

# Town of Clinton, Connecticut

## Town Manager Search

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We Invite Candidates to Apply  
for the Town Manager Position



Photo courtesy of Tom Walsh, Shoreline Aerial Photography

# COMMUNITY PROFILE

Clinton, Connecticut is a town of about 13,300 population, along the coast halfway between New York City and Boston. Clinton has a quaint, small-town feel, with many historical districts listed with the National Register of Historical Places, and its shoreline has beaches, marinas and a harbor that is part of Long Island Sound. Clinton was settled in 1663 as Homanascuit Plantation and together, with what is now the town of Killingworth, became known as Kenilworth in 1667 and later, Killingworth in 1838. Clinton separated from Killingworth in 1838 and was named Clinton in honor of Governor Dewitt Clinton of New York, who was instrumental in the creation of the Erie Canal which provided trade opportunities for eastern merchants, industrialists, and farmers. When Yale College was chartered in 1701 the first classes were taught in Clinton by the Rev. Abraham Pierson until his death, when the college moved to Old Saybrook for several years before it relocated to New Haven.

The early days of the Town's economy centered around boat building, farming, fishing, and trade via the Long Island Sound. Today's economy maintains its connection to Long Island Sound, although it is now largely focused on recreation and outdoor activities. The Town enjoys a diversified economy with the top sectors comprised of retail, government, manufacturing, utilities and marinas. The Town also has a business environment with a manufacturing coalition, the home of Chamard Vineyard, and a large retail mall known as Clinton Crossing Premium Outlets, which attracts visitors from other states and all of Connecticut. The Town is attractive to tourists, due to the waterfront and restaurants, including the famous Lobster Landing.

The Town offers easy access to New Haven, Hartford, and New London/Groton, and their tourist attractions including Mystic Seaport, Essex Valley Railroad, Mohegan Sun & Foxwoods Casino, The Kate (Hepburn) Theater, Chamard Vineyard (farm, winery & Bistro), Submarine Museum, Yale Repertory Theatre, Gillette Castle, Goodspeed Opera House, and the Chester-Hadlyme Ferry.

The Town of Clinton can be accessed by Interstate 95 and State Road Route 1 and State Route 81. Clinton is served by two area airports including the Tweed New Haven Airport and the Hartford Bradley International Airport. Clinton has easily accessible commuter rail service from their new train station near Town Hall. The train station services the CT Shoreline East Commuter Rail Service to New Haven, New London, and Old Saybrook, with connections to Amtrak routes to New York City, Boston, and Providence. In New Haven commuters have access to the Metro North line.

The region is well served by nearby colleges and universities including Yale University, Wesleyan University, United State Coast Guard Academy, the University of New Haven, University of Connecticut, Quinnipiac University, Gateway Community College, , and Middlesex Community College.

Recreation and leisure amenities are plentiful throughout Clinton, supported by a strong Parks & Recreation Department and property maintenance performed by the Public Works Department. Amenities include the Town Beach, Town Harbor and Marina, the Indian River and Ethel Peters sports complexes, and the Clinton Greenway and Blue Way for hiking and paddling. Community events such as Clinton Community Day, Summerfest, and the Memorial Day parade are attended by thousands of people from the town.



# GOVERNMENT DESCRIPTION

The Town of Clinton has a Council-Manager form of government which was established in November 2019 when the Town transitioned from a Board of Selectman form of governance. The seven-member Town Council is elected for staggered 4-year terms at-large. No more than 4 members of the Town Council may be from the same political party, to ensure minority representation. The Chairman of the Council is chosen by the Council Members.

The Town Council provides the oversight and leadership required to guide the direction of the Town and to ensure the optimal delivery of services to residents in the most cost-effective manner. The Town Manager is charged with the implementation of the Town Council policies. The Council sets broad policies for departments, boards, and commissions by enacting ordinances and approving the Town's annual municipal budget. Budget recommendations are proposed by the Town Manager for Town Council consideration. The Town Council sets priorities for service delivery as part of their annual adoption of the budget. The Town budget is finalized through a positive budget referendum voted on by the Town citizens.

The Town Budget includes a municipal and a Board of Education budget per State regulations. The elected Board of Education determines the school policies and operating priorities with the School's Superintendent. The Town Council may only approve the total amount of funding provided for the Schools, not the specific line items.

