

Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

May 15, 2018

Ericka Butler
Town Clerk
Simsbury, CT 06070

Dear Ms. Butler:

A **Special Meeting** of the Board of Finance will be held at **8:30AM** on **Thursday, May 17, 2018**, in the Main Meeting Room of Town Hall, 933 Hopmeadow Street, Simsbury, Connecticut.

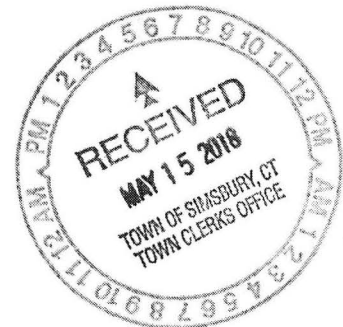
The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Executive Session - Personnel in Accordance with Connecticut General Statutes - §1-200(6)(a),
Director of Finance/Treasurer Appointment
4. Director of Finance/Treasurer Recommendation
5. Approval of Minutes for May 1, 2018
6. Adjourn

Yours Truly,

Robert Pomeroy (MEC)

Robert Pomeroy
Chairman





Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

BOARD OF FINANCE MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Recommended Appointment of Finance Director/Treasurer
2. **Date of Board Meeting:** May 16, 2018
3. **Individual or Entity Making the Submission:** Maria E. Capriola, Town Manager *Maria E. Capriola*

4. **Action Requested of the Board of Selectmen:**

If the Board of Finance concurs with the recommendation of the Town Manager to appoint Amy N. Meriwether as Finance Director/Treasurer, the following suggested motion is in order:

Move, to endorse the Town Manager's selection of Amy N. Meriwether as the preferred candidate for the Director of Finance/Treasurer position. Further move to recommend to the Board of Selectmen the appointment of Amy N. Meriwether to the position of Director of Finance/Treasurer effective June 26, 2018, with an annual starting salary of \$134,900 and employment-related benefits assigned to that position.

5. **Summary of Submission:**

Following the announcement of Sean Kimball's planned resignation from service, a recruitment process was initiated to find his replacement. Due to a limited pool of qualified candidates, and in consultation with the Board of Finance Chair, I re-opened the search in mid-April. Finalists participated in first and second round interviews with stakeholders including: the Town Manager and Deputy Town Manager; Board of Finance members; the First Selectman; the Board of Selectman liaison to the Board of Finance; the leadership team; departmental staff; the Superintendent and School Business Manager; and external Finance Directors. Additionally, finalists were required to complete writing samples and a DISC assessment, which evaluates how an individual's characteristics and traits impact their work and leadership style. From that process, a preferred candidate emerged.

I have identified Ms. Amy N. Meriwether as the preferred candidate for the Director of Finance/Treasurer position. Ms. Meriwether currently serves as the Accounting Manager/Treasurer for the Town of Mansfield, where she has served in that capacity for nearly five years. She currently works in a long-standing shared services department, and provides financial management service to the town, the Mansfield Board of Education, Regional School District #19, the Eastern Highlands Health District, and three non-profit entities. She has served as the financial agent for Regional School District #19 and the Eastern Highlands Health District, and directly supports those boards. Prior to her tenure in Mansfield, she was an auditor and senior accountant with

Blum Shapiro and was a staff accountant in the private sector. She holds an associate's degree in accounting from Johnson and Wales University and a bachelor's degree in accounting from Rhode Island College.

Ms. Meriwether is available to begin work on a part-time basis on June 26th. She is able to begin work full-time on August 27th. Christine Hutton, our Interim Finance Director/Treasurer is able to remain on staff on a limited basis during the transition.

Pursuant to the Charter, "prior to appointing or removing the Director of Finance-Treasurer, the Town Manager shall also consult with and obtain the approval of the Board of Finance." Final appointing authority for the Director of Finance/Treasurer lies with the Board of Selectmen.

I will recommend to the Board of Selectmen an annual starting salary of \$134,900 for Ms. Meriwether. Based on feedback received from Finance Directors in other council-manager towns that I consulted with, I believe our initial posted salary was too low to be competitive and that this is a fair starting salary. I will also recommend that the offer be conditional based upon Ms. Meriwether successfully passing a background check. Ms. Meriwether would receive employment related benefits assigned to the Director of Finance/Treasurer position and would be a non-union employee.

6. Financial Impact:

The proposed starting annual salary is approximately \$10,000 more than budgeted for FY 18/19. This week we identified over \$7,000 in savings towards next year's budgeted contribution to North Central CMED. Additionally we are anticipating \$670,000 in additional state revenue than was budgeted.

7. Description of Documents Included with Submission:

a) Letter of Interest and Resume, A. Meriwether

Amy Meriwether

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

April 24, 2018

Human Resources
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

To Whom it May Concern,

I wanted to express my interest in the Director of Finance/Treasurer position with the Town of Simsbury. I am delighted at the prospect of working with a town that will continue to allow me to grow professionally. I received my bachelor's degree from Rhode Island College and currently preparing to further my education in the governmental field.

