



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

January 7, 2019

Ericka Butler
Town Clerk
Simsbury, CT 06070

Dear Ms. Butler:

A **Regular Meeting** of the Board of Finance will be held at **5:45 PM** on **Tuesday, January 15, 2019**, in the Main Meeting Room of Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Presentation by Blum Shapiro: Fiscal Year 2017/18 Audit Results
4. Proposed Police New Uniform Transfer Request
5. Approval of Minutes:
 - December 3, 2018
6. Finance Director's Report
7. Budget Status Report
8. Capital and CNR Policy
9. Proposed Defined Benefit Plan Investment Policy
10. Communications
 - Fiscal Year 2017/18 Annual Report
 - Board of Selectmen Goals and Economic Development Priorities
 - Memo from M. Capriola: re: Anticipated Budget Increases for the Farmington Valley Health District, dated January 7, 2019
11. Adjourn



Yours Truly,

Robert Pomeroy
Chairman



TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Police Uniform Transfer Request

2. **Date of Board Meeting:** January 15, 2019

3. **Individual or Entity Making the Submission:**

Amy Meriwether, Finance Director

4. **Action Requested of the Board of Finance:**

If the Board of Finance supports the funding transfer to cover the cost of the new police uniforms, the following motion is in order:

Move, effective January 15, 2019 to transfer \$13,500 from the Asset Forfeiture Fund to the General Fund for the purchase of new police uniforms.

5. **Summary of Submission:**

The Police Department has been exploring a change in uniforms for the last several years. A formal proposal to move forward with the project was submitted to the Town Manager and subsequently approved. The attached memorandum from the Police Chief further outlines the details of the project.

Payment for the new uniforms will be expended from the General Fund as this is a true operating expense. Funding for the new uniforms was not originally included in the FY2018/19 approved operating budget. Therefore, the Police Department is requesting a transfer from the Asset Forfeiture Fund in the amount of \$13,500 to cover the cost of the new uniforms.

6. **Financial Impact:**

General fund revenues and expenditures will each increase by \$13,500.

7. **Description of Documents Included with Submission:**

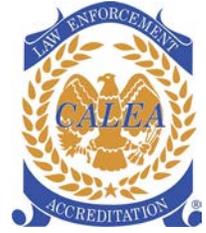
- Police Chief New Uniform Memorandum



Simsbury Police Department

933 Hopmeadow Street

Simsbury, CT 06070



NICHOLAS J. BOULTER
CHIEF OF POLICE

MEMORANDUM

TO: Maria Capriola, Town Manager
FROM: Nicholas J. Boulter, Chief of Police
DATE: December 4, 2018
SUBJECT: New Uniforms Information

The Simsbury Police Department has been considering a new uniform for several years. The driving factors for the change are the officers' interests in a different style, the availability of the current uniform, the practicality of the current uniform, advancements, appearance and cost.

For years we have been told that the current uniform is becoming less available. It is not a common color (shirts and pants) and it may take up to several months to get a new shirt. The future availability is unknown. New uniforms are stocked and available within 48 hours.

The current uniform is not as practical as the newer style uniforms. A new pant style will provide:

- A useable pocket (hidden) on each thigh area for storage of tourniquets and equipment
- More flexibility for more comfort and mobility
- Greater durability
- Wicking properties against liquid (water, body fluids, etc.)

A new shirt style will provide:

- Better ventilation through mesh material on sides of body
- Additional hidden pockets behind standard pockets
- Sewn in microphone tab
- More consistent color (less variations/fading between shirts)
- Wicking properties against liquid (water, body fluids, etc.)

The new uniforms will have a fresh new look, yet with a traditional dark blue color. Changing to the blue uniform provides options for such as a dress blouse/jacket to be worn for promotional ceremonies, parades, funerals, etc. and for an exterior body armor vest carrier that looks like a shirt.

There will be cost savings in the initial uniform purchase for each new officer, as well as savings in the maintenance of the uniforms. Unlike the current uniform, the new uniform is completely

machine washable. The patch worn on each sleeve will undergo some color changes. The content remains the same, but the colors have been adjusted to coordinate with the uniform.

Funds from the asset forfeiture account can be used to purchase one new uniform for each sworn member (approximately \$297 per person). Additionally, officers receive an annual uniform allowance, adequate to fund almost three new complete uniforms. The winter and the reversible jackets will be replaced after the end of the 2018-2019 fiscal year. There should be ample funding left over in the Holiday Pay line item of the Police Budget (Account 51060) due to the option that officers have to choose vacation in lieu of pay for holidays.

Initial uniform and patches \$13,500.00 (Asset Forfeiture)

Jackets \$14,570.00 (Holiday Fund)

There will be a determined transition period that both uniforms could be worn (old and new). I estimate that will be a 3 – 6 month period depending on how quickly a vendor can provide uniforms.

Several members have worn the new uniform for a wear test and trial period. The feedback from members and the public has been very positive. The Simsbury Police Commission supports the uniform change.

**Simsbury Board of Finance
TOWN OF SIMSBURY
SPECIAL MEETING MINUTES
Monday, December 3, 2018 at 6:00 P.M.
Simsbury Public Library - Program Room
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Lisa Heavner, Robert Pomeroy, Kevin Prell, Linda Schofield

ALSO PRESENT: Melissa Appleby, Deputy Town Manager; Sean Askham, Board of Selectmen; Todd Burrick, Board of Education; Maria Capriola, Town Manager; Cheryl Cook, Board of Selectmen; Matthew Curtis, Simsbury Schools Superintendent; Chris Kelly, Deputy First Selectman; Burke LaClair, Simsbury Schools Business Manager; Amy Meriwether, Director of Finance/Treasurer; Mike Paine, Board of Selectmen; Chris Peterson, Board of Selectmen; Lydia Tedone, Board of Education; Jeffrey Tindall, Board of Education; Eric Wellman, First Selectman; Tara Willerup, Board of Education Chair; and other interested parties.

1. Call to Order - Establish Quorum

Chairman Pomeroy called the meeting to order at 6:02 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Tri-Board FY2019/20 Budget Discussion

Mr. Pomeroy welcomed the Board of Selectmen and Board of Education and began the discussion with a Board of Finance Powerpoint presentation. Topics included: State of the State; Simsbury Grand List Estimates for FY20, 21 & 22; FY19/20 Town Operating Projections; and FY19/20 Education Operating Projections. FY19/20 Operating Budget Guidance was given with a cap on operating expenditures at 2.72% for the BOS and 2.00% for the BOE. Further topics included projected Mill Rate and Tax increases; Capital Budget Planning for FY20-24; and Other FY19/20 Budget Considerations. Mr. Curtis thanked Mr. Pomeroy and referenced the Background Information included in the meeting packet, noting the Budget Priorities outlined. He added there will be a significant decline in enrollment at the High School, which should help move fixed costs down. Ms. Capriola reported areas of focus include budget development, resource allocation and service level priorities. Areas of need noted were MS4 Permit Requirements, finance staffing, and structural deficiencies in the Parks & Recreation Special Revenue Fund. Discussion ensued.

4. Approval of Minutes - November 13, 2018

The November 13, 2018 Minutes include the following change:

- Under Call to Order, the text should read, "Vice Chair Schofield called the meeting to order at 5:45 P.M."

MOTION: Ms. Schofield made a motion to approve the Minutes as amended. Mr. Prell seconded the motion. All were in favor and the motion passed unanimously.

5. Finance Director's Report

Ms. Meriwether reported on the implementation of Flexible Spending Account Plans. In addition, she detailed grants and donations received over the last several months.

6. Proposed Capital and CNR Policy

Mr. Pomeroy began discussion on management recommendations of funding remaining balances owed to the FY2015/16 - FY2017/18 CNR funds and transferring additional funds into the Capital Reserve Fund to be used in future budget years as a way to implement a cash to capital program. Discussion followed. Mr. Pomeroy noted further discussion is needed.

7. Proposed 2019 Meeting Dates

MOTION: Mr. Prell made a motion, effective December 3, 2018, to adopt the 2019 regular meeting schedule as presented. Ms. Heavner seconded the motion. All were in favor and the motion passed unanimously.

8. Proposed Defined Benefit Plan Investment Policy

Mr. Pomeroy tabled this item to a future meeting.

9. Pension and OPEB Plan Assumptions

Mr. Pomeroy opened discussion on the topic and how to proceed. Discussion followed. It was agreed this will be further discussed.

10. Proposed Tax Abatement

Mr. Pomeroy referenced Ms. Meriwether's Agenda Submission Form on the Proposed Tax Abatement, 690 Hopmeadow Street. Ms. Capriola provided background information. Discussion ensued.

11. Adjourn

MOTION: Ms. Heavner, Mr. Prell second, to adjourn at 7:55 P.M.; unanimously approved

Respectfully submitted,

Karen Haberlin
Commission Clerk



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Board of Finance
From: Amy Meriwether, Finance Director/Treasurer
CC: Maria Capriola, Town Manager
Date: January 15, 2019
Re: Finance Director's Report

Grants and Donations

Below is a listing of grants/donations approved by the Board of Selectmen in December 2018:

- Hartford Foundation for Public Giving Donation - \$4,000 to purchase food items for the Social Services food based programs that assist Simsbury residents in need.
- Garrity Asphalt Reclaiming Donation - \$2,500 to provide emergency assistance to Simsbury residents in need.

Uniform Chart of Accounts

The State of Connecticut requires an annual general ledger upload into their uniform chart of accounts database from each Connecticut municipality. The Town was recently notified that it has not been in compliance with this requirement since the start of the program in 2015. I am happy to report that the Finance Department has successfully completed all uploads from 2015 to present and is now in compliance with the State uniform chart of accounts reporting requirements.

Investment Request for Proposal

Morgan Stanley has utilized by the Town of Simsbury for investing in CD's and government securities for the last several years. Unfortunately, we have been notified that Morgan Stanley will no longer be offering their services to governmental entities. All funds need to be removed from the Morgan Stanley accounts by the end of March 2019. Therefore, the Town of Simsbury will be issuing a request for proposal for investment services over the course of the next several weeks.

Tax Abatement

On September 24, 2018 the Town received an application for business development assistance for the property located at 690 Hopmeadow Street. The application requested a 10 year tax abatement from Grand List Year 2020 through Grand List Year 2029, a waiver of the sewer hookup charge (subsequently rescinded by the applicant), and a waiver of 6 permit fees related to construction and building.

At their meeting on November 26, 2018, the Board of Selectmen reviewed the application and recommendations of the Business Development Incentive Committee. All Board members were in favor of the tax abatement as presented but requested the abatement be subject to a cap. The Board tabled action at this meeting in order to further consider an appropriate figure for that cap.

At the Board of Selectmen meeting on December 17, 2018 the Town Assessor provided a schedule detailing four abatement caps and the corresponding dollar value of the abatement for each fiscal year. A motion passed to approve the requested 10 year tax abatement based on the percentages outlined below. The maximum total abatement cap was set at \$540,000. The Board of Selectmen further approved the waiver of the 6 permit fees related to the construction and building.

Approved Abatement Schedule:

Fiscal Year	Percent	Abatement Cap @ \$540,000
21/22	100%	\$64,060
22/23	100%	\$67,750
23/24	95%	\$68,030
24/25	90%	\$67,880
25/26	85%	\$67,680
26/27	75%	\$60,920
27/28	65%	\$53,850
28/29	55%	\$46,470
29/30	35%	\$30,170
30/31	15%	\$13,190
Total		\$540,000



TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report
2. **Date of Board Meeting:** January 15, 2019
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director
4. **Action Requested of the Board of Finance:**
If the Board of Finance supports re-appropriating the Hopmeadow/Center Area Sewer Repairs and Weatogue Planning Route 10 and Code Prep projects, the following motion is in order:

Move, effective January 15, 2019 to approve the re-appropriation of the Hopmeadow/Center Area Sewer Repairs project in the amount of \$135,000 and Weatogue Planning Route 10 and Code Prep project in the amount of \$57,000.

5. **Summary of Submission:**

General Fund Overview

The fiscal year 2018/2019 general fund budget is proceeding without issue. As of December 31, 2018, revenues total \$51,468,957 or 53% of the budget. Expenditures total \$41,022,265 or 43% of the budget. Below is a summary of budgetary highlights:

- Tax Revenue – Collections total \$48,681,665 or 55% of budget.
- Education Cost Sharing Grant – The State of Connecticut is estimating Simsbury's FY2018/19 entitlement to be \$6,039,516. This exceeds budgetary estimates of \$5,402,105 by \$637,411.
- Investment Revenue – Investment earnings were budgeted at \$175,000. Interest earnings to date total \$158,308 or 90% of budget.
- The State owned property exemption revenue was budgeted at \$2,339. Actual payments received totaled \$35,655 or \$33,316 in excess of budgetary estimates.
- CIRMA Distribution – The Town received \$38,301 as part of its participation in CIRMA's Member's Equity Distribution program. These funds were not included in the FY2018/19 budget, and therefore, is excess revenue to the Town.

