



# Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

## Board of Finance Agenda Submission

March 29, 2019

Ericka Butler  
Town Clerk  
Simsbury, CT 06070

Dear Ms. Butler:

A **Regular Meeting and Public Hearing on the Budget** of the Board of Finance will be held at **6:00 PM** on **Tuesday, April 2, 2019**, in Program Room 1 of the Simsbury Public Library, 725 Hopmeadow Street, Simsbury, Connecticut.

The Agenda is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Presentation of the FY 19/20 Budget Process
4. Presentation of Proposed FY 19/20 Board of Education and Board of Selectmen Operating & Capital Budgets
5. Public Hearing on FY 19/20 Operating and Capital Budgets  
*Then Close or Continue the Public Hearing to April 23<sup>rd</sup> at 6pm*
6. FY 19/20 Budget Discussion and Possible Action
7. HJMS Project Discussion
8. Proposed Fund Balance Transfer
9. Approval of Minutes:
  - March 19, 2019
10. Adjourn

Yours Truly,

Robert Pomeroy  
Chairman



# Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

## Board of Finance Agenda Item Submission Form

- Title of Submission:** FY 19/20 Budget Discussion and Possible Action
- Date of Board Meeting:** April 2, 2019
- Individual or Entity Making the Submission:**  
Amy Meriwether, Finance Director/Treasurer
- Action Requested of the Board of Finance:**  
If the Board of Finance supports moving forward the Board of Selectmen's budget, Board of Education's budget, Capital budget, Simsbury Farms Fund budget, Residential Property Fund budget and Water Pollution Control Fund budget to referendum, the appropriate motions can be found included with the attachments of this submission.
- Summary of Submission:**

### Board of Selectmen 2019/2020 Budget

At the Board of Finance's regular meeting on March 19, 2019, the Board of Selectmen presented their fiscal year 2019/2020 proposed operating and capital budgets. The operating budget proposed an increase of \$3,269,195 or 15.93%, an increase in debt service expenditures of \$1,164,184 or 28.65% and an increase in capital and operating transfers of \$260,000 or 11.59%. Included within the Board of Selectmen's budget was the proposed consolidation of the Simsbury Farms budget into the General Fund budget. There were also efforts to increase transparency by reporting the full cost of services and shared staff with offsetting revenues. (Previous reporting showed the partial cost of services and shared staff with no offsetting revenues.) The total proposed increase to the Board of Selectmen budget as compared to the prior year presentation is 4.75%.

The Board of Finance provided guidance to the Board of Selectmen to restore the Simsbury Farms fund activity back into the Special Revenue Fund, increase the Health Insurance assumption rate from a 10.44% increase to a 14.48% increase, prioritize their capital and CNR projects and re-review the operating and capital budgets for any potential areas of reduction. (Note: Increasing the health insurance assumption from 10.44% to 14.48% increased the Board of Selectmen budget as compared to the prior year presentation from 4.75% to 5.19%)

At their regular meeting on March 25, 2019, the Board of Selectmen made several changes to their proposed operating and capital budgets per the Board of Finance guidance. These changes are summarized and included as an attachment entitled "Summary of Changes to the FY 19/20 Operating and Capital Budgets as Recommended by the Board of Selectmen on 3/25/19." The total revised proposed increase to the Board of Selectmen budget as compared to the prior year presentation is 4.71%.

### Board of Education 2019/2020 Budget

At the Board of Finance's regular meeting on March 12, 2019, the Board of Education presented their fiscal year 2019/2020 proposed operating and capital budgets. The operating budget proposed an increase of \$1,730,767 or 2.48%. Proposed capital projects included \$2,600,000 for a partial roof replacement at SHS, \$750,000 for District Security Improvements and \$325,000 for underground tank replacements at TV and SHS.

The Board of Finance provided guidance to the Board of Education to increase the Health Insurance assumption rate from a 9% increase to a 14.48% increase, consider the utilization of their non-lapsing fund to offset the increase in health insurance costs and attempt to get operating expenses as close to the 2% previously established guideline as possible.

At their regular meeting on March 26, 2019, the Board of Education made several changes to their proposed operating budget per the Board of Finance guidance. These changes are summarized and included as an attachment entitled "Approved Reductions 3/26/19: Revised 2019-20 BOE Budget." The total revised proposed increase to the Board of Selectmen budget is 2.2%.

### Simsbury Farms Fund Budget

The Simsbury Farms Special Revenue Fund expenditure budget is expected to total \$2,052,282. This is an increase of \$36,552 or 2%. Revenues are also expected to total \$2,052,282, therefore, there is no projected increase to fund balance.

### Residential Property Fund Budget

The Residential Property Special Revenue Fund expenditure budget is expected to total \$37,372. This is a decrease of \$501 or 1%. Revenues are expected to total \$64,638. Expenditures with offsetting revenues will result in a \$27,266 increase to fund balance.

### Water Pollution Control Budget

The Water Pollution Control expenditure budget is expected to total \$4,019,347. This is an increase of \$191,022 or 5%. Revenues are expected to total \$3,981,825. Expenditures with offsetting revenues will result in a \$37,522 decrease to fund balance. This is a planned use of fund balance.

## **6. Financial Impact:**

The Board of Selectmen's revised proposed operating budget totals \$22,749,927 which is an increase of \$1,729,200 or 8.23%. The revised proposed capital and debt service budget totals \$6,663,784 which is an increase of \$859,184 or 14.80%. As mentioned above, reporting changes were made in the current year to increase transparency. These changes affect the overall increase of the expenditure budget with an offsetting increase to the revenue budget. The operating budget increase as compared to the prior year presentation is a 4.71% increase.

The Board of Education's revised proposed operating budget totals \$70,670,269 for public schools which is an increase of \$1,520,717 or 2.20%. The Board of Education's proposed non-public school budget totals \$546,432, which is an increase of \$2,942 or 0.54%.

The total Town of Simsbury budget is proposed to be \$100,630,412, an increase of \$4,112,043 or 4.26%. This has an impact on the median home taxpayer of \$202 per year or 2.59%.

Other fund financial impacts are summarized above.

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

- Summary of Changes to the FY 19/20 Operating and Capital Budgets as Recommended by the Board of Selectmen on 3/25/19
- Approved Reductions 3/26/19: Revised 2019-20 BOE Budget
- FY 2020 Itemized Estimates of Annual Budget Expenditures by Function and Anticipated Revenues by Major Source (as submitted to Public Hearing)
- FY 2020 Itemized Estimates of Annual Budget Expenditures by Function and Anticipated Revenues by Major Source (as revised by the Board of Selectmen and Board of Education)
- Planning Commission Capital Improvement Plan Referral
- Operating and Capital Budget Motions
- Capital Budget Resolutions
- Referendum Questions

## Summary of Changes to the FY 19/20 Operating and Capital Budgets as Recommended by the Board of Selectmen on 3/25/19

### OPERATING BUDGET

- 1) Increase grand list growth projection from an increase of 0.85% to 0.92% - generates approximately \$60,000 in revenue
- 2) Eliminate EDC marketing and branding materials - \$18,000 in savings
- 3) Reduce Engineering admin assistant position by five hours per week, from 30 hours to 25 hours - \$7,953 in savings.
  - This would pay for the five hours for the Library admin assistant position.
  - The Engineering department admin assistant is now only supporting a department of two people, with an operating budget around \$250k. They no longer supervise DPW, the Sewer facility, or do capital budgeting and monitoring.
- 4) Move \$77,546 from contingency to the police salary line item now that the contract has settled
- 5) Reduce health insurance contribution from BOF 14.88% increase to 12% - \$86,000 in savings
  - Based on February claims we would need a 12% increase to reach mid-range of expected claims
  - To build up the Health Insurance reserve, an additional \$850,000 contribution would be needed

