

**THE TOWN OF WESTON, CONNECTICUT
INVITES
CANDIDATES TO
APPLY FOR THE
TOWN ADMINISTRATOR
POSITION**



COMMUNITY PROFILE

The Town of Weston is located in Fairfield County, Connecticut. It has a population of about 10,000. It is almost all residential with a small commercial village which includes a grocery, dry cleaner, post office, coffee/café and liquor store. In the 1950's the Town adopted a 2-acre zoning regulation for the whole Town.

The Town is known for its excellent schools, beautiful open spaces and parks.

Lachat Town Farm

The Farm unites all generations around a community farm effort by celebrating Weston's farming roots through extensive educational programs related to agriculture, the environment, sustainability, nutrition and the arts as they relate to the history of Weston and its diverse community. The program includes teaching children about farming. The Town of Weston also has two local groups that work on preserving open space listed below



Aspetuck Land Trust

Founded in 1966, Aspetuck Land Trust is a non-profit membership organization whose mission is the preservation and conservation of open space, including farm and forest land, and the natural resources located thereon, primarily in the towns of Easton, Weston, Fairfield and Westport, for the benefit and education of the public.

The Stonebridge Waterfowl Preserve is one of the properties managed by the Aspetuck Land Trust that is in Weston.



Devil's Den

At 1,800 acres, Devil's Den is The Nature Conservancy's largest preserve in Connecticut. The Nature Conservancy has protected a valuable oasis for wildlife and a natural filter for thousands of people who need clean water.

Devil's Den protects a significant portion of the watershed of the west branch of the Saugatuck River, habitat for many of aquatic species including uncommon mussel species.

Its patchwork of woodlands, wetlands and rock ledges and a series of north-south ridges and valleys woven with streams and swamps make the Devil's Den ideal for low-impact outdoor activities such as hiking and bird watching.



GOVERNMENT DESCRIPTION

The Town of Weston operates under a Town Meeting form of government. The Town Meeting is also used for certain legislative matters as described in the Town Charter such as issuance of bonds, purchase, sale or lease or real estate, grant application, etc.

<https://www.westonct.gov/about-us/weston-at-a-glance/municipal-government>

The Board of Selectmen (BOS) and the Town Meeting serve as the legislative branch of Government. The Board of Selectmen is comprised of 3 citizens with one of the members serving as First Selectperson who chairs the meetings.

The Board of Selectmen (BOS), First Selectperson, Town Administrator and Board of Finance (BOF) all assist in preparing the town budget. The Town Administrator and Finance Director prepare the first draft of the full Town budget for the First Selectperson's review. Once approved by the First Selectperson it is sent to the BOS. The Board of Selectmen may adjust then approves the budget and passes it to the Board of Finance which passes it along to the Town Meeting for vote by the citizens. If a quorum is not met, then the budget is sent to referendum for a vote. Only once in the last 10 years did the referendum vote fail. It was then sent back for revisions and was passed.

The Town Administrator reports to the First Selectperson who serves as the Chief Executive and Administrative Officer. The First Selectperson shall have all the duties and accountabilities listed in the Charter and are provided to CEO for Towns in accordance with the State of Connecticut Statutes.

The Town Administrator shall be hired by, and shall be subject to dismissal by, the First Selectman, in both cases with the prior approval of the Board of Selectmen. The duties of the Town Administrator shall be to:

- ⇒ Aid in recruiting and screening of personnel and make recommendations to the First Selectperson.
- ⇒ Manage all Town employees.
- ⇒ Assist in preparing the Annual Town Budget by gathering the necessary data and by compiling estimated budgets by the dates set forth in the Charter.
- ⇒ Aid the First Selectperson in analyzing and reviewing programs, activities, and budgets and their short-term and long-term financial and cash flow implications.
- ⇒ Satisfy reasonable request by officers, Boards and Commission to provide information.
- ⇒ Carry out such other duties as the First Selectperson shall assign to the Town Administrator.



