

STOUGHTON, MA



Town Manager

Position Statement



Summary

Stoughton, Massachusetts, a diverse and active community of nearly 30,000, aided by many citizen advisory groups, is seeking a dynamic and professional leader to serve as its next Town Manager. Stoughton has an FY23 general fund operating budget of approximately \$112 million. The Town Manager serves as the Chief Administrative Officer of the Town and works under the policy direction of the Select Board. The position is responsible for all day-to-day operations of the Town under the position's authority. The next Town Manager must have confidence in their knowledge and abilities and have superior leadership and management skills. Stoughton has a number of skilled and experienced department heads who assist the Town Manager in accomplishing the Town's goals and objectives.

The Community

The [Town of Stoughton](#) is a welcoming and diverse community of approximately 30,000 residents located in Norfolk County, about 17 miles from Boston and 25 miles from Providence, R.I. It has a tradition of professional and responsive government service, with strong citizen engagement.

With a convenient location and good school system, Stoughton is an attractive community. It is primarily a residential town, with a mix of semi-rural, suburban, and semi-urban areas. Approximately 75% of homes in Stoughton are owner occupied with a median value of \$374,300, which is roughly equivalent to the state median of \$398,800 and lower than the Norfolk County median value of \$491,000, according to U.S. Census data.



Stoughton has a new high school occupied in 2019, voted in February for a debt exclusion to build a new fire station, and its police department is among 100 out of 351 communities accredited in Massachusetts. The Town owns the Cedar Hill Golf Course, a nine-hole executive golf course on 65 acres, that hosts 12,000 to 13,000 rounds each year. The Town also operates Ames Long Pond beach on the Stoughton/Easton border in the summer months for supervised swimming and swimming lessons. Stoughton will open a new recreation area on Glen Echo Lake this year, and begin extensive improvements to its trails in the 1,200 acres of Town-owned open space.

Stoughton's population is 69% White, 17% Black or African American, 5.1% Asian, 4.9% two or more races, 3.7% Hispanic or Latino, and 0.2% Indigenous peoples of America, creating a multi-racial and multi-cultural community. The Town has a median household income of \$90,201. While Stoughton's population is largely considered middle-income, according to U.S. Census statistics, approximately 5.9% of residents live below the poverty line and face economic challenges.

Government

Stoughton has a Representative Town Meeting form of government with 168 members, 21 representatives from each of the Town's eight precincts. Town Meeting is the legislative body of the Town and Annual Town Meeting is usually held on the first Monday in May.

Stoughton's government also includes a five-member [Select Board](#) with members elected to staggered three-year terms. The Stoughton Select Board functions as the chief executive authority and policy-making body of the Town. The Select Board appoints the Town Manager who is responsible for daily management of the Town and whose powers are clearly specified in Article 4 § C4-2 of the [Town Charter](#).

An elected five-member [School Committee](#) oversees all policies and budget of the [Stoughton Public Schools](#).

Finance

Stoughton has an FY23 general fund operating budget of approximately \$112 million. The Stoughton Public Schools budget accounts for approximately 46.5% (\$52.2 million) of the total FY23 budget, with the regional schools costing about 1.3% (\$1.4 million). Public safety costs account for approximately 14.5% of the FY23 budget, with joint expenses costing about 25.5%, public works at 5.3%, and general government at 4.1%.

The Town's FY21 stabilization fund was \$5.26 million and free cash in FY22 was certified at \$5.66 million, according to the Massachusetts Department of Revenue's Division of Local Services. Stoughton holds a Moody's rating of Aa2, as affirmed in a February 2022 credit opinion.

Stoughton has an FY22 total assessed value of \$4.81 billion, of which \$3.86 billion is residential, \$522 million is commercial, \$243 million is industrial, and \$189 million is personal property. The FY22 tax rate for residential properties is \$14.41 per thousand of the property's assessed value and \$24.20 for commercial, industrial, and person properties. The average single-family tax bill for FY22 is \$6,171. The links provided on page 4 provide additional insight into Stoughton's finances and governance.



