

WESTMINSTER,
VERMONT

TOWN MANAGER

Salary \$90,000 to \$120,000



The Town seeks a collaborative, forward thinking Town Manager to help guide Westminster through an exciting period of organizational strengthening, community engagement, and strategic investment. The Town's general fund, highway, and fire district budget is \$3.6 million. There are 12 employees.



LEAD A HISTORIC VERMONT COMMUNITY INTO ITS NEXT CHAPTER

Nestled along the Connecticut River in southeastern Vermont, Westminster is one of the state's oldest chartered towns—rich in history, grounded in community, and committed to thoughtful, steady progress. With a population of just over 3,000 residents, Westminster blends rural character, agricultural heritage, and small town values with a growing interest in sustainable development, modern service delivery, and long term financial stability.

A COMMUNITY WITH DEEP ROOTS AND STRONG CIVIC TRADITIONS

Westminster is known for:

- Historic village centers, scenic farmland, and a strong sense of place.
- Active civic participation, with residents who care deeply about local government.
- Regional partnerships with neighboring towns, schools, and service organizations.
- A culture of practicality and cooperation, where relationships matter and public service is valued.

The Town Manager plays a central role in maintaining this tradition while helping Westminster adapt to changing needs and opportunities.



For more information on Westminster, Vermont, please visit www.westminstervt.org.

STRATEGIC PRIORITIES

YOUR LEADERSHIP WILL SHAPE WHAT COMES NEXT

In 2026, the Select Board adopted a Strategic Plan that outlines Westminster's most important goals for the coming years. The next Town Manager will be instrumental in advancing these priorities:

1. Make Housing More Affordable and Available

Westminster is committed to expanding housing options for residents of all ages and incomes.

Key initiatives include:

- Expanding water and wastewater infrastructure to support responsible growth.
- Exploring acquisition and redevelopment of the Compass School property for elderly housing.
- Modernizing zoning, including reconsidering lot sizes and supporting Accessory Dwelling Units (ADUs).
- Developing proactive programs that help residents create ADUs and diversify housing stock.

The Town Manager will coordinate legal, financial, and intergovernmental work to move these initiatives forward.

2. Reduce Tax Delinquencies and Strengthen Financial Management

Westminster aims to ensure long term fiscal stability by:

- Reviewing and implementing an updated tax collection policy.
- Issuing regular notifications to delinquent taxpayers.
- Conducting tax sales when necessary.

The Town Manager will oversee these processes with fairness, transparency, and consistency.

3. Improve Staff Collaboration and Organizational Capacity

With several departments and elected offices, Westminster values teamwork and clear communication.

Priorities include:

- Strengthening internal communication, including regular staff meetings.
- Ensuring backup coverage for essential services.
- Reviewing office schedules to improve public service delivery.
- Supporting training and professional development for all staff.

The Town Manager will help build a cohesive, well supported municipal team.

4. Assure a Functional and Effective Listers Office

The Town seeks to stabilize and modernize its assessing functions by:

- Filling vacancies on the Board of Listers.
- Reviewing the Town's assessing contract for quality and value.
- Exploring a transition to appointed Listers in the future.

The Town Manager will guide this work with attention to accuracy, compliance, and public trust.

5. Strengthen Community Engagement and Public Communication

Westminster values open, accessible government. Strategic priorities include:

- Building stronger connections with town boards and committees.
- Publishing regular informational updates in the local Gazette.
- Maintaining an up to date town website and improving social media presence.
- Publicizing community events and supporting local organizations.

The Town Manager will serve as a visible, approachable leader who helps residents stay informed and involved.



THE IDEAL CANDIDATE

Westminster is seeking a Town Manager who is:

- Collaborative and relationship driven, with strong communication skills.
- Organized and strategic, able to manage multiple priorities simultaneously.
- Financially knowledgeable, with experience in municipal budgeting and policy implementation.
- Comfortable with rural community dynamics, where trust and consistency matter.
- Committed to transparency, fairness, and responsive public service.
- Ready to lead, innovate, and support Westminster's long term vision.

COMPENSATION & BENEFITS

Salary range \$90,000 to \$120,000 depending on experience and qualifications. Benefits package consistent with Town personnel policy. The policy can be found at www.westminstervt.org/wp-content/uploads/2024/07/2024_07_23_personnel_policy_final.pdf



WHY WESTMINSTER?

This is an opportunity to:

- Lead a historic Vermont town with a strong identity and engaged residents.
- Shape major housing and infrastructure initiatives that will define Westminster's future.
- Strengthen municipal operations with a high functioning team.
- Work closely with a supportive Select Board committed to clear priorities and steady progress.
- Make a meaningful impact in a community that values its Town Manager and appreciates good governance.

Qualifications

- Experience in municipal management, public administration, or related fields.
- Degree in Public Administration or related field preferred.
- Strong financial management and budgeting skills.
- Leadership and supervisory capability.
- Excellent communication and interpersonal abilities.
- Knowledge of Vermont municipal law and governance (or ability to learn quickly).

HOW TO APPLY

The Vermont League of Cities and Towns is handling the application process for the Select Board. Interested candidates should submit a cover letter, résumé, and three professional references to

Management Specialist Bill Fraser
at bfraser@vlct.org

by November 13, 2026. Questions about the process can be sent to Mr. Fraser.