

# THE TOWN OF CARVER CAREER OPPORTUNITY TOWN ADMINISTRATOR

## Population

11,641

## Land Area

39.7 square miles

## Form of Government

Open Town Meeting, Five member Select Board, Town Administrator

## Schools

Carver Public School District

Old Colony Regional Vocational Technical School

## Utilities

Eversource ~ gas and electric

Water ~ North Carver Water District

Private

Sewer ~ private

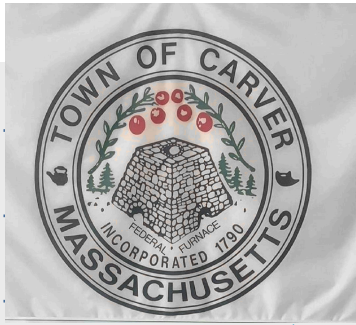


## Introduction

The Carver Select Board seeks a fiscally responsible, proactive community leader committed to public service excellence, to serve as its next Town Administrator. Carver is a fiscally stable community, led by a five-member Select Board. The Town Administrator acts as Chief Administrative and Chief Procurement Officer for the Town overseeing its operation in order to ensure the effective administration of the Town's general government. Town finances are conservatively managed.

Preferred candidates will have a master's degree in public or business administration and a minimum of three years of municipal or similar organization senior management experience; or a bachelor's degree in public or business administration and a minimum of five years of





*Town Bond Rating AA (stable)*

## Cash Reserve Facts

### Free Cash

\$ 1,385,996

### Other Funds

Undesignated fund: \$3,835,241

Stabilization: \$3,356,241

Capital & Debt Stabilization:  
\$161,120

OPEB Trust: \$2,803,120

## Fiscal Facts

### Tax Rate

\$14.17 residential FY 24

\$22.53 commercial FY 24

### Average Single Family Tax Bill

\$ 6,807

### FY 2024 Budget

\$ 54,560,297.32

### FY 2024 Education Budget

\$22,500,218

municipal or similar organization senior management experience. Additional information about the Town and the position can be found on [www.carverma.gov](http://www.carverma.gov).

The Town is committed to negotiating a very competitive compensation package. Salary is \$170,000+/- and will be commensurate with experience. Carver offers an attractive benefits package.

Send resume and cover letter via email to:

**[rickwhite58@verizon.net](mailto:rickwhite58@verizon.net)**

**Richard J White**

**Groux-White Consulting**

**Screening Committee interviews will be conducted the first week of March. Call 781-572-6332 to discuss this opportunity or if you have questions.**



# Town Administrator ~ Town of Carver

## About Carver

In order to understand Carver, a candidate must be aware and sensitive to its past. Although Carver has seen some residential growth, especially as the cost of housing in metro Boston has increased exponentially, it remains rooted in its agricultural beginnings. It is part of Carver's DNA and will remain so for generations. Carver separated from Plympton and was incorporated in 1790. The town was named for John Carver, the first Governor of the Plymouth Colony. Initially agricultural, Carver was known for the iron ore from its swamplands used to make cooking tools by the 1730s. The first iron works was "Pope's Point Furnace", built in 1732, which operated for a century by using the bogs and Sampson's Pond. Over the next 150 years, sheep shearing, and lumber mills were important in Carver.

Most people at the time lived in the villages of South and North Carver and Wenham, later called East Carver.

Carver began cranberry farming as a new use for the town's swamp lands. Farmers began growing cranberries in the 1870s, and by 1900 it was Carver's farmers who raised a fifth of all cranberries grown in the United States.

By the 1940s the cranberry harvest was the largest in the world, and today it is still a major business in town. There are 13,000 acres of land dedicated to cranberry farming in Massachusetts. Thirty-six percent or 1,700 acres are in Carver. Approximately 50% of the Town is dedicated to some aspects of cranberry production.

Carver also has two notable tourist attractions. Edaville Railroad is a narrow-gauge railroad attraction which opened in 1949. It has long been a family tourist attraction, especially for its festival of lights around Christmastime. The town is also the site of King Richard's Faire, a re-creation of a 16th-century English fair which is open on weekends throughout September and October.

There are 4,695 households, out of which 89.3% are owner occupied. As of July 1, 2022, 93.9% of Carver's population holds a high school degree or higher, 25.5% a bachelor's degree or higher, and 18.3% were under the age of 18 and 21.8% were over the age of 65.