As of present I am working for the Town of Mansfield where I have been able to refine my governmental accounting and analytical skills around financial reporting not only related to the town itself but also related to boards of education, health districts and non-profit entities. I have also spent a great deal of time in the private sector. From this experience I have been involved in the auditing, day to day processes and accounting transactions relevant to financial reporting.

I am confident that the combination of my public and private industry accounting background has prepared me well for making a strong contribution to the Town of Simsbury. I understand the level of professionalism, communication and work ethic required for long-term success.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the available position with you and to provide further information on my candidacy.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Amy Meriwether

AMY MERIWETHER

PROFESSIONAL EXPERIENCE

Town of Mansfield, Mansfield, CT

7/13 – Present

Accounting Manager/Treasurer (7/13 – Present)

- Performed Accounting Manager/Treasurer functions for the following entities: Town of Mansfield, Mansfield Board of Education, Region School District 19, Eastern Highlands Health District, Mansfield Downtown Partnership (Non-profit 501c3), Mansfield Discovery Depot (Non-profit 501c3) and EO Smith Foundation (Non-profit 501c3) as Mansfield is a shared services town.
- Responsible for managing the payroll, accounts payable and accounting functions.
- Supervise and mentor (1) Payroll Administrator, (2) Accounts Payable Clerks and (2) Accountants.
- Able to perform each function of the department in the event of employee absence.
- Review and approve all purchase orders, check runs, fixed assets, journal entries, billings and reconciliations completed by staff.
- Develop new policies and procedures for the finance department as necessary. Also, reviewed policies and procedures already in place upon being hired and made recommendations to eliminate bad practices (ie elimination of stamped signatures).
- Monitor finance department policies and procedures in place to ensure compliance.
- Monitor all bank accounts and cash flow.
- Record various quarterly and year-end journal entries.
- Prepare quarterly and year-end financial statements.
- Reconcile between finance department and parks & recreation account systems.
- Analyze all account balances in all funds to ensure accuracy.
- Developed and implemented more efficient and streamlined processes within the department.
- Presented at Board meetings when the Finance Director was unable to attend.
- Serve as financial agent for the Regional School District 19 and Eastern Highlands Health District. Solely responsible for attending and presenting at Board meetings and reporting back to the Finance Director.
- Prepare Requests for Proposal for financial services (ie Auditing Services, Payroll Services etc)
- Assisted Superintendent with the preparation of the FY18/19 budget for the Regional School District 19.
- Prepare the IRS required 990 Tax Return for the Mansfield Discovery Depot.
- Assisted auditors with the implantation of the uniform chart of accounts.
- Assist the auditors with preparation of the comprehensive annual financial reports.
- Presented audited financial statements (including any single audits) to the Regional School District 19 and Eastern Highlands Health District Boards when auditors were unable to attend meeting dates.

BlumShapiro, West Hartford, CT

1/09 – 7/13

Auditor, Senior Accountant (7/11– 7/13)

Auditor, Staff Accountant (1/09 – 6/11)

- Perform certified audits, reviews and compilations for an array of clients within the governmental, not for profit, automotive and business services industries. Audits include financial statements and internal controls.
- Responsibilities include planning, fieldwork and wrap-up of audit engagements and special projects.
- Developed a solid understanding of Generally Accepted Accounting Principles, internal controls, and best practices.
- Developed a solid understanding of modified accrual accounting, specifically related to governmental entities, versus full accrual accounting.
- Prepare and/or review audited financial statements and footnote disclosures to ensure compliance with GAAP and regulatory requirements. Prepare disclosure checklists and audit findings reports for management review.
- Analyzed and reported on documentation of material assets, liabilities, equity, income and expenditures.
- Perform balance sheet compliance, substantive tests and analytic review of accounts.

- Perform analytic review of income statement accounts.
- Prepare year-end accounting adjustments/journal entries.
- Identify and research accounting, audit and business risk issues including revenue recognition, leases, and related party transactions, among others.
- Interview clients about day-to-day operations to identify any possible control weaknesses. Review internal control systems and business cycles to identify accounting control deficiencies.
- Performs general bookkeeping for clients; gather trial balance and create financial statements for clients.
- Supervise and mentor interns and manage 1-3 staff level auditors on multiple engagements.
- Built and maintain strong client relationships and assist clients with day to day questions and concerns, researching accounting and tax issues.
- Perform single audit testing of federal and state grants in accordance with Governmental Auditing Standards (GAS). Prepared the federal and state single audit report for management review, including the write up of any findings.
- Make testing determinations and audit support documents in accordance with OMB Circular A-133 audit and State Single audits.
- Responsible for the development and tracking of audit budgets.
- Utilize Excel, and other accounting software for audit and client purposes.
- Performed tax preparation of form 990's. With regards to non profits, performed unrelated business income tax returns and prepared state forms for MA, CT and NY. With regards to for profits, have been involved with S Corp returns.

