



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

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August 12, 2021

Ericka Butler
Town Clerk
Simsbury, CT 06070

Dear Ms. Butler:

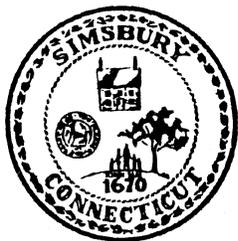
A **Regular Meeting** of the Board of Finance will be held at **5:45 PM, on Tuesday, August 17, 2021**, and broadcast live and rebroadcast as noted above.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Finance Director's Report
4. Proposed Draft Policy for Budgetary Transfers and Supplemental Appropriations
5. Town and Board of Education Savings Initiatives
6. Approval of Minutes
 - July 20, 2021
7. Communications
 - June 2021 Building Department Report
8. Adjourn

Yours Truly,
Robert Pomeroy
Chairman

Board of Finance Regular Meeting Schedule:
9/21/21, 10/19/21, 11/16/21, 12/21/21, 1/18/22



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: August 17, 2021
Re: Finance Director's Report

Grants and Donations

Below is a listing of donations and grant applications approved by the Board of Selectmen at their meetings from May 24, 2021 – August 9, 2021:

- Public Library American Recovery Plan Act (ARPA) Grant - \$19,401 towards the purchase of a book bike that will be used to provide library services throughout the community and contactless pickup lockers. This funding has been received.
- Elinor and Wayne Hoffman Donation – \$2,000 to provide emergency assistance (ie heat, food, shelter) to Simsbury residents in need
- Mark and Dianne Orenstein Donation - \$1,765, of which, \$1,400 will be used to provide emergency assistance (ie heat, food, shelter) to Simsbury residents in need and the remaining \$365 to be used at the discretion of the department
- Trinity Episcopal Church Donation - \$3,383.73 to assist with the purchase of food items for local families in need
- University of Connecticut Donation - \$9,000 value for two speed display signs
- Hartford Foundation for Public Giving Grant - \$25,000 for the Social Services department to assist residents in need, if awarded
- Dial-A-Ride Vehicle Grant - \$51,200 towards the purchase a new Dial-A-Ride vehicle
- Valley Simsbury Church Neighbor Group - \$5,000 to assist with the purchase of food items for local families in need
- Youth Service Bureau Grant and Enhanced Grant - \$24,857 for various programs, services, and activities for Simsbury youth and their families
- Simsbury Public Library Emergency Connectivity Fund Grant - \$3,790 for 10 Wi-Fi hotspots which will be available for borrowing, if awarded

American Rescue Plan – Coronavirus State and Local Fiscal Recovery Funds Update

The U.S. Department of Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds program that was authorized by the American Rescue Plan Act. This program provides \$350 billion in emergency funding for eligible state, local, territorial and Tribal governments to help address the economic fallout related to the pandemic, and lay the foundation for a strong and equitable recovery. Funding objectives include:

- Supporting urgent COVID-19 response efforts to continue to decrease the spread of the virus and bring the pandemic under control
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs
- Support immediate economic stabilization for households and businesses

- Address systemic public health economic challenges that have contributed to the inequal impact of the pandemic.

It was previously reported that the town was anticipated to receive \$2,507,322 in relief funding. Since this report, we have been notified that the town will be receiving an additional county allocation, bringing the town's total funding to \$7,515,665. The Board of Selectmen has formed a workgroup on how they would like to spend these funds. A brief presentation of the workgroup's conceptual framework and work to date was presented to the full Board of Selectmen at their regular meeting on August 9, 2021. One notable item of discussion is that the workgroup will be seeking feedback from various stakeholders including the Board of Finance. A planned presentation to the Board of Finance will be forthcoming within in the next few months.

LAP (Liability/Auto/Property) Insurance Member's Equity Distribution

Due to favorable LAP and worker's compensation claims experience, along with CIRMA's financial strength, the Town and Board of Education have received a member equity distribution in the amount of \$57,471 from CIRMA, our insurance provider, for these policies. This distribution exceeds budgetary estimates of \$27,500 by \$29,971.

