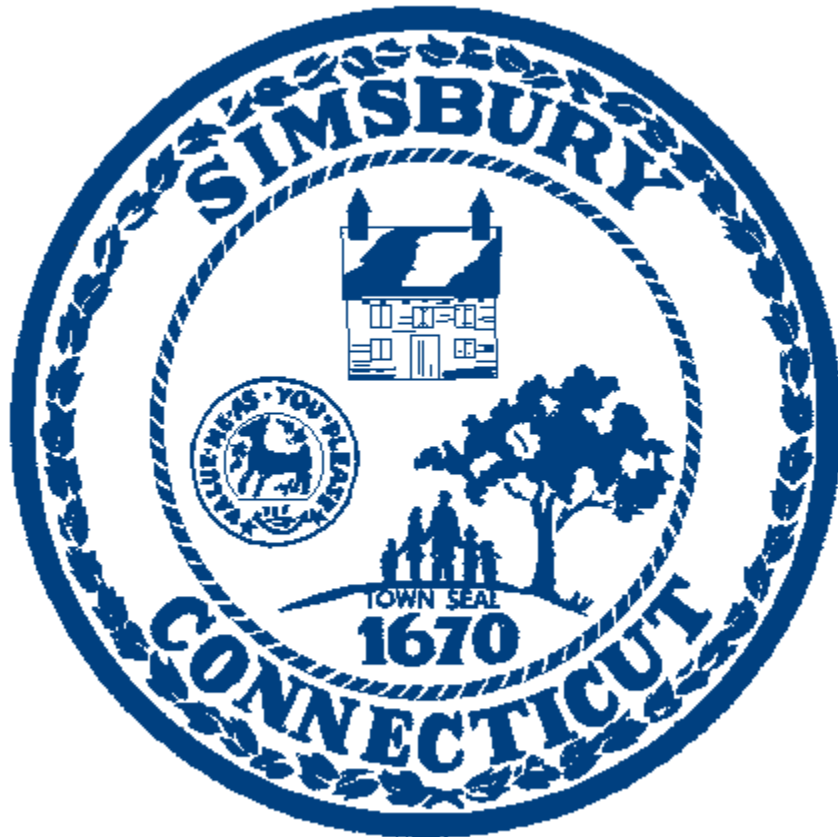


TOWN OF SIMSBURY

BOARD OF SELECTMEN APPROVED BUDGET

FY 2024-2025



TOWN OVERVIEW

The Town of Simsbury was incorporated as Connecticut's twenty-first Town in May 1670. Centrally located in the heart of the New York-Boston corridor twelve miles northwest of Hartford, the Town covers an area of 34.5 square miles and has a population of approximately 24,807. The Town is conveniently located 20 minutes southwest of Bradley International Airport and is bisected by the Farmington River. Simsbury is bound on the north by Granby, on the east by Bloomfield, on the south by Avon, and on the west by Canton.



The Town of Simsbury operates under a Charter revised as of December 4, 2017, with a Board of Selectmen/Town Manager form of government. The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the Town. The Town Manager is responsible for the oversight of all Town departments, implementing all policies and initiatives of the Board of Selectmen and all resolutions and ordinances adopted by the Town. The Town Manager serves as the personnel director, and is responsible for preparing and submitting an annual Town budget to the Board of Selectmen.

The Board of Selectmen, comprised of five Selectmen and a First Selectman elected to two-year terms, serves as the legislative body. The six-member Board of Finance, elected to six-year terms, serves as the budget-making authority and is responsible for various financial and taxation matters.

The Town of Simsbury provides a full range of services, including: police protection; education; library services; public works/engineering; recreational and cultural activities; water pollution control (sewer); senior services; social services; and general administrative services. Fire services are provided by the Simsbury Fire District, which is a separate taxing entity. Emergency medical services (EMS) are provided by the Simsbury Volunteer Ambulance Association, a 501(c)(3) non-profit organization.



Simsbury Flower Bridge

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PRINCIPAL OFFICIALS

February 2024

BOARD OF SELECTMEN

Wendy Mackstutis, First Selectman
Steven Antonio, Deputy First Selectman
Kevin Beal
Heather Goetz
Curtis Looney
Diana Yeisley

BOARD OF FINANCE

Lisa Heavner, Chairman
Arthur House, Vice Chairman
Todd Burrick
Mike Doyle
Bert Helfand
Art Wallace

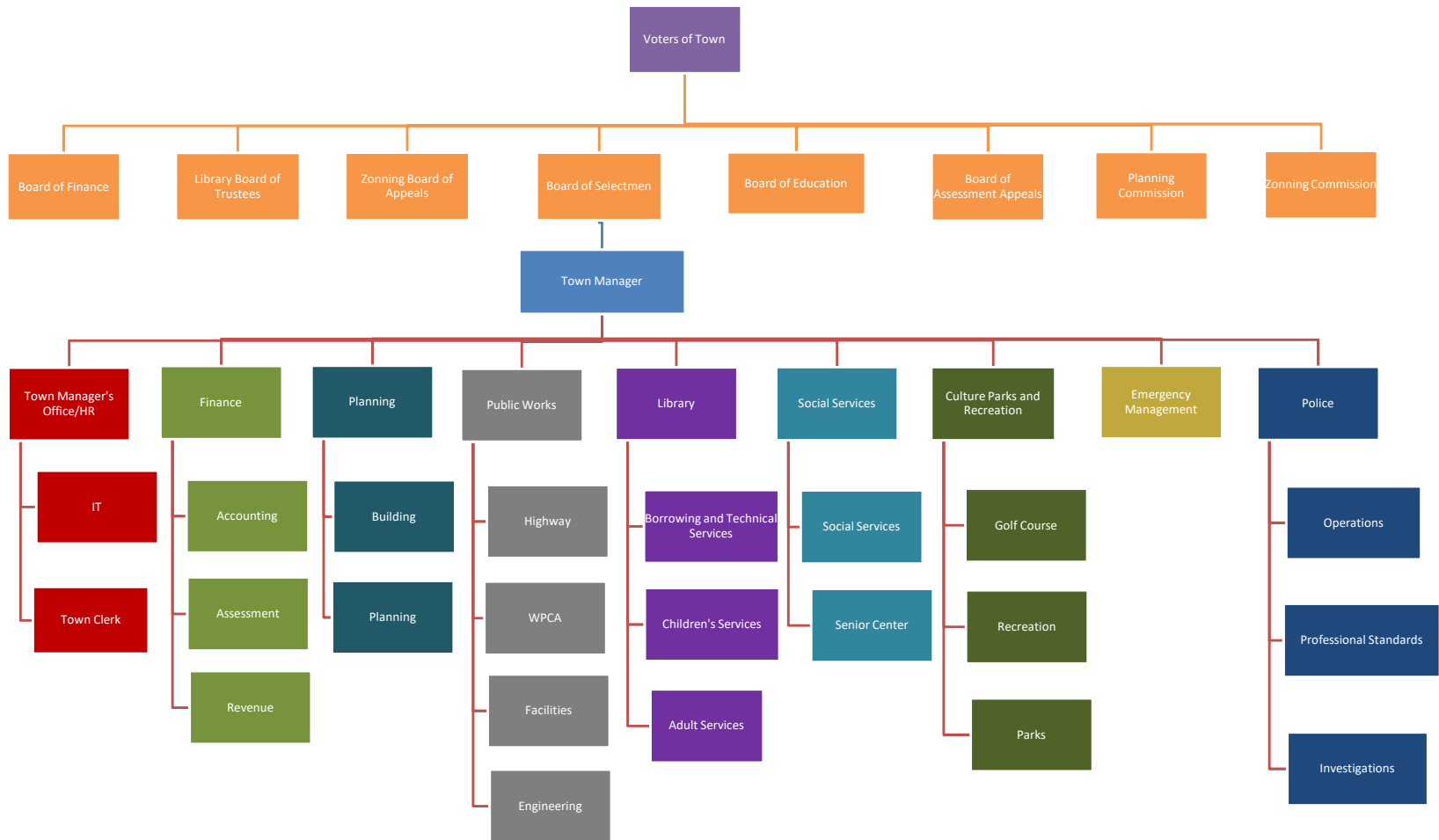
TOWN MANAGER

Marc Nelson

DIRECTOR OF FINANCE/TREASURER

Amy Meriwether

TOWN OF SIMSBURY ORGANIZATIONAL CHART



BUDGET PROCESS

The Town of Simsbury's fiscal year begins on July 1 and ends on June 30. The budget process is prescribed by the requirements outlined in the [Town Charter](#), Sections 802 through 808.

Town Manager Recommended Budget

- No later than March 1, the Town Manager presents the operating budget and a six-year capital plan to the Board of Selectmen.

Board of Selectmen Proposed Budget

- The Board of Selectmen holds one or more budget workshops to review the recommended budget and adopt a proposed budget.
- No later than March 31, the Board of Selectmen presents to the Board of Finance the operating budget and proposed capital projects to be undertaken during the ensuing fiscal year.

Public Hearing

- The Board of Finance holds one or more public hearings, the first of which is held no later than April 10, at which any Elector or taxpayer may comment on the proposed budget.
- No more than ten days after the final public hearing, the Board of Finance must approve the budget and file it with the Town Clerk.

Referendum

- The referendum must be held from 14 to 21 days following the filing of the budget with the Town Clerk.

FY 2024-2025 BUDGET CALENDAR (subject to revision)

February 26, 2024	Town Manager presents budget to Board of Selectmen
March 9, 2024	Board of Selectmen budget workshop
March 11, 2024	Board of Selectmen budget adoption
March 19, 2024	Board of Selectmen presents budget to Board of Finance
April 3, 2024	Board of Finance public hearing
April 16, 2024	Board of Finance public hearing (continuation, if needed)
April 30, 2024	Referendum (if hearing is not continued)
May 14, 2024	Referendum (if hearing is continued)

FY2024-2025 Budget Resolutions
Board of Selectmen Approved Budget

Move, effective March 11, 2024 to approve the Board of Selectmen 2024-2025 Operating Budget in the amount of **\$28,740,677**, to include the following changes from the Town Manager's Proposed Budget:

- (\$100,000) – Increase Contingency for Vacancy Rate (Operating Transfers)
- (\$100,000) – Decrease in Paving (Highway Facilities & Programs)
- (\$200,000) – Decrease BOS Public Agency Support (SVAA funding)
- (\$205,749) – Decrease in Simsbury Farms contribution (Operating Transfers)
- (\$100,000) – Eliminate Youth & Family Social Worker position
- (\$25,000) – Decrease in Road Safety (Highway Facilities & Programs)
- \$5,000 – Increase to Public Works for Iron Horse medians

Move, effective March 11, 2024 to approve the Water Pollution Control 2024-2025 Operating Budget in the amount of **\$4,808,496** (including Avon & Granby CWF share).

Move, effective March 11, 2024 to approve the Residential Property 2024-2025 Operating Budget in the amount of **\$55,827**.

Move, effective March 11, 2024 to approve the Simsbury Parks and Recreation Fund 2024-2025 Operating Budget in the amount of **\$2,884,828**.

Move, effective March 11, 2024 to approve the Debt Service 2024-2025 Operating Budget in the amount of **\$8,915,868**.

Move, effective March 11, 2024 to approve the Capital Non-Recurring Plan for 2024-2025 in the amount of **\$2,425,794** including:

- \$714,492 to be funded by the General Fund via the Five-Year Payback Method
- \$284,337 to be funded by the General Fund
- \$709,385 to be funded by the Capital Reserve Fund
- \$91,580 to be funded by the Town Aid Road Fund
- \$250,000 to be funded by the Sewer Use Fund
- \$42,000 from Project Savings
- \$21,500 from the Eno Trust Fund
- \$217,500 Simsbury Farms Fund Balance
- \$95,000 from the Golf Equipment Fund

Move, effective March 11, 2024 to add the following new projects to the Capital Improvement Plan for 2024-2025 in accordance with Charter Section 803(b):

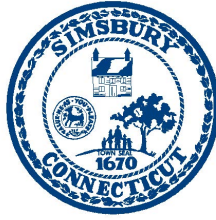
Tariffville Connection - East Coast Greenway Gap Closure	\$450,000
Old Drake Hill Road Flower Bridge Rehabilitation - Supplemental	\$2,646,000
Town Hall Rooftop Units	\$275,000
Sewer Replacement - Pine Hill – Supplemental	\$200,000

Move, effective March 11, 2024 to approve the Capital Improvement Program to include the following projects in 2024-2025, with total funding of **\$11,369,501** for 2024-2025:

		<u>Recommended Funding</u>
Simsbury Meadows Performing Arts Center Bandshell Addition	\$2,782,881	Capital Reserve Fund/Grants/Donations/Project Savings
Memorial Pool Redesign	\$150,000	Cash
Highway Pavement Management	\$1,600,000	Bonds/Grants/Cash
Public Works Truck Replacement and Plow	\$266,220	Cash
Sidewalk Reconstruction	\$223,400	Bonds
Tariffville Connection - East Coast Greenway Gap Closure	\$450,000	Grants/Project Savings
Old Drake Hill Road Flower Bridge Rehabilitation – Supplemental	\$2,646,000	Prior Authorizations/Cash
Town Hall Rooftop Units	\$275,000	Bonds
Municipal Site and Safety Improvements (Town Hall)	\$460,000	Bonds
Barn and Facility Repairs - Wolcott Road	\$275,000	Bonds
Dam Evaluation & Repairs (Stoddard Dam Breach)	\$171,000	Bonds
Sewer Replacement - Pine Hill - Supplemental	\$200,000	Sewer Use Fund
District Network Infrastructure	\$350,000	Cash
SHS - Auditorium & Amphitheater Improvements	\$400,000	Bonds
Tootin Hills - Replace Roof (V3, V4)	\$1,120,000	Bonds

Move, effective March 11, 2024 to refer the following capital projects to the Planning Commission in accordance with CGS Section §8-24:

Simsbury Meadows Performing Arts Center Bandshell Addition
Memorial Pool Redesign
Highway Pavement Management
Public Works Truck Replacement and Plow
Sidewalk Reconstruction
Tariffville Connection - East Coast Greenway Gap Closure
Old Drake Hill Road Flower Bridge Rehabilitation - Supplemental
Town Hall Rooftop Units
Municipal Site and Safety Improvements (Town Hall)
Barn and Facility Repairs - Wolcott Road
Dam Evaluation & Repairs (Stoddard Dam Breach)
Sewer Replacement - Pine Hill - Supplemental
District Network Infrastructure
SHS - Auditorium & Amphitheater Improvements
Tootin Hills - Replace Roof (V3, V4)



Preliminary FY 24/25 Operating and Capital Budgets
February 26, 2024

Operating and capital budgets (including debt service) for the Town and Board of Education as presented, are \$124,792,962, an increase of \$3,124,619 or 2.57%. Based on revenue projections, a mill rate of 33.25 mills (excluding the Fire District) will be required to fund the proposed budgets. This reflects a tax increase of 7.88% or \$665 for the year for a median valued single-family home.

The proposed operating budget is a \$954,840 (3.46%) increase to Town Government.

