

Paul B. St. Cyr
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Experienced with in-house and contracted staff management; physical plant operations and maintenance; facilities construction and capital improvements, municipal procurement standards. Skilled in administration and management of Facility Operations| P&L | Budgeting | Project Scheduling and Management | LRSP -Long Range Strategic Planning | Staffing/Human Resources | Customer Service | computer skills. Competency with CMMS – Facilities Management Software, EMS - Energy Management Systems, Niagara 4, Trane, Schneider EMS, Microsoft Office Suite, Real Estate and vendor applications(Munis, SchoolDude).

PROFESSIONAL WORK HISTORY

<u>City of Lowell</u> Lowell, MA	2022- Present
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Commissioner of Public Works

- Department Head overseeing nine divisions including: Streets, Parks, Cemeteries, Lands & Buildings, Electrical, Solid Waste and Recycling, Engineering, Water and Waste Water Utilities.
- Responsible for the operational needs of all city owned lands and buildings
- Key role/Stakeholder of capital projects – Horizontal, real estate, MSBA Projects including 381 million dollar High School, Accelerated Repair Program of more than 30 million dollars in HVAC upgrades
- Gather the needs, develop the rationale and propose annual Operating Budgets, Capital Expenditures, and operational enhancements necessary to meet the needs of the city

<u>Lowell Public Schools</u> Lowell, MA	2019- 2022
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Facilities Manager

- Manage the facilities operational needs of schools throughout the district with a 100+ staff members in 30 buildings with nearly three million square feet of academic, Fine Arts, Athletic, and support spaces
- Play an active role in completion of ongoing MSBA Projects (Accelerated Repair Program and New Lowell High School)
- Develop new operational standards, develop metrics to measure completion rate of facilities related work in all buildings
- Work side by side with local city departments(DPW, BOH, DPD, Police and Fire, Inspectional Services) to communicate needs clearly with the goal of eliminating the silo effect typical of many large organizations to accomplish the work of the community at large
- Selected to the District Performance Management Team and recognized as a top 5% contributor member of staff

<u>Roman Catholic Archdiocese of Boston</u> Lowell, MA	2014-2019
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Facilities Manager

- Manage the daily operations typical of a facilities/operations department
- Develop annual budgets for capital expenditures, operational and staffing expenses.
- Manage Long Term Strategic Goal objectives for renewal, efficiency and savings.
- Developed Staff and instituted execution standards across all facilities.
- Established standards for compliance regarding Asbestos Hazard Emergency Response Act (AHERA), Integrated Pest Management (IPM).

- Worked with local agencies to develop and implement Safety Plans including – ALICE training, hard and soft lockdown, building intruder, evacuation, environmental community response.

Veritas Group, Andover, MA

2011 - 2014

Regional Sales Consultant

- Contract Consultant to National and Regional Manufacturers and Marketing Organizations
- Assess and recommend best practices for Customer Service and Experience, Operations, Project Scheduling, Employee Development, Coaching and Counseling, Budgeting, Product Conception to Market Strategy, Human Resources, and Sales Team Development.

Old Town Foods, LLC and Inc., Burlington, MA

2005 -2011

Vice President – Director of Operations

- Managed daily operations and sales (exceeding 45 million dollars) for a regional manufacturer representation office.
- Supported several Organizational and Sustainability Initiatives - in house and with suppliers with regard to animal welfare, sustainable land practices, production, logistics and end users.
- Worked with Client base to develop exclusive items within the parameters of food cost, portion and raw material yields, USDA regulations, sustainable packaging, consumer product information and education.

Stay at Home Parent

2003–2005

Upon the arrival of our third child, I traded roles with my wife and took on the duties of a stay at home parent where I found a whole new meaning of “management”, “multitasking”, and “wearing of many hats”.

CVS/Pharmacy, Boston, MA

1996 – 2002

General Manager – Operations Specialist

- Project Operations Lead in field operations function for new store development, construction, relocation, and renovation of new and existing store locations.
- Acquisition Specialist – Lead Brand Conversions traveling throughout the East Coast for Chain Acquisitions (Peoples Drug, Revco, etc.). This included Store renovation to CVS standards, merchandising, staffing, training, budgeting, sales enhancement. Complete conversion to CVS Brand.
- Training Manager – Developed Store Manager, Assistant Store Manager, and Field Management providing training and expertise in all areas of Retail Management (Budgeting, P&L, Facility, Execution, Risk Management, Inventory, Merchandising, Staff Development, HR, Succession Planning, Community Involvement)
- Selected by Company Executive Leadership to the Elite Status as an “Emerging Leader:”
- Provided Operational Support for facilities and staffing to a Region comprised of 3.6 Billion dollars in sales.

