

Foxborough, MA – Town Manager



Position Statement

Foxborough, MA (18,618 pop.), is a vibrant suburban community that offers active civic and recreational life, a thriving “Uptown” area, a convenient location, and excellent public schools. Residents, who call the Town “the Gem of Norfolk County,” take pride in Foxborough’s small town image and strong sense of community.

Located about 20 miles southwest of Boston and 18 miles northeast of Providence, R.I., the Town attracts residents who value its quality of life and geographic location. Foxborough provides charming residential settings, popular retail and entertainment options, and access to renowned medical facilities. The Town is also known as



the site of Gillette Stadium – the home venue of both the New England Patriots football team and the New England Revolution soccer team. Adjacent to Gillette stadium is Patriot Place, which is more than 1.3 million square feet of shopping, dining, and entertainment, along with a pilot MBTA commuter station.

Foxborough is well managed and well situated for continued success. It has an AAA rating and an FY24 budget of approximately \$93 million, including enterprise funds. The Town’s

challenges include managing its ongoing growth, maintaining its superior financial stability without overburdening taxpayers, assisting Foxborough’s strong team of municipal department heads in achieving the Town’s goals, hiring talented employees as retirements occur, and maintaining a high level of municipal transparency.

Foxborough is seeking an experienced, knowledgeable, and innovative professional with superior leadership skills, strong financial acumen, highly proficient human resources skills, and excellent communication skills who is interested in a lengthy tenure as its next Town Manager. Preferred candidates should have a bachelor’s degree (advanced degree preferred) in public administration or a related field and experience as a town manager or assistant town manager or an equivalent level of experience. Candidates should have significant municipal management or administrative experience, including managing in a union environment. Candidates should be proactive and strategic thinkers, instill confidence and trust, and be able to build collaborative relationships with appointed/elected officials, business owners, residents, and employees. The next Town Manager should be engaged, accessible, and a strong negotiator who champions the Town’s interests.

Annual Salary: \$205K+/-, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience.



Government

A Special Act was approved in 2004 which established the Strong Town Manager form of government in Foxborough. The Special Act grants Foxborough's Town Manager broad discretion over municipal operations, personnel matters, and financial matters. In 2005, an expansion of the Select Board from three to five members was formally approved. The Select Board serves as the chief policy-making agency of the Town. As policy makers, the Board works with the Town Manager to evaluate, develop, or improve the Town's overall policy relating to the operation of Foxborough Town government. In July 2022, the Board approved a review of the Town's government framework with a goal of clearing up any inconsistencies with local bylaws that may exist. The Select Board appoints the Town Manager who is responsible for the daily and efficient management of the Town. Foxborough has Open Town Meeting requiring a quorum of 100 registered voters. Foxborough's elected bodies and positions include: Select Board, School Committee, Board of Assessors, Board of Water & Sewer Commissioners, Board of Health, Trustees of Boyden Library, Planning Board, Housing Authority, Southeastern Regional School District Committee, Town Clerk, and Moderator. The Town Manager must engage and collaborate with the Town's various elected and appointed boards, commissions, and committees as well as with its residents and business owners.

Finances

Foxborough has an FY24 budget of \$93 million (including enterprise funds) and an S&P rating of AAA with a stable outlook. The Town is in a strong and stable financial condition. Foxborough is on track to pay off its OPEB liability by the early 2030's and progress toward that goal should be continued by the next Manager. Revenue derived from the meals' tax is put toward the OPEB liability and road repairs. The FY23 tax rate was \$14.21 for residential properties and \$18.37 for commercial, industrial, and personal properties. The average single family tax bill in FY23 was \$7,853. Approximately 68% of the Town's revenue comes from the tax levy, with 14% from state aid, 13% from local receipts, and 5% from all other, according to the Massachusetts Department of Revenue Division of Local Services. The total assessed value of Foxborough properties in FY23 was \$3.85 billion. In FY23, new growth value was \$54.2 million and free cash was certified at \$5.22 million.

The Town's Finance Director was appointed this year having previously served as the Assistant Finance Director for the Town. The Town Manager needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. Experience in collective bargaining and managing in a union environment is critical.

