

Hudson, MA – Executive Assistant



Position Statement

Hudson, MA (20,000 pop.), is a diverse, thriving, and historic former mill town located about 26 miles from Boston. While primarily a residential community, Hudson has a thriving downtown that routinely attracts people from throughout the region. The Town has a Standard & Poor's rating of AA and an FY21 budget of approximately \$80.2 million (including public education). The Town's finances are strong; however, as with many communities, the impact



of the ongoing pandemic may require some budget modifications. Hudson's current challenges involve ensuring ongoing access to potable water, determining whether to purchase the former Mass. Army National Guard Armory property, maintaining strong finances, ensuring the downtown returns to its pre-pandemic vibrancy, and maintaining or even enhancing communications. Hudson's local government is led by a five-member Select Board.

To serve as its next Executive Assistant, a position which carries the same responsibilities and authority as a Town Administrator,

Hudson is seeking an experienced municipal leader with exceptional financial acumen and strong communication skills. Applicants should have experience with economic development and collective bargaining, and have strong interpersonal skills. The next Executive Assistant must be highly collaborative. The Executive Assistant appoints all department heads, contingent upon approval by a majority of the Select Board, and also serves as Chief Procurement Officer, Finance Officer, and Human Resources Officer. Candidates should have a bachelor's degree (master's preferred) in public administration or a related field and experience as a municipal administration leader. Preferred candidates will have exceptional skills in financial management and budgeting, a proven record of leadership, strong knowledge of labor relations, strategic planning, and community-based problem solving. The next Executive Assistant should be analytical, approachable, and forward thinking.

Annual salary: \$165K+/- DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Hudson is an Equal Opportunity/Affirmative Action Employer. By charter, the Executive Assistant is required to establish residence within town within nine months following position appointment; however, the Select Board recently passed a motion to remove the residency requirement and will seek approval at Town Meeting in the Spring.

Government

Hudson has a Select Board-Executive Assistant form of government with open Town Meeting which has a quorum of 150. Select Board members serve as the chief executives of the Town. The Board's duties include, in part, establishing policies to be followed by the Executive Assistant and making recommendations to Town Meeting for actions required to be taken by that body; may create, expand, consolidate or abolish all offices and agencies not specifically provided for by the charter, by statute, or by by-law; negotiate all contracts involving collective bargaining within their jurisdiction – with the assistance of the Executive Assistant; investigate the affairs of the town; and provide for independent audits. The Select Board appoints the Executive Assistant, who carries out the policies of the Board, as well as the Board of Registrars, Board of Appeals, Coordinator of Municipal Planning, Town Accountant, Industrial Commission, Tripp's Pond Commission, Town Counsel, Industrial Development Finance Authority, and Conservation Commission. Residents want an open and communicative Town government.

Hudson has numerous elected positions, boards, and committees including Select Board, Moderator, School Committee, Trustees of Benevolent Funds, Housing Authority, Municipal Light Board, Park Commission, Board of Health, Library Trustees, Planning Board, Cemetery Commission, Constable, and Board of Assessors. The next Executive Assistant must be skilled at collaboratively engaging with Hudson's various elected and appointed positions, boards, and committees.

Finances

Hudson has an FY21 budget of approximately \$80.2 million and a Standard and Poor's rating of AA with a stable outlook. In FY20, free cash was certified at \$4.23 million. The FY21 tax rate is \$16.61 for residential and \$33.12 for commercial and industrial properties. The property tax base is nearly 86% residential, approximately 6.7% commercial, and about 5.5% industrial. Nearly 61.3% of the Town's revenue comes from the tax levy, with 16.89% from local receipts, and 17.41% from state aid. New growth in FY20 was \$757,152. A five-year capital plan is in place. Hudson has nearly \$1 million of untapped levy capacity. Maintaining Hudson's financial strength while keeping tax increases to a minimum are priorities. Like most municipalities, Hudson is facing potential revenue constraints due to the ongoing COVID-19 crisis as well as the pressure of increasing costs and infrastructure needs.

According to a 2009 S&P report, Hudson has a consistently strong financial position. The community has a very strong and stable local economy with highway access to larger employment bases throughout the Boston area. It has very strong wealth and income indicators, strong budgetary flexibility, and good management practices.



Important Links:

- [Town of Hudson](#)
- [Video Tour Book](#)
- [Town Charter](#)
- [Master Plan](#)
- [By-Laws & Regulations](#)
- [Current Projects](#)
- [Business Improvement District](#)
- [Discover Hudson](#)
- [Downtown Parking Study](#)
- [Annual Town Meeting Warrants and Results](#)
- [Recreation Master Plan](#)
- [Open Space and Recreation Plan](#)
- [Hudson Light and Power](#)

Economic and Community Development

Hudson's downtown has undergone a renaissance over the past decade and is typically bustling with visitors and residents. Since March, however, the ongoing pandemic and its mandatory restrictions have necessitated a slowdown in activity. Business is expected to pick up again once restrictions are lifted. Downtown Hudson is a true dining destination with a variety of restaurants, breweries, an artisanal cheese shop, a traditional "speakeasy" hidden behind a cobbler shop window, and an ice cream shop. There are also clothing shops and other retail establishments, adding to the economic vitality. Hudson is one of only 10 communities in the Commonwealth to have a Business Improvement District. The Business Improvement District property owners initiate, manage, and finance supplemental services for the benefit of everyone who lives, works, or visits the district. Downtown business owners work collaboratively, along with the Town, to continue to improve the downtown district and attract visitors. Additionally, a \$1.5 million downtown rotary and road improvements were recently constructed and funded primarily via grants.

