



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

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March 29, 2022

Trish Munroe
Town Clerk
Simsbury, CT 06070

Dear Ms. Munroe:

A **Regular Meeting** and **Public Hearing on the Budget** of the Board of Finance will be held at **6:00 PM**, on **Tuesday, April 5, 2022**, in Program Room 1 of the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Presentation of the FY22/23 Budget Process and Overview
4. Presentation of the Proposed FY22/23 Board of Education and Board of Selectmen Operating and Capital Budgets (Pages 1-3)
5. Public Hearing on FY22/23 Operating and Capital Budgets
Then Close or Continue the Public Hearing to April 19th at 6pm
6. FY22/23 Budget Discussion and Possible Action
7. Supplemental Appropriation of Paving Funds Received from Aquarion (Page 4)

Board of Finance
April 5, 2022

8. Approval of Minutes
 - March 8, 2022 (Pages 5-6)

9. Adjourn

Lisa Heavner
Chairman

Board of Finance Meeting Schedule:

4/19/22, 4/20/22, 5/17/22, 6/14/22, 7/19/22, 8/16/22, 9/20/22, 10/18/22, 11/15/22, 12/13/22, 1/17/23

FY 2023 Itemized Estimates of Annual Budget Expenditures by Function and Anticipated Revenues by Major Source

Proposed General Fund Operating Budgets

	Adopted	Proposed	Change	
	FY2022	FY 2023	Dollar	Percentage
Board of Selectmen	24,979,980	30,497,854	5,517,874	22.09%
Debt Service & Capital	6,549,357	7,412,599	863,242	13.18%
Board of Education	73,895,197	76,456,785	2,561,588	3.47%
Non-Public School	551,383	574,034	22,651	4.11%
Total Appropriations	105,975,917	114,941,272	8,965,355	8.46%
LESS ESTIMATED NON-CURRENT YEAR TAX REVENUES	10,081,809	16,752,998	6,671,189	66.17%
BALANCE TO BE RAISED	95,894,108	98,188,274	2,294,166	2.39%

	ACTUAL REVENUE	BUDGET REVENUE	ACTUAL REVENUE	PROJECTED REVENUE	ESTIMATED REVENUE
	2021	2022	12/31/2021	6/30/2022	2023
GENERAL FUND REVENUES					
Property Taxes - Prior Year & Interest & Liens	285,755	530,000	29,576	370,000	430,000
Intergovernmental Revenues & Payments in Lieu of Taxes	7,058,191	6,673,163	1,941,458	7,226,786	9,423,542
Investment Income	58,259	50,000	41,000	80,000	80,000
Charges for Goods & Services & Misc	1,984,523	1,557,487	1,010,729	1,986,354	1,846,496
Fines & Forfeitures	9,461	9,873	5,256	7,600	8,200
Rental of Town Owned Property	82,500	134,863	40,126	92,500	109,200
Licenses & Permits	1,340,850	839,050	382,733	770,613	740,050
Operating Transfers In (Belden Trust)	16,100	23,100	23,100	23,100	26,960
Operating Transfers In (Capital Project Funds)	303,168	264,273	264,273	264,273	330,717
Operating Transfers In (ARPA Fund)	-	-	-	-	3,757,833
Total General Fund Revenue Budget	11,138,807	10,081,809	3,738,251	10,821,226	16,752,998

