



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

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April 2, 2020

Ericka Butler
Town Clerk
Simsbury, CT 06070

Dear Ms. Butler:

A **Regular Meeting** of the Board of Finance will be held at **6:00 PM** on **Tuesday, April 7, 2020**, in the Main Meeting Room of the Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Fiscal Year 2020/2021 Budget Discussion
4. Budget Process Timeframe
5. Referral of Board of Selectmen, Board of Education & Capital Budgets to Public Hearing
6. Finance Director's Report
7. Approval of Minutes:
 - March 17, 2020
8. Adjourn

Yours Truly,
Robert Pomeroy
Chairman

Board of Finance Regular Meeting Schedule:

4/21/20, 5/19/20, 6/16/20, 7/21/20, 8/18/20, 9/15/20, 10/20/20, 11/17/20, 12/15/20, 1/19/21



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Fiscal Year 2020/2021 Budget Discussion
2. **Date of Board Meeting:** April 7, 2020
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director; Maria Capriola, Town Manager
4. **Action Requested of the Board of Finance:**
None
5. **Summary of Submission:**
At the regular meeting of the Board of Finance on March 17, 2020, the Board of Selectmen presented their budget for fiscal year 2020/2021. After review and discussion, the Board of Finance expressed a desire to/for:
 - Flat Mill Rate
 - Reduce the pension interest rate assumption from 6.75% to 6.5%
 - Implement the new mortality tables for the pension plan
 - Reconsider prioritization, deferment, or funding sources of capital and CNR projects
 - Consider bonding sidewalks, paving and drainage work at the DPW garage, and the BOE technology infrastructure
 - Consider using FY19/20 DPW operating budget savings to pre-fund DPW capital or CNR projects
 - Consider moving the potential open space acquisition referendum question to November
 - Support for the four proposed service changes.

At the regular meeting of the Board of Selectmen on March 23, 2020, the budget was revised and approved by the Board of Selectmen with the following changes:

- Pension interest assumption remaining at 6.75%
- No implementation of the new mortality tables for the pension plans
- Removed rink fencing (\$8,000) and playscapes (\$25,000) from the capital plan. They will be funded via capital project savings in FY20
- Removed the Public Works utility van from the capital plan. It will be funded via year end operating savings in FY20
- The following projects were removed from General Fund Cash/Reserve funding to bonding:
 - Drainage (\$125,000)
 - PW Facility Paving and Drainage (\$330,000)
 - Sidewalks (\$200,000)
 - BOE District Network Infrastructure (\$500,000)
- The use of reserves for capital projects was eliminated; \$110,450 in capital funding was re-allocated to General Fund cash.

The above changes resulted in a revised mill rate of 37.17 from 37.32, or a decrease of 0.15 mills. The median home impact decreased from \$7,986 to \$7,954 or \$33.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- Revised Levy Worksheet as approved by the Board of Selectmen
- Revised Capital Cash Purchase Breakdown
- Revised Capital 6-Year Plan
- Revised CNR 6-Year Plan

**Town of Simsbury
Levy Calculation Worksheet
Board of Selectmen Budget Revised
FY2020/21**

	FY2019/20 Budget	FY2020/21 Projected	Change	Percent Change
Town Operating Budget	\$ 22,219,073	\$ 23,309,815	\$ 1,090,742	4.91%
Operating Transfers	1,751,065	891,054	(860,011)	-49.11%
Total Town Budget	23,970,138	24,200,869	230,731	0.96%
School Operating Budget	70,880,978	72,401,061	1,520,083	2.14%
Non-Public School Budget	546,432	551,383	4,951	0.91%
Debt Service & Capital	5,937,284	5,471,465	(465,819)	-7.85%
Gross Expenditures	101,334,832	102,624,779	1,289,947	1.27%
Anticipated Revenue	9,376,271	10,013,768	637,497	6.80%
Use of Fund Balance (Transfers)	850,000	-	(850,000)	-100.00%
Use of Fund Balance (Mill Rate Relief)	-	-	-	#DIV/0!
Total Revenue and Approp of Fund Balance	10,226,271	10,013,768	(212,503)	-2.08%
Net Expenditures	\$ 91,108,561	\$ 92,611,011	\$ 1,502,450	1.65%

Mill Rate Calculation

Property Taxes				
Town Tax Relief Programs	(282,000)	(392,500)		
Supplemental Auto	1,323,245	1,000,000		
Property Taxes	83,113,179	84,561,201		
Car Taxes	6,954,137	7,442,310		
Total Property Taxes	91,108,561	92,611,011		
Net Grand List (non-vehicle)	2,249,592,709	2,309,777,494		
Tax Collection Rate	99.00%	98.50%		
Mill Rate	37.32	37.17	(0.15)	-0.41%
Fire	1.2	1.2	-	0.00%
Total Mill Rate	38.52	38.37	(0.15)	-0.40%
Median Home Impact	7,986	7,954	(33)	

Assumptions:

1. Pension - No Change in Assumptions from FY20
2. Includes the following increase in Agency Funding Requests
 - Hartford Interval House \$2,000
 - SCTV \$5,000
 - Farmington River Watershed \$397
 - Chamber of Commerce \$2,500
 - Main Street Partnership \$5,000
3. Includes the following Service Improvements
 - Assessor Inspection Services \$25,000
 - Parks Facility Maintenance Technician \$96,232
 - Upgrade Sergeant to Lieutenant \$4,260
 - Deputy Chief Position \$183,872
 - Library Materials \$20,000
4. Town Clerk Credit Card Fees Underbudgeted \$860
5. See Capital Cash Purchase Breakdown Worksheet

