



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

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December 16, 2021

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, December 21, 2021**, and broadcast live and rebroadcast as noted above.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Election of Chair/Vice Chair
4. Appointment of Retirement Plan Sub-Committee Representative
5. Proposed Meeting Dates (Pages 1-2)
6. Agenda Planning (Pages 3-4)
7. Quarterly Budget Status Report Content Discussion
8. Annual Report Review (Pages 5-24)
9. Special Revenue Fund Close Out (Pages 25-26)
10. Budget Modeling

**Board of Finance
December 21, 2021**

11. Approval of Minutes

- November 16, 2021 (Page 27-29)
- December 1, 2021 (Pages 30-31)

12. Communications

- November 2021 Building Department Report (Pages 32-33)

13. Adjourn

Lisa Heavner
Vice Chairman

***Board of Finance Regular Meeting Schedule:
1/18/22***



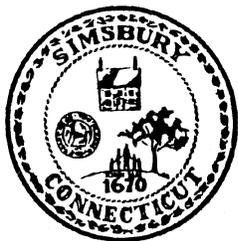
Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Proposed 2022 Meeting Dates
2. **Date of Board Meeting:** December 21, 2021
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 2022 regular meeting schedule, the following motion is in order:

Move, effective December 21, 2021, to adopt the 2022 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:**
None
7. **Description of Documents Included with Submission:**
 - Proposed 2022 Regular Meeting Schedule



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Amy Meriwether – Finance Director/Treasurer

To: Trish Munroe, Town Clerk
Cc: Board of Finance
From: Amy Meriwether, Finance Director/Treasurer
Date: December 21, 2021
Re: Board of Finance – 2022 Regular Meeting Schedule

At their meeting on December 21, 2021 the Board of Finance agreed by consensus to establish a regular meeting schedule for 2022.

Meeting dates are as follows:

Tuesday, January 18, 2022
Tuesday, February 15, 2022
Tuesday, March 8, 2022 – Board of Education Budget Presentation
Tuesday, March 22, 2022 – Board of Selectmen Budget Presentation
**Tuesday, April 5, 2022 – Public Budget Hearing, 6:00 pm Simsbury Public Library, Program Room 1;
Regular Meeting to follow**
**Wednesday, April 6, 2022 – Public Budget Hearing (Snow Date), 6:00 pm Simsbury Public Library,
Program Room 1; Regular Meeting to follow**
Tuesday, April 19, 2022 – Budget Hearing Continuation; Regular Meeting to follow
Wednesday, April 20, 2022 – Budget Hearing Continuation (Snow Date); Regular Meeting to follow
Tuesday, May 17, 2022
Tuesday, June 14, 2022
Tuesday, July 19, 2022
Tuesday, August 16, 2022
Tuesday, September 20, 2022
Tuesday, October 18, 2022
Tuesday, November 15, 2022
Tuesday, December 13, 2022
Tuesday, January 17, 2023

The meetings will be held virtually or 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.

