



**Town of Arlington  
Office of the Town Manager**

**Sanford M. Pooler  
Deputy Town Manager**

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May 6, 2022

Hon. Len Diggins, Select Board Chair  
730 Mass. Ave.  
Arlington, MA 02476

Dear Chair Diggins,

I write to express my interest in the Acting Town Manager position.

I have worked for the Town for the past six years as the Deputy Town Manager. When I came to Arlington, I knew its reputation as a well managed community. During the past six years, I have come to know the excellent department heads and other staff, the dedicated Select Board, and the volunteer members of key committees, such as the Finance Committee and Capital Planning Committee. It has been my pleasure to work on many different projects to make Arlington a better town for its residents and visitors.

I have attached my resume for your consideration.

It would be an honor and pleasure to serve the Town as Acting Manager after Adam Chapdelaine's departure. I am more than happy to help the transition to a new Manager and to work with the Select Board to continue our progress forward together.

Sincerely,

*Sandy Pooler*

Sandy Pooler

Cc: Caryn Malloy, Human Resources Director

## Sanford M. Pooler

### Experience

2016-Present	<b>TOWN OF ARLINGTON</b> <b>Deputy Town Manager/Finance Director</b>	Arlington, MA
	<ul style="list-style-type: none"><li>• Manage Finance Departments: Assessing, Comptroller, Treasurer/Collector, and Information Technology.</li><li>• Prepare annual operating budget, Capital Improvement Plan, revenue and expenditure forecasts, and debt offering statements</li><li>• Prepare cost estimates for and, with Human Services Director, conduct collective bargaining negotiations</li><li>• Advise and coordinate with Town Manager on overall management issues</li></ul>	
2011-2016	<b>TOWN OF AMHERST</b> <b>Finance Director</b>	Amherst, MA
	<ul style="list-style-type: none"><li>• Prepared annual operating budget, Capital Improvement Plan, revenue and expenditure forecasts, and debt offering statements</li><li>• Staff to Finance and Joint Capital Planning Committees.</li><li>• Oversaw Accounting, Assessing, Treasurer/Collector's, and Information Technology Departments.</li></ul>	
2006-2009	<b>CITY OF NEWTON</b> <b>Chief Administrative Officer</b>	Newton, MA
	<ul style="list-style-type: none"><li>• Oversaw and directed the day-to-day operations of 20 city departments.</li><li>• Supervised the activities of the Chief Budget Officer and formulated municipal fiscal policy.</li><li>• Represented the Mayor at meetings with the Board of Aldermen, community groups, municipal, state, and federal agencies, and the press.</li></ul>	
1998-2005	<b>CITY OF NEWTON</b> <b>Chief Budget Officer</b>	Newton, MA
	<ul style="list-style-type: none"><li>• Prepared annual operating budget, capital improvement plan, and revenue and expenditure forecasts.<ul style="list-style-type: none"><li>○ Annually produced balanced budgets and had them adopted on time, every year.</li><li>○ Maintained the City's Aaa bond rating from Moody's Investor Service.</li></ul></li></ul>	
1989-1997	<b>MASSACHUSETTS HOUSE OF REPRESENTATIVES</b> <b>Staff Director, Committee on State Administration</b>	Boston, MA
	<ul style="list-style-type: none"><li>• Oversaw legislative and constituent service staff.</li><li>• Drafted legislation, speeches, and position papers for Rep. David B. Cohen.</li><li>• Organized, scheduled, and coordinated committee hearings.</li></ul> <b>Committee Counsel</b> <ul style="list-style-type: none"><li>• Counsel to Bills in Third Reading; Banks and Banking; and Science and Technology committees.</li><li>• Staff Counsel to Rep. David B. Cohen during his term as Assistant Vice-Chair of the Committee on Ways and Means.</li></ul>	
1988-1989	<b>HONORABLE ALBERT LEE STEPHENS, JR</b> <b>Law Clerk to Federal District Court Judge sitting by designation on the 9<sup>th</sup> Circuit</b>	Los Angeles, CA
	<ul style="list-style-type: none"><li>• Researched and drafted appellate opinions.</li></ul>	

1980-1985	<b>MASSACHUSETTS PUBLIC INTEREST RESEARCH GROUP &amp; FUND FOR PUBLIC INTEREST RESEARCH</b> <b>Co-coordinator, Public Interest Lobby</b> <ul style="list-style-type: none"><li>Organized MASSPIRG members in a grassroots lobbying program around environmental issues.</li></ul> <b>Director, Telephone Solicitation Project</b> <ul style="list-style-type: none"><li>Created and directed telephone fundraising project.</li></ul> <b>National Director, Canvass Program</b> <ul style="list-style-type: none"><li>Developed and directed door to door canvass for MASSPIRG and PIRGs in 10 states.</li></ul>	Boston, MA & Nationwide
Education	<b>HARVARD UNIVERSITY, John F. Kennedy School of Government</b> <b>Master in Public Administration, ██████████</b>	Cambridge, MA
	<b>UNIVERSITY of CALIFORNIA at LOS ANGELES SCHOOL of LAW</b> <b>Juris Doctor, ██████████, Order of the Coif (Top 10% of class)</b>	Los Angeles, CA
	<b>DARTMOUTH COLLEGE</b> <b>A.B., with Distinction in History, ██████████</b>	Hanover, NH

**Additional Information**

- California and Massachusetts Bars, admitted ████████ to present.
- Massachusetts Government Finance Officers Association, Board member ██████████, President ██████████.
- Massachusetts Municipal Managers Association, Member.