

WATERFORD DEMOCRATIC TOWN COMMITTEE

10 Clark Place • Quaker Hill, CT • 06375

May 29, 2025

Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

RE: Utility Commission Appointment

Dear Mr. Moderator,

On behalf of the Waterford Democratic Town Committee, I offer this letter of support for **Joshua Steele Kelly** for appointment as a Member on the Waterford Utility Commission for the term that runs from 4/1/25 to 3/31/29. His contact information is as follows:

Joshua Steele Kelly
6 Marlin Drive
Waterford, CT 06385
joshuasteelkelly@gmail.com
860-912-7624

Josh has experience as not only a municipal Chief Executive Officer, but formerly as the Sewer Administrator for the Town of Bolton and as a member of the Bolton Lakes Regional Water Pollution Control Authority (BLRWPCA). In his time as Town Manager & CEO in Winchester/Winsted, CT, he supervised a municipally-owned water and sewer system serving the towns of Winchester and Barkhamsted. His knowledge in this area and experience with capital planning makes him a duly qualified asset for this commission. He has and continues to make valuable contributions that benefit the Waterford community. We strongly recommend that the Representative Town Meeting appoint Josh Kelly to the Waterford Utility Commission and are confident he will provide significant added value towards the Commission's crucial work.

Thank you for your consideration of this matter.

Sincerely,



Erin McBride
Chair, Waterford DTC

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WATERFORD, CT
2025 MAY 29 11:11
ATTEST: *Erin McBride*
TOWN CLERK

Joshua Steele Kelly

6 Marlin Drive, Waterford, CT 06385
860-912-7624 – joshuasteelkelly@gmail.com

Education & Certifications

Master of Public Administration (May 2019)

University of Connecticut, Storrs, CT 06269 GPA: 3.82
Graduate Assistant, Department of Public Policy
Public Administration Honors Society - Pi Alpha Alpha (2019)

Bachelor of Arts (May 2017)

Wheaton College, Norton, MA 02766 Cum Laude
Major: Political Science Minors: Sociology & Public Policy
Political Science Honors Society - Pi Sigma Alpha (2016)

Grad Certificate in Public Financial Management (May 2019)

University of Connecticut, Storrs, CT 06269

Certified Municipal Official (February 2019)

CT Conference of Municipalities, New Haven, CT 06510

Experience Highlights

Thames Valley Council for Community Action, Inc.

Chief Executive Officer ~ TVCCA (October 2023 – Present)

- Works daily to develop and implement policies, vision, and long-term goals that further TVCCA's mission to abolish poverty in southeastern Connecticut, including the implementation of the strategic plan and community action plan.
- Generally responsible for personnel management, with a total ~400 employees agency-wide, working with program directors and the Chief Human Resources Officer to hire, negotiate with, and discipline employees as applicable.
- Develops and compiles annual budget of ~\$40 million and capital improvement plan for Board review and adoption.
- Coordinates interdepartmental projects, oversees legal affairs, and responds to public and media requests for information.
- Collaborates with other governmental and nonprofit agencies to further the agency mission and expand programs.
- Advocates to legislative bodies and private firms for funding to support anti-poverty programs provided by TVCCA.
- Represents TVCCA in presentations made to the state legislature and in other official capacities.
- Works with the Board of Trustees to pursue system and policy improvements within the agency, which has included a review of current hybrid work policies and a review of facility operations.

Town of Winchester | City of Winsted, CT

Town Manager & Chief Executive Officer ~ Town of Winchester/City of Winsted, CT (April 2021 – Oct 2023)

- Served as the Town's Chief Executive Officer as defined by the Town Charter and Connecticut General Statutes.
- Worked daily, on behalf of the Board of Selectmen, to develop and implement policies, vision, and long-term goals.
- Responsible for personnel management (~100 employees), including hiring, contract negotiations, and discipline.
- Developed and compiled annual budget of ~\$36 million and capital improvement plan for Board review and adoption.
- Coordinated interdepartmental projects, oversaw legal affairs, and responded to all requests for information.
- Created and executed a plan to spend \$3.1 million of American Rescue Plan money received by the Town.
- Wrote and won over \$9.8 million in grants, including a \$1.8 million CT Communities Challenge Grant to revitalize Main Street, \$3.38 million from Congress for a Public Works facility replacement and new 800-band radios, and more.
- Designed and oversaw approval of a \$24.7 million infrastructure investment plan focused on roads, sidewalks, and more.
- Helped Town achieve a double bond rating upgrade from A1/A+ to AA; oversaw bond sale of \$11.5 million.
- Created ground-breaking facade improvement and business start-up programs to encourage economic growth in Winsted.
- Successfully coordinated rescue and care of animals in largest animal hoarding case in Connecticut's history, to date.
- Created and wrote the Town's first print newsletter, mailed to all residents seasonally; oversees all Town communications.
- Achieved Bronze Certification for the town through the statewide Sustainable CT program.
- Conceptualized and created the Town's Resident Assistance Fund to serve residents most vulnerable to poverty.
- Represented Winchester on the Northwest Hills Council of Governments (NHCOC) and in other official capacities.