Fleet Purchase and Capital Project Delays

Various contractors are experiencing material shortages from global manufacturing shutdowns and labor shortages due to impacts of the pandemic. This has translated locally as the Town is seeing a delay in the completion of various capital projects and material purchases as well as increased costs. Our fleet purchases have also been impacted. Along with an increased demand for new vehicles there is a global microchip shortage. Vehicle purchases have been delayed by several months. At present, there has been no budgetary impact but we will continue to monitor going forward.

TOWN OF SIMSBURY
POLICY FOR BUDGETARY TRANSFERS AND SUPPLEMENTAL
APPROPRIATIONS

Adopted by the Board of Finance on August xx, 2021

Objective: It is the purpose of this policy to outline the process and circumstances for amending the budget via supplemental appropriation or transfers within and between departments.

A. Transfers *within* a Department – Use of Current Year Savings

The Board of Selectmen has the sole power to approve transfers within Town department budgets with the exception of the Board of Education.

For transfers within a department budget, controls maintained at the departmental level and can happen any time during the year. In no case may the total expenditures of a particular department exceed that which is appropriated for the department as a whole.

The Board of Education has the sole power to approve transfers within the Board of Education budget so long as it does not exceed the total appropriation allocated to the Board of Education.

The Board of Finance does not approve transfers within departments so long as the total expenditure of a particular department does not exceed that which is appropriated for the whole department. The Board of Finance annually reviews transfers made within departments at the close of the fiscal year pursuant to CGS Chapter 106, Section 345.

B. Transfers *Between* Departments - Use of Current Year Savings

Pursuant to Simsbury Town Charter, Section 812 (f), upon the request of the Board of Selectmen during the last six (6) months of the fiscal year, the Board of Finance may, by vote, transfer any unencumbered appropriation, balance or portion thereof from one (1) department, commission, board or office to another. This provision shall not apply to the Board of Education.

Such transfers may be granted provided that:

- the purpose for which the transferred funds are to be expended remains unchanged; or
- the purpose for which the funds were initially appropriated no longer exists; or

- the proposed transfer is from a fund in which the amount appropriated exceeds the amount needed to accomplish the purpose specified in the appropriation approved at referendum.

C. Transfers *Between* Funds

All transfers between funds require the approval of the Board of Finance upon the request of the Board of Selectmen.

D. Supplemental Appropriations

No expenditure and no commitment to make an expenditure shall be made, caused to be made, or authorized by any officer, agency or agency of the Town, or by any board of commission of the Town unless an appropriation shall have been made covering such expenditure or commitment in accordance with the provisions of the Town Charter and state law (Charter Section 812(d)).

The Board of Finance shall have the power, by resolution and only upon the recommendation of a majority of the Board of Selectmen, to make any appropriation supplemental to those provided in the annual budget for the then current fiscal year. Except as set forth in Section 810 (Emergency Appropriations), any individual appropriation for any purpose made equal to or greater than two percent (2%) of the annual budget for the then current fiscal year is subject to automatic referendum pursuant to Section 406 of the Charter. Any individual appropriation for any purpose less than two percent (2%) of that annual budget for the then current fiscal year may be made upon approval of the Board of Selectmen and the Board of Finance. Supplemental appropriations as described in this section not approved at referendum may not exceed in any fiscal year a cumulative total of three percent (3%) of the annual budget for the then fiscal year. (Charter Section 809)

All budget increases above the budget approved at referendum must be recommended by the Board of Selectmen and approved by the Board of Finance. Common supplemental appropriations include, but are not limited to:

- Fiscal Year End Transfers: usually adopted in September/October to re-appropriate funds from the previous year's ending balance for projects or obligations that were approved but not completed during the year or to fund a new project.
- Grants or unanticipated revenues: if revenue is received during the fiscal year from a source that was not anticipated at the time of budget adoption or appropriation for the fiscal year, such as grants or implementation of a new fee, the Board of Finance, upon recommendation of the Board of Selectmen, may appropriate that unanticipated revenue for expenditure when received anytime during the

year. It is the practice of the Board of Finance that known or anticipated recurring grants be budgeted during the regular budget cycle.