The Town Council will hire a Town Manager to serve as the Chief Executive Officer. The Town Council ratifies all recommendations from the Town Manager for staff appointments, with the exception of the Police Chief, Library Director, and Parks & Recreation Director, who are recommended by their Board or Commission.

## Facts and Figures for the Town of Clinton

- Population—13, 283
- Land Area—16 square miles
- Number of Households—5,406
- Median Age—48
- Median Household Income—\$98,836
- Median House Price—\$290,000
- Median Rental Rate—\$1,300
- Citizens with Bachelors Degrees —22%
- Citizens with Masters or Higher—18%
- Clinton School District Enrollment—1,497 housed in Elementary PreK-4, Middle School 5-8 and High School. 9-12
- Clinton School 4 year Graduate Rate—92%
- Enrollment in Public Schools—91%
- Grade 8 Math above Goal—60%
- Grade 8 English above Goal —57.8%
- Self-Employed Rate—11.9%
- Total Employers—472 (includes schools)
- Electric—Eversource Energy
- Gas—Southern Ct Gas Company
- Water—CT Water Company or Wells
- Cable Provider—Comcast Clinton
- Bond Rating upgraded to Aa2 in 2022
- FY 23-24 Budget -\$62,148,955 = \$38,772,877 for Education including debt & capital + \$23,376,078 for Town operations



# TOWN DEPARTMENTS

- ⇒ The Police Department has 27 sworn officers divided into Operations, Administration, and Investigations. They have a community policing philosophy with community outreach and engagement programs. The emergency communications reside in the police department providing 911 calls for police, fire, and EMS. The Police Chief is appointed by a 5 member elected Police Commission.
- ⇒ The Fire Department is a volunteer service, and the Fire Chief is elected by members of the department. Currently there are approximately 70 active volunteer members providing fire suppression and rescue, water rescues and emergency medical services. Paramedic services are provided by Middlesex Hospital.
- ⇒ The Emergency Communication Center (EMC) is currently being updated. The Emergency Management Director is a separate position from Police and Fire and is currently overseeing the EMC updates.
- ⇒ Fire Marshal services are provided by a part-time employee. The Fire Marshall performs all required inspections and investigation of fires, fire prevention education and reviews all building/development plans.
- ⇒ The Parks & Recreation Director is appointed by the Town Manager on the Parks & Recreation Commission's recommendation. The Department manages the town beach, two sports complexes with various fields, a walking trail, running track, dog park, and skate park.
- ⇒ The Public Works Department maintains all Town facilities and grounds, school grounds, parks, the marina and town beach. Responsibilities also include the maintenance and repair of 80 miles of road, 12 miles of sidewalks, 12 Town buildings, and two sports complexes.
- ⇒ The Finance Department maintains responsibility for sound fiscal management of the Town's assets. Service responsibilities include accounting, auditing, payroll, employee benefits, workers compensation, cash management, and accounts receivable and payable.
- ⇒ The Tax Collector Office is staffed by a Tax Collector, an Assistant Tax Collector (certified) and one part-time staff. Tax abatement requests are administered by the Office.
- ⇒ The Assessor's Office is staffed by an Assessor, Assistant Assessor (certified) and a Clerk. In addition to assessments of taxable property, the Office is responsible for administering exemptions for elderly, disabled and veterans. Grand List 2024 total - \$1,739,727,330. The next 5-year valuation update is 2025.
- ⇒ The Town Clerk is supported by a certified Assistant Town Clerk. Town Clerk responsibilities include maintaining all records and providing minutes for special meeting of the Town. The Town Clerk also oversees elections, land records, birth and death certificates, and issuance of various Town licenses.
- ⇒ The Building Official inspects all building projects at various stages, reviews all building plans, and provides a certificate of occupancy when the permitted work is completed. The Building Official is supported by an Administrative Assistant who uses an online permitting system to maintain records and manage fees collected.
- ⇒ The Town Planner is responsible for land use issues and is supported by two Clerical Assistants and a Zoning Enforcement Officer/Wetlands Enforcement Agent. The department supports the Planning & Zoning Commission, Wetlands Commission, Conservation Commission, and Zoning Board of Appeals with professional support. The Town Plan of Conservation and Development is scheduled for a 10-year update in 2025.
- ⇒ The Town belongs to the Connecticut River Health District that functions as the Town's regional health department.
- ⇒ The Town Marina provides approximately 58 rental boat slips available seasonally. A Dock Master is responsible for oversight of all marina operations.
- ⇒ The Technology Manager is responsible for the purchase and repair of Town computers, copiers, and related supplies. The Town technology network is managed by the Schools through a Memo of Understanding.



