

# JOHN W. CODERRE

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## PROFILE SUMMARY

Results oriented manager with over twenty years of progressively responsible experience managing in a Select Board, Open Town Meeting form of government. Demonstrated record of thoughtful, creative financial leadership with a collaborative and deliberative management style. Extensive public speaking experience and strong presentation skills allow for effective communication both internally and externally; coupled with the ability to thoughtfully listen and respond to the concerns and input of local officials and residents.

## PROFESSIONAL EXPERIENCE

July 2008- Present      Town Administrator, OFFICE OF THE TOWN ADMINISTRATOR,  
Northborough, MA (15,042 population and \$69.5 million FY2019 budget)

- Under the policy direction of the Board of Selectmen, serve as the chief administrative officer of the Town, responsible for appointment and supervision of employees and oversight of the day-to-day operations of departments
- Direct the development and implementation of the Town's award-winning operating and capital budgets, including updating and presentation of the Financial Trend Monitoring System
- ~~Oversee all aspects of the construction of municipal facilities including a library renovation/addition, new senior center and School Building Authority (SBA) approved Lincoln Street Elementary School project~~
- Negotiate and manage sustainable collective bargaining agreements with five unions
- Negotiate and manage sustainable health insurance plan design options with the Insurance Advisory Committee for all municipal employees
- Perform financial and management analysis regarding municipal services and make recommendations to the Board of Selectmen regarding staffing, service levels and delivery options
- Represent the Board of Selectmen at various meetings, functions and events; serve as the liaison to various civic or governmental organizations and committees

Jan 2003- July 2008      Assistant Town Administrator, OFFICE OF THE TOWN ADMINISTRATOR,  
Northborough, MA

- Managed the Human Resources function including: classification and compensation; recruitment; training; labor and employee relations; employee communication; benefit design; employee orientation, and coordination of employee terminations
- Served as the Economic Development Coordinator, which included coordinating the activities of the Industrial Development Commission with other departments; writing grants; meeting with potential industrial and commercial proprietors to promote economic development; and leading the Town's Development Review Team
- Served as the Town's Chief Procurement Officer responsible for developing and enforcing local policies in accordance with State regulations; maintaining records; assisting department heads with drafting bid specifications and request-for-proposals; negotiated contracts for architectural and project management services
- Managed the workers' compensation program, property and liability insurance, safety program, loss prevention program, and fleet management

May 1997-  
Jan 2003

Assistant Town Manager, OFFICE OF THE TOWN MANAGER, Chelmsford, MA  
(32,171 population and \$132 million FY2019 budget)

- Coordinated the annual capital and operating budget processes, including preparation of all final documents and presentation materials.
- Worked directly with the Town Manager and Town Department Heads on financial matters, such as expenditure monitoring, revenue estimation, and long-range financial planning
- Supervised the Management Information Systems (MIS) Division and Waste/Recycling Division
- Served on the School Building Committee, the Capital Planning Committee, Telecommunications Advisory Committee, Recycling Committee, the GIS Working Group, the Traffic Safety Working Group, and various ad hoc committees
- Worked with the Finance Committee on behalf of the Town Manager providing information and assistance as needed
- Developed Town procurement policies and routinely assisted departments in complying with procurement laws
- Oversaw the management company responsible for the operation and maintenance of the Town's municipal ice skating facility; provided financial and operational reports and managed citizen and user group issues
- Conducted research and analysis to recommend strategies for union contract negotiations; participated in all collective bargaining activities
- Served as Ombudsman for disputes involving multiple Town departments and agencies, public utilities and the general public; including frequent contact with Town officials and employees, community leaders, the press, and the general public

June 1996-  
May 1997

Management Assistant, OFFICE OF THE TOWN MANAGER, Windsor, CT  
(29,040 population and \$115.2 million FY2019 budget)

- Researched and analyzed various management issues (subdivision fees, state regulations, lease agreements, fuel monitoring systems, land acquisitions, purchasing policies)
- Assisted in the development of the annual operating and capital improvement budgets; staff financial liaison for Public Works Service Unit
- Developed Performance Measures for various Town services
- Presented investigative reports to Town Committees and Boards
- Completed grant applications for State funding
- Coordinated efforts of community and civic organizations to assist in Town projects
- Attended workshops and conferences on behalf of Manager, including the International City/County Management Association Annual Conference and the Connecticut Conference of Municipalities

June 1995-  
June 1996

Management Intern, OFFICE OF THE TOWN MANAGER, Mansfield, CT  
(13,643 population and \$52.8 million FY2019 budget)

- Drafted Town Ordinances
- Formulated Request for Proposal documents for capital projects
- Researched and reported on various issues and initiatives (sharing services between Town and schools, septic tank reminder program, land use, interlocal agreements, impacts of revisions to state statutes)

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- Member of the Town/Gown special events focus committee
- Created performance measures for police and fire departments based on original research and municipal surveys
- Completed and submitted grant applications under the Federal Crime Bill

**EDUCATION**

THE UNIVERSITY OF CONNECTICUT, Storrs, CT  
Masters of Public Affairs

THE UNIVERSITY OF CONNECTICUT, Storrs, CT  
Bachelor of Arts in Economics

**PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS**

- International City/County Manager's Association
- Massachusetts Municipal Management Association (MMMA)
- Current Member of the Massachusetts Municipal Association (MMA) Fiscal Policy Advisory Committee
- Lecturer for MMA-Suffolk University Municipal Finance Management Seminar
- Previously served on: MMA Board of Directors; Governor's Local Government Advisory Commission under the Romney and Patrick Administrations; Executive Committee Member Massachusetts Municipal Manager's Association (MMMA)
- Previously held Massachusetts Certified Public Procurement Official (MCPPO)