

Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

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Board of Finance

Regular Meeting – March 5, 2024 – 5:45 p.m.

Main Meeting Room, Simsbury Town Hall

Meeting May Be Held in a Virtual Only Format if Inclement Weather is Expected on Day of Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC AUDIENCE

PRESENTATION

- a) Board of Education Fiscal Year 2024/2025 Budget Presentation

FINANCE DIRECTOR'S REPORT (Pages 1-7)

ACTION/DISCUSSION ITEMS

- b) Budget Discussion
- c) Supplemental Appropriation – Dial A Ride Bus (Page 8)
- d) Supplemental Appropriation – Tariffville School Modulars (Page 9)
- e) Appointment to the Simsbury Housing Policy Advisory Committee (Page 10-12)

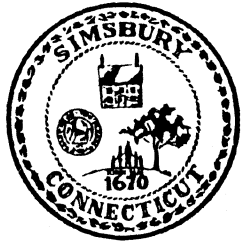
REVIEW OF MINUTES

- f) February 13, 2024 Regular Meeting (Page 13-17)

ADJOURN

Board of Finance Meeting Schedule:

3/19/24, 3/21/24, 4/3/24, 4/4/24, 4/16/24, 4/17/24, 5/14/24, 6/18/24, 7/16/24, 8/20/24, 9/17/24, 10/15/24, 11/12/24, 12/17/24, 1/14/25



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

To: Board of Finance
From: Amy Meriwether, Finance Director/Treasurer
CC: Marc Nelson, Town Manager
Date: March 5, 2024
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 March 5, 2024:

- Erosion and Sediment Control Repairs at Cambridge Crossing - \$30,000
- CT Dept of Agriculture Farm Viability Grant - \$30,000
- Dial-A-Ride Bus - \$53,181 (Pending Board of Finance approval)
- Tariffville School Modularity - \$18,000 (Pending Board of Finance approval)

Total Supplemental Appropriations - \$131,181 or 0.11% of the FY23/24 adopted budget

Grants Applications and Awards

Below is a chart of all grant applications and their current status as of March 5, 2024:

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
American Rescue Plan Act Grant for Senior Center	59,990	Awarded
Simsbury Junior Woman's Club Grant	500	Awarded
Police Department Congressionally Directed Spending	112,000	Denied
CT Humanities Implementation Grant: Culinary Storytelling Highlighting Connecticut's Heritage	20,000	Denied

CT DEEP 2024 Recreational Trails Grant	360,000	Pending
2023 COPS Hiring Program Application	125,000	Pending
Public, Educational and Governmental Programming and Education Technology Investment Account (PEGPETIA) Grant - Library	110,237	Pending
High Risk Rural Roads Speed Enforcement Grant	15,000	Pending

Savings Initiatives

Finance Department

- Contracted with Relay, our Medicaid vendor, for \$5,000 to reach out to current vendors that should be reporting their services for Medicaid reimbursement to make sure they are reporting and getting the proper documentation for reimbursement. This is expected to increase our reimbursement from about \$20,000 per year to almost \$100,000 per year.
- Spring initiative to work with JP Morgan on all electronic payment processing for accounts payable. Value of savings to be provided as we get closer to project completion.

Town Clerk

- Printing of veteran discharges in house instead of outsourcing
- Purchasing record binders in larger quantities to get a lower price
- Require distributors of absentee ballot applications to print their own forms with the Town's numbering system to save staff time, paper, ink etc
- Printing of General Code supplements annually instead of semi-annually and reduced the number of printed books
- Applied for staff scholarships for required certification classes, savings of about \$600

Library

- Discontinued use of due date receipts in an effort to save money and paper as a sustainability initiative

Board of Education

- Taking part in Eastconn Cooperative Purchasing Program for bid of custodial supplies, paper/office supplies, technology and fuel. Savings associated with taking part in this bid process will be forthcoming.
- Renewed copier leases with several other Towns to generate at least 10% in cost savings

Assessor's Office Performance Audit Update

The consultant conducting the Assessor's Office Performance Audit was onsite during the month of October and met with the Assessor to make various information and report requests. All information and report requests have been fulfilled as of the end of October. During the month of November, the consultant acquired and reviewed the most recently completed revaluation results.