Diversity & Inclusion

The [Stoughton Equal Opportunity Committee](#)'s mission is to promote the Town of Stoughton as a welcoming community. The SEOC strives to support and steer toward a Town that:

- Values its diversity
- Where everyone has an equal and valued vote and authentic and empowered participation in government
- Is a community where all people can thrive where they live, work, and play
- Through deliberate policy and practice, the Town of Stoughton will embrace the objectives below to perform at our best and effectively serve all in order to embrace the diversity of the Town's population:
- Implement equity and inclusion initiatives in support of the recruitment and retention of diverse candidates at all levels
- Support the diversity of the Town's population in its workforce, board, committees and commissions
- Incorporate the Racial Equity Municipal Action Plan (REMAP) training principles and utilize the Racial Equity Tool (RET) to support the mission.

Position Responsibilities

The Town Manager is the Chief Administrative Officer of the Stoughton Town government and carries out the policies and plans set forth by the Select Board. The Town Manager is supported by a staff of professional and skilled department heads. Some of the powers and duties of the Stoughton Town Manager include:

- To organize and reorganize, consolidate or abolish departments, commissions, boards or offices under the Town Manager's direction and supervision; to establish new departments, commissions, boards, or offices; and to transfer the duties, powers, and appropriation of one department, commission, board or office to another. All appointments to offices, boards, and commissions not specifically made under the power and the duty of the Select Board by the Charter and by the School Committee under General Laws shall be made by the Town Manager;
- To prepare the three-year fiscal period and program plan and submit it to the Select Board at least 90 days before the Town Meeting. In preparing the plan, the Manager shall incorporate as directed by the Select Board all policies and assumptions adopted by the Board;
- To appoint and to remove all subordinate officers, employees, and members of boards and commissions under the Town Manager's control and to fix their compensation...;
- To attend meetings of the Select Board;
- To prepare an estimate of the probable amount required for the expenditures of the Town for the next ensuing fiscal year...;
- To keep in repair all Town buildings, except school buildings, which the Town Manager may repair only upon written request by the School Committee;
- To purchase all supplies for all departments, except books for the schools or the public library. This responsibility may be delegated;
- To perform other such duties as may be required by bylaw or by vote of the Select Board;
- To have control over all Town agencies, not specifically allocated by the Charter or applicable state statutes to any elected board or officer;
- To examine or cause to be examined, with or without notice, the affairs of any division or department under their control, or the conduct of any officer or employee thereof...;
- To administer the public health program of the Town as established by its bylaws and the General Laws. The Town Manager shall appoint a Board of Health of five members who shall be appointed to three -year terms of office as their term of office expires. The Board shall advise the Town on matters of public health and upon questions bearing upon the public health of the inhabitants of the Town.

Important Links:

- [Town of Stoughton](#)
- [Town Manager](#)
- [Select Board](#)
- [Town Charter](#)
- [Town Code](#)
- [FY22 Operating Budget](#)
- [Town Meeting](#)
- [Annual Reports](#)
- [Town Manager Reports 2022](#)
- [Master Plan](#)
- [Facilities Master Plan](#)
- [Stoughton Center Rezoning Information](#)
- [Campanelli Parkway Zoning Analysis](#)
- [Planning-related Reports](#)
- [Approved Projects](#)
- [Stoughton Diversity & Inclusion Organization](#)

Projects & Initiatives

Stoughton is an active and engaged community with many ongoing and upcoming projects and initiatives. A partial list of such projects and initiatives is below:

- Construction of a Fire Department Complex to include a new Prospect Street Fire Station, restructure the Canton Street Fire Station to accommodate ambulance service and upgraded staff quarters, and renovate the existing Freeman Street Fire Station to create a central administrative headquarters.
- Work with Planning Department regarding implementation of new downtown zoning bylaw approved in May 2022. Consider potential impact of state-proposed zoning regulations for MBTA communities.
- Buildout of infrastructure improvements for commercial and business areas including the Park Street sewer project to serve Campanelli Industrial Park and Park Street business and residences as well as the Canton Street, Central Street, and Tosca Drive reconfiguration.
- Work to encourage appropriate economic development in the downtown and other commercial areas, particularly life sciences and advanced manufacturing.
- Determine creative reuse of some surplus town-owned buildings.
- Buildout of various recreation and conservation projects.
- Develop a five-year capital plan.
- Town is currently working to hire a DEI officer as a contracted service.
- Continue to assist local businesses as they strive to recover from the economic impact of the pandemic.

Citizen Participation

The Town is benefited by widespread and effective work of citizen volunteers who either apply and are selected for or, in many cases, self-volunteer to serve on boards and committees dedicated to providing special services, advice, or management assistance to improve the quality of life for our citizens. The Town encourages its citizens to become involved in these committees and to contribute their perspectives and expertise to enrich the community.

Committees include:

- [Capen Reynolds Farm Use and Development Committee](#)
- [Capital Planning Committee](#)
- [Cedar Hill Golf Course Operations Committee](#)
- [Community Preservation Committee](#)
- [Cultural Council](#)
- [Disabilities Commission](#)
- [Downtown Redevelopment Task Force Committee](#)
- [Energy & Sustainability Committee](#)
- [Glen Echo Space and Recreation Development Committee](#)
- [Historical Commission](#)
- [Library Trustees](#)
- [Memorial Square Dedication Committee](#)
- [Open Space Committee](#)
- [Outreach](#)
- [Public Safety Facilities - Planning and Building Committee](#)
- [Stoughton Equal Opportunity Committee](#)
- [Teen Programs](#)
- [Town Wide Facilities Master Plan Committee](#)
- [Youth Commission Board](#)





The Ideal Candidate

- Advanced degree in public administration, business management, law, or a related field preferred. Bachelor's degree with relevant work experience acceptable.
- Skilled in financial management, economic development, personnel management, project management, communications, and collective bargaining.
- Exceptional leadership and management skills.
- Confident in own knowledge and abilities.
- Proficient understanding of municipal operations and municipal law.
- Visionary; proactive; strategic.
- Ability to anticipate problems and develop solutions.
- Skilled at community engagement, marketing the community, and public and media relations.
- Recognizes and embraces the diversity of the community and supports the goals of equity and inclusion; creates a welcoming environment for all.
- Strong organizational skills; detail oriented.
- Data-driven decision making; analytical; technologically savvy.
- Ability to pivot as needed.
- Level-headed; trust-worthy; collaborative; approachable.
- Ability to work in partnership with the Select Board.
- Values the uses of data and emerging technologies, including modern communication tools.
- A skilled manager of people; treats everyone fairly and respectfully.
- Skilled in long-term planning; experience in setting goals and priorities
- Inclusive; able to build morale; a coach, mentor, and motivator.
- Ability to work with varied personalities.
- Knowledgeable of best practices.
- Ability to work well with State and Town officials.
- Human Resources certification or related work experience.
- Knowledge of and experience with procurement.
- Massachusetts municipal experience preferred.

Compensation Package

The Town of Stoughton will offer an employment agreement and compensation package that is competitive with comparable area communities, with an annual salary of up to \$210,000, depending on qualifications. An attractive benefits package, including health and retirement plans, is part of the Town Manager's total compensation.



STOUGHTON
MASSACHUSETTS

How To Apply

Interested applicants should send cover letter and résumé, in confidence, via email to:

Apply@CommunityParadigm.com

Subject: Stoughton Town Manager

Submit a single PDF containing both cover letter and résumé.

Position is open until filled with a first review of application materials scheduled for August 26, 2022, 3:00 p.m. EST. Application materials will be reviewed according to the outlined qualifications. A selection of candidates will be chosen for further evaluation, reference checks, and background reviews before finalists are advanced to the Select Board.

Questions regarding the position should be directed to:

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

The Town of Stoughton is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipal and community-wide excellence in the town. In doing so, Stoughton strives for a town culture and environment that fosters a true sense of belonging for all and provides opportunity for everyone to participate equally and fully in the town, communities, and neighborhoods.

The Town of Stoughton is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status, or genetic information.