- Emergency appropriations: For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations, the total amount of which shall not exceed fifty percent (50%) of the undesignated fund balance for the then current fiscal year, may be made upon the recommendation of at least four (4) members of the Board of Selectmen and by an affirmative vote of no fewer than four (4) members of the Board of Finance. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Board of Finance. (Charter, Section 810)

Supplemental appropriations for special projects/activities shall be kept to a minimum when feasible via utilization of the annual budgeting process, year-end close out process or during the mid-year financial review.

Supplemental appropriations for necessary repairs and maintenance will be approved during the mid-year financial review or year-end close out. However, the Board of Finance will be notified of the intended purchases in their monthly meeting in advance of the purchase.

E. Appropriation Lapses

All appropriations unexpended and encumbered at the end of the fiscal year shall lapse to the applicable general fund, except for:

- Capital expenditure appropriations from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three (3) fiscal years shall lapse without any expenditure from or encumbrances of the appropriation therefore; and
- Federal or state grants do not lapse until the expiration of the federal or state grant or as required by law or
- Special Revenue Funds, unless explicitly stated as part of the creation of the fund.



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Town and Board of Education Savings Initiatives
2. **Date of Board Meeting:** August 17, 2021
3. **Individual or Entity Making the Submission:**
Town and Board of Education Leadership Team
4. **Action Requested of the Board of Finance:**
None
5. **Summary of Submission:**
The Town of Simsbury and Simsbury Board of Education are constantly monitoring programs and opportunities that will achieve cost savings in both the short and long term. Some ways this is achieved is via grants, consortium bids, shared services and capital projects that create building efficiencies which in turn translates to cost savings.

Attached is a worksheet that was created by the Town and Board of Education leadership team that identifies the cumulative costs savings to the Town and Board of Education over the last several years.
6. **Financial Impact:**
See Attached Analysis
7. **Description of Documents Included with Submission:**
 - Town of Simsbury and Board of Education Savings Initiatives Worksheet

Town of Simsbury and Board of Education Savings Initiatives

Department	Initiative Description	Estimated Project or Annual Savings	Annual or Project Savings	Efficiencies and Additional Relevant Information	Implementation Year
Library	CT Library Consortium Membership	60,429	Annual Savings	Savings on collection materials and databases through negotiated consortial discounts. The annual membership cost is \$890.	10+ Years
DPW	The DPW undertook to purchase all the town's streetlights. The town was then able to replace the fixtures with more efficient lights.	115,000	Annual Savings	High efficiency LED light fixtures are cheaper and use less energy. The Town can also respond to and repair the streetlights more cheaply and more quickly than Eversource. Estimated savings to date totals about \$460,000	2017
DPW/Parks	Solar Arrays were installed at the DPW facilities and the Simsbury Farms Complex.	34,000	Annual Savings	Save on electric costs, and use energy from a clean and renewable source. Estimated saving to date totals about \$62,000	2018
DPW	Grant from DOT for Flashing Beacon at 5 intersection in town, allowing for safer bicycle and pedestrian traffic	170,000	Project Savings	Funds provided from DOT instead of by town	2020
DPW	Grant from CRCOG for traffic calming	20,000	Project Savings	Funds provided from CRCOG instead of by town	2020
DPW/Parks/Library	Lighting Upgrades at Simsbury Farms, Library, and Town Hall with more energy efficient light fixtures and more modern lighting controls	43,000	Project Savings	High efficiency LED light fixtures are cheaper and use less energy. Payments will be funded with on-bill financing. Once capital investment is paid off, Town will see full savings. ROI range from 2.6 to 5.8 years Allow Town to lock in lower rate for the year that aren't susceptible to market fluctuations during the year	2020
DPW	Pre-purchase of contracts for liquid fuel for FY21/22	114,190	Annual Savings	Funds provided from CT LOTCIP program instead of by town	2022
DPW	LOTICIP Sidewalk Grant, to add more connectivity to the sidewalk network along Hopmeadow street	809,600	Project Savings		2021
DPW	HHW collaboration with other towns instead of through the MDC, which is cheaper and allows for renegotiations with vendor frequently	10,000	Annual Savings	Collectively negotiate new contract with vendor for better rates than MDC	2013
DPW	Sharing of regional equipment	121,500	Project Savings	Prevents the Town from renting or purchasing specialty equipment (Tool Cat, Boom Lift, Asphalt Hot Box, Roadside Mower, Paving Box)	2013
DPW	Combining Uniform Contracts Highway/WPCA	2,080	Annual Savings	Used US Communities Cooperative Purchasing to secure best pricing	2021
Social Services	Utilization of over 100 volunteers	100,000	Annual Savings	Volunteers have worked approximately 3,880 hours	3+ Years
Social Services	Operating Assistance Grant from GHTD to support Dial-A-Ride	6,670	Annual Savings	Covers portion of the Dial-A-Ride program cost. Grant funds utilized as opposed to Town funds.	5+ Years
Social Services	CT DOT State Matching Grant for Elderly and Disabled Demand Responsive Transportation	34,050	Annual Savings	Provides additional "enhanced" transportation outside of traditional Dial-A-Ride. Grant funds utilized as opposed to Town funds	5+ Years
Social Services	Financial Support from the Darling Trust to offset cost of support to the Farmington Valley VNA	7,000	Annual Savings	Provides \$7,000 of the \$40,000 in public agency support. Trust funds utilized as opposed to Town funds.	5+ Years

Town of Simsbury and Board of Education Savings Initiatives

Department	Initiative Description	Estimated Project or Annual Savings	Annual or Project Savings	Efficiencies and Additional Relevant Information	Implementation Year
Social Services	Financial Support from the Darling Trust to offset cost of support to Meals-On-Wheels	7,000	Annual Savings	Provides support to the Meal-on Wheels Program. Grant funds utilized as opposed to Town funds. Grant funds utilized as opposed to Town funds.	5+ Years
Social Services	State of CT, DCF, Grant in support of the Youth Service Bureau	24,857	Annual Savings	Supports programs and services for our youth and their families. Grant funds utilized as opposed to Town funds.	5+ Years
Social Services	State of CT DOT Grant for 80% of the cost of a new bus for Dial-A-Ride	52,000	Project Savings	Provides 80% of the purchase price of a new vehicle for Dial-A-Ride	2021
Police	Reimbursement for Body Cameras	40,000	Project Savings	50% reimbursement compared to 30%. Mandated purchase by July 2022	2020
Police	Public Safety Radio System Replacement	1,000,000	Project Savings	Redundancy and use of current infrastructures by partnering with the Fire Department	2020
Police	Oxygen Supply Management	2,325	Annual Savings	Purchased own bottles. 5 year aggregate savings totals an estimated \$9,479	2019
Police	Active Threat Equipment	6,000	Annual Savings	Utilized Justice Assistance Grant. Grant funds utilized as opposed to Town funds.	2019
Police	BPVG - Ballistic Vest Purchases	5,124	Annual Savings	Required for new officers/replace every 5 years. 50% reimbursement trough federal grant	2018-2021
Police	AED Replacement	1,000	Project Savings	Wal*Mart Foundation Grant. Grant funds utilized as opposed to Town funds.	2018
Police	Hosting Training Courses	10,500	Annual Savings	Hosting training classes = free attendance	2016-2021
Police	Federal Ballistic Vest Grant	8,000	Annual Savings	Federal funding for a portion of our ballistic vests. Savings to continue as long as funding is in place - each year's funding varies on federal award	2015
Parks & Rec	Switch to Natural Gas heating at Simsbury Farms	6,000	Annual Savings	Lower heating costs at Clubhouse, Main Building. Apple Barn	2019
Parks & Rec	Conversion to LED lighting at tennis courts	Project in Progress - Forthcoming	N/A	Lower electric cost to use lights at tennis courts	2021
Parks & Rec	Conversion to LED lighting at SF Tennis Courts	Project in Progress - Forthcoming	N/A	Lower electric cost to use lights on Tennis Courts	2021
Parks & Rec	Conversion to LED lighting at Paddle Tennis Courts	Project in Progress - Forthcoming	N/A	Lower electric cost to use lights on Paddle Tennis Courts	2021
Parks & Rec	Replace Rink Control Panel	Project in Progress - Forthcoming	N/A	Increased efficiency of rink mechanical system	2021
Parks & Rec	Replace Rink Condensor Unit	Project in Progress - Forthcoming	N/A	Increased efficiency of Rink mechanical unit	2021
IT	Support & Maintenance	5,181	Annual Savings	Network Storage Maintenance	2021