The consultant is scheduled to be on-site on starting March 1st to interview department staff and further review current policies, procedures, practices etc.

Financial Summary as of January 31, 2024

Attached for review is the General Fund revenue and expenditure budget status report as of January 31, 2024. The last quarterly report including year end projections for the period ending December 31, 2023 was presented to the Board of Finance at their meeting on February 13, 2024. Since these projections were prepared, no additional information has come to the attention of the finance department that would significantly impact these estimates.

GENERAL FUND REVENUE FINANCIAL COMPARISON

Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED REVENUES	ACTUAL As of 1/31/24			
GENERAL GOVERNMENT					
TAX DEPARTMENT	106,499,159	105,104,916	(1,394,243)	98.69%	
BUILDING DEPARTMENT	700,000	320,017	(379,983)	45.72%	
FINANCE DEPARTMENT	1,167,718	1,702,964	535,246	145.84%	Investment income in excess of budget
TOWN CLERK	667,340	427,844	(239,496)	64.11%	
TOWN MANAGER'S OFFICE	350,202	1,007,755	657,553	287.76%	Unanticipated increase to the PILOT payment
INFORMATION TECHNOLOGY	174,798	87,399	(87,399)	50.00%	
LAND USE COMMISSION	20,000	14,199	(5,801)	71.00%	
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	3,515	(2,285)	60.61%	
PLANNING DEPARTMENT	-	30,020	30,020	#DIV/0!	Performance bond called for cambridge crossing property
TOTAL GENERAL GOVERNMENT	109,645,017	108,698,630	(946,387)	99.14%	
PUBLIC SAFETY					
POLICE DEPARTMENT	225,245	144,967	(80,278)	64.36%	
ANIMAL CONTROL	500	55	(445)	11.00%	
TOTAL PUBLIC SAFETY	225,745	145,022	(80,723)	64.24%	
PUBLIC WORKS					
ENGINEERING	25,050	25,767	717	102.86%	
ENO MEMORAL HALL	1,000	1,680	680	168.00%	
HIGHWAY DEPARTMENT	3,250	1,309	(1,941)	40.27%	
TOTAL PUBLIC WORKS	29,300	28,756	(544)	98.14%	
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	122,219	(122,219)	50.00%	
LIBRARY	7,800	9,550	1,750	122.44%	
COMMUNITY GARDENS	4,400	-	(4,400)	0.00%	
MEMORAL POOLS & FIELDS	22,800	14,761	(8,039)	64.74%	
TOTAL CULTURE, PARKS & RECREATION	279,437	146,530	(132,907)	52.44%	
EDUCATION					
BOARD OF EDUCATION	7,381,724	2,099,951	(5,281,773)	28.45%	Pending remaining disbursement of ECS
TOTAL EDUCATION	7,381,724	2,099,951	(5,281,773)	28.45%	
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 1/31/24			
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	115,185,288	(6,483,055)	94.67%	

