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TOWN OF GREAT BARRINGTON MASSACHUSETTS

SELECTBOARD

Selectboard Meeting via Zoom and in person at 334 Main Street, Great Barrington, MA Order of Agenda for Tuesday, September 30, 2025 at 5:00 PM

Link to webinar: <https://us02web.zoom.us/j/87435677107> | **Dial-in:** (929) 205 6099 | **Webinar ID:** 874 3567 7107

Pursuant to MGL. 7c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law

1. CALL TO ORDER SELECTBOARD MEETING
2. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS
3. TOWN MANAGER FINALIST INTERVIEWS
 - a. Jonathan Elwell
 - b. Liz Hartsgrove
 - c. Marie Ryan

4. CITIZEN SPEAK TIME

Citizen Speak Time is an opportunity for the Selectboard to listen to residents. Topics of particular concern or importance may be placed on a future agenda for discussion. This time is reserved for town residents only unless otherwise permitted by the chair, and speakers are limited to 3 minutes each.

5. SELECTBOARD'S TIME
6. MEDIA TIME
7. ADJOURNMENT

NEXT SELECTBOARD MEETING

October 6, 2025 | October 20, 2025 | November 3, 2025 | November 17, 2025 | December 1, 2025 |
December 15, 2025

Town of Great Barrington



TOWN MANAGER FINALISTS

September 2025



COMMUNITY PARADIGM ASSOCIATES, LLC

Jonathan Elwell

Finalist

Great Barrington Town Manager



August 28, 2025

Town of Great Barrington
334 Main Street
Great Barrington, MA 01230

To Whom It May Concern:

Please find enclosed my resume and references in response to the Town of Great Barrington's search for a Town Manager. I have a Master of Public Administration degree, over 26 years' experience working for local governments, and a demonstrated record of success. I have also worked at various levels of local government which has given me an appreciation for tasks performed in different areas and departments. My experience includes construction project management, historic preservation, financial management, commercial development, water and wastewater issues, personnel management, grant administration, and electric utility management. I view local government as having great capacity to positively affect peoples' lives, and I am committed to serving the public.

I would be interested in speaking with your community representatives about the position, and hearing what ideas and visions, current and future you have for Great Barrington. I look forward to hearing from you, and can be reached at  or email 

Sincerely,



Jonathan Elwell

Jonathan Elwell

[REDACTED]
Concord, VT 05824
[REDACTED]
[REDACTED]

Goal:

My career goal is to engage in a new public service management position which will bring me to the next level of my career. I have over 26 years of experience working for local governments, and I am seeking an organization with like goals and interests.

Work Experience:

Town of Lyndon, VT Electric Department (approximately 6,100 customers spread across 12 towns)

General Manager

Salary: \$121,900/Annual

March 2022 – February 2025

Duties – Lyndon Electric Department (LED) has an Administrative, and an Operations Division within the Department with a total of seventeen employees in the Department. At LED I oversaw both divisions which included administrative, financial, personnel, and operations of the Department. This included being the primary contact to the Federal Government, State of Vermont, the union organization International Brotherhood of Electrical Workers Local 300 (IBEW), and the 12 communities which make up LED's service territory. In addition, I had oversight of a \$12million annual budget, and serving as a Board of Director on two joint-action agencies working on concerns and issues affecting public power organizations across Vermont and New England. The joint-action agencies were Vermont Public Power Supply Authority (VPPSA) where I represented Lyndon Electric Department on an 11-member Board of municipally owned electric utilities in Vermont, and Northeast Public Power Association (NEPPA) where I served as 1 of 4 members from Vermont on a 22-member Board with representation from public power utilities across all six states in New England.

Also, during my tenure at Lyndon Electric Department I served on the "Merger Committee" which was responsible for a study investigating the potential consolidation of the Town of Lyndon and Village of Lyndonville governments into one local government to be operated under the Town of Lyndon. The committee ultimately recommended moving forward with the consolidation, and after a public vote by Town, and Village residents followed by approval from the State Legislature, the consolidation became official in July 2023.

Village of Enosburg Falls, VT (population 1,500 with approximately 1,700 electric customers spread across 5 towns)

Village Manager

Salary: \$94,300/Annual

September 2004 – February 2022

Duties – As Village Manager I was responsible for operations and administration of all five departments within the municipality, and a \$7 million annual budget. These were Administration and Finance, Water, Wastewater, Highway and Public Works, and the Electric Department. There were sixteen full-time, and one part-time employee under the Manager's supervision. Other duties included personnel, grant administration, community development, and serving as the municipality's liaison to Federal, State, and private businesses. In addition, I also oversaw the municipality's Planning and Zoning Department from 2004 – 2014 until this department consolidated with the Town of Enosburgh to form one Planning and Zoning Department for both the Town and Village. I also served on the Board of Directors for the two joint-action agencies (VPPSA, and NEPPA) mentioned above, and was the recipient of the American Public Power Association's "Seven Hats Award" in 2009 for service above and beyond in a municipally owned electric department.

