

**TOWN OF BERLIN  
CONNECTICUT  
Established 1785**



**Invites Candidates  
To apply for the**

**TOWN MANAGER POSITION  
2024**

*Lower Hart Pond*



*Timberlin Golf Course - Image Source: Timberlin Golf Course*



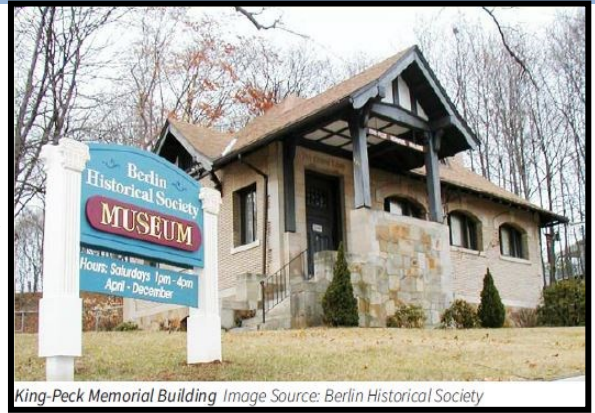
*Matson Farm - Image Source: Matson Farm*



*Sage Pond*

## TOWN HISTORY –COMMUNITY PROFILE

Berlin, Connecticut, the home of “The Yankee Peddler” is located at the geographic center of the state. In 1659, Sergeant Richard Beckley purchased 300 acres, he was the first settler in what was to become Berlin. Other families slowly followed, and in 1686 Captain Richard Seymour lead a group of families from Farmington to settle in the area. By 1705, the first ecclesiastical society was recognized, the First meetinghouse and cemetery were established a few years later, and the first schoolhouse built in 1717. In 1722 parts of the towns of Farmington, Wethersfield and Middletown were added to increase the land area, and the name changed to Kensington. 1785 brought incorporation of the towns which was then named Berlin (New Britain remained a part of Berlin until 1850).



Wares (such as the colonies first tinware's) in baskets were pedaled from house to house, and as surplus accumulated, wares were transported by mule and wagon, all over America and Canada. This was the birth of “The Yankee Peddler” a form of commerce. During the years from 1700-1750, farms, mills, ironworks and blacksmiths sprung up. In addition to tinware, ammunition was made from the local lead mines during the Revolutionary War. East Berlin Milling Co. produced cotton and woolen yarn which was spun into clothing and blankets. Simeon North, manufacturer of pistols, became the firms official pistol maker for the United States Government when he developed a system of interchangeable parts for pistols.

Berlin was on the direct route from New Haven to Hartford, with taverns and inns, serving as regular stage-coach stops for fresh horses, meals and sleeping accommodations. Two meetinghouses had been built, one in Kensington Parish, is still in use today as the Kensington Congregational Church. The Worthington Meetinghouse was in continuous use as a church, town hall, school and town offices until 1974. Berlin was proud to have one of the 75 official post offices designated by Benjamin Franklin.

**1800's to Today** The Berlin Railroad Depot opened as a way station on the New York, New Haven and Hartford line. The railroad still operates in town and now also goes to Springfield. The area has had considerable Transportation Oriented Development (TOD) in recent years. In 1886, the State Legislature granted a charter for the Harvest Festival, which grew into the Berlin Fair, held annually in the month of September, bringing people from all over the State.

**Today** the Town is still known for its farming community even though the 20 working farms have been reduced to 2 and a number of farm stands. There are jobs in Berlin now for construction, manufacturing, heavy equipment, automotive, trades, utilities, communications and more. There are also some downtown areas that are walkable and include a number of new small businesses and restaurants that bring visitors and townspeople. Its central location in the State (Routes 9, 84 & 91) allows access to destinations such as Boston or New York within an hour and a half. The Town is a convenient location for commuting to jobs, and resources for quality-of-life services are in Berlin or within 30 minutes, as needed. The Town is also known for its open space and trails.