GENERAL FUND EXPENDITURE FINANCIAL COMPARISON

Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED EXPENDITURES	ACTUAL As of 1/31/24			
GENERAL GOVERNMENT					
TOWN MANAGER'S OFFICE	503,022	223,731	279,291	44.48%	
PLANNING DEPARTMENT	393,513	200,516	192,997	50.96%	
FINANCE DEPARTMENT	582,159	341,051	241,108	58.58%	
INFORMATION TECHNOLOGY	520,452	252,141	268,311	48.45%	
BUILDING DEPARTMENT	319,151	174,261	144,890	54.60%	
ASSESSOR'S OFFICE	408,875	227,159	181,716	55.56%	
TOWN CLERK	268,007	149,569	118,438	55.81%	
TAX DEPARTMENT	206,215	128,542	77,673	62.33%	
LEGAL SERVICES	151,000	101,890	49,110	67.48%	
ELECTION ADMINISTRATION	159,736	82,270	77,466	51.50%	
COMMUNITY SERVICES	385,563	376,791	8,772	97.72%	
GENERAL GOVERNMENT	125,716	60,550	65,166	48.16%	
BOARD OF FINANCE	55,414	11,033	44,381	19.91%	
ECONOMIC DEVELOPMENT COMMISSION	50,650	50,000	650	98.72%	
LAND USE COMMISSION	16,350	14,055	2,295	85.96%	
REGIONAL PROBATE COURT	10,891	10,891	-	100.00%	
PUBLIC BUILDING COMMISSION	2,000	1,109	891	55.45%	
DEI COUNCIL	4,550	-	4,550	0.00%	
TOTAL GENERAL GOVERNMENT	4,163,264	2,405,561	1,757,703	57.78%	
PUBLIC SAFETY					
POLICE DEPARTMENT	5,836,568	3,212,044	2,624,524	55.03%	
DISPATCH	610,481	332,018	278,463	54.39%	
ANIMAL CONTROL	75,687	50,760	24,927	67.07%	
POLICE COMMISSION	750	-	750	0.00%	
EMERGENCY MANAGEMENT	35,710	27,127	8,583	75.97%	
TOTAL PUBLIC SAFETY	6,559,196	3,621,949	2,937,247	55.22%	
PUBLIC WORKS					
HIGHWAY DEPARTMENT	3,298,534	1,713,557	1,584,977	51.95%	
BUILDINGS & MAINTENANCE	547,326	289,801	257,525	52.95%	
ENGINEERING	341,086	157,821	183,265	46.27%	
PUBLIC WORKS ADMINISTRATION	369,295	289,801	79,494	78.47%	
TOWN OFFICE BUILDINGS	170,810	74,509	96,301	43.62%	
LIBRARY	162,944	60,863	102,081	37.35%	
ENO MEMORIAL HALL	88,947	35,655	53,293	40.09%	
OTHER BUILDINGS	36,538	21,636	14,902	59.22%	
LANDFILL	80,750	25,000	55,750	30.96%	
TOTAL PUBLIC WORKS	5,096,230	2,668,644	2,427,586	52.37%	
HEALTH & WELFARE					
SOCIAL SERVICES ADMINISTRATION	411,125	239,596	171,529	58.28%	

Description	FY2024	FY2024	\$ Variance	% Spent	Notes
	BUDGETED EXPENDITURES	ACTUAL As of 1/31/24			
SENIOR CENTER SERVICES	164,343	87,080	77,263	52.99%	
TRANSPORTATION SERVICES	170,540	66,442	104,098	38.96%	
HEALTH DEPARTMENT	186,053	186,053	0	100.00%	
AGING & DISABILITY COMMISSION	1,500	880	620	58.66%	
TOTAL HEALTH & WELFARE	933,561	580,051	353,510	62.13%	
CULTURE, PARKS & RECREATION					
LIBRARY	1,722,214	955,388	766,826	55.47%	
PARKS & OPEN SPACE	1,051,873	577,066	474,807	54.86%	
MEMORIAL POOL	88,378	43,192	45,186	48.87%	
RECREATION ADMINISTRATION	72,902	45,882	27,020	62.94%	
MEMORIAL FIELD	42,003	20,810	21,193	49.54%	
BEAUTIFICATION COMMITTEE	6,000	1,704	4,296	28.41%	
PARKS & REC COMMISSION	750	-	750	0.00%	
TOTAL CULTURE, PARKS & RECREATION	2,984,120	1,644,043	1,340,077	55.09%	
EDUCATION					
BOARD OF EDUCATION	82,182,136	42,255,197	39,926,939	51.42%	
TOTAL EDUCATION	82,182,136	42,255,197	39,926,939	51.42%	
INTERGOVERNMENTAL					
EMPLOYEE BENEFITS	7,341,792	4,177,918	3,163,874	56.91%	
LIABILITY INSURANCE	496,307	410,112	86,195	82.63%	
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	5,300	3,300	2,000	62.26%	
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	11,943,026	8,558,216	3,384,810	71.66%	
DEBT SERVICE					
PRINCIPAL	6,013,665	635,000	5,378,665	10.56%	
INTEREST	1,793,145	538,813	1,254,333	30.05%	
TOTAL DEBT SERVICE	7,806,810	1,173,813	6,632,998	15.04%	
TOTAL GENERAL FUND EXPENDITURES	121,668,343	62,907,473	58,760,870	51.70%	



