



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Submission

March 15, 2019

Ericka Butler
Town Clerk
Simsbury, CT 06070

Dear Ms. Butler:

A **Regular Meeting** of the Board of Finance will be held at **5:45 PM** on **Tuesday, March 19, 2019**, in the Main Meeting Room of Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes:
 - March 12, 2019
4. Board of Selectmen 2019/2020 Proposed Operating and Capital Budget Presentation & Board of Finance Discussion
5. Referral of Board of Selectmen, Board of Education & Capital Budgets to Public Hearing
(Hearing to be held Thursday, April 2, 2019 at 6:00pm – Simsbury Public Library)
6. Fiscal Year 2018/2019 Board of Selectmen Budget Items
 - Simsbury 350th Anniversary
 - Shared Services Study
7. Adjourn

Yours Truly,

Robert Pomeroy
Chairman

**Simsbury Board of Finance
TOWN OF SIMSBURY
REGULAR MEETING MINUTES
Tuesday, March 12, 2019 at 5:45 P.M.
Simsbury Town Hall - BOE Conference Room
933 Hopmeadow Street, Simsbury, Connecticut**

PRESENT: Lisa Heavner, Derek Peterson, Robert Pomeroy, Kevin Prell, Linda Schofield, Moira Wertheimer

ALSO PRESENT: Melissa Appleby, Deputy Town Manager; Sean Askham, BOS; Todd Burrick, BOE; Maria Capriola, Town Manager; Cheryl Cook, BOS, Matthew Curtis, Schools Superintendent; Thomas Frank, BOE; Burke LaClair, Schools Business Manager; Susan Homrok-Lemke, Assistant Superintendent of Pupil Services; Amy Meriwether, Director of Finance/Treasurer; Neil Sullivan, Schools Director of Personnel; Jeffrey Tindall, BOE; Eric Wellman, First Selectman; Tara Willerup, BOE Chair; and other interested parties.

1. Call to Order - Establish Quorum

Chairman Pomeroy called the meeting to order at 5:47 P.M.

2. Pledge of Allegiance

All present stood for the Pledge of Allegiance.

3. Approval of Minutes - February 19, 2019

MOTION: Mr. Prell made a motion to approve the February 19, 2019 Regular Meeting Minutes. Ms. Schofield seconded the motion. All were in favor and the motion passed unanimously.

4. FY 19/20 Budget Development

• Board of Education 2019/2020 Budget Presentation

Mr. Curtis gave a slide presentation entitled Board of Education 2019-20 Approved Budget. He noted balancing fiscal reality and a vision for continuous improvement. The Superintendent's Budget is \$70,877,377, an increase of \$1,727,825, or 2.50%. Next, he provided enrollment projections, noting five-year enrollment is projected to be flat and ten-year enrollment is projected to increase roughly 7%. He noted a decline of 11.89 FTE over the last two budgets. He reported per pupil expenditure for 2017-2018 is \$17,147 and compared this to peer communities. He spoke about creating and maintaining personalized opportunities for students. He reported on contractual obligations, program improvements, and insurance and pension costs, noting cost savings measures and operational efficiencies. He also provided other additions and reductions to the budget, including ten certified staff retirements, with total reductions at \$250,000 and the impact of personnel costs at \$1,208,958. He noted academic enhancements, safety and student support, and responsible reductions. Next, he noted a preliminary projected 2019-20 increase in insurance and pension of \$500,244, or .72% of the total budget. Mr. Curtis provided new information since the BOE Budget approval on February 26, 2019 and lastly, spoke about potential use of the Non-Lapsing Account. Mr. LaClair reported on the Henry

James Project Status, the BOE Facilities Master Plan and Reconfiguration Study Status, and potential legislation on regionalization of schools. Questions and discussion followed. Mr. Pomeroy thanked Mr. Curtis and Mr. LaClair for their efforts.

