

**Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, May 17, 2022, at 5:45 P.M.
Zoom Meeting/Simsbury Community Television Live Stream**

PRESENT:

Lisa Heavner, Arthur House, Derek Peterson, Robert Helfand & Linda Schofield

ALSO PRESENT:

Maria Capriola, Town Manager; Jason Casey, Director of Infrastructure & Technology; Michael Luzietti, Latimer Lane Principal; Wendy Mackstutis, First Selectman, and Tom Roy, Director of Public Works

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 opened the meeting stating Ms. Meriwether was unable to attend and asked to set aside the following agenda items for a Special meeting the following week:

- A. Setting of the FY 2022/2023 Mill Rate
- B. Town Quarterly Financial Report
- C. Board of Education Quarterly Financial Report
- D. Finance Director's Report
- E. Approval of Minutes

There was no objection, and the action carried.

3. Public Audience

Joan Coe, 26 Witcombe Dr., Simsbury spoke about the American Rescue Plan Act (ARPA) funds and asked that the Board of Finance obtain costs for future expenditures with each project. She stated the Board of Finance should evaluate all present and future expenditures to alleviate the tax burden on the residences and businesses of Simsbury.

4. Latimer Lane Project Update

Ms. Heavner provided an overview of the Latimer Lane project and noted they are not making a motion to approve a supplemental appropriation, but rather, commit that Simsbury has sufficient funds to cover the overage if it chooses to do so at a later time through the normal budget process or a supplemental appropriation. Mr. Casey elaborated by giving an overview of the project and said that in order to move forward with the bid process, the State requires that the Town demonstrate an ability to pay for the project prior to bidding it, and would go to referendum at a later date to request the actual money. He mentioned the reason for the bid is to get some real numbers associated with the project and from there, they can look at the different options for savings. The Board asked various questions which were addressed. A discussion followed on the timing of the project and the follow up referendum, and Mr. Casey confirmed construction on

the project should be starting around November 2022. Ms. Heavner mentioned the appropriation cannot be included in the November referendum and added they will monitor the situation. She said once the bids come in they will have a better idea as to whether it can wait until May 2023 or whether they need to go earlier.

MOTION: Mr. Peterson made a motion effective May 17, 2022, to assign \$1,364,624 of the Capital Reserve Fund to meet the State of CT's ability to pay requirement and move forward with the Latimer Lane Project bid process. Ms. Schofield seconded the motion. All were in favor and the motion carried.

5. Approval of the Tax Collector Suspense List

Ms. Heavner summarized that under the requirements of the CT General Statutes, Chapter 204 Local Levy and Collection of Taxes, section 12-165, the Board of Finance is required to approve the suspense list prepared by the Tax Collector, Colleen O'Connor. She noted that anything on the list, which is comprised mostly of regular and supplemental motor vehicle tax's totaling \$90,653.95, will be removed as an asset from the town. She added that this does not mean pursuit of collections will cease. These amounts will remain collectable for 15 years and names are published in accordance with State statutes.

MOTION: Ms. Schofield made a motion effective May 17, 2022, to approve the suspense list in the amount of \$90,653.95 and authorize Tax Collector, Colleen O'Connor to transfer these accounts to the Suspense Tax Book. Mr. Helfand seconded the motion. All were in favor and the motion carried.

6. Appointment of the Auditor for FY 2021/2022 Audit

Ms. Heavner provided an overview of the appointment of the Town of Simsbury current auditors for the FY ending 2021/2022 in accordance with Connecticut General Statutes (C.G.S 7-396 and 4-232).

MOTION: Mr. House made a motion effective May 17, 2022, to appoint CliftonLarsonAllen LLP as the Town of Simsbury's auditors for the fiscal year ending June 30, 2022. Mr. Peterson seconded the motion. All were in favor and the motion carried.

7. Supplemental Appropriation Request – Public Works Equipment Purchase

Ms. Heavner said this item was approved as part of the FY 22/23 budget and mentioned if the supplemental appropriation for this purchase is approved, the funds would become available in the current fiscal year and the capital item would be removed from the FY 22/23 budget. Money for the equipment will be taken from the Town Aid Road funds. Ms. Capriola and Mr. Roy provided further details to support the request for a new small front-end skid loader and outlined the associated savings. A conversation followed on the trade-in, filters and 1st year maintenance costs.

MOTION: Mr. House made a motion effective May 17, 2022, to approve a supplemental appropriation utilizing Town Aid Road funds for the purchase of a skid loader in the amount of \$80,750, in a transaction in which the town receives \$25,000 in trade-in refund to be returned to Town Aid Road funds. Ms. Schofield seconded the motion. A discussion followed. All were in favor and the motion carried.

8. Supplemental Appropriation Request – Farmington Valley Health District

This request was to approve \$100,056 in funding to be used for the purchase a vehicle to assist transporting vaccines, technology needs, communications work, and a community outreach worker. Ms. Heavner provided an overview noting these numbers had not been available during the budget process. She added the money is proportional based on the town's size. Mr. Peterson had questions on the continuation of the community outreach worker, the budget process and how other towns are addressing funds which were addressed by Ms. Capriola.

MOTION: Ms. Schofield made a motion effective May 17, 2022, to approve a supplemental appropriation for funding for the Farmington Valley Health District in the amount of \$100,056. Mr. House seconded the motion. The majority were in favor, opposed by Mr. Peterson. The motion carried by majority.

9. Supplemental Appropriation Request – Simsbury Community Media Studio Capital Improvements

Ms. Heavner provided an overview of the request for improvements noting that this was an item included in the FY 23/24 CNR plan. This work is being moved up to leverage private donations that will enable the work to be done in a timely fashion.

MOTION: Mr. Helfand made a motion effective May 17, 2022, to approve the supplemental appropriation for Simsbury Community Media Studio Capital Improvements in the amount of \$45,000 as presented. Mr. House seconded the motion. All were in favor and the motion carried.

Executive Session

The Board went into an Executive Session at 6:47 P.M. Present were Lisa Heavner, Arthur House, Derek Peterson, Robert Helfand, Linda Schofield, and Maria Capriola.

MOTION: Mr. House made a motion to move into Executive Session. Ms. Schofield seconded the motion. All were in favor and the motion passed unanimously.

The Executive Session ended at 7:37 P.M.

Adjourn

MOTION: Ms. Schofield made a motion to adjourn the meeting at 7.38 P.M. Mr. House seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,
Marion Lynott
Commission Clerk