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

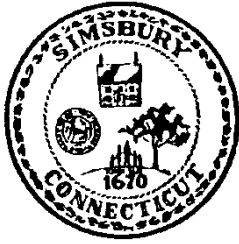
1. **Title of Submission:** Supplemental Appropriation – Dial-A-Ride Bus
2. **Date of Board Meeting:** March 5, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager; Kristen Formanek, Community and Social Services Director
4. **Action Requested of the Board of Finance:**
If the Board of Finance supports the supplemental appropriation request for the purchase of a Dial-A-Ride bus, the following motion is in order:

Move, effective March 5, 2024, to approve a supplemental appropriation in the amount of \$53,171 for the purpose of purchasing a bus for Simsbury's Dial-A-Ride program.
5. **Summary of Submission:**
During the fiscal year 2021/2022 budget process, the Social Services Department requested an appropriation of \$64,000 to purchase a new bus for the Dial-A-Ride program. Of that, \$51,200 was being paid for by a grant via the Connecticut Department of Transportation.

Due to vehicle shortages and inflationary factors, the bus that is anticipated to be available by late spring is now expected to cost \$117,171. The Connecticut Department of Transportation has committed to covering the full cost of the vehicle.

Staff is requesting a supplemental appropriation in the amount of \$53,171 to cover the full purchase price of the Dial-A-Ride bus.

This appropriation requested was reviewed and approved by the Board of Selectmen at their meeting on February 26, 2024.
6. **Financial Impact:**
The cost of the Dial-a-Ride bus will increase from \$64,000 to \$117,171, however, funding will be covered by the Connecticut Department of Transportation grant.
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:** Supplemental Appropriation – Tariffville School Modulares

2. **Date of Board Meeting:** March 5, 2024

3. **Individual or Entity Making the Submission:**
Matthew Curtis, Superintendent; Jason Casey, Director of Infrastructure & Technology

4. **Action Requested of the Board of Finance:**
If the Board of Finance supports the supplemental appropriation request for the Tariffville School Modulares project, the following motion is in order:

Move, effective March 5, 2024, to approve a supplemental appropriation for the Tariffville School Modular classroom project in the amount of \$18,000 and transfer said funds from the CNR fund to the Capital Projects Fund to cover the cost of the overage.

5. **Summary of Submission:**
The Tariffville School Modular classroom project was approved during prior budget processes in the amount of \$850,000.

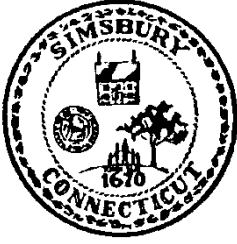
The original scope of the project included a “rough grade” of the site on the exterior of the modular. During this process drainage issues were identified outside the scope of work that need to be corrected. If left in its current state, the site will experience significant ponding and erosion. The cost to correct the drainage issues is \$18,000.

The Board of Education will not be completing the Squadron Line air quality project and will use the savings from this project to cover the cost of the Tariffville School Modular project overage.

This appropriation requested was reviewed and approved by the Board of Selectmen at their meeting on February 26, 2024.

6. **Financial Impact:**
Total project cost will increase from \$850,000 to \$868,000 or \$18,000.

