

Guide to Town Manager-Board of Selectmen Form of Government



Town of Simsbury Charter Revision Process



- Section 1008 of the Town Charter provides that the “Board of Selectmen shall review the...Charter from time to time as it deems such review to be in the best interest of the Town”
- In June of 2015, the Board of Selectmen adopted its charge to the Charter Revision Commission, which included a review of the Town’s form of government
- The Commission held its first meeting on August 31, 2015 and met at least twice monthly thereafter; the Commission held two public hearings, interviewed town staff and board chairs, and heard testimony from external parties; the Commission’s final report was filed with the Town Clerk and delivered to the Board of Selectmen in August of 2016

Town of Simsbury Charter Revision Process



- The following changes to the Town Charter were recommended by the Charter Revision Commission and approved by the Board of Selectmen:
 - Change the form of government to a Town Manager-Board of Selectmen form
 - Eliminate the Human Relations Commission
 - Make amendments to the Economic Development Commission
 - Expand the Open Space Committee to include additional public members
 - Clarify changes to the Town budget and appropriations process
 - Use gender neutral language in the Charter for public offices
- In November of 2016 Simsbury's residents approved all six changes
- For more information and to view the Charter Revision Commission's final report, visit the following link: <https://www.simsbury-ct.gov/charter-revision-commission>

What are the roles and responsibilities under each form of government?



	TOWN MANAGER	FIRST SELECTPERSON	BOARD OF SELECTPERSONS
First Selectman-Board of Selectmen Form	N/A	<ul style="list-style-type: none"> Elected as the chief executive official Elected as the chief legislative official 	<ul style="list-style-type: none"> Serves as the legislative body of the town
Town Manager-Board of Selectmen Form	<ul style="list-style-type: none"> Appointed as the chief executive official Supervises town departments 	<ul style="list-style-type: none"> Elected as the chief legislative official 	<ul style="list-style-type: none"> Serves as the legislative body of the town Appoints and oversees the performance of the Town Manager

What are the budgetary and staffing impacts of the change to a Town Manager/Board of Selectmen form of government?



- The Director of Administrative Services position will no longer be included in the town budget or organizational structure.
- The Town Manager will receive a full-time salary. This figure has not yet been determined, but a range of \$140,000-\$160,000 has been budgeted on a pro-rated basis for FY 2018.
- The First Selectperson will no longer receive a full-time salary; he or she will receive a stipend to offset the costs associated with fulfilling the duties of the position. This figure has not yet been determined, but \$10,000 has been budgeted on a pro-rated basis for FY 2018.

When does the new form of government take effect?



- This change will take effect on December 4, 2017.
- The current Board of Selectmen is serving as the Executive Search Committee for the recruitment of the town's first town manager.
- Following the municipal elections in November, the Board of Selectmen plans to expand the Search Committee to include any newly elected members. The Committee will conduct final interviews with the Town Manager candidates and may negotiate terms and conditions of employment.
- The final appointment and employment agreement must be ratified by the new Board of Selectmen in December.