well together and promotes compliance. He expressed an interest in the Probate Judge position if the current judge decided to step down. He has received high accolades from the staff in the Planning Department. Discussion followed on the hiring of the new Town Solicitors.

6:45pm ~ Melody Alger for re-appointment to the Zoning Board of Review

Ms. Alger would like to become a regular member. She praised Mr. Land for running the meetings so well and spoke about the cohesive, professional nature of the Board. No problematic issues were noted and votes are usually unanimous. Parking continues to be a concern during the review process.

7:00pm ~ Marc Gertsacov for re-appointment to the Board of Assessment Review

Mr. Gertsacov commented he is pleased to serve and has an interest in planning, zoning and conservation issues. Meetings have been light but could increase with the upcoming statistical revaluation. Solar energy was discussed in addition to the composition of the Board and the rules of appointment.

7:15pm ~ Bethany Warburton for re-appointment to the Cove Management Commission

Ms. Warburton commented that the Commission is gaining momentum and plans for the waterfront are forthcoming. Focus has shifted away from right of ways to the waterfront. She spoke highly of Ms. Anthony, Assistant Town Planner, who facilitates the meetings. She agreed to be the Chair and has enjoyed the experience thus far. They are working on recommendations for the feasibility study. The partnership with the Harbormaster is valuable and the Town boat needs to be replaced. She is looking into federal and state grant opportunities.

7:30pm ~ Ben Lupovitz for re-appointment to the Planning Board

Mr. Lupovitz welcomed the opportunity to be re-appointed and move up to a regular member. He commented that the Board excels in educating applicants about their authority, leadership is strong and the Board is well-balanced. The installation of the new Solicitor, the Chair and Vice Chair was discussed. He added that Ms. Bourbonnais is irreplaceable and always has the Town's best interest in hand. Discussion followed on utilizing the waterfront, despite its challenges, specifically the development of a municipal marina.

7:45pm ~ Susan Aitcheson for re-appointment to the Affordable Housing Commission

Ms. Aitcheson commented that purchasing property is an important issue and should be a priority. Clarifying what affordable housing is was discussed as well as the outreach to organizations throughout the community. She noted that new residents from neighboring towns feel threatened at the possibility of affordable housing near them. She views affordable housing as infrastructure. Discussion continued on allocating revenue to secure property and maintaining additional housing assets. Property on Division Road is on the radar. Members of the Commission have made house to house visits to help educate and ease residents. Vacancies need to be filled and their annual presentation to Council needs to be scheduled.

8:00pm ~ Elyse Pare for re-appointment to the Board of Assessment Review

Ms. Pare commented that there have been no major issues to date. The Board typically shares the same views and takes time to explain the reason for changes with residents. The re-appointment process was explained as well as vacancies on other boards. The timeline for revaluations and new tax bills was briefly discussed. She spoke about increasing the net assessments in Woonsocket as the City Tax Assessor by over \$1 million and increasing revenues by monitoring exemptions.

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council

August 28, 2017

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
6:00pm ~ Mark Shapiro for re-appointment to the Cove Management Commission
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Vice Chairperson
Current term expires July 1, 2017
Term Limit July 1, 2023
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▢	Mark Shapiro	Backup Material

Mark Shapiro

Mark Shapiro | 401-481-4420 | mark@boia.org

February 1, 2016

Cove Management Commission
Via Town Clerk's Office
PO Box 111
East Greenwich, RI 02818

To whom it may concern:

Please find my application to join the Cove Management Commission enclosed, along with a brief summary of my experience.

As a decade-long resident of the Harbor district of East Greenwich, maintaining the cove's essence is important to me. I am interested in being a part of the commission to assist in making the right decisions for the town in regards to one of our most important natural resources, both financially as well as in regards to its preservation.

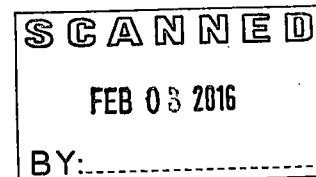
I not only live on the cove's edge, I enjoy the bay by boating, canoeing and paddle boarding with my family. I'm familiar with the rules and ordinances of the Harbor, and believe I would make a great addition to the Board.

I look forward to hearing from you.

Sincerely,



Mark Shapiro



**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

SHAPIRO MARK F
LAST FIRST MIDDLE

170 CROMPTON AVE, EAST GREENWICH RI 02818
STREET ADDRESS AND ZIP CODE

Same
MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

Business Manager Bureau of Internet Accessibility
OCCUPATION EMPLOYER

401-285-1099 401-481-4420
HOME TELEPHONE BUSINESS TELEPHONE

Mark@BoIA.org
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 10 yrs.