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:** Appointment to the Simsbury Housing Policy Advisory Committee
2. **Date of Board Meeting:** March 5, 2024
3. **Individual or Entity Making the Submission:**
Marc Nelson, Town Manager

4. **Action Requested of the Board of Finance:**
If the Board of Finance would like to appoint a member to the Simsbury Housing Policy Advisory Committee, the following motion is in order:

Move, effective March 5, 2024, to appoint _____ to the Simsbury Housing Policy Advisory Committee

5. **Summary of Submission:**
At the Board of Selectmen meeting on February 14, 2024 the Board of Selectman approved a resolution establishing the "Simsbury Housing Policy Advisory Committee." The committee will be comprised of the Town Manager as well as one member from each of the following Boards: Board of Selectmen, Board of Education, Board of Finance, Planning Commission, Zoning Commission, Economic Development Commission, Aging & Disability Commission and DEI Council.

The first convening of the Committee is anticipated to be in mid-to-late March, with several meetings following in short succession before transitioning to a once-monthly format during the summer months.

It is recommended that each Board appoint a member along with an alternate member in such case that the primary designee has a conflict, the alternate individual could stand in.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission**
 - Resolution Establishing the Simsbury Housing Policy Advisory Committee

RESOLUTION 2024-01

(Establishing the Simsbury Housing Policy Advisory Committee)

Introduced by First Selectman Mackstutis

WHEREAS, the Town of Simsbury, as many municipalities within the State of Connecticut, faces a growing demand for housing at all price-points, amidst sharply rising housing costs which have made the affordability of housing a chief policy concern of state and local governments; and

WHEREAS, the Governor of the State of Connecticut, has made housing a priority for all municipalities, calling it a critical factor in helping grow the state's economy; and

WHEREAS, the State of Connecticut has mandated local governments to address this issue by way of formulating an Affordable Housing Plan, which the Town of Simsbury completed and adopted in 2021, which called for the formation of a committee on Affordable Housing; and

WHEREAS, the Board of Selectman established the Diversity, Equity & Inclusion (DEI) Council which, in turn established a Housing Subcommittee on April 26, 2021, which was approved by the Board of Selectmen; and

WHEREAS, the Board of Selectmen recognizes the work of the DEI Housing Subcommittee, and in order to recommend actionable change, bring together policy makers and community members, and in order to provide for greater administrative and executive support to this important work; and

WHEREAS, The Town of Simsbury included a primary goal of providing for a range of housing choices for people of all ages and economic circumstances in the newly adopted 2024 Plan of Conservation and Development (POCD) which endorses the action step of establishing this focused group; and

WHEREAS, the Board of Selectmen, in establishing the Housing Policy Advisory Committee, wishes to provide clear guidance relative to the purview, timeline and objectives of the Committee,

NOW THEREFORE

BE IT RESOLVED, that the Board of Selectmen hereby establishes and creates Simsbury's Housing Policy Advisory Committee pursuant to Town Charter Section 403, which shall be comprised of nine members; one each from the Board of Selectmen, the Board of Education, the Board of Finance, the Planning Commission, the Zoning Commission, the Economic Development Commission, the DEI Council, the Aging & Disability Commission, and the Town Manager who shall serve as administrative chair. That the First Selectman, pursuant to Town Charter Section 411, shall be an ex-officio member; and be it further

RESOLVED, that the Chairs, and Co-Chairs, of the above-named Boards shall notify the Town Manager of their respective appointments within thirty days of the adoption of this Resolution; and be it further

RESOLVED, that the Committee shall undertake a review of the various strategies discussed in the interim report on housing development strategies, proposed housing related tasks in the POCD, as well as, the findings of the DEI Housing Subcommittee, and shall report out to the Board of Selectman on its preferred recommendations for legislation or policy no later than December 31, 2024; and be it further

RESOLVED, that the Housing Policy Advisory Committee shall, in accordance with the Town Charter, sunset effective at the end of the current term of the Board of Selectman, December 1, 2025, unless renewed and reauthorized.