Town of Manchester, ME (population 2,500)

Town Manager

Salary: \$50,000/Annual

September 2002 – August 2003

Duties – Served for one year as community's first Town Manager. In this position, I was able to help bring the community through a smooth transition into a new form of government. Some accomplishments during this time included construction of a new 76 space parking facility and walking path to recreation area, "Welcome" signs along major gateways to town, major upgrades to the Town computer system creating efficiencies in Bureau of Motor Vehicle transactions as well as general office work.

Town of Rockingham, VT (population 5,300)

Community Development Director

Salary: \$38,000/Annual

September 1998 – August 2002

Duties – Responsibilities of the position included grant administration and writing, construction project management, business liaison for Town and community, commercial property management, as well as administration and management of the Town's Revolving Loan Fund. This was a very public position demanding excellent communication, public relations, and management capabilities.

Town of Clarkdale, AZ (population 3,000)

Grant Administration

Wages: \$7.00/Hour

September 1997 – August 1998

Duties – Worked one year facilitating a Community Development Block Grant for the Town of Clarkdale, AZ. This grant was used to provide 54 sewer hook-ups for low to moderate level income households while financing housing rehabilitation for 3 families. My duties included advertising, writing bid documents, filing paperwork with the State of Arizona, and monitoring construction phases of the project.

EDUCATION:

Northern Arizona University (Flagstaff, AZ) – Master of Public Administration, December 1998

Prescott College (Prescott, AZ) – B.A. Political Science, May 1996

Brattleboro Union High School (Brattleboro, VT) – General Studies, June 1985

Computer Skills:

Microsoft Word, Excel, Outlook

Personal Interests:

Biking, fishing, hiking, and music

Jonathan Elwell

Reference Comments

The following reference comments were provided by three individuals: a former Chair of the Village of Enosburg Falls Board of Trustees; the General Manager of the Vermont Public Power Supply Authority; and the Executive Director of the Northeast Public Power Association.

- I worked with Jonathan Elwell when he was at Enosburg Falls and at Lyndon. He is a good administrator who is very thorough and very precise. He does well with the day-to-day operations of a town or an organization.
- In Enosburg Falls, he developed several budgets and there were no issues; they were approved, balanced, etc. In Lyndon, when he came into the job he found there was a budget deficit, so he had to figure out what was going on and craft a plan to resolve it, which he successfully did. It was an approximate \$600,000 deficit on an \$11 million utility budget. He had to postpone capital projects and equipment purchases, and then prepare a rate case to raise customer rates in an emergency mode. It was a difficult situation that I thought he handled well overall.
- Jon negotiated union contracts in both Enosburg Falls and Lyndon, which were then approved by the respective boards.
- His best skills are the day-to-day administration and managing all regulatory aspects – making sure filings are in on time, compliance issues, managing the finances, etc.
- Jon strives to avoid controversy, which can sometimes backfire but can also sometimes work well.
- He spearheaded the relicensing of hydro projects in Enosburg Falls and Lyndon which meant dealing with local, state, and federal agencies. It all seemed to go well. In Lyndon, he brought the project through to fruition and in Enosburg Falls, he left the position before the project was completed. Those are big revenue projects that require a lot of attention and follow through.
- Jon is very work focused and puts in whatever time is needed, including for night meetings.
- I think he can be challenged a bit by human resources issues, such as when the unions see contract items in a different way than he does. He seems more comfortable with the back-office functions such as finances and regulatory – than with front-line functions. He's not one to go up in the bucket trucks or do ride-alongs, but I don't think that's necessary either.
- Jon sets up the processes he wants and makes them happen. He can be very firm in his positions but will make compromises when necessary. He will push for what he thinks is right as hard as he can.
- Jon was on my Board of Directors for the public power association, and I found him easy to work with and to talk to about executive director/manager-type issues. He was a supportive board member, but he would also ask the important questions, and he made sure I did what I was supposed to do and what I have promised to do.



