

**TOWN of NEWTOWN
TOWN ADMINISTRATOR WORK GROUP**

**REGULAR MEETING, APRIL 17, 2023
COUNCIL CHAMBER, NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET, NEWTOWN, CT**

These minutes are subject to approval by the Work Group.

The meeting was called to order at 3:37 p.m. by Mrs. Crick Owen

MINUTES

PRESENT: Bill Brimmer, Pat Llodra, Maureen Crick Owen.

ABSENT: Ned Simpson.

ALSO PRESENT: One member of the public and one press.

VOTER COMMENTS – None

ACCEPTANCE OF MINUTES of the April 3 regular meeting: Mr. Brimmer moved to approve the minutes. Ms. Llodra seconded. All in favor and motion passes.

Discussion with Fred Camillo: Planned discussion with Mr. Fred Camillo, Greenwich First Selectman, was rescheduled due to technical difficulties. That interview will now take place on June 26.

The panel discussed the revised schedule of interviews as prepared and presented by chair Maureen Crick Owen (see attached).

Discussion with First Selectman Wendy Mackstutis of Simsbury: The discussion began with an explanation of the unique structure of Simsbury government: First Selectman (FS), Board of Selectmen (BoS), Town Manager (TM). Connecticut municipalities have only two or three such government configurations. The roles and responsibilities of the FS and of the TM are described on the Simsbury website, documents attached here.

Prior to this date of the interview, Ms. Mackstutis received a copy of the panel questions titled First Selectman with Town Administrator to use as a guide. Noted that the questions and document title did not exactly mirror the Simsbury government structure but was agreed that it could serve as general guide for discussion. Ms. Mackstutis proceeded to interact with each of the questions on the guidance document. An audio recording is available of the FS comments and the panel discussion/comments with follow up questions (see link to recording at bottom of minutes).

Some special points of emphasis made by Ms. Mackstutis and by members of the panel are further noted here.

- * The 2017 change of Simsbury government structure from the traditional FS as CEO to Town Manager as CEO was driven by the community interest in separating the day-to-day operations and management of the town from the policy and political/elective interests. The town was seeking professional management separated from the public-facing role of elected leaders.

- * Successful practice in this model requires clarity in roles and responsibilities of elected leaders and the town manager. It is essential that crossover roles be identified and eliminated, relationships and hierarchy of authority be well established and protocols followed.

- * Recommends differentiation/delineation between TM role and human resource leader role.

- * TM goal setting and performance review best conducted in 6-month intervals.

- * Contract renewal for TM should not align with municipal election of FS and BoS.

- * Most critical attributes for success as TM: experience working with others in a leadership capacity, excellent communication skills, proven ability to collaborate.

Ms. Mackstutis informed the panel that research shows average tenure of TM to be 5-7 years; further, she concluded her remarks with an observation of a personal preference for a government model that has an administrator reporting to the FS.

A motion was made to adjourn the meeting at 4:41 p.m. by Mr. Brimmer, seconded by Mrs. Llodra. Motion passed.

The next meeting of this Town Administrator Work Group is set for May 1, 2023 at 3:00 p.m.

Respectfully submitted,

Patricia Llodra, Temporary Secretary

[Audio Recording of 04.17.2023 Town Administrator Work Group](#)

Simsbury Ct

Office of the First Selectman

On December 4th 2017, Simsbury transitioned to a new form of government in which the First Selectman leads the Board of Selectmen in setting policy and strategic direction for the town. The Board works in partnership with the Town Manager who serves as the chief executive and oversees the day-to-day business of the town. The First Selectman is elected to a two-year term.

Simsbury Town Manager

Town Manager's Office & Human Resources

The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the town. She is responsible for the oversight of all Town departments, implementing all acts and policies of the Board and all resolutions and ordinances adopted by the Town. The Town Manager serves as the Personnel Director, and is responsible for preparing and submitting to the Board of Selectmen an annual Town budget.

