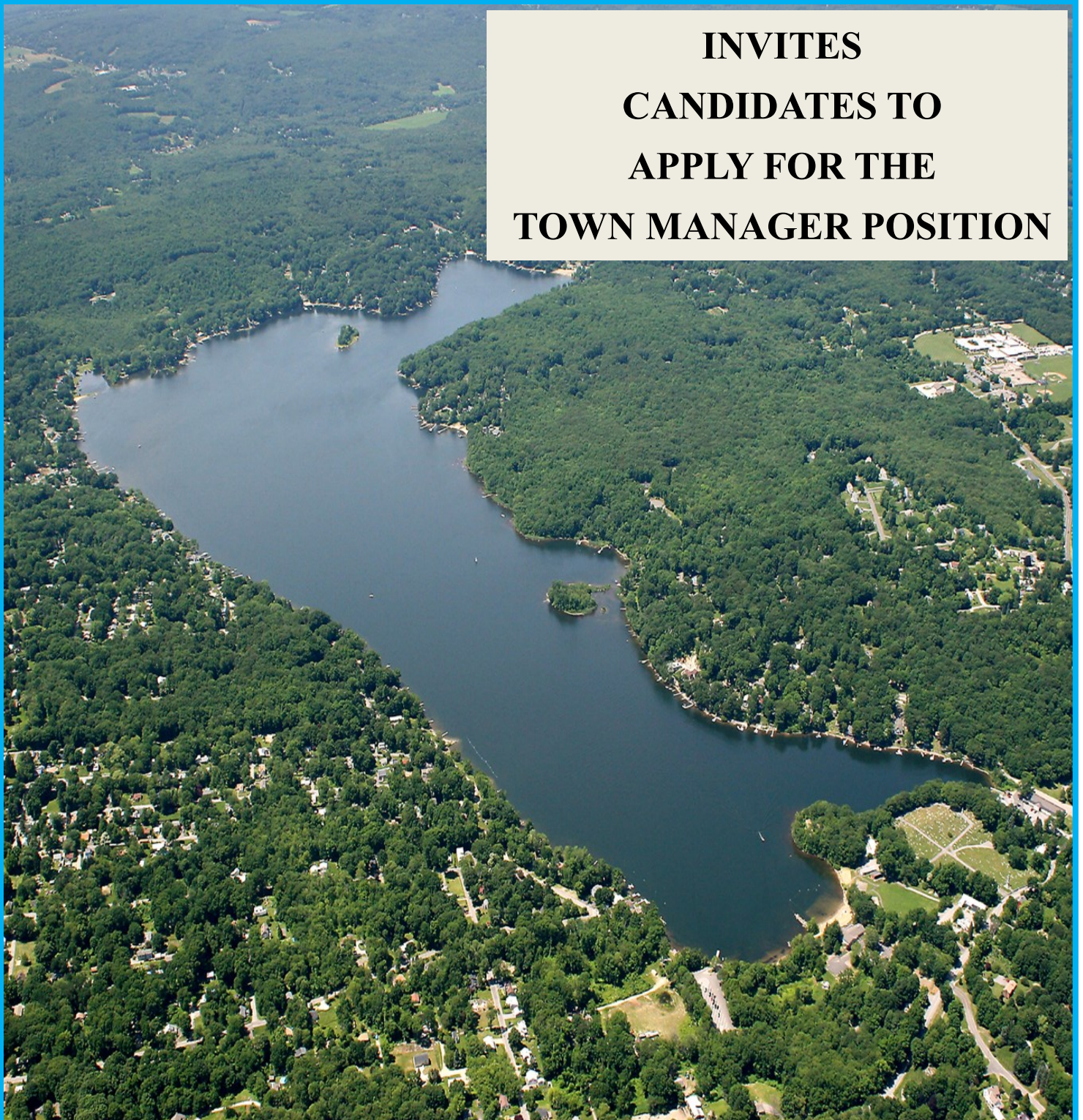




TOWN OF
COVENTRY *Connecticut*
THE BIRTHPLACE OF *Nathan Hale*

**INVITES
CANDIDATES TO
APPLY FOR THE
TOWN MANAGER POSITION**



COMMUNITY PROFILE

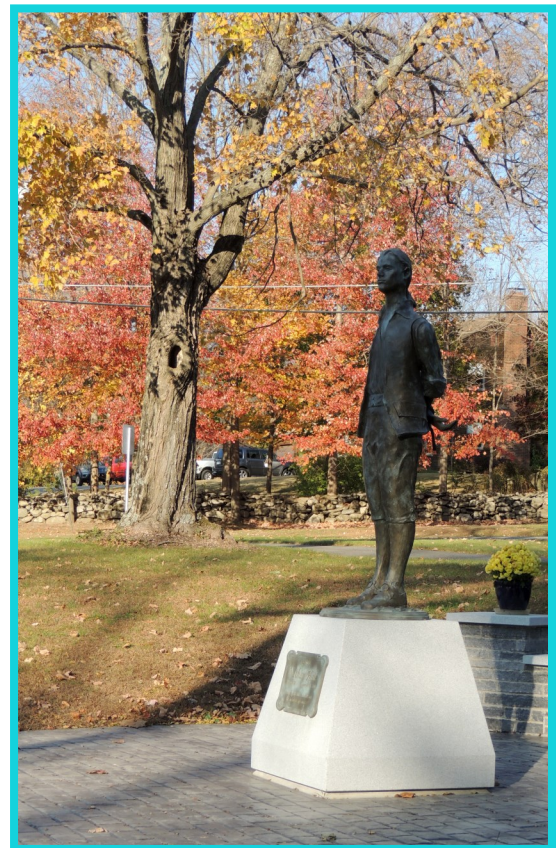
Coventry is located in Tolland County, Connecticut. With a population of approximately 12,500 people, Coventry is known for its natural beauty and historic charm. Coventry boasts a 400-acre lake, multiple parks including sports fields, and nature reserves offering hiking trails and scenic views, including the Nathan Hale State Forest. Coventry's historic district contains buildings dating back to the 18th century and is home to a number of cultural attractions. The Coventry Public Schools are nationally and locally recognized for quality. Coventry is located near the University of Connecticut and Eastern Connecticut State University. Overall, Coventry offers a quiet, peaceful lifestyle with easy access to both natural and cultural amenities, commuting distance of 20 minutes to Hartford and it is within 1 hour to Long Island Shore or Providence, about 2 hours to Boston and New York City, and easy access to the mountains and to other New England states.

Coventry, Connecticut was first settled by colonists in 1706 and was officially incorporated as a town in 1712. The Town was originally named "Wangunk," which means "bend in the river" in the language of the indigenous Wangunk people who lived in the area. In 1711, the Town was renamed "Coventry" after the English city of Coventry. Coventry retains a close relationship with its sister-city of Coventry, England to this day.

During the American Revolution, Coventry played an important role as a center of military activity. The Town was home to a number of patriot leaders including Nathan Hale, who is famous for his role as a spy for the Continental Army. Hale was captured by the British and executed in 1776 and his childhood home in Coventry is now a non-profit Connecticut Landmark park, forest, and museum, open to visitors.