# Town Administrator ~ Town of Carver

## About the Position

Carver's next Town Administrator must be a professional with integrity and able to work and prosper in the New England municipal management environment. Success in this position will require the Town Administrator to be able to develop strong relationships with many citizen volunteers, appointed officials, business leaders, community organizations, an active citizenry, a hardworking and respected professional staff, and an elected governing board eager to work with a collegial, inclusive, and resilient leader. Carver's next Town Administrator will be working with diverse groups with divergent views and opinions.

An open communicator, accessible, committed to transparency and unafraid to be vulnerable in their working with Carver residents will find professional success. They must be able to facilitate honest and respectful discussion between various constituencies when dealing with difficult and challenging issues as they arise.

Carver is a desirable and affordable community in which to raise a family. This and its high performing educational system and municipal services has contributed to some modest but consistent growth. Carver has a long tradition of strong financial planning and conservative budgeting all the while producing a competitive affordable residential real estate tax bill. The largest real estate tax base comes from residential property. The citizens, elected and appointed leaders are proud of their fiscal discipline and their ability to provide high-quality, top-notch services.

The rating agencies recognize the Town's prudent fiscal planning, conservative management, with its low debt burden, manageable pension and OPEB obligations. Carver has carefully crafted a cash reserve strategy that has and will continue to serve it and its residential tax rate well. The Administrator will need to ensure that designated fund balance, stabilization account, free cash and capital and debt stabilization fund balances are maintained while developing a coherent, practical, and effective strategy for their use. Such an effort will require facilitation skill, patience, flexibility, and persistence.



# Town Administrator ~ Town of Carver

Carver's next Town Administrator will inherit an able, experienced, and dedicated professional staff. Effective recruitment requires planning, anticipation, and strategic thinking. The Carver Fire Department operates with just three full-time employees while relying on eighty-five call firefighters for effective performance. Call Departments are an aberration in eastern Massachusetts. Carver is fortunate to be able to maintain this proud and generous community tradition. The Emergency Medical Services provide paramedic ambulance services relying on two full-time and per-diem Paramedics running two ambulances. The Police Department operates with a Deputy Chief, 11 Officers and 4 Sergeants and the Operation and Maintenance Departments is staffed minimally. All departments are responsible for protecting a wide and expansive community.

Maintaining Carver's effective, proven, stable and extremely professional Police, Fire, Emergency Medical Services and Emergency Management departments will require the Town Administrator to work closely with all our public safety chiefs.

Schools are a community priority in Carver. The School Superintendent and past Town Administrators have built a strong, positive, and collaborative working relationship that has served Carver well. The successful Carver Town Administrator will be a team builder, collaborator, a secure leader capable of successfully engaging the staff, the Town's various committees, and the community's diverse and complex interests in their work. The Town Administrator must have a reputation of operating with the highest personal and professional integrity. The Town Administrator is expected to be an effective communicator, capable of making concise, clear, accessible and convincing presentations in writing and when speaking with the public.

The Town Administrator must possess certain qualities to be successful. A strong team of department heads need to be encouraged, respected, and nurtured. Delegating and communicating effectively, to identify problems early and empower staff to solve them, and

## **Federal Census Data**

Population: 11,641. Under Age 18: 18.3% Over 65: 21.8% White: 90.8% Black/African American: 0.1% Two or More Races: 6.9% Hispanic: 2.2% Total Households: 4,695 Average People per Household: 2.48 Population per Square Mile: 312.1 Median Family Income: \$69,629 Persons in Poverty: 7.4%

# Town Administrator ~ Town of Carver

communicating effectively, to identify problems early and empower staff to solve them, and recognizing and displaying superior performance by all involved will ensure employees' support.

The Town Administrator plays a significant role negotiating and administering the Town's labor collective bargaining. The Town Administrator must be an effective negotiator and demonstrate skill and success managing collective bargaining agreements.



# Town Administrator ~ Town of Carver

## Current Issues for the Town Administrator

### Community Outreach

The next Town Administrator will need to assist the Select Board in developing strategies for community outreach. The Carver community is invested in their Town. Citizen involvement can always be better regardless of how active citizens are. Carver's citizens are engaged. Some citizens, may not be able to volunteer or participate regularly in their Town government. However, their inability to participate does not mean they are not paying attention. Carver's next Town Administrator must always anticipate that some major outreach is necessary for most decision making.

