



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

January 12, 2023

Trish Munroe
Town Clerk
Simsbury, CT 06070

Dear Ms. Munroe:

A **Regular Meeting** of the Board of Finance will be held at **5:45 PM**, on **Tuesday, January 17, 2023**, in the Program Room of the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Fiscal Year 2023/2024 Budget Discussion with the Board of Selectmen and Board of Education
4. Reallocation of Savings and Use of Town Aid Road for Public Works Truck Purchase (Pages 1-2)
5. Fiscal Year 2023/2024 Budget Calendar (Pages 3-4)
6. Adjourn

Lisa Heavner
Chair

Board of Finance Meeting Schedule:

2/14/23, 3/7/23, 3/21/23, 3/23/23, 4/4/23, 4/10/23, 4/18/23, 4/19/23, 5/16/23, 6/20/23, 7/18/23, 8/22/23, 9/19/23, 10/17/23, 11/17/23, 12/19/23, 1/16/24



Town of Simsbury

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Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Reallocation of Savings and Use of Town Aid Road for Public Works Truck Purchase

2. **Date of Board Meeting:** January 17, 2023

3. **Individual or Entity Making the Submission:**
Maria Capriola, Town Manager; Thomas Roy, Director of Public Works/Town Engineer

4. **Action Requested of the Board of Finance:**
If the Board of Finance supports the reallocation of funds as presented, the following motion is in order:

Move, effective January 17, 2023 to increase the appropriation for the purchase of the replacement Highway Division 1-ton truck and related equipment by \$29,661, to be funded by CNR project savings, increased trade in value, and a Town Aid Road contribution presented.

5. **Summary of Submission:**
The approved FY 22/23 CNR budget includes the replacement of a Highway Crew Leader One-Ton, Dual-Wheel Utility Truck with snow plow, sander and emergency radio for \$50,000.

The Department of Public Works issued a purchase order in July 2022 to purchase a new 2022 Ford F-350, with the noted attachments/equipment for \$49,432.50 (PO #23000750). The dealer recently contacted the Town to state that Ford does not have enough 2022 model trucks available and is not able to fulfill the order.

As a result, the Town is now forced to purchase a 2023 model year truck, and at a higher cost than originally anticipated.

This item was reviewed by the Board of Selectmen at their meeting on December 12, 2022.

6. **Financial Impact:**
Buying a 2023 instead of a 2022 model year Ford F-350 will add \$29,661 in cost, bringing the total purchase cost to \$79,661. This additional cost is beyond our control, but can largely be accommodated due to \$23,452 in savings from other approved Highway Division CNR projects, including: large snow plow, 11' snow plows, milling machine and track skid loader.

Equipment	Budget	Actual	Balance
Public Works Truck			
Replacement	\$ 210,000.00	\$ (207,046.32)	\$ 2,953.68
11' Snow Plow	\$ 31,000.00	\$ (29,984.00)	\$ 1,016.00
One Ton Roller	\$ 19,500.00	\$ (21,577.04)	\$ (2,077.04)
Milling Machine for Skid			
Steer	\$ 36,000.00	\$ (25,795.00)	\$ 10,205.00
Track Skid Steer Loader	\$ 70,000.00	\$ (58,645.00)	\$ 11,355.00
Savings:			\$ 23,452.64

Additionally, we budgeted a trade in value of \$15,000 for the replacement truck. The actual trade in value received for the truck will be \$18,100, generating an additional \$3,100 in savings.

We are proposing that the remaining balance of the cost increase, \$3,108.36, be funded by Town Aid Road. The anticipated Town Aid Road fund balance after the planned CNR purchases this year is \$473,190. If Town Aid Road is used to assist in funding the cost increase of the truck, the remaining Fund Balance is anticipated at \$470,082.

7. Description of Documents Included with Submission:

None



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Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Fiscal Year 2023/2024 Budget Calendar
2. **Date of Board Meeting:** January 17, 2023
3. **Individual or Entity Making the Submission:**
Lisa Heavner, Board of Finance Chair
4. **Action Requested of the Board of Finance:**
If the Board of Finance supports added an additional budget meeting during the budget process the following motion is in order:

Move, effective January 17, 2023 to approve an additional budget meeting on March 28, 2023
5. **Summary of Submission:**
At the Board of Finance meeting in November, the Board approved its regular meeting dates, including budget meeting dates. To ensure the Board of Finance has sufficient time to review budget documents, it is recommended we add an additional budget meeting on March 28, 2023. This meeting will be canceled if not needed.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - Budget Calendar

Budget Calendar

ACTIVITY	RECOMMENDED DATE	CHARTER DATE
Department Heads (not including Education) submit to the Town Manager detailed estimates of expenditures to be made by such department and the revenues, other than tax revenue, to be collected		Jan. 31
Board of Education Budget Workshop	February 4 (Sat.)	
Estimates of costs of capital projects submitted by departments		Feb. 15
Director of Finance shall, under the direction of the Town Manager, present to the Board of Selectmen the completed budget of all boards, offices and agencies, except the Board of Education	February 27	March 1
Board of Education Presentation to the Board of Finance	March 7	March 15
Board of Selectmen Budget Workshop – 5:30 PM	March 9	
Board of Selectmen Budget Workshop – 9:00 AM	March 11 (Sat.)	
Board of Selectmen Budget adoption, if needed	March 15	
Board of Selectmen Presentation to the Board of Finance	March 21	
Board of Finance Budget Continuation	March 23	
Board of Finance Budget Continuation	March 28	
Board of Finance to approve Public Hearing Notice to be printed in Newspaper at least five (5) days before the Hearing	March 21, 23 or 28	
Public Hearing	April 10	April 10
Public Hearings continuation, if needed	April 18,19	
Referendum	May TBD	