Dear Board of Selectmen Members:

Pursuant to the Town Charter, I hereby submit the proposed operating and capital budgets for fiscal year 2024-2025. As you know, this preliminary budget provides the starting point for an adoption process that includes ample opportunity for discussion among all our stakeholders, public engagement around the prioritization of important capital projects, and for refinement by both the Board of Selectmen and the Board of Finance, before heading to our residents for voter approval in late Spring. In my view, the best preliminary budget embraces this approval process by framing choices so as to assure the right conversations are had around the really important issues, as opposed to perpetuating a one-dimensional and line-by-line discussion about what can wait a year, or three, or ten.

Perhaps the best example of one of those critical conversations is how new development drives our grand list growth, and hence our ability to meet rising costs and grasp new opportunities without placing an even higher burden on our taxpayers. Here was the situation as the preliminary budget was presented last year:

(Excluding the effects of) revaluation, the grand list increased by 2.34% or \$62,662,769 (in grand list value), generating approximately \$2.3M in new revenue.

...and here is the situation we face today:

The grand list increased by only 0.06% or \$1,990,770 in grand list value, generating approximately \$66,193 in additional revenue.

This tells the story of this year's budget cycle – the challenge is chiefly on the revenue side, not the expense side. It must also be noted that we have exhausted funding received from the Federal government under the American Rescue Plan Act (ARPA) of 2021. I want to thank town leaders on both our Boards of Selectmen and Finance, as well as staff on the Administration side, for making wise choices when it came to the deployment of ARPA funds. The Town did a good job of not creating so-called "cliffs" or "tails", where programming or personnel costs would otherwise have shifted to the General Fund as ARPA funds ran out. This good planning around ARPA expenditures means we do not now face cuts in services - our preliminary budget sees only very minimal ongoing expenses shifting to the General Fund.

Another high level and critical discussion this budget should evoke centers around the appropriateness of utilizing some town reserves in strategic ways: to further our clearly defined goals and objectives, reduce borrowing needs during periods of high interest rates, or to smooth Mill Rate volatility, for example.

Importantly - despite the lack of grand list growth, despite continued inflationary pressures and despite the exhaustion of ARPA funding, the *proportion* of total operating costs between education and non-education related costs remains about the same at approximately 75/25, reflecting the town's strong commitment to prioritizing education and maintaining our top-tier school system for our children and our youth. I want to thank Superintendent Matthew Curtis, his team and our colleagues on the Board of Education for their work to mitigate increases on the BOE side – where a per-capita and a per-student analysis of costs shows Simsbury very well positioned relative to the education systems of our peers. Although the review and adoption process of the Town and BOE budgets follow separate tracks, we do not work in silos. In fact, we share both a Budget Director and a Finance Director and Simsbury is a model for shared management roles that improve efficiencies and reduce costs for our taxpayers.

Cognizant of the pressures on our taxpayers, our proposed operating budget makes few and only essential changes – all vital to address critical staffing pressures. We restructure an outdated and understaffed personnel function into a new department of Human Resources, which will add one FTE and elevate the other (currently there is only one FTE supporting an increasingly complex area that touches all areas of town operations); and we request Board support for one FTE administrative staff member to be *shared* across four divisions (tax, assessment, town clerk & finance). This is the smartest way to address increasing workloads across these divisions because it leverages differences in the timing of peak busy periods throughout the calendar year; and we recommend the addition of one position of Mechanic/Driver in the Department of Public Works, something that has been sought by the department over the last two budget cycles and is now mission-critical. Finally, after reviewing the presentation made to the Board of Selectmen last month by the Police Commission, at which the request was to add two new full time Records Clerks within the Police Department, and after discussions with the Chief of Police, our budget is recommending one position be approved, while the second be deferred for the time being.

We have utilized the Governor's proposed budget for estimating state revenues. Most existing state revenues for Simsbury remain flat with the exception of Education Cost Sharing (ECS) and the motor vehicle mill rate reimbursement. Under the Governor's proposed budget our ECS revenue increases by \$261,270 from \$7,222,895 (23/24 actual) to \$7,484,165. We will not receive a motor vehicle mill rate reimbursement due to the FY24 mill rate falling under the state cap. *This results in a decrease of \$1,554,882 in revenue.*

The budget maintains our interest rate assumption for our pension plan and OPEB Trust at 6.5%, it fully funds our actuarially required contribution to our pension plans and police OPEB plans and, finally, it does not disturb the past-practice of conservative budgeting of projected revenues, particularly tax collections. This latter point – the assumed collection rate – coupled with our conservative estimate of investment income – are two 'pressure relief valves' that are available, should the board want to explore them.

The capital and CNR budgets focus on maintaining our existing assets and infrastructure as opposed to expansion of that infrastructure. Many proposed items fund replacement items such as equipment or vehicles for the fleet, repairs to existing facilities, and repairs and maintenance of our bridges, sidewalks and roads. For CNR needs, the traditional payback method (cash), reserve fund, grants and other cash funds are the sources of revenue.

I thank the members of the Board of Selectmen for their early work on goal-setting this year, a process that will wrap-around and conclude with the upcoming budget review. The result will be a series of key objectives that are both funded and achievable. Examples include addressing the sustainability of our volunteer ambulance service, emphasizing economic development by increasing support of the Main Street Partnership, funding increased project costs for the Flower Bridge Project, funding the acquisition of new budgeting software, and furthering an important capital project at the Simsbury Performing Arts Center.

I'd like to thank Director of Finance Amy Meriwether, Budget Director Melissa Appleby, Deputy Town Manager Tom Fitzgerald, and all our Department Heads, who have worked to prepare this year's preliminary budget.

Thank you.

Marc S. Nelson, MPA
Town Manager

**TOWN OF SIMSBURY
BOS APPROVED BUDGET SUMMARY**

	Adopted FY2024	Proposed FY 2025	Change	
			Dollar	Percentage
Board of Selectmen	31,679,397	28,740,677	(2,938,720)	-9.28%
Debt Service & Capital	7,806,810	8,915,868	1,109,058	14.21%
Board of Education	81,576,437	85,217,644	3,641,207	4.46%
Non-Public School	605,699	588,724	(16,975)	-2.80%
Total Appropriations	121,668,343	123,462,913	1,794,570	1.47%
LESS ESTIMATED NON-CURRENT YEAR TAX REVENUES	17,154,066	12,721,197	(4,432,869)	-25.84%
BALANCE TO BE RAISED	104,514,277	110,741,716	6,227,439	5.96%

	ACTUAL REVENUE 2023	ACTUAL REVENUE 12/31/2023	BUDGET REVENUE 2024	PROJECTED REVENUE 6/30/2024	ESTIMATED REVENUE 2025
GENERAL FUND REVENUES					
Property Taxes - Prior Year & Interest & Liens	777,275	407,804	430,000	500,000	580,000
Intergovernmental Revenues & Payments in Lieu of Taxes	9,227,086	2,491,450	9,196,826	9,895,742	7,884,731
Investment Income	1,617,668	1,261,977	800,000	2,588,464	1,300,000
Charges for Goods & Services & Misc	1,994,664	1,098,186	1,798,290	1,896,084	1,829,701
Fines & Forfeitures	12,596	6,014	8,200	10,039	9,972
Rental of Town Owned Property	181,040	91,033	114,300	131,900	114,900
Licenses & Permits	920,566	312,954	740,050	721,646	741,886
Operating Transfers In (Belden Trust)	26,960	27,380	27,380	27,380	28,350
Operating Transfers In (Capital Project Funds)	822,029	281,187	281,187	281,187	231,657
Operating Transfers In (ARPA Fund)	3,757,833	3,757,833	3,757,833	3,757,833	-
Total General Fund Revenue Budget	19,337,716	9,735,818	17,154,066	19,810,275	12,721,197

	FY 2023 ACTUAL	FY 2024 12/31/2023	FY 2024 BUDGET	FY 2024 6/30/2024	FY 2025 PROPOSED
GENERAL FUND EXPENDITURES BY FUNCTION					
General Government	1,647,264	846,862	1,614,485	1,543,069	1,634,688
Financial Services & Information Technology	1,706,839	840,919	1,763,376	1,718,853	1,861,877
Planning & Development	751,236	368,076	791,403	763,517	851,676
Public Safety	6,040,144	3,175,669	6,553,196	6,493,711	6,643,957
Public Works & Engineering	4,749,325	2,279,733	4,933,286	4,592,384	4,974,983
Health and Social Services	1,052,795	423,381	933,561	928,647	883,370
Parks and Recreation & Library	3,064,262	1,474,786	3,147,065	3,147,272	3,265,001
Fringe Benefits & Liability Insurance	6,463,291	4,644,618	7,838,098	7,381,365	7,988,170
Operating Transfers	8,387,602	3,972,186	4,104,927	3,972,186	636,956
Total Board of Selectmen Operating Budget	33,862,757	18,026,230	31,679,397	30,541,003	28,740,677
Debt Service	6,371,525	1,173,813	7,806,810	7,806,810	8,915,868
Education	77,551,189	34,529,916	82,182,136	82,882,136	85,806,368
Total General Fund Budget	117,785,471	53,729,958	121,668,343	121,229,949	123,462,913

	ACTUAL REVENUE FY 2023	BUDGET REVENUE FY 2024	ACTUAL REVENUE 12/31/2023	PROJECTED REVENUE 6/30/2024	ESTIMATED REVENUE FY 2025
SPECIAL REVENUE FUNDS - REVENUES					
Water Pollution Control Fund					
Total Water Pollution Control Fund	4,793,285	4,212,824	3,819,382	4,481,794	4,318,233
Residential Property Fund					
Rental of Town Owned Property	99,951	77,100	38,171	97,000	97,000
Simsbury Farms Complex					
Total Simsbury Farms Complex	2,678,825	2,548,091	1,184,470	2,541,291	2,855,485
Total Special Revenue Funds	7,572,061	6,838,015	5,042,023	7,120,085	7,270,718

	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 12/31/2023	FY 2024 6/30/2024	FY 2025 PROPOSED
SPECIAL REVENUE FUNDS - EXPENDITURES					
Water Pollution Control Fund					
Total Water Pollution Control Requests	4,249,997	5,771,929	3,943,665	5,478,872	4,808,496
Residential Property Fund					
Total Residential Properties	59,147	47,122	24,893	41,170	55,827
Simsbury Farms Complex					
Total Simsbury Farms Complex	2,680,590	2,918,370	1,703,993	2,758,476	2,884,828
Total Special Revenue Funds	6,989,734	8,737,421	5,672,551	8,278,518	7,749,151

FY2025 CAPITAL & NONRECURRING FUND BUDGET					Requested	FY2025 Charge -Back Against General Other Fund /State Grants	
	20/21	21/22	22/23	23/24	24/25		
BOARD OF SELECTMEN							
BOARD OF SELECTMEN TOTAL	416,250	416,250	416,250	416,250	2,485,794	422,250	2,063,544
BOARD OF EDUCATION							
BOARD OF EDUCATION TOTAL	570,500	550,300	550,300	550,300	1,250,300	690,300	560,000
TOTAL CAPITAL & NON-RECURRING	986,750	966,550	966,550	966,550	3,736,094	1,112,550	2,623,544

CAPITAL IMPROVEMENT PROJECTS

			FY 2025 Financing
Memorial Pool Redesign	\$ 150,000		Cash
Sidewalk Reconstruction	\$ 223,400		Bonds
Town Hall Rooftop Units	\$ 275,000		Bonds
Municipal Site and Safety Improvements (Town Hall)	\$ 460,000		Bonds
Barn and Facility Repairs - Wolcott Road	\$ 275,000		Bonds
Dam Evaluation & Repairs (Stoddard Dam Breach)	\$ 171,000		Bonds
District Network Infrastructure	\$ 350,000		Bonds
SHS - Auditorium & Amphitheater Improvements	\$ 400,000		Bonds
Tootin Hills - Replace Roof	\$ 1,120,000		Bonds/Grants
Public Works Truck Replacement and Plow	\$ 266,220		Cash
Old Drake Hill Road Flower Bridge Rehabilitation - Supplemental*	\$ 2,646,000		Cash
Highway Pavement Management	\$ 1,600,000		Cash/Grants/Bonds
Simsbury Meadows Performing Arts Center Bandshell Addition	\$ 2,782,881		Grants/Cash
Tariffville Connection - East Coast Greenway Gap Closure	\$ 450,000		Grants/Cash
Sewer Replacement - Pine Hill	\$ 200,000		Sewer Use
TOTAL PROPOSED CAPITAL IMPROVEMENT PROJECTS	\$ 11,369,501		

FUND STRUCTURE

The financial operations of the Town are organized into funds, which are groupings of related accounts that are used to maintain control over resources that have been segregated for specific activities. The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: Governmental Funds; Proprietary Funds; and Fiduciary Funds.

Governmental Funds

Governmental funds are those through which most governmental functions are typically financed. The Town maintains 52 individual funds, and adopts an annual appropriated budget for the General Fund and three of the special revenue funds: Sewer Use Fund; Residential Rental Properties Fund, and Simsbury Farms Fund.

Proprietary Funds

The Town maintains a self-insurance fund to account for the self-insurance program for health insurance coverage for the Town and Board of Education employees.

Fiduciary Funds

Fiduciary funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, and other governments. The Town maintains five trust funds.

Additional detail on the special revenue funds and trust funds is provided in the Other Funds section of this budget document.