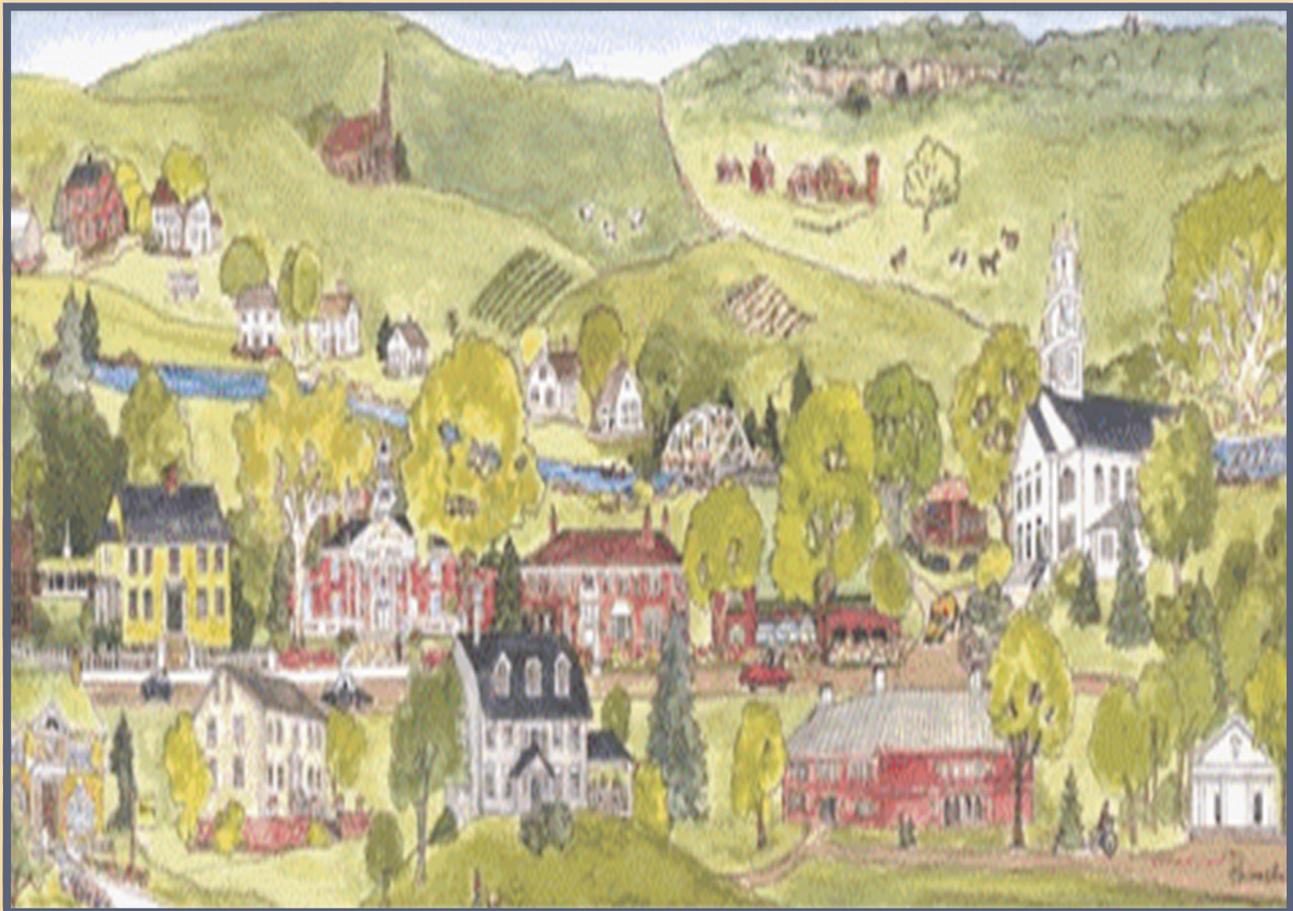
Board of Finance (BOF) Agenda Planning

Month	Topic	Description	Notes
December	Agenda Planning	Request input from BOF members on agenda items	
	Review Budget Modeling Data	Review model and assumptions	
	Review Special Revenue Funds	Discuss closing out old funds	
	Elections/Appointments	Election of Chair/Vice Chair and Sub-committee Representative Appointment	
	Review Quarterly Report Content	Board member discussion on report content and format	
	Annual Town Report	Charter, Section 502 A.13 - Review and Discussion on Annual Report structure and content	
January	Public Audience on Budget		
	Lockton Presentation	Use of Health Insurance Fund reserves policy discussion	Invited guest-Lockton
January/Feb	Assessor Presentation	Review Grand List projections/tax credits/abatements	Include Grand List report submitted to State
	Comprehensive Annual Report	Presentation and review	Invited guest-CliftonLarsonAllen
	Possible Tri-Board update on budget guidance	Evaluate further guidance to Board of Selectmen/Board of Education	
	Mid -year Budget Transfers	Charter, Section 812(f) - Upon recommendation of the Board of Selectmen, transfers may be made from any unencumbered appropriations from one department, commission or office to another in the last six months of the fiscal year	Does not apply to the Board of Education
February	Quarterly Fiscal Report		
	Update on State budget by Rep. Hampton/Sen. Witkos	Update on State budget issues and status	Invited guests-Hampton/Witkos
	Cybersecurity Update	Annual/Executive session	
	Retirement Plan Report	Fiducient Update to full Board (2x per year)	Invited guest-Fiducient
March	Budget Meetings	Yearly Charter mandated meetings	Determine how many
April	Budget Hearing	Charter, Section 808 - Public hearing mandated no later than April 10	Possible additional meetings
May	Referendum/Mill setting		
	Quarterly Fiscal Report		
June/July	Debt Planning	Presentation by Bond Advisor & Capital Plan Review	Invited guests-Bond Advisor/Board of Selectmen/Board of Education
	Long-Term Planning	Discussion on revenue and expenditure estimates and corresponding mill rate impact	Invited guests-Board of Selectmen/Board of Education

	Policy Review	Discuss any changes to current policies/review new policies	
August	Savings Initiatives by Board of Selectmen and Board of Education	Opportunities and performance measurements	Invited guests-Town Manager/Superintendent
September	Retirement Plan Report	Fiducient Update to full Board (2x per year)	Invited guest-Fiducient
	Year End Reporting	Preliminary year end review after year end close and proposed transfers	
	Quarterly Fiscal Report		
October	Budget Discussion	Board of Finance goals and other preparation for Tri-Board meeting	
	Assessor/Director of Planning Presentation	Preliminary grand list projections for next five years and development trends	Invited guests-Assessor/Planning Director
	Pension Valuation Report Presentation		Invited guest-Milliman
November	Meeting Schedule	Adoption of meeting schedule for following calendar year	
	Quarterly Fiscal Report		
December/January	Tri-Board Meeting		
Standing	Building Department Revenue		
	Retirement Subcommittee Report	Update from Board of Finance representative	
	Director of Finance Reports		Include high level update on revenues, expenditures and reserves as well as ARPA updates on projects and filings
Possible	Sewer Presentation		
	Culture, Parks & Recreation Presentation		

Town of Simsbury

FY 2020-2021 Annual Report



Greetings from the BOF, BOE, BOS Chairs

We are pleased to present the 159th Annual Report of the Town of Simsbury. The goal of the report is to provide our residents and businesses important information about the Town's financial position and performance during the reporting period, fiscal year July 1, 2020 to June 30, 2021.

The Board of Finance is a citizen oversight board that serves as the Town's primary budget making authority. The Board works in a collaborative manner with the Town Manager and the Boards of Selectmen and Education to ensure the highest quality services at the lowest possible cost, while ensuring long term fiscal discipline. A top priority of your town government is to make sure you, as a resident, have an accurate accounting of how your tax dollars are spent and a summary of town functions, goals and accomplishments.

We are pleased to report that Simsbury's fiscal condition continues to be strong with a Standard and Poor's AAA rating, the highest bond rating that a municipality can achieve. The Board of Finance strives to maintain adequate fund balances and a balanced budget that covers our expenses while recognizing the importance of keeping taxes affordable for our citizens.

Excellent public schools, historical charm, preserved open space, recreational and cultural offerings, strong governance, and quality services keep Simsbury a beautiful and award-winning place to live, work and retire.

It is an honor and privilege to serve as your elected members of the Simsbury Board of Finance. We thank the many dedicated members of our community who give of their time and talent to serve on boards and commissions and Town and Board of Education staff who work hard every day to serve our residents and businesses.

Regards,
Rob Pomeroy, Board of Finance Chair FY 20/21

In March 2020, the Simsbury Public Schools system was faced with an unprecedented challenge—to engineer a distance learning program, over the span of just two weeks, that would meet the needs of all students. I would like to extend a huge 'Thank You' to the teachers, para-educators, administrators, and Central Office staff for their amazing work in putting together that comprehensive program. So many hours and so much hard work went into the effort, and the utmost professionalism was on display as we quickly converted to remote learning. It was truly awe inspiring, as was the cooperation of our students and their families.

When we think of what makes a high-performing school district like Simsbury so successful, we often think of the teachers, and ours have unparalleled talents. What is often overlooked is our human resource "infrastructure"—such as nutrition services, technology support staff, and custodians. The collaboration of all the members of these groups ensured that every child had access to a nutritious meal if needed, as well as connectivity and a device to log in for remote learning. In addition, within a very short timeframe, a comprehensive plan was in place for ensuring sanitized and clean spaces and new safety procedures for students with the hope that they would be back to the buildings in the fall.

