

**Board of Finance**  
**TOWN OF SIMSBURY, CONNECTICUT**  
**REGULAR MEETING MINUTES**  
**Tuesday, August 17, 2021 at 5:45 P.M.**  
**Zoom Meeting/Simsbury Community Television Live Stream**

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

**ALSO PRESENT:**

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

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

Mr. Pomeroy called the meeting to order at 5:49 P.M.

**2. Pledge of Allegiance**

All present stood for the Pledge of Allegiance.

**3. Finance Director's Report**

Ms. Meriwether provided an overview of the Finance Director's Report, starting with the anticipated funds from the American Rescue Plan Act (ARPA). Since her last report it had been confirmed that the Town is expected to receive an additional County allocation of ARPA funds bringing Simsbury's total allocation to about \$7.5M. A workgroup has been formed by the Selectmen to determine how the money will be spent. They will be seeking feedback from various stakeholders, including the Board of Finance. Mr. Pomeroy added that there are specific guidelines around how the money can be spent, and he'd like this meeting on the agenda for September or October at the latest. Mr. Prell asked for the guidelines to be shared with the Board, and Ms. Meriwether said she will forward a PowerPoint she prepared on this.

Ms. Meriwether reported that a \$57,471 member's equity distribution has been received from CIRMA, their insurance provider for LAP (Liability/Auto/Property) Insurance, which exceeds budgetary estimates of \$27,500 by \$29,971.

Ms. Meriwether stated that there has been an overall increase in demand for contractor services which is causing a delay in completing some of the Capital projects. They have also seen an increase in material costs related to global shortages. There is no budgetary impact as of yet, but they are keeping an eye on it. There are also delays in the delivery of fleet vehicles due to the global chip shortage. Vehicles ordered in May are expected to be delivered around October.

Ms. Heavner asked about any unexpected revenue increase in conveyance taxes and Ms. Meriwether confirmed they have seen an increase due to the rise in the housing market, and said she will include numbers at the next Board of Finance meeting.

Mr. Pomeroy inquired about the next revaluation and Ms. Meriwether said it will be in 2022 and the Assessor is getting ready to post the Request for Proposal (RFP) for services.

#### **4. Proposed Draft Policy for Budgetary Transfers and Supplemental Appropriations**

Mr. Pomeroy stated that the proposed policy arose from questions in the past around process and timing of supplemental appropriations and budget transfers. He thanked Ms. Heavner and Ms. Meriwether on their hard work researching and drafting this policy.

Ms. Heavner provided an overview of the policy and Mr. Pomeroy said it should be reviewed and digested over the coming weeks, to be voted on at the next meeting in September. He asked for all questions, comments, and updates in relation to the policy to be sent prior to the next meeting.

Mr. Pomeroy asked Ms. Meriwether to do a quick inventory of all their policies for review at the next meeting.

#### **5. Town and Board of Education Savings Initiatives**

Mr. Pomeroy said they are asking Department Heads of the Board of Education and Town Officials to look for ways to spend money that would achieve cost savings in both the short and long term. He mentioned the Eversource purchase of street lighting as a posterchild for these kinds of projects.

Ms. Schofield mentioned that there were previous discussions around the Board of Finance and the public coming up with ideas to be included for review. Mr. Pomeroy agreed that any cost savings ideas or thoughts by the Board of Finance should be sent to him and Ms. Meriwether which will then be shared with the appropriate Boards.

Ms. Heavner asked about the health district, which received additional funds from participating towns. She said the Board of Finance previously requested the town to look into whether the health district was going to apply for FEMA funding, but there were concerns in relation to their administrative capacity. Ms. Heavner stated that FEMA does permit hiring a consultant to assist with the applications, and mentioned that some of the health district spending is eligible for FEMA. Ms. Meriwether said she will review with the Deputy Town Manager and provide an update.

Ms. Heavner asked about the status of the new position that was approved to start in the Assessor's office. Ms. Meriwether said the person hasn't been hired as of yet. Once hired, they will begin tracking savings associated with the new hire.

Ms. Schofield asked about the timing of the Tri-Board meeting in relation to the capital projects discussion and Mr. Pomeroy said nothing has been solidified. He added that for the meeting to be more productive he would like all Boards to each develop an agenda. Ms. Heavner said it would be helpful to get presentations in advance, so everyone has time to review and digest.

#### **6. Approval of Minutes - July 20, 2021**

The minutes from the July 20, 2021 Regular Finance Meeting were approved as submitted.

**MOTION:** Ms. Schofield made a motion to adopt the minutes from the July 20, 2021, Regular Board of Finance Meeting as submitted. Mr. House seconded the motion. All were in favor and the motion passed unanimously.

## **7. Communications**

Mr. Pomeroy said the June 2021 Building Department Report continues to be robust.

## **8. Adjourn**

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

Respectfully submitted,

Marion Lynott  
Commission Clerk