Town of Bolton, CT

Town Administrator & Sewer Administrator ~ Town of Bolton, CT (August 2019 - April 2021)

- Worked daily, on behalf of the Board of Selectmen, to develop and implement their policies, vision, and long-term goals.
- Responsible for all Town personnel management (~45 FTEs), including hiring, collective bargaining negotiations, and discipline; rewrote and expanded Town's Personnel Policy Manual in 2020 after 27 years without updates or additions.
- Developed and compiled annual budget of ~\$22.9 million and capital improvement plan for Board review; responsible for general financial oversight; co-authored Town's first ever Financial Policy Manual; served as acting Town Treasurer.
- Served as the Town's Purchasing Agent, oversaw insurance policies, and prepared grant applications.
- Expanded the Town's shared Building Official & Fire Marshal services into two new towns successfully.
- Served as the Chair of the Town's Unified Command team during the pandemic and other states of emergency.
- Represented Bolton on the Eastern Highlands Health District Board, various CROC committees, and in other manners.
- Served as the Bolton Lakes Regional (BLRWPCA) Sewer Administrator, managing day-to-day sewer operations.
- Appointed as the Town's Municipal Water Coordinator, Local Traffic Authority, and Open Burning Official.

Town of Windsor, CT

Graduate Assistant & Management Analyst ~ Town of Windsor, CT (May 2018 – August 2019)

- *Advised the Town Manager and Town Council by studying and reporting out on town-collected data.*
- *Prepared draft directives, policies, press releases, resolutions, and ordinances on behalf of the Town Manager.*
- *Served as the town's communication liaison to the public following the Bradley International Airport PFAS leak.*
- *Assisted Economic Development Director with redevelopment projects at the Wolcott School and Millbrook sites.*
- *Assisted Finance Department in budget creation, policy review, and preparing materials for bond issuances.*
- *Helped develop and author the annual budget of ~\$113 million and the Capital Improvement Plan for FY 2020.*

Town of Waterford, CT

Board of Finance of Waterford, CT ~ Board Member (August 2024 - Present)

- *Nominated and accepted to fill a mid-term vacancy on the Waterford Board of Finance.*
- *Reviews budget transfer and appropriation requests from department directors and the First Selectman.*
- *Provides fiscal oversight for the town, provides feedback and input on Town financial policies, and votes on Town budget.*

Inland Wetland & Conservation Commission of Waterford, CT ~ Commissioner (Jan 2016 - Jan 2020)

- *Joined commission as an Alternate at the request of the town's First Selectman in 2016, appointed Commissioner in 2018.*
- *Championed initiative to create an open space acquisition program; helped review and issue wetland permit applications.*
- *Assisted in development of Stenger Farm gardens; continued promotion of Mountain Laurel Trails development.*

Waterford, CT Representative Town Meeting ~ Minority Leader & Representative (Nov 2017 – Nov 2019)

- *Top vote-getter of RTM candidates in 2017; introduced environmentally-focused legislation, town charter revision proposals, proposals to bolster town capacity for economic development, & other cost-saving initiatives.*
- *Chair of the Town's Legislation & Administration Committee, responsible for comprehensive policy and bylaw review.*
- *Member of the Long Range Fiscal Planning Committee, focused most notably on the possible loss of local power plant.*
- *Reviewed and approved Town's annual operating budget of ~\$97 million for FY 2019 and FY 2020.*

Zoning Board of Appeals of Waterford, CT ~ Alternate Member (November 2015 – November 2017)

- *Won town-wide election in 2015; helped to address applications for zoning variances over the course of two years.*

Volunteer & Civic Activity Highlights

United Way of Southeastern Connecticut ~ Board of Directors (2025 - Present)

- *Accepted a one-year term to represent TVCCA on the local United Way Board of Directors.*

Sustainable CT ~ Board of Directors & Treasurer (2024 - Present)

- *Oversees agency finances; provides Board oversight on actions taken by the Executive Director; promotes the program.*

Connecticut Town & City Managers Association ~ Board of Directors & Secretary (2021 - 2023)

- *Worked to expand the Association, connected with students looking to go into town management, and planned events.*

Connecticut Council of Small Towns ~ Board of Directors (2021 - 2023)

- *Selected to serve two-year term; helped promote a pro-small town agenda to state legislators and other interest groups.*

Wheaton College (MA) Model United Nations Alumni Association ~ Founder & Board Chair (2020 - Present)

- *Filed and maintains tax-exempt and nonprofit statuses for the Association; raises funds for scholarships and activities.*

Project Bright ~ Executive Producer, Webmaster, & Performer (2015 - Present)

- *Founder of the East Lyme Theatre Festival, which raises money for local charitable efforts.*

Wheaton College (MA) Alumni Association ~ Board of Directors (2020 - 2023)

- *Selected to serve a 3-year term; served on the Nominating Committee and Engagement & Philanthropy Committee.*

Honors, Awards, Micro-Certifications, & Professional Memberships

Micro-Certification in Shaping Organizational Culture ~ ICMA (2022)

International & Connecticut City Management Associations (ICMA & CTCMA) ~ Full Member (2019 - Present)

Albert G. Ilg Fellowship in Local Government Award ~ Dept. Public Policy, University of Connecticut (2019)

Who's Who Among American College & Universities Winner ~ Who's Who (2015)

Peggy R. Williams Award for Academic and Community Leadership ~ Ithaca College (2015)

Eagle Scout Award ~ Waterford Troop 29 (August 2013)