

# East Longmeadow, MA – Town Manager



## Position Statement

East Longmeadow, MA (16,500 pop.), is a vibrant and growing community located in the Pioneer Valley region of western Massachusetts, approximately 88 miles west of Boston. A residential community with a large industrial section, East Longmeadow has a mix of semi-rural and suburban areas along with growing retail and commercial sectors. The Town has an AA+ rating, strong economy, and good financial management policies. East Longmeadow is led by a seven-member Town Council, with a total FY22 budget of \$64.3 million.

East Longmeadow is seeking an experienced, enthusiastic, and community-focused leader with excellent communication and collaboration skills to serve as its third Town Manager. Preferred candidates should have a Bachelor's degree (Master's preferred) in public administration or a related field and experience as a city/town manager or assistant city/town manager or equivalent, with demonstrated skills and abilities in municipal finance, communications, human resources administration, personnel management, time management, economic development, and community planning. Candidates should have a proven record of municipal leadership and team building, be a self-starter, have a collaborative leadership style, be able to make tough decisions and to work collaboratively with the Town Council, and have experience building cooperative relationships with appointed/elected officials, residents, town employees, and businesses.

**Annual salary: \$135K+/-.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Residency is required within 12 months but can be waived by the Council. East Longmeadow is an EOE.

### Important Links:

- [Town of East Longmeadow](#)
- [Town History](#)
- [Town Charter](#)
- [General Bylaws](#)
- [2020 Annual Report](#)
- [Financial Reports](#)
- [FY22 Budget](#)
- [Comprehensive Capital Plan](#)
- [Organizational Charts](#)
- [Open Checkbook](#)
- [East Longmeadow Community Access Television YouTube](#)



# Challenges and Opportunities

## Strategic Planning

In July 2021, the Town is adopted an updated East Longmeadow Master Plan which serves as a blueprint for the future, guide regulatory changes, land use policies, budgeting decisions, and all community decision making. The next Town Manager will play an important role in the implementation of this strategic plan.

## Economic Development

East Longmeadow recently passed a by-law allowing a mixed-use village which had been proposed for Chestnut Street; however, the pandemic impacted that project which has stalled. Several small upscale housing subdivisions, with about a dozen homes each, have been constructed during the past two years. East Longmeadow's updated Master Plan focuses on balancing residential neighborhoods with the need for commercial, industrial, and retail investment. The Town has water and sewer available throughout the community.

## Capital Planning

East Longmeadow has a number of future capital needs. The Town's high school is aging and a proposal has been accepted into the state's MSBA program. The Town is in the process of selecting a project manager and



architects and needs to determine whether this will be a renovation or reconstruction. Estimates have been received for a police station renovation/reconstruction project, but funding has yet to be approved. The Town has a long-term Comprehensive Capital Improvement Plan in place.

## Finances

East Longmeadow has a Standard and Poor's rating of AA+ and a Moody's rating of Aa2. The Town is fiscally conservative, and the next Town Manager is expected to

run a tight fiscal ship. The FY22 tax rate is \$20.29. Given the state-mandated cap of \$25.00 and expected future building projects, the Town needs to keep a tight rein on spending. Maintaining or improving East Longmeadow's financial strength and bond rating while keeping tax increases to a minimum are priorities. Nearly 60% of the Town's revenue comes from the tax levy, with close to 20% from state aid.

## Personnel

East Longmeadow has talented personnel to assist the Town Manager in achieving goals and objectives, including a number of relatively new department heads: the Town Accountant and Director of Municipal Finance who came on board in July 2020; a Police Chief who was appointed in January 2021; a Human Resources Manager who joined the team in February 2021; a Council on Aging Director who came aboard in August 2021; and a Health Department Director who started in November 2021. The Planning and Community Development Director recently resigned to go into a different field of work. Town emergency dispatch services are provided by Westcomm, a regional Emergency Response District. The Town Manager serves on the Executive Board of the District. The Town shares a Veterans Services Officer with two other communities; the primary office site is in East Longmeadow and the Town Manager sits on the District's three-member Board. East Longmeadow has five collective bargaining units.



## The Ideal Candidate

- Bachelor's degree in field related to management with a Master's degree in public administration preferred.
- Experience as a city/town manager, assistant city/town manager, or equivalent public or private sector level experience.
- Skilled in finance, personnel management, communications, project management, grant writing, and time management.
- Collaborative, enthusiastic, self-starter, team-oriented, innovative, and decisive.
- Knowledgeable of best practices.
- Skilled in use of traditional and modern communication tools.
- Able to make tough decisions and to work collaboratively with the Town Council.
- Community-focused, able to delegate effectively, morale-builder, analytical, creative problem solver, and organized.
- Willingness to take risks, ability to think outside the box, strong work ethic, and inspire trust and confidence.
- Willingness to serve as an ambassador of, and advocate for, the community.

## How To Apply

Send cover letter and résumé via email, in a single PDF, by January 4, 2022, 3:00 p.m. EST to:

[Apply@CommunityParadigm.com](mailto:Apply@CommunityParadigm.com)

**Subject: East Longmeadow TM**

Questions regarding the position should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
[JPetrin@CommunityParadigm.com](mailto:JPetrin@CommunityParadigm.com)  
781-552-1074

*The Town of East Longmeadow, Mass., is an Equal Opportunity Employer.*