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Core Commission

**APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.**

**Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a
commission, committee, or board. Also include education, training, experience, special skills,
knowledge, talents, and insights or points of view that you might offer to the commission, committee
or board of interest.**

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES ____ NO ☒
IF SO PLEASE INDICATE:


IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES ☒ NO ____
IF SO PLEASE EXPLAIN:

Friday Evenings

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES ____ NO ☒
IF SO, PLEASE EXPLAIN:

Affordable Housing Commission	Board of Assessment Review	Board of Canvassers
Coastal Resources Management Council	<u>Cove Management Commission</u>	Historic Cemetery Commission
Historic District Commission	Housing Authority	Juvenile Hearing Board
Kent County Water Authority	Municipal Land Trust	Personnel Board
Planning Board	Quonset Point Dev. Corp Board	Senior Advisory Council
Zoning Board		

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.


SIGNATURE

2/1/16
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

**TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LBOTELLO@EASTGREENWICHRI.COM**

Mark Shapiro

170 Crompton Ave, East Greenwich RI 02818 | 401-481-4420 | mark@boia.org
LinkedIn: <https://www.linkedin.com/in/markboia>

Education

BACHELOR OF SCIENCE (B.S.) | 1989 | ITHACA COLLEGE

• Major: Finance

Skills & Abilities

BUSINESS STRATEGY & DEVELOPMENT

MANAGEMENT CONSULTING

START-UPS / ENTREPRENEURSHIP

VENTURE CAPITAL

STRATEGIC PLANNING / STRATEGIC PARTNERSHIPS

WEBSITE DEVELOPMENT / ENTERPRISE SOFTWARE

PUBLIC SPEAKING

Experience

EXECUTIVE DIRECTOR / FOUNDER | THE BUREAU OF INTERNET ACCESSIBILITY | JULY 2001 – PRESENT

Our mission is to make the Internet accessible to everyone and assist web masters and the general Internet community by offering standardized Web site testing that includes suggested remediation for compliance issues.

C.E.O./ CO-FOUNDER | BX.COM, INCORPORATED. | 1994 – 2011

Internet software company focused on Web-based applications, hosting and design.

~ Strategic development, procurement, cultivation and implementation of over 3,000 educational, government and corporate websites including Fortune 500 organizations.

DIRECTOR OF OPERATIONS | PARADIGM MANAGEMENT GROUP, INC | 1992 – 1994

Management consulting firm focused on the creation and implementation of Sales & Marketing programs for mid-sized companies.

~ Developed and implemented strategies responsible for company growing to become one of the largest management consulting firms in the Northeast.

~ Successfully implemented innovative channel development.

FOUNDER / PRESIDENT | PAYBILL SERVICES, INC | 1989 – 1992

Enterprise banking software focused on mid-sized banking private client groups.

~ Develop business plans and funding programs.

~ Developed custom MICR software for the banking industry.

~ Provided successful exit for investors.

Volunteer Experience

Carroll School | School Board Member | 2004 – 2007

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
6:15pm ~ Barry Golden for re-appointment to the Zoning Board of Review
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Alternate member - no term limit
Current term expires July 1, 2017
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Barry Golden	Backup Material

Carney, Leigh

From: Anthony,Lea
Sent: Tuesday, June 20, 2017 10:36 AM
To: Carney, Leigh
Subject: RE: ZBR Reappointments

Hi Leigh,

Glad to hear Rick, Melody and Barry are seeking reappointment. Over the course of the last 10 meetings Rick has attended ALL meetings while both Melody and Barry have a 60% attendance record.

Rick, who has been the chair for the last couple of years, runs an impeccable meeting. He is courteous, conscientious, reliable and loved by his peers. Rick is the best thing to happen to the zoning board since sliced bread.

I believe the attendance records for both Melody and Barry would improve if they became full-time board members as both are currently alternates. Both Melody and Barry come to meetings prepared, ask prudent questions of each applicant and have been great assets to the Board when they fill in for full time board members.

Lea

Lea Anthony Hitchen
Assistant Town Planner
Town of East Greenwich
T: (401) 886-8643
F: (401) 886-8657
lanthony@eastgreenwichri.com

From: Carney, Leigh
Sent: Tuesday, June 13, 2017 3:02 PM
To: Anthony,Lea
Subject: ZBR Reappointments

Hello,

Barry Golden, Melody Alger and Richard Land have terms that expire on July 1, 2017 and all have expressed an interest in being reappointed.

Please provide attendance and recommendations by June 21st so I can include as backup on the June 26th agenda.

TY

Leigh A. Carney, CMC
Town Clerk
1st Vice President, NEACTC
125 Main Street
P.O. Box 111

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
6:30pm ~ Richard Land for re-appointment to the Zoning Board of Review
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Chairperson
Current term expires July 1, 2017
Term limit September 24, 2022
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▯	Richard Land	Backup Material

Carney, Leigh

From: Anthony,Lea
Sent: Tuesday, June 20, 2017 10:36 AM
To: Carney, Leigh
Subject: RE: ZBR Reappointments

Hi Leigh,

Glad to hear Rick, Melody and Barry are seeking reappointment. Over the course of the last 10 meetings Rick has attended ALL meetings while both Melody and Barry have a 60% attendance record.