EDUCATION

Boston College, Chestnut Hill, MA

CURRENT AND PREVIOUS ~ AFFILIATIONS & INTERESTS
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- MCPPO - Candidate
- Building Operator Certification Candidate
- STEM Committee Chairperson and School Board Member – St. Margaret School, Lowell, MA

Katherine Moses

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PROFESSIONAL OVERVIEW

Advanced Degree in clean energy and over 14 years of experience in energy-related fields. Record of cultivating and building internal and external partnerships to advance mutual goals. Proven record of performance in funding, implementing, managing, and tracking impacts of energy efficiency, renewable energy, climate resilience, and environmental justice-focused efforts. Familiarity with the local, state, and federal landscapes around sustainability and environmental justice.

RELEVANT WORK EXPERIENCE

Sustainability Director | City of Lowell, Lowell, MA

2023-present

- Oversee the City of Lowell's first Sustainability Division in the Department of Public Works. Division was created in July 2023.
- Develop additional renewable energy across the municipal portfolio. Currently contracting for an additional 5.4 MW of behind-the-meter solar which is anticipated to save the City an additional \$11.2 million in utility over the next 20 years.
- Develop, manage, and monitor nearly \$10 million in annual utility budgets.
- Secure and manage \$4.2 million in grants related to sustainability: Indoor Ventilation and Air Quality (energy efficient cooling systems); Climate Resilient Schools grant (technical assistance grant for climate resilience).
- Cultivate partnerships with internal and external partners, including, but not limited to: municipal departments, educational institutes, non-profits, public housing authorities, and community-based organizations to advance sustainability objectives for the City of Lowell.

Energy Manager | City of Lowell, Lowell, MA

2014-2023

- Implemented energy efficiency projects throughout the municipal portfolio. Over the past nine years, these projects have helped the City cumulatively avoid over 24.8 million kWh of electricity; over 394,000 therms of natural gas; nearly 20,000 metric tons of CO₂e; and over \$6.2 million in utility costs vs. business as usual, while leveraging over \$2.7 million in utility incentives.
- Managed, monitored, and tracked renewable energy production for almost 10 MW of City-associated solar assets, with cumulative production of over 98 million kWh and cumulative avoided utility costs of \$4 million.
- Partnered with the University of Massachusetts Lowell to launch the first networked geothermal pilot project in National Grid territory.
- Developed, managed, and monitored nearly \$10 million in annual utility budgets.
- Secured and managed \$1.7 million in grants related to sustainability: Green Communities Competitive Grants (energy efficiency); Green Communities Municipal Technical Assistance Grants (energy efficiency and renewable energy feasibility planning); Rapid Streetlight Conversion Grant; Municipal Vulnerability Preparedness Planning and Action Grants (climate resilience); Solarize Massachusetts Plus (solar and heat pumps); Volkswagen Open Settlement Grant (electric vehicle); Massachusetts Electric Vehicle Infrastructure Program (electric vehicle charging); Make Ready Program (electric vehicle charging); National Grid Community Initiative (outreach); Community First Partnership (outreach); EmPower (outreach); Governor's Community Compact Best Practices for Energy Efficiency; and Gap III Grant (energy efficiency for Wastewater Treatment Plant).
- Created and cultivated partnerships with internal and external partners, including, but not limited to: municipal departments, educational institutes, non-profits, and community-based organizations to advance

sustainability objectives for the City of Lowell. Helped these partners leverage nearly \$410,000 to advance mutual objectives.

- Chosen as 1 of 15 communities to participate in the Clean Energy to Communities cohort for Incorporating Community Voices into Clean Energy Planning and Development. This cohort, facilitated by the National Renewable Energy Lab and World Resources Institute helped Lowell create an Engagement Roadmap to ensure participation by Environmental Justice populations in clean energy initiatives.

Outreach Program Assistant | Next Step Living, Boston, MA 2013-2014

- Identified community events and potential partnerships to help connect residents with statewide energy efficiency programs for north central Massachusetts communities.
- Coordinated logistics with 12-20 staff members for community events. Tracked and recorded metrics from events to assess successes and challenges for individual team members.

