



GETTING STARTED IN BUSINESS



QUINCY
2000
COLLABORATIVE

Economic Partnerships in the 21st Century



GETTING STARTED IN BUSINESS IN THE CITY OF QUINCY



Starting a new business can be an exciting venture and yield great rewards, but only if you are prepared and know the basics of getting started. Quincy 2000 partners with the Small Business Development Center (SBDC) at UMass-Boston and the US Small Business Administration to provide a variety of resources and services to help you start off on the right foot. Contact us today to receive free technical assistance and a complete list of our programs and workshops.



Are You Ready to be an Entrepreneur?*

Q. ARE YOU A SELF STARTER?

It will be up to you – not someone else telling you – to develop projects, organize your time and follow through on the details.

Q. HOW WELL DO YOU GET ALONG WITH DIFFERENT PERSONALITIES?

Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, lawyers, accountants and consultants. Can you deal with a demanding client, an unreliable vendor or a cranky staff person?

Q. HOW GOOD ARE YOU AT MAKING DECISIONS?

Small business owners are required to make decisions constantly, often quickly, under pressure.

Q. DO YOU HAVE THE PHYSICAL AND EMOTIONAL STAMINA TO RUN A BUSINESS?

Business ownership can be challenging, fun and exciting. But it's a lot of hard work. Can you face 12-hour workdays six or seven days a week?

Q. HOW WELL DO YOU PLAN AND ORGANIZE?

Research indicates many business failures could have been avoided through better planning. Good organization – of financials, inventory, schedules, production – can avoid pitfalls.

*Provided by the US Small Business Administration





Before the business plan...

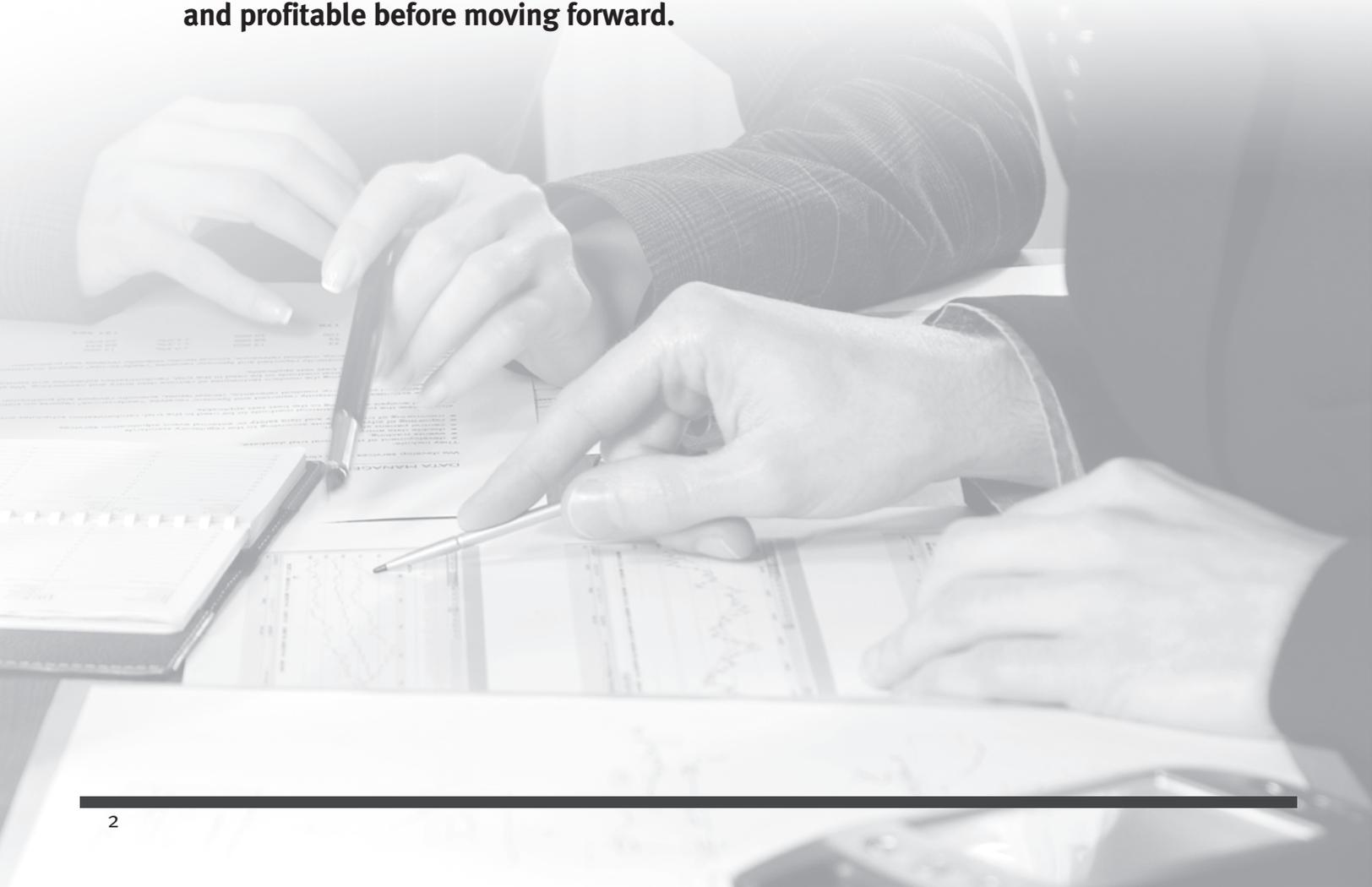
DOES THIS BUSINESS OPPORTUNITY MAKE SENSE FOR YOU?

DO YOU HAVE THE 3M'S COVERED?

- **M**oney/Resources – Do you have funds to launch and grow the business?
- **M**anagement/Industry Experience – Does your team have specific knowledge of the business?
- **M**arket – Is the product or service marketable? Will someone buy it?

BEFORE YOU LEAP...

- **Evaluate** that you and your team have the dedication to make it work.
- **Assess** the industry and market for your business idea.
- **Estimate** the basic financial feasibility of the business, income vs. expenses.
- **Identify** the pitfalls of many new businesses and study how you can avoid them.
- **Finally, make an informed choice as to whether your idea is still practical and profitable before moving forward.**





The Business Plan

The Business Plan is the formal document that details how you plan to operate a successful business. It serves as a blue-print to which you can constantly refer as a self assessment tool to make sure the business is on the right track. A successful business plan will require you to think of every aspect of the business to ensure you understand the level of work involved and the financial commitment required to start and operate your business venture.

HOW TO FORMULATE A WINNING BUSINESS PLAN...

- Develop your business idea
- Determine the need for your product or service
- Identify the competition
- Hire your management team and staff
- Define your target market (customers)
- Establish financial projections and a budget

Refer to page 12 listing various organizations that can help

GETTING STARTED BASICS...

Choose a business structure

There are a variety of organizational structures with each offering specific tax and liability reasons for different personal situations.

- Sole Proprietorship
- General Partnership
- Limited Partnership
- “C” Corporation
- Subchapter “S” Corporation
- LLC’s and LLP’s

Consult your lawyer and accountant for an overview of the tax and liability implications prior to selecting a business structure.



Arrange financing for your small business

Obtaining financing for a start-up business can be challenging and it is important that you are well prepared when talking with a local lender. Most lending institutions require a business plan to accompany the start-up financing application. Quincy 2000 provides low interest business loans for businesses that may not meet traditional funding guidelines.