- He is thoughtful and quiet in a way that shows he is listening; he pays attention. He shows up, which is half the battle. As a Board member, he reads minutes and reports, he attends meetings, and he engages during the meetings.
- He was on the Board's finance committee for the utility and the bylaw committee. He scrutinized the budget, and he was deeply involved when we did a dues/rate study and increased our dues for three years. He also worked on the project to update our bylaws, which was a deep dive for six to eight months.
- At meetings, when there would be a proposal or project discussed, Jon would let others talk first and he would listen intently. When others were done, then he would share his thoughts. He replies thoughtfully and would seek compromise and agreement. But he wouldn't just go along to get along. He made sure he thought the project or idea made sense to him.
- Jon is financially adept. We would be reviewing the utility's reserves, assets, allocations, etc. and he understands the budget in a deep way. He is very intelligent.
- He communicated well with the rest of the board. He knows how to get his points across and is savvy about how to bring others to a compromise.
- I worked alongside Jon for about five years in Enosburg Falls. He puts the municipality first, always, especially legally, and he is very precise and very consistent. He wants things done in a consistent way.
- During his time in Enosburg Falls, we transitioned from paper to computer records, and he had a lot to do with that. He moved us forward.
- In 2006, a town block in the historical downtown business district burned to the ground and Jon was instrumental in helping to secure grants from state and federal agencies which were used to rebuild. We created a business revitalization district and there are now a number of small stores in that building along with some affordable housing.
- John is incredibly thorough and particular about doing things right.
- His communication with the Board was good and I spoke with him every week when I was the chair. He is also good at public speaking and was always super prepared. I think his more casual, one-on-one conversations were more challenging for him and he had to learn to be willing to explain his stances or decisions. Generally, he was right in his stance, but it's always helpful to explain the reasoning so everyone can understand.
- Jon has a strong work ethic and is a good delegator; he knows who to delegate to and when to delegate as well as when not to delegate. He oversaw a lot in Enosburg Falls, including a water and electric department but he let the department heads run the departments.
- He is a municipality-first manager and is cautious with spending and with projects. He is very good day to day, and he gets the job done. Jon is reliable, consistent, and thorough.



Liz Hartsgrove
Finalist
Great Barrington Town Manager





LIZ HARTSGROVE



02675



/elizabeth-hartsgrove



SCAN ME

August 19, 2025

Great Barrington Town Manager Search Committee

Re: Candidate for Town Manager

Dear Search Committee Members,

With over 20 years of municipal leadership experience, a Bachelors in Fine Arts (Dance Performance), and a Master of Public Administration, I am honored to apply for the position of Town Manager in Great Barrington. My resume is enclosed, and my online work portfolio is available at lizhartsgrove.wordpress.com.

My professional training and performance career as a dancer instilled discipline, creativity, and collaboration, qualities that have shaped my leadership in local government. Just as performance connects artist and audience, effective public service connects government and community. In Great Barrington, with its celebrated cultural and artistic heritage, I see a strong alignment between my foundation in the arts and my approach to leadership that is both strategic and deeply human.

My experience on Cape Cod, like the Berkshires, has been shaped by the dynamics of a vibrant tourism economy, environmentally sensitive landscapes, and the need to sustain a strong, year-round community. I understand the importance of balancing seasonal demands with the everyday needs of residents, protecting natural resources while fostering economic vitality, and ensuring affordability so that local families and businesses can thrive.

Throughout my career, I have partnered with Select Boards, department heads, residents, and regional stakeholders to turn aspirations into action. In Barnstable, I designed and led an award-winning customer and employee experience program recognized statewide for transforming service delivery and public trust. In Bourne, I guided more than \$100 million in capital initiatives including fire stations, libraries, and open space planning, all projects that require balancing fiscal constraints, debt management, and robust public engagement.

Great Barrington's challenges of housing affordability, aging infrastructure, water system acquisition, and financial sustainability mirror the complex priorities I have navigated with success. I am committed to maintaining fiscal discipline while encouraging a culture of innovation, strengthening essential services, and protecting the character that makes communities thrive. I believe effective leadership balances vision with discipline. I bring both, and the proven ability to help a Select Board move from planning to implementation with transparency, creativity, and accountability. I would be honored to bring this approach to Great Barrington as a visible, engaged partner with your community.

Thank you for your thoughtful consideration,

Liz Hartsgrove



LIZ HARTSGROVE



02675



/elizabeth-hartsgrove



SCAN ME

Serving and leading municipalities towards a better future by embracing diverse innovation and creativity to successfully enhance service value.

Strategic	Learner	Achiever	Responsible	Arranger
Lead teams from various angles to navigate and anticipate barriers conflicting with community goals.	Pilot program implementation with monitored and evaluated results to alter strategies as needed.	Highly organized with simultaneous small and large complex project management in fast paced environment.	Close supervision of financial planning, development and budget oversight for multiple budgets	Utilizing Design Thinking expertise to craft strategies that nurtures and reinforces exemplary and consistent behaviors.

