



# Board of Selectmen Meeting Notice AGENDA



Date

August 31, 2021

Time

6:00 P.M.

Location

Bourne Veteran's Memorial Community Center  
239 Main Street, Buzzards Bay

Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

## 6:00 P.M. Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel
2. Salute to the Flag
3. **Vision:** Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.
4. **Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. **Public Comment on Non-Agenda Items**
  - a. Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond. Public Comment on workshop items will be taken at this time.
6. **Minutes:** No Minutes to review
7. **Selectmen's Business – Acting Town Administrator Interviews**
  - a. Discussion and Possible vote on an Acting Town Administrator
    - i. 6:20 PM Timothy King Interview
    - ii. 7:00 PM Edwin Thorne Interview
  - b. Capital Outlay Committee Process – Discussion and possible vote to request the Town Administrator, in consultation with Town Counsel, to develop a “flow chart” to outline the process by which capital projects are approved.
8. Correspondence
9. Committee Reports
10. Adjourn

RECEIVED  
2021 AUG 27 AM 11:35  
TOWN CLERK BOURNE

# RESUME

EDWIN J. THORNE  
52 Fairway Drive  
Plymouth, MA 02360  
Home: (508) 833-9025

## **EDUCATION**

1980                      University of North Carolina, Chapel Hill  
Municipal Administration

1979                      East Carolina University, Greenville, North Carolina  
M.S. in Public Administration

1970                      East Carolina University, Greenville, North Carolina  
B.S. in Geography/History

## **PROFESSIONAL EXPERIENCE**

October 1998            Town Manager, Pembroke, MA (pop. 19,000)  
May 2020                Chief Administrative Officer under the 2018 Town Manager Special Act.  
Oversees and administers town's \$69 million budget (including schools). Chief  
Procurement Officer, administers and directs Town Personnel Bylaws, Chief  
Public Relations Officer, prepares town government budget (including schools)  
for submission to the Annual Town Meeting. Responsible for the Appointment  
of all non-school and elected department heads, manages all non-school town  
buildings, properties and facilities. Approves and administers all federal and  
state grants, chief negotiator with all unions representing town employees.

March 1998            Interim City Manager, Ranson, WV (pop. 3,000)  
October 1998           Chief Administrative Officer. Responsible for administrative, organizational and  
operational changes to the Manager-Mayor form of government. Significant  
changes in budgeting day to day financing, capital improvements programming  
and utility operations have been top priorities.

June 1988              City Manager, Fairmont, WV (pop 23,000)  
March 1997            Chief Executive Officer under the Manager-Council form of government.  
Responsibilities include supervision of all city employees, preparation and  
administration of general fund, water and sewer department, and chief  
negotiator with unions representing city employees. Significant  
accomplishments have been in downtown revitalization involving private/public  
partnerships in parking garages, veteran's plaza, riverfront development, public  
safety building and Main Street programs. Neighborhood revitalization  
programs have included housing demolition and rehabilitation programs,  
municipal park renovations and a highly successful rental registration program  
in conjunction with Fairmont State College. Citywide programs such as capital  
improvements, strategic planning, comprehensive land use and transportation plans  
have been initiated. The City has been the recipient of numerous grants ranging from  
community policing, neighborhood and downtown revitalization, riverfront  
development and historic building restoration.

## Edwin J. Thorne

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October 1987 June 1988	<u>Town Coordinator, Westborough, MA (pop. 15,000)</u> Chief Administrative Officer for the Board of Selectmen in full service community. Coordinates and directs the operations of the town budget. Acts as Personnel Director, Purchasing Agent, and Public Relations Officer for the Town. Prepares and submits the annual budget and capital outlay program. Administers the compensation and benefits of all Town Officers and employees and the Salary Administration Plan. Responsible for the preparation of all Town Meetings and Annual Reports.
November 1986 October 1987	<u>Town Administrator, Leicester, MA (pop. 10,000)</u> Chief Executive Officer whose responsibilities are the administration of all departments under the authority of the Board of Selectmen. Duties include preparation of the town budget and reports, administration of all capital improvement programs and federal and state programs.
March 1984 November 1986	<u>County Administrator, Hancock County, WV (pop. 41,000)</u> Chief Administrator to the County Commission and responsible for all county financial and personnel matters under its authority; administration of all federal and state grant programs; ex-officio Director of both the County Development Authority and the County Planning Commission. Additional duties include: coordination of all public facilities' construction projects; county computer system implementation; investment officer for County Fire Association; risk management advisor; personnel administrator, and member of Regional Planning and Development Council.
July 1982 March 1984	<u>City Administrator, Ranson, WV (pop. 3,000)</u> First administrator of this city located in the rapidly expanding Eastern Panhandle of the state. Responsible for making many administrative, organizational and operational changes, including installation of a professional finance department; renovation of city offices and public works center, reorganization of both police and public works departments. Significant accomplishments were: capital improvement programs, city-wide zoning, building and subdivision codes, complete revision of all city ordinances, successful 1984 Community Development Block Grant applications, personnel policy and merit system, and consolidation of insurance coverage.
March 1981 July 1982	<u>Management Consultant and Community Director, East Carolina University</u> Management Consultant – Contracted by the Executive Director of the Eastern Area Health Education Center to prepare Internal Procedures Manual and Personnel Policy for contracted training programs for medical professional. Community Director Responsible for coordination of fund-raising activities of the ECU Education Foundation.
August 1979 March 1981	Assistant Town Administrator, Farmville, North Carolina Assistant town administrator in overall coordination of town's budget and departments. Primary duties include staff advisor to Planning Board and Community Development Block Grant (CDBG) Administrator.
August 1977 May 1979	Graduate Assistant, East Carolina University Served as a graduate assistant in the departments of Geography and Political Science; also received an internship at the ECU Regional Development Institute to work on various planning development projects.

