

PATRICE GARVIN

Professional Experience

2013- Present Town of Shirley, MA

Town Administrator

- Manage the day to day operations for the Town of Shirley.
- Develop annual **operating and capital budgets**, totaling fifteen (15) million dollars.
- Manage all aspects of **Human Resources**, interviews, job descriptions, recruiting, benefits, discipline and grievances.
- Develop five-year budgeting forecasts for operating and capital.
- **Chief negotiator** for five (5) unions; Police, Fire, Dispatch, DPW and Clerical unions.
- Implement policies established by the Board of Selectmen, including financial policies.
- Manage Finance Team (Accountant, Treasurer/Collector, and Assessor) promoting strong financial management.
- **Chief Procurement Officer** in the Town, with MCPPO certification.
- Coordinate and manage Annual and Special Town Meetings; writing of warrants, motions and budgets presentations.
- Extensive knowledge of Mass General Laws, including municipal finance law.
- Attend regular meetings with boards/committees, department heads, finance team, stakeholders in the community, and local businesses.
- Develop and implement plans that have resulted in savings, efficiencies and growth.
- Work cooperatively with the Montachusett Regional Planning Commission to acquire CDBG grants, DLTA grants and updating the Town's Master Plan.
- Write municipal grant(s): MassWorks Infrastructure Grant, IT Grant and Community Compact Grant.
- Negotiate solar lease agreements for Town owned properties, including landfill.

2007-2013 Town of Groton, MA

Executive Assistant to the Town Manager

- Assist the Finance Team while taking part in all budget discussion and assisting in the Fiscal Year Operating Budget preparation.
- Part of the negotiation team for all union contracts.
- Assist the Town Manager in the administration of Human Resource functions.
- Developed and implemented a Town Wide Centralized Purchasing System (CPS) and responsible for procuring all materials for CPS.
- Manage Town Insurance for Special Property, FLEET List and all general communication with MIIA, the Town's Insurance Company.
- Responsible for coordinating and preparing all local licenses issued by the Board of Selectmen; Liquor, Common Victualler, Class II, Fuel Storage Permits, Hawker & Peddlers and Entertainment.
- Responsible for editing, designing and developing of the Annual Town Report.
- Developed a Town Meeting Packet, Power Point Presentations and Town Meeting Flyer that aided residents in understanding Town Meeting.
- Responsible for coordinating all Town Appointments to Committees, Board and Commissions. Worked with the IT Director to create a new database to make contacting Town Volunteers more efficient.

2004- 2008 Town of Chelmsford, MA

Recording Secretary for the Board of Selectmen and Various Policy Boards.

PATRICE GARVIN

Education

1996-1998

Boston College, Newton, MA

Master's in Education, Developmental and Educational Psychology

1991-1995

Suffolk University, Boston, MA

Bachelors of Science, Political Science and Sociology

Certification

MA Certified Public Purchasing Officer for Supplies and Services, through Inspector General's MCPPO Program.

Community Membership

Previous Chairman, Chelmsford Finance Committee 2011-2013

Appointments/Professional Affiliations

Alternate Management Member, Joint Management Labor Commission (JMLC)

Member, Massachusetts Municipal Managers Association (MMMA)

References

Furnished upon request

JENNIFER KRAFT HEWITT

QUALIFICATIONS SUMMARY

- Dedicated fiscal manager, consistently recognized as top performer
- Streamlined municipal budget process by rebuilding more than one hundred Word and Excel documents in a new Cloud-based tool, providing more accurate results in less time
- Worked extensively at state budget office over 11 budget cycles on data analysis and report generation, including detailed payroll projections incorporating more than 40 contracts
- Managed team of 7 to set rates for \$2.3B in human service spending for 9 agencies
- Developed system to collect and report quarterly on \$7.5B in stimulus spending in nearly 400 projects across 30 state agencies amidst tight timelines
- Collaborated with multiple stakeholders for Massachusetts' Open Checkbook implementation
- Demonstrated ability to understand larger vision and develop plan to get there

WORK EXPERIENCE

TOWN OF LEXINGTON, FINANCE OFFICE

LEXINGTON, MA

Budget Officer

August 2016 – Current

Responsible for collaborating with municipal agencies to develop their budgets, produce budget documents, and track year-to-date spending. Rebuilt budget process in Cloud-based tool which has streamlined development and production from months to weeks. Updated dozens of fiscal indicators across the enterprise to demonstrate fiscal conditions. Produced payroll projections incorporating numerous municipal contracts, updated detailed indirect cost analysis, supported utility rate development, and advised revamped general ledger.

LEXINGTON PUBLIC SCHOOLS, FINANCE OFFICE

LEXINGTON, MA

Interim Assistant Director of Finance

June 2015 – July 2016

Managed team focused on all financial aspects of high-achieving district of 6,700 students and 1,300 employees in 9 schools, including payroll and accounts payable. Documented long-standing procedures to solidify training and ensure compliance. Supported efforts to implement electronic processing for both timesheets and purchase orders.

EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES,

COMMONWEALTH OF MASSACHUSETTS

BOSTON, MA

Director, Purchase of Service Administration

February 2013 – January 2015

Led unit charged with overseeing \$2.3 billion in human service spending for secretariat. Primary focus on establishing prices for services, as required by Chapter 257 of 2008. Involved extensive meetings with agencies; detailed analysis of fiscal data; outreach to advocates, providers and other stakeholders; and development of final rate recommendations. Also engaged in enhancing billing and payment system, and overseeing the procurement of a single statewide broker for the Human Service Transportation Office.

