

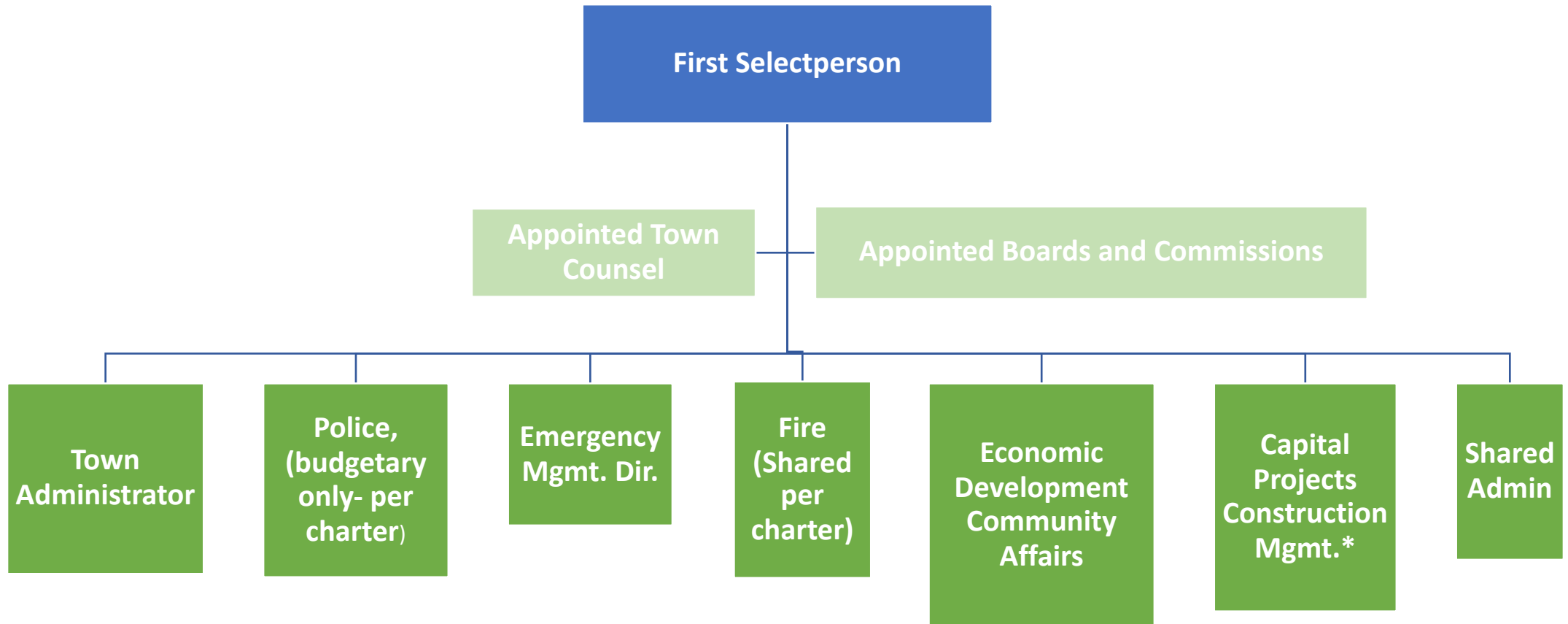
# **Board of Selectmen Meeting**

**January 10, 2021**

## **Discussion of Town Administrator Position**

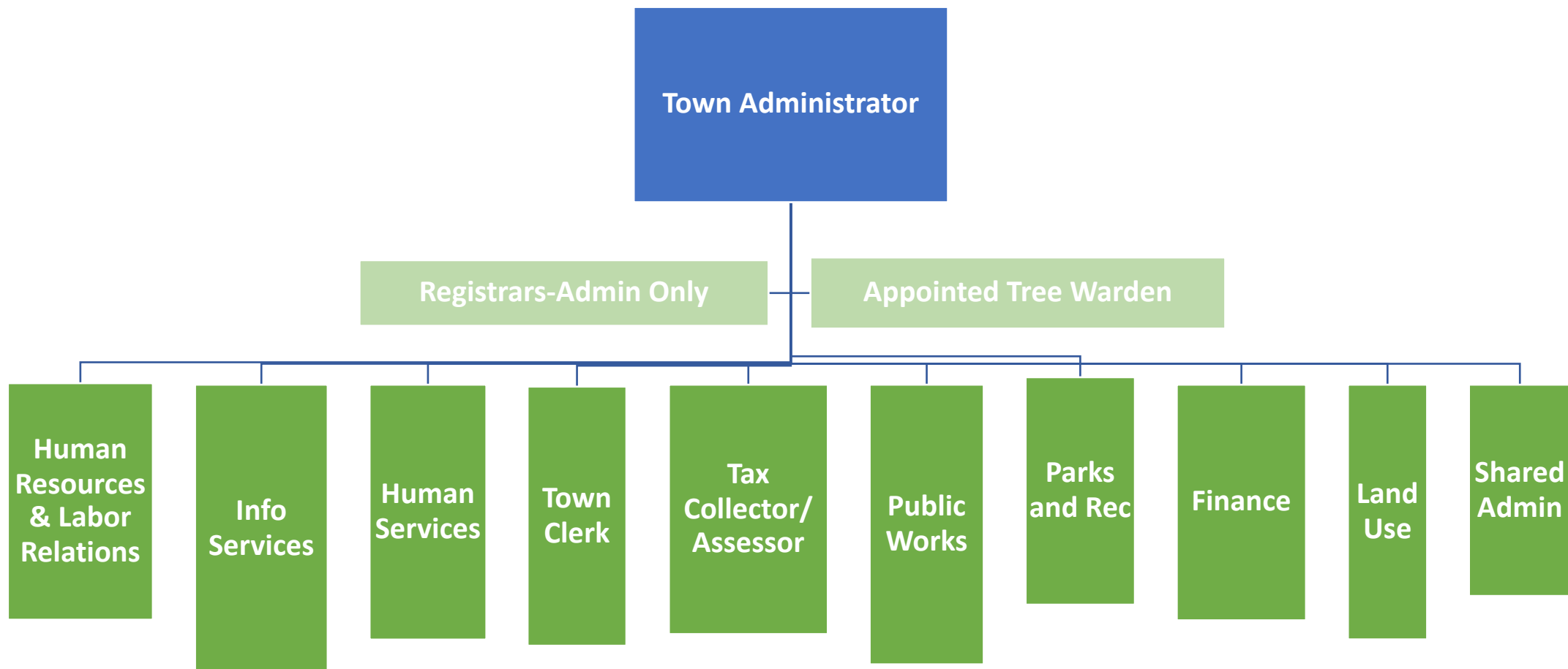
# Discussion Topics

- **Town Administrator Position Description**
  - Reviewed position descriptions across CT and MA.
  - Reviewed Charters across CT and MA.
  - Spoke with individuals with experience and Town Counsel.
  - To provide protections to a Town Administrator following an election, included two non typical special conditions:
    - Position can't be held by an elected official.
    - Employment contract. (In Wilton only the Chiefs of Police and Fire have individual contracts.)
- **Town Administrator and First Selectwoman's Org Charts**
- **Examples of the Role of the Town Administrator versus the First Selectwoman**
- **Resident Questions found on the Internet.** (no emailed questions)
- **Next Steps**