# TOWN DEPARTMENTS (Continued)

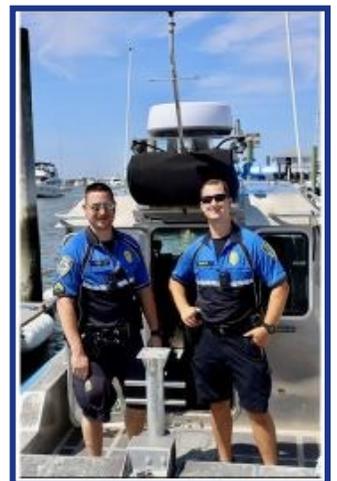
- ⇒ Library – Director appointed by Library Board – Non-profit Library funded by the Town (approximately 75%), trust funds and fundraising. Staffing is comprised of 5 MLS Librarians and part-time staff.
- ⇒ The Senior Coordinator manages programs for the Town’s senior populations offering programs throughout the Town, organizing various trips and outdoor activities.
- ⇒ The Human Services Department provides clinical, prevention and social services to the community, focusing on those with special and supportive needs.
- ⇒ The Town Manager’s office Executive Assistant serves as the Town Council Clerk taking minutes as well as supporting the Town Manager.



## Town Manager Responsibilities Summary

The Town Manager shall serve full-time and shall be the Chief Executive and Administrative Officer of the Town. The Town Manager shall have the powers, duties and responsibilities conferred upon that Office by the General Statutes, as amended and by the Charter. (Contact Consultant for copy of Charter)

- ◇ Shall be directly responsible to the Town Council for the administration of all departments, agencies and offices and in charge of persons or boards appointed by the Town Manager and shall supervise the same.
- ◇ Shall see that all policies set by the Town Council along with the laws and ordinances governing the Town are faithfully executed.
- ◇ Shall fully advise the Town Council of the financial condition of the Town, and prepare appropriate reports.
- ◇ Shall prepare and submit to the Town Council an annual budget for approval.
- ◇ May contract for services and use of facilities with other governments, and may join with other Towns to provide or obtain services or the use of facilities by means of inter-local agreements.
- ◇ May enter into grant agreements, accept funds disbursed under said grant agreements.
- ◇ Shall contract for all services and purchases of supplies, equipment/commodities required by the Town.
- ◇ Shall serve as personnel director for the town by setting personnel policies and manage the recruitment and dismissal of Town employees.
- ◇ Shall be responsible for the continued review of current and future needs of the Town. Makes recommendations to the Town Council concerning the affairs of the Town. Makes recommendations for improving the organization and staffing of Town Departments.
- ◇ Assist the Town Council to develop long term goals including economic development for the Town and strategies to implement such goals.



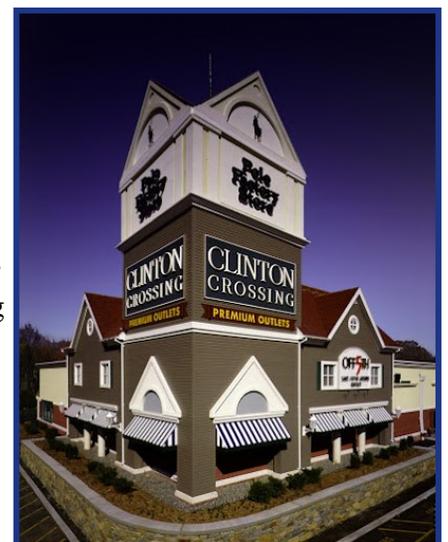
# ECONOMIC DEVELOPMENT

The town's location along the Connecticut shoreline, coupled with its proactive approach to fostering economic growth, a strong Economic Development Commission, and hiring a town planner continues to attract businesses and investors. The diverse range of industries, from retail to manufacturing, has further diversified the town's economic landscape, promoting resilience and stability. As Clinton continues to thrive, here is a summary of some active projects in town:

