

HADLEY, MA – Town Administrator



Position Statement

Hadley, MA (pop. 5,300) is an agricultural community in the heart of the Pioneer Valley, known for its rich soil, scenic views and abundant farms. Despite its small size, Hadley is a complex community requiring a leader with experience in municipal government, finance, and planning.

Located on the eastern bank of the Connecticut River and along Route 9 between Amherst and Northampton, with easy access to Interstate 91, Hadley is also a commercial hub for the region. Route 9 has retail, grocery and home improvement stores, along with hotels and a cinema.

Hadley hosts one-third of the UMass Amherst campus, and 60 percent of the town's residents are associated with the university. In addition, Hadley is situated near four other colleges in the region - Amherst College, Hampshire College, Mount Holyoke College, and Smith College.

A farming community at its core, Hadley's large commercial sector combined with its proximity to the Connecticut River and multiple universities presents unique opportunities and challenges.

The new Town Administrator should have a unique skill set to support Hadley's agricultural heritage while overseeing complex projects such as the reconstruction of the dike along the Connecticut River, the needed replacement of its water tanks, and the construction of a new public works facility. The next Town Administrator will also play a key role in developing a vision for the reuse of key parcels along the Route 9 corridor as the demand for brick-and-mortar retail is declining and the need for housing continues to soar.



Hadley is seeking a financially savvy administrator who will forge positive relationships with stakeholders, foster regional partnerships, and have clear communication with employees and the public.

The town would like a confident, organized, and assertive leader who embraces transparency in government and can quickly earn the trust and respect of town employees, committees, and the community.

Annual Salary: \$115,000-\$150,000. The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience.

Government

Hadley has an Open Town Meeting form of government with a Town Administrator and a five-member Select Board. The Select Board recently established a Government Restructure Committee that will advise members on the organization and structure of the executive and administrative functions of town government. Hadley has had just two permanent town administrators in the past 20 years, the most recent of whom retired in 2024. The town's police chief is currently serving as the Interim Town Administrator. Hadley's next Town Administrator should be a confident and approachable leader with strong communication skills, who will advise and guide the Select Board. The town is seeking a leader who is comfortable serving as the public face of the town, who will trust, respect and value the town's employees and embrace change such as using technology to modernize the town's operations.

Finances

Hadley has a fiscal year 2025 budget of about \$21.7 million. The local tax levy is \$15.2 million and represents about 70 percent of the town's revenue. The town receives about \$942,000 in state aid and collects \$4.3 million in local receipts and \$500,000 in enterprise funds. Located along Route 9, Hadley has a strong commercial base with commercial/industrial/personal property taxes making up about 31 percent of the tax levy. Hadley has a single tax rate of \$11.63 for all property classes. The assessed value of the average single-family home is \$453,937 while the annual average single family tax bill is \$5,279. The town is in a strong financial position with a Standard & Poor's bond rating of AAA, the highest possible designation. As of July 1, 2024, Hadley had \$1 million in free cash plus an additional \$1.2 million in its enterprise fund accounts.

Hadley would like a Town Administrator who will search out creative solutions such as regional partnerships and grants and look for ways to make local government more efficient and cost-effective. The new Town Administrator will work closely with the town's department heads to lead the town through upcoming budget challenges and capital projects.

Important Links:

- [Town Bylaws](#)
- [Town of Hadley](#)
- [FY2025 Budget](#)
- [Select Board](#)
- [Annual Reports](#)
- [Housing Production Plan](#)
- [Hadley Public Schools](#)
- [Voting and Elections](#)
- [Master Plan](#)



Education

The Hadley Public Schools have just over 500 students in PK-12th grade. The Hadley Elementary School serves children in kindergarten through sixth grade. Hopkins Academy, which was founded in 1664 and is the seventh oldest school in New England, holds grades 7-12. Hadley is also home to the [Pioneer Valley Chinese Immersion Charter School](#). Hadley takes great pride in its school district, maintaining small class sizes and a low student-to-teacher ratio. Town officials have a strong working relationship with the Hadley Public Schools and are seeking a Town Administrator who will maintain strong ties with the School Superintendent.

