

Wellfleet, MA – Town Administrator



Position Statement

Wellfleet, MA (2,736 pop. soaring to 30,000 during peak summer weeks), is located on the outer end of Cape Cod and offers an abundance of spectacular natural resources, including Wellfleet harbor, a world-famous habitat for shellfish. Shellfishing is the Town's biggest, single, year-around industry. Wellfleet is bounded on the east by the Atlantic Ocean, on the west by Cape Cod Bay, on the north by Truro, and on the south by Eastham. It is approximately 100 miles southeast of Boston. A primarily rural and residential community, 61 percent of Wellfleet's land is located within the Cape Cod National Seashore Park. Wellfleet has an AAA rating, an FY20 budget of \$20 million, and strong community spirit. The Town functions within the structure of a Home Rule Charter, with a Selectboard that functions also as the Licensing Board and the Shellfish Regulatory Board.

Wellfleet is seeking someone to serve as its next Town Administrator who is experienced, personable, and community-focused, with excellent financial management, personnel management, and administrative skills, and who is able to function in the role assigned to the position in the Town's Charter. Preferred candidates should have a Bachelor's degree (Master's preferred), preferably in public administration and experience as a city/town administrator, assistant city/town administrator, or some professional equivalent. They should have a proven record of remaining calm under pressure. They should be detail oriented and able to think strategically. They should have a positive attitude, strong writing skills, and good time management skills. Preferred candidates will understand the importance of protecting the environment as well as preserving the beauty of Cape Cod and the character of Wellfleet. Candidates should be innovative, and customer-service focused, have a positive attitude, and an ability to prioritize.

Annual salary: \$170K+/-. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Wellfleet is an Equal Opportunity Employer.

Important Links:

- [Town of Wellfleet](#)
- [Town Charter](#)
- [General Bylaws](#)
- [Selectboard Policies](#)
- [Five-Year Strategic Perspective – Wellfleet Finances](#)
- [2018 Annual Report](#)
- [FY20 Selectboard Goals](#)
- [FY21 Capital Improvement Plan](#)
- [FY21 Recommended Budget](#)
- [Herring River Restoration Project](#)
- [Cape Cod Rail Trail & Route 6 Corridor Improvements Project](#)



Challenges and Opportunities

Government

Wellfleet has an open Town Meeting form of government and a five-member Selectboard. The Board, which appoints the Town Administrator to oversee Wellfleet's day-to-day business, has active and engaged members. Wellfleet has many appointed or elected boards, committees, and commissions whose members are instrumental in moving projects forward and in the overall success of the community. The successful candidate must be adept at working with this sort of municipal group and various personality types to achieve success for self and for Wellfleet.

Projects

The Herring River Restoration Project is a significant project designed to restore a healthy, functioning tidal marsh within the Herring River flood plain by re-establishing tidal exchange in the river basin and its sub-basins. The essential feature of the project is to replace the Chequesset Neck Dike with a bridge and control structure to allow managed increases in tidal flow. This is the largest wetland restoration in the Gulf of Maine. The Town Administrator serves on the Executive Council overseeing the project.

A significant \$131.8 million renovation/addition is under discussion for Nauset Regional High School, which has four-member communities including Wellfleet. The state recently approved a \$36.6 million grant for the project. Additionally, a Comprehensive Wastewater Management Planning Committee is developing a strategy, with assistance from a consultant, for addressing wastewater treatment and disposal issues to help ensure protection of the Town's natural resources and economic resources. The next Town Administrator will be expected to assist by providing oversight and securing grants for any resulting project. Currently, residences use private septic systems.



Protection of natural resources, particularly ground water, and the impacts of climate change are ongoing concerns and the Town Administrator will be expected to stay current on potential impacts and optimal mitigation efforts. Harbor dredging, which has received funding, is an ongoing project and a redevelopment of the marina waterfront may be on the horizon. Wellfleet was designated a Green Community in 2014.

Economic Development

Wellfleet's economy, initially based on farming and fishing, is today focused on services fueled largely by retirees, non-resident homeowners, and tourists, as well as the shellfishing industry. From year to year, the Town is one of the largest oyster-producing municipalities in New England. In 2019, 254 acres of tidal flats were purchased to support the shellfish industry. In the last two years, Wellfleet had the highest revenue from the sale of shellfish in the State, grossing \$7.7 million, in 2019. Concerned about climate change and storm issues, the Town completed its [Hazard Mitigation Plan](#) in 2016. As with many rural communities, difficulties with cell phone and internet connectivity can impede potential economic development and needs to be addressed.