Rick, who has been the chair for the last couple of years, runs an impeccable meeting. He is courteous, conscientious, reliable and loved by his peers. Rick is the best thing to happen to the zoning board since sliced bread.

I believe the attendance records for both Melody and Barry would improve if they became full-time board members as both are currently alternates. Both Melody and Barry come to meetings prepared, ask prudent questions of each applicant and have been great assets to the Board when they fill in for full time board members.

Lea

Lea Anthony Hitchen
Assistant Town Planner
Town of East Greenwich
T: (401) 886-8643
F: (401) 886-8657
lanthony@eastgreenwichri.com

From: Carney, Leigh
Sent: Tuesday, June 13, 2017 3:02 PM
To: Anthony,Lea
Subject: ZBR Reappointments

Hello,

Barry Golden, Melody Alger and Richard Land have terms that expire on July 1, 2017 and all have expressed an interest in being reappointed.

Please provide attendance and recommendations by June 21st so I can include as backup on the June 26th agenda.

TY

Leigh A. Carney, CMC
Town Clerk
1st Vice President, NEACTC
125 Main Street
P.O. Box 111

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
6:45pm ~ Melody Alger for re-appointment to the Zoning Board of Review
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Alternate member - no term limit
Current term expires July 1, 2017
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Melody Alger	Backup Material

Carney, Leigh

From: Anthony,Lea
Sent: Tuesday, June 20, 2017 10:36 AM
To: Carney, Leigh
Subject: RE: ZBR Reappointments

Hi Leigh,

Glad to hear Rick, Melody and Barry are seeking reappointment. Over the course of the last 10 meetings Rick has attended ALL meetings while both Melody and Barry have a 60% attendance record.

Rick, who has been the chair for the last couple of years, runs an impeccable meeting. He is courteous, conscientious, reliable and loved by his peers. Rick is the best thing to happen to the zoning board since sliced bread.

I believe the attendance records for both Melody and Barry would improve if they became full-time board members as both are currently alternates. Both Melody and Barry come to meetings prepared, ask prudent questions of each applicant and have been great assets to the Board when they fill in for full time board members.

Lea

Lea Anthony Hitchen
Assistant Town Planner
Town of East Greenwich
T: (401) 886-8643
F: (401) 886-8657
lanthony@eastgreenwichri.com

From: Carney, Leigh
Sent: Tuesday, June 13, 2017 3:02 PM
To: Anthony,Lea
Subject: ZBR Reappointments

Hello,

Barry Golden, Melody Alger and Richard Land have terms that expire on July 1, 2017 and all have expressed an interest in being reappointed.

Please provide attendance and recommendations by June 21st so I can include as backup on the June 26th agenda.

TY

Leigh A. Carney, CMC
Town Clerk
1st Vice President, NEACTC
125 Main Street
P.O. Box 111

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
7:00pm ~ Marc Gertsacov for re-appointment to the Board of Assessment Review
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
**Alternate member to be considered for regular member to fill vacancy left by Rob Hamlin - no term limit
Current term expires July 1, 2017**
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Marc Gertsacov	Backup Material

MARC B. GERTSACOV, ESQ.

35 Boxwood Drive ◦ East Greenwich, RI 02818 ◦ (401) 952-0856 ◦ marcgertz@gmail.com

February 22, 2016

Leigh A. Botello, CMC
Town Clerk
Town of East Greenwich
111 Peirce Street
East Greenwich, RI 02818

RE: Application for Board Vacancy on the Municipal Land Trust

Via electronic submission

Dear Clerk Botello:

Enclosed herewith, please find my application for the vacant Board position on the Municipal Land Trust. I inherently know that I am very well qualified for the available Board position, as I have many years of experience as an attorney primarily focusing on real estate matters (transactions, development, zoning and land use), I deeply care about the Town of East Greenwich, and the role that large tracts of undeveloped and protected land have to protect our quality of life in the Town and the State of Rhode Island.

If you should have any questions or require any further information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Marc B. Gertsacov, Esq.