- ◆ **Redevelopment of the Former Pierson School:** The Town recently selected a preferred developer to redevelop the former Pierson School into 49 apartments with a focus on providing affordable housing for seniors. The project involves the provision of community space for senior programming and retention of existing public park amenities along Route 1. Negotiations and final Town approvals for the sale and development plans will require the Town Manager's attention.
- ◆ **Indian River Shops:** This property is under ongoing redevelopment and includes additional sites for commercial and hotel development. Tax abatement and transfer of interest in park amenity issues are pending.
- ◆ **Redevelopment of the Former Unilever Property:** The project involves a mixed-use redevelopment of a former industrial site. The current construction phase includes construction of 47 apartments adjacent to the Clinton Train Station. Additional project phasing may include potential housing and development of the arts deco building. Continued development The redevelopment will entail discussion with regional agencies and the Connecticut Department of Transportation.
- ◆ **151 East Main Street:** Site work has begun for 32 new residential units.
- ◆ **24-26 West Main Street:** Demolition permitting underway to redevelop existing property into six residential units (two affordable units), office space, and a café. Adjacent work on Town-owned property including removal of septic encroachments and landscaping will require Town coordination.
- ◆ **Lobster Landing Elevation:** This iconic Clinton destination has received the necessary land use and Connecticut Department of Energy and Environmental Protection (CT DEEP) approvals to elevate the existing structure over water. Work which was originally scheduled for this winter will be deferred until a later date. A license agreement between the Town and property owners for use of Town property during construction is pending.
- ◆ **88 West Main Street** - Former Bank of America building to be developed in a mixed-use property with a ground level restaurant and two apartments above.

## Initiative discussions:

- ◆ **Downtown:** The Town Council has established a subcommittee to implement a common vision for the Downtown which includes addressing appropriate planning and zoning regulations.
- ◆ **Regional Coastal Resiliency Plan:** Regional partnership to evaluate coastal resiliency issues and develop prioritized recommendations for mitigation and adaptation strategies.



# CHARACTERISTICS OF THE IDEAL CANDIDATE

The Town of Clinton is interested in responses from individuals with considerable knowledge of municipal operations who demonstrate a commitment to the delivery of high-quality public service to our citizens. Working in partnership with the Town Council, Town staff, State and local officials, the Town Manager will ensure effective, efficient service delivery for the community. The Town Manager must have demonstrated skill in public budgeting with the ability to develop fiscally sound operating and capital budget proposals which maintain the fiscal strength of the Town. Similarly, experience in the recruitment, development and retention of staff is essential. The Town of Clinton recognizes five labor unions. The Town Manager is expected to actively participate in labor negotiations to yield a satisfactory and sustainable outcome for employees and the Town. Prior experience in the successful negotiation of labor agreements is valued.

Continued economic growth is important to the long-term fiscal health of the Town. The Town Manager must be capable of playing an active role in the identification, negotiation, and implementation of economic development projects. The Town Manager will be expected to improve Town infrastructure through grants and other financial methods to promote economic development and redevelopment. The Town Manager should be capable of developing public/private partnerships that expand the Town's economic base and bring new opportunities to the Town. Strategic and innovative approaches to expanding economic opportunities is desired.

The Town Manager should have excellent interpersonal skills, communicate easily with the Town Council, staff, residents, and work to promote a positive image of the Town. The Town Manager should have a collaborative working style while drawing on the talents of Town staff to ensure successful project outcomes.

The Town Manager must be a leader who collaborates with regional entities and state agencies to champion Town efforts. The Town Manager must be considerate of diverse opinions, an "out of the box" thinker, as well as an individual who is organized, ethical and committed to public service and mentoring Town staff.



## Qualifications:

- Must hold a Master's degree in Public Administration, Business Administration or related field.
- 5 –10 years management experience in municipal government or an equivalent of experience, knowledge, and education.
- International City/County Management Association (ICMA) Credentialed Manager preferred;

### Knowledge, skills and abilities should include:

- Good communications skills, economic development skills, labor relations knowledge, human resources experience, finance and budgeting experience,
- Ability to find, secure, and implement grants, excellent project management skills, knowledge of purchasing and contracting services,
- Public relations and public speaking skills, and technology knowledge to improve services.

# OPPORTUNITIES AND CHALLENGES

As the Town continues to grow, the Town Manager will be presented with several interesting professional opportunities to contribute to the future success of the community. In addition to proactively managing the operations of the Town, the Town Manager will play a key role in supporting efforts in economic development, land use and infrastructure planning, critical service delivery, and public policies.