MOTION MADE BY SELECTMAN BEAL, SECONDED BY SELECTMAN YEISLEY

	Aye Nay
First Selectman Mackstutis	Aye
Deputy First Selectman Antonio	Aye
Selectman Beal	Aye
Selectman Goetz	Absent
Selectman Looney	Aye
Selectman Yeisley	Aye

Board of Finance
TOWN OF SIMSBURY, CONNECTICUT
REGULAR MEETING MINUTES
Tuesday, February 13, 2024, at 5:45 P.M.
Simsbury Community Media Live Stream

PRESENT:

Lisa Heavner, Robert Helfand, Todd Burrick, and Art Wallace.

ALSO PRESENT:

Amy Meriwether, Director of Finance; Marc Nelson, Town Manager; Chris Kachmar, Fiducient Advisors; Tyler Polk, Fiducient Advisors; Wendy Mackstutis, First Selectman.

1. Call to Order - Establish Quorum

Ms. Heavner called the meeting to order at 5:45 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Presentation Fiducient Advisors

Mr. Kachmar provided an overview of the Town of Simsbury's Retirement Plans and the Quarterly Investment Review for the 4th Quarter 2023. He reported that for the calendar year the pension plans were up about 11% and the OPED was up a little more than that. He reported a good performance from most of the managers and a decent year. Mr. Kachmar reported they are at 33% fixed income in the Asset Allocation today and they are proposing to take them up to 38%. He said they are optimally allocated and there may be an opportunity on the margin to get a little more conservative given the higher interest rates and the better fixed income return profiles. He added it might be an opportune time in the cycle to de-risk a little. He continued the presentation with the Current v's the Proposed Target Allocations. The Board had questions which were addressed by Mr. Kachmar. He continued with the presentation stating the OPED was up 14.4% in 2023 and he said it's performing nicely. He added the Board will have to think about introducing active management at some point but not at the moment. The Board discussed moving forward with a motion to eliminate the Templeton Institution and the reallocation of the pension plans as recommended by Fiducient pending the approval of the Retirement Sub-Committee.

MOTION: Mr. Burrick made a motion, effective February 13, 2024, to approve the elimination of Templeton Institution and the reallocation of the pension plans as recommended by Fiducient on page 24 of their agenda packets subject to the recommendation of the Retirement Sub-Committee. Mr. Helfand seconded the motion. All were in favor and the motion passed unanimously.

Mr. Polk with Fiducient continued with the presentation and reviewed the governance calendar, some regulatory legislative changes, and the Review Committee best practices. He reviewed some optional provisions that could be offered to plan participants and added there is no time constraints on deciding these. He continued with the presentation included a slide on Fiduciary Best Practices and said there is no changes needed to the Investment Policy Statement at this time. He continued reviewing the balances and included a slide on the T. Rowe Price

Retirement Funds and said they don't recommend any changes. The Board had questions which were addressed.

MOTION: Mr. Wallace made a motion, effective February 13, 2024, to appoint Robert Helfand and Todd Burrick to the Retirement Sub Committee. Ms. Heavner seconded the motion. All were in favor and the motion passed unanimously.

4. Finance Directors Report

- a) Town Quarterly Budget Status Report as of December 31, 2023
- b) Board of Education Quarterly Budget Status Report as of December 31, 2023
- c) Budget Discussion
- d) Proposed Board of Finance Agenda Items
- e) Draft Annual Report
- f) Simsbury Junior Woman's Club Grant Appropriation

