

APPOINTMENTS COMMITTEE MEETING  
Town Council Conference Room

Councilor Jessica Rapp Grassetti  
Councilor Tracy Shaughnessy  
Councilor Eric Steinhilber  
Councilor David Bogan  
Councilor Paul C. Neary

January 19, 2021 5:30pm

MEETING MINUTES

**Administrative Assistant Kelly Crahan opened the meeting via Zoom link at 5:30pm.**

**Roll Call was taken by Town Council Administrator**

**In attendance:** Chair of Committee Councilor Eric Steinhilber, Councilor David Bogan, Councilor Paul Neary, Councilor, Councilor Jessica Rapp Grassetti and Councilor Tracy Shaughnessy.

**Chair of Committee asked if there was anyone for Public Comment: Hearing none**

**Public: Councilor Matthew Levesque, Councilor Gordon Starr and Patricia Fairham**

**Public Comment: None**

**Response to Public Comment: None**

**Vote for Chair of the Appointments Committee**

Administrative assistant asked for nominations from the Committee members for Chair of the Appointments Committee; Councilor Eric Steinhilber made motion to vote Councilor Jessica Rapp Grassetti Chair of the Appointments Committee, this was seconded by Councilor David Bogan. Administrative assistant Kelly Crahan took a Roll call vote for the nomination for Chair of the Appointments Committee.

**Councilor Jessica Rapp Grassetti Yes**

**Councilor Tracy Shaughnessy Yes**

**Councilor David Bogan Yes**

**Councilor Paul C. Neary Yes**

**Councilor Eric Steinhilber Yes**

**I. BUSINESS:**

Interview the following candidates:

**Comprehensive Financial Advisory Committee: Adam Carter (Application below)**

**Adam Carter**  
3 Settlers Ln  
Hyannis, MA 02601  
(T) 207-669-2052 (E) adam.carter625@gmail.com  
LinkedIn: adamccarter

**PROFESSIONAL OBJECTIVE**

Dynamic and driven professional with a proven record of building cross-functional teams, fostering strong relationships, and coaching individuals to success. A transformational, adaptable leader with exceptional communication skills and the ability to make critical decisions during challenging times. Seeking a leadership position to utilize these skills to develop opportunities that contribute to the accomplishment of organizational goals and the overall mission.

**RECENT RELEVANT WORK EXPERIENCE**

**Marine Biological Laboratory, Woods Hole, MA 2019 – Present**

Director, Research Administration and Sponsored Programs

- Responsible for the administration and oversight of sponsored and non-sponsored research, including pre-award, post-award, and closeout. Directly supervises Grant Coordinators and support staff in the Office of Sponsored Programs (OSP)
- Prepare and monitor the annual operating budget for the Division of Research, including coordinating with Center Directors and Administrators on individual Center budgets
- Oversee Post Award forecasting and execution working with the Center Administrators to ensure forecasts are kept up to date
- Provide quarterly status updates to Financial Services on budget versus actual for the Division of Research
- Provide guidance and direction, as well as training and development opportunities for OSP staff and Center Administration
- Develop and maintain key metrics for reporting research performance data to executive leadership and board of directors
- Identify strategic priorities for the Division of Research. Disseminate funding opportunities and policy updates. Meet with Researchers to discuss funding plans, runways, and provide programmatic guidance
- Manage/oversee Material Transfer Agreements and the intellectual property protocol/process

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### MEETING MINUTES

#### **The Jackson Laboratory, Farmington, CT 2011 – 2019**

Senior Manager, Sponsored Projects & Administrative Services (2017 – 2019)

- Coordinate and oversee the day to day administrative operations of the Financial Services Division at the JAX Connecticut campus
- Responsible for leading and developing a professional, positive and cohesive team.
- Serve as the on-site resource for Sponsored Research Administration, including pre-awards and oversight of federally sponsored programs, regulations (Uniform Guidance) interpretation and requirements of specific funding programs, and grant proposal development at JAX Connecticut campus
- Develop strategy for increasing productivity and enhancing customer service experience. Develop and tracks key metrics to benchmark performance and workload.