EDUCATION AND PROFESSIONAL DEVELOPMENT

CREDITED DEGREES AND CERTIFICATES

- ❖ **Master of Public Administration (MPA)** - Suffolk University, Boston, MA
- ❖ **Bachelor of Fine Arts (BFA)** - Southern Methodist University, Dallas, TX
- ❖ **Master Certificate in Local Government Leadership & Management** – Suffolk University, Boston, MA
- ❖ **High School** – Bethesda – Chevy Chase HS, Bethesda, MD

NON-CREDITED CERTIFICATES

- ❖ **Suffolk University/MMA**
 - Municipal Finance Management
 - Public Communications
 - Ambassador in Creating an Inclusive Community
 - Becoming an Inclusive Leader
- ❖ **Climate Reality**
 - Leadership Corps Certificate with Former US VP Al Gore
- ❖ **Project Management Institute**
 - Intro to Project Management Certificate
- ❖ **Disney Institute**
 - Disney's Approach to Employee Engagement
 - Disney's Approach to Quality Service
 - Disney's Approach to Leadership Excellence
 - Disney's Essentials: People Make the Difference
 - Disney's Essentials: Everyone Can Lead

RECENT PROFESSIONAL EXPERIENCE

TOWN OF BOURNE ~ BUZZARDS BAY, MA

December 2022 - Present

ASSISTANT TOWN ADMINISTRATOR

Works side-by-side with the Town Administrator managing all areas and departments of the municipal organization, including 300+ employees, 5-member elected Selectboard and community with 21,000 year-round and 50,000 seasonal populations, \$85+M operational, capital and debt services.

- Directly responsible for annual-fiscal-cycle managing short-and long-range capital needs, forecasting, planning and implementing over \$300M valued projects including sustainability analysis.
- Leads operational and regional teams with end-to-end small and large scale projects including research, conceptual design, stakeholder outreach, buy-in and coordination, fund appropriation, benchmarking, implementation, on-going evaluation and readjustments.
- MCPPO Certified; directly responsible for technical and administrative oversight of all municipal procurement and purchasing including design and construction, goods and services; ensuring state laws and requirements are achieved.

- Facilitates comprehensive 5-20 year Strategic Planning and Needs Assessments for various community services and elected/appointed boards such as Facilities, Cable Advisory, Capital Planning, Library, Parks, and Recreation; applying design thinking methodology and drafting recommendations, implements paths for achieving essential community engagement and outreach, SWOT analysis, and issuance of final plans.
- Evaluating bylaws, policy and procedures to identify areas for improved internal and external efficiencies and goal/mission alignment; achieving stakeholder consensus; drafting and conducting necessary steps towards approvals of amendments through public hearings, and Town Meetings; formulating amendment implementation actions including communication and guidance, trainings for staff and customers.
- Spearhead crisis management task force issues and teams.
- Leads all media relations and communications both internal and external.
- Department Head for facilities operations and teams, managing daily support, assessing capital needs and ensuring town buildings including Town Hall, community building, library, 3 active fire stations, police headquarters, public works headquarters, solid waste landfill facilities, marina structures, wastewater treatment facility, and all the people within those facilities are served to the highest standards.
- Supervises the issuance of licenses and regulatory compliance of all business and special events operating in community.

TOWN OF BARNSTABLE ~ HYANNIS, MA

August 2014 – December 2022

DEPUTY DIRECTOR OF ASSET MANAGEMENT/LICENSING DIRECTOR

March 2021 –December 2022

Directed Licensing, Special Events and Use of Town Property management programs; assists with oversight of Property & Risk Management programs.

- Lead teams with ongoing design thinking techniques to enhance user experience through analysis, documentation, written and verbal presentation, cost analysis, budgeting, and comprehensive project management, progress tracking and sustainability.
- Lead special small- and large-scale projects requiring cross-team, interdisciplinary internal and external stakeholder collaboration to identify areas of concern and service-enhancing initiatives including incorporating technology such as shifting all departmental permitting to OpenGov portal.
- Lead teams and support Licensing Authority with 2,000+ business relationships, licenses, lease negotiations and compliance operations, past/present/future program uses of all 76.47mi² town assets and properties.

ASSISTANT DIRECTOR OF PLANNING & DEVELOPMENT

June 2018 to March 2021

Strategic planning of parking & transportation, visitor services and special events programs; arts & culture, comprehensive planning, conservation, site plan, economic development, zoning, historic and housing programs.

- Create and implement an award-winning town-wide customer-centric program, *“Creating Leaders Today for Barnstable’s Tomorrow”*, driving and boosting organizational economic vitality.
- Senior Facilitator developing, mentoring and influencing strategies, planning, coordinating and monitoring a variety of creative community spaces, planning, regulatory, parking and transportation, visitor and guest services, performance improvement and management, and product development including the incorporation of public safety precautions within Main Street Business Improvement District and downtown harbor area, serving tens of thousands daily.
- Entrepreneurial skills sustaining client focused programs and sustained operations, building and optimizing the client experience roadmap, ensuring proactive scheduling of key deliverables, milestones and tasks including facility investments and redevelopment.

CONSUMER AFFAIRS SUPERVISOR

August 2014 to June 2018

Directed Licensing, Parking/Transportation Mgmt, Gateway Greeter, Non-Criminal Citations and Weights & Measures programs supporting over 2,000+ businesses; assists with oversight conservation, building and health programs (20 direct reports).

- Exceptional critical-thinking towards comprehensive and strategic task, real estate planning and decision-making, project and program management, framing up complex issues, and stakeholder engagement.
- Strong analytical skills to synthesize objective, credible, key information into clear and concise presentations, provide feedback with findings and actionable recommendations, and consistent progress reporting for leaders, businesses and stakeholders.
- Effective verbal and written communication skills with targeted design, distribution and reporting activities, providing hands-on ideation, creative solutions development and execution of strategic initiatives in partnership with external and internal stakeholders through end to end life cycle.

EARLIER PROFESSIONAL EXPERIENCE

TOWN OF YARMOUTH ~ YARMOUTH, MA

June 2009 - August 2014

EXECUTIVE ASSISTANT TO THE TOWN ADMINISTRATOR

- Leader of Yarmouth Revenue Team charged with strategic planning, monitoring and implementing over \$500,000 new annual revenue initiatives including procurement, real estate management, marketing/branding, and public art.
- Representing member of Solid Waste Agreement Team, and Collective Bargaining team.
- Leader on various strategic problem-solving activities; procurement; research, analyze and documentation of recommended streamline efficiencies in service delivery standards and processes.

TOWN OF WELLFLEET ~ WELLFLEET, MA

September 2006 - June 2009

EXECUTIVE ASSISTANT TO THE TOWN ADMINISTRATOR

- Lead preparation and presentation of organizational annual budgets for Finance Committee, Select Board and Town Meeting approval
- Chief Procurement Officer; daily control over a variety of ongoing activities, property and contract management, purchasing, research, analyze and recommend improvements in operational standards and processes.
- Prepare and advise department heads on procurement bids, RFP's and contracts for the Town including but not limited to: construction and demolition projects, capital services and goods, human service, Union Contracts, Departmental Contract Services and Mutual Aid Agreements
- Representing member of contract negotiation team (collective bargaining unions, business support agreements)

TOWN OF PROVINCETOWN ~ PROVINCETOWN, MA

December 2002 – September 2006

LICENSING AGENT

- Establish short and long range plans and objectives using expertise; assume direct accountability for results.
- Increased department revenue an additional \$400,000 annually while simultaneously increasing business engagement and partnership.
- Regulatory compliance management, enforcement oversight, policy creation and reform affecting over 700 licensed businesses including restaurant, hotel, vendor kiosk, entertainment, transportation and retail; reviewing plans, assisting with development and implementation; supporting regulatory board.

ADDITIONAL SKILLS & EXPERIENCE

Publications, Awards/Recognitions

- ICMA PM Magazine, SheLeads Column April 2024 Publication. **“WOMEN IN LEADERSHIP: Intentional Design of Gender-balanced Municipal Organizations”** <https://icma.org/articles/pm-magazine/women-leadership-intentional-design-gender-balanced-municipal-organizations>
- AWARD - International Parking & Mobility Institute's Professional Excellence Award for Customer Service, 2021

Public Speaking & Training Offerings

- Suffolk University, 2022 to Present – Topic: Designing an Inclusive Delivery of Services for Public Service
- Cape Cod Community Leadership Institute, 2018 to Present – Topic: Government/Civic Engagement
- Town of Nantucket Police Department, MA 2024 – Public Service Customer/Employee Experience (CX/EX) Training
- Massachusetts Municipal Association (MMA), 2024 – Management Boot Camp
- Cape Cod Young Professionals “Shape the Cape” 2024 Annual Summit - Women Leaders Fireside Chat Panel
- University of Massachusetts, Boston 2023 to Present – Topic: Enhancing Service Experience
- IPMA-HR Eastern Region Annual Conference, 2019 – Topic: Creating Service Leaders

Liz Hartsgrove

Reference Comments

The following reference comments were provided by five individuals, including a Finance Director in Brewster; a Town Administrator in Norfolk who also attended the Suffolk MMA local government certificate program with the candidate; a Director of Public Works in Barnstable; an Executive Assistant with the MMA; and the Evaluation, Strategy & Policy Manager at the Cape Light Compact who served on Bourne's Library Feasibility Committee and attended a Suffolk University program with the candidate.