Norwood Motor Group/Balise Auto, Warwick, RI
Staff Accountant (6/98 – 1/09)

6/98 – 1/09

- Reported to the Office Manager and partnered with the Controller on special projects. Responsible for various accounting duties including month end close, maintaining accounting schedules, accounts payable, accounts receivable, journal entries and bank reconciliations among others across three franchise locations.
- Performed financial bank reporting and expedited to the appropriate bank.
- Maintained and posted inventory, prepared paperwork for registering sold vehicles and billing sold units.
- Paid off customer trade in loans, put vehicles on floor plan and paid them off as needed.
- Established and maintained the contracts in transit list and problem registration list.
- Posted deals and paid commissions to sales personnel.
- Tracked and posted bank fundings for outstanding contracts and interest on bank accounts.
- Maintained and reconciled performance tracking system to calculate finance managers paychecks.
- Trained incoming employees in a variety of accounting positions.
- Proficient in both ADP and Reynolds and Reynolds automotive accounting systems.

EDUCATION and SKILLS

Rhode Island College, Providence, RI
Bachelors in Accounting, 9/04 – 5/08

Johnson and Wales University, Providence, RI
Associates in Accounting, 9/02 – 5/04

Microsoft Word, Excel, PowerPoint, Outlook, ADP, Reynolds & Reynolds automotive accounting system, ProSystem fx Engagement, ProSystem fx Tax, ProSystem fx Fixed Assets, Monarch Pro, Adobe, Citrix Web Interface, Go File Room, ADMINIS Unified Account System, and OPENGOV.

**Simsbury Board of Finance
TOWN OF SIMSBURY
SPECIAL MEETING MINUTES
Tuesday, May 1, 2018 at 8:15 P.M.
Henry James Middle School – Cafeteria
155 Firetown Road, Simsbury, Connecticut**

PRESENT: Chairman Robert Pomeroy, Lisa Heavner, Derek Peterson, Kevin Prell, Linda Schofield.

ALSO PRESENT: First Selectman Eric Wellman; Board of Selectmen members: Sean Askham and Michael Paine; Town Manager Maria Capriola; Deputy Town Manager Melissa Appleby; Superintendent of Schools Matt Curtis; School Business Manager Burke LeClair; and other interested parties.

1. Call to Order

Chairman Pomeroy called the meeting to order at 8:15 p.m.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Approval of Minutes

- a. **March 28, 2018**
- b. **April 5, 2018**
- c. **April 9, 2018**

This item was tabled.

4. Budget Referrals to Board of Selectmen and/or Board of Education (*agenda item needed if all or part of the budget referendum fails*)

Mr. Pomeroy noted that all four referendum questions passed.

5. Set the Mill Rate for FY 18/19

Mr. Pomeroy read the referendum results into the record:

- Question #1 (Board of Selectmen budget): 1,364 in favor, 273 opposed
- Question #2 (Board of Education budget): 1,273 in favor, 370 opposed
- Question #3 (Sewer Use Fund, Residential Rental Properties, Simsbury Farms/Special, Non-Public Schools, Debt Retirement/Capital and Capital Non-Recurring budgets): 1,318 in favor, 312 opposed
- Question #4 (Henry James Middle School renovations): 1,105 in favor, 539 opposed

Mr. Pomeroy indicated that Town staff presented three mill rate scenarios, based on various state aid assumptions for FY19. Scenario 1 reflects all budgeting assumptions discussed by the Board

of Finance and advertised in the legal notice, including the Governor's proposed figures from February for state aid. This produces a mill rate of 36.42. Scenario 2 reflects guidance received from CCM regarding revised data that is now available for calculating ECS. This would slightly alter the Governor's proposed figures from February. In Scenario 2, the ECS figure is reduced by \$82,217, which would result in a mill rate of 36.45. Scenario 3 includes the latest Democratic and Republican proposals, which reflect an ECS figure that is \$637,411 higher than budgeted, and \$719,628 higher than the revised figured in Scenario 2. This would results in a mill rate of 36.15.

There was consensus around using the original assumptions that were advertised in the legal notice. There was discussion regarding the potential for ECS to be higher than budgeted; if that were to occur, the excess revenue would go to the General Fund.

Mr. Pomeroy noted that the adopted mill rate will apply to all property, including motor vehicles.

MOTION: Mr. Pomeroy made a motion, effective May 1, 2018, to set the mill rate for Fiscal Year 2018-2019 at 36.42 mills. Mr. Prell seconded the motion. All were in favor and the motion passed.

6. Adjourn

MOTION: Mr. Prell made a motion to adjourn at 8:35 p.m. Ms. Schofield seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Melissa Appleby
Deputy Town Manager