



Thomas A. Golden, Jr.
City Manager

Shawn Machado
Assistant City Manager

January 13, 2026

Mayor Erik R. Gitschier
and
Members of the City Council

RE: Lowell Conservation Commission

Dear Mayor Gitschier and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Mass. G.L. Chap. 40, sec. 8C, it is with pleasure that I am appointing Kristin Ross-Sitcawich to the Conservation Commission, which term expires January 13, 2029, or such time thereafter until a successor is appointed and qualified.

Since under the above referenced statute confirmation by the City Council is not required for this appointment this letter is notification of such.

I would be happy to answer any inquiries you may have concerning this appointment. I have attached her resume for your review.

Very truly yours,

Thomas A. Golden, Jr.
City Manager

Encl.

cc: City Clerk
Conservation Commission
Human Relations Manager

Law Dept.
City Auditor
MIS

Kristin J. Ross-Sitcawich

Objective

A position where my education, experience and passion for our community may be utilized in the promotion of teamwork, cooperation and collaboration within the community, problem solving and continuous quality improvement

Experience

September 2024 to present

Metro Housing Boston Boston, MA

Chief Program Officer

- Assist Executive Director, members of the Executive Team, and members of Senior Staff in creating and realizing long-term goals for the organization Establish and monitor clearly defined program objectives and outcomes to effectively meet and implement goals, objectives, policies, and procedures for all programmatic departments. Direct programmatic oversight of the Financial Assistance, Leased Housing, Inspections, Hearings/Appeals and the Data Management teams.
- Provide leadership on daily programmatic activities for the organization. This includes but is not limited to: supervision of appointed staff; partner with all levels of managers as needed to handle organization and participant needs; serve as the staff contact for the Program Committee of the Board of Directors and coordinate meetings; and participate in Executive Committee, full Board, and other committee meetings.
- Provide policy direction regarding the administration of the organization's housing and participant services programs.
- Establish professional expectations and accountability within programs encouraging proactive solution-oriented behaviors that enable staff members to understand how their individual roles contribute to success.
- Provide leadership to continually promote and improve an integrated service model, building cross functional teams with clearly defined linkages between programs to improve customer service.
- Serve as point of contact and liaison for the Department of Housing and Community Development, the City of Boston's Mayor's Office of Housing, and other programmatic funders.
- Work with appropriate team members to design and introduce performance-based metrics, encouraging fact based decisions aimed at interpreting data that will highlight trends and uncover opportunities for growth
- Ensure policy, practices, and program performance are consistent with current state, federal and industry regulations.
- Create, review and/or approve contracts, grant agreements, real estate transactions, leases, and other documents which may have statutory or regulatory implications. Act as a liaison to Metro Housing's internal and outside counsel for programmatic legal issues.

October 2020 to August 2024

Metro Housing Boston Boston, MA

Director of Financial Assistance

- Coordination, administration and management of MetroHousing Boston's Housing Consumer Education Center/HCEC and the Rental Assistance for Families in Transition (RAFT) and the Emergency Rental Assistance Program (ERAP)
- Responsible for a service network that spans across 37 communities in the Greater Boston area.
- Provide oversight and training to up to 100 employees.
- Development and implementation of work plan and goals for the Housing Consumer

Education Center, RAFT, ERAP and other municipally funded rental assistance programs, including communications, marketing and budgeting

- Strengthen relationships to existing community partnerships and newly created relationships in the Greater Boston region.
- Management and disbursement of funds targeted to Homelessness Prevention and Rapid Re-Housing programs such as United Way, RAFT and ERAP.

August 2009 to October 2020

Community Teamwork, Inc Lowell, MA

Director of Homeless Prevention/Home Ownership Programs

Regional Coordinator - Merrimack Valley Regional Consortium

- Coordination, administration and management of Community Teamwork's Homelessness Prevention and Home Ownership Programs; including the Housing Consumer Education Center/HCEC, First Time Home Buyer, Home Modification Loan program, Representative Payee and coordination of the Merrimack Valley Regional Consortium to End Homelessness.
- Provide supervision, training and support for ten employees
- Responsible for an HCEC network of homeless prevention services that span across 41 communities in the Northeastern Massachusetts and the Merrimack Valley Regional Consortium to End Homelessness which spans a territory of 17 communities in Northeastern Massachusetts
- Development and implementation of work plan and goals for the Housing Consumer Education Center, RAFT, ESG, CDBG and the Merrimack Valley Regional Consortium, including communications, marketing and budgeting
- Develop and implement programming targeted to specialized populations, including chronic homeless individuals, veterans and elders.
- Strengthen linkages to existing community partnerships. Develop new linkages both internal and external to Community Teamwork, identify resources which complement the goals of the HCEC and the Network
- Create and implementation in accordance with funder guidance, policies, regulation, goals and objectives and maintain quality assurance for all programs.
- Management and disbursement of funds targeted to Homelessness Prevention and Rapid Re-Housing programs such as United Way, RAFT and FEMA.

September 2006 – August 2009

Bridgewell, Inc Lowell, MA

Program Director

- Train and supervise staff to ensure that performance standards are upheld.
- Responsible for overall clinical management of 12 residents and approximately 300 + outreach individuals.
- Responsible for oversight of the Transitional Employment Program, monthly financial review and Shelter operations
- Coordinate grant writing as needed
- Monitor compliance with DMH and HUD guidelines, as well as continuous quality improvement
- Responsible for supervision of 19 full and part time employees
- Represent the organization as Chairman of the Hunger Homeless Commission, for the City of Lowell
- Represent the organization as an appointed member of the City of Lowell Substance Abuse Task Force
- Represent the organization as an Executive committee and as a subcommittee member on the City of Lowell's Ten Year Plan to End Homelessness.

August 1998 – December 1999 Tri-City Mental Health Center Medford, MA

Program Supervisor/Service Director

- Day to Day operation of a 12 bed DMH contracted program.
- Interviewing, hiring, training and discipline of up to 30 employees (union and non union employees).
- Contract and resource procurement (state and federal funding).

Compliance with local, state and federal oversight agencies.

June 1995 – November 1998 Habit Management Institute Lowell, MA

Clinician

- Facilitated long term group, family and individual therapy with a dually diagnosed population.
- Facilitated staff training.

Education

2018-2019 Non Profit Leadership Institute – Tufts University
Non Profit Leadership Certificate

2000 to 2004 University of Massachusetts at Lowell
Completed five Master's level classes through the RESD (Regional Economic and Social Development program).

1991-1994 University of Massachusetts at Lowell
Bachelor of Science in Criminal Justice
Bachelor of Arts in Psychology

1989-1991 Middlesex Community College
Associate Degree in Criminal Justice

**Community
Involvement**

Active in several community organizations

Lowell Continuum of Care Advisory Board Member – former board member

Lowell Citizens Advisory Committee-HOPWA – former board member

Lowell Advisory Board of the Department of Transitional Assistance – former board member

Lowell Canal Water Cleaners – former board member

Lowell Community Health Center – former board member

Lowell Housing Authority Commissioner – former board member and board chairperson

Lowell School Committee – former elected official

Lowell High School Latin Lyceum Parent Organization – former member and President

Lowell Hunger Homeless Commission – former member and chairperson

Lowell Wish Project – former board member and Secretary