

## **CALL TO ORDER**

The Budget Workshop of the Board of Selectmen was called to order at 8:06 a.m. on March 10, 2018 in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Eric Wellman; Town Manager Maria Capriola; Board members Sean Askham, Cheryl Cook, Michael Paine, Chris Peterson and Christopher Kelly. Others in attendance included: Melissa Appleby, Deputy Town Manager; Sean Kimball, Finance Director/Treasurer; Muhammed Razzaq, UConn Student; Tom Roy, Public Works Director; Tony Piazza, WPCA Superintendent; Rick Bazzano, Computer Manager; Ericka Butler, Town Clerk; Lisa Karim, Library Director; Kristen Formanek, Social Service Director; Jamie Rabbitt, Director of Planning & Community Development; Interim Police Chief Boulter; Gerard Toner, Director of Culture, Parks & Recreation; Jerome Shea, Town Engineer; Burke LeClair, Board of Education; and other interested parties.

## **PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

Joan Coe, 26 Whitcomb Drive, said she was going to just listen today and will give her opinion of the proposed budget at a later date.

## **OVERVIEW OF BUDGET**

Mr. Wellman asked Ms. Capriola to give an overview format of the meeting. Ms. Capriola said she tried to put like departments together. She said there were some coding changes made and contractual issues on some of the budget items. She said each department was given a standard outline for this meeting. She thanked all Departments for their great efforts in the budget.

Mr. Wellman said the board would go through the items and ask questions. The “parking lot” items would be discussed at the end of the meeting.

## **Public Works**

- DPW Operations
- Buildings and Grounds

Mr. Roy said the proposed Public Works budget was lean with a 2.32% increase after taking the out the one-time fix from last year where money was taken out of roadway paving from operating. Mr. Roy said Public Works is comprised of five divisions: Administration, Highway, Building Maintenance, Landfill, Recycling, and Water Pollution Control.

Mr. Piazza said the WPCA has 11 full time employees and their proposed budget is 3.18 million, which is a user fee budget. WPCA has five pump stations with 85 miles of sanitary services. The facility has shared ownership with Avon and Granby.

Mr. Roy gave the Public Works accomplishments, trends and goals and objectives. He discussed the issue with borer issue on ash trees. Mr. Roy said increases in salaries across all departments are due to negotiated contractual increases. The increase in the road improvements under Highway Facilities & Programs reflects the

return of \$127,000 that was budgeted under the Town Aid Road Fund in FY2018 as well as partial restoration of the additional \$100,000 cut to this line item in FY 2018.

Mr. Roy said his CNR includes Eno Memorial Hall stairway and railings; John Deere tractor winter attachments; a one ton dump truck; replacing a Crew leader truck; and GPS tracking for the plow fleet. He also gave a list of potential add purchases which included fleet maintenance software; a do-all truck; replacement of medium duty trailers; and replacement of the highway wing plow.

Mr. Roy said it takes about 1.3 million dollars to pave 10 miles of road. He feels Public Works is adequately staffed even though the crew is pushed a lot.

Mr. Piazza said the Tariffville sewer was built in the 1930's. He said the relining and repurposing of the sewer system is ongoing. He said they need to do tank repairs to comply with State mandates. Mr. Piazza said his capital includes plant water system rehabilitation; replacing the 1999 flusher truck; and reviewing the plant permit process. There is no raise in sewer rates this year.

Mr. Piazza said if Clean Water Fund money becomes available, they will look at putting sewers up to the north end of Holcomb Street.

### **Revenues and Budgeting Assumptions**

Ms. Capriola gave some background information on the proposed budget. She said the Grand List will increase 6.4%. One million generates 2.4 million dollars in revenue. She said the Town will be losing \$200,000 in State aid. She did locate for some budget coding errors. She said the Board of Education did approve the superintendent's budget. There is also some consideration of the revaluation in this process. They will be putting a calculator on the website to help residents figure out their home value and the impact on their property. Most of the budgets are driven by negotiated contractual salary increases.