- Liz Hartsgrove is an extremely motivated and organized municipal professional. She is highly collaborative and willingly shares her experience with others.
- Bourne has a beautiful library, and it is falling apart. We had previously tried for a major renovation and addition, and it failed by six votes. I served on the Bourne Library Feasibility Committee and, as head of the project, Liz took the time to make it a much more collaborative project. She held community engagement meetings with representatives of each community group. She had the group discuss high-level options and brought issues to the forefront. She got us to the point that when Town Meeting was asked if we could bring the project to the design phase, it was overwhelmingly approved. Liz has a good way of empowering others. She created the space and opportunity to ensure everyone's voice was heard. She let the ideas come from the town and that made all the difference.
- In working at the Cape Light Compact, I provided technical services to towns regarding how the program works and Liz was the person Bourne assigned to work with me. Together we set up grants and worked with the grant funds for the benefit of the town. Liz was collaborative, innovative, and great to work with.
- Liz has been in a variety of municipal roles and understands the municipal organization as a whole and what individual staff members have to do to fulfill their roles. She knows how to encourage and make use of the expertise of staff and how to make people feel valued, whether it is staff, department heads, committee members, or residents. She pays attention.
- When she leads a project, it isn't the Liz show; she makes it a project of the team or the town. She knows how to read a room and how to accomplish goals. She is particularly good at finding efficiencies and maximizing what you can do with limited resources.
- I have seen her work with some very divided boards, and she treats everyone respectfully and equally. She remains calm in difficult situations.
- She adapts very well to how different people listen and hear. She is a skilled communicator, which includes listening and speaking.
- Liz had a variety of roles in Barnstable including as Assistant Director of Planning, so, as I am Public Works Director, we worked together often. I find Liz to be extremely professional, highly energetic, and highly competent in her work. She is passionate about municipal government. I teach in the Suffolk local government program, and I have had her give guest lectures about the importance of the customer experience and working with the public. She has a lot of experience and knowledge in that area as well as in many other areas.



- She developed a parking program that she won an award for; the program really organized our parking and helps visitors, particularly during the summer months.
- Liz is highly productive and driven. She will give 16 hours' worth of work in eight hours' time. Her energy is contagious. She can share her passion for municipal work and brings people along with her. She makes people want to accomplish goals and get things done. Liz is team oriented, and people enjoy working with her.
- I have known Liz for almost a decade, primarily as one who has followed her in several municipal positions. In this capacity, I have seen her commitment to the work that she does as she continued to remain interested and available to her prior responsibilities. I consider her to be a mentor to me as a younger municipal professional. She is always willing to assist and coach colleagues and staff.
- I have also looked to her as a resource for work that she does in organizational leadership. She is exceptional in this area with her knowledge of skill identification, teambuilding, and establishing common goals. She has a great perspective of organizational structure to accomplish these goals and the importance of understanding individual work and decision-making styles. And she isn't afraid to think outside the box and challenge the old ways of getting things done. I saw all this firsthand in the organizations in which she has worked.
- Liz has a real commitment to municipal government. She is a passionate and enthusiastic go-getter with a great analytical mind. She will be a very effective Town Manager.
- She is hardworking and always prepared. When we had a project to do in school, I would call her. I knew she had put in the same amount of work as me. She is the person you call when you need to get things done.
- Liz is compassionate and has empathy. Going through the Suffolk program together, we created a close bond. She was there for me when I was dealing with family issues. Liz is the glue of our group. She keeps in contact with people and encourages them.
- She is a collaborator who knows how to build a team. You need to be able to deal with people and she knows how to communicate and build relationships. People gravitate toward her.
- Liz thinks outside the box and isn't afraid to challenge the status quo. You know when you're working on projects, some people are afraid to go out on a limb and give a different opinion? That's not Liz. She looks at things multi-dimensionally.
- She is a hard worker. Her work product is always very good, always on time. She is always able to meet deadlines and has great communication.
- Liz has a passion for municipal government and has long wanted to advance her career. I would definitely call her a go-getter.
- She understands people and connects well with them. In our discussions, it was always clear that Liz understood that these organizations are ultimately about building relationships with people. No matter where people are on the organizational chart, they all have value, and she gets that.
- Liz thinks outside of the box and is good at reading the room and her audience. She is one of those people who likes to roll up her sleeves and try to approach something differently to get it fixed.
- Liz is resourceful. She would be the kind of Town Manager that would tap into her team for their strengths and would be supportive of the team.



Marie Ryan
Finalist
Great Barrington Town Manager



Marie Y. Ryan



Great Barrington, MA 01230



August 19, 2025

Select Board
Town of Great Barrington
334 Main Street
Great Barrington, MA 01230

Dear Members of the Select Board,

I am writing to express my interest in the Great Barrington Town Manager position. With a passion for municipal management and a demonstrated commitment to effective town governance, I am excited to contribute to my own community's continued success. As a member of the Town Manager Screening Committee, I have participated in the process that has unfolded to hire a new Town Manager. As the process continued, at each step, I began to realize that I would like to serve as the next Town Manager in Great Barrington. I believe this is an excellent opportunity to benefit my career and the community in which I was born, raised, and have lived my whole life.

Currently, I serve as the Town Administrator for the Town of West Stockbridge, overseeing the day-to-day operations of town departments, managing a \$7 million budget, and advising the Select Board on various administrative and policy matters. I have developed strong experience in managing municipal finance, human resources, and collective bargaining, all of which align with the key responsibilities outlined for the Great Barrington Town Manager.

As Chief Procurement Officer for West Stockbridge, I have honed my skills in procurement processes, contract management, and ensuring compliance with state and local laws.

