



Town of
Longmeadow, Massachusetts
20 Williams Street, Longmeadow, MA 01106



Tel. (413) 565-4110 • Fax (413) 565-4112

TO: Chairman Lachiusa and Members of the Select Board

FROM: Lyn N. Simmons, Town Manager

DATE: May 3, 2021

SUBJECT: Appointment of the Director of Finance and Administration

I am pleased to present Jennifer Leydon for appointment to the position of Director of Finance and Administration, filling the upcoming vacancy created with the retirement of Paul Pasterczyk.

Ms. Leydon currently serves as the Director of Business and Technology for the City of Springfield Police Department, a role she has held since 2015. In this position Ms. Leydon is responsible for the overall management of the department's financial plan and fiscal forecasting while overseeing the capital and budget process, and a \$50 million dollar payroll. Areas of oversight include Human Resources, Information Technology, Accounts Payable/Receivable and Special Projects. With the City of Springfield, Ms. Leydon has also served as the City Budget Director, and a Senior Management Analyst. Before joining the City of Springfield she worked for Baystate Health Systems as a Senior Budget Analyst.

Ms. Leydon holds a Master's Degree in Business Administration from Western New England University and a Bachelor's of Science Degree in Business Management and Finance. She has also served on the Wayfinders Executive Board of Directors and Finance Committee, the Springfield Public School Building Commission, and the City of Springfield Board of Assessors.

Ms. Leydon has a demonstrated knowledge and understanding of municipal finance. Her years of experience with budgeting and capital planning work, coupled with her work in preparing multi-year budget documents will serve the Town of Longmeadow well. I am pleased to submit her appointment as our next Director of Finance and Administration to the Select Board for confirmation in accordance with the Longmeadow Charter, Article 5-2 (b).

I would like to thank the interview panel that assisted in the process: Select Board member Mark Gold; Assistant Superintendent for Finance & Operations Tom Mazza; Assistant Town Manager/Director of Finance and Administration Paul Pasterczyk, and; Human Resource Director Erica Gelinis.

Jennifer Leydon

Vice President for Finance and Administration

Education

Masters of Business Administration – 2009

Western New England University, Springfield, MA

Bachelor of Science in Business Management and Finance – 2001

Westfield State University, Westfield, MA

Leadership

Wayfinders Executive Board of Directors and Finance Subcommittee

2015-2019

Springfield Public School Building Commission

2016-2019

Springfield Board of Assessors

2010-2012

Qualifications

- Manage \$50 million Police department budget including multi-agency revenue sources.
- Managed \$594 million municipal fund budget including city and schools.
- Oversaw capital project compliance of \$390 million in building projects.
- Oversaw project compliance of regulated bond funds valued at \$313 million.
- Previous member of Springfield's Board of Assessors.

Experience

2015-Present

Director of Business and Technology • Springfield, MA Police Department

2013-2015

City Budget Director • City of Springfield, MA

2007-2013

Sr Management Analyst • City of Springfield, MA

2002-2007

Sr Budget Analyst • Baystate Health Systems

Responsibilities include the overall management of the department's financial plan and fiscal forecasting while overseeing the capital and budget process, grants management, a \$50 million payroll, Human Resources, Information Technology, Accounts Payable/Receivable, Special Projects, and all civilian employees.

Successful key projects include: implementation of body worn cameras, funding and build-out of the department's training academy and firing range at two new facilities, implementing policy and standard operating procedures in all civilian units, nine simplified workflow projects, IT outside audits, and facility upgrades including air quality and parking.