

Evan P Brassard



November 12, 2020

Bernard Lynch
Community Paradigm Associates, LLC
One Saddleback
Plymouth, MA 02360

Dear Mr. Lynch:

I am writing to apply for the position of Town Administrator for the Town of Grafton. My educational background in Political Science and Master's Degree in Public Administration, along with my professional experience as Town Administrator for the Town of Monson, makes me the ideal candidate for this position.

My current role as Town Administrator of Monson puts me in an excellent position to fill the similar role in Grafton. I was appointed to my current position in March of 2014 with no municipal leadership experience. Having to learn on my feet was nothing new and I welcomed the challenge. While I enjoy the government role I have chosen as a career, helping people is my real passion and has been the driver of all my professional development and education.

As Town Administrator in Monson I have overseen many difficult and diverse projects. From March of 2014 through November of 2015 I oversaw the building of Monson's new Town Offices/Police Department which were damaged beyond repair in the June 1, 2011 tornado. This project exposed me to large-scale public procurement and construction projects as the building finished at roughly \$10,000,000. Since this project we have gone on to steadily complete projects of importance to the municipality; I oversaw the implementation of the first true Capital Plan, worked to increase the Town's Bond Rating to AA Stable, implemented an IT Evergreen Plan to bring Monson in the 21st century, worked with the State of Massachusetts and Department of Capital Assets Management and Maintenance on revitalizing the currently vacant Monson Developmental Center, worked with the Fire Chief to transition Monson to 24/7 Paramedic Level Service, and much more.

Even with these accomplishments, my biggest successes are those that the public will likely never see. Upon my hire the Town of Monson was a very dysfunctional workplace. Department Heads would not attend monthly staff meetings, the School Department was adversarial to the Town Government, and employee engagement was very low. Over the past six years I have built these relationships back up and have helped created a new culture. The Town and Schools now work together regularly; we now even share a facilities and maintenance department. Department Heads work together on budgeting and capital planning, and interdepartmental sharing of resources is higher than it has been in years.

To schedule an interview, please contact me at [REDACTED] I look forward to meeting you to further discuss the position of Town Administrator for the Town of Grafton.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Evan Brassard', with a long horizontal flourish extending to the right.

Evan Brassard

Evan P. Brassard



SUMMARY OF QUALIFICATIONS:

- Master of Public Administration
- Graduate of Harvard's Program on Negotiation
- Expertise in emergency management and regulation
- Exceptional leadership skills and training
- Innovative and analytical thinker
- Excellent communication and inter-personal skills
- Seasoned public servant and steward

PROFESSIONAL EXPERIENCE:

Town of Monson, Monson, MA

March 2014 – present

Town Administrator

- Serves as Chief Administrative Officer for the Town of Monson
- Represents the Town and Board of Selectmen before meetings, state agencies, and town residents.
- Oversees the preparation of the annual town budget.
- Develops the lists of capital needs with other departments and committees and assists in developing priorities within budget constraints.
- Prepares and assists with grant applications and monitors implementation of grants received by the town.
- Monitors all actions against the town, including contracts, lawsuits, ethics matters and town Meeting warrants.
- Attends and participates at all regular and special meetings of the Board of Selectmen. Attends all sessions of Town Meetings.
- Maintains an inventory of all town property and be responsible for maintenance and repair of town property and equipment placed under their control.
- Implemented new procurement and surplus property policies
- Serves as Chief Procurement Officer, supervising the preparation of all bids and contracts, ensuring the procurement rules and regulations are followed; supervises and evaluates competitive bidding.
- Serves as Sexual Harassment Officer and ADA Coordinator.
- Responds to inquiries, complaints, and problems, and provides assistance to department directors, town staff, local and state officials, and business and community leaders, citizens, the news media, and the general public. Resolves the more difficult customer service requests.
- Participates in the collective bargaining process as the Board of Selectmen's representative.
- Responsible for the preparation of annual and special town meeting warrants and annual town report. Attends all sessions of the town meeting and provides Selectmen with information to address questions from voters of the Town.
- Coordinates litigation and legal opinions between the Selectmen, Town Counsel, and various boards, departments, committees, and commissions.
- Reviews budget reports, financial statements, requests for proposals, and other documents; makes recommendations and forwards documents for further action as required. Composes letters, memos, e-mail documents and other materials; writes reports.
- Maintains knowledge of practices and trends in local government management by attending professional seminars and conferences.

Town of Monson, Monson, MA

August 2011 – 2014

Emergency Management Director

- Implemented the purchase of a town-wide emergency notification system and oversees the deployment of the system
- Coordinated and directed the planning, organization, control, and implementation of emergency management
- Chairman of Local Emergency Planning Committee
- Organized, developed, and implemented the Emergency Operations Plan

Rehabilitative Resources, Inc., Sturbridge, MA

February 2013 – Present

Director of Quality Improvement

- Facilitated all Continuous Quality Improvement initiatives and methodologies for the agency
- Oversaw Quality Improvement daily operations
- Lead Innovation Team for Strategic Planning
- Collaborated with all agency departments
- Managed internal records and reviews of Disabled Persons Protection Commission investigations
- Acted as the agency liaison for the Office of Quality Enhancement bi-annual licensure survey
- Liaised with agency stakeholders to ensure the professional standing of the agency
- Coordinated and facilitated necessary paperwork and response to credentialing bodies such as; DDS, MASSHealth, Social Security, etc.
- Expedited internal review and audits as needed to ensure appropriate standards and services are being met
- Managed the review, revision, and development of policies for the Policy Procedure Manual
- Contributed to the creation of Requests for Response and presentations of the proposals

Rehabilitative Resources, Inc., Sturbridge, MA

February 2010 – February 2013

Quality Assurance Manager

- Assisted in all aspects of daily operations
- Supported Director of Quality Assurance
- Served as agencies Human Rights Coordinator
- Supervised the Individual Supports Department
- Oversaw writing and efficacy of Emergency Evacuation Safety Plans
- Authored and maintained all agency Disaster Plans and Missing Persons Protocols
- Developed reports as requested by the Director of Quality Improvement that reflect empirical data which is collected to ensure appropriate service delivery and risk mitigation
- Reviewed all Agency restraints, participate as a member of the Restraint Reduction Task Force ensuring human rights and least restrictive practices are implemented and meet DDS regulation

EDUCATION:

Anna Maria College

December 2012

Master of Public Administration

- Concentration in Emergency Management
- 3.96 GPA

University of Massachusetts, Amherst, MA

February 2010

Bachelor of Science in Political Science

- UMASS Policy Debate Team
- Magna Cum Laude