

TEWKSBURY, MA – Town Manager



Position Statement

Tewksbury, MA (30,905 pop.) is a close-knit community, home to generations of families who enjoy its small-town feel, excellent schools, proximity to services and retail, and easy access to highways. Ideally located in the Merrimack Valley less than 25 miles northwest of Boston just off Interstates 93 and 495, Tewksbury borders the city of Lowell, as well as Andover, Dracut, Billerica, Wilmington, and Chelmsford. Bus service is provided by the Lowell Regional Transit Authority and commuter rail access is available in Wilmington, Andover, Billerica, and Lowell.

Tewksbury is a town with strong, stable leadership. The current Town Manager has served for 14 years; the Assistant Town Manager for 11. This is just the third Town Manager search since Town Meeting adopted the position in 1988. The new Town Manager will have the benefit of an experienced Assistant Town Manager during a transitional period before his planned retirement in January 2026.

Town leaders have strategically invested in capital projects over the past several years, resulting in a new high school, elementary school, fire station and renovated Town Hall. The town is in the process of building a new DPW and School Maintenance Facility and replacing an aging water distribution system.



Tewksbury is seeking a visible, seasoned government leader with a strong background in finance capable of navigating Tewksbury through potential uncertain fiscal times. The Town Manager must balance the needs of younger families in town while keeping taxes affordable for veterans and its growing senior population. The Town Manager must be able to juggle those demands with a desire among residents to maintain its small-town character. Communication is key for a new Town Manager, both internally with staff and externally to inform and engage the community.

Annual Salary: \$230,000+/- 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.

Government

The Town Manager is the chief fiscal officer of the town and supervises and directs the administration of all departments, commissions, boards and offices except the Select Board, School Committee, Election Officers and the Registrars of Voters.

Tewksbury also has an Assistant Town Manager position, currently held by a seasoned official who will be an invaluable resource for the new Town Manager. The Assistant Town Manager plans to retire in January 2026, giving the new Town Manager an opportunity to hire an assistant.

The town has a strong team of department heads who will look to the Town Manager for leadership, collaboration, delegation, communication, and trustworthiness.

The town is seeking a Town Manager with a vision for economic development, who listens, has experience managing personnel, negotiating contracts, and the ability to engage staff and community members who may not always agree.

Finances

Tewksbury is a fiscally strong community and is keenly aware of increasing financial pressures facing municipalities in the coming years.

The town is seeking a manager who has a strong financial acumen and can balance the needs of the town while keeping it affordable for future generations and its growing senior population.

Tewksbury's Fiscal Year 2025 General Fund budget is \$138,272,420. The Town has four Enterprise Funds. A Water Enterprise Fund with a budget of \$8,744,543, Sewer Enterprise Fund with a budget of \$7,152,397, Stormwater Enterprise Fund with a budget of \$1,147,225 and a Cable TV Enterprise Fund with a budget of \$424,523. It has a Standard & Poor's bond rating of AA+, the second highest that can be issued.

Free cash was certified at \$10,201,198 in July 2023. Tewksbury's tax base is 84.69% residential and 15.31% commercial, industrial and personal property. The FY25 projected tax levy (\$112,983,742) accounts for about 81.71 percent of the total general fund budget; state aid (\$18,210,972) 13.17 percent; local receipts (\$9,817,643) 7.10 percent.

For FY24, the residential/open space tax rate was \$13.39 per thousand dollar valuation; commercial, industrial and personal property was \$25.24. The average single-family tax bill for FY24 was \$8,068; the average single-family home value was \$602,548.



Education

The [Tewksbury Public Schools](#) led by Superintendent Brenda Theriault-Regan are well regarded. The district serves 3,205 students in pre-kindergarten through 12th grade.

- Tewksbury Memorial High School: grades 9–12
- John W. Wynn Middle School: grades 7–8
- John F. Ryan Elementary School: grades 5–6
- Center Elementary School: grades 2-4
- Dewing Elementary School: PreK-1
- Heath Brook Elementary School: PreK-1

The town completed construction in 2023 on a new Center Elementary School to replace the Trahan and North Street Schools and is now seeking to repurpose those buildings. A new high school opened in 2012. The town is also served by Shawsheen Valley Technical High School in Billerica.



A new committee was recently formed to study enrollment trends and to determine the best use for building space. The high school's enrollment, for example, is expected to dip below 700 students; the building was constructed for 1,000.

Economic and Community Development

Tewksbury's educated workforce, access to Interstates 93 and 495, solid infrastructure including townwide sewer, and proximity to Boston and southern New Hampshire, make it an ideal location for businesses to thrive.

The town has a mix of retail, restaurants, and a strong commercial base. Tewksbury is home to the corporate headquarters of Demoulas Super Markets Inc., Evoqua Water Technologies, Walden Local, and Worldwide Tech Services. Additional companies located in the community include Raytheon, Leidos, Corning Life Sciences, Curtiss Wright, and Thermo Fisher Scientific.

Recent additions to town include a Home Depot distribution facility and a Tree House Brewing Company location. Cambridge Isotopes Laboratories has purchased property for office use and manufacturing in the biomedical field with plans for a significant investment that will bring 75 jobs to Tewksbury.

With a business-friendly staff and expedited permitting, Tewksbury's Community Development Department is dedicated to promoting the town's identity in the Merrimack Valley and Greater Boston area as a great place for businesses.

While residents are eager to see Tewksbury retain its historic charm, they understand the need for smart growth to maintain a varied tax base. The new Town Manager must have an eye toward boosting economic development in targeted areas along Routes 38 and 133.

Open Space and Recreation

Tewksbury has a number of parks, fields, playgrounds, and trails where residents can enjoy the [outdoors](#) by walking, hiking, playing, or kayaking, including more than 400 acres on the grounds of Tewksbury Hospital.

With new families moving to town, there is an increased need for recreational activities in Tewksbury. The town recently entered into a partnership with the Greater Lowell YMCA to provide more recreational opportunities to children and adults. Through the Town of Tewksbury, [the Greater Lowell YMCA](#) provides both youth and adult recreation and wellness programs at the Saunders Recreational Facility and Fields. The Town Manager will work with residents and officials to review the success of this pilot agreement and continue to establish additional recreational options for residents.



Important Links:

- [Town of Tewksbury](#)
- [Tewksbury Town Charter](#)
- [Tewksbury Bylaws](#)
- [Budgets](#)
- [Information for Businesses](#)
- [Town Meeting Information](#)
- [Town Meeting Warrants](#)
- [DPW School Maintenance Facility Project](#)
- [MBTA Communities Act](#)

Projects and Issues

The town has taken a proactive approach to managing major capital projects over the past 15 years, leaving just the construction of the [DPW/School Maintenance Facility](#) as the only large current project. Other issues facing the Town Manager will include the:

- **Lack of housing.** Young people and seniors looking to downsize have few options in town making it difficult for businesses to recruit and maintain a workforce, and for seniors to stay in town.
- **MBTA Communities Act.** Residents at Town Meeting this spring rejected a zoning proposal that would allow the construction of multi-family units. The town has a deadline of Dec. 31 to comply with the new state law requiring MBTA communities to approve such zoning.
- **Ongoing capital projects.** The [water distribution system](#), water meters, sidewalks, sewer improvements, and roadway maintenance make up the bulk of the town's annual ongoing capital projects.
- **Uncertain financial picture.** The town's expenses are expected to surpass its revenue in the coming years, presenting significant budget challenges. The town will likely see continued increases in retirement, personnel, health care, and education costs.
- **Reuse of the North and Trahan and elementary schools:** The town has twice issued a Request for Proposal for the reuse of the property but received no responses. The next Town Manager must decide whether to rebid and potentially narrow down the possible uses for the property.



The Ideal Candidate

- Bachelor's degree required (Master's preferred) in public administration or a related field
- Experience as a Town Manager/Administrator or as an Assistant Town Manager/Administrator
- Strong financial acumen
- Effective communicator internally and externally
- Active listener
- Adept at managing personnel and willing to delegate
- Emotionally intelligent
- Supportive of town staff while balancing the needs of the community
- Proven team leader
- Willing to make difficult decisions
- Ability to juggle competing needs and interests
- Eager to engage and interact with the community
- Understanding of human resources, contract negotiations, and employment laws
- Willing to be flexible and embrace change
- Curious and eager to learn
- Principled, assertive, and confident
- Consensus builder able to work cooperatively with boards, committees, residents, and other stakeholders
- Willing to negotiate and compromise

How To Apply

Send cover letter and resumé via email, in a single PDF, by August 22, 2024, 3 p.m., EST to:

Apply@communityparadigm.com

Subject: Tewksbury Town Manager

Questions regarding the position should be directed to:

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

The Town of Tewksbury, Mass., is an Affirmative Action/Equal Opportunity Employer.

