



Town of Bridgewater

Town Council

August 7, 2024

7:00 PM

Special Meeting

66 Central Square

Academy Building

Council Chamber - Second Floor

The Town Council meeting is also aired via Facebook Live:

<https://www.facebook.com/bridgewaterma.org>

MEETING AGENDA

Due to Massachusetts Open Meeting Law requirements, discussions will not take place during Public Comment periods. If appropriate, responses to questions and concerns will be given by the Town Manager at a future Town Council meeting.

A. CALL TO ORDER

B. CITIZEN OPEN FORUM

C. APPOINTMENTS

- a) Town Charter Section 4-6. Vacancy in Office. A vacancy in the office of town manager shall be filled as soon as possible by the town council. Pending appointment of the town manager or the filling of any vacancy, the town council shall forthwith appoint some other qualified person to perform the duties of the town manager. The appointment of the acting town manager shall be for a term not to exceed 3 months; provided, however, that a renewal, not to exceed an additional 3 months may be provided.
- b) Discussion with Blythe Robinson and possible vote to appoint as Acting Town Manager

D. PRESENTATIONS

E. DISCUSSIONS

- a) Composition of the Preliminary Screening Ad Hoc Committee
- b) Next Steps: Town Manager Recruitment

F. CITIZEN COMMENTS

G. COUNCIL COMMENTS

H. EXECUTIVE SESSION

- a) MGL Chapter 30A, Section 21(a) (2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;;and to adjourn from Executive Session.

I. ADJOURNMENT



Blythe Robinson

Development Executive

With decades of experience in Municipal Government, Blythe has honed an extraordinary ability to understand what each community has, what they need, and what's out there. As Town Administrator for the Town of Norfolk Blythe served throughout the Covid-19 Pandemic and ensured uninterrupted delivery of essential services to the community while addressing complex needs. Her additional experience in Regionalization, Grant Management, Budgeting and Transparency, and Human Resources make her especially adept to serve across communities with very different needs and circumstances. She does all of this with an intense drive to increase inter-community connectivity with creative problem solving. She keeps a finger to the pulse of the municipal world, remaining up to date on

evolving opportunities that can be found in Grants, as she has a robust understanding of their integral role to local government. All these skills and experiences make her especially talented at capital improvement and financial planning, executive coaching, policy review, and staffing analysis.

Previous Work Experience

TOWN OF NORFOLK

2019 - 2022

Town Administrator

Chief Administrative Officer in this community of 12,000 for a Select Board with an annual budget of \$46M. Responsibilities include management Town departments and implementation of Board policies and initiatives. Serves as a Board member on four committees in my capacity as the CAO. Coordinate various town-wide initiatives with Town boards & committees.

Major initiatives and accomplishments include:

- ✓ Collaborated with two other Towns to form a Health Alliance to expand public health services to those communities funded at no additional cost to Norfolk
- ✓ Developed the Towns' first operating and capital budgets to increase transparency for the community about how tax dollars are spent
- ✓ Ensured uninterrupted delivery of essential services throughout the COVID-19 pandemic

TOWN OF WELLESLEY

2017 – 2019

Executive Director

Chief Administrative Officer in this community of 29,000 for a five-member Select Board with an annual budget of \$168M. Responsibilities include management of Finance & Budget, Information Technology, the consolidated Town & School Facilities Management Department, Legal Services, Insurances, and Town Meeting. Manage negotiations on behalf of the Board for development projects in Town and leases of Town property. Member of the Town's School Building Committee charged with consolidation of three schools into two brand new facilities. Coordinate various town-wide initiatives with Town boards & committees.

Major initiatives and accomplishments include:

- ✓ Negotiated a new health insurance contract with 11 Town & School unions implementing deductible health plans, 25% of employees chose the most cost-effective plan
- ✓ Developed a debt policy and strategy to eliminate a structural budget issue & enable the Town to plan to implement major capital projects
- ✓ Orchestrated the selection and implementation of a town-wide electronic permitting system
- ✓ Negotiated the acquisition of three properties adjacent to a school through a "friendly" eminent domain process to enhance the school site for replacement
- ✓ Negotiated a ground lease of Town-owned land with a developer to build a recreational facility (ice rinks, pool, & field) at no cost to the Town

TOWN OF UPTON

2010 - 2016

Town Manager

Served 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 supervising: 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, manage Annual Town Meeting process, IT, Procurement, administration of the town's legal affairs, public information, and grants. Staff a number of town boards, and assist other elected boards on a number of issues and concerns.

Major initiatives and accomplishments include:

- ✓ Managed construction of a new Town well field & renovation of the historic Town Hall
- ✓ Approval of a \$11.0M grant for reconstruction of a major roadway corridor through Town
- ✓ 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 police, fire and public works unions within the financial constraints set by the Board of Selectmen
- ✓ Supervised the financial team to two successive increases in the Town's bond rating to AA+
- ✓ Facilitated the upgrade of emergency medical services from EMT to Paramedic Level
- ✓ Developed the Town's first six-year capital improvement program

PREVIOUS MUNICIPAL EXPERIENCE

TOWN OF AVON, CT Assistant Town Manager	2006 - 2010
TOWN OF TOLLAND, CT Director of Administrative Services	2002 - 2005
TOWN OF LINCOLN, MA Assistant Executive Secretary	1993 - 1998
CITY OF BRIDGEPORT, CT Grant writer/Administrator	1990 - 1993
CITY OF CLEVELAND, OH Senior Budget Analyst	1988 -1990
TOWN OF GREENBELT, MD Administrative Assistant to the City Manager	1987 - 1988
CITY OF ROCKVILLE, MD Junior Budget Analyst	1986 - 1987

INTERNATIONAL EXPERIENCE

PROCUREMENT SPECIALIST Montgomery Watson Harza & PA Consulting Short-term consulting services in Alexandria Egypt to the Alexandria Water General Authority Design and Construction Management Project & Water General Authority Institutional Strengthening Project.	2000 - 2001
ENGLISH EDITOR World Health Organization (WHO) & Cairo Air Improvement Project Editing services for medical case reports and papers in preparation for publication in the WHO's Eastern Mediterranean Health Journal and for the project annual report for the USAID funded Cairo project.	1999

EDUCATION

- ✓ **Master of Public Administration**, The American University, Washington, DC
- ✓ **BA Political Science and Policy Studies**, Syracuse University, Syracuse, NY

CREDENTIALS & AFFILIATIONS

- ✓ Trustee – MIIA Inc and MIIA Property & Casualty Board – 2015 – Present
- ✓ International City & County Management Association - Member