### **General Government Departments**

- IT

Mr. Bazzano said the requested budget is \$204,413, a 14.6% increase. He said there are only two full time employees. They handle 1400 plus devices, 24 hours/day. Their main focus is cyber security, network security, fiber optic build-out, upgrading some systems, etc. There was an increase of \$22,371 for contractual services; \$10,000 for the cloud based e-mail exchange; \$15,000 annual maintenance for Simplivity storage, etc.

Mr. Bazzano said they will be working on law enforcement data sharing, security assessments and more training on security issues.

- Town Clerk

Ms. Butler said her proposed budget will increase 2.5% or \$226,809. She said their office receives and maintains extensive records from births, real estate transactions, deaths, marriages, elections, meeting minutes, etc. She will be applying for an annual Connecticut State Library Historic Documents Preservation Grant to be used for the preservation and conservation of the Town Clerk's permanent records. She also wants to continue establishing a Records Management Program.

Ms. Butler said beginning December 1, 2017, the fee to record some documents on land records increased by \$7.00. However, \$6.00 is allocated to the State and \$1.00 is retained by the Town Clerk to be used for the preservation and management of historic documents.

- Registrars/Elections

Ms. Capriola said the office of the Registrars of Voters are governed by the Secretary of the State’s office and State statute. Increases in the FY 2019 budget are due to an additional election event. Ms. Capriola said the DMV automatic voter registration caused an increase in the number of voters enrolled and an increase in postage spending. The FY 2018 included an unanticipated close vote recanvass for four elected offices in November 2017.

Mr. Kelly made a motion to amend the agenda to allow the Library to present their budget next followed by Social Services. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **Community Services**

- Library

Ms. Karim said the Library is a resource the residents are invested in. Their satisfaction survey was listed as 99.5% satisfactory. Ms. Karim said they are asking for a 3.6% increase in their budget, which is driven primarily by negotiated contractual salary increases, services, and anticipated increase in utility costs, etc. She said the Library is open 7 days a week, 10 months of the year. She said they were awarded the Connecticut State Library Construction Grant for \$405,000. This project is 75% complete.

Ms. Karim said their goals include learning and engagement opportunities for all ages in a cost effective manner, serve to be a clearinghouse for a community information hub, and to provide material collection which is relevant, conveniently accessible and within budget.

Ms. Karim said there is one item in CNR for the Children’s Computer Room for \$10,850 for new computers, as theirs are 10 years old now.

Mr. Kelly said it is very important to point out that there was a \$95,000 gift from the Friends of the Library, which is hugely appreciated.

- Social Services

Ms. Formanek said Social Services has a partnership with the Police Department, Board of Education, and Community for Care, the Library, etc. to support programming on drug, alcohol and mental health issues.

Ms. Formanek said their proposed budget is \$493,496, which is a 0.9% decrease mostly due to the replacement of the Director position. The increases in the Senior Center budget are due to the addition of a second weekly lunch program and contractual increases for Dial-a-Ride.

Ms. Formanek said they help with energy assistance, renter’s rebates, holiday programs, back to school programs, fair housing, etc. She feels there is definitely more need for help throughout the community.

There was some discussion on using Uber or Lift for transportation as a substitute for Dial-A-Ride, Community for Care programs, an expanded lunch service, hiring a BSW or MSW due to an increase in demands.

Ms. Capriola noted that some services are required by State Statute, which are unfunded. They include addiction, fair housing, relocation, municipal agent for the elderly, etc.

Mr. Kelly made a motion to amend the agenda to allow Planning to present their budget next. Ms. Cook seconded the motion. All were in favor and the motion passed.

### **Community Development**

- Planning

Mr. Rabbitt said his proposed budget is \$653,879, which is a 2.22% increase, which is mostly due to contractual obligations.

Mr. Rabbitt said the Department includes Planning/Land Use administration, environmental planning, transportation planning and implementation, historic preservation, community planning and development, economic development and long range planning.

