



## APPOINTMENTS

### Finance Committee

John Grace  
8 Ivy Lane

The Finance Committee Chair and Town Council Chair have recommended the appointment of John Grace to serve as a member of the Finance Committee with an expiration of June 30, 2021.

**MOTION** to ratify the appointment by the Town Administrator of John Grace to serve as a member of the Finance Committee.

**DATED:** \_\_\_\_\_, 2018

**VOTED:**

**UNANIMOUS** \_\_\_\_\_

**A True Record Attest:**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**Teresa M. Burr**  
**Town Clerk**

**ABSTAIN** \_\_\_\_\_

**ABSENT** \_\_\_\_\_

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**Glenn Jones, Clerk**  
**Franklin Town Council**



## Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

### Volunteer Form

*Good Government Starts with You*

Date Submitted: May 23, 2018

Name: John J Grace

Home Address: 8 Ivy Lane  
Franklin

Mailing Address: 8 Ivy Lane  
Franklin

Phone Number(s):

Email Address:

Current Occupation/Employer: Attorney / Compliance Director

Narrative: I am an attorney currently working in a financial services firm that administers employer sponsored retirement plans. I am proficient use of Microsoft Office products, capacity planning, budgeting and reporting. I have approximately 8-10 hours per week of availability.

Board(s) / Committee(s):  BOARD OF REGISTRARS  
 Finance Committee  
 FRANKLIN ADVISORY COMMITTEE  
 Franklin Cultural Council  
 Historical Commission

**John J. Grace**  
**8 Ivy Lane Franklin, MA 02038**

**SUMMARY**

An accomplished professional with over 20 years of experience in the servicing of employer sponsored retirement benefit plans, reviewing plan documents, service agreements, trust agreements and vendor contracts. Extensive experience working with plan sponsors, plan participants, service providers, consultants and legal counsel. Excellent communication and analytical skills. Proven track record of successfully managing a team of professionals while also being able to serve as an individual contributor. Significant training and experience in process re-engineering and advocating for business solutions through data driven decision making.

**EXPERIENCE**

**John Hancock Retirement Plan Services, Westwood, MA, 2009-Present**

*Director, ERISA Services - 2014 – Present*

- \* Direct management responsibility for a team of 6 associates assigned to support roles within the ERISA Department.
- \* Responsible for many aspects of managing a business unit of professionals, including work assignments, budgeting, revenue reporting and capacity planning of ERISA Services business unit.
- \* Draft plan documents, trust agreements and necessary amendments.
- \* Draft, review and negotiate service agreement and vendor contracts.
- \* Oversee department's record management and document retention program for compliance with John Hancock's Global Records Management Policy.
- \* Developed quarterly dashboard reporting and metrics to measure department's performance relative to revenue goals, cost savings and allocation of resources.
- \* Developed monthly time and productivity reports.
- \* Review and revise Plan communication materials and employee notices to reflect plan design changes, regulatory updates, etc.
- \* Respond to legal and regulatory inquiries from plan sponsors, client service and operations teams.
- \* Successfully led process re-engineering project across multiple business units which resulted in significant process efficiencies and improvements of a complex customer facing service offering. Developed reports to measure and track progress of project during the implementation phase.
- \* Part of cross-functional team charged with examining all customer facing processes to identify opportunities for efficiencies and improvement.
- \* Review domestic relations orders for qualification under IRC and ERISA; draft applicable Notices of Qualification (or Non-Qualification).
- \* Successfully completed Klapper Institute training program – focus on process improvement and re-engineering.

Manager, ERISA Services - 2009 – 2014

- \* Direct management responsibility for a team of 4 associates assigned to support roles within the ERISA Department.
- \* Draft plan documents, trust agreements, service agreements, and any necessary amendments.
- \* Modify plan communication materials and employee notices to reflect plan design changes, regulatory updates, etc.
- \* Review domestic relations orders for qualification under IRC and ERISA; draft applicable Notices of Qualification (or Non-Qualification).
- \* Respond to legal and regulatory inquiries from client administration and operations teams.

