

Town of Great Barrington



TOWN MANAGER FINALISTS

MARCH 2019



COMMUNITY PARADIGM ASSOCIATES, LLC

Jonathan Edwards

Finalist for

Great Barrington Town Manager



Jonathan S. Edwards
P.O. Box 111 – 16 Swamp Road
Whately, MA 01093
413.665.3598/617.359.1017
jedwards@pioneeringstrategies.com

15 February 2019

Bernhard Lynch, Principal
Community Paradigm Associates
blynch@communityparadigm.com

Dear Mr. Lynch:

Please accept this letter and attached resume as a formal application for the position of Great Barrington Town Manager. As a 5-term, fifteen-year member of my Whately Selectboard, and a six-term President of the Franklin County Selectboard Association (FCSA), I have a strong knowledge of Massachusetts municipal governance, service delivery, regional collaboration and the importance of thinking outside the box. Added to my credentials is a Master's Degree in Public Administration from the University of Massachusetts and a long history of working with the state legislature and various stakeholders on state/local and public/private partnerships. Great Barrington is one of the gems of Western Massachusetts and I would be honored to bring this experience and knowledge to the Town of Great Barrington as its next Town Manager.

During my 15-year career as a Whately Selectboard, I am currently serving my 5th one-year term as Chair. During this time, my accomplishments include, but are not limited to:

- Led the creation of the award-winning South County Emergency Management Service (SCEMS); the first in the state regional ambulance service created and governed by a three-town Memorandum of Understanding. I currently serve on the Board of Oversight for SCEMS
- Working with other towns, I led the effort to overhaul the South County Senior Center and currently serve on its Board of Oversight
- Coordinated the Whately effort to become a Solarize Massachusetts community in 2013, which was the first regional (Whately, Williamsburg, Chesterfield) solarize award in the state
- Working closely with the Finance Committee, I have led a budget process that has created a \$350,000 stabilization fund and smaller line-item stabilization funds within the context of a \$4.2M budget
- Leadership of a successful renovation our the historic Whately Town Hall, while simultaneously consolidating town offices into a new town office building

I am confident that these successes and others demonstrate my knowledge of town government. These experiences also represent my commitment to working closely with and relying on all town employees and volunteers to realize success. My collaborative approach is both from the lens of a town leader but also town volunteer. Only when you tap into the skills and experiences of others can a town leader expect to meet with successful and productive outcomes. I would welcome the opportunity of an interview where I can best demonstrate the intangible skills of communication, vision, work ethic and leadership.

Thank you for your time and consideration.

Sincerely,



Jonathan S. Edwards

JONATHAN S. EDWARDS
P.O. Box 111 – 16 Swamp Road
Whately, MA 01093
(p) 413.665.3598 ♦ (c) 617.359.1017
Email: jedwards@pioneeringstrategies.com

PROFESSIONAL EXPERIENCE

Tech Foundry, Springfield, MA

Director of Strategic Partnerships (April 2015 – November 2018)

Helped create, refine and lead organizational design and program implementation for state-of-the-art workforce training, non-profit dedicated to growing the regional IT workforce.

- Raised in excess of \$1 Million for startup non-profit through the diversification of revenue streams from private and corporate philanthropy, high net-worth donors, and government grants
- Served as the public face and point person for all local, state and national partnerships. Through this leadership, Tech Foundry currently boasts close to 200 partnerships with area employers, workforce stakeholders, public officials and area philanthropy
- Directed creation of a Social Enterprise Model, including earned revenue business lines to further diversify revenue streams. These earned revenue streams were critical to increasing philanthropy by donors eager to support creative institutions
- Led a team to create a sustainable training/placement model that trained between 60 and 100 students per year with a placement rate that averages 65%
- Created outreach initiatives with the City of Springfield and U.S. HUD to maximize training provided to residents of hard-to-reach neighborhoods and low-income populations in Springfield
- Maximized publicity, exposure and success of Tech Foundry to be seen as an innovative statewide leader through honors such as Associated Industry of Massachusetts' Gould Award. The visibility and awards furthered Tech Foundry fund raising pipelines and successes.

Pioneering Strategies, Whately, MA

Principal (March 2012 – Present)

Founded marketing and strategic design consulting firm focusing on clean tech and start-ups.