Capital Cash Purchase Breakdown

	<u>CNR Payback</u>	<u>Reserves</u>	<u>General Fund</u>	<u>Bonding</u>	<u>Total Project</u>
Network Storage	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000
Soft Body Armor	9,750	-	750	-	10,500
Ash Borer	36,500	-	-	-	36,500
Rink Fence	-	A	-	-	-
Playscapes	-	A	-	-	-
Feasibility Study	25,000	-	5,000	-	30,000
P&R Garage Ventilation	10,000	-	-	-	10,000
Rink Control Panel	60,000	-	-	-	60,000
Rec & PAC Staining (3 Buildings)	85,000	-	-	-	85,000
Reval	60,000	-	-	-	60,000
CNR Projects					
Comp Study	-	-	-	-	-
Permit Software	-	-	27,700	-	27,700
Fingerprint System	-	-	19,000	-	19,000
Drainage	-	-	-	125,000	125,000
Utility Van	-	B	-	-	-
P&R Truck	-	-	42,000	-	42,000
Parking Feasibility Study - Curtiss Park and PAC	-	-	-	-	-
P&R Signage	-	-	16,000	-	16,000
Capital Projects					
Capital Reserve Funding	-	-	-	-	-
PW Facility Paving and Drainage	-	-	-	330,000	330,000
Sidewalks	-	-	-	200,000	200,000
BOE District Network Infrastructure	-	-	-	500,000	500,000
Totals	\$ 416,250	\$ -	\$ 110,450	\$ 1,155,000	\$ 1,681,700

A - Rink Fencing for \$8,000 and Playscapes for \$25,000 will be purchased via capital project savings in FY20

B - Utility Van for \$46,000 will be purchased via year end operating savings in FY20

Town of Simsbury
Six Year Capital Improvement Program
Fiscal Year 2020/21 - Fiscal Year 2025/26

	Funding Source	FY20/21	Future Projects				
			FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
GENERAL GOVERNMENT							
Radio System Upgrade/Replacement	B	1,202,000					
Senior/Community Center	B						8,800,000
Document Management/ Scanning Services	GF				340,000		
Total General Government		1,202,000	-	-	340,000	-	8,800,000
LIBRARY							
Co-Working Space	G			373,000			
Total Library		-	-	373,000	-	-	-
CULTURE, PARKS & RECREATION							
Greenway Improvements	CF	135,000	200,000	200,000	200,000	200,000	200,000
Golf Course Irrigation System Replacement	B		1,800,000				
Multi-Use Connections/Trails Development	B		600,000				
Splash Pad	B/D				750,000		
Performing Arts Center Parking - Paving/Drainage/Accessible Path	B			500,000			
Total Culture, Parks & Recreation		135,000	2,600,000	700,000	950,000	200,000	200,000
FACILITIES MANAGEMENT							
Highway Pavement Management	TAR/LOCIP/B/GF	1,205,000	1,205,000	1,205,000	1,205,000	1,205,000	1,205,000
Highway Sweeper	TAR				280,000		
Plow Truck	TAR	258,000					
Public Works Facility Paving & Storm Drainage	B	330,000					
Dam Evaluation & Repairs	B				3,365,000		
Sidewalk Reconstruction	B	200,000	200,000	200,000	200,000	200,000	200,000
Municipal Site and Safety Improvements	GF		250,000			200,000	
Bridge Improvements	GF/G		600,000				
Eno Entrance Improvements	ET			360,000			
Town Facilities Master Plan Implementation	B		500,000		500,000		
Town Hall Renovations	B					3,100,000	
Refurbish Elevators	GF		340,000				
Flower Bridge Repairs	B			1,835,000			
Total Facilities Management		1,993,000	3,095,000	3,600,000	5,550,000	4,705,000	1,405,000

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
WATER POLLUTION CONTROL							
Secondary Clarifier Weir Covers	SUF	275,000					
Tunxis Pump Station Forcemain Replacement	SUF		275,000				
Septage Receiving Station	SUF			311,000			
Grit System Upgrade	SUF				300,000		
Woodland Street/Hopmeadow Street Sewer Upgrade	SAF		1,200,000				
Total Water Pollution Control		275,000	1,475,000	311,000	300,000	-	-
BOARD OF EDUCATION							
District Network Infrastructure	B	500,000		400,000		400,000	
District Security Improvements	GF		250,000		250,000		
SHS Stadium Facility Renovations Phase I	B		980,000				
SHS Stadium Facility Renovations Phase II	GF			400,000			
SHS Visitor's Bleachers Replacement	GF				225,000		
SHS Grass Field Reconfiguration/Irrigation	B		750,000				
SHS Turf Field #2 Construction (no lighting)	B			1,650,000			
District Climate Control Phase III							
Latimer Lane Renovation	B/G						
HJMS Tennis Court Replacement	GF		525,000				
Total Board of Education		500,000	2,505,000	2,450,000	475,000	400,000	-
TOTAL CAPITAL PROJECTS	\$	4,105,000	9,675,000	7,434,000	7,615,000	5,305,000	10,405,000

Note: bold text indicates new projects for FY21

FUNDING:

Bonds (B)		2,837,000	5,235,000	4,590,000	5,220,000	3,705,000	9,405,000
General Fund (GF)		200,000	2,265,000	1,400,000	1,415,000	1,200,000	600,000
Capital Fund (CF)		135,000					
Donations (D)							
Federal or State Grants (G)			300,000	373,000			
Local Capital Improvement Program Grant (LOCIP)		156,500	156,500	156,500	156,500	156,500	156,500
Town Aid Road Fund (TAR)		501,500	243,500	243,500	523,500	243,500	243,500
Eno Trust (ET)				360,000			
Sewer Use Fund (SUF)		275,000	275,000	311,000	300,000		
Sewer Assessment Fund (SAF)			1,200,000				
TOTAL FUNDING	\$	4,105,000	9,675,000	7,434,000	7,615,000	5,305,000	10,405,000

Town of Simsbury
Six Year Capital Non-Recurring (CNR) Plan
Fiscal Year 2020/21 - Fiscal Year 2025/26

	Funding Source	FY20/21	Future Projects				
			FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
GENERAL GOVERNMENT							
Network Storage & Virtual Environment	GF	130,000					
2022 Revaluation	GF	60,000	60,000	60,000			
Fraud Risk Assessment or IDS	GF		50,000				
Building Department Permit Software Upgrade	GF	27,700					
Cyber Security Audit	GF			35,000			
Microsoft Office Upgrade	GF		18,200				
Email Spam Filter & Archiving	GF		12,000				
Dial-A-Ride Van	G/DAR	63,000	64,000				65,000
Total General Government		280,700	204,200	95,000	-	-	65,000
LIBRARY							
Co-Working Space - Design Phase	GF		35,000				
Computer Replacements	GF		35,100			18,500	
Total Library		-	70,100	-	-	18,500	-
POLICE							
Police Cruisers (3)	GF	141,000	141,000	141,000	141,000	141,000	141,000
Patrol Supervisor Cruisers (2)	PDF	110,000					
Body Worn Cameras and Car Cameras	GF		94,112	60,372	60,372	60,372	60,372
Mobile Data Terminals	PDF	55,000					
Active Threat Vests	PDF			25,000			
Soft Body Armor	GF/G	21,000					21,000
Replacement of Digital Fingerprint System	GF	19,000					
Utility Terrain Vehicle	GF					32,000	
Variable Message Sign	GF		12,000				12,000
Total Police		346,000	247,112	226,372	201,372	233,372	234,372
PUBLIC WORKS/ENGINEERING							
Intersection Safety Improvement Study	GF		100,000		100,000		100,000
Public Works Staffing Study	GF					62,000	
Iron Horse Landscaping	GF		75,000	75,000			
Wayfinding Signage for Town Center	GF		15,000				
Various Drainage Improvements	B	125,000		125,000		150,000	
Townwide Drainage Master Plan Update	GF				200,000		

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
Townwide Bridge/Culvert Inventory & Evaluation	GF			200,000			
Ash Borer Tree Mitigation	GF	36,500	36,500				
Townwide Mapping Update	GF		150,000				
Bicycle/Pedestrian Improvements	GF		18,000				
Eno Parking Lot Improvements	GF		221,000				
Eno Office and Senior Center Modifications	GF			140,000			
Painting and Repairs to Eno Clock Tower	ET	21,000					
Ford Escape (Facilities)	GF		35,000				
Public Works Truck Replacement	GF	180,000	180,000	185,000	185,000	185,000	190,000
Fleet Maintenance Software	GF			23,000			
Pickup F-150 4x4	GF		35,000				
Highway One-Ton Dump Truck	GF						60,000
One-Ton Pickup Truck (Highway Superintendent)	GF		48,000				
One-Ton Dump Truck (Crew Leader)	TAR	51,000		60,000	60,000		
Pickup Truck Replacement (Facilities)	GF		48,000				
Front End Loader	GF			200,000			
Crane Lift for Highway Garage	GF			185,000			
Salt Brine System	GF					140,000	
Plow Blades	GF		28,000		28,000		32,000
2 Ton Roller	GF		18,000				
Roadside Mower	GF					130,000	
11' Snow Plow	TAR	20,000		20,000		22,000	
Asphalt Paving Box	GF				42,000		
Fork Lift for Garage	GF						42,000
Portable Truck Lift	TAR		55,000		55,000		
Highway Wood Chipper	GF		108,000				
Milling Machine for Skid Steer	GF		36,000				
Box Van for Signs and Barricades	GF		55,000				
18" Chipper	GF		85,000				
GVW Plow Truck Do-All	GF			35,000			
Bobcat Excavator	GF				100,000		
Roadside Tractor	GF			120,000			
John Deere Tractor 3320	GF					46,000	
2008 Ford Pick-Up (Facilities)	GF			35,000			
2015 Ford Pick-Up (Facilities)	GF						42,000
Scagg Zero Turn Mower	GF				16,000		
Bobcat Bandit Chipper	GF				55,000		
Bobcat Track Skid Loader	GF					120,000	
Equipment Material Handling Arm	GF						17,000
26 Ton Heavy Duty Trailer	GF						42,000
Medium Duty Trailer	GF					29,000	
Total Public Works/Engineering		433,500	1,346,500	1,403,000	841,000	884,000	525,000

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
WATER POLLUTION CONTROL							
Sewer Improvements - Lining/Root Control	SUF	100,000	100,000	100,000	100,000	100,000	100,000
Woodland Street/Hopmeadow Street Sewer Upgrade	SAF	50,000					
WPCF Building Roof Replacements	SUF				100,000	100,000	100,000
WPCF Pavement Overlay	SUF				75,000	75,000	75,000
Flow and Load Review	SUF				100,000		
Total Water Pollution Control		150,000	100,000	100,000	375,000	275,000	275,000
CULTURE, PARKS & RECREATION							
Pickup Truck/Plow Replacement	GF	42,000				45,000	
Simsbury Farms Playscape Replacement	GF		100,000	100,000			
Clubhouse Repair Work	GF		60,000				
Simsbury Farms Pool Waterslide	GF				20,000		
Clubhouse Cedar Siding Staining	GF	30,000					35,000
Simsbury Meadows - Band Shell Staining	GF	20,000					25,000
Simsbury Farms Recreation Building Siding Staining	GF	35,000					40,000
Cart Path Base Prep Plan	GF		35,000	20,000	20,000		
Cart Path Paving	GF			57,000	57,000	57,000	
Irrigation Replacement - Various Fields & Parks	GF		40,000		60,000	150,000	80,000
Various Playscapes/Playground Refurbishments	GF		25,000	25,000	25,000	25,000	25,000
Parks Rotary Mower Replacement	GF		86,000				
Parks & Golf Maintenance Garage Ventilation System	GF	10,000					
Ice Rink Mechanicals Control Panel	GF	60,000					
Equipment Trailer Replacement	GF		8,000				
Feasibility Study - Parking Areas at PAC and Curtiss Park	GF	30,000					
Tariffville Park Pickleball Renovation	GF/D		50,000				
Park Entrance Signs Replacement	GF	16,000	16,000	16,000	16,000	16,000	
Shultz Park Gazebo Roof Replacement	GF		8,000				
Greens Mower Replacement	E	45,000					
Bunker Rake for Golf Course	E		30,000				
Ice Rink Chiller Replacement	GF			120,000			
Weatogue Softball Field Backstop Replacement	GF		12,000				
Simsbury Meadows Electrical Repairs & Upgrades	GF		10,000				
Parks Grounds Utility Vehicle Replacement	GF		25,000				
Simsbury Farms Rotary Mower	GF			86,000			
Simsbury Farms Wading Pool Fountain	GF					14,000	
Performing Arts Center Restrooms	GF		250,000				
Memorial Park Playscape Replacement	GF			50,000			
Golf Tee Leveling	GF				20,000		
Hole 16 Green Drainage Installation	GF			35,000			

	Funding Source	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
Hole 10 Green Drainage System Installation	GF			35,000			
Golf Course Dump Truck Replacement	GF			40,000			
Memorial Pool Building Repairs	GF			50,000			
Utility Vehicle - Memorial Park	GF						25,000
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF				6,000		
Small Mower Replacement	GF				12,000		
Club House Roof Shingles Replacement	GF				60,000		
Utility Vehicle - Golf Course	E			20,000			
Utility Vehicle - Simsbury Farms	GF				25,000		
Simsbury Farms Pools Wood Sundeck Replacement	GF				50,000		
Pavilion at Golf Course	GF				70,000		
Golf Course Master Plan Study	GF				50,000		
Simsbury Farms Generator	GF					75,000	
Dump Truck Replacement	GF					42,000	
Ice Rink Edger	GF				10,000		
Rebuild Tee #13	GF					20,000	
Pickup Truck Replacement (replace 2014)	GF					45,000	
Turf Sprayer	E					90,000	
Pickup Truck Replacement (replace 2015)	GF						45,000
Pickup Truck Replacement (replace 2012)	GF						45,000
Tariffville Softball Field Backstop Replacement	GF				15,000		
Sycamore Tree Park Fencing	GF						12,000
Memorial Park Athletic Field Mower	GF						40,000
Total Culture, Parks & Recreation		288,000	755,000	654,000	516,000	579,000	372,000
TOTAL CNR	\$	1,498,200	2,722,912	2,478,372	1,933,372	1,989,872	1,471,372
FUNDING:							
Bonds (B)		125,000	-	-	-	-	-
General Fund (GF)		847,700	2,458,912	2,313,372	1,503,372	1,602,872	1,120,872
Capital Reserve Fund (CRF)		-	-	-	-	-	-
Federal or State Grants (G)		60,900	51,200	-	-	-	62,500
Donation (D)			15,000				
Local Capital Improvement Program Grant (LOCIP)		-	-	-	-	-	-
Town Aid Road Fund (TAR)		71,000	55,000	20,000	55,000	22,000	-
Sewer Use Fund (SUF)		100,000	100,000	100,000	375,000	275,000	275,000
Sewer Assessment Fund (SAF)		50,000					
Police Private Duty Fund (PDF)		165,000	-	25,000	-	-	-
Eno Trust (ET)		21,000	-	-	-	-	-
Dial-A-Ride Fund (DAR)		12,600	12,800	-	-	-	13,000
Golf Equipment Fund (E)		45,000	30,000	20,000	-	90,000	-
TOTAL FUNDING	\$	1,498,200	2,722,912	\$ 2,478,372	1,933,372	\$ 1,989,872	1,471,372



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Budget Process Timeframe
2. **Date of Board Meeting:** April 7, 2020
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director; Maria Capriola, Town Manager

4. **Action Requested of the Board of Finance:**
If the Board of Finance supports moving forward with the FY20/21 budget timeline as presented the following motion is in order:

Move, effective April 7, 2020 to adopt the budget process timeline as included in the attached document and set the public hearing for April 21 (or May 7), 2020.