Ms. Meriwether went through her report and Ms. Heavner thanked her and all involved in working on and reporting their savings initiatives. Ms. Heavner asks if their retirees have been putting sufficient money into the Health Fund to cover the claims that have been paid out. Ms. Meriwether said she would look into this. The Board had additional questions which were addressed. Ms. Heavner asked about paying off a bond early to see if there would be any financial benefits, and Ms. Meriwether said she would ask their bond advisor and get back to the board. Ms. Meriwether explained it is not advisable to bond early and hold on to that money. She reported they are on the final review stages of their final audit and Ms. Heavner asked that when it comes back in the next few weeks that it is emailed to the Board. Ms. Meriwether explained that their grand list remained flat at 0.06% which is around \$60K increase in value. Ms. Heavner asked for a copy of the report that was filed with the State and Ms. Meriwether said she will send it out tomorrow.

a) Ms. Meriwether reported on the Towns Quarterly Budget report highlighting that for the period ending in December 31, 2023 they are anticipating around \$125M in revenues by the end of the FY2024 which is about \$3.3M to the good. She went through the major line items affecting this. The Board had questions which were addressed. Ms. Meriwether reported that the anticipated Expenditures spend is around \$120.5M in comparison to their budget of \$121.5M with anticipated savings of around \$940K. She went through the line items effecting these numbers and added if all these Expenditures and Revenues come to fruition, they are expecting a surplus of about \$4.2M which will bring their estimated fund balance to around 19.59% of fund balance.

b) Ms. Meriwether reported the BOE are expected to have a \$500K - \$700K deficit mainly due to Special Education. She provided an overview of the main drivers and added to mitigate this deficit they will be looking at a spending freeze, reallocating some of their applicable grant funds, and anything else that can help out. Mr. Wallace asked how the surplus is handled going into the new year and Ms. Meriwether said it's at the discretion of the BOF. She added typically it's taken into their Capital Reserve fund to offset any major capital expenditures or last year it was put it towards the Mill Rate Stabilizer fund. Ms. Heavner added that they follow the Massachusetts model where they wait until October when the books close to know they have the

money, and then it goes into the following years budgeting consideration. She added line-item savings can be moved around within Departments. Mr. Nelson spoke about intra Departmental transfers. Ms. Heavner asked about Parks and Open Space and Ms. Heavner explained the reporting. Ms. Heavner asked if the internal line-item transfers can be done before the next meeting. The Board had questions which were addressed.

Ms. Meriwether reported on the Simsbury Farms fund which they are anticipating a deficit of around \$334K. She added they were already budgeting for a deficit of around \$370K due to a planned use of fund balance to offset their Capital expenditures going into FY24.

Ms. Meriwether reported on the Health Insurance Fund balance with projections for the year around \$16M in Revenues with an overall increase to the fund of around \$680K. She reported on some other highlights of the fund.

For the Sewer Fund Ms. Meriwether reported Revenue is around \$4.4M compared to their budget of \$4.2M. On the Expenditure side Ms. Meriwether said she will look into the utilities line item and get back to the Board as the number seemed high. She said there's a \$852K deficit to the fund and added they anticipated a 1.5% deficit to try and utilize some of the reserves for their Capital projects. Ms. Heavner asked why the reserve level is so high which Ms. Meriwether indicated she would follow up with Mr. Roy on why the Residential properties has a very high fund balance and the plan for that.

Ms. Meriwether reported on the Capital projects stating there's nothing major to highlight. Ms. Heavner stated to the public that the reason they ask for the inception date is because if the funds are not spent within three years it's reverted. She added it's also a nice planning document.

Ms. Meriwether reported no major updates with the CNR, and explained to the newer Board members the policy that allows the Department Heads to overspend by \$5K and added there is no project close to that position. She added the same policy applies to the CIP in that if the funds are not spent within three years the money is reverted. Ms. Meriwether said she would investigate the signage project and get back to the Board and will update the Life Safety Analysis for the PAC number. Ms. Mackstutis asked about following up on project timelines which was addressed.

Ms. Meriwether reported on the Board of Education and highlighted the Excess Cost grant, and they are still waiting for their award to be granted. She discussed one of the quirks of the BOE Special Education budget stating they report the net numbers as opposed to the gross.