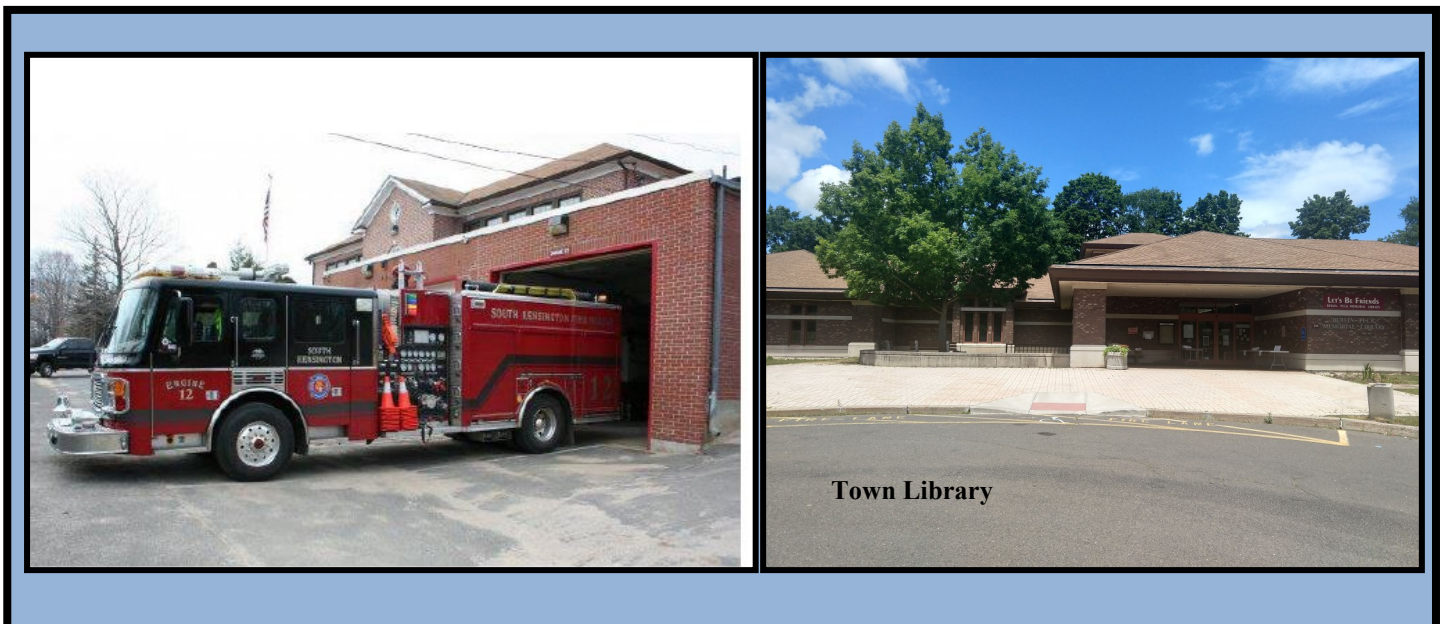
### BERLIN FACTS & FIGURES –CERC 2024

- ◇ Population—20,149
- ◇ Land Area—26 sq. miles
- ◇ Number of Households—8,221
- ◇ Median Age—48
- ◇ Median Household Income—\$106,272
- ◇ Median Home Value—\$341,600
- ◇ Poverty Rate—5% vs State = 10%
- ◇ New Business Registrations 2023—240
- ◇ Public School Student Pop.—2,721
- ◇ Education Level—26%/BA & 19%/MS
- ◇ Number of Town Employees—180FT
- ◇ Bond Rating—AAA
- ◇ Eversource Utility—Largest Employer
- ◇ Top Industry Jobs—1,895 Manufacturing; 1,779 Health Care/Social Assistance; 1,250 Mgmt. of Companies & Enterprises; 832 Retail; 739 Accommodations & Food Service



## **Government Services**—Refer to the next page for an Organizational Chart

- Water & Sewer Districts—One owned by the Town and 2 established by the State Legislature. However, many residents have wells and septic for water & sewer. There is a current study of all 3 water and sewer districts.
- Town participates in the Capitol Regional Council of Governments (includes transportation planning/funding and municipal purchasing council).
- Berlin has a contracted grant writer to assist the various departments.
- The Central Connecticut Health District is a regional agency that serves as the local health department for Berlin, Newington, Wethersfield, and Rocky Hill.
- The Town is served by a Volunteer Fire Department with 4 separate fire houses. One is owned by the Town and 3 others are 503c non-profits. All land, equipment and vehicles are purchased and owned by the Town. The Town contracts for paramedic services.
- The Police Chief and all police employees are hired by the 5 person Police Commission. However, the Police Chief's contract and budget must be approved by the Town Council.