- Designed strategy to launch Pioneer Valley Renewables and its hydrokinetic technology including branding, government/investor relations, and regulatory affairs
- Consulted with the Solar Energy Industries Association to increase stakeholder advocacy
- Directed clean energy product launch for electricity supplier Washington Gas Energy Services

SmartPower/SmartPower Ventures, Washington, DC

VP/Chief Operating Officer (January 2003 – March 2012)

Directed growth strategy, business development/fundraising, staff management and publicity.

- Led development efforts and grew revenues from \$0 to \$3M/annually from high net-worth individuals, national and regional foundations, federal government grants and others
- Devised consumer strategies that increased clean energy market demand by 2 to 3 times the norm
- Directed signature marketing campaigns that earned awards such as the Department of Energy's Green Power Pilot Award and the EPA's Clean Air Excellence Award
- Developed earned revenue client list with state agencies in Arizona, Hawaii, Michigan, Massachusetts, Connecticut, Rhode Island and elsewhere.

Pioneer Institute, Boston, MA

Consultant (2002)

Designed and restructured marketing, relationship cultivation and fundraising systems

- Expanded and enhanced pipeline of potential donors to help cover a \$2 million budget
- Assisted with cultivating and soliciting major gifts of \$100,000+

Advantage Schools, Inc., Boston, MA

Director of Government & Regulatory Affairs/Development (1999 – 2002)

Created and strengthened a nascent public affairs and development strategy and operation for startup education management company.

- Raised \$4.8 million annually by designing and implementing fundraising systems
- Directed state/federal regulatory & public affairs in seven states and the District of Columbia

Retirement Security Alliance, Washington, DC

Founding Executive Director (1997 – 1999)

Responsible for successful startup and operations for Social Security reform coalition

- Directed Social Security advocacy group of 75 companies, trade associations, NGOs and Members of Congress

The Concord Coalition, Washington, DC/Boston, MA

New England Director (1992 – 1997)

Regional leader for anti-deficit watchdog group

- Led regional efforts for national fund raising that raised up to \$3 million on annual basis
- Directed federal government relations, issue advocacy, and communications strategy with Members of Congress and other stakeholders across New England
- Crafted membership recruitment that resulted in 20,000 members in New England

POLITICAL CAMPAIGNS & OTHER WORK EXPERIENCE

Edwards for State Representative, Candidate for Massachusetts General Court, MA (2018)

Edwards for Massachusetts, Candidate for Massachusetts Lieutenant Governor, MA (2013 – 2014)

Tsongas for President, Assistant Issues Director, Boston, MA (1991 – 1992)

Olver for Congress, Strategist & Scheduler, Northampton, MA (1991)

Kaplan Test Prep, Director of College Programs, Boston, MA (1988 – 1991)

Lt. Governor Evelyn Murphy, Consultant & Policy Planning Advisor, Boston, MA (1987- 1988)

PUBLIC SERVICE & BOARDS

Selectboard, Whately, MA (May 2004 – present; five years as Chair)

Advisory Board, Sustainable Futures Academy, Salzburg Global Seminar, Salzburg (2010 – 2012)

Executive Board, Franklin County Selectboard Association (2010 – present; Six-term president)

EDUCATION

Master of Public Administration, University of Massachusetts, Amherst, MA, 1991

Bachelor of Arts, Skidmore College, Saratoga Springs, NY, 1985

Jonathan Edwards - Comments of References

The following reference comments were provided by four individuals who currently do and/or formerly did work with Mr. Edwards, including two presidents of private companies, a member of a Board of Selectmen and an area Town Administrator.

Jonathan Edwards, according to references, is highly collaborative and cooperative, dependable, and extremely organized. He is considered to be someone who has vision and is able to get other people to buy into that vision. References said he is a person of action who can develop and execute a plan and “make things happen.”

References said Mr. Edwards understands the needs of small towns, the limited resources often available, and the need for shared and regional services. He is considered skilled at building partnerships and relationships, has built strong ties with business communities in his current position, and is considered adept at team building. According to references, he is a strong listener and always willing to hear divergent opinions as well as to incorporate different ideas if it will result in a better outcome.

In his current position, Mr. Edwards works with an overall budget and project budgets and seeks out grant opportunities, one reference noted. He is considered a team player who is good at motivating others and seems to enjoy working with others, references said. Developing and retaining talent are priorities for him, they said, and he seeks to create jobs and job opportunities for others.

