

Town of Holbrook – Town Administrator



THE COMMUNITY

Holbrook is known primarily as a bedroom community of approximately 12,300 residents. It is ideally situated within a short distance of Boston and the coastal areas of the southeast part of Massachusetts. Originally incorporated in 1640 as part of Braintree, it separated and became the Town of Randolph in 1793. On February 29, 1872 (leap year), the eastern part of Randolph became incorporated as the Town of Holbrook. At the time of its incorporation, it was primarily a boot and shoe manufacturing community.

Holbrook comprises approximately 7.4 square miles. It borders Braintree to the north, Weymouth to the east, Abington to the southeast, Brockton to the southwest, Randolph and Avon to the west. Commuter rail service to Boston is available on the Middleboro line from the Holbrook/Randolph Rail Station. Holbrook is also well served as a member of the MBTA, which provides fixed bus route service to Quincy Center, Braintree Station, and Montello Commuter Rail Station in Brockton.

Many who move to Holbrook embrace a spirit of feeling welcomed.

The community is comprised of hard-working people of various backgrounds. Many are employed in public sector positions as well as the medical and healthcare sectors.

The Town of Holbrook 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 is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the position's direction and control. The Town Administrator provides policy advice to the Select Board and is responsible for managing the day-to-day operations of the Town.

CHALLENGES AND OPPORTUNITIES

The Town faces similar challenges that many municipalities face in Massachusetts today. The Town works hard to balance taxation and the demand for more services. Holbrook has minimal commercial and industrial buildings and thus the tax burden falls mainly on residential property owners. The Select Board hopes that the new Town Administrator will assist in finding strategies to grow the commercial base.

The Board is looking for a Town Administrator who will provide guidance and thoughtful insight on several projects in various stages of discussion or implementation. Projects include:

- The construction of the Tri-Town Water Treatment facility. Discussion in ongoing on how best to treat the PFAS levels in the drinking water supply
- Continued monitoring of Federally funded Super Fund remediation project that has been ongoing for several decades
- The development of a new Open Space Plan that will allow the community to apply for grant funds
- The development of operational policies and protocols for the proposed solid waste transfer station
- Exploring options for passive recreation on property that was once landfill space and has since been capped
- Addressing space needs and/or building improvements for the Council on Aging and Library
- Developing the best solution for the MBTA zoning overlay district resulting by recent action at the State legislative level
- The recruitment for a new Police Chief
- Addressing projected enrollments at the elementary school level and the impact school facilities
- Implementing a Human Resource program for municipal employees including the hiring of a human resource professional and the development of professional policies and standards
- Developing a capital budget plan

Town of Holbrook

THE GOVERNMENT

Holbrook has an Open Town Meeting legislative structure. The Select Board is comprised of five members serving three-year staggered terms. 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 Department Heads is approved by the Select Board. Holbrook is governed by a set of by-laws that are updated from time to time by Town Meeting approval.

Holbrook has separately elected Town Clerk and Treasurer/Collector positions. Their terms are for three years.

The Select Board appoints several staff and committee/board members including but not limited to the Council on Aging, Diversity and Inclusion Committee, Historical Commission, Zoning Board of Appeals, Local Emergency Planning Committee, and the Conservation Committee.

Elected boards and commissions include the School Committee, Board of Health, Planning Board, Board of Assessors, Housing Authority, and Library Trustees.

Holbrook is a member of a Tri-Town Water District that includes Braintree and Randolph. It is represented by an appointed member to the District who resides in Holbrook. The District is currently building a Water Treatment Facility to enhance the potability of the water supply.

The school district has a strong reputation and is a factor in families moving from more urbanized areas to Holbrook. The K-12 district is on one campus, separated by lower and upper grade levels. The school buildings are new or recently renovated.

THE IDEAL CANDIDATE

The next Town Administrator will be:

An experienced leader who can retain the small-town environment that Holbrook residents enjoy while focusing on development opportunities that diversify the tax base;

An outstanding communicator, both internally and externally, who listens to understand and considers all points of view and who embraces transparency; a person who provides all members of the Select Board with pertinent information, research, and recommendations (when appropriate) on matters requiring Board votes

An individual who can assist the Select Board in implementing a modern human resources function including the hiring of an experience human resource professional; the Town Administrator shall be well versed in labor and employee relations, have collective bargaining experience and shall be one who respects and values the role of all employees and encourages their growth and development;

An individual who is knowledgeable of municipal management best practices and can implement them in a manner that embraces input from others and collaboration;

A leader who is personally and professionally apolitical but can operate in a political environment at all levels of government in ensure that the best interests of Holbrook residents are met.

A person with unquestionable ethics and integrity and commitment to the standards for municipal management professionals specified by the International City Management Association (ICMA).

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;

A collaborator who can work independently with appointed or elected employees, boards, and committees; a person who cultivates relationships with those who feel underserved or unheard.

A manager with foresight who can anticipate issues that may have an adverse impact on the community and implement proactive measures to contain negative consequences.



Town of Holbrook



FINANCIAL INFORMATION

FY2024 BUDGET

Municipal	\$ 30,568,012.00
School	\$ 16,880,737.00
Vocational School	\$ 1,501,833.00

BOND RATING AA-

2023 Tax Base Breakdown

2022 Uniform Tax Rate	\$ 31,532,619.00
Residential 76%	\$ 24,109,849.18
Commercial 10%	\$ 3,104,188.94
Industrial 7%	\$ 2,343,749.35
Personal Property 6%	\$ 1,975,531.29

2021 Revenue by Source

Tax Levy	\$ 31,614,512.00
State Aid	\$ 11,638,669.00
Local Receipts	\$ 4,508,996.00

Reserve Balances

Free Cash 7/1/22	\$ 2,102,896.00
Not yet certified 7/1/23	
Stabilization Funds	\$ 4,002,082.00

To learn more about the Collins Center for Public Management, please visit:

www.umb.edu/cpm

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 Holbrook 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 and professional development. The anticipated starting salary range is \$170,000 to \$185,000 - depending on qualifications and experience.

APPLICATION AND SELECTION PROCESS

Please submit a cover letter and resume in a combined PDF file title "LAST NAME – Holbrook" to the Collins Center for Public Management recruitment email recruitment.umb@gmail.com. The review of resumes begins April 2nd and will continue until the position is filled.

Please reach out to Mary Flanders Aicardi, HR Practice Leader at 508-215-8992 with any questions.

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.