### CNR FUND

- 1) Capital (CNR) - eliminate the wayfinding signage - \$15,000 in savings
- 2) Projects of highest priority – radio system feasibility study; ice rink condenser; pool fencing; police cruisers; ash borer mitigation; automatic book handler
- 3) Playscapes are lowest priority
- 4) All other CNR projects are identified as medium priority
- 5) BOS did not prioritize/rank projects that are funded from revenue sources outside of the General Fund (i.e. sewer fund, TAR, Trust, private duty fund)

### CAPITAL FUND

- 1) Reduce bikepath maintenance to \$100,000 - \$64,910 in savings
- 2) Eliminate capital reserve contribution - \$50,000 in savings
- 3) Stretch out the sidewalk and ramp rehabilitation program from 15 years to 20 years; same aggregate cost but reduces current year contribution - \$100,000 in savings
- 4) Recommended use of \$605,500 from the assigned fund balance from the Hartford leaving to pay for paving with cash; Board was not supportive of bonding for that cost
- 5) Project prioritization: #1a – paving, #1b – financial management software system, #2 sidewalks, #3 greenways/bikepaths

### PARKS & REC SPECIAL REVENUE FUND

- 1) Moving Parks and Recreation expenses back to the special revenue fund and keeping some budgets in the General Fund requires the General Fund contribution to be \$180,000 in order for the fund to be balanced and not in a deficit position

### OTHER SUGGESTIONS

- 1) Consider using up to \$850,000 from the assigned fund balance from the Hartford leaving to build up the Health Insurance Fund reserve
- 2) Review investment income budgeted revenue; consider increasing that revenue

**APPROVED REDUCTIONS 3/26/19: REVISED 2019-20 BOE BUDGET**

<b>APPROVED REDUCTIONS 3/26/19: REVISED 2019-20 BOE BUDGET</b>							
<b>Description</b>	<b>Location</b>	<b>Net Increase</b>	<b>Additional Amount</b>	<b>% Increase</b>			
NA BOE approved budget - February 26th		\$ 1,727,825				2.50% Level	
NA Additional Impact of Health Insurance Premiums at 12.0% (from 9%)		\$ 2,001,192	\$ 273,367			2.89%	
<b>Item Num</b>	<b>Description</b>	<b>Location</b>	<b>Net Increase</b>	<b>Reduction Amount</b>	<b>Cumulative Reduction</b>	<b>% Increase</b>	<b>Impact</b>
1	2 Additional Certified Teacher retirements	K-12	\$ 1,951,192	\$ 50,000	\$ 50,000	2.82%	Assumed savings with new hires
2	Kindergarten Classroom Section (1.0 FTE)	K-6	\$ 1,862,667	\$ 88,525	\$ 138,525	2.69%	
3	Use of Non-Lapsing Account for Health Insurance	K-12	\$ 1,562,667	\$ 300,000	\$ 438,525	2.26%	Reduction of new monies needed for 2019-20 budget
4	Equipment Reduction	K-12	\$ 1,532,667	\$ 30,000	\$ 468,525	2.22%	Will need to reduce the amount of building and departmental budgets
5	District Memberships (NESDEC, SCTV)	K-12	\$ 1,520,717	\$ 11,950	\$ 480,475	2.20%	Milone and MacBroom enrollment data and no increase for SCTV
<b>2019-20 Revised Budget Amount</b>			<b>\$ 70,670,269</b>				

**FY 2020 Itemized Estimates of Annual Budget Expenditures by Function and Anticipated Revenues by Major Source**  
*As Filed for Public Hearing*

**Proposed General Fund Operating Budgets**

	Adopted	Proposed	Change	
	FY2019	FY 2020	Dollar	Percentage
Board of Selectmen	21,020,727	22,834,646	1,813,919	8.63%
Debt Service & Capital	5,804,600	6,878,694	1,074,094	18.50%
Board of Education	69,149,552	71,305,216	2,155,664	3.12%
Non-Public School	543,490	546,432	2,942	0.54%
<b>Total Appropriations</b>	<b>96,518,369</b>	<b>101,564,988</b>	<b>5,046,619</b>	<b>5.23%</b>
LESS ESTIMATED NON-TAX REVENUES	8,968,171	9,226,271	258,100	2.88%
<b>BALANCE TO BE RAISED</b>	<b>87,550,198</b>	<b>92,338,717</b>	<b>4,788,519</b>	<b>5.47%</b>

	ACTUAL REVENUE 2018	BUDGET REVENUE 2019	ACTUAL REVENUE 12/31/2018	PROJECTED REVENUE 6/30/2019	ESTIMATED REVENUE 2020
<b>GENERAL FUND REVENUES</b>					
Property Taxes - Interest & Liens	386,356	250,000	166,298	250,000	250,000
Intergovernmental Revenues & Payments in Lieu of Taxes	5,868,499	5,741,641	1,746,262	6,350,128	6,528,317
Investment Income	323,153	175,000	326,971	335,000	250,000
Charges for Goods & Services	954,176	699,413	357,418	706,945	1,252,456
Fines & Forfeitures	51,153	59,500	16,787	37,170	29,590
Rental of Town Owned Property	142,062	130,500	32,945	132,150	145,300
Licenses & Permits	1,217,251	801,200	380,715	799,575	649,125
Operating Transfers In (WPCA)	108,989	110,917	110,917	110,917	114,483
Operating Transfers In (Belden Trust)	-	-	-	-	7,000
General Fund Equity (Reserves)	-	1,000,000	-	-	-
<b>Total General Fund Revenue Budget</b>	<b>9,051,639</b>	<b>8,968,171</b>	<b>3,138,313</b>	<b>8,721,885</b>	<b>9,226,271</b>

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 12/31/2018	FY 2019 6/30/2019	FY 2020 PROPOSED
<b>GENERAL FUND EXPENDITURES BY FUNCTION</b>					
General Government	1,233,299	1,244,383	653,132	1,216,043	1,295,774
Financial Services & Information Technology	1,003,110	991,691	490,935	982,774	1,204,128
Planning & Development	547,117	653,879	282,795	654,180	653,487
Public Safety	4,659,221	4,861,637	2,318,764	4,847,766	5,067,216
Public Works & Engineering	3,842,044	4,306,987	1,972,912	4,166,051	4,038,555
Health and Social Services	628,646	693,559	294,491	693,560	768,426
Parks and Recreation & Library	2,332,080	2,410,158	1,173,513	2,420,752	2,568,434
Fringe Benefits & Liability Insurance	5,101,590	5,267,460	3,494,698	5,291,298	5,983,015
Operating Transfers	725,337	590,973	1,501,300	1,501,300	1,255,611
<b>Total Board of Selectmen Operating Budget</b>	<b>20,072,444</b>	<b>21,020,727</b>	<b>12,182,540</b>	<b>21,773,724</b>	<b>22,834,646</b>
Debt Service/Capital	5,378,054	5,804,600	3,697,513	5,804,600	6,878,694
Education	68,631,428	69,693,042	31,482,407	69,693,042	71,851,648
<b>Total General Fund Budget</b>	<b>94,081,926</b>	<b>96,518,369</b>	<b>47,362,460</b>	<b>97,271,366</b>	<b>101,564,988</b>