He said they completed the update to the 2007 Plan of Conservation and Development mandated by State Statute, completed Phase I of the comprehensive review and update of the Town's Zoning Regulations and began Phase II of the review and update, etc.

Mr. Rabbitt said continue comprehensive updates and review of the Town's Zoning Regulations, continue to provide guidance to the redevelopment of the ITT Hartford, assist the Town Manager's office with economic development, etc.

Ms. Capriola said the Economic Development Program requested their funding remain level at \$45,000. There was some discussion on consolidating Boards and Commissions also.

Mr. Askham made a motion to amend the agenda to allow the Police and then Culture, Parks and Recreation Departments to go next. Mr. Paine seconded the motion. All were in favor and the motion passed.

### **Public Safety**

- Police

Interim Chief Boulter said the proposed Police budget is \$4,809,371 which is a 3.1% increase. There are 48 full time staff at this time.

The Animal Control proposed budget is \$70,581, which is an increase of 5.5%. The Civil Preparedness proposed budget is \$6,685 which is no increase.

Interim Chief Boulter said they added one full time employee to communications (dispatch), resulting in increased dispatcher coverage and a 10% reduction in overtime. He said staffing has been a challenge for FY 2018, which puts a strain on the overtime budget. He said there are pending departures of three supervisors in

FY 2019, which will also put a strain on staffing. He said overtime costs have increased 57% in the first half of FY2018 as compared to the first half of FY2017.

Interim Chief Boulter said they will be focusing on establishing regular supervisory meetings, soliciting community feedback to allow the department to evaluate performance and needs, evaluate evidence and property storage procedures, enhance personal safety measures and reduce liability and risk of injury, etc.

Interim Chief Boulter went through his CNR requests including replacing 3 vehicles, external defibrillators, a radio system feasibility study, etc.

Ms. Capriola said they need to get on top of the feasibility study now so there won't be any surprises. She will look into working with other Towns and possible CROCG resources.

### **Community Services**

- Culture, Parks and Recreation

Mr. Toner said his proposed budget is \$804,422, which is a 3.4% increase. He said they are responsible for the maintenance of parks, fields, trails, the Simsbury Farms Recreation Complex and Golf Course, and mowing of the bike trails. They also coordinate scheduling of field use with local sports teams.

Mr. Toner said they will be focusing on a parks and open space master plan, and address communication issues at Simsbury Farms in conjunction with new street lighting, complete golf course renovations, marketing, and evaluate the replacement of the central irrigation system, etc.

Mr. Toner said the Simsbury Farms Special Revenue Fund budget includes a \$100,000 contribution from the general fund, which is a \$10,000 increase over the contribution budgeted for FY 2018.

Mr. Toner said the CNR includes a front end rotary mower, an ice rink resurfacing machine, and golf course irrigation system, etc.

### **General Government Departments**

- Finance, including Revenue and Assessment

Mr. Kimball said the Financial Services, Finance, Tax Assessment and Audit and Board of Finance budget is \$787,279 or a 6.4% decrease. Finance went down 13.2%, Tax Collection is decreased 1.8%, Assessor is decreased 0.6%, and audit and Board of Finance is increased by 0.6%.

Mr. Kimball said the Departments focus is to find a new Finance Director/Treasurer, maintain an AAA bond rating, conduct a fraud audit and perform needed cybersecurity upgrades, increase staff training opportunities, and work to improve the OpenGov program, etc.

Mr. Kimball said the State's perpetual fiscal challenges continue to create budgeting challenges and many revenue uncertainties.

Ms. Capriola said they will be working on a purchasing policy and financial manual.

Mr. Kimball said the proposed CNR is \$62,500, which is ¼ funding for revaluation for 10/1/22.

Mr. Askham thanked Mr. Kimball for all his hard work he has done for the Town. He has worked in a lot of different capacities and everyone really appreciates what he has done and wish him the best as he moves on.

### **Public Works**

- Engineering

Mr. Shea said his proposed budget is \$265,288, which is a 1.4% increase mostly due to contractual salary obligations. He said his department provides infrastructure and building design, project management, and planning services for Simsbury residents and businesses.