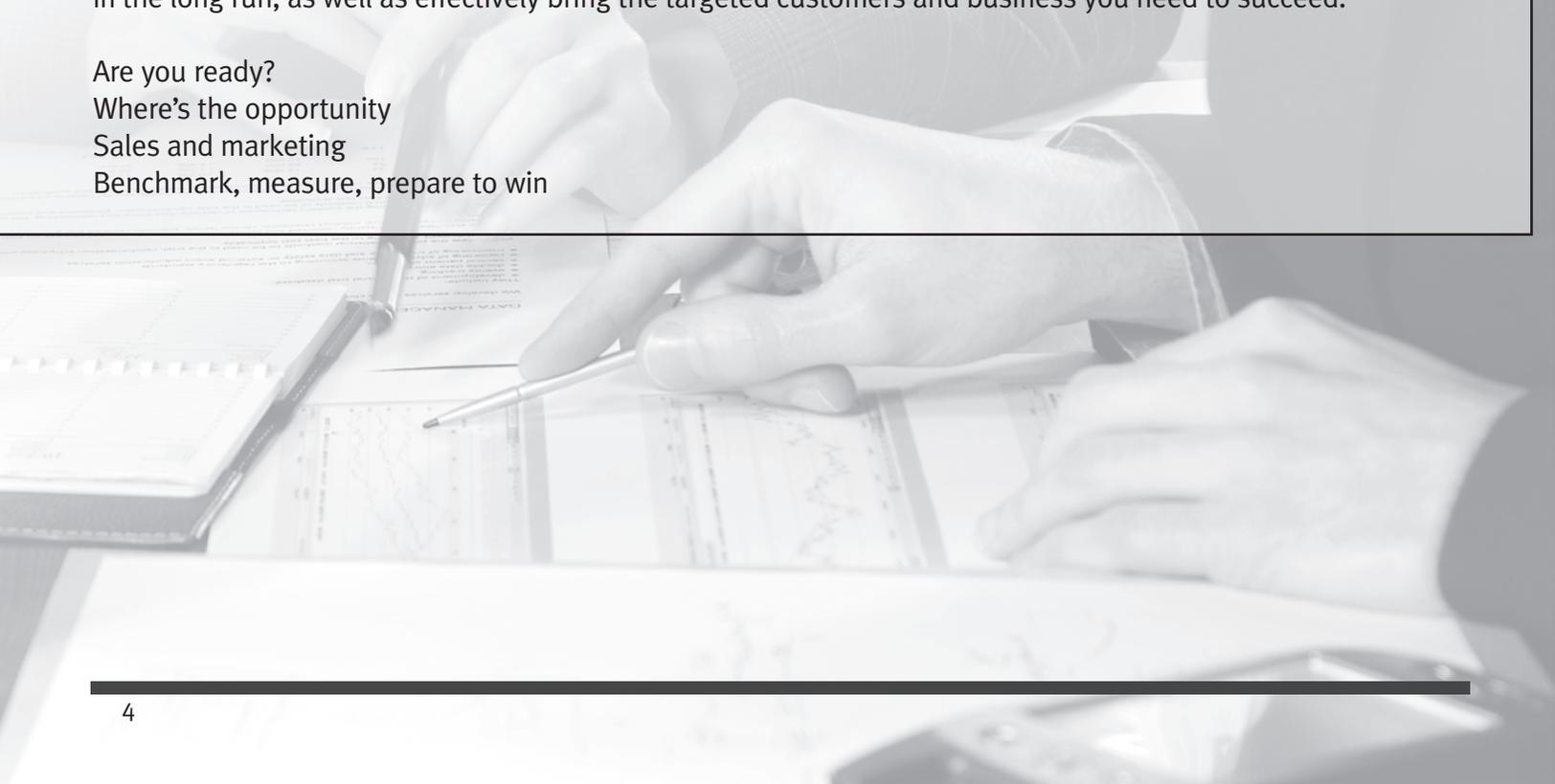
- Traditional financing
- Equity Capital
- Personal resources
- Government assistance

Plan for growth and profit

Don't expect customers to begin flocking to your business simply because you put up a sign "Open for Business." Establishing and following a marketing plan is a critical component of any successful business start-up, as well as for long standing existing businesses.

Advertising can be expensive, and if not planned appropriately and strategically can generate little results. Research and understand your customer base to help you direct valuable advertising dollars in the media options that will most effectively reach the clients you want. It is advisable to consult a marketing professional to better understand the available advertising venues and techniques in today's multi-media consumer and business environment. It may cost you a little more upfront, but it can save you a great deal in the long run, as well as effectively bring the targeted customers and business you need to succeed.

- Are you ready?
- Where's the opportunity
- Sales and marketing
- Benchmark, measure, prepare to win





Determine the insurance needs

Insurance requirements will vary from business to business. It is essential to have the proper coverage to protect you, your employees, your company and your customers from the unexpected.

- Company Liability
- Personal Injury
- Workers' Compensation
- Health Insurance

For information on the Commonwealth of Massachusetts Healthcare Reform initiative and how it may impact your business visit www.mahealthconnector.org.

Determine your technology needs

- Evaluate technology options and buy wisely
- Integrate technology into your business
- Effectively use technology to increase your competitive advantage

The Quincy Technology Council, an entity within Quincy 2000 Collaborative, can provide you with a variety of resources and services to ensure you incorporate the right technology for your business needs, now and in the future.

Visit www.QuincyTechCouncil.com

Location, Location, Location

Choosing a location for your business is a critical decision, and should be thoroughly researched before purchasing a property or signing a long term lease. Make sure your proposed business is an allowed use for the property and zoning district under consideration.

Quincy 2000 provides a site finder service to help you find the right space at the right location for the right price.

Quincy 2000 provides a preliminary site review service to help individuals evaluate a commercial space to determine the public safety and building code upgrades that may be necessary to accommodate the new use or proposed renovation design.



Permitting and Licensing

Permitting and Licensing regulations are meant to promote the health, safety, convenience, and welfare of the people. They are not meant, however, to discourage prospective business owners from starting a new venture, or to inhibit existing business owners in improving/expanding their current operations. It is important to check with the city's Department of Inspectional Services to make sure the proposed business is allowed in the zoning district and property you are considering.

Quincy 2000 and the City of Quincy provide a monthly workshop for small business owners who have questions about the permitting and licensing process. Representatives from the City's building, health, zoning and licensing departments join with local architects, building contractors and attorney's to answer questions and help make your experience opening a business in the City of Quincy a pleasant one.

Zoning

Contact the City of Quincy Office of Inspectional Services. Prepare a property use proposal stating the properties existing use and provide a brief description of the business you wish to open, hours of operation and services provided.

Application Procedures

- Submit property-use proposal and complete zoning approval
- File an application for a building permit and obtain department sign-offs
- Receive Building Permit
- File for an Occupancy Permit

Be prepared, your building application may require the assistance of a professional architect if the proposed renovation on the property is extensive. The Department of Inspectional Services will determine if this is necessary.

If the Department of Inspectional Services determines that the use proposed is not allowed in the zoning district, you may be eligible for a Special Permit or Variance through the Zoning Board of Appeals.



Recording your business name and Filing a Business Certificate

Choosing your business name should not be taken lightly, as it is one of your most important business assets. If you incorporate you need to check to see if the name is available or if there is a very similar name being used by another corporation. Contact the Secretary of the Commonwealth's Corporations Division at 617-727-9640 or by visiting www.state.ma.us/sec/cor. A 30-day reservation can be placed on a corporate name with the Corporations Division for \$15. You must file with the Quincy City Clerk for a Business Certificate (dba). Application must be notarized and accompanied by a \$25 filing fee.

Taxes & State Registrations

Visit the City of Quincy Assessor's Office to file a Form of List, which is used to document the property owned by your business so that it may be assessed and taxed by the City of Quincy.

If you intend to operate a business in the City of Quincy you need to file the appropriate tax forms with the Massachusetts Department of Revenue (DOR). If you plan to sell tangible goods you must file a Form TA-1 to pay Massachusetts state sales tax. Forms and information can be obtained by calling 1-800-392-6089 or visiting www.dor.state.ma.us.

If you intend to operate a business in the City of Quincy you need to file the appropriate tax forms with the Internal Revenue Service (IRS). Once you file the necessary forms, the IRS will give you a federal tax identification number. If you are a sole Proprietor, your tax identification number can be your social security number. Forms and information can be found by calling 617-471-0040 or visiting www.irs.gov.

Depending on the business you may be required to obtain a state license.

Check with the Office of the Attorney General, www.state.ma.us/ago to find out if you need any specific licenses.

Register your business name with the Secretary of State's office at www.state.ma.us/sec/cor

Creating Jobs

If you have employees you must make periodic payments and reporting. Forms and information can be obtained by calling the Social Security Administration, at 800-772-1213 or by visiting www.ssa.gov.

For federal withholding contact the US Internal Revenue Service at 800-829-1040 or visiting www.irs.gov.

Check with your insurance advisor to make sure you have the proper liability and health insurance to protect you and your employees.



Get known in the marketplace

No one wants to deal with an unknown business. They would rather stay with a less than totally satisfactory relationship than take a chance on an unknown one.