Prior to the pandemic, the Board had been hard at work on a long-range plan for our facilities. The community showed up to share both their enthusiasm and concerns, and we have worked together to determine the best plan to move forward. We appreciated the input from all stakeholders, from parents to students, to alumni and

community members. We are confident in the plan that we will move forward, and we appreciate all of the community support we have been shown along the way.

Regards,
Susan Salina
Board of Education Chair

As I conclude my second term as your First Selectman I am more convinced than ever that there is no community like Simsbury. I believe our spirit of civic engagement and volunteerism is at the heart of what makes Simsbury different. For a year and a half we have endured a once in a lifetime pandemic, yet throughout, we have seen unending creativity and perseverance.

I applaud the unending determination of our 350th Committee who continued to imagine and reimagine how to celebrate safely among ever changing gathering protocols. Through grit, creativity, and teamwork, the Committee organized numerous events that safely brought our community together to celebrate this milestone.

I applaud our incredible Town staff who met this challenge with equal creativity; delivering services virtually, thinking beyond business as usual, while following the guidance of our trusted public health partners.

Under the form of government we adopted nearly 4 years ago, our Board of Selectmen provides strategic direction and governance, while our Town Manager oversees the day-to-day work of running the town. As you will see through this annual report, our Board of Selectmen in partnership with the Boards of Education and Finance, have continued to invest in our strengths as a community: among them, our schools and our open space. I thank our voters for approving a much-needed renovation to Latimer Lane Elementary and a strategic acquisition of open space known as Meadowood. We have continued to invest in our sidewalk and bike path infrastructure, and this year we cut the ribbon on our newest park, Hopbrook Landing at the Flower Bridge.

In the coming year, our Board of Selectmen will be working with a broad range of community stakeholders to determine how to invest \$7.5M in federal recovery money that will be coming to Simsbury. As we continue to move through, and hopefully beyond the pandemic, I look forward to continued engagement with our community as we write our next chapter together.

Kindly,

Eric Wellman
First Selectman, FY 20/21



Town Manager's Office

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

2020-2021 Initiatives and Accomplishments

- Coordinated the Town's response to the COVID-19 pandemic, including the reopening of Town facilities to walk-in visitors.
- Following a citizen petition initiative, staff coordinated a special Town Meeting and referendum regarding the acquisition of the 288 acres of open space known as Meadowood.
- Finalized and implemented the Ordinance to Prohibit the Intentional Feeding of Wildlife.
- With support from the EDC, researched business incentives and updated the Business Incentive Policy; the new policy was adopted by the Board of Selectmen in February 2021.
- Along with the EDC and Planning staff, continued to conduct business outreach visits to collect feedback on doing business in Simsbury.
- Completed a comprehensive 5-year agreement with the Board of Education reflecting shared services between the parties. Formalized shared financial management services with the BOE (shift from temporary to permanent). Also established the sharing of certain risk management and employee benefits services.
- Facilitated the creation and adoption of the Open Space Natural Stewardship Policy. Draft Open Space Acquisition Policy is in development. Model agricultural lease RFP for town-owned agricultural lands nearing completion and model agricultural practices being developed.



Pictured above: Special Town Meeting on the Meadowood acquisition – Simsbury Farms Ice Rink, April 24, 2021

Finance Department

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

2020-2021 Initiatives and Accomplishments

- Awarded the GFOA Award for Excellence in Financial Reporting.
- Maintained AAA credit rating.
- Completed the annual financial audit for fiscal year 2019/20 with an unmodified opinion from the audit firm Blum, Shapiro & Co., the highest opinion possible.
- Completed fiscal year 2020/21 debt issuance.
- Maintained tax collection rate in excess of 99%.
- Updated the Debt Policy.
- Updated the Fund Balance Policy.
- Implemented Financial Portions of the New Accounting System.
- On-boarded new Accountant.
- Implemented financial management services with the Board of Education.



Photo by Leo Collins

Information Technology

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

2020-2021 Initiatives and Accomplishments

- Made WiFi enhancements for public access networks at Simsbury Public Library.
- Implemented cloud-based applications for email services, backup, archiving and applied security levels.
- Collaborated with the Police Department on implementation of body cameras.
- Migrated to hyper-converged network storage environment that lowers operating expenditures as well as provides a single dashboard for administration.
- Configured and supported Election Day 2020 satellite voting locations as directed by the Registrar of Voters.
- Successfully administered and managed remote user environment for “work-at-home” employees that included re-engineering hardware and software for over 50 employees during the COVID-19 pandemic.

Town Clerk’s Office

The Town Clerk’s Office serves as the liaison between the local government and the residents and patrons of Simsbury, making sure that information is easily accessible and reliably provided, all while delivering the highest quality of service.

2020-2021 Initiatives and Accomplishments

- Managed and oversaw the issuance of nearly 12,000 absentee ballots for the August 2020 primary and November 2020 election.
- Completed renovations to the vault, including shelving, flooring, lighting and painting.
- Onboarded a new Assistant Town Clerk.

Registrars of Voters/Election Administration

The Registrars of Voters administer elections, primaries, and referendums for the Town of Simsbury, conduct an annual canvass of Simsbury voters, and maintain the Town's voter rolls according to State statutes.

2020-2021 Initiatives and Accomplishments

- The Registrars of Voters recruited several community members who completed state certification to serve as moderators for future elections.
- The elections team collaborated with the Board of Education to implement the Safe Polls Plan during the COVID-19 pandemic.
- Hired more than 100 poll workers who worked in-person at Democratic and Republican Presidential Preference Primaries in August 2020, the Presidential Election in November 2020, and the municipal budget referendum in April 2021.
- In cooperation with the Town Clerk's office, processed and counted more than 7,000 absentee ballots for the November 2020 election.

