



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 Hearing Officers
2. **Date of submission:** February 6, 2013
3. **Date of Board Meeting:** February 11, 2013
4. **Individual or Entity making the submission:**

Thomas F. Cooke – Director of Administrative Services
Hiram Peck – Director of Planning
Peter Ingvertsen – Chief of Police

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:

- (1) Re-appoint Geoffrey H. Dale as a Hearing Officer for the Town of Simsbury for a term expiring on December 2, 2013; and
- (2) Appoint Robert Moran and Donald Kipetz as Hearing Officers for the Town of Simsbury for terms expiring on December 2, 2013.

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) 658-3264

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.):

In order to ensure that the Town of Simsbury has a sufficient number of Hearing Officers to (1) consider appeals in blight enforcement cases and (2) avoid any potential conflicts of interest, the Town sought volunteers interested in serving as Hearing Officers. Geoffrey H. Dale currently serves as the Town's only Hearing Officer – Town staff believes that two additional Hearing Officers are necessary to meet these goals.

Individuals responding to the Town's advertisement for the Hearing Officer position were interviewed in January, 2013. Based on those interviews and the attached resumes, Town staff (including the Director of Planning, the Chief of Police and the Director of Administrative Services) recommends the appointment of Robert Moran and Donald Kipetz. Messrs. Moran and Kipetz both have served as Hearing Officers and both have extensive relevant experience.

In addition to appointing Messrs. Moran and Kipetz, Town staff recommends the re-appointment of Mr. Dale. After consultations with Town Counsel, we also recommend that Hearing Officers be considered for re-appointment every two years consistent with the election schedule for the Board of Selectmen.

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:

Resumes of Robert Moran and Donald Kipetz