



# Town of Westport MASSACHUSETTS

*The Coastal Agricultural Resource Community of New England*

## Town Administrator

Westport, MA (16,000 pop.), is a rural, coastal community that includes active farms, scenic landscapes, small businesses, and residential neighborhoods. Like many coastal communities, the population increases during the warm weather as visitors enjoy their second homes and summer rentals are occupied. Located in Bristol County, Westport lies in the South Coast region of Massachusetts, south of Fall River, approximately 54 miles south of Boston and 26 miles southeast of Providence, Rhode Island. Principally a residential community, Westport has a number of small businesses, many located along Route 6. Westport is rich in history and culture with an active arts community and provides residents and visitors many recreational opportunities, including boating, fishing, swimming, and photography.



[Westport](#) has five historic villages: Westport Point, where Main Road meets the river; Central Village with Town offices, retail stores, and businesses; Head of Westport at the head of the east branch of the Westport River; Acoaxet or Westport Harbor, which is between the west branch of the river and Rhode Island; and Westport Factory. The Town has an Aa3 rating and an FY26 budget of approximately \$57 million (including public education). Westport's current challenges involve strengthening its finances, maintaining its buildings, enhancing communications, focusing on public service, securing grant funding, and a desire for economic development that is harmonious with the Town's vision.

To serve as its next Town Administrator, Westport is seeking an experienced and proactive administrator with exceptional financial acumen and superior communication skills who is interested in a lengthy tenure. The current Town Administrator is retiring after serving in the position for four years. The next Town Administrator should be an approachable and collaborative team builder who values a customer service approach. Candidates should have superior management skills, including personnel management, and understand that the Westport Town Administrator needs to pitch in and work as part of the team. Westport is fortunate to have talented department heads who will work collaboratively to accomplish goals. The Town Administrator needs to recognize and be empathetic to citizens' concerns. Candidates should have a bachelor's degree (master's preferred) in public administration or a related field. Preferred candidates will have a proven record of leadership, and be proficient in financial management, strategic management, and community-based problem solving. The next Town Administrator should be innovative, have a strong work ethic, and be thoughtful in making decisions.

**Annual salary: \$165K+/- DOQ.** The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience. Westport is an Equal Opportunity Employer.

## Government

Westport has a Select Board-Town Administrator form of government with open Town Meeting. The [Select Board](#) serve as the chief executive of the Town government and set policy and provide strategic direction in the best interest of the Town as a whole. The Board's responsibilities include establishing and overseeing Town government personnel and procurement systems, managing Town government facilities, and the conduct of all union negotiations for Town employees. The Select Board appoints the Town Administrator as the Chief Administrative Officer of the Town. The Select Board functions at a high level, allowing the Administrator to manage day-to-day activities. The Board and residents appreciate a Town government that is highly communicative and transparent. Westport is currently seeking to fill an Assistant to the Town Administrator position which will have a focus on human resources responsibilities.

Westport has a number of elected positions, boards, and committees including Select Board, School Committee, Regional School Committee, Moderator, Town Clerk, Board of Health, Assessors, Planning Board, Housing Authority, Fish Commissioners, Library Trustees, Landing Commissioners, Board of Commissioners of Trust Funds, and Constables. [Westport Community Schools](#), serving approximately 1,515 students, has a primary school, an elementary school, and a new \$95 million middle-high school. The Superintendent of Schools was appointed earlier this year.

Westport is fortunate to have an involved citizenry with active volunteers. The next Town Administrator must be skilled at collaboratively engaging with Westport's various elected and appointed positions, boards, and committees who work collegially to enhance and serve the community. Staffing in most departments is considered lean, with the police, fire, and highway departments, in particular, considered to be understaffed. The position of Town Engineer is open, and applications are currently being sought.

## Finances

Westport is fiscally conservative and has implemented level-service budgets for the past decade. Westport has an FY26 budget of approximately \$57 million and a Moody's rating of Aa3. The Town's annual operating budget includes a structural deficit, thus improving Westport's financial strength while keeping tax increases to a minimum is considered a top priority. In FY25, free cash was certified at \$3.46 million. The FY25 tax rate is \$7.45 for residential, commercial, and industrial properties. The property tax base is slightly more than 92% residential, about 4.7% commercial, 2.7% personal property, and 0.43% industrial. Nearly 68% of the Town's revenue comes from the tax levy, with 16.1% from state aid, and nearly 10.9% from local receipts. New growth in FY24 was \$679,400. A new \$95 million middle-high school was approved in 2018 and funded via a debt exclusion, with nearly half funded by the state.

According to an October 2020 Moody's report, Westport has a modestly sized, residential tax base, with slightly above average resident wealth and income, a stable financial position, and manageable debt burden, pension and OPEB liabilities. There is a desire for limited, appropriate economic development, in harmony with the Town's vision, to help fund town services and support infrastructure needs.



### Important Links:

- [Town of Westport](#)
- [Budget Information](#)
- [Annual Town Reports](#)
- [Westport Master Plan Update 2021](#)
- [Various Master Plans](#)
- [Audit Reports](#)
- [Financial Policies and Procedures](#)
- [Reports, Studies, & Projects](#)

## Economic and Community Development

Westport is primarily a residential community, including a number of seasonal residents, with approximately 500 small businesses, such as restaurants, shops, offices, and home-based businesses. While Westport once had the most dairy farms in the Commonwealth, today there are two dairy farms in operation. Additionally, there are a number of beef cattle farms of varying sizes and a meat processing facility to serve the livestock farmers of the South Coast. There is also a medical and retail marijuana establishment operating in Westport. The tax base is heavily dependent on residential taxes and discussions are ongoing as to how to lighten residents' property tax burden.

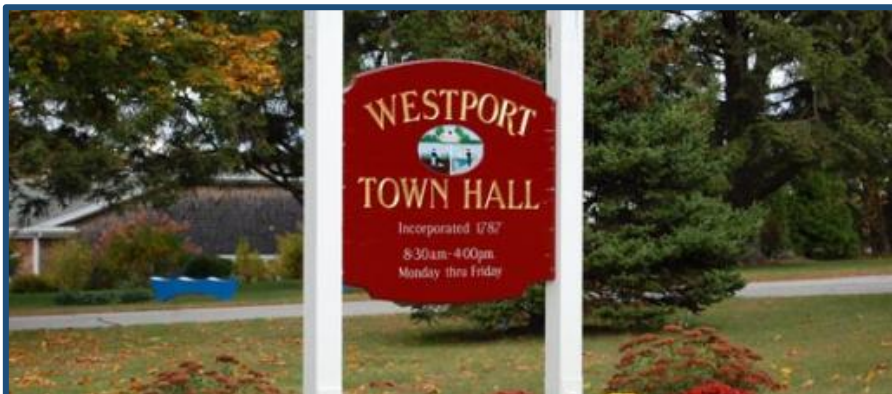
Westport has invested in its buildings over the past decade-plus. The Town built a new \$10 million police station in 2018, the Hix Bridge Road fire station was constructed in 2010, and the Westport Free Public Library was renovated with an addition in 2009. A \$95 million middle-high school opened in September 2021 and Town buildings were recently connected to fiber optic internet. There are ongoing discussions regarding future use of the former high school and other buildings, including the Council on Aging, Town Hall and Town Hall Annex. There is no municipal trash collection; however, Westport operates a transfer station on Hix Bridge Road.

## Open Space and Recreation

Westport values the rural nature of the community and its natural environment, including the seaside, rivers, farm fields, and woodlands. The Town occupies 62 square miles (33,900 acres) of which approximately 22% is water. Westport has 35 miles of ocean and river shoreline which, along with its ponds, allow for boating, sailing, fishing and other water-related sports. Beautiful Horseneck Beach is extremely popular with year-round residents, seasonal residents, and visitors. Westport is home to the Watuppa Ponds and Westport Harbor, where the two branches of Westport River meet before emptying into Rhode Island Sound. Residents are proud of Westport's preserved open spaces and are committed to preserving, protecting, and enhancing its rural character. Working collaboratively with the community to maintain a thoughtful balance of open space and harmonious economic development is critical.

## Projects and Issues

- Discussions and proposals focused on the myriad potential reuses of the 160,000-square-foot former high school building are ongoing. This is a significant issue for the community.
- Finances are of considerable concern as the Town's annual operating budget includes a structural deficit and the tight budget requires careful management.
- Traffic and road improvements to Route 177, including the construction of a roundabout, are ongoing.
- A \$900,000 cemetery expansion will provide at least 1,500 new plots. Approximately one-third of the funding is expected to come from free cash with another one-third from the perpetual care fund.
- Online permitting software is being implemented for licensing, planning, building, and health departments.
- The Route 6 waterline extension is ongoing with \$2 million in funding remaining for expenditure.
- Construction has not yet started on the Drift Road bridge replacement project.
- The Town Hall's HVAC system is to be replaced; town buildings were recently connected to fiber optic internet.
- A Five-Year Capital Plan details investments needed for town buildings and infrastructure. Facilities management and long-term planning for buildings, including the CoA and former high school, are a priority.







## The Ideal Candidate

- Bachelor's degree required (master's preferred), preferably in public administration, public policy, business management, or a related field.
- Superior skills in municipal financial management, personnel management/administration, collective bargaining, and municipal procurement.
- Experience in running a large organization or department.
- A skilled communicator, both internally and externally; highly transparent.
- An active listener with superior people skills; excellent follow-through.
- Skilled in grant acquisition and administration; proficient knowledge of municipal law.
- Team-oriented; morale builder; superior leadership qualities and experience; ability and willingness to take the initiative.
- Willing to work as part of the team; ability to coach and mentor staff.
- Advocates a customer-service approach; knowledgeable of, and able to implement, municipal best practices; goal-oriented.
- Excellent writing and presentation skills; superior conflict resolution skills.
- Creative problem solver; proactive; adaptable; professional and courteous.
- Superior work ethic; confident; innovative; forward thinking; strategic; diplomatic.
- Calm under pressure; ability to negotiate compromise or consensus.

## How To Apply

Send cover letter and résumé via email, in a single PDF, by September 19, 2025, 3:00 p.m. EST to:

**[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)**

**Subject: Westport  
Town Administrator**

Questions regarding the position should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
[JPetrin@communityparadigm.com](mailto:JPetrin@communityparadigm.com)  
781-552-1074

*The Town of Westport, Mass., is an Equal Opportunity Employer.*