- FEMA Reimbursement – The Town received notification on December 10, 2018 that we will be receiving a reimbursement for the October 2011 winter storm in the amount of \$119,933. These are unanticipated funds and will be in excess of the FY2018/19 budgeted revenues.
- Expenditures are proceeding according to budget and there are not items of note at this time.

Simsbury Farms Overview

The Simsbury Farms Fund expenditures exceeded revenues by \$424,454 as of December 31, 2018. Fund balance decreased from \$30,679 to (\$393,775).

In comparison to the same period last year, revenues are down \$70,083, not including the general fund contribution. The following revenue line items make up the majority of this decrease: Golf Course Fees (\$60,998), and Restaurant Revenue (\$19,186). Poor weather severely and negatively impacted golf course revenues. The payment for the golf course restaurant lease is anticipated to be received soon.

Expenditures increased \$46,580 compared to the same period last year. The breakdown of the increase is as follows:

- Increase in Simsbury Farms Administration expenditures of \$34,837 mainly related to timing of expenditure payments. Insurance expenditures were paid earlier in the current year than that of the prior year.
- Increase in Special Program expenditures of \$10,853 due to a ski program that was offered in the current year but not offered in the prior year.
- Increase in Simsbury Farms Complex expenditures of \$16,492 due to an increase in seasonal staff wages.
- Decrease in Golf Course expenditures of \$15,602 due to a decrease in agriculture supply purchases.

Capital Projects

The Simsbury Farms Golf Course Improvements, Fund 524, is showing a negative/over budget balance of \$9,609 for work performed on the fifth hole of the golf course. This work is being reimbursed by the Simsbury Farms Men's club.

In accordance with Town policy, if no expenditures have been incurred against a capital project for a period of two years the funding is automatically returned to the General Fund or subject to re-appropriation. There are two projects approved in FY16 that fall within these guidelines:

- Hopmeadow/Center Area Sewer Repairs –\$135,000
- Weatogue Planning Route 10 and Code Prep –\$57,000

Management is requesting the re-appropriation of these projects for completion by the end of calendar year 2019.

6. Financial Impact:

If the requested re-appropriation is approved, there is no financial impact relate to this agenda item.

If the requested re-appropriation is not approved, there will be an increase to the Sewer Use Fund of \$135,000 and increase to the General Fund of \$57,000.

7. Description of Documents Included with Submission:

- General Fund Statement of Revenues
- General Fund Statement of Expenditures
- Simsbury Farms Statement of Revenues, Expenditures and Changes in Fund Balance
- Capital Projects Summary

**Town of Simsbury
General Fund
Statement of Revenues
For the Period Ended December 31, 2018**

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget	Dec 31 Estimated	Esimated Variance	Percent of Estimated
General Government							
Tax Department	\$ 87,800,198	\$ 48,681,665	\$ 39,118,533	45%	\$ 43,900,099	\$ 4,781,566	111%
Building Department	798,000	342,899	455,101	57%	375,000	(32,101)	91%
Town Clerk	598,700	257,747	340,953	57%	265,390	(7,643)	97%
Finance Department	394,065	402,096	(8,031)	-2%	418,136	(16,040)	96%
Assessor's Office	144,539	35,655	108,884	75%	68,855	(33,200)	52%
Town Manager's Office	125,000	124,500	500	0%	124,500	0	100%
Land Use Commission	30,000	12,596	17,404	58%	12,000	596	105%
Miscellaneous	-	38,198	(38,198)	0%	-	38,198	0%
Total General Government	89,890,502	49,895,357	39,995,145	44%	45,163,980	4,731,378	110%
Public Safety							
Police Department	63,563	5,702	57,861	91%	10,500	(4,798)	54%
Animal Control	500	180	320	64%	270	(90)	67%
Total Public Safety	64,063	5,882	58,181	91%	10,770	(4,888)	55%
Public Works							
Eno Memorial Hall	2,500	1,000	1,500	60%	1,250	(250)	80%
Engineering	350	175	175	50%	175	(0)	100%
Highway Department	-	3,013	(3,013)	0%	-	3,013	0%
Landfill	-	370	(370)	0%	-	370	0%
Total Public Works	2,850	4,557	(1,707)	-60%	1,425	3,132	320%
Health & Welfare							
Elderly/Handicapped Transport	6,000	-	6,000	100%	-	-	0%
Total Health & Welfare	6,000	-	6,000	100%	-	-	0%
Culture & Recreation							
Library	49,000	13,627	35,373	72%	24,500	(10,873)	56%
Community Gardens	2,500	-	2,500	100%	-	-	0%
Memorial Pools & Fields	1,500	1,050	450	30%	900	150	117%
Total Culture & Recreation	53,000	14,677	38,323	72%	25,400	(10,723)	58%
Education							
Public Schools	5,501,954	1,548,484	3,953,470	72%	1,552,484	(4,000)	100%
Total Education	5,501,954	1,548,484	3,953,470	72%	1,552,484	(4,000)	100%
Intergovernmental							
Transfer In - Designated Fund Balance	1,000,000	-	1,000,000	100%	-	-	0%
Total Intergovernmental	1,000,000	-	1,000,000	100%	-	-	0%
Total Revenues	\$ 96,518,369	\$ 51,468,957	\$ 45,049,412	47%	\$ 46,754,059	\$ 4,714,899	110%

Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2018

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget
General Government				
Town Manager's Office	\$ 456,825	\$ 233,283	\$ 223,542	51%
Finance Department	322,007	155,540	166,467	48%
Building Department	291,911	134,089	157,822	46%
Assessor's Office	252,546	126,547	125,999	50%
Town Clerk	226,809	104,515	122,294	46%
Information Technology	204,413	80,778	123,635	40%
Community Development	188,539	92,026	96,513	49%
Planning Department	173,430	56,648	116,782	33%
Tax Department	168,126	92,228	75,898	55%
Legal Services	151,000	66,656	84,344	44%
Elections Administration	120,572	72,687	47,885	60%
Community Services	108,872	83,872	25,000	77%
Administrative Services	98,889	39,758	59,131	40%
Economic Development Commission	46,000	45,000	1,000	98%
Audit Services	38,000	35,000	3,000	92%
Land Use Commission	22,100	4,599	17,501	21%
Board of Finance	6,600	715	5,885	11%
Regional Probate Court	5,426	-	5,426	0%
Historic District Commission	1,400	61	1,339	4%
Public Buildings Commission	1,225	765	460	62%
Tourism Commission	645	-	645	0%
Total General Government	<u>2,885,335</u>	<u>1,424,769</u>	<u>1,460,566</u>	<u>49%</u>
Public Safety				
Police Department	4,784,371	2,301,182	2,483,189	48%
Animal Control	70,581	34,588	35,993	49%
Emergency Management	6,685	4,853	1,832	73%
Total Public Safety	<u>4,861,637</u>	<u>2,340,623</u>	<u>2,521,014</u>	<u>48%</u>
Public Works				
Highway Department	2,970,226	1,382,568	1,587,658	47%
Buildings & Maintenance	479,657	225,529	254,128	47%
Public Works Administration	270,179	118,807	151,372	44%
Engineering	265,288	128,834	136,454	49%
Town Office Buildings	145,890	33,176	112,714	23%
Library	131,639	41,644	89,995	32%
Eno Memorial Hall	71,975	19,093	52,882	27%
Landfill	71,500	57,578	13,922	81%
Other Buildings	32,272	7,790	24,482	24%
Memorial Pool	24,716	18,648	6,068	75%
Total Public Works	<u>4,463,342</u>	<u>2,033,666</u>	<u>2,429,676</u>	<u>46%</u>
Health & Welfare				
Social Service Administration	258,572	102,285	156,287	40%
Senior Center Services	152,720	71,271	81,449	47%
Health Department	134,239	67,120	67,120	50%

**Town of Simsbury
General Fund
Statement of Expenditures
For the Period Ended December 31, 2018**

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget
			-	
Transportaion Services	123,621	42,128	81,493	34%
Outreach Services - Elderly	24,408	11,677	12,731	48%
Total Health & Welfare	<u>693,560</u>	<u>294,481</u>	<u>399,079</u>	<u>42%</u>
Culture & Recreation				
Library	1,474,097	752,975	721,122	51%
Parks & Open Space	674,541	307,707	366,834	46%
Recreation Administration	49,522	24,336	25,186	49%
Memorial Pool	28,692	19,971	8,721	70%
Memorial Field	26,951	8,207	18,744	30%
Beautification Committee	4,620	1,935	2,685	42%
Total Culture & Recreation	<u>2,258,423</u>	<u>1,115,131</u>	<u>1,143,292</u>	<u>49%</u>
Education				
Board of Education	69,693,042	25,329,180	44,363,862	36%
Total Education	<u>69,693,042</u>	<u>25,329,180</u>	<u>44,363,862</u>	<u>36%</u>
Intergovernmental				
Employee Benefits	4,781,745	3,138,033	1,643,712	66%
Insurance	485,715	372,395	113,320	77%
Transfer Out - Health Insurance Fund	-	1,000,000	(1,000,000)	0%
Transfer Out - Capital Projects	1,741,500	1,741,500	-	100%
Transfer Out - Simsbury Farms	100,000	100,000	-	100%
Transfer Out - Contingency Reserve	89,670	-	89,670	0%
Transfer Out - CNR 2016	83,250	83,250	-	100%
Transfer Out - CNR 2019	83,250	83,250	-	100%
Transfer Out - CNR 2015	83,250	83,250	-	100%
Transfer Out - CNR 2018	83,250	83,250	-	100%
Transfer Out - CNR 2017	68,300	68,300	-	100%
Total Intergovernmental	<u>7,599,930</u>	<u>6,753,228</u>	<u>846,702</u>	<u>89%</u>
Debt Service				
Principal	3,365,000	1,595,000	1,770,000	47%
Interest	698,100	136,188	561,913	20%
Total Debt Service	<u>4,063,100</u>	<u>1,731,188</u>	<u>2,331,913</u>	<u>43%</u>
Total Expenditures	\$ <u>96,518,369</u>	\$ <u>41,022,265</u>	\$ <u>55,496,104</u>	43%

Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended December 31, 2018
With Comparative Totals for the Period Ended December 31, 2017

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>2018 Actual</u>	<u>Actuals Variance</u>
Revenues				
Recreation Programs				
Special Programs	\$ 424,200	\$ 106,339	\$ 90,356	\$ 15,983
Sponsorships/Advertising	4,500	-	-	-
Playgrounds	-	9,487	15,705	(6,217)
Total Recreation Programs	<u>428,700</u>	<u>115,827</u>	<u>106,060</u>	<u>9,766</u>
Simsbury Farms Complex				
Skating	218,000	49,640	48,531	1,109
Simsbury Farms Pools	189,400	46,543	40,517	6,027
Vending	29,900	14,293	13,059	1,234
Court Rental	24,000	18,659	21,375	(2,716)
Apple Barn Rental	3,500	1,347	1,746	(399)
Miscellaneous	-	20	2,091	(2,071)
Total Simsbury Farms Complex	<u>464,800</u>	<u>130,502</u>	<u>127,319</u>	<u>3,184</u>
Golf Course				
Golf Course Fees	920,000	342,705	403,704	(60,998)
Golf Surcharge	42,000	15,091	17,939	(2,848)
Miscellaneous	26,500	3,000	22,186	(19,186)
Total Golf Course	<u>988,500</u>	<u>360,796</u>	<u>443,829</u>	<u>(83,032)</u>
Intergovernmental				
Transfer In - General Fund	100,000	100,000	70,000	30,000
Total Intergovernmental	<u>100,000</u>	<u>100,000</u>	<u>70,000</u>	<u>30,000</u>
Total Revenues	<u>1,982,000</u>	<u>707,125</u>	<u>747,208</u>	<u>(40,083)</u>
Expenditures				
Golf Course	901,398	470,450	486,052	(15,602)
Simsbury Farms Complex	479,736	265,092	248,601	16,492
Special Programs	388,078	268,236	257,382	10,853
Simsbury Farms Administration	212,771	127,801	92,964	34,837
Total Expenditures	<u>1,981,983</u>	<u>1,131,579</u>	<u>1,084,999</u>	<u>46,580</u>
Net Change in Fund Balance	17	(424,454)	(337,791)	
Fund Balance - 7/1	<u>30,679</u>	<u>30,679</u>	<u>30,679</u>	
Fund Balance - 12/31	<u>\$ 30,696</u>	<u>\$ (393,775)</u>	<u>\$ (307,112)</u>	

Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2018

Fund	Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances December 31, 2018	Uncommitted Balance December 31, 2018
				Balance June 30, 2018	Current Year	Balance June 30, 2018	Balance June 30, 2018	Current Year	Balance December 31, 2018		
Sewer Fund Projects											
319	FY10	December 2019	Project 2010 - Phelps	\$ 260,000.00	\$ (15,000.00)	\$ 245,000.00	\$ 162,221.04	\$ 69,320.40	\$ 231,541.44	\$ 3,200.00	\$ 10,258.56
315	FY13	April 2019	Project 2013 - Bushy	272,320.00	15,000.00	287,320.00	266,376.77	4,000.00	270,376.77	-	16,943.23
321	FY13	Completed	Wolcott Pump Station	1,378,500.00		1,378,500.00	1,008,080.31	30,502.00	1,038,582.31	10,625.00	329,292.69
390	FY15	Completed	Sewer Main Extensions	156,000.00		156,000.00	56,879.69	99,119.94	155,999.63	-	0.37
513	FY16	2020	Sewer Main Extensions - Waterset	371,000.00		371,000.00	-	251,406.26	251,406.26	-	119,593.74
515	FY16	Fall 2019	Hopmeadow/Center Area Sewer repairs	135,000.00		135,000.00	-	-	-	-	135,000.00
540	FY17	Completed	Sewer Main Extensions/Repairs - Massaco St.	104,000.00		104,000.00	83,593.00	-	83,593.00	-	20,407.00
541	FY17	Fall 2019	Hopmeadow/Center Area Sewer Repairs	100,000.00		100,000.00	-	-	-	-	100,000.00
543	FY17	Completed	Oxidation Ditch Dissolved Oxygen Control	27,000.00		27,000.00	16,119.64	-	16,119.64	-	10,880.36
558	FY18	Summer 2019	36 Drake Hill Rd Dike Analysis	75,000.00		75,000.00	-	-	-	-	75,000.00
559	FY18	Spring 2019	Phosphorus Removal Analysis	150,000.00		150,000.00	-	-	-	-	150,000.00
560	FY18	Completed	Hayes Road Pump	45,000.00		45,000.00	20,004.35	-	20,004.35	-	24,995.65
561	FY18	Fall 2019	Tariffville Area Sewer	100,000.00		100,000.00	-	-	-	-	100,000.00
562	FY18	Spring 2019	WPC Plan update	100,000.00		100,000.00	-	-	-	-	100,000.00
326	FY19	June 2019	Jet/Flush Truck		175,000.00	175,000.00	-	-	-	-	175,000.00
332	FY19	Fall 2020	Tariffville Sewer		100,000.00	100,000.00	-	-	-	-	100,000.00
334	FY19	June 2019	Primary Clarifier		75,000.00	75,000.00	-	-	-	-	75,000.00
335	FY19	June 2019	Plant H2O Sys Rehab		80,000.00	80,000.00	-	-	-	-	80,000.00
Town Projects											
281-44110	FY13	December 2019	Town Security Measures	77,600.00		77,600.00	46,383.51	-	46,383.51	-	31,216.49
336	FY14	December 2019	Open Space - Betty Hudson Property	275,000.00		275,000.00	243,101.19	4,035.00	247,136.19	-	27,863.81
340	FY15	December 2019	Center Area Charrette Infrastructure	540,000.00		540,000.00	279,884.44	-	279,884.44	-	260,115.56
346	FY14	December 2019	Senior/Community Center Design	321,698.56		321,698.56	155,488.93	6,069.00	161,557.93	-	160,140.63
355	FY14	January 2019	Town Teledata	125,000.00		125,000.00	122,627.12	-	122,627.12	-	2,372.88
383	FY15	Completed	Multi Use Trail Connections/Master Plan Updates	212,000.00		212,000.00	82,118.24	-	82,118.24	-	129,881.76
385	FY15	December 2019	Bridge Improvements (Design-FY15)	115,000.00		115,000.00	48,319.34	-	48,319.34	-	66,680.66
387	FY15	September 2019	Technology Infrastructure	635,395.17		635,395.17	495,359.12	-	495,359.12	-	140,036.05
502	FY16	Completed	Park Improvements	508,000.00		508,000.00	456,086.09	51,914.00	508,000.09	-	(0.09)
504	FY16	December 2019	Weatogue Planning Route 10 and Code Prep	57,000.00		57,000.00	-	-	-	-	57,000.00
506	FY16	January 2019	Municipal Building Renovations	50,000.00		50,000.00	35,787.44	11,112.56	46,900.00	-	3,100.00
509	FY16	December 2019	Town Hall Site and Safety Improvements	45,000.00		45,000.00	11,120.31	2,250.00	13,370.31	-	31,629.69
510	FY16	May 2019	Portable Generator / Generator Infrastructure	80,000.00		80,000.00	48,317.20	7,008.00	55,325.20	-	24,674.80
511	FY16	December 2019	Project Planning Fund	28,000.00		28,000.00	9,800.00	-	9,800.00	-	18,200.00
522	FY17	Completed	Veterans Memorial (STEAP Grant)	480,495.00		480,495.00	412,978.28	-	412,978.28	-	67,516.72
523	FY17	December 2020	Multi-Use Connections & Master Plan Updates	1,160,000.00		1,160,000.00	40,245.69	41,472.06	81,717.75	-	1,078,282.25
524	FY17	Completed	SF Golf Course Improvements	125,000.00		125,000.00	92,642.28	41,966.39	134,608.67	-	(9,608.67)
525	FY17	Completed	Greenway Improvements	240,000.00		240,000.00	237,474.91	-	237,474.91	-	2,525.09

Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2018

Fund	Inception Year	Expected Completion	Project	Appropriations			Expenditures			Encumbrances December 31, 2018	Uncommitted Balance December 31, 2018
				Balance June 30, 2018	Current Year	Balance June 30, 2018	Balance June 30, 2018	Current Year	Balance December 31, 2018		
526	FY17/FY18	December 2019	Open Space Planning Improvements	540,000.00		540,000.00	49,566.52	12,650.50	62,217.02	-	477,782.98
527	FY17	May 2019	Street Lighting Purchase / Lighting Improvements	937,321.92		937,321.92	872,935.86	2,607.50	875,543.36	-	61,778.56
528	FY17	Completed	Highway Pavement Management	2,500,000.00		2,500,000.00	2,395,571.42	101,359.32	2,496,930.74	-	3,069.26
529	FY17/FY18	December 2022	Dam Evaluations and Repairs	220,000.00		220,000.00	78,219.83	18,373.00	96,592.83	-	123,407.17
530	FY17	July 2019	Public Works Complex Infrastructure Improvements	450,000.00		450,000.00	184,092.87	-	184,092.87	-	265,907.13
531	FY17	December 2019	Town Hall Site and Safety Improvements	385,000.00		385,000.00	-	-	-	-	385,000.00
532	FY17/FY18	Completed	Plan of Conservation & Development	165,000.00		165,000.00	86,830.16	-	86,830.16	-	78,169.84
533	FY17	May 2019	Portable Generator Infrastructure	175,000.00		175,000.00	20,477.16	-	20,477.16	-	154,522.84
536	FY17	December 2019	Land Use Studies	92,500.00		92,500.00	-	-	-	9,500.00	83,000.00
544	FY17	November 2019	Storage Building	65,000.00		65,000.00	-	-	-	-	65,000.00
547	FY18	Completed	SF Rink/Pool Improvements	950,000.00		950,000.00	897,516.79	24,649.55	922,166.34	-	27,833.66
548	FY18	Completed	Park Improvements	311,000.00		311,000.00	277,152.85	29,676.18	306,829.03	-	4,170.97
549	FY18	December 2019	Street Lighting Purchase / Lighting Improvements	400,000.00		400,000.00	-	-	-	-	400,000.00
550	FY18	June 2019	Iron Horse Blvd Playground Renovation	298,000.00		298,000.00	234,510.41	1,800.00	236,310.41	-	61,689.59
551	FY18	December 2019	Finance Security Upgrades	230,000.00		230,000.00	74,822.59	4,097.54	78,920.13	-	151,079.87
552	FY18	June 2019	Eno Memorial Hall Renovations	300,000.00		300,000.00	2,576.59	224,109.72	226,686.31	-	73,313.69
553	FY18	July 2019	Cold Storage Facility	380,000.00		380,000.00	-	-	-	-	380,000.00
554	FY18	December 2019	Town Facilities Master Plan	400,000.00		400,000.00	8,640.17	-	8,640.17	-	391,359.83
555	FY18	September 2019	Library Interior/Parking Renovations	584,500.00		584,500.00	13,040.00	-	13,040.00	-	571,460.00
556	FY18	August 2019	Library Lower Level Improvements	906,048.00		906,048.00	82.61	5,625.23	5,707.84	658,100.00	242,240.16
557	FY18	December 2019	Zoning Regulation Update	65,000.00		65,000.00	-	-	-	-	65,000.00
564	FY18	June 2020	Bridge Improvements	805,000.00		805,000.00	-	-	-	-	805,000.00
565	FY18	June 2019	Drainage Improvements	125,000.00		125,000.00	81,903.81	41,223.87	123,127.68	-	1,872.32
325	FY19	August 2019	Sidewalk Resurface		250,000.00	250,000.00	-	22,642.00	22,642.00	-	227,358.00
338	FY19	June 2019	Ashborer Tree Mig		85,000.00	85,000.00	8,000.00	-	8,000.00	77,000.00	-
342	FY19	December 2023	Multi-Use Trail		1,020,000.00	1,020,000.00	-	-	-	-	1,020,000.00
345	FY19	June 2019	Highway Pavement Management		845,000.00	845,000.00	-	576,898.92	576,898.92	-	268,101.08
538	FY19	July 2019	Greenway Improvements		275,000.00	275,000.00	-	-	-	-	275,000.00
Education Projects											
377	FY14	June 2019	Boiler Replacement Squadron Line	850,000.00		850,000.00	742,716.45	-	742,716.45	-	107,283.55
393	FY15	Completed	HJMS Phase 1A	1,255,000.00		1,255,000.00	1,168,299.83	-	1,168,299.83	-	86,700.17
394	FY15/FY16	June 2019	SHS Turf Field Replacement	910,000.00		910,000.00	862,911.19	-	862,911.19	-	47,088.81
395	FY15	Completed	Squadron Line Main Office Project	1,050,000.00		1,050,000.00	867,602.43	-	867,602.43	-	182,397.57
519	FY16	Completed	District Network Infrastructure	200,000.00		200,000.00	188,776.96	-	188,776.96	11,223.04	-
520	FY16/FY17	January 2020	Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00		3,100,000.00	2,171,928.14	11,065.00	2,182,993.14	-	917,006.86
521	FY16	January 2020	Central School Roof Replacement	770,000.00		770,000.00	620,602.49	-	620,602.49	-	149,397.51
545	FY17	Completed	District Network Infrastructure	450,000.00		450,000.00	409,418.22	33,528.00	442,946.22	-	7,053.78
546	FY17	Completed	HJMS Renovation - Phase 2	1,950,000.00		1,950,000.00	1,751,859.38	-	1,751,859.38	-	198,140.62
563	FY18	June 2019	SHS Tennis Court Replacement		740,000.00	740,000.00	523,786.03	27,048.90	550,834.93	-	189,165.07
381	FY19	September 2020	Boiler Replacement Latimer		900,000.00	900,000.00	-	-	-	-	900,000.00

Town of Simsbury
Capital Project Funds
Schedule of Expenditures Compared with Appropriations
For the Period Ended December 31, 2018

Fund	Inception Year	Expected Completion	Project	Appropriations			Expenditures			Uncommitted	
				Balance June 30, 2018	Current Year	Balance June 30, 2018	Balance June 30, 2018	Current Year	Balance December 31, 2018	Encumbrances December 31, 2018	Balance December 31, 2018
382	FY19	January 2020	School Security Improvements		850,000.00	850,000.00	-	330,577.85	330,577.85	31,738.10	487,684.05
386	FY19	January 2020	School Facility Master Plan		200,000.00	200,000.00	-	208.07	208.07		199,791.93
388	FY19	January 2020	District Network Infrastructure		400,000.00	400,000.00	-	136,595.16	136,595.16	106,205.54	157,199.30
537	FY19	June 2021	HJMS Renovation - Phase 3		23,965,620.00	23,965,620.00	-	266,336.61	266,336.61	822,935.45	22,876,347.94
				<u>\$ 30,168,378.65</u>	<u>\$ 29,960,620.00</u>	<u>\$ 60,128,998.65</u>	<u>\$ 19,024,849.65</u>	<u>\$ 2,491,248.53</u>	<u>\$ 21,516,098.18</u>	<u>\$ 1,730,527.13</u>	<u>\$ 36,882,373.34</u>



TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Capital and CNR Policy

2. **Date of Board Meeting:** January 15, 2019

3. **Individual or Entity Making the Submission:**

Amy Meriwether, Finance Director

4. **Action Requested of the Board of Finance:**

If the Board of Finance supports the revisions to the Capital and CNR Policy, the following motion is in order:

Move, effective January 15, 2019 to adopt the proposed Capital and CNR Policy as presented.

