

Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

December 14, 2023

Trish Munroe
Town Clerk
Simsbury, CT 06070

Dear Ms. Munroe:

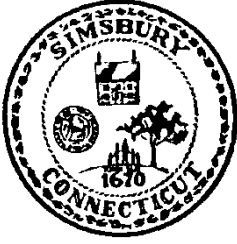
A **Regular Meeting** of the Board of Finance will be held at **6:00 PM**, on **Tuesday, December 19, 2023**, in the Program Room of the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Fiscal Year 2024/2025 Budget Discussion with the Board of Selectmen and Board of Education
 - Fixed Cost Review, Board of Finance Presentation, Capital Review, Draft Budget Calendar (Pages 1-35)
4. Finance Director's Report (Pages 36-41)
5. Election of Chair, Vice Chair and Retirement Plan Sub-committee appointments
6. Board of Finance Rules of Procedures (Pages 42-44)
7. Proposed 2024 Meeting Dates (Pages 45-46)
8. Approval of Minutes
 - November 14, 2023 (Pages 47-51)
9. Adjourn

Lisa Heavner
Chair

Board of Finance Meeting Schedule:
1/16/24



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Fiscal Year 2024/2025 Budget Discussion with the Board of Selectmen and Board of Education – Fixed Costs Review

2. **Date of Board Meeting:** December 19, 2023

3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director

4. **Action Requested of the Board of Finance:**
None

5. **Summary of Submission:**
The following fixed costs for the Town and Board of Education have been identified and calculated below:

	FY24	FY25	\$ Increase	% Change Over Total FY24 Budget
Town				
Salaries & Benefits	13,664,017	13,944,598	280,581	1.02%
Contingency	382,735	312,845	(69,890)	-0.25%
Health Insurance	3,648,395	3,757,846	109,452	0.40%
Pension	2,276,107	2,497,000	220,893	0.80%
Utilities	753,059	792,751	39,692	0.14%
LAP	248,404	255,856	7,452	0.03%
Total Town	20,972,717	21,560,897	588,180	2.13%

	FY24	FY25	\$ Increase	% Change Over Total FY24 Budget
Board of Education				
Salaries & Benefits	57,176,214	59,678,545	2,502,331	3.04%
Contingency	249,776	134,854	(114,922)	-0.14%
Health Insurance	11,480,824	11,825,249	344,425	0.42%
Pension	1,696,330	1,470,000	(226,330)	-0.28%
Utilities	1,559,815	1,696,462	136,647	0.17%
LAP	552,170	568,735	16,565	0.02%
Total Board of Education	72,715,129	75,373,845	2,658,716	3.24%
Debt Service	7,806,810	8,915,868	1,109,058	0.91%
Total of All Fixed Costs	101,494,656	105,850,609	4,355,954	3.58%

Total fixed costs, including the Town, Board of Education, and Debt Service are projected to increase by 3.58% over the current year budget.

Fixed costs for the Town are projected to increase by 2.13%. With four of the Town's collective bargaining agreements set to expire on June 30, 2024, anticipated general wage increases for the positions in those groups are included in contingency rather than the salary line. In regards to health insurance, Lockton, our benefits consultant, provided a preliminary estimate of 3.0% over the current year.

The Town contingency line is projected to decrease 0.25% over the current year. The FY24 contingency included several one-time expenses that are not included in the FY25 contingency line, including a new position, early voting expenses, and one-time salary adjustments. The FY25 contingency line includes projected general wage increases for four collective bargaining units.

The projected increase in pension is based on estimates provided by our actuary, Milliman.

Utilities for the Town are expected to increase by 0.40%. This reflects flat rates for gasoline, diesel, water and sewer, a 12.50% increase in electric, and a 4.0% increase in natural gas.

Due to our rate stabilization agreement with CIRMA, the insurance premium for our liability-auto-property policy will not exceed 3.0%. Final premiums are not determined until later in the spring.

Total fixed costs for the Board of Education are projected to increase by 3.24% over the current year. Salaries and benefits are projected to increase by 3.04%.

The Board of Education contingency line is projected to decrease by 0.14% over the current year. The FY24 contingency included projected settlements for a large collective bargaining unit and unaffiliated employees, while the FY25 contingency line includes projected general wage increases for one small collective bargaining unit and unaffiliated employees.

Projected changes in benefits, pension, utilities, and LAP insurance are consistent with those noted above for the Town.

Debt service is projected to increase by 0.91% over the current year budget. This is primarily due to the debt service related to the Latimer Lane renovation. If debt service is not factored in, the total fixed costs for the Town and Board of Education would reflect an increase of 2.67%.

6. Financial Impact:

Noted above

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Fiscal Year 2024/2025 Budget Discussion with the Board of Selectmen and Board of Education – Initial Budget Guidance

2. **Date of Board Meeting:** December 19, 2023

3. **Individual or Entity Making the Submission:**
Lisa Heavner, Board of Finance Chair

4. **Action Requested of the Board of Finance:**
The following draft motion is proposed for consideration or amendment by the Board of Finance:

Whereas, the budget development process for FY 2024/2025 is in its initial stage; and

Whereas budgets have not been finalized, discussed, or approved by the Boards of Selectmen and Education; and

Notwithstanding that information and updated estimates may be presented to all boards in the next few months and such information and estimates may result in the Board of Finance's changing the initial guidance given in December;

Move, effective December 19, 2023, to approve the following initial guidance to the Boards of Selectmen and Education for FY 2024/2025 budget development:

FY 2025 Budget Policies

Consistent with guidance in prior years, bonding rating agency recommendations, professional advisors, and municipal budgeting best practices, the Board of Finance adopts the following FY 2024/2025 budgetary policies to be incorporated into the FY 2024/2025 budget and to ensure the long-term fiscal health of the town:

FY 2024/2025 Budget Policies	
General Fund unassigned reserves	15.50%
Debt service	Target 7% or below, not to exceed 8% of the operating budget
Pension/OPEB Investment assumption	6.50%
Health insurance fund reserves	20-25% of expected claims. May use 1/3 of excess reserves over 25% to reduce FY 2024/2025 health insurance costs
Tax collection assumption rate	98.50% (conservative budgeting)
Bonding term	10-year bonds for FY 2024/2025 projects, not to exceed the life of the project
Operating & Capital budgets	Objective budgeting for operating and capital budgets, with any contingency clearly identified. Objective budgeting forecasts expenditures as accurately as possible, with the goal of making optimal use of all available resources.
Revenue budgets	<p><u>Variable and volatile revenues:</u> Conservative budgeting for variable and volatile revenues. A conservative revenue forecast systematically and reasonably underestimates revenues in order to reduce the danger of budgeting more spending than actual revenues prove able to support. In addition, there is a policy preference for end-of-year revenue surpluses that may be put towards building reserves, paying for future capital projects or other pressing needs.</p> <p>Assumptions and methodology to be clearly stated for public transparency.</p> <p><u>Known and reliable revenues:</u> Objective budgeting to be used for known and reliable revenues (i.e. state municipal aid)</p>
Balanced budget	Budget to be structurally balanced without using one-time revenue sources for ongoing operating costs.
Governor's budget	The Governor's municipal aid budget to be budgeted as proposed.
Capital Reserve Fund	Minimum reserve balance of \$500,000 (<i>0.41% of the Operating Budget</i>) to be available for supplemental appropriations for emergencies, cost overages, or unplanned town matches for grants.
Gross Expenditures	Expenditures shown in gross terms
Best Practices	Compliance with all Town of Simsbury Financial policies, municipal financial best practices and rating agency recommendations.

FY 2025 December Target Tax Increase

Tax increase below **TBA**%.

December Target Budgets for FY 2024/2025

Assuming December 2023 projected grand list growth of 0.7% and a -7.7% reduction in non-tax revenues, the following budgetary increase targets are necessary to attain a tax increase below **TBA**%:

EXPENDITURES	FY 2023/24 Adopted Budget	FY2024/25 Proposed Budget	\$ Change	% Change
Town	27,921,564	TBD		
BOE	82,182,136	TBD		
Debt Service & Capital	7,806,810	8,915,868	1,109,058	14.21%
Total	117,910,510			
ARPA	3,757,833	0	0	0
GRAND LIST				
Real Estate	2,957,339,954	2,965,600,000	8,260,046	0.28%
Personal Property	156,716,875	158,000,000	1,283,125	0.82%
Motor Vehicles	287,711,071	302,000,000	14,288,929	4.97%
Total	3,401,767,900	3,425,600,000	23,832,100	0.70%
Increased Revenue to Town			797,422	
REVENUES				
Non-Tax Revenues	13,396,233	12,355,776	-1,040,457	-7.77%
Grand Levy - amount to be raised by taxes	104,514,277			
Total	117,910,510			
ARPA	3,757,833	0	0	0

Reduce Capital Improvement Plan by \$TBA in FY 2024/2025

To reduce pressure on future operating budgets and to lessen tax increases in the out-years, the Board of Finance requests the Board of Selectmen eliminate or postpone \$TBA million worth of projects for FY 2025

5. Summary of Submission:

Annual Budget Process

The annual budget development is a collaborative process completed over a number of months, involving back-and-forth among the three main policy boards of Selectmen (BOS), Education (BOE) and Finance (BOF). Town and Education staff are critical partners and advisors. Public participation is an important part of the process.

While the budget is collaborative, the process culminates in the vote of the Board of Finance to send budgets to referendum, as outlined in the Town Charter.

Boards of Finance are charged with making independent determinations of whether the expenditure and taxing proposals contained in each budget are reasonable in light of the town's resources, long-term objectives, and citizens' willingness to fund through taxes.

For this reason, the Board of Finance traditionally offers initial guidance and targets. As we hear feedback on needs and concerns from the Boards of Selectmen and Education, from their staff, and from the public, and as financial information changes and develops, the Board of Finance may also offer updated guidance later in the process to avoid surprises towards the end.

The guidance reflects information and projections as of December 2023 and includes the following assumptions which may be adjusted over the next few months:

- 0.7% grand list growth
- 7.7% decrease in non-tax revenues
- 14.2% increase in debt service
- 3.2% Social Security Cost of Living Adjustment (COLA)
- 3.1% CPI (December 2023)
- December 2023 fixed cost estimates

Contingencies

The following non-exhaustive list of contingencies may result in adjusted guidance at a later date:

- Revenues or expenditures are better/worse than initially projected
- Unfunded state mandates require towns to spend more
- An urgent health or safety need has been identified that cannot reasonably be offset by reductions elsewhere
- Changes in the economic or social condition of the town
- Policy boards’ priorities
- Public input

6. Financial Impact:

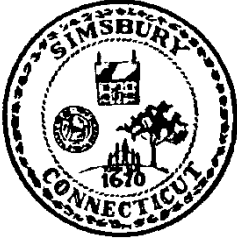
Financial impact to citizens for a potential tax increase of **TBA%**, based on December estimates including grand list of 0.7% and -7.7% decrease in non-property tax revenues:

Tax Impact	FY 2024	FY 2025
Est. Town Mill Rate*	30.82	
Est. Mill Rate Change		
Est. Mill Rate % Change		%
Median Residential Home Value	390,800	390,800
Median Assessed Value	273,560	273,560
Real Estate Taxes	8431	
Annual Dollar Increase		
Monthly Dollar Increase		
Tax increase		%

*Does not include Fire District mill rate of 1 mill.

7. Description of Documents Included with Submission:

None



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

- Title of Submission:** Fiscal Year 2024/2025 Budget Discussion with the Board of Selectmen and Board of Education–Capital Review (CIP & CNR)
- Date of Board Meeting:** December 19, 2023
- Individual or Entity Making the Submission:**
Lee Erdmann, Interim Town Manager
- Action Requested of the Board of Finance:**
None
- Summary of Submission:**

It is my pleasure to submit to all of you our first Preliminary 12-year CIP plan and 6-year CNR plan. Our objective in submitting these preliminary plans to all of you as part of the tri-board agenda is to begin a dialogue on projects, priorities and questions and get preliminary feedback now and between now and when the town manager submits the proposed operating budget, CIP and CNR plans at the end of February 2024 so that there will be no surprises when those plans are submitted and you as policy makers can focus on the decisions you need to make without having to ask for a lot of additional information at that time.