5. **Summary of Submission:**
On March 23, 2020, the Board of Selectmen voted to extend the timeframe associated with the FY20/21 budget development process by thirty (30) days, pursuant to Executive Order No. 7C, issued by Governor Lamont on March 15, 2020.

On March 21, 2020, the Governor issued Executive Order No. 7I, which removes any in-person voting requirements, including referenda and town meetings requiring in-person votes, for purposes of adopting FY 20/21 municipal budgets and setting the mill rate. This Executive Order indicates that the Board of Selectmen needs to designate the Town's "budget-making authority" as the final body to adopt a budget and set the mill rate. Under our Charter, this body is the Board of Finance.

The attached resolution reinforces the new timeline adopted at the Board of Selectmen March 23rd meeting, and also grants the Board of Finance the authority to adopt the FY 20/21 budget in lieu of holding the annual budget referendum, provided that the Executive Orders remain in place. Should the emergency declaration or declarations prohibiting assembly of groups be lifted on or before May 21, 2020, the Board of Selectmen must reinstate the normal referendum process. The resolution was prepared by the Town Attorney.

The dates set forth in the attached resolution are appropriate for either an extended budget process culminating in a referendum, as well as an extended budget process culminating in Board of Finance approval. It is anticipated that the Board of Selectmen will adopt this resolution at their April 6, 2020 meeting.

Included within this submission is a tentative timeline for moving forward with the budget process. Management is requesting the Board of Finance review this timeline to formalize a date for the public hearing. The tentative budget timeline currently includes two dates for the public hearing, April 21, 2020 or May 7, 2020.

If the Board of Finance decides to have the public hearing on April 21, 2020, it will be closed to the public but emails will be received throughout the meeting for public comment. Staff suggests putting public comment at the beginning and end of the April 21st agenda to accommodate for emails received throughout the meeting. Any emails received after April 21, 2020 could be addressed at the continuation of the hearing at the May 7, 2020 meeting. The Board of Finance will have to continue the public hearing to the May 7, 2020 date regardless if the budget is finalized and ready for referendum due to the timeframes detailed in the Charter. The Charter states that the budget must be filed with the Town Clerk within ten days of the final public hearing, and the referendum must be held between 14-21 days after that.

If the Board of Finance decides to have the public hearing on May 7, 2020 only, there is a small risk that emails may not be received in a timely manner and citizen comments go unrecognized.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- Tentative budget timeline memorandum as presented at the March 23, 2020 Board of Selectmen meeting
- Budget Resolution



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola - Town Manager

MEMORANDUM

To: Board of Selectmen
CC: Melissa Appleby, Deputy Town Manager; Amy Meriwether, Finance Director; Bob DeCrescenzo, Town Attorney; Rob Pomeroy, BOF Chair; Matt Curtis, Superintendent
From: Maria E. Capriola, Town Manager
Date: March 23, 2020
Subject: Resolution to Extend Budget Process Timeframes – Additional Information

All,

If the Board of Selectmen adopts the 30-day budget timeframe extension on 3/23, the following is a sample **tentative** timeline that could be established:

Topic	Date
BOS continues budget discussion (<i>if needed</i>)	April 6 th
BOF meets to adopt a budget and refer to public hearing	April 7 th or April 21 st
BOF holds budget public hearing (<i>written comments, no public attendance</i>)	April 21 st or May 7 th
Public hearing continuation (<i>if public hearing is held 4/21¹</i>)	May 7 th
BOF adoption of budget/filed with Town Clerk	By May 14 th
BOS sets referendum date	By May 18 th
Notice to be published in newspaper	May 22 nd
Budget referendum (<i>if Executive Order is no longer in place</i>)	May 30 th
BOF sets the mill rate	June 1 st

The Governor issued Executive Order 7L on 3/21/20. It is our understanding that while the Executive Order remains in effect, we are not permitted to hold a public hearing open to the public, nor are we permitted to hold a budget referendum. At a minimum we believe the Executive Order will be in effect until April 22nd.

In the event that the Executive Order remains in place and we are unable to hold our budget referendum, the Board of Selectmen may grant the Board of Finance the authority to adopt a budget and to set the mill rate.

¹ If a public hearing is held on April 21st, a continuation of the hearing would be required in order to hold the referendum on June 2nd

RESOLUTION

TOWN OF SIMSBURY BOARD OF SELECTMEN

RESOLUTION PERTAINING TO A MODIFIED CALENDAR FOR THE FY 2020-2021 GENERAL AND CAPITAL FUND BUDGETS AUTHORIZED BY EXECUTIVE ORDERS 2020-7B, 7C AND 7I

WHEREAS, on March 10, 2020, the Governor of the State of Connecticut (“Governor”) declared a public health emergency and civil preparedness emergency for the State of Connecticut, pursuant to Connecticut General Statutes Sections 19a-131 and 28-9, in response to the global pandemic of COVID-19 disease associated with a novel coronavirus that is currently affecting multiple countries and states; and

WHEREAS, on March 13, 2020, the President of the United States (“President”) declared a national emergency to combat the coronavirus that is currently infecting the population of the United States; and

WHEREAS, on March 20, 2020, the Town Manager of the Town of Simsbury (“Town Manager”) declared a local state of emergency to ensure that local officials and the Town Manger have all the authorities necessary to limit the spread of COVID-19 disease and to protect the public safety of the Town of Simsbury; and