- Health Insurance Fund (Internal Service Fund) Update

Ms. Meriwether noted a thorough analysis of the Health Insurance Fund was performed recently. The analysis identified that the Town's Health Insurance Fund has not been solvent since at least FY13/14. She provided a Fund History sheet for reference. She noted Staff has been working with the consulting firm, Lockton, to rectify the situation. She provided four scenarios developed for possible resolve. Ms. Capriola explained the four scenarios, noting they were presented to the BOS last night. Questions and discussion followed. It was noted best practices and industry standards should be looked at, as well as, speaking with Bob Lindberg. Ms. Capriola noted a new employee benefits firm was selected and began work in October 2018. A monthly claims analysis will now be available. Further, she spoke about cost containment measures, including marketing stop loss insurance and looking at RX claims.

MOTION: Mr. Pomeroy made a motion to request that the BOS presentation include prioritizing capital. Ms. Heavner seconded the motion. All were in favor and the motion passed unanimously.

- Debt Service and Capital Update

Ms. Capriola referenced the following provided documents: Health Insurance Fund Statement of Revenues, Expenditures and Changes in Fund Balance - Fund History and Fund Projections, Capital Budget Planning FY20 - FY25 - With Sewer Debt, Without Sewer Debt and With Baseline Needs - Without Sewer Debt. She noted a very rough projection of baseline capital needs set at \$2.5M without sewer debt. She added major categories for baseline capital needs include paving, sidewalks, bike trails, town buildings, school buildings, parks/open space and fleet. Discussion followed. Mr. Pomeroy requested Mr. Curtis and Mr. LaClair look at the BOE budget in light of the discussion around the insurance fund using Scenario 4. It was agreed the topic of regionalization should be further discussed.

5. Adjourn

MOTION: Ms. Wertheimer, Ms. Schofield second, to adjourn at 7:50 P.M.; unanimously approved

Respectfully submitted,

Karen Haberlin
Commission Clerk



Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Board of Selectmen 2019/2020 Budget Presentation
2. **Date of Board Meeting:** March 19, 2019
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director/Treasurer
4. **Action Requested of the Board of Finance:**
No action is requested for this agenda item
5. **Summary of Submission:**

Board of Selectmen 2019/2020 Budget Presentation

Pursuant to Section 807 of the Town Charter, the Board of Selectmen is required to present its budget and capital project recommendations to the Board of Finance by March 31st.

6. **Financial Impact:**
None
7. **Description of Documents Included with Submission:**
None



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933 Hopmeadow Street Simsbury, Connecticut 06070

Board of Finance Agenda Item Submission Form

1. **Title of Submission:** Referral of BOS, BOE & Capital Budgets to Public Hearing
2. **Date of Board Meeting:** March 19, 2019
3. **Individual or Entity Making the Submission:**
Amy Meriwether, Finance Director/Treasurer
4. **Action Requested of the Board of Finance:**
If the Board of Finance supports moving forward with the FY19/20 Board of Education, Board of Selectmen and Capital Budgets as presented, the following motion is in order:

Move, effective March 19, 2019 to refer the FY19/20 Board of Education, Board of Selectmen and Capital Budgets as presented to Public Hearing (pursuant to Section 808 of the Town Charter – Hearing to be held Tuesday, April 2, 2019 at 6:00pm – Simsbury Public Library)
5. **Summary of Submission:**

Pursuant to Section 808 of the Town Charter, a public hearing must held for the Town budget no later than April 10th. The Board of Education and Board of Selectmen have made their presentations to the Board of Finance and received guidance for moving forward in the budgeting process. Staff is requesting the Board of Finance make a formal motion to move forward in the budgeting process and refer the Board of Education, Board of Selectmen and Capital Budgets to public hearing.
6. **Financial Impact:**
None
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 2018/2019 Board of Selectmen Budget Items

2. **Date of Board Meeting:** March 19, 2019

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

4. **Action Requested of the Board of Finance:**
If the Board of Finance supports the Board of Selectmen's requests for funding the Simsbury 350th Anniversary activities and the shared services study, the following motion is in order:

Move, effective March 19, 2019 to approve an additional appropriation to the FY18/19 budget in the amount of \$35,000 to support the Simsbury 350th Anniversary Committee and have a shared services study performed in the amount of \$50,000.

5. **Summary of Submission:**

Simsbury 350th Anniversary

The Town of Simsbury has received a request from the Simsbury 350th Anniversary Committee to assist in funding activities related to the Simsbury 350th Anniversary celebration activities. The amount being requested is \$35,000. The Board of Selectmen would like to request an additional appropriation in the FY18/19 budget to support this request.