### Economic Development

Maintaining and enhancing the Town's strong financial position will require strategic, careful, and creative economic development. Any successful effort must not compromise Carver's special agricultural and residential aesthetics. Accomplishing this requires a Town Administrator experienced with successful outcomes in economic development.

North Carver is the area where most development is anticipated. The Town Administrator will need to develop a strong working partnership with the North Carver Water District (NCWD). The NCWD distribution system is limited. Its indigenous water supply is currently compromised (not

permanently) requiring bulk water purchases from the Town of Middleborough. The District is a result of Carver's Town Meeting and when created was designed to operate at a loss. NCWD's temporary loss of its indigenous water supply and reliance on Middleborough for water has exasperated the District's financial structure. Although the District is an independent agency, the current challenge is not going to be resolved without some strong leadership and partnership from the Town and its Town Administrator.

### Select Board Effectiveness

The next Town Administrator will need to assist a talented Board in developing consensus, strategic direction, and community outreach. The Board needs a leader who can develop inclusive systems to enhance their policy making role. The Town and its leadership Board is looking for a leader/manager who can assist them in producing results. The Town faces many challenges in its next five years. The Town Administrator must be adept at bringing all interests together to help ensure the Town sees results. Process and systems must be developed that empowers the Select Board while at the same time allows the Town Administrator to effectively, manage the workload of the professional staff. Communication systems must be developed that ensures all of Select Board members receive all the information requested in a way that allows the Town Administrator to manage staff workload and expectations.



# Town Administrator ~ Town of Carver

## Transition Planning

Carver professional staff are dedicated, able and knowledgeable. Several senior staff members plan to retire within the next three to five years. A focused and deliberate strategy needs to be implemented so that practices, procedures, and institutional memory is preserved. Carver has very few middle managers. All transition planning will need to be led by the Town Administrator in partnership with staff.

## Public Safety

Carver employs a unique and effective strategy in staffing its Police, Fire, Emergency Medical Services and Emergency Management efforts. The staffing strategies, developed over the years, work and are embraced, admired, and respected by the community. Carver's next Town Administrator will need to maintain and enhance the current structure utilized by Carver in the delivery of its public safety services. The Town Administrator will need to embrace the role of working with the chiefs within the public safety umbrella ensuring that the chiefs receive the support needed and that their initiatives are implemented.

## Team Building

Connecting the work of the Town to the goals of the Select Board, and the Town's many other committees is a critical priority. Carver's next leader needs to be a communicator, a collaborator who understands that the way to get the work done is to involve all interests when planning and implementing.

Systems will need to be developed that empowers office staff to provide guidance, feedback and direction and ensure that the final product will receive a timely review by a decision maker.





# Town Administrator ~ Town of Carver

## Infrastructure and Planning

Carver has done a great job maintaining and investing in its building infrastructure. Many but not all its facilities have received significant investment. The Emergency Medical Services facility operates at capacity. The Senior Center operates in a historic building located in South Carver.

The Operations and Maintenance Department maintains over one hundred fifty miles of roadway, three cemeteries, fifteen buildings, and six recreational parks. Chapter 90 helps road investment management, and a staff of sixteen does wonders maintaining the Town's physical assets. The Town Administrator will need to work closely with the Director of Operations and Maintenance to ensure there is continued support for the department's success.

## Carver Schools

The Carver community is proud of their schools. That pride is evident in its financial commitment to the education operating budget. The School and Town administrations have made significant investments in each other.

Over the past five years, the Town/School relationship has grown strong, and each entity works inclusively and collaboratively with each other. Both School and Town officials are proud of the relationship and expect that the next Town Administrator will do everything possible to maintain and enhance it.

## Environment

Much of what makes Carver special is its location, and proximity to a diverse offering of recreational locations. Growth is inevitable. However, what makes Carver a special residential community is its agricultural heritage and personality. Carver ceases to be Carver without its cranberry farming and production. Carver's next Town Administrator must work to protect and enhance the Town's cranberry culture while ensuring that it remains current and an attractive community to live, work and recreate.

\*liberally borrowed from Wikipedia, US Census, others