As Interim Town Manager, I thought it would be helpful to expand the scope of the CIP so that it represents a 12-year period plus an additional column for years 13-20. In addition, I formed a Capital Improvement Advisory Committee comprised of town and Board of Education staff to establish a set of criteria to determine the relative importance of first year projects and formally rank the first-year projects. I believe this collaborative approach has resulted in a more credible preliminary CIP plan. The criteria used are attached.

Column 13 of the CIP, representing years 13-20 is a first attempt to give you a heads up about the capital projects that on the horizon but do not fit into the 12-year schedule in terms of importance and financial feasibility.

The preliminary 6-year CNR is what we had the capacity to produce this year. I hope that this plan can be expanded to 12 years in the future. We did add a total column for the first time so that you can all see the extent of the investment needed over the next 6 years.

Also attached is a debt service schedule which has been prepared to demonstrate how the Squadron Line Elementary School can be financed. Neither the Board of Education, the Superintendent of Schools nor I have made a judgement about the level of investment needed in this school and have shown the highest level of investment for discussion purposes. The Board of Education has determined that Squadron Line is the next school that needs to be addressed in terms of major investment. We merely want to start the dialogue about the future of this school.

Additionally, we recognize that a detailed architectural and engineering study would be needed to determine the most cost-effective approach for this school. We look forward to discussing the timing and estimated cost of that study with all of you.

I want to thank town and board of education staff for making these preliminary plans a reality. We all look forward to the upcoming discussion and feedback at the December 19, 2023 tri-board meeting and after that.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

- Capital Improvement Plan (CIP)
- Debt Service Schedule
- Capital Ranking Criteria
- Capital Non-Recurring Plan (CNR)
- Police Department Vehicle List

Town of Simsbury
 Twelve Year Capital Improvement Program
 Fiscal Year 2024/25 - Fiscal Year 2029/36

	Funding Source	Rank	FY24/25	Future Projects											
				FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35	FY35/36	Years 13-20
GENERAL GOVERNMENT															
Intergenerational Community Center	B												2,440,000	11,224,000	
New Police Facility	B							-							30,000,000
Total General Government			-	-	-	-	-	-	-	-	-	-	2,440,000	11,224,000	30,000,000
LIBRARY															
Enclose Teen Space	B					48,800	244,000								
Mechanical and Electrical Upgrades	B					219,600	3,233,000								
Library Flooring	B											555,100			
Total Library			-	-	-	268,400	3,477,000	-	-	-	-	555,100	-	-	-
CULTURE, PARKS & RECREATION															
Simsbury Farms Lighting - Phase II	B							350,000							
Simsbury Meadows Performing Arts Center Bandshell Addition	G/D/PS				2,782,881										
Splash Pad/Memorial Pool Decommissioning/Bathhouse Refurbishment	B/G	2	150,000	950,000											
House Rest Pond Bridge and Dam	B			53,000	510,000										
Curtiss Park Parking Improvements	B				200,000										
Repaving and Parking Improvements for Recreation Facilities	B			850,000											
Paving of Neighborhood Paths and Connecting Trails	B				380,000										
Simsbury Farms Tennis Court Reconstruction	B						450,000								
Curtiss Park Irrigation System Replacement	B					315,000									
Simsbury Farms Ice Rink - Roof Insulation and Painting	B					250,000									
Simsbury Farms Ice Rink - Replace Concrete Floor & Refrig. Tubing	B						1,200,000								
Simsbury Farms Swimming Pool - Plaster Replacement	B					260,000									
Simsbury Farms Swimming Pool - Mechanicals Replacement	B												380,000		
Simsbury Farms Main Building Renovations	B									480,000					
Simsbury Farms Golf Course - Bunker Renovations	SF					310,000									
Simsbury Farms Golf Course - Storage Barn Renovation	SF						260,000								
Simsbury Farms Golf Course - Cart Barn Renovations	SF							265,000							
Meadowood Athletic Field Complex	B/D				3,500,000										
Total Culture, Parks & Recreation			150,000	4,635,881	4,590,000	1,485,000	1,910,000	265,000	-	480,000	-	-	-	380,000	-
PUBLIC WORKS															
Highway Pavement Management	TAR/LOCIP/B/GF-OT	C	1,700,000	1,600,000	1,500,000	1,530,000	1,530,000	1,530,000	1,530,000	1,530,000	1,535,000	1,535,000	1,535,000	1,535,000	1,535,000
Public Works Truck Replacement and Plow	GF-OT/VT	C	266,220	266,220	275,400	275,400	275,400	280,500	280,500	280,500	280,500	285,600	285,600	285,600	285,600
Sidewalk Reconstruction	B	C	200,000	225,000	225,000	250,000	250,000	250,000	250,000	250,000	275,000	275,000	275,000	275,000	275,000
Tariffville Connection - East Coast Greenway Gap Closure	PS/G	5	800,000						10,200,000						
Security and Fire Alarm Upgrades	B			630,180											
Highway Street Sweeper	B	M	340,000							510,000					
Municipal Site and Safety Improvements (Town Hall)	B	8	460,000												
Barn and Facility Repairs - Wolcott Road	B	7	275,000												
Eno Building Infrastructure	B			4,565,625											
Town Hall ADA and Public Space Improvements	B									58,500	438,750				
Town Hall Renovations	B														10,000,000
Multi-Use Path - Stratton Brook Rd	B							248,000		2,700,000					
Town Hall Roof	B				250,000										
Bridge Improvements (Climax Road Bridge over Nod Brook)	B/G			3,700,000											
Dam Evaluation & Repairs (Stoddard Dam Breach)	B	M	171,000			1,640,000									
Site Improvements and Dumpster Canopies (Landfill)	B			328,240	427,000										
Sidewalk Gap - Fairview and Massaco	B/G								72,000	489,500					
DPW Facility Upkeep Project	B				61,000	518,500									
Rental Buildings Exterior Repairs	B						341,600								
Total Public Works			4,212,220	11,315,265	2,738,400	4,213,900	2,397,000	12,508,500	2,132,500	5,818,500	2,529,250	2,095,600	2,095,600	2,095,600	10,000,000

	Funding Source	Rank	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY32/33	FY33/34	FY34/35	FY35/36	Years 13-20
WATER POLLUTION CONTROL															
Septage Receiving Station Facility Upgrades	SUF		361,000												
WPCA Roof Replacement	SUF				200,000										
South Pump Station Replacement	SUF				450,000										
Wolcott Pump Station Replacement	SUF								2,000,000						
Tunxis Pump Station Replacement	SUF									1,500,000					
Grit System Upgrade	SUF							265,000			1,000,000			400,000	
Plant Berm Repair	SUF					3,500,000									
VAC-CON Replacement	SUF						450,000								
Total Water Pollution Control			361,000	-	650,000	3,500,000	450,000	265,000	2,000,000	1,500,000	1,000,000	400,000	-	-	-
BOARD OF EDUCATION															
District Security Improvements	B			250,000		250,000		250,000		250,000		250,000		250,000	
District Network Infrastructure	B	6	350,000		350,000		350,000		350,000		350,000		350,000		
District Flooring Improvements	B	4	250,000		250,000		250,000		250,000		250,000		250,000		
District Paving	B			350,000		350,000		350,000		350,000		350,000		350,000	
Parking Lot/Playground Line Striping/Painting	B			250,000				250,000				250,000			
SHS - Auditorium & Amphitheater Improvements	B	3	400,000												
SHS - Electrical Service/Distribution - Previous Vintages	B				420,000										
HJMS - Replace Roof (BUR) - 3 phases	B/G			2,500,000		2,500,000		1,000,000							
Tariffville School - Water Dist, Plumbing, Terminal Units	B					1,457,556									
SHS Stadium Facility Phases I and II	B			980,000						750,000					
Tootin Hills - Replace Roof (V3, V4)	B/G	1	1,120,000												
Tootin Hills - Replace Roof (V1, V2)	B/G											1,500,000			
SHS - Locker Room Remodel	B				420,000										
Central - Water Distribution and Drainage Systems	B						1,116,000								
SHS Grass Field Reallocation	B			850,000											
SHS Turf Resurfacing	B						800,000								
SHS Track Resurfacing	B							250,000							
HJMS Tennis Court Replacement	B						650,000								
Tariffville School - Heating Plant (Boilers, Pumps, etc.)	B							800,000							
Tootin Hills - Replace Exterior Windows & Doors	B				720,000										
Central School - Replace Roof (V1)	B/G				1,163,000										
Central School - Replace Roof (V1, V3 shingles)	B/G								800,000						
Tootin Hills - Heating Plant (Boilers, Pumps, etc.)	B					480,000									
Central School - Heating Plant (Boilers, Pumps, etc.)	B					715,000									
Tariffville School - Replace Roof (V4)	B/G												750,000		
SHS - Heating Plant (Boilers, Pumps, etc.)	B						1,080,000								
Squadron Line - New Building	B/G								34,233,333	34,233,333	34,233,333				
SHS - Replace Modulars	B												750,000		
SHS - Replace Roof (V4)	B/G								900,000						
Total Board of Education			2,120,000	5,180,000	3,323,000	5,752,556	4,246,000	2,900,000	36,533,333	34,833,333	35,583,333	2,350,000	2,100,000	600,000	-
TOTAL CAPITAL PROJECTS	\$		6,843,220	21,131,146	11,301,400	15,219,856	12,480,000	15,938,500	40,665,833	42,631,833	39,112,583	5,400,700	6,635,600	14,299,600	40,000,000
TOTAL CAPITAL PROJECTS (with estimated inflation)	104%		21,976,392	12,223,594	17,120,268	14,599,835	19,391,622	51,455,252	56,100,584	53,528,271	7,686,880	9,822,309	22,013,577		

Note: bold text indicates new projects for FY25

FUNDING:															
Bonds (B)			4,786,000	13,337,045	7,826,000	10,109,456	10,894,600	4,158,000	3,552,000	6,018,000	2,998,750	862,100	2,626,000	10,414,000	40,000,000
Bonds - Squadron Line (B)									18,386,667	18,386,667	18,386,667				
General Fund - Operating Transfer (GF-OT)			451,220	451,220	460,400	460,400	460,400	465,500	465,500	465,500	465,500	470,600	470,600	470,600	
General Fund (GF)			-	-	-	-	-	-	3,000,000	3,000,000	3,000,000	1,000,000	1,000,000	1,000,000	
Capital Reserve Fund (CRF)			-	-	-	-	-	-	6,000,000	6,000,000	6,000,000	2,000,000	2,000,000	2,000,000	
Simsbury Farms Special Revenue Fund (SF)			-	-	-	310,000	260,000	265,000							
Project Savings (PS)			-	350,000	-	-	-	-							
Anticipated Vehicle Trade-In Value (VT)			15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
Donations (D)			-	2,432,881	1,750,000	-	-	-							
Federal or State Grants (G)			830,000	4,145,000	200,000	425,000	-	10,370,000	6,846,667	6,846,667	6,846,667	253,000	124,000		
Local Capital Improvement Program Grant (LOCIP)			156,500	156,500	156,500	156,500	156,500	156,500	156,500	156,500	156,500	156,500	156,500	156,500	
Town Aid Road Fund (TAR)			243,500	243,500	243,500	243,500	243,500	243,500	243,500	243,500	243,500	243,500	243,500	243,500	
Sewer Use Fund (SUF)			361,000	-	650,000	3,500,000	450,000	265,000	2,000,000	1,500,000	1,000,000	400,000	-	-	
TOTAL FUNDING	\$		6,843,220	21,131,146	11,301,400	15,219,856	12,480,000	15,938,500	40,665,833	42,631,833	39,112,583	5,400,700	6,635,600	14,299,600	40,000,000