Simsbury Public Library

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

2020-2021 Initiatives and Accomplishments

- Completed an interior refresh and reorganization project, including new paint and carpet for the building.
- Reopened the building for in-person service in September 2020 in gradual steps following health and safety protocols.
- Restarted in-person outdoors children's programming.
- Continued to provide curbside pickup for the residents' convenience and comfortability.
- Recruited and on-boarded a Teen Services Librarian.
- Received a \$19,000 grant from the Institute of Museum and Library Services, as part of the American Recovery Plan Act, through the Connecticut State Library. This grant will fund the purchase of outdoor material pickup lockers, as well as a book bike for community outreach.

Culture, Parks and Recreation

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

2020-2021 Initiatives and Accomplishments

- Worked creatively and diligently throughout COVID-19 pandemic to offer safe and enjoyable parks, leisure facilities and programs to Simsbury residents
- Repainted the Russell Shaw Golf Clubhouse and Performing Art Center Bandshell and made exterior repairs to keep these structures in good condition.
- Installed an irrigation system at the new Hop Brook Landing Park, helping to ensure a beautiful park for residents to enjoy.
- Conducted a competitive bid process for a new golf restaurant operator and golf professional services. While a new restaurant operator was selected through the process, the Town is also pleased to extend its relationship with long time golf pro, John Verrengia, and his staff.
- The Simsbury Farms Ice Rink has been undergoing a major three-part renovation. In FY21 a new condenser and rink mechanicals control panel were installed, the ice rink interior was painted and repaired where needed. An new rink chiller is the final piece of the renovation and is expected in spring of 2022.
- An energy efficiency project regarding the conversion of rink, platform tennis courts, and tennis court lighting to efficient LED lighting was conducted.
- The Parks and Open Space Master Plan, with the assistance of our consults from Weston and Sampson, was completed and presented to the Board of Selectmen in October 2020. This document will be the road map for setting maintenance priorities and funding request considerations for the next decade.



Drake Hill Flower Bridge
Photo by Jill Henrich

Community and Social Services

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

2020-2021 Initiatives and Accomplishments

- Continued partnership with and, provided funding to the Simsbury Police Department, Board of Education, Simsbury Public Library, Community for Care, and Simsbury SPIRIT Council to support initiatives and programming on topics related to equity and diversity, safety, substance abuse prevention, healthy family relations, and mental health concerns with a particular focus on our youth.
- Continued to provide a high level of customer service virtually and with contact-free methods; continued to provide essential programs and services to our Senior Center and Social Services clients.
- Facilitated \$122,035 in federal heating assistance by serving as intake site for the Connecticut Energy Assistance Program.
- Completed 137 Renters' Rebate applications, resulting in \$63,152 rebated to our residents.
- Through the Back to School program, the Department provided assistance for 66 families with a total of 141 students.
- Provided 43 families with 89 children with assistance for the holiday season.
- Expanded fabric mask sewing program, distributing a total of 3,636 masks to help prevent the spread of COVID-19.
- Served a total of 2,764 meals with an average of 51 participants per week as part of the Grab and Go lunch program for older adults.
- Used \$4,500 in grant funding to purchase additional "kid friendly" food for 26 families per month on average during the pandemic.
- Continued to provide small grants to people experiencing financial emergencies and struggling to meet their basic needs. A total of 58 people received financial assistance. Funds for this are provided through donations, trust funds, and other non-profits.



Food drive



Mask sewing program

Public Works

The Public Works Department manages and maintains the Town's infrastructure, including roads, public buildings, and the transfer station in a cost effective and efficient manner that benefits the safety and comfort of our residents and employees.

2020-2021 Initiatives and Accomplishments

- Completed over 500 service requests from residents.
- The Highway Division paved over 10 miles of roadway and crack sealed over 9 miles of roads as part of our ongoing pavement management program.
- Public Works took the lead for the 8-month long FEMA reimbursement process, which resulted in a payment of \$107,624 to the Town for recovery work from tropical storm Isaias.
- Hosted two regional Household Hazardous Waste events held in October 2020 and June 2021—serviced a total of 1,631 vehicles from Avon, Canton, Farmington, Granby, Simsbury and Suffield.
- Through the contracted operation of the Bulky Waste and Recycling facility on Wolcott Road, over 623 tons of materials were recycled.
- During the summer of 2021, Public Works oversaw the removal and installation of new sidewalks on Elm Street in Tariffville.

Water Pollution

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

2020-2021 Initiatives and Accomplishments

- Water Pollution Control completed lining of 7,500 linear feet of sanitary sewer to eliminate the infiltration of groundwater into the system, thereby reducing treatment costs.
- Staff replaced six variable frequency drives (VFD's), increasing system efficiency and reducing electrical consumption in the plant.
- Completed the replacement of obsolete programmable logic controllers (PLC'S); these PLC's control the operation of the plant equipment and processes.

Engineering

The Engineering Department provides professional infrastructure and building design, project management, and planning services that sustain and improve the current quality of life for Simsbury residents and businesses.

2020-2021 Initiatives and Accomplishments

- Completed the replacement of site lighting and basketball court lighting at the Simsbury Farms Recreational Complex.
- Completed replacement of evaporative condenser and refrigeration controls at the Simsbury Farms Ice Rink.
- Completed the rehabilitation of the Drake Hill Road Bridge.
- Completed design documents for the Town Hall Parking and Safety Improvement project.
- Completed the final design plans for the rehabilitation of two town-owned bridges; Firetown Road Bridge Over Bissel Brook and Barndoor Hills Bridge Over Bissel Brook.
- Completed preliminary study for parking facility improvements at the Simsbury Meadows Performing Art Center. Assisted with obtaining STEAP grant for accessibility improvements at the Simsbury Meadows Performing Arts Center.



Drake Hill Road Bridge Rehabilitation

Planning and Community Development

The Department engages with the Town's residents and provides professional guidance and coordination in a manner that allows them to envision and plan for a highly desirable and livable town, and to implement and maintain that vision through the implementation of astute use of land in order to ensure a high quality of life for all generations. The Department includes the Planning Department as well as the Building Department.

2020-2021 Initiatives and Accomplishments

- Staff continued work on comprehensive updates and consolidation of Zoning Regulations. Completed Phase 2 of the update and consolidation.
- Staff participated in business outreach meetings coordinated by the Town Managers' Office.
- Department provided staffing assistance to the Zoning Commission, Planning Commission, Conservation Commission, Design Review Board, Zoning Board of Appeals, East Weatogue Historic District Commission, and Aquifer Protection Agency.
- Staff assisted the Historic District Commission in updating the East Weatogue District Handbook.
- Assisted the Planning Commission in developing the Affordable Housing Plan.

