

Town Administrator

Town of Mendon



THE COMMUNITY

Mendon is known for its small-town rural character, its abundant agricultural history, and its strong sense of community. Featuring historic houses, churches, open fields, and attractions like Southwick's Zoo and the Mendon Twin Drive-In, Mendon remains a popular place to visit from neighboring towns. Mendon is located 30 miles southwest of Boston and 17 miles southeast of Worcester, in southeastern Worcester County. Incorporated in 1667, Mendon is the second oldest town in Worcester County. Shortly after its incorporation, Mendon underwent a period of rebuilding and resettlement following King Philip's War and the destruction it brought to the town's infrastructure. In the 19th century, Mendon became an early center of the Industrial Revolution. Mendon farmers and merchants sold their products to far-reaching markets via the Blackstone Canal. Mendon residents acknowledge that balancing growth and preservation will be essential for sustainable growth.

Mendon's area is approximately 18 square miles. The Town is bordered by the Towns of Bellingham, Blackstone, Millville, Uxbridge, Northbridge, Hopedale and Upton. The Town of Franklin is the closest community with a commuter rail stop.



The Town of Mendon seeks a Town Administrator to serve as the Chief Administrative Officer of the Town general government, reporting to a five-member Select Board. The Town Administrator provides policy advice to the Select Board and is responsible for managing the day-to-day operations of the Town and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the position's direction and control.

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 seeks an Administrator who will prioritize collaboration with school administration of the regional school district. The transition to a five-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:

- A major reconstruction/improvement of Route 16 by Mass DOT. Route 16 is the main corridor through the town and provides opportunity for new or expanded commercial development;
- Implementing recommendations in a recent study of public works operations which recommends the appointment of a professionally appointed department head to oversee the consolidated public services of Highway, Facilities and Parks;
- Engaging with ongoing reviews of capital needs and building improvements, including School and Senior Center;
- Exploring the possibility of purchasing water and sewer from an abutting district that could potentially be used in strategic geographic areas as a means of diversifying the tax base;
- Explore tax diversification and economic development opportunities that dovetail with the rural and extensive land resources existing in the community;
- Developing a Capital Expenditure plan and implementing recommendations for improvement of financial operations as outlined in a recent Department of Local Services report;
- Working with multiple municipal boards and commissions in implementing the findings of a recent Master Plan review; and
- Explore regionalization opportunities that create efficient and effective operation of services.

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THE GOVERNMENT

Mendon has an Open Town Meeting legislative structure. The Select Board was increased from three to five members in 2022. Select Board 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. Mendon does not have a Charter, but it is governed by a set of by-laws that are updated annually. In 2023, the Town transitioned from an elected Highway Surveyor to an appointed position. The Town Clerk and Moderator are elected, as is the Tree Warden.

The Select Board also appoints the Finance Committee, Agricultural Commission, the Conservation Commission, the Zoning Board of Appeals, Historical Commission, Historic District Commission, Council on Aging, Master Plan Committee and several others. Elected boards and commissions include the Regional School Committee, Board of Health, Planning Board, Board of Assessors, Housing Authority, Water Commission, Library Trustees, and the Parks Commission.

The school district has a strong reputation. In the recently completed Master Plan, 60% of the respondents stated that the quality of the Mendon-Upton School District contributed in their decision to locate in Mendon.

Mendon is a Right to Farm community. The residents also voted to become a Green Communities Act community.

THE IDEAL CANDIDATE

The next Town Administrator will be:

- An experienced leader who is able to protect Mendon’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 closely to further the Town’s goals and priorities;
- A manager with exceptional financial acumen and a proven 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 and employee relations, and collective bargaining experience who respects and values the role of all employees and encourages their 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 and who embraces transparency; and
- Provides all members of the Select Board with pertinent information, research, and recommendations (when appropriate) on matters requiring Board votes



Town of Mendon



FINANCIAL INFORMATION

FY2023 BUDGET

Municipal	\$ 10,298,031
School	\$ 10,716,664
Vocational School	\$ 1,246,858

BOND RATING AA+

2022 Tax Base Breakdown

2022 Uniform Tax Rate	\$14.60
Residential	89.48%
Commercial	5.87%
Industrial	0.36%
Personal Property	4.72%

2021 Revenue by Source

Tax Levy	\$ 18,657,126
State Aid	\$ 543,380
Local Receipts	\$ 2,239,000

Reserve Balances

Free Cash	\$ 165,818
Stabilization Funds	\$ 912,663

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 Mendon team. The Town is an Equal Opportunity Employer.

QUALIFICATIONS

Candidates should possess a Bachelor’s degree (Master’s preferred) in public administration or a related field and five years of municipal management experience; or an equivalent combination of education, training, certification and related experience.

SALARY AND BENEFITS

The successful candidate will receive an attractive compensation package including health and retirement plans, vehicle use or stipend, and cell phone benefits. The anticipated salary range is \$150,000 +/- depending on qualifications and experience.

APPLICATION AND SELECTION PROCESS

Please submit a cover letter and resume in a combined PDF file title “LAST NAME – Mendon TA” to the Collins Center for Public Management recruitment email recruitment.umb@gmail.com. The review of resumes begins **April 17, 2024, and will continue until position is filled.**

A screening committee will review resumes after the deadline, conduct confidential preliminary interviews for selected candidate, and recommend candidates to the Select Board.

Please contact Mary Aicardi, Collins Center HIR Practice Leader, with any questions at 508-215-8992 or via email at Mary.Aicardi@umb.edu.



To learn more about the Collins Center for Public Management, please visit our webpage at www.umb.edu/cpm.