**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

Gertsacov
LAST

Marc
FIRST

B.
MIDDLE

35 Boxwood Drive
STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

Attorney
OCCUPATION

Law Offices of Ronald C. Markoff
EMPLOYER

401/952-0856 (cell)
HOME TELEPHONE

401/272-9330
BUSINESS TELEPHONE

marc@ronmarkoff.com
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 1.5 yrs

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Municipal Land Trust

*APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.*

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

Updated 4/8/2014

Page 1 of 2

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES ____ NO x
IF SO PLEASE INDICATE:

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES ____ NO x
IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES ____ NO x
IF SO, PLEASE EXPLAIN:

Affordable Housing Commission	Board of Assessment Review	Board of Canvassers
Coastal Resources Management Council	Cove Management Commission	Historic Cemetery Commission
Historic District Commission	Housing Authority	Juvenile Hearing Board
Kent County Water Authority	Municipal Land Trust	Personnel Board
Planning Board	Quonset Point Dev. Corp Board	Senior Advisory Council
Zoning Board		

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

SIGNATURE

DATE

2/22/16

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LBOTELLO@EASTGREENWICHRI.COM

Page 2 of 2

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: 7/11/2017

1. Agenda item (List as it should appear on the agenda)
7:15pm ~ Bethany Warburton for re-appointment to the Cove Management Commission
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Chairperson
Current term expires July 1, 2017
Term Limit July 1, 2023
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Bethany Warburton	Backup Material

**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

Warburton Bethany
LAST FIRST MIDDLE

79 West St, East Greenwich, RI 02818
STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

Principal Consultant, Project Manager Granger Warburton Consulting, LLC
OCCUPATION EMPLOYER

401-965-1288
HOME TELEPHONE BUSINESS TELEPHONE

bgwarburton@gmail.com or bethany@grangerwarburton.com
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 5 years

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Cove Management Commission

*APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.*

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

Updated 4/8/2014

Page 1 of 2

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES ☐ NO ☒

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES _____ NO X

IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES _____ NO X

IF SO, PLEASE EXPLAIN:

Affordable Housing Commission

Board of Assessment Review

Board of Canvassers

Coastal Resources Management Council

Cove Management Commission

Historic Cemetery Commission

Historic District Commission

Housing Authority

Juvenile Hearing Board

Kent County Water Authority

Municipal Land Trust

Personnel Board

Planning Board

Quonset Point Dev. Corp Board

Senior Advisory Council

Zoning Board

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

SIGNATURE

DATE

10/11/14

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

**TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LBOTELLO@EASTGREENWICHRI.COM**

Page 2 of 2

BETHANY WARBURTON, PMP®

79 West St., East Greenwich, RI 02818 - 401-965-1288 – Bgwarburton@gmail.com
www.linkedin.com/pub/bethany-warburton-pmp/1/a90/37a

PROFESSIONAL EXPERIENCE

Project Manager and Change Manager, Granger Warburton Consulting, LLC (04/12-present)

- **Project Manager, (8/14-10/14)** – Took over project for departing project manager. Drove final configuration and implementation tasks of project to completion to go live with Cornerstone OnDemand's Performance Cloud and Compensation module.
- **Global Learning Portal Project Manager, (2/14-8/14)**- Consultant reporting to Director of Global Learning Technology at international media research company. Tasked with leading matrixed team and 3rd party software development vendor to drive critical fixes and drive SDLC standards for new feature development.
- **Project Manager, (5/14-8/14)** – Lead consultant overseeing system admins tasked with configuration and implementation of Cornerstone OnDemand's Performance Cloud for a regional network services provider.
- **Project Manager & Change Management Consultant, (4/12-2/14)** - Consultant reporting to Vice President of Global Channel Marketing to configure and implement Cornerstone OnDemand aligned to the go to market channel sales strategy to serve the global channel partner audiences,
 - Created business plan to demonstrate ROI to partner L&D management, created project plan, managed cross-functional/matrixed team, vendor management related to Identity Management System (IMS) and Single Sign On (SSO) integration, gathered all functional requirements, system test planning and test script creation,
 - Created and implemented change management strategy for entire partner learning community including impact analysis, training and documentation, new processes to support LMS system administration, federated system governance, end to end support model, and stakeholder communications.

Project & Program Management Consultant, Hewlett-Packard, (10/11 – 04/12)

- Consultant reporting to Director of Global Software Management hired to work with HP's Enterprise Services sales management and external software vendors to reengineer the internal software procurement lifecycle (quote to expiration) processes,
- Created and delivered training to procurement teams to support new processes, including the creation of training documentation,
- Retained after process project to create cost modeling to produce new CA midrange and mainframe pricing models to support full \$108Mil cost recovery from existing accounts and to provide for cost transparency for new logo accounts.

Senior Business Analyst Consultant, CVS Caremark (5/11 – 10/11)

- Consultant reporting to Director of IT Services. Tasked with engaging Director level stakeholders across entire IT asset lifecycle from procurement to retirement/destruction, record in visio all asset management processes, create 150+ new processes, and capture and manage 700+ specific, measurable and testable functional requirements.