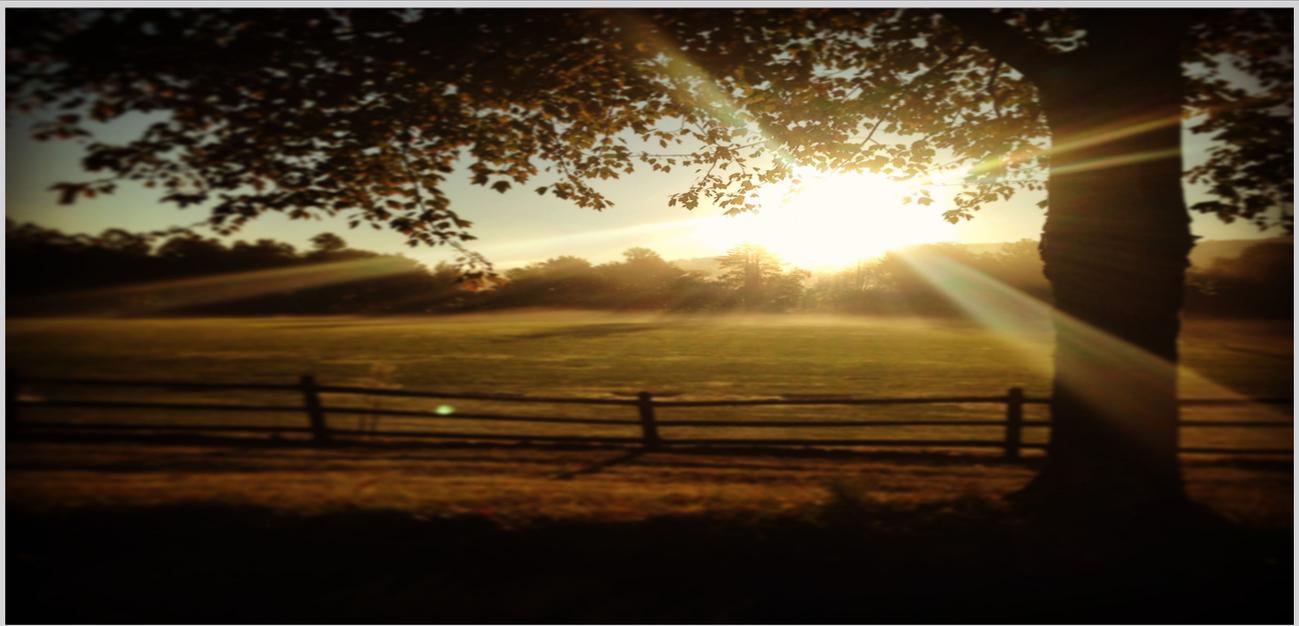


Photo by Anna Stillman

Police Department

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

2020-2021 Initiatives and Accomplishments

- The Police Department maintained national and state accreditation in a year that included a rigorous schedule of assessments by the Commission on Accreditation of Law Enforcement Agencies (CALEA). These assessments took place in August 2020, February 2021 and March 2021 at which time they reviewed compliance with over 384 standards, inspected documents and the facility and conducted 33 interviews with membership, town employees and the public.
- The Department took significant steps toward an improved command and organization structure with intentions of enhancements in service to the community, inspection and accountability. This included competitive processes which resulted in the hiring of a deputy chief of police and internal lieutenant promotions to fill command level oversight of the divisions.
- The Department continued its tradition of public safety services including partnerships, benevolence, education and awareness. Support for the community and region grew with enhanced awareness campaigns, distribution of masks and collections of food, backpacks and bicycles.



Backpack donation and distribution event hosted by the Simsbury PD

Simsbury Fire District

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

- The Fire District completed another year of spending within budget with no bonding or borrowing of any funds.
- The District placed an order for a replacement pumper as part of our strategic 20-year apparatus replacement plan. The district also awaits delivery of a “Quint” combination ladder pump (delayed due to factory shortages).
- Two longtime employees celebrated their retirement, maintenance engineer Ron Kasulaitis and Fire Marshall, District Administrator and Emergency Management Director Kevin Kowalski. We thank them for their many years of dedicated service.
- President Gary Wilcox and Clerk John Solury were re-elected for two-year terms. President Gary Wilcox also appointed Hugh Caldwell to replace outgoing Commissioner John Smith for a three year term.
- The Fire District has future plans to expand our Weatogue training facility to ensure we are fully equipped for the ongoing training of our volunteers.

Simsbury Volunteer Ambulance Association

Simsbury Volunteer Ambulance Association (SVAA) has served the emergency medical needs of the community since 1957. In the past year SVAA’s volunteer EMTs, augmented by our paid staff of Paramedics and EMTs, responded to approximately 2,080 emergency medical calls.

2020-2021 Initiatives and Accomplishments

- SVAA actively kept our crews safe and ensured that any COVID exposures were kept to a minimum. In part this was done by obtaining PPE (Personal Protective Equipment) and sharing any surplus with the Main Street Partnership and local business that were in need.
- SVAA was awarded the Silver Plus award from the American Heart Association for excellence in the care of acute coronary syndrome.
- SVAA participated in many town-wide Birthday parades along with the Simsbury Volunteer Fire Department and the Simsbury Police Department as a way to say thank you to our Town residents and raise some spirits.

Simsbury Public Schools

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

2020-2021 Initiatives and Accomplishments

- During the 2020-21 school year, the school district adapted to provide remote, hybrid and in-person instruction to accommodate all of our students during the COVID pandemic.
- The number of Simsbury High School seniors completing at least one Advanced Placement (AP) course was 242.
- Our 11th graders performed well in both the Math (score of 557) and ELA (score of 572) portions of the SAT.
- U.S. News & World Report, the global authority in education rankings, reviewed more than 24,000 high schools in the U.S. and rated Simsbury High School #14 of Best High Schools in Connecticut and #640 nationally. SHS earned an overall score of 96.42 out of 100.
- SHS was awarded the first Unified Michael's Cup by the CT Interscholastic Athletic Conference. SHS received the award based on activities during the 2019-20 school year and was chosen to represent the many outstanding Unified Sports programs across the state.
- On May 4, 2021 residents voted at referendum to approve the expansion and renovation of Latimer Lane School. This project will break ground in June of 2022.
- The school district has moved forward with plans to add solar energy at each of the schools as roof renovation projects come forward. Renovation of the SHS roof occurred during the summer of 2021.