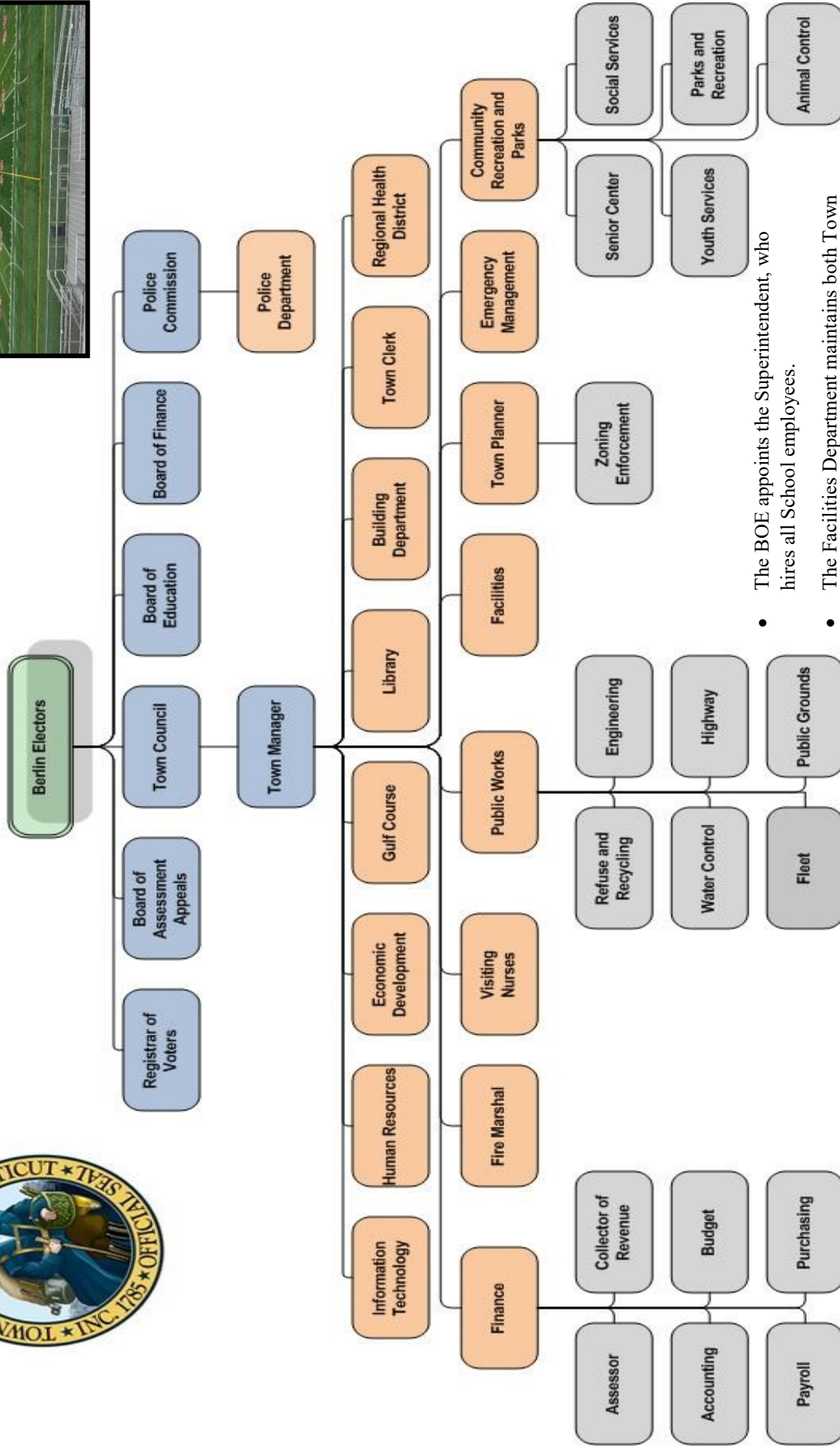
## **Form of Government**

The Town of Berlin has a Council-Manager form of Government which was established in 1995. There are 6 Council members, all elected at large for two years with a minimum of 3 members of the Democratic and Republican party. The Mayor is elected separately for a two-year term at the same time as the Council and has only one vote. This means the full Council, including the Mayor will be 4/3 majority party.