Change Management Consultant, Pfizer (12/09-5/11)

- Consultant reporting to the Director of Enterprise Learning Technology tasked with creating strategic plan to speed user adoption for the upgrade of the enterprise learning management system (SumTotal Total LMS), and on-board the legacy Wyeth personnel,
- Worked with 3rd party vendor to create a turnkey elearning creation service for all of Pfizer so that corporate learning standards and tools were consistently used across all enterprise eLearning. Tasks included managing internal website creation, sample courseware creation, documenting elearning standards, and defining the procurement process.

Partner Account Manager (Partnership Specialist), US Census Bureau, *Term-Limited Assignment (11/08-12/09)*

- Created and executed a comprehensive outreach plan to engage and sign key Federal, State and Local government officials, Corporate leaders, minority community leaders, community service leaders, and religious leaders as Partners to drive a higher mail response rate for the 2010 Census,
- Achieved an increase of nearly 5% for mail response rate in assigned territory, highest of RI team and one of highest in entire region,
- Planned and executed training events for local non-profit organizations to provide instruction on accessing Census data online for use in grant writing and related organizational planning.

Program Change Management Consultant, Pfizer (10/07-12/08)

- Consultant reporting to the Director of Enterprise Learning Technology tasked with driving system adoption for the roll-out of new global Learning Management System (SumTotal TotalLMS) to 140k+ users,
- Created internal marketing campaign to communicate the system ease of use and overall value to drive user adoption. Resulted in 10% increase in system usage in first 6 months,
- Performed analysis of all tier one system support tickets and create new “How to” elearning courses to introduce the LMS features and functionality, and proactively address the most frequently ticketed system user errors. Efforts resulted in a 15% drop in tier one tickets.

Marketing & Public Relations Consultant, Granger Warburton Marketing Communications, (08/02-10/07)

- Provided strategic marketing, communications & public relations services to small-medium sized businesses. Conducted market analysis, business needs assessment, competitive research, and budget planning,
- Developed one day event for new parents which included acquisition of 48 on-site exhibitors generating \$20K in revenue and acquired \$40K in corporate sponsorships,
- Created marketing collateral materials, managed website development projects, managed multiple vendors per project, and wrote, distributed and pitched press releases.

Account Manager Outside Sales, Precious Metals Refinery, Warwick, RI (10/01-12/04)

- Outside sales representative driving new account acquisition and existing account penetration,
- Generated more than \$6 million in sales and consistently exceeded sales quotas,
- Sales lead generation activities included extensive trade show exhibition, client referrals, and cold calling.

Director of Marketing, e-Tel Corporation, Warwick, RI, (9/99-7/01)

- Managed all marketing communication and PR activities for this Voice over IP high-tech start-up,
- Acquired strategic partnerships with technology partner companies to generate sales lead pipeline,
- Created all company marketing materials including brochures, spec sheets, and website development.

Corporate Communications Project Manager/Writer, Blue Cross Blue Shield of RI, (7/97-8/99)

- Managed internal & external communications projects for this market leading health insurer including customer marketing materials, internal newsletters, and Health Care Dimensions television show,
- Managed the roll-out of the corporate intranet (FrontPage content management system) and supported all departments in their specific development efforts.

Account Manager, WBPS Sports Radio, Boston, MA (1995-1997)

- Promoted to Account Manager from Promotions Manager - engaged in extensive cold calling (in person and phone) to identify businesses servicing the station demographic,
- Consistently passed sales quotas.

RELATED EXPERIENCE

Founder, Soccer KickStart, Providence, RI (02/07-06/08)

- Founded this not for profit after-school soccer program for middle school aged inner-city girls,

- Created business plan, wrote and received multiple grants to fund program, formed strategic partnerships with related organizations, created practice plans and hired and trained coaches,
- Transitioned program to Greater Providence YMCA Youth Services after first year for long term sustainability.

Conference Planner - Part-time, Brown University, (4/03-4/04)

- Managed grant funded physician conferences across the country for the US Cochrane Center,
- Budget tracking, venue research/selection, vendor negotiation, and on-site conference coordination.

Field Director, Fourth & Sixth Congressional Districts, Republican Party of MN, (09/92-3/94)

- Managed campaign activities for party endorsed federal, state and local candidates, in the 4th and 6th Congressional Districts (covering the greater St. Paul metro area),
- Duties included legislative research, party fundraising (responsible for raising \$150k+/yr), candidate recruitment and event management.

Constituent Services Intern, US Senator John H. Chafee, Providence, RI (Summers '90 & '91)

- Constituent liaison duties included preparing and researching casework in response to inquiries.

EDUCATION

Salve Regina University, Newport, RI

- Master of Arts degree in Humanities with a concentration in Technology. Expected graduation Dec. 2015.

Saint Mary's College of Minnesota, Winona, MN

- Bachelor of Arts degree in Political Science with a concentration in English literature.
- Varsity Soccer: 4-year player and Captain Senior Year of NCAA Div. III nationally ranked women's soccer team.