Picture provided by the BOE

Housing Authority

The Simsbury Housing Authority is dedicated to providing safe and affordable housing for limited income seniors and individuals with disabilities.

2020-2021 Initiatives and Accomplishments

- Resumed resident meetings and resident council meetings.
- Resumed activities again such as communion and rosary, coffee hour, bingo, walking club and exercise classes.
- As part of the Housing Authorities marketing outreach hosted the Chamber of Commerce Economic Development Breakfast 2020.
- Awarded \$4,881 for Housing Authority Small Improvement Program (HASIP) funding through CHFA which was used to purchase patio furniture for the Virginia Connolly Residence.
- Addition of a lighted breeze pergola, built by local Eagle Scouts.
- Began organizing a flu clinic with the Farmington Valley VNA to conduct a flu clinic for Murphy residents.

Probate Court

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

2020-2021 Initiatives and Accomplishments

- Despite the COVID pandemic, the Court remained open throughout the year via e-filing, mailed documents and correspondence. Hearings were conducted by Judge Becker telephonically and via WEBEX.
- During the past year, 218 applications were accepted for probate of decedent's estates. In addition, 192 small estate affidavits and tax purposes only estates were filed.
- The Court processed 37 applications for Conservatorship and several applications for Guardianship of the Estate and Person of minors, Guardianship of the Intellectually Disabled, Termination of Parental Rights, approval of Adoptions, Name Changes, and intervivos trust matters.



Drone photography by Corrado Galizia

This year saw the completion of the Town of Simsbury’s acquisition process for the Meadowood Open Space, comprised of hundreds of acres of forest, farmland and wetlands. The newly acquired land complements the expansive trail network between Simsbury, Canton and Granby and protects an important corridor for wildlife and ecology.

The site may be included on the Connecticut Freedom Trail and the National Register of Historic Places. Grant funding from the CT State Historic Preservation Office and private donors will be used to preserve and maintain some of the site’s historic barns. A ceremony to commemorate the acquisition was held in October, with town officials, public and nonprofit partners, and press in attendance.



FY 20-21 Financial Information

Expenditures

	\$	% of Total
Education	\$72,860,444	70.5%
Debt Service	\$5,471,465	5.3%
General Government	\$2,494,850	2.4%
Planning and Development	\$622,690	0.6%
Public Safety	\$5,204,282	5.0%
Public Works	\$4,576,783	4.4%
Parks & Recreation	\$2,445,357	2.4%
Health & Social Services	\$752,266	0.73%
Insurance & Benefits	\$6,254,509	6.05%
Other	\$2,712,480	2.62%
Total	\$103,404,988	100%

Revenues

Item	\$
Property Taxes	\$93,165,711
Intergovernmental	\$6,861,259
Investments	\$58,259
Charges for Services	\$829,062
Licenses / Permits	\$2,176,508
Other	\$1,224,147
Total	\$104,314,947

Mill Rate History

	Town	Fire District	Total
FY 16-17	37.12	1.23	38.35
FY 17-18	38.76	1.23	39.99
FY 18-19	36.42	1.17	37.59
FY 19-20	37.32	1.20	38.52
FY 20-21	37.09	1.19	38.28

Department	Full-Time Equivalent Employees
Town Manager's Office	4
Finance Department	8.83
Information Technology	2
Town Clerk's Office	3
Registrars of Voters	1
Simsbury Public Library	23.73
Culture, Parks and Recreation	19
Community and Social Services	6.45
Public Works	30.3
Water Pollution	11
Engineering	2.71
Planning and Community Development	7.54
Police Department	53.36
Sub-Total FTE Count (Town)	172.92
Board of Education	654.9
Total FTE Count (Town & BoE)	827.82

Board of Selectmen FY 20/21	Board of Finance FY 20/21	Board of Education FY 20/21
Eric Wellman, First Selectman	Robert Pomeroy, Chair	Susan Salina, Chair
Sean Askham, Deputy First Selectman	Lisa Heavner, Vice Chair	Todd Burrick, Vice Chair
Jackie Battos	Arthur H. House	Jennifer Batcheler, Secretary
Wendy Mackstutis	Kevin Prell	Lydia Tedone
Mike Paine	Derek Peterson	Sharon Thomas
Chris Peterson	Linda Schofield	Jeffrey Tindal
Maria Capriola, Town Manager	Amy Meriwether, Finance Director	Tara Donahue Willerup
		Brian Watson
		Matthew Curtis, Superintendent



Town of Simsbury CT, 933 Hopmeadow Street, Simsbury, CT 06070

PH: (860) 658-3200 FAX: (860) 658-3206

Town Hall Hours:

Mon 8:30am - 7:00pm | Tues - Thu 8:30am - 4:30pm | Fri 8:30am - 1:00pm

<https://www.simsbury-ct.gov/>

<https://www.facebook.com/TownofSimsbury>

Twitter: @TownofSimsbury



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Special Revenue Fund Close Out
2. **Date of Board Meeting:** December 21, 2021
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 closing out the three Special Revenue Funds in accordance with the below:

Move, effective December 21, 2021, to close out the Police Vehicles, Incentive Housing and D.A.R.E Program funds in accordance with the recommendations outlined by staff.

5. **Summary of Submission:**
The Board of Finance has requested a review of all Special Revenue Funds to determine if any could potentially be closed. The Director of Finance has identified three funds that can be closed at the discretion of the Board.

Police Vehicles Fund

This fund is utilized to hold funds received from the sale of police vehicles. After funds have built up to an appropriate level, Police administrative vehicles are purchased utilizing these funds. This was their only source of funding for replacement administrative vehicles until recently when they were added to the CNR Plan document during the FY21/22 budget process.

This fund currently has a balance of \$92,132. Staff is recommending this fund be closed out and the balance transferred to the Capital Reserve Fund as assigned funding to offset future police vehicle purchases.