WHEREAS, the effects the transmission of COVID-19 has resulted in the spread of infections in the Town of Simsbury, in Connecticut and throughout the country, as well as resulting in shortages of personal protective equipment and other supplies that could jeopardize public safety and civil preparedness; and

WHEREAS, in response to the issuance of declarations of a public health emergency and civil preparedness emergency by the Governor, he has issued a series of Executive Orders setting forth the law governing the conduct of the business of state and municipal government during the period of the emergency; and

WHEREAS, on March 14, 2020, the Governor issued Executive Order No. 7B (“EO 7B”), paragraph 1 of which suspends all statutes, charter provisions,

ordinances and regulations mandating open meetings in order “...to permit any public agency to meet and take such actions authorized by the law without permitting or requiring in-person, public access to such meetings, and to hold such meetings or proceedings remotely by conference call, videoconference or other technology” (“Electronic Meetings”); and

WHEREAS, on March 15, 2020 the Governor issued Executive Order No. 7C (“EO 7C”), paragraph 5 of which extended “all budget deadlines for the preparation of the municipal budget” for the FY 2020-2021 “that falls on any date prior to and including May 15, 2020 are extended by thirty (30) days”; and

WHEREAS, the Simsbury Charter confers the legislative power of the Town of Simsbury in the Board of Selectmen, for all matters except those powers specifically reserved for the Town Meeting initiated by petition; and

WHEREAS, EO 7C permits the legislative body to “alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget” including any required public hearing(s), publication, referendum or final budget adoption: and,

WHEREAS, EO 7C postpones all submission dates as set forth in the Simsbury Charter until such time as the legislative body approves said modified scheduled and deadline consistent with the thirty (30) day extension; and,

WHEREAS, on March 21, 2020, the Governor issued Executive Order No. 7I (“EO 7I”), paragraph 13 of which dispenses with any in-person voting requirements, including referenda and town meetings requiring in-person votes, for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate; in effect conferring final responsibility on the Board of Selectmen to designate the Board of Finance as the Town’s “budget-making authority” under the Charter to adopt a budget and set a mill rate, which roles are otherwise allocated by the Charter to the Automatic Referendum; and,

WHEREAS, EOs 7C and 7I do not alter or modify the control of line-items that fall squarely within the authority of the Board of Education budget and, thus, the Board of Education should comply with all submission requirements pertaining to budget deadlines adopted by the municipality, except as modified by this Resolution; and,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Town of Simsbury Board of Selectmen pursuant to paragraph 5 of Executive Order 7C, the legislative body of the Town of Simsbury hereby sets forth the following modified schedule, process, and deadlines for the submission, deliberation and final action on the Town Budget for FY 2020-2021, which meetings shall be conducted in accordance with the requirements noticed in accordance with EO 7B ¶1.

1. The Town Manager has forwarded a proposed FY 2021 Town of Simsbury Budget and Board of Education Budget (the Annual Budget) consistent with the Simsbury Charter (Charter) to the Board of Selectmen and has made said proposed budgets available for public inspection on the Town's website.
2. The Board of Selectmen adopted its recommended Annual Budget on March 11, 2020 and forwarded it to the Board of Finance, consistent with the Charter.
3. The Board of Finance shall hold one or more public hearings in accordance with the Charter by means of Electronic Meeting and the Board of Finance shall accept written public comment via email and hard copy document until on or about April 21, 2020 through and including May 7, 2020.
4. The Board of Finance shall adopt the proposed FY 2021 Annual Budget and submit it to the Town Clerk in accordance with the Charter not later than Thursday, May 14, 2020 and shall cause said proposed Annual Budget to be available for public inspection on the Town's website not later than Thursday, May 14, 2020.
5. The Board of Finance shall consider and approve as separate resolutions for the Town Government Budget, the Board of Education Budget and the Capital Non-Recurring Budget not later than Saturday, May 30, 2020 or at other such special meeting(s) as called by the Board of Finance in accordance with its bylaws and policies and conducted in accordance with the public meeting requirements outlined above. The adoption of said resolutions shall be deemed final approval of the Annual Budget.
6. The Board of Finance shall set the mill rate related to the FY 2021 budget not later than June 1, 2020

7. BE IT FURTHER RESOLVED, all public hearings and meetings shall adhere to rules and protocols set for Electronic Meetings, including the use of online or telephonic conferencing and that no in-person meetings shall be held in consideration of this process.

BE IT FURTHER RESOLVED, in the event the previously declared emergency is resolved or declarations prohibiting assembly of groups of persons are lifted on or prior to May 21, 2020, the Board of Selectmen shall act to reinstate the usual process of a referendum regarding the proposed FY 2021 budget.

Approved this 6th day of April, 2020.

BOARD OF SELECTMEN

Eric Wellman, First Selectman

ATTEST

Erica L. Butler, Simsbury Town Clerk



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Referral of BOS, BOE & Capital Budgets to Public Hearing

2. **Date of Board Meeting:** April 7, 2020

3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director; Maria Capriola, Town Manager

4. **Action Requested of the Board of Finance:**
If the Board of Finance supports moving forward with the FY20/21 Board of Education, Board of Selectmen and Capital Budgets as presented, the following motion is in order:

Move, effective April 7, 2020 to refer the FY20/21 Board of Education, Board of Selectmen and Capital Budgets as presented to Public Hearing (pursuant to Section 808 of the Town Charter – Hearing to be held Tuesday, April 21, 2020 at 6:00pm – Main Meeting Room, Town Hall)

As a reminder, due to a current Governor's Executive Order, the public hearing will be closed to the public. However, the public hearing will be aired live (television and online). Residents will have the ability to submit public comment in writing which will be read into the record of the public hearing.