The next election for Council and Mayor is in November 2025. The Town Manager is appointed or removed with a majority of the Council votes. The Council serves as the legislative body which approves the budget, determines the tax rate, sets community goals, and approves Town Ordinances. The Town Manager serves as the Chief Administrative Officer for the Town and supervises the Town Department Heads and employees. The Town Clerk serves as the Clerk to the Council in addition to handling statutory responsibilities.

# Town of Berlin, Connecticut

## Organizational Chart



- The BOE appoints the Superintendent, who hires all School employees.
- The Facilities Department maintains both Town and School Facilities.
- Engineering supports Wetlands Com; Planning supports PL&Z Com. ZBA, Conservation Com



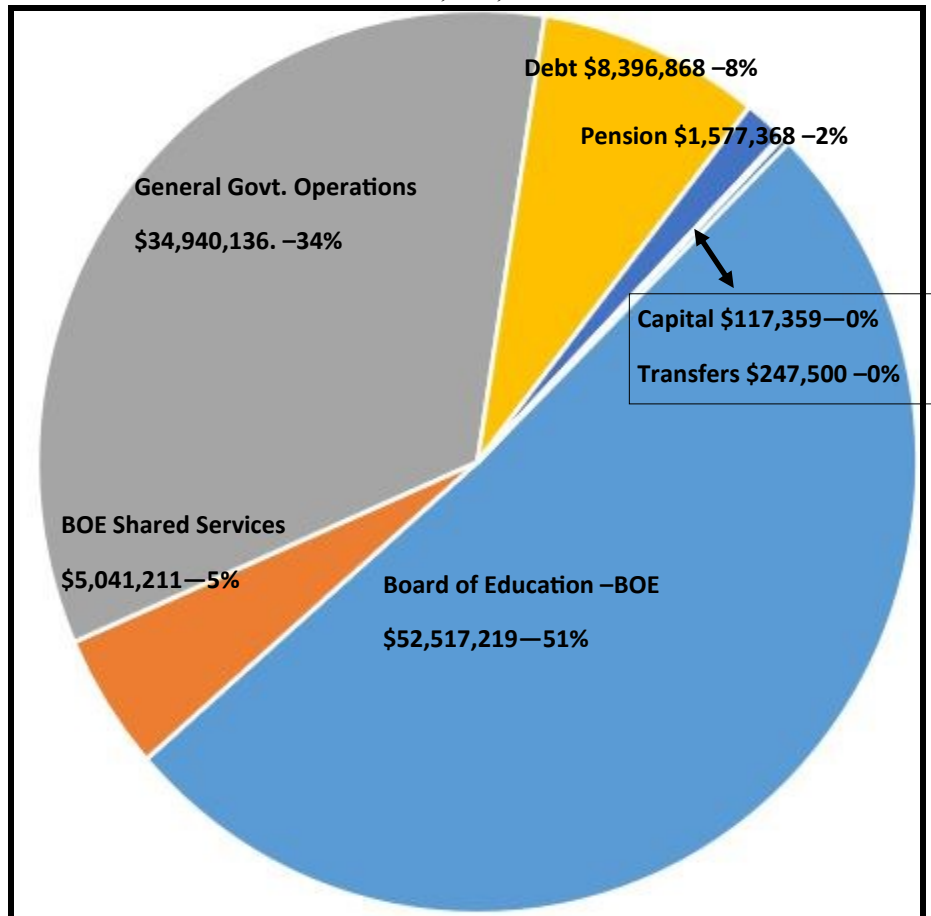


### Budget Process

The Town Manager and Finance Director review and edit all Town Department budgets. The BOE & Superintendent provide their budget. The Town Manager and Finance Director put a proposed budget together to present to the Board of Finance (BOF). After a number of public hearings in front of the BOF, they prepare a recommended budget for the Town Council. After the Town Council approves the Budget, then a Public Hearing with presentations is held for the Citizens. Then the Budget goes to the Citizens for referendum. The questions are separated so citizens can vote for the Town Budget vs BOE Budget. If residents vote no on either question, then they are asked if it is too low or too high. If the Budget fails two times, then the Council & BOF determine the final budget.

