



**TOWN OF KILLINGLY  
CONNECTICUT**  
Invites Candidates  
To apply for the  
**TOWN MANAGER POSITION**  
**2025**





# Town of Killingly CONNECTICUT

## Community Profile

Killingly was settled in 1700 and incorporated in 1708. It is the forty-second town established in Connecticut. In 1653, the second John Winthrop obtained a grant of a large tract of land formerly held by the Quinebaug Indian tribe and known as the Quinebaug (Long Pond) Country. In May 1708, the General Assembly granted the privileges of a town and defined its boundaries. The selection of a name for the town was referred to Governor Saltonstall, whose ancestral home in Yorkshire England was known as Killingly.

Killingly, a community located in the Northeast corner of Connecticut, had its beginning around several mill villages which continue to be active as community centers. Many still support their own volunteer fire companies and post offices. Killingly is comprised of the villages of Attawaugan, Ballouville, Dayville, East Killingly, Rogers, South Killingly and the Borough of Danielson.

## Approved FY 24-25 Budget

General Government—\$23,918,246	CIP—\$6,288,625
Education/Schools —\$47,383,839	Debt Service is
Total Combined —\$71,302,085	7% of Budget



## KILLINGLY FACTS & FIGURES – CERC 2025

- ◇ Population – 17,785
- ◇ Land Area – 48 sq miles (7 zip codes)
- ◇ Population Density – 368 compared to State density of 743
- ◇ # of Households – 7202
- ◇ Median Age – 39
- ◇ Median Household income \$81,881
- ◇ Median Home Value \$266,100
- ◇ Median Rent—\$1072/month
- ◇ School Population—2400 estimate
- ◇ Poverty Rate – 15%
- ◇ Top Industries –
  - ◇ 1632 in manufacturing
  - ◇ 1008 in Retail
  - ◇ 752 Health Care & Social Serv.
  - ◇ 567 Accommodation & Food Serv.
  - ◇ 429 Wholesale Trade
- ◇ New business registration in 2024 = 129
- ◇ Key employers –
  - ◇ Frito Lay,
  - ◇ Staples Distribution,
  - ◇ Putnam Plastics,
  - ◇ United Natural Foods Inc.
  - ◇ Spirol International Corp
- ◇ Town Bond Ratings
  - ◇ S&P—AA+
  - ◇ Moody's –Aa3
- ◇ # of FT Town Employees—approx. 200
- ◇ # of FT School Employees—approx. 500

