

**THE TOWN OF PLAINVILLE, CT
INVITES CANDIDATES TO APPLY FOR
THE TOWN MANAGER POSITION**



Community Profile

Plainville, originally a part of Farmington, was first settled in 1657 and incorporated as a separate town in July 1869. The town covers 9.6 square miles. It is located 14 miles southwest of Hartford and located between the cities of Bristol and New Britain. It has easy access to major state and federal highways in central CT. Being part of scenic New England, Plainville is not far from Boston, NYC, the ocean, and the mountains.

Plainville enjoys a diverse economic base which includes small, mid-sized and large manufacturers including several spring and wire manufactures, electrical component makers, and many others. Plainville is also home to a number of medium and large sized construction firms (and quarries) that serve the State and region. The industrial history of the community dates to the 1820's and continues to this day. Plainville is a Town with deep traditions in community and family. The Town is known as a welcoming place to live with lots of volunteers who are willing to help their neighbors.

With its growing economic base, Plainville remains a regional employment center, and not just a suburban community within the Greater Hartford area. This has allowed the community to enjoy a relatively stable financial base and to make prudent investment in municipal infrastructure and public education. Attracted by the employment base and good schools, a significant portion of the population has moved to the community and stayed. Plainville is a well-run municipality which provides great services to its 17,619 residents.

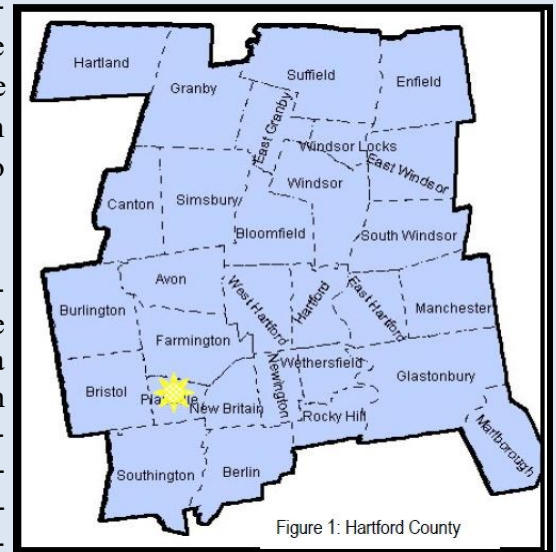


Figure 1: Hartford County

Community Demographics –2021

Population—17,619
Land Area—9.6 sq miles
Number of Households—7637
Median Age—43.3
Median Household Income—\$72,175
Poverty Rate—7%
Total Active Businesses—2007
New businesses registered in 2020—130
School Population—2265
Free Pre-K Enrollment—83
Median Rent—\$1,027
of Housing Units—8261
Owner occupied—71%
Residents with Bachelor's Degree + 39%
Residents with Associates Degree –10%

Key Employers

- Wheeler Clinic—Health
- Manafort Bros.—Construction
- Gem Sensors—Manufacturing
- Tilcon –Construction
- Americold—New Cold Storage

Fiscal Indicators - FY 21-22

- Standard & Poor's: AA+
- Municipal Expenditures: \$63,456,959
 - Schools \$39,826,972
 - Other \$23,629,987
- Net Grand List: \$1,429,265,383
- Median Home Value—\$219,700
- Property Tax is 78.2% of all revenues

Economic Development

As the sign says, “Plainville Welcomes Your Business.” Indeed, businesses are an integral part of the Plainville community. One can live, work and play without leaving Town because of businesses such as restaurants, retail, industrial, manufacturing, municipal airport, and offices.

A current project in one of the industrial parks is the construction of Americold, a roughly 200,000 square foot 12-story high first of its kind automated refrigerated warehouse to supply groceries to regional stores. When completed, Americold will be the second largest taxpayer in Town.

On the other side of town near the neighboring community of Southington, the last remaining industrial subdivision lot at Strawberry Fields Industrial Park has been sold and two buildings totaling 20,000 square feet have been constructed and occupied. Approximately 30 acres remain available for further development. This land is also located in a State designated “Enterprise Zone,” which offers lucrative business incentives to manufacturing firms.

