

**TOWN OF BROOKLYN
CONNECTICUT**
Invites Candidates
To apply for the
FIRST TOWN ADMINISTRATOR POSITION
2026



Town of Brooklyn: Community and Historical Profile

Located in the center of Windham County in northeastern Connecticut, Brooklyn is a town where rural New England character, civic history, agriculture, and outdoor recreation remain highly valued. Brooklyn's historic town center, scenic roads, preserved public spaces, and active community life reflect a place shaped by early settlement, Revolutionary-era memory, civil rights history, and continuing agricultural traditions.

Historical Background

Brooklyn developed from early colonial settlement patterns in what was once known as Mortlake and became a separate town in 1786. Its location along the Quinebaug River and within Connecticut's "Quiet Corner" helped shape a community rooted in farming, local commerce, churches, civic institutions, and regional transportation routes. By the early nineteenth century, Brooklyn had become an important county center, with the former Windham County Courthouse—now used for town offices—standing as one of its most visible historic landmarks.

Civil Rights and the Prudence Crandall Trial

Brooklyn holds an important place in American civil rights history. The Windham County Courthouse was the site of the 1833 trial of Prudence Crandall. Crandall was prosecuted under Connecticut's discriminatory "Black Law" after she operated a school for African American girls and admitted students from outside the state without local permission. Although the case arose from opposition to equal education, it became part of a broader legal and moral struggle over citizenship, rights, and access to learning. The controversy helped shape later debates over equality and remains one of Brooklyn's most significant historical associations.

Israel Putnam and Revolutionary Memory

Brooklyn is closely associated with General Israel Putnam, popularly known as "Old Put," who lived in the area then known as Mortlake. Putnam gained fame through service in the French and Indian War and the American Revolutionary War. Local tradition preserves stories of his frontier exploits, including the well-known wolf den episode that gave rise to the names "Wolf Putnam" and "Old Wolf Put." His Revolutionary War service, especially his role at the Battle of Bunker Hill, made him one of Connecticut's best-known military figures.

Agricultural Heritage and the Brooklyn Fair

Agriculture remains central to Brooklyn's identity. The Brooklyn Fair, first held in 1809 and widely recognized as one of the nation's oldest continuing agricultural fairs, reflects the town's long-standing farm culture and regional gathering traditions. The fair continues to celebrate livestock, local produce, rural skills, family activities, and community pride, linking present-day Brooklyn to generations of agricultural life.



BROOKLYN FACTS & FIGURES – CERC 2025

- ◇ Population – 8,517
- ◇ Land Area – 29 sq miles
- ◇ Population Density – 292 compared to State density of 748
- ◇ # of Households – 3,042
- ◇ Median Age – 48
- ◇ Median Household income \$96,207
- ◇ Median Home Value \$315,200
- ◇ Median Rent—\$1,125/month
- ◇ School Population—920 estimate PreK to 8th Grade. Students have 5 choices for High School in the area
- ◇ Poverty Rate – 2%
- ◇ New business registration in 2025 = 68
- ◇ Self Employment Rate 16%
- ◇ Town Bond Ratings
 - ◇ S&P—AA-
- ◇ # of FT Town Employees—approx. 35

Form of Government

Brooklyn uses a Town Meeting form of government, a traditional New England structure that allows residents to participate directly in certain local decisions while elected officials manage daily administration and financial oversight. The town is led by a three-member elected Board of Selectmen. The First Selectman serves as the town's chief executive officer and oversees municipal departments and day-to-day operations. Brooklyn also has an elected Board of Finance, which reviews budgets, supports financial planning, and helps ensure fiscal accountability.

The Town of Brooklyn's Governance Committee recommended creating a Town Administrator position to serve as chief operating officer under the First Selectman, who will remain the town's chief executive officer. The Town Administrator will manage day-to-day operations and supervise department heads on behalf of the First Selectman. This role allows the First Selectman to focus more fully on outreach to residents and to regional, state, and federal officials. With support from the Board of Selectmen, Board of Finance, and other boards and commissions, the First Selectman will help develop a long-term vision for Brooklyn's growth while preserving the town's rural, small-town character. The Town Administrator will then assist with implementing that vision.

Community Character Today

Modern Brooklyn combines historic preservation, small-town government, recreation, education, farming, and commercial activity. Scenic Route 169, the old courthouse, historic churches, monuments, and restored homes give the town center a keen sense of place. At the same time, Brooklyn supports a vibrant commercial district with attractive places to eat, shop, and stay. Residents and visitors enjoy parks, hiking trails, kayaking on the Quinebaug River, disc golf, volleyball, and preserved open spaces maintained through local conservation efforts. The town also supports a Pre-K through eighth-grade school system and a choice of High Schools for families.