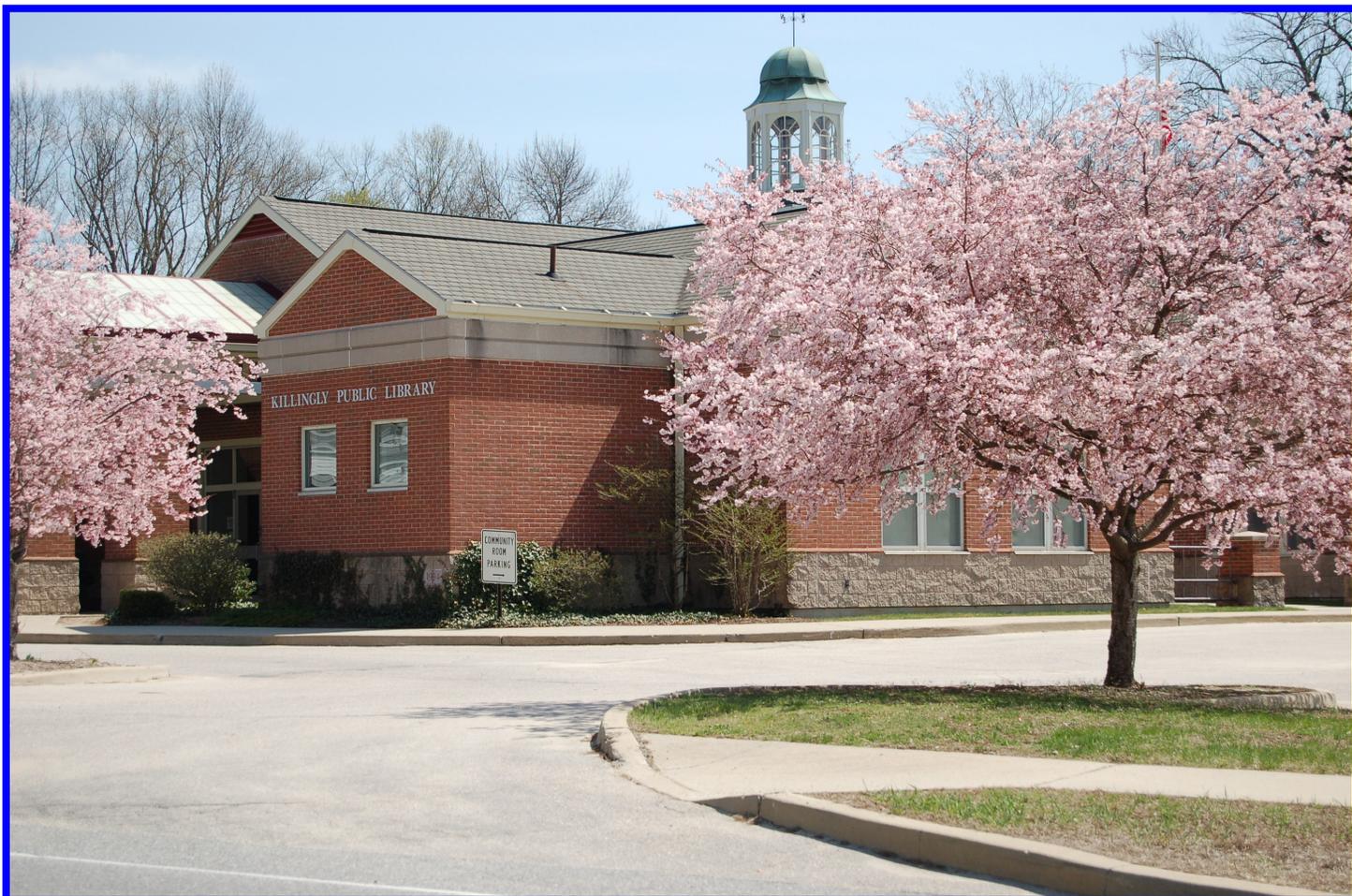
## **Form of Government**

The Town of Killingly has a Council-Manager/Town Meeting Form of Government which was most recently updated in revised 2019 Charter. Killingly has had a Town Manager for over 35 years. The Town Council has 9 members of which five (5) are district representatives and four (4) are at-large representatives. The Council Chair and Vice Chair are elected by the Council members.

Commencing with the municipal election year 2021, all Town Council seats transitioned to staggered four-year terms. The next election for Council is in November 2025, at which time there will be 4 positions up for election. Two council members have indicated they will not be running.

The Town Manager is appointed by the Town Council and can be removed with 6 Council member votes. The Council serves as the legislative body which approves the budget, determines the tax rate, sets community goals, and approves Town Ordinances. The Council has 4 subcommittees—Personnel, Ordinances, Finance and Solid Waste.

The Town Manager serves as the Chief Administrative Officer for the Town and supervises the Department Heads and employees. The Town Manager appoints department heads with the advice and consent of the Town Council. The Manager enforces all laws and ordinances governing the Town and prepares periodic reports for the Council. The Town Manager, Council Chair and Vice Chair develop the Council meeting agendas. The Council usually has one special meeting and one regular meeting per month.





## **SUMMARY ABOUT TOWN DEPARTMENTS (see organizational chart)**

Town Manager's Office handles human resources, communications (website & social media), risk management, purchasing, grants, budget, management of all departments & support/advice to Town Council. The Town Manager serves as the Police Chief and Public Works Director and oversees the Finance type offices.