Hudson is home to an Intel design center and the multi-national technology company employs approximately 1,000 in the local facility. Intel is a good neighbor, having funded one of the high school's auditoriums and donating such items as laptops for local students. There are two cannabis facilities in Hudson (one adult-use/medical and one adult-use only) which, combined, will bring in nearly \$1 million a year in host agreements and taxes.

An ongoing issue in Hudson relates to an Eversource project that spans Wayland to Marlborough and includes a new rail trail. Eversource seeks to bury power transmission lines under a former MBTA rail bed from a substation in Sudbury to a Hudson Light & Power Department substation. The line would run through Sudbury along the 4.3-mile former MBTA corridor and the state Department of Conservation and Recreation plans to pave the corridor for use as a rail trail. There is some concern in Hudson as the line would run near the Town's water system.

Hudson has a number of relatively new public buildings, including the high school, fire department, police department, and Department of Public Works facility. The school administration building is in need of renovation or replacement at some point in the future.

Challenges & Opportunities

- Some of Hudson's public drinking water wells were found to be contaminated with PFAS levels above those allowed by law. A temporary water filtration system was installed at the water treatment plant in 2019 and a \$1 million carbon-based filtration system was installed at the Cranberry Bog Well. The Town executed a settlement agreement with Boyd Coating Research Co., Precision Coating Co., and Dylan LLC, granting the Town \$1.625 million for ongoing maintenance and operation costs as well as giving the Town ownership of the treatment system at the Cranberry Bog Well. Hudson may explore tying into the MWRA in the future.
- The Town will need to determine whether to acquire the former Massachusetts Army National Guard Armory property with the goal of renovating the structure to create a Community Arts Center.
- Work to help return downtown Hudson to its earlier vibrancy once Covid-19 pandemic restrictions are lifted.
- The former Packard Street police station site, which is being turned over to the Affordable Housing Trust, is planned as a location for affordable housing units. The Executive Assistant will be responsible for managing, in cooperation with the Affordable Housing Trust and MassHousing, this redevelopment effort.
- The DPW is in the process of a \$15 million wastewater upgrade which will take approximately 2½ years to complete. At some point in the future, the DPW will need a new facility as the current facility is aging.
- With the exception of the firefighters' union, all collective bargaining contracts are settled through 2022. Negotiations with the firefighters' union are ongoing.
- Maintaining the Town's strong fiscal condition despite any financial impact from the pandemic.
- Hudson's health insurance has a 50/50 employer-employee split for premiums with very low co-pays. This lowers the Town's OPEB liability, which is about \$80 million. Hudson recently began funding the OPEB trust fund but placed a hold on funding this year due to the anticipated financial impact of the pandemic.
- The Master Plan, Open Space & Recreation Plan, and Housing Production Plan will be due for comprehensive updates within the next 3-5 years.
- Hudson has talented department heads that can be depended upon to manage their departments, complete projects, and resolve problems. Hudson's department heads have strong relationships and work collaboratively as a group and with the Executive Assistant.





The Ideal Candidate

- Bachelor's degree required (with a master's preferred), preferably in public administration or a related field.
- Experience in municipal administration or similar, relevant administrative activity.
- Exceptional financial acumen.
- Skilled in economic development, personnel administration, and collective bargaining.
- A strong communicator, both internally and externally; active listener.
- Analytical and technologically savvy.
- Provides collaborative, innovative, and respectful leadership.
- Forward thinking; strategic.
- Stays abreast of national and international social and economic developments.
- Able to build and maintain strong relationships with local and state officials.
- Ability to communicate a vision and achieve buy-in.
- Strong leadership qualities and experience.
- Ability to make good hires and serve as a coach/mentor; team oriented.
- Excellent writing and presentation skills.
- Excellent follow-through; strong work ethic.
- Creative problem solver; proactive.
- Proficient knowledge of municipal law.
- Value diversity and inclusivity.
- Diplomatic; strong conflict resolution skills.
- Knowledgeable of best practices.
- Portuguese language skills are a plus.

How To Apply

Send cover letter and résumé via email, in a single PDF, by February 3, 2021, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Hudson
Executive Assistant Search**

Questions regarding the position should be directed to:

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

*The Town of Hudson, Mass., is an Equal
Opportunity/Affirmative Action Employer.*

