

North Attleborough, MA – Town Manager



Position Statement

North Attleborough, MA (29,000 pop.), is a vibrant community located in southeastern Massachusetts, approximately 45 minutes from Boston, 15 minutes from Providence, R.I., and five miles from Gillette Stadium in Foxborough. A primarily residential community, it provides a small-town atmosphere along with significant retail and commercial sectors. North Attleborough has an AA rating, an FY20 budget of \$94 million, good public schools, and strong community spirit. Following the approval of a Home Rule Charter in April, which changed the form of government, North Attleborough is now led by a nine-member Town Council.

North Attleborough is seeking an experienced, energetic, and community-focused leader with excellent communication and collaboration skills to serve as its first Town Manager. Preferred candidates should have a Bachelor's degree (Master's preferred) in public administration or a related field and experience as a city/town manager or assistant city/town manager or equivalent, with demonstrated skills and abilities in municipal finance, economic development, communications, community planning, sustainability, and procurement. Candidates should have a proven record of leadership, be a strategic thinker, instill confidence and trust, and be able to build cooperative relationships with appointed/elected officials, residents, employees, and businesses. Candidates should be creative, enthusiastic, and support transparency in government.

Annual salary: \$185K+/-. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. North Attleborough is an Equal Opportunity/Affirmative Action Employer.

Important Links:

- [Town of North Attleborough](#)
- [Town Charter](#)
- [General Bylaws](#)
- [Master Plan](#)
- [Route 1 Corridor Study](#)
- [Audited Financial Statements](#)
- [Audited Management Letters](#)
- [Annual Report](#)
- [FY20 Budget Documents](#)
- [Free Cash Policy](#)
- [North Attleborough Electric Department](#)



Challenges and Opportunities

Government

In April of this year, North Attleborough residents voted in favor of a [Charter](#) changing the Town's form of government to Town Council-Town Manager. There are nine elected members of the newly formed Town Council, which officially became the Town's legislative body in July. Previously, North Attleborough had a Board of Selectmen, representative Town Meeting, and Town Administrator. The successful candidate will become North Attleborough's first Town Manager and will be expected to assist the Town in moving forward with its new form of local government.

Master Plan

North Attleborough's [Master Plan](#) was completed in 2014 and the Town is committed to updating it. The updated version will serve as a blueprint for the future, guide regulatory changes, land use policies, budgeting decisions, and all community decision making. The next Town Manager will play an important role in updating and implementing this strategic plan. North Attleborough is currently considering becoming a Green Community which, if approved, will make it eligible for certain state grants.

Economic Development

The Town, which was once the location of numerous jewelry manufacturers, is poised for growth and economic development. North Attleborough's beautiful downtown has a number of open storefronts that the Town would like to see occupied. A \$7 million MassWorks grant application for downtown revitalization



has been submitted to the state and is awaiting a decision. Also, as in many communities, the mall in North Attleborough has experienced some store closures as retail establishments cope with ongoing competition from online sales. Three cannabis retail establishments are in the process of seeking state approvals. There are several brownfields sites in Town, some of which have established cleanup plans. The updated Master Plan, once completed, is expected to focus on balancing residential neighborhoods and open space

with the need for commercial, industrial, and retail investment. Future growth is needed to minimize the tax burden on residents. The Town has experienced flooding and storm issues and a [Hazard Mitigation Plan](#) was completed in July 2019. North Attleborough became a Complete Streets Community in December 2016 and updated its [Complete Streets Prioritization Plan](#) in March 2019.

Capital Planning

North Attleborough would like to have a complete facilities assessment conducted in the near future to assist in determining infrastructure needs. The [FY20 Capital Improvements Plan](#) can be reviewed online.

Finances

North Attleborough has an [FY20 budget](#) of approximately \$94 million and a Standard and Poor's rating of AA with a positive outlook. The Town is fiscally conservative, and the Town Manager will be expected to run a tight fiscal ship. The FY19 tax rate is \$14.24 for residential properties and \$17.48 for commercial and industrial. The average single-family tax bill in FY19 was \$5,503. Maintaining or improving North Attleborough's financial strength and bond rating while keeping tax increases to a minimum are priorities. Nearly 54% of the Town's revenue comes from the tax levy, with approximately 22% from state aid. In April 2018, voters approved a \$6.5 million override to Proposition 2 ½ to fund various needs, including hiring police and fire personnel and economic development support, restoring library hours, school infrastructure investments, maintaining school personnel, and addressing curriculum and technology needs as well as maintaining services in other departments. The Town is supportive of its public school system and the new Town Manager should work collaboratively with the school department.

Electric Department

The [North Attleborough Electric Department](#) is owned by the people of North Attleborough and overseen by a five-member Board of Electric Commissioners. They represent the 13,500 customers and work collaboratively with the Town.

Recreation and Open Space

North Attleborough has an abundance of open space and recreation options. There are several ponds and lakes, including Greenwood Lake and Falls Pond, as well as a number of rivers and streams, such as Ten Mile River and Seven Mile River. An ice-skating pond, Titus Pond, is filled each winter by the Fire Department and maintained by the Rotary Club. World War I Memorial Park is the Town's largest park and features a petting zoo as well as soccer and lacrosse fields. Adjacent to the park is the Harold Burns Memorial Wildlife Arboretum, a 15-acre site that offers nature trails and unique bird observing. The Town's World War II Memorial is the site of North Attleborough's swimming pool which was funded by the veterans. There are a number of other parks, fields, and playgrounds in Town. Additionally, the North Attleborough Park & Recreation Department provides a wide variety of programs, including ski trips, digital game design and robotics classes, a theatre program, yoga classes, and numerous intramural sports programs. The Town's [Conservation, Recreation and Open Space Plan 2013-2020](#) can be accessed via its website.





The Ideal Candidate

- Bachelor's degree in field related to public management with a Master's degree in public administration preferred.
- Minimum of 5 years of experience as a city/town manager, assistant city/town manager, or equivalent public or private sector level experience.
- Skilled in financial management, economic development, communications, community planning, sustainability, and procurement.
- Able to achieve buy-in to a vision.
- Able to facilitate community growth.
- Collaborative, enthusiastic, transparent, team-oriented, innovative, and decisive.
- Knowledgeable of best practices.
- Skilled in use of traditional and modern communication tools.
- Committed to fostering diversity and inclusion in the organization.
- Community-focused, able to delegate effectively, morale-builder, analytical, creative problem solver, and organized.
- Approachable and open to new ideas.
- Action-oriented, have a strong work ethic, inspire trust and confidence, empower others, and enjoy working with people.

How To Apply

Send cover letters and résumés via email, in a single PDF, by Nov. 17, 2019, 5:00 p.m. to:

Apply@communityparadigm.com

**Subject: North Attleborough
Town Manager Search**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

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