Town of Simsbury				
Proposed Capital Improvement Plan Debt Service				
Total Existing and Proposed Debt				
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>	<u>Debt % of Budget</u>
2024	6,045,000	1,505,217	7,550,217	6.21%
2025	6,682,579	2,233,289	8,915,868	7.10%
2026	7,085,319	2,402,225	9,487,544	7.34%
2027	7,080,319	2,111,018	9,191,337	6.90%
2028	7,976,624	2,780,648	10,757,272	7.84%
2029	7,976,624	2,427,457	10,404,081	7.36%
2030	9,227,030	3,043,698	12,270,728	8.43%
2031	9,227,030	2,669,239	11,896,269	7.93%
2032	9,832,163	3,315,340	13,147,503	8.51%
2033	10,751,496	3,743,575	14,495,071	9.11%
2034	10,790,830	4,127,965	14,918,795	9.11%
2035	10,790,830	3,678,785	14,469,615	8.57%
2036	10,748,775	3,952,163	14,700,938	8.46%
2037	10,258,775	3,487,031	13,745,806	7.68%
2038	8,142,470	3,031,699	11,174,169	6.06%
2039	8,142,470	2,671,601	10,814,071	5.69%
2040	6,042,064	2,311,503	8,353,567	4.27%
2041	6,037,064	2,045,923	8,082,987	4.01%
2042	5,621,264	1,780,543	7,401,807	3.57%
2043	5,621,264	1,533,874	7,155,138	3.35%
2044	5,006,264	1,287,205	6,293,469	2.86%
2045	4,363,685	1,065,136	5,428,821	2.39%
2046	2,758,000	868,770	3,626,770	1.55%
2047	2,758,000	744,660	3,502,660	1.46%
2048	2,758,000	620,550	3,378,550	1.36%
2049	2,758,000	496,440	3,254,440	1.28%
2050	2,758,000	372,330	3,130,330	1.19%
2051	2,758,000	248,220	3,006,220	1.11%
2052	1,838,667	124,110	1,962,777	0.70%
2053	919,333	41,370	960,703	0.33%
Total	\$ 192,755,939	\$ 60,721,584	\$ 253,477,523	

RANKING CRITERIA

Mandated – Automatic Priority

- Is the project mandated by any local, state or federal laws?

Safety – 20%

- What is the degree of seriousness of the safety issue that is being addressed through the proposed project?
- Does the project address a compliance and/or accessibility issue?
- Are the relevant stakeholders negatively impacted by failure to invest in the project?

Master Plan – 20%

- Is the proposed project contained in one or more master plans?
- Has there been public discussion and citizen engagement around this project?

Asset Management/Maintenance – 20%

- Will this project defer future maintenance expenses?
- Will the project enhance the efficiency of an asset, or extend its life span?

Board of Selectmen/Town Manager Goals – 15%

- Does the project align with adopted Board of Selectmen and/or Town Manager goals?

Funding Source & Impact on Operating – 15%

- Does the project leverage external funding sources?
- Will the project reduce annual operating costs?

Quality of Life & Economic Vitality – 10%

- Does the project enhance the quality of life for a wide range of community members?
- Will the project attract new residents, businesses or visitors?
- Will the project help make Simsbury a desirable place to live and work?

**Town of Simsbury
Six Year Capital Non-Recurring (CNR) Plan
Fiscal Year 2024/25 - Fiscal Year 2029/30**

	Funding Source	Future Projects						Total
		FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	
GENERAL GOVERNMENT								
Revaluation	GF-TP	68,600	68,600	68,600	68,600	68,600	68,600	411,600
Computer Replacements (Staff)	GF-TP	30,240	30,240	30,240	30,240	30,240	30,240	181,440
Public Safety Radio System Maintenance/Repairs	GF-OT	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Budget Software	GF	16,352	13,000	13,000				42,352
Document Storage/Digitization of Records	GF-TP	50,000						50,000
Network Storage & Virtual Environment	GF-TP				140,000			140,000
Network Expansion - Golf Maintenance Building	GF	22,000						22,000
Firewall Upgrades	GF	17,000						17,000
Network Switches	GF-TP	24,700						24,700
Security Camera Infrastructure & Equipment	GF-TP	68,000	60,000	30,000	30,000	30,000	30,000	248,000
Main Meeting Room Audio-Visual Upgrades	GF-TP		15,600					15,600
Neighborhood Planning & Small Area Plans	GF-TP	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Zoning Regulations Update	GF	75,000	50,000					125,000
Municipal Fleet Replacement	GF-TP	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Furniture Replacement	GF-TP	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Microsoft Office Upgrade	GF-TP		20,000	20,000				40,000
Dial-A-Ride Van	G/DAR					150,000	150,000	300,000
Telephone System	GF-TP		25,000					25,000
Total General Government		471,892	382,440	261,840	368,840	378,840	378,840	2,242,692
LIBRARY								
Computer Replacements (Public Terminals)	GF-TP	6,950	7,090	18,627	7,238	7,384	7,532	54,821
Furniture Replacement	GF-TP	25,000	30,000	30,000	30,000	30,000	30,000	175,000
Library Compressor/HVAC Controls Replacement	GF-TP	40,250						40,250
Weatogue Room AV Upgrade	GF-TP					23,000		23,000
Replace Digital Displays	GF-TP			4,990				4,990
Automated Book Handler Replacement	GF-TP				75,000			75,000
Total Library		72,200	37,090	53,617	112,238	60,384	37,532	373,061
POLICE								
Police Cruisers (3)	GF-OT	182,565	197,170	212,944	229,979	248,377	268,248	1,339,283
Police Administrative Vehicles	GF-OT	54,772	59,154	127,772	68,997	74,517	80,478	465,690
Patrol Supervisor Cruisers (2)	GF				140,000			140,000
Animal Control Officer Vehicle	CRF-PD		61,000					61,000
Body Worn Cameras and Car Cameras	CRF-PD	47,424	47,424	50,000	50,000	50,000	50,000	294,848
Records Office & Storage Renovation	CRF-PD	75,000					18,000	93,000
Emergency Medical Dispatch Upgrade	CRF-PD		60,000					60,000
Variable Message Signs (2)	CRF-PD				35,000			35,000
Active Threat Vests	CRF-PD				30,000			30,000

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	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	Total
Mobile Data Terminals	CRF-PD		60,000					60,000
Training Room Technology Replacement	GF-TP						10,000	10,000
Interview Room Audio/Video Recording System	CRF-PD	4,700	4,700	45,000	5,000	5,000	5,000	69,400
Soft Body Armor/Vest Replacement	CRF-PD	5,000	21,000	8,000	7,000	7,000	9,000	57,000
Replacement of Digital Fingerprint System	GF-TP					20,000		20,000
Tasers	CRF-PD	37,261	37,261	37,261	37,261	40,000	40,000	229,044
Roadside Cameras	CRF-PD				18,000	18,000	18,000	54,000
Total Police		406,722	547,709	480,977	621,237	462,894	498,726	3,018,264

PUBLIC WORKS - GENERAL

Iron Horse Landscaping	GF-TP	120,000						120,000
Community Farm Maintenance & Repairs	GF-OT	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Total Public Works - General		125,000	5,000	5,000	5,000	5,000	5,000	150,000

PUBLIC WORKS - HIGHWAY

Material Recycling	GF-OT	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Plow Blades	TAR	28,000		32,000		32,000		92,000
Truck Wash Barn Roof	GF				170,000			170,000
11' Snow Plow	TAR	31,000		31,000		31,000		93,000
Various Drainage Improvements	TAR		150,000		150,000		150,000	450,000
One-Ton Dump Truck (Crew Leader)	GF			63,000				63,000
Bobcat Track Skid Loader	TAR			85,000				85,000
Subsurface Truck Lift	GF			234,570				234,570
Asphalt Paving Box	TAR				200,000			200,000
Highway One-Ton Dump Truck	GF	55,000						55,000
Pickup F-150 4x4 (Director)	GF		42,000					42,000
Roadside Mower	TAR		130,000					130,000
Fork Lift for Garage	GF			42,000				42,000
Roadside Tractor	TAR						120,000	120,000
Wing Plow	TAR		240,000					240,000
Air Ventilation System (Highway Garage)	TAR		94,000					94,000
Equipment Material Handling Arm	GF						17,000	17,000
18" Chipper	TAR			85,000				85,000
5 Ton Trolley Crane (Highway Garage)	GF						53,000	53,000
Bobcat Bandit Chipper	TAR			95,000				95,000
Salt Brine System	GF-TP		140,000					140,000
Medium Duty Trailer	TAR	29,000						29,000
Wheeled Excavator	TAR		230,000					230,000
Total Public Works - Highway		168,000	1,051,000	692,570	545,000	88,000	365,000	2,909,570

PUBLIC WORKS - FACILITIES

Condenser - BOE/Maintenance Building	GF-TP	22,000						22,000
Town Hall HVAC Controller Upgrade	GF-TP	11,500						11,500
Scout Hall - Repainting & Columns	GF		55,350					55,350
Eno Office and Senior Center Modifications	GF		198,390					198,390

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	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	Total
Repoint Marble Railings - Eno Hall	ET	21,500						21,500
2015 Ford Pick-Up (Facilities)	GF	60,000						60,000
Town Hall Rooftop Units	GF		230,000					230,000
Town Hall ADA Hardware Upgrade	GF-TP	40,000						40,000
Carmate Trailer (Facilities)	GF-TP		16,000					16,000
Trailer Mounted Leaf Vac	GF			16,500				16,500
Eno Stage Lighting & Fire Curtain	GF			122,000				122,000
Scagg Zero Turn Mower (Facilities)	GF	21,850						21,850
Total Public Works - Facilities		176,850	499,740	138,500	-	-	-	815,090

PUBLIC WORKS - ENGINEERING

Townwide Mapping Update	GF		150,000					150,000
Intersection Safety Improvement Studies/Traffic Calming	GF		100,000		100,000		100,000	300,000
Pedestrian Safety	GF	50,000		50,000				100,000
Bike Ped Improvements	GF	20,000						20,000
Townwide Bridge/Culvert Inventory & Evaluation	GF		200,000					200,000
Townwide Drainage Master Plan Update	GF-TP			200,000				200,000
Culvert Replacement - Pine Glenn over Minister Brook	GF			160,000				160,000
Total Public Works - Engineering		70,000	450,000	410,000	100,000	-	100,000	1,130,000

WATER POLLUTION CONTROL

Vehicle Replacement	SUF		45,000	55,000	65,000			165,000
Sewer Lining	SUF	100,000	100,000	100,000	100,000	100,000	100,000	600,000
HVAC Controls Replacement	SUF	50,000	50,000	55,000	55,000	60,000	60,000	330,000
WPCF Pavement Overlay	SUF	75,000	75,000	75,000				225,000
Flow and Load Review	SUF		100,000					100,000
Phosphorous Removal System	SUF					60,000		60,000
Portable Generator				100,000				100,000
Total Water Pollution Control		225,000	370,000	385,000	220,000	220,000	160,000	1,580,000

CULTURE, PARKS & RECREATION

Various Playscapes/Playground Refurbishments	GF-TP	40,000	45,000	50,000	55,000	65,000	65,000	320,000
Park Entrance Signs Replacement	GF-TP	16,000	16,000					32,000
Greenway Improvements	GF	75,000	75,000	75,000	75,000	75,000	75,000	450,000
Irrigation Replacement - Various Fields & Parks	GF	100,000	100,000	100,000	100,000			400,000
Simsbury Farms Apple Barn Roof and Carpets	GF	75,000						75,000
Cart Path Paving	SF	200,000						200,000
Rebuild Tee #13	SF	2,500	20,000					22,500
Golf Course Rough Mower (replace 2012)	E	95,000						95,000
Simsbury Farms Parking Lot Drainage	GF-TP	51,000						51,000
Tariffville Park Court Replacement - Supplemental	GF	100,000						100,000
Memorial Softball Field Backstop	GF-TP		22,000					22,000
Golf Course Master Plan Study	GF		50,000					50,000
Simsbury Farms Pool Waterslide	GF			20,000				20,000
Golf Course Drainage Projects	SF	15,000	35,000	35,000	35,000	35,000	35,000	190,000

