



**TOWN OF GRANBY, CT  
OUTSTANDING OPPORTUNITY  
TO SERVE THE CITIZENS  
AS THEIR NEXT TOWN MANAGER**

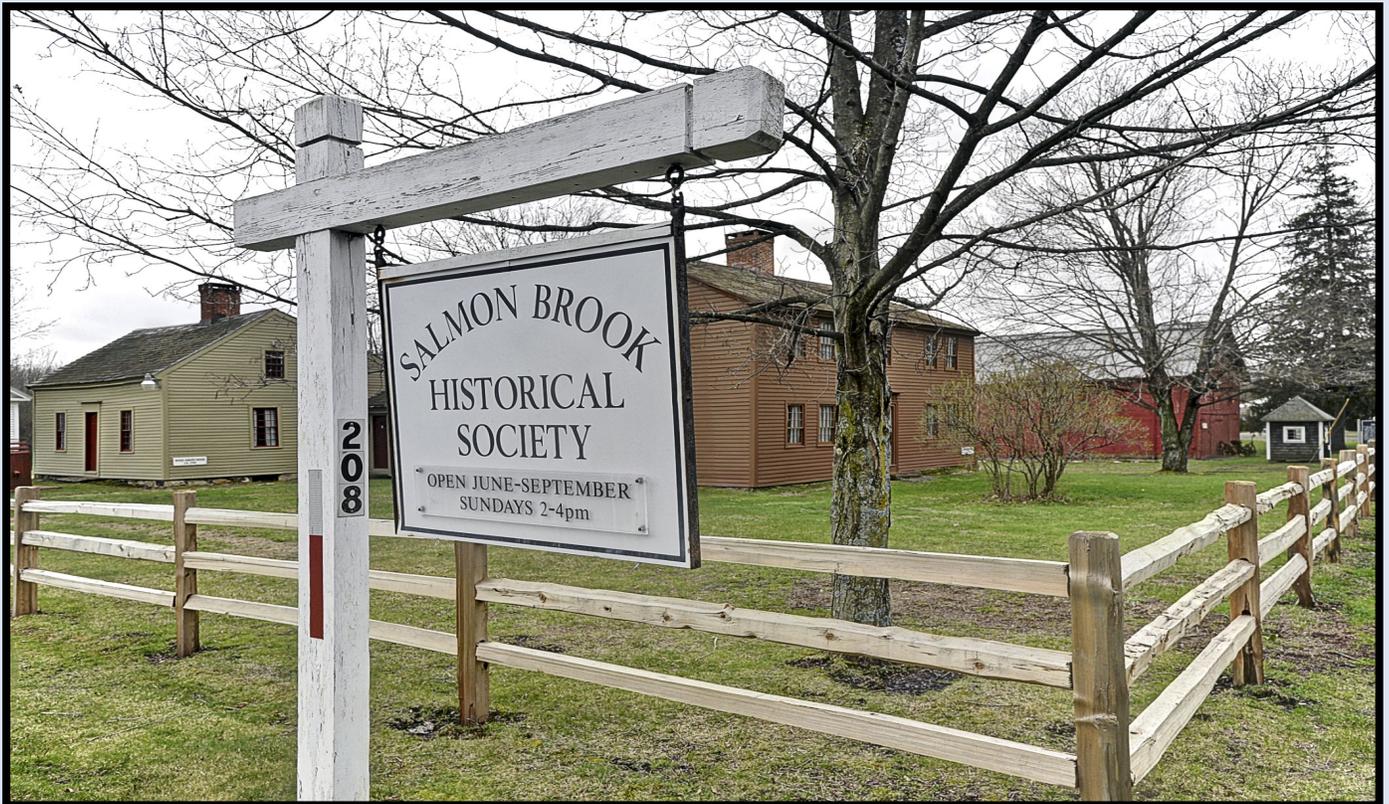
**About the Community**

The Town of Granby was incorporated in 1786 from Simsbury and covers 40.7 square miles on Connecticut's north central border with Massachusetts. Primarily a rural residential community with an estimated population of over 11,000, 6 miles from Hartford/Bradley Airport, and located 13.6 miles north of Hartford. The Town is bordered on the east by the Towns of Suffield and East Granby, on the south by Simsbury and Canton, and the west by the Towns of Barkhamsted and Hartland.

