

SUDBURY, MA – Town Manager



Position Statement

Sudbury, MA (18,934 pop.), is a beautiful community in which to live and work. Residents are passionate about the Town and strive to maintain its character along with the quality of life it offers. [Sudbury](#) has an excellent public school system, a well-managed local government, attractive neighborhoods, high property values, abundant open space, and is only 20 miles west of Boston.

Sudbury's deep rural connection and pride in its past are seen in its historic Town Center and in the hundreds of historic homes that are scattered throughout the community. Scenic roadways lined with old stone walls, mature trees, and fields are reminders of the community's past. Sudbury has numerous noteworthy sites, including the Longfellow Wayside Inn and the Revolutionary War Cemetery.



The Town of Sudbury is well-managed and well-situated for continued success. The Town's challenges include prioritizing, integrating, and managing its many projects, maintaining its superior financial stability, maintaining its community character while finding ways to increase revenue, and moving to the forefront on social and global issues that have local impact, including diversity, equity, and inclusion and environmental sustainability efforts.

Sudbury is seeking an experienced, knowledgeable, and talented municipal leader with excellent communication and community engagement skills, demonstrated financial acumen, superior project management skills, and human resources and personnel management skills to serve as its next Town Manager.

Preferred candidates should have an advanced degree in public or business administration, law, or a related field and experience as a town manager or assistant town manager or an equivalent level of successful municipal experience. Candidates should be proactive and strategic thinkers, who are able to prioritize and to build collaborative relationships with appointed/elected officials, employees, residents, and business owners. The next Town Manager should be forward-thinking, innovative, and enthusiastic about the opportunities Sudbury offers.

Annual Salary: \$215,000+/-. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Sudbury is an Affirmative Action/Equal Opportunity Employer. The Town Manager position does not have a residency requirement.

Government

In 1994, the Town of Sudbury adopted a [Special Act Charter](#), which provides for the Select Board-Town Manager form of government and includes open Town Meeting. The [Select Board](#) is made up of five members who are elected for three-year overlapping terms. The Board acts as the primary policy-making body of the Town. It provides oversight for matters in litigation, acts as the licensing authority for a wide variety of licenses, and enacts rules and regulations for such matters as traffic control. Further, the Board serves, along with the Town Treasurer, as Trustees of Town Trusts. In addition to the responsibilities stated above, the Select Board formulates guidelines for all Town agencies and appoints the Town Manager, Town Counsel, and Town Accountant. The Board's [2022 Goals](#) can be reviewed on the Town website.



An elected five-member [School Committee](#) oversees the long-range policies of the Sudbury Public Schools, which educates students from grades PreK-8. Lincoln-Sudbury Regional High School has an elected six-member [School Committee](#). Other elected positions in Town include Board of Assessors, Board of Library Trustees, Housing Authority, Board of Health, Planning Board, Park and Recreation Commission, and Town Moderator. In addition, the Town utilizes many other appointed boards and commissions to conduct municipal operations. The Sudbury [2020 Annual Town Report](#) is available online.

The Select Board appoints the [Town Manager](#) to provide, along with the Board, executive leadership for the Town. The Town Manager is responsible for executing the policy directives of the Select Board and for managing the operations and activities of the Town. Details regarding the qualifications and powers and duties of the Town Manager can be found in Part IV of the Charter. The Town Manager is specifically responsible for providing support to the Select Board; managing all Town departments; financial management and budgeting; handling personnel and benefits administration, hiring and firing of personnel, employee performance reviews, and collective bargaining; purchase of supplies, materials, and equipment; inventory of all Town property, maintenance and use of all Town facilities; and coordinating the activities of all Town agencies serving under the office of the Town Manager and the office of the Select Board.

Important Links:

- [Town of Sudbury](#)
- [Home Rule Charter Act](#)
- [General Bylaws](#)
- [2020 Annual Town Report](#)
- [FY23 Proposed Budget](#)
- [Financial Policies](#)
- [Sudbury Master Plan](#)
- [Housing Production Plan](#)
- [Open Space & Recreation Plan](#)
- [Hazard Mitigation Plan](#)
- [ADA Evaluation and Transition Plan](#)
- [Livable Sudbury](#)

Finances

The Town of Sudbury is in a very stable financial condition. The Town's [FY23 operating and capital budgets](#) total approximately \$111 million and Sudbury has a AAA rating from Standard and Poor's. The Town allocates \$650,000 annually toward its OPEB liability. The FY22 tax rate is \$18.05 for residential properties and \$24.57 for commercial, industrial, and personal properties. Slightly over 85% of the Town's revenue comes from the tax levy, nearly 6% from state aid, and slightly over 4% from local receipts. New growth in FY22 was \$31.6 million.