Throughout my career, I have been dedicated to cultivating strong relationships with boards, committees, employees, and residents. I value transparency, collaboration, and clear communication in all aspects of my work. I take pride in being approachable and responsive to the needs of residents and town staff alike. I believe my ability to create a trusting and respectful atmosphere is one of my strongest assets.

I would welcome the opportunity to apply my skills and experience to help advance the town's ongoing projects and future goals. I look forward to discussing how my background, qualifications, and passion for public service.

Thank you for considering my application. I am eager to contribute to the Town of Great Barrington and am available for an interview at your convenience.

Sincerely,

Marie Y. Ryan

Marie Y. Ryan

Great Barrington, MA 01230

PROFESSIONAL SUMMARY

A highly skilled and passionate municipal administrator with over 15 years of experience in public administration, budget management, and leadership in local government. Proven ability to manage complex municipal operations, oversee financial planning, supervise staff, and collaborate with boards and committees to implement town policies and ensure the efficient operation of town business: strong communication skills and a commitment to fostering a positive and responsive relationship with residents and colleagues.

EXPERIENCE

Town Administrator

Town of West Stockbridge – West Stockbridge, MA

July 2019 – Present

- Chief administrative and operating officer for the municipality, overseeing town departments and their activities.
- Manage a \$7 M budget, including fiscal duties such as grants, contract negotiations, collective bargaining, and budget preparation.
- Chief Procurement Officer (MCPPO certified), ensuring compliance with procurement statutes and managing public procurement processes.
- Supervise department heads and coordinate with boards and committees to facilitate efficient operations.
- Collaborate with the Select Board to set agendas, present the annual budget, and develop long-term goals for the town.
- Manage personnel functions, including but not limited to hiring/firing and performance evaluations, and administer benefits, workers' compensation, and property/casualty claims.
- Responsible for the compilation of the Annual Town Report.
- Manage and update the Town website.

Assistant Town Clerk

*Town of West Stockbridge – West Stockbridge, MA
July 2019 – Present*

- Performs administrative functions in the absence of the Town Clerk, including managing records, issuing permits, and is responsible for vital statistics, voter registration, and customer service.
- Assists with elections, licensing, and town compliance with state and local regulations.

Assistant Town Treasurer

*Town of West Stockbridge – West Stockbridge, MA
July 2019 – Present*

- Process weekly payroll and vendor warrants in the absence of the Treasurer.

Town Clerk

Town of Great Barrington – Great Barrington, MA

*June 2007 – August 2019 and
May 2024-August 2024*

Town of Richmond – Richmond, MA

April 2017 – August 2019

Town of Monterey – Monterey, MA

December 2018- May 2019

- Managed municipal elections, town records, and vital statistics; oversaw election logistics
- Created and implemented databases for tracking dog licenses, business certificates, and non-criminal dispositions.
- Developed and managed departmental budget and coordinated customer service efforts.
- Provided administrative support across various town departments and ensured public transparency in all procedures.

EDUCATION & CERTIFICATIONS

- Bachelor's Degree from North Adams State College 1985
- Certified Municipal Contract Purchasing and Procurement Officer (MCPPO) – May 2020-Present
- Notary Public - September 2019 – Present
- Justice of The Peace – January 2018 - Present
- Local Government Leadership & Management Certificate – Suffolk University May 2025
- Master Municipal Clerk (MMC) – International Institute of Municipal Clerks (IIMC)
- Certified Municipal Clerk (CMC) – IIMC
- Certified Massachusetts Municipal Clerk (CMMC) – Massachusetts Town Clerks Association
- New England Municipal Clerks Institute & Academy (NEMCI&A), Plymouth State University (graduated 2011)

PROFESSIONAL AFFILIATIONS

- Massachusetts Municipal Association (MMA) - Member
 - Massachusetts Municipal Managers Association (MMMA) – Member
 - Women Leading Government – Board Member
 - Massachusetts Town Clerks Association (MTCA) – President (2017-2019), Executive Board Member (2010-2019), and Mentoring Committee Member (2015-Present)
 - International Institute of Municipal Clerks (IIMC) – Member
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KEY SKILLS

- Municipal Finance & Budget Management
- Public Procurement & Contract Negotiations
- Human Resources & Personnel Management
- Leadership & Staff Development

Marie Ryan

Reference Comments

The following reference comments were provided by five individuals: a former Great Barrington Town Manager; Great Barrington Police Chief; the Berkshire Regional Planning Commission Assistant Director; a retired West Stockbridge Police Chief; and the West Stockbridge Assessor.

