

**Thomas M. Guerino**  
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**Vernon, VT 05354**  
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09.08.2020– Via electronic mail

Honorable Mayor Michael Armitage  
The Honorable City Council  
111 E. Lawrence Ave #1573  
Charlotte, MI 48813  
[Rcotton@GovHRusa.com](mailto:Rcotton@GovHRusa.com)

Dear Mayor Armitage and Honorable members of the City Council:

Please accept this brief statement of qualifications as an indication of my objective to be selected for the position of Municipal Manager for the City of Charlotte, as discussed with Ryan Cotton of GOVHR.

As the enclosed resume indicates, I have enhanced my credentials and have held increasingly responsible professional positions. Until recently, I served as the Town Administrator for the Town of Bourne (February 17, 2005 – September 30, 2019). I have served as a Massachusetts and Vermont Municipal Administrator, Economic and Community Development Director, and as previously indicated, most recently (September 30, 2019) as the Town Administrator for the Town of Bourne. **Currently**, I am assisting the Town of Wareham in a consulting capacity to the Town Administrator by conducting a thorough review of the organizational and financial status of the Wastewater Department. I am also served as the Interim Town Administrator in Vernon, VT, through July 3, 2020 and lead the search for a permanent Town Administrator for that community.

As you are aware, Bourne is a full-service community of 20,000 residents (40,000 in the summer months), currently with a budget of \$72 million. In addition to the General Fund and Education budget, Bourne also owns and successfully manages a municipal regional integrated solid waste facility (\$11.7 million) and a wastewater enterprise fund. I am charged with budget and union negotiations and work under the provisions of the Bourne Home Rule Charter, as amended. The Town currently boasts a combined “Free Cash and Stabilization balances of \$12.95 million as opposed to the Town being \$1.9 million in the red in 2005 when I was hired. I also currently serve as the Chair to the Cape Cod Regional Transit Authority.

I formally served as the Executive Director of the Massachusetts Rural Development Council, Inc., a member state of the National Rural Development Partnership (9.5 years). I have also served as a municipal selectman and a finance committee member. All of the above positions have necessitated the acquisition of a comprehensive toolbox of skills and expertise. These include negotiating, administrative, public budget preparation and presentation, wage and classification preparation, preparation of policy and administrative documents, staff oversight, annualized goal, benchmark/work plan/ Town Meeting preparation and other varied abilities that are utilized in an ever-changing public environment.

Also, as noted within my resume, I have been involved in both exempt and non-exempt negotiations, prepared grant and compliance reports for state and federal agencies, served both as a hearing officer and appealer, and have worked within the parameters of local, state and national policies.

I have also worked with many Massachusetts and Federal Departments and agencies and am quite familiar with Massachusetts state Government (EOHCD, DOR, DEP, MDOT), having worked with many during my tenure as an administrator and MRDC Director in the Commonwealth. I am familiar with Mass. MGLA Chapter 30B, 32B, 40B, etc.

Further, I am comfortable with and have experience in working with groups of extremely diverse constituencies. I am frequently recruited to present as an invited speaker or panelist locally and at national functions. Thus, my extensive and varied experience in Municipal Government, human resources, public-sector administration, public policy, budget, negotiation and team building create a confluence, which will be beneficial to the entire community of Charlotte, as it moves forward to continue its reputation of professional excellence within the municipality.

I look forward to the opportunity in discussing how my experience and qualifications meet the needs of and will maintain professional operations within the City of Charlotte, as it moves toward securing a permanent City Manager.

It is anticipated that the salary will be commensurate with the responsibilities depicted within the position profile, take into consideration with the growth pressures of the community and, of course, be aligned with the level of professionalism required.

Respectfully,

Thomas M. Guerino

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**Town of Bourne, MA – Town Administrator – Feb. 17, 2005 to September 30, 2019**

- Chief Administrative and Executive Officer of full-service municipality 20,000.
- Prepare and Administer \$68M annual budget plus an \$11.7M Regional Landfill Enterprise Fund, pursuant to Town Charter.
- Strong Chartered Town Administrator. Excellent Budgetary skills.
- Instituted town wide performance appraisal system.
- Reorganized the Zoning and Planning staffing organization.
- Brought town from \$2M deficit in FY05 to undesignated fund balance of \$6.6M in FY07.
- Halted use of Free Cash and Stabilization Funds for general operations without repayment plan over 24 months.
- Orchestrated and justified general overrides – infrequent and only as absolutely necessary.
- Increased public safety staffing.
- Revised long-term financial model.
- Created Capital Expenditure working group, Wastewater working group, Department Head working subcommittees, and Integrated Solid Waste Management (ISWM) Futures Working Group.
- Lead collective bargaining with 9 separate units.
- Revised several antiquated policies and created new travel and vehicle use policy while reducing and then stabilizing size of municipal fleet.
- Opened communications within municipal departments and made the Administrator's office accessible to employees and the general public.
- Harnessed school spending with close collaboration with School Superintendent.
- Brought self-insured health insurance budget under control through union negotiations.
- Established and funded Facilities Maintenance Department.
- Guided Board of Selectmen into professional goals-setting sessions. Working well with an 80% board change over 8 months including a recall of two former members.
- Hired several department leaders including Director of Facilities, Human Resources, and Director of Finance. Terminated employees as necessary and appropriate.

**Town of Putney, Vermont – Interim Municipal Manager – May 2004 – Feb. 2005**

- Chief Administrative/Financial/Human Resource/ Officer for full-service community.
- Charged with administrative, human resource, financial, and development functions.
- Administer and prepare general fund and special appropriation budget.
- Oversight of all invoice and payroll functions.
- Project Director and administrator of multi-million dollar capital improvement budget including water and wastewater system development and upgrade, new library (charged with selling existing library building), moved toward new EMS station.
- Revised benefit program to improve and reduce health and illness leave benefit costs.