FY 2024/2025 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY

	Historical Data				Board of Selectmen Approved		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
TOWN MANAGER'S OFFICE	532,166	194,001	503,022	431,849	613,343	110,321	21.93%
GENERAL GOVERNMENT	126,157	64,336	131,716	126,036	149,666	17,950	13.63%
BOS - COMMUNITY SERVICES	325,530	275,255	385,563	378,682	183,154	(202,409)	-52.50%
LEGAL SERVICES	205,935	96,675	151,000	170,000	171,000	20,000	13.25%
HEALTH	283,926	93,027	186,053	186,053	187,013	960	0.52%
TOTAL ADMINISTRATION	1,473,715	723,293	1,357,354	1,292,620	1,304,176	(53,178)	-3.92%
ECONOMIC DEVELOPMENT	63,500	50,000	50,650	50,000	100,650	50,000	98.72%
AGING & DISABILITY COMMISSION	666	880	1,500	1,500	1,500	-	0.00%
LAND USE COMMISSIONS	18,843	12,043	16,350	21,417	16,850	500	3.06%
PUBLIC BUILDING COMMISSION	1,319	985	2,000	2,000	2,000	-	0.00%
BEAUTIFICATION	3,466	1,678	6,000	6,000	6,000	-	0.00%
DEI COUNCIL	-	-	4,550	4,550	4,550	-	0.00%
CULTURE, PARKS & REC COMMISSION	-	-	750	750	750	-	0.00%
TOTAL BOARDS & COMMISSIONS	87,794	65,586	81,800	86,217	132,300	50,500	61.74%
ELECTION ADMINISTRATION	143,982	76,186	159,736	155,251	203,330	43,594	27.29%
TOTAL REGISTRARS	143,982	76,186	159,736	155,251	203,330	43,594	27.29%
TOWN CLERK	303,946	129,519	268,007	265,810	296,966	28,959	10.81%
TOTAL TOWN CLERK	303,946	129,519	268,007	265,810	296,966	28,959	10.81%
REGIONAL PROBATE COURT	9,548	10,891	10,891	10,891	12,679	1,788	16.42%
TOTAL PROBATE COURT	9,548	10,891	10,891	10,891	12,679	1,788	16.42%

FY 2024/2025 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY

	Historical Data				Board of Selectmen Approved		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
FINANCE DEPARTMENT	546,334	297,561	582,159	579,181	615,626	33,467	5.75%
TAX DEPARTMENT	225,774	117,002	206,215	203,647	225,930	19,715	9.56%
ASSESSOR'S OFFICE	422,601	234,294	408,875	385,709	414,997	6,122	1.50%
BOARD OF FINANCE	54,640	11,033	55,414	55,214	61,035	5,621	10.14%
TOTAL FINANCE	1,249,349	659,890	1,252,663	1,223,751	1,317,588	64,925	5.18%
INFORMATION TECHNOLOGY	457,490	181,029	510,713	495,102	544,289	33,576	6.57%
TOTAL INFORMATION TECHNOLOGY	457,490	181,029	510,713	495,102	544,289	33,576	6.57%
PLANNING	363,709	161,191	403,252	381,239	418,350	15,098	3.74%
TOTAL PLANNING & DEVELOPMENT	363,709	161,191	403,252	381,239	418,350	15,098	3.74%
BUILDING	303,865	143,857	319,151	308,861	313,826	(5,325)	-1.67%
TOTAL BUILDING DEPARTMENT	303,865	143,857	319,151	308,861	313,826	(5,325)	-1.67%
POLICE COMMISSION	-	-	750	-	750	-	0.00%
POLICE DEPARTMENT	5,433,768	2,835,617	5,836,568	5,789,871	5,889,238	52,670	0.90%
DISPATCH	543,962	278,693	610,481	598,443	622,783	12,302	2.02%
ANIMAL CONTROL	47,084	34,231	69,687	69,687	78,166	8,479	12.17%
EMERGENCY MANAGEMENT	15,330	27,127	35,710	35,710	53,020	17,310	48.47%
TOTAL POLICE	6,040,144	3,175,669	6,553,196	6,493,711	6,643,957	90,761	1.38%
ENGINEERING	314,794	135,673	341,086	339,592	352,687	11,601	3.40%
TOTAL ENGINEERING	314,794	135,673	341,086	339,592	352,687	11,601	3.40%
PUBLIC WORKS ADMINISTRATION	382,728	213,282	369,295	375,290	374,018	4,723	1.28%
BUILDINGS & MAINTENANCE ADMIN	514,441	246,945	547,326	521,103	551,628	4,302	0.79%
TOWN OFFICES	165,895	59,131	170,810	154,371	199,746	28,936	16.94%
ENO MEMORIAL HALL	97,074	29,701	88,947	63,971	102,439	13,492	15.17%

FY 2024/2025 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY

	Historical Data				Board of Selectmen Approved		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
MISCELLANEOUS BUILDINGS	35,526	18,002	36,538	29,213	41,897	5,359	14.67%
HIGHWAY - LABOR & EQUIPMENT	2,091,671	1,082,310	2,263,339	2,027,312	2,334,518	71,179	3.14%
HIGHWAY - FACILITIES & PROGRAMS	1,065,832	468,890	1,035,195	1,000,782	931,050	(104,145)	-10.06%
TRANSFER STATION	81,363	25,800	80,750	80,750	87,000	6,250	7.74%
TOTAL PUBLIC WORKS	4,434,531	2,144,061	4,592,200	4,252,792	4,622,296	30,096	0.66%
SENIOR CENTER	170,875	75,385	164,343	163,843	169,229	4,886	2.97%
SENIOR TRANSPORTATION	171,562	48,139	170,540	170,540	175,269	4,729	2.77%
SOCIAL SERVICES ADMINISTRATION	425,766	205,951	411,125	406,711	350,359	(60,766)	-14.78%
TOTAL SOCIAL SERVICES	768,203	329,475	746,008	741,094	694,857	(51,151)	-6.86%
PARKS & REC - ADMINISTRATION	82,660	41,275	72,902	72,902	74,369	1,467	2.01%
PARKS & REC - MAINTENANCE	980,276	497,642	1,051,874	1,051,874	1,075,203	23,329	2.22%
PARKS & REC - MEMORIAL FIELD	28,769	19,768	42,003	41,763	42,279	276	0.66%
PARKS & REC - MEMORIAL POOL	73,125	42,841	88,378	86,884	93,144	4,766	5.39%
TOTAL PARKS & RECREATION	1,164,830	601,525	1,255,157	1,253,423	1,284,995	29,838	2.38%
LIBRARY - ADULT & YOUNG ADULT	589,982	247,539	614,430	614,430	633,428	18,998	3.09%
LIBRARY - BUILDINGS & GROUNDS	147,969	51,031	162,944	165,154	177,835	14,891	9.14%
LIBRARY - CHILDREN'S SERVICES	413,515	187,164	402,519	402,519	419,371	16,852	4.19%
LIBRARY - ADMINISTRATION	744,500	385,849	705,265	704,996	742,622	37,357	5.30%
TOTAL LIBRARY	1,895,966	871,583	1,885,158	1,887,099	1,973,256	88,098	4.67%
EMPLOYEE BENEFITS	5,820,652	4,236,357	7,341,791	6,885,058	7,481,787	139,996	1.91%
TOTAL EMPLOYEE BENEFITS	5,820,652	4,236,357	7,341,791	6,885,058	7,481,787	139,996	1.91%
GENERAL LIABILITY & INSURANCE	642,639	408,261	496,307	496,307	506,383	10,076	2.03%
TOTAL GENERAL LIABILITY & INSURANCE	642,639	408,261	496,307	496,307	506,383	10,076	2.03%

FY 2024/2025 BOARD OF SELECTMEN APPROVED EXPENDITURE BUDGET SUMMARY

	Historical Data				Board of Selectmen Approved		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
OPERATING TRANSFERS	8,387,602	3,972,186	4,104,927	3,972,186	636,956	(3,467,971)	-84.48%
TOTAL OPERATING TRANSFERS	8,387,602	3,972,186	4,104,927	3,972,186	636,956	(3,467,971)	-84.48%
DEBT SERVICE	6,371,525	1,173,813	7,806,810	7,806,810	8,915,868	1,109,058	14.21%
TOTAL DEBT SERVICE	6,371,525	1,173,813	7,806,810	7,806,810	8,915,868	1,109,058	14.21%
CASH FOR CAPITAL	-	-	-	-	-	-	
TOTAL CASH FOR CAPITAL	-	-	-	-	-	-	
TOTAL TOWN BUDGET	40,234,282	19,200,043	39,486,207	38,347,813	37,656,545	(1,829,662)	-4.63%

FY 2024/2025 BOARD OF SELECTMEN REVENUE BUDGET SUMMARY

	Historical Data				Board of Selectmen Approved		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
GENERAL GOVERNMENT	904,572	979,422	350,202	1,052,755	324,388	(25,814)	-7.37%
TOTAL ADMINISTRATION	904,572	979,422	350,202	1,052,755	324,388	(25,814)	-7.37%
LAND USE COMMISSIONS	34,616	11,753	20,000	20,000	20,000	-	0.00%
TOTAL BOARDS & COMMISSIONS	34,616	11,753	20,000	20,000	20,000	-	0.00%
TOWN CLERK	819,672	383,329	667,340	677,496	696,866	29,526	4.42%
TOTAL TOWN CLERK	819,672	383,329	667,340	677,496	696,866	29,526	4.42%
FINANCE DEPARTMENT	1,893,077	1,455,003	1,167,718	2,956,182	1,728,138	560,420	47.99%
TAX DEPARTMENT	100,438,260	65,601,503	106,499,159	107,401,416	111,321,716	4,822,557	4.53%
ASSESSOR'S OFFICE	5,009	3,515	5,800	3,515	5,800	-	0.00%
TOTAL FINANCE	102,336,346	67,060,021	107,672,677	110,361,113	113,055,654	5,382,977	5.00%
INFORMATION TECHNOLOGY	171,752	87,399	174,798	174,798	171,173	(3,625)	-2.07%
TOTAL INFORMATION TECHNOLOGY	171,752	87,399	174,798	174,798	171,173	(3,625)	-2.07%
BUILDING DEPARTMENT	860,505	292,823	700,000	680,000	700,000	-	0.00%
TOTAL BUILDING DEPARTMENT	860,505	292,823	700,000	680,000	700,000	-	0.00%
POLICE DEPARTMENT	218,888	141,093	225,245	228,815	222,648	(2,597)	-1.15%
ANIMAL CONTROL	150	-	500	100	500	-	0.00%
TOTAL POLICE	219,038	141,093	225,745	228,915	223,148	(2,597)	-1.15%
ENGINEERING DEPARTMENT	27,877	15,239	25,050	25,767	25,050	-	0.00%
TOTAL ENGINEERING	27,877	15,239	25,050	25,767	25,050	-	0.00%

FY 2024/2025 BOARD OF SELECTMEN REVENUE BUDGET SUMMARY

	Historical Data				Board of Selectmen Approved		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
ENO MEMORIAL HALL	5,630	730	1,000	3,000	1,000	-	0.00%
HIGHWAY - FACILITIES & PROGRAMS	6,282	1,309	3,250	1,500	3,250	-	0.00%
TOTAL PUBLIC WORKS	11,912	2,039	4,250	4,500	4,250	-	0.00%
SENIOR TRANSPORTATION	40,710	-	40,720	40,720	42,037	1,317	3.23%
TOTAL SOCIAL SERVICES	40,710	-	40,720	40,720	42,037	1,317	3.23%
PARKS & REC - COMMUNITY GARDENS	6,000	-	4,400	5,800	6,100	1,700	38.64%
PARKS & REC - MEMORIAL POOL	240,344	123,531	267,237	252,937	268,742	1,505	0.56%
TOTAL PARKS & RECREATION	246,344	123,531	271,637	258,737	274,842	3,205	1.18%
LIBRARY - ADMINISTRATION	17,577	7,518	7,800	11,403	18,072	10,272	131.69%
TOTAL LIBRARY	17,577	7,518	7,800	11,403	18,072	10,272	131.69%
EDUCATION	7,462,458	203,904	7,381,724	7,553,980	7,647,426	265,702	3.60%
TOTAL EDUCATION	7,462,458	203,904	7,381,724	7,553,980	7,647,426	265,702	3.60%
GENERAL LIABILITY & INSURANCE	57,365	-	60,000	-	-	(60,000)	-100.00%
TOTAL GENERAL LIABILITY & INSURANCE	57,365	-	60,000	-	-	(60,000)	-100.00%
OPERATING TRANSFERS	4,606,822	4,066,400	4,066,400	4,066,400	260,007	(3,806,393)	-93.61%
TOTAL OPERATING TRANSFERS	4,606,822	4,066,400	4,066,400	4,066,400	260,007	(3,806,393)	-93.61%
TOTAL TOWN BUDGET	117,817,566	73,374,471	121,668,343	125,156,584	123,462,913	1,794,570	1.47%

FUND BALANCE ANALYSIS

<u>Fund Balance</u>		<u>% of Budget*</u>
FY22/23 Actual		
Unassigned	19,183,727	16.29%
Assigned	68,319	
Non-Spendable	137,956	
Total	19,390,002	
FY23/24 Estimated		
Unassigned	19,183,727	
Estimated Expenditures	(121,229,949)	
Estimated Revenues	125,156,584	
Total	23,110,362	18.47%
FY 24/25 Projected		
Unassigned	23,110,362	
Estimated Expenditures	(124,792,962)	
Estimated Revenues	125,833,714	
Total	24,151,114	19.19%

**Per the Fund Balance policy adopted by the Board of finance on September 15, 2020, The Town Boards shall propose budgets that provide for an unrestricted general fund balance of a minimum of (15) percent of the total operating general fund expenditures*

TOWN MANAGER'S OFFICE

Mission and Responsibilities

The Town Manager is appointed by the Board of Selectmen to serve as the chief executive officer of the Town. They are responsible for the oversight of all Town departments, implementing all policies and initiatives of the Board, and all resolutions and ordinances adopted by the Town. The Town Manager serves as the Personnel Director, and is responsible for the administration of the human resources program including labor relations. The Town Manager is also responsible for preparing and submitting an annual Town budget to the Board of Selectmen. The Office supports the Town's economic development activities and oversees the Town's risk management function. In addition, the department leads the Town's contract negotiations with its six unions.

FY 23/24 Accomplishments

- Completed successor Collective Bargaining Agreements (CBA) for the three CSEA contracts, July 1, 2023 – June 30, 2024.
- Participated with the Town Clerk's Office and Department of Social Services for ordinance revisions related to Fair Rent Commission.
- Issued Request for Proposals for Classification & Total Compensation Study.
- Worked with Finance Department to implement Human Resources portion of MUNIS software.
- Participated in multi-department analysis of Simsbury Volunteer Ambulance Association financial status.
- Drafted and executed Memorandum of Understandings with Simsbury Fire District, Simsbury Volunteer Ambulance Association, and Simsbury Main Street Partnership.

FY 24/25 Goals & Objectives

- Negotiate successor CBAs for the three unions represented by CSEA and the union represented by IBPO.
- Begin implementing recommendations from Classification & Total Compensation Study.
- Work to move aspects of new hire orientation from heavily paper based process to be supplemented by electronic files.
- Work with Town departments to effectively and efficiently utilize the MUNIS HR portal.
- Work with Finance and Board of Education to identify areas for cost savings by increasing the amount of shared services between the Town and the Board of Education.

Performance Measures

	Goal	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Estimated
New Hires		81	55	55
Time Between Open Position and New Employee Starts	6 weeks			6 weeks
Town Board/Commission Meetings Staffed		65	46	50
Freedom of Information Requests Received		73	56	55

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Town Manager	1.00	1.00	1.00
Deputy Town Manager	1.00	1.00	1.00
Human Resources Director	0.00	0.00	1.00
Human Resources Generalist	0.00	0.00	1.00
Employee Benefits & Human Resources Coordinator	1.00	1.00	0.00
Management Specialist	1.00	1.00	1.00
Total	4.00	4.00	5.00

FY 2024/2025 TOWN MANAGER, GENERAL GOVERNMENT, AND LEGAL EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	Notes
<u>TOWN MANAGER'S OFFICE</u>								
FULL-TIME	486,729	191,949	444,529	383,899	552,045	107,516	24.19%	Human Resources Director
AUTO ALLOWANCE	3,850	-	4,200	3,000	6,000	1,800	42.86%	Contractual
PART-TIME	371	-	-	-	-	-		
SEASONAL	9,281	-	8,190	8,190	8,190	-	0.00%	
CONTRACTUAL SERVICES	16,500	-	17,250	17,250	18,350	1,100	6.38%	Background checks for volunteers
ADVERTISING	1,574	450	3,500	2,500	3,500	-	0.00%	
SPECIAL ACTIVITIES	2,115	-	6,150	5,100	5,900	(250)	-4.07%	
OFFICE SUPPLIES	2,076	644	3,000	2,800	3,000	-	0.00%	
CONFERENCES & EDUCATION	1,133	261	6,505	1,500	6,580	75	1.15%	
TRAVEL	136	58	500	250	500	-	0.00%	
DUES & SUBSCRIPTIONS	2,630	639	3,138	1,300	2,915	(223)	-7.11%	
COMPUTER SOFTWARE	5,771	-	6,060	6,060	6,363	303	5.00%	
Subtotal	532,166	194,001	503,022	431,849	613,343	110,321	21.93%	
<u>GENERAL GOVERNMENT</u>								
EDUCATION REIMBURSEMENT	5,836	1,987	6,000	6,000	7,500	1,500	25.00%	Anticipated reimbursements
CONTRACTUAL SERVICES	-	125	2,036	2,036	2,036	-	0.00%	
COPY & PRINTING SERVICES	12,279	4,242	9,500	9,000	9,750	250	2.63%	
POSTAGE	27,078	15,479	23,500	24,000	25,000	1,500	6.38%	
GASOLINE	-	-	-	-	14,700	14,700		Reallocation from Police budget
TELEPHONE SERVICE	60,410	30,027	67,230	67,000	67,230	-	0.00%	
FEES PAID TO STATE	6,324	11,126	6,000	6,000	6,000	-	0.00%	
CONFERENCES & EDUCATION	14,230	1,350	17,450	12,000	17,450	-	0.00%	
Subtotal	126,157	64,336	131,716	126,036	149,666	17,950	13.63%	
<u>LEGAL SERVICES</u>								
LEGAL FEES	137,448	67,550	111,000	120,000	121,000	10,000	9.01%	Attorney increased retainer
LABOR RELATIONS	68,487	29,125	40,000	50,000	50,000	10,000	25.00%	Based on prior year actual spend and current year anticipated spend
Subtotal	205,935	96,675	151,000	170,000	171,000	20,000	13.25%	

FY 2024/2025 GENERAL GOVERNMENT REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>GENERAL GOVERNMENT</u>							
STATE OWNED PROPERTY (PILOT)	651,183	799,811	99,702	799,811	73,888	(25,814)	-25.89%
TELEPHONE ACCESS GRANT	45,708	-	43,000	45,000	43,000	-	0.00%
WESTMINISTER SCHOOL	120,000	120,000	120,000	120,000	120,000	-	0.00%
WORLD SKATE	85,000	56,667	85,000	85,000	85,000	-	0.00%
SPAC RENTAL FEES	2,500	2,500	2,500	2,500	2,500	-	0.00%
MISCELLANEOUS	182	445	-	445	-	-	
Subtotal	904,572	979,422	350,202	1,052,755	324,388	(25,814)	-7.37%

FY 2024/2025 BOS-COMMUNITY SERVICES AND HEALTH EXPENDITURE BUDGETS

	Historical Data				Board of Selectmen Approved			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>BOS - COMMUNITY SERVICES</u>								
PART-TIME	4,953	1,646	5,000	5,000	5,250	250	5.00%	
FIRST SELECTPERSON STIPEND	10,000	5,000	10,000	10,000	10,000	-	0.00%	
ADVERTISING	537	219	4,781	2,800	4,300	(481)	-10.06%	
SPECIAL ACTIVITIES	6,404	220	9,750	5,000	9,750	-	0.00%	
COPY & PRINTING	322	-	450	400	450	-	0.00%	
								Flat funding from prior year, removed one time ARPA funding and added \$200,000 for Simsbury Volunteer Ambulance Association. BOS Update: Reallocate \$7,500 for the Chamber of Commerce to Contingency; BOS Update: Move SVAA contribution to reserves funding
PUBLIC AGENCY SUPPORT	265,019	230,749	316,907	316,907	114,729	(202,178)	-63.80%	
CONFERENCES AND EDUCATION	-	171	600	500	600	-	0.00%	
DUES & SUBSCRIPTIONS	38,295	37,250	38,075	38,075	38,075	-	0.00%	
Subtotal	325,530	275,255	385,563	378,682	183,154	(202,409)	-52.50%	
<u>HEALTH</u>								
CONTRACTUAL SERVICES	283,926	93,027	186,053	186,053	187,013	960	0.52%	
Subtotal	283,926	93,027	186,053	186,053	187,013	960	0.52%	

OUTSIDE AGENCY REQUESTS

Agency	Department	FY24 Budget	FY25 Request	FY25 Change Requested	FY25 Town Manager Budget
Farmington River Watershed Association ^	BOS - Community Services	\$5,687	\$5,700	\$13	\$5,700
SCTV	BOS - Community Services	\$10,000	\$75,000	\$65,000	\$10,000
North Central EMS Council ^	BOS - Community Services	\$24,807	\$24,935	\$128	\$24,935
Chamber of Commerce	BOS - Community Services	\$7,500	\$11,000	\$3,500	\$7,500
Greater Hartford Transit District ^	BOS - Community Services	\$4,413	\$4,833	\$420	\$4,833
Hartford Interval House	BOS - Community Services	\$5,000	\$5,000	\$0	\$5,000
Housing Authority Sewer Payment**	BOS - Community Services	\$11,500	\$11,500	\$0	\$11,500
Simsbury Volunteer Ambulance Association	BOS - Community Services	\$150,000	\$228,000	\$78,000	\$200,000
Farmington Valley Visiting Nurse Association	Social Services (GF and Southwell & Darling Funds)	\$44,000	\$44,000	\$0	\$44,000
No. Central Regional Mental Health Board (Amplify) ^	Social Services	\$1,761	\$1,761	\$0	\$1,761
McLean Meals on Wheels	Social Services (Southwell & Darling Funds)	\$7,000	\$7,000	\$0	\$7,000
Simsbury Historical Society	BOS - Community Services	\$0	\$60,000	\$60,000	\$0
Simsbury Land Trust	BOS - Community Services	\$0	\$9,600	\$9,600	\$0
TOTAL		\$271,668	\$510,329	\$216,661	\$322,229

^ Organizations that represent an increase on a per capita basis

**Per contractual agreement



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION

Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by January 12, 2024

☐ New Application Request ☒ Renewal Application Request

Agency: **Farmington River Watershed Association**

Address: **749 Hopmeadow Street**

Prepared by: **Aimee Petras** Title: **Executive Director**

e-mail: **apetras@frwa.org** Telephone #: **860-658-4442**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **5,700**

Specify how the monies requested will be expended:

Our annual request letter is attached.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

Our funding request is based upon town population and a per capita rate. It is detailed in our annual request letter.

Total Annual Agency Budget: **431,890**

Income Source	Amount
Grants and Contributions	159,182
Membership Dues	85,224
Special Events	31,699
Merchandise Sales	583
Misc	25

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
16 Towns	35,000	34,707

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Our activities are outlined in our annual support letter.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served	n/a		
# of Simsbury Clients or Residents Served	n/a		
Total # of Simsbury Contacts	n/a		
Average Time spent per Client or Resident	n/a		
Cost per Client/ Unit of Service	n/a		

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Robin Bauer

Date: 1/9/23

Executive Director: Arnell Peto

Date: 1/9/23

Submit to: tfitzgerald@simsbury-ct.gov



SIMSBURY
Community Media
754 Hopmeadow St. - Lower Level
Simsbury, CT 06070
(860)658-1720 www.Simsburytv.org

January 12, 2024

Town of Simsbury
Agency Grant Application
933 Hopmeadow St.
Simsbury, CT 06070

Please find enclosed the copy of the Town of Simsbury Agency Grant Application. Included is our list of Board of Directors, most recent financial audit, current organizational budget summary, and a copy of our 501(c)(3) determination letter.

Please note, our annual report can be provided upon request as it is filled publicly with the Public Utility Regulatory Authority (PURA). These reports are very long. Analog or digital copies can be provided on request.

Additionally, our Board of Directors is diligently working on a current financial audit. This can be provided to the Town of Simsbury once completed. I am attaching our most current financial audit to this grant package.

Some questions on the .pdf packet will be answer on separate pieces of paper. This is because the text becomes too small to read when put in the provided boxes in the .pdf document. These areas in the .pdf document will read "Please see attachment".

If you have any questions, please feel free to contact me via phone or email.
Thank you for your consideration.
Sincerely,

Patrick T. Fallon
Station Manager
Simsbury Community Television, inc
(DBA: Simsbury Community Media)

Executive Committee:

Donald Colantonio - *President*, Mary Glassman - *Vice President*, Elizabeth Morgan - *Vice President*, Paul Henault - *Vice President*, Donna Sennott - *Treasurer*, Cris Noble - *Secretary*,

Board Members:

Rob Sternschein, Thomas G. Benneche, Kevin Beal, Mark Orenstein, Maggie Seidel, Roger Coombes, Dave Prinstein

Staff:

Patrick T. Fallon - *Station Manager*, Bri Goolsby - *Production Assistant*



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by **January 12, 2024**

☐ New Application Request ☒ Renewal Application Request

Agency: **Simsbury Community Television, inc | DBA: Simsbury Community Media**

Address: **754 Hopmeadow St Simsbury, CT 06070**

Prepared by: **Patrick Fallon** Title: **Station Manager**

e-mail: **StationManager@Simsburymedia.org** Telephone # **(860)658-1720**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **75,000**

Specify how the monies requested will be expended:

Please see attachment

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

Please see attachment

Total Annual Agency Budget: _____

Income Source	Amount
Comcast	\$57,000
Frontier	\$2,171
Donations	\$10,609
Simsbury Board of Education	\$10,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
N/A	N/A	N/A

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Please see attachment

Target Population (please check categories):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Children (0-12) | <input checked="" type="checkbox"/> Single Adult (18 – 60) |
| <input checked="" type="checkbox"/> Youth (12-18) | <input checked="" type="checkbox"/> Seniors (60+) |
| <input checked="" type="checkbox"/> Families (2+ per household) | <input checked="" type="checkbox"/> Disabled (any age) |

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH “SERVICE TYPE” THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service	n/a	n/a	n/a

Are any of these services funded through ~~client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance?~~ ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Donald Colantonio Date: 01/12/2023

Executive Director: Patrick T. Fallon Date: 01/12/2023

Submit to: tfitzgerald@simsbury-ct.gov



SIMSBURY
Community Media
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Specify how the monies requested will be expended:

SCM requests funding to maintain operating costs in light of declining cable subscriber revenue:

Much of the funding SCM receives is from Comcast. This is from a small PURA mandated customer fee that is charged monthly from those who have cable television in Simsbury. The number of cable television subscribers is drastically decreasing and so is our funding. SCM requests \$20,000 to cover the costs of decreasing cable subscribers. This amount is \$10,000 greater than SCM has received in previous years. The funding that will be provided to SCM from the Town of Simsbury Agency grant will be used to pay operating costs to continue to provide programming to cover town meeting and events, editing, training for volunteers to teach volunteers how to operate cameras and to assist in the creation of new programming, and costs for staffing so the Community Access Station can continue operating. The State has an open docket, 22-06-26, which may modernize the mechanism for how funding is received, but we are still years out from any potential law being passed that could result in additional revenue to make up for the loss of cable subscriber revenue.

Additionally, SCM requests \$5,000 to cover the cost of hiring an intern for the summer of 2024. Last year in 2023, SCM received ARPA funding to hire Simsbury residents as interns to much success. Attached to this document are open letters the interns wrote to SCM about their experience at our facilities. We would like to recreate this experience for interns in the future and to do so, we would require this additional funding.

SCM requests Capital Improvement Funding to update the Eno Hall bathroom:

The bathroom at Eno Hall is desperately in need of repair. Because the space is in a Town owned building, SCM has not been able to secure grant funding for such renovation. SCM requests \$50,000 as a Capital Improvement Plan request based on a preliminary estimate of repairs needed to modernize the facility. This funding would be used to renovate our bathrooms in the historic Eno Memorial Hall. This Capital Improvement Plan would cover flooring, painting, and storage for SCM equipment. A better estimate could be available after a review by the Department of Public Works.

Executive Committee:

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Board Members:

Rob Sternschein, Thomas G. Benneche, Kevin Beal, Mark Orenstein, Maggie Seidel, Roger Coombes, Dave Prinstein

Staff:

Patrick T. Fallon - *Station Manager*, Bri Goolsby - *Production Assistant*



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If the amount being requested represents an increase from current FY funding, list justification for the additional monies

Yes, SCM is requesting an increase from the current funding.

Historically, the Town of Simsbury has granted SCM \$10,000 annually to help cover operational costs. We are very appreciative of the Town's support and use of Eno Memorial Hall but the donation amount is not enough to allow SCM to continue to provide the level of service currently provided by covering town meetings and events. As a result of advancing technologies, we have seen a decline in cable subscribers, which is our primary source of funding directly linked to the number of cable television subscribers in Simsbury. In addition, funding from cable subscribers has continued to decrease year after year.

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Our facilities and programming benefit people of all ages in the Town of Simsbury. Whether it's a local resident tuning in to the most recent Board of Selectmen meeting, a family member watching the latest basketball home game, or a young child watching a Mario movie review, courtesy of a local resident's original program, Reel Film Talk. We have Public, Educational, and Government Channels available on Comcast and Frontier. Every month, a full schedule of programs airs on these channels. The schedule can be found on our website Simsburytv.org. The Government and Education channel hosts many live government meeting broadcasts throughout the year. SCM broadcasts public meetings (over zoom or in-person) on the Government & Education Channel. The meetings can be viewed live on YouTube or on the Comcast/Frontier Government/Educational Channel. For some residents, this is the only way they can participate in a timely manner. After the meeting is broadcast, it is archived long term on YouTube, acting as transcript for the public. During the pandemic when the Town Hall was closed to the public, SCM provided a valuable service by keeping the public informed of important government information that they would otherwise not have access to.

In addition, SCM offers state-of-the-art facilities to any resident of Simsbury to produce their own programming for distribution.

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We've kept up with updates and technology and made it possible for anyone to watch SCM anywhere, anytime. Because of this, we can say with confidence that last year, we had 5,100 unique views on live streams alone. This is 990.3 hours of live content consumed by the public. Our viewership of regularly posted YouTube videos (not live) was 289,800. This is about 53,353.3 hours of content viewed in 2023. Viewers are not the only benefit recipients from our

Access Station, however.

SCM maintains a three-camera production studio, a green-screen studio (in the basement of Eno Memorial Hall). Any resident of Simsbury is welcome to our studio to produce their own noncommercial creative content. In our facility volunteer producers can learn how to operate the cameras, teleprompter, and studio lighting. Volunteers can also learn how to operate editing and animating software, like Adobe Premiere and After Effects. Recently, SCM has been on the Simsbury High School's capstone program. Young adults have been interning at our studio as part of their graduation requirement, helping students get the early jump on the skills they'll need to pursue the career they desire.

Outside of our humble studio we also maintain a three-camera production set in both the Main Meeting room and Board of Education room in town hall; a two-camera production set in the Friends room and Tariffville room in the Public Library; seven 'field' cameras (Including a Go-Pro and a SLR Digital Camera) with audio equipment available to residents for free who want to produce noncommercial programming. Training is provided by SCM and is now available on our website and YouTube as tutorial videos.

We truly believe that anyone, regardless of age, benefits from our non-profit Access Station in our community.

If so, what is the justification for requesting Town funds?

Regarding our \$25,000 agency request, local community media is an investment in equity and access for the people of Simsbury. The priority that the Town sets in its level of support for public access and SCM is a direct reflection of its commitment to equity and access for citizens. The people have a right and need to know timely and relevant information about their

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Staff:

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government and its function. Without SCM many residents don't have this access due to physical ability, health concerns, or other obligations when important meetings are scheduled. SCM is uniquely positioned to provide this service to through its linear cable channels and digital media to the citizens who depend on it. Since Comcast funding has declined year after year, it's paramount to provide adequate funding to our non-profit so we can continue to provide the services for the people of the Town who have become reliant on it.

Regarding our \$50,000 Capital Investment request, we believe it to be an appropriate time to finally address and update the restrooms in the Historic Eno Memorial Hall. The cement floors in the restrooms are worn from years of use. It would benefit the Town to have LVP flooring installed to provide a better grip to the surface. The unreliable fluorescent lighting can be replaced with LED's. The mismatched, scratched, dirty paint on the walls could be refinished to a uniform color. Our storage cabinet in the restrooms is breaking apart. It could be replaced with a proper storage locker. SCM, Senior Center, Theater Guild, and others use these restrooms. SCM would not be the only part benefiting from this much needed update.

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Board Members:

Rob Sternschein, Thomas G. Benneche, Kevin Beal, Mark Orenstein, Maggie Seidel, Roger Coombes, Dave Prinstein

Staff:

Patrick T. Fallon - *Station Manager*, Bri Goolsby - *Production Assistant*



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by **January 12, 2024**

☐ New Application Request ☒ Renewal Application Request

Agency: **Granby Simsbury Chamber of Commerce**

Address: **720 Hopmeadow St. Simsbury CT 06070**

Prepared by: **Ray Lagan** Title: **Executive Director**

e-mail: **ray@simsburycoc.or** Telephone # **860-651-7307**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **11,000**

Specify how the monies requested will be expended:

Funds will be used to continue to promote local tourism and increase visibility for Simsbury businesses through the management of Simsbury Visitor Center materials. The website will be refreshed with current digital material and links for ease of access and increased community visitation

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

There is a \$3,500 increase being requested for the July 24/25 budget to be allocated to refresh obsolete online content, to create new links for visitor sites and bring together one repository for tourism and visitor inquiries. The Chamber will also assume responsibility for maintaining hard copy distribution materials at Simsbury Library and lobbies of area hotels.

Total Annual Agency Budget: **\$199,000**

Income Source	Amount
Membership dues	\$80,000
Global Sponsors	\$50,000
Community Events	\$95,500

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
none	none	none

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The Granby Simsbury Chamber of Commerce serves as a leader in the community by providing a platform for new businesses to start and existing businesses to advertise and grow. We promote visitors and tourism in our community by creating events and opportunities for our business and community members to connect and engage in healthy networking and economic development

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM Visitor Center	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served	3500	3500	4500
# of Simsbury Clients or Residents Served	all	all	all
Total # of Simsbury Contacts	350	350	unlimited
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

Does not apply

Tax status: Agency is ☐ a non-profit 501(c)(3) ☒ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Nancy Scheetz

Date: 1/3/24

Executive Director: Raymond Lagan

Date: 1/3/24

Submit to: tfitzgerald@simsbury-ct.gov

FY 2024-25 AGENCY GRANT APPLICATION
Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by **January 12, 2024**

☐ New Application Request ☐ Renewal Application Request

Agency: _____

Address: _____

Prepared by: _____ Title: _____

e-mail: _____ Telephone # _____

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$_____

Specify how the monies requested will be expended:

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

Total Annual Agency Budget: FY'23 \$30,760,173.00

Income Source	Amount
	\$22,512,195
	\$ 5,882,726
	\$ 2,365,252

Contributions from other Towns and dollar amounts you received last FY: \$112,141.61

Town	Funding Requested	Funding Received

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Target Population (please check categories):

☐ Children (0-12) ☐ Single Adult (18 – 60)
☐ Youth (12-18) ☐ Seniors (60+) (New Freedom & IMI Programs Only)
☐ Families (2+ per household) ☐ Disabled (any age) ADA Paratransit (Federally Mandated Program)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY. (N/A)

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☐ No

If so, what is the justification for requesting Town funds?

Tax status: Agency is ☐ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____ Quasi Public Governmental Agency

Other Required documentation that must be attached:

1. List of Board of Directors (SEE ATTACHED)
2. Most recent annual report
3. Most recent financial audit www.hartfordtransit.org/wp-content/uploads/2023/12/Fiscal-Year-2023-Comprehensive-Annual-Financial-Report.pdf
4. Current organizational Budget Summary identifying revenues, highlighting **all municipal funding**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: (See Attached) Date: _____

Executive Director: Vicki L. Shotland Date: _____

Submit to: tfitzgerald@simsbury-ct.gov

(Chair Signature)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY. (N/A)

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served			
# of Simsbury Clients or Residents Served			
Total # of Simsbury Contacts			
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service			

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

N/A

Tax status: Agency is ☐ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☒ other _____ Quasi Public Governmental Agency

Other Required documentation that must be attached:

1. List of Board of Directors (SEE ATTACHED)
2. Most recent annual report
3. Most recent financial audit www.hartfordtransit.org/wp-content/uploads/2023/12/Fiscal-Year-2023-Comprehensive-Annual-Financial-Report.pdf
4. Current organizational Budget Summary identifying revenues, highlighting **all municipal funding**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Stephen Mitchell

Date: 1/23/24

Executive Director: Vicki L. Shotland

Date: 1/23/24

Submit to: tfitzgerald@simsbury-ct.gov

25			PROPOSED MEMBER TOWN DUES			
26		Population	FY'23	FY'24	FY'25	
27	Municipality	2020 Census	CENSUS POPULATION VARIANCE BY TOWN			
28						
29	Bloomfield	21,182				\$4,024.58
30	East Hartford	49,630				\$9,429.70
31	East Windsor	11,654				\$2,214.26
32	Enfield	43,559				\$8,276.21
33	Farmington	25,496				\$4,844.24
34	Granby	11,558				\$2,196.02
35	Hartford	121,535				\$23,091.65
36	Manchester	57,362				\$10,898.78
37	Newington	29,868				\$5,674.92
38	Rocky Hill	20,037				\$3,807.03
39	Simsbury	25,437				\$4,833.03
40	South Windsor	26,102				\$4,959.38
41	Vernon	29,400				\$5,586.00
42	West Hartford	62,868				\$11,944.92
43	Wethersfield	25,884				\$4,917.96
44	Windsor	28,647	28,647	\$4,869.99	\$5,156.46	\$5,442.93
45						

Honorary Directors

Joe Furey

William McGurk

Prasad Menon

Icy Mounds

Brewster Perkins

2024 Board of Directors

Breana Vessichio, Esq.
Chair

Morgan Ferrarotti
Vice Chair

Richard Marciano
Treasurer

Ruodan Zhang
Secretary

Yvonne M. Alston

Jacqueline Merl Bamman

Charles Coursey

Tammi Dulberger

Maria Ellis, MD

Nilda Fernandez

Martha Finkel

Ritu Goel

Armando Jimenez

Robert Montecalvo

Damion Morgan

Shell Sawyer

Lauren Sigg, Esq.

Kate Sims

Carol Yvette Thorney

Mary-Jane Foster, Esq.
President and CEO

January 23, 2024

Mr. Thomas Fitzgerald
Deputy Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Mr. Fitzgerald:

Enclosed please find Interval House's application for FY24-25 funding from the Town of Simsbury. Once again, we ask you to consider a contribution to offset the services we provide to your neighbors. Last year, we assisted 41 of your residents through 127 sessions of hotline counseling, safety planning, court advocacy, support groups, and—in some cases—emergency shelter, meals, and transportation.

As Mary-Jane may have shared at your recent meeting, government funding has remained flat over the last several years, but we continue to provide these services *at no cost* to an increasing number of clients. We rely on municipal funding to help us meet this need, so we ask you to consider a renewal of this year's \$5,000 allocation in your 2024-2025 budget.

We at Interval House want to extend our heartfelt thanks for your commitment to providing relief for survivors of domestic violence in your town. It's because of you that we are able to provide a safe haven for Simsbury families fleeing abuse and offer them a pathway to healing and empowerment.

With great thanks for your partnership,



Amanda Delaura
Director of Advancement



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION

Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by **January 12, 2024**

☐ New Application Request ☒ Renewal Application Request

Agency: **Hartford Interval House, Inc. ("Interval House")**

Address: **P. O. Box 340207, Hartford, CT 06134**

Prepared by: **Amanda Delaura** Title: **Director of Advancement**

e-mail: **amanda.delaura@intervalhousect.org** Telephone # **860-838-8461**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **5,000**

Specify how the monies requested will be expended:

Municipal funding from the Town of Simsbury supports our free and confidential intervention services for your residents who are dealing with domestic violence, including: 24/7 hotline response, counseling and safety planning, information and referrals, emergency shelter, court advocacy, and support groups. Your funds also help to provide direct assistance to neighbors in the form of housing, food, transportation, lock changes, legal representation, and essential needs. Support from Simsbury is critical to our flexibility to assess each situation as it unfolds and to provide the client with the best and safest solution available.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

n/a

Total Annual Agency Budget: **\$2,992,326**

Income Source	Amount
Government Grants (Federal, State, Municipal)	\$1,541,576
Foundation & Corporate Grants	\$425,750
Fundraising	\$715,000
United Way	\$80,000
Distribution from Endowment/Reserve	\$230,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Please see attached list.		

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Interval House is the largest agency in the State of Connecticut providing life-saving, domestic violence intervention and prevention services. We offer 24-hour crisis hotline support, emergency shelter, safety planning and counseling, law enforcement partnerships to reach high-risk victims immediately, advocacy in the criminal and civil courts to help victims navigate cases involving restraining orders and custody of children, and community education. Interval House also helps to connect clients with basic needs through its partnerships with social service agencies and helps clients with applying for housing, relocation and transportation, lock changes, and provision of basic needs like food and personal items while clients transition to a life independent from abusers.

Our clients are all victims of domestic violence and: 78% female, 21% male, and 1% unknown/other; 33% Black, 27% Hispanic, 23% White, 1% Asian, and 16% multiple races/other; 3% are minors, 20% are 18-24, 70% are 25-59, and 7% are 60+; and 100% are living below the Federal Poverty Guidelines.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM Intervention Services	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served	6,279	2,731	6,500
# of Simsbury Clients or Residents Served	41	23	48
Total # of Simsbury Contacts	127	49	110
Average Time spent per Client or Resident	52.02 minutes	34.38 minutes	40 minutes
Cost per Client/ Unit of Service	\$19.69	\$102.04	\$45.45

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

Interval House provides a vital service for Simsbury residents for a fraction of what it would cost the town to independently offer. Interval House devotes a mere 12.5% of its budget to administrative costs; although Interval House receives government funding and has an active grants and fundraising program, those funds primarily cover staff salaries and the hard costs of providing services to residents of the towns we serve. A financial contribution from Simsbury provides necessary funds to offer financial assistance to your residents when needed, as well as support our preventive education program in your schools and library.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Breana Uleschew

Date: 1/23/24

Executive Director: Wendy Sue Foster

Date: 1/23/24

Submit to: tfitzgerald@simsbury-ct.gov

Visiting Nurse & Hospice of Litchfield County



December 5, 2023

Ms. Wendy Mackstutis, First Selectman
Town of Simsbury
933 Hopmeadow Street
Simsbury, CT 06070

Dear Ms. Mackstutis,

The **Farmington Valley Visiting Nurse Association, Inc. (FVVNA)**, is respectfully submitting its budget request for fiscal year July 1, 2024-June 30, 2025. We appreciate the support we've received in the past from the Town of Simsbury and at this time we are requesting level funding of \$44,000.

As you may be aware, effective October 1, 2023, FVVNA merged with Visiting Nurse & Hospice of Litchfield County, securing its ability to continue our presence in Simsbury and the surrounding towns. The corporation will be Visiting Nurse & Hospice of Litchfield County (VNHLC), with the Farmington Valley VNA name and office remaining in Simsbury.

VNHLC is also a non-profit agency that supports town public health nursing initiatives, just as the Farmington Valley VNA. It was the right fit for the two of us to join forces as we value the same level of community programs and support services. We plan to move into the future with no disruption to our clinical teams or programs offered such as Health Supervision, Wellness Assessment, Blood Pressure and Blood Glucose monitoring and Flu Vaccination Clinics. We are working on future pilot projects with UCONN Health Center that will provide new home care services to towns in the Farmington Valley. It's an exciting time in the home care and hospice industry and we look forward to expanding programs available in the communities we serve.

Our commitment will remain to be present when your residents and emergency preparedness staff need us. We believe in our partnerships, and we hold value in being able to be the ones that you reach out to when a health care issue arises. Thank you for your continued support.

Sincerely,

Michael Caselas
Executive Director

cc: Thomas Fitzgerald



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by December 23, 2023.

☐ New Application Request ☒ Renewal Application Request

Agency: **Farmington Valley VNA**

Address: **8 Old Mill Lane, Simsbury CT 06070**

Prepared by: **Michael Caselas** Title: **Executive Director**

e-mail: **mcaselas@vnhlc.org** Telephone # **860-379-8561**

Amount Requested from the Town of Simsbury for FY 2024-25 : \$ **44,000**

Specify how the monies requested will be expended:

Public Health Nursing and health and wellness programs that are not funded by insurance. The goal of preventing illness and maintaining residents independent in their homes.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

no increase from previous year

Total Annual Agency Budget: _____

Income Source	Amount

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Avon	42900	42900
Farmington	48950	48950
Granby, East Granby	43010	43010
Canton	12925	12925
Hartland	11027	11027
New Hartford	15000	15000

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The Farmington Valley VNA has merged with Visiting Nurse & Hospice of Litchfield County effective October 1, 2023. Both agencies have been serving the home health care, hospice and public health needs of their respective communities for over 100 years. We are medicare certified, state licensed non profit 501(c)(3) organizations. We provide skilled nursing, therapy, home health aides, social workers and dieticians to patients in need of post acute care, hospice services to those nearing end of life and health and wellness programs. The merger will be seamless to the residents of Simsbury as the VNA office will remain in town with many of the same caregiving staff.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served	12500	12500	12750
# of Simsbury Clients or Residents Served	4063	4070	4100
Total # of Simsbury Contacts	4070	4080	4100
Average Time spent per Client or Resident	30-90 minutes	30-90 minutes	30-90 minutes
Cost per Client/ Unit of Service	142-188	150-190	155-200

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

- ✓1. List of Board of Directors
- 2. Most recent annual report *NA*
- ✓3. Most recent financial audit
- ✓4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
- ✓5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: _____

Date: _____

Executive Director: *Michelle Cook*

Date: *12-5-23*

Submit to: tfitzgerald@simsbury-ct.gov

December 4, 2023

Wendy Mackstutis
First Selectperson
933 Hopmeadow Street
Simsbury CT 06070

Dear Wendy Mackstutis,

On behalf of Amplify, Inc. I want to personally thank the town of Simsbury for its contribution to FY 2024-2025. We are grateful for the consistent municipal funding contributes to local prevention and recovery-focused initiatives. Since 1992, the per capita contribution of towns to our organization has remained constant at \$.07. The FY 2024-2025 contribution for Simsbury is \$1,761.00 based on the 2020 census figures. Town funds combined with funds from the Connecticut Department of Mental Health and Addiction Services (DMHAS) enable us to perform our statutory functions.

As you know, Amplify's scope of services include community needs assessment, outreach and education, priority planning, and capacity-building to advance healthy communities. Town representatives identify local needs and assets that lead to decisions to enhance or reallocate local funding; to promote best practices. At the request of DMHAS, Amplify submits a regional Priority Needs Report that outlines data trends, needs and gaps. **The work of Amplify is critical for articulating local needs that inform where funds should be allocated.** In addition, Amplify provides technical assistance and support for your Catchment Area and Local Prevention Council (including administration of state-funded grants), Narcan administration and suicide prevention gatekeeper trainings, and local postvention response to towns after a suicide loss.

Amplify's leadership and success are evidenced by **(1) stimulating higher quality behavioral health services; (2) promoting wellness; (3) offering transportation navigation options to older adults, veterans, and people with disabilities; (4) increasing involvement and collaboration among consumers, family members, schools, law enforcement, community leaders, advocates, and representatives of the faith community; (5) influencing policy and resource allocation; and 6) educating and collaborating with our communities to resolve local and statewide issues.** To learn more, please access our Annual Report at www.amplifyct.org.

We ask for your support for **the successful, cost-effective results our organization has produced for over forty years.** Your contribution funds a small staff that supports **over a hundred volunteers.** We invite you to attend our Catchment Area or Local Prevention Council meetings and regional coalitions focusing on Suicide Prevention and Problem Gambling.

Please get in touch with me at any time with ideas, requests, or concerns.

In partnership,



Allyson Nadeau-Schmeizl, MPA
Executive Director

Enclosure

cc: Kristen Formanek, Social Services Director
Tom Fitzgerald, Management Specialist

December 4, 2023

Wendy Mackstutis
First Selectperson
933 Hopmeadow Street
Simsbury CT 06070

Contribution to Amplify, Inc
Request for Local Support
FY 2024-2025

Rate: \$.07/capita
Based on 2020 Census
Population of 24517

Total: \$1,761.00

A handwritten signature in black ink, appearing to read "Allyson Nadeau-Schmeizl".

Allyson Nadeau-Schmeizl, MPA
Executive Director

cc: Kristen Formanek, Social Services Director
Tom Fitzgerald, Management Specialist



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by **January 12, 2024**

☐ New Application Request ☒ Renewal Application Request

Agency: **McLean**

Address: **75 Great Pond Road, Simsbury 06070**

Prepared by: **Alison Swain** Title: **Development Director**

e-mail: **alison.swain@mcleancare.org** Telephone # **860.658.3702**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **7,000.00**

Specify how the monies requested will be expended:

This grant will support McLean's Meals on Wheels program to offset the cost of meals provided to Simsbury residents are unable to pay.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

NA

Total Annual Agency Budget: **\$205,174.00**

Income Source	Amount
Granby Community Fund	3,000.00
Individual donors	1,100.00

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
Simsbury	7,000.00	7,000.00
Canton	4,000.00	4,000.00

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The McLean Meals on Wheels program is available to residents of Avon, Canton, East Granby, Granby and Simsbury. Recipients may be of any age. They include any person:

- who is unable to shop and prepare meals,
- who has no one to assist with meals,
- who is recovering from surgery or illness,
- who is temporarily or permanently disabled,
- who requires a special diet but is unable to prepare it.

Both regular and special diets are available. Each meal delivery consists of a complete hot meal, PLUS a cold meal, drinks and dessert items. All meals are free of added salt and are low in fat. The actual cost of the food and preparation of each meal delivery is \$23.00. However, the highest amount an individual will pay is \$9.95 daily. Sliding scale consideration and funding assistance is available and is used in more than 50% of the meals delivered. No one is ever denied service because of an inability to pay.

Target Population (please check categories):

☐ Children (0-12) ☒ Single Adult (18 – 60)
☐ Youth (12-18) ☒ Seniors (60+)
☐ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE **PROVIDED USING THESE FUNDS**. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served	103	100	100
# of Simsbury Clients or Residents Served	40	42	42
Total # of Simsbury Contacts	available to all	available to all	available to all
Average Time spent per Client or Resident			
Cost per Client/ Unit of Service	\$23.00 per delivery	\$23.00 per delivery	May increase due to food costs

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

Support from towns and organizations is declining, while the need from Simsbury residents is consistent. There is only one Simsbury resident whose meals are subsidized by DSS. Client fees and donations do not cover the full cost of the program.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Michael R. Paine Sr.

Date: 1/11/24

Executive Director: Dea Chan

Date: 1/10/24

Submit to: tfitzgerald@simsbury-ct.gov



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION

Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by January 12, 2024

☒ New Application Request ☐ Renewal Application Request

Agency: **Simsbury Historical Society**

Address: **800 Hopmeadow Street, Simsbury, CT**

Prepared by: **ieke Scully, Bob Moody** Title: **Board members**

e-mail: **scullies@hotmail.com** Telephone # **860-836-5911**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **60,000.**

Specify how the monies requested will be expended:

Monies will be spent on organizing programs to help the town Celebrate the nation's 250th anniversary starting in 2025. We hope to provide programing partnering with the DAR around Simsbury history during the Revolutinary War in the historic Meetinghouse and grounds at the Simsbury Histroical Society and at Eno Hall.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

We have no other requested amounts for funding from the town, although in Sept 2022, we received \$10,000 from the Covid-19 Relief Program

Total Annual Agency Budget: **\$100,000**

Income Source	Amount
membership, investments, sponsorships, donations	42489.
programming, store, tours, events, parking	68120.

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
0	0	0

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

The mission for the Simsbury Historical Society is to preserve and promote the rich history of Simsbury through programs and educational experiences that enhance historical perspectives and build on community pride for all Simsbury residents.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

	2022	2023	2024
SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served <i>visitors to site + store</i>	600	800	1200
# of Simsbury Clients or Residents Served	\$1462	\$621	\$1500
Total # of Simsbury programs <i># participants</i>	22 965	36 875 people	34 1,100 people
Average Time spent per Client or Resident	1 hr	1 hr	1 hr
Cost per Client/ Unit of Service	\$166	\$125	\$83

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☐ Yes ☒ No

If so, what is the justification for requesting Town funds?

We feel that the Simsbury Historical Society should have a leadership role for the town in celebrating the nation's 250th anniversary. Please see attached justification.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Bob Moody

Date: 1-12-2024

Executive Director: N/A

Date: _____

Submit to: tfitzgerald@simsbury-ct.gov

Current Budget Justification for 250th anniversary: Dec 2023

The board of the Simsbury Historical Society feels the Society could have a leadership role for the town celebrating the nation's 250th birthday, which will be a 22 1/2 year series of events. This anniversary celebration will require planning, partnership and coordination with other organizations in town including the DAR, VFW, Girl and Boy Scouts and the schools to host programming, lectures and tours. We hope an honorary committee with former and current selectmen and others will be formed to help our town celebrate this anniversary.

We will coordinate with the DAR and could start celebrating the nation's 250th by honoring/commemorating a timeline of Revolutionary War events. For example, although already a year late, we could start in Dec. 2024 with the 250th anniversary of the Boston Tea Party. We could have a speaker/program about the event and the role Tea played in colonial times in the Meetinghouse on the grounds of the Historical Society, followed by a Colonial Tea in the Phelps Tavern Tea room.

In May, 2025, we will replicate the citizen town meetings held in the Meetinghouse where the decision was made as to how Simsbury would respond to the hostilities in Lexington and Concord (with the shot that was fired and heard around the world). More later as we develop that Revolutionary War timeline. Soliciting the help of Betsy Maguire, playwright, to write a few scripts is envisioned.

Since the DAR and Simsbury Historical Society have limited personnel, we hope to hire someone (e.g. intern?) to help secure available resources, some guidance and grants from the CT League of History Organizations (CLHO), ASSLH and the state. A Part time intern at 15 hours per week for 15 weeks at \$20/hr. is \$4500. each of two years.

The 5th CT Regiment, a group of historical reenactors of Revolutionary War events, is willing to help us during the course of the two and a half year celebration window for different topics under discussion. Their rate is \$1200-\$1500 per event for the group or they can send individual speakers on a topic for a fee.

For programming needs in 2024-2025, we are asking \$30,000 to cover an intern and a range of speakers and programs designed the timeline of Revolutionary War anniversary events and people in Simsbury.

The Meetinghouse will play a central role in our celebrations, as it did for our town's 300th birthday celebrations in 1970, when the replica was built. It was the center of Simsbury's spiritual and civic life from 1688, when it was built in Center Cemetery, through to around the 1830-40's when separation of church and state happened. The current 1970 replica of the Meetinghouse was built according to historic details found in the town records. It is in great need of restoration, as summarized in the Historic Resource Conditions Assessment conducted by Architectural Preservation Services in 2021. The section pertaining to the Meetinghouse is attached; total refurbishment is \$103,000, but we hope to ask for \$30,000 in the 2024-2025 outside agency grant to reside and window refurbishment. We hope to have a tag sale and host music concerts in the Meetinghouse and other fundraising events to raise funds for further work on the Meetinghouse.

More details on programming and budgets can be given as planning evolves.

18. Perform in-house, campus-wide assessment of stored items and implement scheduled review and culling of obsolete items (1)	1,000
19. Install new glazing, replace all damaged glass, repair or replace all damaged wood elements, scrap, prime, paint all windows and doors. Remove all severely damaged windows and doors for restoration off site (1)	25,000
20. Install new storm windows (2)	15,000
21. Install illuminated exit signs as part of overall electrical upgrade (1)	1,000
22. Design and install new ADA-compliant access to First Floor	30,000
23. Provide compliant, accessible video documentation of the Second Floor visitation areas (2)	2,000
24. Install ADA-compliant sink in Power Room (2)	2,000
25. Install new heating and cooling system with climate control (2).	30,000
26. Hire electrical engineer to perform detailed assessment of current electrical system (2)	5,000
27. Upgrade or replace electrical system – allow (2)	10,000
Sub-Total: Phelps Tavern	\$249,000

MEETING HOUSE 1970

1. Repair or replace all damaged Exterior Wood Elements, prepare surface and stain exterior wood cladding (1)	\$20,000
2. Investigate existence and condition of perimeter drainage system (1)	1,000
3. Pending results of investigation of perimeter drainage system, install new perimeter drainage system and waterproofing of foundation walls - allow (2)	10,000
4. Replace wood shingle roof and flashing to match existing (3)	25,000
5. Perform in-house, campus-wide assessment of stored items and implement scheduled review and culling of obsolete items (1)	1,000
6. Repair crack in concrete floor in basement (2)	2,000
7. Install new glazing, replace all damaged glass, repair or replace all damaged wood elements, scrap, prime, paint all windows and doors. Remove all severely damaged windows and doors for restoration off site (1)	4,000
8. Enquire of Fire Department the ability to access and release frozen bell (1)	

- | | |
|---|-------|
| 9. Pending Fire Department declining to assist rent aerial lift to access and release frozen bell (2) | 2,000 |
|---|-------|

Code Compliance and ADA Access

- | | |
|--|--------|
| 10. Install illuminated exit signs (1) | 1,000 |
| 11. Design and Install new ADA-compliant access to Main Level | 25,000 |
| 12. Provide compliant, accessible video documentation of the Balcony Level (2) | 2,000 |

Mechanical Electrical and Plumbing

- | | |
|---|--------|
| 13. Supplement heating system with climate control system (1) | 10,000 |
|---|--------|

Sub-Total: Meeting House

\$103,000

PHELPS BARN c. 1895

Structure

- | | |
|--|---------|
| 1. Replace all beams in North Addition, replace all deteriorated beams throughout barn (1) | \$8,000 |
|--|---------|

Exterior Woodwork

- | | |
|--|-------|
| 2. Scrape, Prime, Paint and Repair all damaged wood elements (2) | 5,000 |
|--|-------|

Adjacent Grade Conditions

- | | |
|---|-------|
| 3. Regrade and re-landscape perimeter of building. Seal all voids at base of building (2) | 2,000 |
|---|-------|

Roof and Roof Drainage

- | | |
|--|-------|
| 4. Replace inappropriately repaired corner of roof with new shingles to match surrounding roof (2) | 2,000 |
|--|-------|

Interior Finishes

- | | |
|--|-------|
| 5. Perform in-house assessment of use of Phelps Barn, specifically the Hayloft Level (1) | 1,000 |
| 6. Perform in-house, campus-wide assessment of stored items and implement scheduled review and culling of obsolete items (1) | 1,000 |

Windows and Doors

- | | |
|---|-------|
| 7. Install new glazing, replace all damaged glass, repair or replace all damaged wood elements, scrap, prime, paint all windows (1) | 2,000 |
|---|-------|

Code, Life Safety and ADA Access

- | | |
|---|-------|
| 8. Install illuminated exit signs (1) | 1,000 |
| 9. Provide compliant, accessible video documentation of the Hayloft Level if it is determined that they are to be reactivated as a Display Area (2) | 2,000 |

Sub-Total: Phelps Barn

\$24,000

HENDRICK COTTAGE c. 1795

Structure

- | | |
|---|---------|
| 1. Remove fungal growth from structural elements and assess condition of same; replace all deteriorated structural elements (1) | \$5,000 |
|---|---------|

Exterior Woodwork

- | | |
|--|--------|
| 2. Scrape, Prime, Paint exterior woodwork and repair all damaged wood elements (1) | 25,000 |
|--|--------|



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

FY 2024-25 AGENCY GRANT APPLICATION

Application for Funding Requests

The Town of Simsbury has developed a standard application for completion by non-profit and not-for-profit agencies and local government entities who serve Simsbury residents requesting funds from the Town. This application is for funding requests for the fiscal year period of July 1, 2024 - June 30, 2025. Completed applications with all supporting documentation must be received electronically by the Town Manager's Office by **January 12, 2024**

☐ New Application Request ☐ Renewal Application Request

Agency: **Simsbury Land Trust, Inc.**

Address: **PO Box 634, Simsbury, CT 06070**

Prepared by: **Margery Winters** Title: **SLT President**

e-mail: **azeiner@simsburylandtrust.org** Telephone # **860.651.8773**

Amount Requested from the Town of Simsbury for FY 2024 - 2025: \$ **9,600**

Specify how the monies requested will be expended:

Invasive plants pose one of the greatest ecological threats to the Towns wild areas and their habitat value. Funds will be used to print and mail an invasive plant booklet to all Simsbury property owners. This booklet will help property owners identify and remove invasive plant species from their properties to keep them from spreading to Town open space / wild areas. Such efforts are essential if invasive plant removal on Town and SLT properties is to be successful.

