



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:** Appointment of Joseph Mancini as Director of Finance/Treasurer

2. **Date of submission:** February 20, 2014

3. **Date of Board Meeting:** February 24, 2014

4. **Individual or Entity making the submission:**

Thomas F. Cooke – Director of Administrative Services

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 Joseph Mancini to the position of Director of Finance/Treasurer subject to satisfaction of conditional terms of appointment

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.):**

Thomas F. Cooke – Director of Administrative Services – (860) 658-3230

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.):

Pursuant to Sections 502 and 503 of the Charter, the First Selectman is pleased to present Joseph Mancini for appointment to the position of Director of Finance/Treasurer.

Mr. Mancini, who has served as Director of Finance for the City of West Haven for the past three years, was the top choice of an interview committee consisting of two representatives each from the Boards of Selectmen and Finance, interim Director of Finance Sean Kimball, Accounting Manager Debra Sweeney, Director of Administrative Services Thomas Cooke and Joseph Swetsky, Director of Finance for the Town of Farmington. Mr. Mancini's appointment was approved by the Board of Finance pursuant to Section 704 of the Charter on Tuesday, February 18, 2014.

Pursuant to the terms of the conditional offer of employment to Mr. Mancini, he will assume his duties as Director of Finance/Treasurer on March 17, 2014. Mr. Mancini is being hired at a salary of \$120,000. The salary range for the position is \$85,000 to \$130,000.

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:

Resume of Joseph Mancini