If you make the effort and take the time to be known in your community and your industry and make sure you have good visibility, you'll attract more customers. Customers want to do business with known entities. Get known and you'll get the business.

This does not mean participation in the weekly golf league is mandatory. It's not about your handicap, but what you know. Becoming actively involved in business organizations, community groups and making yourself known by speaking, writing articles, participating on panels, are all ways to assure you increase visibility...for the right reasons.

Point: It's not about whom you know, but who knows you.



Be your own brand

Be yourself...develop your own individual style. Don't try to look and act like anyone else.

Establish an identity that's all your own. What do you want your customers to think when they think of you? What sets you apart? What makes you unique? What makes you worth doing business with?

The goal is to make yourself memorable to the customer.

If you blend into the woodwork, you'll never be remembered. Maybe you have a distinctive business card, an engaging storefront or are known for giving away quality pens, rather than the usual 19-cent jobs. Grabbing attention is a good way to cut through the clutter.

Point: You are selling the whole package. This includes you as an individual.



Enthusiasm propels

Whether it's the tone of your voice, the way you move, or your facial expression, be genuinely enthusiastic.

People want to do business with those who are upbeat, positive, and demonstrate in their manner that they like what they're doing.

Dull doesn't do it. Neither does blah. Customers sense your attitude in everything that you do. From the way you answer the phone, to the way you present yourself and your business.

Point: If you come across as positive, your customers are likely to feel positive about you.



Cultivate constantly

Never stop identifying those you would like to do business with if you had the opportunity. That's right—if you had the opportunity.

A prospect database is the lifeblood of your business. Get in touch—and stay in touch—with as many prospects as possible. You can never have too many. Continue to network with business organizations and community groups.

Using your database you can communicate easily, quickly and often by direct mail and email. The biggest mistake business owners make is thinking that there comes a time when it's no longer necessary to cultivate customers and prospects. That's what they did when they were growing their business. Situations change. Competition arrives. Customers leave.

Point: Stay active with your prospects. If you do, you'll always have a flow of new customers.

Deliver

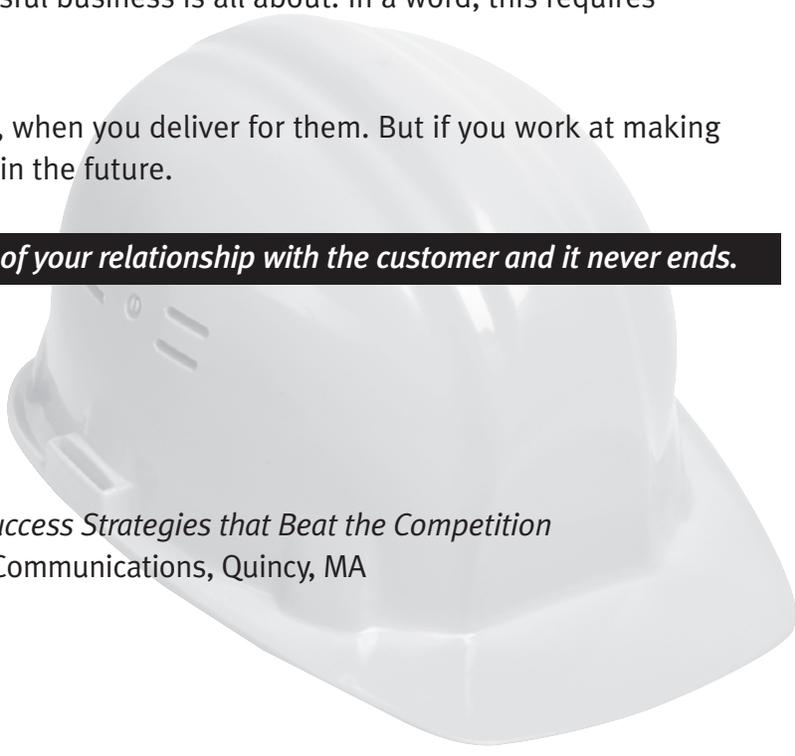
Business isn't about trying. It's about delivering. This is what separates the stars from the “second string” players. It's the difference between those who walk out the door when the clock strikes the hour and those who accept responsibility.

In the final analysis, making it happen is what successful business is all about. In a word, this requires commitment.

You earn your customer's respect, and their business, when you deliver for them. But if you work at making it right, you have earned a chance to work with them in the future.

Point: Commitment begins at the beginning of your relationship with the customer and it never ends.

Adapted from *Break the Rules Selling, Success Strategies that Beat the Competition*
by John Graham, Graham Communications, Quincy, MA





Renovating a Commercial Space

Be prepared before signing a commercial lease and beginning work!

Renovating an existing commercial space to fit your business needs is a process that can consume a significant portion of your start-up or expansion costs. It is important to solicit at least three estimates on the work required prior to signing a long term commercial lease or securing bank financing for the project. Not doing your homework ahead of time can lead to many unanticipated expenses and delays.

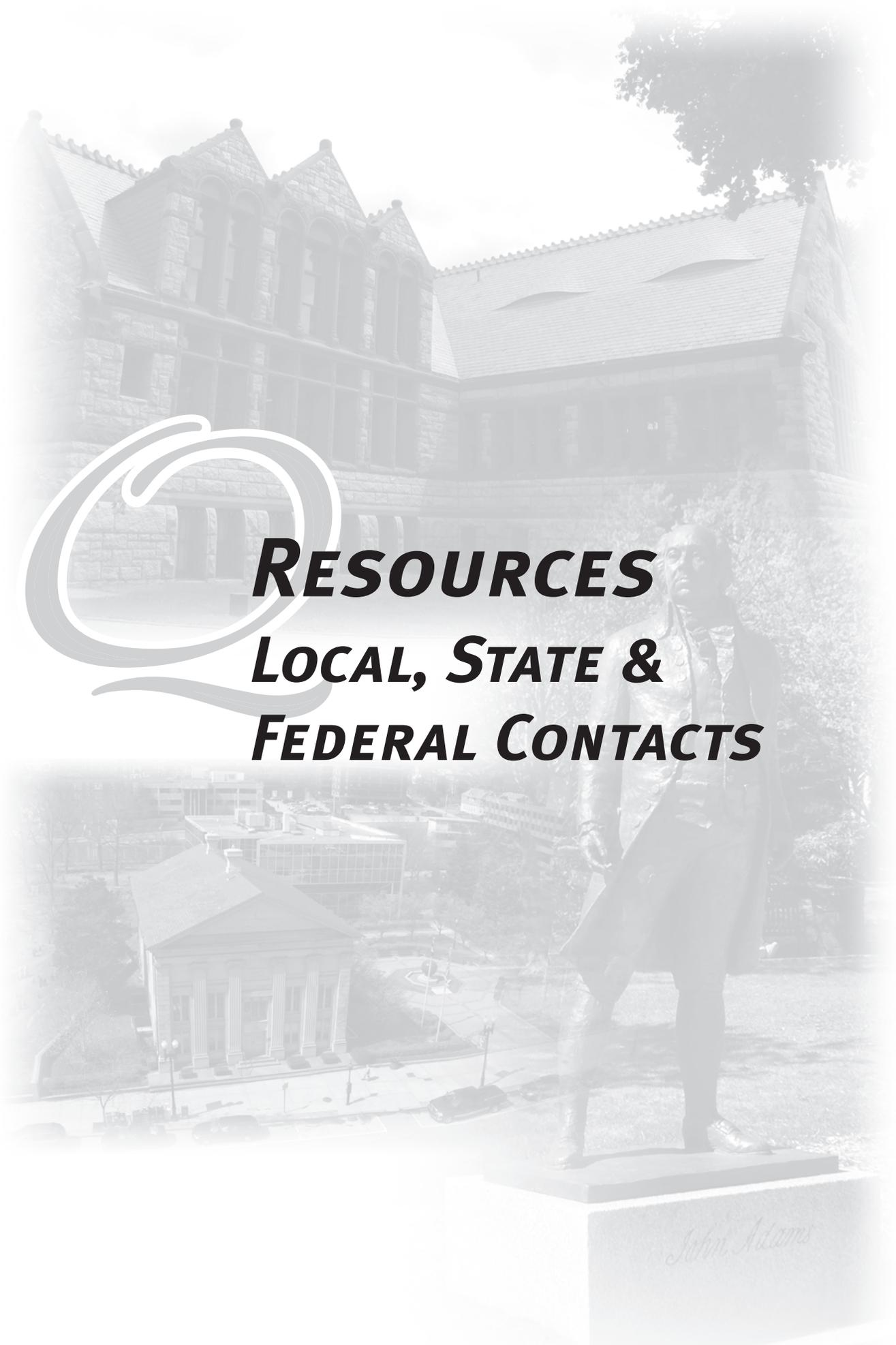
If you anticipate undertaking renovations (leasehold improvements) on an existing commercial space it is advisable to check with the Department of Inspectional Services prior to signing the lease. The Department will determine if the business is permitted in the proposed location and will inform you of any building code and public safety requirements needed prior to opening the business to the public. Such requirements as providing handicap accessibility, adequate fire protection, and upgrades to electrical and plumbing services may be necessary before an occupancy permit is issued. Knowing these factors upfront will help you budget adequately when securing financing for your business, and better prepare you for negotiating lease terms and conditions with the landlord.