- Chief procurement officer. Retained by community to assist in reviewing current governance structure and recommend upgrades or transition to more appropriate form/staffing core.

### **Massachusetts Rural Development Council – Executive Director –August 1994 to Dec. 2003**

- Served as a leading advocate and spokesperson for 177 small and rural Massachusetts communities related to policy and regulatory change requirements and the principles of New Governance. Chief operating professional.
- Creatively facilitated more than 180 divergent teams on National, State, and local levels, utilizing distinctive models for facilitation, achieving consensus, and team building.
- Led program effort in providing technical assistance to USDA – Rural Development in missionary change from program administration to customer service outreach provider.
- Participated and trained in intensive diversity and inclusion program.
- Successfully constructed/participated and provided leadership with teams that continue today, ranging from welfare reform to entrepreneurial training, and local government participation methods.
- Developed curriculum for National Partnership meetings in CO, DC, FL, AK, MA, NH, PA, OH, WY.
- Leader in formulating professional development training curriculum. Was responsible for creating opportunities for and oversight of Graduate student interns/work study students.
- Team member in creation of National guideline for Outcomes Standards and Success Measurement.
- Created policy guidelines as team member for new National Network Management Team. Elected to such in 1998, under new name of National Rural Partnership Executive Board.
- Expanded revenue source as Federal Participation declined through fundraising and legislative action.
- Member Board of Directors for Central Massachusetts Regional Employment Board (Workforce Central).
- Member Executive Committee Better Access Through Organized Networks (BATON/MASSCARES – EOHHS - Hampshire County).
- Representative to Federal Reserve Bank Community Development Advisory Council.
- Member Technical Advisory Committee for Northeast Center for Rural Econ. Development (Penn. State).
- Member Performance and Accountability Committee for the Strategic Accountability Task Force (NRDP).
- Selected to participate in International Learning Cluster on Partnering @ Johns Hopkins University.
- Leader in drafting, submission and “lobbying” the passage of the NRDP act of 2002 and subsequent Congressional Authorization and budgetary earmark. Extensive work with appropriation subcommittees and entire Massachusetts Delegation.

## **OTHER PROFESSIONAL EXPERIENCE**

### **City of Pittsfield, MA (TMG ASSOCIATES)**

Selected consultant to maintain and redefine the Human Resources function and provided staff training/oversight for active personnel office.

**Massachusetts Municipal Consulting Group** – recruitment and wage/classification specialist/Assessment Centers panelist

### **Town of Rockingham / Bellows Falls Village Corporation, Vermont**

Municipal Manager/Economic Development Director

**Town of Warren, MA** - Town Administrator/Coordinator -Local Assessment Committee (MGLA Chapter. 21D)

### **Massachusetts Municipal Circuit-Rider Administrator**

## **EDUCATION/OTHER CAREER EXPERIENCE**

- University of Southern Maine, Portland, Maine, Bachelor of Arts (Magna Cum Laude)
- Greenfield Community College, Associates Degree in Liberal Arts
- Partnering for Results – Extensive training – Johns Hopkins University
- Grant Reviewer - National Institutes of Health (NIH)
- Substantial legislative and administrative advocacy experience at State and National level
- Extensive Professional Development course work and seminar training in facilitation, Americans with Disabilities Act, team building, achieving consensus, outcomes framework, benchmark and achievement measurements, financial, administrative compliance, grants writing and administration, New Governance, throughout entire professional tenure.

## **COMMUNITY SERVICE**

Cape Cod Regional Transportation Authority (Chair) (Through September 30, 2019)\_

Member of the Metropolitan Planning Organization (MPO) “” “”

Future Connector Executive Task Force – The FIX - Canal Bridges task force

Bourne Financial Development Corporation

Barnstable County Substance Abuse Council (Past member)

New England Youth Theater (Past active parent)

*Selected References – Thomas M. Guerino*

Mr. Robert Troy, Esquire  
(Bourne Town Counsel)  
Troy Wall Associates  
Sandwich, MA  
(508) 888-5700

George “Bud” Dunham, Town  
Manager  
c/o Sandwich Town Hall  
Sandwich, MA

Ms. Michele Ford, Co- Chair  
Bourne Finance Committee  
C/O South Coast Health (NB  
Hospital)  
New Bedford, MA  
(617) 480-2195

George Slade, Selectman  
Town of Bourne  
Eldridge Ave  
Pocasset, MA  
[gslade@townofbourne.com](mailto:gslade@townofbourne.com)

Mr. Thomas Cahir, Executive  
Director  
Hyannis Transportation Center  
215 Iyannough Road, PO Box 1988  
Hyannis, MA 02601  
(508) 775-8504

Galon (Skip) Barlow,  
(former Selectman)  
Hideaway Village Association  
Buzzards Bay, MA 02532  
[skiane@verizon.net](mailto:skiane@verizon.net)

Ms. Kelly Haverkamp  
Nicolet College  
5364 College Drive  
Rhineland, WI 54501  
(715) 365-4410

Mr. Barry Johnson, Town Clerk  
Town of Bourne  
24 Perry Avenue  
Buzzards Bay, MA 02532  
(508) 759-0600 Ext. 1313

Ms. Marie Oliva, Executive Director  
Cape Cod Canal Region Chamber of  
Commerce  
Main Street  
Buzzards Bay, MA 02532  
(508) 759-6000

Jamie Sloniecki, former Selectmen  
Weldon Park  
Sagamore, MA  
(774) 313-8888