

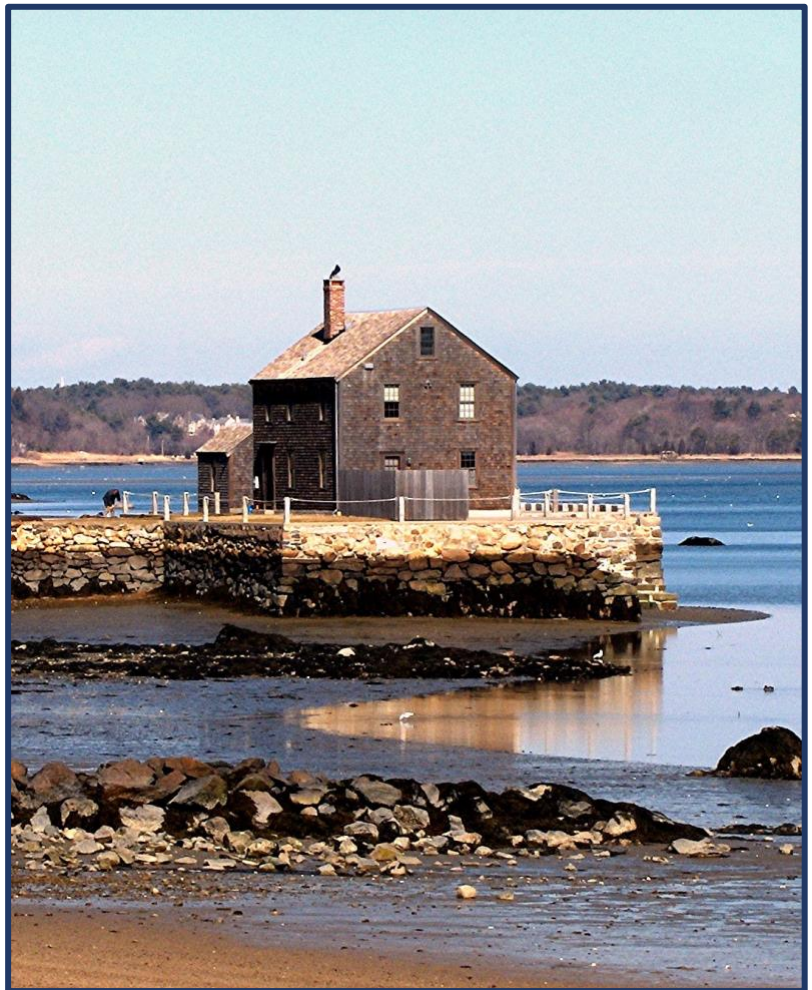
Kingston, MA – Town Administrator



Position Statement

Kingston, MA (13,500 pop.), is a vibrant, coastal community located in southeastern Massachusetts approximately 35 miles south of Boston. Kingston is principally a residential community with a small number of professional fishermen and cranberry growers. A large proportion of residents are commuters with many using the town's MBTA commuter rail station for easy access to Boston and points north. Kingston has an AA+ rating and an FY21 budget of approximately \$49 million. The Town's finances are strong; however, as with many communities, the impact of the ongoing pandemic may require some budget modifications. Kingston's current challenges involve enhancing communications, collaboration, and transparency with the community and a desire for additional economic development. Kingston's local government is led by a five-member Board of Selectmen.

To serve as its next Town Administrator, Kingston is seeking an inspirational and collaborative leader with excellent communication skills, the ability to build strong, motivated teams, and a desire to engage with the community. He or she should have strong financial acumen, experience with economic development, and understand modern technology and the ways it can be used to improve municipal services. Candidates should have a bachelor's degree (master's preferred) in public administration or a related field. Preferred candidates will have a proven record of leadership, be proactive and a strategic thinker, instill confidence and trust, and be able to build collaborative relationships. The next Town Administrator should be innovative, energetic, forward thinking, and approachable.



Annual salary: \$150K+/- DOQ, with FY21 salary maximum of \$150K. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Kingston is an Equal Opportunity/ Affirmative Action Employer.





KINGSTON *Massachusetts*

Government

Kingston has a Board of Selectmen-Town Administrator form of government with open Town Meeting. The five-member [Board of Selectmen](#) serves as the Town's principle elected executive board and, acting through the Town Administrator, are responsible for the day-to-day operations of town government. The Board of Selectmen appoints the [Town Administrator](#) who carries out the policies of the Board. In June, the Town went through a recall process and ultimately three incumbent members of the Board of Selectmen were replaced. Residents want a Town government that is communicative and open. The current Board is focused on moving Kingston forward in a collaborative, transparent, and responsive manner.

Kingston has a number of elected positions, boards, and committees including: Board of Selectmen, School Committee, Planning Board, Board of Library Trustees, Board of Health, Silver Lakes Regional School Committee, Recreation Commission, Housing Authority, Sewer Commission, Water Commission, Moderator, Board of Assessors, Town Clerk, Treasurer, Collector of Taxes, and Constable. The next Town Administrator must be skilled at collaboratively engaging with Kingston's various elected positions, boards, and committees.

Finances

Kingston's financial condition is strong. The Town has an FY21 budget of approximately \$49 million and a Standard and Poor's [rating](#) of AA+ with a stable outlook. In FY20, free cash was certified at nearly \$2.32 million. The FY20 tax rate is \$16.28 for residential, commercial, and industrial properties. The property tax base is approximately 88.3% residential and about 8% commercial. Approximately 61% of the Town's revenue comes from the tax levy, with about 12% from state aid. Local receipts bring in about 24% of the annual revenue. New growth in FY20 was \$439,025. Maintaining or even improving Kingston's financial strength and bond rating while keeping tax increases to a minimum are priorities. Like most municipalities, Kingston is facing potential revenue constraints due to the ongoing COVID-19 crisis as well as the pressure of increasing costs and infrastructure needs. Candidates should have a proven record of building balanced budgets that reflect needs but respect policies and limited resources. Solid understanding of municipal finance laws is preferred.

According to a 2014 S&P report, Kingston has a very healthy economy. The community has strong budgetary flexibility and good financial policies. Kingston is located about 35 miles south of Boston, which provides employment opportunities for residents. Businesses are located primarily along the Route 3A corridor. There is a desire for economic development to help fund town services, support infrastructure needs, and provide additional employment for residents. The Town Administrator is expected to develop, with input from department heads and direction from the Board, a detailed multi-year Capital Improvement Plan that balances the needs of the community with the realities of the budget.

Important Links:

- [Town of Kingston](#)
- [Master Plan](#)
- [Mass. General Laws Chapter 41](#)
- [General By-Laws](#)
- [S&P Ratings Report](#)
- [FY20 Budget Summary](#)
- [Affordable Housing Plan](#)
- [Town Meeting Minutes](#)



Economic and Community Development

Kingston has a mixed-use town center surrounded by compact neighborhoods and low-density outlying areas. The Route 3A corridor contains numerous commercial and retail establishments. A four-story, 282-unit apartment building at the Kingston Collection mall, along with some additional commercial space, is expected to break ground in January 2021. Ten percent of the rental units will be affordable. The project is being developed by Trammell Crow Company, which is based in Dallas and has offices in Boston.

Another major project is a 145,000-square-foot e-commerce distribution center being built by Amazon on 42 acres on the Kingston/Plymouth line, off Routes 3 and 44. Amazon has received planning and zoning approvals in both Kingston and Plymouth. Two separate cannabis cultivation facilities, both with retail establishments, are in various stages of the approval process. The Town has an industrial park, which could benefit from additional development. Kingston is home to three privately owned and operating wind turbines and one town-owned non-operational wind turbine, located on industrial property next to the MBTA commuter rail parking lot.

The next Town Administrator must be adept in attracting economic development projects and businesses that are appropriate for the Town of Kingston. He or she must be skilled in explaining the benefits of such projects and able to achieve community buy-in.

Open Space and Recreation

Kingston covers 12,159 acres of land, 546 acres of surface water bodies, and about 1.9 miles of coastline. A significant part of Kingston's land base is forests, surface waters, and wetlands, including the Jones River corridor, coastline and beaches along Kingston Bay, Camp Nekon, and the Muddy Pond/Kingston State Forest area. Farming was once the main source of income for residents. The production of cranberries remains a primary focus of agriculture in Kingston and the stabling, breeding, and care of horses is another active aspect. Gray's Beach Park is heavily used for public beach access and the Town Landing, Ah De Nah, provides public boat access to the Jones River estuary and to Kingston Bay.

The Kingston Recreation Department oversees numerous sports fields, tennis courts, basketball courts, playgrounds, Gray's Beach Park, and the Reed Community House as well as managing hundreds of programs for youths and adults each year.

Preservation of open space is important to the residents of Kingston and there is some concern that too much space has been converted to residential and commercial development over the past 50 years. Working collaboratively to create a thoughtful and acceptable balance of open space and appropriate economic development is critical.

Current projects

- Renovations to the Harbormaster building.
- Exterior renovations to The Adams Center, including decorative work and historical gutters restoration.
- Ongoing maintenance on various Town buildings.
- Several energy efficiency projects are slated to begin in 2021.

Potential projects

- Renovation of the fire station on the southside of Kingston.
- A new police station has been recommended for about 10 years but has been narrowly rejected by Town Meeting voters.
- Upgrades to municipal technology.

The next Town Administrator needs strong communication skills and should be enthused about engaging with the community. He or she must know how to build collaborative teams, have the ability to motivate others, and be able to create consensus. He or she must actively support transparency in government and be dynamic, forward thinking, and capable of moving the Town to greater levels of achievement. Both traditional and non-traditional candidates are encouraged to apply.





The Ideal Candidate

- Bachelor's degree (with a master's preferred), preferably in public administration or a related field.
- Experience in municipal administration or similar, relevant administrative activity.
- A strong communicator, both internally and externally; active listener.
- Provides inspirational, innovative, and respectful leadership; morale builder.
- Ability to build trust; approachable.
- Actively supports transparency in government.
- Strong leadership qualities and experience.
- Excellent writing and presentation skills.
- Skilled in financial management, economic development, personnel administration, and collective bargaining.
- Analytical and technologically savvy.
- Enjoys engaging with the community.
- Excellent follow-through.
- Strong work ethic.
- Creative problem solver; proactive.
- Confident, energetic, and flexible.
- Proficient knowledge of municipal law.
- Exhibits excellent attention to detail.
- Diplomatic; strong conflict resolution skills.
- Forward thinking; strategic.
- Team-oriented, innovative, and calm under pressure.
- Knowledgeable of best practices.
- Ability to multi-task.

How To Apply

Send cover letters and résumés via email, in a single PDF, by October 14, 2020, 5:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Kingston
Town Administrator Search**

Questions regarding the position should be directed to:

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

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