Incentive Housing Fund

This was utilized to track a State grant that was awarded to the Town to study the creation of an Incentive Housing Zone. It was awarded on July 7, 2008 in the amount of \$49,900 for the following period: July 28, 2008 – June 30, 2013. In accordance with the research on this grant, it appears this grant was a reimbursement grant. Therefore, in order to receive the grant funds, expenditure detail and associated documentation of how the grant funds were to be spent has to be submitted to the State in order to receive funding. Since funding was received, we know this occurred. Based on this, it would be appropriate to close out this fund.

This fund currently has a balance of \$8,826. Staff is recommending this fund be closed out and balance transferred to the Capital Reserve Fund for future use.

D.A.R.E (Drug Awareness Resistance Education) Fund

This fund was utilized to track program funding provided by the State for narcotics education and drug prevention for youth. This program ceased in 2007. In researching the D.A.R.E program funding, it was found that these funds were not reimbursement funds and funding was provided to the Town prior to incurring expenditures. The risk in closing out this fund is that the State could request these funds back.

This fund current has a balance of \$1,243. Due to the immaterial dollar value of the remaining funds, it would be staff's recommendation that this fund be closed out and remaining funds be transferred to the Narcotics Task Force Fund. This would allow use of these remaining funds in accordance with their intended purpose.

6. Financial Impact:

None – Only Transfer Between Funds

7. Description of Documents Included with Submission:

None

Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, November 16, 2021 at 5:45 P.M.
Zoom Meeting/Simsbury Community Television Live Stream

PRESENT:

Lisa Heavner, Arthur House, Robert Pomeroy, Kevin Prell, and Linda Schofield.

ALSO PRESENT:

Maria Capriola, Town Manager; Amy Meriwether, Director of Finance; Kelsey Chamberlain, Deputy Finance Director; Mike Doyle, Incoming BOF; Robert Helfand, Incoming BOF; and Eric Wellman, First Selectman.

1. Call to Order - Establish Quorum

Mr. Pomeroy called the meeting to order at 5:48 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Mr. Pomeroy opened the meeting by introducing the incoming members of the Board of Finance, Mr. Doyle and Mr. Helfand, who will begin their 6-year term on December 6th.

Ms. Meriwether introduced and welcomed the new Deputy Finance Director, Ms. Chamberlain.

3. Town Budget Status Report

Ms. Meriwether provided an overview of the Town Budget Status Report.

General Fund revenues, as of September 30, 2021, totaled \$52,916,101 or 50% of budget; insurance refund revenue totaled \$57,471, exceeding budgetary estimates by \$29,97. Expenditures totaled \$22,802,186 or 21% of budget. Expenditures are currently proceeding in accordance with budget.

Ms. Schofield inquired about Legal Services and Ms. Capriola provided a summary of open and closed arbitration and termination cases. Ms. Meriwether addressed additional questions from the Board.

Ms. Meriwether went on to review the Parks and Recreation fund. Revenues exceeded expenditures by \$7,542 as of September 30, 2021, and the fund balance increased from \$207,183 to \$214,726. Ms. Meriwether further highlighted specific line items. Ms. Schofield commended the Parks and Rec department for having an increase in revenue and a decrease in expenditures during the period.

Ms. Meriwether reported that the Health Insurance Fund revenues exceeded expenditures by \$1,165,069 as of September 30, 2021. Fund balance increased from \$4,408,901 to \$5,573,970. Reserves as of September 30, 2021, totaled \$6,506,870, or 44% of expected claims. The Town's health insurance consultants recommend reserves at 20-25% of expected claims.

Ms. Schofield asked questions on the Special Revenue Funds which were addressed by Ms. Meriwether. There was discussion on the possibility of any of the Special Revenue Funds being able to be closed out. It was agreed to add this to the next meeting agenda.

Mr. Prell addressed the pension investments and stated that these funds have been performing in line with expectations and overperforming from a historical average.

4. Board of Education Budget Status Report

Ms. Meriwether provided an overview of the BOE Budget Status Report. She spoke about the recurring grant awards that had been finalized to date. Then went on to speak to new grants that had been awarded in the current year.

Ms. Meriwether stated the variances in expenditures were mainly due to the timing of when payments are made in the current year compared to the prior year and then highlighted the categories of spending where this was not the case and provided explanation for those variances.

Ms. Schofield inquired about enrollment numbers and Ms. Meriwether confirmed a presentation on this topic has been prepared for the upcoming Tri-Board meeting.

5. Supplemental Appropriation Request – Emergency Repairs to Owens Brook Open Space Parcel

Ms. Capriola gave a brief description of the emergency repairs made to Town owned open space Owen's Brook parcel. She explained there was a collapsed slope causing a large soil backup that was blocking the culvert inhibiting the flow of brook.

MOTION: Mr. Prell made a motion, effective November 16, 2021, to approve a supplemental appropriation for the Owen's Brook open space parcel emergency repairs in the amount of \$60,000 utilizing the Capital Reserve Fund. Mr. House seconded the motion. All were in favor and the motion passed unanimously.

6. Tri – Board Prep Discussion

Mr. Pomeroy spoke about preparing for the Tri-Board meeting and thanked all who have been involved. He stated that this year they want to start by listening to the other Boards in terms of initiatives, fixed costs, programs, etc. The Board of Finance will then present their priorities which includes the pension interest rate assumption, targeted reserves, tax collection rate, etc.

Mr. Pomeroy reviewed the status of the pension interest rate assumption. It is currently at 6.625% but the goal was to get to 6.5%. Updated guidance states the interest rate assumption should further decrease to 6.25%.

Ms. Heavner spoke about targeted budget goals including General Fund reserves at no less than 15.5%, Health Insurance reserves at 20 – 25% of expected claims, target Debt Service at 7% but not to exceed 8%, Pension Interest Rate Assumption targeted at 6.25%, and the Tax Collection rate at 98.5%.

Ms. Heavner added there is good news on the Health Insurance Fund reserves and Ms. Meriwether stated they are currently talking with their benefits consultants about utilization of these reserves and a potential policy for future utilization of reserves.