Interim Director, Office of Sponsored Programs (2015 – 2017)

- Oversight of Sponsored Programs administration - oversee all functions of the departments that comprise the Sponsored Programs Office: the grants application process, including the management of all scientific and administrative reviews; administrative management of institutional grants; oversight of all sponsor technical reporting and relevant compliance requirements.
- Strategic planning and financial analysis
- Research program oversight - provide information and counsel to the scientific staff on program financial management, labor allocation, budget development, funding strategies, and resource management.
- Stewardship of sponsored funds - serve as authorized institutional official in negotiations with sponsoring agencies, ensuring compliance with sponsor mandated requirements on funds management, cost accounting standards, animal and human subjects welfare, data sharing, conflict of interest, research integrity, and management of prior approval systems

#### EDUCATION

Master of Business Administration

Texas A&M University, Corpus Christi, TX (AACSB accredited)

Honors: magna cum laude

B.S. Business and Liberal Studies

Husson University, Bangor, ME

Honors: summa cum laude

Certified Research Administrator (CRA), Research Administrators Certification Council

#### RECENT RELEVANT PROFESSIONAL ACTIVITIES/EXPERIENCE

Member, Education Scholarship Fund Committee (NCURA), 2020 – Current

Presenter, "How do we see ourselves? Thoughts on Research Administration" 2020 NCURA PRA Conference

Presenter, "Where do I belong? Switching between PUI and research intensive institutions" 2020 NCURA Annual Meeting 62

Co-Chair: Association of Independent Research Institutes (AIRI) Roundtable Committee 2018

Member, AIRI Information Committee 2018

Member, AIRI Program Committee 2018

Member, AIRI Membership Committee 2018

Member, Federal Demonstration Partnership (FDP)

Member, National Council of University Research Administrators (NCURA)

#### PUBLICATIONS

Carter, A. C. (2019). Taking a Collaborative Approach to Pre-Award Grants Management Software Selection (Vol. 51). Washington, DC: NCURA Magazine.

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MEETING MINUTES

**Town of Barnstable  
Application Form**

**Board/Commission/Committee Application Form**

Name: Adam Carter Address: 3 Settlers Lane, Hyannis, MA 02601

Mailing Address: 3 Settlers Lane, Hyannis, MA 02601 E-mail: adam.carter625@gmail.com

Telephone: (H) 207 669 2052 (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Educational Background: Advanced business degree (MBA) from texas M&B, graduated magna cum laude

Work Experience: Operational and financial leadership, Concentrated and nonprofit organization

Are you a resident and registered to vote in the town of Barnstable? Yes  No  Have you applied in the past? Yes  No  If yes, please when & which committee: \_\_\_\_\_

**REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.**

Please check (not more than five) of interest:

- |  |  |
|--|--|
| <input type="checkbox"/> Airport Commission                                    | <input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission |
| <input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee     | <input checked="" type="checkbox"/> Infrastructure & Energy Committee                |
| <input type="checkbox"/> Board of Assessors                                    | <input type="checkbox"/> Jane Eshbaugh Community Service Award Committee             |
| <input type="checkbox"/> Board of Health                                       | <input type="checkbox"/> JFK Memorial Trust Fund                                     |
| <input type="checkbox"/> Cable TV Advisory Committee                           | <input type="checkbox"/> Land Acquisition & Preservation Committee                   |
| <input type="checkbox"/> Community Preservation Committee                      | <input type="checkbox"/> Licensing Authority   |
| <input checked="" type="checkbox"/> Comprehensive Financial Advisory Committee | <input type="checkbox"/> Shellfish Advisory Board                                    |
| <input type="checkbox"/> Conservation Commission                               | <input type="checkbox"/> Old Kings Hwy Historic District Commission                  |
| <input type="checkbox"/> Council on Aging                                      | <input type="checkbox"/> Planning Board  |
| <input type="checkbox"/> Cultural Council (Mid-Cape)                           | <input type="checkbox"/> Recreation Commission                                       |
| <input type="checkbox"/> Disability Commission                                 | <input checked="" type="checkbox"/> Sandy Neck Board                                 |
| <input type="checkbox"/> Barnstable Economic Development Commission            | <input type="checkbox"/> Scholarship Committee                                       |
| <input type="checkbox"/> Elderly & Disabled Taxation Aid Committee             | <input type="checkbox"/> Trust Fund Advisory Board                                   |
| <input type="checkbox"/> Golf Committee  | <input type="checkbox"/> Water Quality Advisory Committee                            |
| <input type="checkbox"/> Historical Commission                                 | <input type="checkbox"/> Waterways Committee   |
| <input type="checkbox"/> Housing Committee                                     | <input type="checkbox"/> Youth Commission ( high school student)                     |
| <input type="checkbox"/> Human Services Committee                              | <input type="checkbox"/> Zoning Board of Appeals                                     |