West London Institute of Higher Education, London, England (Semester Abroad)

- Study of contemporary British culture including literature, public policy and the arts.

VOLUNTEER ACTIVITIES/PROFESSIONAL AFFILIATIONS/CERTIFICATIONS

- **Girls on the Run RI, State Committee Board Member**
- **Project Management Institute (PMI), Member, Certified PMP (exp. Jan 2017)**
- **International Institute of Business Analysis (IIBA), Member**
- **American Society for Training & Development (ASTD), Member**
- **Cross-Cultural Communication Certification, US Census Bureau, Worcester, MA**
- **Consultative Selling Skills I & II Certification, The Barron Group, Westport, CT**

COMPUTER SKILLS

Microsoft Office Suite, SharePoint, MS Project, MS Visio, Salesforce CRM, SumTotal Total LMS, Cornerstone OnDemand, AtTask, Adobe Captivate, MS Lync, Tibbr

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: 7/11/2017

1. Agenda item (List as it should appear on the agenda)

7:30pm ~ Ben Lupovitz for re-appointment to the Planning Board

2. Submitted by (List department and individual, if necessary)

Town Clerk

3. Provide a brief description of the item and why it is on the agenda

Alternate member to be considered for regular membership to fill one of two vacancies left by Brad Turchetta and Stephen Brusini - no term limit.

Current term expires May 1, 2018

Other applicants: Katie Keefe and Matthew Leathers

4. Contact person and phone number for questions

LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Ben Lupovitz	Backup Material

**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

Lupovitz

LAST

Benjamin

FIRST

MIDDLE

25 Ivy Garden Way East Greenwich, RI 02818

STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

President & CEO

OCCUPATION

RIBI

EMPLOYER

401-413-5555

HOME TELEPHONE

401-421-0900 x104

BUSINESS TELEPHONE

blupovitz@ribisecurity.com

E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 11 yrs

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Planning Board

*APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.*

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

Updated 4/8/2014

Page 1 of 2

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES _____ NO X
IF SO PLEASE INDICATE:

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES _____ NO X
IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES _____ NO X
IF SO, PLEASE EXPLAIN:

Affordable Housing Commission	Board of Assessment Review	Board of Canvassers
Coastal Resources Management Council	Cove Management Commission	Historic Cemetery Commission
Historic District Commission	Housing Authority	Juvenile Hearing Board
Kent County Water Authority	Municipal Land Trust	Personnel Board
Planning Board	Quonset Point Dev. Corp Board	Senior Advisory Council
Zoning Board		

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

SIGNATURE

5/6/16
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

**TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LBOTELLO@EASTGREENWICHRI.COM**

Page 2 of 2

Benjamin Lupovitz
25 Ivy Garden Way
East Greenwich, RI 02818
blupovitz@ribisecurity.com
401-413-5555

May 6, 2016

Leigh A. Botello, CMC
Town Clerk
125 Main Street
PO Box 111
East Greenwich, RI 02818

RE: Volunteer Application for Board Membership

Dear Ms. Botello:

Please respectfully accept my application for appointment as a volunteer board member for the Town of East Greenwich. I have viewed the list of boards with openings and I feel my qualifications are best suited for the Planning Board.

I have been a resident in East Greenwich for 11 years and nearby Cowesett for 21 years so I am very familiar with the Town.

My qualifications and experience include:

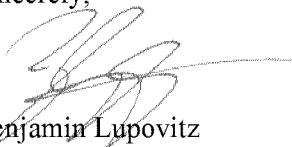
- 1981-83 Security Officer, RIBI Security
- 1983 URI graduate
- 1983-90 Operations Manager, RIBI Security
- 1990-1994 Vice President, RIBI Security
- 1995-present President & CEO, RIBI Security

I have successfully built a corporation for more than 20 years that employs approximately 350 people. My responsibilities require me to participate in high-level executive problem solving and decision making on a daily basis. I have extensive experience in legal and other corporate projects, working with attorneys, accountants and other professionals to analyze and resolve various company and client related matters.

My combined education and business experience have prepared me to apply my skills, knowledge, and talents as a servant to my community. For that reason I am requesting your consideration for me to serve as a volunteer board member.

Thank you very much for your time and interest. I look forward to hearing from you.

