



TOWN OF ELLINGTON

Ad Hoc Government Study Committee

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April 8, 2021

Town of Ellington
Board of Selectmen Members
55 Main Street
Ellington, CT 06029

Dear Board of Selectmen Members,

The Ad Hoc Government Study Committee [The Committee] would like to thank you for the opportunity to present our report.

The Committee held its first meeting on June 16, 2020. Over the course of the study, the following local town officials were invited to share, present and discuss their experiences in office:

- Michael Purcaro, Town Administrator - Vernon
- John Elsesser, Town Manager - Coventry
- Michael Rosen, Town Manager - Tolland
- Joshua Kelly, Town Administrator - Bolton

The Committee found each of the presentations interesting, insightful, educational and helpful in determining what would best work in Ellington.

The Committee agrees that it is time to add a Town Administrator to the Town's existing highly capable management team, while continuing the current form of government. The First Selectman, elected by the people of Ellington, would remain the person in authority, as a part-time position. The Town Administrator would hold a bachelor's degree in public administration or an equivalent and would assume responsibility for the efficient administration of the Town, under the supervision of the First Selectman and the Board of Selectmen, which would continue to retain statutory authority.

Ellington has grown and the duties, complexities, and responsibilities of running the Town, including abiding by all local, state and federal requirements, have increased tremendously. The First Selectman, as well as the Selectmen, are called upon often to make many very important decisions as they manage the affairs of the Town.

A Town Administrator would, first and foremost, add consistency and stability to the Town. The entire Board of Selectmen can potentially change every two years, with each municipal election. It takes a new First Selectman time to get acclimated to the duties and responsibilities of the office, and by the time the individual is settled into the position, they may already be up for re-election. Having a position in place that is not subject to the election process provides the Town, its management team and the staff members with a consistency that cannot be offered through the ever-changing elected official process.

A Town Administrator would be responsible for providing administrative direction and acting as a resource to all department heads, overseeing the daily operations and services of the Town and ensuring that processes and procedures run efficiently and effectively.

The Committee also believes that it would be beneficial to hire a Town Administrator with experience in specific areas such as grant research and preparation, risk management, public communication, Human Resources management including recruitment and labor relations, as well as understanding other general municipality functions.

This position would also allow for the Town to maintain its excellent history of short-term and long-range strategic planning of Town services and development. Additionally, this individual would participate in and work alongside the Finance Officer/Treasurer with the preparation of the general budget, Capital Improvements budgets and debt services budget.

The Committee would like to highly recommend to the Board of Selectmen their consideration of hiring a full-time Town Administrator as well as the transition of the First Selectman to a part-time elected position.

Respectfully,

A handwritten signature in cursive script, appearing to read "James Prichard". The signature is written in black ink and is positioned above the printed name.

James Prichard, Chairman
The Ad Hoc Government Study Committee