



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:** Confirm Appointment of Town Engineer

2. **Date of submission:** January 22, 2014

3. **Date of Board Meeting:** January 27, 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:

Confirm the appointment of Jerome F. Shea, P.E. to the position of Town Engineer

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.):

With the retirement of Richard Sawitzke from the position of Town Engineer, the Town of Simsbury conducted an extensive search for the a replacement (which included advertisements for the position in newspapers and trade journals as well as electronic postings on the Town's website and with the Connecticut Conference of Municipalities). Finalists for the position were interviewed on December 12, 2013 by a panel including Mr. Sawitzke, Director of Public Works Tom Roy, Director of Administrative Services Tom Cooke, Richard Dubmier (Town Engineer for Middletown) and Eric Gomes. Jerome Shea was identified as the strongest candidate for the position.

Mr. Shea, whose resume is attached, is a Registered Professional Engineer with the State of Connecticut and comes to Simsbury with extensive municipal experience. He worked for the City of Hartford in an engineering capacity for over twenty (20) years and served as the Assistant Director of Public Works/City Engineer in 2002-2003. He most recently worked for the Town of Canton as a Project Administrator, providing capital project administration for the Town's major capital projects. Mr. Shea has prepared grants, supported Small Cities grant projects, worked with GIS systems and performed virtually all of the critical job functions performed by the Town of Simsbury's retiring Town Engineer.

I am pleased to present Jeff for confirmation as Town Engineer.

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:

Jerome F. Shea, P.E. Resume