5. **Summary of Submission:**

At a special meeting on October 22, 2018 the Board of Finance reviewed year end close results and management recommended year end transfers for the fiscal year ended June 30, 2018. Two such recommendations included funding the remaining balances owed to the FY2015/16 – FY2017/18 CNR funds and transferring additional funds into the Capital Reserve Fund to be used in future budget years as a way to implement a cash to capital program. These recommendations were outside the scope of the established Capital and CNR policies. It was the consensus of the Board to review the Capital and CNR policy for possible update.

The Board of Finance established a work group consisting of Board of Finance members, Rob Pomeroy and Lisa Heavner, to review this matter at a meeting held on November 8, 2018. The group was tasked with reviewing a revised draft Capital and CNR policy as presented by management. After review and discussion, several edits were made to the policy and a final draft was prepared for review by the full Board of Finance.

The full Board of Finance has further reviewed and discussed the proposed policy at its meetings on November 13, 2018 and December 18, 2018. Edits of the policy were requested and subsequently made by management in the presented revised draft.

6. **Financial Impact:**

None

7. **Description of Documents Included with Submission:**

- Proposed Capital and CNR Policy



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY CAPITAL PLANNING AND FINANCING POLICY STATEMENT *Adopted by the Simsbury Board of Finance on November XX, 2018*

I. Introduction & Purpose

The use and purpose of this policy is to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made. This policy establishes the general financing goals and the specific elements that comprise a long-range planning and financing strategy, including capital financing guidelines and the transfer of funds to and from the Capital Projects Funds, Capital and Non-Recurring Fund and Capital Reserve Fund.

The goals of this policy statement are to:

1. Make a strong commitment to the strategic management of the Town's capital financing process.
2. Promote financial stability and focus attention on the Town's long term financial capacity to meet capital needs.
3. Designate acceptable parameters of debt issuance and management.
4. Provide a framework for monitoring capital financing practices and results.
5. Effectively communicate the Town's priorities and plans for undertaking capital projects to internal and external stakeholders.
6. Provide a framework for monitoring capital financing practices and results.

II. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy.

III. Definitions and Guidelines

1. Capital Project is defined as any project, resulting in or contributing to the acquisition of, or addition to, a capital asset with an anticipated cost equal to or exceeding \$10,000 for equipment purchases, \$20,000 for building improvements and \$100,000 for infrastructure improvements and with an anticipated life equal to or exceeding (5) five years for equipment purchases, and (10) ten years for buildings, improvements and infrastructure.
2. The capital plan shall be prepared and updated annually by the Town Manager and Finance Director and present programmatic needs and priorities for a (6) six year period.

3. The first year of the (6) six year capital plan will be adopted annually by the Board of Selectmen and the Board of Finance as part of the budgeting process.
4. Future operating costs associated with new capital projects and assets will be projected and included in operating budget forecasts.
5. Each capital project submitted for consideration shall identify operating budget impacts and potential financing methods available.
6. The Town shall take the appropriate actions to maintain its “Aaa” credit rating and strategically utilize debt service expenditures.
7. The Town Manager and Finance Director will recommend the optimum mix and financing sources for all capital projects, in conjunction with the adopted Debt Management Policy.
8. Whenever possible, capital costs should be financed by means other than borrowing. Borrowing ~~shall~~ should be limited to infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.
9. Capital projects financed through the issuance of general obligation bonds shall be financed for a period no longer than 10 years unless specifically authorized by the Board of Finance and, when practical, for a period which does not exceed the useful life of the asset.
10. Maintenance Scheduling – The Town intends to set aside sufficient revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal to keep its capital facilities and infrastructure systems in good repair to maximize a capital asset’s useful life and to avoid unnecessary borrowing.

IV. Capital Projects Fund(s) Policy

The Capital Project Fund(s) is used to account for the financial resources used for the acquisition of major pieces of equipment, vehicles in the fleet, studies (if related to a larger capital project), professional services, building improvements, land acquisitions, building acquisitions or construction of major capital facilities and capital infrastructure improvements.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from the Capital Reserve Fund, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations.

If applicable, funds shall be invested in accordance with the Town’s investment policy.

V. Capital and Non-Recurring Fund Policy

The Capital and Non-Recurring Fund is established to provide for small capital and non-recurring expenditures which would distort year to year budget comparison. Non-recurring is to mean an expenditure that occurs no more frequently than once in a five year period.

Capital items and studies of single or aggregate cost that exceed \$10,000 but are less than \$250,000 shall be accounted for as expenditures in the capital and non-recurring fund. The Capital and Non-Recurring Fund will also include fleet purchases that are less than ~~\$250,000~~~~\$100,000~~ per vehicle.

The Town shall not fund on-going operating expenditures from the Capital and Non-Recurring Fund.

This fund may receive contributions from transfers from the General Fund, transfers from the Capital Reserve Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations. Funding shall be transferred into the Capital and Non-Recurring Fund in the fiscal year for which the projects are budgeted/adopted.

If applicable, funds shall be invested in accordance with the Town's investment policy.

VI. Capital Reserve Fund Policy

The Capital Reserve Fund is established to allow more flexibility, to serve as a future source of cash to capital financing of capital projects, and to provide a revenue source for emergency capital needs such as an emergency repair to a building not covered by insurance. It is a part of the Town's capital financing strategy and seeks to fund to a level deemed sufficient to fully fund recurring expenditures for replacement capital equipment and maintaining public facilities that do not meet the Town's general obligation bond issuance guidelines.

The target funding level shall be an amount sufficient to fund the capital fund budget -cash to capital plus \$200,000 . This is to ensure a sufficient balance remains in the Capital Reserve Fund for unanticipated needs or emergencies. All emergency purchases utilizing the use of the Capital Reserve Fund shall be authorized by the Town Manager or her/his designee and the Director of Finance and approved by the Board of Finance as soon as practical following the emergency.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital and Non-Recurring Fund and Capital Projects Fund(s), grants, donations and interest from investments.

If applicable, funds shall be invested in accordance with the Town's investment policy.

VII. Accounting Guidelines

The following are a list of specific accounting practices related to capital transactions:

1. On the first day of the fiscal year, the General Fund appropriations to the Capital Projects Fund(s), Capital and Non-Recurring fund and Capital Reserve Fund will be transferred.
2. On the first day of the fiscal year, the Capital Reserve Fund appropriations to the Capital Projects Fund(s) and the Capital and Non-Recurring Fund will be transferred.
3. All bond proceeds will be deposited directly into the Capital Projects Fund(s).
4. Proceeds from the sale of town property will be deposited directly into the Capital Projects Fund or Capital Reserve Fund upon recommendation by the Board of Finance
5. Interest earned by the Capital Projects Fund(s) for the entire fiscal year will be transferred into the Capital Reserve Fund on the last day of the fiscal year, if applicable.
6. Grant funds, including school construction progress payments will be deposited into the Capital Projects Fund(s).
7. All debt service payments and debt issuance costs will be paid from the General Fund and/or Debt Service Fund.

8. All capital projects expenditures will be paid directly from the Capital Projects Fund(s).

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TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed Defined Benefit Plan Investment Policy

2. **Date of Board Meeting:** January 15, 2019

3. **Individual or Entity Making the Submission:**

Amy Meriwether, Finance Director

4. **Action Requested of the Board of Finance:**

If the Board of Finance supports the approval of the Defined Benefit Plan Investment Policy, the following motion is in order:

Move, effective January 15, 2019 to adopt the Defined Benefit Plan Investment Policy amending the language to replace Retirement Plan Sub-Committee with Board of Finance and delegate acting authority to the Retirement Plan Sub-Committee.

5. **Summary of Submission:**

The Town's pension plan investment manager, Fiduciary Investment Advisors, has performed its periodic review of the Defined Benefit Plan Investment Policy. No changes were recommended. The policy was presented at the Retirement Plan Sub-Committee meeting on September 12, 2018 and subsequently approved by the committee.

Per the Town Charter: "The Board of Finance shall supervise and maintain the Town pension and other post-employment benefit funds in accordance with rules and regulations contained in agreements between the Town employees and the Town of Simsbury and or the Board of Education regarding pension and other post-employment benefits. The Board of Finance shall, after consultation with the Board of Education and the Board of Selectmen, ensure the pension funds are prudently invested and shall also supervise and maintain the Retiree Benefit Fund established pursuant to the Town code of ordinances and designate the annual contribution to be made to insure said pension and post-employment funds. The investment and management of the assets of any such fund shall be in compliance with the prudent investor rule as set forth in Conn. Gen. Stat. Sections 45a-541 to 45a-541l inclusive of the General Statutes."

In accordance with the above, the Defined Benefit Pension Plan Investment Policy is being brought forward for review by the Board of Finance. At a minimum the policy language needs to be updated to replace Retirement Sub-Committee with Board of Finance and then delegate authority to the Retirement Plan Sub-Committee to act on its behalf. As a further project, management recommends that a memorandum of agreement be developed between the Board of Finance, Board of Education, and Board of Selectmen regarding membership composition, duties, and responsibilities of the Retirement Sub-Committee.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- Proposed Defined Benefit Plan Investment Policy



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY
DEFINED BENEFIT PENSION PLANS INVESTMENT POLICY STATEMENT
Adopted by the Retirement Plan Subcommittee in November 2012
Amended on September 12, 2018

I. Introduction & Purpose

The TOWN OF SIMSBURY DEFINED BENEFIT PENSION PLANS (the “Plans”) have been established to provide retirement benefits to those individuals eligible to receive them. This policy statement outlines the goals and investment objectives for the Plans. This document is intended to provide guidelines for managing the Plans, and to outline specific investment policies that will govern how those goals are to be achieved. This statement:

- Describes the investment objectives of the Plans;
- Defines the responsibilities of the Retirement Plan Sub-Committee (“Committee”) and other parties responsible for the management of the Plans;
- Establishes investment guidelines regarding the selection of investment managers and diversification of assets;
- Specifies the criteria for evaluating the performance of the investment managers and of the Plans as a whole.

II. Investment Objective

The Plans’ assets shall be invested in accordance with sound investment practices that emphasize long-term investment fundamentals. In establishing the investment objectives of the Plans, the Committee has taken into account the financial needs and circumstances of the Town of Simsbury, the time horizon available for investment, the nature of the Plans’ cash flows and liabilities, and other factors that affect their risk tolerance. Consistent with this, the Committee has determined that the investment of these assets shall be guided by the following underlying goals:

- To achieve the stated actuarial target of the Plans;
- To maintain sufficient liquidity to meet the obligations of the Plans;
- To diversify the assets of the Plans in order to reduce risk;
- To achieve investment results over the long-term that compare favorably with those of other pension plans, professionally managed portfolios and of appropriate market indexes.

III. Assignment of Responsibilities

Retirement Plan Sub-Committee – The Retirement Plan Sub-Committee is charged with the responsibility of overseeing the assets of the Plans. To that end, the Committee’s responsibilities include: establishing and maintaining the Plans’ investment policy, objectives and portfolio guidelines with respect to asset allocation, risk parameters, and return evaluation and for specific interpretation of said investment policy, as well as selecting the investment vehicles, and periodically monitoring the performance of investments. The Committee, however, may establish rules or other resolutions governing its investment policy and may delegate the authority to act on its behalf to certain members or agents (such as the Town Manager, the

Director of Finance, or designated Sub-Committees). The Committee will meet periodically. The Committee shall discharge its duties with the care, skill, prudence and diligence appropriate to the circumstances then prevailing. The Committee recognizes that some risk must be assumed to achieve the Plans' long-term investment objectives.

The Committee and/or its designees are directed to:

1. Oversee compliance by the investment manager(s) with the investment policy;
2. Evaluate the performance of the investment manager(s) against specific investment objectives;
3. Approve fee schedules of the investment manager(s) based on contractual agreements;
4. Select the investment custodian(s); and,
5. Approve the continuation of business relationships with investment manager(s), custodian(s), and other vendors, if any.