Be prepared, the Department of Inspectional Services may require that a licensed architect create the construction details and floor plans for project. An architect will ensure that the project adheres to all building code requirements and will help formulate a budget for the proposed work. Do not wait to find this out when filing the building permit application; the hiring of a licensed architect will likely add cost to your project as well as additional time that will be needed to prepare the necessary documentation.

Quincy 2000 provides a preliminary site review service to help individuals evaluate a commercial space to determine the public safety and building code upgrades that may be necessary to accommodate the new use or proposed renovation design.



***RESOURCES
LOCAL, STATE &
FEDERAL CONTACTS***





Massachusetts Alliance for Economic Development

A private, non-profit partnership between businesses and the public sector, the organization helps businesses match their site selection needs and requirements with the best possible location and resource options.

(781) 489-6262

www.massecon.com

The Massachusetts Business Resource Team

A consortium of state agencies created to provide a coordinated business development approach in helping companies expand or re-locate in Massachusetts. 1-877-BIZTEAM (249-8326)

www.mass.gov/bizteam

Massachusetts Departments of Labor and Workforce Development

Oversees the workforce development system and protects the health and safety of workers

<http://www.mass.gov/dlwd>

Massachusetts Department of Revenue

Helps taxpayers understand and meet their tax responsibilities

<http://www.massdor.com/business/doingbus.htm>

MassDevelopment

Provides an array of financing programs and real estate development expertise.

(508) 678-0533 South Eastern Mass Regional Office

www.massdevelopment.com

Massachusetts Division of Professional Licensure

Responsible for licensing and regulating activities

<http://www.mass.gov/dpl/home.htm>

Massachusetts Executive Office of Housing and Economic Development

Comprehensive site of the State's economic resources and programs

<http://www.mass.gov>

Massachusetts Export Center

Helps companies achieve success in global markets (617) 973-8664

<http://www.mass.gov/export>

Mass Means Business

A new state website created to further streamline the information and site selection process within the Commonwealth.

www.massmeansbusiness.com

South Shore Economic Development Corporation

Provides low interest financing for companies.

(617) 479-7066

www.southshorechamber.org

UMASS Boston Small Business Development Center

Counseling and training programs for small businesses and aspiring entrepreneurs.

(617) 287-7750

www.sbdc.umb.edu

U.S. Small Business Administration (SBA)

Provides financial, technical and management assistance to help individuals start, run and grow their businesses.

www.sba.gov/ma

Refer to page 14-16 for employment services

Visit www.Quincy2000.org under Business Resources for a complete listing of agencies and programs available to help your business grow and expand.



INTERPRETATION & TRANSLATIONS SERVICES

The following organizations and businesses have a variety of translation services and resources to assist you in doing business in the City of Quincy.

QUINCY ASIAN RESOURCES, INC. (QARI)

John Brothers, Executive Director
1509 Hancock Street, Suite 209
Quincy, MA 02169
617 472-2200
Fax 617 472-2299
Info@qari.info
www.qari.info
Quincy Asian Resources provides interpretation and translation services and organizes two large cultural festivals which provide excellent access to Quincy's Asian community. QARI also offers free bilingual, informational and referral services in addition to several educational programs, including English as a second language.

Ascend Tutorial and Services

Nancy Mui
692 Hancock Street
Quincy, MA 02170
617 786-7981
Fax 617 328-4375
youngmui@gmail.com
Ascend Tutorial and Services assists Asians seeking to start a business or incorporate a business in Massachusetts. Ascend provides interpretation and translation services, and offers bookkeeping and accounting services.



Translation services via 2-way radio is made available for most programs and activities.

Office of Total Assistance

Carlos A. DaSilva
33A Cottage Avenue
Quincy, MA 02169
617 773-2006
assistentiatotal@aol.com
www.Assistentiatotal.com
Interpretation and translation services provided in Portuguese and Spanish. Also, assists your business with outreach to the Brazilian community.

City of Quincy

Office of Constituent Services
John Chen & Betty Yau
1305 Hancock Street
Quincy, MA 02169
617 376-1500
www.ci.quincy.ma.us
The Office of Constituent Services provides translation services in Chinese and Vietnamese to assist residents and businesses access city services and resources.

Quincy 2000 Collaborative

Dean Rizzo, Executive Director
1250 Hancock Street, Suite 127N
Quincy, MA 02169
617 847-1454
Fax 617 471-3132
Info@quincy2000.org
www.quincy2000.org
Quincy 2000 takes great pride in its outreach efforts to ensure that all businesses have access to the knowledge, support and resources available to succeed in business in the City of Quincy. Bi-lingual assistance in Mandarin, Cantonese, Portuguese and Vietnamese is provided free of charge for most programs and services. Simultaneous translation is available for specific programs and activities throughout the year.



EMPLOYMENT AGENCIES AND CAREER RESOURCES

The City of Quincy is home to a variety of public and private agencies that provide convenient and cost effective employment resources and services. These agencies place hundreds of individuals in Quincy companies throughout the year, helping them add local, trained, dedicated and quality individuals to their workforce.

Make sure these agencies are on your contact list when looking to post a job opening.

hopeFound

Deborah Ala, Employment Specialist
105 Chauncy Street • Boston, MA 02111
(617) 542-3388 • Fax (617) 556-0094
Quincy Office • 152 Parkingway
(617) 745-4027 • fax 617-745-4057

Help finding a job is the most frequently cited need (42%) by homeless individuals. Through IMPACT Employment Services, a program of hopeFound, homeless people are educated about ways to secure, retain and upgrade a job. Clients also receive assistance in identifying training programs to upgrade their skills in areas as varied as medical billing, computer skills, A+ Certification, construction and pet grooming.

IMPACT has offices in Boston and Quincy. In Quincy, over 60% of program clients obtain work each year, with an average hourly wage of \$10.80. Job seekers find work in the food service, labor, health and human services, retail and other industries. IMPACT is nationally recognized as a Best Practice in Employment Services by the National Alliance to End Homelessness.

Quincy Asian Resources, Inc. (QARI)

John Brothers, Executive Director
Melissa Lee-Mei, Information and Referral Specialist
1509 Hancock Street, Suite 209 • Quincy, MA 02169
(617) 472-2200 • Fax 617 472-2299
Info@qari.info • www.qari.info
Quincy Asian Resources provides interpretation and translation services and organizes two large cultural festivals which provide excellent access to Quincy's Asian community. QARI also offers free bilingual, Informational and Referral services in addition to several educational programs including English as a second language. Many clients at QARI are seeking employment and possess a variety of strong skills and attributes.

Quincy Community Action Programs, Inc. (QCAP)

Education and Workforce Development
Liz Hughes, Program Director
1509 Hancock Street • Quincy MA 02169
617-479-8181 x349
www.qcap.org
QCAP provides a variety of Education and Workforce

Development services to adults. We offer three levels of instruction in English as a Second Language during the morning, and three levels of Adult Basic Education, including GED preparation, in the evening. All classes include a strong focus on life skills and planning for next steps, including employment and further education or training. Students also receive case management services to address barriers to attendance and completion of the program. In addition, our services include the Learning Links technology center, which provides a combination of open access to computers and basic computer training classes at no cost to participants.

Training Resources of America, Inc.