### FISCAL YEAR 2024-2025 BUDGET FOR TOWN OF BERLIN

**\$107,837,661**





## Town Manager Responsibilities

- Supervision, Direction and Administration all departments, agencies and offices except the Department of Education and the Police Department
- Ensures that all laws and ordinances governing the Town are executed
- Prepares an annual Town report
- Prepare and submit annual budget to the Board of Finance
- Keeps Council advised of the financial condition of the Town
- Prepares and makes presentations for the Town Council Meetings
- Recommends solutions to various programs and issues that face the Town
- Assure the smooth daily operation of town business and the health, safety and well-being of the Town and its residents, as well as during an emergency or disaster
- Appoints and removes all municipal employees in accordance with personnel and union contracts
- Shall execute and oversee all the purchases for municipal operations with the assistance of the Purchasing Agent, following best practices
- Works with six union contracts (Blue Collar, White Collar, Police, Mid-Management, Dispatcher & Nurses
- Prepares Council Agendas with the Mayor and Town Clerk
- Collaborates with the Economic Development Director to promote new businesses in Berlin



## CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ A leader who is knowledgeable, personable, and possesses a calm demeanor with excellent interpersonal and communications skills.
- ⇒ Proven experience of innovation and improvement of service delivery.
- ⇒ A team leader to work with an experienced and dedicated department heads and staff.
- ⇒ Collaborators with the Town Council to develop short-and long-term goals.
- ⇒ Experience with succession planning to replace seasoned staff, and the ability to promote recruitment of employees with diversity of experience and skills.
- ⇒ Ability to develop communication plans to inform staff, Council, and citizens about the Town's projects, meetings and budget referendums.
- ⇒ Demonstrated ability to create and maintain collaborative relationships with the Board of Education/Superintendent, Board of Finance, Town Council and other stakeholders
- ⇒ Ability to continue the promotion of great customer service in all departments by respecting the customers/citizens, explaining the regulations and finding ways to meet their needs if possible.
- ⇒ Provide support to employees by encouraging professional development, listening to their ideas to improve services and mentoring department heads.
- ⇒ Experience in evaluating organizational structures and encouraging operational teamwork.
- ⇒ Management skills by walking around and interacting with all staff.
- ⇒ Ability to be an effective listener with an open-door policy
- ⇒ Broad knowledge of municipal operations sufficient to guide departments and provide stable services and infrastructure improvements.
- ⇒ Solid background in budgeting and finances.
- ⇒ Experience with human resources, and labor relations and working with unions.



## QUALIFICATIONS

- Bachelor's Degree required with 5-10 years management experience, with preference for municipal/government experience but not required if candidate has good operational/financial skills. MPA/MBA and ICMA/CM credential a plus, and CT CCMO certification a plus.
- Knowledge, skills and abilities should include: good communications skills, supervisory skills, labor relations knowledge, human resources experience, economic development experience, public/customer relations, ability to find, secure, and implement grants, excellent project management skills, budgeting experience and finance acumen to maintain a reasonable mill rate.