If the amount being requested represents an increase from current FY funding, list justification for the additional monies:

No funding received in previous FY.

Total Annual Agency Budget: **\$153,200**

Income Source	Amount
Membership contributions	\$116,000
Restricted contributions (endowment)	\$7,500
Investment income	\$25,000

Contributions from other Towns and dollar amounts you received last FY:

Town	Funding Requested	Funding Received
None requested / received	-0-	-0-

Provide a brief description of your agency, the services it provides, and the characteristics of the recipients of your program(s).

Simsbury Land Trust (SLT) is a non-profit conservation organization that protects the rich natural diversity of Simsbury through the ownership of land and conservation easements.

Over 750 Simsbury households support SLT operations through their annual membership donations and three dozen families have chosen the SLT as the vehicle through which to permanently preserve land for the enjoyment of future generations. In the past 20 years SLT has raised over \$2.3 million for the acquisition of over 1100 acres of permanently protected land. Many dozens of volunteers give of their time, skills, and effort to serve as trustees, committee members, land stewards, teachers, speakers, and trail guides. SLT has also been supported local businesses and professionals who have donated countless products and services.

Because of the Simsbury Land Trust, Rosedale Farms, Tulmeadow Farm and the George Hall Farm are now permanently protected farmland, and the Western Ridge and much of the wetlands at its base have also been preserved as well as a parcel on the eastern ridge, providing access to the Metacomet Trail. We maintain publically accessible trails on many of our properties that allow Simsbury residents to hike and learn more about the exceptional natural environment here in Simsbury. SLT also sponsors numerous activities and events for the public and mails our annual newsletter, Lanlines, to all Simsbury residents.

Target Population (please check categories):

☒ Children (0-12) ☒ Single Adult (18 – 60)
☒ Youth (12-18) ☒ Seniors (60+)
☒ Families (2+ per household) ☒ Disabled (any age)

PLEASE COMPLETE THE FOLLOWING TABLES FOR EACH "SERVICE TYPE" THAT WILL BE PROVIDED USING THESE FUNDS. MAKE ADDITIONAL COPIES IF NECESSARY.

SERVICE/PROGRAM	Last Fiscal Year	Current Fiscal Year to Date	Projected Next Fiscal Year
Total # of Clients Served	n/a	10,600 property owners	n/a
# of Simsbury Clients or Residents Served	all	all	all
Total # of Simsbury Contacts	n/a	all property owners	n/a
Average Time spent per Client or Resident	unknown	unknown	unknown
Cost per Client/ Unit of Service	none	\$.60 per property owner	none

Are any of these services funded through client fees, donations, other agency contracts (DSS, DCF, DMHAS), grant funds or private insurance? ☒ Yes ☐ No

If so, what is the justification for requesting Town funds?

SLT will be receiving \$3,000 in donated services for the creation of this booklet and are anticipating additional funding of approximately \$5,000 in grants and/or donations to fully fund this project. The total budget for this project is \$17,600 of which we are asking the Town for a grant of \$9,600 to complete this project that will improve the ecological health of all Town, SLT, and other properties.

Tax status: Agency is ☒ a non-profit 501(c)(3) ☐ a non-profit 501(c)(6)

☐ other _____

Other Required documentation that must be attached:

1. List of Board of Directors
2. Most recent annual report
3. Most recent financial audit
4. Current organizational Budget Summary identifying revenues, **highlighting all municipal funding.**
5. Copy of the IRS 501(c)(3) or IRS 501(c)(6) determination letter

Required Signatures:

Board Chair: Margery Winters

Date: 12/21/23

Executive Director: Amy Zeuner

Date: 1/3/23

Submit to: tfitzgerald@simsbury-ct.gov

SIMSBURY LAND TRUST
Budget for Fiscal Year Ending June 30, 2024

	Budget Fiscal Year 6/30/2024	Forecast 6/30/2023	Budget Fiscal Year 6/30/2023
REVENUES			
Membership Contributions	\$115,000	\$112,000	\$118,000
Restricted Contributions (RAD Endowment)	7,500	18,800	10,000
Grants		1,500	
Investment Income	25,000	(27,600)	20,000
Miscellaneous Income		1,100	
TOTAL REVENUE	147,500	105,800	148,000
EXPENSES			
Unrecognized Loss on Investments		15,000	
Salaries & Benefits	45,000	42,000	45,000
Membership	30,000	28,000	30,000
Administration	42,000	40,000	42,400
Stewardship	36,200	28,000	30,250
TOTAL EXPENSES	153,200	153,000	147,650
EXCESS/DEFICIT			
REVENUES OVER EXPENSES	(\$5,700)	(\$47,200)	\$350

FY 2024/2025 BOARD AND COMMISSION EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	Notes
<u>ECONOMIC DEVELOPMENT COMM</u>								
PUBLIC AGENCY SUPPORT	50,000	50,000	50,000	50,000	100,000	50,000	100.00%	Increased funding for Main Street
CONTRACTUAL SERVICES	13,500	-	-	-	-	-	-	
SPECIAL ACTIVITIES	-	-	500	-	500	-	0.00%	
DUES & SUBSCRIPTIONS	-	-	150	-	150	-	0.00%	
Subtotal	63,500	50,000	50,650	50,000	100,650	50,000	98.72%	
<u>AGING & DISABILITY</u>								
SPECIAL ACTIVITIES	666	880	1,500	1,500	1,500	-	0.00%	
Subtotal	666	880	1,500	1,500	1,500	-	0.00%	
<u>LAND USE COMMISSIONS</u>								
PART-TIME	5,198	6,843	6,500	13,729	6,500	-	0.00%	
CONTRACTUAL SERVICES	4,635	2,575	-	2,575	-	-	-	
ADVERTISING	7,726	2,512	6,200	5,000	6,200	-	0.00%	
COPY & PRINTING SERVICES	228	113	400	113	400	-	0.00%	
OFFICE SUPPLIES	50	-	250	-	250	-	0.00%	
TECH & PROGRAM EQUIPMENT	-	-	-	-	2,000	2,000	-	
CONFERENCES & EDUCATION	942	-	3,000	-	1,500	(1,500)	-50.00%	
DUES & SUBSCRIPTIONS	65	-	-	-	-	-	-	
Subtotal	18,843	12,043	16,350	21,417	16,850	500	3.06%	
<u>PUBLIC BUILDING COMMISSION</u>								
PART-TIME	1,319	985	2,000	2,000	2,000	-	0.00%	
Subtotal	1,319	985	2,000	2,000	2,000	-	0.00%	
<u>BEAUTIFICATION</u>								
AGRICULTURAL SUPPLIES	2,133	1,003	4,700	4,700	4,700	-	0.00%	
FACILITIES MAINTENANCE	26	-	300	300	300	-	0.00%	
WATER CHARGES	1,308	675	1,000	1,000	1,000	-	0.00%	
Subtotal	3,466	1,678	6,000	6,000	6,000	-	0.00%	
<u>DEI COUNCIL</u>								
CONTRACTUAL SERVICES	-	-	4,550	4,550	4,550	-	0.00%	
Subtotal	-	-	4,550	4,550	4,550	-	0.00%	
<u>CULTURE, PARKS, & RECREATION COMMISSION</u>								
PART-TIME	-	-	750	750	750	-	0.00%	
Subtotal	-	-	750	750	750	-	0.00%	

FY 2024/2025 BOARDS AND COMMISSIONS REVENUE BUDGET

LAND USE COMMISSION
 LAND USE COMMISSION
Subtotal

Historical Data				Town Manager Proposed		
FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
34,616	11,753	20,000	20,000	20,000	-	0.00%
34,616	11,753	20,000	20,000	20,000	-	0.00%

REGISTRAR OF VOTERS

Mission and Responsibilities

The operations of the office of the Registrars of Voters are governed by the Secretary of the State's office and state statutes. The Registrars of Voters are jointly responsible for the administration of state election laws.

The Department directs all local, state and federal elections and primaries, early voting, same day voter registration and the Town's budget referendum. The Department hires and trains poll staff, conducts equipment testing and operation, counts absentee votes, reports election results and provides records retention. Registrars supervise voter registration, maintain the list of qualified electors and conduct the annual canvass of registered voters.

FY 23/24 Accomplishments

- Enrolled 600 new voters by the fiscal year's mid-point. At year-end 2023, total voter enrollment was 18,985 following expanded canvass of registered voters.
- Administered Municipal Election in November 2023 and subsequent close vote recanvass.
- Began data formatting project in preparation for conversion to new voter registration system.
- Provided testimony and recommendations on early voting legislation.
- Began logistics and staffing plan to implement early voting scheduled to begin in FY24 with Presidential Preference Primaries in April.
- Conducted information campaign to successfully redistrict Latimer Lane voters to Henry James School during school construction.
- Had a 40% voter turnout with a total of 7,663 voters participating in the November election. 7,037 people voted in person and 626 voted by absentee ballot.

FY 24/25 Goals & Objectives

- Recruit, schedule and train an estimated 100 poll workers for United States Senate/Congressional primaries in August, Presidential Election in November, and associated 7 days of early voting in August and 14 days of early voting in October/November in addition to Same Day Voter Registration.
- Complete conversion to new voter registration system and train staff.

FY 2024/2025 ELECTION ADMINISTRATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>ELECTION ADMINISTRATION</u>								
PART-TIME	42,729	21,705	40,371	40,371	75,309	34,938	86.54%	Early voting plus one more election than FY24
REGISTRARS	66,277	35,293	72,472	72,472	76,096	3,624	5.00%	Jan. 2025 increase
ADVERTISING	444	442	900	900	900	-	0.00%	
COPY & PRINTING SERVICES	13,787	7,917	19,158	19,158	22,770	3,612	18.85%	Early voting plus one more election than FY24
OFFICE SUPPLIES	1,624	736	1,900	1,900	3,100	1,200	63.16%	Early voting plus one more election than FY24
PROGRAM SUPPLIES	5,126	2,306	5,420	4,800	5,420	-	0.00%	
EQUIPMENT MAINTENANCE	13,175	6,746	17,525	14,000	17,225	(300)	-1.71%	
CONFERENCES & EDUCATION	645	810	1,380	1,200	1,900	520	37.68%	
TRAVEL	16	61	410	250	410	-	0.00%	
DUES & SUBSCRIPTIONS	160	170	200	200	200	-	0.00%	
Subtotal	143,982	76,186	159,736	155,251	203,330	43,594	27.29%	

TOWN CLERK'S OFFICE

Mission and Responsibilities

The Town Clerk's Office serves as a liaison between our local government and state agencies as well as the residents and patrons of Simsbury. The mission of our office is to make sure that information is easily accessible, reliably provided and delivered with the highest quality of customer service.

The Town Clerk's Office receives and maintains extensive records concerning: real estate transactions; births; deaths; marriages; elections; primaries and referenda; meeting minutes for Town boards and commissions; military discharges; hunting and fishing sport licenses; dog licenses; liquor licenses; notaries public; justices of the peace; trade name certificates; and other historical documents that date back to the seventeenth century. State statutes, the Town Charter and local ordinances govern the implementation of duties for this office.

FY 23/24 Accomplishments

- Applied for and received an \$8,000 grant from the Connecticut State Library as part of the Historic Documents Preservation Program. The funds were used to unbind vital record death volumes from 1992-1999 and marriage volumes from 1969-1999 and place them in archival binders. By unbinding these records, our office will be able to make better quality certified copies and maintain the integrity of the records for years to come. The project was completed by Adkins Printing in November, 2023.
- Verified approximately 2,000 signatures on petition to add question of cannabis retail sales to the November 7, 2023 ballot.
- Processed over 700 absentee ballots for the November 7, 2023 Municipal Election.
- Conducted two budget referenda in January 7, 2023 and May 16, 2023.

FY 24/25 Goals & Objectives

- Apply for the annual Connecticut State Library Historic Documents Preservation Grant to be used for the preservation and conservation of the Town Clerk's permanent records.
- Secure additional office help for assistance with projects required by state statutes.
- Continue the major records management project in the Town Clerk's vault.
- Continue working with the Finance Department and COTT Systems to improve the efficiency of the daily/monthly revenue reporting process.
- Continue to draft and implement a Training and Procedure Manual to include training on the various systems in the office, including but not limited to, recording Land Records, issuing Vital Records and preparing absentee ballots.

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Town Clerk's Office	3.00	3.00	3.00

FY 2024/2025 TOWN CLERK EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>TOWN CLERK</u>								
FULL-TIME	266,504	113,390	226,957	226,957	250,337	23,380	10.30%	Town Hall Administrative Specialist
PART-TIME	3,817	-	-	-	4,000	4,000	#DIV/0!	Grant funded for elections
OVERTIME	71	-	900	900	900	-	0.00%	
CONTRACTUAL SERVICES	5,778	524	6,960	6,960	6,960	(0)	-0.01%	
ADVERTISING	246	147	270	270	420	150	55.56%	Early voting notices (NEW)
								Increase in cost for code book supplements; the number print
COPY & PRINTING SERVICES	1,146	3,056	4,800	4,000	5,400	600	12.50%	books has been decreased to offset the increased price.
BANK FEES	712	-	1,140	750	1,140	-	0.00%	
OFFICE SUPPLIES	7,898	3,504	7,700	7,898	8,200	500	6.49%	
CONFERENCES & EDUCATION	2,205	1,265	3,470	2,205	3,470	-	0.00%	
TRAVEL	200	283	400	400	500	100	25.00%	
DUES & SUBSCRIPTIONS	670	-	590	650	820	230	38.98%	
COMPUTER SOFTWARE	14,700	7,350	14,820	14,820	14,820	-	0.00%	
Subtotal	303,946	129,519	268,007	265,810	296,966	28,959	10.81%	

FY 2024/2025 TOWN CLERK REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>TOWN CLERK</u>							
LICENSES - SPORT	75	15	50	26	26	(24)	-48.00%
DOG LICENSES	19,681	4,704	14,000	14,000	14,000	-	0.00%
STATE & FEDERAL GRANTS	10,710	8,000	8,000	8,000	12,000	4,000	0.00%
CONVEYANCE TAX RECEIPTS	618,824	278,573	450,000	480,000	500,000	50,000	11.11%
RECORDING FEES	94,484	48,199	120,000	84,000	85,000	(35,000)	-29.17%
FARMLAND PRESERV FEES	1,777	1,360	3,200	3,200	3,200	-	0.00%
VITAL RECORD COPY FEES	41,638	24,957	33,000	52,000	52,000	19,000	0.00%
MARRIAGE LICENSE FEES	3,920	1,930	3,500	4,224	4,200	700	0.00%
TRADE NAME FILING FEE	540	300	600	600	600	-	0.00%
VENDOR PERMIT FEES	1,960	400	750	1,056	1,000	250	0.00%
NOTARY FILING FEES	815	500	1,000	1,100	1,000	-	0.00%
MAP/LAND RECORD COPY FEES	17,646	7,729	25,000	16,658	15,000	(10,000)	0.00%
LIQUOR PERMIT FILING FEES	600	320	700	720	720	20	0.00%
CREMATION/BURIAL PERMIT FEES	1,120	665	800	780	780	(20)	0.00%
ASSESSOR AIRPLANE REG FEES	3,500	4,380	3,500	8,180	4,000	500	0.00%
ASSESSORY COPY FEES	770	20	1,000	48	1,000	-	0.00%
MISC COPY FEES	1,173	1,208	2,000	2,000	2,000	-	0.00%
FORECLOSURE FILING FEE	330	60	200	864	300	100	100.00%
INSUFFICIENT FUND FEES	110	10	40	40	40	-	0.00%
Subtotal	819,672	383,329	667,340	677,496	696,866	29,526	4.42%

FY 2024/2025 REGIONAL PROBATE COURT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>REGIONAL PROBATE COURT</u>								
PUBLIC AGENCY SUPPORT	9,548	10,891	10,891	10,891	12,679	1,788	16.42%	Court mandate to transition from cable internet to fiber optic internet and increased number of documents to microfiche
Subtotal	9,548	10,891	10,891	10,891	12,679	1,788	16.42%	

FINANCE

Mission and Responsibilities

The Finance Department consists of three divisions: Financial Management, Assessment and Tax Collection. Financial Management services include: accounting and bookkeeping, payroll, accounts payable, accounts receivable, treasury management, financial reporting, budget preparation and monitoring, debt management, risk management, capital improvement project administration and reporting and grant monitoring.