Housing

Like all Cape communities, Wellfleet has a shortage of housing that is affordable for many local workers, young families, and a growing population of seniors. Seasonal/occasional residents occupy 63% of the housing stock and typically have significantly higher incomes to compete in the extremely competitive housing market. As a resort community, Wellfleet experiences seasonal shifts in its labor force and workers find it difficult to secure housing they can afford. The average annual income of year-round residents is about \$40,000, making housing costs burdensome for many. A mixed-income rental development is being proposed for six acres of town-owned property on Lawrence Road. The development is expected to include 46 units of mixed-income housing. The Town's [Housing Needs Assessment and Action Plan](#) was completed in October 2017. Developing innovative ways to address the housing needs is a challenge throughout Cape Cod.



Finances

Wellfleet has an FY21 recommended budget of approximately \$20.46 million and a Standard and Poor's rating of AAA with a stable outlook. The Town Administrator should be fiscally conservative, while able to communicate the need to invest in projects and infrastructure for the long-term good of the community. The FY20 tax rate is \$7.75 for residential properties and \$7.48 for commercial and industrial. The average single-family tax bill in FY20 was \$4,943. Maintaining or improving Wellfleet's financial strength and bond rating while keeping tax increases to a minimum are priorities. Nearly 74% of the Town's revenue comes from the tax levy, with only about 1.14% from state aid. The next Town Administrator should be a strategic thinker with strong financial management skills who understands the interconnected nature of municipal financial structures and who can provide guidance and leadership to the financial team.

Recreation and Open Space

Wellfleet has a total upland area of approximately 13,100 acres and, of this, about 8,000 acres are within the Cape Cod National Seashore boundaries. The Town has miles of ocean and bay-side beaches; numerous beautiful, spring-fed ponds; and the magnificent Wellfleet Harbor offering a constantly changing panorama of sail boats, motor yachts, sport fishing boats and trawlers. Fishing, shellfishing, whale watching, boating, surfing, and swimming are popular activities. The fresh-water ponds with their small, sandy beaches are also a source of delight and relaxation for residents and visitors. Additionally, the Cape Cod Rail Trail, which is in the planning phase of a Wellfleet extension, will provide increased walking and biking opportunities.

There are also numerous fine art galleries, shops, and restaurants in Wellfleet and its adjacent communities. In addition to the Cape Cod National Seashore Headquarters, Wellfleet is home to the 1,000-acre Massachusetts Audubon Society Wildlife Sanctuary. Additionally, the Wellfleet Recreation Department provides a wide variety of programs, including pickleball, tennis, square dancing, drawing classes, arts and crafts, games, field trips, swimming lessons, soccer camps, ping pong, air hockey, Shakespeare performances, free live music events, and a skateboard park. The Town's 2005 [Recreation and Open Space Plan](#) can be accessed via its website.





The Ideal Candidate

- Bachelor's degree, preferably in public administration, with a Master's degree in public administration preferred.
- Minimum of 5 years of experience of prior, full-time, compensated, executive service in public or business administration, or at least 2 years of professional experience and a Master's degree in an appropriate discipline.
- Skilled in financial management, attainable housing, climate resiliency, sustainability, collective bargaining, and communications.
- Knowledgeable in pursuing grants and in the procurement process.
- Collaborative, enthusiastic, team-oriented, strong motivator, an active listener, able to delegate appropriately, and proactive.
- Knowledgeable of best practices.
- Skilled in use of traditional and modern communication tools; strong communicator.
- Committed to fostering diversity and inclusion in the organization; excellent personnel management and time management skills.
- Community-focused, highly competent, morale-builder, analytical, creative problem solver, calm temperament, and organized.
- Approachable and open to new ideas.
- Action-oriented, have a strong work ethic, inspire trust and confidence, patient, and enjoy working with people.
- Able to provide calm leadership in a crisis.

How To Apply

Send cover letters and résumés via email, in a single PDF, by April 27, 2020, 5:00 p.m. to:

Apply@communityparadigm.com

**Subject: Wellfleet
Town Administrator Search**

Questions regarding the position should be directed to:

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

The Town of Wellfleet, Mass., is an Equal Opportunity Employer.