

Hopkinton, MA – Town Manager



Position Statement

Hopkinton, MA (19,249 pop.), is a welcoming town located on the edge of Middlesex County. It is home to a population of about 19,249 people (2022 Census), marking a 26 percent growth in the last decade and making Hopkinton one of the fastest-growing communities in the Commonwealth. Known by many as the starting point of the Boston Marathon, the town is located 26.2 miles west of Boston. Hopkinton is bisected by I-495 and intersects with I-90 at the town's northern edge, making it incredibly highway accessible. The Metropolitan Area Planning Council (MAPC) categorizes Hopkinton as a Country Suburb, characterized by very low density. The town was incorporated in 1715 and comprises 28 square miles of land. Hopkinton is bordered by Southborough, Westborough, Ashland, Holliston, Milford, and Upton. The town is committed to equal opportunity, diversity and inclusion, and believes that a positive culture of inclusion in town governance contributes to Hopkinton's overall qualities as a great place to live and work.



Hopkinton is well managed and well situated for continued success. It has an AAA bond rating and an FY25 preliminary budget of \$121.4 million. The Town's challenges and opportunities include managing budgetary pressures and school needs due to ongoing residential growth; continuing to increase the level of transparency in local government and communication with residents; managing capital needs due to growth and aging infrastructure; working to resolve water quality issues; and addressing economic development in three primary areas.

Hopkinton is seeking an experienced, collaborative, inclusive, and transparent leader with superior team building and communication skills, exceptional financial acumen, and proficient project management skills to serve as its next Town Manager. Hopkinton's Town Manager serves as its Chief Administrative Officer. Candidates should have a master's degree in public administration or other relevant field, experience as a Town Manager, Assistant Town Manager, or in a responsible senior municipal position, and/or any equivalent combination of education and public or private experience. Candidates should consider themselves an entrepreneurial, innovative and inclusive leader who instills confidence and trust, and who is skilled at building collaborative relationships with appointed/elected officials, town staff, residents, and business owners.

Annual Salary Range: \$210K - \$250K, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Hopkinton, Mass., is an Equal Opportunity, Americans with Disabilities Act Employer. Women and Minority candidates are encouraged to apply.

Government

Hopkinton'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 Hopkinton Select Board appoints the [Town Manager](#) who functions as the Chief Administrative Officer of the Town. Hopkinton has Open Town Meeting, which is the Town's legislative body. The Town Manager is responsible for the efficient and coordinated administration of all town functions under the Manager's controls as per



the Charter, Town Bylaw, Town Meeting vote, or by the Select Board. Providing inclusive transparency is central to the operation of Hopkinton and a [Transparency Portal](#) has been created for members of the public to use as an educational resource regarding the town's management. The Town Manager must communicate with and engage with Hopkinton residents and collaborate with its various elected and appointed boards, commissions, and committees.

Hopkinton's highly renowned public school system is overseen by a five-member [School Committee](#) which is elected to represent the interests of the community in governing the operations of the public schools. The town's [2022 Annual Town Report](#) can be viewed on its website.

Finances

Hopkinton has an FY25 preliminary budget of approximately \$121.4 million and a Standard and Poor's bond rating of AAA with a stable outlook. The FY24 tax rate is \$14.61 for residential properties and \$14.60 for commercial, industrial, and personal properties. The FY24 average single family tax bill is \$12,447. Revenue sources without enterprise and CPA funds for FY24 are 80.47% from the tax levy, 10.11% from state aid, 5.42% from local receipts, and 3.98% from all other. New growth valuation in FY24 was nearly \$175 million and the stabilization fund balance for FY23 is \$4.3 million. Free cash for FY24 is certified at nearly \$9.56 million. The total assessed value of Hopkinton properties in FY24 is \$6.26 billion, with \$5.15 billion attributed to residential property.

The Town Manager should have superior financial acumen as the town is facing fiscal challenges due to its rapid growth. The Town Manager needs to be decisive, collaborative, and innovative regarding finances and all aspects of municipal management. The

positions of Chief Financial Officer and Treasurer were recently appointed, and the Town Manager will be expected to work closely with the finance team.

Important Links:

- [Town of Hopkinton](#)
- [Hopkinton Home Rule Charter](#)
- [General Bylaws](#)
- [Hopkinton Vision Statement](#)
- [2022 Town Report](#)
- [FY25 Preliminary Budget](#)
- [Town Meeting & Budgets](#)
- [Master Plan](#)
- [Open Space and Recreation Plan](#)
- [Transparency Center](#)



Education

[Hopkinton Public Schools](#) is a highly acclaimed school district, which is a comprehensive Pre-school-Grade 12 public school system serving nearly 4,300 students. It is comprised of five schools, including three elementary schools, a middle school, and a high school. Sixty-eight percent of faculty has six or more years of teaching experience and 83% of staff possesses an advanced degree. Hopkinton High School is currently ranked the 13th best high school in the state by *U.S. News and World Report*. The preliminary FY25 public school budget is \$63 million which represents approximately 55% of the total municipal budget. Hopkinton Public Schools are well supported by residents.



Additionally, numerous community organizations provide generous support for cocurricular and extracurricular programming.

Diversity, Equity, Inclusion, Accessibility, and Social Justice

Hopkinton is a leader in diversity, equity, inclusion, accessibility, and social justice efforts. Hopkinton welcomes residents and visitors of all races, ethnicities, religions, abilities, gender identifications, and sexual orientations. The town is committed to providing a climate of safety and acceptance to all and actively addresses and resists acts of discrimination, bullying, or intimidation. The Town Manager will be expected to embrace and continue these critical efforts.