	ACTUAL REVENUE FY 2018	BUDGET REVENUE FY 2019	ACTUAL REVENUE 12/31/2018	PROJECTED REVENUE 6/30/2019	ESTIMATED REVENUE FY 2020
<b>SPECIAL REVENUE FUNDS - REVENUES</b>					
<b>Water Pollution Control Fund</b>					
Sewer Assessments	3,049,728	3,045,955	2,485,718	3,030,869	3,049,278
Intergovernmental Revenues	409,927	409,927	204,964	409,927	409,927
WPCA Fees & Miscellaneous	816,746	427,021	333,104	407,800	522,620
<b>Total Water Pollution Control Fund</b>	<b>4,276,401</b>	<b>3,882,903</b>	<b>3,023,786</b>	<b>3,848,596</b>	<b>3,981,825</b>
<b>Residential Property Fund</b>					
Rental of Town Owned Property	73,298	36,423	38,425	71,820	64,638
<b>Simsbury Farms Complex</b>					
Charges for Goods & Services	805,272	831,600	243,289	821,832	858,466
Rental of Town Owned Property	28,113	27,500	22,197	22,000	27,000
Other Revenue	350,036	156,400	117,985	149,000	200,000
Golf Course Fee	795,908	962,000	357,796	792,000	936,691
<b>Total Simsbury Farms Complex</b>	<b>1,979,329</b>	<b>1,977,500</b>	<b>741,267</b>	<b>1,784,832</b>	<b>2,022,157</b>
<b>Total Special Revenue Funds</b>	<b>6,329,028</b>	<b>5,896,826</b>	<b>3,803,478</b>	<b>5,705,248</b>	<b>6,068,620</b>

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 12/31/2018	FY 2019 6/30/2019	FY 2020 PROPOSED
<b>SPECIAL REVENUE FUNDS - EXPENDITURES</b>					
<b>Water Pollution Control Fund</b>					
Public Works	2,055,810	2,218,339	960,298	2,022,201	2,289,657
Operating Transfers	108,989	110,917	110,917	110,917	114,483
Debt Service	1,265,207	1,265,207	632,604	1,265,207	1,265,207
<b>Total Water Pollution Control Requests</b>	<b>3,430,006</b>	<b>3,594,463</b>	<b>1,703,819</b>	<b>3,398,325</b>	<b>3,669,347</b>
<b>Residential Property Fund</b>					
Public Works	21,320	27,900	10,716	29,350	28,850
Debt Service	8,527	8,523	4,261	8,523	8,522
<b>Total Residential Properties</b>	<b>29,847</b>	<b>36,423</b>	<b>14,977</b>	<b>37,873</b>	<b>37,372</b>
<b>Simsbury Farms Complex</b>					
SF Administration	235,177	212,771	128,461	210,794	234,081
Special Programs	413,805	388,078	269,227	422,409	373,200
Simsbury Farms Complex	464,535	479,736	266,000	502,341	498,635
Golf Course	876,509	901,398	472,520	880,186	946,366
<b>Total Simsbury Farms Complex</b>	<b>1,990,026</b>	<b>1,981,983</b>	<b>1,136,208</b>	<b>2,015,730</b>	<b>2,052,282</b>
<b>Total Special Revenue Funds</b>	<b>5,449,879</b>	<b>5,612,869</b>	<b>2,855,004</b>	<b>5,451,928</b>	<b>5,759,001</b>

FY2020 CAPITAL & NONRECURRING FUND BUDGET	15/16	16/17	17/18	18/19	Requested 19/20	FY2020 Charge -Back Against	
						General Fund	Other /State Grants
<b>BOARD OF SELECTMEN</b>							
DPW - Sign Inventory	30,000					6,000	
DPW - Plow Truck*	150,000					13,290	
DPW - One Ton Pick-Up Truck buildings and grounds	38,500					7,700	
DPW - One Ton Pick-Up Truck Highway	38,000					7,600	
DPW - Library Gutter Melt	26,300					5,260	
Police - 3 New Vehicles	87,000					17,400	
Engineering - GIS Technology / Workorder system	40,000					8,000	
Parks - Equipment replacement	56,000					11,200	
IT - Network Infrastructure	28,000					5,600	
IT - Central Mailing Office Equipment	6,000					1,200	
Purchase of 3 Patrol Vehicles		87,000					17,400
Uninterruptible Power Supply for Communications division		20,000					4,000
Purchase of Support Vehicles (Used)		15,000					3,000
Highway Plow Truck		155,000					31,000
Program Room Technology Upgrade		8,000					1,600
Small Pickup Truck-Buildings & Grounds (Used)		11,500					2,300
Small Mower with Bagger		13,000					2,600
3/4 Ton Pickup Truck		32,000					6,400
Baseball Infield Conditioner			20,000				4,000
Utility Vehicle Memorial			25,000				5,000
Purchase of 3 Patrol Vehicles			95,000				19,000
Town Hall Office Improvements			49,500				9,900
50% Highway Mechanic Truck with Utility Body			36,750				7,350
Highway Plow Truck - All Season Body			155,000				31,000
Upgrade HVAC Controller Modules in Town Hall			35,000				7,000
Eno Hall Stairway & Railings				19,000			3,800
John Deere Winter Attachments				7,200			1,440
One-Ton Dump Truck				49,000			9,800
Children's Room Computers				10,850			2,170
Simsbury Farms Irrigation Study				40,000			8,000
Ice Resurfacer (replace 1997)				50,000			10,000
Front End Rotary Mower (replace 2003)				70,000			14,000
3 Patrol Vehicles				111,000			22,200
AED - 8 replacements & 1 new				19,200			3,840
Radio System Feasibility Study - Phase 1				40,000			8,000
Revaluation Partial 1/4 Appropriation				61,500			
Economic Development Study				60,000			
Deepwater Wind - potential legal and consulting fees				50,000			
Board of Selectmen Electronic Devices				5,000			
Radio System Feasibility Study					35,000		7,000
Ice Rink Condenser					109,200		21,840
Pool Fencing					30,000		6,000
Police Cruisers					130,000		26,000
Automatic Book Handler					73,640		14,728
Ash Borer Tree Mitigation					36,500		7,300
Telephone System					40,000		
2022 Revaluation					60,000		60,000
Deepwater Wind - potential legal and consulting fees					15,000		15,000
Interview Room Audit/Video Recording System					35,610		35,610
Security Camera Upgrades					15,910		15,910
Wayfinding Signage for Town Center					15,000		15,000
Painting and Repairs to Eno Clock Tower					21,000		21,000
Public Works Truck Replacement					180,000		180,000
Pickup Truck Replacement (Highway)					35,000		35,000
Infrared Asphalt Trailer					37,000		37,000
Plow Blades					28,000		28,000
Pickup Truck Replacement (Parks & Rec)					40,000		40,000
Plow and Sander Replacement					15,000		15,000
Paddle Courts Resurfacing and Painting					12,000		12,000
Ice Rink Roof Underside Painting					50,000		50,000
Various Playscapes					25,000		25,000
WPC - Sanitary Sewer Lining					100,000		100,000
<b>BOARD OF SELECTMEN TOTAL</b>	<b>499,800</b>	<b>341,500</b>	<b>416,250</b>	<b>592,750</b>	<b>1,138,860</b>	<b>400,918</b>	<b>724,520</b>
<b>BOARD OF EDUCATION</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>Charge Back</b>	
Buses/Vehicles/Equipment	303,000	362,000	352,000	382,000	382,000	356,200	
Ceiling/Flooring Replacement	75,000	80,000	40,000	-	50,000	49,000	
Interior Improvements	87,500	70,000	60,000	120,500	70,500	81,700	
Plumbing/Electrical Modifications	31,000	25,000	10,000	10,000	10,000	17,200	
Equipment - Instructional / Non-Instructional	36,000	-	-	-	-	7,200	
Exterior Improvements	38,000	98,000	58,000	58,000	58,000	62,000	
<b>BOARD OF EDUCATION TOTAL</b>	<b>570,500</b>	<b>635,000</b>	<b>520,000</b>	<b>570,500</b>	<b>570,500</b>	<b>573,300</b>	<b>-</b>
<b>TOTAL CAPITAL &amp; NON-RECURRING</b>	<b>1,070,300</b>	<b>976,500</b>	<b>936,250</b>	<b>1,163,250</b>	<b>1,709,360</b>	<b>974,218</b>	<b>724,520</b>

**CAPITAL IMPROVEMENT PROJECTS**

		FY 2020	
		<b>Financing</b>	
Accounting System	\$ 350,000	Cash	
Transfer to Capital Reserve	\$ 50,000	Cash	
Greenway Improvements	\$ 164,910	Cash	
Highway Pavement Management	\$ 1,185,000	Cash/Grants	
Sidewalk Reconstruction	\$ 300,000	Cash	
Replace Plant Programmable Logic Controllers	\$ 250,000	Sewer Use	
SHS Partial Roof Replacement**	\$ 2,600,000	Bonds	
Underground Tank Replacement @ TV and SHS	\$ 325,000	Bonds	
District Security Improvements	\$ 750,000	Bonds	

\*\* Pursuant to Section 406 of the Town Charter an appropriation amount in excess of two percent (2%) of the annual budget for the then current fiscal year shall be subject to an automatic referendum by all qualified voters of the Town of Simsbury.

