

Boxborough, MA – Town Administrator



Position Statement

Boxborough, MA (5,500 pop.), is a thriving and engaged small community located at the crossroads of Interstate 495 and Route 111. Its excellent school system, high quality housing, convenient location, and scenic, historic and rural character make Boxborough an attractive community in which to live and work. From its agricultural roots, Boxborough has cherished its open and wooded spaces, and now can prize its place in the Information Age.

Boxborough is well managed and well situated for continued success. It has an AAA rating and an FY22 budget of \$27.1 million. The Town's challenges and opportunities include: managing its growth to retain its rural character, working with recently hired department heads and staff to build a strong and motivated team, continuing to recruit and retain talented employees,



determining a solution to water quality and water access issues, working collaboratively with volunteer boards and committees, and developing effective internal controls and protocols.

Boxborough is seeking an experienced, knowledgeable, and talented leader with superior team building and communication skills, strong financial acumen, and proficient personnel management skills to serve as its next Town Administrator. The Town Administrator is a senior management position that functions as the Town's Chief Operating Officer and Chief Financial Officer. Candidates must have a Master's degree in business, public administration or other relevant field together with a minimum of seven years of progressive experience in a responsible senior position, including five years of management experience, and/or any equivalent combination of education and experience. Candidates should consider themselves a "people person" who instills confidence and trust, and is skilled at building collaborative relationships with appointed/elected officials, residents, Town staff, and business owners.

Annual Salary: Up to \$180K, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Boxborough is an Affirmative Action/Equal Opportunity Employer.



Government

Boxborough's local government includes a five-member [Select Board](#) whose members are elected to staggered three-year terms to oversee all matters impacting the interest and welfare of the community and are responsive to and reflective of community needs and values. The Boxborough Select Board appoints the

[Town Administrator](#) who functions as the Chief Operating Officer and Chief Financial Officer of the Town. Boxborough has Open Town Meeting, which is the Town's legislative body. The Town Administrator assists and advises the Select Board in the discharge of the duties of their office, providing executive leadership for the Town in areas of policy formulation, financial



management, labor relations, and organizational operations, and performing complex professional, administrative, and management work in providing daily control over ongoing Town activities as well as the Town's professional staff. The Town Administrator must engage with Boxborough residents and collaborate with its various elected and appointed boards, commissions, and committees.

An 11-member Acton-Boxborough School Committee, with four members from Boxborough, is elected to oversee the policies and budget of the regional public school system. The [2021 Annual Town Report](#) can be viewed on the Town's website along with [reports](#) from numerous prior years.

Finances

Boxborough has an [FY22 budget](#) of approximately \$27.1 million and a Standard and Poor's rating of AAA

with a stable outlook. The FY22 tax rate is \$17.42 for all properties and the average single family tax bill \$11,420. Revenue sources without enterprise and CPA fund for FY22 are 90.16% from the tax levy, 6.29% from local receipts, 1.35% from state aid, and 2.20% from all other. New growth valuation in FY22 was \$19.1 million and the stabilization fund balance for FY21 is \$1.54 million. Free cash for FY22 is certified at \$2.34 million. The total assessed value of Boxborough properties in FY22 is \$1.25 billion, with slightly over \$1 billion attributed to residential property.

The next Town Administrator should have strong financial acumen and the ability to help maintain Boxborough's stable finances. The Town Administrator needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. Experience in collective bargaining would be beneficial in this position.

Important Links:

- [Town of Boxborough](#)
- [General Bylaws](#)
- [Annual Town Reports](#)
- [FY22 Budget](#)
- [FY22 Capital Budget Review](#)
- [FY23 Budget](#)
- [Master Plan: Boxborough 2030](#)
- [Economic Development Study](#)
- [Open Space and Recreation Plan Update](#)
- [Community Resilience Building Workshop Summary of Findings](#)
- [Boxborough Bee Newsletters](#)



Education

Boxborough is part of the acclaimed [Acton-Boxborough Regional School District](#), which is a comprehensive PreK-12 public school system serving approximately 5,300 students in the communities of Acton and Boxborough. It is comprised of nine schools, including its early childhood program, six elementary schools, a junior high school, and a high school. Boxborough is not part of a vocational education district. Students have the option of attending Assabet, Minuteman, or Nashoba Valley Technical High Schools. The Select Board, working through the Town Administrator, is responsible for the provision of transportation for these students. The FY22 public school budget is \$12.67 million (plus approximately \$381,000 for technical education), which represents approximately 48% of the total Boxborough budget. Residents of Boxborough tend to be highly educated.



