

**Board of Finance  
TOWN OF SIMSBURY, CONNECTICUT  
REGULAR MEETING MINUTES  
Tuesday, June 15, 2021 at 5:45 P.M.  
Zoom Meeting/Simsbury Community Television Live Stream**

**PRESENT:** Lisa Heavner, Arthur House, Derek Peterson, Robert Pomeroy, Kevin Prell, and Linda Schofield.

**ALSO PRESENT:**

Maria Capriola, Town Manager; Cheryl Cook, SPIRIT Council; Tom Fitzgerald, Management Specialist; and Amy Meriwether, Director of Finance.

**1. Call to Order - Establish Quorum**

Mr. Pomeroy called the meeting to order at 5:47 P.M.

**2. Pledge of Allegiance**

All present stood for the Pledge of Allegiance.

Mr. Pomeroy opened the meeting by asking about the future of virtual town meetings. Ms. Meriwether reported that the Governor's order is up at the end of June, and in-person meetings are expected to resume in July. She added they will be testing hybrid meetings soon to see how the hybrid model works. Further details are still being worked through.

**3. Open Space (OSWA) Grant Supplemental Appropriation Request – Meadowood**

Ms. Capriola stated that in July 2020 the Board of Selectmen approved a grant to be submitted to the Open Space and Watershed Land Acquisition (OSWA) program. A grant award of \$400,000 was recently confirmed and now needs to be appropriated to the Meadowood capital project. Mr. Pomeroy asked how this money relates to the \$2.5M approved by the town to purchase the property. Ms. Capriola stated it did not affect the \$2.5M and will be additional funding towards the overall purchase price of \$6M.

**MOTION:** Mr. Prell made a motion, effective June 15, 2021, to approve the supplemental appropriation request for the Meadowood acquisition as presented. Ms. Heavner seconded the motion. All were in favor, and the motion carried unanimously.

**4. Library Boiler and HVAC Repairs Supplemental Appropriation Request**

Ms. Capriola explained that during the winter one of the boilers at the library had started to leak. Over the past few months Mr. Roy and his team have been evaluating the situation and determined the boiler to be repairable. Repair estimates totaled \$19,200, which includes additional funding to repair HVAC controllers as well as a small contingency. Ms. Meriwether recommended these repairs be funded through year-end savings. Mr. Peterson asked if there is a line item for HVAC repairs as opposed to being reactionary, and Ms. Capriola said she would ask Mr. Roy. Ms. Heavner asked why this wasn't budgeted for as part of the annual budget process. Ms. Capriola stated there was not a complete failure of the system and Mr. Roy spent a few months evaluating options for repair versus replacement which took time to work through. Ms. Heavner mentioned that requests of this nature, within departments which do not exceed the allocated appropriation, can happen internally without Board approval. Ms. Meriwether stated

she wanted to give the Board a heads up on how they are spending year end saving, consistent with past practice.

**MOTION:** Ms. Schofield made a motion, effective June 15, 2021, to approve the supplemental appropriation request of \$25,000 for the repair of the boiler and HVAC controllers at the Simsbury Public Library. Mr. Prell second the motion. All were in favor, and the motion carried unanimously.

#### **5. Economic Development Commission Supplemental Appropriation Request**

This item was tabled by the Board of Selectmen so Mr. Pomeroy did the same.

#### **6. SPIRIT Council Supplemental Appropriation Request**

Ms. Meriwether stated this request was brought forward during the FY22 budget process. It was removed during the budget process as recommended by the Board of Finance. It was requested year end savings be utilized to fund the project. Mr. Peterson had some questions on the amount, which were addressed, and Ms. Schofield asked about the process and timing for requesting year end savings. Ms. Meriwether confirmed that September is likely when year-end closeouts and transfers will be complete. Ms. Cook was asked to give an overview of the type of data that will be collected. She stated the SPIRIT Council has been tasked by the Board of Selectmen to work on a resolution declaring racism a Public Health crisis. Data on criminal justice, health equities, education, housing, and food security will be collected and evaluated based on how each of these items affects residents. The data will be confidential and secure as it is being managed by an outside vendor. Mr. Peterson asked about donations to help fund the data collection and Ms. Cook stated they are a town committee, not a 501c3, and unable to solicit donations. However, they are exploring grant opportunities when the opportunities arise.

**MOTION:** Ms. Schofield made a motion, effective June 15, 2021, to approve the supplemental appropriation for additional funding for the Simsbury SPIRIT Council in the amount of \$22,000 to support data collection and analysis efforts. Mr. Peterson seconded the motion. Discussion ensued. All were in favor, and the motion carried unanimously.

#### **7. Request to Establish a Special Revenue Fund – ARP Funds**

At the last Board of Finance meeting, Ms. Meriwether reported an estimated \$2.5M in ARP grant funding. However, this estimate has increased to \$7.5M which now includes the county allocation. Due to the large value of funding and timing of when funds can be incurred (thru December 2024), she is requesting to put the money aside into its own separate fund so it can be easily tracked. She also mentioned the Board of Selectmen does not have a list of projects this money will be used for. The Board of Selectmen just voted to establish a workgroup to work through options. Having a separate fund will allow the funding to roll forward each fiscal year and keep everything organized and transparent. She said the library ARP funds will go into this fund as well. The Board of Education utilizes their own grant fund. Mr. Pomeroy asked about regular reporting on the amounts spent and Ms. Meriwether stated updates will be included in the quarterly budget status reports.

**MOTION:** Ms. Schofield made a motion, effective June 15, 2021, to establish a special revenue fund for the recording of the anticipated American Rescue Plan funds. Ms. Heavner seconded the motion. All were in favor, and the motion carried unanimously.

### **8. Proposed Amended Defined Contribution Plan Investment Policy**

Ms. Meriwether reported that the policy was reviewed at the last Board of Finance meeting and needed further clarification from the town attorney on line item #3 (plan administrator duties) under “Assignment of Responsibilities”. She stated the town attorney did clarify the details around the plan administrator which has now been added back to the policy. Ms. Heavner said she was involved with the updates and agreed with the document.

**MOTION:** Ms. Schofield made a motion, effective June 15, 2021, to approve the amended defined contribution investment plan policy as amended. Ms. Heavner seconded the motion. All were in favor, and the motion carried unanimously.

### **9. Approval of Minutes - May 18, 2021**

**MOTION:** Mr. House made a motion, effective June 15, 2021, to approve the minutes of the May 18, 2021, Special Finance Meeting as presented. The motion was seconded by Mr. Peterson. All were in favor and the motion passed unanimously.

### **10. Communications**

#### **SAS114 Audit Communication Letter**

Ms. Meriwether stated the SAS114 communication is the annual letter provided by the auditors to the board of governance before they start the audit, outlining responsibilities of the auditors and management for the entirety of the audit. Ms. Heavner asked about them requesting to set up a meeting and said it would be helpful to meet as it’s a new auditor. Mr. Pomeroy clarified it’s still the same staff, but their letterhead changed and agreed it would be good to meet.

#### **April 2021 Building Department Report**

Mr. Pomeroy said the building activity still appears to be robust.

### **11. Adjourn**

**MOTION:** Mr. Peterson made a motion to adjourn the meeting at 6:19 P.M. Mr. House seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,

Marion Lynott  
Commission Clerk