\_\_\_\_\_  
01/12/2021

Signature Date

**NOTE:** Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well.

If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

Chair of Committee asked for a motion to approve the recommendation for the nomination of Adam Carter as a regular member to the Comprehensive Financial Advisory Committee; Councilor David Bogan made the motion to recommend Adam Carter as a regular member to the Comprehensive Financial Advisory Committee, this was seconded by Council Eric Steinhilber. Administrative assistant Kelly Crahan took a Roll Call vote for the nomination of Adam Carter as a regular member to the Comprehensive Financial Advisory Committee.

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January 19, 2021 5:30pm

## MEETING MINUTES

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Paul C. Neary	Yes
Councilor Eric Steinhilber	Yes

**Licensing Authority:** John Flores (Application below)

Dec 15 2020 5:56pm    Totally Mobile    508-858-3392    p 1

**Town of Barnstable**  
Application Form  
Board/Commission/Committee Application Form

Name: John G Flores    Address: 83 KEENEY LANE CUMMAQUID 02637  
PO Box 447  
Mailing Address: Same    E-mail: JOHNFLORES2015@GMAIL.COM

Telephone: (H) 508-744-7900 (W) 508-744-7900 (Cell) 617-686-6516

Educational Background: Ph.D. UConn    M.S. Boston U    BS UNMSB Barnst

Work Experience: RETIRED COLLEGE DEAN, SCHOOL SUPV, EDUCATOR, BUSINESS DEAN

Are you a resident and registered to vote in the town of Barnstable?    Yes  No  Have you applied in the past?    Yes  No  If yes, please when & which committee: AIRPORT COMMISSION

**REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.**

Please check (not more than five) of interest:

<input checked="" type="checkbox"/> Airport Commission	<input type="checkbox"/> Barnstable Economic Development Commission	<input type="checkbox"/> Old Kings Hwy Historic District Commission
<input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee	<input type="checkbox"/> Elderly & Disabled Taxation Aid Committee	<input type="checkbox"/> Planning Board
<input checked="" type="checkbox"/> Board of Assessors	<input type="checkbox"/> Golf Committee	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Board of Health	<input type="checkbox"/> Historical Commission	<input type="checkbox"/> Sandy Neck Board
<input checked="" type="checkbox"/> Cable TV Advisory Committee	<input type="checkbox"/> Housing Committee	<input type="checkbox"/> Scholarship Committee
<input checked="" type="checkbox"/> Community Preservation Committee	<input type="checkbox"/> Human Services Committee	<input type="checkbox"/> Shellfish Advisory Board
<input checked="" type="checkbox"/> Comprehensive Financial Advisory Committee	<input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission	<input type="checkbox"/> Trust Fund Advisory Board
<input checked="" type="checkbox"/> Conservation Commission	<input type="checkbox"/> Infrastructure & Energy Committee	<input type="checkbox"/> Water Quality Advisory Committee
<input checked="" type="checkbox"/> Council on Aging	<input type="checkbox"/> Jane Fethbough Community Service Award Committee	<input type="checkbox"/> Waterways Committee
<input type="checkbox"/> Cultural Council (Mid-Cape)	<input type="checkbox"/> JFK Memorial Trust Fund	<input type="checkbox"/> Youth Commission (high school students)
<input checked="" type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals

Signature: [Signature]    Title: Licensing Authority    Date: 12/16/20

**NOTE:** Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well. If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

Rev 06/2018

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January 19, 2021 5:30pm

### MEETING MINUTES

Chair of Committee asked for a motion to approve the recommendation for the nomination of John Flores as a regular member to the Licensing Authority; Councilor Eric Steinhilber made the motion to recommend as a regular member to the Licensing Authority, this was seconded by Councilor David Bogan. Administrative assistant Kelly Crahan took a Roll Call vote for the nomination of John Flores as a regular member to the Licensing Authority.