**TOTAL PROPOSED CAPITAL IMPROVEMENT PROJECTS** \$ 5,974,910



**FY 2020 Itemized Estimates of Annual Budget Expenditures by Function and Anticipated Revenues by Major Source**  
*Revisions as Recommended by Board of Selectmen & Board of Education*

**Proposed General Fund Operating Budgets**

	Adopted	Proposed	Change	
	FY2019	FY 2020	Dollar	Percentage
Board of Selectmen	21,020,727	22,749,927	1,729,200	8.23%
Debt Service & Capital	5,804,600	6,663,784	859,184	14.80%
Board of Education	69,149,552	70,670,269	1,520,717	2.20%
Non-Public School	543,490	546,432	2,942	0.54%
<b>Total Appropriations</b>	<b>96,518,369</b>	<b>100,630,412</b>	<b>4,112,043</b>	<b>4.26%</b>
LESS ESTIMATED NON-TAX REVENUES	8,968,171	9,831,771	863,600	9.63%
<b>BALANCE TO BE RAISED</b>	<b>87,550,198</b>	<b>90,798,641</b>	<b>3,248,443</b>	<b>3.71%</b>

	ACTUAL REVENUE 2018	BUDGET REVENUE 2019	ACTUAL REVENUE 12/31/2018	PROJECTED REVENUE 6/30/2019	ESTIMATED REVENUE 2020
<b>GENERAL FUND REVENUES</b>					
Property Taxes - Interest & Liens	386,356	250,000	166,298	250,000	250,000
Intergovernmental Revenues & Payments in Lieu of Taxes	5,868,499	5,741,641	1,746,262	6,350,128	6,528,317
Investment Income	323,153	175,000	326,971	335,000	250,000
Charges for Goods & Services	954,176	699,413	357,418	706,945	1,252,456
Fines & Forfeitures	51,153	59,500	16,787	37,170	29,590
Rental of Town Owned Property	142,062	130,500	32,945	132,150	145,300
Licenses & Permits	1,217,251	801,200	380,715	799,575	649,125
Operating Transfers In (WPCA)	108,989	110,917	110,917	110,917	114,483
Operating Transfers In (Belden Trust)	-	-	-	-	7,000
General Fund Equity (Reserves)	-	1,000,000	-	-	605,500
<b>Total General Fund Revenue Budget</b>	<b>9,051,639</b>	<b>8,968,171</b>	<b>3,138,313</b>	<b>8,721,885</b>	<b>9,831,771</b>

<b>GENERAL FUND EXPENDITURES BY FUNCTION</b>	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 12/31/2018	FY 2019 6/30/2019	FY 2020 PROPOSED
General Government	1,233,299	1,244,383	653,132	1,216,043	1,277,774
Financial Services & Information Technology	1,003,110	991,691	490,935	982,774	1,204,128
Planning & Development	547,117	653,879	282,795	654,180	653,487
Public Safety	4,659,221	4,861,637	2,318,764	4,847,766	5,144,762
Public Works & Engineering	3,842,044	4,306,987	1,972,912	4,166,051	4,030,602
Health and Social Services	628,646	693,559	294,491	693,560	768,426
Parks and Recreation & Library	2,332,080	2,410,158	1,173,513	2,420,752	2,568,434
Fringe Benefits & Liability Insurance	5,101,590	5,267,460	3,494,698	5,291,298	5,909,249
Operating Transfers	725,337	590,973	1,501,300	1,501,300	1,193,065
<b>Total Board of Selectmen Operating Budget</b>	<b>20,072,444</b>	<b>21,020,727</b>	<b>12,182,540</b>	<b>21,773,724</b>	<b>22,749,927</b>
Debt Service/Capital	5,378,054	5,804,600	3,697,513	5,804,600	6,663,784
Education	68,631,428	69,693,042	31,482,407	69,693,042	71,216,701
<b>Total General Fund Budget</b>	<b>94,081,926</b>	<b>96,518,369</b>	<b>47,362,460</b>	<b>97,271,366</b>	<b>100,630,412</b>

<b>SPECIAL REVENUE FUNDS - REVENUES</b>	ACTUAL REVENUE FY 2018	BUDGET REVENUE FY 2019	ACTUAL REVENUE 12/31/2018	PROJECTED REVENUE 6/30/2019	ESTIMATED REVENUE FY 2020
<b>Water Pollution Control Fund</b>					
Sewer Assessments	3,049,728	3,045,955	2,485,718	3,030,869	3,049,278
Intergovernmental Revenues	409,927	409,927	204,964	409,927	409,927
WPCA Fees & Miscellaneous	816,746	427,021	333,104	407,800	522,620
<b>Total Water Pollution Control Fund</b>	<b>4,276,401</b>	<b>3,882,903</b>	<b>3,023,786</b>	<b>3,848,596</b>	<b>3,981,825</b>
<b>Residential Property Fund</b>					
Rental of Town Owned Property	73,298	36,423	38,425	71,820	64,638
<b>Simsbury Farms Complex</b>					
Charges for Goods & Services	805,272	831,600	243,289	821,832	858,466
Rental of Town Owned Property	28,113	27,500	22,197	22,000	27,000
Other Revenue	350,036	156,400	117,985	149,000	231,000
Golf Course Fee	795,908	962,000	357,796	792,000	936,691
<b>Total Simsbury Farms Complex</b>	<b>1,979,329</b>	<b>1,977,500</b>	<b>741,267</b>	<b>1,784,832</b>	<b>2,053,157</b>
<b>Total Special Revenue Funds</b>	<b>6,329,028</b>	<b>5,896,826</b>	<b>3,803,478</b>	<b>5,705,248</b>	<b>6,099,620</b>

<b>SPECIAL REVENUE FUNDS - EXPENDITURES</b>	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 12/31/2018	FY 2019 6/30/2019	FY 2020 PROPOSED
<b>Water Pollution Control Fund</b>					
Public Works	2,055,810	2,218,339	960,298	2,022,201	2,289,657
Operating Transfers	108,989	110,917	110,917	110,917	114,483
Debt Service	1,265,207	1,265,207	632,604	1,265,207	1,265,207
<b>Total Water Pollution Control Requests</b>	<b>3,430,006</b>	<b>3,594,463</b>	<b>1,703,819</b>	<b>3,398,325</b>	<b>3,669,347</b>
<b>Residential Property Fund</b>					
Public Works	21,320	27,900	10,716	29,350	28,850
Debt Service	8,527	8,523	4,261	8,523	8,522
<b>Total Residential Properties</b>	<b>29,847</b>	<b>36,423</b>	<b>14,977</b>	<b>37,873</b>	<b>37,372</b>
<b>Simsbury Farms Complex</b>					
SF Administration	235,177	212,771	128,461	210,794	234,081
Special Programs	413,805	388,078	269,227	422,409	373,200
Simsbury Farms Complex	464,535	479,736	266,000	502,341	498,635
Golf Course	876,509	901,398	472,520	880,186	946,366
<b>Total Simsbury Farms Complex</b>	<b>1,990,026</b>	<b>1,981,983</b>	<b>1,136,208</b>	<b>2,015,730</b>	<b>2,052,282</b>
<b>Total Special Revenue Funds</b>	<b>5,449,879</b>	<b>5,612,869</b>	<b>2,855,004</b>	<b>5,451,928</b>	<b>5,759,001</b>