Community Development

Hopkinton is a growing, mostly residential, community. It has a strong history in community planning. Hopkinton lives by a [Vision Statement](#) and [Master Plan](#). The town has growth capacity in its natural gas, electric power, data/telecommunications systems, but lacks capacity for growth in its water, sewer, and wastewater treatment systems (EDSAT Report, Northeastern University 2017). Hopkinton is a member of the [MWRTA](#) that provides public bus transportation with easy access to Ashland and Southborough train stations which qualifies Hopkinton as an MBTA community.

A majority of Hopkinton's commercial development exists in and adjacent to the downtown area and around the I-495 interchange. The town's largest private sector employer is Dell/EMC Corporation. Hopkinton's economic development goals favor thoughtful and well-designed development that will enhance the quality of life in town while also improving the business tax base. Development that would detract from Hopkinton's community character is not desired. Currently, approximately 83% of the town's tax base is residential, with approximately 10% from commercial, industrial, and personal property. A Growth Study Committee, which is now disbanded, released a detailed [report](#) in April 2021 focused on how to proactively manage the town's ongoing growth.



Ongoing Projects

MWRA Connection: Hopkinton, like many communities, has water quality issues that include the PFAS crisis. Currently, there are five wells serving as the town's water source. Hopkinton has been researching the possibility of connecting to the Massachusetts Water Resources Authority through the Town of Southborough. Hopkinton has contracted with consultants to study the possibility and infrastructure and operation costs are being assessed.

Utilities: The town is seeking to bury the aboveground utility lines that go through the center of Hopkinton. The project has been delayed due to the lack of inventory with the required transformers.

Eversource LNG Plant/Facility (52 and 55 Wilson Street): This plant is the largest "peak-shaving" LNG facility in New England. Eversource first began the process to revitalize the facility in 2021. The facility processes and stores natural gas. The town has actively participated in the facility's adjudicatory proceedings before the Department of Public Utilities and continues to involve itself extensively in matters related to the LNG Plant.

Woodville Fire Station - Hopkinton maintains a second station in the Woodville area of town. The station did not house full-time staff until COVID procedures were implemented in 2020. Two members staffed the second ambulance and an engine. Due to building issues, the station has been temporarily closed. The town has funded \$400,000 plus an additional \$70,000 for improvements to update Fire Station #2 in Woodville. This is an issue on which Hopkinton has been diligently working on.

Economic Development: Hopkinton is seeking to address economic development in three primary areas: the Town Center, near I-495, and the land in the Weston Nursery area. The Town's intent is to attract development within areas that are already zoned as commercial.

Growth-Related Issues: Hopkinton is considered one of the fastest growing communities in Massachusetts. Between the 2010 Census and the 2020 Census, Hopkinton was the fastest-growing municipality in Greater Boston. The town is striving to address school and budgetary issues and must continue to financially plan for ongoing growth.

Center School Reuse: The Center School is an elementary school building originally opened in 1928, with additions in 1954 and 1986, which has been dormant since 2018. In March 2024, the Permanent Building Committee reviewed two mixed-use development proposals for the site. No decision has been made. The Town Manager will be involved in overseeing any future development of the Center School site.

Main Street Corridor Project: Ongoing since 2021, the purpose of this project is to improve roadway safety for vehicles, bicyclists, and pedestrians as well as to reduce congestion throughout Hopkinton's downtown corridor. The project area stretches along Main Street, from just west of Wood Street to Ash Street, a distance of 0.83 miles, and includes the downtown commercial area and historic Town Common. The final phase of construction is underway.

Boston Marathon: The Boston Marathon, which starts in Hopkinton, is an international event and is the World's longest running annual marathon. Even though the race occurs on Patriots Day once a year, it is a year-long planning event. The town is involved with multiple local, state, and federal agencies in preparing for the more than 30,000 runners and close to 500,000 spectators along the entirety of the route. Hopkinton is faced with the challenge of all the runners being gathered at the beginning of the race.





HOPKINTON

Massachusetts

The Ideal Candidate

- Master's degree in public administration or other relevant field.
- Experience as a Town Manager, Assistant Town Manager, or in a responsible senior municipal position, and/or any equivalent combination of education and public or private experience.
- Skilled in financial and budget management, personnel management, community development, and project management.
- Superior communication skills, both written and verbal; active listener; approachable.
- Must embrace inclusive transparency in government.
- Experienced with and highly supportive of diversity, equity, inclusion, accessibility, and social justice efforts.
- Treats everyone fairly and respectfully.
- Creates a welcoming environment for all.
- Ability to develop cohesive teams; able to build and maintain morale; able and willing to serve as a mentor and coach to staff members.
- Ability to translate the public's vision for the community into reality.
- Able and willing to interface and collaborate with the public schools and other large departments.
- Knowledgeable and supportive of best practices.
- Demonstrated ability in building collaborative relationships; politically savvy.
- Diplomatic, empathetic, and compassionate.
- Strong leadership skills and experience.
- Experience in setting goals and priorities.
- Skilled in long-term planning.

How To Apply

Send cover letter and résumé via email, in a single PDF, by May 6, 2024, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Hopkinton
Town Manager**

Questions regarding the position should be directed to:

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

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