In the 19th and early 20th centuries, Coventry was primarily an agricultural and manufacturing community with mills on the rivers. The Town was known for its production of textiles and many of its residents worked in the industry. In the mid-20th century, Coventry began to develop as a suburban community with new housing developments and an increase in population.

Today, Coventry is a small, rural town with a rich history and a strong sense of community. The Town celebrates its heritage with a number of historic landmarks, museums, and cultural events.



GOVERNMENT DESCRIPTION

Coventry operates under the “Council-Manager” form of government. The Town Manager is appointed by and reports to a seven-member Town Council—the legislative body; with a Town Council Chair. The current Town Manager is retiring after serving the community for approximately 35 years. The current town manager has developed a significant state and regional network that has benefited Coventry. The Council desires a candidate who can maintain and expand upon these resources.

The Town Manager is responsible to the Town Council for the proper administration of all Town affairs as outlined in the Town Charter. The Town Manager is the Chief Executive Officer who oversees and manages all municipal service functions and day-to-day operations of the Town. The Town Manager performs personnel management, collective bargaining, labor relations; and appoints all department heads and employees. The Manager works closely with Town Council, department heads, and the Board of Education to develop strategic priorities and annual budgets. The Manager administers all laws and ordinances through the various departments. They implement policies and manages operations and maintenance of Town assets and facilities plus the current budget. The Town Manager researches issues of concern for the Council and makes recommendations for their review. The Town Manager works collaboratively with internal and external stakeholders to promote economic growth while maintaining Coventry’s essential character. They represent the Town in regional and state meetings to ensure awareness of programs and opportunities that may affect the community and serves as voice and advocate for Coventry’s interests. The Manager works with elected state representatives on state funding, reimbursement or grant opportunities.