Mr. Edwards is considered a good public speaker, a good listener, thoughtful, committed to the mission and to making a difference, and has a good temperament, references said. They said he is intelligent, extremely organized, and is considered respectful of and respected by others. Having served as an elected official, references said Mr. Edwards understands the needs of elected officials and how to work in the public realm.

References said Mr. Edwards treats everyone equitably and gives the same attention to people at all levels. They said he has strong leadership skills and has been able to bring in opponents of an idea or project and have them become involved in the planning process and eventually become supporters. References said he is able to bridge differences and bring people together for a common purpose. He provides support to team members, but is not a micromanager, references said. He is considered to be fair, determined, and results focused.

According to references, Mr. Edwards is a hard worker who willingly puts in long hours, doesn't get flustered by difficult or stressful situations, always maintains his composure, and keeps things in perspective. He is considered a calming influence, is skilled at multi-tasking, and enjoys working with teams and groups of people to accomplish goals.

References described Mr. Edwards as motivated, intelligent, engaged, knowledgeable, well-liked, accomplished, professional, and fully capable of being a successful Town Manager.



Mark Pruhenski

Finalist for

Great Barrington Town Manager





MARK A. PRUHENSKI
276 NORTH PLAIN ROAD
HOUSATONIC, MA 01236

Tel. 413.717.8328 Email: mpruhenski@rocketmail.com

January 31, 2019

Mr. Bernard Lynch
Community Paradigm Associates
One Saddleback
Plymouth, MA 02360

RE: Great Barrington Town Manager Position

Dear Mr. Lynch,

Enclosed with this cover letter you will find my resume for the recently advertised Town Manager opportunity in my hometown of Great Barrington. I am currently the Town Administrator in the nearby Town of Richmond, Chairman of the Berkshire Municipal Manager's Association, and previously worked as the Town Administrator in the Franklin County Town of Whately. Prior to holding these positions, I was employed by the Town of Great Barrington, serving as the Public Health Agent, as my resume describes in much more detail. At this time, I am seeking an opportunity to work for a larger community within the Commonwealth, and my knowledge of Great Barrington and the greater Berkshire County area will allow me to transition seamlessly into this position if selected.

Collectively, I have over thirteen years of full-time municipal experience in Massachusetts. My educational background is in management and public administration, and I completed a Masters-level certificate program in Local Government Leadership and Management at Suffolk University in Boston in 2014, to build on my work experience and advance my career. This program, as you are aware, was designed and sponsored by the Massachusetts Municipal Association.

I have significant experience in municipal budgeting, including drafting and managing the annual operating, capital, and enterprise fund budgets, experience managing Department Heads and personnel, experience assisting residents and business owners through problems and project proposals, as well as experience in municipal procurement, holding a current MCPPO certification. I have also gained experience in managing larger-scale municipal projects involving both State and Federal agencies.

Having worked under the direction of elected officials in a municipal setting for many years, I have learned how to build and maintain successful working relationships with my board members, which I believe is one of the most important aspects of managing any municipality, regardless of size. Because of this, we've been able to accomplish a great deal, and this is reflected in my positive performance evaluations which I am pleased to share upon request.

In response to Great Barrington's search for a new Town Manager, I believe the combination of my education and municipal work experience has prepared me for the position. Your consideration of my application is greatly appreciated.

Sincerely yours,

Mark A. Pruhenski

Mark A. Pruhenski

MARK A. PRUHENSKI
276 NORTH PLAIN ROAD
HOUSATONIC, MA 01236

Tel. 413.717.8328 Email: mpruhenski@rocketmail.com

PROFILE:

A municipal manager with a record of upward mobility and thirteen (13) years of experience in many areas of local government, working in three (3) Western Massachusetts communities. Excellent communication skills, extensive knowledge of municipal operations, certification as a Massachusetts Public Purchasing Official (MCPPO), experience carrying out policy as directed by elected boards/officials, and the ability to multi-task and prioritize challenging situations common in municipal work environments.