Town of Simsbury and Board of Education Savings Initiatives

Department	Initiative Description	Estimated Project or Annual Savings	Annual or Project Savings	Efficiencies and Additional Relevant Information	Implementation Year
Assessor	Contracted work vs Full Time Hire	50,000	Annual Savings	Due to the high volume of new construction along with other misc improvements being permitted, the assistance of a field worker is crucial in capturing improvements completed to be assessed and taxed timely. An increase in the Grand List and increase in Tax Revenue. Time spent in the field was drastically reduced due to COVID	2020
Assessor	Business Personal Property Audits	55,500	Annual Savings	Implemented a Business Personal Property Program with an estimated return on investment of 4 to 1. Due to COVID pandemic, the FY19-20 audits were not completed as budgeted and our final ROI was to 4.75 to 1	2020
Assessor	Business Personal Property Online Filing	5,000	Annual Savings	The implementation of online filing of business personal property continues to improve the processing of paper filing. We currently invite 1/3 of our businesses to file online and estimate that 50% will be online filers within two years. This helps expedite the manual processing of paper filers.	2019
Assessor	Interface with Building Permit System	20,000	Annual Savings	The Assessor is working towards the implementation of an interface with the building departments permitting system. The outcome will be time saved in data entry that can be used towards other time sensitive tasks and a better reporting status of outstanding permits not assessed.	2021
Finance	Purchasing Cards	1,500	Annual Savings	Rebates are received from utilizing the cards, reduces the amount of checks cut and creates efficiencies in the Accounts Payable Process. Will be adding the BOE to this program and promoting use of the cards to increase rebate value.	2019
Finance/Town Manager/BOE	RFQ for Benefits Consultant	40,000	Project Savings	New Consultant was able to identify CT Prime was billing based on inaccurate head counts resulting in a refund to the Town. CT Prime sent the Town a bill for \$32K. Once Lockton researched, we received a refund of over \$8K.	2019
Finance/BOE Town Manager	New Acctig System Shared Database with BOE Police Pension Plan Restructuring	200,000 > \$1M	Project Savings Project Savings	Currently on two databases. If we had not combined the cost of the new system would have been much higher. Identified savings is over a 15 year period	2020 2020

Town of Simsbury and Board of Education Savings Initiatives

Department	Initiative Description	Estimated Project or Annual Savings	Annual or Project Savings	Efficiencies and Additional Relevant Information	Implementation Year
Town Manager/BOE	RFQ for Pension Plan Recordkeeping Services	-	N/A	There is no financial impact to the Town, however, there would be estimated savings of \$112/year to employees invested in the defined contribution plan and estimated savings of \$547/year to employees invested in the deferred compensation pension plans.	2020
Town Manager	Implemented Flexible Spending Accounts	Est \$5,000/year depending on participation	Annual Savings	<p>Saves on Employer Paid Payroll Taxes</p> <ul style="list-style-type: none"> • Police Officers – Two officers serve as School Resource Officers; the BOE funds 50% of the salaries and benefits for those two positions • IT – The IT Manager and IT Analyst provide service to the Board of Education central offices; the BOE funds 50% of the salaries and benefits for those two positions • Engineering – The department provides services to the Board of Education; the BOE supports the salary for one of the Engineering positions in the amount of \$20,000 • Field Maintenance – The Culture, Parks, and Recreation department provides field maintenance services for the schools; the BOE funds 100% of the salaries and benefits for two parks maintainers • DPW Maintenance Facility – The facilities maintenance staff for the Town and BOE share space at 66 Town Forest Road 	2019
Police/IT/Engineering/Parks/DPW	Shared Services with the Board of Education	Variable	Annual Savings		

Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, July 20, 2021 at 5:45 P.M.
Zoom Meeting/Simsbury Community Television Live Stream

PRESENT: Lisa Heavner, Arthur House, Robert Pomeroy, and Kevin Prell.

ALSO PRESENT:

Melissa Appleby, Deputy Town Manager, and Amy Meriwether, Director of Finance.

1. Call to Order - Establish Quorum

Ms. Heavner called the meeting to order at 5:49 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Ms. Heavner noted that Chairman Pomeroy was participating by phone and had asked her to Chair the meeting.

3. Simsbury Public Schools Lighting Upgrade Loan Agreements

Ms. Heavner with the Simsbury Public Schools Lighting Upgrade Loan Agreements stating that the Board of Finance is being asked to authorize the Finance Director, Amy Meriwether, to execute the multi-year appropriation agreements with Eversource for each of the three lighting upgrade projects as presented. Ms. Meriwether spoke about the project and said the Board of Education will be doing energy efficiency lighting upgrades at Simsbury High School, Tootin' Hills Elementary School, and Squadron Line Elementary School. She stated the cost for the upgrades will be paid for by the savings generated by these upgrades. She added the Connecticut Energy Efficiency Fund program is an interest free loan over a five- year period. There is no upfront cost for the Town, and the cost of the upgrade is paid through the savings on the monthly electric bills from Eversource.

MOTION: Mr. Prell made a motion, effective July 20, 2021, to authorize Finance Director, Amy Meriwether, to execute the agreements with Eversource for each of the three lighting upgrade projects as presented. Mr. House second the motion. All were in favor, and the motion carried unanimously.

4. State Department of Agriculture Funds for Meadowood Acquisition Supplemental Appropriation

Ms. Heavner mentioned that during the budget process they were presented with the Meadowood Project, which was in part, to be funded by grants. The Trust for Public Land was the applicant for the funds, but the grant funds are being received directly to the Town of Simsbury. A supplemental appropriation of \$877,500 is now required to appropriate the grant funds. This grant funding does not affect the Town's planned financial contribution to the acquisition.

MOTION: Mr. House made a motion, effective July 20, 2021, to approve the supplemental appropriation request for the Meadowood acquisition as presented. Mr. Prell second the motion. All were in favor, and the motion carried unanimously.

5. Approval of Minutes - June 15, 2021

The minutes from the June 15th Regular Meeting were approved as submitted.

6. Communications

Ms. Heavner spoke about the recent news report where CCM is pushing towns in CT to look for alternate sources of revenue. The report mentioned that property tax was heavily relied on, about 98%, and in many other communities the average is 72%. Ms. Heavner stated that if this change goes through it will require the Town to have more reserves. She said Moody's commented that Connecticut towns' reserves are lower than the national average because the property tax is relied on so heavily and that is considered a more stable revenue source. Ms. Meriwether added that the annual report sent out by Moody's is for accuracy review only and the town does not get to participate in the report content. She mentioned there was nothing in the report that was alarming, and it was standard in conjunction with what the bond advisor had presented on.

7. Adjourn

MOTION: Mr. House made a motion to adjourn the meeting at 5:56 P.M. Mr. Prell 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 - June 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	12	\$556,181	14	\$735,916	26	1,292,097			
Residential	92	\$2,738,079	148	\$957,725	240	3,695,804			
Totals	104	\$3,294,260	162	\$1,693,641					
					264	\$4,987,902	\$52,407	246	51