

JEFFREY D. NUTTING
P.O. BOX 101
Medway, MA 02053
508-533-5850

**PROFESSIONAL
EXPERIENCE:**

Management Consultant, 1985 to present.

Affiliated with the MMA Consulting Group, Inc. Boston, Massachusetts and Management and Leadership Systems, Portland, Maine.

Consulting to municipalities with populations up to 100,000 in the areas of executive recruitment, wage and classification plans, general personnel and management issues, and organization design.

Training for elected and appointed officials and staff dealing on team building, internal communication, cooperation and conflict management, leadership, governance and management issues, supervision and evaluation, school-municipal relations, board - c. e. o. relations, department head and staff training. Completed over 100 projects to date.

Interim Municipal Management, 1983 to present

Affiliated with Prime USA, Boston, Massachusetts

Served as the interim chief executive officer or department head in the following communities:

City of Gloversville, New York

Interim Director of the Department of Public Works, 1990 (4 months)

Served as interim director of public works overseeing a budget of \$3.1 million and a work force of 50. Duties included major reorganization of the department, preparing the FY 91 budget including a five year capital plan, proposing and implementing cost savings measures, recommending for FY 91 a preventative maintenance plan, inventory control, scheduling, adoptions of personnel policies, a sanitary and storm sewer cleaning plan, a city wide garbage plan, etc. along with the daily operations of the department.

Town of Ashland, Massachusetts

Interim Town Manager, 1990 (3 months)

Served as chief executive officer for a town of 12,000 people. Major duties included preparation of a \$16 million fiscal 1991 budget requiring a \$1.5 million reduction from the current budget, negotiating the clean up of a super fund site and overseeing the day to day operations of the town.

Town of Mashpee, Massachusetts

Interim Executive Secretary (Town Administrator), 1989-90 (6 months)

Served as chief administrative officer for a town of 9,000 people (25,000 seasonal) with over 100 employees, responsible for \$18 million budget. Major duties included preparation of the fiscal 1991 budget, and assist in the recruitment and selection of a permanent executive secretary.

Town of Marshfield, Massachusetts

Interim Town Administrator, 1989 (3 months)

Served as chief executive officer for town of 23,000 people (40,000 seasonal) with over 200 employees, responsible for \$31 million budget. Major duties included overseeing the implementation of new computer software program for all financial operations of the town and developing a plan to reduce the approved budget by \$1.4 million two months into the fiscal year.

Jeffrey D. Nutting

Town of Stoneham, Massachusetts

Interim Town Administrator, 1988 to 1989 (five months).

Served as chief executive officer for town of 23,000 people and with 250 employees, responsible for a \$32 million budget. Major duties included development of budget with approximateley 5% reduction in personnel and cuts in services, negotiating labor contracts, implementing a revenue enhancement program and assisting new Town Administrator during transition period.

Township of East Brunswick, New Jersey

Interim Assistant Director of Planning and Community Development, 1987 (five months).

Served as assistant director responsible for management, education and training of the director and thirteen full-time staff in town of 43,000 people in the area of project management, communications, planning, scheduling, time management and public relations.

Town of Hopkinton, Massachusetts

Interim Executive Secretary (Town Administrator M.G.L. Chap. 41 Sec. 23), 1986 to 1987 (four months).

Served as Chief Administrative Officer for a town of 8,000 people and 100 full-time and part-time employees, responsible for a budget of \$9.5 million. Major duties included recruitment and selection of new Town Administrator, review of personnel system, insurance program, and budget development. Worked with Board of Selectmen to clarify roles and responsibilities.

Town of North Reading, Massachusetts

Interim Town Administrator, 1985 (five months).

Served as Chief Executive Officer for town of 12,000 people and with 120 full and part-time employees, responsible for a budget of \$13 million. Served as personnel director, purchasing agent, grant writer, labor negotiator (four unions), fair housing director, and affirmative action officer. Major duties included acquiring a site for low income housing, overseeing a wage and classification study and enhancing revenues.