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Paul C. Neary	Yes
Councilor Eric Steinhilber	Yes

### Human Services Committee Carlos Barbosa (Application below)

Town of Barnstable  
Application Form  
Board/Commission/Committee Application Form

Name: CARLOS BARBOSA Address: 320 STEVENS ST. UNIT D3 HYANNIS  
 Mailing Address: SAME E-mail: COLONSOFCAPRCD@GMAIL.COM  
 Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) (508) 364-7792  
 Educational Background: COLLEGE DEGREE (BUSINESS ADM.)  
 Work Experience: BUSINESS OWNER, FOR 23 YEARS.  
 Are you a resident and registered to vote in the town of Barnstable? Yes  No  Have you applied in the past? Yes  No  If yes, please when & which committee: \_\_\_\_\_

**REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.**

Please check (not more than five) of interest:

<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Barnstable Economic Development Commission	<input type="checkbox"/> Old Kings Hwy Historic District Commission
<input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee	<input type="checkbox"/> Elderly & Disabled Taxation Aid Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Assessors	<input type="checkbox"/> Golf Committee	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Board of Health	<input type="checkbox"/> Historical Commission	<input type="checkbox"/> Sandy Neck Board
<input type="checkbox"/> Cable TV Advisory Committee	<input type="checkbox"/> Housing Committee	<input type="checkbox"/> Scholarship Committee
<input type="checkbox"/> Community Preservation Committee	<input checked="" type="checkbox"/> Human Services Committee	<input type="checkbox"/> Shellfish Advisory Board
<input type="checkbox"/> Comprehensive Financial Advisory Committee	<input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission	<input type="checkbox"/> Trust Fund Advisory Board
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/> Infrastructure & Energy Committee	<input type="checkbox"/> Water Quality Advisory Committee
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Jane Eshbaugh Community Service Award Committee	<input type="checkbox"/> Waterways Committee
<input type="checkbox"/> Cultural Council (Mid-Cape)	<input type="checkbox"/> JFK Memorial Trust Fund	<input type="checkbox"/> Youth Commission (high school students)
<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals
	<input checked="" type="checkbox"/> Licensing Authority	

Signature: [Signature] Date: 11/21/20

**NOTE:** Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well.

If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference. Rev 06/25/18

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January 19, 2021 5:30pm

MEETING MINUTES

CARLOS BARBOSA  
320 Stevens Street  
Unit D3  
Hyannis MA 02601  
308-364-7792  
colors@meganet.net

Experience:

1998-Present: Proprietor, Colors of Cape Cod, Inc. Full service general contracting business specializing in interior and exterior paint, plaster, tile, carpentry, construction cleaning. Main focus of business is Nantucket and Cape Cod.

1994-1997: Proprietor, Copacabana Restaurant. Located in Hyannis, Copacabana was the first Brazilian restaurant on Cape Cod.

1991-1993: Head Teller, Bank of Boston, Hyannis.

1992-1994: Waiter and Bar Tender, East Bay Lodge, Osterville.

1989-1992: Waiter, Colonial House Inn, Yarmouthport.

Education:

1984 Graduated from UBM - Centro Universitario de Barra Mansa, Major in Business Administration. Rio de Janeiro, Brazil.

Chair of Committee asked for a motion to approve the recommendation for the nomination of Carlos Barbosa as a regular member to the Human Services Committee; Councilor Eric Steinhilber made the motion to recommend Carlos Barbosa as a regular member to the Human Services Committee, this was seconded by Councilor Tracy Shaughnessy. Administrative assistant Kelly Crahan took a Roll Call vote for the nomination of Carlos Barbosa as a regular member to the Human Services Committee.

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Paul C. Neary	Yes
Councilor Eric Steinhilber	Yes

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January 19, 2021 5:30pm

MEETING MINUTES

**Comprehensive Financial Advisory Committee Charles McKenzie (Application below)**

Charles McKenzie  
PO Box 62  
Cotuit, MA 02635  
508.656.7624  
chuckmck@live.com

December 7, 2020

Barnstable Town Council Office  
367 Main Street  
Hyannis, MA 02601

Dear Town of Barnstable:

I am a resident and registered voter who lives in Cotuit, and I noted in the FY2021 Comprehensive Financial Advisory Committee Financial Overview Report that the Advisory Committee was soliciting residents to apply to serve on their committee. When I went to the URL included in the Report, I found the attached Application Form, which I have enclosed along with an updated resume.

I spent my career in the investment management and insurance industries, focused on investing and managing businesses for firms like Fidelity, Oppenheimer and MetLife. I have also served on a number of boards (professional and non-profit), and am currently doing consulting work as an advisor to a private equity firm and as a board member for a start-up fixed income investment firm.

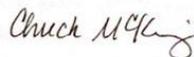
My wife and I returned to Cotuit in 2019, after I spent 6 years overseas managing UK and Japan businesses for Fidelity Investments. Now that we have re-settled, I would like to 'give back' to the community my wife and I call home, which is why I've submitted this application. I am open to serving in any capacity the Town would find of value, but looking at the list of committees and commissions, the ones that appear to line up best with my experience and skills (given 40+ years in investments and business management, and as an avid golfer who is a certified golf instructor by the USGTF) seem to be:

- Comprehensive Financial Advisory Committee,
- Golf Committee, and
- Trust Fund Advisory Board.

But as I said, I am happy to serve in any capacity that would be of help to the Town.

Thank you for your consideration. Please feel free to contact me if you would like to discuss any opportunities that might become available.

Sincerely,



Charles McKenzie

# APPOINTMENTS COMMITTEE MEETING

## Town Council Conference Room

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 Councilor Paul C. Neary

January 19, 2021 5:30pm

### MEETING MINUTES

Town of Barnstable  
 Application Form  
 Board/Commission/Committee Application Form

Name: CHARLES MARENZIE Address: <sup>71 BARREMAN RD</sup> (PO BOX 62), COTUIT, MA 02635

Mailing Address: PO BOX 62, COTUIT 02635 E-mail: CHARLEMARENZIE@GMAIL

Telephone: (H) 508.656.7624 (WI) Same (Cell) SAME

Educational Background: BA (BATE) AND MBA (UNIV. OF CHICAGO)

Work Experience: 41 YEARS IN INVESTMENT MANAGEMENT AND BUSINESS MANAGEMENT

Are you a resident and registered to vote in the town of Barnstable? Yes  No  Have you applied in the past? Yes  No  If yes, please when & which committee: \_\_\_\_\_

**REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.**

Please check (not more than five) of interest:

<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Barnstable Economic Development Commission	<input type="checkbox"/> Old Kings Hwy Historic District Commission
<input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee	<input type="checkbox"/> Elderly & Disabled Taxation Aid Committee	<input type="checkbox"/> Planning Board
<input checked="" type="checkbox"/> Board of Assessors	<input checked="" type="checkbox"/> Golf Committee	<input type="checkbox"/> Recreation Commission
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<input type="checkbox"/> Community Preservation Committee	<input type="checkbox"/> Human Services Committee	<input type="checkbox"/> Shellfish Advisory Board
<input checked="" type="checkbox"/> Comprehensive Financial Advisory Committee	<input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission	<input checked="" type="checkbox"/> Trust Fund Advisory Board
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<input type="checkbox"/> Cultural Council (Mid-Cape)	<input checked="" type="checkbox"/> JFK Memorial Trust Fund	<input type="checkbox"/> Youth Commission (high school students)
<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals
	<input type="checkbox"/> Licensing Authority	

Signature: Charles Marenzie Date: 7 Dec 2020

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If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

Rev 06/11/18

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January 19, 2021 5:30pm

## MEETING MINUTES

### CHARLES MCKENZIE, CFA, CFP, CEBS, FLMI

70 Vineyard Road (PO Box 62), Cotuit, MA 02635 ♦ 508.656.7624 ♦ [chuckmck@live.com](mailto:chuckmck@live.com)

#### PROFESSIONAL EXPERIENCE

##### Capital Equilibrium/Lantern Harbor Investment Partners

*2H2019 - present*

Senior Advisor/Advisory Board Member

Serve as senior business advisor to private equity firm (Capital Equilibrium) and as advisory board member to start-up investment management firm, focusing on business strategy, product development and capital raising.