7. Approval of Minutes

The minutes from the October 19, 2021, Regular Board of Finance Meeting were minorly edited and approved.

8. Adjourn

Mr. Prell made closing comments about his time on the Board and thanked everyone for a great experience.

MOTION: Mr. Prell made a motion to adjourn the meeting at 7:02P.M. Ms. Schofield seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,
Marion Lynott
Commission Clerk

**Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
SPECIAL MEETING MINUTES
Tuesday, December 1, 2021, at 5:30 P.M.
In Person Meeting/Simsbury Community Television Live Stream**

PRESENT:

Lisa Heavner, Arthur House, Robert Pomeroy, Kevin Prell, Derek Peterson and Linda Schofield.

ALSO PRESENT:

Amy Meriwether, Director of Finance; Maria Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Matt Curtis, Superintendent of Schools; Neil Sullivan, Assistant Superintendent; Susan Lemke, Assistant Superintendent for Teaching and Learning; Eric Wellman, First Selectman; Sean Askham, Deputy First Selectman; Jackie Battos, Selectman; Wendy Mackstutis, Selectman; Chris Peterson, Selectman; Amber Abbuhl, Incoming Selectman; Heather Goetz, Incoming Selectman; Mike Doyle, Incoming BOF; Robert Helfand, Incoming BOF; Susan Salina, BOE Chair; Todd Burrick, BOE; Lydia Tedone, BOE; Brian Watson, BOE; Tara Willerup, BOE

1. Call to Order - Establish Quorum

Mr. Pomeroy called the meeting to order at 5:30 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. FY22/23 Budget Discussion with the Board of Selectmen and Board of Education

Mr. Pomeroy stated their goal is to serve the town by coming up with a balanced budget, and an efficient way to operate. The job of the Board of Finance is to ensure the town can afford what is being submitted, and maintain a good fiscal discipline. He noted each of the three boards will present their priorities and then discuss them as a group with the goal of achieving consensus.

Ms. Capriola started with the Town presentation and gave a high-level overview of their budget. She noted that the Board of Selectmen will be holding a goal setting session on December 11, 2021, where they will determine their policy goals and priorities for their two-year term. She outlined the current areas of focus for the Board of Selectmen and Town Manager. Budget challenges and issues were then reviewed, and the presentation concluded with the Town's estimated fixed costs.

Ms. Salina started off the Board of Education budget presentation noting that their budget planning process starts in October. She then outlined their strategic priorities which are reviewed every five years. Mr. Curtis went into the details of the presentation starting off with the 2022 – 2023 projected enrollment numbers mentioning that 5-year projections indicate an increase of 445 (11%) students. He then reviewed their estimated fixed costs and provided a snapshot of the enrollment and staffing trends between 2012 and 2022. Mr. Curtis concluded with a summary of the FY2022/23 COVID Recovery Grants, mentioning they have received \$1.2M overall since the start of the pandemic and outlined available funding totaling \$657,312.

Mr. Pomeroy presented the Board of Finance budget overview starting off by outlining their goals and decision points. Mr. Pomeroy mentioned the long-term obligations include \$41M in debt which shouldn't be lost sight of when planning the next years budget. He noted the target for the pension interest rate assumption has been reduced from 6.5% last year to 6.25% this year. Mr. Pomeroy concluded with sharing the standards of review and reminders of the current Town policies. He compared Simsbury data to neighboring towns, showed an order of magnitude on what a tax increase from their current mill rate meant on a per-household basis, and presented historical grand list numbers.

Further discussion ensued.

4. Adjourn

MOTION: Mr. Prell made a motion to adjourn the meeting at 7:18P.M. Mr. Peterson seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,
Marion Lynott
Commission Clerk

TOWN OF SIMSBURY - BUILDING DEPARTMENT

Monthly Report - November 2021

	Building		Mechanical		Totals				
	Permits Issued	Construction Value	Permits Issued	Construction Value	Total All Permits	Total All Construction Value	Total Actual Receipts	Total Inspections	Total Zoning Compliance
Commercial	4	\$187,480	6	\$167,383	10	354,863			
Residential	93	\$1,944,788	151	\$893,566	244	2,838,354			
Totals	97	\$2,132,268	157	\$1,060,949					
					254	\$3,193,217	\$40,134	286	41

FY2021-2022
Annual Report/Actual Receipts
Community Development/Land Use
12/9/2021

		Building	St Educ	Ret Ck #	Planning	Zoning	ZBA	Wetlands	Engineer	LU State	TOT '21-'22	TOT '20-'21	TOT '19-'20
2021	JULY	60,038.00	1,120.86	0.00	0.00	10,034.00	806.00	452.00	0.00	348.00	72,798.86	60,424.39	54,897.28
	AUGUST	91,598.00	1,703.28	0.00	0.00	1,657.00	0.00	132.00	0.00	116.00	95,206.28	123,278.22	56,525.16
	SEPT	45,370.00	841.94	0.00	0.00	1,632.00	0.00	42.00	0.00	116.00	48,001.94	116,198.30	46,818.44
Subtotal		197,006.00	3,666.08	0.00	0.00	13,323.00	806.00	626.00	0.00	580.00	216,007.08	299,900.91	158,240.88
	OCT	51,955.00	962.78	0.00	0.00	1,282.00	182.00	182.00	0.00	174.00	54,737.78	441,774.20	52,034.64
	NOV	40,134.00	783.08	0.00	0.00	1,929.00	0.00	182.00	0.00	174.00	43,202.08	77,404.97	96,771.94
	DEC											31,945.37	44,714.21
Subtotal		92,089.00	1,745.86	0.00	0.00	3,211.00	182.00	364.00	0.00	348.00	97,939.86	551,124.54	193,520.79
2022	JAN											81,592.66	92,438.89
	FEB											49,477.10	54,180.41
	MARCH											134,595.62	39,419.86
Subtotal		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265,665.38	186,039.16
	APRIL											66,294.22	40,390.92
	MAY											99,944.96	54,610.36
	JUNE											120,925.58	120,925.58
Subtotal		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	287,164.76	215,926.86
TOTALS		289,095.00	5,411.94	0.00	0.00	16,534.00	988.00	990.00	0.00	928.00	313,946.94	1,403,855.59	753,727.69