The Town Manager's Office is responsible for the implementation of policies and initiatives, for the development and administration of the human resources program, and supports the Town's economic development activities. In addition, the department leads the Town's contract negotiations with its six unions and oversees the Town's risk management function.

Employees of the Town Manager's Office staff the Economic Development Commission, the Insurance Committee, the Retirement Plan Sub-Committee, the Technology Task Force, the Business Development Committee, the Personnel Sub-Committee, the Public Safety Sub-Committee, the Charter Revision Commission and the Town's Safety Committee.

TOWN ADMINISTRATOR WORK GROUP INVITED GUEST SCHEDULE

Updated 04.17.2023

TOWN MANAGER/CHAIR OF LEG. BODY	TOWN	MEETING DATE/TIME	COMPLETED
Matt Knickerbocker, Town Administrator	Wilton	03/06/2023 @ 3:30 p.m.	X
George Benson, Former Dept. Head	Newtown	3/13/2023	X
Fred Hurley, DPW Dept. Head	Newtown	3/13/2023	X
Amy Mangold, P&R Dept. Head	Newtown	3/13/2023	X
Herb Rosenthal, Former FS	Newtown	03/20/2023 @ 3:30 p.m.	X
Ben Branyan, Town Administrator	Greenwich	03/20/2023 @ 4:00 p.m.	X
James Ritchie, Town Resident	Newtown	04/03/2023 @ 3:30 p.m.	X
Bob Tait, Finance Director	Newtown	04/03/2023 @ 4:00 p.m.	X
<i>Fred Camillo, FS, Greenwich was scheduled for this date but rescheduled</i>		4/17/2023 @ 3:30 p.m.	rescheduled
Wendy Mackstutis, First Selectman	Simsbury	4/17/2023 @ 4:00 p.m.	X
Brenda Kupchick (FS) & Tom Bremer (CAO) and Jackie Bertolone (Chief of Staff)	Fairfield	5/1/2023 @ 3:00 p.m.	
Jay Moran, Mayor, & Steve Stephano	Manchester	5/1/2023 @ 4:00 p.m.	
Lynne Vanderslice, First Selectman	Wilton	5/15/2023 @ 5:00 p.m.	
PUBLIC HEARING		5/15/2023 @ 6:00 p.m.	
Chris Ansikovich, Chair, Town Council	Clinton	5/30/2023 @ 3:30 p.m.	
Liz Pendleton, Mayor	South Windsor	5/30/2023 @ 4:00 p.m.	
Michael Maniscalco, Town Manager	South Windsor	6/12/2023 @ 3:30 p.m.	
Karl Kilduff, Town Manager *	Clinton	6/12/2023 @ 4:00 p.m.	
Karen Burnaska, Former FS	Monroe	6/26/2023 @ 3:30 p.m.	
Fred Camillo, First Selectman	Greenwich	6/26/2023 @ 4:00 p.m.	
* Was previously Town Administrator for Darien			
Fairfield executives will be on all together. FS can only be there from 3-3:30 but others can remain on call.			
POSITIONS/PEOPLE LEFT TO INTERVIEW			
Position	Town	Scheduled	Interview Completed
Town Manager	Glastonbury	Y	
Chair, Leg. Council	Glastonbury	Y	
Mayor	Manchester	Y	
Town Manager	Manchester	Y	
First Selectman	Simsbury	Y	X
Town Manager	declined - resigned from position	n/a	n/a
Mayor	South Windsor	emailed through portal on 4/11/2023; awaiting response	
Town Manager	South Windsor	Y	
First Selectman	Greenwich	Y	
Town Administrator	Greenwich	Y	X
First Selectman	Fairfield	Y	
Town Administrator	Fairfield	Y	
First Selectman	Wilton	Y	
Town Administrator	Wilton	Y	X

Town Manager	Clinton	Y	
Town Council, Chair	Clinton	awaiting response to email sent on 4/11	
Former First Selectman	Monroe	Y	
Yellow means still waiting on confirmation			