##### Dormie Consulting Services, LLC

*2H2019 - present*

Managing Partner

After returning to United States, started firm to provide consulting/advisory services to financial services and asset management firms, leveraging 40+ years of experience in investment management, speciality asset management and insurance industries.

##### Fidelity International

*1H2019 (Tokyo)*

Senior Advisor

At direction of President of Fidelity Japan and CEO Fidelity International, lead projects and initiatives critical to success of Japan business, and oversee orderly transition to new President of Japan over first half of 2019.

##### *2016-2018 (Tokyo)*

President of Japan and Chairperson of FIJ, FSKK and FIJH Boards

Responsible for all aspects of FIL's \$50b Japan business (retail, DC, wholesale, intermediary and institutional). Full P&L and governance responsibilities. Member of APAC business management and operating committees.

##### *2015-2018 (London/Tokyo)*

Global Head of Institutional Business

Responsible for establishing and executing global institutional business strategy and management of FIL's \$100b global institutional business (26 offices outside America). Media spokesperson for the institutional business.

##### Fidelity Investments/Pyramis Global Advisors

*2012-2014 (Boston)*

Head of Global Institutional Solutions

Helped create, then led, Fidelity's customized delegated solutions business for institutional, retail and family office clients. Market-facing new business development and retention roles. Assets grew to ~\$20b over 2 years.

##### Geode Capital Management

*2011-2012 (Boston)*

Member - Board of Directors

Member of Geode Capital's Board and Chair of Audit Committee. Joined Board to help Geode expand its institutional and retail presences via its long-only, long-short and alternatives investment capabilities.

##### 56 Degrees Professional Services, LLC

*2010-2014 (Boston)*

Managing Partner

Created 56 Degrees to manage various business/personal interests: rental properties, online original art business ([www.enormoustinyart.com](http://www.enormoustinyart.com)), re-launch of The Appleton Bakery and Cafe, and creation of golf instruction practice.

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*Charles McKenzie, Page 2*

### **DG Capital Management** *2009-2010 (Boston)* President and CEO

Joined DG Capital to oversee completion of specific "mission critical" projects for this independent firm, including creation of first employee equity plan, restructuring of entire firm, and overhaul of compensation program.

### **OFI Institutional Asset Management** *1999-2009 (New York/Boston)*

Chairman, CEO and CIO (2005-2009)/President and CEO (2003-2004)  
Chief Marketing Officer, Senior Vice President and Managing Director (1999-2003)

- Member of executive management team that built institutional division of OppenheimerFunds:
  - Performed due diligence and negotiations with targeted investment team acquisitions.
  - Worked with senior team to build distribution organizations in US, London and Asia.
  - Integrated/formalized operations, portfolio accounting, trading and legal functions.
- Appointed CEO of Trinity Investment Management in 2003, CEO of HarbourView Capital Management in 2004, and Chairman and CEO of OFI Trust Company in 2007.
- Member of Board of Directors of OFI Offshore Funds family in Dublin, Ireland.

### **Fidelity Management Trust Company** *1996-1999 (Boston)*

Senior Vice President, Client Service and Senior Investment Officer (1998-1999), Marketing and Product Development (1997-1998) and Manager of Investment Director Function (1996-1997)

- Oversaw client portfolio management, client servicing and marketing functions. During my 3-year tenure, client base doubled, multiple products were launched, and distribution efforts expanded overseas.
- Member of FMTC Management, Executive, Compensation and Trust committees, and Fidelity Marketing Council, Business Policy, Enterprise Risk and Asset Allocation committees.

### **MetLife Investment Subsidiaries**

*1992-1996 (New York/Boston)*  
National Director, Institutional Marketing/Product Development and Portfolio Manager

- Accountable for developing and implementing marketing strategies for MetLife's six investment partners.
- Created/managed multi-asset class investment program for pension fund sponsors.
- Member of MetLife's Asset Allocation Committee and Management Planning Board.

### **Wyatt Asset Services**

*1987-1992 (Boston)*  
Principal, Northeast Practice Leader and Regional Director of Consulting

- Accountable for all aspects of investment consulting to institutional fund sponsors.
- Responsible for new business development, client servicing and investment consulting.

### **Hewitt Associates**

*1982-1987 (Chicago, IL/Rowayton, CT)*  
Senior Investment Consultant

- Accountable for all aspects of investment consulting to institutional fund sponsors.
- Responsible for new business development, client servicing and investment consulting.

### **UNUM**

*1979-1982 (Portland, ME/Chicago, IL)*  
Retirement Plan Administrator/Regional Marketing Representative

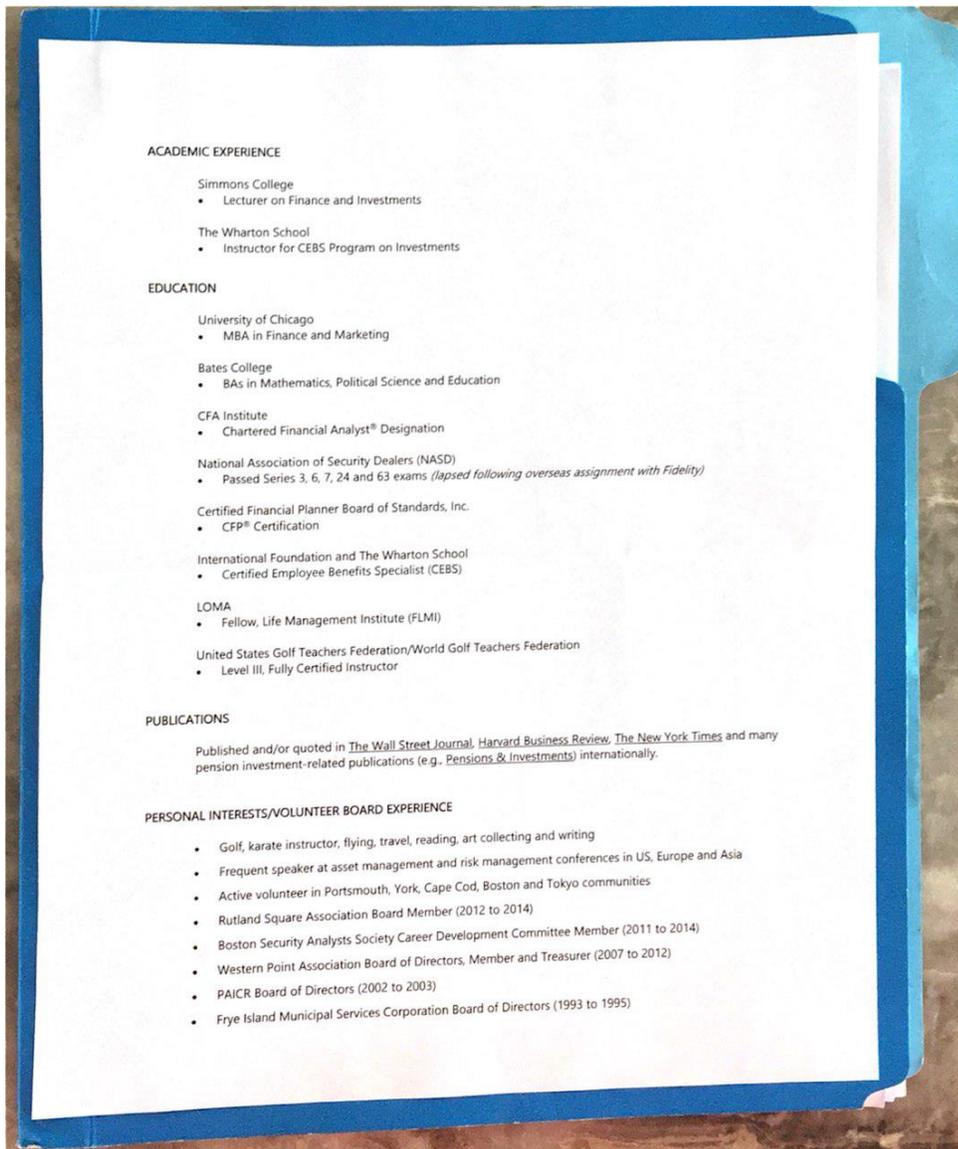
- Accountable for marketing strategy, sales and servicing of midwest US institutional clients.
- Exceeded sales targets by more than 200% each year.
- Conducted actuarial valuations for defined benefit pension plans.

# APPOINTMENTS COMMITTEE MEETING Town Council Conference Room

Councilor Jessica Rapp Grassetti  
Councilor Tracy Shaughnessy  
Councilor Eric Steinhilber  
Councilor David Bogan  
Councilor Paul C. Neary

January 19, 2021 5:30pm

## MEETING MINUTES



Chair of Committee asked for a motion to approve the recommendation for the nomination of Charles Mckenzie as a regular member to the Comprehensive Financial Advisory Committee; Councilor Eric Steinhilber made the motion to recommend Charles Mckenzie as a regular member to the Comprehensive Financial Advisory ommittee, this was seconded by Councilor David Bogan. Administrative assistant Kelly Crahan took a Roll Call vote for the nomination of Charles Mckenzie as a regular member to the Comprehensive Financial Advisory Committee.

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Paul C. Neary	Yes
Councilor Eric Steinhilber	Yes

APPOINTMENTS COMMITTEE MEETING  
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January 19, 2021 5:30pm

MEETING MINUTES

**Reappointed members to Boards/Committees/Commissions:** None at this time

**Resignations: Infrastructure and Energy Advisory Committee;** Christopher Peterson, **Licensing Authority;** Aaron Webb

**Correspondence from Boards/Committees/Commissions: Barnstable Historical Commission** voted unanimously to request that the Town Council Appointments Committee move alternate, Jack Kay, to a regular member position.

Chair of Committee asked for a motion to move Jack Kay to a regular member to a term expiring 6/21; on the Barnstable Historical Commission; Councilor David Bogan made the motion to move Jack Kay to regular member to a term expiring 6/21; on the Barnstable Historical Commission; this was seconded by Councilor Eric Steinhilber . Administrative assistant Kelly Crahan took a Roll Call vote for the nomination of Jack Kay as a regular member to a term expiring 6/21; on the Barnstable Historical Commission.

<b>Councilor Jessica Rapp Grassetti</b>	<b>Yes</b>
<b>Councilor Tracy Shaughnessy</b>	<b>Yes</b>
<b>Councilor David Bogan</b>	<b>Yes</b>
<b>Councilor Paul C. Neary</b>	<b>Yes</b>
<b>Councilor Eric Steinhilber</b>	<b>Yes</b>

**Discussions:** Reconsideration for Aaron Webb/ Zoning Board of Appeals –Associate member to a term expiring 6/22.

Chair of Committee asked for a motion to approve the move Aaron Webb as a regular member to a term expiring 6/22; on the Zoning Board of Appeals; Councilor Eric Steinhilber made the motion to move Aaron Webb as a regular member to a term expiring 6/22; on the Zoning Board of Appeals, this was seconded by Councilor David Bogan. Administrative assistant Kelly Crahan took a Roll Call vote for the nomination of Aaron Webb as a regular member to a term expiring 6/22; on the Zoning Board of Appeals.

<b>Councilor Jessica Rapp Grassetti</b>	<b>Yes</b>
<b>Councilor Tracy Shaughnessy</b>	<b>Yes</b>
<b>Councilor David Bogan</b>	<b>Yes</b>
<b>Councilor Paul C. Neary</b>	<b>Yes</b>
<b>Councilor Eric Steinhilber</b>	<b>Yes</b>

**NEXT MEETING: February 16, 2021**

**ADJOURNMENT:** There being no further business, and upon motion duly made by Chair of Committee Councilor Eric Steinhilber this was seconded by Councilor Tracy Shaughnessy the Committee unanimously voted to adjourn at 6:46pm.