## First Selectwoman's Org Chart with a Town Administrator

\*Transition to Town Administrator upon completion of current projects



## Org Chart for a Town Administrator

\*Capital Projects after transition period

## Examples of Role of the Town Administrator versus First Selectwoman

	Department Operations	Budget Prep	Economic Development	New Town Amenities	Employee Hiring
First Selectwoman	Set priorities	Recommend and communicate guidance & priorities	Message and market the Town. Promote Investment Opportunities	Work with Board(s) to Identify Projects and Priorities	Interview/Recommend department heads & officials that by Charter must be approved by BOS. Hire other employees under direct authority. If requested interview candidates under authority of Town Administrator.
Town Administrator	Oversee daily operations	Work with departments to develop a budget that meets guidance and priorities	Identify and implement changes to processes that facilitate economic development	Obtain grant funding. Oversee grant management. Oversee associated work.	Participate in interviews & recommendations to BOS for all under authority. Authorize other budgeted hirings, under authority. Interview as appropriate. Inform First Selectperson.

## Some Municipalities Define TA or CAO in Charter, Others Not

	Wilton	Weston	Fairfield	Greenwich	Darien	Stratford
First Selectman	CEO	CEO	CEO	CEO	CEO	
	Chief Administrative Officer	Chief Administrative Officer	Direct the Administration of all departments			
Mayor						CEO
Town Administrator		Charter defined responsibilities		Not in Charter	Charter defined responsibilities	
		Manage town employees			Chief Administrative Officer	
		Recommend hires				
		Provide Budget Estimates				
Chief Administrative Officer			Not in Charter			Charter Defined

## Resident Questions-found on the Internet

- **Can the First Selectwoman's WestCOG, MPO and WCEDD roles be delegated to Selectmen?** *No. The municipal CEO is the member of WestCOG and MPO. The Vice Chair (and Chair) of the WCEDD are WestCOG members.*
- **What is the role of the other Selectmen?** *As a board, the members' responsibilities include*
  - *Appoint required town officials, department heads, board, commission and committee members.*
  - *Approve compensation of town officials and department heads.*
  - *Approve and recommend annual BOS operating expense and operating capital budgets and revenue budgets to the BOF and bonded capital projects to the Annual Town Meeting.*
  - *Approve contracts, collective bargaining agreements and grant applications and awards.*
  - *Amend, repeal or adopt ordinances, as allowed in the Charter, or recommend proposals for ordinance amendment, repeal or adoption to a Town Meeting.*
  - *Approve sale of assets, as allowed in the Charter, or recommend the sale of assets to a town meeting.*
  - *Responsible for actions to implement the Town's Plan of Conservation and Development (POCD), as detailed in the POCD.**An individual member may:*
  - *Serve as the First Selectwoman's representative to BOS appointed boards and commissions or organizations that receive funding from the Town.*
  - *Recommend projects or ideas for the Board to consider or pursue.*

## Resident Questions-found on the Internet

- **What is in it for Wilton residents?** *Residents benefit from a professionally run town, continuity of government, the increased ability of the first selectperson to engage in legislative proposals, state and regional initiatives and the expansion of the candidate pool for first selectperson.*
- **What are the responsibilities of the position?** *See position description.*
- **Can the town administrator be easily changed?** *The termination and subsequent hiring of a new town administrator requires approval of the board of selectmen.*
- **How are the responsibilities standardized?** *Required approval of the BOS to delegate responsibilities, position description and the approval of the BOS for hiring and termination.*
- **What does it mean for political parties and the unaffiliated?** *No intended impact. Though may make it easier to attract candidates for first selectperson.*
- **What does is mean in terms of quality of first selectperson?** *It allows the Town to be managed professionally regardless of the quality of the first selectperson and allows for continuity within town departments and services regardless of the change or quality of the first selectperson.*