Isabel Cobb, Manager, TRA Quincy Office
1458 Hancock Street, Second Floor • Quincy, MA 02169
(617) 773-1470 fax: (617) 773-1469
www.tra-inc.org
Training Resources of America (TRA), formerly known as Mass Job Training, is a private, non-profit organization that provides high quality education, employment, job readiness, and job placement services. TRA brings the two ends of the labor market together by preparing people in need of marketable skills and placing them into jobs that are in demand. TRA is a NO FEE Job Matching Services for employers and customers.

Work Inc.

James Cassetta, President & CEO
Quincy Supported Employment
3 Arlington Street • Quincy, MA 02171
(617) 691-1700 • Fax 617 770-0241
www.workinc.org
Work Inc is nationally recognized as a pioneer in developing community based programs for individuals with barriers to employment. Work Inc develops employment opportunities for individuals with barriers to employment. Each individual is assigned a career development specialist who evaluates the career goals of the individual to ensure future employment opportunities match their skills. The career development specialist participates in the transition process, providing job coaching, and later functioning as a liaison between the business and employee. Work Inc also partners with local businesses to provide consultative services surrounding employment and training policies and procedures.



Massachusetts Rehabilitation Commission

Mary Mahon McCauley

Supervisor, Job Placement Specialist

275 Hancock Street • Quincy, MA 02171

(617) 471-1600 x 330 • Fax 617 770-1893

www.mass.gov/mrc

The Massachusetts Rehabilitation Commission has been developing partnerships with businesses and communities for over 50 years. The Commission's Vocational Rehabilitation (VR) program assists individuals with disabilities begin or return to work and helps local businesses find qualified workers. MRC's professional services are free to employers and can save valuable time and money by reducing recruitment costs. MRC's experienced VR staff can be a valuable asset to your company by helping you access qualified employees. MRC's experienced staff can also help your company by providing free disability-specific trainings and/or consultation as it relates to employment and individuals with disabilities. People with disabilities receiving MRC services live and work in your community, our community. We think local relationships make the strongest relationships and urge you to take advantage of our expertise and let us help you.

ON-THE-JOB TRAINING/ON-THE-JOB EVALUATION FUNDS

Prospective employers may wish to take advantage of an option offered by MRC to reimburse the training costs of an employee during an on-site training period known as On-The-Job-Training (OJT). On-The-Job Evaluation funds are also available to employers who hire and give feedback or evaluation information to MRC regarding the employee's performance.

Massachusetts Workforce Training Fund

1-800-252-1591 • www.mass.gov/hiringgrant

Grants fund employee training in a number of areas such as ISO certification, lean manufacturing, ESL, basic literacy and numeracy, customer service and quality improvement. The Hiring Incentive Grant is designed to help Massachusetts employers pay the costs of training newly hired employees who were previously employed. Any Massachusetts business that pays into the Workforce Training fund is eligible. Employers can request training funds of up to \$2,000 per trainee up to a maximum of \$30,000 per year per company. <http://www.mass.gov/wtf>

Operation A.B.L.E in Partnership with Quincy Housing Authority

Colleen O'Malley, Program Manager and Training Instructor

26 Figurehead Lane • Quincy, MA 02169

617-847-4384 • www.operationable.net

Operation A.B.L.E of Greater Boston brings over 25 years of Office and Job Readiness Skills training to the South Shore with its exciting new partnership with Quincy Housing Authority. Operation EmployABLE, a 16-week intensive course covering MS Office Suite in addition to extensive job search assistance, will be offered starting September 2008. Operation A.B.L.E partners with local companies and agencies to place suitable candidates into vacant positions and internships opportunities that meet the needs of both the student and the employer. Employers wishing to tap into this excellent resource should contact the Program Manager to discuss the possibilities. This program is open to Quincy Housing Authority job seeking residents at no cost.

Quincy Career Center

Maimie O'Connor, Director and Laura Hoitt, Employer Service Rep.

A Massachusetts One-Stop Career Center

152 Parkingway • Quincy, MA 02169

(617) 745-4066 • Fax: 617 745-4057

www.quincycareercenter.org

The Quincy Career Center provides services and resources to businesses including on site recruitment, job postings, labor market information, listing on America's Job Bank, job matching, job fairs, human resource consulting and information on Worker Opportunity Tax Credits.

South Coastal Workforce Investment Board

Maryellen Brett, Executive Director

152 Parkingway • Quincy, MA 02169

(617) 745-4010 • Fax 617 745-4057

mbrett@detma.org • www.detma.org

The South Coastal Workforce Investment Board, one of sixteen similar boards in Massachusetts, is a policymaking organization for publicly funded workforce initiatives in the South Coastal region. The Board conducts and disseminates research, charters two regional Career Centers (one in Quincy and one in Plymouth), and funds youth education and employment programs.



LOCAL SCHOOLS & PROGRAMS

Quincy College Career Center

150 Newport Avenue • North Quincy, MA 02171

www.QuincyCollege.edu

Professor Kiley, Career Development Specialist

mkiley@quincycollege.edu

Job Postings & Career Counseling

Gary Wallrapp, Director of Community & Workforce Education

gwallrapp@quincycollege.edu / Career Fairs

The Career Center provides a comprehensive approach to career and life planning offering a wide array of services, resources, and programs addressing career-related issues. The Center is a valuable link in the partnership between the College and the business community. Working closely with the academic programs and employers, the professional staff assists students in a variety of disciplines.

Eastern Nazarene College

Career Services Department

Krista Bogertman

23 East Elm Avenue • Quincy, MA 02170

(617) 745-3895 • www.enc.edu

The Eastern Nazarene College internship is a process that formally integrates a student's academic study with related experiences in order to enhance academic knowledge, personal development, and career preparation. Paid and unpaid internship placement opportunities are available to local businesses.

Quincy Public Schools Career and Technical Education

Keith Segalla, Director

(617) 984-8731

ksegalla@quincy.k12.ma.us

Career Center

North Quincy High School and Quincy High School

Quincy Public Schools Career Center at North Quincy High and Quincy High offers services designed to help students prepare for future careers. We provide resume services and teach interview skills that are valuable to job seekers. The Career Center job board posts part-time and full-time work opportunities for after school and summer employment. The Career Center also offers job shadowing and internships which provides the student an overview at a profession that interests them.

Our new quarterly newsletter, Career Connections, will announce upcoming seminars and workshops. This will also be posted on our new website.

Lois Doherty, Career Pathways Specialist

Quincy Public Schools

316 Hancock Street • Quincy, MA 02171

(617) 376-3301

ldoherty@quincy.k12.ma.us

Jean Auguste, Career Specialist

jauguste@my-turn.org

Alana Connolly, Career Specialist

aconnolly@my-turn.org

Quincy Public Schools

Extension & Continuing Education

Janice A. Erler, Coordinator

(617) 984-8888

jerler@quincy.k12.ma.us

Quincy Public Schools Office of Extension & Continuing Education is proud to offer affordable, exciting courses for adult learners. Computer courses, ESOL (English as a Second Language) courses, as well as Language, Dance, Health/Wellness, Trade Skills, and Career/Business courses are offered. Classes are conveniently located at North Quincy High School where parking is plentiful.

Quincy Public Schools Office of Extension & Continuing Education is an official GED Test center and offers the GED Exam monthly. Please call for schedules and details. Official GED Practice Tests are available as well as GED preparation classes to assist candidates in passing their high school equivalency exam. Your GED opens doors to college and other careers.

MYTurn Incorporated

Quincy High School • 107 Woodward Avenue

(617) 984-8302

www.my-turn.org

MyTurn is a community-based, private, non-profit youth development agency dedicated to working with in-school and out-of-school youth, ages 14 to 21 years, who are at a crossroad in their young lives. The School-to-Work & Career Connections program can match a student's interest and skills with your business needs.