FY 26-27 Budget Summary

Total Town Budget-\$7,358,642

Total School Budget-\$24,867,583

Total Capital Budget-\$171,842

Total Debt Budget-\$424,425

**Town of Brooklyn Budget
equals \$32,822,492**

Brooklyn is both a historic community and an attractive growing place to live, work, and visit.

Town Administrator Position Summary

The Town Administrator serves as the Chief Operating Officer for the Town of Brooklyn, assisting the First Selectman and Board of Selectmen in the administration, coordination, and effective delivery of municipal services. The position oversees Town departments, personnel, programs, budgets, risk management, grants, purchasing, capital projects, and special projects; assists with economic development; represents the Town in intergovernmental matters as directed; supports policy implementation; and recommends improvements to promote efficient and effective Town operations. Specifically, among other assigned duties the Town Administrator is responsible to:

- ⇒ Oversee and coordinate day-to-day operations of Town departments and employees under the direction of the First Selectman.
- ⇒ Recommend operational policies, procedures, and management controls to improve coordination, compliance, and service delivery.
- ⇒ Assist with preparation, presentation, and administration of Town budgets, and long-range capital planning.
- ⇒ Work with the Finance Director, financial advisors, Bond Counsel, and Treasurer on fiscal oversight, revenue and expenditure review, and forecasting.
- ⇒ Administer or support personnel management functions, including policies, labor relations, union negotiations, recruitment, compensation, benefits, and performance evaluation.
- ⇒ Review purchasing recommendations, prepare bids and RFP's, administer risk management programs, support workers' compensation, and manage grant research, applications, compliance, and reporting.
- ⇒ Attend Board of Selectmen and Board of Finance meetings and represent the Town at regional, State, and Federal meetings as required.
- ⇒ Oversee Town facilities, equipment, freedom of information practices, communications, technology coordination, and special projects.
- ⇒ Under the direction of the First Selectman reviews and analyzes operations and the results produced; develop, recommend and maintain appropriate management and procedural controls consistent with legal and other prudent requirements.



Qualifications

Bachelor's degree required, with five (5) to eight (8) years of increasingly responsible experience in administration, management, supervision, in government, including at least three years of management experience; an equivalent combination of education and experience may be considered. An MPA or MBA is preferred. Knowledge of and experience in municipal government is preferred. A valid driver's license is required.

Knowledge and Abilities

- ⇒ Knowledge of municipal operations, public administration, budgeting, purchasing, personnel, grants, risk management, public safety and applicable laws and procedures.
- ⇒ Ability to recommend practical actions consistent with laws, policies, ordinances, and sound management practices. Ability to plan, organize, direct, and evaluate operations; manage multiple priorities, departments, projects, and deadlines; and use resources effectively.
- ⇒ Ability to communicate clearly, prepare reports, use financial and data systems, and maintain effective relationships with officials, staff, agencies, vendors, contractors, various stakeholders and residents.
- ⇒ Skills in supervision, project coordination, grant writing, personnel administration, financial management, and standard office technology.

SUMMARY OF TOWN DEPARTMENTS

- ⇒ **Administration:** includes the First Selectman (FS), Town Administrator (TA) and Human Resources Coordinator. The Administrative Assistant to the First Selectman will support the FS & TA plus handle minutes for the Board of Selectman (BOS) and the Board of Finance (BOF). IT is a shared position with the Board of Education (BOE).
- ⇒ **Finance Department:** includes the Director who also serves as the Town Treasurer plus two Financial Assistants handling Payroll, AP & AR and Budget preparation.
- ⇒ **Town Clerk:** includes the Elected Town Clerk and a part-time Assistant Town Clerk. All land records are maintained in the Town Vault along with Town Records of all Boards and Commission meetings. The Town Clerk responsibilities are governed by Connecticut State Statutes.
- ⇒ **Revenue Collector:** includes the Revenue/Tax Collector and a part-time Assistant Tax Collector. Revenues include Property Taxes, Personal Property Taxes, Motor Vehicle Taxes, and Sewer Fees.
- ⇒ **Assessor:** includes the certified Assessor who is responsible for the Grand List and a part-time Assistant Assessor.
- ⇒ **Public Works/Highway Department** includes the Highway Superintendent /Foreman plus five (5) Public Works Maintainers overseeing road maintenance and repair, sidewalks, stormwater drainage, roadside mowing, snow removal and the Transfer Station.
- ⇒ **Regional and Shared services** include a shared IT Director with the Schools. Engineering services and animal control services are provided by the Council of Government. Library is managed by the Library Association. Senior Services is provided by the Quinebaug Valley Senior Center

Estimated Number of Employees

22 Full Time

16 Part Time

Parks & Recreation—Seasonal

- **1 Park Maintainer**
- **25 Summer Camp**
- **13 Before & After School Programs**

Budget Process

- ◆ Town Departments present budget requests to FS, TA & Finance Director
- ◆ After revisions Town budget is approved by Board of Selectman
- ◆ Fire Dept. & Board of Fire Commissioners present grant requests to Board of Finance
- ◆ Parks & Recreation Commission with Director presents to BOF
- ◆ Capital Funding Committee presents requests to BOS & BOF
- ◆ Superintendent presents budget to Board of Education for approval, then provided to BOF
- ◆ Board of Finance reviews all budgets and revenues to prepare the Budget for a Public Hearing with the Citizens
- ◆ BOF makes revisions to Budget based on Public Hearing and updates revenue projections to present Budget to the Annual Town Meeting . Citizens vote separately for the Schools & Town Budget
- ◆ Based on Annual Town Meeting, the BOF sets the Budget and the Mill Rate.



SUMMARY OF TOWN DEPARTMENTS (Continued)

⇒ Land Use Services Include:

- ◇ The Planning Function is a contracted firm who assists with review of land development. This arrangement supports the Planning and Zoning Commission, Inland Wetlands and Water Courses, and Conservation Commission. Zoning Officer enforces the zoning regulations and supports the Zoning Board of Appeals as well as review of land development.
- ◇ Building Official is part-time for the Town of Brooklyn and review building plans and land development proposals.
- ◇ Fire Marshal is part-time for the Town of Brooklyn and reviews building plans and land development layouts to ensure proper fire regulations. They also inspect various buildings per the State Statutes.
- ◇ Engineering services are provided by the Northeastern CT Council of Government (NECCOG).
- ◇ Health Services are provided by the Northeast District Health Department serving twelve (12) Towns including Brooklyn. They have offices in the Brooklyn Green Building. They review all septic systems and water wells as required for various developments and houses. They provide inspections of food establishments and nursing homes.



⇒ **Parks & Recreation Department** includes a Director and Program Coordinator. They manage about four (4) parks plus school ball fields and plan various programs using the Green Building and the Schools. They manage a summer camp and before and after school programs.

⇒ **Public Safety** includes the State Trooper (day shift onsite) and two Fire House Stations managed by volunteers with plans to combine into one Fire Department. Ambulance services are provided by a third party. The part-time Emergency Manager assists the public safety offices and the First Selectman and works with regional groups. Animal control is managed by the NECCOG.



CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ Be an experienced municipal or public-sector leader with strong management, budgeting, capital planning, grant, and operational experience.
- ⇒ Understand small-town government and is comfortable working with the public, elected officials, department heads, boards, commissions, staff, volunteers, and residents.
- ⇒ A strong supervisor who can clarify roles, set expectations, evaluate performance, address staffing issues, and improve accountability fairly.
- ⇒ Is systems-oriented and able to build policies, procedures, work-flows, HR practices, and reporting structures from the ground up.
- ⇒ Communicates clearly, listens well, explains complex issues, build consensus.
- ⇒ Able to professionalize operations without alienating staff, boards, volunteers, or residents.
- ⇒ Strong conflict-resolution and relationship-building skills, including the ability to work constructively with staff, elected officials, and community stakeholders.
- ⇒ Respect Brooklyn's history, culture, and small-town character.
- ⇒ Knows and understands grantsmanship and has the ability to identify opportunities, manage applications, coordinate compliance, and ensure proper closeout.
- ⇒ Understand labor relations and HR systems, including union contracts, employee handbooks, job descriptions, performance evaluations, succession planning, and workplace expectations.
- ⇒ Able to maintain public trust while setting professional boundaries and making difficult decisions when necessary.