The Town has an AA bond rating and a fund balance of approximately 11%. While finances and the tax rate are a concern in many communities, Coventry is a well-run government that has traditionally made expansive use of state and federal grants to fund current and future initiatives. Coventry embraces technology and regional collaboration to reduce costs and deliver effective services.



Population—12,414

Land Area—37 sq miles and 120 miles of roads

Population Density—331

Number of Households—4645

Median Age—44.4

Median Household Income—\$94,058

School Population—1606

Pre-K Enrollment—80

Housing Units—4999

Owner occupied—88%

Median Home Value —\$252,700

Median Rent—\$1,140

Employed-7,270

Total Active Businesses—901

Residents with Bachelor’s Degree—26%

Residents with Master’s Degree —17%

TOWN GOALS AND ACHIEVEMENTS

Coventry Town Council Goals '21-23

The Coventry Town Council has adopted the following goals that provide a framework for their decision-making. They have also developed strategies that align to the goals.

1. Work collaboratively with the Town of Coventry Boards and Commissions in order to ensure efficient use of resources, financial and otherwise, to benefit the members of our community.
2. Demonstrate strategic and responsible fiscal management in order to be prepared for known expenses as well as an uncertain future.
3. Plan and support ongoing infrastructure and public works maintenance, recognizing that smart investments prepare Coventry for the future.
4. Maintain high quality public safety services making the safety of Coventry citizens a priority.
5. Continue to preserve, protect and enhance our natural resources and recreation opportunities.
6. Develop a transition plan that ensures a transparent hiring process for the next Town Manager, keeping the needs of the community foremost and making it a non-partisan process.

Coventry Town Achievements

Sustainability:

- ◆ Energize CT Silver award for innovation in energy conservation initiatives.
- ◆ Sustainable CT Silver award (2022, 2019) Bronze (2018)
- ◆ SolSmart Gold award and SolSmart special recognition award for solar education.
- ◆ CT Greenbank Green Circle award
- ◆ CIRMA 2022 Excellence in Risk Management Award: Police

Coventry Farmers Market:

- ◆ *Daily Meal* rating #31 Farmers market in nation: Coventry Farmers' Market (Coventry, Conn.)

Finance:

- ◆ Government Finance Officers Association (GFOA) Budget award
- ◆ GFOA: Annual Comprehensive Financial Report Award (14 years)

Recreation:

- ◆ National League of Cities Let's Move Awards
- ◆ CT Interlocal Risk Management Association (CIRMA) 2019 - Excellence in Risk Management: Recreation
- ◆ Playful City awards
- ◆ Windham Chamber of Commerce Community Arts Partnership Award 2023 for funding support of the arts

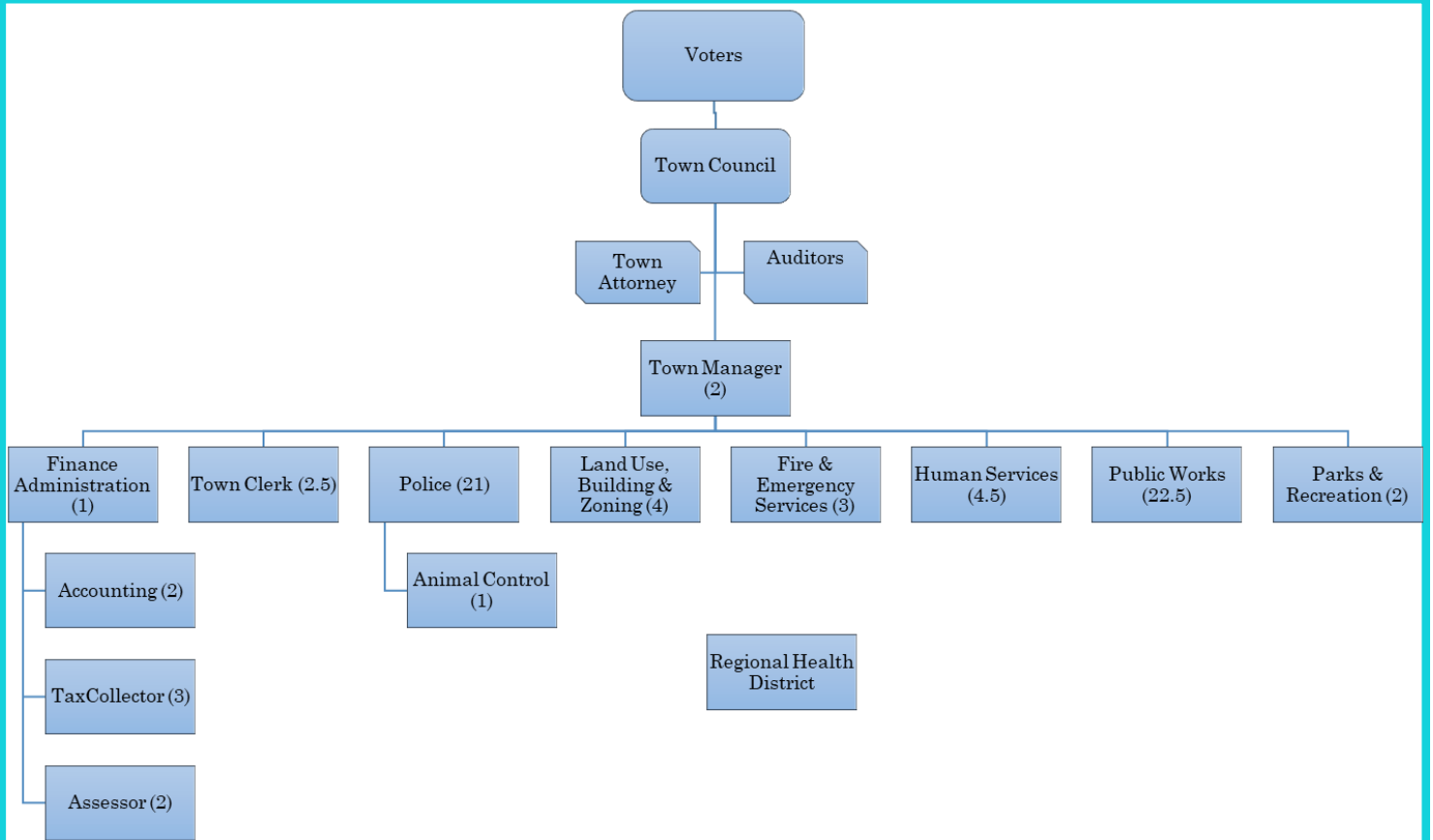
Others:

- ◆ Connecticut Conference of Municipalities (CCM) Municipal Excellence award for "Village Renaissance Project"
- ◆ Civic Plus "Extreme Website Makeover" Winner
- ◆ Capital Region Council of Governments (CROG) Inter-town Cooperation Award
- ◆ CALEA GOLD accreditation for Coventry Police

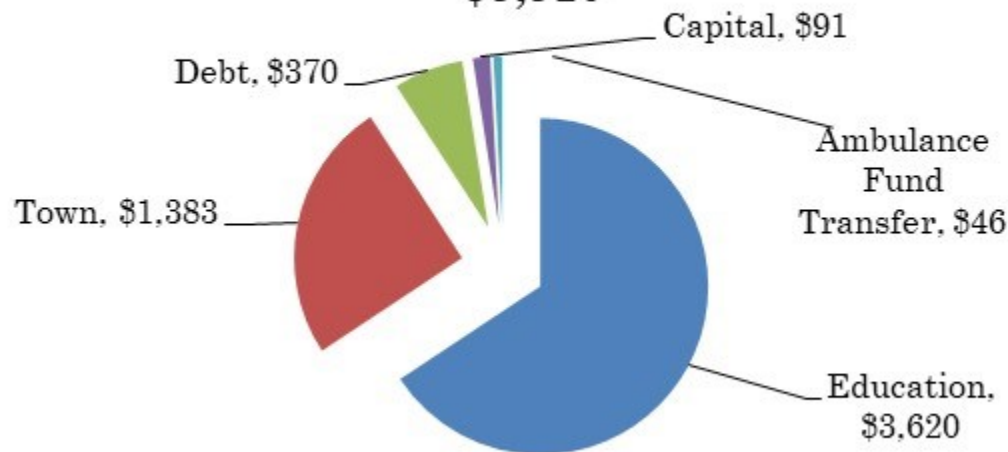
Schools:

- ◆ *US News & World Report* (2021) Coventry High school ranked in top 8% of all CT high schools and top 9% of all high schools in US.
- ◆ George Hersey Robertson Intermediate School was recognized as a National Blue Ribbon School by the U.S. Department of Education in 2020.
- ◆ Captain Nathan Hale Middle School recognized as a Spotlight School by the New England League of Middle Schools. ◆ Ranked the 2023 Best School District in Tolland County by *Niche*

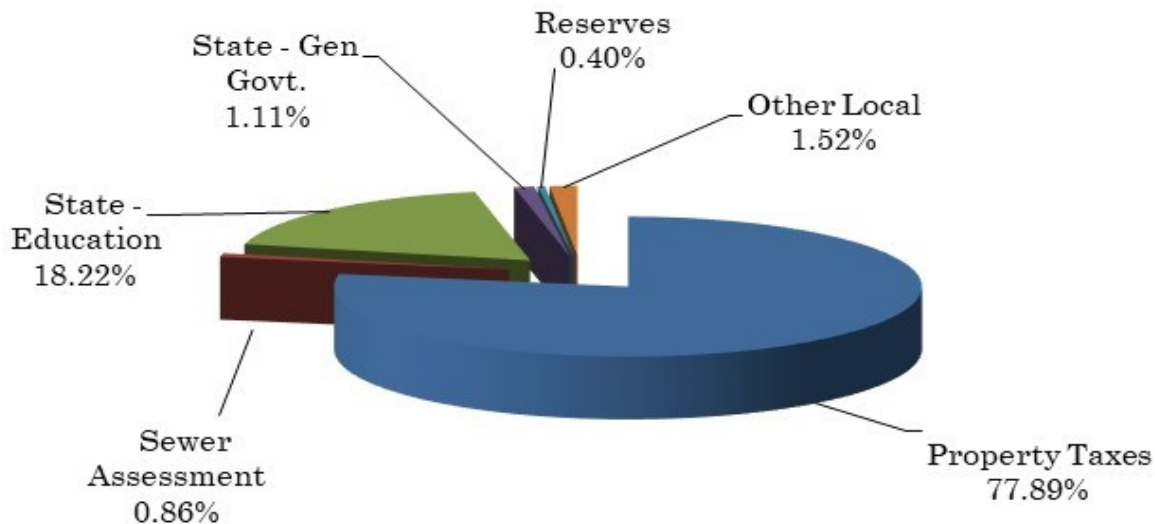




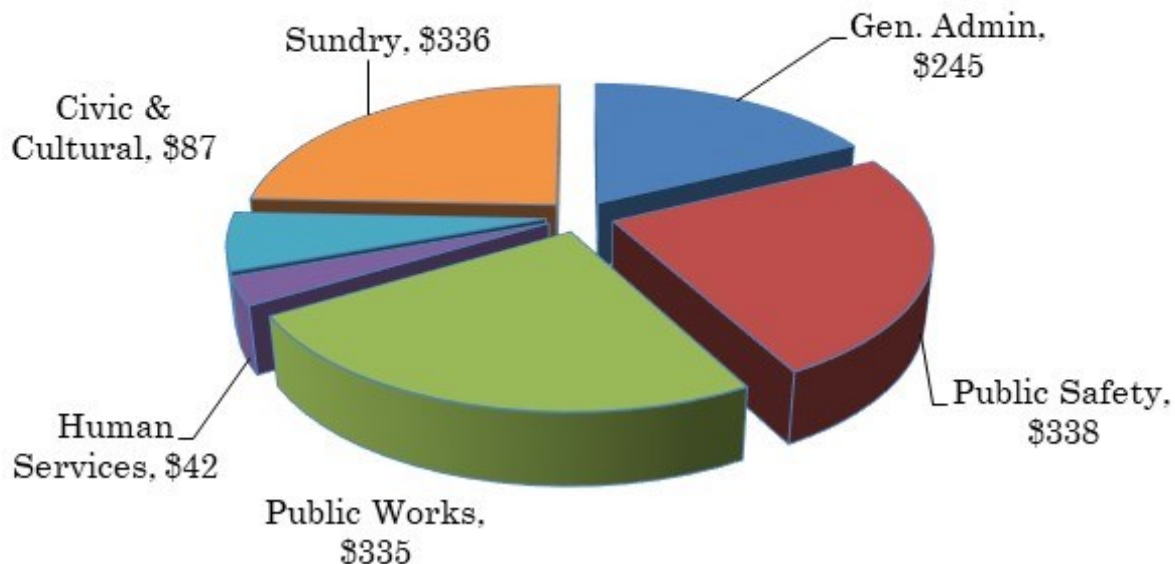
Tax Breakdown For Median House \$5,510



Proposed FY 22/23 General Fund Revenue



Median House Town Tax Dollar Town Operating Budget



FY 22-23

Approved

Budget

**General
Government
\$10,973,292**

**Education
\$28,712,461**

**Debt
\$2,932,192**

**Capital
\$723,500**

**Ambulance
Fund
Transfer
\$362,500**

**Total
\$43,703,945**

CHARACTERISTICS OF THE IDEAL CANDIDATE

Coventry town stakeholders, including Town Council Members, Coventry staff and department heads, and Coventry residents provided the following feedback for their ideal candidate:

The ideal candidate for this position should possess a variety of knowledge, skills, and abilities that will enable them to excel in the role. They should have the ability to find, secure, and implement grants as well as motivate personnel appropriately and deploy the valuable skills of town employees. They should be willing to embrace new ideas and suggestions from employees and the Town Council. Strong technology skills are paramount.

Collaboration skills are essential and the candidate should work to create a team among departments, avoiding silos. They should also have an understanding of infrastructure issues such as senior housing, roads, and buildings. Strong communication skills and public relations are important, with the Executive Assistant to the TM assisting with communication initiatives.

The candidate should also be able to make presentations, have HR and labor relations knowledge. Strong interpersonal skills are essential and they should always strive to achieve more and do the best for the Town.

Maintaining the Town Manager's Facebook Page and other social media is also an important priority for the candidate. Overall, the ideal candidate should have a broad range of knowledge, skills, and abilities that will enable them to effectively lead and manage the town.

The ideal candidate for this position must be politically astute and able to develop a network of bipartisan allies. They should build trust with staff and empower them while remaining open-minded, respectful, and providing constructive feedback. A professional image is essential, as is creativity when it comes to managing Town finances.

The candidate should be accessible and approachable, while avoiding micromanagement. They need to be passionate about the Town and engaged with the community, as well as regional municipal organizations such as CT Conference of Municipalities-CCM, CT Organization of Small Towns-COST, and Capitol Region Council of Governments-CRCOG. Communication is key, and they should listen to all sides and give guidance while respecting different viewpoints and being adaptable to emerging situations.

Motivating employees with encouragement is important, and they should make a point to be visible by meeting all the groups in Town frequently. Being innovative and collaborative with other towns and the Board of Education (BOE) is also essential. They should delegate effectively, build relationships and work to maintain them.