Weatherization Program Assistant | Georgia Environmental Finance Authority, Atlanta, GA 2006 – 2008

- Verified and processed monthly reports from 22 local sub-grantees with annual budgets totaling around \$7 million from the Department of Energy, Health and Human Services, Georgia Power, and Atlanta Gas and Light Company.
- Created training manuals on whole house weatherization techniques including: building envelopes, air sealing, insulation, diagnosis, and general energy efficiency measure implementation.
- Initiated a desk-based monitoring system to analyze diagnostic and financial data to track programmatic performance outcomes.
- Served as part of an interdisciplinary team to launch and promote the Governor's Energy Challenge, which challenged individuals, businesses, and schools to reduce their energy consumption by 20% by 2020.

Project Coordinator | Environmental Careers Organization (contract with Bureau of Land Management Battle Mountain Field Office), Battle Mountain, NV 1999-2001

- Served as central point of contact for permitting a multi-district, multi-agency Environmental Impact Statement and Resource Management Plan Amendment for a \$110 million high voltage transmission line.
- Ensured that all project activities aligned with guidelines for the National Environmental Policy Act directives.
- Scheduled, planned, facilitated, and documented interdisciplinary team meetings, teleconferences, and meetings with public and private stakeholders.
- Coordinated the review of environmental documents by 34 team members from three different state and federal agencies and facilitated the resolution of conflicting comments by building consensus among parties.

OTHER EXPERIENCE

Teaching Assistant | University of Massachusetts Lowell, Lowell, MA 2011-2012

Substitute Teacher | Nicholas County Schools, Summersville, WV 2001-2006 & 2008-2010

EDUCATION

University of Massachusetts Lowell | Lowell, MA | **MSE Energy Engineering** 2012

Denison University | Granville, OH | **BS Chemistry** 1997

RECOGNITION/AWARDS

Shining Community Award | National Grid 2016

SolSmart Gold Designated Community | Interstate Renewable Energy Council and International City/County Management Association 2018

Climate Leader | Sponsors of Mass Save 2023

Leading by Example | Commonwealth of Massachusetts 2023

Innovation in the Gateway Cities | Mass Inc. 2023

James Tobin
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Attleboro, MA 02703
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Energy Management Professional Experienced in Municipalities, Public Schools, Recreational Facilities, and Industry.

******Awarded in Energy and Environmental Initiatives by State of Massachusetts******

CORE COMPETENCIES

*Energy Conservation Planning * Building Energy Audits * Energy Use Tracking & Projections*
*Energy Conservation Presentations * Energy Conservation Projects*
MA State Bidding/Purchasing

Computer Skills: Munis, MEI, Assetplanner, Good Steward, Schooldude, Microsoft applications.

Building Automation Controls: Honeywell, Johnson Controls, ENE, Siemens, Runwise, Logic.

Industrial Hygiene Equipment: Ventilation measuring/balancing, temperature/humidity, lighting/noise levels.

EXPERIENCE

2023 – present: Energy Manager

City of Lowell

Lowell, Massachusetts

- Initiate energy efficiency projects such as steam trap repairs, lighting upgrades, weatherization, which are anticipated to save 81,952 kWh, 24,322 therms, while leveraging over \$319K in utility incentives
- Coordinate energy audits and upgrades for heat pumps, building recommissioning, lighting upgrades, transformer replacements, weatherization/building envelope, boiler controls, etc.

2018 – 2023: Energy Coordinator

City of Lowell

Lowell, Massachusetts

- Audit over 400 utility bills per month prior to payment saving over \$400K in the last three fiscal years.
- Verified locations of over 350 utility meters resulting in the elimination of 45 accounts.
- Instituted simple boiler controls at 17 facilities with actual savings of \$160K last heating season.
- Coordinate energy projects such as building recommissioning, lighting upgrades, transformer replacements, weatherization/building envelope, boiler controls, etc.