Economic and Community Development

A small farming community, Hadley continues to maintain a strong agricultural economic base with several farms and farmstands that sell produce, ice cream, meat, milk, flowers, and more. With its rich soil, Hadley has the largest number of acres in agriculture in the Pioneer Valley. The town is the Asparagus Capital of the World and hosts an Asparagus Festival annually on the Town Common. While Hadley is a rural community at heart, it is also a commercial and retail hub in the region. Hadley is a UMass Amherst host community, with one-third of the campus located in town. Route 9 runs through Hadley east to west between Amherst and Northampton. There are two shopping centers ([Mountain Farms](#) and the [Hampshire Mall](#)), several big box and chain retail stores and restaurants, grocery stores, a cinema, and hotels. Hadley's Housing and Economic Development Committee is looking at ways to refresh and repurpose existing sites along Route 9 for new uses, including affordable housing specifically for those 55 and older. Hadley is seeking a Town Administrator who will foster the town's agricultural heritage and who understands zoning laws, planning, and smart growth development.

Open Space and Recreation

Residents enjoy Hadley for its rural charm and open space, much of which is active farmland. It's a place where you can buy fresh milk and ice cream from a large dairy farm or produce from a roadside stand using the honor system. About 5,500 acres of land in Hadley have some protection from development, including nearly 2,700 acres that are permanently protected under Agricultural Preservation Restrictions. An additional 1,800 are acres owned by state and federal conservation entities and non-profit land trusts. This includes the [Silvio O. Conte National Fish and Wildlife Refuge](#) and [Skinner State Park](#). The state park surrounds Mount Holyoke, the westernmost peak of the Mount Holyoke Range, and offers scenic views of the Connecticut River Valley. Utilizing its natural resources and exploring renewable energy has become a focus for the town. The town's Climate Change Committee worked together with the Pioneer Valley Planning Commission to become certified as part of the state's Green Communities program.



Current Issues/Projects

Despite its small population, Hadley has complicated city-type challenges that require a Town Administrator with a unique skill set, such as an ability to forge positive working relationships with a variety of stakeholders including government officials and representatives from UMass. Upcoming projects include:

- The replacement of the Connecticut River dike. About \$90 million is needed to rebuild, improve and extend the dike and levee system that provides protection from Connecticut River flooding. The new Town Administrator will work closely with local, state, and federal officials on this important project.
- The construction of a new Department of Public Works facility.
- The replacement of the town's outdated water tanks
- Water/sewer infrastructure needs. About 98 percent of Hadley is on the water system; 48 percent, sewer.
- Redevelopment projects along Route 9, including the potential for senior housing.
- Expansion of Route 9, the major thoroughway of the town. While this is a state project, it has a significant impact on the town and traffic.



The Ideal Candidate

- Bachelor's degree required (with a master's preferred), preferably in public administration or a related field.
- Experience as a Town Administrator or head of a significant department in a complex municipal organization, or professional equivalent.
- Transparent and effective communicator.
- Energetic, forward-thinking strategic planner.
- Collaborative team leader and morale booster.
- Principled, assertive, and confident.
- Creative, outside-the-box problem solver.
- Ability to build strong, working relationships.
- Adept at managing personnel and willing to delegate.
- Strong, organized leader.
- Personable and approachable.
- Proficient in municipal financial management, budgeting, long-term planning.
- Willing to make difficult decisions.
- Eager to engage and interact with the town boards and the community.
- Ability to clearly assess a situation and consider a variety of options.
- Experience in zoning, planning, and building projects, particularly related to housing.
- Adaptable and willing to embrace change.
- Practical, common-sense approach.
- Open door policy.

How To Apply

The position is Open Until Filled. For a guaranteed review of application materials, send cover letter and résumé via email, in a single PDF, by March 10, 2025, 3:00 p.m. EST to:

Apply@communityparadigm.com

Subject: Hadley 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 Hadley, Mass., is an Affirmative Action/Equal Opportunity Employer.