City of Quincy
Department Contact Information
www.ci.quincy.ma.us



	Phone	Fax
Mayor's Office	(617) 376-1990	(617) 376-1995
Auditing Department	(617) 376-1263	(617) 376-1467
Board of Assessors	(617) 376-1171	(617) 376-1185
City Clerk	(617) 376-1131	(617) 376-1139
Constituent Services	(617) 376-1500	(617) 376-1202
Council on Aging/Elder Services	(617) 376-1244	(617) 376-1248
Emergency Management	(617) 376-1105	(617) 376-1107
Fire Department	(617) 376-1040	(617) 376-1409
Health Department	(617) 376-1272	(617) 376-1271
Information Technology	(617) 376-1110	(617) 376-1122
Inspectional Services	(617) 376-1450	(617) 376-1465
Law Department	(617) 376-1510	(617) 376-1519
Library Department	(617) 376-1301	(617) 376-1313
Park/Forestry Department	(617) 376-1251	(617) 376-1259
Personnel Department	(617) 376-1065	(617) 376-1520
Planning/Community Development	(617) 376-1365	(617) 376-1097
Police Department	(617) 745-5710	(617) 376-5749
Public Works Department	(617) 376-1959	(617) 376-1969
Recreation Department	(617) 376-1393	(617) 376-1259
School Department	(617) 984-8700	(617) 984-8965
Traffic and Parking	(617) 689-8306	(617) 376-1969
Treasurer's/Collector's Office	(617) 376-1094	(617) 376-1081
Veterans' Services Department	(617) 376-1193	(617) 376-1196
Discover Quincy	(617) 657-0527	(617) 471-3132
Quincy Access TV	(617) 376-1440	(617) 376-1442
Quincy Medical Center	(617) 773-6100	(617) 376-1604
Quincy 2000 Collaborative	(617) 847-1454	(617) 471-3132



City of Quincy
Department Contacts
www.ci.quincy.ma.us



	Contact	Phone
Asian Affairs, Office of the Mayor	Betty Yau	617-376-1990
Assessor	Marion Fantucchio	617-376-1171
Auditor	Rick Fitzpatrick	617-376-1264
City Clerk	Joe Shea	617-376-1131
City Solicitor	Jim Timmins	617-376-1510
CIO	Chuck Phelan	617-376-1120
Director of Constituent Services	Tom Fabrizio	617-376-1500
Director of Elder Services	Tom Clasby	617-376-1244
Fire Chief	Deputy Chief Gary Smyth	617-376-1011
Director of the Health Department	Drew Scheele	617-376-1272
Director of Inspectional Services	Jay Duca	617-376-1456
Library Director	Ann McLaughlin	617-376-1301
Executive Director of Parks, Forestry, and Cemetery	Kristen Powers	617-376-1252
Director of Personnel	Steven McGrath	617-376-1065
Director of Planning and Community Development	Dennis Harrington	617-376-1363
Police Chief	Chief Paul Keenan	617-745-5712
Commissioner of Public Buildings	Gary Cunniff	617-984-8786
Commissioner of Public Works	Larry Prenderville	617-376-1959
Chief Purchasing Agent	Rhonda Merrill	617-376-1060
Recreation Director	Barry Welch	617-376-1393
Retirement Board	Ed Masterson	617-376- 1076
Superintendent of Schools	Rick DeCristofaro	617-984-8700
Traffic Engineer	Jack Gillon	617-376-1962
Treasurer/Collector	Warren Sproul	617-376-1090
Director of Veteran's Affairs	Hank Bradley	617-376-1193



MEETINGS OF VARIOUS CITY BOARDS AND COMMISSIONS

City Council Meetings – Meetings are held in the City Council Chamber, Quincy City Hall, 1305 Hancock Street, Quincy, MA 02169.
Telephone: (617) 376-1342
Meetings usually held the first and third Mondays of the month at 6:30 P.M.
If Monday is a holiday the meeting is held on the subsequent Tuesday.

Conservation Commission – Meetings are held in the conference room of the Quincy Park Department located at One Merrymount Parkway.
Telephone: (617) 376-1376
Meetings usually held on the first and third Wednesday of the month at 7:30 PM.

Historic District Commission – Meetings are held in the second floor conference room of New City Hall 1305 Hancock Street.
Telephone: (617) 376-1374
Clerk: Heather Galvin
Meetings usually once a month on the last Monday at 7:00 PM

Licensing Board – Meetings are held in the Council Chamber, 1305 Hancock Street.
Telephone: (617) 376-1134
Meetings usually held on the second and fourth Tuesdays of the month at 4:00 PM

The Planning Board – Meetings are held in the second floor conference room of New City Hall, 1305 Hancock Street.
Telephone: (617) 376-1362
Meetings usually held twice per month, Wednesdays at 7:00 PM

The Zoning Board of Appeals – Meetings are held in the Council Chamber, 1305 Hancock Street.
Telephone: (617) 376-1450
Clerk: Noreen Brienzi Clark, 55 Sea Street, Quincy, MA 02169
Meetings usually held on the second and fourth Tuesday of the month at 7:00 PM

City official/employee email

To contact a city official/employee via email please type the initial of the person's first name and full last name followed by @ci.quincy.ma.us.

Example: Thomas Fabrizio, Director of Constituent Services
tfabrizio@ci.quincy.ma.us



OFFICE OF THE MAYOR

Honorable Mayor Thomas P. Koch

New City Hall
1305 Hancock Street
(617) 376-1990
Office Hours 8:30-4:30 (M-F)

James Fatseas, Executive Secretary

Christopher Cassani, Executive Assistant

Kathryn Hobin, Executive Assistant

Helen Murphy, Director of Operations

Christopher Walker, Director of Policy

Office of the Mayor is responsible for the daily operation of the governmental function of the City of Quincy. The Mayor is elected for two-year terms.

OFFICE OF THE CITY COUNCIL

Council Office

City Hall
1305 Hancock Street
(617) 376-1342
Clerk of Committees: Jeanne Reardon

Councillor (Ward 4) Jay Davis, President

(617) 376-1354

Councillor Joseph Finn, At-Large

(617) 376-1359

Councillor John Keenan, At-Large

(617) 376-1357

Councillor Michael McFarland, At-Large

(617) 376-1358

Councillor Leo Kelly, Ward 1

(617) 376-1351

Councillor Dan Raymondi, Ward 2

(617) 376-1352

Councillor Kevin Coughlin, Ward 3

(617) 376-1353

Councillor Douglas Gutro, Ward 5

(617) 376-1355

Councillor Brian McNamee, Ward 6

(617) 376-1356



INSPECTIONAL SERVICES,* Jay Duca, Director

BUILDING DEPARTMENT

Jay Duca, Building Commissioner

(617) 376-1450 • Office Hours 7:00 – 4:30 (M-F)

Building Inspector Office Hours: 7:00 AM – 10:00 AM
(after hours by appointment only)

Thursday Afternoon Public Zoning, Building & Conservation
Workshop: 3:00 – 7:30 PM (Spring, Summer & Fall)

Through the City's Inspectional Services Department, the City monitors the use of all land and the construction, maintenance and occupancy of – and alterations to – all structures in the city, for compliance with the State Building Code and Quincy's Zoning Code. The office services the Zoning Board of Appeals.

CONSERVATION COMMISSION

Heather Sargent, Enforcement Officer

c/o Inspectional Services

(617) 376-1367 • Office Hours: 8:30-4:30 (M-F)

Issues orders of conditions for work in wetlands, including flood plan areas under commission jurisdiction. Holds public meetings for all related issues concerning open space, environmental concerns, and water quality. The commission cooperates with other related boards and departments in the City.

Municipal Code Enforcement

Kenneth Burke, Code Enforcement Officer

(617) 376-1238

The Municipal Code Enforcement Officer responds to complaints from citizens that affect the quality of life within the City such as overgrown lots or yards, inoperative and abandoned vehicles, illegal signs and public nuisances. The Code Enforcement Officer also conducts investigations throughout the city to ensure properties are in compliance with Quincy Municipal Ordinance.

PLUMBING AND GAS DEPARTMENT

Thomas Pecoraro, Chief Plumbing & Gas Inspector

Plumbing Inspectors' Hours 8:30 a.m. to 10:30 a.m.

(after hours by appointment)

(617) 376-1461 • Office Hours: 8:30-4:30 (M-F)

The Plumbing and Gas Department issues plumbing and fuel/gas permits pursuant to the Massachusetts Fuel Gas Code. (CMR248) It is available for advice to contractors, property owners, architects and engineers in their design and layout of plumbing/fuel gas installations. It also performs inspections of alterations, additions, repairs and new installations of plumbing, equipment and fixtures to insure that installations comply with applicable codes and laws. The focus is on ensuring that all plumbing /fuel

gas installations are installed with the highest regard for the safety and health of the public.