EHS Results Director

March 2012 – January 2013

Redesigned and revamped performance management system for state's largest secretariat. Coordinated with Under-Secretaries and Commissioners to identify measures to track progress in meeting their strategic goals, and aligned work of 16 agencies to update data.

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE, AUGUST 1998 – MARCH 2012
COMMONWEALTH OF MASSACHUSETTS BOSTON, MA

Reporting Manager, Recovery & Reinvestment Office September 2009 – March 2012

Designed and implemented structure for submitting quarterly reports to the federal government under the American Recovery and Reinvestment Act (ARRA). Primary liaison with more than 30 state agencies, and federal counterparts. Applied lessons learned in ARRA to role as business lead for the Massachusetts Open Checkbook project, making \$34B in state spending transparent to the public.

Operations Director August 2001 – August 2009

Provided specialized analytical support to Senior Staff, particularly related to enhancing computer support systems and providing historical spending and personnel data and analysis. Reported directly to the state Budget Director and oversaw members of the Accounting and Operations Units. Primary liaison with the State Comptroller's office.

Fiscal Policy Supervisor July 1999 – March 2001

Supported work of four budget analysts overseeing operating and capital budgets for the judiciary, and administrative and public safety agencies. Served on Senior Staff and coordinated policy discussions with Governor's office for assigned topic areas.

Fiscal Policy Analyst – Transportation August 1998 – July 1999

JOINT COMMITTEE ON TRANSPORTATION, MASS. GENERAL COURT BOSTON, MA

Research Analyst May 1995 – July 1998

EDUCATION

John F. Kennedy School of Government Executive Education: Government Performance, 2006
University of Massachusetts, Boston Master of Science in Public Affairs, 1998
University of Illinois, Springfield Graduate Certificate in State Government, 1994
Valparaiso University, Valparaiso, Indiana B.A. in Political Science and French, 1993

COMPUTER SKILLS: Accomplished in Microsoft Office (Word, Excel, Access, PowerPoint)

VOLUNTEER ACTIVITIES:

American Red Cross –

Hurricane Ida Response, September 2021

Greater Boston Disaster Action Team Service Associate

GLEN CASTRO



JOB OBJECTIVE Budget Director serving as the Acting Town Accountant in the Accounting Office seeking a full time Town Accountant appointment while currently working towards becoming Certified Governmental Accountant (CGA) in the immediate term.

CAPABILITES

- Developed annual General Fund and Enterprise Fund budget materials: Budget calendar, revenue estimates, budget guidelines, budget instructions, comprehensive budget documentation, capital budget, glossaries and appendices, charts and graphs, community preservation project summary charts and graphs.
- Administered reports: Quarterly budget to actual, revenue and expenditure forecasting, salary projections, warrant articles and motions, budget reconciliation, horizontal and vertical budget analysis.
- Managed consolidated five year financial model for town and school: Worked closely with the Director of Finance, Belmont Public Schools, to analyze and to develop budget scenarios, updated actual, estimated, and projected revenues and expenditures.

ACHIEVEMENTS

- Supervised a staff of 2.5 FTEs.
- Tax Rate Recap Submitted: Offset receipts use and appropriation, Enterprise Fund receipts and appropriations, Community Preservation Fund, free cash certification and appropriation, available funds sources and uses, overlay analysis.
- Statutory Responsibilities:
 - Annual budget estimates - per MGL Ch. 41, § 59
 - Maintenance of books of accounts and financial records - per MGL Ch. 41, § 57
 - Prepare and furnish to the Division of Local Services Director of Accounts schedule A, statement of public debt, and balance sheet - per MGL Ch. 44, § 43
 - Examine approval of bills - per MGL Ch. 41, § 52
- Municipal Audit Process: Coordinated municipal audit process for reports on examination of basic financial statements, reports on federal award programs, management letter, actuarial valuation and review of other postemployment benefits (OPEB).
- Board memberships:
 - Permanent Audit Committee, ex-officio, Town Accountant
 - Belmont Retirement System, ex-officio, Town Accountant

EXPERIENCE

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| 2020 – present | Budget Director and Acting Town Accountant, Town of Belmont, Belmont MA |
| 2018 – present | Budget Director, Town of Belmont, Belmont MA |
| 2017 – 2021 | Coordinator, Community Preservation Committee, Town of Belmont, Belmont MA |
| 2010 – 2018 | Budget Analyst, Town of Belmont, Belmont MA |

PROFESSIONAL CERTIFICATES

- The Abrahams Group, 2021
 - Boot Camp Training
 - Enterprise Fund Accounting Training
 - Balance Sheet Training
- Massachusetts Municipal Auditors' & Accountants' Association Inc. Annual Education Program (MMAAA), 2021
- New England States Government Finance Officers Association, Spring Training Seminar (NESGFOA), 2021
- Institute of Public Speaking Program, 2021
- The Government Finance Officers Association (GFOA), Using Behavioral Science for Better Decision-Making and Budgeting in the field of Business Management & Organization, 2021
- The Government Finance Officers Association (GFOA), Budgeting Best Practices: Communicating the Budget in the field of Finance, 2021
- Office of the Inspector General(OIG), Massachusetts Certified Public Purchasing Official (MCPPO), 2017

PROFESSIONAL MEMBERSHIP

The Government Finance Officers Association (GFOA)
Massachusetts Government Finance Association (MGFOA)
Massachusetts Municipal Auditors' & Accountants' Association (MMAAA)

EDUCATION

Master of Public Administration, University of La Verne, La Verne, CA