

**PUBLIC FORUM – NEW TOWN MANAGER
TUESDAY, JANUARY 19, 2012
HIGH SCHOOL AUDITORIUM**

What professional, technical skills and experience should the Town Manager possess?

- Team building skills
- Small town management experience/ preferably in New England (familiarity with the scale of problems & solutions in these types of communities)
- Experience in economic development and generating municipal revenue
- Be current on issues and technology trends
- Versed in smart growth and development principles and practices
- Masters in Business Administration, Public Administration or closely related field
- 10 years municipal management experience
- Demonstrated ability to identify problems and achieve desired outcomes
- Experience with regionalization, in particular in joint or cooperative service delivery
- Operating/building public water systems
- Experience with and commitment to stay on top of state government issues
- Budgeting
- Knowledge of Connecticut law
- Well versed in East Hampton's policies and town charter
- Willingness and ability to network with personnel
- Maintain continuing education and training in law and public management
- Personnel & organizational management skills
- Ability to recognize what departments need to run effectively (as evidenced by having conducted a personnel audit)

What are the personal qualities and character traits desired in the Town Manager?

- Able to motivate employees
- A team leader
- Honesty
- Flexibility
- Transparency
- Have the confidence to say what they believe is in the town's best interest
- Decisiveness
- An excellent communicator – able to articulate issues, decisions and alternatives to residents
- Approachable to staff and residents
- Ability to take into account multiple agendas but reach a decision conclusion in the interest of the town
- Politically savvy
- More interested in town's needs over their own career
- Integrity
- Tenacity
- Common sense
- Good judgment
- Principled
- Fair
- Willing to be accountable for actions
- Take ownership of the policy or problem and commit to act to a resolution
- Be scandal free
- Be intelligent and well read
- Be a-political
- Have a sense of humor
- Be a visionary thinker
- Possess excellent written and oral communication skills including being a good listener
- Speak to everyone respectfully
- Be composed
- Be a fact/data based decision maker
- Respect and adhere to process and procedures and will follow chain of command
- Follow tasks through to completion
- Be willing to ask questions if they don't know the answer
- Open minded

What are the main issues the new Town Manager will need to resolve in the short term?

- Establish trust with the Town Council and residents
- Empower employees to do their jobs
- Review staffing levels ensure levels & skills meet the town needs – (not over or under staffed)
- Help to foster a positive attitude internally and a positive image of the town externally
- Charter revision
- Ordinance review
 - Do they need to be changed/cleaned up?
 - Noise ordinance
 - Zoning enforcement
- Directing & managing change and future growth of East Hampton
- Disaster and emergency management operations
- Improve employee morale
- Assess town needs over long term – develop a master plan to address those needs including Identifying and prioritizing needs and actions
- Create a capital facilities plan for existing and new community facilities needs (e.g. schools, police station, public safety facilities)
- Assess how to support economic development (in particular in the village center)
- Staffing – pursue opportunities
- Save Lake Pocotopaug (at risk from pollution, algae etc)