

Terrence P. Morris

Attorney at Law

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September 18, 1989

Mr. Michael Gardner
Director of Personnel
City of Cambridge
795 Massachusetts Ave
Cambridge, MA 02138

Dear Mr. Gardner:

It is my understanding that you are currently seeking candidates for the position of Executive Director of the Cambridge Rent Control Board. I wish to have my credentials considered. Enclosed you will find my resume and writing samples.

The writings best articulate the type of experience in policy development and analysis of complex municipal issues that I would bring to the position. My background is steeped in public service on both the state and local level as an administrator and an elected official. I am also a member of the Massachusetts Bar.

For over 15 years I have been the Deputy Director of Administration at the Commission Against Discrimination (MCAD). The MCAD is a quasi-judicial agency which enforces the state's civil rights laws. My responsibilities include the administration of a \$2.1 million budget with more than 60 employees and the management of a computerized case processing system comprising over 4,000 cases.

From 1973-83 I was elected to the Newton Board of Aldermen where I served as chairman of the City Planning and Land Use committees. In that capacity I was the lead person in administering the zoning code and authored several amendments to the Code dealing with affordable housing. During my tenure the Board adopted the first inclusionary zoning ordinance for low-income housing in the Commonwealth. The writing samples reflect that experience.

I trust that my credentials and experience meet your requirements and look forward to discussing the opportunities with you. Thank you for your consideration.

Sincerely,

Terrence P. Morris

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Attorney at Law

Resume

EMPLOYMENT: Commission Against Discrimination
Commonwealth of Massachusetts
(1971 - Present)

11/74 - Present Deputy Director of Administration

Responsible for administering budgetary, personnel and ADP functions and for implementation, maintenance and expansion of a computer-based MIS used to coordinate the case processing activity of the Commission's Investigative and Legal Divisions.

3/72 - 11/74 Planning & Program Assistant to the Director

General responsibility for training staff in methods of investigation, use of interrogatories and subpoenas, report writing, and drafting of causal determinations.

1/71 - 3/72 Contract Analyst/EEO Coordinator/Investigator

Negotiated affirmative action provisions for state contracts and monitored same for compliance with EEO requirements; established liaisons between minority manpower referral agencies and contractors, labor unions and personnel departments; investigated charges of unlawful discrimination in employment.

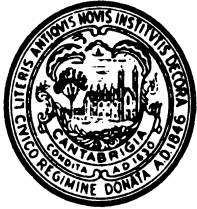
RELATED EXPERIENCE: Newton Board of Aldermen (1973 - 83)

1977 - 1983 Chairman, Land Use Committee

Administered the special permit process under M.G.L. c. 40A and the Newton Zoning Code which involved analysis of the economic, social and environmental impact of public and private development proposals.

EDUCATION: B.A. College of the Holy Cross
J.D. Suffolk University Law School

PROFESSIONAL: Massachusetts Bar



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

January 22, 1990

The Honorable, The City Council:

Please be advised, that I have appointed Attorney Terrence P. Morris, 57 Elm Road, Newton, as the Executive Director of the Cambridge Rent Control Board.

As you can see from the attached resume, Attorney Morris brings an excellent background of administrative and legislative experience to this important position.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev

attachment

Agenda # 3

A-10

Appointment of Terrence P. Morris as the
Executive Director of the Cambridge Rent
Control Board.

In City Council,

January 22, 1990

Placed on file