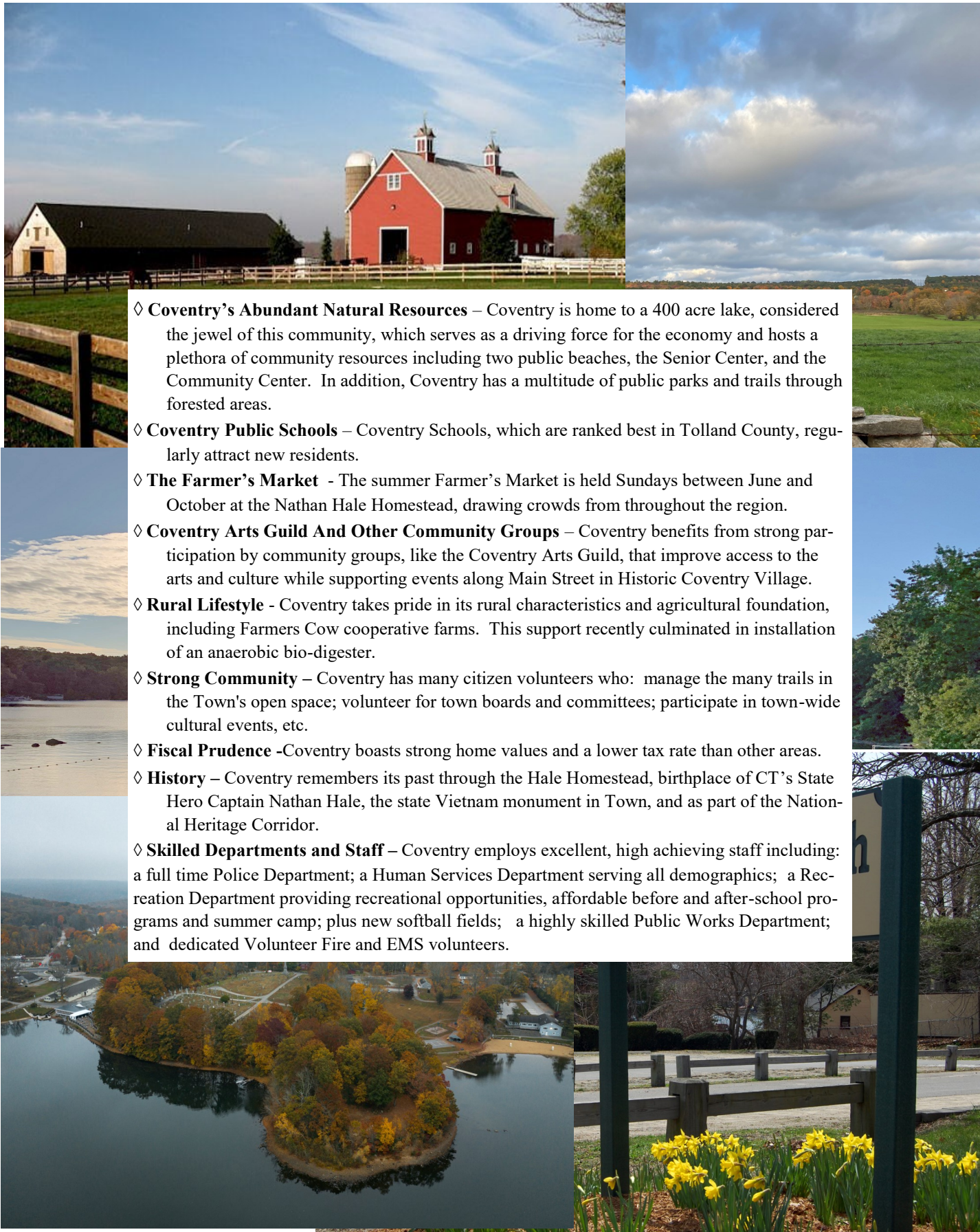
Understanding infrastructure projects, including funding and bonding, is important as is strategic planning, and thoughtfulness about services. A calm and patient demeanor is important as is honesty, and transparency.

The candidate should be able to follow direction from the Town Council but also have a vision for the Town and provide steady leadership. Overall, the ideal candidate should possess a wide range of skills and qualities that will enable them to be an effective leader.

Qualifications:

- Bachelor's Degree required with 5+ years experience in municipal government or related experiences. A Master's degree and International City/County Management Association (ICMA) Credentialed Manager preferred; or an equivalent of experience, knowledge and education.
- Knowledge, skills and abilities should include: good communications skills, supervisory skills, labor relations knowledge, human resources experience, ability to find, secure, and implement grants, excellent project management skills, budgeting experience and the creativity in maintaining the current budget and mill rate when possible.
- Live within approximately 20 mile radius to Coventry within a year of appointment.