5. **Summary of Submission:**
Pursuant to Section 808 of the Town Charter, a public hearing must held for the Town budget no later than April 10th. On March 23, 2020, the Board of Selectmen made a motion to extend the timeframe associated with the FY20/21 budget development process by thirty (30) days, pursuant to Executive Order No. 7C, issued by Governor Lamont on March 15, 2020.

The Board of Education and Board of Selectmen have made their presentations to the Board of Finance. Staff is requesting the Board of Finance make a formal motion to move forward in the budgeting process and refer the Board of Education, Board of Selectmen and Capital Budgets to public hearing.

6. **Financial Impact:**
None

7. **Description of Documents Included with Submission:**
None



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: April 7, 2020
Re: Finance Director's Report

Grants and Donations

Below is a listing of donations and grant applications approved by the Board of Selectmen from at their regular meeting on March 23, 2020:

- FY20/21 Historic Documents Preservation Program Grant - \$7,500 to conduct microfilming of records and to purchase archival land and vital record index binders to replace current dilapidated binders.
- LOTCIP Grant - \$500,000 for the construction of a sidewalk along the western edge of Hopmeadow to the northern village.
- 350th Anniversary Painting Donation - \$3,000 for the purchase of a painting of the Pinchot Sycamore Tree to be placed in a Town facility to be viewed by residents.

Defined Contribution and Deferred Compensation Pension Plans RFQ Update

At the regular meeting of the Board of Finance on September 17, 2019, members unanimously voted to have Fiduciary Investment Advisors (FIA) conduct an RFQ for recordkeeping services for the Town and Board of Education defined contribution and deferred compensation pension plans. The RFQ was posted for bid on December 13, 2019. All responses to the RFQ have been received as of the January 8, 2020 deadline and were presented to Town on March 23, 2020. Submissions have been narrowed down to three vendors and we are currently in the process of setting up interviews with each.

Open Space Acquisition

At the regular meeting of the Board of Finance on March 17, 2020, the Board requested clarification on the process for bringing the Open Space acquisition to referendum in November if it was removed from the current budget process. Per review of the Charter, the Board Selectmen would recommend the supplemental appropriation to the Board of Finance. The Board of Finance would approve the appropriation and then the Board of Selectmen would send the project to referendum.

An informational presentation on the potential acquisition was held at the April 6th Board of Selectmen meeting.

**Simsbury Board of Finance
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Tuesday, March 17, 2020 at 5:45 P.M.
Simsbury Town Hall - Main Meeting Room
933 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Lisa Heavner, Arthur House, Derek Peterson (via phone), Robert Pomeroy, Kevin Prell (via phone), Linda Schofield

ALSO PRESENT: Melissa Appleby, Deputy Town Manager (via phone); Sean Askham, BOS; Jackie Battos, BOS; Chief Boulter; Maria Capriola, Town Manager; Wendy Mackstutis, BOS; Amy Meriwether, Director of Finance/Treasurer; Chris Peterson, BOS; Tom Tyburski, Culture, Parks & Recreation Director; Eric Wellman, First Selectman

1. Call to Order - Establish Quorum

Mr. Pomeroy called the meeting to order at 5:50 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Presentation: Board of Selectmen 2020/2021 Budget

Mr. Wellman began by reporting that the Town Manager signed an Emergency Declaration yesterday in response to COVID-19. He also noted the Governor has given extended budget deadlines for municipalities. He provided a slide presentation, noting the BOS budget is significantly above BOF guidance of 2.5% on the operating budget and significantly below BOF guidance of no more than a 2% increase in the mill rate. Mr. Wellman noted the budget approved by the BOS is a little under \$24M, an operating increase of 6.69% with the anticipated mill rate increase to taxpayers at 1.19%. He further noted this budget did not pass the BOS unanimously.

Mr. Wellman noted there are four service changes being recommended in this budget and asked for further guidance from the BOF based on the developing COVID-19 situation. He added that Ms. Meriwether put together some very preliminary analysis on how the Town may be impacted from a cost and revenue standpoint. Questions and discussion followed. Mr. Wellman highlighted the BOS four recommended service additions: Assessor inspection services (\$25,000); Parks facility maintenance technician position (\$96,232 including benefits); Police administration reorganization of upgrading one sergeant position to lieutenant (\$4,260 including benefits) and adding a Deputy Chief position (\$183,872 including benefits); and Library materials (\$20,000). Mr. Tyburski added that the Parks position is a service restoration, not a service improvement, noting two positions were lost in the early 2000s. Since that time, the Flower Bridge park, Simsbury Meadows and Ethel Walker Woods have been added. Sports organizations demand has grown. In addition, the department is continually down a person due to leave. Discussion followed.

Chief Boulter spoke about the Police service changes, noting they will improve oversight and productivity of the entire department across divisions, functions and shifts. He further discussed

the need for these changes due to increased mandates and reporting, the need to spend time with each employee and for he and the two lieutenants to get out into the community. He spoke about the need for after work hours duty officer status coverage, social media responsibilities, crimes and analysis responsibilities, and important projects that need to be completed. He reported there has been no increase in the number of administrators in over 25 years. Other areas of need he noted are succession planning, planning for the next event and training. Discussion followed.