2005 – 2010: Energy Educator/Coordinator

Plymouth Public Schools

Plymouth, Massachusetts

- Achieved nearly \$1 million in energy savings per year.
 - Enacted steam trap surveys/repairs and boiler treatment program reducing heating oil use 35%.
 - Coordinated energy projects such as hot water tank replacements, timer installations, HVAC controls, etc.
 - Developed school building shutdown guidelines for nights, weekends, and vacations.
 - Conducted staff energy conservation presentations.
 - Created and distributed energy conservation newsletters.
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EDUCATION

- Building Operator Certification (BOC) Training 2022 and 2008
- OSHA 30 Hour Safety Training 2018
- Certified Hazardous Materials Manager (CHMM) 1997
- 40 Hour HAZWOPER Training 1993
- BA Siena College 1993

ALMANDO LUNA

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Self-motivated and hardworking individual seeking to apply 20+ years of experience as an HVAC / HVACR technician-EMS/BMS. Possess excellent skills to conduct installations, servicing, diagnostics and repairs on HVAC systems/equipment-controls as well as knowledge in Building Automation Systems such as Tracer/Trane summit-Niagara-Run wise-Heat Watch.

EXPERIENCE

2023-Present

LOWELL HIGH SCHOOL FACILITIES MANAGER, CITY OF LOWELL, SUSTAINABILITY

Responsible for managing efficient maintenance and operation of all building systems at Lowell High School campus and other school buildings across Lowell. Responsibilities include energy conservation measures, facility scheduling, post construction issues, maintenance and facilities functions. Directly oversees third-party vendors. Work with HVAC Technicians to clear outstanding work order tickets across the district.

2021-2023

FACILITIES MANAGER, LOWELL PUBLIC SCHOOLS

Look over the school buildings in the district, make sure the schools are staffed-cleaned-safe, make sure the school work tickets are in for needed repairs, order materials and equipment-repair rebuild equipment in house-work with vendor's/schedule work-repairs to be done in Buildings-Check mechanical equipment in the schools make sure all operating within its means-make repairs when able to-make adjustments as needed troubleshoot and compile list of inoperable HVAC/mechanical equipment/deficiencies report to Facilities Director as well as DPW. Respond to critical alarms and issues that may arise in schools such as fires-floods-break-ins-mechanical equipment down-make sure school grounds are kept up summer/winter-snow removal done properly, Monitor and adjust temps via EMS-BMS.

2017-2021

HVAC TECH, CITY OF LOWELL DPW LANDS & BUILDINGS

Repair and diagnostics on all city and school building mechanical systems, met with outside contractors and vendors on bided work and repairs, sheet metal/duct install/insulation repair 3 years at Lowell High School 1980s building-1922 Building-Freshman academy working on RTU's-Roof Top Boilers and Replacements-Boilers in Steam Plant-Low voltage-in line valves-in line coils-replacing pumps-seals-flushing systems adding glycol to systems-repair/recharge ac side-replacement of fans-motors/controls-belts-exhaust hoods- piping, valves, motors, pumps.

2011 – 2017

HVACR TECH/SERVICE/INSTALL/ESTIMATING, AIRMART HEATING AND COOLING LOWELL MA.

Install Complete HVAC systems RTU's-AHU's-Heat Pumps-Ductless Systems-low voltage controls/panels, piping, valves, motors, pumps and Communication Cables-Measured jobs quoted/ordered all materials-worked with outside vendors-contractors-GC on schedules for jobs and job turn over dates.

2000 – 2011

HVAC TECH/MECHANIC, ENVIROMENTAL SHEET METAL SYSTEMS DRACUT MA.

Install complete HVAC systems RTU's-AHU's-Heat Pumps-VAV's and associated controls, piping, valves, motors, pumps-install low voltage controls and panels-trouble shoot RTU's-AHU's-Furnaces-Heat pumps.

EDUCATION

1996-2000

DIPLOMA, GREATER LOWELL

2011-2012

EPA CERTIFICATION, APPLIANCE REPAIR, HVACR BAYSTATE SCHOOL OF TECHNOLOGY-UNIVERSAL EPA-SHEET METAL LIECENSE

SKILLS

- **23+ Years of Installation and troubleshooting skills for all heating and cooling systems**
- **23+ Years of Installing individual parts (pumps, pipes, fans, controls, equipment etc.)**
- **Read Blueprints**
- **Preventative Maintenance**
- **Computer Skills**
- **Machine Repair/Diagnostic**
- **School Dude Wok Ticket System**
- **EMS/BMS Tracer Summit-Niagara-Logic-Runwise**
- **Wiring and Electricity**
- **Safety Protocol**
- **Sizing equipment/ordering materials**

CYNTHIA HAGAN

617-697-6644 | chagan@lowellma.gov

PROFESSIONAL OVERVIEW

Over five years of experience in municipal budget forecasting and analysis, vendor procurement, and monthly bill verification and payment. Highly skilled at communicating and building influential relationships across all levels of the community. A solution-oriented strategist with a focus on long-term goals and cross-functional collaboration, having the ability to successfully design and launch effective public education campaigns.