**PROFESSIONAL AFFILIATIONS**

International City Management Association  
Massachusetts Municipal Manager's Association  
South Shore Manager's Association - Chair  
West Virginia City Manager's Association – Past President  
West Virginia Municipal League – Past Vice-Chair, Legislative Committee  
West Virginia State College Institute of Local Government  
Past Chairman, Advisory Committee

**Timothy J. King**  
**96 Knott Ave.**  
**Sandwich, MA 02563**

(207) 479-5889 (cell)  
tking53@comcast.net (email)

**PROFESSIONAL PROFILE:**

Effective executive level manager with extensive experience in municipal government and non-profit corporations and overall responsibility for financial administration, personnel management, planning and policy making, and efficient public service delivery.

**PROFESSIONAL EXPERIENCE:**

**Town Administrator**

Westport, MA

Since 2014 I have served as the Town Administrator of this 15,000 population year round community that approximately doubles in the summer. Westport has a \$36 million budget, 125 full time and numerous part time employees.

**Significant Accomplishments**

- Submitted 7 consecutive balanced budgets
- Prepared a more comprehensive Capital Improvement Plan and a plan for funding it
- Developed a plan for addressing the OPEB Unfunded Liability
- Negotiated several collective bargaining agreements with four unions
- Oversaw the construction of a \$10M Police Station

**Asst. Town Administrator**

Wellfleet, MA

I worked for a couple of years as the Asst. CAO of a town with a \$15 million budget that provides a variety of services to residents. Wellfleet has approximately 75 fulltime and 100 part time and seasonal employees.

**Significant Accomplishments**

- Served as Interim Town Administrator
- Prepared and submitted the FY 2014 Municipal, Capital, and Enterprise Fund Budgets
- Prepared 9 RFP's and 4 Bids in accordance with MGL Ch 32A
- Assisted in the rewrite of 3 Town Bylaws
- Assisted in the preparation of the Annual Town Meeting Warrants
- Participated in all collective bargaining sessions with 7 local unions
- Successfully and expeditiously assisted the Town Administrator with a large number of municipals problems, challenges, and tasks with a minimum of oversight and excellent results.
- Implemented several cost-saving measures that saved the Town over one hundred thousand dollars

**Executive Director**

WHCA Milbridge, ME

For about 7 years I was the CEO of a \$10 million non-profit corporation providing 140 programs to residents of Hancock and Washington Counties. The Executive Director is responsible for overall management and supervision of 90 full time and part time employees.

**Significant Accomplishments:**

- Started a new adult day program by raising \$1.2 million.
- Started a successful program to make reliable affordable used vehicles available to working families and finance them at reasonable interest rates.
- Obtained a \$1.1 million donation for the agency to start an endowment.
- Significantly increased the positive awareness of and support for WHCA.

**City Manager**

Ellsworth, Maine

With over 10 years of service I was the longest serving City Manager of this community of approximately 8,000 year round residents that doubles in the summer. The City Manager is responsible for the overall management of all municipal services (including water and wastewater) and supervision of 64 fulltime and 67 part time employees.

**Significant Accomplishments:**

- Established an effective 10-year capital improvement plan and million dollar annual capital program.
- Developed municipal budgets that resulted in zero property tax rate increase for 4 years.

- Designed, planned, and implemented a PAYT solid waste program with impressive results.
- Initiated the process for the replacement of the wastewater treatment facility.
- Fully participated in the Comprehensive Plan process as a member.
- Negotiated all collective bargaining agreements and managed all labor relations for 4 unions.
- Managed the municipal budget so effectively that the unrestricted fund balance was significantly increased over several years.
- Developed the first TIF and a business park in Ellsworth to spur economic development.
- Helped form a regional tourism-based entity called Downeast Area Regional Tourism (DART).
- Obtained approval and funding for and managed the Ellsworth Harbor Dredge and related waterfront improvements.

#### **Town Manager**

Westerly, Rhode Island

I was the Town Manager in Westerly for a couple of years. The Town Manager is responsible for the overall management of municipal services for a coastal community of approximately 23,000 residents and supervised 150 full time employees.

#### **Significant Accomplishments**

- Annually prepared and administered a \$24,000,000 general fund and \$1,000,000 enterprise fund budget.
- Redesigned the community's personnel functions including new position descriptions, a merit-based compensation plan, and a supervisory training program.
- Negotiated all collective bargaining agreements with 3 unions.
- Supervised major construction projects for a Senior Center, Police Station Addition, Solid Waste Transfer Station, and Town Hall Addition. Each of these projects was completed on time and under budget.
- Initiated and organized a major project to update the Town's Comprehensive Plan and revise local land-use regulations.

#### **Town Administrator**

Auburn, Massachusetts

For five years I directed and coordinated the work of up to 100 full time and numerous part time municipal employees and a \$17 million municipal operating budget for this community of approximately 16,000 residents. The Town Administrator is responsible for preparing and administering the annual operating and capital budgets, negotiating all municipal collective bargaining agreements, and overseeing the implementation of general administrative policies.

#### **Significant Accomplishments**

- Initiated the first Capital Improvement Plan covering all departments.
- Started a program to set aside money for the Town's unfunded retirement liability.
- Negotiated numerous collective bargaining agreements.

#### **EDUCATION:**

Master of Public Administration Penn State University

Bachelor of Arts in Public Management University of Maine, Orono Graduated Cum Laude

#### **REFERENCES:**