COVENTRY HAS A LOT TO OFFER

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- ◇ **Coventry's Abundant Natural Resources** – Coventry is home to a 400 acre lake, considered the jewel of this community, which serves as a driving force for the economy and hosts a plethora of community resources including two public beaches, the Senior Center, and the Community Center. In addition, Coventry has a multitude of public parks and trails through forested areas.
 - ◇ **Coventry Public Schools** – Coventry Schools, which are ranked best in Tolland County, regularly attract new residents.
 - ◇ **The Farmer's Market** - The summer Farmer's Market is held Sundays between June and October at the Nathan Hale Homestead, drawing crowds from throughout the region.
 - ◇ **Coventry Arts Guild And Other Community Groups** – Coventry benefits from strong participation by community groups, like the Coventry Arts Guild, that improve access to the arts and culture while supporting events along Main Street in Historic Coventry Village.
 - ◇ **Rural Lifestyle** - Coventry takes pride in its rural characteristics and agricultural foundation, including Farmers Cow cooperative farms. This support recently culminated in installation of an anaerobic bio-digester.
 - ◇ **Strong Community** – Coventry has many citizen volunteers who: manage the many trails in the Town's open space; volunteer for town boards and committees; participate in town-wide cultural events, etc.
 - ◇ **Fiscal Prudence** -Coventry boasts strong home values and a lower tax rate than other areas.
 - ◇ **History** – Coventry remembers its past through the Hale Homestead, birthplace of CT's State Hero Captain Nathan Hale, the state Vietnam monument in Town, and as part of the National Heritage Corridor.
 - ◇ **Skilled Departments and Staff** – Coventry employs excellent, high achieving staff including: a full time Police Department; a Human Services Department serving all demographics; a Recreation Department providing recreational opportunities, affordable before and after-school programs and summer camp; plus new softball fields; a highly skilled Public Works Department; and dedicated Volunteer Fire and EMS volunteers.

OPPORTUNITIES AND CHALLENGES

Coventry's challenges create opportunity for a new Town Manager to think creatively in implementing their own vision for the future:

- ⇒ **Funding Emergency Medical Services** – Like many rural municipalities, since COVID-19 Coventry has faced challenges recruiting volunteers for fire, and Emergency Medical Service (EMS). Additionally, state-wide shortages in paramedics have driven costs for staffing ambulances sky-high. The new Town Manager will work alongside experienced leadership in crafting solutions to this problem.
- ⇒ **Inflationary Pressures** - Rising costs of materials, especially for road maintenance and building projects means there is a constant push to do more with less or realize alternative means of funding.
- ⇒ **Ongoing Projects** – The next Town Manager will inherit multiple exciting grant-based projects/opportunities including: a natural gas-fueled "Micro Grid" to support the Government Complex; a large HVAC project at the High School; ongoing road and bridgework; fulfillment of the softball field grants; potential installation of a water tower in Coventry Village; and others.
- ⇒ **Senior and Affordable Housing** - Coventry is working towards identifying solutions in providing access to senior and affordable housing.
- ⇒ **Maintaining Local Resources** – Coventry continues to battle invasive aquatic plants in the lake, which cost about \$130,000 a year to maintain.
- ⇒ **Expanding Economic Development** - A need for increased economic development, balanced with desire to maintain rural character. Coventry has collaborated with Mansfield, Tolland, and Bolton to create regional economic development and tourism program called "Connecticut's Countryside." Also Coventry has worked with the Town of Bolton to expand a sewer line along Route 44 which will allow for additional economic development in the area.
- ⇒ **Developing Long-Term Infrastructure** – Coventry has a number of aging roads, buildings, and other facilities that need to be maintained and, potentially, upgraded. Traditionally, this has been achieved largely through aggressive pursuit of state and federal grants.





Compensation and Application Process

The Town of Coventry offers a competitive salary commensurate with qualifications and experience. The Town provides a generous benefits package which includes health, dental, life insurance and paid vacation and sick leave. Additionally, the Town provides a Hybrid Pension plan plus a defined contributions retirement plan (ICMA-RC/MissionSquare), and car allowance. Relocation assistance is negotiable.

Coventry is an AA/EOE Employer

If you are interested in this exciting opportunity, or need additional details or salary please contact Ms. Frank at the address below. To apply now please submit your cover letter and resume to Ms. Frank. Position will remain open until filled; first screening date is May 12, 2023. Top candidates will be asked to complete a questionnaire so early resumes will be reviewed first.

More information is available on website and Manager's Facebook Page

<https://www.coventryct.org/>

<https://www.coventryct.org/599/2022-23-Budget>

<https://www.facebook.com/CoventryCTTownManager/>



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