Sincerely,



Benjamin Lupovitz

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
7:45pm ~ Susan Aitcheson for re-appointment to the Affordable Housing Commission
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Regular Member
Current Term Expires July 14, 2017
Term Limits July 14, 2023
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Susan Aitcheson	Resolution

September 8, 2015

Town Clerk's Office
Town Hall
125 Main Street, PO Box 111
East Greenwich, RI 02818

RE: Request to Volunteer with Affordable Housing Committee

To Whom it May Concern:

I am making a request to volunteer on the EG Affordable Housing Committee. I have spent the last 36 years in the non-profit affordable housing business as the President or Vice President of Women's Development Corporation. I am a licensed Architect. Wdc built more than 1,700 units of affordable housing units throughout RI and CT. I have finally reached the day of retirement- which now allows me the time required for committee participation. I think that my business experience of these many years will be helpful to the committee. I have assisted the committee with presentations and information on a regular basis, therefore staff and volunteers are familiar with me.

I have previously served on the Historic Commission for the allowable term. I also served on the Ad Hoc Swift Gym Building Committee. This committee's work was completed with the renovations to the Swift Community Center.

I will have the time to attend meetings and participate fully with the committee. Please call me with any questions. I have attached the Volunteer Application.

Sincerely,



Susan Aitcheson

1295 South Road

EG, RI 02818

**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

AITCHESON SUSAN _____
LAST FIRST MIDDLE

1295 SOUTH ROAD EG 02818
STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

ARCHITECT RETIRED
OCCUPATION EMPLOYER

401-885-5184 _____
HOME TELEPHONE BUSINESS TELEPHONE

EG1295@gmail.com
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ___ NO ___ N/A

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 18 yrs

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ___ OK! L. Botello

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? AFFORDABLE HOUSING

*APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.*

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

YES, HISTORIC COMMISSION, & SENIOR CENTER BUILDING
COMMITTEE.

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES _____ NO ☒

IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES _____ NO ☒

IF SO, PLEASE EXPLAIN:

Affordable Housing Commission

Coastal Resources Management Council

Historic District Commission

Kent County Water Authority

Planning Board

Zoning Board

Board of Assessment Review

Cove Management Commission

Housing Authority

Municipal Land Trust

Quonset Point Dev. Corp Board

Board of Canvassers

Historic Cemetery Commission

Juvenile Hearing Board

Personnel Board

Senior Advisory Council

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

Sam S. Aitch
SIGNATURE

9.8.2015
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

**TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LBOTELLO@EASTGREENWICHRI.COM**

Page 2 of 2

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/11/2017**

1. Agenda item (List as it should appear on the agenda)
8:00pm ~ Elyse Pare for re-appointment to the Board of Assessment Review
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Alternate member - no term limit
Current term expires July 1, 2017
4. Contact person and phone number for questions
LEIGH A CARNEY

ATTACHMENTS:

	Description	Type
▣	Elyse Pare	Backup Material

**TOWN OF EAST GREENWICH
VOLUNTEER APPLICATION
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

Pare Elyse M
LAST FIRST MIDDLE

302 Kenyan Avenue, East Greenwich, RI 02818
STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

Tax Assessor City of Wanssucket
OCCUPATION EMPLOYER

401-202-1581 401-767-9273
HOME TELEPHONE BUSINESS TELEPHONE

Cell
elyse.pare16@gmail.com
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐

HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? Aug. 2014

ARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Board of Assessment Review

APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES ____ NO ____

IF SO PLEASE INDICATE:

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES ____ NO X

IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES ____ NO X

IF SO, PLEASE EXPLAIN:

Affordable Housing Commission

☒ Board of Assessment Review

Board of Canvassers

Coastal Resources Management Council

Cove Management Commission

Historic Cemetery Commission

Historic District Commission

Housing Authority

Juvenile Hearing Board

Kent County Water Authority

Municipal Land Trust

Personnel Board

Planning Board

Quonset Point Dev. Corp Board

Senior Advisory Council

Zoning Board

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

Theresa M. Pace
SIGNATURE

6/23/16
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

**TOWN CLERK'S OFFICE
TOWN HALL
125 MAIN STREET
PO BOX 111
EAST GREENWICH, RI 02818
LBOTELLO@EASTGREENWICHRI.COM**

Elyse M. Paré
302 Kenyon Avenue
East Greenwich, RI 02818
401.262.1581 elyse.pare16@gmail.com

June 27, 2016

Town Clerk's Office
C/o Leigh Botello
125 Main Street, P.O. Box 11
East Greenwich, RI 02818

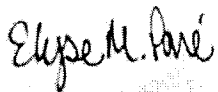
Dear Ms. Botello,

My name is Elyse Paré and I currently serve as the City Tax Assessor for the City of Woonsocket, RI. Prior to working in my current position, I served as the Deputy Tax Assessor for the City of Providence. I am writing to respectfully request the review of my qualifications to volunteer on the Board of Assessment Review for East Greenwich.

My career began working for a property revaluation company where I traveled throughout the Northeast to complete property tax analysis both in the field (physical property analysis), and behind the computer (statistical analysis). Since then, I have focused my career on municipal work, as I love the day to day interactions with constituents.

