

BLYTHE C. ROBINSON, ICMA-CM

170 North Street

blytherobinson@hotmail.com

Upton, MA 01568

Phone [REDACTED]

EXPERIENCE

TOWN OF UPTON

Town Manager

2010 - Present

Serving as the first Town Manager in this community of 7,500 under a three member Board of Selectmen, with an annual budget of \$21 million. Act as the Chief Administrative Officer with responsibility to supervise the day-to-day operations of Police, Fire/EMS, Public Works, Council on Aging, Accounting and Veterans Services. Duties also include development and management of the operating and capital budgets, policy recommendations to the Board of Selectmen, human resources and benefits administration, preparation of the Annual Town Meeting warrant, information technology, chief procurement officer, administration of the town's legal affairs, public information, grants, etc. Staff a number of town boards, and assist other elected boards on a number of issues and concerns.

Accomplishments

- Management of two significant capital projects – full renovation of the Town Hall – including relocation to a temporary facility, and construction of a new Town well field
- Negotiated five inter-municipal agreements with other communities to share services in the areas of public safety dispatch, public health nursing and conservation
- Successfully negotiated two successor union contracts with the police, fire and public works unions within the financial constraints set by the Board of Selectmen
- Led the financial team to two successive increases in the Town's bond rating to AA+
- Expansion of the Town's emergency medical services from EMT to Paramedic Level
- Development of the Town's first six-year capital improvement program

TOWN OF AVON, CONNECTICUT

Assistant Town Manager

2008 – 2010

Assistant to the Town Manager

2006 – 2008

Served as the Assistant Town Manager for this CT town of 17,000 residents, with an annual operating budget of \$70 million. Primary responsibilities included: management of capital projects, development of the annual operating and capital budgets, managing the Town's procurement program including contract administration, grants administration, publishing the annual report and quarterly town-wide newsletter, assist with managing the affairs of the Town, and supervision of the Town Manager's Office staff. Serve as Acting Town Manager in the absence of the Town Manager. Additional duties included staffing Town building committees and ad hoc committees as assigned, and policy analysis on topics before the Town Council.

Accomplishments

- Successfully managed three capital projects that were completed on time & under budget - \$30.7 million high school renovation, \$2.3 million Town Hall renovation & \$9.5 Million Library expansion
- Initiated regional service sharing opportunities in public safety dispatch with two other communities, and building official services to a neighboring community

- Performed a cost/benefit analysis various service contracts – rebidding of those contracts realized a savings to the Town of \$150,000 - \$200,000 over three years
- Initiated new cooperative purchasing opportunities with the Board of Education, neighboring communities and regional council of governments
- Manage two committees - the Library Building Committee's efforts for approval of a \$9.5 million Library Renovation, and the Administrative Services Study Committee's review of Town & Board of Education operations
- Wrote & obtained 3 competitive grants: Streetscape Improvements - \$510,000, emergency generator purchase - \$70,000, regional dispatch planning - \$75,000

TOWN OF TOLLAND, CONNECTICUT**2002 – 2005****Director of Administrative Services**

Serve as the Director of Administrative Services for this CT Town of 14,000 residents with an annual operating budget of \$40 million. Day to day responsibilities include the management of all Human Resource and benefits administration requirements for the Town work force of 100 in size, in compliance with state & federal laws. I was also responsible for managing the Town's insurance requirements, and direct special projects, including construction of a new \$56 million high school complex. Additional duties performing the duties of Town Manager in his absence, development of the annual budget, policy analysis & recommendations to the Town Council, risk management, insurances management, supervisory oversight of the Library system, Public safety, combination Fire dept. and administrative staff.

Accomplishments

- Conducted, negotiated and implemented pay and classification plan for the town offices bargaining unit
- Negotiated successor contracts with three employee unions
- Implemented a change of health and dental insurance carriers affecting 400 employees and nine bargaining units at a lower cost to the Town

INTERNATIONAL EXPERIENCE**MONTGOMERY WATSON HARZA****2001****Procurement Specialist**

Provided consulting services on procurement to the Alexandria Water General Authority (AWGA) Design and Construction Management Project in Alexandria Egypt. This included delivery and implementation of a procurement plan in accordance with USAID regulations.

PA CONSULTING**2000 – 2001****Procurement Specialist**

Provided consulting services on procurement to the Alexandria Water General Authority (AWGA) Institutional Strengthening Project. This included preparation of the invitation to bid tender documents and technical specifications in accordance with USAID regulations

WORLD HEALTH ORGANIZATION

1999

Freelance English Editor

Provided editing services for medical case reports and papers in preparation for publication in the WHO's Eastern Mediterranean Health Journal.

CAIRO AIR IMPROVEMENT PROJECT

1999

English Editor

Editing services for the project's annual report to USAID and other documents as needed.

TOWN OF LINCOLN, MASSACHUSETTS

1993 – 1998

Assistant Executive Secretary

Assistant Town Manager for this town of 5,200. Responsibilities included: human resources, town-wide procurement in accordance with State law, worker's compensation, risk management, budget preparation and analysis, supervision of several Town Departments, organization of the Annual Town Meeting, rubbish collection and recycling programs, cable television, the Public Safety Building Renovation Project, and other projects as assigned. Human Resources duties included: recruitment, benefits administration, implementing personnel policies management of the compensation plan and union contracts, grievances, employee relations and maintenance of personnel records.