ADDITIONAL TOWN ADMINISTRATOR DUTIES

- ◆ Oversees the day-to-day operations of the Town excluding the volunteer fire department and the Police Department which is under the Police Commission
- ◆ Ensures that services and projects are being carried out in a safe, effective and efficient manner.
- ◆ Provides administrative leadership, guidance, direction and accountability for all municipal operations.
- ◆ Assists and oversee such administrative duties as: budget preparation, purchasing, risk management, project management, human resources and labor relations; and supervise/manage Town employees through the department directors.
- ◆ Works with various officers, Boards and Commissions and respond to citizen questions.
- ◆ Serves as Purchasing Agent, Human Resources Director, Labor Relations Director, Employee Relations Manager, Risk Manager and negotiate employee benefits.
- ◆ Reviews and analyzes programs, activities, services and budgets for effectiveness, efficiency and short-term and long-term goals.
- ◆ Plans, organizes, initiates and directs municipal operations and capital budget; works with financial advisor and bond counsel and rating agencies.
- ◆ Works with Finance Director to monitor budget and prepare fiscal reports; approve all bills and checks issued by the Town.
- ◆ Hires or dismisses employees and supervises, trains, assigns work, counsels and evaluates employees; assure safe working conditions for employees.
- ◆ Assists with grant applications and assist with implementation of the grants.
- ◆ Coordinates with the Superintendent of Schools as necessary to assure a good working relationship.
- ◆ Leads the administrative functions of the Town under the general policy direction of the Board and executive and carry out ordinances, resolutions, policies and other actions approved by the BOS. Coordinate and guide the Board in the discharge off their duties and responsibilities.
- ◆ Directs relationships with state, regional & federal agencies that have or may have an effect on the Town.
- ◆ Negotiate the union contracts which include Town Hall, Dispatch, DPW and Police Unions. Of the 80 employees 90% are in a union with contracts due for renewal in about 1.5 years.

DEMOGRAPHICS

Land Area 20 square miles

Number of Households 3,447

Median Age 46.8

Median Household Income \$222,535

Education 41% with Master's Degree or higher

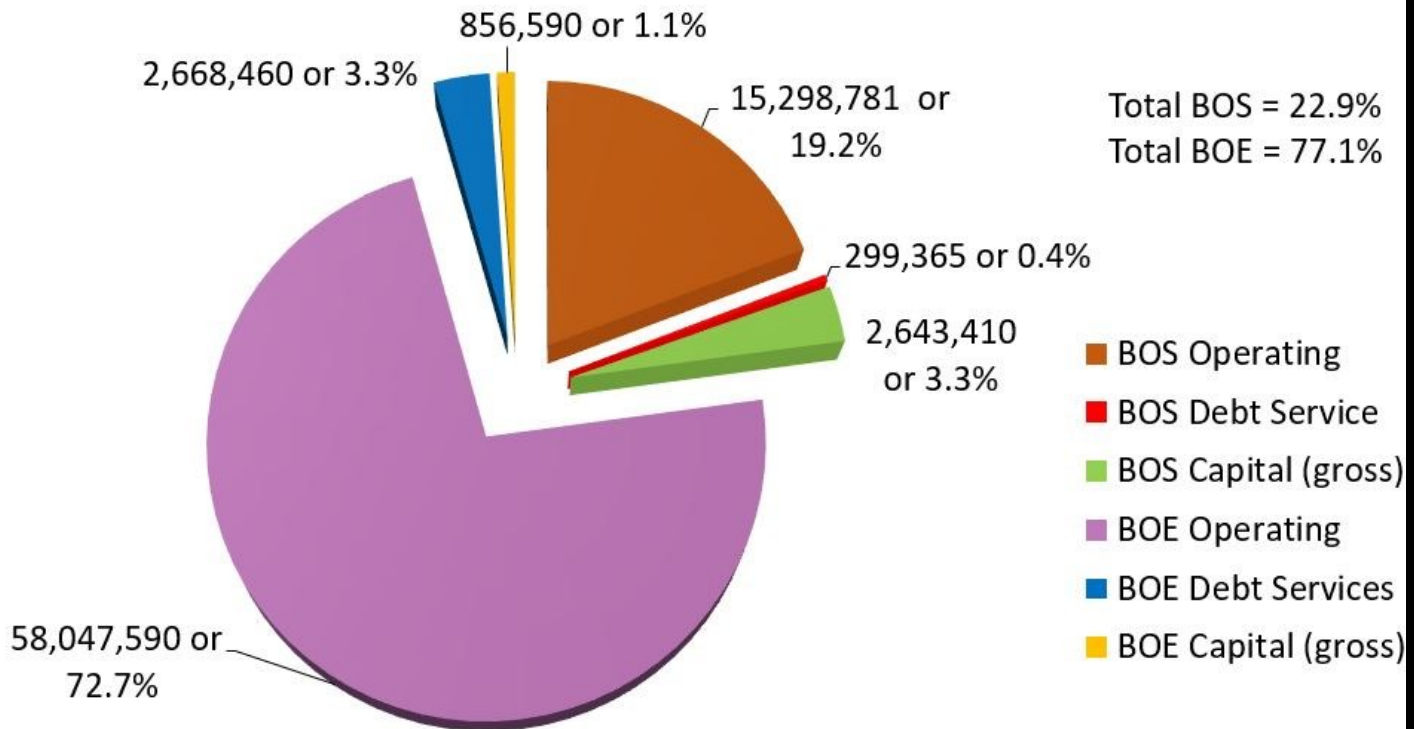
Housing Units 3,882 and 96% owner occupied