Mr. Wellman addressed the Library materials service change by noting \$20,000 was cut from the Library budget during the last financial crisis and this is a service restoration. Mr. Peterson spoke in support of the Library service change and reported Simsbury's per capita spending for library materials is the lowest of its peer towns. He noted the materials budget has not been increased since 2008 and he referenced the higher cost and recent demand for digital content. Discussion followed.

Mr. Wellman next addressed the budget drivers, which include contractual salary increases, debt service and pension/OPEB. Discussion ensued. Mr. Askham spoke about the FY20/21 Capital Fund projects. Under Bonds, he noted a radio system upgrade/replacement (\$1,202,000), an open space acquisition (\$2,200,000) and highway pavement management (partial) (\$605,000). Mr. Pomeroy noted that there was no information on the open space acquisition and it was requested that the open space acquisition decision be deferred to a referendum in November. Discussion followed.

Mr. Askham noted the SHS bleacher and press box project was not included in the projects. Ms. Meriwether indicated that the Board of Education was aware that that project was not included. Under the General Fund, Mr. Askham noted Public Works facility paving and storm drainage (\$330,000), sidewalk reconstruction (\$200,000), Capital reserve contribution (\$50,000) and District network infrastructure for the BOE (\$500,000). Discussion followed. Under Grants, Mr. Askham noted highway pavement management (partial) (\$400,000 - LOCIP & Town Aid Road) and a plow truck (\$258,000 - Town Aid Road). Discussion followed. Under Operating Transfers, Mr. Askham noted highway pavement management (partial) (\$200,000). Under Sewer Use Fund, he noted secondary clarifier weir covers (\$275,000). Under Capital Fund, he noted greenway improvements (\$135,000). Discussion followed. Mr. Askham continued with CNR projects, General Fund to include a Compensation and Classification Study (\$40,000). Discussion ensued. Ms. Heavner asked for clarification as to whether the Compensation study would include a benefits analysis as part of the compensation analysis. Ms. Capriola indicated that if funds permitted, it would be included. Mr. Askham indicated he would not support the Compensation study without that analysis and Ms. Heavner indicated she would not vote for the study without that analysis. Mr. Askham said the BOS would clarify the scope.

Mr. Askham further noted CNR projects to include network storage (\$130,000), 2022 revaluation (\$60,000), a Building Department permit software upgrade (\$27,700), soft body armor (partial) (\$10,500), replacement of digital fingerprint system (\$19,000), various drainage improvements (\$125,000), and Ash Borer tree mitigation (\$36,500). Questions and discussion followed. In the interest of time, Mr. Pomeroy suggested that the remaining projects did not need to be read aloud and that any questions be asked instead. Discussion followed.

Ms. Heavner took a moment to explain how the BOF looks at Capital. Further discussion followed. Mr. Pomeroy then asked Ms. Meriwether about her COVID-19 report. She noted a potential loss of summer programs income and a change in electricity costs with building closures. She reported a very rough net cost to the Town of \$1M. Discussion about the budget continued and the potential impact of the COVID-19 virus was discussed.

Mr. Pomeroy recommended that the BOF is not in a position to refer this budget to the Town for public hearing. The Board requested the BOS re-evaluate its budget in light of the changed circumstances regarding the pandemic. It was suggested that the \$2M open space item be removed from the budget and possibly considered for referendum in November during the presidential election, if it remains a priority at that time. Mr. Pomeroy noted that a 6.5% pension investment rate should be used and the Board agreed. Ms. Heavner suggested the BOS look at capital as means to reduce the budgets and to preserve reserves. She suggested, in addition to the open space deferral, that the Board of Selectmen consider eliminating \$50,000 from Capital Reserves, bonding Public Works Drainage for \$330,000, bonding Sidewalks instead of the open space purchase as that is a current priority of the BOS instead of a new priority, and possibly bonding the BOE District Network project. It was also recommended that the BOS look to current year savings in Public Works overtime and elsewhere to pre-fund some of next year's equipment or vehicle needs. Mr. Pomeroy asked that the BOS look at realignments based on this evening's meeting.

Mr. Pomeroy asked that the BOE similarly evaluate the potential impact of the COVID-19 virus on costs and revenues and the Board indicated that it might be appropriate to re-evaluate the BOE budget in light of the changed circumstances. Mr. Pomeroy asked that the BOS report back at the March 24 BOF meeting with the goal of referring these budgets to public hearing. Discussion followed. Mr. Pomeroy asked BOF members to comment on the budget presented, especially the large dollar items. Discussion ensued.

Ms. Meriwether clarified that the BOF request is for the BOE to use a 6.5% pension investment assumption without using the non-lapsing account. The Board discussed using the non-lapsing account for COVID-19. Discussion followed and comments from BOF members were made. Ms. Schofield clarified that the non-lapsing fund may be used for COVID-19 if there is an expenditure need upon review of the BOE financial situation. Mr. Pomeroy noted the public hearing will be virtual as meetings are closed to the public through March 29. Ms. Capriola noted comments from the public can be submitted to the Town Clerk's office the day before the hearing. Board members indicated the importance of having someone monitor emails during the meeting as well. Mr. Pomeroy asked that board members think about whether they are all comfortable meeting in the same room. Discussion about the budget process followed.

4. Adjourn

MOTION: Ms. Schofield, Mr. House second, to adjourn at 8:44 P.M.; unanimously approved

Respectfully submitted,

Karen Haberlin
Commission Clerk