



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING **AGENDA SUBMISSION FORM**

1. **Title of submission:** Appoint Ferg Jansen as a Director of the Greater Hartford Transit District
2. **Date of submission:** May 3, 2013
3. **Date of Board Meeting:** May 13, 2013
4. **Individual or Entity making the submission:** Tom Cooke
5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the appointment of Ferg Jansen as a Director of the Greater Hartford Transit District with an expiration date of January 31, 2017 per the request of the Executive Director of the Greater Hartford Transit District

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.): Tom Cooke, Director of Administrative Services
7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):
8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

April 23, 2013 letter from Vicki L. Shortland, Executive Director of the Greater Hartford Transit District



May 9, 2013

Mary A. Glassman
First Selectperson-Town of Simsbury
P.O. Box 495
933 Hopmeadow Street
Simsbury, CT 06070-1822

Re: Expiration of Term of Transit District Director-Ferguson R. Jansen

Dear Mary:

According to the records of the Greater Hartford Transit District (the "District"), the term of appointment of Ferguson R. Jansen to the Board of Directors from the Town of Simsbury expired on January 31, 2013.

I respectfully request that if you have not already done so, could you please bring this appointment to the attention of the Board of Selectmen as soon as possible. Mr. Jansen's reappointment date would expire on January 31, 2017.

If the Town Clerk would then advise this office as to the action taken on this specific appointment it would greatly be appreciated.

Thank you for your assistance and cooperation, and I hope all is well with you.

Sincerely yours,

A handwritten signature in black ink that reads "Vicki L. Shotland". The signature is written in a cursive style.

Vicki L. Shotland
Executive Director

cc: F. Jansen, Jr.-Director/GHTD

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Hartford, Connecticut 06103
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www.hartfordtransit.org