The Town is served by State Routes 10, 20, 189, 202 and 219. Interstate 91 is 8.6 miles to the east which provides north-south commercial and passenger motor transportation. While primarily residential in character with 4689 dwelling units (mostly single family units), Granby also has more than 100 commercial and industrial buildings and almost 500 acres zoned for commercial and industrial use. There are many farms still operating in Granby and about 40% of the land is preserved open space.

## **Brief History:**

Part of Simsbury, Granby was at the fringes of English civilization. These “outlanders” as they were later called, lived between the two branches of the Salmon Brook isolated from the main Simsbury settlement. After a bitter struggle, the General Court allowed them to set up their own congregational church society in 1736. For a time, the people of Granby clung to their ideals about the “covenanted community” where all worked together and worshipped together. In the early 19<sup>th</sup> century they attempted to build more manufacturing shops to improve the economy, but discovered that they would not be able to compete with the steam powered factories in the cities located along better transportation routes. During the temperance movement, Granby remained, throughout the century, Hartford County’s leading cider distilling area. In spite of the determined attempts of some citizens to make Granby “dry,” the majority could not see outlawing the only profitable industry in town.



During the second half of the 19<sup>th</sup> century Granby’s population growth remained relatively stable. The vast majority of people either owned farms or worked on the farms of others. Some people made significant fortunes as lawyers, merchants and cider brandy manufacturers. Even though the years of the late 19<sup>th</sup> and early 20<sup>th</sup> centuries were hard times in which to make a living in farming, a resurgence of communal spirit in various villages made Granby a good place to live. Each village was a world within itself, a network of kinfolk, farmers, and craftsmen, dependent upon each other for material and spiritual sustenance similar to the early puritans of the 18<sup>th</sup> century

The 1950’s brought new changes to Granby (population 2,693). Suburbanization was slow in arriving but the population finally began to grow after 1950 with new housing developments. Granby today still retains much of its rural New England flavor. Many old houses, old families and old roadways provide evidence of the original ways of the first settlement in Granby.

## Form of Government

Granby is governed by a Town Charter which was last revised in November 2012. The Town operates under a Selectmen/Town Manager form of government established in 1960. A five-member Board of Selectmen acts as the Town legislative body, except as otherwise provided by the Town Charter. An appointed Town Manager serves as the Town's chief executive officer. Selectmen are elected biennially for two year terms. The First Selectmen is voted separately by the citizens. An elected Board of Finance is responsible for presenting and recommending the annual budget to the voters for approval (machine vote).

The Town Manager prepares the annual budget with the Administration & Finance Officer and meeting with all Department Heads. The budget is presented to the Board of Selectmen for review and changes to the Town Budget excluding the Board of Education Budget. Then the Board of Selectmen and Board of Education submit their budget to the Board of Finance for final adjustments which is then sent to the Citizens for approval. It has been a tradition in the Town for the Board of Selectmen, Board of Finance and Board of Education to meet on a regular basis to set guidelines for the budget and other issues as a team effort. The Town of Granby has also developed a 5-10 year fiscal indicators budget to be prepared for the future.

## **2016-17 Budget**

### **Revenues**

### **Expenditures**

Total = \$43,774,191	Total = \$43,774,191
Current Tax Levy = \$34,127,531	Municipal = \$15,341,555 (incl. debt \$3,562,991)
Intergovernmental Revenues = \$7,403,579	Education = \$28,432,636



## Town Demographics

Population – 2014 = 11,310 (Projected 2020 - 11,695)

Square Miles = 41

Poverty Rate – 2014 = 2.5% Unemployment Rate = 4.6%

Education Attainment (2014) – Bachelors or Higher = 59%

Enrollment of Students (2015-16) Pre K – 12 = 1,953

Estimated # of Town Employees = 56

AA+ Bond Rating by Standards & Poors

Housing Units (2014) = 4689 (most single family homes)

Median House Price (2014) = \$289,000

Distance to Hartford 13.6 miles, Providence 74 miles, Boston 97 miles, NYC 106 miles

40% of land is permanently preserved as open space by deed (includes farms)