WORK EXPERIENCE

Energy Coordinator | City of Lowell, Lowell, MA.

January 2024 – Current

- Manage accounts payable processes for Lowell's energy bills and solar net metering credits, ensuring accurate and timely payment of invoices, bills, and expenses, while implementing efficient payment workflows and utilizing accounting software for tracking and reconciling financial transactions.
- Conduct research and analysis to assess grant opportunities for alignment with organizational goals, while identifying and prioritizing prospective funders based on funding history, interests, and geographic focus to strategically pursue successful grant acquisition.
- Lead the design and development of innovative mobile applications, software programs, and websites aimed at promoting sustainability and driving environmental awareness, integrating user-centered design principles, interactive features, and responsive design techniques to enhance user engagement and behavior change.
- Conduct needs assessments and design culturally sensitive educational materials and communication strategies to address diverse learning objectives within the community, fostering active participation and knowledge retention.
- Implement interactive learning strategies and experiential activities to enhance engagement and facilitate behavior change among community members, utilizing assessment tools to measure learning outcomes and ensure program effectiveness.

Library Director | Summersville Public Library, Summersville, WV

April 2016 – August 2021

- Created annual municipal budget for City of Summersville public library system to align with strategic institutional objectives.
- Managed ongoing library expenditures to include quarterly budget adjustments, vendor procurement, and monthly bill verification and payment.
- Facilitated yearly internal and external audits of library financial records.
- Designed and implemented mission-driven programs to engage public audiences.
- Gathered, maintained, and analyzed data related to materials circulation, campaign effectiveness, and public program participation. During my tenure, public program participation increased by sixty-two percent.
- Designed and implemented mission-driven programs to engage public audiences.
- Served as the point person for the board of governors, the state library commission, community organizers, and local and state government officials.
- Fostered collaborative relationships with community organizers, educational institutions, and local and state government officials.

CYNTHIA HAGAN

Library Director | Summersville Public Library, Summersville, WV (continued)

- Prepared and presented summary reports regarding library patronage, programming attendance, campaign effectiveness, and strategic goal progress to key stakeholders to include the state library commission, library board of governors, city council, county commission, and West Virginia state senate.
- Engaged in grant writing and fundraising. During my tenure, I secured grant funding to initiate the first STEM educational program and expand the STEM materials collection, as well as upgrade library facility computers, flooring, roofing, lighting, and HVAC system.

Senior Research Fellow | Media Psychology Research Center, Boston, MA (project-based) June 2014 - Present

- Design and supervise both qualitative and quantitative research studies.
- Conduct literature reviews.
- Collect, assess, review, and synthesize data.
- Conduct statistical analysis.
- Served as team member on the Jim Henson/KCET *Sid the Science Kid* educational website development team.
- Served on the Fablevision research team examining the effectiveness of public education initiatives.
- Conduct audience engagement and focus group research.
- Compile narratives for public presentation regarding research findings.

Adjunct Professor | Fielding Graduate University, Santa Barbara, CA May 2007 – May 2016

- Instructed in the field of media psychology, positive psychology, and pro-social media. Courses focused on the intersection of classic psychology theory, communication theory, and the application of those theories as applies to the public good.

EDUCATION

Glenville State College Glenville, WV BS Behavioral Science	May 1998
Mashall University Huntington, WV MA Clinical Psychology	May 2001
Fielding Graduate University Santa Barbara, CA PhD Media Psychology	May 2014
Harvard University Cambridge, MA EdM Learning Design and Technology	May 2022

PROFESSIONAL SKILLS

Adaptability	Communication	Learning Design	Strategic Planning
Attention to Detail	Critical Thinking	Project Management	Technical Writing
Collaboration	Data Analysis	Public Speaking	Time Management

TECHNICAL SKILLS

Adobe InDesign	Asana	Microsoft Suite	Trello
Adobe Illustrator	Google Suite	SPSS	WorkZone
Adobe Photoshop	Google Analytics	SPSS Text Analysis	