PROFESSIONAL EXPERIENCE:

TOWN ADMINISTRATOR- TOWN OF RICHMOND MA, 2016-2019/PRESENT POSITION

Responsible for the day-to-day operations of the town, including but not limited to: management and supervision of town employees and departments; serving as liaison to state/federal/regional agencies and town boards and committees; coordination and management of the annual operating, capital, and sewer enterprise budgets; preparation of the annual and special town meeting warrants; preparation of the annual town report; grant applications and administration; serving as Chief Procurement Officer; social media and reverse 911 administrator; legal counsel contact; and responsible for various special projects and duties as assigned.

CHAIRMAN/VICE CHAIRMAN- BERKSHIRE MUNICIPAL MANAGER'S ASSOCIATION, 2016-2019/PRESENT POSITION

Responsible for drafting and distributing meeting calendars and agendas, scheduling speakers, and chairing the monthly meetings of the Town Managers/Mayors representing all 32 cities and towns in Berkshire County. Requires regular contact with the Massachusetts Municipal Association, Berkshire Legislative delegation, Regional Planning Agency, and other area stakeholders. Served as Vice Chairman from 2016-2018, and elected Chairman in 2018.

TOWN ADMINISTRATOR- TOWN OF WHATELY MA, 2014-2016

Responsible for the day-to-day operations of the town, including but not limited to: management and supervision of town employees and departments; serving as Liaison to state, federal, and regional agencies, as well as many town boards and committees; coordination and management of the annual operating, capital, and water enterprise budgets; preparation of the annual and special town meeting warrants; oversight of multiple town owned properties; grant applications and administration; serving as Chief Procurement Officer; and various special projects and duties common in municipal management.

PUBLIC HEALTH AGENT, TOWN OF GREAT BARRINGTON MA, 2005 TO 2015

Department Head responsible for the overall day-to-day management of the health department including inspecting and permitting roughly 400 establishments annually. Development and management of the department's operating budget and daily employee oversight. Responsible for all state and local reporting as well as overseeing several ongoing inspectional programs. Also responsible for representing the Board of Health/Town on various boards and committees in Western Massachusetts.

SPECIAL PROJECTS MANAGER/TOWN MANAGER'S OFFICE, TOWN OF GREAT BARRINGTON MA, AS NEEDED

Responsible for a variety of municipal assignments and projects as directed by the Town Manager that required coordination with town departments and other elected/appointed officials and committees. Position was brief but included such tasks as: Outreach and implementation of the Plastic Bag Ban, Grant & Aid application review, and the GBFD weather station grant, in addition to other smaller daily assignments.

PAST PRESIDENT/EXECUTIVE BOARD MEMBER, BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC. — 2007 TO 2014

BCBOHA is a county-wide professional educational organization serving 32 local boards of health in Berkshire County, MA. BCBOHA also serves as the Berkshire County Emergency Preparedness Coalition. The BCBOHA assists cities and towns in regional grants and many aspects of education and training. Board positions are elected annually by member communities.

MARK A. PRUHENSKI
276 NORTH PLAIN ROAD
HOUSATONIC, MA 01236

Tel. 413.717.8328 Email: mpruhenski@rocketmail.com

EDUCATION:

Undergraduate Studies:

EMPIRE STATE COLLEGE. STATE UNIVERSITY OF NEW YORK — BS Business, Management, and Economics, with a concentration in Public Administration.

Graduate Studies:

SUFFOLK UNIVERSITY, BOSTON. Graduate-level certificate in Local Government Leadership and Management. Graduated with honors in 2014.

COMMUNITY ACTIVITIES AND CERTIFICATIONS:

Massachusetts Certified Public Purchasing Official (MCPPO)- 2017 to Present

Member of the Development Review Team for the Town of Great Barrington- 2007 to 2014

Board of Directors, Berkshire Public Health Alliance- 2009 to 2014

Southern Berkshire Emergency Planning Committee Member- 2005 to 2014

250th Anniversary Committee Member and Staff Liaison/Town of Great Barrington- 2010 to 2012

Graduate of the Massachusetts Fire Academy- 180 Hour Firefighter I/II- 2006

Emergency Management Trainings: ICS 100, ICS 200, ICS-200/Fire Service, NIMS 700, IS-546, IS-547, IS-230, IS-242, IS-706, IS-10, IS-11, Haz-Mat Operational, MA Decontamination, FEMA Technical Emergency Response in Anniston Alabama.