## Resident Questions found on the Internet

- ***Is it good or bad that the first selectperson would no longer need to be nuanced in all aspects of running the Town?*** *There is no guarantee that an elected first selectperson will be nuanced in all aspects of running the Town. A town administrator reduces/eliminates the risks associated with electing a first selectperson who is not.*
- ***How is the salary going to be adjusted for current and future first selectperson?*** *The current first selectwoman has recommended the salary be decreased in recognition of the reduction in time required of a first selectperson.*
- ***Will the Selectmen now focus more on regional issues? If so, good, bad or necessary?*** *The first selectwoman will focus more on regional issues and bring the results of that focus to the entire board. There are proven benefits to certain regionalized services.*
- ***With a Hartford push towards regionalization is this position inevitable?*** *The rationale for the position is that town government has become more complex and requires greater knowledge, skills and time commitment. Regionalization is only one contributing factor.*
- ***Why now? Feels rushed?*** *This isn't rushed. The topic has been discussed off and on for years. More recently, the topic re-emerged in earnest in 2019 and since. Over the last several months the BOS discussed budgeting a resource to address increasing demands. The departure of the current CFO caused the first selectwoman to recommend, and the BOS to agree, to move up the date for such a resource.*

## Next Steps

- **Post Position**

- *Town website*
- *Government websites*

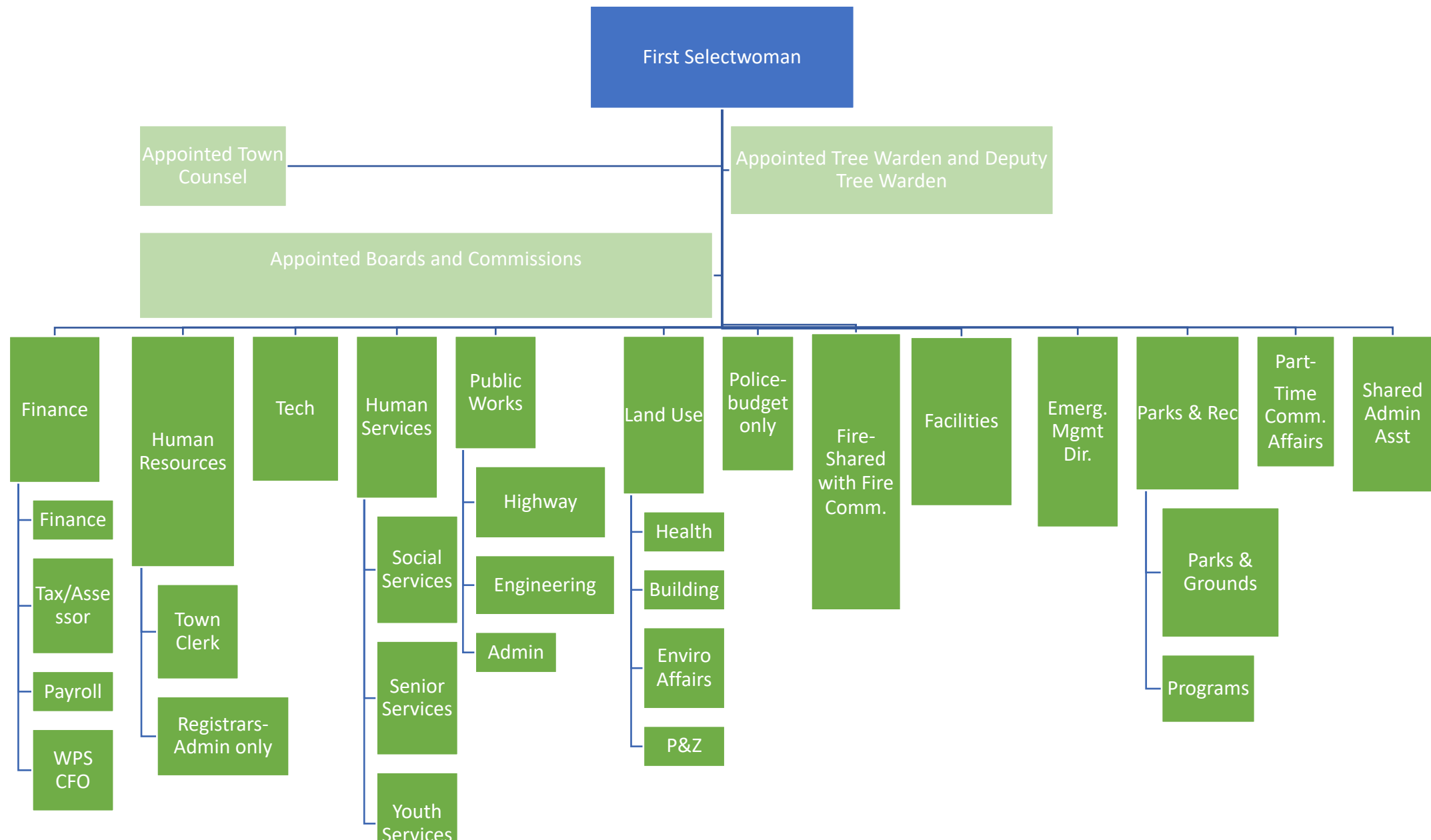
- **BOS Members Interview Candidate(s)**

