



# 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. **Date of submission:** December 5, 2012
2. **Date of Board Meeting:** December 10, 2012
3. **Individual or Entity making the submission:**

Gerard G. Toner, Director of Culture, Parks and Recreation

4. **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 entering into a contract with Thomas E. Vincent to serve as PAC Manager for 2013 as recommended by the PAC board. Review and approve the attached Financial Statement prepared by Mr. Vincent and reviewed by Finance Director Mary Ann Harris.

5. **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.):**

Gerard G. Toner, Director of Culture, Parks and Recreation  
860-408-4682  
gtoner@simsbury-ct.gov

6. **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.):**

At their November 15 meeting, the PAC Board reviewed and discussed the proposed 2013 PAC Manager contract. The contract length increased from 9 to 11 months with the monthly salary unchanged from 2012. The Board felt that the increased salary could be handled in

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8:30 - 4:30 Tuesday through Friday

the 2013 budget, and will be appointing a finance sub-committee to monitor the budget throughout the season.

The manager's new responsibilities include helping to prepare for the implementation of changes recommended by the Webb Report and to assist in the negotiation of the new Hartford Symphony Orchestra contract for the Talcott Mountain Music Festival. Language was also added under Financial Reporting that "all entries are sent to the Director of Parks and Recreation for approval and submission to the Town's Director of Finance for prompt posting". The PAC Board unanimously recommended that the BOS approve the contract and enter into an agreement with Mr. Vincent for the 2013 season.

As required in the contract, Mr. Vincent has prepared the attached Financial Statement and reviewed it with the PAC Board and Mary Ann Harris.

**7. 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:*

2013 proposed Pac Manager Contract

2012 Financial Statement prepared by Thomas E. Vincent