**Fidelity Investments, Marlborough, MA, 2000-2009**

Senior Pension Manager - Retirement Services, Personal Workplace and Investing, 2004-2009

- \* Direct management responsibility for a team of 5 associates assigned to Fidelity's largest retirement plan client. Responsibilities included performance evaluations, associate development and day to day management functions.
- \* Led the successful off-shoring of a complex legal review process and served as project manager of ongoing offshore relationship, traveling to India on four separate occasions to conduct extensive compliance training relative to the administration of defined contribution plans and defined benefit plans.
- \* Successfully completed Six Sigma Green Belt Training Program.
- \* Managed a compliance service relationship for Fidelity's largest retirement plan client which involved daily contact with plan sponsor's legal department and often served as liaison between legal and operations.
- \* Provided high level compliance consulting for defined benefit plans and defined contribution plans frequently in response to complex corporate actions.
- \* Served as a subject matter expert regarding the administration of a complex ERISA required compliance process.
- \* Frequently led subject matter presentations to internal partners, clients and external business partners including a presentation before 1,000 UAW benefit representatives.
- \* Implemented improved business procedures and performed training for internal partners in an effort to improve internal compliance operations process through the use of performance metrics and reporting.
- \* Worked closely with plan sponsors in preparation for operational audits of retirement plans.

Pension Consultant, Testing and Reporting Group, 2000-2004

- \* Responsible for production of quarterly, semi-annual and annual ADP/ACP testing, annual 415 testing, annual top heavy testing and annual Form 5500 production, with a focus on large defined contribution plan clients.
- \* Served as a relationship manager to over thirty plan sponsors with respect to legal and regulatory issues regarding testing and reporting.

- \* Conducted internal training of compliance and operations staff relative to changes in regulations regarding employer sponsored retirement plans.

### **State Street Corporation, Boston, MA, 1997-2000**

#### *ERISA Compliance Consultant*

- \* Member of a team responsible for all aspects of compliance related to defined contribution plans, including ADP/ACP testing, 415 testing, and top heavy testing.
- \* Primarily responsible for all compliance issues related to SSgA's mid-market retirement plan business with respect to ERISA and tax code issues.
- \* Participated in sales presentations to prospective clients.

### **Putnam Investments, Quincy, MA, 1996-1997**

#### *Plan Administrator*

- \* Responsible for the daily recordkeeping and relationship management of more than 30 defined contribution plans.
- \* Served as plan sponsors' point of contact for all inquiries relative to the administration of their defined contribution plans.
- \* Conducted enrollment meetings and presentations to clients.

### **Legal Counsel - Private Practice, 1990-1996**

#### *Attorney at Law*

- \* Practiced within a professional association. Responsible for engaging prospective clients, representing active clients and managing a private legal practice.
- \* Extensive experience in court room setting, including superior court and district court trials and hearings.
- \* Caseload consisted of real estate transactions, criminal defense, domestic relations law, and athlete representation.
- \* Member of the Middlesex County Bar Advocates and Cambridge-Somerville Legal Services providing legal representation to indigent clients. Represented indigent clients in criminal proceedings, juvenile proceedings and domestic relations proceedings.

### **EDUCATION & CERTIFICATIONS**

**J.D., Syracuse University School of Law, Syracuse, NY**  
**B.S., Public Administration, Suffolk University, Boston, MA**  
**Member, Massachusetts Bar, Admitted December 1990**

### **COMMUNITY AND NON-PROFIT WORK**

Board Member, Franklin Youth Lacrosse (2013 – 2018)

- Secretary and Scheduling Coordinator  
Board Member, St. Mary's CYO Basketball (2015 – Present)
- Treasurer and At-Large Board Member  
Franklin High School Lacrosse Booster Committee (2015 – Present)