I strongly feel my experience would be a great addition to the Board of Assessment Review and respectfully request consideration to serve the town of East Greenwich. Should you require additional information or clarification on anything, please feel free to contact me either by phone or e-mail. I look forward to hearing from you.

Respectfully Submitted,



Elyse M. Paré

Elyse M. Paré

302 Kenyon Avenue
East Greenwich, RI 02818
Elyse.Pare16@gmail.com ▪ 401.262.1581

Summary of Qualifications

Nearly ten years of experience in technical analysis of real and tangible property assessment. Served as the Deputy Tax Assessor for the City of Providence, responsible for preparing the finalized tax certification for the City; exceeding \$10 Billion in assessed value and \$346 Million in revenue. Currently serving as the City Assessor for the City of Woonsocket

Professional Experience

City of Woonsocket, 169 Main Street, Woonsocket, RI

City Tax Assessor

December 2015- Current

- Perform work in determining and recording assessed valuations of personal and real property in accordance with the general policies and procedures for ad valorem taxation purposes in the State of Rhode Island.
- Participate in tax assessment litigation, working closely with the Law Department; Review and report on the validity of all tax petitions; Serve as a witness in court when required and provides necessary documentation for case-briefing.
- Work with the Administration to provide future projections on the impact of tax base changes including but not limited to: tax stabilizations, TIF's, legislative modifications and market fluctuations
- Provide projections on the future impact of tax-base changes and reviews and recommends changes in assessment policies and methodology to ensure compliance with such.
- Develop and maintain relations with the Administration, Council Members, legislative entities, and the public.
- Supervise support staff in the performance of their duties including: assigning and prioritizing duties; reviewing and approving work; giving input to administration and staff regarding employee performance and disciplinary actions.
- Assist the Board of Taxation and Review (BTAR) to enable it to perform its duties, especially the handling of tax appeals.
- Serve as a technical resource for various departments, agencies, contractors and the public.

Tyler Technologies, Appraisal & Tax Division, 200 White Plains Road, Tarrytown, NY

Associate Project Supervisor

January 2015-current

Implementation & Support Specialist

2005-2011

- Act a liaison between clients (various Northeast municipalities), the project managers, technical staff and other relevant parties; communicate technical and non-technical information, requirements, issues, timelines ensure successful resolutions
- Identify, define, analyze and document client business/workflow processes, data, and other systems to encourage productivity and efficiency via use of SQL or MS Access.

(Professional Experience Continued)

- Perform data mapping and conversion; identifies clients' current data fields and structures; map to Company database; analyze quality control reports to ensure that all data is accurately converted, imported/exported.
- Perform software training demonstrations, followed by on-site training and documentation tailored to the client's needs.
- Identify and document technical specifications for software design/development, forms, reports, configuration, and other relevant changes to benefit the client.

City of Providence, 25 Dorrance Street, Providence, RI

Deputy Tax Assessor

2011- 2015

- Perform work in determining and recording assessed valuations of personal and real property in accordance with the general policies and procedures for ad valorem taxation purposes in the State of Rhode Island.
- Work directly with Rhode Island Division of Municipal Finance on all municipal tax issues including verification and certification of PILOT properties which currently equal \$26 Million of the City budget.
- Participate in tax assessment litigation, working closely with the Law Department; Review and report on the validity of all tax petitions; Serve as a witness in court when required and provides necessary documentation for case-briefing.
- Work with the Administration to provide future projections on the impact of tax base changes including but not limited to: tax stabilizations, TIF's, legislative modifications and market fluctuations
- Provide projections on the future impact of tax-base changes and reviews and recommends changes in assessment policies and methodology to ensure compliance with such.
- Develop and maintain relations with the Administration, Council Members, Internal Auditor, legislative entities, and the public.
- Supervise support staff in the performance of their duties including: assigning and prioritizing duties; reviewing and approving work; giving input to administration and staff regarding employee performance and disciplinary actions.
- Assist the Board of Taxation and Review (BTAR) to enable it to perform its duties, especially the handling of tax appeals, including furnishing the Board with all necessary data which it may require in its deliberations.

Education and Professional Acknowledgement

- RI Assessor's Association (RIAAO) – RI Law and Administration, 2016
- Society of Professional Assessors – Executive Board, since 2014
- Johnson & Wales University – B.S., Business Administration, anticipated 2016
- Community College of Rhode Island – A.A., General Studies, 2009
- Northeastern Regional Association of Assessing Officers – Taxes Avoided by Non-Profit Hospitals; PILOTS; Solar Valuation, 2015
- The Appraisal Foundation – Uniform Standards of Professional Appraisal Practice, 2009
- International Association of Assessing Officers (IAAO) – Member, 2008
- International Association of Assessing Officers (IAAO) – Real Property Appraisal and Income Approach to Valuation, 2008