

West Boylston, MA – Town Administrator



Position Statement

West Boylston, MA (7,877 pop.), is a charming New England town that offers the best features of small-town life with easy access to the high-quality cultural assets and employment opportunities offered in Massachusetts. Nestled on the shores of the Wachusett Reservoir and located just north of Worcester, West Boylston provides a beautiful natural setting with many recreational activities and protected open space. Residents cherish the community's historic roots, family-oriented neighborhoods, small businesses, and high-ranking schools.



West Boylston has a AA+ rating and an FY22 budget of \$26.8 million. The Town's challenges include

creating and implementing a facilities management plan, increasing collaboration between departments, continuing to build a strong and innovative team, increasing communication and transparency, and enhancing the sense of vitality and excitement in the community.

The position of Town Administrator has become available following the current Town Administrator's decision to retire after a successful tenure. West Boylston is seeking an experienced and innovative leader who has successfully managed people, has strong financial acumen, supports good customer service, holds self and others accountable, and encourages collaboration between departments. Candidates with strong leadership skills, proficient communication and presentation skills, and superior personnel management are desired. Applicants should have a bachelor's degree (master's preferred) in public administration or a related field and experience as a municipal manager/administrator, an assistant municipal manager/administrator, or an equivalent public or private sector level of leadership experience. Candidates should be strategic thinkers who seek out innovation and enjoy being highly engaged.

Annual Salary: \$130K+/-. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. West Boylston is an Equal Opportunity Employer.

Challenges and Opportunities

Government

The five-member [Select Board](#) are the chief elected officers of the Town. The Select Board appoints the [Town Administrator](#) who serves as the Chief Administrative Officer and is responsible for the day-to-day operation of the municipal government departments. The Town Administrator's job is to implement and manage all policies, programs, and procedures that have been implemented by the Board. Additionally, the Town Administrator is responsible for budget preparation, hiring personnel, and negotiating labor contracts. The Town Administrator is the chief procurement officer and is also in charge of all town property rental and use, except school property. The Town Administrator appoints a significant number of department heads, employees, boards and committees, and chairs the Town-wide Planning Committee. Other elected bodies include: School Committee, Board of Library Trustees, Planning Board, Moderator, Cemetery Trustees, Municipal Light Board, Housing Authority, and Water Commissioners. The Town Administrator must engage with West Boylston residents and work collaboratively with its various elected and appointed boards, commissions, and committees.



Finances

West Boylston has an FY22 budget of approximately \$26.8 million and a Standard and Poor's rating of AA+ with a stable outlook. The Town is in good financial condition and is conservative with its budgeting. The FY22 tax rate is \$17.68 for all properties. The average single family tax bill in FY22 is \$6,426. Approximately 67.03% of the Town's revenues come from the tax levy, 15.9% from state aid, 8.5% from local receipts, and 8.57% from all other revenue. Free cash for FY22 is approximately at \$1.9 million. New growth in FY22 was nearly \$3.5 million, in FY21 was \$16.5 million, and in FY20 was nearly \$11.3 million. The vast majority of new growth in West Boylston has been residential. The total assessed value of West Boylston properties in FY22 is nearly \$1.13 billion.

Important Links:

- [Town of West Boylston](#)
- [Mission and Vision Statements](#)
- [Special Act – Town Administrator](#)
- [FY22 Budget](#)
- [Prior Years Budgets](#)
- [Fiscal Year Reports](#)
- [Auditor Reports](#)
- [Master Plan](#)
- [Open Space & Recreation Plan](#)
- [Municipal Vulnerability Preparedness Plan](#)
- [Community Survey 2019](#)
- [West Boylston Community Survey 2019](#)

The next Town Administrator must have strong financial acumen and the ability to develop and manage the municipal budget. The Town Administrator needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. Experience with collective bargaining and superior grant writing and grant administration skills would be beneficial in this position.

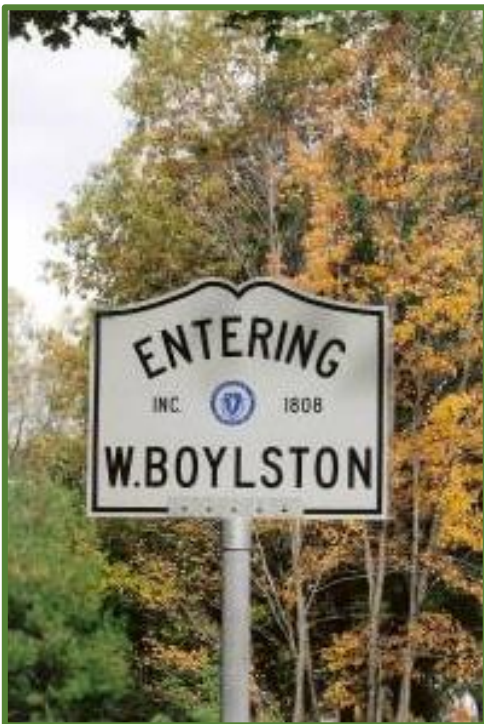
Education

The [West Boylston Public Schools](#) strives to provide a superb education in a small school atmosphere and currently serves approximately 885 students. It has an elementary school and middle/high school. The School Department has identified renovation needs of \$9 million for the middle/high school and \$5 million for the elementary school, which the department would like to implement over a 10-year period. The department plans to apply for school building funds next year to assist with costs. An ADA audit, which is currently in process, may increase the current cost estimates. West Boylston Public Schools' [Strategic Plan](#) for 2017-2022 is available on its website. West Boylston Public Schools is committed to providing an environment of academic excellence to develop the mind, character, and civic responsibility of each student.



Economic and Community Development

Incorporated in 1808, West Boylston was created from parts of Shrewsbury, Boylston, Lancaster, Sterling, and Holden. West Boylston prospered through the 19th century and by 1890 contained 3,000 residents, five churches, 10 schools, and numerous mills and factories, many focused on the textile industry. Boots and baskets were also manufactured in town. The availability of waterpower, which made West Boylston an ideal location for mills, was responsible for the selection of the town as the best site for a reservoir to serve the needs of the city of Boston. From 1896 through 1905, West Boylston endured the building of the reservoir and the destruction of its mills and farms, four churches, eight schools, and acres of fruit trees. A cemetery and 25 houses were moved and more than 1,700 residents were displaced.



While it is no longer the industrial mill town it once was, West Boylston has grown in population and renewed vitality into a lovely residential community enhanced by the beauty of the tree-lined Wachusett Reservoir. However, development opportunities are somewhat limited as 53% of land in West Boylston is overseen by the Department of Conservation and Recreation and/or is wetlands.

West Boylston has a mix of small business and light industry, including an industrial park on Hartwell Street which has seen increased activity over the past 10 years. There are many retail establishments in town, which include a Walmart, West Boylston Cinema, numerous restaurants, shops, and service establishments. West Boylston is also home to the Wachusett Country Club as well as the Worcester County

Jail and House of Correction. The Economic Development Task Force was created, in part, to develop a stronger tax revenue stream from the commercial sector without sacrificing the town's ecology and character and to revitalize the business districts and other commercial district. Residential and open space account for 82.45% of the town's assessed property valuation, with commercial/industrial/personal property accounting for 17.55%.

Departments

West Boylston's department heads and employees strive to support the Town's initiatives. The [Department of Public Works](#) includes the Streets and Parks Department, Sewer Department, Cemetery Department, and Office of the Tree Warden. It also maintains municipal motor equipment. The current DPW Director recently joined the West Boylston team. The [Beaman Memorial Public Library](#) opened in 1912 and enjoyed a \$2.34 million renovation and expansion in 1999. In 2016, it was named to the National Registry of Historic Places. The [Police Department](#) has 13 sworn officers, including the Chief, four sergeants, one detective, and seven patrol officers. The [Fire Department](#), which provides Fire, Rescue, and Emergency Medical Services, has seven full-time firefighter positions and 24 on-call firefighters in addition to the Fire Chief; the current Fire Chief plans to retire in August 2022. The [Council on Aging/Senior Center](#) is a human service department of the Town, which serves the needs and issues of West Boylston seniors, age 60 and over, or families with senior issues. It offers a wide range of programs, services, and activities. The [West Boylston Municipal Light Plant](#) has provided citizens and businesses of West Boylston with electric power since 1909 and is overseen by the Board of Light Commissioners. The [West Boylston Water District](#) is an independent governmental entity that has been providing clean water to the town since 1939 and is managed by a five-member Board of Water Commissioners.



Open Space and Recreation

West Boylston values its open and recreational spaces, recognizing how such spaces contribute to quality of life and community character, provide a center for community activities, and protect and enhance nearby property values. Much of West Boylston's land area was taken when the Wachusett Reservoir was created in the early 1900s, flooding land from four communities, including more than 2,200 acres in West Boylston. Today, while the reservoir limits development, it provides residents with valuable open space. The Town's [Open Space and Recreation Plan](#) was developed to evaluate current conditions, issues, and concerns; and to plan for the future. West Boylston has a number of parks and fields for use and the Recreation Department offers various sports and recreational programs and is working to develop additional events for a wide diversity of patrons.



Projects

- Developing and implementing a facilities management plan for municipal and school buildings. Both the Fire Department headquarters and DPW facility are in need of renovations.
- Ongoing road and sidewalk renovations and maintenance.
- Developing a plan for ADA compliance for Town facilities.
- Determining appropriate use of \$2.4 million in ARPA funding.



Town of WEST BOYLSTON MASSACHUSETTS

The Ideal Candidate

- Bachelor's degree, preferably in a field related to public or business administration; advanced degree preferred.
- Experience as a City/Town Manager, an Assistant City/Town Manager, or other equivalent public or private experience.
- Strong leadership skills and experience.
- Skilled in long-term planning; organized.
- Demonstrable success in managing people.
- Skilled in communications, financial management, personnel management, and collective bargaining.
- Data-driven decision making; analytical.
- Able to hold self and others accountable.
- Decisive; proactive; strategic; innovative.
- Works in partnership with the Select Board.
- Ability to manage up and down the organization.
- Experience in setting goals and priorities.
- Collaborative; approachable; active listener.
- Experience in grant writing and grant administration.
- Strong understanding of municipal operations and law with a preference for Mass. knowledge.
- A customer-service focus.
- Creates a vision for the future & secures buy-in.
- Embraces transparency in government.
- Values the uses of modern technologies; has strong computer skills including Excel.
- Treats everyone fairly and respectfully.
- Knowledgeable of best practices.

How To Apply

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

Apply@communityparadigm.com

**Subject: West Boylston
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 West Boylston, Mass., is an Equal Opportunity Employer.