- *Possible addition of Town Counsel or firm member*

- **Estimated Timeline**

- *A month to select a successful candidate, make offer, accepted offer and required background checks and physical*
- *Approximately 4 weeks notice to employer*

# Reference Materials



**First Selectwoman Org Chart-2/1/22**

## First Selectperson's Duties and Responsibilities

### § C-19-General powers.

- **A.** The First Selectman shall have the powers, duties and responsibilities **conferred** upon the office of First Selectman by this Charter and, except to the extent otherwise provided by this **Charter**, all powers, duties and responsibilities conferred upon that office by other **law** and all **powers necessary** or incidental to the **discharge of the duties and responsibilities** of that office.
- **B.** The First Selectman shall, when present, **preside over** all meetings of the **Board of Selectmen**, shall be a **full voting** and participating **member** of the Board of Selectmen and shall have the power to vote to **break a tie vote** of the Board of Selectmen.
- **C.** Except as provided by ordinance or other law, the First Selectman shall be an **ex officio member of all Boards and Committees of the Town**, and of all **organizations to which the Town provides financial support** unless otherwise provided by the Town Meeting, but **without the power to vote**. The First Selectman may appoint, in writing, one or more electors of the Town to be the First Selectman's representative on any such Board, Committee and organization. The First Selectman shall be given reasonable advance notice of all meetings of all such Boards, Committees and organizations.
- **D.** Except as otherwise provided by ordinance or other law, the First Selectman or a person designated by the First Selectman may **hire, fix the compensation of and discharge any employee of the Town, unless such employee is a department head of the Town or an Official**. Such **department heads and Officials shall be hired, compensated and discharged with the approval of the Board of Selectmen**. These powers **shall not extend to employees of the Board of Education** or to Officials who are members of such Board

## First Selectperson's Duties and Responsibilities

### § C-20-General duties and responsibilities.

- **A.** The First Selectman shall be responsible for **coordinating the activities and future planning of the offices, Boards and Committees of the Town.**
- **B.** The First Selectman shall see that all laws, ordinances, resolutions and policies governing the Town are faithfully **executed.**
- **C.** The First Selectman shall have prepared **financial and other reports** for such periods as may be required by the Board of Selectmen.
- **D.** The First Selectman shall conduct a **continuous review**, under the **general policy direction of the Board of Selectmen**, of the **financial needs and budget requirements** of the Town. The First Selectman may request and shall be entitled to receive at any time a statement of the current and projected financial position and needs of any office or Board of the Town.
- **E.** On or prior to a date determined by the First Selectman, each officer, Board and Committee of the Town (except the Board of Education), and each agency to which the Town gives financial support, shall provide to the First Selectmen a statement of the estimated expenditures and desired appropriation for the ensuing fiscal year for each department or agency and shall **prepare and submit a proposed budget** to the Board of Selectmen.
- **F.** The First Selectman shall exercise such **other powers and perform such other duties** as may be required of the First Selectman by ordinance or **resolution of the Board of Selectmen or of the Town Meeting** not inconsistent with this Charter.