## **Town Governance**

The Town Manager is expected to continue to develop operational and administrative policies that reflect the Town's adoption of the Council-Manager form of government. This will entail ensuring departmental policies are aligned with and supportive of Council policies and implementing administrative policies to address department's needs.

## **Planning and Infrastructure**

The existence of quality infrastructure to support the Town's long-term growth is vital and the Town Manager will be expected to work successfully to manage issues of wastewater treatment capacity, fire service delivery, and land use policies that support expansion of commercial development. The Town's wastewater treatment options are currently constrained. Working within the State's regulatory framework, the Town Manager will explore alternatives for expansion that are both economically and environmentally viable. Future provision of effective Fire service in the Town will likely require moving Fire Headquarters. The Town Manager will be expected to assess the service needs of the Department and propose a viable strategy for maintaining this critical service.

## **Economic Development**

Multiple economic development opportunities exist for the Town. Some of these development projects are underway while others will require the work of the Town Manager to carry out these projects. The Town benefits from the existing commuter rail service and easy access to the surrounding metropolitan areas. Transit oriented development that brings both commercial and housing opportunities is of high priority. Similarly, efforts to support and revitalize the downtown area with shops, restaurants, and other attractive amenities is a desire of the Town. The Town has access to the nearby harbor and Long Island Sound which in recent years has prompted an influx of new residents to the Town. Developing a strategic approach to optimize the economic benefit of this beautiful and significant asset while ensuring it remains environmentally resilient will be a work objective for the new Town Manager. Implementing the recommendations of the Coastal Resiliency Plan will be a work objective for the Town Manager.

## **Quality of Life**

The Town Manager working closely with the Town Council will review and recommend public policies that impact on the quality of life for residents. These policies will relate to the services delivered to its residents. Providing the Town Council with policy choices that align actions with the goals and objectives as defined by the Town's Strategic Plan will be the work of the Town Manager.

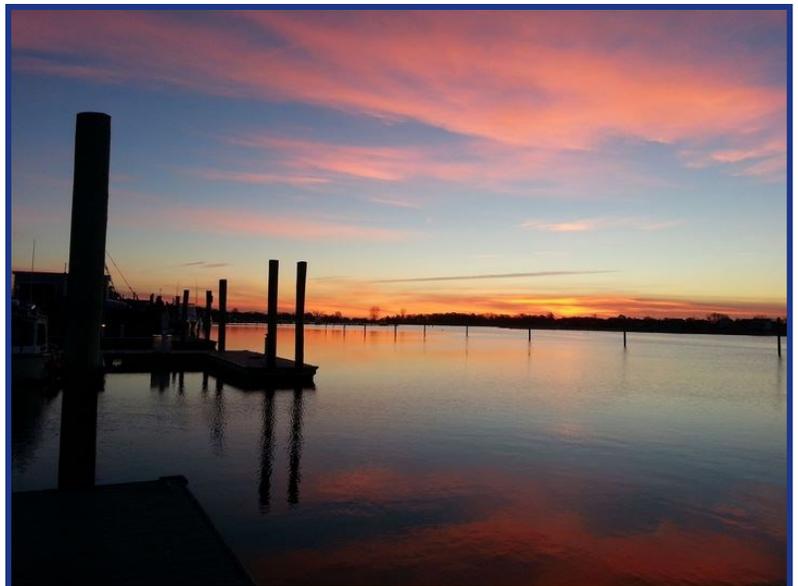


Photo courtesy of Tom Walsh,  
Shoreline Aerial Photography



## Compensation and Application Process

The Town of Clinton offers a competitive salary commensurate with qualifications and experience. The Town provides a generous benefits package which includes health, dental, life insurance, paid vacation, and sick leave. Additionally, the Town provides a defined contributions retirement plan. Negotiable items include car allowance, relocation expenses, and amount of employer contribution to retirement plan.

Residency is not required.

*Clinton is an AA/EOE Employer*

If you are interested in this opportunity, or need additional information, please contact Ms. Frank at the address below. To apply now please submit your cover letter and resume to Ms. Frank. The position will remain open until filled; first screening date is March 15, 2024.



Top candidates will be asked to complete a questionnaire, so early resumes will be reviewed first.

More information is available on the following websites:

<https://clintonct.org/>

<https://www.crahd.info/Health District>

<https://www.clintonpublic.net/Schools>

<https://www.clintonct.com/Chamber>

<https://www.facebook.com/p/Town-of-Clinton-Connecticut-100066599665200/>

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