

WALPOLE, MA

COMMUNITY PLANNING DIRECTOR

Position Profile



The Community

The Town of Walpole is a municipality of approximately 25,000 residents located in eastern Massachusetts. The Town enjoys a strong sense of community with high quality government services, robust citizen engagement, and respect for its history.

Settled in 1659 and incorporated in 1870, Walpole is 20.9 square miles in size. The Town is located in Norfolk County and is bordered by Dover and Westwood to the north, Sharon to the east, Foxborough to the south, and Norfolk and Medfield to the west. Walpole is approximately 19 miles southwest of Boston and 26 miles north of Providence, Rhode Island.

The Town has been described in its 2004 Master Plan as being in a state of transition, noting that:

“Depending upon the speaker, Walpole is either semi-rural or suburban; a traditional New England town or a changing community with many transients; still growing fast or already a mature community; middle class or experiencing a growing income gap.”

Walpole has a core Town Center that has been targeted for mixed use/transit oriented development, a mix of small to

large lot residential zoning, and industrial and commercial uses. Overall the Town is generally developed though there remain pockets of land that are available for subdivision. There is strong interest in increasing thoughtful economic development to bring additional commercial and retail revenue to Walpole, to reduce the tax burden on residents as well as to provide additional job opportunities and leisure activities.

Within the past few years, the town has undergone a major revival due to public and private planning and development efforts. Beginning in 2015, the Town has made considerable investments into its public infrastructure, starting with \$1.2 million in improvements to the downtown roadways, sidewalks, and traffic signals. The Town is also in the process of completing the construction of a new Central Fire Station and Police Station. Two additional municipal building construction projects are also underway, including a new Council on Aging building and DPW Garage – all within one square mile of each other.

Privately, two major downtown commercial/residential projects are fully permitted and underway, both located next to the Walpole Train Station. This includes approximately 200 market-rate apartment units with approximately 5,000 sq ft commercial/retail space on the ground floor and an additional 150 market-rate apartment units with 15,000 sq ft of commercial/retail space.

The median annual household income in Walpole is \$99,102, which is higher than the state median of \$70,954.

The Town’s municipal website can be found at <https://www.walpole-ma.gov>

Government

Walpole’s government is comprised of a five-member Board of Selectmen that serves as the Chief Executive Officers of the Town. Selectmen are elected to staggered three-year terms and oversee all matters affecting the interest and welfare of the community and are responsible to ensure that Town government is responsive to and reflective of community needs and values. The Board of Selectmen appoints a Town Administrator who serves as the Chief Administrative Officer of the Town. Walpole has a Representative Town Meeting form of government that serves as the legislative body of the Town.

Position Responsibilities

The Community Planning Director, who reports to the Town Administrator, is responsible for directing programs regarding municipal planning, zoning, and subdivision matters within the Town as delineated by state statute, local zoning bylaws, and subdivision rules and regulations. The Community Planning Director is also the primary position responsible for economic development initiatives.

The Community Planning Director works with committees, department heads, and the public; the Community Planning Director is responsible for coordinating all planning activities in the Town; serves as staff support to the Planning Board, Zoning Board of Appeals and the Economic Development Commission; reviews all development plans for compliance and ensures plans are developed as approved; facilitates all long-range planning, and coordinates the Town's Master Plan. The Community Planning Director provides technical advice to citizens and support to the Planning Board, and seeks and secures grants to support planning-related activities. The full job description is available upon request.

Town Finances

The FY19 general operating budget, including capital, for the Town is approximately \$ 89.5 million. The Town has been diligent in building its reserves through a stabilization fund with a current balance of \$4.1 million, and an OPEB Trust Fund of \$2.9 million. Walpole holds a Moody's rating of AA2.

Development Opportunities

Walpole's location, high quality services and its access to highways and commuter train service make it an attractive place to live and work. As a result, the Town is experiencing ongoing growth and investment with a number of development projects underway throughout the Town but in particular on Route 1/I-95 and within the downtown area.

The twenty-year [Master Plan](#) that was adopted in 2004 still guides much of the Town's efforts, including:

- The revitalization of Walpole Center into a "smart growth" center of mixed uses and new municipal facilities; and improved traffic, parking and aesthetics.
- Economic Development for a higher non-residential tax base, and related traffic and appearance improvements.
- The management of housing development to preserve open space, while also creating opportunities for affordable housing to meet state requirements.
- Protecting natural and cultural resources of the Town.
- Improving governmental structure and processes to manage development.

The Ideal Candidate

Walpole is seeking a Community Planning Director with municipal experience. The successful candidate must be able to demonstrate knowledge, skills and prior success in directing programs regarding community and economic development municipal planning, zoning, and subdivision matters.

The Community Planning Director must work collaboratively with the various interests of the Town. He or she is expected to work cooperatively with all constituencies within the Town, including residents, elected and appointed officials, volunteers, and business owners. He or she must have strong communication skills.

The Community Planning Director must be a creative problem-solver who is energetic, accessible, trustworthy, collaborative, and a consensus-builder. He or she must be highly motivated, innovative, and ethical.

The successful candidate should possess a minimum of five years of progressively responsible planning experience, and a degree in regional or urban planning, public administration, or a related field, with a Master's degree highly desired; or a combination of education and experience. An AICP certification is preferred, or must be able to attain certification within 48 months.

Compensation

The Town of Walpole will offer a compensation package that is competitive with comparable Massachusetts communities, with an annual salary of \$100,000+/-, depending on qualifications. A Town vehicle is available for the Community Planning Director's use for Town business, if desired. A comprehensive benefits package is part of the Community Planning Director's total compensation. Residency is not required.

How To Apply

Interested applicants should provide résumés, in confidence, by 5:00 p.m. on August 10, 2018, via email to:

Apply@communityparadigm.com

Subject: Walpole Community Planning Director

Submit a **single PDF** with cover letter and resume

Following the closing date, resumes will be reviewed according to the outlined qualifications. An internal team will interview the most qualified candidates in confidence. Based upon these interviews, a selection of finalists will be chosen for further evaluation and reference checks and then forwarded to the Town Administrator. Finalists will be contacted for references and approval of background reviews before their selection is advanced to the Town Administrator.

Questions regarding the position should be directed to Bernard Lynch, Principal, Community Paradigm Associates, at: blynch@communityparadigm.com or 978-621-6733.

The Town of Walpole is an AA/EOE employer.