Investment Consultant – The Committee will engage the services of an Investment Consultant. The Investment Consultant's role is that of a non-discretionary advisor to the Committee. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement and the Plans' asset allocation, conduct manager searches when necessary, monitor the performance of the managers/funds, and communicate on other matters of relevance to the oversight of the Plans.

Custodian – The Custodian is responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plans, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plans accounts (for example, to accommodate distribution needs).

IV. Asset Allocation

The asset allocation target ranges set forth in Appendix A represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range.

V. Rebalancing

The Committee, at its discretion, may or may not institute rebalancing as necessary. Such adjustments should be executed with consideration to turnover, transaction costs, and realized losses over the long term. The necessity to rebalance will be reviewed periodically.

VI. Selection Criteria for Investment Managers

Investment managers/funds retained by the Plans shall be chosen using various criteria, including but not limited to the following:

- Past results, considered relative to appropriate indexes and other investments having similar investment objectives. Consideration shall be given to both consistency of performance and the level of risk taken to achieve results;
- The investment style and discipline of the investment manager;
- How well the manager's investment style or approach complements other assets in the Plans;
- Level of experience, personnel turnover, financial resources, and staffing levels of the investment management firm or fund.

The Plans will utilize a multi-manager structure of complementary investment styles and asset classes to invest the Plans' assets.

The Investment Consultant is additionally tasked with regular oversight of the roster of investment managers deployed on the Plans' behalf. The motivation for this effort is to ensure that the managers continue to administer their portfolios in a manner consistent with the overall approaches and qualifications that appealed to the Committee initially and that anomalies and deviations from these approaches and qualifications are identified and addressed. When deemed necessary, the Investment Consultant will provide other manager candidates for the Committee's consideration.

Should additional contributions and/or market value growth permit, the Committee may retain additional investment managers to invest the assets of the Plans. Additional managers would be expected to diversify the Plans by investment style, asset class, and management structure and thereby enhance the probability of the Plans achieving its long-term investment objectives.

VII. Securities Guidelines

The Plans' investments may include separately managed accounts and/or mutual funds/co-mingled funds, including marketable and non-marketable alternatives and exchange traded funds. The Committee understands that managers have full responsibility for security selection, diversification, turnover and allocation of holdings among selected securities and industry groups, as particularly detailed in the Investment Policy Statement of each of the Plans' separately managed accounts or in the prospectus/offering memorandum for each mutual fund/co-mingled fund/exchange traded fund in the portfolio. No securities will be purchased, or carried, on margin.

With respect to mutual/co-mingled funds, the Committee will consider the following to insure proper diversification and function for each of the funds:

1. The mutual fund/co-mingled pool organizations selected should demonstrate: (a) a clearly defined investment philosophy; (b) a consistent investment process; (c) an experienced and stable organization; and (d) cost-effectiveness.
2. The mutual fund/co-mingled pool used will generally have at least a full three-year track record, or its equivalent, and the individual fund/pool must have at least \$25 million under management (or, as an organization, \$100 million in the same strategy) at the time of selection.
3. Each mutual fund/co-mingled pool will be regularly evaluated for proper diversity and each will provide material information on a timely basis.
4. With respect to hedge fund-of-funds, in addition to meeting each of the three above-specified criteria, each fund-of-funds will include an appropriate number of hedge fund managers to be considered well diversified. Investment strategies in hedge fund-of-funds may generally include: long/short U.S. equity, global equity, derivatives, distressed debt and other fixed income strategies, currency exposure, arbitrage and event driven strategies, and additional strategies with low correlation to traditional asset classes.

VIII. Proxy Voting

Each investment manager is responsible for and empowered to exercise all rights, including voting rights, as are acquired through the purchase of securities, where practical. Each investment manager shall vote proxies in the best interest of the Town of Simsbury. A copy of each firm's guidelines, and/or summary of proxy votes shall be provided to the Committee upon request.

IX. Investment Monitoring and Reporting

The Committee will periodically review performance of the investments in the Plans. Performance monitoring is the mechanism for revisiting the investment selection process and confirming that the criteria originally satisfied remain intact and that an investment continues to be appropriate for the Plans. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

Monitoring should occur on a periodic basis. The monitoring process will utilize the same criteria that formed the basis of the investment selection decision. In addition, a set of "watch list criteria" may be employed to track important quantitative and qualitative elements, assist in the evaluation process, and focus the Committee on potential areas of concern.

Watch list criteria may include the following:

- Performance relative to benchmark performance over various time frames;
- Deterioration of risk-adjusted performance;
- Notable style drift / change in investment objective;
- High manager fees relative to peers;
- Significant organizational or manager change.

X. Termination of an Investment Manager or Fund

A manager/fund may be terminated when the Committee has lost confidence in the manager's ability to:

- Achieve performance and risk objectives;
- Comply with investment guidelines;
- Comply with reporting requirements;
- Maintain a stable organization and retain key investment professionals.

There are no hard and fast rules for manager termination. However, if the investment manager has consistently failed to adhere to one or more of the above conditions, termination may be considered. Failure to remedy the circumstances of unsatisfactory performance by the manager/fund, within a reasonable time, may be grounds for termination.

Any recommendation to terminate a manager/fund will be treated on an individual basis and will not be made solely based on quantitative data. In addition to those above, other factors may include, but shall not be limited to, professional or Town of Simsbury turnover, or material change to investment processes.

The process for selecting a replacement for a terminated manager would follow the criteria outlined in the section of this Investment Policy Statement titled Selection Criteria for Investment Managers.

XI. Approval

It is understood that this investment policy is to be reviewed periodically by the Committee to determine if any revisions are warranted by changing circumstances including, but not limited to, changes in financial status, risk tolerance, or changes involving the investment managers.

The Town of Simsbury:

By: _____

Signature: _____

Date: _____

Title: _____



Town of Simsbury

FY 2017-2018 Annual Report

Town Manager's Office

The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the Town. She is responsible for the oversight of all Town departments, implementing all acts and policies of the Board and all resolutions and ordinances adopted by the Town. The Office is responsible for the implementation of policies and initiatives, the administration of the human resources program, and supports the Town's economic development activities.

2017-2018 Initiatives and Accomplishments

- Designed and implemented a plan for the transition to a Town Manager-Board of Selectmen form of government. The new form of government took effect December 4, 2017 and our first Town Manager began work January 29, 2018.
- Successfully recruited and on-boarded a new Police Chief, Finance Director/Treasurer, and Director of Culture, Parks and Recreation.
- Supported the work of a number of Board of Selectmen policy initiatives and work groups such as: Economic Development Work Group; Water Shortage Ordinance Subcommittee; Work Group Reviewing Participation of Unaffiliated Voters on Boards, Committees, and Commissions.
- Implemented cybersecurity improvements through infrastructure upgrades, employee awareness training, and the development of cybersecurity policies and procedures.



Budget: \$453,560
4 full-time equivalent employees

Pictured is Simsbury's first Town Manager Maria Capriola, who began work on January 29, 2018

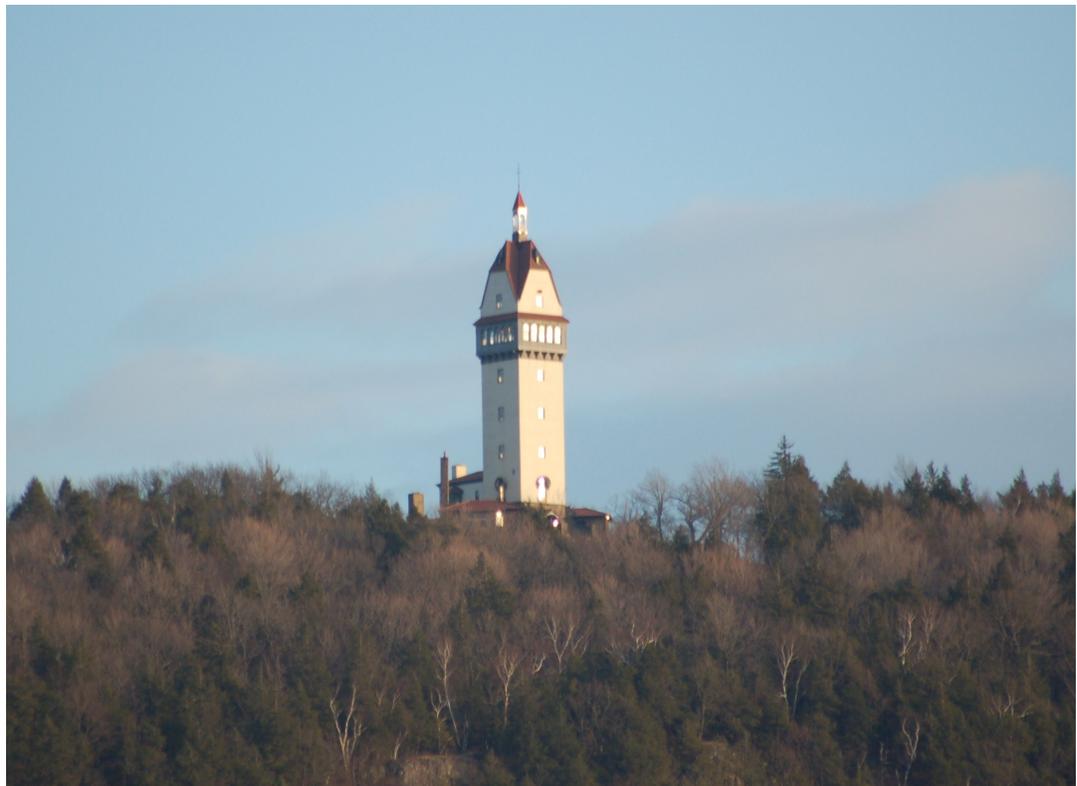
Finance Department

The Finance Department includes financial administration, assessment and revenue collection. The Department's mission is to provide the highest level of fiscal integrity and department support through training, prudent policies and business practices within its procurement, payroll, accounts payable, accounting and reporting, tax collection and debt management.

2017-2018 Initiatives and Accomplishments

- Awarded the GFOA Award for Excellence in Financial Reporting for the 19th consecutive year.
- Maintained Aaa credit rating at a time when many municipalities are being re-evaluated, and in many cases, downgraded due to state budget uncertainties.
- Updated and implemented revised capital asset policy and corresponding asset acquisition and asset disposition forms.
- Successfully assisted in the hiring of a new Finance Director/Treasurer.
- FY 2017 - 2018 ended with unaudited close results of a net increase to fund balance in the amount of \$2,460,099.

Budget:
\$840,663
7.82 full-time
equivalent
employees



Information Technology

The Information Technology Department oversees technology systems and operations of municipal offices. Additionally it provides services to the Board of Education Central Office, Regional Probate Court and the Housing Authority. The Department participates in monthly meetings with Simsbury's Technology Task Force and IT Steering Committee on technology activities, issues and recommendations.



2017-2018 Initiatives and Accomplishments

- Continued fiber optic build-out to Simsbury Farms.
- Implemented Next Generation Firewall appliances.
- Implemented hosted voice over internet protocol (VoIP) telephony for Simsbury Public Library.
- Implemented a cyber security awareness program for Town employees.
- Initiated the upgrade to the Town's financial management system and databases.

The above picture of the Flower Bridge was taken by Lorraine Cosgrove

Budget: \$178,360

2 full-time equivalent employees

Town Clerk's Office

It is the mission of the Town Clerk's Office to serve as the liaison between the local government and the residents and patrons of Simsbury, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of customer service.



Pictured above is the Animal Control Officer and Town Clerk at the Microchip Clinic on June 23, 2018

2017-2018 Initiatives and Accomplishments

- On November 7, 2017, 34% of Simsbury voters turned out for the municipal election for First Selectman, Board of Selectmen, Board of Finance, Board of Education, Board of Assessment Appeals, Planning Commission, Zoning Commission, Zoning Board of Appeals and Library Board of Trustees. At the May 1, 2018 referendum, we had a voter turnout of 9.4% of electors.
- In collaboration with Chief Nicholas J. Boulter, Animal Control Officer Mark Rudewicz, and the Simsbury Police Department, we conducted our 17th Top Dog Contest during May 2018. The program is designed to promote responsible dog ownership and, in turn, to advance public safety within the community. The four happy winners received doggie treats, and their owners received a 2018 dog license at no charge.
- On June 23, 2018, the Town Clerk and the Animal Control Officer hosted a microchip clinic and dog licensing event at the Weatogue Fire Station. Microchips were administered by Hopmeadow Animal Hospital and the Town Clerk was on site to issue 2018 - 2019 dog licenses.