	FY 2021	FY 2022	FY 2022	FY 2022	FY 2023
	ACTUAL	BUDGET	12/31/2021	6/30/2022	PROPOSED
GENERAL FUND EXPENDITURES BY FUNCTION					
General Government	1,249,472	1,240,413	659,954	1,137,693	1,321,349
Financial Services & Information Technology	1,236,505	1,413,475	627,386	1,266,948	1,578,001
Planning & Development	622,690	731,382	347,002	723,645	765,700
Public Safety	5,200,804	5,691,814	2,936,362	5,636,572	6,237,863
Public Works & Engineering	4,411,429	4,543,434	2,065,543	4,451,853	4,690,809
Health and Social Services	752,136	809,540	347,702	797,601	913,094
Parks and Recreation & Library	2,564,966	2,873,787	1,323,240	2,787,386	3,014,830
Fringe Benefits & Liability Insurance	6,254,509	6,900,093	4,423,607	6,750,802	7,229,726
Operating Transfers	4,530,990	776,041	681,103	776,041	4,746,481
Total Board of Selectmen Operating Budget	26,823,501	24,979,979	13,411,899	24,328,541	30,497,853
Debt Service/Capital	5,471,465	6,549,357	1,086,943	6,549,357	7,412,599
Education	72,853,240	74,446,580	35,873,149	74,446,580	77,030,819
Total General Fund Budget	105,148,206	105,975,916	50,371,991	105,324,478	114,941,271

	ACTUAL REVENUE	BUDGET REVENUE	ACTUAL REVENUE	PROJECTED REVENUE	ESTIMATED REVENUE
	FY 2021	FY 2022	12/31/2021	6/30/2022	FY 2023
SPECIAL REVENUE FUNDS - REVENUES					
Water Pollution Control Fund					
Sewer Assessments	3,099,122	2,738,455	2,684,955	3,000,000	2,863,996
Intergovernmental Revenues	273,285	409,927	98,709	409,927	393,660
WPCA Fees & Miscellaneous	1,004,670	738,976	304,234	513,541	805,800
Total Water Pollution Control Fund	4,377,077	3,887,358	3,087,898	3,923,468	4,063,456
Residential Property Fund					
Rental of Town Owned Property	73,746	71,940	25,025	72,040	72,040
Simsbury Farms Complex					
Charges for Goods & Services	556,998	929,500	565,786	834,500	949,500
Rental of Town Owned Property	52,190	52,000	36,008	52,000	57,750
Other Revenue	180,000	159,915	151,755	151,755	186,715
Golf Course Fee	1,229,993	1,017,843	681,246	1,161,245	1,105,878
Total Simsbury Farms Complex	2,019,181	2,159,258	1,434,795	2,199,500	2,299,843
Total Special Revenue Funds	6,470,004	6,118,556	4,547,718	6,195,008	6,435,339

	FY 2021	FY 2022	FY 2022	FY 2022	FY 2023
	ACTUAL	BUDGET	12/31/2021	6/30/2022	PROPOSED
SPECIAL REVENUE FUNDS - EXPENDITURES					
Water Pollution Control Fund					
Public Works	2,338,213	2,568,798	1,145,970	2,229,105	2,696,139
Operating Transfers	375,000	1,540,000	1,540,000	1,540,000	430,000
Debt Service	1,218,472	1,265,207	1,079,125	1,218,625	1,215,000
Total Water Pollution Control Requests	3,931,685	5,374,005	3,765,095	4,987,730	4,341,139
Residential Property Fund					
Public Works	19,587	40,000	21,831	44,219	45,650
Debt Service	8,629	8,522	2,131	8,522	8,522
Total Residential Properties	28,216	48,522	23,962	52,741	54,172
Simsbury Farms Complex					
SF Administration	216,893	230,298	98,654	223,240	229,394
Special Programs	196,187	367,498	212,862	360,243	361,765
Simsbury Farms Complex	461,802	547,334	281,934	533,149	584,477
Golf Course	1,000,028	1,014,536	511,702	991,030	1,042,400
Total Simsbury Farms Complex	1,874,910	2,159,666	1,105,152	2,107,662	2,218,036
Total Special Revenue Funds	5,834,811	7,582,193	4,894,209	7,148,133	6,613,347

FY2023 CAPITAL & NONRECURRING FUND BUDGET	18/19	19/20	20/21	21/22	Requested 22/23	FY2023		
						Charge -Back Against General Fund	Other /State Grants	
BOARD OF SELECTMEN								
Eno Hall Stairway & Railings	19,000						3,800	
John Deere Winter Attachments	7,200						1,440	
One-Ton Dump Truck	49,000						9,800	
Children's Room Computers	10,850						2,170	
Simsbury Farms Irrigation Study	40,000						8,000	
Ice Resurfacers (replace 1997)	50,000						10,000	
Front End Rotary Mower (replace 2003)	70,000						14,000	
3 Patrol Vehicles	111,000						22,200	
AED - 8 replacements & 1 new	19,200						3,840	
Radio System Feasibility Study - Phase 1	40,000						8,000	
Radio System Feasibility Study		35,000					7,000	
Ice Rink Condenser		109,200					21,840	
Pool Fencing		30,000					6,000	
Police Cruisers		130,000					26,000	
Automatic Book Handler		73,640					14,728	
Ash Borer Tree Mitigation		36,500					7,300	
Telephone System		1,910					382	
Network Storage & Virtual Environment			130,000				26,000	
Rec & PAC Staining (3 Buildings)			85,000				17,000	
Rink Control Panel			60,000				12,000	
2022 Revaluation			60,000				12,000	
Ash Borer Tree Mitigation			36,500				7,300	
Parking Feasibility Study - Curtiss Park and PAC			25,000				5,000	
P&R Garage Ventilation			10,000				2,000	
Soft Body Armor			9,750				1,950	
Revaluation				60,000			12,000	
Computer Replacements (staff)				30,240			6,048	
Radio System Maintenance/Repairs				10,000			2,000	
Microsoft Office Upgrade				17,550			3,510	
Computer Replacements (public terminals)				5,760			1,152	
Body Worn Cameras and Car Cameras				46,158			9,232	
One-Ton Pickup Truck (Highway Superintendent)				32,500			6,500	
Playscapes				25,000			5,000	
Parks Entrance Signs Replacement				16,000			3,200	
Equipment Trailer Replacement				8,000			1,600	
Shultz Park Gazebo				10,000			2,000	
Ice Rink Chiller				120,000			24,000	
Simsbury Meadows Electrical Repairs & Upgrades				10,000			2,000	
Parks Grounds Utility Vehicle				25,000			5,000	
Revaluation					68,600		13,720	
Computer Replacement (staff)					30,240		6,048	
Microsoft Office Upgrade					17,550		3,510	
Computer Replacements (public terminals)					15,120		3,024	
Replacement of Gateway Entrance Signs (2)					37,000		7,400	
Scout Hall Painting & Stair Replacement					35,000		7,000	
2011 Ford F-350 Dump Truck (Facilities)					55,000		11,000	
Varous Playscape/Playground Refurbishments					30,000		6,000	
Park Entrance Sign Replacement					16,000		3,200	
Carpet Cleaner					12,000		2,400	
Clubhouse Roof Shingles Replacement					70,000		14,000	
Simsbury Farms Wading Pool Plaster Replacement					30,000		6,000	
Cyber Security Audit								35,000
Various Drainage Improvements								125,000
Intersection Improvement Studies/Traffic Calming								100,000
Community Farm Barn Repairs								15,000
Cart Path Base Prep Plan								35,000
Irrigation Replacement - Various Fields & Parks								66,000
Clubhouse Repair Work								65,000
Staffing Study - Police Department								70,000
Body Worn Cameras and Car Cameras								54,512
Firearm Replacements								35,000
Public Safety Radio System Maintenance/Repairs								10,000
Police Cruisers (3)								155,453
Police Administrative Vehicles (1)								48,300
Public Works Truck Replacement								210,000
Materials Recycling								25,000
Community Farm Maintenance & Repairs								5,000
Mobile Data Terminals								19,000
Elevator Renovations - Design Work								40,000
Sewer Lining								100,000
HVAC Controls Replacement								50,000
Roof Safety Railings								130,000
One-Ton Dump Truck (Crew Leader)								50,000
Replacement of Gateway Entrance Signs (1)								18,500
Golf Course Dump Truck Replacement								50,000
1 Ton Roller								19,500
Milling Machine for Skid Steer								36,000
Bobcat Track Skid Loader								70,000
Turf Sprayer								90,000
11' Snow Plow								31,000
Service Dog Vehicle								70,000
Tariffville Park Pavilion Replacement								75,000
Tariffville Softball Field Backstop Replacement								15,000
Weatogue Softball Field Backstop Replacement								12,000
Library Variable Air Volume Control								26,000
Town Hall Variable Air Volume Control								12,000
Simsbury Farms Playscape/Playground								75,000
Dredging of Town Forest Park Pond								50,000
BOARD OF SELECTMEN TOTAL	416,250	416,250	416,250	416,208	416,510	416,294	2,093,265	

BOARD OF EDUCATION	FY19	FY20	FY21	FY22	FY23	Charge Back	
Buses/Vehicles/Equipment	382,000	382,000	330,000			218,800	
Ceiling/Flooring Replacement	-	50,000	50,000			20,000	
Interior Improvements	120,500	70,500	70,500			52,300	
Plumbing/Electrical Modifications	10,000	10,000	10,000			6,000	
Equipment - Instructional / Non-Instructional	-	-	52,000			10,400	
Exterior Improvements	58,000	58,000	58,000			34,800	
Improve Boys Junction Bathroom				20,000		4,000	
Add Fob Access for new nurse door				14,500		2,900	
Repave Playground				10,575		2,115	
Sprinkler Deficiencies				21,000		4,200	
Zero Turn Ride On Mower				7,500		1,500	
Carpet in Classroom 1				11,743		2,349	
Sprinkler Deficiencies				13,800		2,760	
Paint Café				5,200		1,040	
Replace Gutter on Modulares				10,000		2,000	
Blue Gym Floor Repair				66,058		13,212	
Gold Gym Floor Repair				30,526		6,105	
Grainger Floor Scrubber				8,555		1,711	
Air Conditioning				233,543		46,709	
Playground Pavement Crack Repair				76,500		15,300	
Box Truck Lift Gate				6,800		1,360	
Security Cameras				14,000		2,800	
Tootin - Sidewalk Replacement					7,800	1,560	
Tootin - Pave Concrete Walk from Loop to Playground					6,000	1,200	
Tootin - Seal Parking Lot, Repaint Lines					14,537	2,907	
Squadron - Install PA Speaker in Hallways					13,581	2,716	
Squadron - Paint Classrooms					7,000	1,400	
Squadron - Upgrade Gym Floor					84,901	16,980	
Central - AC Window Units					12,500	2,500	
Tariffville - Upgrade Boys Bathroom					27,000	5,400	
Tariffville - Install Permanent Sink					3,100	620	
HJMS - Paint Café Girders					6,800	1,360	
HJMS - Replace Music Room Flooring					6,140	1,228	
SHS - Auditorium AV					33,000	6,600	
SHS - Replace PA System					38,137	7,627	
SHS - Replace Front Sidewalk					7,800	1,560	
SHS - Insulate Duck Work in Gym					36,450	7,290	
District - School Bus					147,000	29,400	
District - F350, Plow and Sander					70,387	14,077	
District - Playgroud Resurfacing					13,583	2,717	
District - Replace Sand Surfacing with Chips					14,584	2,917	
BOARD OF EDUCATION TOTAL	570,500	570,500	570,500	550,300	550,300	562,420	
TOTAL CAPITAL & NON-RECURRING	986,750	986,750	986,750	966,508	966,810	978,714	2,093,265