Personal Characteristics

- * Communicates clearly
- * Build consensus
- * Diplomatic
- * Calm under pressure
- * Listens well
- * Politically astute
- * Impartial
- * Sound judgement
- * High Integrity
- * Proactive
- * Creative problem solver
- * Practical
- * Forward-thinking
- * Approachable & Accessible
- * Community oriented
- * Professional
- * Visionary



Opportunities & Challenges

- ⇒ Strengthen internal operations due to past silos, lack of consistent supervision, lack of interdepartmental communication, limited staffing and clear direction.
- ⇒ Need for a clear development vision, strategic plan and coordinated direction for the Town's future including coordination between planning, zoning, and economic development, and to promote a business friendly process.
- ⇒ Address Water Pollution Control Authority (WPCA) issues. WPCA manages a sewer collection system for about 650 customers (including commercial zone) with one pump station. The Town of Killingly manages the Sewer Plant for both Killingly and Brooklyn. The plant is near capacity which limits potential for new business. The Brooklyn pump station and pipes need major repairs and funding has been approved for the projects.
- ⇒ Fire and emergency services are in transition, including the consolidation of the two volunteer fire stations into one department; addition of contracted ambulance service; declining volunteer capacity and financial support.
- ⇒ Modernize systems, technology, financial procedures and controls to provide more efficient services
- ⇒ The Administrator must be able to act as a bridge and buffer among staff, elected officials, residents and outside/regional partners while maintaining trust, accountability and momentum.
- ⇒ Economic and commercial development needs stronger direction ,especially along Route 6, while balancing, housing and population growth, and integration of commercial growth with Brooklyn's rural identity and small town character.
- ⇒ Improved communications with residents about the need for infrastructure improvements, equipment updates, maintenance of fiscal reserve funds balanced with services, development and tax increases.
- ⇒ Promotion of alternative revenue sources and increased pursuance of grant funding along with potential efficiencies of operations and regionalization of services..
- ⇒ Stronger Human Resources infrastructure such as succession planning, employee engagement, professional development, consistent policy administration, unresolved personnel issues, performance systems, and clear job descriptions. Review of union contracts and negotiations of all three at the same time.
- ⇒ The Town Administrator can help broaden community participation for various volunteer boards and commissions. The Administrator will provide support, research, alternatives and recommendations to the First Selectman, Board of Selectman and Board of Finance.

Infrastructure Projects:

- * School HVAC systems update with State matching grant.
- * Day Street foundation, which has been washed out by the river, needs engineering
- * Municipal space needs, bring all Town departments under one roof, expansion of Library.
- * Usual repairs to roads, parks, buildings, fire houses, Town Hall and updated pump station



Positives about Brooklyn and the Community

- ♦ The Town has a rural, wooded New England character within the Last Green Valley, with open space, natural beauty, low traffic, and a strong small-town identity.
- ♦ Brooklyn offers convenient access to Providence, Worcester, Hartford, UCONN, Rhode Island beaches, Boston, New York, regional employers, medical services, shopping, and entertainment while retaining a quieter community feel.
- ♦ The community is seen as a wonderful place to raise a family, with strong schools, choice of high schools, free public preschool, parks, recreation programs, local events, and close neighbor relationships.
- ♦ Officials expressed strong affection for Brooklyn, optimism about its next chapter, and excitement about the new Town Administrator position.
- ♦ The Town has meaningful civic engagement, active boards and committees, community traditions, and residents who care deeply about local decisions.
- ♦ Brooklyn's farms, nurseries, winery, Brooklyn Fair, Riverside Park/Maury Bowen Sports Complex, green space, and local history reinforce its agricultural heritage and community identity.
- ♦ The Board of Selectmen and other stakeholders appear ready to support administrative change, personnel accountability, systems development, and professional management.
- ♦ Brooklyn offers a rare clean-slate opportunity for the first Town Administrator to professionalize operations, create durable systems, and make visible improvements in local government. It provides candidates as a meaningful leadership opportunity in a manageable-sized town with issues complex enough to be professionally challenging and impactful.



Compensation and Application Process

The Town of Brooklyn offers a salary commensurate with qualifications and experience. The Town provides a generous benefits package, including health, dental, vision (Employee Premium: 13% for single 14% for two-person, 15% for family coverage), life insurance and paid vacation and sick leave. Additionally, the Town provides a defined benefit pension plan (Employee pays 2%). Relocation assistance is negotiable. There is no residency requirement but living in the Town or within close driving distance is preferred. Brooklyn has a four-day work week schedule plus evening meetings for the Town Administrator.

Please contact the Consultant for more details on the position, including copies of budget, the job description, salary information, and details about the benefits.

Brooklyn is an AA/EOE Employer

Website: <https://www.brooklynct.org>

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If you are interested in this exciting opportunity to be the first Town Administrator or need additional details, please contact Ms. Frank as listed. To apply now please submit your cover letter and resume to Ms. Frank. The position will remain open until it is filled; first screening date is August 21, 2026. Top candidates will be asked to complete a questionnaire, so early resumes will be reviewed as they arrive.