FY2020 CAPITAL & NONRECURRING FUND BUDGET	15/16	16/17	17/18	18/19	Requested 19/20	FY2020 Charge -Back Against	
						General Fund	Other /State Grants
<b>BOARD OF SELECTMEN</b>							
DPW - Sign Inventory	30,000					6,000	
DPW - Plow Truck*	150,000					13,290	
DPW - One Ton Pick-Up Truck buildings and grounds	38,500					7,700	
DPW - One Ton Pick-Up Truck Highway	38,000					7,600	
DPW - Library Gutter Melt	26,300					5,260	
Police - 3 New Vehicles	87,000					17,400	
Engineering - GIS Technology / Workorder system	40,000					8,000	
Parks - Equipment replacement	56,000					11,200	
IT - Network Infrastructure	28,000					5,600	
IT - Central Mailing Office Equipment	6,000					1,200	
Purchase of 3 Patrol Vehicles		87,000				17,400	
Uninterruptible Power Supply for Communications division		20,000				4,000	
Purchase of Support Vehicles (Used)		15,000				3,000	
Highway Plow Truck		155,000				31,000	
Program Room Technology Upgrade		8,000				1,600	
Small Pickup Truck-Buildings & Grounds (Used)		11,500				2,300	
Small Mower with Bagger		13,000				2,600	
3/4 Ton Pickup Truck		32,000				6,400	
Baseball Infield Conditioner			20,000			4,000	
Utility Vehicle Memorial			25,000			5,000	
Purchase of 3 Patrol Vehicles			95,000			19,000	
Town Hall Office Improvements			49,500			9,900	
50% Highway Mechanic Truck with Utility Body			36,750			7,350	
Highway Plow Truck - All Season Body			155,000			31,000	
Upgrade HVAC Controller Modules in Town Hall			35,000			7,000	
Eno Hall Stairway & Railings				19,000		3,800	
John Deere Winter Attachments				7,200		1,440	
One-Ton Dump Truck				49,000		9,800	
Children's Room Computers				10,850		2,170	
Simsbury Farms Irrigation Study				40,000		8,000	
Ice Resurfacer (replace 1997)				50,000		10,000	
Front End Rotary Mower (replace 2003)				70,000		14,000	
3 Patrol Vehicles				111,000		22,200	
AED - 8 replacements & 1 new				19,200		3,840	
Radio System Feasibility Study - Phase 1				40,000		8,000	
Revaluation Partial 1/4 Appropriation				61,500			
Economic Development Study				60,000			
Deepwater Wind - potential legal and consulting fees				50,000			
Board of Selectmen Electronic Devices				5,000			
Radio System Feasibility Study					35,000	7,000	
Ice Rink Condenser					109,200	21,840	
Pool Fencing					30,000	6,000	
Police Cruisers					130,000	26,000	
Automatic Book Handler					73,640	14,728	
Ash Borer Tree Mitigation					36,500	7,300	
Telephone System					40,000		40,000
2022 Revaluation					60,000		60,000
Deepwater Wind - potential legal and consulting fees					15,000		15,000
Interview Room Audit/Video Recording System					35,610		35,610
Security Camera Upgrades					15,910		15,910
Painting and Repairs to Eno Clock Tower					21,000		21,000
Public Works Truck Replacement					180,000		180,000
Pickup Truck Replacement (Highway)					35,000		35,000
Infrared Asphalt Trailer					37,000		37,000
Plow Blades					28,000		28,000
Pickup Truck Replacement (Parks & Rec)					40,000		40,000
Plow and Sander Replacement					15,000		15,000
Paddle Courts Resurfacing and Painting					12,000		12,000
Ice Rink Roof Underside Painting					50,000		50,000
Various Playscapes					25,000		25,000
WPC - Sanitary Sewer Lining					100,000		100,000
<b>BOARD OF SELECTMEN TOTAL</b>	<b>499,800</b>	<b>341,500</b>	<b>416,250</b>	<b>592,750</b>	<b>1,123,860</b>	<b>400,918</b>	<b>709,520</b>
<b>BOARD OF EDUCATION</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>Charge Back</b>	
Buses/Vehicles/Equipment	303,000	362,000	352,000	382,000	382,000	356,200	
Ceiling/Flooring Replacement	75,000	80,000	40,000	-	50,000	49,000	
Interior Improvements	87,500	70,000	60,000	120,500	70,500	81,700	
Plumbing/Electrical Modifications	31,000	25,000	10,000	10,000	10,000	17,200	
Equipment - Instructional / Non-Instructional	36,000	-	-	-	-	7,200	
Exterior Improvements	38,000	98,000	58,000	58,000	58,000	62,000	
<b>BOARD OF EDUCATION TOTAL</b>	<b>570,500</b>	<b>635,000</b>	<b>520,000</b>	<b>570,500</b>	<b>570,500</b>	<b>573,300</b>	<b>-</b>
<b>TOTAL CAPITAL &amp; NON-RECURRING</b>	<b>1,070,300</b>	<b>976,500</b>	<b>936,250</b>	<b>1,163,250</b>	<b>1,694,360</b>	<b>974,218</b>	<b>709,520</b>

**CAPITAL IMPROVEMENT PROJECTS**

		<b>FY 2020</b>	
		<b>Financing</b>	
Accounting System	\$ 350,000	Cash	
Greenway Improvements	\$ 100,000	Cash	
Highway Pavement Management	\$ 1,185,000	Cash/Grants	
Sidewalk Reconstruction	\$ 200,000	Cash	
Replace Plant Programmable Logic Controllers	\$ 250,000	Sewer Use	
SHS Partial Roof Replacement**	\$ 2,600,000	Bonds	
Underground Tank Replacement @ TV and SHS	\$ 325,000	Bonds	
District Security Improvements	\$ 750,000	Bonds	

\*\* Pursuant to Section 406 of the Town Charter an appropriation amount in excess of two percent (2%) of the annual budget for the then current fiscal year shall be subject to an automatic referendum by all qualified voters of the Town of Simsbury.

**TOTAL PROPOSED CAPITAL IMPROVEMENT PROJECTS**      \$ 5,760,000



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Memorandum

Date: March 21, 2019

To: Maria E. Capriola MPA, Town Manager

From: Michael Glidden CFM CZEO  
Director of Planning and Community Development

Re: CGS 8-24 referral from the Board of Selectmen concerning fiscal year 2019-2020  
Capital Improvement Plan

Maria:

The Planning Commission reviewed the Board of Selectmen's' referral of the fiscal year 2019-2020 Capital Improvement Plan pursuant to CGS 8-24 at their March 12, 2019 meeting.

The Commission determined that all the items contained with the Capital Improvement Plan were consistent with the goals and objectives outlined in the 2017 Plan of Conservation and Development.

A copy of the meeting minutes is attached to this correspondence. Please consider this correspondence to serve as an official report from the Planning Commission.

Please contact me if you require additional information concerning this matter.

Cc: Amy Meriwether, Director of Finance  
Burke LaClair, Business Manager, Simsbury Public Schools  
Subject File

1 PLANNING COMMISSION-REGULAR MEETING  
2 SUBJECT TO VOTE OF APPROVAL  
3 TUESDAY, MARCH 12, 2019  
4 SIMSBURY TOWN OFFICES-MAIN MEETING ROOM-7:00 PM  
5 933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT  
6

7 I. CALL TO ORDER- Meeting was called to order at 7:00pm.  
8

9 1. Pledge of Allegiance  
10

11 II. ROLL CALL  
12

13 Present: William Rice, Alan Needham, David Blume, Erin Leavitt-Smith, Craig MacCormac

14 Alternate Present: Richard Cortes

15 Alternates Seated: Elizabeth Burt

16 Absent: Gary Lungarini, Holly Beum

17 Staff Present: Michael Glidden, Director of Planning and Community Development  
18

19 III. APPROVAL OF MINUTES of the January 22, 2019 regular meeting.  
20

21 *Correction: Motion beginning at line 33 should read:*

22 The motion passed 5-0. (1 abstained) at 7:04pm.  
23

24 *Correction: Motion beginning at line 44 should read:*

25 The motion passed 5-0. (1 abstained) at 7:05pm.  
26

27 Motion:

28 A motion was made to approve the minutes of the January 22, 2019 meeting at 7:06pm by  
29 Alan Needham. Erin Leavitt-Smith seconded the motion. The motion passed. There were 2  
30 abstentions. William Rice and Craig MacCormac were not present for the 1/22/2019 meeting.  
31

32 IV. OLD BUSINESS

33 1. Public Hearings

34 a. None  
35

36 2. Applications

37 a. None  
38

39 3. Referrals

40 a. None  
41

42 V. NEW BUSINESS

43 1. Receipt of New Applications

44 a. Application #19-01 of Jordan Blumberg and Chloe Blumberg, Applicants; Joseph M.  
45 Green, Agent; John Ashmore, Owner; for a 1-lot subdivision on the property located at  
46 62 Laurel Lane (Assessor's Map E06, Block 107, Lot 073B). Zone R-25. (to be received  
47 03/12/2019; decision must be rendered by 05/16/2019)

48 Michael Glidden stated that the applicant is asking to table the application until 3/26/2019.  
49 Glidden stated that the applicant is waiting for approval from the Farmington Valley Health District on  
50 the septic design. Chair William Rice stated that the application will be tabled until the 3/26/2019  
51 meeting.

52 **VI. GENERAL COMMISSION BUSINESS**

53  
54 **1. Correspondence from Town Manager**

55 **a. Sustainability Team memo dated February 28, 2019**

56  
57 William Rice stated there was a request to identify a volunteer to participate on the  
58 Sustainability Team from the Planning Commission.

59  
60 Richard Cortes requested additional information. William Rice stated that additional  
61 information can be found on the town's website. Cortes stated that he will look up the  
62 information and is interested in volunteering. Elizabeth Burt and Erin Leavitt-Smith are  
63 interested in attending the meetings if Cortes is unavailable.

- 64  
65 1. Richard Cortes  
66 2. Elizabeth Burt (2<sup>nd</sup> back up)  
67 3. Erin Leavitt-Smith (3<sup>rd</sup> back up)  
68

69 **2. Referral from Board of Selectman**

70 Michael Glidden requested the commission to amend the agenda in order to add a referral  
71 from the Board of Selectman regarding a 6-year program submittal.  
72

73 **Motion:**

74 William Rice made a motion to amend the agenda. The motion was seconded by Alan  
75 Needham. The motion passed unanimously at 7:15pm.  
76

77 Michael Glidden discussed the 2-page list of projects involved in a 6-year capital improvement  
78 plan. He stated that the list was approved by the Board of Selectman. The list is required to be  
79 reviewed by the Planning Commission to ensure that the projects are consistent with the 2017  
80 POCD.  
81

82 Alan Needham stated that he is not aware of anything in the POCD that would contradict  
83 improving or renovating facilities.  
84

85 **Motion:**

86 William Rice made a motion to return a positive referral to the Board of Selectman finding  
87 no inconsistencies with the proposed projects within the 2017 POCD.  
88 This was seconded by Alan Needham. The motion passed unanimously at 7:20pm.  
89

90 **3. CRCOG Meeting**

91 Capitol Region Council of Governments (CRCOG ) Meeting will be March 21. Planning  
92 Commission representative David Blume will not be able to attend, due to travel. Chairman  
93 William Rice stated that he will touch base with alternate representative Holly Beum to notify her  
94 of the meeting.  
95

96 **VII. ADJOURNMENT**

SUBJECT TO VOTE OF APPROVAL

97 Craig MacCormac made a motion to adjourn the meeting. Erin Leavitt-Smith seconded the  
98 motion. The motion passed unanimously at 7:21pm.

## Fiscal Year 2019/20 Budget Motions

Move to approve the Board of Selectmen 2019-2020 Operating Budget in the amount of \$22,749,927 to include the following changes from the Board of Selectmen's Approved Budget: Extraction of Simsbury Farms activity from the General Fund to be recorded back into the Simsbury Farms Special Revenue Fund, Increase in the Health Insurance Assumption Rate from 10.44% to 12%, Increase in grand list growth projections from 0.85% to 0.92%, (\$18,000) Reduction to eliminate the Economic Development Commission marketing and branding materials, (\$7,953) Reduction of Engineering admin assistant position by five hours per week, (\$77,546) Reclassification from contingency to the Police salary line item and increase the contribution to the Simsbury Farms Special Revenue Fund to \$180,000.

Move to approve the Board of Education 2019-2020 Operating Budget in the amount of \$70,670,269 and Non-Public Budget of \$546,432.

Move to approve the Water Pollution Control 2019- 2020 Operating Budget in the amount of \$3,669,347 (including Avon & Granby CWF share).

Move to approve the Residential Rental Properties 2019- 2020 Operating Budget in the amount of \$37,372.

Move to approve the Simsbury Farms Special Revenue Fund 2019-2020 Operating Budget in the amount of \$2,052,282.

Move to approve the Debt Service & Cash for Capital Appropriation for the 2019-2020 Operating Budget in the amount of \$6,663,784 to include the following changes from the BOS approved budget:

Reduce Sidewalk capital project	(\$100,000)
Reduce Greenway capital project	(\$64,910)
Eliminate Capital Reserve Contribution	(\$50,000)

Move to approve the Capital and Non-Recurring Fund 2019-2020 Operating Budget in the amount of \$1,123,860 including:

\$416,250 appropriated to be funded by the Capital and Non-Recurring Fund  
\$435,090 appropriated to be funded by one-time Cash for Capital transfer  
\$100,000 appropriated to be funded by State's Town Aid Road Fund  
\$100,000 appropriated to be funded by the Sewer Use Fund  
\$51,520 appropriated to be funded by the Police Private Duty Fund  
\$21,000 appropriated to be funded by the Eno Trust Fund

Move to adopt Resolutions of the Board of Finance, the reading into the minutes of the full text of the resolutions set out below was waived, copies of the resolutions having been made available to those in attendance, and recorded in these records immediately preceding these minutes.

**RESOLUTIONS:** Resolved, that the Board of Finance recommends and approves the following projects:

Move to approve Greenway Improvements in the amount of \$100,000 to be funded with cash.

Move to approve Highway Pavement Management in the amount of \$1,185,000 to be funded with cash and grants.

Move to approve Sidewalk Resurfacing in the amount of \$200,000 to be funded with cash.

Move to approve the Accounting System in the amount of \$350,000 to be funded with cash.

Move to approve the Underground Tank Replacement at TV and SHS in the amount of \$325,000 to be funded by bonds.

Move to approve District Security Improvements in the amount of \$750,000 to be funded with bonds.

Move to approve the SHS Partial Roof Replacement in the amount of \$2,600,000 to be funded with bonds.



**TOWN OF SIMSBURY**  
**Resolutions of the Board of Finance**

**RESOLVED,**

Upon motion duly made, seconded and adopted, the reading into the minutes of the full text of the resolutions set out below is waived, copies of the resolutions having been made available to those in attendance, and recorded in these records immediately preceding these minutes.