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	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	Total
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF			6,000				6,000
Small Parks Mower (replace 2015)	GF	20,000						20,000
Pavilion at Golf Course	GF			100,000				100,000
Ice Rink Edger	GF-TP	10,000						10,000
Athletic Field Lining Machine (replace 2012)	GF		30,000					30,000
Rebuild Tee #9	SF			22,500				22,500
Simsbury Farms Generator	GF-TP						75,000	75,000
Dump Truck Replacement (replace 2012)	GF	70,000						70,000
Pickup Truck Replacement (replace 2012)	GF	60,000						60,000
Field Scheduling System	GF			25,000				25,000
Memorial Park Athletic Field Mower (replace 2007)	GF	60,000						60,000
Golf Course Greens Mower	E		55,000					55,000
Fencing at Simsbury Meadows Performing Arts Center	GF-TP		25,000					25,000
SPAC Field Electrical Improvements	GF		60,000					60,000
Lake Basile Dam	GF		130,000					130,000
Restoration of Lake Basile Bridge	GF-TP		20,000					20,000
Golf Course Pump House Renovation	GF		157,000					157,000
Paddle Courts Refurbishing	GF-TP		32,000					32,000
Utility Vehicle - Simsbury Farms (replace 2007)	GF			30,000				30,000
Meadow Pond Park Pavilion Replacement	GF			25,000				25,000
Utility Vehicle - Memorial Park (replaces 2005)	GF-TP		30,000					30,000
Ice Rink Compressors - Refurbishing	GF-TP					30,000		30,000
Pickup Truck Replacement (replace 2014)	GF			45,000				45,000
Pickup Truck Replacement (replace 2015)	GF			62,000				62,000
Shade Structures for Simsbury Farms Pools and Rotary Park	GF				65,000			65,000
Sycamore Tree Park Fencing	GF-TP				12,000			12,000
Golf Course Ventrac	E			50,000				50,000
Recreation Administrative Vehicle	GF-TP					50,000		50,000
Parks Boom Mower Attachment Replacement (replace 2013)	GF-TP		15,000					15,000
Pool Plaster Refurbishing - Main, Diving and Wading pools	GF-TP			170,000				170,000
John Deere Backhoe	E						120,000	120,000
Kubota Tractor #2 (replace 1997)	GF						75,000	75,000
Pickup Truck Replacement (2016)	GF-TP				62,000			62,000
Bobcat Skid Steer Loader	GF					85,000		85,000
Big Rotary Mower - Parks	GF					86,000		86,000
Carpet Replacement - Simsbury Farms Administration Building	GF-TP						15,000	15,000
Parks/Golf Maintenance Garage Heating	GF				12,000			12,000
Simsbury Farms Fitness Trail Improvements	GF-TP					25,000		25,000
Parks Kubota Tractor #1 (replace 1997)	GF		75,000					75,000
Re-Siding of Golf Clubhouse	GF				40,000			40,000
Re-Siding of Simsbury Farms Main Building	GF-TP				50,000			50,000
Re-Siding of PAC Bandshell	GF-TP				25,000			25,000
Pickup Truck Replacement (2016)	GF				62,000			62,000
Simsbury Farms Ice Rink Walls	GF				35,000			35,000

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	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	Total
Simsbury Farms Basketball Courts Resurfacing	GF			35,000				35,000
Paving - Simsbury Farms Facility/Parks/Golf Maintenance Garage	GF-TP						150,000	150,000
Golf Course Rough Mower (Replace 2014)	E				100,000			100,000
Pickup Truck Replacement (2017)	GF-TP					64,000		64,000
Golf Course Trim Rough Mower (replace 1998)	E					40,000		40,000
Total Culture, Parks & Recreation		989,500	992,000	850,500	728,000	555,000	610,000	4,725,000
TOTAL CNR	\$	2,705,164	4,334,979	3,278,004	2,700,315	1,770,118	2,155,097	16,943,677

Note: bold text indicates new projects for FY25

FUNDING:								
General Fund - Traditional Payback (GF-TP)		714,240	707,530	712,457	675,078	704,224	711,372	4,224,901
General Fund - Operating Transfer (GF-OT)		277,337	296,324	380,716	338,976	362,894	388,726	2,044,972
General Fund (GF)		897,202	1,715,740	1,224,070	799,000	75,000	320,000	5,031,012
Capital Reserve Fund (CRF)		-	-	-	-	-	-	-
Capital Reserve Fund - Private Duty Fund (CRF-PD)		169,385	291,385	140,261	182,261	120,000	150,000	1,053,292
Federal or State Grants (G)		-	-	-	-	120,000	120,000	240,000
Town Aid Road Fund (TAR)		88,000	844,000	328,000	350,000	63,000	120,000	1,793,000
Sewer Use Fund (SUF)		225,000	370,000	385,000	220,000	220,000	160,000	1,580,000
Eno Trust (ET)		21,500	-	-	-	-	-	21,500
Dial-A-Ride Fund (DAR)		-	-	-	-	30,000	30,000	60,000
Simsbury Farms Fund Balance (SF)		217,500	55,000	57,500	35,000	35,000	35,000	435,000
Golf Equipment Fund (E)		95,000	55,000	50,000	100,000	40,000	120,000	460,000
TOTAL FUNDING	\$	2,705,164	4,334,979	\$ 3,278,004	2,700,315	\$ 1,770,118	2,155,097	16,943,677

SIMSBURY POLICE VEHICLE LIST -November 30, 2023

MAKE/MODEL	YEAR	Mileage	VIN #		CAR#	USE	PLATE #
Ford Explorer	2021	39478	1FMSK8DH3MGB34995	Unmarked	101	Admin	345GKB
Ford Explorer	2022	5100	1FMSK8DH7NGC14267	Unmarked	102	Admin	352PAO
Ford Explorer	2021	48905	1FMSK8DH5MGB34996	Unmarked	103	Admin	710ABH
Ford Explorer	2021	17595	1FMSK8DH2MGC02333	Unmarked	104	Admin	BE58595
Ford Explorer	2022	2941	1FMSK8DH0NGC26826	Unmarked	105	Admin	364ABD
Ford Explorer	2017	76589	1FM5K8D89HGD44293	Unmarked	40	Det Sgt.	606DJN
Ford Explorer	2017	64591	1FM5K8D80HGD44294	Unmarked	41	Det	806BOY
Ford Explorer	2021	93641	1FMSK8DH7MGB34997	Unmarked	42	Det Sgt.	352PAO
Ford Explorer	2014	113569	1FM5K8D83EGA50481	Unmarked	43	Det	618MGO
Chevy Tahoe K1	2022	20105	1GNSKLED8NR255750	Marked	10	Patrol	10-SI
Chevy Tahoe K1	2022	20911	1GNSKLED6NR255648	Marked	11	Patrol	11-SI
Ford Explorer Police	2022	11252	1FM5K8AW9NNA14552	Marked	12	Patrol	12-SI
Ford Explorer Police	2022	13842	1FM5K8AW7NNA14646	Marked	13	Patrol	13-SI
Ford Explorer Police	2022	11349	1FM5K8AW2NNA14490	Marked	14	Patrol	14-SI
Ford Explorer Police	2022	28930	1FM5K8AB2NGA25300	Marked	15	Patrol	15-SI
Ford Explorer Police	2022	25874	1FM5K8AB4NGA25301	Marked	16	Patrol	16-SI
Ford Explorer Police	2022	35968	1FM5K8AB6NGA25302	Marked	17	Patrol	17-SI
Ford Explorer Police	2020	71106	1FM5K8AB9LGB66474	Marked	18	Patrol	18-SI
Ford Explorer Police	2022	9730	1FM5K8AW3NNA14403	Marked	19	CSO	19-SI
Ford Explorer Police	2021	46306	1FM5K8AB1MGC21890	Marked	20	SRO	20-SI
Ford Explorer Police	2021	39393	1FM5K8AB3MGC21891	Marked	21	Traffic	21-SI
Ford Explorer Police	2020	50858	1FM5K8AB2LGB66476	Marked	22	PJ	22-SI
Ford Explorer Police	2020	49986	1FM5K8AB0LGB66475	Marked	23	PJ	23-SI
Ford Explorer Police	2018	62821	1FM5K8ARXJGC17782	Marked	118	PJ	118-SI
Ford Explorer Police	2021	33324	1FM5K8AB5MGC21892	Marked	24	SRO	24-SI
Ford F150 4x4 ss	2013	56176	1FTEX1EM4DKF87168	Marked	25	ACO	25-SI

Below is currently in the queue to withdraw from police service

Ford Explorer	2014	93830	1FM5K8D80EGC50203	Unmarked		Det	683BAD
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Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

- Title of Submission:** Fiscal Year 2024/2025 Budget Discussion with the Board of Selectmen and Board of Education–Capital Review (Athletic Fields)
- Date of Board Meeting:** December 19, 2023
- Individual or Entity Making the Submission:**
Tom Tyburski, Culture, Parks & Recreation Director
- Action Requested of the Board of Finance:**
None
- Summary of Submission:**

In November 2023 the Director of Culture, Parks & Recreation reached out to the leaders of Simsbury's youth sports organizations to gauge their current enrollment, field use and projected enrollment and anticipated field needs in the next five and ten years. Based on Simsbury's current and projected population growth over the next decade, nearly all of the respondents indicated that they expect their organizations to see continued increases in their membership. In some cases, due to this growth, they project a need for additional field space to accommodate the additional participants.

As you will see in the attached spreadsheet, the Simsbury Soccer Club (currently over 1000 members, Fall 2023) and Simsbury Little League (nearly 600 members, Spring 2023) are at their maximum limit for available field space. Simsbury Youth Lacrosse while not maxing out their available field space, do have challenges with the conditions of their fields at HJMS, as state regulations restrict the use of pesticides and fertilizers on BOE grade K-8 locations. In addition, as the Simsbury Performing Arts Center's season has expanded, the use of the fields at Simsbury Meadows in the spring (lacrosse) and fall (soccer) has become problematic as scheduling the fields by these groups is at the mercy of the SPAC calendar and rain dates for events.

It is my recommendation, based on the information gathered in this process and through observations and conversations with youth sports leaders in the community that the Town should begin planning for additional field space to accommodate the growth and population of youth and adult athletic pursuits in Simsbury.

- Within 10 years the Town will need at least 5 additional athletic game fields to accommodate spring sports, and at least 5 game fields would be needed in the fall. Building six of these types of fields would allow one field to be "rested" each spring and fall.
- Within 10 years the Town will also need to consider creating a recreation field space (not game quality fields) to accommodate younger age participants.

3. The Henry James Memorial Middle School Fields should be renovated, with field leveling and a new irrigation system so that the space could better accommodate more participants/use and better recover from this increase in use.
4. The Town may need to look at building an additional youth softball field to meet Title IX requirements.
5. The Town should consider appointing a Youth Sports Council, membership to include Town and BOE staff, and one member from each youth organization utilizing town athletic fields. This group would study, discuss and make recommendations regarding field use and planning to Town leadership.
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - Athletic Field Needs
 - Athletic Field Needs Feedback

Organization	Town Curtiss Park	Town Weatogue Park	Town Simsbury Meadows	Town Memorial Park	Town Town Forest	Town Orkil Field	Town Meadow Pond Park
Simsbury Soccer Club							
Fall Enrollment= 1000	6 game fields*		2 game fields			4 Rec Fields*	1 Rec Field*
Spring Enrollment= 880	6 game fields*					4 Rec Fields*	1 Rec Field*
Fall 5yr = 1175							
Spring 5yr = 1010	Five year registration projections require 3 additional game fields in addition to current, 1 additional Rec field location (at least 2 fields)						
Fall 10yr = 1350	Ten year registration projections require 5 (3+2) additional game fields in addition to current, 1 additional Rec field locations (at least 2 fields)						
Spring 10yr = 1140							
Simsbury Youth Football							
Fall Enrollment = 90		2 lined fields*					
Fall 5yr = 125	Upgrades needed/requested at Weatogue Park include improved ADA access, parking lot paving, indoor restroom facilities, bleachers, lights. Expanded parking area on Fire District Property?						
Fall 10yr = 150							
Simsbury Youth Lacrosse							
Spring Enrollment = 311		2 game fields*	3 game fields*				
Spring 5yr = 320-360	Five year registration projections require 2 additional game fields in addition to current						
Spring 10yr = 320-400	Ten year registration projections require 2 additional game fields in addition to current						
	Would like town to work on improving field conditions at HJMS and Weatogue. Seeking storage, additional equipment at Weatogue, more consistent access at Simsbury Meadows in Spring/conflict with SPAC events						
Simsbury Youth Field Hockey							
Fall Enrollment = 60							
Fall 5yr = 76	Field improvements at HJMS field						
Fall 10yr = 90-100							
Simsbury Little League							
Spring Baseball = 433				5 game fields*			
Spring Softball - 153				2 game fields*			
Fall Baseball = 181				4 game fields			
Fall Softball = 48				2 game fields*			
Spring 5yr = 675	Five year registration projections require 1 additional baseball game field in addition to current, 1 additional softball game field						
Fall 5yr = 160	Ten year registration projections require 1 additional baseball game field in addition to current, 1 additional softball game field						
Spring 10yr = 775	Restrooms and snack facilities are needed at upper level of Memorial Park, growing concerns that softball athletes are not getting same amenities as baseball (restrooms)						

Organization	Town Curtiss Park	Town Weatogue Park	Town Simsbury Meadows	Town Memorial Park	Town Town Forest	Town Orkil Field	Town Meadow Pond Park
Fall 10yr = 293							
Simsbury Babe Ruth Baseball							
Spring Enrollment = 78				1 game field*	1 game field*		
Summer Enrollment = 45				1 game field*	1 game field*		
Fall Enrollment = 78				1 game field*	1 game field*		
Spring 5yr = 91	2 additional game fields will be needed, SHS is strongly considering field redesign at SHS that would eliminate SHS baseball field						
Summer 5yr = 45	Replace Scoreboard at Memorial Park, rebuild bullpens at Town Forest Park Field, SHS field improvements						
Fall 5 yr = 78							
Spring 10yr = 91							
Summer 10yr = 45							
Fall 10yr = 78							
Simsbury American Legion Baseball							
Summer Enrollment = 36				1 game field*	1 game field*		
Fall Enrollment = 15				1 game field*	1 game field*		
Summer 5yr = 36	2 additional game fields will be needed, SHS is strongly considering field redesign at SHS that would eliminate SHS baseball field						
Fall 5 yr = 15	Replace Scoreboard at Memorial Park, rebuild batting cages at Memorial and Town Forest, rebuild bullpens at Town Forest Park Field, SHS field improvements						
Summer 10yr = 36							
Fall 10yr = 25							
Simsbury COED Adult Softball							
Spring Enrollment = 168		1 game field*					
Spring 5yr = 180	Improve infield at Tville Park, drainage/leveling in Tville Park Outfield, Parking Improvements needed at Tville Park						
Spring 10yr = 196							
Simsbury Rugby							
Future Cricket Play							

Organization	Town West Mountain Park	Town Tariffville Park	BOE Squadron Line	BOE HJMS	BOE Simsbury High School	BOE Central School	BOE Tootin' Hills
Simsbury Soccer Club							
Fall Enrollment= 1000			2 game fields*				1 Rec Field
Spring Enrollment= 880			2 game fields*				1 Rec Field
Fall 5yr = 1175							
Spring 5yr = 1010							
Fall 10yr = 1350							
Spring 10yr = 1140							
Simsbury Youth Football							
Fall Enrollment = 90					Uses SHS turf for some games		
Fall 5yr = 125							
Fall 10yr = 150							
Simsbury Youth Lacrosse							
Spring Enrollment = 311				8 game fields	uses SHS turf and grass on occasion		
Spring 5yr = 320-360							
Spring 10yr = 320-400							
Simsbury Youth Field Hockey							
Fall Enrollment = 60				1 game field	1 practice field		
Fall 5yr = 76							
Fall 10yr = 90-100							
Simsbury Little League							
Spring Baseball = 433	1 practice field*		1 practice field*			1 practice field	
Spring Softball - 153							
Fall Baseball = 181						1 practice field	
Fall Softball = 48							
Spring 5yr = 675							
Fall 5yr = 160							
Spring 10yr = 775							

Organization	Town West Mountain Park	Town Tariffville Park	BOE Squadron Line	BOE HJMS	BOE Simsbury High School	BOE Central School	BOE Tootin' Hills
Fall 10yr = 293							
Simsbury Babe Ruth Baseball							
Spring Enrollment = 78					1 game field*		
Summer Enrollment = 45					1 game field*		
Fall Enrollment = 78					1 game field*		
Spring 5yr = 91							
Summer 5yr = 45							
Fall 5 yr = 78							
Spring 10yr = 91							
Summer 10yr = 45							
Fall 10yr = 78							
Simsbury American Legion Baseball							
Summer Enrollment = 36							
Fall Enrollment = 15							
Summer 5yr = 36							
Fall 5 yr = 15							
Summer 10yr = 36							
Fall 10yr = 25							
Simsbury COED Adult Softball							
Spring Enrollment = 168		1 game field*					
Spring 5yr = 180							
Spring 10yr = 196							
Simsbury Rugby							
Future Cricket Play							
<i>This spreadsheet does not include SHS High School Team Sports at this time. Baseball, Softball, Soccer, Field Hockey all crossover field use with fall and spring sports listed above in some locations, additional school enrollment will require additional field space in both the fall and spring for SHS activities</i>							
* = maximum number of fields the facility could have							



December 6, 2023

Benjamin Berger, President
Simsbury Soccer Club
P.O. Box 731
Simsbury, CT 06070
President@simsburysoccer.org
860-965-6284

Via Electronic Mail

Tom Tyburski
Director
Simsbury Culture, Park & Recreation

Re: Projected Field Usage

Dear Tom:

Per your request, the Simsbury Soccer Club (“SSC”) has conducted a forward-looking analysis of its projected field needs/usage over the next decade. With the caveat that the SSC Board is staffed only by volunteers who don’t typically prepare such projections, the below represents our best prediction of increased field usage over the requested time period. In short, we believe that in the next five years, SSC will require an additional three lined fields and one available “rec space” as that term is explained below. We believe an additional 2 lined fields will be required over the ensuing five-year period.

I. Current Data

- A. For purposes of projecting future usage, we first evaluated our current Club population in order to establish a baseline. As you are aware, SSC runs programming in both the Fall and Spring, but Fall is typically our more robust season. Because our player population is somewhat variable, we used 2022 and 2023 data to set our baseline for this analysis. That analysis established that SSC’s Fall player population is approximately 1000 players. These players are spread through our travel, Farmington valley, rec and TOPS programs. That analysis also established that SSC’s Spring player population is approximately 880 players.
- B. We used available Simsbury Public School Data to analyze our player population in the context of the Simsbury school system. This analysis is not definitive, because certain Simsbury residents attend private school yet participate in SSC programs and because of SSC’s policy that students who attend private school in Simsbury (a/k/a St. Mary’s), are entitled to participate in SSC’s programs. Based on our review, we estimate that approximately 35% of the Simsbury K-8 population participates in SSC programming.





C. We looked at our current field options. Presently, between Curtiss, SQL and Iron Horse, SSC uses 10 lined fields (Curtiss A1, A2, B, C, D & E, Iron Horse 1 and 2 and SQL 1 and 2) and 4 “Rec Spaces” (i.e. Orkil, Curtiss F, Meadow Pond and Tootin) for its programs¹. This number assumes one lined field is “shut down” per season for maintenance purposes. In the Spring, we do not have access to the Iron Horse Fields but will not have a field shut down for maintenance purposes.

II. Projections

Using the available data, we project approximately 175 additional players in our Fall programs in 5 years and we expect our player population to continue to grow at that rate through the ten-year period. We similarly expect an additional 130 players in our Spring programs during that time. With respect to lined fields, we would expect to require an additional 3 lined fields in five years in the Fall, with an increasing need over the next ten years for an additional 2 lined fields. We would also expect to need an additional dedicated “Rec space” within 5 years.

With respect to other infrastructure needs, SSC continues to believe that turf fields, permanent lights and permanent restrooms would be a significant benefit to the Town and the Club. Such facilities are standard in many of our surrounding towns, including Farmington, Granby and others.

III. Assumptions

In making the above projections, SSC also made a series of necessary assumptions.

1. We assumed that we would continue to have portable lights at Curtiss in the Fall. These lights (currently rented at an annual cost to our membership of \$30,000), allow SSC to run practices in two different time slots (5-6:30 and 6:30-8) at Curtiss and schedule evening games on the weekend. These lights significantly increase the capacity of Curtiss. Without these lights, SSC would require even more fields.
2. We assumed that the Curtiss and Iron Horse fields would continue to be occasionally used by Simsbury High School programs (as was the case

¹ Rec Spaces may be lined, but are not used as a traditional field as SSC uses these spaces for multiple programs for younger children, sometimes with 4 or more games or 8 or more practices going concurrently.



this Fall) and that SSC would continue to work to accommodate the needs of the high school soccer programs.

3. Curtiss Park fields are regularly subject to flooding from either the river or ground water which renders them unplayable. There were at least 8 game/practice days during the Fall when our fields were either completely unavailable or open only for limited purposes. That is approximately 10% of the season.
4. Given the weather conditions and other conflicts, SSC pays a contract employee to schedule games and practices to ensure the best usage of the field space.

We believe the above projections are a conservative estimate of SSC's increasing needs over the next 5-10 years. We welcome the opportunity to continue to work with you and other members of Town to discuss the foregoing.

If you have any questions, please don't hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read 'B. Berger'.

Benjamin Berger

Simsbury Youth Football Field Needs Responses

1. 2023 Spring registered players? 0 Players
2. 2023 Fall registered players? 90 players
3. Projected Spring registered players in 5 years? 0 10 years? 0
4. Projected Fall registered players in 5 years? 125 10 years? 150
5. Number of lined fields used in Spring 2023? 0
6. Number of lined fields used in Fall 2023? 2
7. Projected number of lined fields needed for Spring season in 5 years? 0 10 years? 0
8. Projected number of lined fields needed for Fall season in 5 years? 2 10 years? 2
9. Any additional infrastructure needs, besides, additional fields, over the next decade?

Absolutely, handicap access to the fields, cement bathrooms, permanent lights, bleachers for the fans, a new turf field accessible to youth sports in town, public parking including a paved parking lot which is gravel now and possibly using the land next to the volunteer fire department as a paved lot as well. I believe the revitalization of Weatogue Park should be at the forefront of our community needs, we have an opportunity to revitalize Weatogue and make it a viable venue for both Football and Lacrosse. I would be more than happy to have a meeting with the new town manager and express some of the ideas the president of Simsbury Youth Lacrosse and I have come up with together to make Weatogue an inviting venue for Simsbury Youth Sports. Simsbury is one of the last towns to have turf accessible, our facilities are outdated and having every sports team in town fight for turf time at the high school is ridiculous, there are towns with a lot less money who have upgraded youth sports facilities and I feel Simsbury should absolutely be in the same boat.

Lastly, I know you want us to move the portable lights but is there anywhere we may be able to store them? I'm not sure where to put them, I wasn't sure if there was a public lot where we may be able to store them. Thanks Tom, I always appreciate your candor.

Gavin Wentworth
Vice President
Wentworth, DeAngelis Inc.
20 Batterson Park Rd
Farmington CT 06032
Main Line: 860.676.3073
Direct Line: 860.676.3053
Fax: 860.676.2217
Email: Gavin@wdkinsurance.com
Website: www.wdkins.com

Simsbury Youth Lacrosse Field Needs Responses

1. 2023 Spring registered players? 311
 2. 2023 Fall registered players? We had roughly 110 kids sign up for a couple of clinics we held
 3. Projected Spring registered players in 5 years? 320-360 10 years? 320-400
 4. Projected Fall registered players in 5 years? 10 years?
 5. Number of lined fields used in Spring 2023? Boys - 8 at HJMS, Girls - 2 at Weatogue & 3 at Iron Horse, Both used HS Turf when available (we were limited to a few Sundays in April/May/June)
 6. Number of lined fields used in Fall 2023? Ran a couple clinics using Simsbury HS Grass & Turf
 7. Projected number of lined fields needed for Spring season in 5 years? 10-12, 10 years? 10-12
 8. Projected number of lined fields needed for Fall season in 5 years? <4 10 years? <4
 9. Any additional infrastructure needs, besides, additional fields, over the next decade?
- Continued focus on improving the field conditions at HJMS and giving SYL it's fair stake in the town's handling of all youth sports.
 - Soccer has Curtis Field as well as access to many other town fields (including HJMS and Weatogue)
 - Baseball/Softball has Memorial and access to other fields where they have the infrastructure for baseball (even if only for practices)
 - Both are treated very well, HJMS seems to be a distant 3rd in terms of treatment, cutting, lining, etc. (It was much improved in 2023 but still far behind the treatment given to Curis & Memorial)
 - We would like to look at using Weatogue's large field as an option for games for our U12 & U14 girls and boys division but improvements would need to be made to accommodate (field dimensions, equipment, storage, etc.) (this would be in conjunction with Simsbury Youth Football - Youth Football President Gavin Wentworth has joined the SYL Board as the director for our U10 division and we have had preliminary discussions regarding this)
 - Girls - As far as field concerns for girls...the biggest issue for us is not having consistent access to the fields at Iron Horse due to town or private/special events at Simsbury Meadows. I have heard (I don't know if it is true and I can't remember who mentioned it to me...) that those events might ramp up this spring again and become more of an issue in terms of field availability/scheduling than we have had post-COVID.

Overall, we have seen tremendous growth over the last couple of years and we are looking for that to continue but understand that population dynamics and financial responsibilities of the town limit how much attention we can get but we have a large contingent of families that are seeking to have the respect given to us that is given to the other programs in the town. While Henry James can remain a valuable location for the boys' program with improvement to its care, I think we are facing a bigger issue with the girls' side and availability to support all of the SYL divisions and teams. Trying to move and accommodate more teams at Henry James isn't in the best interest of our program as those fields struggle to hold up with the use of just the boys program. I know some of our previous leadership (Dave Johnson, Bryan Bulger, Chris Tucker, Juli Stockwell) has been vocal about the towns' use of fields and the towns' lack of support for the lacrosse programs and it's a problem that isn't going to go away. We are going to be respectful but vocal in our position of wanting to be afforded the same level of respect and treatment that other programs are given. We want to keep an open dialogue with the town in how we can best accomplish this together.

Thanks for your time and let me know if you have any further questions or concerns.

Craig Wilson
860-869-5726

Simsbury Little League Field Needs

Can you get back to me over the next couple of weeks with answers to the following questions:

1. 2023 Spring registered players?
 - a. Baseball: 433
 - b. Softball: 153
2. 2023 Fall registered players?
 - a. Baseball: 181
 - b. Softball: 48
3. Projected Spring registered players in 5 years? (about 2.5% growth year over year)
 - a. 5 Years: 675
 - b. 10 Years: 775
4. Projected Fall registered players in 5 years?
 - a. 5 Years: 160
 - b. 10 Years: 294
5. Number of lined fields used in Spring 2023? 8 (excluding practice fields for lower divisions)
6. Number of lined fields used in Fall 2023? 6 (excluding practice fields for lower divisions)
7. Projected number of lined fields needed for Spring season in 5 years?
 - a. 5 Years: 9
 - b. 10 years: 10
8. Projected number of lined fields needed for Fall season in 5 years?
 - a. 5 Years: 7
 - b. 10 years: 8
9. Any additional infrastructure needs, besides, additional fields, over the next decade?
 - a. Restrooms and snack facilities on the upper fields at Memorial (Field 5,6,7,8). We are facing growing concerns from softball families that our female athletes are not provided the same standard of facilities as our male athletes. This most specifically manifests itself with the lack of appropriate restrooms at Memorial.

Simsbury Babe Ruth Field Needs

1. 2023 Spring registered players?
 - a. 2023 Spring 91 / 13 = 7 teams (large year)
 - b. Spring usual average 78 / 13 players = 6 teams
2. 2023 Summer registered players?
 - a. 45
3. 2023 Fall registered players?
 - a. 78
4. Projected Spring registered players in
 - a. 5 years? Per Year
 - i. Spring average 78 / 13 players = 6 teams
 - ii. Summer average 45 / 15 players = 3 teams
 - iii. Fall Average 78 / 13 players = 6 teams
 - b. 10 years? Per year Per season average
 - i. Per year Per Spring 78 / 13 players = 6 teams
 - ii. Summer average 45 / 15 players = 3 teams
 - iii. Fall Average 78 / 13 players = 6 teams
5. Projected Fall registered players in 5 years? (see above) 10 years? (see above)
6. Number of lined fields used in Spring 2023?
 - a. 3 fields (Memorial / Town Forest / SHS)
7. Number of lined fields used in Summer 2023
 - a. 2 fields (Memorial / Town Forest)
8. Number of lined fields used in Fall 2023?
 - a. 2 fields (Memorial / Town Forest)
9. Projected number of lined fields needed for Spring season in
 - a. 5 years?
 - i. 3 fields (Memorial / Town Forest / SHS)
 - b. 10 years?
 - i. 3 fields (Memorial / Town Forest / SHS)
10. Projected number of lined fields needed for Summer season in
 - a. 5 years?
 - i. 2 fields (Memorial / Town Forest)
 - b. 10 years?
 - i. 2 fields (Memorial / Town Forest)
11. Projected number of lined fields needed for Fall season in
 - a. 5 years?
 - i. 2 fields (Memorial / Town Forest)
 - b. 10 years?
 - i. 2 fields (Memorial / Town Forest)
12. Any additional infrastructure needs, besides, additional fields, over the next decade?
 - a. One of the big \$ items is the scoreboard at Memorial
 - b. Rebuild bullpens at Town Forest (last Falls work at TF was fantastic)
 - c. Not sure if it is the towns responsibility SHS (needs work)

Simsbury American Legion Field Needs

13. 2023 Summer registered players?
 - a. 36
14. 2023 Fall registered players?
 - a. 15
15. Projected Spring registered players in
 - a. 5 years? Per Year
 - i. Spring average NA
 - ii. Summer average $36 / 15$ players = 2 teams (U17 & U19)
 - iii. Fall Average 15 players = 1 team (Combined U17 & U19)
 - b. 10 years? Per year Per season average
 - i. Spring average NA
 - ii. Summer average $36 / 15$ players = 2 teams (U17 & U19)
 - iii. Fall Average 15 players = 1 team (Combined U17 & U19)
16. Projected Fall registered players in 5 years? (see above) 10 years? (see above)
17. Number of lined fields used in Spring 2023?
 - a. NA
18. Number of lined fields used in Summer 2023
 - a. 2 fields (Memorial / Town Forest)
19. Number of lined fields used in Fall 2023?
 - a. 2 fields (Memorial / Town Forest)
20. Projected number of lined fields needed for Spring season in
 - a. 5 years?
 - i. NA
 - b. 10 years?
 - i. NA
21. Projected number of lined fields needed for Summer season in
 - a. 5 years?
 - i. 2 fields (Memorial / Town Forest)
 - b. 10 years?
 - i. 2 fields (Memorial / Town Forest)
22. Projected number of lined fields needed for Fall season in
 - a. 5 years?
 - i. 2 fields (Memorial / Town Forest)
 - b. 10 years?
 - i. 2 fields (Memorial / Town Forest)
23. Any additional infrastructure needs, besides, additional fields, over the next decade?
 - a. One of the big \$ items is the scoreboard at Memorial
 - b. Rebuild cages at Memorial and Town Forest
 - c. Rebuild bullpens at Town Forest (last Falls work at TF was fantastic)
 - d. Not sure if it is the towns responsibility SHS (needs work)



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Fiscal Year 2024/2025 Budget Discussion with the Board of Selectmen and Board of Education–Draft Budget Calendar
2. **Date of Board Meeting:** December 19, 2023
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director
4. **Action Requested of the Board of Finance:**
None
5. **Summary of Submission:**
Attached is the 2024/2025 draft budget calendar for review and discussion
6. **Financial Impact**
None
7. **Description of Documents Included with Submission**
 - Draft Budget Calendar

FY25 Budget Dates

December 19, 2023	Tri-board meeting
January 9, 2024	Board of Education budget meeting – Special Education review
January 16, 2024	Tri-board meeting (if needed)
January 23, 2024	Board of Education budget meeting – Enrollment and Staffing
February 3, 2024	Board of Education budget workshop
February 13, 2024	Superintendent presents budget to Board of Education
February 26, 2024	Town Manager presents budget to Board of Selectmen
February 27, 2024	Board of Education budget adoption
March 5, 2024	Board of Education presents budget to Board of Finance
March 9, 2024	Board of Selectmen budget workshop
March 11, 2024	Board of Selectmen budget adoption
March 19, 2024	Board of Selectmen presents budget to Board of Finance
April 3, 2024	Board of Finance public hearing
April 16, 2024	Board of Finance public hearing (continuation, if needed)
April 30, 2024	Referendum (if hearing is not continued)
May 14, 2024	Referendum (if hearing is continued)

**dates are subject to change*



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Board of Finance
From: Amy Meriwether, Finance Director/Treasurer
CC: Lee Erdmann, Interim Town Manager
Date: December 19, 2023
Re: Finance Director's Report

Fiscal Year 2023/2024 Approved Supplemental Appropriations

Below is a listing of supplemental appropriations approved by the Board of Selectmen and the Board of Finance as of December 19, 2023:

- Erosion and Sediment Control Repairs at Cambridge Crossing - \$30,000
- CT Dept of Agriculture Farm Viability Grant - \$30,000

Total Supplemental Appropriations - \$60,000 or 0.05% of the FY23/24 adopted budget

Grants Applications and Awards

Below is a chart of all grant applications and their current status as of December 19, 2023:

Grant Application	Amount	Status
CT Dept of Agriculture Farm Viability Grant	35,500	Awarded
Tai Ji Quan: Moving for Better Balance Grant	2,880	Awarded
Police Department Congressionally Directed Spending	112,000	Denied
2023 COPS Hiring Program Application	125,000	Pending
CT Humanities Implementation Grant: Culinary Storytelling Highlighting Connecticut's Heritage	20,000	Pending

Assessor's Office: Personal Property Audits

The Assessor's office has engaged in contracted services at a cost of \$10,000 to conduct 12 personal property audits from the last 3 grand lists (2020, 2021, 2022). The audits resulted in a return ratio of 5.87 to 1. Below is a breakdown of increased tax revenue by fiscal year:

- FY23/24 – Increased tax revenue of \$18,400
- FY22/23 – Increased tax revenue of \$22,300
- FY21/22 – Increased tax revenue of \$18,000

The total increased tax revenue to the Town as a result of these audits is \$58,700.

The Assessor's office is happy with the services of the contractor and the next audit is planned for February 2024 follow completion of the 2023 grand list.

Financial Summary as of November 30, 2023

Attached for review is the General Fund revenue and expenditure budget status report as of November 30, 2023.

