

**Simsbury Board of Finance
TOWN OF SIMSBURY
SPECIAL MEETING MINUTES
Monday, December 3, 2018 at 6:00 P.M.
Simsbury Public Library - Program Room
725 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Lisa Heavner, Robert Pomeroy, Kevin Prell, Linda Schofield

ALSO PRESENT: Melissa Appleby, Deputy Town Manager; Sean Askham, Board of Selectmen; Todd Burrick, Board of Education; Maria Capriola, Town Manager; Cheryl Cook, Board of Selectmen; Matthew Curtis, Simsbury Schools Superintendent; Chris Kelly, Deputy First Selectman; Burke LaClair, Simsbury Schools Business Manager; Amy Meriwether, Director of Finance/Treasurer; Mike Paine, Board of Selectmen; Chris Peterson, Board of Selectmen; Lydia Tedone, Board of Education; Jeffrey Tindall, Board of Education; Eric Wellman, First Selectman; Tara Willerup, Board of Education Chair; and other interested parties.

1. Call to Order - Establish Quorum

Chairman Pomeroy called the meeting to order at 6:02 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Tri-Board FY2019/20 Budget Discussion

Mr. Pomeroy welcomed the Board of Selectmen and Board of Education and began the discussion with a Board of Finance Powerpoint presentation. Topics included: State of the State; Simsbury Grand List Estimates for FY20, 21 & 22; FY19/20 Town Operating Projections; and FY19/20 Education Operating Projections. FY19/20 Operating Budget Guidance was given with a cap on operating expenditures at 2.72% for the BOS and 2.00% for the BOE. Further topics included projected Mill Rate and Tax increases; Capital Budget Planning for FY20-24; and Other FY19/20 Budget Considerations. Mr. Curtis thanked Mr. Pomeroy and referenced the Background Information included in the meeting packet, noting the Budget Priorities outlined. He added there will be a significant decline in enrollment at the High School, which should help move fixed costs down. Ms. Capriola reported areas of focus include budget development, resource allocation and service level priorities. Areas of need noted were MS4 Permit Requirements, finance staffing, and structural deficiencies in the Parks & Recreation Special Revenue Fund. Discussion ensued.

4. Approval of Minutes - November 13, 2018

The November 13, 2018 Minutes include the following change:

- Under Call to Order, the text should read, "Vice Chair Schofield called the meeting to order at 5:45 P.M."

MOTION: Ms. Schofield made a motion to approve the Minutes as amended. Mr. Prell seconded the motion. All were in favor and the motion passed unanimously.

5. Finance Director's Report

Ms. Meriwether reported on the implementation of Flexible Spending Account Plans. In addition, she detailed grants and donations received over the last several months.

6. Proposed Capital and CNR Policy

Mr. Pomeroy began discussion on management recommendations of funding remaining balances owed to the FY2015/16 - FY2017/18 CNR funds and transferring additional funds into the Capital Reserve Fund to be used in future budget years as a way to implement a cash to capital program. Discussion followed. Mr. Pomeroy noted further discussion is needed.

7. Proposed 2019 Meeting Dates

MOTION: Mr. Prell made a motion, effective December 3, 2018, to adopt the 2019 regular meeting schedule as presented. Ms. Heavner seconded the motion. All were in favor and the motion passed unanimously.

8. Proposed Defined Benefit Plan Investment Policy

Mr. Pomeroy tabled this item to a future meeting.

9. Pension and OPEB Plan Assumptions

Mr. Pomeroy opened discussion on the topic and how to proceed. Discussion followed. It was agreed this will be further discussed.

10. Proposed Tax Abatement

Mr. Pomeroy referenced Ms. Meriwether's Agenda Submission Form on the Proposed Tax Abatement, 690 Hopmeadow Street. Ms. Capriola provided background information. Discussion ensued.

11. Adjourn

MOTION: Ms. Heavner, Mr. Prell second, to adjourn at 7:55 P.M.; unanimously approved

Respectfully submitted,

Karen Haberlin
Commission Clerk