15% of land is active farm lands

160 Acres are dedicated to current commercial properties – 7% of the Tax base

## **Department Highlights**

Administration and Finance – includes the major offices of Assessor, Revenue Collector, Accounting, Town Clerk, and Town Manager. The Assessor's office is currently working on a revaluation for the October 2017 Grand List. The Revenue Collector handles all tax collection plus sewer revenues and all accounts receivable from all departments. The Town Clerk handles such things as land records, birth/death certificates, dog licenses, and elections and serves as the Clerk to the Board of Selectmen. The Administration & Finance Officer along with the Town Manager's office oversees accounting functions and all administration efforts such as risk management, payroll, audits and budget preparation. The Town Budget has received awards from GFOA for the past 10 years

Police Department has 16 sworn officers providing 24-hour coverage of the Town of Granby and manages the central dispatch for police, fire, ambulance and 911 calls.

The Fire Marshal handles all required inspection and investigates all fires and serves as the Emergency Management Director on a part-time basis. Lost Acres Fire Dept. provides fire prevention service with volunteers; Ambulance services are provided by volunteers and paid staff.

Health Services are provided by the regional Farmington Valley Health District.

Community Development, managed by a Director supervises building inspections and zoning enforcement and oversees the inland wetlands consultant and consulting Town Engineer. The Director serves as the Planner and liaison with the Planning & Zoning Commission, Development Commission and handles various community development grants. The Building Official also serves the Town of Hartland through a regional service fee.

Public Works manages a transfer station, recycling efforts, roads, snow removal, fleet, bridges, storm water/drainage issues, parks maintenance and facilities maintenance. The department has a staff of 16 full time employees

Library Services are provided at both the main library located at the Municipal Complex and a branch library. Programs are provided to children, adults and families. Computers are provided through the Library which make vast resources available to the public.

Social Services department includes the Senior Center, Youth Services, mini-van transportation, and various social services for those in need. Services include an in-take process that directs clients to State Services as appropriate. The Director serves as Senior Center Director and Human Services Director. Youth Services include counselors and various programs. The Senior Center is an accredited Senior Center which provides a full schedule of programs includes lunch program 2 days a week. Regional services are provided to East Granby for Youth Services and East Granby provides some Social Services to the Town of Granby.

Parks & Recreation manages 2 parks and one facility complex. Programs are paid through a self-sustaining revenue budget (excluding the Directors salary):

- Salmon Brook Park with pond/beach, many fields, playground, walking paths, summer day camps, concessions, summer entertainment and rental facility.
- Ahrens Park has fields and rental for picnics.
- Holcomb Farm provides facilities for rent (including weddings) and special programs and summer art camps. The farm also operates a community supported agriculture - CSA program with 26 acres of vegetable production

### Schools

The Town has 4 schools, Pre-Kindergarten to 2<sup>nd</sup> grade, 3<sup>rd</sup> grade to 5<sup>th</sup> grade, middle school and high school. The school system is the heart and soul of the community. The community is very proud of a number of awards received such as:

- High School of Distinction & Excelling High School (2014 & 2015); Ranked CT 13<sup>th</sup> best High School in US News & World Report 2013; Intermediate School was finalist for School of the Year program and Exemplary Award for School Climate - 2015; Granby Board of Education was 2014 Recipient for Distinguished Leadership Award.

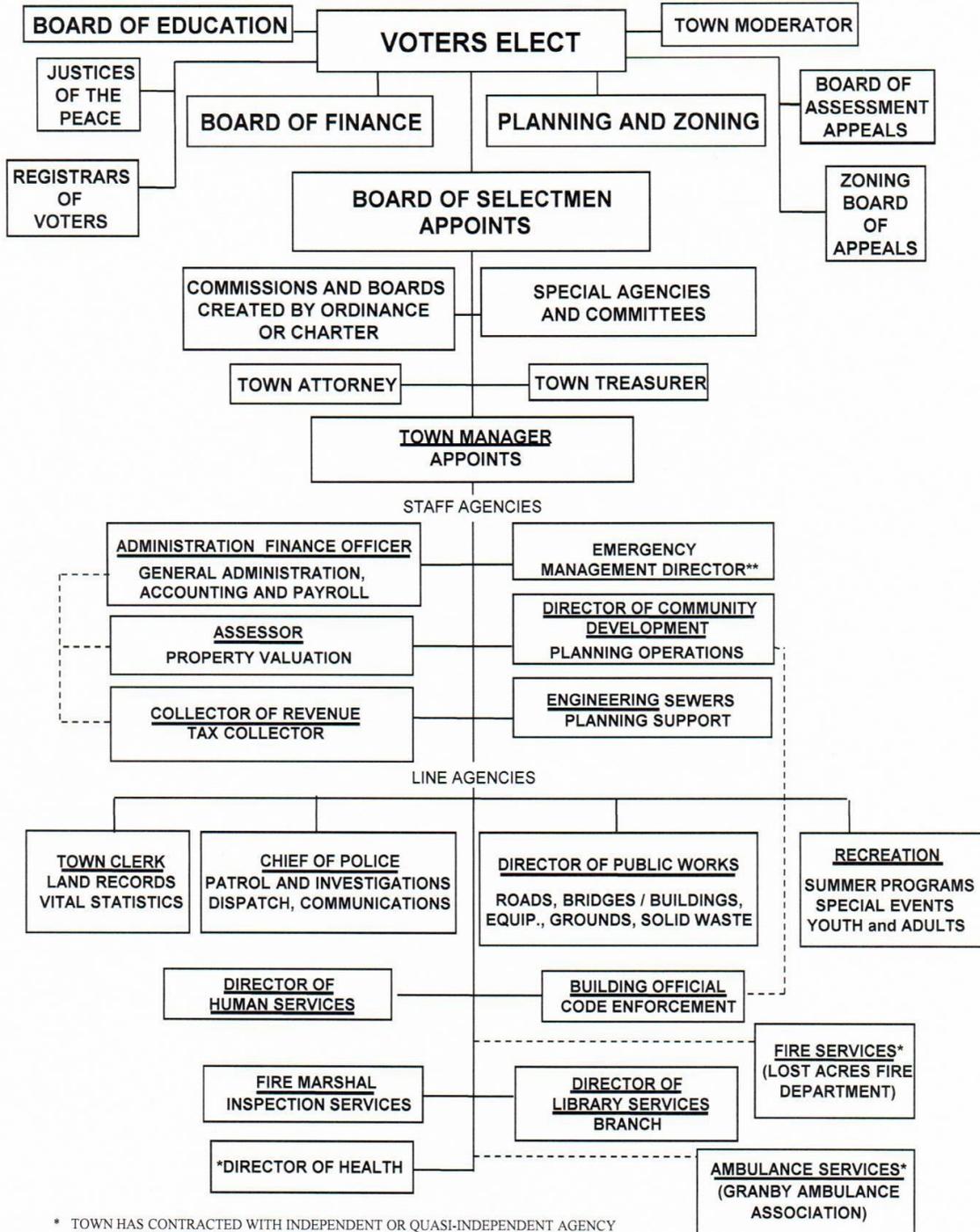
## **Town Manager Responsibilities:**

The Town Manager is the chief executive officer for the Town Government, with responsibility for the operations, policies and financial affairs of the Town departments, offices and agencies. He/She coordinates all departments, offices and agencies; assures adherence to laws and Charter provisions and implements Board of Selectmen directives and policies. The Manager is authorized to appoint department heads. Administrative authority is exercised through them. The Manager is appointed and serves at the discretion of the Board of Selectman (BOS).

- ⇒ Prepares the annual Town operating and capital budgets for submission to the BOS; reviews budget components with various departmental officials and makes appropriate modifications
- ⇒ Appoints and evaluates the performance of department heads
- ⇒ Directs negotiations of collective bargaining agreements; administers the Town personnel system
- ⇒ Develops long and short term goals for Town operations, finances, services and organization
- ⇒ Attends meetings of the BOS and other appropriate Boards and Commissions to present information, suggestions, answer questions, etc.
- ⇒ Implements BOS policies, directives and ordinances
- ⇒ Maintains liaisons with various public jurisdictions, regional and state agencies and others doing business with the Town; answers public inquires and complaints
- ⇒ Serves as Human Resources Director, Chief Financial Officer, Purchasing Agent, Risk Manager, Public Information Officer and oversees information technology.