School Enrollment 2,278 with 98% graduation rate



PROPOSED BUDGET

Breakdown of Total FY '24 spending (in '000's)



Note: Capital amounts do not reflect proposed offset from prior close outs.

Sample Capital Budget Projects

- Road Improvement—\$1,750,000 for 2024 and \$8,000,000 for 2025
- Pedestrian Improvements around Government Campus—\$4,000,000
- Michael's Way Bridge Project - \$2,950,000
- Davis Hill/River Road Bridge Project—\$3,700,000
- Police Record & Locker Room—\$746,000
- Communication Center Land Mobile Radio Project—Estimate \$4,500,000 with grant
- School/Town Water Replacement at Government Campus—\$1,000,000
- ARPA Funds will be used for such things as: Mental Health Services, Fire Rescue Truck, Ravenwood Water System Renovations, Town Green, Pickleball Courts Charging Stations at Town Hall, and Dog Park, etc.

For details on Budget, Grants, CIP – Contact Consultant for PowerPoint Presentations



CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ Capabilities should include:
 - * Project Management
 - * Customer Service and Satisfaction
 - * Interpersonal skills
 - * Staff Development & Staff Supervision
 - * Time Management/Managing Workflow
 - * Problem-Solving Skills
 - * Self-Direction
 - * Communication Skills
 - * Leadership ability
- ⇒ A demonstrated leader who is decisive and makes informed decisions.
- ⇒ A well-organized manager who can handle the day to day issues of local government.
- ⇒ Keeps excellent records that allows for transparency and compliance with retention records act.
- ⇒ Understands the nuance of working with unions and handling negotiations of successor labor agreements.
- ⇒ Can work well with the various boards, commissions and committees that help to operate the Town functions and services.
- ⇒ Ability to bring all departments together to work for the good of the community.
- ⇒ Respects the department directors and ask them for their input as part of the team.
- ⇒ Keeps all parties informed about the status of projects, including grants.
- ⇒ Excellent grant application and implementation skills.
- ⇒ Manages by getting to know the employees, being approachable and accessible.
- ⇒ Being collaborative with internal and external stakeholders to develop partnerships when possible.
- ⇒ Open style of communications with staff and residents and public officials.
- ⇒ Nonpartisan but politically savvy.
- ⇒ Ability to deal with many different personalities with a calming presence.
- ⇒ Critical and forward thinking to creatively approach problem solving.
- ⇒ Delegates work to others and is not a micromanager but holds employees accountable.
- ⇒ Honest, forthright and accountable for results.
- ⇒ Reviews services and projects to find efficiencies and reduces costs when possible.
- ⇒ Understands budgets and financial reports and provides status reports to elected officials.
- ⇒ Detail oriented and listens to all ideas.
- ⇒ Respects and encourages diversity among all staff positions.
- ⇒ Excellent supervisory skills with department directors and union employees.
- ⇒ Continues a good working relationship with the schools, neighboring towns, regional agencies, professional associations, and state and federal agencies.
- ⇒ Strong skills in IT, human resources, risk management, government purchasing procedures, and labor relations.
- ⇒ Being sensitive to different styles of the First Selectperson and the authority that can go with it.