Education

[Foxborough Public Schools](#) provides an excellent education and currently serves approximately 2,596 students with an FY24 budget of approximately \$40.7 million. Public education is highly valued by the community. Foxborough operates five schools including three neighborhood K-4 elementary schools, one of which serves Preschool, one middle school for grades 5-8, and Foxborough High School serving grades 9-12. Foxborough Public Schools spends approximately \$18,000 per student. The school district's student body is approximately 78.4% White, 6.8% Hispanic, 6.3% African American, 4.7% Asian, 3.2% multi-race non-Hispanic, 0.4% Native American, and 0.1% Native Hawaiian, Pacific Islander. Approximately 23% of district students live in homes with incomes considered to be low and 2.3% of students are English language learner students.

Important Links:

- [Town of Foxborough](#)
- [Town Code](#)
- [Town Manager Special Act](#)
- [Annual Town Reports](#)
- [FY24 Annual Budget](#)
- [Master Plan](#)
- [Housing Production Plan](#)
- [Open Space & Recreation Plan](#)
- [Choose Foxborough](#)
- [Route 1 Economic Development Study](#)
- [Uptown Strategy](#)
- [A Vision for Uptown Foxborough](#)
- [2022 Community Profile](#)

Economic and Community Development

Foxborough is located approximately 20 miles from both Boston and Providence, R.I., making it an excellent location for both commuters and businesses. A significant number of businesses are located on or near Route 1 and Route 140 in Foxborough, including Gillette Stadium, home venue of both the New England Patriots football team and the New England Revolution soccer team, and Patriot Place. Patriot Place is a large complex that includes restaurants; shops and stores; sports, comedy, and exercise clubs; and medical facilities, such as the Dana Farber/Brigham Cancer Center, Brigham Health MassGeneral for Children, Brigham and Women's/Mass General, and Spaulding Rehabilitation Center. The Kraft Group, which owns Patriot Place, is also considering a Phase Two project which could include housing, and research and development facilities.

Schneider Electric (the location was formerly The Foxboro Company and Invensys), which had employed more than 1,000 people in its Foxborough facilities, in recent years relocated some employees to a building on Mechanic Street while other positions were transferred out of state, elsewhere in North America, or eliminated. This left the company's Neponset Avenue facilities, which are located along the railroad line, empty and ripe for renovation.

At the May 2022 Town Meeting, zoning articles to allow cannabis shops and billboards were rejected by voters. The next Town Manager will need to work with department heads to develop creative revenue ideas to supplement the Town's finances. There are several apartment and condominium projects in various stages of the permit process. Foxborough already exceeds the state mandate for 10% affordable housing; however, the MBTA pilot program could have implications related to MBTA communities zoning if Foxborough moves from being an adjacent community to a commuter rail community. Town Meeting also recently rejected zoning which would have allowed accessory dwelling units to be used by non-related individuals. ADUs are currently allowed for use by relatives of the owners.

Foxborough has a small-town culture while also being a dynamic community and, having two major rail lines, access to Interstates 495 and 95, 10 hotels, Patriot Place and Gillette Stadium, is a busier Town than others with similar populations. Weekday commuter rail service returned to Foxboro Station in September 2022 via a year-long pilot program with a total of 11 inbound and 10 outbound trips daily to and from Back Bay and South Station.

Departments

Foxborough's department heads are skilled and experienced, supported by employees who are collaborative and supportive of the Town's many initiatives. For example, the Land Use department, which includes land use and economic development supported by six full-time and four part-time positions, is currently overseeing numerous projects such as economic development plans and housing initiatives, updating the Open Space and Recreation Plan, and marketing and branding the Town. The Human Services department, which includes senior services, recreation, and veterans' services, has 11 full-time and three part-time employees involved in providing myriad social/recreational services to residents. The Department of Public Works has 40 full-time employees involved in such projects as ongoing road repairs, sidewalk management, Complete Streets prioritization plan, and PFAS water treatment. The Police Department has 42 full-time and 30 part-time employees. The department is currently working on building a homeland security division to assist and plan for upcoming major events at Gillette Stadium and is finalizing a statewide guide for school safety in conjunction with school superintendents. In addition to fire and rescue services, the Fire Department which has 40 full-time and three part-time employees provides the clinical services of the Public Health department with a public health nurse as part of its team. The department also provides regional fire apparatus maintenance and service to four communities, bringing in revenue, and the Town is home to a regional dispatch center serving Foxborough, Mansfield, Easton, and Norton.