WIRING DEPARTMENT

Thomas E. Purpura, Chief Wire Inspector

(617) 376-1481 • Office Hours 8:30-4:30 (M-F)

Inspectors' Office Hours: 8:30 – 10:30 AM

(after hours by appointment)

The Wiring Department supervises every wire over or under streets or buildings in the City of Quincy as required in Chapter 166, General Laws. The Department issues permits for all light, heat, fire, security and communications installations as required by Massachusetts General Law Chapter 143. Parties contemplating electrical service installations or alterations are advised to contact the electric utility in addition to filing for a permit. The Department is available for advice to contractors, property owners, architects and engineers in their design and layout of electrical installations. It enforces licensing requirements for electricians, alarm installers and oil burner technicians, as well as performs inspections of alterations, additions, repairs and new installations of electrical equipment to insure that installations comply with applicable codes and laws.

WEIGHTS AND MEASURES DEPARTMENT

Jonathan Brillo, Sealer of Weights & Measures

c/o Inspectional Services Department

(617) 376-1250 • Office Hours 7:00-3:00 (M-F)

It is the responsibility of the Weights and Measures Department to periodically inspect all scales, taxi meters, checkout scanners and oil truck meters. The Weights and Measures Department also performs random accuracy checks of in-store scanners and other various meters and scales. Hundreds of tests are carried out each year to ensure that an atmosphere of compliance exists among retailers.

Zoning Board of Appeals

Noreen Brienzi Clark

(617) 376-1933

The Zoning Board of Appeals consists of five full members and two alternate members who are appointed by the Mayor. The Zoning Board is a quasi-judicial board that is charged with granting or denying variances and special permits pursuant to the City of Quincy Zoning Ordinance. Zoning Board meetings are open to the public and are generally held every other Tuesday at 7:15 pm in the City Council Chambers.

***All offices are located at 55 Sea Street**



ASSESSOR'S OFFICE

Marion A. Fantucchio, Chairperson

(617)376-1171 • Office Hours 8:30 – 4:30 (M-F)

E-mail mfantucchio@ci.quincy.ma.us

The Assessing Department maintains records of real estate ownership and business personal property accounts. Real estate records are updated according to deeds and subdivisions recorded and building permits applied for. Personal property accounts are updated based on data collection and Forms of Lists filed with the Assessing Office. Forms of List must be filed by March 1st of each year.

State Mandate requires a total revaluation of all real and personal property every three years and a review and update during the interim years. Real and Personal Property tax bills are issued quarterly. A taxpayer who has a question on their bill, has until February 1st to file an abatement application. The application

must be filed in the Assessor's Office by the close of business February 1st, or if mailed, must have a United States Post Office postmark of no later than February 1. The Assessors will review the application and the information furnished with it to determine if an abatement is warranted and will notify the taxpayer accordingly. If the application is denied or if the taxpayer is not satisfied with the decision of the Assessors, they should call and make an appointment for a hearing with the Board.

Hearings are usually held on Tuesdays. If after the decision and/or hearing, the taxpayer is still dissatisfied, they have the right of appeal with the State Appellate Tax Board, 100 Cambridge St., Boston. The Assessing Department also issues motor vehicle and boat excise tax bills and processes abatements and exemptions on those. When requested, office personnel will prepare abutters' lists for those persons seeking a variance or certain permits.

OFFICE OF CITY CLERK

Joseph Shea, City Clerk

City Hall • 1305 Hancock Street

(617) 376-1130 • Office Hours 8:30-4:30 (M-F)

Voter Registration 376-1141 Victualer Licenses 376-1134

Marriage, Hunting & Dog Licenses 376-1135

Vital Statistics: Birth, Death Records 376-1136

The City Clerk's office is the location where most business related license applications are available. In addition, the Clerk's office serves as the central location for information on business filings. Under Chapter 110, Section 5 of the Massachusetts General Laws, all business owners are required to register the name of their businesses with the Clerk of the City in which the business is located. Each establishment must register, using a Business

Certificate form. A business cannot be registered until a location has been established.

In the City of Quincy, an applicant for a business not related to food service, or the opening of a gas station, first goes to the Building Department and determines that the location of interest is business zoned. The applicant then receives the application for a Business Certificate from the Building Department. Upon completion, the application is then filed with the City Clerk's office. If an area is not zoned for business, applicants may not conduct business in a residential area, or from a Post Office Box – so they are ineligible for a Business Certificate.

OFFICE OF CONSTITUENT SERVICES

Thomas Fabrizio, Director

New City Hall

1305 Hancock Street

(617) 376-1500 • Office Hours 8:30 – 4:30 (M-F)

“One-Stop Shopping in Requesting and Receiving City Services”

The office is dedicated to public awareness, information and the efficient delivery of City services. Working collectively with the Mayor's Office, City Council, Department Heads and community groups, the Office assists residents with City services and programs, including:

- information about city services
- conveying residents' suggestions to improve city services
- assistance with tenant or landlord issues
- questions and issues concerning accessibility for people with disabilities
- human rights issues in Quincy
- translation services in Chinese and Vietnamese
- information about activities for children and families
- speakers for your community group on city and constituent services
- services to help your family
- residents' concerns or problems needed to be resolved

The Office of Constituent Services, Your Connection to City Services



FIRE DEPARTMENT

Deputy Chief Gary Smyth

Quincy Fire Department
40 Quincy Avenue
(617) 376-1040 (Business No.)

This Department continues to make every effort proactively addressing potential hazards wherever they exist, while persevering towards attaining compliance. Much of this effort is centered on educating occupants and owners about hazardous shortcomings while guiding them toward rectification of conditions likely to cause fire or inhibit notification and evacuation in the event of fire.

We gratefully offer our cooperation in assisting businesses comply to code as it is applicable to specific occupancies both during their initial phase of implementation and while in operation throughout their existence. We are well aware of the commitment owners and merchants make to open and maintain

a business, and the respect we typically have for their efforts lends ease to our ability to cooperate. Consequently, we are available to assist businesses while we remind them that everyone benefits in a well-maintained, safe environment.

We continue our focus on our ability to meet the emergency needs of the public and continuously train for those needs. Prefire planning is at the forefront of our efforts and is a keystone for successful emergency preparedness while offering the response and emergency services our citizens deserve. We are grateful for this opportunity to serve and will continue to embrace the responsibility this opportunity affords. We will continue to have the City's best interest in mind while focusing on attaining and maintaining the equipment required to get the job done while maintaining a personal focus on own ability to contribute to that end as well.

HEALTH DEPARTMENT

Andrew Scheele, Health Commissioner

1585 Hancock Street, Lower Level
(617) 376-1278 • Office Hours 8:30-4:30 (M-F)

If your business involves the preparation, distribution or sale of food, you will need permits from the City of Quincy's Health Department. The Health Department inspects, licenses yearly, and investigates complaints concerning alleged food borne illness and sanitary conditions inside and outside of each

establishment. The department enforces the City's Dumpster Ordinance Requirements for commercial facilities and will issue tickets with fines attached for overflowing, unsanitary dumpsters. In addition, inspectors investigate air quality related complaints in commercial facilities and thoroughly inspect these buildings for the presence of asbestos and other hazardous materials prior to demolition only.

IT DEPARTMENT

Chuck Phelan

1305 Hancock Street • 2nd Floor City Hall
617-376-1278 • Office Hours: 8:30-4:30 (M-F)
If your business is looking for residents' lists we provide CD's with downloads from city census data and voters' data. The I.T. Department is in charge of all technology and telecommunications throughout the city.

The Department of Information Technology is comprised of fifteen technology professionals whose purpose is to provide the full array of both data-communications and telecommunications services for all City departments. The City's wide-area and local-area networks, application development and support, server and desktop support, city website, along with all phone services, wired and wireless, are managed and supported by the Information Technology department for the city's 2000 plus employees.



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Dennis Harrington, Director

New City Hall
1305 Hancock Street
(617) 376-1362 • Office Hours 8:30-4:30 (M-F)
Planning Services: Provides staff support to the Planning Board, Historic District Commission, Downtown Redevelopment Committee and Affordable Housing Trust Committee.

The Department of Planning & Community Development administers the federal and state community development grants for the City of Quincy. These programs provide major

assistance in making our city a viable urban community with a strong economic base, affordable housing, necessary physical infrastructure and stable neighborhoods.