CAPITAL IMPROVEMENT PROJECTS

		FY 2023	
		Financing	
Golf Course Irrigation System Replacement	\$ 2,550,000	Bonds	**
Sidewalk Reconstruction	\$ 200,000	Bonds	
Municipal Site and Safety Improvements (Town Hall)	\$ 450,000	Bonds	
Eno Parking Lot Improvements	\$ 245,000	Bonds	
District Network Infrastructure	\$ 400,000	Bonds	
Tootin Hills - Water Distribution & Drainage Systems	\$ 480,000	Bonds	
Highway Pavement Management	\$ 1,205,000	Cash/Grants/Bonds	
District Climate Control Improvements	\$ 1,650,000	Grants/Bonds	
Central School - Replace EPDM Roof (V3)	\$ 370,000	Grants/Bonds	
Tariffville School - Replace Roof - EPDM (V1, V2)	\$ 1,000,000	Grants/Bonds	
Multi-Use Connections/Trails Development (Rt 10 to Curtiss Park)	\$ 1,582,744	Grants	
Multi-Use Connections/Trails Development (Curtiss Park to Tariffville)	\$ 300,000	Grants	
Tariffville Park Court Replacement	\$ 350,000	Grants	
Old Drake Hill Road/Flower Bridge Repairs	\$ 280,000	Grants	
Primary Clarifier	\$ 150,000	Sewer Use	
Performing Arts Center Grant Match/Rotary Park Restrooms	\$ 350,000	Cash	
Eno Entrance Improvements	\$ 360,000	Cash	
Central School - Electrical Service/Distribution 1950	\$ 250,000	Cash	
Tariffville School - Replace 1984 Modulares	\$ 350,000	Cash	
TOTAL PROPOSED CAPITAL IMPROVEMENT PROJECTS	\$ 12,522,744		

** Pursuant to Section 406 of the Town Charter an appropriation amount in excess of two percent (2%) of the annual budget for the then current fiscal year shall be subject to an automatic referendum by all qualified voters of the Town of Simsbury.



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

- Title of Submission:** Supplemental Appropriation of Paving Funds Received from Aquarion
- Date of Board Meeting:** April 5, 2022
- Individual or Entity Making the Submission:**
Maria Capriola, Town Manager, Amy Meriwether, Director of Finance
- Action Requested of the Board of Finance:**
If the Board of Finance supports the supplemental appropriation request, the following motion is in order:

Move, effective April 5, 2022, to approve the supplemental appropriation for road paving as presented.

- Summary of Submission:**
Public Works completes various road paving projects each fiscal year. At times these projects coincide with water main work conducted by Aquarion. Aquarion will coordinate and compensate the Town for pavement repairs not completed as part of the water main work. These funds will then be used by Public Works to complete the paving associated with the roadways impacted. At present, the Town has received \$462,543.35 from Aquarion for this purpose. It is anticipated all Town funds will be spent prior to the end of the fiscal year and the Aquarion funding will be needed to complete the annual paving maintenance in accordance with the Town's capital plan. Therefore, staff requests an additional appropriation of the \$462,543.35 to be utilized for road paving.

This request was reviewed and approved by the Board of Selectmen and their regular meeting on March 28, 2022.

- Financial Impact:**
None
- Description of Documents Included with Submission:**
None

Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, March 8, 2022, at 5:45 P.M.
In Person Meeting/Simsbury Community Television Live Stream

PRESENT:

Lisa Heavner, Arthur House, Derek Peterson, Mike Doyle, and Robert Helfand.

ALSO PRESENT:

Amy Meriwether, Director of Finance; Maria Capriola, Town Manager; Matt Curtis, Superintendent; Jason Casey, Director of Infrastructure & Technology; Susan Salina, Board of Education Chair; Jeff Tindall, Board of Education Vice Chair; Todd Burrick, Board of Education; Brian Watson, Board of Education; Lydia Tedone, Board of Education; Jen Batchelor, Board of Education; and Wendy Mackstutis, First Selectman.