Finance includes the Finance Director/Treasurer who oversees the accounting, bonding, budget, financial reports, purchasing, investments, etc. Also, the Assessor and Revenue Collector support the finance functions. The Assessor is in charge of the grand list of real estate, personal property and motor vehicles. The Revenue Collector collects real estate taxes quarterly and motor vehicle and personal property taxes are collected bi-annually. Revenues for the Water Pollution Control Plant (WPCP) are also collected (sewer assessment; flat sewer usage; meter sewer) The Revenue Collector also assists in collection of some Fire District Taxes.

Public Safety includes Police, Fire, Ambulance, Paramedic and Regional Dispatch. The Police services are provided by a contract with a CT Resident Trooper, Constabulary (8 current constables certified as CT Police officers) and a Public Safety Administrator who is a past Police Chief. Fire services are provided by 6 separate Fire Houses & Fire Chiefs which are funded through the Fire District Taxes that are separate from the Town Budget. The Town participates in a regional dispatch center for police, fire, ambulance, and paramedics.

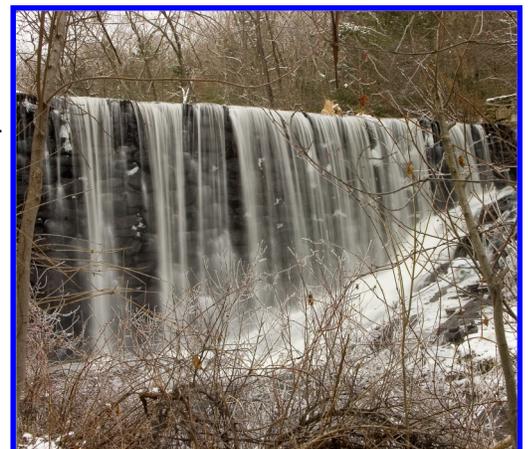
### **Budget Process**

The Town Manager and Finance Director review and edit all the Town Department requests. The Town Manager and Finance Director put a proposed budget together to present to the Town Council at a public meeting. The Board of Education (BOE) & Superintendent provide their budget directly to the Town Council at a public meeting after BOE review and approval. After several meetings in front of the Town Council, a proposed budget is presented to the Citizens at a Town Meeting. The Town Meeting is managed by a Moderator. Once changes are made, 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 is not approved, then the Town Council adjusts it, and it goes to the citizens again in another referendum.

The ambulance service is a private contract, and the paramedic intercept is provided through the Northeast CT Council of Governments (NECCOG)

Public Works include Engineering, Highways and WPCP. The Director of Engineering oversees engineering services to all departments & WPCP; operation of the Transfer station; development of construction plans/bids for capital projects and roads/drainage; inspection of capital projects; and review of development applications for Planning & Wetlands. The Director of Highways is responsible for repair, maintenance, and construction of 130 miles of road; 2,000 drainage structures; maintains forty (40) working vehicles and twelve (12) police vehicles; roadside mowing; painting crosswalks; fall leaf pickup; road sweeping; snow and ice control, etc. The Superintendent of Wastewater Plant oversees an 8MGD Plant and substations with Asst. Supt, 4 Operators certified at level 1, 2, 3, &4 plus a lab analyst.

Parks & Recreation maintains five parks that include walking trails, a dog park, splash pad, many ball fields, summer camp programs, river walks, playground equipment, track and picnic areas. The Department plans many community-wide events including fireworks. They serve children, teens, adults, and seniors. They have a community theatre program, municipal agent for the elderly and welcome citizens as well as those from RI and MA



## **SUMMARY ABOUT TOWN DEPARTMENTS (Continued)**

Development includes the Planning & Development Department, Building Official, Economic Development, Community Development, Regional Health District and Fire Marshal. The Planning & Development staff support the following boards and commissions: PZC-Planning & Zoning Com; IWWC – Inland Wetlands & Water Courses Commission which includes the Aquifer Protection Agency; ZBA- Zoning Board of Appeals; Conservation Com; Agriculture Commission; Community Garden; Open Space Committee, and East Coast Greenway for Trails. Community Development supports CDBG and Housing Rehab grants, serves as liaison to the Permanent Building Commission for capital improvement projects and Housing Authority. Economic Development works with EDC-Economic Development Commission; Eastern Connecticut Enterprise Corridor, Northeast Connecticut Chamber of Commerce, Eastern Regional Tourism District, The Last Green Valley, and the Killingly Business Association to promote new businesses. The Building Official and Fire Marshal enforce the building and fire codes and accept permit fees.