Accomplishments

- Implementation of a new computerized payroll and personnel system
- Managed renovation and expansion of the Public Safety Building project that housed both police and fire/EMS operations
- Negotiation of various Town contracts including construction, architects and engineers

CITY OF BRIDGEPORT, CONNECTICUT

1990 - 1993

Grant Writer/Administrator

Responsibilities for this city of 142,000 included: managing 22 State and Federal grants totaling \$24 million, preparing State and Federal applications and coordinating city-wide grant functions from the application stage through finished construction including purchasing and contract administration. Projects included a new branch library, 1,500 seat performing art center, tropical rainforest and new day care center.

CITY OF CLEVELAND, OHIO

1989 – 1990

Senior Budget Analyst, Division of Water Pollution Control

The Division operates and maintains storm and sanitary sewer collection systems. Responsibilities included: preparation and management of a \$17.3 million operating budget and \$12.3 million Capital budget, oversight of all department purchasing, assistance with the annual audit, and maintenance of the Division's Inventory Control System.

CITY OF CLEVELAND, OHIO

1988 – 1989

Project Manager – Dept. of Public Utilities

Responsible for special projects as assigned by the Department Director for the divisions of Water, Public Power, and Water Pollution Control with combined budgets of \$192.6 million.

CITY OF GREENBELT, MARYLAND

1987 – 1988

Administrative Assistant to the City Manager

Responsibilities for this full service suburban community of 18,000 included preparation of the budget, management studies and special projects as assigned. Accomplishments included preparation of the City's first Capital Improvements Program document.

CITY OF ROCKVILLE, MARYLAND

Junior Budget Analyst

1986 – 1987

Responsibilities for this full service suburban community of 18,000 included budget preparation, review, cost control, management audits and special studies. Under the direction of the City Manager was involved in the development and implementation of a new budgetary process as a result of the City's adoption of a Strategic Planning Program.

Administrative Intern

1986

Duties included annual budget preparation/review, management analysis and special studies.

EDUCATION

Master of Public Administration, The American University, Washington, DC

BA Political Science and Policy Studies, Syracuse University, Syracuse, NY

CREDENTIALS & AFFILIATIONS

Credentialed Manager Status – ICMA, 2014

Trustee – MIIA Health Benefits Trust - 2015

ADAM D. GAUDETTE

MPA, MRP, AICP

52 Old Farm Road, Sturbridge, MA 01566

aoms@charter.net ~ [REDACTED]

PROFESSIONAL EXPERIENCE

Town of Spencer, MA **2010 – Present**
Town Administrator

Chief Administrative Officer for a Central Massachusetts community of 11,000 residents; responsible for the efficient administration of 100 ± government officials (65 FTE's), preparing and managing a \$22+ million operations budget including capital plan development, serving as human resources director, chief procurement officer, contract compliance officer, providing direction to appointed and elected boards and staff, collective bargaining, public relations, and policy development and execution. Major accomplishments achieved while serving include:

- Instituted an intensive budget strategy and process, stabilizing the community's finances during the economic downturn that caused a 31% decrease in Local Receipts, a 26% reduction in Local Aid, while during the same period incurring a 63% increase in regional school district assessments. Stabilization strategies included intensive department budget reviews, developing a 10-year capital plan, restructuring collective bargaining agreements (25% savings due to shifting health insurance contributions), health insurance reform through MGL c. 32B s. 21-23 (12.5% savings), power purchase savings through net metering (26% savings), and regionalizing or privatizing selective staff functions such as planning, benefits coordination, and information technology.

Successful implementation of the above strategies led to other financial achievements such as increasing the Town's Bond Rating (Moody's) from A2 to Aa3 in 2010, increasing the Town's certified Free Cash from \$200,000 in 2012 to \$1,000,000 in 2016, and maintaining a General Stabilization balance of \$1,000,000 (5% of revenues) from 2010 to present despite significant revenue loss.

- Adopted and implemented a building and maintenance program through the development of a 10-year capital plan; successful projects bid and completed included Town Hall HVAC renovations, a new Fire Station Annex, Library Roof replacement, new Fire Station Roof and Garage Doors, Police Department Roof and Windows replacement, and Highway Department Roof replacement, which were all completed without borrowing or seeking debt exclusion authorization.
- Implemented a comprehensive downtown revitalization strategy which included upgrading existing single and multi-family housing through housing rehabilitation, neighborhood infrastructure planning, design and construction, and downtown planning efforts that included an economic market analysis and a property assessment plan. Activities were funded through CDBG awards in the amounts of \$450,000 in FY12, \$895,000 FY13, and \$712,694 in FY14.

revitalization of the Whitinsville and Rockdale downtown neighborhoods through housing rehabilitation and social services programs as well as \$1,800,000 in streetscape improvements.

EDUCATION

Masters in Public Administration (MPA) – Clark University, Worcester, MA

Masters in Regional Planning (MRP) – University of Massachusetts, Amherst, MA

Bachelors of Science (B.S. – Sociology) – Worcester State College, Worcester, MA

PROFESSIONAL ASSOCIATIONS/CERTIFICATIONS

- Massachusetts Municipal Association Fiscal Policy Committee (MMA) 2015 - present
- Massachusetts Certified Public Purchasing Official (MCPPO) 2013 - present
- CMRPC Legislative Affairs Committee 2012 - present
- International City/County Management Association (ICMA) 2010 - present
- Massachusetts Municipal Managers Association (MMMA) 2010 - present
- American Institute of Certified Planners (AICP) 2003 - present
- American Planning Association (APA) & Massachusetts APA Chapter 1997 - present
- Massachusetts Association of Planning Directors (MAPD) 1999 - 2002 & 2008 - 2010
- Town of Sturbridge Zoning Board of Appeals (Chairman) 2008 - 2010
- Blackstone Valley Chamber of Commerce
Economic Development Committee 1999 - 2006

References – Available upon Request