

Cover Letter

Ryan W. McNutt



August 31, 2023

Dear Select Board,

Please accept this letter and my attached resume for consideration of the Town Manager position. I know my talents and experience will match your requirements for the position. I am interested in the position because I grew up in the area and I have an interest in maintaining the progress that Winchendon has worked to achieve. I want to help move Winchendon forward with you.

Through my work experience I have developed robust skills in developing budgets, managing people, collective bargaining, and oversight of complex projects. Areas I am also experienced in include grant writing and collaborating with independent boards and commissions as well as constituent services. I am a dedicated local government professional who has served in chief executive roles. My roles have also specialized in economic development, often finding innovative solutions for complicated situations and projects.

My knowledge of municipal management, finance, and planning has developed as a City Manager, Town Administrator, and as a department head in charge of Housing and Development. Throughout my career I have been promoted or hired to positions of increasingly responsible executive management. I have extensive human resources experience, hiring, negotiations, compensation presentations, and benefits administration.

My experiences indicate my leadership qualities and how I have handled difficult and challenging situations. At every level, I have initiated and fostered teamwork and inclusiveness by breaking down silos among departments and creating multi-departmental teams. I have worked with various state and local officials on extremely sensitive and confidential projects that were successful and led to the betterment of organizations and the lives of the people they serve. As a manager I strive to achieve consensus, but I do not shrink from the hard decisions when they are necessary.

I believe my skill set will serve the Town of Winchendon to great benefit. My resume will convey my personal and professional commitment to promoting healthy, safe, and prosperous communities and organizations. Please do call me at 978-340- 4629 or email me at rwmcnutt616@gmail.com.

Sincerely,

Ryan McNutt

Resume



Profile Summary:

Highly motivated and energetic municipal manager with broad municipal management experience in a mid-sized city and small town. Demonstrated success in coordinating programs, budgets, projects, and interfacing with professionals of all levels. Highly skilled in city planning, economic development, and personnel management as well as relationship building.

Highlights of Qualifications:

- Massachusetts Certified Public Purchasing Official.
- Results oriented economic development skills that have produced tangible outcomes.
- Strong communication skills in both written and oral forms. Experience with inter-municipal cooperation and regional entities.
- Strong grant writing experience with proven success in obtaining grants.
- Capital project experience centered toward care and protection of historic municipal buildings.
- Oversee (12) direct reporting Department Heads and over 200 municipal employees.

Work Experience:

Town Manager, Town of Palmer, MA (July 2019 to Present)


- ❖ Serve as Chief Executive Officer and Chief Administrative Officer of a community of 12,500 people under a Town Council of seven.
- ❖ Led community through pandemic, managed vaccination site that served (11) towns.
- ❖ Manages regional animal control for (4) towns.
- ❖ Formulated and administered annual \$42 million municipal budgets.
- ❖ Negotiate all four municipal collective bargaining agreements.
- ❖ Increased social media and town marketing presence.
- ❖ Moody's rating agency increased the Town's bond rating to Aa1.

City Manager, City of Claremont, NH (February 2017 to February 2019)

- ❖ Serve as Chief Executive Officer and Chief Administrative Officer of a community of 13,300 people under a City Council of nine.
- ❖ Oversaw completion of \$4 million-dollar Main Street reconstruction, including underground utilities. Project involved federal, state, and local funding.
- ❖ Formed economic development team to address tax base diversification. Moody's rating agency increased the City's bond rating to A1.
- ❖ Worked to attract major investment in the City Downtown; with one project valued at over \$11.1 million. The renovation and preservation of a historic building in the City Center.

Town Administrator, Town of Lancaster, MA (August 2014 to February 2017)

- ❖ Worked with Town Planner to successfully obtain \$950,000 MassWorks grant to assist existing business retention and growth adding approximately 100 new jobs in town.

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- ❖ As chief procurement officer restarted stalled major \$4.5 million municipal building renovation under M.G.L. chapter 149 - repurposing an old school into a Town Hall and meeting space for boards and commissions.
 - ❖ Managed the 2015 winter storm impact on municipal buildings coordinating insurance and repairs to police station, community center, and Thayer Memorial Library.
 - ❖ Experience with negotiating inter-municipal agreements.

Director of Housing, City of Fitchburg, MA (September 2011 to August 2014)

- ❖ Managed housing policies and strategies for the City of Fitchburg by planning, developing, implementing, controlling, and evaluating housing and programs and operations.
- ❖ Oversight and responsibility for all Federal housing funding in the city.
- ❖ Oversaw management and administration of regulatory compliance, program funds, development, and maintenance of required public records and project files and documents.
- ❖ Successfully wrote and obtained \$250,000 grant to support housing programs my first month in the position.

Chief of Staff, Mayor Lisa A. Wong administration, Fitchburg, MA (October 2009 to September 2011)

- ❖ Coordinated over a dozen City Departments that answered directly to the Mayor.
- ❖ Created a multi-departmental team to coordinate code enforcement and neighborhood revitalization in the City of Fitchburg.

Education:

Fitchburg State College, Fitchburg, MA
MA in History 2014

Fitchburg State College, Fitchburg, MA
BS in History Secondary Education (Honors) 2008

Massachusetts Certified Public Purchasing in all three major areas (Ch. 30B, Ch. 149, and Ch. 30-39M)

Certified Supervisory Leadership Development Program from Collins Center for Public Management

Primex Education and Training Program, Expert Media Training Program – Public Relations focus