In addition, the department provides statistical and demographic information to various city departments and the general public. The planning department also advises the Mayor, City Council, and Planning Board regarding development plans; assists property owners, developers and investors in the city regulatory permitting process.

POLICE DEPARTMENT

Chief Paul Keenan

Quincy Police Department • One Sea Street
(617) 745-5712 (Business No.)

Business District Community Police Contacts

Main Office Number (617) 770-4993

Supervisors

Lieutenant Brian Tobin (617) 594-2026
Sergeant John Ryan (617) 594-2025

North Quincy

Officer Greg Mar (617) 594-2028

Montclair/Lakin Square

Officer Tom Ford (857) 939-1138

Peninsula Area

Houghs Neck/Merrymount

Officer Declan Breslin (617) 594-2034

In Quincy, wherever your business is located, a Community Policing Patrol Officer is available to provide assistance. The Quincy Police Community Policing Unit is comprised of one Lieutenant, one Sergeant, and nine Patrol Officers. The nine Patrol Officers are each assigned to a specific patrol beat in a geographic area that makes up a neighborhood and/or a business district.

The Community Policing idea is a throwback to the day when Police Officers walking the beat knew most everyone in the area. It is a strategy that promotes a new partnership between the

Germantown

Officer Bill Mitchell (617) 594-2082

Quincy Center

Officer Matt Miller (617) 594-2070

Quincy Point

Officer Jimmy Dentremon (617) 594-2033
Matt Miller (617) 594-2070

South West Quincy

Officer Leo Coppens (617) 823-7982

Squantum/Marina Bay

Officer Kent Yee (617) 594-2044

Wollaston

Officer David Coletti (617) 594-2037

community and the police. Today this partnership is based on the premise that by working together the community and the police can address neighborhood problems and improve the quality of life in the neighborhood. The Community Policing Officer still walks a patrol beat but you may also see them patrolling the beat on a bicycle.

The Community Police Department encourages you to contact the Patrol Officer representing your business area if you have a need, concern or idea to make the business district a safer environment for you and your customers.



PUBLIC WORKS DEPARTMENT

Lawrence Prenderville, Commissioner

55 Sea Street

(617) 376-1959 • Office Hours 8:30-4:30 (M-F)

The Public Works Department is responsible for road and sidewalk reconstruction and maintenance; and for planning and implementation of all public works projects. The Department of Public Works has oversight responsibility for sewer and water connections, storm drainage conditions and accessibility, as well as city snowplowing coordination, residential trash, recycling, yard waste, hazardous waste collections and environmental remediation projects. Public Works also oversees and manages building and renovation of all municipal buildings and public schools.

The DPW also is responsible for planning, design, and operation of transportation facilities within the City and provides expertise, comments and recommendations to various City Boards and Commissions; as well as being responsible for providing assessors' maps, city maps, ward and precinct maps; information to local surveyors (as to reference stations); information to the public about the sewer, water & drain system; and information on public right-of-ways. The DPW also prepares accident reports for the City.

THOMAS CRANE PUBLIC LIBRARY

Ann McLaughlin, Director

40 Washington Street

Office: 617-376-1312

Linda Beeler, Head of Reference

Reference Department: 617-376-1316

quiref@ocln.org

Library Hours: 9:00-9:00 (Mon-Th)

9:00-5:00 (Fri-Sat) 1:00-5:00 (Sun)

Business Collection

The library's Business collection includes information about stocks and mutual funds, banks, insurance companies, taxes, consumer information, business management and consulting.

Periodicals available include:

- *Banker & Tradesman*
- *B & T Annual Transfer Directory for Norfolk County*
- *Barron's*
- *Boston Business Journal*
- *Central Register*
- *Dun & Bradstreet Regional Business Directory*
- *Goods and Services*
- *Investors Business Daily*
- *Morningstar*
- *Value Line*
- *Wall Street Journal*

Online Databases available in the library and from your home or office:

<http://thomascranelibrary.org>

General BusinessFile 1980 - date

Articles from more than 900 business, economic, management, trade, and industry publications; profiles of more than 100,000 public and private companies; and investment reports and forecasts for more than 11,000 U.S. and international companies and for 53 industries.

Free access to full articles from:

- **The Boston Globe** (1980 - date)
- **The Boston Herald** (1991 - date)
- **The Patriot Ledger** (1995 - date)
- **The New York Times** (1980 - date)
- **The Wall Street Journal** (1984 - date)

General Information

Designed in 1882 by the foremost American architect Henry Hobson Richardson the library was recently ranked 43rd out of 150 works of architecture selected by the American Institute of Architects as America's Favorite Architecture. Services are also offered in the three neighborhood branches in Adams Shore, North Quincy and Wollaston. The Library Department works closely with the Mayor and other city departments to provide resources and information to the city's diverse population.



SCHOOL DEPARTMENT



Partners make it possible...

Quincy School~Community Partnership

Partnership Pathways

Quincy School~Community Partners contribute to our schools in four different Pathways. We work closely with every Partner to assure that we match your giving goals with specific initiatives.

- **President's Path:** Platinum, Gold, Silver and Bronze Partners provide financial support for our schools including teacher mini-grants, technology, music programs and more!
- **Site Support:** Site Support Partners work with a particular school or initiative. Site Support could mean upgrades to the technology lab at a middle school or materials for an elementary art program.
- **Student Support:** Student Support Partners provide mentors and/or classroom support directly to our students. Partners support this initiative with elementary reading and math tutors, researchers working with high school science students and more.
- **Career Connections:** Partners make a commitment to broadening career outlooks by bringing students into their businesses for internships, job shadowing, employment and many other career-related activities!



Interested in learning more? Want to talk with someone about becoming a Partner?

Call Keith Segalla, Co-Chair of the Quincy School~Community Partnership
at 617-984-8731

Or visit www.quincypublicschools.com and click on the Community tab, then choose Community Partners. You can read about our Partners, discover featured Partnership benefits, download an application, and more!



SCHOOL DEPARTMENT

Quincy School Community Partnership



Quincy School~Community Partnership, founded over 20 years ago, provides a link between businesses, community groups, institutions and our schools to provide a better education for our students. Our Partners come from every part of our community. We have Fortune 500 companies who come into our schools to mentor high school students with robotics programs. We have local law firms and auto dealers who bring students into their businesses as interns so that students can broaden their career horizons. In fact, over 80 businesses are committed to making a real difference in our schools. They know that being a part of the Quincy School~Community Partnership makes a real, tangible difference in the lives of our students!

Regardless of your business or organization, we can find a Partnership Pathway that fits with your business model. We work closely with all our Partners to make it easy to find the very best way for you to make a difference!

Join our Partners and make it possible for our students!

Want to learn about Partnership opportunities?

Call Keith Segalla, Co-Chair of the Quincy School~Community Partnership at 617-984-8731

Or visit www.quincypublicschools.com and click on the Community tab, then choose Community Partners. You can read about our Partners, discover featured Partnership benefits, download an application, and more!

Quincy School Community Partnership Board of Directors

Thomas P. Koch
Mayor
City of Quincy

Judy Brazil
Vice President, Marketing
Quincy Credit Union

Jay Davis
Attorney
Graeber, Davis & Cantwell PC

Dr. Gary Gibbons
President/CEO
Quincy Medical Center

Jacqueline Haley
Coordinator Community Relations
BlueCross/BlueShield of Massachusetts

Martha Sue Harris
President
Quincy College

Kevin Meskill
Vice President
Quincy Mutual Fire Insurance Company

Catherine Norcott
Managing Director
State Street Corporation

Daniel Quirk
President /CEO
Quirk Auto Dealerships

David Cesario
General Manager
Boston Marriott Quincy

Jay Roche
Vice Chairman
Roche Brothers Supermarkets

Jenelle Foye
Director of Agency Marketing
Aviva Life Insurance

Dr Richard DeCristofaro
Superintendent of Schools
Quincy Public Schools

James Mullaney
Director Business Affairs
Quincy Public Schools

Keith Segalla
Director Career & Technical Education
Quincy Public Schools

QUINCY
2000
COLLABORATIVE

Economic Partnerships in the 21st Century

1250 Hancock Street, Suite 127N
Quincy, MA 02169

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