Shared Services Study

At their regular meeting on Monday, March 11th, the Board of Selectmen discussed cost savings initiatives as part of their budget development. One area of interest to the Selectmen was the idea of shared services with the Board of Education and the potential savings impact to the Town's budget. The Board of Selectmen would like to request an additional appropriation in the FY18/19 budget for \$50,000 to have a shared services study performed.

6. **Financial Impact:**

If the Board of Finance approves the Board of Selectmen requests as detailed above, this will increase expenditures in FY18/19 by \$85,000.

7. **Description of Documents Included with Submission:**

- Simsbury 350th Anniversary Presentation Slides provided by the Simsbury 350th Anniversary Committee



Simsbury 350th Anniversary Celebration

Board of Selectmen Meeting, 1/14/19

1/14/2019

350 Agenda

- S350 Overview
- Organizational Structure
- Simsbury Main Street Partnership, Fiscal Sponsor
- Fundraising & Sponsorship
- Signature and Complementary Events
- Request of the Town

1/14/2019

S350 / Board of Selectmen Meeting

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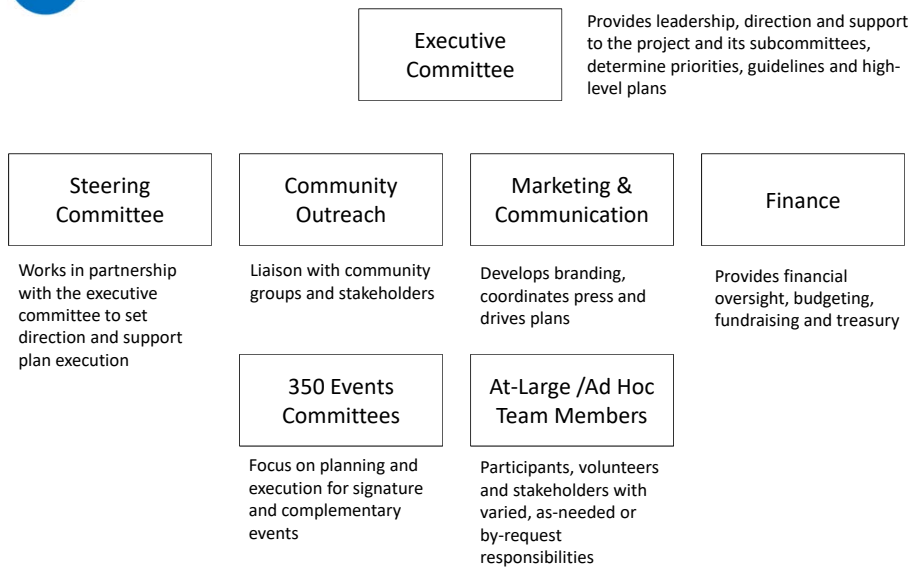


S350 Overview

- Celebrate Simsbury’s rich history, vibrant present and exciting future with a year-long series of diverse events
- Create multiple opportunities for our community to come together and celebrate our town
- Introduce signature events that may continue into the future



Organizational Structure



350 Organizational Structure: Partner Groups

- Simsbury Main Street Partnership
- Simsbury Chamber of Commerce
- Simsbury Historical Society
- Simsbury Public Library
- Simsbury Public Schools
- Boy Scout Troup 175
- Simsbury Theater Guild
- Simsbury Light Opera Company
- VFW Post 1926 and American Legion Post 84
- Gifts of Love and the Community Farm
- Simsbury Land Trust
- Simsbury High Crew
- Tariffville Village Association
- Farmington Valley Watershed Association...plus many, many more!