Diversity, Equity, and Inclusion

The Town of Foxborough recognizes and values diversity and strives to promote a healthier and more inclusive community, and to foster community engagement.

Open Space and Recreation

Foxborough residents cherish their open spaces and are dedicated to preserving and protecting the Town's character, its water resources and natural assets, and providing diverse recreational opportunities to the community. As the Town continues to grow, developmental pressure and land use conflicts have increased, highlighting the need for a balanced approach.

Foxborough is fortunate to have large areas of open space within its borders, rivers running through it, and large open bodies of water. It is home to 810 acres of the F. Gilbert Hills State Forest, which is a top mountain biking destination in New England; Canoe River Wilderness Area with more than 300 acres; the 275-acre Harold B. Clark Town Forest; and the 225-acre Rumford River Greenbelt. The Town's open spaces allows for a variety of passive recreational opportunities, including kayaking, hiking, photography,



bird watching, and fishing. The need to preserve, protect, and properly maintain existing open spaces and recreational resources is widely recognized and deeply felt by Foxborough residents.

Ongoing/Future Projects

Some of Foxborough's numerous current and future projects include:

- The revitalization of "Uptown Foxborough" is an ongoing project, with a desire for additional businesses, increased parking, and improved wayfinding. Already the district has seen substantial investment within the past few years including: a mixed-use project on Wall Street that include 50 apartments, the Shovel Town Brewery in the former fire station redevelopment which also includes 19 apartments, and several new eateries and shops. The Foxborough Common Business Collaborative, an active Uptown business group, meets monthly.
- A draft Open Space and Recreation Plan update has been completed and the final plan is expected to be complete by the end of 2022.
- A full-scale renovation to the Taylor School is currently in project review with the Massachusetts School Building Authority.
- A \$13M intergenerational community center, proposed for town-owned land and including usage as a Senior Center, recreation for all ages, and veterans' services, remains under discussion/in planning stages.
- A new building for the Department of Public Works is under consideration within the next few years.
- The Foxborough Housing Authority is working on a project that will provide 200 affordable senior apartments on Walnut Street, and include a \$5.5 million signalization project.
- The DPW has \$40 million of assorted construction projects in various stages of process including the aforementioned signalization, PFAS treatment, road work, etc.
- An update of the Master Plan is expected to begin within the next few years.





The Ideal Candidate

- Advanced degree preferred, preferably in a field related to public administration or business management, or law.
- Significant municipal management or administrative experience.
- Skilled in financial management, human resources, communications, collective bargaining, economic and community development, and project management.
- Strong background in municipal operations and law with a preference for Mass. knowledge.
- A strong communicator, both internally and externally; active listener.
- Embraces transparency in government; honest and ethical.
- Ability to manage in a unionized environment.
- Accessible; approachable; responsive.
- Recognizes the important balance between community character and economic development.
- Skilled in community engagement.
- Data-driven decision making; analytical.
- Experience in setting goals and priorities.
- Strong leadership skills and experience.
- Skilled in negotiating with businesses and with municipal unions on behalf of the community.
- Diplomatic, proactive, strategic.
- Skilled in long-term planning; organized.
- Creates a welcoming environment for all.
- Works in partnership with the Select Board.
- Values the uses of modern technologies.
- Treats everyone fairly and respectfully.
- Team-oriented; able to build/maintain morale.
- Knowledgeable of municipal best practices.

How To Apply

Send cover letter and résumé via email, in a single PDF, by November 16, 2023, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Foxborough
Town Manager**

Questions regarding the position should be directed to:

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

The Town of Foxborough is an equal opportunity employer. The Town of Foxborough does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.