Massachusetts DEP Certified Soil Evaluator- 2006 to 2018

Massachusetts DEP Certified Title 5 System Inspector- 2006 to 2018

PERSONAL:

Board Member, Great Barrington Historical Society- 2012 to 2014. (Member and Facebook Administrator).

Great Barrington Fire Department Deputy Chief's Award Recipient- 2007

Citation, Massachusetts House of Representatives- 2007

Mark Pruhenski - Comments of References

The following reference comments were provided by four individuals currently serving or who formerly served as elected or appointed officials or department heads in the Town of Great Barrington.

References describe Mark Pruhenski as a dedicated, diligent, and knowledgeable town administrator and public servant. He has strong experience with municipal budgets, financial management, personnel management, municipal and state regulations, and working with boards and committees, they noted.

Mr. Pruhenski is considered to be a highly effective manager, a strong writer and communicator, and an outstanding contributor both as an individual and as a team member, references said. They said he is a get-it-done kind of manager who does not believe in procrastination. He fully understands municipal operations and processes, they reported. Mr. Pruhenski knows how to coordinate projects and collaborate with department heads, employees, boards and commissions, business owners and managers, and surrounding communities, references said. He is considered to have a calm demeanor and have a calming influence on others, is highly professional, treats others with respect and has earned the respect of colleagues, and doesn't take himself too seriously, references said.

One reference noted that Mr. Pruhenski was part of an economic development review team when he worked in Great Barrington as the Town's health agent and that he was involved in many brainstorming sessions regarding economic development, offering useful ideas and suggestions. The reference noted that Mr. Pruhenski has a "can-do" attitude and is good at boosting the morale of colleagues. References said he is quick to grasp new concepts and enjoys learning; easily gives and shares credit with others; and is adept at team building and gaining consensus. Mr. Pruhenski is considered to be a "people person" who enjoys working with others.

References described Mr. Pruhenski as an extremely hard worker, a skilled manager of projects, an active and engaged listener who cares about the region and the citizens, and who is considered to be honest and trustworthy. References said he is articulate, straightforward, genuine, and has a quiet confidence in his abilities and knowledge. Mr. Pruhenski has a great deal of common sense, according to references, and goes the extra step to bring people along whether that's working on a project, dealing with a difficult situation, or coping with change.

Mr. Pruhenski is considered to be very helpful to board and committee members as well as to residents and business owners, references said. He is reported to have excellent time management skills, is very organized, diplomatic, effective, efficient, and passionate about local government. References said he puts his heart and soul into being a public servant and is highly committed to municipal management. He knows and supports municipal management best practices and seeks innovative ways to reduce costs while maintaining services, references said. He understands the importance of regionalization and sharing services to reduce costs while providing services and has implemented such practices via his current position, references said.



Kenneth Walto

Finalist for

Great Barrington Town Manager



Kenneth E. Walto
48 Raymond Drive
Dalton, MA 01226

February 20, 2019

Mr. Bernard Lynch, Principal
Community Paradigm Associates

RE: Great Barrington Town Manager

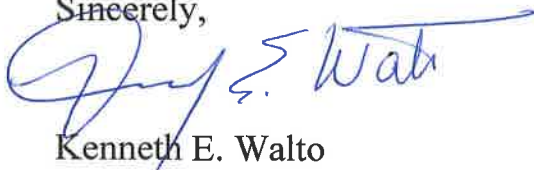
Dear Mr. Lynch:

Please accept this letter of interest and resume in application for the position of Great Barrington, Massachusetts Town Manager. I presently serve as Town Manager in the Town of Dalton, Massachusetts, a town of similar size and operating complexity and also in the Berkshires.

I hold an advanced degree, as is preferred, and have extensive experience in community development, especially economic development having served as the head of community development in the City of Pittsfield.

I have reviewed the extensive list of competencies desired and believe that I can offer Great Barrington the mature leadership desired.