In the Farmington Corporate Park, only two lots remain for development, one of which has been approved for up to 294,000 square feet and is seeking tenants. Recent construction of the Cancer Center and Medical Arts facilities in the new State Bioscience Zone provides opportunities to diversify the local economy. Interest in approximately 60 additional acres of developable land in that vicinity has grown recently as a local developer has been diligent in preparing plans for the future. Some of the plans include similar medical and technology development, and possibly a boutique hotel to serve the nearby medical facilities and the UCONN Medical Center in Farmington, another nearby community.

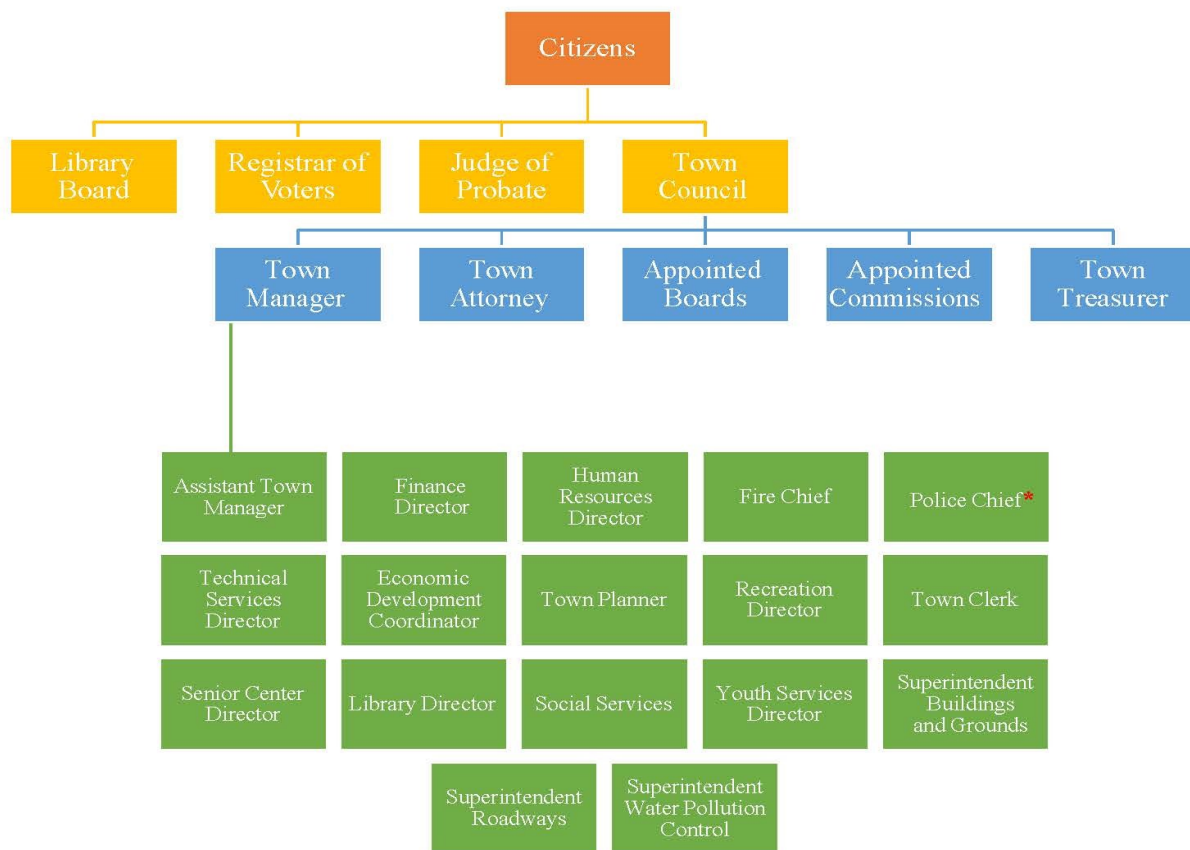
A new mixed-use development for the Downtown is in its final stages of approval. This 14 acre site, formerly known as the White Oak Construction Property is in negotiations with the Town. The Town secured \$1.1million State Brownfield Funds to redevelop and clean the property. The Town is in final negotiations with a selected developer for a mixed-use development featuring 170 apartments, commercial space, industrial condominiums, medical offices and 7 acres of open space near the Pequabuck River. The above project will also incorporate a portion of the Farmington Canal Heritage Trail (for walking and biking) that will be constructed through Plainville over the next several years. The trail expansion is being designed by the State Department of Transportation and construction will be paid using state grants. The State is expected to begin construction in 2023. The Plainville portion will connect with the current trail at the Southington and Farmington town lines. When completed, the Farmington Canal Heritage Trail will allow users to travel from New Haven to Massachusetts. This development will promote more activity and business for the Downtown and will be close to the Municipal Center, Police Department, Fire House, Historical Society, and Library. Preliminary plans are shown here.

The Town Manager, the Economic Development Coordinator and the Economic Development Agency will continue to work on all these efforts. In addition, they will continue to provide support and offer incentive programs, such as the Revolving Small Loan Program and Tax Incentive Program, to small businesses that are already in Town or want to relocate to Plainville





Town of Plainville Organizational Chart



*The Police Chief is appointed by the Town Council but reports to the Town Manager.

The Town Council appoints the Town Manager, Police Chief, Fire Chief and Fire Officers plus the Town Attorney (contracted), Town Treasurer and all Boards and Commissions not otherwise elected such as the Board of Education. The Library Board of Trustees (also elected) appoints the Library Director but all directors and chiefs report to the Town Manager. The Town Manager appoints all other department directors and employees under the Council/Manager form of government.

Form of Government

The Town has operated under the Council-Manager form of government since 1959. Policymaking and legislative authorities are vested in the seven-member Council. The Town Council is responsible, among other things, for passing ordinances, proposing a budget to the annual Town Meeting (which is an All-Day Vote), appointing committees, and hiring the Town Manager. The Town Manager is responsible for carrying out the policies and ordinances of the Council, for overseeing the day-to-day operations of the Town, and for appointing the heads of the Town's departments. To fill the seven (7) Town Council positions, both political parties may nominate five (5) candidates. No more than five (5) members of the Town Council can be from the same political party. All Town Council members are elected at large and serve two-year term (odd years– 2023 is next election).

The Town provides a full range of services including finance, human resources, town clerk, revenue collection, assessment; parks and recreation, senior services, youth and social services; fire and police protection; the management and maintenance of all Town buildings, roadways, and Town vehicles; collection of solid waste and recyclables (contracted); water pollution control; and education. Education is under the control of the elected Board of Education, which operates a high school, middle school and three (3) elementary schools. Water and Electricity are provided by private companies. There is no county government in Connecticut so other services not listed are provided by the State of Connecticut.

Consolidated Services

The Town continually strives to find more cost-effective ways to efficiently conduct Town operations and services. To this end, they are one of the few Connecticut municipalities that have consolidated services with the Board of Education. The revised Charter provides that the Town shall have a Finance Director who serves both the Town and Schools. Both use the same financial software. Plainville has also consolidated Human Resources Services with one HR Director serving both the Town Manager and the School Superintendent. Technology Services are also consolidated. The Schools' IT Department started to work with the Town about six years ago. IT updated old systems in each department and now has a regular schedule for equipment replacements. IT manages phone systems, and security cameras and is also updating wi-fi outside each building and at the Town Parks. In the next several months, Town buildings will be connected through a fiber network.



Municipal

Robertson

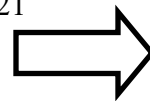
Airport



Pumpkin

Festival

2021



Department Highlights

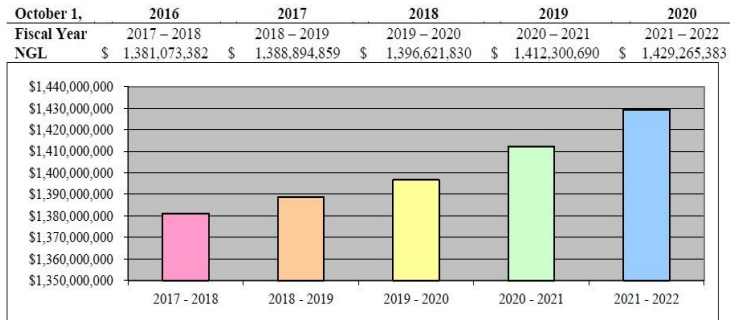
Town Council Program Objectives FY 2022

- Continue to explore methods of reducing municipal spending in future years.
- Continue to explore new areas to consolidate and share resources locally and regionally.
- Continue to work with the Economic Development Agency to diversify the Plainville tax base and ensure a “business friendly” community. Work with local businesses to see what can be done to help them prosper.

Town Manager Budget Goals FY22

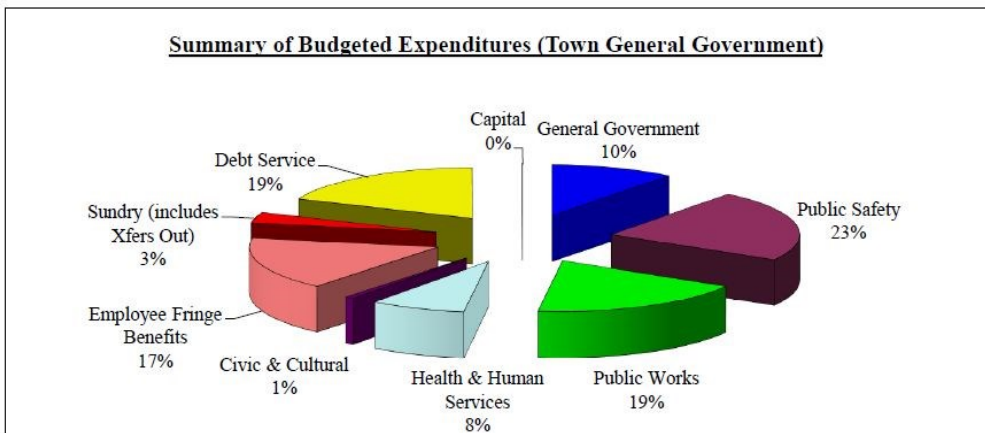
- ⇒ Improve infrastructure
- ⇒ Improve the efficiency of government operations
- ⇒ Improve existing public services
- ⇒ Provide citizens with new services
- ⇒ Explore ways to control spending
- ⇒ Cross train town departments
- ⇒ Explore ways to share resources regionally
- ⇒ Continue economic development support

Town of Plainville
Net Grand List (NGL)
Last 5 Budget Years



Finance Department serves both the Town and Schools with Payroll Coordinator, Accounts Payable Clerk and Business manager as school employees and plus an Account Analyst and Accounts Payable Clerk who are Town employees. The Finance Director also supervises the Assessor/Revenue Collection combined office with a certified Assessor and Tax Collector and 4 staff members who are cross trained on both. Besides investments, audits, financial reporting, debt management, employee benefits, capital improvements and risk management,

the Finance Director is responsible to work with the Town Manager and School Superintendent to develop the Town Budget. Highlights shown here:



FY21-22 Budget

Total Town Government
\$19,191,787

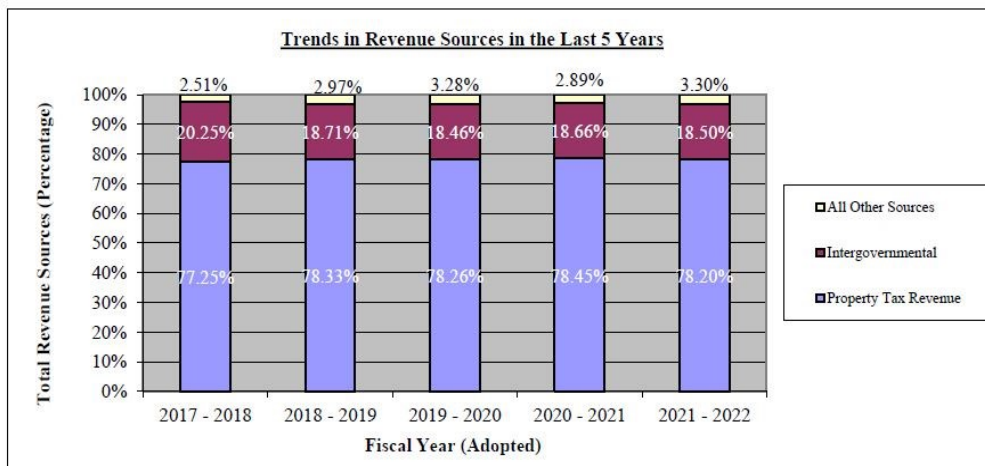
Debt Service
\$4,430,350

Interfund Transfers Out -
Capital
\$7,850

Total Town General
Government
\$23,629,987

Board of Education
\$39,826,972

Total Town Operating
Budget
\$63,456,95



Department Highlights (Continued)

Police Department: The Plainville Police Department is responsible for providing all aspects of law enforcement and police services to the Town. The functional units are Administration, Patrol, Detective, Records, and Communications/Dispatch & 911 plus Animal Control. A new Police Chief just started in January. The Department has 46 full-time employees which includes 2 SROs. The Plainville Police Department is committed to community policing.



Fire Department: The Fire Department is responsible for fire protection within the community and consists of approximately 61 volunteers that operate out of one station on a 24-7-365 basis. Volunteer members are highly trained with over 95% of firefighters being state certified in basic firefighting. Ninety percent are certified in advanced and specialty areas. Ambulance service is provided by a private firm. The Fire Station and all apparatus are owned by the Town.

Public Works: Public Works is charged with the planning, design, development, construction, and maintenance of all Town physical structures including roadways, drains, buildings, grounds, and waste disposal systems. Public Works is also responsible for the Town's vehicle and equipment maintenance. Public Works includes the following divisions that report to the Town Manager: Roadways; Buildings & Grounds; Technical Services -Engineering, Building Inspector, Fire Marshal; and Water Pollution Control. The Water Pollution Control Facility (WPCF) has a self-supporting fund and recently upgraded to a Tertiary Treatment plant including nitrates and phosphorus.



Health & Human Services: Health services are provided by a regional agency known as the Plainville-Southington Regional Health District. Town services include a Senior Center which is recognized as a regional leader and was recently honored as a United Way's "Change Maker." Services provided include transportation for seniors and disabled, lunch programs, trips, exercise programs and a nurse and social worker to assist the seniors.

The Town employs a Youth Services Director who works with youth and their families as well as with the schools. A part-time Social Services Director assists those in need to find the resources at the State and regional level or through local donated funds.

Town Clerk Office serves as the Clerk to the Town Council to take minutes and post agendas. The Office also handles all land records, and vital statistics-birth, death and marriage certificates, serves as records manager for the Town and handles various licenses (dog and hunting), and registration of business trade names, etc.

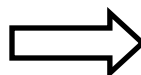
Civic & Cultural Services: This includes the Library and Parks & Recreation. The Plainville Recreation Department provides a wide variety of leisure time programs at Town Parks, Norton Park is the largest and has both ball fields and a pool. Programs such as trips, day camps and sports activities are aimed at providing a positive environment for the many participants. The Library Director reports to a Board and the Town Manager. The Library receives 85% of its funding from the Town and the rest from an endowment. The Library databases are available 24/7 via the internet. The Library provides many programs to both children and adults via Zoom or in person when able. They are working on a makerspace project.



Norton Park



Plainville Library



Characteristics of the Ideal Candidate:

- ⇒ Outstanding communication skills with Council, staff and citizens including through social media and on Plainville Talks Facebook page
- ⇒ Excellent management and organizational skills to implement projects and provide a high level of services
- ⇒ Mediation skills to deal with citizen concerns and negotiation skills related to union contracts
- ⇒ Non-partisan manager who communicates directly with all Council members regularly to keep them informed and to discuss options for new innovative ways to provide Town services
- ⇒ Personable and approachable leader with an open door policy for staff and citizens
- ⇒ Experience with recruiting and retaining qualified staff to replace a number of vacancies or retirements
- ⇒ Excellent economic development skills to work with small and large businesses and find funds to support open space and tax abatements while increasing the Grand List
- ⇒ Manager who will listen to staff's ideas and help to promote new programs or existing programs
- ⇒ Ability to serve as chief spokesperson for the Town
- ⇒ Commitment to continuing a collaborative relationship with the Superintendent of Schools and the various consolidated services between the Town and Board of Education
- ⇒ Analytical skills to see and understand all parts of a project and how to implement it
- ⇒ Ability to manage multiple projects simultaneously—a multitasker
- ⇒ Strong knowledge of municipal government, financing and grant funding
- ⇒ An engaged and strategic planning manager who is fair and holds staff accountable
- ⇒ A team leader who builds bridges not walls
- ⇒ Ability to explain complex issues in writing and verbally
- ⇒ A manager who walks around to get to know staff and services, and who attends boards and commissions meetings to understand their roles
- ⇒ Willingness to participate in community events
- ⇒ Professional, personable, ethical leader who does the right thing for the whole Town with integrity
- ⇒ Collaborative skills with all stakeholders, staff and regional and state agencies
- ⇒ Ability to implement training that fosters an inclusive environment for all employees
- ⇒ Empowers department heads and staff while also providing them opportunities for professional development and advancement
- ⇒ Serves as a hands-on manager with the Assistant Town Manager and Executive Assistant in the Town Manager's office
- ⇒ Fosters creativity and innovation
- ⇒ Research skills to find innovative ways to provide services in a cost effective and efficient manner