## Opportunities & Challenges

- ⇒ The Budget Process is a challenge to balance the tax rate while responding to the requests from the citizens and departments to meet the expenses and added requests for services.
- ⇒ The Town has been working to reduce their debt after a large high school project, a number of other infrastructure projects and the purchase of Fire Trucks.
- ⇒ The budget pie chart shows minimal allocated funds for Capital Improvement projects (CIP), but numerous CIP projects have been funded by annual surpluses without increasing taxes.
- ⇒ The Town has a contracted grants writer that has helped to increase funds for special projects each year.
- ⇒ The Town has worked hard to increase the number of affordable housing units to meet the State requirement of 10% affordable housing to receive State grants.
- ⇒ There have been discussions for a few years about building a Senior Center/Community Center. Current discussions have started again to find solutions to meet the needs of the Seniors and Community within a reasonable budget. The indoor pool is part of the discussion as there is only one outdoor pool in operation with discussions of a splash pad at one of the closed pools.
- ⇒ There is a continuing need to update technology for improved services and to maintain security systems.
- ⇒ Current infrastructure projects include improvements to the Police Station, replacement of HVAC units on school buildings, and the usual roofs and roads.
- ⇒ The Town is committed to maintaining a balance of farms, trails and open space vs business, economic development as well as great neighborhoods.
- ⇒ Review other regional efforts to improve services, similar to the Regional Health District and the sharing of services, as the Facilities department serves the Town and BOE
- ⇒ The Town has started a new senior housing project after a long delay, which will need the Town Manager's supervision.
- ⇒ The Town wants to maintain their Triple AAA bond rating.
- ⇒ Similar to all Towns, there is a need to retain and attract great talent both for the Town and Schools.
- ⇒ Continue the welcoming service for development by the various land use offices.



## Economic Development

Since September 2020, there have been 105 ribbon cuttings/ground breakings with 95 of them being Connecticut or Berlin-owned. These and other locally owned firms have not just survived, but thrived during COVID due to the fact that 75 to 80% of the daytime population never stopped coming to work including those in manufacturing (Assa Abloy), communications (Comcast), energy (Eversource), transportation, construction and the trades. The demographics are phenomenal with a good portion of families (85% or so) owning their own homes which gives our residents stability and often they make the choice to eat local, spend local and support local. It makes Berlin a location that businesses like to locate as well as set up 2<sup>nd</sup>, 3<sup>rd</sup>, or even their 1000<sup>th</sup> location. A welcoming Town has promoted increased economic development.

Presently, there are 3 mixed-use projects in different degrees of construction with one by the Berlin Train Station (Transit Oriented Development-TOD) and two on the Berlin Turnpike. Estimated investment in all 3 is between \$70 and \$90 million.



## Why Berlin, CT

- ⇒ Close knit community with strong connections and neighborhood support.
- ⇒ Ample amount of open space, which is supported by the Berlin Land Trust.
- ⇒ Dedicated support of Veterans, including the only Gold Star Memorial in CT.
- ⇒ Citizens appreciate the remaining farms and open land, as well as developing downtown areas that are walkable and include new small businesses and restaurants.
- ⇒ There are many different neighborhoods, crime rate low compared to neighboring towns. The tax rate is the lowest in the Capital Region based on a study last year.
- ⇒ Balanced community; a good mix of starter homes to high end homes and now multifamily-housing options.
- ⇒ Considerable number of volunteers on all the Boards and Commissions.
- ⇒ Town has their own golf course, a historic district, and a great Library.
- ⇒ Small town vibe but still growing and trying to be more.
- ⇒ People come to the Town for the good schools – test scores are increasing.
- ⇒ Wonderful place to raise a family; great walking and biking trails.
- ⇒ Close to Hartford, New Haven, and New Britain for cultural opportunities.
- ⇒ The train goes to Hartford, Springfield and to New Haven with connections to Metro North to NY or Amtrak to Boston.



## Compensation and Application Process

The Town of Berlin offers a competitive salary commensurate with qualifications and experience. The Town provides a generous benefits package which includes health, dental, life insurance and paid vacation and sick leave. Additionally, the Town provides a defined contributions retirement plan and car allowance. Relocation assistance is negotiable. Residency is per Charter but the length of time to move into town is negotiable. Please contact the Consultant about more details on position, copies of Charter, budget, Plan of Development, financial audit, salary and negotiable length of time to move.

*Berlin is an AA/EOE Employer*

Website: <https://www.berlinct.gov/>

If you are interested in this exciting opportunity, or need additional details, please contact Ms. Frank at the address listed. To apply now please submit your cover letter and resume to Ms. Frank. Position will remain open until filled; first screening date is September 16, 2024. Top candidates will be asked to complete a questionnaire, so early resumes will be reviewed quickly.

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