The total assessed value of Sudbury properties in FY22 is nearly \$5.2 billion. Free cash for FY22 is certified at nearly \$6.6 million. The average single family tax bill in FY22 is \$14,395.

The next Town Manager should have solid financial acumen and the ability to help maintain Sudbury's healthy finances. The next Town Manager needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. Experience with collective bargaining and procurement is preferred.

Education

Sudbury residents place a high value on education, and the Town's schools have a well-known tradition of excellence. Approximately 30% of Sudbury's population is under the age of 18. The Town of Sudbury's educational needs are serviced by two separate school systems (in addition some high school students from the community attend out of district vocational high schools). [Sudbury Public Schools](#) operates four elementary schools, serving students in grades PreK-5 and Curtis Middle School for students in grades 6-8. There are approximately 2,521 students in the PreK-8 program. The school budget for FY23 is approximately \$41.8 million, and there are about 500 employees.

[Lincoln-Sudbury Regional High School](#) educates most Sudbury students in grades 9-12. The Town of Sudbury shares this school with the contiguous town of Lincoln under a regional agreement. The school itself has approximately 1,520 students in the current academic year with nearly 90% coming from Sudbury. The school has a per-pupil expenditure of approximately \$23,000, and Sudbury contributes approximately \$27.8 million to its FY23 budget. The Lincoln-Sudbury Regional High School building was opened in 2004 and is well maintained. Although not currently a member of a vocational district, a small number of Sudbury's high school students choose to attend a regional technical high school, typically selecting [Assabet Valley Regional Technical High School](#) in Marlborough or [Minuteman Regional Vocational Technical High School](#) in Lexington, as space is available.

Economic and Community Development

Sudbury has experienced somewhat of a building boom over the past few years. Cold Brook Crossing, a 274-unit residential development off Route 117 with condominiums, apartments, and 55+ townhomes, began its permitting process in 2020. The apartments are now leasing for fall move-ins. The [Meadow Walk Sudbury](#) complex, which first broke ground about four years ago on 50 acres off Route 20 that was once home to defense contractor Raytheon, consists of a 75,000-square-foot village retail center of approximately 15 stores and restaurants anchored by a Whole Foods Market grocery store, a 250-unit luxury apartment community, a 60-unit active-adult condominium community, and a 48-unit assisted living community. The Coolidge at Sudbury, a 55+ community with 110 units, was completed in 2020. Sudbury currently exceeds the Massachusetts mandate that at least 10% of its housing stock be affordable to



middle- and lower-income households and aims to retain that status at least through 2030 or beyond.

According to U.S. Census estimates for 2021, Sudbury's racial makeup is approximately 81.9% White, 10.8% Asian, 3.7% two or more races, 2.5% Hispanic or Latino, 1.1% Black or African American, and 0.1% Native Hawaiian and Other Pacific Islander. More demographic information can be found via the [U.S. Census](#) and [ClearGov](#).

The Town remains interested in pursuing thoughtful economic development that will align with the community's values and respects the historic character of Sudbury. The Town of Sudbury benefits from its close proximity to Boston, which is the economic engine of Massachusetts. Sudbury residents have access to I-90 (Mass. Pike) and Routes 95/128 and 495. Since this is not direct access, there can be traffic congestion in some areas of town. Logan International Airport is located a short distance away in Boston. There is also nearby commuter train access to Boston in contiguous towns. The [Sudbury Water District](#) is an independent municipal entity and distinct from the Town of Sudbury.

Sudbury recently updated its [Master Plan](#), which details various initiatives to be undertaken in the future to enhance the community. The Town's most recent [Hazard Mitigation Plan](#) was approved in 2020. Sudbury has approved a Complete Streets Policy in which, whenever possible and with consideration of roadway character, roadways are planned, designed, and constructed to meet the needs of all travel modes and people of all abilities. Sudbury has a comprehensive ADA Transition Plan that includes prioritized accessibility improvements needed and corrective action recommendations. These are just a few of the studies and policy adoptions undertaken by the Town which are aimed to improve the Town's quality of life. A list of these is noted above.