Qualifications:

- Bachelor's Degree required. Five years' supervisory/management experience in municipal government or related experiences preferred. A Master's degree and International City/County Management Association (ICMA) Credentialed Manager a plus. Alternative work experience will be reviewed, or any 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; purchasing and risk management skills.

ADDITIONAL INFORMATION

- ◆ Manages employees in the following departments: Tax Collection, Town Clerk, Finance, Assessor, Department of Public Works, Parks & Recreation including youth services, Social Services, Senior Center, Communications/Dispatch, and Land Use which includes Planning, Zoning, Building Inspection, Conservation & Inland Wetlands.
- ◆ Also works with the Police Chief, who reports to the Police Commission and Library Director, who reports to the Library Board. Many of the departments are thinly staffed due to the size of the community.
- ◆ Works with volunteers on various committees and boards and commissions and considers ways to meet their schedules.
- ◆ While there is no Town Engineer, a consulting engineer has been hired to serve as project manager for the many infrastructure capital projects which will be under the Town Administrator's duties. Some construction projects will be managed by the DPW Director.
- ◆ Citizens expect to be able to contact the Town Administrator directly with their questions and concerns.
- ◆ The IT function is managed by a contract and previous Town Administrator responded to many issues. Conversations have been started to see what services can be shared with the schools.
- ◆ Participates in or works with regional organizations such as the regional health district, regional resource recovery authority, and Council of Governments, CT Organization of Small Towns, etc.
- ◆ Promotes more training and professional growth for employees.
- ◆ Deals with the difficulty of hiring and retaining employees which is prevalent in all governments.
- ◆ Potential for an improvement to the current commercial village and add more businesses. This is part of the Plan of Conservation and Development for the next 5 –15 years.
- ◆ Only two areas in Town have public water: the government campus of Town and School buildings and a small neighborhood. There are no public sewers only septic systems, which is not likely to change.
- ◆ The Town and Schools have been working on positive energy projects and sustainability including working with the students.
- ◆ People move to Weston for the excellent schools with small class sizes compared to other towns. Similar to other CT towns, the schools represent a major part of the Town budget.
- ◆ In the near future there will be a decision related to school buildings which will require bonding.
- ◆ The Town has a Aaa bond rating.

Upcoming Election of Board of Selectmen—November 7, 2023 will be the election of the Board of Selectmen and First Selectperson. Two candidates from each party will run for election. This year only the current First Selectperson is running for re-election. The other current members of BOS are not running so there will be two new members of BOS which is why the selection of a new Town Administrator will be in November.





Compensation and Application Process

The Town of Weston 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 Defined Benefit Pension Plan thorough the State of Connecticut called CMERS. Relocation assistance is negotiable.

Weston is an AA/EOE Employer

If you are interested in this exciting opportunity or need additional details or salary information, please contact Ms. Frank or Mr. Richard Brown at the address below. To apply please submit your cover letter and resume to Ms. Frank and Mr. Brown. Position will remain open until filled; first screening date is October 18, 2023. Top candidates will be asked to complete a questionnaire, and possibly a zoom recorded interview for the Semi-finalist list to be provided to the new BOS in November.

More information about the Town is available on website :

<https://www.westonct.gov>

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