

TOWN MANAGER – LITTLETON, NEW HAMPSHIRE



INTRODUCTION

The position of Littleton Town Manager provides an inviting opportunity for a seasoned management professional with a demonstrated track record of community development and collaboration located in a traditional “Norman Rockwell-esqe” New England setting. Candidates will find active citizen engagement, a diverse and positive vibe, a community on the move and a supportive three-member Board of Selectmen.

This Profile is intended for use as a resource in the search for the Town of Littleton’s next Town Manager, both to provide prospective candidates with key information and to provide a framework for discussions between individuals involved in the search process and prospective candidates. Although it is expected that candidates with a sincere interest in the position will do their own research, this document provides valuable information and links for candidates considering their ‘fit’ with the Town of Littleton as a place to work and live.

Much information is provided herein but candidates are encouraged to learn more about the position by visiting [Municipal Resources'](#) website or the [Town's](#) website.

ABOUT THE TOWN

The Town of Littleton encompasses approximately 54 square miles in Grafton County. It is situated at the northern edge of the White Mountains and is bounded to the northwest by the Connecticut River.

The center of Littleton is accessible from three exits of Interstate 93 and a fourth exit serves the western end of town near the Vermont border. US Route 302 runs east–west through the town center as its Main Street.

Using I-93, Concord is 75 minutes away and Boston is just 2 ½ hours. To the northwest, Montreal is 2 ¾ hours and it is a 1-hour drive to the Amtrak station in White River Junction, Vt.

The [Littleton Opera House](#) stands tall and proud and anchors the community’s downtown at the intersection of Cottage/Main/Union streets offering a wide variety of music and performing arts. The town has additional arts, specialty retail shops, dining and cultural attractions in the bustling Main Street district.



HISTORY OF THE TOWN

Settled in 1770 on the banks of the Ammonoosuc River and in the shadow of the White Mountains, Littleton is the economic and recreational hub of the North Country. This quintessential New England town offers something for everyone – unique shops and historic buildings, an abundance of outdoor activities in all four seasons, many dining and beverage options and [Chutters](#) Candy Store, which holds the record for the world's longest candy counter.



Incorporated in 1784, Littleton soon became a commercial and cultural center for New Hampshire's North Country. Littleton developed first as a mill town, manufacturing a vast array of goods. When a dam was erected on the river in the 1790's, a sawmill and gristmill were built, and stores opened nearby. Other Littleton manufacturers were turning out such diverse products as potato whiskey, potash, scythes, flannels, watches, furniture, carriages, and sleighs. That was the beginning of Littleton's industry and distinctive Main Street.

Today, the lively downtown offers many local treasures. Culinary delights at [The Littleton Diner](#) or [The Beal House](#) are sure to please as will the taprooms of [Littleton Freehouse](#) or [Schilling Beer](#). You can sign up for a variety of art classes [The Littleton Studio School](#) or visit [Lahouts](#), America's oldest ski shop. The [Littleton Fine Craft Gallery](#) is sure to tempt you with original, practical and beautiful objects that help nourish the spirit – all handmade by League juried craftsmen.

Littleton was one of just three New Hampshire towns to make [Far and Wide's](#) list of the "Best U.S. Towns With Fewer Than 10,000 Residents" and [World Atlas](#) referenced Littleton as one of the seven most vibrant towns in New Hampshire.



The developmental forces, still alive and well in Littleton more than two centuries later, established an Industrial Park which is one of the best in the state and is occupied by businesses that are responsible for wages in excess of \$35 million and employ over 1,100 area residents. Today, with a population around 6,000, it continues to serve as the North Country's economic core, offering a bustling Main Street.



TOWN GOVERNANCE AND ORGANIZATION

The Town of Littleton has operated under a Board of Selectmen/Town Manager form of government since 1976. The Town Manager is appointed by a majority of the Board of Selectmen pursuant to NH RSA Chapter 37 to function as the Chief Executive and Administrative Officer of the Town, responsible for the proper administration of all the departments of town government. Three Selectmen comprise the Board and serve staggered three-year terms.

The Town Manager carries out policy decisions of the Board of Selectmen, and oversees all property, real and personal, owned by the Town. The Town Manager takes part in all discussions which come before the Board of Selectmen but acts in a nonvoting advisory capacity.

As Chief Executive for the Town, the Town Manager is the responsible supervisor for all department heads, and acts to appoint, suspend, remove, or discipline all municipal employees in the administrative service of the Town.

The Town has a workforce of approximately 90 employees, most of which are represented by four collective bargaining agreements. The current annual budget is approximately \$10 million.



The Town also operates Littleton Water and Light which is governed by a three-person Board of Commissioners whose members are appointed by the Littleton Selectmen. Commissioners support department management as well as establish policies and procedures to assure long-term consistent service to the rate paying public. The Littleton School District SAU 84, governed independently from the rest of Town government, is overseen by a five-member elected School Board and a Superintendent of Schools. More information about the District can be obtained at www.sau84.org



TOWN MANAGER ADVERTISEMENT

Littleton, NH (6,000 pop.), seeks an experienced leader and facilitator to serve as the next Town Manager. Located along the I-93 corridor in the beautiful White Mountains Region of NH along the Vermont border, Littleton is well known for four season adventurous outdoor recreation such as biking, hiking, boating, fishing and all manner of downhill sports. With the NH Lakes Region just 1 hour south, the Littleton area offers the right candidate an ideal life/work balance. Known for its bustling, quintessential New England downtown, Littleton enjoys a solid and balanced economic foundation as the regional center commerce that is host community to many businesses, shopping, medical care, education and professional service providers. Littleton boasts an Industrial Park that is home to 18 successful businesses that employ a workforce of more than 1,200 individuals. In addition to being named a "Top Ten Dream Town" by Outside Magazine, Littleton was also identified as having one of the Best Main Streets in America by both Travel & Leisure Magazine and Fodor's Travel Guide.

The Town Manager is appointed by the Board of Selectmen pursuant to NH RSA Chapter 37, oversees an operating budget of approximately \$10 million and approximately 90 employees represented by 4 collective bargaining agreements. This requires the Manager to be highly responsive, possess demonstrated managerial and interpersonal skills and the ability to lead and motivate a dynamic operating team in an active, engaged and highly educated community.

The ideal candidate will have an advanced degree and five to seven years of progressively responsible executive level municipal experience or equivalent combination of education and experience that demonstrates likely success in the position. Salary range to \$150k; starting salary commensurate with qualifications. Littleton is an equal opportunity employer.

For further information potential candidates are directed to the Municipal Resources, Inc. website at www.mrigov.com/career or to contact Municipal Resources, Inc. at 603-279-0352 ext. 330.

To apply submit a resume and cover letter, in confidence, as a PDF attachment to recruitment@mrigov.com by **Monday, May 6th, 2024, at 8 AM EDT.**