The Library serves approximately 86,288 patrons; 16,388 program attendees; 1,168 summer reading participants and had 77,618 borrowed items circulated; implements 574 programs offered to residents and nearby communities. The Library offers 24-hour access to wireless networks free of charge and many databases to residents, some of whom do not have access to wi-fi.

Town Clerk's Office manages all land records, public records of the Town, birth, death, & marriage certificates, dog licenses, fishing & hunting licenses, etc. Manages the election process with Registrar of Voters. The Town Clerk is appointed by the Town Council with no specific limit on the years served but reports to the Town Manager.



### **Town Manager Responsibilities**

- ⇒ Supervision, direction and administration of all departments, agencies and offices except the Department of Education and Town Attorney.
- ⇒ Ensure that all laws and ordinances governing the Town are faithfully executed.
- ⇒ Prepares an annual Town report and periodic reports.
- ⇒ Prepare and submit the annual budget to the Town Council
- ⇒ Recommend to the Council such measures as he or she may deem necessary, or expedient and recommends solutions to various programs and issues that face the Town.
- ⇒ The Manager may, with the approval of the Council, enter into contracts or agreements.
- ⇒ Prepares and makes presentations for the Town Council Meetings and keeps the Council advised of the financial condition of 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. Works with 3 union contracts (PW, Town Hall & Professional)
- ⇒ The Town Manager works with various regional and state agencies to perform the management of the Town. Agencies include CT Conference of Municipalities (CCM), Council of Small Towns (COST), CT Interlocal Risk Management Agency (CIRMA) Regional Health District, Regional Dispatch Center, Northeast CT Council of Governments-which provides animal control, transit, paramedic intercept & revaluation services. They also work with State of Connecticut Departments and State Legislative Members.

## CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ A leader and manager who has excellent interpersonal and communication skills to explain details, options, regulations and laws to Town Council and Citizens.
- ⇒ Passionate about Town government, the Town of Killingly with a positive attitude that promotes programs, services, and departments
- ⇒ In depth knowledge and proven experience with municipal operations.
- ⇒ Responsive to employees, citizens, Town Council, Board and Commission, businesses, regional and state agencies.
- ⇒ Ability to engage the community and attend community events.
- ⇒ Innovative problem solver who thinks outside the box.
- ⇒ Continue the team collaboration with the Department Heads.
- ⇒ Strong personality who will make recommendations to the Town Council
- ⇒ Serves as a trusted advisor to the Town Council and assists its members to function well together for the good of the Town.
- ⇒ Fiscally conservative while pursuing grants and funding options to implement infrastructure improvements to move the Town forward.
- ⇒ Active in regional and state agencies to keep up-to-date on issues affecting the Town and sharing the information with stakeholders.
- ⇒ Skilled communicator using a variety of mediums such as website, social media, public relations outreach, radio, etc.

## Personal Characteristics

- \* Diplomatic
- \* Adaptability
- \* Collaborator
- \* Fair Decision Making
- \* Approachable & Accessible
- \* Good Listener
- \* Calm Demeanor
- \* Strategic Visionary
- \* Integrity & Honesty
- \* Transparency
- \* Team Builder
- \* Non-partisan & Apolitical
- \* Organized
- \* Relationship builder
- \* Motivator & Mentor
- \* Politically Astute



## QUALIFICATIONS

- Bachelor's Degree combined with 5-10 years government management experience preferred, but will consider other forms of management experience such as state, federal, military or private sector candidates with good operational/financial skills.. MPA/MBA and IC-MA/CM credentials are 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 capital project management skills, budgeting experience and finance acumen to maintain the low mill rate.

## Opportunities & Challenges

- ⇒ Opportunity for more youth engagement, more senior programming, expansion of theater programs, and new programs in 800 seat auditorium at the new Community Center.
- ⇒ Coordination of Killingly Business Association and Economic Development Director to add business taxpayers to keep mill rate low.
- ⇒ Elementary School renovations are almost complete. Possible need for Intermediate School renovation in the foreseeable future.
- ⇒ Increasing community engagement for new Community Events/Special Events to foster Town identity.
- ⇒ Promoting more retail and restaurants at the Killingly Crossing Shopping Center.
- ⇒ Continuing and improving the Town's efforts for infrastructure repair and maintenance of Town roads, bridges and buildings and find innovative new ways to fund these projects.
- ⇒ Opportunity to work with a newly formed Vision Committee.
- ⇒ Development of a new Town Website to keep citizens informed. Addressing misinformation on social media sites with honest communication and public information.
- ⇒ The Planning and Zoning Commission is working on updating their regulations for the Planned Residential Development under a Special Permit. Active/lively discussions have centered around required open space vs. chosen amenities, should this include affordable housing, variety of utilities options, multi-family, or residential living facilities. Public Hearing will be held in June/July.
- ⇒ The Town Water Pollution Control Authority (WPCA) has issued a moratorium on new sewer hook-ups since they are near capacity. Exceptions to the moratorium are made on a case-by-case basis. The WPCA has awarded a \$2 million contract for design work and cost estimates for an addition/upgrade. The plant was originally built in 1974 before many of the existing regulations. The Plant serves part of the Town of Brooklyn, and a Frito-Lay food processing facility. Negotiations are ongoing with Frito Lay.
- ⇒ Envisioned future projects include a battery storage facility, brownfield clean up area of old mills, and apartment type redevelopment of the abandoned mills. All involve environmental concerns.
- ⇒ Work with an active and engaged Town Council to promote what is best for the whole Town.
- ⇒ Even though located in the quiet corner of CT, Killingly faces complicated issues such as: growth vs non-growth; concerns about public safety and drug abuse; concerns about the need for senior housing, housing for Killingly business and industry workers, affordable housing, and dealing with the unhoused (homeless).



## **Killingly, CT has a Lot to Offer**

- ◆ It is called the quiet corner and the last green valley with beautiful scenery.
- ◆ Lots of open space, trails and parks with lots of community events including fireworks.
- ◆ It has a small town feel with a large rural area combined with urban amenities such as downtown areas, shopping areas, and restaurants that attract people from local towns and from Rhode Island and Massachusetts.
- ◆ Easy access to Boston, Providence, Hartford and the CT/RI shoreline & beaches in less than 1 hour. With a 2 hour drive you can get to NY, and the mountains in Vermont and New Hampshire.
- ◆ Great place to raise a family and strong support for community veterans. Many multigenerational families. Excellent Library services and Parks and Recreation. Soon to have a new community center that will house an 800-seat theater to support many programs.
- ◆ Small town vibe with community support for each other. Strong non-profit agencies.
- ◆ Positive economic development has been happening in downtown Danielson Borough by filling vacant buildings. Killingly also has an industrial park.
- ◆ Schools include pre-k, 2 elementary schools (grade k-4), 1 Intermediate School (grade 5-8) and 1 high school with an agricultural program for the region. Also, the State Technical High School and Quinebaug Community College are located in Killingly.



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## **Compensation and Application Process**

The Town of Killingly 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 457 & 401a retirement plan from ICMA/RC– Mission Square and car allowance. Relocation assistance is negotiable. Per the Charter the Town Manager must live within a 25-mile radius, 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.

*Killingly is an AA/EOE Employer*

*Website: <https://www.killinglyct.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. The position will remain open until it is filled; first screening date is May 27, 2025. Top candidates will be asked to complete a questionnaire, so early resumes will be reviewed quickly.

Ms. Randi Frank  
Randi Frank Consulting, LLC  
7700 Hoover Way  
Louisville, KY 40219  
203-213-3722  
[randi@randifrank.com](mailto:randi@randifrank.com)  
[www.randifrank.com](http://www.randifrank.com)