

# TOWN OF WEST BROOKFIELD, MASSACHUSETTS

## TOWN ADMINISTRATOR

The Town of West Brookfield seeks a Town Administrator, to serve as the Chief Administrative Officer of the Town general government, reporting to a three-member Select Board. The position is responsible for maintaining and improving upon the efficiency and effectiveness of areas under the position's direction and control. The Town Administrator gives policy advice to the Select Board and is responsible for managing the day-to-day operations of the Town. (4 day work schedule)

### COMMUNITY

The New England Town of West Brookfield is located approximately 20 miles west of Worcester, Massachusetts. The population was 3,833 at the 2020 census. Situated on the Historic Boston Post Road, the town was the halfway stop on the stage route from Worcester to Springfield. The picturesque Common is the beginning of the Center Historic District. Within walking distance is the Old Indian Cemetery and other locations of historical significance.



West Brookfield has the sites of the first white settlement, the Indian villages, and is in reality the mother town of the Quaboag Plantation. The Quaboag Plantation was deeded in 1660, and thirteen years later this area was incorporated as a town and was called Brookfield. Quaboag is a Nipmuc Indian name meaning "before the pond". The site of the largest of the Quaboag Indian Villages.

According to the United States Census Bureau, the town has a total area of 21.1 square miles (55 km<sup>2</sup>), of which 20.5 square miles (53 km<sup>2</sup>) is land and 0.6 square miles (1.6 km<sup>2</sup>), or 3.03%, is water. West Brookfield is bounded on the southeast by Brookfield, on the north by North Brookfield and New Braintree, on the west by Ware and on the southwest by Warren. Route 9 is the main route in town. Other routes include Route 67, Route 19, and Route 32.

### GOVERNMENT

West Brookfield has an Open Town Meeting legislative structure. The Select Board has three members. Selectboard membership terms are for three years and elections are held on a staggered basis. The day-to-day administrative responsibilities of the Board are delegated to the Town Administrator with major policy decisions remaining with the Board. The appointment of most Department Heads is approved by the Select Board. West Brookfield does not have a Charter, but it is governed by a set of by-laws. The Town Clerk is elected.



The Select Board also appoints the Advisory (Finance) Committee, Agricultural Commission, the Conservation Commission, the Zoning Board of Appeals, Historical Commission, Council on Aging, and several others. Elected boards and commissions include the Regional School Committee, Board of Health, Common Committee, Planning Board, Board of Assessors, Housing Authority, and the Library Trustees,

The Quaboag Regional School District has a strong reputation with a vision to provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth. The mission is to form a partnership with parents and the community to prepare our diverse population of students to be lifelong learners in a nurturing, safe environment with high expectations so they will be responsible, productive citizens in an ever-changing, global society.

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**CHALLENGES AND OPPORTUNITIES**

The Town works hard to balance taxation and the demand for more services. Town leaders also work diligently to balance school and municipal needs and seek an Administrator who will prioritize collaboration with school administration of the regional school district. The three -member Select Board has served the community well and members respect each other, engage in civil discourse and reach compromises on policy decisions. The Board is looking for a Town Administrator who will facilitate several projects in various stages of implementation. Projects include:



- Working with all town leaders to educate the public regarding the long-term need to improve the general fiscal position of the town and the potential need for an Override.
- Working to implement a Classification & Compensation Study developed by the Edward J. Collins, Jr. Center for Public Management.
- Engaging with ongoing reviews of capital needs and building improvements, including repairing and the painting of the West Brookfield Town Hall.
- Working with the water department to build a facility to remove certain minerals from the town’s water supply. Leland Road Water Project. Engineering plans are in development.
- Working with the Capital Improvement Committee to update the 5-year Capital Expenditure Plan and to develop plans for purchasing capital equipment.
- Explore regionalization opportunities that create efficient and effective operation of services.

**FINANCIAL INFORMATION**

**FY2025 BUDGET**

Total Budget	\$9,856,002
Municipal	\$4,900,244
School	\$4,955,758

**2023 Revenue by Source**

Tax Levy	\$6,845,170
State Aid	\$1,036,502
Local Receipts	\$1,157,329

**2023 Tax Base Breakdown**

2022 Uniform Tax Rate	\$11.99
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**Reserve Balances**

FY24 Free Cash	\$1,034,689
FY25 Stabilization Funds	\$1,225.895

**Tax Levies by Class**

Residential	\$6,148,477
Commercial	\$210,955
Industrial	\$123,339
Personal Property	\$362,400



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## TOWN ADMINISTRATOR

### IDEAL CANDIDATE

The following characteristics are preferred for next Town Administrator:

- An experienced leader who is able to protect West Brookfield's rural history while strategically focusing on development opportunities that diversify the tax base;
- A person with unquestionable ethics and integrity and commitment to the standards for municipal management professionals specified by the International City Management Association (ICMA).
- An effective and experienced manager from an environment of similar complexity who has proven strong organizational and professional skills;
- An individual who is knowledgeable of municipal management best practices and has the ability to implement them;
- A leader who can work with State and Federal officials to further the Town's goals and priorities,
- A manager with exceptional financial acumen and a record of building balanced budgets that reflect needs while adhering to the Town's financial policies and respecting its limited resources;
- An individual who has human resources, labor/employee relations, and collective bargaining experience who values the role of all employees and encourages growth and development;
- A collaborator who can work with independently elected boards and appointed committees to facilitate the development and implementation of a shared strategic vision for the community;
- An outstanding communicator, both internally and externally, who listens to understand and considers all points of view.
- A professional who embraces transparency and provides all members of the Select Board with pertinent information, research, and recommendations on matters requiring Board votes .

### DIVERSITY

The Town seeks to be an employer of choice and values diversity in employees and perspectives and encourages applications from all qualified and interested in becoming part of the West Brookfield team. The Town is an Equal Opportunity Employer.

### QUALIFICATIONS

A bachelor's degree in public administration or a related field (Master's preferred) and 3 years of municipal leadership and management experience; or any equivalent combination of education, training, certification and related experience.

### SALARY AND BENEFITS

The Town Hall is open 4 days per week. The successful candidate will receive an attractive compensation package including health and retirement plans, and cell phone benefits. The starting salary or a 4 day work week depending on qualifications and experience is anticipated to be \$100,000+/-.



### APPLICATION AND SELECTION PROCESS

Please submit a cover letter and resume in a combined PDF file title "**LAST NAME – West Brookfield**" to the Collins Center for Public Management recruitment email [recruitment.umb@gmail.com](mailto:recruitment.umb@gmail.com). The review of resumes begins immediately, and preference will be given to those received prior to October 4, 2024. Resumes will be screened by the Collins Center and selected candidates will be interviewed. Final candidates will be presented to the Select Board for interviews. Visit the Collins Center webpage [www.umb.edu/cpm](http://www.umb.edu/cpm) to view this Profile. Please reach out to Mary Flanders Aicardi at 508-215-8992 with any questions.