Mr. Shea said they developed a stormwater management report for compliance with DEEP regulations, submitted grant applications and obtained grants for different projects, completed the Phase I of construction for the rehabilitation of the Simsbury Farms Recreational Complex, completed emergency repairs to House Rest Pond Dam, etc.

Mr. Shea said a new Building Inspector was hired two weeks ago. There are 23 active capital projects. They will also be reviewing and monitoring anticipated private development projects. One Capital project 18/19 is a \$1,020,000, grant funded, multi-use trail Simsbury/Bloomfield, which is under construction.

### **Capital and CNR**

- Board of Education Capital

Mr. LeClair said his 18/19 year one of CIP is for a school facilities master plan, district network infrastructure, HJMS Phase III renovations, Latimer Lane School boiler replacement, and seven school security improvements.

Mr. LeClair said the Henry James Middle School Phase III design isn't the same as last year. The new estimated cost is \$23,965,620. They went through the new design including the media center, auditorium, etc. There was some discussion on grant applications and when they are due, state reimbursements and contemplating \$18,000 – \$24,000 bonding for the school project. There was also discussion on the new media center. This has to go out to bid in early 2019 so the grant application is due by June of this year.

- **Town Capital and Non-Recurring Fund**

Ms. Capriola said the total 2018/19 Capital and Non-recurring fund is \$592,750. This includes Capital expenditures under \$100,000, one-time expenditures like studies, funding for the revaluation. Revenue sources was the general fund contribution to CNR and a transfer from Capital. The proposed irrigation system study was reduced from \$100,000 to \$40,000. There was some discussion on tab 28 of the budget book and the explanation of the transfer.

Ms. Capriola went through the FY 2019 proposed capital and non-recurring items, LOCIP Pavement Management, and Town Aid Road Equipment. She estimated \$60,000 for a Community Engagement Project. There was some discussion on the scope of work and the process on this project. There was also some discussion on the \$50,000 put aside for the Deepwater Wind issues.

Mr. Kimball went through the Capital Improvement Program Summary FY2019 – FY2024. As currently proposed in FY2024/25 the debt service, primary and interest, should return to a 7% level.

- **Operating Budget Town Manager**

Ms. Capriola said the Town Manager’s Office is responsible for the implementation of policies and initiatives, for the development and administration of the human resources programs, etc. She changed what was the central administration budget to the Town Manager’s Office. There were some coding changes that didn’t affect the actual budget figures. The Deputy Town Manager’s salary is now funded by the Town Manager’s Office budget.

Ms. Capriola said there was a decrease in contractual services due to the Town Manager search completion. The UConn Internship and the professional practice program was moved from the Finance Department to the Town Manager’s Office. General Government includes \$5,000 for leadership and supervisory training, which is a new initiative.

Ms. Capriola went through the trends and challenges in their office. She also said they will be focusing on Economic Development strategy and to continue the Deepwater Wind responses, a leadership retreat, etc. They will be working on the annual report process to make sure it is done within a timely manner as well.

Ms. Capriola said their proposed budget is \$98,889 for FY18/19, which is a 32.9% increase and includes postage, phones, different agencies, and the general cost of doing business.

The FY18/19 the General Government budget includes part-time salaries for commission clerks, the First Selectman stipend, advertising for legal notices. The Deputy Town Manager salary is funded entirely by the Town Manager’s Office.

The Board of Selectmen Community Services budget is \$183,872, which now includes all of the outside agencies like the Chamber, CCM, GROCG, etc. Ms. Capriola also noted that they are asking for \$6,000 for the Memorial Day Parade. There was some discussion on the Visitor’s Center, Chamber, the Ambulance Association, etc.

There was discussion on the complete proposed budget and all the changes made. There was also discussion on the presentation to the Board of Finance. Mr. Wellman said if the residents have comments on the budget they need to give them to the Board now. They went through the updates needed for the next Budget Workshop.+

Ms. Cook made a motion to adjourn at 4:35 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk