

5.2.4

JAMES J. FIORENTINI  
MAYOR



CITY OF HAVERHILL  
MASSACHUSETTS

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August 2, 2012

City Council President John Michitson  
& Members of the City Council

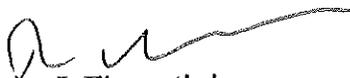
**RE: Emily Wentworth, Conservation Commission**

Dear Council President & Members of the City Council:

I hereby appoint Emily Wentworth 31 Jefferson St., Haverhill, to the Haverhill Conservation Commission. She is replacing Fred Hooper who has resigned from this board.

This is a non-confirming appointment. This appointment takes effect immediately and expires August 2, 2013.

Very truly yours,

  
**James J. Fiorentini**  
Mayor

JJF/lk

cc: Emily Wentworth  
William Pillsbury

# Emily Wentworth

31 Jefferson Street  
Haverhill, MA 01830

(978)457-5054  
emccourt@gmail.com

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## PROFESSIONAL EXPERIENCE

- Office of Planning and Community Development, Newburyport, MA** **2007 – Present**  
**Planning & Zoning Administrator**
- Advise the Planning Board and Zoning Board on issues and applications under its statutory jurisdiction; prepare reports, including recommendations for action on applications; and assist in monitoring development for compliance with Planning Board and Zoning Board decisions.
  - Review and assess site plans, subdivision plans, and special permit and variance applications.
  - Develop policies and procedures for coordinating permits; redesign forms and information to simplify the application and approval process.
  - Perform professional and administrative work assisting in the development of special planning studies.
  - Provide professional support to the Affordable Housing Trust; designed and implemented Down Payment Assistance and Multiple Listing Services Programs focused on retention of affordable housing stock.
  - Provide staff support to the Community Preservation Committee; oversee a total of \$8.2 million in grants to municipal departments and community groups working on historic, affordable housing and open space projects; submit required state reporting.
- Economic Development and Planning Department, Haverhill, MA** **2006 – 2007**  
**Economic Development Specialist**
- Serve as liaison for developers, business and community representatives to city departments, particularly during project approval and permitting processes.
  - Encourage redevelopment and job creation through incentive programs including HUD Section 108 Loans, SBA Historically Underutilized Business District, Tax Increment Financing Agreements and Chapter 40R.
  - Support local resource development through grant and report writing.
- University of Massachusetts, Lowell, MA** **2004 – 2006**  
**Teaching Assistant** 2005 – 2006 Academic Year
- Assisted faculty in two graduate level courses through evaluation of student work.
  - Educated students in statistical and comparative regional analysis coursework.
- Research Assistant** 2004 – 2005 Academic Year
- Provided faculty research support in Regional Economic and Social Development.
  - Performed literature reviews, interviews, evaluations, and focus groups.
- Office of Planning and Community Development, Melrose, MA** **2005**  
**Summer Planning Intern**
- Updated Melrose Open Space Plan, including research, text, and maps.
  - Supported the Smart Growth Task Force on sustainable ordinances and regulations.
  - Assisted in preparation of Affordable Housing Lottery.
- Manulife Financial, Boston, MA** **2001 – 2004**  
**Client Services Specialist and Event Coordinator**
- Serviced clients and investment advisors in account management.
  - Trained new employees through mentoring program.
  - Edited and compiled monthly department newsletter and planned events.
- Parks and Recreation Department, Weymouth, MA** **1995 – 2001**  
**Lifeguard/Instructor/Aquatics Director**
- Managed annual budget of city beach programs.
  - Supervised full-time, seasonal staff of eighteen, on three separate work sites.

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## EDUCATION

University of Massachusetts, Amherst, MA  
*Bachelor of Arts with Major in History*

University of Massachusetts, Lowell, MA  
*Graduate Studies in Economic and Social Development*

## COMMUNITY PROJECTS

- City of Haverhill Office of the Mayor: Researched waterfront zoning, parking requirements, and downtown revitalization tools.
- National Park Service: Mapped land ownership patterns bordering Lowell's canal system with GIS.
- Coalition for a Better Acre: Drafted Inclusionary Zoning Ordinance with neighborhood group in Lowell, MA.

## OTHER SKILLS AND AWARDS

- Community Mapping with Geographic Information Systems
- Awarded 2006 Graduate Student of the Year
- Elected Spokesperson for department as Graduate Student Representative