**RESOLVED,** That the Board of Finance recommends and approves the following:

<b>CIP #</b>	<b>General Purpose Projects</b>	
	New Accounting System (Cash)	\$ 350,000
	Greenway Improvements (Cash)	\$ 100,000
	Highway Pavement Management (Reserve, Cash & Grants)	\$ 1,185,000
	Sidewalk Reconstruction (Cash)	\$ 200,000
	<b>Sewer Use Fund (Cash)</b>	
	Plant Programmable Logic Controllers	\$ 250,000
	<b><u>School Projects (Bonds)</u></b>	
	Underground Tank Replacement	\$ 325,000
	School Security Improvements	\$ 750,000
	SHS Partial Roof Replacement	\$ 2,600,000

**RESOLUTION APPROPRIATING FROM THE GENERAL FUND \$350,000 FOR REPLACEMENT OF THE ACCOUNTING SYSTEM**

RESOLVED, That the Town of Simsbury appropriate from the General Fund THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000) for the costs of a new accounting system to replace the Finance Plus accounting system used by the Town and Board of Education. The appropriation may be spent for design, engineering and other consultants' fees, and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.

**RESOLUTION APPROPRIATING FROM THE GENERAL FUND \$100,000 FOR GREENWAY IMPROVEMENTS**

RESOLVED, That the Town of Simsbury appropriate from the General Fund ONE HUNDRED THOUSAND DOLLARS (\$100,000) for costs of improvements to the Greenway, including resurfacing, fencing, new signage, intersection warning systems, pavement markings, tree work, installation of root barriers, drainage improvements and related work. The appropriation may be spent for planning, engineering and construction costs, and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.

**RESOLUTION APPROPRIATING FROM THE GENERAL FUND \$1,185,000 FOR THE HIGHWAY MANAGEMENT PROGRAM**

RESOLVED, That the Town of Simsbury appropriate from the General Fund ONE MILLION ONE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$1,185,000) for repaving, repair and rehabilitation of the Town roadways pursuant to the town's pavement management program. It is anticipated that the Town will receive the following grants to finance, in part, the appropriation: Town Aid Road grant \$243,500 and LOCIP grant \$155,000. The appropriation may be spent for construction costs, and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.

**RESOLUTION APPROPRIATING FROM THE GENERAL FUND \$200,000 FOR SIDEWALK RESURFACING AND RECONSTRUCTION**

RESOLVED, That the Town of Simsbury appropriate from the General Fund TWO HUNDRED THOUSAND DOLLARS (\$200,000) for sidewalk resurfacing and reconstruction, drainage and ADA accessibility improvements. The appropriation may be spent for planning, engineering, equipment, construction costs, and other expenses related to the project. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.

**RESOLUTION APPROPRIATING FROM THE SEWER USE FUND \$250,000 FOR PLANT PROGRAMMABLE LOGIC CONTROLLERS (PLC)**

RESOLVED, that the Town of Simsbury appropriate from the Sewer Use Fund TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000) for costs in connection with the replacement of plant Programmable Logic Controllers which are obsolete and replacement parts are unavailable. The appropriation may be spent for investigations, design, equipment, engineering, construction and materials,

and other expenses related to the project. The Water Pollution Control Authority may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation.

RESOLUTION APPROPRIATING \$325,000 FOR UNDERGROUND TANK REPLACEMENT AT TARIFFVILLE AND SIMSBURY HIGH SCHOOLS; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION

RESOLVED,

- (a) That the Town of Simsbury appropriate THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000) for the removal of the existing underground oil tanks at Tariffville School and Simsbury High School, replacement of the tank at Tariffville School with one which meets DEEP regulations and sidewalk replacement at Simsbury High School at the location where the tank was removed. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to exceed THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by

this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer, the Board of Education and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

**RESOLUTION APPROPRIATING \$750,000 FOR SCHOOL SECURITY IMPROVEMENTS;  
AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID  
APPROPRIATION**

RESOLVED,

- (a) That the Town of Simsbury appropriate SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) for the implementation of hardened security to the vestibules and the improvement of exterior security at Simsbury High School, Latimer Lane School, Tariffville School and Tootin' Hills School. The appropriation may be spent for engineering and other consultants' fees, equipment costs, design and construction costs, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Selectmen may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the reduced or modified project.
- (b) That the Town issue bonds or notes in an amount not to SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
  
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer, the Board of Education and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

**RESOLUTION APPROPRIATING \$2,600,000 FOR PARTIAL ROOF REPLACEMENT AT SIMSBURY HIGH SCHOOL; AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION**

RESOLVED,

- (a) That the Town of Simsbury appropriate TWO MILLION SIX HUNDRED THOUSAND DOLLARS (\$2,600,000) for partial roof replacement at Simsbury High School. The Town anticipates receipt of grants to defray, in part, the appropriation. The appropriation may be spent for design, engineering and other consultants' fees, construction and equipment costs, materials, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing. The Board of Education may determine the particulars, and may reduce or modify the scope of the project, and the entire appropriation; and that the Town issue bonds or notes and temporary notes in an amount not to exceed \$2,600,000 to finance the appropriation.
- (b) That the Town issue bonds or notes in an amount not to exceed TWO MILLION SIX HUNDRED THOUSAND DOLLARS (\$2,600,000) to finance the appropriation for the project. The bonds or notes shall be issued pursuant to Sections 7-369 and 10-289 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The term of the bonds or notes shall not exceed ten years.
- (c) That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION SIX HUNDRED THOUSAND DOLLARS (\$2,600,000). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.
- (d) That the Town Manager and the Treasurer of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds or notes. The Town Manager and the Treasurer are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.
- (e) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Town Manager and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by



this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

- (f) That the Town Manager and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.
- (g) That the Board of Selectmen, the First Selectman, the Town Manager, the Treasurer, the Board of Education and other proper officers of the Town are authorized to take all other action which is necessary or desirable to complete the project and to issue bonds, notes or other obligations to finance the aforesaid appropriation.

FURTHER RESOLVED,

- (a) that pursuant to the Charter, the resolution above shall be submitted to the voters in the manner provided by Section 406 thereof on \_\_\_\_\_, 2019, between the hours of 6:00 A.M. and 8:00 P.M.
- (b) The resolution shall be placed upon the voting machines or paper ballots under the following heading:

“SHALL THE TOWN OF SIMSBURY APPROPRIATE \$2,600,000  
FOR PARTIAL ROOF REPLACEMENT AT SIMSBURY HIGH  
SCHOOL; AND AUTHORIZE BONDS AND NOTES IN THE SAME  
AMOUNT TO FINANCE SAID APPROPRIATION?”

Voters approving said resolution will vote “Yes” and those opposing said resolution shall vote “No”.

Electors and persons qualified to vote in town meetings who are not electors will vote at the following polling place:

Henry James Memorial Junior High School Gymnasium  
155 Firetown Road, Simsbury, Connecticut

Absentee ballots will be available from the Town Clerk’s office.

- (c) Notice of the referendum shall be given by the Town Clerk.

## **FY 19/20 BOF Final Resolutions and Referendum Questions**

Pursuant to Section 808 of the Town Charter the following motions were introduced at the Regular Meeting of the Board of Finance on April 2, 2019:

Be it resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Selectmen annual budget for the fiscal year ending June 30, 2020, shall be approved and implemented in the amount of **\$22,749,927**.

Be it resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Education annual budget for the fiscal year ending June 30, 2020, shall be approved and implemented in the amount of **\$70,670,269**.

Be it resolved, that the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of Sewer Use Fund (Sewer Treatment Plant), Residential Rental Properties, Simsbury Farms/Special Programs, Non-Public Schools, Debt Retirement/Capital and Capital Non-Recurring annual budgets for the fiscal year ending June 30, 2020, shall be approved and implemented in the amount of **\$14,093,077**.