Town of Uxbridge, Massachusetts

Interim Administrative Assistant, 1983 (five months).

Served as Administrative Assistant for town of 8,000 people and with 60 full and part-time employees, responsible for a budget of \$8 million. Major duties included budget development, community development, and grant writing. Assisted in the recruitment and selection of permanent administrative assistant.

Town of Medway, Massachusetts

Administrative Assistant & DPW Administrator, 1980 to 1982.

Served as Administrative Assistant for town of 9,000 people and with 75 full and part-time employees, responsible for a budget of \$9 million. Major responsibility in the areas of budget development, grantwriter, community liason. Seved as DPW Administrator in charge of planning, scheduling, and budgets of highway, water, sewer and recreation departments.

Jeffrey D. Nutting

Braun's Express Inc. Hopedale, Massachusetts
Vice President, 1974-1980

Responsible for personnel management, customer relations, dispatching, marketing, and capital purchase for rapidly expanding trucking company. Revenues increased from \$80,000 To \$2.2 million, employees from 2 to 21 and vehicles from 1 to 26 during this period. Expanded common carrier into airfreight, rail and ocean container operations.

COMMUNITY SERVICE:

Medway, Massachusetts School Committee, 1988 to present.
Medway Government Study Committee (Chairman) 1987 to 1990
Medway Board of Selectmen (Chairman), Chief Elected Officer, 1983 - 1986.
Massachusetts Municipal Association, Advisory Committee on Solid Waste, 1983 - 1986.
Comm. of Massachusetts - Special Legislative Commission on Civil Service, 1984 - 1986.
Norfolk County Advisory Board, 1980 - 1982.
Metropolitan Area Planning Council, 1980 - 1982.
South Middlesex Opportunity Council (Fuel Assistance Program), 1980 - 1982.
Medway Finance Committee (Chairman), 1976 - 1980.
Served on seven other committees for the Town of Medway, 1976-1985
Medway Good Government Association, vice chairman 1978

PROFESSIONAL AWARDS:

Massachusetts Association of Town Finance Committees, 1980
First Place - Finance Committee Annual Report

Massachusetts Municipal Association, Pickard Memorial Innovation Award, Joint Purchase of Capital Equipment, 1985

SEMINARS AND COURSES PRESENTED:

- * Connecticut Conference of Municipalities 1988 annual meeting - Conflict Resolution
- * ICMA 1987 annual meeting - Interim Management
- * Ohio Municipal Managers Meeting 1988 - Interim Management
- * New York Managers Annual Meeting 1990 - Interim Management
- * Massachusetts Municipal Association 1986-1989 annual meetings - Making Politically Unpopular Decisions, Leadership in Small Town's, Conflict Resolution, Picking the Best and the Brightest, Improving Board-Staff Relations, Improving Town Meeting, School-Municipal Relations.
- * Middlesex Community College, Bedford, MA - Municipal Management Institute 1987-1988. Six week municipal management course for department heads and first line supervisors.

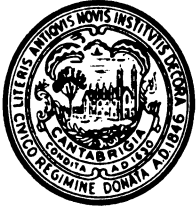
ASSOCIATIONS:

International City Management Association
Massachusetts Municipal Management Association
Massachusetts Selectmen Association - Life Member
Norfolk County Selectmen Association - Life Member

EDUCATION:

Bachelor of Science (1979) - Political science, concentration in public administration
Northeastern University, Boston, Massachusetts

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CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

January 14, 1991

To The Honorable, The City Council:

Please be advised that I have appointed Jeffrey Nutting as interim Public Works Coordinator during Commissioner Ryan's absence due to illness. As can be seen from the attached resume, Mr. Nutting serves in these interim roles as a profession.

He will not be an applicant for the permanent position.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Robert W. Healy".

Robert W. Healy
City Manager

RWH/mev

Agenda # 6 A-16

Appointment of Jeffery Nutting as the
Interim Public Works Coordinator.

In City Council,

January 14, 1991

Placed on file