- Marie Ryan is a responsible and dedicated municipal manager. She is ready to be manager in Great Barrington. I served on the committee that hired her as Town Administrator in West Stockbridge, and she has fulfilled all my expectations.
- Marie is highly organized, is good at multi-tasking and follow-up, and good at pursuing grants. She is committed to this region and dedicated to the community she serves. You can depend on her.
- She knows how to put a budget together and how to explain everything that's in the budget and how to manage it.
- Marie successfully initiated the hiring of an HR person, which included establishing an employee handbook and a policies and procedures booklet as well as job descriptions for West Stockbridge. This was a shared position with four other communities, and we were allotted four hours a week. The person was later hired full-time in Great Barrington.
- Marie is very present and very helpful. She will not only give guidance, but she will also help you get the work done. She checks in to see if you need help or advice. She makes sure to routinely touch base with department heads and staff.
- Marie likes to take on challenges and she likes to learn and to grow.
- She is communicative and transparent. She is collaborative and works well with other people and with committees.
- Marie creates a great environment in Town Hall. She is welcoming and thoughtful. She makes the staff feel appreciated.
- Marie has a great relationship with other managers and administrators in the region. They all bounce ideas off each other.
- She is sincere, dedicated, and a hard worker. She understands municipal administration and the region and is ready for the position in Great Barrington.
- I have known and/or worked with Marie for about 20 years. She is a talented administrator. If I had to highlight one defining strength, it's her ability to work effectively with anyone. She builds strong, respectful relationships across all levels – boards, committees, colleagues, and the public.
- While I didn't directly observe her financial and budgetary work during our time in the same building (we were both department heads then), I know she has been successfully managing her own operating and capital budgets for the past six years. I have no doubt she now has a strong budgeting foundation.
- I have also seen her work with boards and committees. She is well respected in those settings, as well as among her peers in the administrator/manager community. Her interactions with the public have always been professional, and I've never seen her rattled by a difficult meeting or stressful situation.
- I worked closely with Marie when five neighboring towns pursued a regionalization grant to hire a shared HR Director. I represented Great Barrington, and she represented West Stockbridge. She was professional, collaborative, and a pleasure to work with – and the program was very successful.
- In terms of support, HR matters can be especially challenging and time-consuming for town managers. Hopefully, there's an HR Director to help lighten that load.



- Marie would be a great Town Manager. She knows the town, the boards, and the residents in Great Barrington.
- I worked well with Marie in West Stockbridge. She is very supportive of department heads and staff. She has strong people skills. She is incredibly helpful and thoughtful. I saw her every day.
- She is very good with budgeting. I'm old school and she was very willing to sit with me, and anyone, to go over the department budget, explain what she came up with and how. She will back her department heads in their budget requests, but you have to justify what you need. She tries to find a way to get to yes. It may not be this year, but maybe next year or the year after. She will also keep her eye out for grants that could fund something you want for the department, but the town can't afford, such as upgraded radar units. We were able to get them through a grant after Marie found the opportunity for us.
- Marie works well with residents. She treats everyone with respect and expects everyone to treat her and all the staff with respect. I have never heard anyone say anything bad about Marie. The townspeople in West Stockbridge respect her.
- She is good at project management, in part because she is so organized and committed to her profession. She is a hard worker who puts in a lot of time. She took West Stockbridge from old school processes to modern times. She put things in order. She's a great team player and leader.
- I worked alongside Marie when she was Town Clerk in Great Barrington. She was, and is, very knowledgeable and organized. She is always prepared and willing to help colleagues, staff, and residents. She knows Great Barrington well and she has worked in Town Hall here, so she knows the challenges and the opportunities here. She understands the community and is part of the community.
- If Marie were appointed Town Manager here, it would be a good transition for the town. She already knows most of the people working here. She knows how to manage people and how to develop and manage a budget. She has the local knowledge, understands the system, understands how to be a municipal manager, and she is a familiar face as a former town department head and a resident who was an active volunteer.
- Great Barrington is a larger community, but every municipality is complex in their own way, so I think her learning curve would be fairly small.
- I have known Marie for several years through my role at the Berkshire Regional Planning Commission and because we were attended the Suffolk MMA leadership program at the same time. She is involved, aware, and engaged on a regional level. She pays attention to details while also having the bigger picture in mind.
- I think Marie is ready to serve as Town Manager in Great Barrington. She can scale up pretty comfortably. She is pragmatic, a realist, and she's a hard worker who puts in the time and the mental energy needed for the job.
- Marie is very good at finding the right answer when something isn't necessarily clear. She knows how to research information, to go to the correct sources, and get the information she needs. She is meticulous in her preparation.
- She is also very approachable and easy to talk to, which is an important characteristic for a town manager. Marie can easily and comfortably interact with the business community, regional folks, staff, boards, and residents. She is easy to work with.
- Scaling up to a larger community will be a challenge as it would be for anyone, but I believe any necessary support will be there via staff and town officials. Also, Marie is a loyal attendee at the Berkshire municipal manager group, so she already spends time staying up to speed on regional and state issues as well as learning from and sharing ideas with her colleagues. They are a supportive group.
- Marie is a dedicated municipal professional. She devotes incredible energy to the job. She knows how to pull a team together to work on projects and issues and would welcome the challenges that can come with a larger community.