In Accordance with Sections 406 (Automatic Referendum) and 808 (Duties of the Board of Finance on the budget) of the Charter, the recommended operating budgets will be submitted to a referendum in the following forms:

Questions for Referendum Ballot:

1. Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Selectmen annual budget for the fiscal year ending June 30, 2020, be approved and implemented in the amount of **\$22,749,927?**

2. Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of the Board of Education annual budget for the fiscal year ending June 30, 2020, be approved and implemented in the amount of **\$70,670,269?**

3. Shall the appropriation recommended and approved by the Board of Finance for the purposes of paying the expenses of Sewer Use Fund (Sewer Treatment Plant), Residential Rental Properties, Simsbury Farms/Special Programs, Non-Public Schools, Debt Retirement / Capital and Capital Non-Recurring annual budgets for the fiscal year ending June 30, 2020, be approved and implemented in the amount of **\$14,093,077?**



# Town of Simsbury

933 Hopmeadow Street Simsbury, Connecticut 06070

## Board of Finance Agenda Item Submission Form

- Title of Submission:** Proposed Fund Balance Transfer
- Date of Board Meeting:** April 2, 2019
- Individual or Entity Making the Submission:**  
Amy Meriwether, Finance Director/Treasurer
- Action Requested of the Board of Finance:**  
If the Board of Finance supports releasing \$1,500,000 of fund balance from restriction, the following motion is in order:

*“Move effective April 2, 2019, to move \$1,500,000 from assigned fund balance to unassigned fund balance.”*

- Summary of Submission:**  
During the FY 2015/16 budget development the Board of Finance restricted \$1,500,000 of fund balance to offset anticipated losses in property tax revenue due to the relocation of The Hartford. Subsequently, The Hartford property was then sold in FY 2015/16 and there is no longer a need for a restriction on these funds. The Board of Finance approved the utilization of some of these funds during the FY 2017/18 budget process, however, the funds were never transferred out of assigned fund balance.

Management is asking for a formal motion from the Board of Finance to release the \$1,500,00 from restriction so a transfer can be made to move the these funds from assigned fund balance to unassigned fund balance.

- Financial Impact:**  
Per the most recently completed audit, FY 2017/18, fund balance is broken down as follows:

Nonspendable	\$61,835
Committed	\$385,000
Assigned	\$1,967,056
Unassigned	<u>\$14,380,222</u>
Total Fund Balance	\$16,794,113

The revised fund balance breakdown would show as follows:

Nonspendable	\$61,835
Committed	\$385,000
Assigned	\$467,056
Unassigned	<u>\$15,880,222</u>
Total Fund Balance	\$16,794,113

- Description of Documents Included with Submission:**  
None

**Simsbury Board of Finance  
TOWN OF SIMSBURY  
REGULAR MEETING MINUTES  
Tuesday, March 19, 2019 at 5:45 P.M.  
Simsbury Town Hall - Main Meeting Room  
933 Hopmeadow Street, Simsbury, Connecticut**

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

**ALSO PRESENT:** Melissa Appleby, Deputy Town Manager; Sean Askham, BOS; Nick Boulter, Chief, Simsbury Police Department; Maria Capriola, Town Manager; Cheryl Cook, BOS; Matthew Curtis, Schools Superintendent; Mike Glidden, Director of Planning and Community Development; Burke LaClair, Schools Business Manager; Amy Meriwether, Director of Finance/Treasurer; Chris Peterson, BOS; Tom Roy, Director of Public Works; Tom Tyburski, Recreation Director; 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 - March 12, 2019**

**MOTION: Mr. Prell made a motion to approve the March 12, 2019 Regular Meeting Minutes. Ms. Heavner seconded the motion. All were in favor and the motion passed unanimously.**

**4. Board of Selectmen 2019/2020 Proposed Operating and Capital Budget Presentation & Board of Finance Discussion**

Mr. Askham presented the FY 2019/2020 Board of Selectmen Approved Budget in a slide presentation. He began by noting the BOS Priorities, including Public Safety, Infrastructure, Quality of Life, Financial Management, Economic Development, Recreation, Library, and Senior and Social Services. He provided a budget overview, including a \$23,788,622 Town operating budget, an increase of \$3,269,195 or 4.75%. Budget drivers include a debt service increase of \$859,718 or 21.2% and a health insurance increase of \$601,861 or 23.5%. He noted budget drivers include contractual salary increases, MS4 Stormwater Requirements, previously under budgeted items and Culture, Parks and Recreation. Further, he noted FY19/20 budgeting changes including budgeted true cost of shared services with BOE and budgeted true cost of other services. Next, he noted FY19/20 service changes, including BOS recommended service enhancements and BOS recommended service reductions. Questions and discussion followed regarding the Simsbury Farms budget and consolidating the department into the General Fund. Discussion followed. Mr. Pomeroy noted the Board is not accepting the recommendation that the Parks and Recreation budget be moved until the full facilities review and analysis is completed. It was agreed a subcommittee should be reconvened to look into the Special Revenue Fund. Mr. Pomeroy began discussion on other changes in the operating budget,

including police overtime. Chief Boulter explained the driving factors for overtime. Discussion followed. After there were no further questions it was noted a year-over-year comparison is needed for clarification. Ms. Heavner and Mr. Pomeroy thanked Ms. Meriwether and Ms. Capriola. The Board asked for a five-minute break. After reconvening discussion began on net grand list growth, health insurance, economic development, bond pavement management and cash to capital. Mr. Askham then resumed his presentation by noting FY19/20 Capital and CNR, including focusing on investment in existing infrastructure, noting this is the second consecutive year bond funds are not used for Town capital projects, noting cash for capital and CNR contribution remains level funded, and the development of a six-year CNR plan. Questions and discussion followed. Mr. Askham noted FY19/20 Capital Fund Projects in the areas of Public Works; General Management; Culture, Parks and Recreation; and Sewer. Questions and discussion followed. Next, Mr. Askham presented FY19/20 CNR Fund Projects in the areas of Public Works; Culture, Parks and Recreation; Police; General Government; Sewer; and Library. Discussion followed. Mr. Askham noted population trends and development trends, including residential development, commercial projects and potential development. Questions, discussion and guidance followed.

## **5. Referral of Board of Selectmen, Board of Education & Capital Budgets to Public Hearing**

**MOTION: Ms. Schofield made a motion to move forward the current budgets as adopted by the two boards with the exception that the Board of Finance is asking them to change their assumption on health insurance to Scenario 4. Mr. Prell seconded the motion. Ms. Heavner opposed the motion. The motion passed.**

## **6. Fiscal Year 2018/2019 Board of Selectmen Budget Items**

- Simsbury 350th Anniversary

Ms. Capriola noted the Town 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 the request. Ms. Cook provided further detail and answered questions from the Board.

**MOTION: Ms. Schofield made a motion to deny the request to approve an additional appropriation to the FY18/19 budget in the amount of \$35,000 to support the Simsbury 350th Anniversary Committee. Mr. Pomeroy seconded the motion. All were in favor and the motion passed unanimously.**

- Shared Services Study

Ms. Capriola noted the BOS discussed cost savings initiatives as part of its budget development. One area of interest was the idea of shared services with the BOE and the potential savings impact on the Town's budget. The BOS would like to request an additional appropriation in the FY18/19 budget for \$50,000 to have a shared services study performed. Discussion followed and the Board asked that the BOS come back with a detailed proposal.

**MOTION: Mr. Prell made a motion to move to Public Hearing the FY19/20 Board of Selectmen Budget at \$23,881,616, the Board of Education Budget at \$71,851,648, with the additional provision that Simsbury Farms be pulled out of the General Fund and put back into the Special Revenue Fund. Ms. Schofield seconded the motion. All were in favor and the motion passed unanimously.**

**7. Adjourn**

**MOTION: Ms. Heavner, Mr. Peterson second, to adjourn at 10:10 P.M.; unanimously approved**

Respectfully submitted,

Karen Haberlin  
Commission Clerk