Open Space, Recreation, and Climate Resiliency

Conservation of open space and natural resources is a priority for residents, for passive and active recreation use and for environmental preservation purposes. For example, the Town purchased the 46-acre Liberty Ledge/[Camp Sewataro](#) land for \$11.3 million and is working to determine its best use; and, in 2018, acquired Broadacres Farm, a 34-acre horse farm adjacent to existing Town-owned properties, for \$5.5 million as well as the 1.4-mile CSX rail corridor to expand the regional Bruce Freeman Rail Trail (BFRT) system.



Sudbury is home to portions of [Great Meadows National Wildlife Refuge](#) and [Assabet River National Wildlife Refuge](#). The thousands of acres of open space provide opportunities for hiking, fishing, kayaking, wildlife viewing, photography, cross-country skiing, and bird watching. Funding for both a new Open Space Plan and an Athletic Fields Needs Assessment was approved by Town Meeting in May 2022. The 2009-2013 [Open Space and Recreation Plan](#) can be viewed on the Town's website.

Sudbury also has a wealth of park spaces and playing fields for such activities as soccer, baseball, and lacrosse. The Sudbury Park and Recreation Department offers a wide variety of programs for youths and adults. The Town also has a community pool located at the Fairbank Community Center.

Sudbury recognizes that climate change impacts community health, local natural resources, and infrastructure and is diligently working to mitigate the impacts and to enhance its climate resiliency. In May 2022, Town Meeting passed a Climate Emergency Declaration which, among other items, calls for community-wide greenhouse gas emissions reductions as soon as possible and for the hiring of a Sustainability Director. Sudbury held a [Climate Change and Sustainability Town Forum](#) in July 2022.

Recent and Ongoing Projects

- The [Fairbank Community Center](#) broke ground in August on a \$28.8 million renovation and expansion project which will help usher in a new era and new generation of services and support for Parks & Recreation, the Senior Center, and school administration.
- Sudbury's portion (4.4 miles) of the [Bruce Freeman Rail Trail](#) is slated to break ground soon, which will add a regional amenity and increase the quality of life in town. More than \$12 million in state and federal funds are committed to the project.
- Additional funding for the renovation/construction of Fire Station 2 on Route 20 was approved at Town Meeting in May 2022, bringing the total cost to approximately \$5.25 million.
- A new Master Plan was created in 2021, mapping out various initiatives to be undertaken to enhance the community in coming years.
- A Comprehensive Wastewater Management Plan is now being developed. There is a focus on Route 20 which could allow for more economic development opportunities there.
- In May 2022, Town Meeting approved funding for a new town-wide Open Space Plan and a town-wide Athletic Fields Needs Assessment.
- The Mass Central Rail Trail project is moving forward, and work must be closely monitored by the Town.
- Work to determine a long-term strategy for the use and operation of the Liberty Ledge/Sewataro property is ongoing.
- Conducting a space needs assessment may be considered within the next few years.
- Town Hall needs renovations and is a project to be considered in future years.
- A town-wide ADA Accessibility Evaluation was recently completed, and a transition plan needs to be implemented.
- Financial policies were recently updated and approved.
- Short-term and long-term capital plans and a capital maintenance plan need further development.
- A planning consultant is currently assisting in the creation of a town-wide Historic Preservation Plan.





The Ideal Candidate

- Advanced degree, preferably in a field related to public or business administration, law, or a related field.
- Three to five years of experience as a Town Manager or Assistant Town Manager or five-plus years equivalent experience and solid background in municipal operations and law with a preference for Massachusetts knowledge.
- Skilled in project management, economic and community development, communications, and personnel management.
- Demonstrated expertise in municipal financial management, budgeting, short- and long-term capital planning, and procurement.
- Superior and demonstrable leadership skills.
- Ability to prioritize and to effectively communicate those priorities.
- Skilled at working with boards and committees.
- Visionary; strategic; collaborative; diplomatic.
- Creates a welcoming and inclusive environment.
- Concerned about environmental sustainability and climate change.
- Data-driven decision making; analytical.
- Understands the necessary balance between open space and economic development.
- Recognizes historic nature of the community.
- Ability to build trust, respect, and work apolitically with local residents and groups.
- Ability to build relationships with the business community.
- Able to build and maintain morale.

How To Apply

Send cover letter and résumé via email, in a single PDF, by October 7, 2022, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Sudbury
Town Manager**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
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The Town of Sudbury, Mass., is an Affirmative Action/Equal Opportunity Employer.