Budget: \$221,178
3 full-time equivalent employees

Registrars of Voters/Election Administration

The operations of the office of the Registrars of Voters are governed by the Secretary of the State's office and state statute. The Registrars of Voters are jointly responsible for the administration of state election laws. They direct all local, state and federal elections and primaries, and the Town's budget referendum, including hiring and training of poll staff, equipment testing and operation, absentee ballot counting, reporting of results, and records retention. Registrars supervise voter registration, maintain the list of qualified electors, and conduct the annual canvass of registered voters.

2017-2018 Initiatives and Accomplishments

- The November 2017 Municipal Election was the first conducted following extensive re-districting. In order to alleviate crowding, more than 1,500 residents voted in new polling locations.
- More than 1,100 new voters registered between July 1, 2017 and June 30, 2018.

Budget: \$101,896

1 full-time equivalent employee

Simsbury Public Library

The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources and experiences, inspiring our community to discover and connect, enriching lives while approaching the future together.

2017-2018 Initiatives and Accomplishments

- Received a Connecticut State Library Construction Grant in the amount of \$405,525 to offset the cost of the Lower Level Renovation project which will provide additional and much needed programming space.
- Received the 2017 Connecticut Library Association Excellence in Public Library Service Award.
- Community use of Innovators' Workshop and its resources increased 66% over FY 16-17.
- Use of Library materials increased 3% and digital content increased 12%.

Budget: \$1,548,615

17.78 full-time equivalent employees

Culture, Parks and Recreation

The Culture, Parks and Recreation Department is responsible for the administration of the Town's parks, recreational facilities and recreational programs. The Department attempts to provide a wide range of programs and recreational opportunities which contribute to the environment, needs, and interests of the community. It is recognized that the programs and services provided by this Department contribute to the quality of life in the community, and are an integral part of Simsbury's health, welfare, attractiveness, and economic vitality.

2017-2018 Initiatives and Accomplishments

- A new wash station was installed at the Simsbury Farms Golf/Park Maintenance Facility which recycles water used from washing parks and golf maintenance equipment.
- The Simsbury Farms Recreation Complex was originally an apple orchard and has many of the original apple trees on site. Several of these trees have had to be removed for safety reasons but a replacement program has begun with a goal to install 20 replacement trees per year.
- The Memorial Wading Pool renovation was completed. A new water feature was added as well as improvements to pool surfacing.
- Rotary Park Playground had its first major renovation since its initial construction. Renovations included installation of a rubberized poured in place safety surface, new fencing around the playground and replacement and repair of some of the play structures.



General Fund Budget:
\$777,555
Special Revenue Fund
Budget: \$1,967,955
17 full-time equivalent
employees

*Rotary Park Playground
Resurfacing and Repairs*

Community and Social Services

The mission of the Community and Social Services Department is to assist residents with their social, emotional and financial needs while welcoming the commonalities and diversities of all who walk through our doors.

2017-2018 Initiatives and Accomplishments

- We welcomed a new Director who joined our team in October 2017. She is a Licensed Master Level Social Worker with seventeen years of experience, including eleven years of experience as a municipal social worker.
- Partnered with and provided funding to the Simsbury Police, Board of Education, Simsbury Public Library, and the Community for Care to support programming on topics related to safety, drug abuse prevention, family relations, and mental health concerns.
- Served as an intake site for the Connecticut Energy Assistance Program, facilitating \$135,030 in federal heating assistance, which is \$37,170 more than last year. Thirty families with seventy-eight children were provided assistance for the holidays.
- Simsbury Dial-A-Ride provided 8,105 passengers with 7,670 trips and travelled 42,815 miles. In addition, we provided transportation for 305 out-of-town medical appointments and 28 Senior Center trips.



Budget: \$497,895
4.71 full-time equivalent
employees

Public Works

The mission of the Public Works Department is to manage and maintain the Town's infrastructure, including roads, public buildings, and the transfer station in a cost effective and efficient manner that will benefit the safety and comfort of our residents and employees.

2017-2018 Initiatives and Accomplishments

- The Department was awarded the 2018 Connecticut Interlocal Risk Management Agency (CIRMA) Risk Management Award in January of 2018.
- Received a Bicycle and Pedestrian Safety Grant in the amount of \$167,000. This grant will be used to enhance the safety at trail crossings throughout Simsbury.
- This year the Department began to shift its paving program, moving from a need to improve the overall quality of our roads to a maintenance level of pavement work. In 2018 the Department paved 9.5 miles of roadways at a cost of \$1.25 million.
- The Department has been working to be in compliance with the new MS4 regulations from the Department of Energy and Environmental Protection (DEEP). We have improved our recordkeeping and increased our catch basin cleaning program. All of the Town's nearly 4,000 catch basins have been cleaned in the last three years.

Budget: \$3,615,636
30.5 full-time equivalent employees

Water Pollution Control

Simsbury Water Pollution Control (SWPC) is a customer-funded sewer utility owned and operated by the Town of Simsbury. The towns of Avon and Granby are co-owners of the treatment facility. SWPC is responsible for the operation and maintenance of over 80 miles of collection system, five pumping stations and the treatment facility.

2017-2018 Initiatives and Accomplishments

- Upgraded Hayes Pump Station to SCADA controls.
- Conducted a sanitary sewer flow study for the creation of the Development Flow Allocation Policy.
- Upgraded the operational controls of the plant oxidation ditch in order to reduce electrical costs.

Budget: \$3,144,045
11 full-time equivalent employees

Engineering

The mission of the Engineering department is to provide professional infrastructure and building design, project management, and planning services to effectively sustain and improve the current quality of life for Simsbury residents and businesses.



*New foot-
bridge over
Stratton
Brook to Ethel
Walker Woods
trails*

2017-2018 Initiatives and Accomplishments

- Successfully obtained Local Transportation Capital Improvement Program (LOTICIP) grant funding jointly with the Town of Bloomfield in the amount of \$1.020 million for the proposed Bloomfield to Tariffville Multi-Use Trail Connector. Initiated the design phase for this project with the construction phase anticipated in FY 2019-2020.
- Completed an acoustical study and final design for Eno Memorial Hall Renovations. Construction activities for this project will be completed in FY 2018-2019.
- Completed design and construction for the Ethel Walker Woods trailhead at Town Forest Park.
- Completed design and construction for emergency repairs to the House Rest Pond Dam.

Budget: \$261,649
2.85 full-time equivalent employees

Planning and Community Development

The Department's primary mission is to engage the Town's residents and provide professional guidance and coordination in a manner which allows them to envision and plan for a highly desirable and livable town, and to implement and maintain that vision through the implementation of astute use of land in order to ensure a high quality of life for all generations.

2017-2018 Initiatives and Accomplishments

- Planning Department staff assisted the Zoning Commission in updating the zoning regulations to ensure that standards were current with the National Flood Insurance Program.
- In February 2018, the Assistant Building Official position was filled. This is a shared position with the Town of Bloomfield; we budget the position as a full-time staff member and Bloomfield contracts with us under a shared services agreement. This has been a successful regionalism initiative.
- Staff assisted the Planning Commission in drafting updates to the subdivision regulations.
- The Building Department performed over 2,100 building inspections and processed over \$1,168,000 worth of receipts associated with building permits.

Budget: \$639,363
7 full-time equivalent
employees



Police Department

The Simsbury Police Department is a national and state accredited police department that provides law enforcement and public safety services, including operation of the E-911 Communications Center. The Department provides a full range of services under a community policing philosophy.



2017-2018 Initiatives and Accomplishments

- The Department maintained national accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and was awarded such for the third, three-year term.
- The Department expanded efforts to bring awareness to and support of CT Special Olympics by increasing participation in many events. Several members raised funds and rappelled down the side of Mohegan Sun, staff conducted Tip-A-Cop events at different locations, provided medals to Olympians at the Summer Special Olympic Games, ran in the Torch Run and Officer Laurel Harrington was selected to represent CT at the annual conference in Nashville, Tennessee.
- The Department provided additional protective equipment for officers to use during high risk situations and trained officers to use the equipment. This equipment not only provides protection for the officers, but it better equips the Department to handle high risk emergencies.

Police Budget: \$4,666,086
Animal Control Budget: \$66,909
Civil Preparedness Budget: \$6,685
49.5 full-time equivalent employees

Simsbury Fire District

To minimize injuries, and property loss from fire, hazardous conditions, rescue situations, and other disasters, by providing excellent state of the art, life and property conservation, emergency and educational services while recognizing our people as our most important resource and the key to our success. The Fire District is a separate taxing entity and independent organization from the town. The District also provides emergency management services to the Town.

2017-2018 Initiatives and Accomplishments

- Through donated funds, the Simsbury Volunteer Fire Company donated a Fire Engine playscape at Rotary Park. This playscape was installed by the volunteers and it marks the start of the Fire District and Fire Companies' 75th year anniversary celebrations.
- The 89 volunteer members of the fire company responded to 631 calls for assistance in calendar year 2017.

Budget: \$3,010,153
8 full-time equivalent employees

Simsbury Volunteer Ambulance Association

Simsbury Volunteer Ambulance Association (SVAA) has served the emergency medical needs of the community since 1957. In the past year SVAA's volunteer EMTs, augmented by our paid staff of Paramedics and EMTs, responded to approximately 1,860 emergency medical calls.

2017-2018 Initiatives and Accomplishments

- Simsbury received its re-designation as a HEARTsafe community by the Department of Public Health.
- SVAA, as part of a regional FEMA grant, has received and will be putting into service three LUCAS Chest Compression Systems, one on each ambulance. The LUCAS Chest Compression System is designed to deliver uninterrupted compressions at a consistent rate and depth to facilitate ROSC (return of spontaneous circulation).
- In April, Terry Fogarty and Ann O'Donnell were named Members Emeritus in recognition for their many years of service to SVAA and the community. Joshua Storm was the recipient of a Certificate of Appreciation presented by VFW Post 1926. Donna Anderson received SVAA's EMT of the year award.

Board of Education

The Simsbury Public Schools cultivate the mind, body, and character of each student. We engage students with a meaningful and rigorous academic foundation so that they can contribute to a global society with integrity, compassion, and resilience.



Photo of Simsbury High School graduation taken by Martha Hogan

2017-2018 Initiatives and Accomplishments

- The percentage of SHS students completing at least one Advanced Placement (AP) course was 76%; the percentage of those students achieving a score of 3 or above on the AP Exam was 86%; of the total of 1,060 students who took Advanced Placement exams, 911 students passed the exam.
- Our 11th graders performed first in both the math (score of 604) and ELA (score of 592) portions of the SAT compared to all towns in our District Reference Group (DRG).
- The final phase of a \$24 million capital project renovation began at HJMS. The plan includes updating science classrooms, transforming the library into a modern learning commons, building a brand new auditorium for HJMS's world class music and performing arts program, and implementing building safety upgrades.
- We ramped up school safety efforts by contracting with a nationally recognized school safety expert, providing additional professional development for School Safety Teams, planning Staff Training in Response to Active Shooter Events, securing \$850,000 as part of a Capital Improvement Plan for school safety, and increasing our focus on mental health support and interventions.

Budget: \$68,125,170
641.33 full-time equivalent employees

Housing Authority

The Simsbury Housing Authority is dedicated to providing safe, affordable, housing for limited income seniors and individuals with disabilities. The Simsbury Housing Authority, located on 13 acres at 1600 Hopmeadow Street, is a non-profit organization responsible for operating the Dr. Owen L. Murphy Apartments and the Virginia Connolly Residence. The facilities provide subsidized housing for the elderly and persons over age 18 with disabilities meeting certain income limitations. The Housing Authority and the Town of Simsbury have a mutually cooperative working relationship. The Housing Authority is also fortunate and grateful to have a number of dedicated volunteers who provide programs and services throughout the year. The Housing Authority will continue to move forward with making infrastructure improvements while offering quality programs and services in order to provide comfortable, caring and affordable housing for our current residents and for those who may reside with us in the future.

2017-2018 Initiatives and Accomplishments

- The Housing Authority signed a contract with Lodestar Energy for the installation of solar panels on the Virginia Connolly Residence.
- The Housing Authority was awarded a \$750,000 Small Cities Grant. The grant was used to replace the underground storage tank, install a new generator, make sidewalk and roadway improvements at the Virginia Connolly Residence, and replace the storm doors at the Dr. Owen L. Murphy Apartments.

Probate Court

The mission of the Simsbury Regional Probate Court is to assist individuals and families residing in the district who require the services of the court in an efficient and compassionate manner. The Court strives to ease the process as much as possible knowing that during stressful times it is difficult to cope with the unknown.

2017-2018 Initiatives and Accomplishments

- During the past year, 206 applications were accepted for probate of decedent's estates. In addition, 195 small estate affidavits and tax purposes only estates were filed. The Court also processed 45 applications for conservatorships, and several applications for guardianships of the estate and person of minors, guardianships of the intellectually disabled, termination of parental rights, approval of adoptions, name changes and inter vivos trust matters.

FY17-18 Financial Information

Expenditures

	\$	% of Total
Education	68,631,428	72.9%
Insurance & Benefits	5,101,589	5.4%
Debt Retirement	4,880,219	5.2%
Public Safety	4,659,221	5.0%
Public Works	3,842,044	4.1%
General Government	2,233,005	2.4%
Library	1,526,826	1.6%
Other	1,223,172	1.3%
Culture & Recreation	808,659	0.8%
Health & Social Services	628,646	0.7%
Planning and Development	547,117	0.6%
Total	94,081,927	100.0%

Revenues

Mill Rate History

	\$	% of Total		Town	Fire District	Total
Property Taxes	87,613,101	91.0%	FY13-14	37.29	1.22	38.51
Intergovernmental	5,892,701	6.1%	FY14-15	37.14	1.19	38.33
Licenses / Permits	1,233,814	1.3%	FY15-16	37.12	1.19	38.31
Charges for Services	782,006	0.8%	FY16-17	37.12	1.23	38.35
Other	434,949	0.5%	FY 17-18	38.76*	1.23*	39.99
Investments	323,153	0.3%				
Total	96,279,724	100.0%				

**Town collected 31 mills on motor vehicles and the Fire district collected 1 mill.*

Board of Selectmen

Board of Finance

Board of Education

Eric Wellman, First Selectman	Rob Pomeroy, Chair	Tara Donohue Willerup, Chair
Chris Kelly, Deputy First Selectman	Linda Schofield, Vice Chair	Susan Salina, Vice Chair
Sean Askham	Lisa Heavner	Todd Burrick, Secretary
Cheryl Cook	Derek Peterson	Jennifer Batchelar
Mike Paine	Kevin Prell	Thomas Frank
Chris Peterson	Moira Wertheimer	Lydia Tedone
Maria Capriola, Town Manager	Amy Meriwether, Finance Director	Jeffrey Tindall
		Matthew Curtis, Superintendent

2018-2019 BOARD OF SELECTMEN GOALS - ADOPTED 11/26/18

Topic Area	Goals	Prioritization	Short-Term or Long-Term	Strategic or Administrative
Financial Management	● Invest in modern financial management systems to improve processes, accountability, and reporting	High	Short-Term	Administrative
Financial Management	● Improve transparency in financial reporting; implement regular reporting from Director of Finance	Medium	Short-Term	Administrative
Financial Management	● Increase coordination with BOE - explore areas for further collaboration, possible shared services	Medium	Long-Term	Strategic
Infrastructure	● Invest in north end (i.e. Wagner parcel)	Medium	Long-Term	Strategic
Financial Management	● Evaluate tax rate, overall spending	Medium	Short-Term	Strategic
Financial Management	● Capital projects management - improve tracking and monitoring; discuss role of Public Building Committee and Town Manager	Medium	Short-Term	Administrative
Financial Management	● Establish performance measurements, benchmarking metrics to assist with long range planning	Medium	Long-Term	Administrative
Maintaining Quality of Life/Community Character	● Explore opportunities for people on fixed incomes to stay in town; focus on "age friendly" community	Medium	Long-Term	Strategic
Maintaining Quality of Life/Community Character	● Maintain balance between development and rural community character, sense of place	Medium	Long-Term	Strategic
Maintaining Quality of Life/Community Character	● Preservation of open space, development of assets that highlight community character (e.g. tobacco barns, covered bridges, etc.)	Medium	Long-Term	Strategic
Infrastructure	● Identify a solution for the Curtiss Park - Tariffville bike path connector	Medium	Short-Term	Strategic
Infrastructure	● Improve cell service coverage on Route 10; explore potential locations for new towers	Medium	Short-Term	Strategic
Transportation	● Volunteer driver program for seniors, disabled residents	Medium	Long-Term	Administrative
Financial Management	● Communicate Town Manager's role in processes and relationship with boards and commissions	Low	Short-Term	Strategic
Recreation	● Expand aquatics resources - splash pad, fountain, large wading pool, pool access for adults	Low	Long-Term	Administrative
Recreation	● Conduct analysis of special revenue fund	Low	Short-Term	Administrative
Infrastructure	● Explore potential for co-working space, incubator space	Low	Long-Term	Strategic
Infrastructure	● Invest in utilities, underground infrastructure	Low	Long-Term	Strategic
Financial Management	● Increase transparency of anticipated use of grant funding and adequately budget local matches	Low	Short-Term	Administrative
Maintaining Quality of Life/Community Character	● Identify role for fostering culture, supporting cultural events	Low	Long-Term	Strategic
Recreation	● Explore possibility for disc golf course	Low	Long-Term	Administrative
Recreation	● Expand athletics field resources (coordinate with BOE); multi-use fields	Low	Long-Term	Administrative
Infrastructure	● Address traffic flow on Route 10/Weatogue	Low	Long-Term	Administrative
Transportation	● Increased bus service; explore opportunities for fixed route service	Low	Long-Term	Administrative
Maintaining Quality of Life/Community Character	● Facilitate and support work of non-profits and community groups	Not Ranked	Long-Term	Strategic
Infrastructure	● Pursue streetscape funding for north end	Not Ranked	Long-Term	Administrative

2018-2019 ECONOMIC WORKPLAN IDEAS - Sorted by Topic, then Priority

Topic Area	IDEAS	# IMPORTANT TO	PRIORITIZATION High (5-6), Medium (3-4), Low (1-2), Not Important (0)
Infrastructure	<ul style="list-style-type: none"> ● Reinvest in the infrastructure rebate program fund (provides for partial rebate of infrastructure improvements made in a public right of way). 	5	High
	<ul style="list-style-type: none"> ● Improve on-street parking and proximity of parking to downtown businesses. 	3	Medium
	<ul style="list-style-type: none"> ● Improve cell service reliability. 	3	Medium
	<ul style="list-style-type: none"> ● Improve wayfinding signage. 	2	Low
	<ul style="list-style-type: none"> ● Research opportunities to invest in fiber to improve broadband speeds and reliability. 	2	Low
Business Recruitment, Retention, and Outreach	<ul style="list-style-type: none"> ● Develop a response protocol and follow-up when a business has expressed a concern about doing business with the town. 	4	Medium
	<ul style="list-style-type: none"> ● Develop and formalize a process for elected officials to visit and welcome all new businesses. 	4	Medium
	<ul style="list-style-type: none"> ● Develop and track feedback received from businesses regarding issues, concerns, etc. 	4	Medium
	<ul style="list-style-type: none"> ● Have demographic data and information on available properties readily accessible and current. 	3	Medium
	<ul style="list-style-type: none"> ● Market our assets and leverage our proximity to the airport. 	3	Medium
	<ul style="list-style-type: none"> ● Conduct exit interviews with business that leave town. 	2	Low
Land Use and Permitting Process	<ul style="list-style-type: none"> ● Set maximum time limits for processing land use applications and issuing permits. Identify process improvements to reduce time needed for review and permitting processes. 	3	Medium
	<ul style="list-style-type: none"> ● Consolidate meetings of multiple land use bodies when reviewing an application. 	3	Medium
	<ul style="list-style-type: none"> ● Develop a permitting guide. 	2	Low
Support Entrepreneurs	<ul style="list-style-type: none"> ● Attract entrepreneurs that want to live and work in the same town; develop a marketing package to attract this group of entrepreneurs. 	3	Medium
	<ul style="list-style-type: none"> ● Create co-working spaces. 	2	Low
	<ul style="list-style-type: none"> ● Identify infrastructure improvements that the town can support to help entrepreneurs be successful. 	1	Low
Strategic Vision	<ul style="list-style-type: none"> ● Review previous economic development studies and plans; implement ideas and action items when feasible or appropriate. 	6	High
	<ul style="list-style-type: none"> ● Promote culture and tourism. Collaboratively work with the Culture, Parks and Recreation Commission, Tourism Committee and non-profit entities in town that support and enhance economic development. 	4	Medium
	<ul style="list-style-type: none"> ● Engage in regional economic development initiatives. 	3	Medium
	<ul style="list-style-type: none"> ● Maintain our community character. 	1	Low
	<ul style="list-style-type: none"> ● Encourage and support high school students that want to start a business in town. 	1	Low

Topic Area	BOS Idea	EDC Deliverable	Timeframe
Business Incentives	Reinvest in the infrastructure rebate program fund for partial rebate of infrastructure improvements made in public right of way	<ul style="list-style-type: none"> • Work with staff to identify and review business incentive programs in Connecticut (infrastructure programs, tax abatements, tax increment financing, and others • Recommend to the BOS which program(s) Simsbury should invest in to use in business attraction and/or retention 	<12 months
Strategic Vision	Review previous EDC studies and plans that have already been completed. Determine priority items that should be advanced.	<ul style="list-style-type: none"> • A prioritized list of items the EDC recommends should be pursued • Work with Maria to determine who should lead the implementation of each item • Develop a roadmap for implementation 	<12 months
Business Recruitment, retention, and outreach	Develop a response protocol when a business expresses a concern about doing business with the town; Develop a process for elected officials to conduct business visitations; Develop and track feedback received from businesses;	<ul style="list-style-type: none"> • Develop a formalized business visitation program including who attends, frequency, what's discussed, and how findings are documented • Recommend a tool for the tracking of and response to business feedback (concerns, issues, etc... • Develop a survey that will serve as an exit interview for businesses who leave Simsbury and determine how survey responses will be aggregated and tracked • Develop a process that ensures our town government reaches out to and stays close to our 10-15 highest tax paying businesses 	12 – 24 months
Support Entrepreneurs	Attract entrepreneurs that want to live and work in the same town	<ul style="list-style-type: none"> • Refine existing branding materials created with the Preserve America Grant (including EDC folder, Heritage Charm and Adventure brochures, and public school packet). 	12 – 24 months



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
From: Maria E. Capriola, Town Manager
Date: January 7, 2019
Subject: Farmington Valley Health District Strategic Direction & Anticipated Budget Increases

At the January 3, 2019 Farmington Valley Collaborative meeting, the Director of the Farmington Valley Health District (FVHD) and the FVHD Board of Directors Chairman presented the district's recently developed strategic plan. The purpose of this five-year plan is to improve and expand the district's community health efforts, pursue national accreditation, and align its services to meet the ten statutorily required mandates for local health departments according to Section 19a-207a of the Connecticut General Statutes.

FVHD's five-year strategic plan includes the projected costs associated with meeting these objectives, and lays out the budgetary impacts to member towns. FVHD's revenue sources include fees, grants, state funding, and funding from member towns. Towns are assessed a per capita amount, which is applied to their total population. The FY19 per capita fee of \$5.50 resulted in a total contribution of \$134,239 from Simsbury. In order to meet its objectives as laid out in the strategic plan, FVHD is proposing a ten percent increase in the per capita amount for FY20 to \$6.05. Because Simsbury's population has increased since last year, this will result in a total increase of \$16,721, or 12.5% over FY19.

FVHD projects additional increases in each year of the strategic plan. However, even with these increases, the projected per capita amount of \$7.70 in FY23 would still fall below the current average assessment charged by health districts in FY19, which is \$8.36.

Representation on the FVHD Board of Directors is based on each town's population. Simsbury has three representatives on the Board: Deputy Town Manager Melissa Appleby, Town Engineer Jeff Shea, and Director of Health Services at Simsbury High School Susan Beardsley. Melissa also serves on the Finance Sub-Committee.

Attached is the presentation given by the FVHD at the Farmington Valley Collaborative meeting, as well as a letter sent to the chief executive officers of each member town in December 2018. This information will be provided during FY20 budget development, but I wanted to share it ahead of time due to the projected increase in our contribution to FVHD. Staff will also provide this information to the Board of Finance at its next meeting.



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

Avon • Barkhamsted • Canton • Colebrook • East Granby • Farmington • Granby • Hartland • New Hartford • Simsbury

December 21, 2018

Maria Capriola
933 Hopmeadow Street
Simsbury, CT 06070

Dear Maria:

I'm writing about the new strategic direction the Farmington Valley Health District (FVHD) is undertaking. I expect that you have already heard about this direction from your representatives on the FVHD Board but wanted to follow up on those discussions.

The FVHD is one of the most enduring and successful examples of regional cooperation in the state, functioning as the municipal health department for Simsbury and nine other communities with a total population of about 110,000. The District provides a diverse array of services including restaurant inspections, septic system approvals, disease outbreak investigations and health education. Under the guidance of the FVHD Board, District staff works hard to meet its obligations, contributing to the overall quality of life in the communities that we serve.

This past fall the Board's Personnel Committee met to discuss issues of staff recruitment and retention. The Committee quickly realized that to resolve these issues we had to look at the future direction of the District, especially given the changes in the state's regulatory landscape and the needs of our member communities. That led to the Board's discussion and consensus at our November meeting that a new strategic direction for the District is needed.

The FVHD's last strategic plan was completed in early 2009. Since then the regulatory environment and the demands on the District have changed significantly. In 2014 the state adopted a law (CGS 19a-207a), which stipulates ten specific responsibilities each health department and district is supposed to meet. Along these lines the state Department of Public Health has become accredited through the Public Health Accreditation Board (PHAB) and has strongly suggested it will require local departments and districts to achieve accreditation. Accreditation directly aligns with the statutory demands contained in CGS. 19a-207a and serves as a means of identifying and implementing best practices.

Many municipal health departments and regional districts have already begun making progress towards accreditation. The Board understands that even if accreditation is ultimately not required there are still significant benefits to going through the process: encouraging greater accountability, meeting our fiduciary responsibilities to our member towns, enhancing workforce development and staff retention and, last but not least, qualifying for grants.

We cannot meet these demands without a recalibration of the organization and an increase in staffing. We have begun implementing a plan in the current fiscal year as funds allow. However, additional staff will be necessary in the coming years with expertise in epidemiology and health education. It will also allow us to invest in a community health assessment and community health improvement plan.

To achieve these goals we anticipate a phase-in of the plan over the next four fiscal years. The FVHD's per capita assessment of \$5.50, our largest source of operating revenue, is among the lowest in Connecticut, falling well below the current statewide average of \$8.36. Based on our assumptions, we estimate the final per capita at the end of the four year phase-in will increase from \$5.50 to approximately \$7.70 in FY23.

It's important to note that this is still below the average FY19 average per capita assessment (the \$8.36 I mentioned earlier) charged by health districts.

The District is committed to working with our member communities to ensure the health and well-being of our population. The choice before us is whether we should be proactive and dictate our own future and pace of progress or wait until we are forced to make change at which point we lose our options. The Board has chosen to be proactive.

If you would like further information about the District and about the direction we are taking please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'DK Kilbon', with a horizontal flourish extending to the right.

David K. Kilbon
Chair, Farmington Valley Health District Board

cc: Jennifer Kertanis, FVHD Director
Susan Beardsley
Melissa Appleby
Jerome Shea



Goals for Today

- Outline FVHD's Strategic Direction for FY19-FY23
- What It Means for the District and Member Towns
 - Organizational Implications
 - Financial Implications



How We Got Here

- Personnel Committee started with specific issues of staff recruitment and retention
- Realized to resolve these longer term we need to look at the future of FVHD
- Challenged Jennifer and the Board to look at what the District needs to be and needs to be doing in the next five years

January 13, 2009 Board Meeting

During this meeting members engaged in an informal discussion about the strategic planning process. In that discussion, members agreed on several points:

1. The principal focus for the strategic planning process should be to assure that FVHD is “***the best health district it can be***”.
2. Members want FVHD to be to truly be, and have the public perceive, **that FVHD is the preeminent public health district organization in Connecticut.**
3. They expressed a desire to focus the planning process on **excelling in meeting FVHD’s core public health mission** before proceeding with exploration of possible options to branch into different service functions or modes.

They wanted to know in specific practical terms what would be required for FVHD to be the best. It’s been 10 years since this conversation.



What's Changed Since 2009: External Forces

- Statutory Mandates- CT DPH Annual Report
 - Grounded in years of research regarding public health infrastructure and outcomes
- 58/67 local health departments report completing a CHA
- Regionalization/Consolidation
- CT DPH –Accredited
 - DPH has stated it is a goal of theirs to have all local health departments become accredited.
- 3 Local Health Departments accredited-3 planning on applying within a year
- 22/67 local health departments report preparing for accreditation



Connecticut Law (adopted 2014)



Sec. 19a-207a. Basic health program.

Each district department of health and municipal health department shall ensure the provision of a basic health program that includes, but is not limited to, the following services for each community served by the district department of health and municipal health department:

- (1) Monitoring of health status to identify and solve community health problems;
- (2) Investigating and diagnosing health problems and health hazards in the community;
- (3) Informing, educating and empowering persons in the community concerning health issues;
- (4) Mobilizing community partnerships and action to identify and solve health problems for persons in the community;
- (5) Developing policies and plans that support individual and community health efforts;
- (6) Enforcing laws and regulations that protect health and ensure safety;
- (7) Connecting persons in the community to needed health care services when appropriate;
- (8) Assuring a competent public health and personal care workforce;
- (9) Evaluating effectiveness, accessibility and quality of personal and population-based health services; and
- (10) Researching to find innovative solutions to health problems.

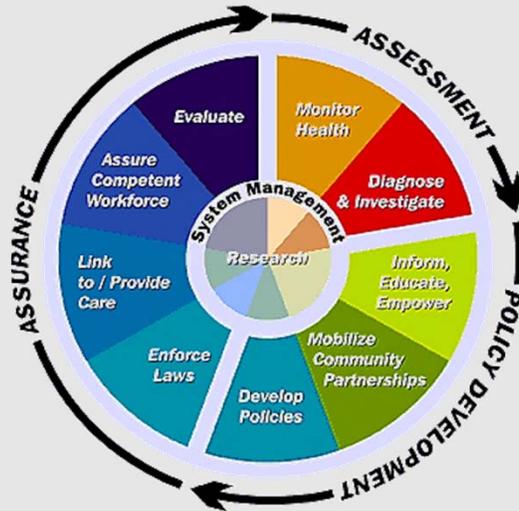


“What if we don’t change at all ...
and something magical just happens?”

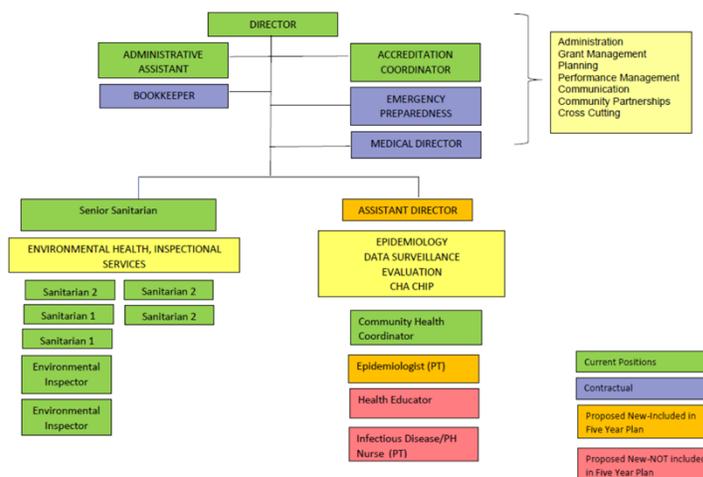
What FVHD Needs to Do:

- Increase investment in additional staff and expertise:
 - Epidemiology
 - Health Education
 - Partnership/grant writing/evaluation capacity
- Invest in Community Health Assessment
- Invest in Community Health Improvement Plan
- Increase investment in accreditation pursuit:
 - Additional Staff time
 - Accreditation fees

PHAB Domains Based on Core Functions of Public Health & Align with CT Statutory Mandates



FVHD 2022



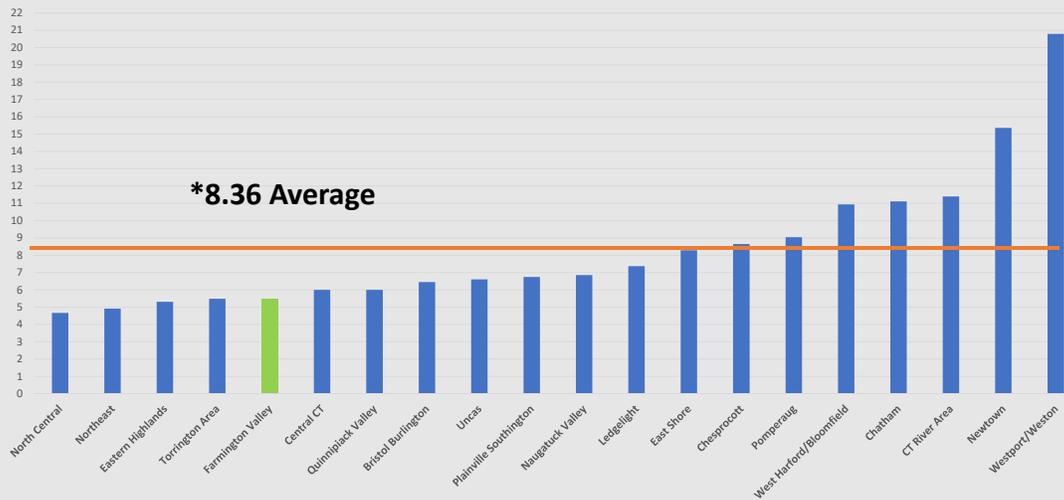
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
INVESTMENTS	<ul style="list-style-type: none"> • Full-time accreditation Coordinator • Funding for CHA 	<ul style="list-style-type: none"> • Part-time Epidemiologist • Funding for CHA 	<ul style="list-style-type: none"> • Funding for CHIP 	<ul style="list-style-type: none"> • Asst. Director (6 Months) • Funding For CHIP 	<ul style="list-style-type: none"> • Asst. Director (12 Months) • Accreditation Fees
Per Capita	5.50	6.05	6.50-6.60	6.90-7.10	7.60-7.80
Percent Change		10%	7%-10%	5%-9%	7%-13%

ASSUMPTIONS for FY21-FY23:

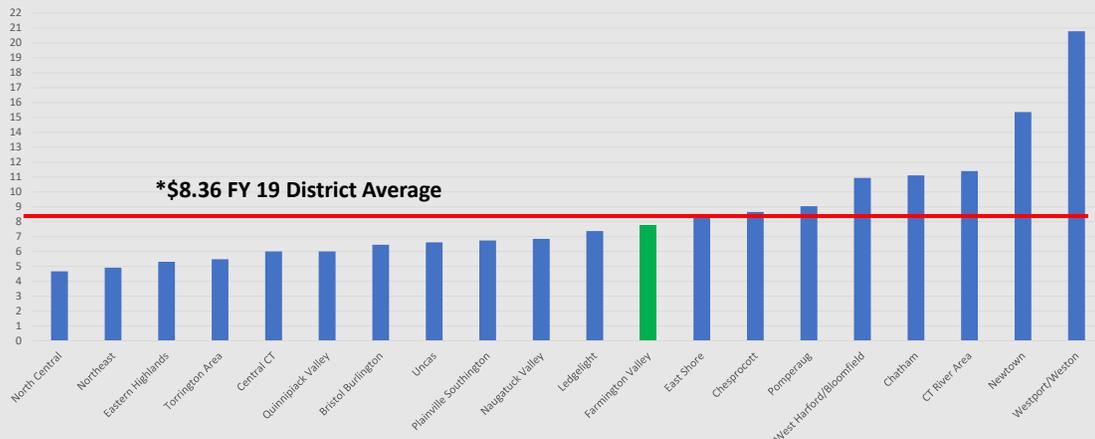
- Balanced budget each year; no use of cash balance
- District population remains flat
- No Increase nor Decrease in State Per Capita
- No Increase in Fee Revenue
- Loss of Men’s Health Grant but modest grant revenue
- 3% increase to non-personnel expenses per year
- Personnel salary increases range from 2-3% per year
- No reductions in environmental health staffing nor salary reductions



FY 18-19 District Per Capita Rates



Where We End Up



To Sum It All Up

- FVHD's last Strategic Plan was done in 2009
- The **regulatory environment and demands** on the District **have changed** since then
- The **Department of Public Health is "encouraging" accreditation** as a means to meet statutory demands
- We cannot meet these demands without **organizational change including an increase in staffing**
- To accomplish this will require an **increase in member towns' per capita charges starting in FY2019-2020**, but
- Even after this increase FVHD per capita charges in FY2022-2023 **will still be below the current year average for CT health districts.**

FVHD has a choice:



- Dictate our own future and pace of progress

OR

- Wait until we are forced to make changes at which point we lose our options

The Board Has Chosen to Be Proactive

- Meet Statutory Mandates
- Meet Fiduciary Responsibilities to Towns
- Greater Accountability
- Improve Access to Grant Funding
- Align Resources with Strategic Objectives
- Promote Continuous Quality Improvement
- Enhance Workforce Development/Staff Retention