Economic and Community Development

The Town's economic development goals favor thoughtful and well-designed development that will enhance the quality of life in Boxborough while also improving the business tax base and offering increased employment opportunities. Development that would detract from the Town's natural resources and community character is not desired. Boxborough's regional connectedness, via I-495, Route 2 and Route 111, provide residents with easy access to various employment centers. Currently, approximately 19% of the Town's tax base is commercial/industrial and limited business development that fits with the current character of the Town would be welcome. An



Economic Development Committee assists in focusing on this issue.

Boxborough has no public water, except for a small system that services the schools and public buildings managed by DPW, and no sewer service; thus, permits from the Department of Environmental Protection are required for any type of dense, multi-family development. There has been discussion of connecting at least one section of Town to a neighboring community's water supply, but no definite plans are in place. The Fire Department uses cisterns and fire ponds located throughout Boxborough as part of its comprehensive town-wide fire protection system. There are approximately two dozen privately owned public water supply systems serving businesses and housing developments. All other properties rely on private wells. There are also several privately owned and operated wastewater facilities serving large commercial sites and large condominium developments. Additionally, there is no municipal residential trash pick-up. Residents dispose of solid waste at the town's transfer and recycling station or through commercial contract services.

Natural Resources

Boxborough is an environmentally concerned community with abundant natural resources, including wetlands, forests, wildlife habitats, farms, reservations, and trails. Steele Farm, which is a Town-owned site, is a significant historical and cultural resource for the community. [Flerra Meadows](#), with two ponds, play areas, trails, and athletic fields, is located on the site of a highly used parcel of conservation land off Stow Road. The Town is currently working to [update](#) its seven-year Open Space and Recreation Plan to provide a blueprint for ensuring that current and future residents have ample opportunities for recreation and access to open space.



Staffing

Following retirements and departures for new locations and/or positions, Boxborough has a number of new or relatively new department heads and employees, including the Assistant Town Administrator, Administrative Assistant, Treasurer-Collector, Assessor, Town Accountant, Town Planner, Building Inspector, Town Clerk (which is an elected position), and Police Chief (currently interim). The DPW Director has been in the role for four years. The Town Administrator is responsible for ensuring the effective development and training of all employees and in developing personnel into a strong and collaborative team of municipal professionals. The Town Administrator nominates all department heads, except the Fire Chief, Police Chief, Public Works Director, and Director of the Library, subject to confirmation by the Select Board.

Ongoing Projects

- Developing and implementing strong internal controls and protocols.
- Working collaboratively with the Boxborough Building Committee to consider options for a potential public safety building in the future.
- Working to develop solutions to water quality and water access issues in Town.
- Implementing the Master Plan recommendations for Boxborough's commercial areas.
- Considering options for the future of Boxborough office parks that have vacancies.
- Developing a detailed facilities management and preventative maintenance plan.





Town of **BOXBOROUGH** Massachusetts

The Ideal Candidate

- Master's degree in business, public administration or other relevant field.
- Minimum of seven years of progressive experience in a responsible senior position, including five years of management experience, and/or any equivalent combination of education and experience. Preference is given to those with municipal experience in an Open Town Meeting form of government.
- Skilled in financial management, personnel management, community development, and labor relations.
- Superior communication skills, both written and verbal; active listener; approachable.
- Strong background in municipal operations and law with a preference for Mass. knowledge.
- Proficient at developing strong teams and building morale.
- Knowledgeable and supportive of best practices.
- Creates a welcoming environment for all.
- Demonstrated ability in building strong, collaborative relationships.
- Understanding of small-town character and culture; diplomatic and compassionate.
- Recognizes and embraces the value of Town boards and committees.
- Strong leadership skills and experience.
- Embraces transparency in government.
- Works in partnership with the Select Board.
- Experience in setting goals and priorities.
- Treats everyone fairly and respectfully.
- Skilled in long-term planning; organized.
- MCPPO certification and ICMA Credentialed Manager designation is preferred.

How To Apply

Send cover letter and résumé via email, in a single PDF, by July 27, 2022, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Boxborough
Town Administrator**

Questions regarding the position should be directed to:

John Petrin, Senior Associate
Community Paradigm Associates
JPetrin@communityparadigm.com
781-552-1074

The Town of Boxborough, Mass., is an Affirmative Action/Equal Employment Opportunity Employer.

