

**Town of Simsbury Board of Finance  
REGULAR MEETING MINUTES  
Tuesday, February 21, 2017 at 5:45PM  
Simsbury Town Offices – Main Meeting Room  
933 Hopmeadow Street, Simsbury, Connecticut**

**PRESENT:** Linda Schofield, Jeff Blumenthal, Derek Peterson, Robert Pomeroy, Kevin Prell, and Moira Wertheimer.

**ABSENT:** None.

**ALSO PRESENT:** Finance Director Sean Kimball, First Selectman Lisa Heavner, Simsbury Public Schools Business Manager Burke LaClair, Superintendent of Schools Matt Curtis, Henry James Memorial School Principal Brian White and other interested parties.

**1. CALL TO ORDER:**

Chairman Robert Pomeroy called the meeting to order at 5:45PM.

**2. PLEDGE OF ALLEGIANCE:**

All present stood for the Pledge of Allegiance.

**3. APPROVAL OF MINUTES – December 20, 2016:**

**MOTION:** Mr. Prell, Mr. Peterson second, to adopt the December 20, 2016 Minutes as submitted; unanimously approved.

For consideration for future Minutes, Mr. Pomeroy distributed an edited copy of the December 20, 2016 Minutes as an example of a more abbreviated form, focusing more generally on topics discussed.

**4. FINANCE DIRECTOR'S REPORT AND TOWN QUARTERLY BUDGET UPDATE:**

Finance Director and Treasurer Sean Kimball provided updated figures through December 31, 2016 in a Finance Director's Report. Major revenue items that are being monitored closely were noted. Those tracking unfavorably include Building Department fees and ECS (Education Cost Share). Others tracking favorably include conveyance tax, municipal revenue sharing and current and prior property taxes. His report also indicated that the Board of Selectmen's budget is projected to be on track by the end of the fiscal year.

The delay in the street light purchase closing, resulting in the Public Works budget overage, was reviewed and discussed.

Mr. Kimball noted that his Finance Director's Report will continue to include supplement appropriations as a placeholder for action to be taken before the end of the fiscal year.

**MOTION:** Ms. Schofield, Mr. Prell second, to amend the Agenda to move 6. *Update and Discussion on Governor's Proposed FY18 Proposed Budget* and 7. *FY18 Budget Calendar* ahead of 5. *Proposed Capital Projects Discussion*; unanimously approved.

## **5. UPDATE AND DISCUSSION ON GOVERNOR'S PROPOSED FY18 PROPOSED BUDGET:**

Town Attorney Bob DeCresenzo was present to discuss the legislative timeline, the statutory timeline, and how much flexibility contingency needs to be incorporated into this Board's calendar. Nothing that occurs relative to the state revenues changes the charge to this Board under the Charter, according to Attorney DeCresenzo. The governor's proposed budget was deemed the most likely worst case scenario. Shortly after the April 15, 2017 Income Tax filing deadline has passed and the Appropriations Committee has had the opportunity to meet, more details are likely to become clearer, according to Attorney DeCresenzo.

## **6. FY18 BUDGET CALENDAR:**

It was noted by Attorney DeCresenzo that in setting the FY18 budget calendar, consideration must be given to the referendum required by the charter in terms of providing enough time to get tax bills sent out. Consensus was that the mill rate has to be provided to the Tax Department by June 15<sup>th</sup> so that tax bills can be mailed out by June 23<sup>rd</sup>. It was noted that a referendum date of June 13, 2017 would result in the notice given of automatic referendum occurring on or about May 30, 2017 along with advertising in the newspaper five days prior as proscribed by the Charter (on or about May 25, 2017). Attorney DeCresenzo advised that either the 18<sup>th</sup> or 19<sup>th</sup> of May, 2017 are the last dates that this Board can adopt the budget and file it with the Town Clerk.

He also advised the Board that if they should err, it ought to be on the down side with more consideration being on the worst-case scenario. One option that may be considered is to budget a contribution from the Fund Balance that brings the mill rate that the Board deems optimal, according to Attorney DeCresenzo.

## **7. PROPOSED CAPITAL PROJECTS DISCUSSION:**

First Selectman Lisa Heavner reported that the Board of Selectmen have not yet taken a vote on the final capital projects. She noted that capital discussions will occur at the BOS meeting on March 4, 2017. She reminded the Board that at the October, 2016 meeting, options were laid out and that there was an indication from the Board of Finance for an updated Senior Center at a cost of about \$5M. An option has been pursued at Eno Memorial Hall with likely costs in the \$5M range and were noted as having been provided to this Board in their packets. She noted that additional costs of up to \$1M in relocation costs of SCTV would be an add-on to the Henry James project.

Mr. LaClair reported that the architect and professional cost estimator provided an estimate for Phase III at Henry James at a sum of \$22,825,000. The project's reimbursement costs were briefly discussed. Costs associated with moving SCTV were briefly discussed.

## **8. SHS SOLAR PROJECT AND APPROVAL OF BOE USE OF NON-LAPSING ACCOUNT:**

Mr. LaClair distributed information containing an update on BOE Spend to Save projects including an update on the solar project. His report highlighted updates on the following: delivery of the new propane-powered busses, installation of a fuel source for that, energy incentives received for the conversion to gas at Squadron Line and Tootin' Hills, energy improvements at Tarrifville School, and printer management within the schools.

**MOTION:** Ms. Schofield, Mr. Blumenthal second, to authorize an expenditure up to \$17,598 from the non-lapsing funds to pay for the vendor for the Simsbury High School solar project; unanimously approved.

**9. FY16 AUDIT (CAFR) DISCUSSION:**

It was noted that by the September, 2017 regular meeting, there will be a plan of action for all of the open accounts on older projects that ought to be closed out.

**10. DISCUSSION ON DEBT POLICY:**

Mr. Pomeroy reported that he reviewed the Board's policies online, taking note of when each was last reviewed. The Debt Policy was last revised in 1989. A target date of September, 2017 was set for the Board to consider. Ms. Wertheimer agreed to assume the lead on the revision work on that.

**11. OTHER ITEMS:**

Mr. Peterson has agreed to serve on the Pension Committee. Mr. Prell agreed to serve on the Facilities and Enrollment Task Force, wherein the next meeting was noted as April 4, 2017.

The recent email scam that the Town of Farmington fell prey to was briefly reviewed and discussed. Ms. Heavner noted that a Technology Task Force was created, having received a charge that includes reviewing the recommendations contained in the BlumShapiro analysis.

The schedule of budget meetings and hearings was reviewed and considered.

**12. ADJOURN:**

**MOTION:** Ms. Schofield, Mr. Blumenthal second, to adjourn at 7:25PM; unanimously approved.

**Respectfully submitted,**

**Pamela A. Colombie  
Commission Clerk**