

# TOWN OF SIMSBURY – BOARD OF SELECTMEN REGULAR MEETING MINUTES – MARCH 9, 2023

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## **CALL TO ORDER**

The Regular Meeting of the Board of Selectmen was called to order at 5:30 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: First Selectman Wendy Mackstutis; Deputy First Selectman Amber Abbuhl; Board members Chris Peterson, Eric Wellman, and Sean Askham. Others in attendance included: Management Specialist Tom Fitzgerald; Finance Director/Treasurer Amy Meriwether; Deputy Finance Director Kelsey Chamberlain; IT Director Rick Bazzano; Town Clerk Trish Munroe; Registrar of Voters Karen Cortes and Susan Salina; Director of Social Services Kristen Formanek; Director of Community Planning and Development George McGregor and other interested parties.

## **PLEDGE**

Everyone stood for the Pledge of Allegiance.

## **PUBLIC AUDIENCE**

- Participants can address the Board of Selectmen in person at the meeting
- Email [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov) by 4:30 p.m. on Wednesday, March 8, 2023 to address the Board of Selectmen live through Zoom
- Written comments can be emailed to [townmanager@simsbury-ct.gov](mailto:townmanager@simsbury-ct.gov). Written comments will not be read into the record, but will be forwarded to all Selectmen via email

There was no one for Public Audience.

## **OVERVIEW OF BUDGET**

- Revenues and Budgeting Assumptions (Tab 2)

Ms. Meriwether said the grand list numbers were updated. They are up almost 27% or 22.4 M in revenue. She said motor vehicle is up 5.06% and personal property is up 0.59%. She said there has been a huge market boom and new growth of 2.45%. The Median home values are changed and there is an impact with the revaluation. She showed a chart of the grand list changes over 20 years. She also showed a chart of the median home value changes since 2019.

## **GENERAL GOVERNMENT DEPARTMENTS**

- Town Clerk (Tab 8)
  - Registrars/Elections (Tab 7)

Ms. Munroe went through General Government/Town Clerk's budget. She said there are three full time employees in that department and two registrars. Their FY 23/24 budget is \$268,007, which is a 7.18% increase. Salaries have increased along with office supplies. They have applied for the CT State Library Historic Documentation Preservation Grant to continue to bind records to protect unbound records.

Ms. Cortes said there are three bills under consideration for voting and there is no State funding for them. There is \$159,736 for programs for the operating budget, which is a 1.7% increase. There is legislation to remedy absentee ballot that are not completed correctly, which causes a lot of issues.

• **IT (Tab 11)**

Mr. Bazzano gave a list of his critical items that are needed. He said their budget went up 5.28% or \$520,713 for their proposed operating budget. A lot of this has to do with contractual services and increase to the general wages.

For CNR they are looking for computer replacements for \$30,240, network switches for \$42,000 (critical), Network storage and virtual environment \$35,000, and service infrastructure equipment for \$9,110. CNR is the usual payback method for proposed IT projects.

• **Finance**

Ms. Chamberlain said the Finance service budget went up to \$1,252,663 or 14.62%. Finance includes a new position for 25.68%; tax collection increase 3.37%; accessors increase 7.06%, which includes a shared service with the Board of Ed (70/30 split); and Board of Finance increase of 14.74% mostly for the audit.

Ms. Chamberlain said the CNR project is for \$50,000, which is for a fraud risk assessment recommended by the auditors.

• **Town Manager's Office/General Government/Legal (Tab 4)**

Mr. Fitzgerald said general government was \$125,716 or down .079%. He said this budget includes tuition reimbursements for employees, except for the Police Dept.; copy and printing; Town Hall telephone; training and development; and postage for all departments excluding special revenue and WPCA.

Mr. Fitzgerald said the Board of Selectmen/Community Services budget increased 2.77%. This includes the budget mailer, public agency support, the First Selectman's stipend, clerks, legal notices, dues, etc.

Mr. Fitzgerald said outside agency support includes grants not budgeted through Community and Social Services and Economic Development. There are two new requests this year, which will be discussed on Saturday.

Mr. Fitzgerald said the contribution to the Farmington Valley Health District health shows a slight increase of 1.19% due to per capita assessment. Insurance has a slight increase of 1.38%, which includes liability, W.C, cyber, etc. He said the health insurance fund has a stable position. It is projected to be 21% of expected claims for FY 23/24. Pension/OPEB interest rate assumption remains unchanged at 6.5%. The Board of Education and OPEB plans are fully funded.

Mr. Fitzgerald said the CNR projects include a Charter Revision for \$45,000; employee satisfaction survey for \$20,000, and a Town tourism map \$58,250. These projects support the Board of Selectmen's adopted goals.

**Community Development**

• **Planning (Tab 12)**

Mr. McGregor said his proposed operating budget shows an increase of \$30,054 or 4.34%. Planning and Community Development has an increase of 4.48% with Building showing 4.16% increase. He went through his planning process for the Tariffville area and said they are part of the Board of Selectmen adopted goals.

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Mr. McGregor said proposed service improvements include a Deputy Building Department Official – add of two work days as the shared agreement with Bloomfield has ceased. We have an increased level of inspection now. There would be a 50% decrease in part-time inspectors, which would net a \$20,488 increase. He said he is trying to get other revenue opportunities with our neighbors.

**Community Services**

· **Social Services (Tab 12)**

Ms. Formanek said the proposed operating budget is \$746,008 or an increase of 2.3%, which includes administrative services 2.61%, the senior center 2.28% and senior transportation (Dial-a-ride) 1.59%, which is contractual. She said this is the first year for the food pantry space and the fund is offset by trust fund revenue. There is a grant revenue of \$40,720 to offset the Dial-a-ride program.

There is a small increase in minimum wages for the part-time salary at the Senior Center. The Tuesday and Wednesday lunch programs are offset by revenues from the Belden Trust. She said there is a small increase in travel reimbursement due to acquiring more staff, the cost of gas, and staff being aware that they can be reimbursed.

Ms. Formanek said they had a craft room at Eno but is it pretty old, etc. and she would like to get new tables and cabinets and make it a multi-purpose room. They are planning on using Gelert funding for this project.

**ADJOURN**

After discussion, Mr. Wellman made a motion to adjourn at 7:02 p.m. Mr. Askham seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Kathi Radocchio  
Clerk