350 SMSP Oversight

- Fiscal Sponsor: Simsbury Main Street Partnership, Inc.
- Prior fiscal sponsorship: Defibrillators, sidewalk bricks, Veteran's Memorial, Simsbury Celebrates grant
- Independent banking and financials



Fundraising & Sponsorship

- Dedicated committee
- Drafting sponsorship package
- Grants and gifts



Signature Events

- Kick-off: Opening Ceremony, Tuesday, 5/12/2020
- Conclusion: Grand Ball, Saturday, 11/7/2020
- Signature 350th Celebration Events
 1. Memorial Day Weekend Antique Show & Sale
 2. River Day
 3. Country Fair
 4. Oktoberfest
 5. Grand Ball
- Many complementary events and activities

350 Signature Events

| Event | Date | Location | Chair(s) |
|-----------------------------------|---------|----------|----------|
| Memorial Day Weekend Antique Show | 5/23-24 | PAC | Joe Buda |

- Two-day antique show and sale
- Historical demonstrations and exhibits
- Food and beverage offerings
- Budget items: Marketing and promotion, historical program costs

350 Signature Events

| Event | Date | Location | Chair(s) |
|-----------|------|----------|--------------|
| River Day | 6/27 | Varied | Kris Barnett |

- Celebration of Simsbury’s long-standing relationship to the Farmington River
- Multiple activities at riverside locations throughout Simsbury with broad appeal and opportunity for many different ways of participation
- Highlights: “Huck Finn” River Float race, kayak/canoe rentals, tubing, food trucks, guided hikes and interactive Native American stations
- Budget items include: insurance, fees, signage/promotion, sanitation, security/traffic control

350 Signature Events

| Event | Date | Location | Chair(s) |
|--------------|---------|----------|-------------|
| Country Fair | 8/28-30 | PAC | Wendy Walsh |

- Traditional country fair, complete with midway rides, inflatables, amusements, food vendors, games of chance, contests, music, agriculture, local business and fireworks
- Think “mini-Goshen Fair”
- Include Simsbury 350th booth with time capsule display, birthday cake
- Incorporate ideas from the past, present and future
- Multi-generational appeal for local residents and surrounding communities

350 Signature Events

| Event | Date | Location | Chair(s) |
|-------------|-------|----------|----------------|
| Oktoberfest | 10/10 | PAC | Steven Antonio |

- Celebration of local craft breweries as well as notable regional brewers
- Under-21 specialty beverages also available
- Traditional German fare
- Live entertainment
- Pizza Contest
- Buffalo Wings Contest
- This event to be self-funded through ticket revenue and sponsorships



Signature Events

| Event | Date | Location | Chair(s) |
|-------------------|-------------|------------------|-------------------|
| Grand Ball | 11/7 | Riverview | Polly Rice |

- Big Finale: Formal conclusion of the 350th celebration. Grand ball with dinner, dancing, video presentation, more!
- Live band, elegant food and beverage service
- Sponsor/partner recognition
- Photo montage
- Budget items: Venue and entertainment costs, marketing and promotion, other program costs



Signature & Complementary Events

| May | June | July |
|--|--|--|
| 5/1: Triathlon 5/12: Opening Ceremony 5/16-17: Colonial Weekend 5/16-17: Equality Exhibit 5/17: Beard Contest 5/20: SHS Music Program 5/24: Grange BBQ Dinner 5/24: Antique Show 5/25: Memorial Day Parade 5/?: Public Art Trail Opens | 6/5: Tootin' Hills Duck Race 6/8-12: Student Art Display 6/10: Burgers on the Bridge 6/13-14: Flower Carpet 6/22: Town Birthday Party 6/27: River Day 6/?: SPL Story Walk 6/?: Simsbury's Got Talent | 7/4: Ice Cream Social 7/6-12: Restaurant Week 7/12: Classic Car Show |
| August | September | October |
| 8/x: Summer Youth Theater 8/27: Taste in Simsbury 8/28-30: Country Fair | 9/12: Farm-to-Table Dinner 9/19-20: Arts Fair 9/20: Simsbury Fly-In 9/?: Public Art Trail Closes | 10/10: Oktoberfest 10/24: Cemetery Play 10/25: Chili Challenge |
| November | 11/7: Conclusion – Grand Ball | |

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Request of the Town

- Financial Support
 - > Request for start-up funds of \$35,000
- Facilitation of Venue
 - > Seeking use of Simsbury Meadows PAC at no cost or restriction
- Staff Liaison
 - > Request for named liaison to work with Simsbury 350th Celebration
- Insurance Coverage
 - > Town insurance to cover signature events

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Next Steps

- BoS liaison to keep board informed
- Confirmation of PAC availability for planned dates
- Chairs assembling committees and seeking volunteers, planning underway
- Reservations, vendor engagements and deposits
- Simsbury350.com