



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 Sean Kimball as Interim Finance Director
Effective December 1, 2013

2. **Date of submission:** November 7, 2013

3. **Date of Board Meeting:** November 13, 2013

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:

Appoint Deputy Director of Administrative Services Sean M. Kimball as Interim Finance Director effective December 1, 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) 658-3230

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.):

The Town of Simsbury is currently seeking a replacement for Mary Ann Harris who has resigned her position as Director of Finance/Treasurer effective November 30, 2013. While the Town has received applications for the position, it will not be in a position to hire a new Director of Finance/Treasurer until well into the FY2015 budget process. Mr. Kimball has worked with the budget preparation and capital plan preparation process for three budget cycles and is well positioned to take on the role on an interim basis. Mr. Kimball has an excellent working relationship with the Town's department heads and with the Finance department. He also has excellent systems knowledge and works easily with the Town's finance software. Finally, Mr. Kimball has an MPA and his education and prior work experience are heavily weighted towards finance.

Placing Mr. Kimball in an interim role accomplishes two critical objectives:

- It will keep the budget preparation process on track with somebody who is already familiar with the software, the timelines, the process and the parties involved.
- It will provide the Town with sufficient time to evaluate candidates for the position and extend our search if necessary.

If this submission is approved, I will work with the Personnel Sub-Committee to determine appropriate compensation for Mr. Kimball in his interim role. I will also work with Mr. Kimball to develop a plan for managing his current responsibilities on a temporary basis.

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: