



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

November 13, 2018

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, November 13, 2018**, in the Program Room at the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes:
 - October 22, 2018
4. Finance Director's Report
5. Proposed Defined Benefit Plan Investment Policy
6. Budget Status Report
7. Proposed 2019 Meeting Dates
8. Tri Board Meeting Discussion
9. Communications
 - Proposed Purchasing Policy
 - Purchasing Procedures and Guidelines
 - Volunteer Ambulance Association Funding Request
10. Adjourn

Yours Truly,

Robert Pomeroy
Chairman

**Simsbury Board of Finance
TOWN OF SIMSBURY
SPECIAL MEETING MINUTES
Monday, October 22, 2018 at 5:45 P.M.
Simsbury Town Hall - BOE Conference Room
933 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Lisa Heavner, Derek Peterson, Robert Pomeroy, Kevin Prell, Linda Schofield, Moira Wertheimer

ALSO PRESENT: Burke LaClair, Simsbury Schools Business Manager and Amy Meriwether, Director of Finance/Treasurer

1. Call to Order - Establish Quorum

Chairman Pomeroy called the meeting to order at 5:45 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Approval of Minutes

• **August 21, 2018**

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

4. Finance Director's Report

Ms. Meriwether provided updates on the FY19 Budget, Retirement Plan Sub-Committee Meeting, Purchasing Ordinance/Policy, Auditing Services Request for Qualifications and Finance Initiatives. Discussion ensued. Ms. Meriwether noted she will bring the final Purchasing Policy to the next meeting. Mr. Pomeroy reported two accounting firms were interviewed today and Ms. Meriwether added a tentative decision has been made. Ms. Schofield commended Ms. Meriwether on doing a good job on the updates.

5. School Business Manager's Report

Mr. Burke outlined his Financial Report/Quarterly Budget Analysis for the Board, noting revenues and expenditures for the first quarter. Discussion ensued regarding enrollment and staffing. Mr. Burke provided a Review of Experience and Trends, highlighting the areas of General Control, Instruction, Health Services, Insurance and Pension, Operation of Plant, Equipment, and Out of District Tuition. In addition, Mr. Burke provided utility data.

6. Year End Close Results

Ms. Meriwether reported on Fiscal Year 2017/2018 Close Results, noting the fiscal year 2017/2018 audit is currently underway. She provided a General Fund overview, a Capital Funds overview and noted items requiring further attention. Further, she highlighted areas in the General Fund Schedule of Revenue, General Fund Schedule of Expenditures, General Fund

Schedule of Changes in Fund Balance, Capital Project Summary and Simsbury Farms Activity - FY09 - FY18. Discussion followed, including fund balance, capital projects and revenue.

7. Proposed Capital Project Transfers

Ms. Meriwether noted she will be setting up quarterly meetings with department heads and has created a spreadsheet with all capital project specifics.

MOTION: Ms. Schofield made a motion, effective October 22, 2018, to approve the capital project transfer requests as presented. Ms. Wertheimer seconded the motion. All were in favor and the motion passed unanimously.

8. Proposed General Fund Transfers

Ms. Meriwether noted the general fund ended FY2017/18 with a net increase to fund balance of \$2,460,098. She then noted transfer requests as submitted to the Board. There was discussion about budgeting and paying for capital items. It was agreed a subcommittee of Mr. Pomeroy and Ms. Heavner will meet to further discuss this topic.

MOTION: Ms. Schofield made a motion, effective October 22, 2018, to approve the general fund transfer requests for the Finance Security Upgrades Capital Fund, the CNR Fund FY19, the Ticket Booth and Simsbury Farms. Ms. Wertheimer seconded the motion. All were in favor and the motion passed unanimously.

9. Investment in US Government Bonds and/or US Treasuries

Ms. Meriwether noted staff is seeking consensus that the Board is in favor of investing town cash in US Government Bonds and/or US Treasuries. There was consensus in agreement.

10. Communications

- Town Contracts over \$50,000

Mr. Pomeroy thanked Ms. Meriwether for providing that report.

- Volunteer Ambulance Association Funding Request

There was discussion about the status of this request and it was agreed Sean Askham will be asked for an update on that.

- Moody's Report

Mr. Pomeroy noted the report looks great.

11. Adjourn

MOTION: Mr. Prell, Ms. Wertheimer second, to adjourn at 7:40 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: November 13, 2018
Re: Finance Director's Report

Purchasing Policy Update

The purchasing policy workgroup consisting of Board of Selectmen members Sean Askham and Chris Kelly met on October 12, 2018, reviewed the Board of Finance's recommendations for proposed revisions and further vetted the purchasing policy. Members came to a consensus on proposed changes for final review, discussion and proposed adoption at the November 14, 2018 Board of Selectmen meeting. The following is a summary of proposed revisions:

1. Original Requirement – Quotes are required for purchases between \$7,500 - \$10,000
Revised Requirement – Quotes are required for purchases between \$10,000 - \$25,000
2. Original Requirement – Bids are required for purchases in excess of \$10,000
Revised Requirement – Bids are required for purchases in excess of \$25,000
Federal Grant Requirement added to bid for purchases in excess of \$10,000
3. Original Requirement – Bid bonds are required for all contracts in excess of \$100,000
Revised Requirement – Bid bonds will be evaluated by the department head along with the Finance Director to determine if it is in the best interest of the town.
4. Original Requirement – Bids procedures can be waived if in the best interest of the town by the Finance Director or the Town Manager
Revised Requirement – Bid procedures can be waived if in the best interest of the town by the Finance Director AND the Town Manager. Bid waivers will be reported to the Board of Selectmen.
5. Addition – Local Based Business - If any Simsbury **based** vendor responds to a bid notice and comes within 5% of the lowest bidder, all qualifications considered equal, the local based vendor will be allowed the opportunity to adjust their bid to match that of the lowest bidder.

6. Addition (Charter Code Version Only) - The Finance Director may allow budgeted agencies to use purchasing cards for purchases not exceeding \$1,000, unless such agency receives written approval from the Finance Director to exceed such amount. No budgeted agency, or any official, employee or agent of a budgeted agency, shall incur any obligation using such a card, except in accordance with procedures established by the Finance Director.

The proposed purchasing policy and corresponding version to be included within the Town of Simsbury charter code are both included under the "Communications" section of the agenda.

Capital and CNR Policy

At its last meeting on October 22, 2018, the Board of Finance formulated a work group consisting of Board of Finance members, Lisa Heavner and Rob Pomeroy, to review the Town's Capital and CNR Policy. The work group is scheduled to meet on November 8, 2018 to review management recommended revisions to the Capital and CNR Policy.

Auditing Services Request for Qualifications (RFQ)

An RFQ for auditing services was posted for bid on the Town and State websites on August 28, 2018. Five firms submitted proposals by the September 26, 2018 deadline. Selected firms, BlumShapiro and PKF O'Connor Davies were interviewed on October 22, 2018 by a panel consisting of Rob Pomeroy, Board of Finance Chair, Amy Meriwether, Finance Director, Burke Laclair, School Business Manager, Melissa Appleby, Deputy Town Manager, and Deb Sweeney, Assistant Finance Director. It was the consensus of the interview panel to remain with BlumShapiro. The current BlumShapiro Audit Partner, Vanessa Rossitto, will be removed from the engagement and replaced with Nikoleta McTigue to achieve a new perspective review of the Town's financial statements, internal controls etc.

Cyber Security

On October 19, 2018 it was reported that the City of West Haven's computer systems were hijacked via ransomware by overseas hackers. These types of attacks lock organizations out of their computer systems until a ransom is paid in return for regaining access to their systems. In the case of West Haven, a ransom of \$2,000 was paid to the hijackers.

Most ransomware is delivered via email that appears to be legitimate. The Town of Simsbury has been taking preventative measures to limit the Town's exposure to these cyber-attacks including limiting the amount of spam emails that come through the Town's firewall. In addition, the information technology department has contracted with MS-ISAC to train town employees on how to determine illegitimate emails. As part of this training, employees receive test emails from the vendor to ensure employees are heeding the advice being provided during the training sessions. On October 16, 2018 the information technology department announced that the latest phishing campaign administered by MS-ISAC was distributed to 171 employees and only 2.3% (or about 4 employees) were "phish prone."



TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

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

2. **Date of Board Meeting:** November 13, 2018

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 November 13, 2018 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.

6. **Financial Impact:**

No impact related to this agenda item.

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

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Budget Status Report
2. **Date of Board Meeting:** November 13, 2018
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director
4. **Action Requested of the Board of Finance:**
No action is requested for this agenda item.
5. **Summary of Submission:**

General Fund Overview

The fiscal year 2018/2019 general fund budget is proceeding without issue. As of October 31, 2018, revenues total \$48,788,783 or 51% of the budget. Expenditures total \$25,223,995 or 26% of the budget. Below is a summary of budgetary highlights:

- Tax Revenue – Collections total \$48,014,547 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.
- Westminster School – The Westminster School's budgeted contribution of \$120,000 has been paid in full.
- 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.

Simsbury Farms Overview

The Simsbury Farms Fund expenditures exceeded revenues by \$307,520 as of October 31, 2018. Fund balance decreased from \$30,679 to (\$276,841).

In comparison to the same period last year, revenues are down \$149,253, not including the general fund contribution. The following revenue line items make up the majority of this decrease: Golf Course Fees (\$94,785), Special Programs (\$22,330) and Court Rental (\$18,646).

Expenditures increased \$30,694 compared to the same period last year. The majority of this increase relates to the Simsbury Farms Complex line item. There are small increases in several sub-accounts that make up this increase.

As previously mentioned, there is a 10 year history where this fund has been losing money year over year. Management is working to identify the cause of the recurring losses. Once an analysis of cause has been identified, a work group will be assembled and tasked with analyzing potential resolutions.

6. Financial Impact:

No impact related to this agenda item.

7. Description of Documents Included with Submission:

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

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

	<u>2019 Budget</u>	<u>2019 Actual</u>	<u>Budget Variance</u>	<u>Percent of Budget</u>
General Government				
Tax Department	\$ 87,800,198	\$ 48,014,547	\$ (39,785,651)	55%
Building Department	798,000	186,153	(611,847)	23%
Town Clerk	598,700	174,295	(424,405)	29%
Finance Department	394,065	189,483	(204,582)	48%
Assessor's Office	144,539	-	(144,539)	0%
Town Manager's Office	125,000	121,741	(3,259)	97%
Land Use Commission	30,000	8,777	(21,223)	29%
Miscellaneous	-	38,301	38,301	0%
Total General Government	<u>89,890,502</u>	<u>48,733,297</u>	<u>(41,157,205)</u>	<u>54%</u>
Public Safety				
Police Department	63,563	4,108	(59,456)	6%
Animal Control	500	135	(365)	27%
Total Public Safety	<u>64,063</u>	<u>4,243</u>	<u>(59,821)</u>	<u>7%</u>
Public Works				
Eno Memorial Hall	2,500	1,000	(1,500)	40%
Engineering	350	154	(196)	44%
Highway Department	-	3,013	3,013	0%
Total Public Works	<u>2,850</u>	<u>4,167</u>	<u>1,317</u>	<u>146%</u>
Health & Welfare				
Elderly/Handicapped Transport	6,000	-	(6,000)	0%
Total Health & Welfare	<u>6,000</u>	<u>-</u>	<u>(6,000)</u>	<u>0%</u>
Culture & Recreation				
Library	49,000	7,421	(41,579)	15%
Community Gardens	2,500	-	(2,500)	0%
Memorial Pools & Fields	1,500	1,050	(450)	70%
Total Culture & Recreation	<u>53,000</u>	<u>8,471</u>	<u>(44,529)</u>	<u>16%</u>
Education				
Public Schools	5,501,954	38,605	(5,463,349)	1%
Total Education	<u>5,501,954</u>	<u>38,605</u>	<u>(5,463,349)</u>	<u>1%</u>
Intergovernmental				
Transfer In - Designated Fund Balance	1,000,000	-	(1,000,000)	0%
Total Intergovernmental	<u>1,000,000</u>	<u>-</u>	<u>(1,000,000)</u>	<u>0%</u>
Total Revenues	<u><u>\$ 96,518,369</u></u>	<u><u>\$ 48,788,783</u></u>	<u><u>\$ (47,729,586)</u></u>	<u><u>51%</u></u>

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

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget
General Government				
Town Manager's Office	\$ 456,825	\$ 142,344	\$ (314,481)	31%
Finance Department	322,007	100,779	(221,228)	31%
Building Department	291,911	87,704	(204,207)	30%
Assessor's Office	252,546	87,449	(165,097)	35%
Town Clerk	226,809	67,425	(159,384)	30%
Information Technology	204,413	56,808	(147,605)	28%
Community Development	188,539	62,286	(126,253)	33%
Planning Department	173,430	42,735	(130,695)	25%
Tax Department	168,126	68,886	(99,240)	41%
Legal Services	151,000	38,603	(112,397)	26%
Elections Administration	120,572	39,925	(80,647)	33%
Community Services	108,872	76,563	(32,309)	70%
Administrative Services	98,889	22,610	(76,279)	23%
Economic Development Commission	46,000	45,000	(1,000)	98%
Audit Services	38,000	20,000	(18,000)	53%
Land Use Commission	22,100	1,911	(20,189)	9%
Board of Finance	6,600	360	(6,240)	5%
Regional Probate Court	5,426	-	(5,426)	0%
Historic District Commission	1,400	61	(1,339)	4%
Public Buildings Commission	1,225	453	(772)	37%
Tourism Commission	645	-	(645)	0%
Total General Government	2,885,335	961,902	(1,923,433)	33%
Public Safety				
Police Department	4,784,371	1,465,192	(3,319,179)	31%
Animal Control	70,581	23,910	(46,671)	34%
Emergency Management	6,685	4,712	(1,973)	70%
Total Public Safety	4,861,637	1,493,814	(3,367,823)	31%
Public Works				
Highway Department	2,970,226	803,561	(2,166,665)	27%
Buildings & Maintenance	479,657	142,356	(337,301)	30%
Public Works Administration	270,179	76,008	(194,171)	28%
Engineering	265,288	84,569	(180,719)	32%
Town Office Buildings	145,890	25,276	(120,614)	17%
Library	131,639	29,857	(101,782)	23%
Eno Memorial Hall	71,975	12,393	(59,582)	17%
Landfill	71,500	27,337	(44,164)	38%
Other Buildings	32,272	3,696	(28,576)	11%
Memorial Pool	24,716	15,990	(8,726)	65%
Total Public Works	4,463,342	1,221,044	(3,242,298)	27%
Health & Welfare				
Social Service Administration	258,572	62,660	(195,912)	24%
Senior Center Services	152,720	44,217	(108,503)	29%
Health Department	134,239	67,120	(67,120)	50%

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

	2019 Budget	2019 Actual	Budget Variance	Percent of Budget
Transportaion Services	123,621	34,448	(89,173)	28%
Outreach Services - Elderly	24,408	7,479	(16,929)	31%
Total Health & Welfare	<u>693,560</u>	<u>215,924</u>	<u>(477,636)</u>	<u>31%</u>
Culture & Recreation				
Library	1,474,097	503,525	(970,572)	34%
Parks & Open Space	674,541	192,570	(481,971)	29%
Recreation Administration	49,522	15,395	(34,127)	31%
Memorial Pool	28,692	19,971	(8,721)	70%
Memorial Field	26,951	6,298	(20,653)	23%
Beautification Committee	4,620	1,423	(3,197)	31%
Total Culture & Recreation	<u>2,258,423</u>	<u>739,182</u>	<u>(1,519,241)</u>	<u>33%</u>
Education				
Board of Education	69,693,042	12,858,491	(56,834,551)	18%
Total Education	<u>69,693,042</u>	<u>12,858,491</u>	<u>(56,834,551)</u>	<u>18%</u>
Intergovernmental				
Employee Benefits	4,781,745	2,377,151	(2,404,594)	50%
Insurance	485,715	292,831	(192,885)	60%
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	-	100%
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>6,002,451</u>	<u>(1,597,479)</u>	<u>79%</u>
Debt Service				
Principal	3,365,000	1,595,000	(1,770,000)	47%
Interest	698,100	136,188	(561,912.50)	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>25,223,995</u>	\$ <u>(71,294,374)</u>	26%

Town of Simsbury
Simsbury Farms
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Period Ended October 31, 2018
With Comparative Totals for the Period Ended October 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	\$ 52,699	\$ 75,028	\$ (22,330)
Sponsorships/Advertising	4,500	-	-	-
Playgrounds	-	9,487	15,705	(6,217)
Total Recreation Programs	<u>428,700</u>	<u>62,186</u>	<u>90,733</u>	<u>(28,547)</u>
Simsbury Farms Complex				
Skating	218,000	7,903	9,648	(1,745)
Simsbury Farms Pools	189,400	46,543	40,517	6,027
Vending	29,900	13,855	12,211	1,644
Court Rental	24,000	-	18,646	(18,646)
Apple Barn Rental	3,500	620	996	(376)
Miscellaneous	-	20	591	(571)
Total Simsbury Farms Complex	<u>464,800</u>	<u>68,941</u>	<u>82,609</u>	<u>(13,667)</u>
Golf Course				
Golf Course Fees	920,000	291,711	386,496	(94,785)
Golf Surcharge	42,000	12,436	17,090	(4,654)
Miscellaneous	26,500	3,000	10,600	(7,600)
Total Golf Course	<u>988,500</u>	<u>307,147</u>	<u>414,186</u>	<u>(107,039)</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>538,275</u>	<u>657,528</u>	<u>(119,253)</u>
Expenditures				

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

Inception Year	Estimated % Completed	Expected Completion	Project	Appropriations			Expenditures			Encumbrances October 23, 2018	Uncommitted Balance October 31, 2018
				Balance	Current	Balance	Balance	Current	Balance		
				June 30, 2018	Year	June 30, 2018	June 30, 2018	Year	October 31, 2018		
Sewer Fund Projects											
FY10	20%	December 2019	Project2010 - Phelps	\$ 260,000.00	\$ (15,000.00)	\$ 245,000.00	\$ 162,221.04	\$ 61,222.00	\$ 223,443.04	\$ -	\$ 21,556.96
FY13	95%	April 2019	Project2013 - Bushy	272,320.00	15,000.00	287,320.00	266,376.77	4,000.00	270,376.77	-	16,943.23
FY13	90%	February 2019	Wolcott Pump Station	1,378,500.00		1,378,500.00	1,008,080.31	-	1,008,080.31	41,127.00	329,292.69
FY15	100%	Completed	Sewer Main Extensions	156,000.00		156,000.00	56,879.69	99,119.94	155,999.63	-	0.37
FY16	2%	2020	Sewer Main Extensions - Waterset	371,000.00		371,000.00	-	231,316.26	231,316.26	-	139,683.74
FY16	25%		Hopmeadow/Center Area Sewer repairs	135,000.00		135,000.00	-	-	-	-	135,000.00
FY17	100%	Completed	Sewer Main Extensions/Repairs - Massaco St.	104,000.00		104,000.00	83,593.00	-	83,593.00	-	20,407.00
FY17	25%		Hopmeadow/Center Area Sewer Repairs	100,000.00		100,000.00	-	-	-	-	100,000.00
FY17	100%	Completed	Oxidation Ditch Dissolved Oxygen Control	27,000.00		27,000.00	16,119.64	-	16,119.64	-	10,880.36
FY18	0%	Summer 2019	36 Drake Hill Rd Dike Analysis	75,000.00		75,000.00	-	-	-	-	75,000.00
FY18	0%	Spring 2019	Phosphorus Removal Analysis	150,000.00		150,000.00	-	-	-	-	150,000.00
FY18	100%	Completed	Hayes Road Pump	45,000.00		45,000.00	20,004.35	-	20,004.35	-	24,995.65
FY18	0%	Fall 2019	Tariffville Area Sewer	100,000.00		100,000.00	-	-	-	-	100,000.00
FY18	0%	Spring 2019	WPC Plan update	100,000.00		100,000.00	-	-	-	-	100,000.00
FY19	10%	June 2019	Jet/Flush Truck		175,000.00	175,000.00	-	-	-	-	175,000.00
FY19	0%	Fall 2020	Tariffville Sewer		100,000.00	100,000.00	-	-	-	-	100,000.00
FY19	2%	June 2019	Primary Clarifier		75,000.00	75,000.00	-	-	-	-	75,000.00
FY19	15%	June 2019	PlantH2O Sys Rehab		80,000.00	80,000.00	-	-	-	-	80,000.00
Town Projects											
FY13			Town Security Measures	77,600.00		77,600.00	46,383.51	-	46,383.51	-	31,216.49
FY14	90%	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
FY15	50%	December 2019	Center Area Charrette Infrastructure	540,000.00		540,000.00	279,884.44	-	279,884.44	-	260,115.56
FY14	50%	December 2019	Senior/Community Center Design	321,698.56		321,698.56	155,488.93	5,919.00	161,407.93	-	160,290.63
FY14	N/A	January 2019	Town Teledata	125,000.00		125,000.00	122,627.12	-	122,627.12	-	2,372.88
FY15	100%	Completed	Multi Use Trail Connections/Master Plan Updates	212,000.00		212,000.00	82,118.24	-	82,118.24	-	129,881.76
FY15	60%	December 2019	Bridge Improvements (Design-FY15)	115,000.00		115,000.00	48,319.34	-	48,319.34	-	66,680.66
FY15	N/A	June 2019	Technology Infrastructure	635,395.17		635,395.17	495,359.12	-	495,359.12	-	140,036.05
FY16	100%	October 2018	Park Improvements	508,000.00		508,000.00	456,086.09	51,814.00	507,900.09	-	99.91
FY16			Weatogue Planning Route 10 and Code Prep	57,000.00		57,000.00	-	-	-	-	57,000.00
FY16			Municipal Building Renovations	50,000.00		50,000.00	35,787.44	11,112.56	46,900.00	-	3,100.00
FY16	80%	December 2019	Town Hall Site and Safety Improvements	45,000.00		45,000.00	11,120.31	-	11,120.31	-	33,879.69
FY16			Portable Generator /Generator Infrastructure	80,000.00		80,000.00	48,317.20	-	48,317.20	-	31,682.80
FY16	35%	December 2019	Project Planning Fund	28,000.00		28,000.00	9,800.00	-	9,800.00	-	18,200.00
FY17	100%	September 2017	Veterans Memorial (STEAP Grant)	680,495.00		680,495.00	412,978.28	-	412,978.28	-	267,516.72
FY17	5%	December 2020	Multi-Use Connections & Master Plan Updates	1,160,000.00		1,160,000.00	40,245.69	37,481.88	77,727.37	-	1,082,272.63
FY17	95%	December 2018	SF Golf Course Improvements	125,000.00		125,000.00	92,642.28	7,311.59	99,953.87	19,764.00	5,282.13
FY17			Greenway Improvements	240,000.00		240,000.00	237,474.91	-	237,474.91	-	2,525.09
FY17/FY18	10%	December 2019	Open Space Planning Improvements	540,000.00		540,000.00	49,566.52	10,765.50	60,332.02	-	479,667.98
FY17			Street Lighting Purchase /Lighting Improvements	937,321.92		937,321.92	872,935.86	2,270.00	875,205.86	-	62,116.06
FY17			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
FY17/FY18	50%	December 2021	Dam Evaluations and Repairs	220,000.00		220,000.00	78,219.83	18,373.00	96,592.83	-	123,407.17
FY17			Public Works Complex Infrastructure Improvements	450,000.00		450,000.00	184,092.87	-	184,092.87	-	265,907.13
FY17	0%	December 2019	Town Hall Site and Safety Improvements	385,000.00		385,000.00	-	-	-	-	385,000.00

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

Inception Year	Estimated % Completed	Expected Completion	Project	Appropriations			Expenditures			Encumbrances October 23, 2018	Uncommitted Balance October 31, 2018
				Balance	Current	Balance	Balance	Current	Balance		
				June 30, 2018	Year	June 30, 2018	June 30, 2018	Year	October 31, 2018		
FY17/FY18			Plan of Conservation & Development	165,000.00		165,000.00	86,830.16	-	86,830.16	-	78,169.84
FY17			Portable Generator Infrastructure	175,000.00		175,000.00	20,477.16	-	20,477.16	-	154,522.84
FY17			Land Use Studies	92,500.00		92,500.00	-	-	-	-	92,500.00
FY17			Storage Building	65,000.00		65,000.00	-	-	-	-	65,000.00
FY18	95%	June 2019	SF Rink/Pool Improvements	950,000.00		950,000.00	897,516.79	325.00	897,841.79	-	52,158.21
FY18	95%	April 2019	Park Improvements	311,000.00		311,000.00	277,152.85	28,676.18	305,829.03	-	5,170.97
FY18			Street Lighting Purchase /Lighting Improvements	400,000.00		400,000.00	-	-	-	-	400,000.00
FY18	80%	June 2019	Iron Horse Blvd Playgournd Renovation	298,000.00		298,000.00	234,510.41	-	234,510.41	-	63,489.59
FY18	20%	December 2019	Finance Security Upgrades	150,000.00		150,000.00	74,822.59	1,214.00	76,036.59	-	73,963.41
FY18	65%	June 2019	Eno Memorial Hall Renovations	300,000.00		300,000.00	2,576.59	200,606.71	203,183.30	-	96,816.70
FY18			Cold Storage Facility	380,000.00		380,000.00	-	-	-	-	380,000.00
FY18	0%	December 2019	Town Facilities Master Plan	400,000.00		400,000.00	8,640.17	-	8,640.17	-	391,359.83
FY18			Library Interior/Parking Renovations	584,500.00		584,500.00	13,040.00	-	13,040.00	-	571,460.00
FY18	10%	December 2019	Library Lower Level Improvements	906,048.00		906,048.00	82.61	4,396.38	4,478.99	-	901,569.01
FY18	0%	December 2019	Zoning Regulation Update	65,000.00		65,000.00	-	-	-	-	65,000.00
FY18	0%	June 2020	Bridge Improvements	805,000.00		805,000.00	-	-	-	-	805,000.00
FY18			Drainage Improvements	125,000.00		125,000.00	81,903.81	25,108.02	107,011.83	-	17,988.17
FY19			Sidewalk Resurface		250,000.00	250,000.00	-	14,092.00	14,092.00	-	235,908.00
FY19			Ashborer Tree Mig		85,000.00	85,000.00	-	-	-	85,000.00	-
FY19	0%	December 2020	Multi-Use Trail		1,020,000.00	1,020,000.00	-	-	-	-	1,020,000.00
FY19			Highway Pavement Management		845,000.00	845,000.00	-	576,898.92	576,898.92	-	268,101.08
FY19			Greenway Improvements		275,000.00	275,000.00	-	-	-	-	275,000.00
Education Projects											
FY14			Boiler Replacement Squadron Line	850,000.00		850,000.00	740,125.07	-	740,125.07	-	109,874.93
FY15			HJMS Phase 1A	1,255,000.00		1,255,000.00	1,168,299.83	-	1,168,299.83	-	86,700.17
FY15/FY16			SHS Turf Field/Synthetic Track Maintenance	910,000.00		910,000.00	862,911.19	-	862,911.19	-	47,088.81
FY15			Squadron Line Main Office Project	1,050,000.00		1,050,000.00	867,602.43	-	867,602.43	-	182,397.57
FY16			District Network Infrastructure	200,000.00		200,000.00	186,256.96	-	186,256.96	-	13,743.04
FY16/FY17			Climate Control Phases 1 (FY16) & 2 (FY17)	3,100,000.00		3,100,000.00	2,171,928.14	-	2,171,928.14	11,065.00	917,006.86
FY16			Central School Roof Replacement	770,000.00		770,000.00	620,602.49	-	620,602.49	-	149,397.51
FY17			District Network Infrastructure	450,000.00		450,000.00	409,418.22	33,528.00	442,946.22	-	7,053.78
FY17			HJMS Renovation - Phase 2	1,950,000.00		1,950,000.00	1,751,859.38	-	1,751,859.38	-	198,140.62
FY18			SHS Tennis Court Replacement		740,000.00	740,000.00	523,786.03	27,048.90	550,834.93	-	189,165.07
FY19			Boiler Replacement Latimer		900,000.00	900,000.00	-	-	-	-	900,000.00
FY19			School Security System		850,000.00	850,000.00	-	113,830.04	113,830.04	62,184.84	673,985.12
FY19			School Facility Master		200,000.00	200,000.00	-	-	-	-	200,000.00
FY19			District Infrastructure		400,000.00	400,000.00	-	39,529.80	39,529.80	97,065.36	263,404.84
FY19			HJMS Renovation		23,965,620.00	23,965,620.00	-	153,785.09	153,785.09	895,759.45	22,916,075.46
				\$ 30,288,378.65	\$ 29,960,620.00	\$ 60,248,998.65	\$ 19,011,738.27	\$ 1,865,138.89	\$ 20,876,877.16	\$ 1,211,965.65	\$ 38,160,155.84



TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Proposed 2019 Meeting Dates
2. **Date of Board Meeting:** November 13, 2018
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 adopting the proposed 2019 regular meeting schedule, the following motion is in order:

Move, effective November 13, 2018, to adopt the 2019 regular meeting schedule as presented.
5. **Summary of Submission:**
The Freedom of Information Act requires a schedule of regular meetings be filed with the Town Clerk annually no later than January 31st. The draft schedule reflects past practice such as:
 - Not scheduling meetings on town or state observed holidays
 - Special meetings can be scheduled as needed.
6. **Financial Impact:**
No impact related to this agenda item.
7. **Description of Documents Included with Submission:**
 - Proposed 2019 Regular Meeting Schedule



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Amy Meriwether – Finance Director/Treasurer

To: Ericka Butler, Town Clerk
Cc: Board of Finance
From: Amy Meriwether, Finance Director/Treasurer
Date: November 13, 2018
Re: Board of Finance – 2019 Regular Meeting Schedule

At their meeting on November 13, 2018 the Board of Finance agreed by consensus to establish a regular meeting schedule for 2019.

Meeting dates are as follows:

Tuesday, January 15, 2019

Tuesday, February 19, 2019

Thursday, March 14, 2019 – Board of Education Budget Presentation

Tuesday, March 19, 2019 – Board of Selectmen Budget Presentation

Thursday, April 4, 2019 – Public Budget Hearing, 6:00 pm Simsbury High School Amphitheatre; Regular Meeting to follow

Tuesday, April 23, 2019 – Budget Hearing Continuation; Regular Meeting to follow

Tuesday, May 14, 2019 – Post Budget Referendum Meeting, 8:30 pm Henry James Junior High School Cafeteria

Tuesday, June 18, 2019

Tuesday, July 16, 2019

Tuesday, August 20, 2019

Tuesday, September 17, 2019

Tuesday, October 15, 2019

Tuesday, November 19, 2019

Tuesday, December 17, 2019

Tuesday, January 20, 2020

The meetings will be held in the Main Meeting Room of the Town Hall, located at 933 Hopmeadow Street at 5:45 pm unless otherwise noted. Meetings will be properly noticed in accordance with FOIA requirements.



TOWN OF SIMSBURY

BOARD OF FINANCE AGENDA SUBMISSION FORM

1. **Title of Submission:** Tri-Board Meeting Discussion
2. **Date of Board Meeting:** November 13, 2018
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director
4. **Action Requested of the Board of Finance:**
No action is requested for this agenda item.

5. **Summary of Submission:**

The annual Tri- Board meeting is scheduled for December 3, 2018. At this meeting, the Boards will discuss goals, challenges and major trends for the upcoming FY2019/20. At the direction of the Board of Finance, various data sets have been compiled for discussion in preparation of this meeting. Provided data sets include: Consumer Price Index, Municipal Cost Index, Construction Price Index, Employment Cost Index, average wage increases as reported by CCM, and Social Security Administration's Cost of Living Adjustments.

Projected revenues and expenditures for FY2019/20 have also been provided based on the following assumptions:

- Revenues are based on prior year actuals or current year budget with the exception of tax collections and designated fund balance. Designated fund balance was removed from revenues and tax collections developed via grand list estimates.
- Salaries & Benefits are based on the average wage increase percentage of 2.34% as reported by CCM with the exception of the Medical Insurance line item which includes a conservative increase of 6%.
- Purchased Services, Supplies and Maintenance expenditures are based on a 2% CPI adjustment.
- Utilities increases were estimated in collaboration with the Public Works Director based on upcoming contracts and expectations.
- Miscellaneous and Intergovernmental expenditures remained unchanged from the FY2018/19 budget.

- Education expenditures 2.66% increase is based on the fixed costs data table provided by the School Business Manager.
- Debt Service is based on the most recent debt schedule.

The levy calculation worksheet combines all projected data to show gross budget increase of 2.37% and a net budget increase of 3.2%.

Two additional scenarios have also been included for review. Scenario 2 keeps the mill rate flat from FY2018/19 to FY2019/20 and Scenario 3 projects a 2% increase to the operating budgets to both the Town and the School.

**A live version of the worksheets will be available during the Board of Finance meeting to update based on different scenarios at the discretion of the Board.

6. Financial Impact:

No impact related to this agenda item.

7. Description of Documents Included with Submission:

- Index Data
- Salary & Wage Statistical Data and Benchmarks
- Grand List Forecast
- Board of Education Enrollment and Fixed Cost Data
- Budget Worksheet - General Fund Schedule of Revenue
- Budget Worksheet - General Fund Schedule of Expenditures
- Levy Calculation Worksheet – Scenario 1 Base Scenario
- Levy Calculation Worksheet – Scenario 2 Flat Mill Rate
- Levy Calculation Worksheet – Scenario 3 Operating Budget Increase of 2%

**Town of Simsbury
Budget Planning FY2019/20
Index Data**

**US Bureau of Labor Statistics
Consumer Price Index
July 2017 - June 2019**

****October 2018 - June 2019 Data Estimated Based on Average to Date****

Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2017/2018	0.10	0.40	0.50	0.10	0.30	0.20	0.50	0.20	(0.10)	0.20	0.20	0.10	2.70
2018/2019	0.20	0.20	0.10	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	2.30

**American City and Council
Municipal Cost Index
July 2017 - June 2019**

****October 2018 - June 2019 Data Estimated Based on Average to Date****

Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2017/2018	0.32	0.41	0.41	0.41	0.41	0.41	0.41	0.41	0.40	0.40	0.41	0.40	4.81
2018/2019	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	4.78

**US Census Bureau
Construction Price Index
CY12 - CY18**

****CY18 Data Estimated Based on Average to Date****

Category	CY12	CY13	CY14	CY15	CY16	CY17	CY18
Adjustment	1.00	5.50	6.70	2.50	4.40	4.30	3.60

**Town of Simsbury
Budget Planning FY2019/20
Salary & Wage Statistical Data and Benchmarks**

Connecticut Conference of Municipalities (CCM) Average Wage Increases FY16 - FY20					
Category	FY16	FY17	FY18	FY19	FY20
Average %	2.30	2.32	2.29	2.28	2.34
Minimum %	-	-	1.00	1.00	1.00
Maximum %	3.50	3.35	3.35	6.00	3.00
Sample Size	230	178	138	95	39

Social Security Administration Cost of Living Adjustment CY14 - CY18					
Category	CY14	CY15	CY16	CY17	CY18
Increase %	1.70	-	0.30	2.00	2.80

US Bureau of Labor Statistics Employment Cost Index September 2017 - June 2018					
Total Compensation					
Category	Sep	Dec	Mar	Jun	Total
State and Local Workers	0.70	0.70	0.40	0.70	2.50
Education - Schools	0.60	0.60	0.50	0.70	2.40
Salaries & Wages					
Category	Sep	Dec	Mar	Jun	Total
State and Local Workers	0.50	0.60	0.40	0.50	2.00
Education - Schools	0.40	0.50	0.40	0.50	1.80
Benefits					
Category	Sep	Dec	Mar	Jun	Total
State and Local Workers	0.80	0.90	0.50	0.90	3.10
Education - Schools	**Information Not Available**				

Town of Simsbury
Grand List - Six Year Forecast
FY2019/20 - FY2024/25

	Assessed Values					
	FY2019/20 Projected	FY2020/21 Projected	FY2021/22 Projected	FY2022/23 Projected	FY2023/24 Projected	FY2024/25 Projected
Real Estate Adjustments from Development	\$ 119,095,430	\$ 154,254,210	\$ 175,719,930	\$ 181,700,030	\$ 192,413,340	\$ 197,665,440
Other Real Estate Adjustments	1,000,000	1,000,000	1,000,000	1,000,000	(7,000,000)	1,000,000
Tobacco Valley Solar	-	-	21,945,000	20,790,000	18,480,000	16,170,000
Personal Property Adjustments	1,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Tax Appeal Adjustments	(2,900,000)	(6,000,000)	(6,000,000)	(6,000,000)	-	-
Total Grand List Adjustments	<u>118,195,430</u>	<u>151,254,210</u>	<u>194,664,930</u>	<u>199,490,030</u>	<u>205,893,340</u>	<u>216,835,440</u>
Net Grand List (Non-Vehicle)	2,248,485,000	2,281,544,000	2,324,955,000	2,329,780,000	2,336,183,000	2,347,125,000
Motor Vehicle Grand List	185,775,000	187,354,000	189,947,000	190,553,000	192,173,000	193,806,000
Total Grand List	\$ <u>2,434,260,000</u>	\$ <u>2,468,898,000</u>	\$ <u>2,514,902,000</u>	\$ <u>2,520,333,000</u>	\$ <u>2,528,356,000</u>	\$ <u>2,540,931,000</u>
Percent Change	0.85%	1.42%	1.86%	0.22%	0.32%	0.50%

**SIMSBURY PUBLIC SCHOOLS ENROLLMENT
PROJECTIONS***

GRADES	2018-19	2019-20 (projected)	CHANGE
9-12	1,419	1,362	-57
7-8	610	630	+20
K – 6	1,989	2,009	+20
Total	4,018	4,001	-17

*New England School Development Council Projections (NESDEC)

NESDEC identified trends & notes:

- Five year enrollment is projected to be flat: 4001 to 4041. High School will decline while elementary enrollment increases.
- Ten year enrollment projected to increase: 4,001 to 4,308 roughly +7%
- The administration provides the BOE with a very detailed report in December and we will provide you with a copy of that presentation once completed.

<u>FY 2019-20 Fixed Costs – Simsbury Public Schools</u>		
Additions		
Impact of negotiated teachers' contract - <i><u>operating budget only</u></i>	\$1,074,547**	1.55%
Impact of negotiated administrators' contract	\$62,313	0.09%
Impact of negotiated contracts - SFEP	\$106,722	0.15%
Impact of negotiated contracts - Nurses	\$10,981	0.02%
Impact of contracts to be settled (Reserve)	\$254,395	0.37%
Employee insurance (medical & dental only) preliminary	\$507,093	0.73%
Retirement Plan Contributions (TBD)	\$0	0.00%
OPEB Contribution (TBD)	\$0	0.00%
Total Additions	\$2,016,051	2.92%
Reductions		
7 Certified staff retirements	(\$175,000)	-0.25%
Total Reductions	(\$175,000)	-0.25%
Impact of Preliminary Requested Knowns	\$1,841,051	2.66%
<i>**represents general wage increase of 1.85% + step increase</i>		

**Town of Simsbury
General Fund Budget Worksheet
Schedule of Revenues**

Expenditure	FY2017/18 Budget	FY2017/18 Actual	FY2018/19 Budget	FY2019/20 Projected
Taxes				
Current Year Collections	\$ 85,704,819	\$ 86,662,685	\$ -	\$ -
Prior Year Collections	401,547	564,059	-	400,000
Interest & Liens	300,000	386,356	250,000	300,000
Total Taxes	<u>86,406,366</u>	<u>87,613,101</u>	<u>250,000</u>	<u>700,000</u>
Permits, Fines & Fees				
Building Dept Fees	700,000	1,170,712	750,000	750,000
Land Use Commission	30,000	24,225	30,000	20,000
Dog Licenses	13,000	15,436	13,000	13,000
False Alarm Fees	10,000	6,295	10,000	5,000
Police Permits	8,000	6,715	8,000	6,000
Traffic Tickets	4,000	4,036	4,000	4,000
Library Fines	2,000	2,037	2,000	2,000
Court Fines	1,000	-	1,000	-
Animal Control Fines	500	760	500	500
Engineering Dept Fees	350	375	350	350
Sport Licenses	200	142	200	150
Total Permits & Fees	<u>769,050</u>	<u>1,230,733</u>	<u>819,050</u>	<u>801,000</u>
Charges for Services				
Conveyance Taxes	360,000	445,166	400,000	400,000
Recording Fees	140,000	109,553	120,000	110,000
Town Clerk Services	60,000	57,365	60,000	50,000
Building Dept Services	55,000	16,583	48,000	20,000
Library Fees	44,000	39,803	44,000	40,000
Emergency Reporting System	36,563	37,318	36,563	36,563
Fire District	6,500	6,500	6,500	6,500
Eld/Handicapped Transport	6,000	4,740	6,000	5,000
Farmland Preservation Fees	5,500	2,598	5,500	2,000
Library Rent	3,000	2,350	3,000	2,000
Memorial Pools & Fields	2,800	1,560	1,500	1,500
Community Gardens	2,500	2,675	2,500	2,500
Eno Memorial Hall Rent	1,000	11,310	2,500	7,000
SPAC Rent	-	2,500	-	2,500
Total Charges for Services	<u>722,863</u>	<u>740,021</u>	<u>736,063</u>	<u>685,563</u>
Property Tax Relief				
Elderly	70,248	-	-	-
Veteran's Exemption	5,000	5,785	5,800	5,000
Disabled	1,400	1,386	1,400	1,400
Total Property Tax Relief	<u>76,648</u>	<u>7,171</u>	<u>7,200</u>	<u>6,400</u>
Grants and Support				
Car Tax Reimbursement	1,237,000	-	-	-
Westminister School	120,000	120,000	120,000	120,000

**Town of Simsbury
General Fund Budget Worksheet
Schedule of Revenues**

Expenditure	FY2017/18 Budget	FY2017/18 Actual	FY2018/19 Budget	FY2019/20 Projected
State Owned Property	83,170	2,339	2,339	2,339
World Skate	80,000	80,000	80,000	80,000
Telephone Access Grant	55,000	44,656	55,000	50,000
Pequot Casino Revenue	29,418	28,478	-	28,000
Housing Authority	20,640	23,555	24,000	23,000
State and Federal Grants	-	283,750	77,648	100,000
Total Grants and State Support	<u>1,625,228</u>	<u>582,779</u>	<u>358,987</u>	<u>403,339</u>
Miscellaneous				
Designated Fund Balance	1,507,276	-	1,000,000	-
Interest on Investments	175,000	323,153	175,000	175,000
Sewer Use Fund	108,545	108,989	110,917	110,000
Town Miscellaneous	8,500	22,241	9,000	10,000
Sale of Property	-	28,500	-	-
Insurance Refunds	-	67,190	-	-
Sale of Scrap Metal	-	67,512	-	50,000
Total Miscellaneous	<u>1,799,321</u>	<u>617,586</u>	<u>1,294,917</u>	<u>345,000</u>
Education				
Education Cost Sharing	5,119,367	5,290,146	5,402,105	5,402,150
School Building Rent	45,000	48,402	45,000	45,000
Tuition	30,000	65,727	35,000	45,000
Adult Education	12,604	13,154	12,349	12,000
Miscellaneous	7,500	70,906	7,500	10,000
Total Education	<u>5,214,471</u>	<u>5,488,335</u>	<u>5,501,954</u>	<u>5,514,150</u>
Total Revenues	\$ <u>96,613,947</u>	\$ <u>96,279,724</u>	\$ <u>8,968,171</u>	\$ <u>8,455,452</u>

**Town of Simsbury
General Fund Budget Worksheet
Schedule of Expenditures**

<u>Expenditure</u>	<u>FY2017/18 Budget</u>	<u>FY2017/18 Actual</u>	<u>FY2018/19 Budget</u>	<u>Estimate % Increase</u>	<u>FY2019/20 Projected</u>
Salaries					
Full-Time	\$ 9,543,492	\$ 9,430,213	\$ 9,850,684	2.34%	\$ 10,081,190
Part-Time	482,114	525,881	504,250	2.34%	516,049
Overtime	332,933	397,188	360,477	2.34%	368,912
Holiday Pay	187,688	151,449	196,753	2.34%	201,357
Seasonal	149,507	134,125	152,807	2.34%	156,383
Overtime - Training	61,640	27,794	35,107	2.34%	35,929
Registrars	52,540	52,511	52,540	2.34%	53,769
Collective Bargaining	51,770	62,520	7,400	2.34%	7,573
Split Time	47,998	54,676	47,382	2.34%	48,491
Sub-Total Salaries	<u>10,909,682</u>	<u>10,836,358</u>	<u>11,207,400</u>	2.34%	<u>11,469,653</u>
Benefits					
Medical Insurance	2,505,631	2,382,756	2,556,652	6.00%	2,710,051
Social Security/FICA	765,000	785,754	780,000	2.34%	798,252
Town Pension	702,385	702,385	725,325	2.34%	742,298
Police Pension	600,240	583,558	586,956	2.34%	600,691
Worker's Compensation	234,545	252,000	222,818	2.34%	228,032
Conferences & Travel	71,240	51,642	84,634	2.34%	86,614
Life Insurance	44,000	37,438	39,920	2.34%	40,854
Disability Insurance	25,000	32,759	32,892	2.34%	33,662
Defined Contribution Pension	25,000	57,936	55,000	2.34%	56,287
Laundry Service	14,650	15,120	14,650	2.34%	14,993
Unemployment Compensation	5,200	5,924	5,200	2.34%	5,322
Education Reimbursement	4,400	4,164	12,400	2.34%	12,690
Longevity	4,075	4,075	4,075	2.34%	4,170
Bond Insurance	200	394	200	2.34%	205
Auto Allowance	-	2,100	4,200	2.34%	4,298
Uniform Allowance	-	-	44,370	2.34%	45,408
Sub-Total Benefits	<u>5,001,566</u>	<u>4,918,004</u>	<u>5,169,292</u>	4.15%	<u>5,383,827</u>
Total Salaries & Benefits	<u>15,911,248</u>	<u>15,754,362</u>	<u>16,376,692</u>	2.91%	<u>16,853,480</u>
Purchased Services					
Contractual Services	752,179	696,362	719,053	2.00%	733,434
Insurances	262,897	261,080	262,897	2.00%	268,155
Legal Fees	111,000	160,749	111,000	2.00%	113,220
Consultants	79,600	64,609	73,000	2.00%	74,460
Tree Service	55,000	55,000	55,000	2.00%	56,100
Labor Relations	44,167	26,973	40,000	2.00%	40,800
Printing	28,550	18,724	42,755	2.00%	43,610
Advertising	26,145	19,144	24,695	2.00%	25,189
Special Activities	13,000	6,944	13,000	2.00%	13,260
Equipment Rentals	11,935	11,267	11,150	2.00%	11,373
Bank Fees	8,778	6,215	6,478	2.00%	6,608
First Selectmen Stipend	5,833	5,833	10,000	2.00%	10,200
Custodial Services	4,850	2,000	2,100	2.00%	2,142
Investigations	3,750	2,207	3,750	2.00%	3,825
DWW Fees	-	48,671	-	2.00%	-
Youth Services	-	-	8,000	2.00%	8,160
Total Purchased Services	<u>1,407,684</u>	<u>1,385,779</u>	<u>1,382,878</u>	2.00%	<u>1,410,536</u>
Supplies					
Road & Drainage Supplies	356,200	349,815	359,290	2.00%	366,476
Reference Materials	163,790	166,149	164,200	2.00%	167,484
Parts Supplies	149,250	152,876	158,050	2.00%	161,211
Program Supplies	58,253	47,730	66,315	2.00%	67,641
Building Supplies	45,945	45,316	43,080	2.00%	43,942
Office Supplies	33,469	28,700	33,644	2.00%	34,317
Postage	25,802	20,236	27,739	2.00%	28,294
Dues & Subscriptions	25,225	19,905	64,087	2.00%	65,369
Safety Supplies	21,625	20,222	28,440	2.00%	29,009
Traffic Control Supplies	19,500	18,795	19,000	2.00%	19,380
Agriculture Supplies	18,600	17,164	19,200	2.00%	19,584
Program Equipment	15,500	16,755	200,550	2.00%	204,561
Medical Supplies	6,300	5,292	6,300	2.00%	6,426
Chemical & Lab Supplies	3,840	4,175	4,021	2.00%	4,101
Miscellaneous Supplies	2,500	3,079	4,300	2.00%	4,386

**Town of Simsbury
General Fund Budget Worksheet
Schedule of Expenditures**

Expenditure	FY2017/18 Budget	FY2017/18 Actual	FY2018/19 Budget	Estimate % Increase	FY2019/20 Projected
Computer Software	1,140	1,306	1,200	2.00%	1,224
Total Supplies	<u>946,939</u>	<u>917,515</u>	<u>1,199,416</u>	2.00%	<u>1,223,404</u>
Maintenance					
Equipment Maintenance	182,715	162,649	181,785	2.00%	185,421
Road Improvements	138,000	138,466	300,000	2.00%	306,000
Facilities Maintenance	83,008	68,520	82,520	2.00%	84,170
Roads & Drainage	60,000	62,712	66,500	2.00%	67,830
Vehicle Maintenance	28,576	29,158	38,200	2.00%	38,964
Building Improvements	20,350	9,081	25,150	2.00%	25,653
Sidewalks	2,500	2,500	2,500	2.00%	2,550
Total Maintenance	<u>515,149</u>	<u>473,087</u>	<u>696,655</u>	2.00%	<u>710,588</u>
Utilities					
Electric	205,795	228,153	212,293	3.00%	218,662
Gasoline	106,675	108,457	129,386	0.00%	129,386
Natural Gas/Propane	97,710	75,883	92,001	4.00%	95,681
Diesel Fuel	61,714	60,711	65,237	5.00%	68,499
Telephone	54,000	51,593	54,060	2.00%	55,141
Water	38,021	49,687	46,166	1.50%	46,858
Street Lights	26,750	25,167	25,480	3.00%	26,244
Sewer	7,020	6,304	6,740	0.00%	6,740
Refuse Disposal	5,200	5,635	4,750	2.00%	4,845
Heating Oil	2,400	1,742	2,472	5.00%	2,596
Total Utilities	<u>605,285</u>	<u>613,330</u>	<u>638,585</u>	2.52%	<u>654,652</u>
Miscellaneous					
Contingency Reserve	2,584,501	-	89,670	0.00%	89,670
Public Agency Support	166,080	164,409	129,031	0.00%	129,031
Fees Paid to State	6,500	5,441	6,500	0.00%	6,500
Total Miscellaneous	<u>2,757,081</u>	<u>169,850</u>	<u>225,201</u>	0.00%	<u>225,201</u>
Education					
Board of Education	68,669,436	68,631,428	69,693,042	2.66%	71,546,877
Total Education	<u>68,669,436</u>	<u>68,631,428</u>	<u>69,693,042</u>	2.66%	<u>71,546,877</u>
Total Operating Budget	90,812,822	87,945,351	90,212,469	2.67%	92,624,738
Intergovernmental					
Transfer Out - Capital Projects	417,835	497,835	1,741,500	0.00%	1,741,500
Transfer Out - CNR 2014	83,250	83,250	-	0.00%	-
Transfer Out - CNR 2015	83,250	83,250	83,250	-100.00%	-
Transfer Out - CNR 2016	83,250	83,250	83,250	0.00%	83,250
Transfer Out - CNR 2017	68,300	68,300	68,300	0.00%	68,300
Transfer Out - CNR 2018	83,250	108,250	83,250	0.00%	83,250
Transfer Out - CNR 2019	-	-	83,250	0.00%	83,250
Transfer Out - CNR 2020	-	-	-	0.00%	83,250
Transfer Out - Simsbury Farms	70,000	299,037	100,000	0.00%	100,000
Total Intergovernmental	<u>889,135</u>	<u>1,223,172</u>	<u>2,242,800</u>	0.00%	<u>2,242,800</u>
Debt Service					
Principal	4,125,000	4,125,000	3,365,000	-0.15%	3,360,000
Interest	786,990	755,219	698,100	-16.75%	581,175
Total Debt Service	<u>4,911,990</u>	<u>4,880,219</u>	<u>4,063,100</u>	-3.00%	<u>3,941,175</u>
Total Expenditures	\$ 96,613,947	\$ 94,048,742	\$ 96,518,369	2.37%	\$ 98,808,713

Town of Simsbury
Levy Calculation Worksheet
Scenario 1 - Base Scenario
FY2019/20

	<u>FY2018/19</u> <u>Budget</u>	<u>FY2019/20</u> <u>Projected</u>	<u>Change</u>	<u>Percent</u> <u>Change</u>
Town Operating Budget	\$ 20,519,427	\$ 21,077,861	\$ 558,434	2.72%
School Operating Budget	69,693,042	71,546,877	1,853,835	2.66%
Debt Service	4,063,100	3,941,175	(121,925)	-3.00%
Capital Transfers	2,242,800	2,242,800	-	0.00%
Gross Expenditures	<u>96,518,369</u>	<u>98,808,713</u>	<u>2,290,344</u>	<u>2.37%</u>
Anticipated Revenue	8,968,171	8,455,452	(512,719)	-5.72%
Appropriation of Fund Balance	-	-	-	0.00%
Total Revenue and Approp of Fund Balance	<u>8,968,171</u>	<u>8,455,452</u>	<u>(512,719)</u>	<u>-5.72%</u>
Net Expenditures	<u>\$ 87,550,198</u>	<u>\$ 90,353,261</u>	<u>\$ 2,803,063</u>	<u>3.20%</u>

Mill Rate Calculation

Property Taxes				
Prior Year Tax Collections	401,547	401,547		
Town Tax Relief Programs	(300,000)	(300,000)		
Supplemental Auto/New Construction	863,274	900,000		
Property Taxes	79,920,950	82,437,169		
Car Taxes	<u>6,664,427</u>	<u>6,914,546</u>		
Total Property Taxes	87,550,198	90,353,261		
Net Grand List (non-vehicle)	2,227,893,352	2,248,485,000		
Tax Collection Rate	98.50%	98.50%		
Mill Rate	36.42	37.22	0.80	2.20%

Town of Simsbury
Levy Calculation Worksheet
Scenario 2 - Flat Mill Rate
FY2019/20

Mill Rate Calculation	FY2018/19	FY2019/20		
	Budget	Projected		
Property Taxes				
Prior Year Tax Collections	401,547	401,547		
Town Tax Relief Programs	(300,000)	(300,000)		
Supplemental Auto/New Construction	863,274	900,000		
Property Taxes	79,920,950	80,661,476		
Car Taxes	6,664,427	6,765,926		
Total Property Taxes	<u>87,550,198</u>	<u>88,428,949</u>		
Net Grand List (non-vehicle)	2,227,893,352	2,248,485,000		
Tax Collection Rate	98.50%	98.50%		
Mill Rate	36.42	36.42	-	0.00%
	FY2018/19	FY2019/20	Change	Percent
	Budget	Projected		Change
Town Operating Budget	\$ 20,519,427	\$ 20,631,657	\$ 112,230	0.55%
School Operating Budget	69,693,042	70,068,769	375,727	0.54%
Debt Service	4,063,100	3,941,175	(121,925)	-3.00%
Capital Transfers	2,242,800	2,242,800	-	0.00%
Gross Expenditures	<u>96,518,369</u>	<u>96,884,401</u>	366,032	0.38%
Anticipated Revenue	8,968,171	8,455,452	(512,719)	-5.72%
Appropriation of Fund Balance	-	-	-	0.00%
Total Revenue and Approp of Fund Balance	<u>8,968,171</u>	<u>8,455,452</u>	(512,719)	-5.72%
Net Expenditures	<u>\$ 87,550,198</u>	<u>\$ 88,428,949</u>	<u>\$ 878,751</u>	<u>1.00%</u>

Town of Simsbury
Levy Calculation Worksheet
Scenario 3 - Operating Budget Increase of 2%
FY2019/20

	FY2018/19 Budget	FY2019/20 Projected	Change	Percent Change
Town Operating Budget	\$ 20,519,427	\$ 20,929,816	\$ 410,389	2.00%
School Operating Budget	69,693,042	71,086,903	1,393,861	2.00%
Debt Service	4,063,100	3,941,175	(121,925)	-3.00%
Capital Transfers	2,242,800	2,242,800	-	0.00%
Gross Expenditures	<u>96,518,369</u>	<u>98,200,693</u>	1,682,324	1.74%
Anticipated Revenue	8,968,171	8,455,452	(512,719)	-5.72%
Appropriation of Fund Balance	-	-	-	0.00%
Total Revenue and Approp of Fund Balance	<u>8,968,171</u>	<u>8,455,452</u>	(512,719)	-5.72%
Net Expenditures	<u>\$ 87,550,198</u>	<u>\$ 89,745,241</u>	<u>\$ 2,195,043</u>	2.51%

Mill Rate Calculation

Property Taxes				
Prior Year Tax Collections	401,547	401,547		
Town Tax Relief Programs	(300,000)	(300,000)		
Supplemental Auto/New Construction	863,274	900,000		
Property Taxes	79,920,950	81,875,593		
Car Taxes	6,664,427	6,868,102		
Total Property Taxes	<u>87,550,198</u>	<u>89,745,241</u>		
Net Grand List (non-vehicle)	2,227,893,352	2,248,485,000		
Tax Collection Rate	98.50%	98.50%		
Mill Rate	36.42	36.97	0.55	1.51%

Close
Print
Resize:

Town of Simsbury, CT
Sunday, August 12, 2018

Chapter A161. Purchasing

[HISTORY: Adopted by the Board of Selectmen of the Town of Simsbury 3-23-1992. [\[1\]](#) Amendments noted where applicable.]

GENERAL REFERENCES

First Selectman duties — See Charter Section 602.

Expenditures and accounting — See Charter Section 912.

[\[1\]](#)

Editor's Note: This resolution also repealed former Ch. A161, Purchasing, adopted 5-30-1990.

§ A161-1. Purpose; objectives.

A. Be it resolved by the Board of Selectmen of the Town of Simsbury that in order to amplify Sections ~~602 and 912~~ [812](#) of the Town Charter and to provide a systematic and uniform standard of purchasing policies, the Board hereby adopts the following procedures which are incorporated into this chapter.

B. Purchasing objectives:

(1) To procure materials, supplies, equipment, public improvements, and services at the lowest cost ~~while obtaining the highest quality products and services possible, consistent with the quality and service rendered.~~

(2) To conduct purchasing without regard to political affiliation, race, ~~color, creed,~~ sex, age, religion, national origin, ~~marital status, sexual orientation, genetic makeup, gender identity, military service and veteran's status,~~ disability, ~~or any other protected class,~~ family relationship or business associations of vendors, contractors or consultants.

§ A161-2. Purchase orders required.

All proposed purchases shall be supported by a purchase order ~~issued prior to purchase~~, signed by the issuing department head and the Finance Director or his/~~her~~ agent. Oral approval may be given in emergencies but shall be followed immediately by a written purchase order.

~~Notwithstanding the provisions of this section, the Finance Director may allow budgeted agencies to use purchasing cards for purchases not exceeding \$1,000, unless such agency receives written approval from the Finance Director to exceed such amount. No budgeted agency, or any official, employee or agent of a budgeted agency, shall incur any obligation using such a card, except in accordance with procedures established by the Finance Director.~~

§ A161-3. Annual orders.

Annual orders of items used on a volume basis, which exceed, in the aggregate, ~~\$10,000~~ ~~\$2,000~~, shall follow the procedures outlined below. ~~No scheduled purchase on the annual order shall exceed \$100 unless authorized by a purchase order.~~

§ A161-4. Verbal and written quotes.

Purchases in ~~excess of \$10,000 amounts from \$500 to \$2,000 but less than \$25,000~~ shall have documented verbal ~~or written~~ quotes, whenever possible, from at least ~~two~~ ~~three~~ vendors. ~~Purchases in amounts from \$2,000 to \$7,500 shall have written quotes, whenever possible, from at least three vendors.~~

§ A161-5. Bids; contracts required.

Purchases or contracts expected to exceed ~~\$25,000~~ ~~\$7,500~~ shall require formal sealed bids and the execution of a written contract between the ~~lowest responsible~~, qualified bidder and the Town. Such sealed bids shall ~~be~~ opened in public at the time and place designated in the specifications. The Town may accept substitutes that meet the same criteria as outlined in the specifications. Requests for formal sealed bids shall be issued by the issuing department head, received by the date due and turned in to the Finance Director.

~~A. Bids expected to be between \$7,500 and \$25,000 shall be solicited from at least three vendors from a list of interested vendors. The vendor list shall be maintained, updated, and distributed by the Finance Director or his agent. A notice shall be published in a newspaper having a general circulation in the Hartford area, during the first week of May and the first week of June each year, inviting all interested vendors and contractors to submit their names and area of interest to the Finance Director. Vendors may be added to the list at any time, or at the initiative of the Finance Director. Every attempt shall be made to retain a list containing no fewer than three vendors. In case of exception, approval of the Board of Selectmen shall be required.~~

~~B. Purchases or contracts expected to exceed \$25,000 shall be advertised at least 10 days prior to the bid opening in a newspaper having a general circulation in the Hartford area on a website such as but not limited to the CT Department of Administrative Services website or the Town's official website as a by~~ means of a formal "invitation to bid."

~~C. An appropriate fee may be charged for a copy of plans and specifications, said fee, or portion thereof, to be refunded upon return of the plans and specifications within the designated period.~~

~~D. A bid bond equal to 5% of the bid, a 100% performance bond and a 100% labor and materials or payment bond shall be posted for all contracts in excess of \$15,000, other than commodities, in a manner acceptable to the Director of Finance. Bid bonds will be evaluated as part of the bid process. The department head, in conjunction with the Finance Director, will determine if the inclusion of a bid bond is in the best interest of the town.~~

§ A161-6. Awarding of contract.

The Finance Director or his/her designee or Town Manager or his/her designee ~~the First Selectman~~ is authorized to award contracts, ~~with the following exception, which shall be awarded by action of the Board of Selectmen: any bid other than the lowest responsible bid when the contract or purchase is in excess of \$5,000.~~

§ A161-7. Signing of purchase orders or contract.

A. The Finance Director or his/her designee and/or Town Manager or his/her designee ~~First Selectman~~ is authorized to sign all purchase orders. The Town Manager or his/her designee ~~First Selectman~~ is authorized to sign all formal contracts approved under the appropriate procedure as stipulated herein.

B. Under an existing contract, any change order which increases the contract amount shall be subject to prior budgetary approval by the Finance Director and approved by the Town Manager or his/her designee ~~First Selectman~~ for any change in the scope of the project.

§ A161-8. Rejection of bids.

The board, person or agent having the authority to award may reject any or all bids, part of all bids or all bids for any one or more supplies or contractual services included in the proposed contract, or waive defects in same when the public interest will be served best thereby.

~~**§ A161-9. Determination of equal bids.**~~

~~In the case of equal bids involving a local and outside vendor, the local vendor shall be given preference, providing that both are equally qualified to perform the service. If two equally qualified outside (local) bidders submit equal bids, the winner shall be selected by drawing lots or the flip of a coin.~~

§ A161-9.1. Local vendor preference; Town-based business.

A. ~~If any Simsbury based vendor responds to a bid notice and comes within 5% of the lowest bidder, all qualifications considered equal, the local based vendor will be allowed the opportunity to adjust their bid to match that of the lowest bidder.~~

[Added 10-26-2009]

~~A. "Town-based business" defined. "Town-based business" shall mean a business with a principle place of business located within the Town of Simsbury. A business shall be considered to be a Town-based business by establishing through competent evidence that the business has a bona fide principle place of business in Simsbury. Such evidence shall include proof of fee ownership or a~~

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~~long term lease of the real estate for the building where the principal place of business is operated. A documented Town-based business shall maintain such status throughout the term of any contract with the Town of Simsbury. Failure to maintain such status or to keep current on all property tax obligations to the Town of Simsbury or the Simsbury Fire District shall be grounds for the Town to terminate the contract.~~

~~B. Local vendor preference. For the procurement of any goods advertised for bid pursuant to the Town's Purchasing Regulations, as amended, the lowest responsible bid shall be determined in the following order:~~

~~(1) Any Town-based business which has submitted a responsible, responsive bid for purchases exceeding \$2,500 but less than \$250,000, which is not more than 5% higher than the lowest qualified bid or quote, may be awarded the contract so long as such Town-based business meets the specification requirements and details and agrees to provide the supplies, materials, equipment, commodities and/or services which are the subject of such procurement at the same price and the same contract terms as the lowest qualified bid received. Notwithstanding the foregoing, to qualify for the bid award, each Town-based business shall meet all other terms, conditions and requirements set forth in the purchasing regulations and the bid solicitation. This section shall not apply to bids for purchases in excess of \$250,000.~~

~~(2) In the event that more than one Town-based business submits a bid or quote not more than 5% higher than the lowest qualified bid or quote, the award shall be to that Town-based business originally submitting the lowest qualified bid or quote.~~

~~C. Implementation of local bidder preference. Any bidder claiming to meet the requirements of a Town-based business as defined in this section shall be required to submit a signed Town-based bidder affidavit form with the bid submittal. Such affidavit shall include a certification that the Town-based business is paid in full on all current property tax obligations owed to the Town of Simsbury and the Simsbury Fire District. Failure to submit the Town-approved affidavit form shall result in disqualification as a Town-based bidder and ineligibility for contract award unless such requirement is waived by the Town upon a finding by the Town that such waiver is in the Town's best interest. This section applies to bids submitted by vendors and contractors that will directly supply the Town's requirements and specifically excludes agents and/or subcontractors of general contractors.~~

~~D. Restrictions on use of local bidder preference. This section shall not apply to any bid solicitation where the preference created by this section would violate federal and state law or any existing contracts. This section shall not apply in bid solicitations where the bid requested involves a cooperative purchasing arrangement between the town and other municipalities, the State of Connecticut or the Capitol Region Council of Governments Purchasing Council.~~

~~E. Expiration. This section shall expire on November 1, 2013, unless it is reauthorized by the Board of Selectmen.~~

§ A161-10. Exemption from bids.

~~A. Purchases made through or on the basis of regional, or state, local government or cooperative agency bids shall be exempted from any bidding procedures.~~

~~B. A purchase may be made or contract awarded for a supply, service or construction item without a competitive bid when it is determined that there is only one source for the required supply, service or construction item. Such determination shall be made after appropriate advertisement in the newspaper, trade magazine, or similar medium of general circulation.~~

C. The bid procedures outlined herein can be waived at any time if it is deemed to be in the best interest of the Town of Simsbury by the Finance Director and the Town Manager. All waivers shall be reported to the Board of Selectmen at the next regularly scheduled meeting for review.

§ A161-11. Professional services contracts.

Contracts for professional services (legal, engineering, architectural, etc.) in excess of \$50,000 are required to go out for a request for qualifications (RFQ). Services under \$50,000 shall not be governed by these regulations, but every effort shall be made to secure well-qualified professionals at the best terms possible for the Town.

§ A161-12. Emergencies.

A. In case of emergency the Finance Director First Selectman may, or in the best interest of the Town, the Town Manager Board of Selectmen may, waive the procedures outlined herein, and the Board of Selectmen may prescribe alternative procedures for specific situations.

B. Emergency situations shall be those in which the operation of a department would be seriously hampered; or in which life, limb or property may be endangered; or in which the health or welfare of the general public is seriously threatened; or a natural or man-made disaster has occurred.

§ A161-13. When effective; revisions.

These bidding and purchasing regulations shall become effective as of March 23, 1992, and may be revised or amended from time to time by formal action of the Board of Selectmen.

§ A161-14. Board of Education transactions.

Separate procedures shall be established for Board of Education transactions.

§ A161-15. Conflict with Charter or state law.

In the event of any conflict between these procedures and the Charter of the Town of Simsbury or the Connecticut General Statutes, these procedures shall be construed to conform to the Charter or

statutes, as the case may be.

§ A161-16. Review and adoption.

The procedures outlined herein shall be reviewed, amended if necessary, and adopted by the Board of Selectmen as needed on an annual basis. These procedures shall remain in effect until amended.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY PURCHASING PROCEDURES AND GUIDELINES

I. Purpose

The purpose of this policy is to ensure that the Town of Simsbury obtains the highest quality of desired goods and services at the most competitive price. Further, this policy aims to streamline the procurement process while maintaining adequate internal controls.

II. Applicability

This policy applies to all staff, elected officials, and appointed officials involved in the procurement process.

III. Effective Date

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

IV. Policy

A. Purchasing Agent

The Finance Director or his/her designee shall serve as the purchasing agent for the Town of Simsbury. He/she shall be responsible for the procurement of all goods and services as outlined in Chapter A161 of the Code of the Town of Simsbury. The Town Manager or his/her designee shall also be responsible for signing all contracts awarded to a vendor.

B. Competitive Quotes/Bid Thresholds

All purchases between \$10,000 - \$25,000 shall have quotes solicited from at least two (2) vendors. Vendor quotes can be written or verbal.

Bids shall be issued for purchases in excess of \$25,000 and require a formal written contract unless the Town can take advantage of a regional, state, local government or cooperative agency contract. This applies to annual orders (items purchased on volume basis) as well.

Bid bonds will be evaluated as part of the bid process. The department head, in conjunction with the Finance Director, will determine if the inclusion of a bid bond is in the best interest of the town.

A request for qualifications along with a request for proposal shall be issued for professional services (i.e. legal, engineering, architectural, etc.) contracts in excess of \$50,000 unless the Town can take advantage of a regional, State or cooperative agency contract.

Bid procedures outlined herein can be waived at any time if it is deemed to be in the best interest of the Town of Simsbury by the Finance Director and the Town Manager. All waivers shall be reported to the Board of Selectmen at the next regularly scheduled meeting for review.

Federal Grant Requirement: Bids shall be issued for purchases in excess of \$10,000 (or most recent update to the 2 CFR 200.318 – General Procurement Standards included in the Code of Federal Regulations)

C. Contracts and Credit Applications

All credit applications shall be completed and signed by only the Finance Director or his/her designee. All vendor contracts shall be completed and signed by the Town Manager or his/her designee.

It is the responsibility of the department head and Finance Director to ensure that contractors perform in accordance with the terms, conditions and specifications in their contracts or purchase orders.

D. Conflicts of Interest

A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Any conflict of interest must be disclosed in writing to the Finance Director. The conflict statement will be reviewed by the Finance Director as well as the Town Manager and a determination will be made as to whether to proceed with the respective vendor and formalized in writing.

If the conflict of interest resides with the Finance Director or Town Manager, the Deputy Town Manager will assist in the review and final determination as to whether to proceed with respective vendor.

Federal Grant Requirement: No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest (as defined above).

E. Vendor Selection

The following considerations shall be evaluated during the process of vendor selection:

- The Town is encouraged to take advantage of the lowest possible price while obtaining the highest quality products and services.
- The Town shall ensure the selected vendor is able to provide the products/services in a timely manner.
- The acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- The Town is encouraged to use refurbished, excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- The Town is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.
- Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- Local Vendor Benefit – If any Simsbury *based* vendor responds to a bid notice and comes within 5% of the lowest bidder, all qualifications considered equal, the local based vendor will be allowed the opportunity to adjust their bid to match that of the lowest bidder.
- *Federal Grant Requirement:* The Town may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

F. Grant Funded Purchases

All purchases utilizing grant funds shall follow the Town purchasing policies and procedures as established in this policy.

G. Emergency Purchases

An emergency exists when the operation of a department would be seriously hampered; or in which life, limb or property may be endangered; or in which the health or welfare of the general public is seriously threatened; or a natural or man-made disaster has occurred.

If an emergency determination is made by the Town Manager or Finance Director it may be necessary to deviate from the formal purchasing process. Once the emergency situation has

been rectified, all purchases made related to this emergency shall be formalized by the purchasing process as soon as possible.

If a contract is required as part of rectifying the emergency situation, consideration should be made to a short term contract with limited authority whenever possible.

V. Procedures

A. New Vendors/Change in Vendor Information

All new vendor requests or changes in vendor information shall be sent to the Finance Specialist via email, with a copy (“cc”) to the Finance Director. The body of the email should include, at a minimum, the vendor name and address or applicable change to current vendor information. Once the vendor is set up or modified in the accounting system, the Finance Specialist will email the requestor back with the vendor code.

If a new vendor is being requested, please attach a copy of the W9. This needs to be done in addition to including the vendor information in the body of the email, as the email will be saved electronically for audit purposes.

B. Purchase Orders

Department heads and their staff shall submit a purchase order for all purchases. All purchase orders will be approved by the respective department head as well as the Finance Director.

i. Purchase Order Descriptions

Purchase order descriptions should be clear and items/services being purchased easily identifiable.

Item numbers or serial numbers can be included within the description, but should not be provided in place of the description.

When utilizing the attachment feature within the purchase order system (discussed below), “see attached” should not be used as a description. Purchase order descriptions are transferred into the general ledger reporting and actual descriptions are necessary.

When making large orders with multiple items, a sample of what is being purchased as the description is acceptable. Requestors do not need to itemize every item that makes up the large order.

ii. Approval Thresholds

Purchases up to \$1,000 need to be entered as a purchase in the accounting system via purchase order within three (3) days of making the purchase.

Purchases over \$1,000 but less than \$7,500 shall be approved by the department head prior to making the purchase.

Purchases in excess of \$7,500 shall be approved by the department head and the Finance Director prior to making the purchase. Requestors must include within the "Notes" section of the purchase order whether quotes or bids were received. If they were not received, requestor must indicate the justification as to why quotes or bids were not obtained (i.e. use of State contract).

iii. Blanket Purchase Orders

Blanket purchase orders are encouraged for standard, re-occurring purchases during the year. This can include items such as utilities, maintenance/service contracts and open orders for supplies.

iv. Payment Processing

When creating a purchase order, requestors are able to add attachments to the purchase order that can be viewed by the Finance Department (e.g. quotes received, a copy of the order placed if multiple items are being ordered, etc.). Utilization of this feature is encouraged so all items related to the purchase order are maintained in one place.

Once the goods/services have been received, a copy of the purchase order should be forwarded to the Finance Specialist noting on the purchase order "partial payment" or "payment in full." If a partial payment is requested, the amount requested will be paid and purchase order kept open for future payments. If payment in full is requested, the amount requested will be paid and purchase order closed. If there is a remaining balance on the purchase order after the payment in full is made, this remaining balance will be liquidated and "returned" to the department budget for use.

v. Invoices

If the invoice is received by the Finance Department directly, payment will be processed according to the instructions on the purchase order copy received by the Finance Specialist.

If the invoice is received by your department, please forward to the Finance Specialist.

If the invoice is received via email, the invoice and a copy of the email should be forwarded to the Finance Specialist.

Only **original, itemized receipts/invoices** will be accepted for payment processing.

vi. Purchase Order Cancellations (Liquidations)

If a purchase order is no longer needed, an email should be sent to the Finance Specialist indicating the purchase order number to be cancelled/liquidated. The email will be saved electronically for audit purposes.

C. Employee Reimbursements

Employees are eligible for reimbursement from the Town for a number of different expenditures as outlined in the Town of Simsbury Personnel Rules and Regulations and relevant collective bargaining agreements.

Employee reimbursement requests should be submitted utilizing the Employee Reimbursement Request Form. This form should be submitted with the original, itemized receipts to the Finance Specialist for processing.

Under no circumstances is an employee or Town official allowed to approve their own expenditure reimbursements.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Board of Finance
From: Melissa A.J. Appleby, Deputy Town Manager
Date: November 13, 2018
Re: Simsbury Volunteer Ambulance Association (SVAA) Contribution Request

The Town Manager's Office has been in contact with Mike Delehanty, SVAA's executive director. SVAA does not plan to make an operating or capital request during the FY20 budget cycle. The organization has been pursuing alternative funding opportunities for its ambulance replacement, and its board of directors is continuing to evaluate its financial position and focus on long-term sustainability.

At the Board of Finance meeting on October 22, 2018, there was concern expressed that if SVAA's need for financial assistance has not dissipated, the need will continue to grow and the Town may ultimately be responsible for resolving an even larger funding issue. The intent of SVAA's funding requests in 2017 and 2018 was to provide temporary assistance to support the operation of the second ambulance during the weekday daytime hours. SVAA continues to experience increasing call volume, and it still expects that the revenue generated by the increased call volume will ultimately offset the cost of operating the second ambulance.

SVAA is a private 501(c)3 non-profit organization. If the organization was ever to reach a point of severe financial difficulty or cease operating, the Town has the ability to change providers. The State Department of Health (DPH) is responsible for regulating EMS in Connecticut, and it assigns an EMS provider to each service area. Per Public Act 14-217, municipalities may petition DPH for a change in provider if the current provider fails to meet its performance standards. SVAA continues to meet its performance standards as agreed to with the Town through the Simsbury EMS Plan Agreement, which is part of the 2017 Local EMS Plan adopted by the Board of Selectmen on November 27, 2017.