

Donald R. Sullivan

Summary of Experience: Forty years of extensive, professional community and economic development experience including planning, grant writing, project development, management and administration at both the municipal and regional level, working for communities in Massachusetts.

Professional Experience: **Director, Economic Resiliency and Housing Equity (Nov 2022-Present)**
Old Colony Planning District, Brockton, MA

Primary responsibilities to serve as the region's lead point of contact for all Economic Development Administration activities for seventeen district communities, staff to Regional Economic Strategy Committee (RESC), oversee development and implementation of Comprehensive Economic Development Strategy (CEDS) and annual planning grant as well as associated work program, planning and project development (planning, engineering, design, and construction projects), grant application preparation, project management and administration, procurement, contracting, reimbursements and reporting. Coordination with Executive Director and Director of Comprehensive Planning on all other economic development planning, funding applications and relevant projects including feasibility studies, site assessments, corridor studies, brownfield site assessments, planning and redevelopment, downtown redevelopment, zoning, land use and other economic development studies, plans and initiatives.

Director, Economic and Community Development (2004-2022)
Southeastern Regional Planning and Economic Development District,
Taunton, MA

Regional EDA point of contact for all twenty-seven cities and town in District. Coordination with state agencies and officials on economic development programs, priorities, and opportunities. Oversee the development and implementation Comprehensive Economic Development Strategy (CEDS), managed the Regional Economic Strategy Committee (RESC) including development, administration, and implementation of annual EDA planning grant Responsible for securing, administering and implementation of nearly \$30 million in EDA funding for projects across the region including center cities (Attleboro, Fall River, New Bedford, and Taunton) and towns including planning, design, and construction. Multiple planning projects throughout the district on economic development plans and strategies, feasibility studies, corridor

planning, business guides, development incentives, brownfield redevelopment and community development initiatives.

Senior Economic and Community Development Planner (1990-2004)

Primarily responsible for preparing and implementing EDA, Comprehensive Economic Development Strategy (CEDS) and work program for regions 27 cities and towns including: planning and project development for regional priority projects and administration for economic development projects; manage, staff and organize meetings for Regional Economic Strategy Committee (RESC), liaison between federal, state and local officials on economic development in the district, economic development planning and strategies, master plans, feasibility studies, corridor studies, downtown redevelopment, brownfield assessment, remediation and redevelopment, development incentives, priority development areas/sites, housing production plans, mixed-use opportunities and, industrial and business park development.

Technical assistance, grant writing, administration and project management for community and economic development projects including: CDF, EDA, MassDevelopment, EDIP, EDF, EPA, DLTA, SCR, PDF (former CDAG, PWED and MORE) MassWorks, preparation of RFRs, consultant selection, contract procurement and project management for planning and infrastructure projects supporting economic development.

Economic Development Planner (1990)

Town of Weymouth, Office of Planning and Community Development

Responsible for planning, funding, implementation and administration of economic development projects including: land-use, zoning, design development, site plan review and traffic assessment. Preparation of grant applications, RFPs for planning consultants and design/engineering firms, contract procurement and project management.

Project management for industrial and office park development, urban renewal, community development planning and public facility projects.

Economic Development Planner (1986-1990)

City of Everett, Office of Community and Economic Development

Responsible for administration, planning, program development, monitoring and implementation of community and economic development projects and initiatives. Preparation of grant applications, RFPs, project development, design/engineering and construction contracts including: MSCP, HDSP, UDAG, CDAG, EDSA, PWED, ISAP, L&WCF and OSPP projects. Project management for

public facilities and economic development projects, feasibility studies, strategic planning, zoning and local land-use development projects.

Affiliations: Massachusetts Economic Development Council
Member of American Planning Association

Education: Bachelor of Science, Geography, 1984
Salem State College, Salem, MA

**Recent
Projects:** Available upon request

JOANNE ZYGMUNT

Senior Planner

(774) 539-5059 or jzygmunt@ocpcrpa.org

Old Colony Planning Council

70 School Street, Brockton, MA 02301

Education and Certifications

Master of Science (MSc), Development and Planning, University College London, 2011

Bachelor of Arts (BA), Political Science, Boston University, 2006

Certified Project Management Professional (PMP), Project Management Institute, 2013

Experience

Senior Planner, Old Colony Planning Council, Brockton, MA, 02/2020 to present

Part of a small, high-performing comprehensive planning and sustainability team, developing and advancing regional projects and partnering with municipalities to deliver local planning projects; some examples:

- Raised \$940,000 for a Regional Water Plan project that is now underway; wrote RFP, procured consultants, and executed contract; established regional steering committee; responsible for overall management of the project and direction of consultants
- Currently working with the Town of Duxbury on the development of an Age-friendly Action Plan focused on Transportation, Housing, and Communication and Information improvements in the community
- Currently working on a master planning project for D.W. Field Park in Brockton, partnered with Wildlands Trust, the City of Brockton, and the Town of Avon
- Currently working on an Open Space and Recreation Plan for the Town of Abington

Owner and Principal Consultant, 09/2012 to 01/2020**Fountain Collaborative, Brockton, MA**

Consulting practice focused on organizational and program development, social research and evaluation, and facilitation services; some examples:

- 2016-2020 for Green Camps, Stateville, NC: nonprofit strategic plan development, program evaluation, board development, and communications planning
- 2014-2015 for GabiH2O, London, U.K.: business plan development for water technology start-up
- 2014 for EIP Water, New York, NY: evaluation to measure the success of an educational program
- 2012-2013 for Waterwise, London, U.K: strategic plan for the formation of a public-private partnership

Program Development Manager, 07/2011 to 08/2012**Program Manager, 06/2009 to 06/2011****Head of Research, 09/2006 to 06/2009****Waterwise, London, U.K.**

As a founding team member of this startup nonprofit, played a cross-functional role in successfully establishing the organization as a national leader in sustainable water management

- Hired, trained, and supervised 10 cross-functional, geographically dispersed staff

- Advised on policy and regulation through Greater London Authority's Climate Change Adaptation Group, and U.K. Government's Water Saving Group, National Drought Group, and Green Deal groups
- Prepared written and gave oral evidence to public policy consultations at local and national levels, and served as organizational spokesperson at community meetings and conferences as well as with media
- Completed over \$500,000 in research and evaluation contracts for partners including the Greater London Authority; raised over \$4M in grants and sponsorships for new projects and ongoing programs

Service

Member, Planning and Zoning Board, Town of Easton, 09/2023 to present
 Vice-President and Member, D.W. Field Park Association (Brockton, MA), 07/2021 to present
 Commissioner, Central Plymouth County Water District Commission, 02/2018 to 08/2022
 President and Co-founder, Village Neighborhood Association (Brockton, MA), 01/2019 to 07/2022
 Commissioner, Conservation Commission, City of Brockton, 09/2019 to 05/2022

Honors and Awards

50 Under 50 to Watch in Brockton, fastforwardBrockton, 2018
 Eleanor P. Eells Award for Program Excellence, American Camp Association, 2015
 UK Water Efficiency Award for Public Engagement/Campaigns, Environment Agency and Waterwise

Professional Development

Member, American Planning Association
 Member, American Planning Association – MA Chapter
 Certificate, Fundamentals for Conservation Commissioners, MA Association of Conservation Commissions, 2021
 Course, Nonprofit and Governmental Accounting (MGMT E-1300), Harvard University, 2013

Skills

Advanced knowledge of the following:

- Office products, including Microsoft Teams, Word, Excel, and PowerPoint as well as related Apple and Google products such as Numbers and Sheets, and Zoom
- Research and public engagement software, including SurveyMonkey, MailChimp, and Jamboard
- Design programs, including Canva and PicMonkey
- Social media, including Facebook and Instagram, as well as management software like Hootsuite
- Project management and team software, including MS Project, Smartsheet, Basecamp, and others

Laurie A. Muncy

PERMANENT:

49 Adams Street
Taunton, MA 02780
774-218-4277
Lmuncy@ocpcrpaa.org

SUMMARY:

- Director, Comprehensive Planning & Sustainability, Old Colony Planning Council 2020 to present
- Principal Comprehensive Planner, Old Colony Planning Council, 2017 to 2020
- Town Planner/Conservation Agent, Town of Hanson, 2012 to 2017 – provides directional oversight of the Planning Department, Conservation Department, Zoning Board of Appeals, Master Plan Committee, and Zoning Bylaw Committee. Works closely with the Town Administrator, Board of Health Agent, Highway Surveyor, and Open Space Committees.
- Planning/Land Use Administrator, Town of Freetown, 2007 to 2012 Management of the Planning Department, Zoning Board of Appeals, and Conservation Commission staff.
- Commissioner, Southeastern Regional Planning and Economic Development District, 2007 to 2012
- Senior Clerk, Town of Freetown Planning Board, 1991 to 2007
- Senior Clerk, Town of Freetown Zoning Board of Appeals, 1998 to 2007.
- Senior Clerk, Town of Freetown Conservation Commission, 2000 to 2004.
- Massachusetts Notary Public

EDUCATION: B.S. in Geography, Regional Planning, and Economic Development
 concentration, Cum Laude, Bridgewater State University

 MassDOT BayState Roads Master Roads Scholar

 Business Administration, Finance concentration, Cum Laude, Bristol
 Community College

 General Studies, Technical concentration, Cum Laude, Bristol Community
 College

NICHOLAS J. GIAQUINTO
1162 Forest Street | Marshfield, MA 02050
Nickgiaquinto1@gmail.com | 339-793-1390 (c)

EDUCATION

University of Massachusetts Boston, Boston, MA
Master of Science | Public Administration (MPA)

May 2014

Suffolk University, Boston, MA
Bachelor of Science | American Politics & Government

May 2010

PROFESSIONAL EXPERIENCE

MassDevelopment (MDFA) | Boston, MA

January 2020 – Present

TDI Operations Officer

Responsible for the oversight of initiatives and coordination of resources for “on-the-ground” economic development work in 13 Gateway Cities across the Commonwealth, including sustaining partnership structures within TDI Districts, managing local municipal policy issues, and the overall strategic planning in cities and towns across the Commonwealth.

- Provides direct oversight of the economic development strategies and initiatives in all 13 MassDev TDI Districts
- Coordinates technical and financial resources for catalytic economic development projects
- Engineers innovative programs that will spur investment, overcome real estate challenges, build local capacity, activate public space, support small business, enhance equity and advance place-based economic development
- Develops program guidelines and division policies within the scope and mission of TDI
- Works with cross-sector partnerships to engage community members in actionable planning, implement local economic development initiatives, and influence new growth through public and private investment
- Serves as primary program liaison to graduated TDI Districts to ensure continuation of efforts, sustainability of local partnerships and connection to other MassDevelopment resources and programs.
- Works with TDI Fellows on resolving local municipal policy issues within their partnerships and navigating complex political scenarios as they arise
- Assists communities in linking capital needs and existing socioeconomic challenges with targeted economic development by identifying market trends and industry sectors in high demand
- Serves as Manager of the state-wide placemaking grant program Commonwealth Places, with a \$1.2 million budget

The City of Brockton | Brockton, MA
Office of Mayor Moises M. Rodrigues

February 2014 – January 2020

Chief of Staff

Upon the sudden passing of Mayor Carpenter, Mayor Moises M. Rodrigues asked that I resume my responsibilities as Chief of Staff. Mayor Rodrigues was elected by the City Council to serve the remaining term (December 2019). I coordinated a successful transition and served as the point of contact for an effective, efficient and smooth change in leadership for the City of Brockton.

The City of Brockton | Brockton, MA
Office of Mayor Bill Carpenter

Chief of Staff

Chief Strategist, Confidant and Adviser to the Mayor – Manager of all operations and lead delegating authority to office staff including oversight of all city department heads and personnel.

- Served as supervisor and lead delegating authority to 9 member staff
- Planned and directed all political, administrative, financial, and operational activities for the Mayor
- Assessed inquiries directed to Mayor and determined proper course of action, including complex decision-making
- Responsible for assigning duties to office staff, provided oversight and controlled the amount and pace of work done in each facet of the Mayor’s office, including:
 - Government Affairs / Economic Development | Community Relations and Constituent Services
 - Digital Media / Communications Outreach | Administrative functions / Personnel Matters
- Coordinated execution of strategic initiatives to implement agenda & assisted Mayor in facilitating effective decision-making
- Served as designated representative at all meetings and functions in absence of Mayor
- Primary Contact for all media inquiries – experience speaking on the record: (TV, Radio, Newspaper)

- Oversaw and managed Mayor's annual office budget (Roughly \$1.8 million)
- Designated speechwriter, Designated procurement review committee member
- Controller of Mayor's schedule and accessibility

Deputy Chief of Staff

Manager of day-to-day operations, programming and agenda implementation for the Mayor of the City. Responsibilities overlapped significantly with that of Chief of Staff but required policy & programing concentration & did not include role as a spokesman.

Duties distinct from COS

- Researched/assisted with development of urban programming to spur economic growth and stability
- Serve in an advisory role for all relative matters – state, local, federal government (legislative priorities, amendment opportunities, budget monitoring, policy compliance)
- Constant collaboration with local business, economic development organizations, and municipal, state, federal government
- Represented the Mayor at events, meetings, forums + Provide advance work: (event coordination & logistics)
- Established networks with prospective businesses, developers and investors + strengthen public/private partnerships
- Prepared Mayor for in-person, radio, or phone interviews with various media outlets
- Drafted speeches/talking points for events, debates, and media appearances

The Massachusetts House of Representatives | Boston, MA

Office of State Representative Cheryl Coakley-Rivera

June 2011 – February 2014

Assistant Vice-Chair of House Committee on Ways and Means

House Chair, Joint Committee on Labor & Workforce Development

Director of Communications and Budget

Responsible for handling all aspects of communication for high-ranking member of House leadership: local & regional press, digital media, cable new outlets, internal messaging – Also serving as designated coordinator and analyst for annual State Budget

- Managed communication with media, government agencies, advocacy organizations, and the general public
- Served as point-person and “on-the-record designee” for all media inquiries
- Prepared Representative for in-person, radio, or phone interviews with various media outlets
- Drafted speeches/talking points for events, debate, media appearances + develop press releases
- Lead and advised the Representative on all matters pertaining to the State Budget
- Daily collaboration with Chairman's office and other HWM staff to accomplish annual budget & policy goals established by leadership - debate, amendment filing, bill reporting, negotiations
- Constant analysis & monitoring of proposed budget; including all district and HW&M committee items
- Coordinated HW&M budget hearings and meetings with lobbyists on all budgetary requests

Committee Research Director

Lead and manage policy research and analysis for the legislative joint committee tasked with reporting and reviewing bills related to employment, the labor laws, workers' compensation, and other workforce development issues.

- Communicated with Chair regularly and provided leadership to office staff – by providing recommendations, guidance, and instruction on the reporting of bills before Committee
- Provided up to date information on committee business to House and Senate members, (pending legislation & bill histories)
- Daily correspondence with House and Senate Clerks regarding rules and procedure and committee reports and activity
- Point-person on meeting and engaging with lobbyists on behalf of the Chairwoman
- Directed the scheduling and coordination of public legislative hearings
- Researching, creating, filing and tracking of legislation, development of bill summaries, & amendments
- Responsible for monitoring and analyzing all district and committee items in the State Budget.
- Received press calls and prepare the Chair with backup material required.

Committee Research Analyst

To assist with providing policy and legal research for all matters pending before the committee

- Analyzed legislation by summarizing content and providing thorough assessment to Chair and Committee members on intricacies of each bill, including its final reporting
- Organized legislative hearings and testimony and conduct procedural committee business activities
- Track bills + budget through legislative process by communicating with leadership, House members, other legislative offices
- Attended meetings and develop informational committee handout material

- Drafted legislation & prepare amendments for both committee and non-committee related items
- Prepared Chair for debate and public speaking on committee topics

INTERN - The Office of State Representative Frank Hynes | Boston, MA

December 2006 – January 2009

INTERN - The Office of State Representative James Cantwell | Boston, MA

January 2010 – June 2010

CLUBS / BOARD MEMBERSHIPS

Marshfield Board of Assessors | Town of Marshfield

August 2020 – Present

Chairman – 1 of 3 community-elected members with governing authority over the department and on matters relative to the valuation of all real and personal property and the establishment of the annual local tax rate.

Urban Land Institute | Washington D.C.

July 2021 – Present

Member - Global network of cross-disciplinary real estate and land use that set standards of excellence in development practice.

Greater Brockton Young Professionals | Metro South Region

June 2019 – January 2022

Board Member – Official City of Brockton representative assigned to assist with the creation of collaborative and engaging experiences for operating a young professional network in the Greater Brockton region.

Old Colony Planning Council | Brockton, MA

February 2014 – January 2020

Board Member (Mayor's office Designee) – OCPC is a comprehensive regional planning agency, (established under state statute), that prepares plans and advocates for the social, physical and economic development issues in the Brockton region.

UMass Boston Alumni Association | Boston, MA

June 2014 – Present

Suffolk University Alumni Association | Boston, MA

June 2010 – Present

AWARDS/RECOGNITIONS

Suffolk University:

2018 Gold Council Honoree Panelist

February 1st, 2018

- Invited guest speaker and honoree for the Suffolk University Gold Council Forum: "Charting Your Success"

Suffolk University:

2017 10 Under 10 Honoree

May 11th, 2017

- Annual award recognizing the top 10 most successful alumni within 10 years upon graduation to make significant contributions to their field of work and in the community

University of Massachusetts Boston:

2018 "Know Your Alumni" Spotlight

December, 2018

- Selected as the featured professional by the Department of Public Policy & Public Affairs in the "Know Your Alumni" Series – a University program designed to showcase successful careers of UMass Alumni

University of Massachusetts Boston:

2016 MPA Alumni Career Panelist

November 7th, 2016

- Invited guest speaker for the "Successful Careers in Government" panel discussion at UMass Boston's McCormack Graduate School of Policy and Global Studies

Bridgewater State University:

MPA Focus Group Member

- Selected by IPARE (Institute for Policy Analysis & Regional Engagement) at Bridgewater State University to serve on the focus group responsible for recommending changes to the MPA curriculum

Paul S. Umano, MPA

Contact

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Brockton, MA 02302
508-468-4185
Pumano073@gmail.com

Education

Bridgewater State University,
Bridgewater, MA
Master of Public Administration
GPA: 3.8

Bridgewater State University
Bachelor of Arts in Political
Science
Minor: History
GPA: 3.6

Objective

My objective is to apply quantitative theories and practices, utilize data analysis techniques and software, and apply grant writing techniques to better assist citizens and leaders in local government.

Experience

January 2020- Present

Financial Analyst • Finance Department • City of Brockton, MA

- Responsible for providing monthly revenue and expenditure reports to the Chief Financial Officer (CFO) and Budget Director; this includes enterprise funds.
- Developing our Government Finance Officers Association (GFOA) budget in consultation with our finance team. This includes updating departmental goals, accomplishments, organizational charts, appropriation order, and financial summaries both at the departmental level and the overall City budget.
- Liaison for the implementation of the budget book with ClearGov.
- Responsibilities with ClearGov include working with the Director of Data Onboarding to ensure the proper reconciliation of statutory categories and corresponding detailed line items.
- Reconciling ClearGov data entry to ensure accuracy.
- Responsible for entering assigned departments budget into Munis.
- Preparation of budgetary analyses, reports, and presentations as requested by the Budget Director and CFO.
- Liaison for reporting and reconciliation of the American Rescue Plan Act (ARPA) projects and funds. This includes working with our ARPA Committee consisting of an ARPA project manager, Director of Planning and Economic Development, and DPW Commissioner on proper compliance.
- Liaison for reporting and reconciliation of Plymouth County American Rescue Plan Act (ARPA) funds including narrative development and grant compliance.
- Designed, evaluated, and administered the City of Brockton's first ARPA grant program for nonprofit and faith-based organizations.

- Procured grant development to assist with the evaluation and administration of Brockton's ARPA grant program.
- Provided administrative support for Brockton's issuance of \$300 million in Pension Obligation Bonds (POB's).
- Provide additional assistance and analysis as requested by the CFO, budget director, Mayor, and his staff.

January 2017- Present

Grant Coordinator • Mayor's Office • City of Brockton, MA

- Responsible for preparing and writing grants for City departments and non-profit agencies. This includes all grant programs under the Bipartisan Infrastructure Law (BIL).
- Responsible for managing 41 nonprofit agencies through the City of Brockton ARPA grant program. This includes reconciliation of funds and ensuring proper reporting and compliance based on Department of Treasury guidance.
- Explore all grant opportunities on behalf of the department heads, Chief Financial Officer, and Mayor.
- Developing grant programs and policies for City departments and non-profit agencies.
- Responsible for performing a wide range of administrative duties including, but not limited to, the preparation and analysis of grant programs.
- Manages the SMART Grant and Thriving Communities programs, respectively, through the Department of Transportation (DOT).
- Facilitate the grant writing process by working in conjunction with City departments, non-profit organizations, and local officials.
- Responsible for assisting in the administration of grants to ensure that funds are allocated and spent in accordance with the terms and conditions of the grant awarded to the City.
- Preparation of grant reports from state and federal agencies detailing grant-related activities.
- Entered grants into Munis and Ecivis grants management software.
- Attends grant-related seminars or workshops to stay abreast of grant opportunities consistent with the mission and vision of the City of Brockton.
- Administers City of Brockton's Green Communities program.
- Developed and provided technical assistance for Brockton's Lead Hazard Control grant.

June 2008-January 2017

Supervisor • Trucchi's Supermarkets • Abington, MA

- Supervising employees to ensure that store protocol is followed, and workers are being productive.
- Answering direct questions from customers and addressing needs or concerns they may have.
- Ensuring supervisor cash drawer is balanced.
- Assisting any department during a working shift.

August 2013- September 2014

Institutional Research • Bridgewater State University • Bridgewater, MA

- Responsible for analysis and dissemination of the University Graduation Senior Survey, Exit Survey, and Campus Climate data.
- Analyzed institutional data for constituents within the department.
- Utilized the appropriate parametric and non-parametric tests of significance during analysis.
- Conducted survey design using Qualtrics.
- Maintained a high level of data integrity when analyzing University census files

August 2013- September 2014

Institute for Social Justice • Bridgewater State University • Bridgewater, MA

- Responsible for analysis and dissemination of local homelessness data in Brockton.
- Encoded and produced frequency outputs of survey questions with the goal of understanding the root of homelessness in the city.
- Provided cross-tabulation, compare sample means, and independent samples t-test of hypotheses conducted based on recommendations from the chair of the Institute for Social Justice.

August 2013- September 2014

Intern, Institute for Policy Analysis and Regional Engagement (IPARE)

• Southeastern Regional Planning and Economic Development •
Bridgewater, MA

- Responsible for data analysis of sub-technologies involved in both energy efficiency and renewable energy sectors to increase awareness and education towards further investment in clean energy technology.
- Communicated with communities in Southeastern Massachusetts and the Gateway Cities to become part of the Green Communities Act.
- Developed an educational document to provide insight into the benefits of renewable energy.

Systems Knowledge

Munis Financial Systems
Grant Writing
Grants Administration
Ecivis Grants Management
Data Analysis
State and Federal Regulations
Research Methods
SPSS Analytics Software
Microsoft Word, Excel, Access

Skills

- Knowledge of financial principals and concepts as it relates to the City of Brockton's budget.
- Knowledge of Munis Financial Systems, ClearGov budget software, Ecivis grants management software, SPSS Analytics Software.
- Grant writing, grants management, and grant program development.
- Ability to interact effectively and appropriately with department personnel as well as local, state and/or federal officials.
- Ability to perform multiple tasks in a detailed and timely manner.
- Make public presentations in a clear and detailed manner in group settings.
- Proficient in the application of office software including word processing, spreadsheets, and data base management.
- Knowledge of survey data and survey creation. Created Brockton's first ARPA citizens survey.
- Knowledge of research methods processes and procedures.

Honors/Publications

- Awarded Brockton's first Department of Transportation grants.
- Awarded Lead Based Paint Hazard Control Grant
- Developed Brockton's first ARPA nonprofit grant program.
- Developed Brockton's first ARPA community survey.

The City of Brockton was awarded three-million dollars in funding to address lead hazards in housing units for low-income families with children.

- Dean's List 2007-2014
- Pi Sigma Alpha, Political Science National Honor Society, Bridgewater State University
- Graduated Magna cum Laude, Bridgewater State University, 2016
- Publication, **Plymouth County Solid Waste and Recycling Regionalization: Opportunities, Challenges and Feasibility**, Institute for Policy Analysis and Regional Engagement, Bridgewater State University, **August 2013**

In coordination with Bridgewater State University and the Master of Public Administration program, data analysis was provided on the management of waste and recycling in Plymouth County. Research provided valuable information for community leaders and citizens through fact sheets and document reviews.

Regionalization among cities and towns was negotiated through the guidance of the Plymouth County Commissioners Office by pulling together purchasing power and negotiating lower tipping fees with Covanta SEMASS. Conducted feasibility analysis of regionalizing waste services utilizing the materials flow management system. Administrative goals of the Master of Public Administration Program provided we determine how close municipalities are to creating an economic and environmentally sustainable collaboration through the guidance of the Massachusetts 2010-2020 Solid Waste Master Plan: Pathway to Zero Waste. Monitoring cities and towns in Plymouth County revealed how close waste reduction was to agency goals of zero waste by 2050 and recommended greenhouse gas emissions of 10-25% below 1990 levels.

References

Available upon request.

Rhiannon Dugan

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SUMMARY

Advocate for strengthening the connection between humans and the natural environment around them through education and planning.

SKILLS

- ESRI ArcGIS
- Adobe Photoshop
- Canva
- Microsoft Office
- Google Suite
- Proficient with Content Management Systems (Wordpress, Drupal)
- Public Engagement Facilitation
- Public Speaking
- Grant Writing

EXPERIENCE

Senior Comprehensive Planner, Old Colony Planning Council, September 2023-Current
Brockton, MA

- Assist municipalities and stakeholders with creating intentional and accessible plans for their communities.
- Work with the public to discuss project plans and goals.
- Prepare reports summarizing project objectives, activities, and results
- Graphic production and design of maps, diagrams, and presentations
- Grant writing, annual and quarterly reporting
- Preparing and Executing community engagement events

Environmental Educator and Assistant Camp Director, Mass Audubon Central Sanctuaries, January 2013-Current

Worcester, Ma

- Work with children and families through educational programs
- Design lesson plans relating to wildlife and habitats in New England
- Inspire an interest in environmental science
- Manage front desk through greeting visitors, doing admissions and gift shop check out, and answering phone calls.
- Assist camp staff with group and behavior management

Senior Environmental Planner, Southeast Regional Planning and Economic Development Division, January 2023-September 2023

Taunton, Ma

- Master Plan Project Manager

- Co-leading planning projects
- Graphic production and design of maps, diagrams, and presentations
- Grant writing, annual and quarterly reporting
- Preparing and Executing community engagement events

Graduate Teaching Assistantship, Umass Boston, January 2022-December 2022

Boston, Ma

- Assist Professors in facilitating class discussions
- Hold office hours to review material with students
- Work with students to meet their academic goals
- Grade assignments

Bureau of Air and Waste Intern, Massachusetts Department of Environmental Protection, January 2022-May 2022

Boston, Ma

- Apply MassDEP's air pollution control regulations to compliance certifications -upload certifications to create a digital database using Excel
- Check current database for existing sites information to prepare, transfer, and organize documents to make database accurate and accessible for regional use

Regional Planning Intern, Montachusett Regional Planning Commission, February 2021-June 2021

Leominster, Ma

- Data collection using US Census
- Revise Community Health Assessments
- Support Complete Streets planning project

Project Assistant for A People's Guide Online, Worcester State University, June 2018-October 2018

Worcester, Ma

- Tested Drupal website for errors and ease of use for members
- Edited and created content on website
- Conducted research on history of Worcester

EDUCATION AND TRAINING

Master of Science

Urban Planning and Community Development, Environmental Planning, University of Massachusetts Boston, May 2023

Bachelor of Science

Geography, Environmental Studies, Worcester State University, May 2020

Minor: Urban Studies

CONFERENCES ATTENDED

- Northeast Organic Farmers Association Winter Conference, 2016

- Northeast Organic Farmers Association Winter Conference, 2018
- Northeast Organic Farmers Association Winter Conference, 2019
- Academic Gardening to Enrich our Students Conference, 2019
- Massachusetts Association for Flood Management Annual Conference, 2023
- Bridgewater State University Sustainability Conference, 2023

ACTIVITIES

- Worcester State Celebration of Scholarship, 05/2020, virtual presentation "Planting Good Seeds"
- Worcester Food Policy Council (2020) Internship
- It's On Us (Worcester State Chapter) President
- Worcester State Dance Company Member & Choreographer