Qualifications:

- Required Master's Degree in public or business administration or a closely related field. With ICMA Credential Manager status or other executive level certification programs preferred. Minimum of five (5) years of responsible executive and management experience which provides a demonstrated ability to perform the duties of the position; or any equivalent combination of education and experience (such as Bachelor's Degree and 8 years of experience)
- Preference for experience with budget, planning for the future, operations, economic development, project management, municipal experience, Council relations, human relations, labor relations, and financial management
- Preference for manager that works with regional entities, other towns, state agencies and national and state professional associations

The Town Charter lists a residency requirement for the Manager, but the Town Council will provide up to 2 years to meet this. In addition, they will be pursuing a charter revision eliminating the requirement.

Challenges & Opportunities

- ◆ Monitor and oversee various economic developments such as: White Oak project downtown, completion of Americold, and various projects in the two industrial parks
- ◆ Hire a new Assistant Town Manager (who can supervise some departments to reduce the direct reports for the Town Manager) and be prepared to hire new professional staff who will be retiring
- ◆ Manage such projects as the closing of the Landfill, Municipal Airport improvements based on FAA regulations, sewer expansion in a 50 year old neighborhood, implementation of the Farmington Canal Trail in conjunction with the State, bonding and implementation of the middle school renovations, continue overseeing Road/Sidewalk projects
- ◆ Assist with the decisions on how to spend the ARPA Funds. The Town is currently looking at various capital projects to catch up with equipment and infrastructure needs
- ◆ Plainville is known as a well-managed Town and where people move for the good schools and the family friendly atmosphere. There are many generations of families that have lived in Plainville for a long time.
- ◆ Current Town Manager is retiring after 17 years and previous managers also had strong tenures.
- ◆ There is a dedicated staff of public servants who want to provide the best services to the public; however, there has been a loss of systems knowledge with a large number of retirees in the past few years.
- ◆ The computers are up-to-date but there are some systems that need to be modernized such as payroll that includes a digital time clock. More digitizing of Town Clerk records is also needed.
- ◆ The FY 22-23 Budget should be in place for the new Town Manager which will provide time to get up to speed
- ◆ Private water company was acquired by Aquarion—will need to develop a good relationship
- ◆ A forward focused Town Council wants to research broadband and continue to effectively deliver services that meet public needs and positively impact the quality of life.

Compensation and Application Process

Open and competitive beginning salary DOQ's (\$160,000-\$180,000) supplemented by an excellent benefit package.

- ⇒ Benefits provided in accordance to Pay Plan—includes PPO Health Plan from CT State Partnership Plan for employee & family with 18% for premium share by employees—Defined Contribution Retirement Plan ICMA (401a) Employees contribute 6.5% and the Town contributes 9%
- ⇒ 13 Holidays, 18 days of Sick Leave for a maximum of 150 days, 3 Personal Days plus negotiated vacation leave and attendance at professional conferences for Town Manager

Plainville is an AA/EOE employer

If you are interested in this position or have questions, on position, residency, or salary and benefits please contact Ms. Frank at the address below before applying. To apply now for this great opportunity please submit your cover letter and resume to Ms. Frank. Position will remain open until filled; first screening date is May 15, 2022. The Town is anxious to fill the position as soon as possible, so a quick response is strongly recommended. Ms. Frank will screen resumes as they arrive. Well qualified applicants will immediately be asked to complete a comprehensive supplemental questionnaire. Qualified candidates will be reviewed by the Town Council ASAP with a 20 minute zoom interview if they approve of the candidate.

More information is available on websites: Budget
<https://www.plainvillect.com/finance-department/files/fy-2022-adopted-budget>
Economic Development Videos <https://www.elocallink.tv/m/v/player.php?>

Ms. Randi Frank
Randi Frank Consulting, LLC
7700 Hoover Way
Louisville, KY 40219
203-213-3722
randi@randifrank.com
www.randifrank.com