Ms. Heavner asked the Board their thoughts on doing an Assignment, which is an intent to spend, in the General Fund when they have a material overage. It segregates the money which cannot be used for the budget until they are sure what's going to happen at year end. She said she was referring in particular to doing an Assignment for \$700K in the General Fund in anticipation of the Board of Educations proposed deficit related to special education costs.

MOTION: Mr. Burrick made a motion, effective February 13, 2024, to assign general fund reserves in the amount of \$700,000 in anticipation of the Board of Education proposed deficit

related to special education costs. Mr. Helfand seconded the motion. A discussion followed. All were in favor and the motion passed unanimously.

c) Budget Discussion:

The Board had a discussion on the budget and a review of the Levy Calculator showing different scenarios and assumptions. Ms. Heavner said it's important to look at the out years and Ms. Meriwether went through a few options to smooth out debt over longer periods. She added she's doing research in relation to long term planning. The Board had questions which were addressed. Ms. Heavner asked if the budget dates can be posted on the Town's FY2025 budget page. Ms. Heaver said she is looking forward to seeing the Comprehensive Annual Financial Report and asked the Board to think about reducing their debt especially with the current high interest rates.

Ms. Heavener added that the budget meeting was rescheduled to Wednesday, April 3rd, 2024, due to a Presidential Primary on the Tuesday.

Ms. Meriwether said that she will have more information on the budget's overall picture once Mr. Nelson submits his numbers. Ms. Heavner requested information as to which inflationary number OPM is going to use for the municipal cap. She added it would also be helpful to see the other Farmington towns budget update numbers as they come in.

d) Proposed Board of Finance Agenda Items:

Ms. Heavner said these are not items that need to be voted on but they help the Board plan discussions accordingly throughout the year. She asked the Board to review and add anything they would like to include.

e) Draft Annual Report:

Ms. Heavner gave an overview of the report saying it's like a citizen's description of the state of the finances of the town. One of the duties of the Town Manager in the Simsbury Charter is to assist the Board of Finance in the preparation of the Annual Report. The Board must approve the annual report. Ms. Heavner asked for feedback from the Board and asked all to look into what other towns produce in terms of content. Mr. Nelson said he will look into growing the scope of the contents going forward and Ms. Heavner suggested to include a Table of Contents and appointed Board Members.

MOTION: Mr. Helfand made a motion, effective February 13, 2024, to approve the Annual Report contingent on any changes, as advisable from the Comprehensive Annual Report. Mr. Wallace seconded the motion. All were in favor and the motion passed unanimously.

f) Simsbury Junior Woman's Club Grant Appropriation

Ms. Heavner suggested this type of discussion be moved to a consent agenda to approve and the Board agreed. As it was not done for this case Ms. Meriwether provided an overview of this request stating it was a \$500 grant that was applied for by the Junior Woman's Club and they would like to use this money to offset the cost of the Veterans picnic.

MOTION: Mr. Helfand made a motion, effective February 13, 2024, to approve a supplemental appropriation for the Simsbury Junior Woman’s Club grant for the amount of \$500 awarded. Mr. Wallace seconded the motion. All were in favor and the motion passed unanimously.

5. Approval of Minutes – December 19, 2023

MOTION: Mr. Burrick made a motion, effective February 13, 2024, to approve the Minutes from December 19, 2023, as submitted. Mr. Helfand seconded the motion. All were in favor and the motion passed unanimously.

Ms. Heavner asked if the minutes be posted on the Town Website before the next meeting.

6. Executive Session - Pursuant to CGS 1-200(6)(c) and 1-200(6)(e) – Cyber Security Update

MOTION: Mr. Helfand made a motion, effective February 13, 2024, to proceed to Executive Session pursuant to CGS 1-200(6)(c) and 1-200(6)(e) for the Cyber Security Update. Mr. Wallace seconded the motion. All were in favor and the motion passed unanimously.

The Board moved into Executive Session.

Respectfully submitted,
Marion Lynott
Commission Clerk