GENERAL FUND REVENUE FINANCIAL COMPARISON

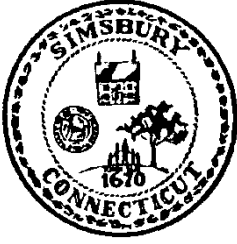
Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED REVENUES	ACTUAL As of 11/30/23			
GENERAL GOVERNMENT					
TAX DEPARTMENT	106,499,159	60,112,172	(46,386,987)	56.44%	
BUILDING DEPARTMENT	700,000	249,597	(450,403)	35.66%	
FINANCE DEPARTMENT	1,167,718	434,150	(733,568)	37.18%	
TOWN CLERK	667,340	321,624	(345,716)	48.19%	
TOWN MANAGER'S OFFICE	350,202	920,130	569,928	262.74%	Unanticipated increase to the PILOT payment
INFORMATION TECHNOLOGY	174,798	43,700	(131,099)	25.00%	
LAND USE COMMISSION	20,000	10,179	(9,821)	50.90%	
INSURANCE REFUNDS	60,000	-	(60,000)	0.00%	CIRMA has informed the Town there will be no member distribution in the current year
ASSESSOR'S OFFICE	5,800	-	(5,800)	0.00%	
PLANNING DEPARTMENT	-	30,000	30,000	#DIV/0!	Performance bond called for cambridge crossing property
TOTAL GENERAL GOVERNMENT	109,645,017	62,121,552	(47,523,465)	56.66%	
PUBLIC SAFETY					
POLICE DEPARTMENT	225,245	89,828	(135,417)	39.88%	
ANIMAL CONTROL	500	-	(500)	0.00%	
TOTAL PUBLIC SAFETY	225,745	89,828	(135,917)	39.79%	
PUBLIC WORKS					
ENGINEERING	25,050	25,139	89	100.36%	
ENO MEMORAL HALL	1,000	730	(270)	73.00%	
HIGHWAY DEPARTMENT	3,250	1,309	(1,941)	40.27%	
TOTAL PUBLIC WORKS	29,300	27,178	(2,122)	92.76%	
HEALTH & WELFARE					
ELDERLY/HANDICAPPED TRANSPORT	40,720	-	(40,720)	0.00%	
TOTAL HEALTH & WELFARE	40,720	-	(40,720)	0.00%	
CULTURE, PARKS & RECREATION					
PARKS & RECREATION	244,437	61,109	(183,328)	25.00%	
LIBRARY	7,800	7,723	(77)	99.01%	
COMMUNITY GARDENS	4,400	-	(4,400)	0.00%	
MEMORAL POOLS & FIELDS	22,800	1,312	(21,488)	5.75%	
TOTAL CULTURE, PARKS & RECREATION	279,437	70,144	(209,293)	25.10%	
EDUCATION					
BOARD OF EDUCATION	7,381,724	145,882	(7,235,842)	1.98%	
TOTAL EDUCATION	7,381,724	145,882	(7,235,842)	1.98%	
INTERGOVERNMENTAL					
TRANSFER IN - BELDEN TRUST	27,380	27,380	-	100.00%	
TRANSFER IN - CAPITAL PROJECT FUNDS	281,187	281,187	-	100.00%	

Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED REVENUES	ACTUAL As of 11/30/23			
TRANSFER IN - ARPA FUND	3,757,833	3,757,833	-	100.00%	
TOTAL INTERGOVERNEMENTAL	4,066,400	4,066,400	-	100.00%	
TOTAL GENERAL FUND REVENUES	121,668,343	66,520,984	(55,147,359)	54.67%	

GENERAL FUND EXPENDITURE FINANCIAL COMPARISON

Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED EXPENDITURES	ACTUAL As of 11/30/23			
GENERAL GOVERNMENT					
TOWN MANAGER'S OFFICE	503,022	101,109	401,914	20.10%	
PLANNING DEPARTMENT	393,513	125,538	267,975	31.90%	
FINANCE DEPARTMENT	582,159	242,633	339,526	41.68%	
INFORMATION TECHNOLOGY	520,452	142,318	378,134	27.35%	
BUILDING DEPARTMENT	319,151	118,687	200,464	37.19%	
ASSESSOR'S OFFICE	408,875	191,141	217,734	46.75%	
TOWN CLERK	268,007	103,527	164,480	38.63%	
TAX DEPARTMENT	206,215	100,012	106,203	48.50%	
LEGAL SERVICES	151,000	71,995	79,005	47.68%	
ELECTION ADMINISTRATION	159,736	57,775	101,961	36.17%	
COMMUNITY SERVICES	387,563	246,056	141,507	63.49%	
GENERAL GOVERNMENT	125,716	40,119	85,597	31.91%	
BOARD OF FINANCE	55,414	11,008	44,406	19.86%	
ECONOMIC DEVELOPMENT COMMISSION	50,650	50,000	650	98.72%	
LAND USE COMMISSION	16,350	6,635	9,715	40.58%	
REGIONAL PROBATE COURT	10,891	10,891	-	100.00%	
PUBLIC BUILDING COMMISSION	2,000	889	1,111	44.45%	
DEI COUNCIL	4,550	-	4,550	0.00%	
TOTAL GENERAL GOVERNMENT	4,165,264	1,620,331	2,544,933	38.90%	
PUBLIC SAFETY					
POLICE DEPARTMENT	5,836,568	2,285,421	3,551,147	39.16%	
DISPATCH	610,481	218,375	392,106	35.77%	
ANIMAL CONTROL	75,687	38,611	37,076	51.01%	Timing of fees paid to State for dog licenses
POLICE COMMISSION	750	-	750	0.00%	
EMERGENCY MANAGEMENT	35,710	27,127	8,583	75.97%	
TOTAL PUBLIC SAFETY	6,559,196	2,569,534	3,989,662	39.17%	
PUBLIC WORKS					
HIGHWAY DEPARTMENT	3,298,534	1,330,432	1,968,102	40.33%	
BUILDINGS & MAINTENANCE	547,326	200,952	346,374	36.72%	
ENGINEERING	341,086	106,537	234,549	31.23%	
PUBLIC WORKS ADMINISTRATION	369,295	133,652	235,643	36.19%	
TOWN OFFICE BUILDINGS	170,810	44,810	126,000	26.23%	
LIBRARY	162,944	37,676	125,268	23.12%	
ENO MEMORIAL HALL	88,947	21,498	67,449	24.17%	
OTHER BUILDINGS	36,538	10,355	26,183	28.34%	
LANDFILL	80,750	25,000	55,750	30.96%	
TOTAL PUBLIC WORKS	5,096,230	1,910,912	3,185,318	37.50%	
HEALTH & WELFARE					
SOCIAL SERVICES ADMINISTRATION	411,125	159,496	251,629	38.80%	

Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED EXPENDITURES	ACTUAL As of 11/30/23			
SENIOR CENTER SERVICES	164,343	59,995	104,348	36.51%	
TRANSPORTATION SERVICES	170,540	35,093	135,447	20.58%	
HEALTH DEPARTMENT	186,053	93,027	93,027	50.00%	
AGING & DISABILITY COMMISSION	1,500	880	620	58.66%	
TOTAL HEALTH & WELFARE	933,561	348,490	585,071	37.33%	
CULTURE, PARKS & RECREATION					
LIBRARY	1,722,214	647,141	1,075,073	37.58%	
PARKS & OPEN SPACE	1,051,873	405,168	646,705	38.52%	
MEMORIAL POOL	88,378	34,428	53,950	38.96%	
RECREATION ADMINISTRATION	72,902	34,831	38,071	47.78%	
MEMORIAL FIELD	42,003	19,571	22,432	46.59%	
BEAUTIFICATION COMMITTEE	6,000	1,649	4,351	27.49%	
PARKS & REC COMMISSION	750	-	750	0.00%	
TOTAL CULTURE, PARKS & RECREATION	2,984,120	1,142,788	1,841,332	38.30%	
EDUCATION					
BOARD OF EDUCATION	82,182,136	28,502,922	53,679,214	34.68%	
TOTAL EDUCATION	82,182,136	28,502,922	53,679,214	34.68%	
INTERGOVERNMENTAL					
EMPLOYEE BENEFITS	7,341,792	2,901,454	4,440,338	39.52%	
LIABILITY INSURANCE	496,307	276,837	219,470	55.78%	
TRANSFER OUT - SIMSBURY FARMS	151,715	151,715	-	100.00%	
TRANSFER OUT - MSP SENIOR FUND	10,480	10,480	-	100.00%	
TRANSFER OUT - YOUTH SERVICE BUREAU	8,000	8,000	-	100.00%	
TRANSFER OUT - ATHLETICS FIELDS	2,250	2,250	-	100.00%	
TRANSFER OUT - SIMSBURY CELEBRATES	3,300	3,300	-	100.00%	
CONTINGENCY RESERVE	382,741	-	382,741	0.00%	
CONTINGENCY VACANCY	(250,000)	-	(250,000)	0.00%	
TRANSFER OUT - CNR	416,250	416,250	-	100.00%	
TRANSFER OUT - CAPITAL RESERVE	3,378,191	3,378,191	-	100.00%	
TOTAL INTERGOVERNMENTAL	11,941,026	7,148,477	4,792,549	59.86%	
DEBT SERVICE					
PRINCIPAL	6,013,665	635,000	5,378,665	10.56%	
INTEREST	1,793,145	351,113	1,442,033	19.58%	
TOTAL DEBT SERVICE	7,806,810	986,113	6,820,698	12.63%	
TOTAL GENERAL FUND EXPENDITURES	121,668,343	44,229,567	77,438,776	36.35%	



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Board of Finance Rules of Procedure
2. **Date of Board Meeting:** December 19, 2023
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director
4. **Action Requested of the Board of Finance:**
None
5. **Summary of Submission:**
Attached is the most current Rules of Procedures document that was approved in January 2020 for review, comment and potential revision.
6. **Financial Impact**
None
7. **Description of Documents Included with Submission**
 - Rules of Procedure

Simsbury Board of Finance Rules of Procedure

Adopted January 21, 2020

BE IT RESOLVED, that the Board of Finance adopts the following rules of procedure:

1. The Board of Finance (Board) adopts Robert's Rules of Order as a general guide for the conduct of all regular and special meetings. Additionally, the Board will conduct its business in accordance with all other applicable rules and regulations including the Connecticut General Statutes and the Town Charter.
2. A biennial organizational meeting of the Board will be held on the first regularly scheduled meeting following the date on which newly elected Board members take the oath of office. The organizational meeting will be called to order by the Chairperson or the Vice-Chairperson, in that order of priority, provided one of these officers is still a member of the Board. If none of the Board officers from the preceding year is presently a member of the Board, any Board member present may call the meeting to order. A temporary Chairperson will be chosen by a majority of those members present. The temporary Chairperson will preside until a successor is elected. The newly elected Chairperson will take office upon election and preside over the elections of the Vice-Chairperson.
3. If such officers are not chosen within one month after the appointment or election of The Board because of a tie vote of the members, the two leading contenders may agree to be co-chairs, sharing responsibilities equally. If they do not agree to such co-chairmanship, the Board of Selectmen shall choose such officers from the membership of the Board, pursuant to C.G.S. Chapter 106, Sec. 7-342. If the Board of Selectmen also fails to elect such officers due to a tie vote of its members, the two leading contenders shall flip a coin to determine which shall be chair. The other shall be vice chair.
4. In the event of a mid-term vacancy in the position of either chair or vice-chair, an election shall be held at the next regularly scheduled meeting to fill such vacancy. The duly published notice for such meeting shall include the election as the first agenda item. Following the protocol in items 2 & 3 above, a successor shall be elected.
5. At all meetings of the Board, four members shall constitute a quorum and the concurrence of three votes shall be necessary for the transaction of business.
6. When possible, the agenda along with relevant resource material will be distributed to the Board members three (3) to seven (7) days prior to the meeting. Items not specifically included on the agenda may be included by a 2/3 vote of those present and voting.

From time to time, the Board may schedule special meetings or regular meetings devoted to a particular topic or topics. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

7. A member of the Board may have an item placed on the agenda by contacting the

Chairperson at least (7) days prior to the meeting.

