

Halifax, MA – Town Administrator



Position Statement

The Town of Halifax is situated in Southeastern Massachusetts, has a population of 7,749, per the 2020 census, and is considered by residents to be the Heart of Plymouth County. Halifax is rich in history and was first settled



by Europeans, most notably the Bosworth family from Bosworth Fields, England, in 1669; and grew with the lumber and agriculture industries. The Town officially separated from the town of Plympton and incorporated in 1734 by an act of the General Court; and was named in honor of Halifax, West Yorkshire, England.

Halifax has many picturesque ponds and lakes and is a family-friendly, largely residential community. The Town offers the charm of living in a small New England town; yet is close to the many amenities of the South Shore, including only 12 miles to visit historic Plymouth and 28 miles to enjoy Boston. Halifax abounds in recreational opportunities and open space. It is

the type of community where neighbors know and help one another and value local spirit, activities, and events.

Halifax is 17.3 square miles, including 16.1 square miles of land and 1.2 square miles of water. Halifax is bordered by Hanson to the north, Pembroke to the northeast, Plympton to the southeast, Middleborough to the southwest, and Bridgewater and East Bridgewater to the west. Much of Halifax's geography is dictated by water. Bodies of water include Silver Lake, Robbins Pond, Indian Trail Reservoir, Burrage Pond, and East and West Monponsett Ponds.

Halifax is seeking a dedicated and responsive Town Administrator, who understands small towns, to provide collaborative leadership to help advance the community's goals. Creative, forward-thinking municipal administrators/managers with strong financial acumen, fiscal forecasting capability, excellent communication skills, human resources, economic development, and procurement experience are encouraged to apply. The successful candidate must have a bachelor's degree (master's preferred), preferably in public administration, business administration, management, or a related field.

Annual salary: \$160K+/- DOQ. The successful candidate will receive an attractive compensation package that is competitive with other Massachusetts towns, including health and retirement plans, commensurate with qualifications and experience. Residency is not required.

ECONOMY

The Town supports appropriate economic development that does not detract from its character. Halifax's total assessed value in FY25 is approximately \$1.44 billion, according to the [Massachusetts Department of Revenue's Division of Local Services](#), which represents an increase of approximately 4.2% from FY24. Residential properties account for approximately 91.21% of the Town's total assessed value, while commercial properties account for approximately 5.15%, industrial for about 2.12%, and personal property for approximately 1.52%. The average FY25 single family home value was \$511,243. While the Town's year-round population is primarily middle-income, 3.1% of residents are living in households with incomes below the poverty level.

CENSUS DATA

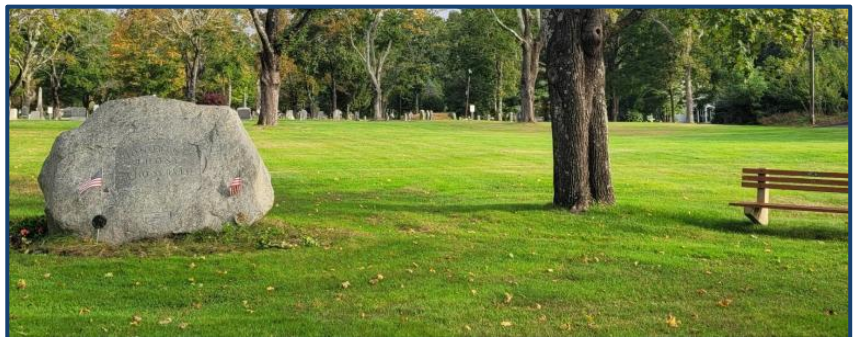
According to the [U.S. Census estimates](#) for 2024, the Town of Halifax's racial composition is 90.3% white, 8.6% two or more races, 1.9% Hispanic or Latino, 0.1% Asian, 0.1% American Indian and Alaska Native, and 0% Black or African American. The median household annual income is approximately \$110,763, which is higher than the state median household annual income of \$101,341. The Town is demographically like the state. For example, in the under-5 years cohort, Halifax has 4.2% of its population, while the state has 4.9%. The under-18 years cohort in Halifax is at 23.3% in the 2021 U.S. Census estimates versus 19.2% for the state. Similarly, in the 65 years and over cohort estimate, Halifax is at 17.4% while the Commonwealth's is 18.5%. The median age of Halifax residents is estimated to be at 41.3 years, while the median age for the state is 40 years.

COMMUNITY SERVICES

[Beth Israel Deaconess Hospital](#), an acute care 164-bed complex in Plymouth and [Signature Healthcare Brockton Hospital](#), an acute care 216-bed complex in Brockton, serve Halifax residents. Halifax is approximately 35 miles from Logan Airport in Boston and 54 miles to T. F. Green airport in Providence, Rhode Island. Routes 58 and 106 are Halifax's main highways; and the Kingston-Route 3 line of the MBTA Commuter Rail has a station near Route 36. There are several banks, medical offices, places of worship, small grocery stores and local businesses, restaurants, and a major retail chain located in Halifax.

Important Links:

- [Town of Halifax](#)
- [By-Laws and Halifax Town Code](#)
- [Halifax Master Plan](#)
- [Annual Town Reports](#)
- [FY26 Budget Resources & Information](#)
- [Financial Policies](#)
- [Financial Audits](#)
- [FY21 OPEB Report](#)
- [Organizational Chart](#)
- [Route 106 Corridor Study](#)
- [Integrated Municipal Vulnerability Preparedness and Hazard Mitigation Plan](#)
- [Housing Production Plan](#)



Government

Halifax's executive branch of government is a three-member Board of Selectmen that serves as the governing body of the Town. Board members are elected to staggered three-year terms to oversee all matters impacting the interest and welfare of the community. They are responsible for ensuring that Town government is responsive to and reflective of community needs and values.

The Board of Selectmen appoints the Town Administrator to oversee the general operation of Town governance; implement the broad policy directives of the Board of Selectmen for the attainment of yearly goals; and to conduct the daily administration of the affairs of the Town. Specifically, the Town Administrator administers and coordinates Town departments, personnel, and programs for the effective delivery of governmental services to the Halifax's residents. The Board of Selectmen annually establish goals for the Town. The 2024-2025 Board of Selectmen goals can be found [here](#).



In accordance with its Town Code and By-Laws, Halifax has an Open Town Meeting form of government. Town By-Laws state that Annual Town Meeting shall be held on the second Monday of May each year and can only be opened with a quorum of at least 100 registered voters. Special Town Meetings may be convened as deemed necessary by the Board of Selectmen or petition of voters. There are approximately 6,357 registered voters in Halifax.

Halifax elects three representatives to serve on the Silver Lake School Committee of which the Town is a member. The Town also has an elected five-member Halifax Elementary School Committee. Other elected positions include the Board of Assessors, Library Trustees, Planning Board, Board of Health, Moderator, Park Commission, Town Clerk, Town Treasurer/Collector, Housing Authority and Water Commission. Additionally, the Town appoints citizens to numerous boards and commissions to conduct municipal operations, including the Capital Planning and Finance Committees. A listing of the various committees and the respective appointing authorities is contained within the Halifax 2024 Annual Report.

EDUCATION

Halifax is a member of the Silver Lake Regional School District, along with Plympton and Kingston. The three towns operate their own elementary schools, with middle school students attending Silver Lake Regional Middle School and high school students attending Silver Lake Regional High School. Halifax Elementary School is located between the library and fire station in the town center and serves students from K-6. Approximately 91.4% of Halifax's residents ages 25 and older have a high school diploma. About 46.6% of residents ages 25 and older hold a bachelor's degree or higher advanced degree.

WATER & PUBLIC WORKS

Halifax does not have a Wastewater Treatment Facility or a Department of Public Works. Various individual departments, including Highway, Tree Warden, Water Department, Municipal and School Building Committee, and Recycling and Solid Waste Department, have responsibility for and jurisdiction over programs and activities that would normally fall under a Department of Public Works.

HOUSING

There are approximately 3,088 housing units in Halifax, with about 90% comprised of owner-occupied units and 1.3% subsidized housing inventory (SHI) units. The median price of a single-family home from 2019 – 2023, per the U.S. Census, was \$442,800; while the FY25 average assessed value of single-family homes has increased to \$511,243.

OPEN SPACE AND RECREATION

Halifax Open Space and Recreation priorities, as excerpted from the 2010 Master Plan, identify preserving the Town's natural, historic, and scenic character; protecting the Town's many bodies of water, ponds, streams, and flood plains; expanding recreational opportunities for all residents; developing open space linkages with adjacent communities, and encouraging broader citizen participation in planning, conservation, and recreation activities. Halifax currently offers numerous outdoor active and passive recreation opportunities, including Burrage Pond, Monponsett Beaches, Striar Conservancy, Richmond Park, Halifax Town Green, Halifax Open Play Space, and more.

PUBLIC SAFETY

The Halifax Police Department works diligently to protect and serve the community; and is comprised of a Chief, Deputy Chief, three sergeants and ten patrolmen. The Halifax Fire Department has 10 full-time and several on-call/part-time members whose mission is to protect the life and property of residents, businesses, and visitors through the efficient and effective delivery of fire suppression, emergency medical services and community risk reduction programs. Police, Fire and Emergency Medical Services utilize the Regional Old Colony Communications Center for dispatch.



HOLMES PUBLIC LIBRARY & COUNCIL ON AGING

The Holmes Public Library is popular with residents who enjoy its various collections as well as its abundant programming for all ages and numerous events throughout the year. The Halifax Council on Aging provides a wide variety of services for older persons, disabled persons of all ages and their caregivers, and others in need of services and referrals.

Finances

Halifax's FY26 operating budget is approximately \$31.05 million, with over 53% of the budget dedicated to the public school system. The FY26 Police Department budget is approximately \$1.9 million; Fire Department \$1.7 million; Water enterprise \$962,810; Highway Department \$962,626; and Solid Waste enterprise \$565,160. Property taxes account for the major source of revenue for the Town, generating approximately \$20.4 million in revenue, which is 66% of the budget. The Town stabilization fund has a balance of \$1,261,755. Halifax has budgeted conservatively over the years and has a healthy free cash balance, but due to limited revenue growth and costs increasing beyond 2.5% annually, the Town is likely to need a proposition 2 ½ override for FY27. Additional financial information is available on the Town website.

Halifax has a Moody's rating of Aa+, which reflects the Town's strong financial position and healthy residential tax base with approximately 91% of the Town's assessed value attributable to residential uses. The FY25 tax rate was set at a single rate of \$14.27 per \$1,000 valuation.

Challenges and Opportunities

The Town of Halifax is fortunate that elected and appointed officials as well as dedicated Town employees and volunteer board members strive to ensure Town government is proactively implementing best practices and serving the community. There are, however, some challenges, and opportunities for growth, in the areas of capital and strategic planning, human resources, and economic development, including:

- Aging municipal buildings, including the fire station and council on aging, need significant repair and/or replacement.
- Work to prepare for an override for the FY27 operating budget due to slow revenue growth and high education costs.
- In conjunction with the Government Study Committee, continue drafting a Town Charter and update general bylaws to be presented to the community in 2026 for possible adoption.
- Formalizing human resources processes to ensure best practices, consistency, and equitable compensation and benefits for all employees.
- Beginning effort to update Master Plan and other proactive planning initiatives and tools. Researching grant opportunities to help fund economic development needs, infrastructure improvements, planning initiatives and more considering the Town's noncompliance with Chapter 3A, MBTA Communities Zoning requirement.

Upcoming Projects:

- *Migration and Implementation of a new Financial Software*
- *Final Implementation of a Personnel Management System*
- *School Regionalization Study with Kingston and Plympton*
- *Update of the Town's Financial Policies*
- *Council on Aging Building Construction Project*
- *Town Website Renewal*
- *Master Planning Initiative*
- *Form of Government Study Committee*
- *Recodification of the Town's Zoning Bylaws*





Halifax

Massachusetts

The Ideal Candidate

- Bachelor's degree required (Master's preferred) in public administration, business administration, management, or a related field.
- Experience as a Town Administrator, Assistant Town Administrator, or head of a significant department in a complex municipal organization, or equivalent.
- Superior skills in economic development, community planning, human resources, financial management and budgeting, municipal procurement, strategic planning, collective bargaining, and grant writing.
- Superior communication skills, verbal and written, with ability to communicate to all sides
- Active listener, adept multi-tasker, and skilled at team building; supportive, respectful, approachable.
- Enjoys working collaboratively with the Board, staff, Town departments, elected & appointed officials, and volunteers.
- Able to build trust and morale within Town government and the community.
- Delegates effectively. Provides mentoring, guidance, support, and motivation to employees.
- Knowledgeable of municipal best practices and familiarity with municipal law.
- Understanding of small-town governance and culture.
- Leads by example; strategic, motivated, diplomatic, forward-thinking, and organized.
- Ability to negotiate compromise and/or find consensus.
- Embraces becoming actively engaged in community.
- Interacts with colleagues throughout the region and in professional organizations.

How To Apply

Interested applicants should send a résumé and cover letter, in confidence, by July 10, 2025, 3:00 p.m. EST, to:

Apply@CommunityParadigm.com

Subject: Halifax Town Administrator

Submit materials via a single PDF

Cover letters and résumés will be reviewed according to the outlined qualifications. Finalists will be contacted for references and approval of background reviews before selections are publicly advanced to the Halifax Board of Selectmen. The Board will interview finalists and select the Town Administrator.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates

BLynch@communityparadigm.com

The Town of Halifax is an Equal Opportunity Employer.