Sincerely,



Kenneth E. Walto

48 Raymond Drive
Dalton, Ma 01226

413-684-1732,413-347-0536
k_walto@yahoo.com

Kenneth E. Walto

Experience

Town of Dalton, Dalton, MA
2001– Present

Town Manager,

- Manage small town, \$17 million budget, 50+ employees, 3 labor unions
- Prepare annual operating & capital budget, manage capital projects
- Overall supervision of facility maintenance including buildings, parks, cemeteries, streets, sewers etc.
- Massachusetts Certified Public Purchasing Official

Brien Center, Pittsfield, MA
1999–2001

Operations Manager,

- Direct 3 departments: Property Maintenance (25 locations), Payroll & Benefits (350 full and part-time employees), Grants & Contracts (30 state and local)
- Professional staff of six

City of Pittsfield, Pittsfield, MA
Dept. Community Development
1980–1999

Commissioner /Acting Director

- Direct multi-faceted program with \$4 million annual budget
Program emphasis: public works, urban renewal, housing, economic development
- Professional staff of ten

Deputy Director

- Chief financial and administrative officer for department
- Preparation and management of annual budget
- Preparation of financial reports and supervision of accounting, including payroll
- Oversight of large scale economic development projects

Economic Development Manager/Planner,

- Directed or participated in creation of four industrial parks
- Set up and directed four small business loan programs.
- Responsible for budgeting and financial reporting for community development programs

Berkshire Regional Transit Authority, Pittsfield, MA
1976–1980

Assistant to Administrator

- Participated in establishment of regional transit authority including route planning, service contracting, acquisition of capital equipment and construction of transit garage

Education

Rensselaer Polytechnic Institute - Troy, NY

- M.S., Economics 1989
- Thesis – *Productivity & Technical Change in the Plastics Products Industry*

Northeastern University - Boston, MA

- B.A., Economics, 1976
- Graduated: *High Honors and Department Honors*
- Co-operative work assignments: *Berkshire Regional Transit Authority, Urban Coalition*

Brunel University - Uxbridge, U.K.

- Student Exchange 1975
- Co-operative work assignment: *Wilkinson-Match Ltd.*

Berkshire Community College – Pittsfield, MA

- Courses 1978-1980: *Calculus, Trigonometry, Drafting, Art*

References

Furnished upon request

Affiliations

Massachusetts Municipal Management Association
Massachusetts Municipal Personnel Association
International City/County Management Association
Small Town Administrators of Massachusetts
Massachusetts Interlocal Insurance Association Board of Directors
Berkshire Regional Planning Commission Brownfields Committee

Kenneth Walto - Comments of References

The following reference comments were provided by three individuals who formerly served as elected or appointed officials in the Town of Dalton as well as an account executive with the Massachusetts Interlocal Insurance Association.

References described Kenneth Walto as an experienced town administrator who is hard working, determined, and “gets the job done.” They said he has a positive outlook and doesn't get frustrated or give up when a project or task becomes onerous.

Mr. Walto is reported to be a good team builder who has an open-door policy. References said he has a good rapport with employees and with residents in Dalton. People are comfortable approaching him and meeting to discuss issues, references said, noting that he has a calm and understanding demeanor. References said Mr. Walto is intelligent, a good presenter at board meetings and Town Meeting, and is skilled at bringing groups with different opinions to consensus.

References said Mr. Walto holds productive department head meetings, is supportive of staff, and makes employees feel they are valued. He is reported to be professional, dedicated, and someone with whom it is easy to work. References said Mr. Walto keeps employees and board members informed regarding projects and issues, has strong writing skills, and understands municipal management in smaller communities. He is reported to be courteous and considerate, organized, and adept at multi-tasking. Mr. Walto is level-headed, knowledgeable, and committed to the profession, references said.

Mr. Walto is experienced with budgeting and financial management, looks at issues calmly and rationally before reaching a decision, and is always well-prepared for meetings, references said. They noted that he is involved with “everything” in Dalton and strives to find solutions to any problems that arise. He is reported to be a thoughtful team player, an experienced manager of staff, and a professional who can manage a municipality in a calm and considered manner.

References said Mr. Walto has strong knowledge of Mass. General Laws and is very good at addressing changes in the laws as they arise. He is considered to be good at multi-tasking and coordinating projects, is a skilled grant writer and administrator, and is strong in managing finances and budgeting, references said. They noted that he managed such projects as the renovation of Dalton's Town Hall and repairs to the clock tower.

According to references, Mr. Walto's lengthy experience in the region would prove beneficial to Great Barrington and would help provide for a smooth transition. He is considered to be a calming presence and someone who is also driven to achieve success for the community.