8. The Board will hold public audience during at least one meeting each year. During such public audience, each speaker will be limited to (5) minutes. Any citizen so speaking shall identify him/herself by name and address and if he/she is representing a group or organization, he/she may so state. The Chair may, at his or her discretion, recognize specific members of the public for participation on an agenda item under discussion, if he or she feels that member of the public has knowledge or input of value to the board.

9. Members of the Board may participate by telephone or similar electronic means when physically unable to attend.

10. The Board may, from time to time, vote to establish temporary subcommittees consisting of both Board members and non-board members, to investigate items, provide analysis and make recommendations to the board.

11. The Board shall review and re-adopt or revise all Board of Finance policies every 5 years.

12. In accordance with Chapter 14, Section 1-225 of the CGS, entitled Freedom of Information Act, the votes of each member of the Board of Finance shall be recorded in the minutes and made available to the public. A draft of the minutes shall be available to the public within 7 days. The minutes shall be posted on the town's website when available.



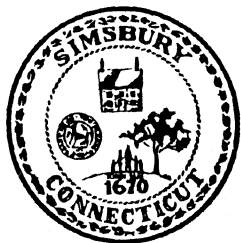
Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Proposed 2024 Meeting Dates
2. **Date of Board Meeting:** December 19, 2023
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director
4. **Action Requested of the Board of Finance:**
If the Board of Finance supports adopting the proposed 2024 regular meeting schedule, the following motion is in order:

Move, effective December 19, 2023, to adopt the 2024 regular meeting schedule as presented.
5. **Summary of Submission:**
The Freedom of Information Act requires a schedule of regular meetings be filed with the Town Clerk annually no later than January 31st. The draft schedule reflects past practice such as:
 - Not scheduling meetings on town or state observed holidays
 - Special meetings can be scheduled as needed
6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
 - Proposed 2024 Regular Meeting Schedule



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Amy Meriwether - Finance Director/Treasurer

To: Trish Munroe, Town Clerk
Cc: Board of Finance
From: Amy Meriwether, Finance Director/Treasurer
Date: December 19, 2023
Re: Board of Finance – 2024 Regular Meeting Schedule

At their meeting on December 19, 2023 the Board of Finance agreed by consensus to establish a regular meeting schedule for 2024.

Meeting dates are as follows:

Tuesday, January 16, 2024

Tuesday, February 13, 2024

Tuesday, March 5, 2024 – Board of Education Budget Presentation

Tuesday, March 19, 2024 – Board of Selectmen Budget Presentation

Thursday, March 21, 2024 – Budget Continuation

**Wednesday, April 3, 2024 – Public Budget Hearing, 6:00 pm Simsbury Public Library, Tariffville Room;
Regular Meeting to follow**

**Thursday, April 4, 2024 – Public Budget Hearing (Snow Date), 6:00 pm Simsbury Public Library,
Program Room 1; Regular Meeting to follow**

Tuesday, April 16, 2024 – Budget Hearing Continuation; Regular Meeting to follow

Wednesday, April 17, 2024 – Budget Hearing Continuation (Snow Date); Regular Meeting to follow

Tuesday, May 14, 2024

Tuesday, June 18, 2024

Tuesday, July 16, 2024

Tuesday, August 20, 2023

Tuesday, September 17, 2024

Tuesday, October 15, 2024

Tuesday, November 12, 2024

Tuesday, December 17, 2024

Tuesday, January 14, 2025

The meetings will be held in the Main Meeting Room of the Town Hall, located at 933 Hopmeadow Street at 5:45 pm unless otherwise noted. Meetings will be properly noticed in accordance with FOIA requirements.

**Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, November 14, 2023, at 5:45 P.M.
In Person Meeting**

PRESENT:

Lisa Heavner, Mike Doyle, Robert Helfand, Arthur House, Derek Peterson

ALSO PRESENT:

Amy Meriwether, Director of Finance; Lee Erdmann, Interim Town Manager; Nick Boulter, Police Chief; Jenna Caulfield, Police Commission Chair; Arthur Wallace, member elect; Todd Burrick, member elect.

1. Call to Order – Establish Quorum

Ms. Heaver called the meeting to order at 5:45

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Ms. Heavner thanked Mr. Peterson for his service on the Board of Finance and presented him with a gift of appreciation from Board members

3. Public Audience

No members of the public addressed the board.

4. Finance Director's Report

Ms. Meriwether provided an overview of the Finance Director's report. She reported there are no concerns with expenditures. On the revenue side, Ms. Meriwether reported the town received an unanticipated increase to PILOT in the amount of \$569,866. She also reported that the town is receiving more interest income than budgeted. For Insurance refunds, Ms. Meriwether informed the board that CIRMA had a large loss claim and there will be no member distribution this year, for a loss to the town of \$60,000.

5. Town Fiscal Year 2022/2023 Year-End Fiscal Results

General fund revenues exceeded expenditures by \$2,310,441 as of June 30, 2023. Fund balance increased from \$19,390,002 to \$21,700,443.

Ms. Meriwether reported year-end results. Revenues ended with a net surplus of \$1,226,182. The Board of Selectmen budget ended the year with savings of \$1,680,835.

6. Board of Education Fiscal Year 2022/2023 Year-End Results.

The Board of Education had a deficit of \$596,578 which was offset by increased revenues from additional tuition, rental fees, miscellaneous income, an unanticipated non-public grant, a

supplemental appropriation for increased utility costs and the use of two ARPA to fund two social workers.

7. Proposed Fiscal Year 2022/2023 General Fund and Capital Transfers

The following motions were approved by the Board after discussion

MOTION: Mr. House made a motion, effective November 14, 2023 to transfer from the General Fund to the Capital Reserve Fund in the amount of \$2,400,000 and to the CNR Fund in the amount of \$165,000 and further moved to appropriate the CNR funds for the following projects: (1) Managed Network Detection and Response (\$18,000), (2) Network Switches (\$37,000), Performing Arts Center (PAC) Life Safety Analysis (\$35,000), Compensation & Classification Study (\$75,000). Transfer \$39,900 from the Capital Reserve Fund (Police Funds) to the CNR Fund and further move to appropriate the CNR funds for the following project (1) Roadside cameras (\$39,900). The motion was seconded by Mr. Peterson. All were in favor and the motion passed unanimously.

MOTION: Mr. House made a motion, effective November 14, 2023, to roll over open encumbrances totaling \$68,319 and appropriate funds in the FY24 budget in accordance with the "Open Purchase Order Detail" report on page 82 of the board packet. The motion was seconded by Mr. Peterson and the motion was passed unanimously.

MOTION: Mr. Peterson made a motion, effective November 14, 2023, to unassign the FY22 General Fund fund balance assignment of \$1,361,317 and reassign \$68,319 of fund balance for FY23 for open encumbrances. The motion was seconded by Mr. Doyle and the motion passed unanimously.

MOTION: Mr. Helfand made a motion, effective November 14, 2023, to approve the year end budget transfer in accordance with the "General Fund Budget Transfers – Budgetary Basis" document on page 84 of the board packet. The motion was seconded by Mr. Peterson and the motion was passed unanimously.

MOTION: Mr. Helfand made a motion, effective November 14, 2023, to approve the capital transfers in accordance with the "Capital Transfer Requests" document on page 86 of the board packet. The motion was seconded by Mr. Peterson and the motion was passed unanimously.

8. Fiscal Year 2023/2024 Budget Status Report Through September 30, 2023

Ms. Meriwether reported that as of September 30, 2023, General fund revenues are expected to exceed budget by \$2,141,670 as of June 30, 2024.

The Revenue budget surplus is mainly attributable to tax collections budgeted at a collection rate of 98.5% but anticipated to come in at 99.5%; increased interest income resulting from rising rates, and a minor surplus in Planning due to an unanticipated bond call of \$25,000 for Cambridge Crossing.

The board asked Ms. Meriwether to evaluate increasing the interest income for the FY25 budget.

Ms. Meriwether reported that the Health Insurance fund expenditures are expected to exceed revenues by \$80,412 as of June 30, 2024. This is a planned use of fund balance. Revenues are expected to total \$4,321,594, or 26% of claims. The board discussed that this projection means reserves will unlikely be available to offset the health cost increase for the FY25 budget, if this projection remains unchanged.

Ms. Meriwether indicated that legal fees are trending to exceed budget.

9. Supplemental Appropriation- Connecticut Department of Agriculture Farm Viability Grant

Ms. Meriwether confirmed that no additional appropriation was necessary from the General Fund for the match component of the grant.

Upon the recommendation of the Board of Selectmen, the following motion was made:

MOTION: Mr. Doyle made a motion, effective November 14, 2023, to approve a supplemental appropriation for the Connecticut Department of Agriculture Farm Viability Grant in the amount of \$35,500. The motion was seconded by Mr. Helfand and the motion was passed unanimously.

10. Budget Modeling

Ms. Meriwether presented the updated budget model to the board. The board reviewed various scenarios and trends.

The board noted the following that will impact the FY2025 budget:

- Debt service will increase by 14.21% from FY24, in the amount of \$1,109,058
- Projections indicate a loss of \$1,041,457 in non-property tax revenue due to the State Motor Vehicle reimbursement program formula
- Grand list growth is projected at 0.7% (\$797,423 new revenue dollars)

The board noted that 20% of Simsbury residents are housing burdened - spending more than 30% of their income on housing costs. The board also noted that last year the median increase in taxes for Simsbury residents was 5.18%.

The board expressed the importance of keeping Simsbury's mill rate competitive with neighboring towns to ensure the long-term fiscal health of the town. Simsbury is already on the high end of that comparison.

The board further discussed that Social Security COLA was announced at 3.2%. Social Security COLA is a key indicator for the board. The town historically tries not to tax above COLA. October inflation also came in at 3.2%.

Approving a tax increase below 3.2% will be a challenge this year, due to increased debt service of 14.21% and revenue losses. Numbers are preliminary and it is still possible that the grand list estimates improve, state aid increases, or health and pension contributions come in more favorably than anticipated.

The board expressed the challenge of giving early guidance without full information versus waiting. The sentiment of the board was to give preliminary guidance in December with the understanding that not all information will be available and the guidance may be adjusted as the revenue and expenditure changes become more refined, as boards set priorities, and as we hear from the public.

The following items were discussed as potential decision points and preliminary guidance for December:

Tax increase target

Use of Capital Reserves

Use of Health Reserves

Potential reductions in the Capital Improvement Plan to reduce the tax burden in the out years

Use of Capital Reserves instead of taxing for new CNR projects

Reviewing approved Board of Finance policies

- 98.5% tax collection assumption
- 6.5% Pension and OPEB investment assumption
- Debt service not to exceed 8%, targeted below 7%
- Health reserves at 20-25%
- Balance budget
- 10-year bonds for most projects

The board noted the grand list will not be finalized until the end of January and state aid will not be available until the third week in February. Ms. Meriwether indicated the town will receive preliminary numbers from the town's advisors on pension and OPEB contributions and health contributions in December and she will report those at the tri-board

For the December tri-board, Ms. Meriwether noted that the town and education will have preliminary fixed cost estimates, but those will not include savings from retirements and new hires, which will be incorporated later in February and March.

Mr. Erdmann confirmed the capital plan will be presented in December and all capital will be ranked and prioritized as a best practice and to assist the policy boards in determining which projects can be funded within limited resources.

11. Approval of the Minutes

MOTION: Mr. Peterson made a motion, effective November 14, 2023, to approve the minutes of the July 18, 2023, the August 3, 2023 and the September 19, 2023 meetings. The motion was seconded by Mr. Doyle and the motion was passed unanimously.

MOTION: Mr. Peterson made a motion, effective November 14, 2023, to approve the minutes of the October 17, 2023 meeting. The motion was seconded by Mr. Doyle. Ms. Heavner, Mr. House and Mr. Peterson voted in favor. Mr. Doyle and Mr. Helfand abstained.

12. Adjourn

MOTION: Mr. Peterson made a motion, effective November 14, 2023 to adjourn the meeting at 8:33 p.m. The motion was seconded by Mr. House and the motion passed unanimously.