

**Simsbury Board of Finance
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Wednesday, August 21, 2018 at 5:45 P.M.
Simsbury Town Hall - Main Meeting Room
933 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Lisa Heavner, Kevin Prell, Linda Schofield, Moira Wertheimer

ALSO PRESENT: Melissa Appleby, Deputy Town Manager; Burke LaClair, Simsbury Schools Business Manager; Amy Meriwether, Director of Finance/Treasurer; and other interested parties

1. Call to Order - Establish Quorum

Acting Chairwoman Linda Schofield called the meeting to order at 5:45 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Approval of Minutes

• July 17, 2018

MOTION: Ms. Wertheimer made a motion to approve the Minutes as written. Ms. Heavner seconded the motion. All were in favor and the motion passed unanimously.

4. Purchasing Ordinance and Purchasing Policy Review

Ms. Meriwether noted the Purchasing Ordinance and Policy are up for review. She referred to draft revisions made to the Purchasing Ordinance and the proposed Purchasing Policy.

Discussion ensued regarding thresholds, indexing, bidding discretion, transparency and other points.

5. Audit Services Request for Proposal

Ms. Meriwether referred to the proposed draft Request for Qualifications (RFQ) for audit services for feedback from the Board, as well as, asked for a Board of Finance volunteer to assist with interviewing potential firms. The Board agreed Chairman Pomeroy or his designee would fill that role. Discussion followed regarding the purpose of the RFQ and automated systems available to towns.

6. Communications

• Budget Process Outreach

A comprehensive summary of outreach conducted as part of the FY18/19 budget process was prepared by Ms. Capriola and Ms. Appleby for the Board and was distributed before the meeting. Discussion followed, including email lists and the Town-wide mailer.

- **GFOA Award Letter**

The Town's comprehensive annual financial report (CAFR) for fiscal year 2017 qualified for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. This was acknowledged by the Board.

- **FY17 Annual Report**

Ms. Appleby noted The Town of Simsbury FY 2016-2017 Annual Report was shared with the Board prior to the meeting.

Mr. LaClair provided a school enrollment update to the Board. He noted the projected decline of just under 4,000 students may actually be a slight increase as of October 1. Kindergarten enrollment is higher in three different schools necessitating hiring three kindergarten teachers.

Ms. Schofield noted the previous finance director would give a report at these meetings and gave Ms. Meriwether an opportunity to provide an update. Ms. Meriwether reported she is rolling out her purchase order program. She added she will be working full-time starting next week and will be focusing on the audit.

Ms. Schofield noted a request during the budget process to provide some funding to the Volunteer Ambulance Association. She asked that an update on next steps be given at some point.

7. Adjourn

MOTION: Ms. Heavner, Ms. Wertheimer second, to adjourn at 6:25 P.M.; unanimously approved

Respectfully submitted,

Karen Haberlin
Commission Clerk