

PHYLLIS L. MARSHALL-HARTMAN

SUMMARY

More than thirty years of public administration and experience have provided me opportunities to demonstrate skills in communication, leadership, and team building. Working in the Town of Belmont for four years as the Assistant Town Administrator and the Interim Town Administrator for ten months has given me experience with all aspects of Town management. Experience as the Treasurer-Collector in Watertown for more than ten years provided knowledge and practice with financing of capital projects, general fund and enterprise fund budgeting, capital budget development, debt service funding and projections. I am seeking the opportunity to continue to apply these skills as Treasurer and Collector in Arlington.

EXPERIENCE

- As Interim Town Administrator I exercised all responsibilities of the Town Administrator as outlined in the Special Act and Town Bylaws.
- Serve as the Treasurer for the Belmont High School Building Committee formed in 2016 as the project proceeds through the MSBA process.
- Development of Budget and Capital Improvement Program with Town Administrator for approximately \$111 million Budget; review of all department requests for annual budget, including operational expenses, additional funding and Capital Improvement Plan.
- Debt Issuance including preparation of documentation for Official Statement and coordination of bond sale with financial advisors for capital budget and debt service.
- Develop and maintain relationships with the Selectmen, department heads, employees, and members of Boards and Committees such as Warrant Committee, Capital Budget Committee, Major Capital Projects Working Group, Building Committee members to achieve project goals and objectives.
- Project Leader for complex construction and renovation projects to negotiate contracts and supervise work performed by consultants including:
 - \$12 million New Police Facility,
 - \$10 million Restoration and New Library

PROFESSIONAL EXPERIENCE

Assistant Town Administrator, Town of Belmont, MA, 2014 to August 31, 2018

Interim Town Administrator, Town of Belmont, MA, March 2017 to January 2018

Treasurer-Collector, Watertown, MA, 2003 to 2014

Assistant to Town Manager/Purchasing Agent, Watertown, MA, 2001-2003

Business Manager-Department Public Works, Winchester, MA, 1999-2001

Project Manager, Southeastern CT Regional Project (14 municipalities),
Connecticut Resources Recovery Authority, Hartford, CT, 1992-1998

Assistant Project Manager, Bridgeport Regional Project (17 municipalities),
Connecticut Resources Recovery Authority, Hartford, CT, 1989-1992

Assistant County Administrator, Scott County, Iowa, 1984-1988

Contract Consulting Services, MMA Consulting Group, Inc, Boston, MA, 1998-2001

EDUCATION

Master's Degree in public administration, University of Kansas, Lawrence, Kansas

Bachelor of Arts, Political Science and English Literature, Baker University,
Baldwin City, Kansas

Certificate, MCCPO, Procurement Supplies and Services and Chapter 149

PROFESSIONAL AFFILIATIONS

International City/County Management Association (ICMA)

Massachusetts Municipal Managers Association (MMMA)

COMMUNITY SERVICE

- Massachusetts Hospital School – Volunteer, 2012-2013
- Town of Medway, MA - Finance Committee, 1998-1999
- YMCA of Meriden, CT, - Board of Directors, 1989-1991
- United Way, New Programs Committee, 1986-1988