## TOWN GOVERNMENT GRANBY, CONNECTICUT



\* TOWN HAS CONTRACTED WITH INDEPENDENT OR QUASI-INDEPENDENT AGENCY  
 \*\* THE EMERGENCY MANAGEMENT DIRECTOR COOPERATES WITH OTHER TOWN DEPARTMENTS AND EXTERNAL AND SUPPORT AGENCIES. ADDITIONAL SUPPORT STAFF PROVIDED AS NEEDED.

## **Characteristics of the Ideal Candidate:**

- ⇒ Labor Relations & Human Relations experience including union negotiations, grievance management, discipline, personnel policies, recruitment, compensation and benefit administration
- ⇒ Information Technology experience and knowledge to move to more efficient methods
- ⇒ Excellent communication and public speaking skills and a good listener
- ⇒ Ability to work with local groups and organizations
- ⇒ Strong finance, budget, grants administration skills
- ⇒ Very knowledgeable about municipal government and interrelations with various regional and state agencies
- ⇒ Open minded and open door policy – needs to be available to the public
- ⇒ Active in professional associations and regional associations to network and keep informed of all relevant issues
- ⇒ Promotes the professional development of staff
- ⇒ Ability to hire the best employees for the community – continue the Town’s practice of hiring dedicated staff who can work independently under strong leadership
- ⇒ Need to develop a vision for the Town so everyone knows what they are working towards
- ⇒ Sense of humor
- ⇒ Ability to provide services without new resources – look for efficiencies
- ⇒ Calm demeanor – unflappable – handle issues in a professional manner
- ⇒ Keeps Board of Selectmen informed about important events so everyone is on the same page. Straight forward answers – concise but thorough
- ⇒ Manager who is approachable, has integrity and is collaborative



## **Qualifications:**

Master’s in Public Administration, Government, MBA or related field with a minimum of 3-5 years of successful performance and experience in municipal management. Requires experience with Labor Relations, Finance Administration, Budgeting, Capital Improvement Programming, Purchasing/Bid Procedures, Personnel Administration, Public Relations, and Grant Administration. Knowledge of municipal operations and intergovernmental management required. Experience with municipal technology important. ICMA-CM (certified manager) designation preferred or willingness to obtain certification within a few years after appointment.

## Issues & Opportunities

- ◆ Will need to deal with state government cuts to municipal budgets this year and possibly in future years.
- ◆ Review operations to find additional ways to share services with other towns, schools, regional agencies, etc. (i.e. central dispatch with other towns).
- ◆ Improve service delivery with new technology where possible.
- ◆ Granby has a strong Town Manager form of government – Manager retiring after 39 years in the position.
- ◆ Balancing development of commercial properties to increase taxes with the goal to remain a rural residential community.
- ◆ Upcoming decision on use of vacant school – reuse for other purposes or demolish
- ◆ Future project includes updating all emergency communication (dispatch & radios) plus phone communication– likely to be bonded.
- ◆ Succession planning: some vacancies expected in the next 1-4 years of long term department heads.
- ◆ An updated website is active.
- ◆ Review of service delivery and proper staffing of each department.
- ◆ Review of administrative function and the need for attention by Town Manager of human resources and IT services which effect all departments.



## Compensation and Application Process

Open and competitive beginning salary DOQ's supplemented by an excellent benefit package.

- ⇒ Benefits negotiable – similar to management employees
- ⇒ Moving expenses negotiable
- ⇒ ICMA Retirement Corporation Plans
- ⇒ Residency required unless special circumstances are approved

If you are interested and meet these qualifications and want to be considered for this exceptional career opportunity, please mail or email your resume and cover letter by April 7, 2017 to Ms. Frank. Top candidates will be asked to complete a questionnaire so early applicants will have more time to prepare responses. More information is available on websites:

[www.granby-ct.gov](http://www.granby-ct.gov)

[www.randifrank.com](http://www.randifrank.com)

[www.slavinmanagementconsultants.com](http://www.slavinmanagementconsultants.com)

Ms. Randi Frank  
Randi Frank Consulting, LLC  
7700 Hoover Way  
Louisville, KY 40219  
203-213-3722  
[randi@randifrank.com](mailto:randi@randifrank.com)  
[www.randifrank.com](http://www.randifrank.com)