1. Call to Order - Establish Quorum

Ms. Heavner called the meeting to order at 5:45 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

MOTION: Mr. Helfand made a motion, effective March 8, 2022, to amend the agenda to move the supplemental appropriation agenda item to the first order of business. Mr. House seconded the motion. All were in favor and the motion carried.

3. Supplemental Appropriation Request – Performing Arts Center Parking and Accessibility Improvements

Ms. Capriola provided a summary of the supplemental appropriation request and began by noting that this was a capital improvement project for the Performing Art Center Parking and Accessibility Improvements that was approved in the amount of \$700,000 as part of the FY 2021/2022 budget. She noted that the project was recently advertised for bid, and the lowest responsible bid exceeded the funding available for the project by \$174K. She added that this project has an aggressive construction schedule in order to not interrupt the Performing Arts season and if the work is not started on Tuesday they would need to wait until the end of the year to begin the work. Discussion ensued.

The Town Manager and the First Selectman confirmed this was a top priority of the Board of Selectmen and Ms. Heavner added that she spoke with the Chair of the Aging and Disability Commission who agreed this was a top priority for them as well.

MOTION: Mr. Helfand made a motion, effective March 8, 2022, to approve a supplemental appropriation for the Performing Arts Center Parking and Accessibility Improvements project in the amount of \$174,000 to be funded using \$160,000 from the capital reserve fund and \$14,000 from project savings to fund the work. Mr. House seconded the motion. All were in favor and the motion carried.

4. Presentation: Board of Education 2022/2023 Budget

Mr. Curtis presented the FY 2022/23 Board of Education budget in the amount of \$77,030,819, an increase of \$2.5M or 3.47% over last fiscal year. He reviewed the budget context, personnel drivers, identified needs, and grant funding. He also noted the health insurance line item is typically one of their greatest cost drivers from year to year but the Health Insurance Fund has excess reserves which are being utilized to offset the increase health insurance costs resulting in flat cost to the Board of Education from prior fiscal year. Mr. Curtis then went on to discuss the Elementary personnel requests totaling 5, and the Secondary personnel requests totaling 2, which will be grant funded. Ms. Meriwether provided an overview of the proposed Cliff Funding and FY 2021/22 year-end projections.

Mr. Casey reviewed the FY 2022/23 Capital Improvement Plan and associated dollars totaling \$4.5M, which included the following projects: District Network Infrastructure (\$400,000), District Climate Control Improvements (\$1,650,000), Water Distribution & Drainage Systems at Tootin Hills Elementary (\$480,000), Electrical Service/Distribution at Central School (\$250,000), Roof Replacement at Central School (\$370,000), Roof Replacement at Tariffville School (\$1,000,000) and Modular Replacement at Tariffville School (\$350,000). Discussion followed on timing of the work and availability of materials. Ms. Heavner asked a question in relation to getting a better understanding of any operating costs associated with the projects and Mr. Casey said it is difficult to quantify until after the projects are complete but will get a range from the engineers and present back to the Board.

Mr. Peterson stated he was not supportive of spending ARPA funding or any one-time funding on the operating budget or expenditures that are recurring and had questions on the positions being added. Mr. Curtis addressed the hiring needs and timing. Discussion followed on funding options.

Mr. Casey spoke about the Latimer Lane project and stated they are working with a construction manager to review the original plans, scope and budget. He noted they will be meeting with the public building committee on March 21, 2022 to address any potential budget overage which is presently estimated to be between \$5M - \$7M. However, further discussion and analysis is needed before the actual value of any potential overage is solidified.

9. Approval of Minutes

MOTION: Ms. Helfand made a motion to approve the February 15, 2022, Regular Board of Finance Meeting minutes as submitted. Mr. Doyle seconded the motion. All were in favor and the motion carried.

11. Adjourn

MOTION: Mr. House made a motion to adjourn the meeting at 7:25 P.M. Mr. Helfand seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,
Marion Lynott
Commission Clerk