The Assessor's Office administers the Town's property tax program in accordance with the Connecticut General Statutes. It is responsible for the discovery, listing and valuation of taxable property including real estate, personal property and motor vehicles. Other responsibilities include maintaining a list of tax-exempt property, administering property tax exemptions, maintaining tax relief programs and providing support services to the Board of Assessment Appeals.

Tax Collection is responsible for the administration of billing and collecting taxes, sewer assessments, sewer use charges, and special assessments.

FY 23/24 Accomplishments

- Maintained fund balance reserve of at least 15.5%.
- Fiscal Year 2022/23 year-end savings, along with General Fund reserves in excess of 15.5%, resulted in about \$2.4M being transferred to the Capital Reserve Fund to be used for future capital needs.
- Completed the annual financial audit for Fiscal Year 2022/23 with an unmodified opinion from the audit firm Clifton, Larson & Allen LLP, the highest opinion possible.
- Prepared the Fiscal Year 2022/23 Comprehensive Annual Financial Report in accordance with the Government Finance Officers Association (GFOA) certificate program.
- Received the Government Finance Officers Association certificate for excellence in financial reporting for the Fiscal Year 2021/22 Comprehensive Annual Financial Report.
- Finalized payroll module implementation of new financial management software system.
- Completed the 2022 motor vehicle supplemental list for December billing.
- Completed the annual personal property field survey and 2023 personal property declarations.
- Began creation of the 2023 real estate grand list for timely completion.
- Maintained tax collection rate in excess of 99% while providing pleasant and efficient service to taxpayers.
- Continued shared financial services between the Town and Board of Education.
- Issued request for proposal (RFP) for auditing services.
- Issued request for qualifications (RFQ) for pension benefits & other post-employment benefits (OPEB) actuary services.
- Applied for the Government Finance Officers Association Distinguished Budget Presentation Award
- Issued request for proposal (RFP) and conducted Assessor's office review.
- Reinstated contracted services to perform additional personal property audits.

FY 24/25 Goals & Objectives

- Implement electronic budgeting via financial management software. Anticipating capital project implementation for Fiscal Year 2025/2026 budget.
- Implement capital asset management via financial management software. Data entry portion of project currently in process.

- Update all financial related policies to be in line with Board of Selectmen and Board of Finance goals and current practice.
- Maintain an unmodified opinion on the annual audit through accurate and timely financial transaction reporting.
- Prepare an Annual Comprehensive Financial Report and apply for the Government Finance Officers Association Certificate for Excellence in Financial Reporting.
- Assist all departments with budget preparation and responsible estimates.
- Implementation of key items from Government Finance Officers Association Distinguished Budget Presentation Award recommendations.
- Conduct field inspections and review building department records in preparation for the October 1, 2024 grand list for new construction, additions, remodels, garages, etc.
- Maintain assessment data that is available through the Town's website, including information found on the Assessor's property record cards.
- Complete the 2024 grand list by January 31, 2025.
- Conduct additional personal property audits.
- Reduce cost of paper and postage associated with the mailing of tax bills.
- Review Assessor's Office recommendations for improvement and begin implementation of results.

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Actual FTE	FY 23/24 Budgeted FTE	FY 24/25 Proposed FTE
Administration/Accounting	4.00	5.00	6.00
Revenue	1.83	1.83	1.83
Assessment	4.00	4.00	4.00
Total	9.83	10.83	11.83

FY 2024/2025 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	Notes
<u>FINANCE DEPARTMENT</u>								
FULL-TIME	492,186	264,940	539,779	539,779	569,373	29,594	5.48%	Town Hall Administrative Specialist
PART-TIME	5,707	-	-	-	-	-	#DIV/0!	
OVERTIME	5,411	4,727	1,750	4,727	4,000	2,250	128.57%	Based on prior year actual spend and current year anticipated spend
BANK FEES	8,333	60	350	200	350	-	0.00%	
OFFICE SUPPLIES	5,429	890	4,500	4,500	4,750	250	5.56%	
CONFERENCES & EDUCATION	963	-	6,600	1,500	6,600	-	0.00%	
DUES & SUBSCRIPTIONS	830	220	1,705	1,000	1,705	-	0.00%	
COMPUTER SOFTWARE	27,475	26,723	27,475	27,475	28,849	1,374	5.00%	Market driven
Subtotal	546,334	297,561	582,159	579,181	615,626	33,467	5.75%	
<u>BOARD OF FINANCE</u>								
PART-TIME	1,335	258	2,500	2,500	2,500	-	0.00%	
CONTRACTUAL SERVICES	49,595	10,500	48,139	48,139	53,760	5,621	11.68%	Audit Fee - Contracted per bid
ADVERTISING	3,062	-	3,500	3,500	3,500	-	0.00%	
COPY & PRINTING SERVICES	398	-	725	725	725	-	0.00%	
OFFICE SUPPLIES	-	25	300	100	300	-	0.00%	
DUES & SUBSCRIPTIONS	250	250	250	250	250	-	0.00%	
Subtotal	54,640	11,033	55,414	55,214	61,035	5,621	10.14%	
<u>TAX DEPARTMENT</u>								
FULL-TIME	119,468	51,632	104,776	104,776	121,393	16,617	15.86%	Town Hall Administrative Specialist
PART-TIME	63,491	26,923	46,688	46,688	44,213	(2,475)	-5.30%	
SEASONAL	4,875	4,425	5,850	4,425	5,850	-	0.00%	
CONTRACTUAL SERVICES	17,779	22,753	25,620	25,620	31,674	6,054	23.63%	Market driven as well as an additional an estimated 1,200 vehicles to bill for
ADVERTISING	331	220	575	300	600	25	4.35%	
COPY & PRINTING SERVICES	742	882	750	882	725	(25)	-3.33%	
BANK FEES	6,334	-	7,500	7,500	8,000	500	6.67%	
OFFICE SUPPLIES	748	56	1,000	500	1,000	-	0.00%	
CONFERENCES & EDUCATION	1,301	230	2,000	1,500	2,000	-	0.00%	
DUES & SUBSCRIPTIONS	1,296	-	1,575	1,575	275	(1,300)	-82.54%	
COMPUTER SOFTWARE	9,410	9,881	9,881	9,881	10,200	319	3.23%	
Subtotal	225,774	117,002	206,215	203,647	225,930	19,715	9.56%	

FY 2024/2025 FINANCE DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>ASSESSOR'S OFFICE</u>								
FULL-TIME	363,394	193,718	317,752	317,752	342,932	25,180	7.92%	Town Hall Administrative Specialist
PART-TIME	13,227	3,592	800	6,900	-	(800)	-100.00%	
OVERTIME	14,819	593	-	2,500	-	-	#DIV/0!	
CONTRACTUAL SERVICES	510	10,000	50,000	20,000	25,000	(25,000)	-50.00%	Actual cost for anticipated personal property audits
ADVERTISING	32	-	40	40	40	-	0.00%	
COPYING & PRINTING	3,496	2,972	6,766	5,000	6,730	(36)	-0.53%	
OFFICE SUPPLIES	888	275	750	750	750	-	0.00%	
EQUIPMENT MAINTENANCE	-	-	400	400	400	-	0.00%	
VEHICLE MAINTENANCE	218	13	500	500	750	250	50.00%	
GASOLINE	506	253	500	500	500	-	0.00%	
CONFERENCES & EDUCATION	2,368	1,050	4,070	4,070	4,070	-	0.00%	
TRAVEL	478	-	150	150	150	-	0.00%	
DUES & SUBSCRIPTIONS	500	2,756	3,075	3,075	3,675	600	19.51%	
COMPUTER SOFTWARE	22,164	19,072	24,072	24,072	30,000	5,928	24.63%	Market driven
Subtotal	422,601	234,294	408,875	385,709	414,997	6,122	1.50%	

FY 2024/2025 FINANCE DEPARTMENT REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>FINANCE DEPARTMENT</u>							
STATE & FEDERAL GRANTS	77,648	-	77,648	77,648	77,648	-	0.00%
HOUSING AUTH PILOT	40,170	-	25,000	25,000	25,000	-	0.00%
CHARGES FOR SERVICES - BOE	30,000	72,044	144,087	144,087	191,832	47,745	33.14%
FIRE DISTRICT	6,500	6,500	6,500	6,500	6,500	-	0.00%
INTEREST ON INVESTMENTS	1,617,668	1,261,977	800,000	2,588,464	1,300,000	500,000	62.50%
MISCELLANEOUS	6,608	-	-	-	-	-	#DIV/0!
SEWER USE FUND	114,483	114,483	114,483	114,483	127,158	12,675	11.07%
Subtotal	1,893,077	1,455,003	1,167,718	2,956,182	1,728,138	560,420	47.99%
<u>TAX DEPARTMENT</u>							
TAXES - PRIOR YR COLLECTION	379,359	234,306	280,000	300,000	280,000	-	0.00%
TAXES - CURRENT YR COLLECTION	98,479,850	63,638,652	104,514,277	105,346,310	-	(104,514,277)	-100.00%
MOTOR VEHICLE TAX REIMBURSEMENT	1,180,975	1,554,882	1,554,882	1,554,882	-	(1,554,882)	-100.00%
INTEREST & LIENS	397,916	173,499	150,000	200,000	300,000	150,000	100.00%
INSUFFICIENT FUND FEES	160	164	-	224	-	-	0.00%
Subtotal	100,438,260	65,601,503	106,499,159	107,401,416	580,000	(105,919,159)	-99.46%
<u>ASSESSOR'S OFFICE</u>							
DISABLED & ELDERLY STATE REIMBURSEMENT	1,500	1,301	1,300	1,301	1,300	-	0.00%
VETERANS EXEMPTION REIMBURSEMENT	3,509	2,214	4,500	2,214	4,500	-	0.00%
Subtotal	5,009	3,515	5,800	3,515	5,800	-	0.00%

INFORMATION TECHNOLOGY

Mission and Responsibilities

The Information Technology (IT) Department has three full-time employees that oversee the daily technology operations of all municipal offices spanning approximately ten worksites including the Simsbury Police Department, Simsbury Public Library and Simsbury Farms Complex. Additionally, IT supports the Board of Education Central Office, Regional Probate Office and the Housing Authority. In addition to daily operations, the Department continues to research and implement technologies that provide cost and administrative efficiencies. The Department's staff is committed to providing a superior level of customer service and technical support to maximize technologies adopted by supervised departments. The Department participates in quarterly meetings with Simsbury's Technology Task Force, IT Steering Committee and Division of Emergency Management and Homeland Security (DEMHS) Region 3 Cybersecurity Task Force on technology security, activities, issues, and recommendations.

FY 23/24 Accomplishments

- Continued administration of the cyber security awareness program for Town-wide personnel that consisted of online training modules, educational publications and phishing campaigns. Current exposure is below industry average of 12%.
- Successfully migrated to Hosted email services for law enforcement agency. The Department has rolled out a cloud-based security suite that includes backup, archiving and additional security layers for services.
- Continued Windows 10 migration throughout supervised departments.
- Expanded both on premises and "cloud-based" Wi-Fi environment within municipal facilities.
- Responded to 2,345 service requests from municipal and educational departments with an average completion time of 24 hours or less.
- Coordinated, implemented and supervised enhanced video surveillance footprint at municipal facilities including video equipment, networking server and storage.
- Completed Phase 1 of the Connecticut Information Sharing System (CISS) connecting local law enforcement to Public Safety Data Network (PSDN) State network for data sharing and analysis.
- Completed enhanced security levels for supervised departments.
- Researched, designed and implemented Point-2-Point network for remote facility delivering applications and storage within secured environment.
- Successful implementation of Endpoint, Detection and Response (EDR) and Two-Factor Authentication (2FA) solutions throughout all supervised departments.

FY 24/25 Goals & Objectives

- Sustain and enhance security levels and protection measures for intranet and internet connected technologies and proposed network storage for efficiency and security.
- Public Safety Data Network implementation to support law enforcement with state sponsored internet services, application connectivity and support services.
- Re-engineer business continuity plan and disaster recovery planning.
- Provide technology solutions and support with upcoming department projects.
- Increase video surveillance posture in designated areas.

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Information Technology	3.00	3.00	3.00

FY 2024/2025 INFORMATION TECHNOLOGY EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>INFORMATION TECHNOLOGY</u>								
FULL-TIME	317,314	120,911	328,033	328,033	337,247	9,214	2.81%	
OVERTIME	-	162	1,200	162	1,200	-	0.00%	
CONTRACTUAL SERVICES	107,022	49,648	137,698	137,698	161,122	23,424	17.01%	Protection for data back-ups, additional firewall perimeter
OFFICE SUPPLIES	244	-	-	-	-	-	#DIV/0!	
TECHNICAL & PROGRAM SUPPLIES	2,974	2,746	3,000	3,000	3,000	-	0.00%	
CONFERENCES & EDUCATION	853	-	2,000	2,000	2,000	-	0.00%	
TRAVEL	393	237	700	550	700	-	0.00%	
DUES & SUBSCRIPTIONS	459	-	870	459	870	-	0.00%	
TECHNICAL & PROGRAM EQUIPMENT	24,912	5,231	28,500	21,000	28,500	-	0.00%	
COMPUTER SOFTWARE	3,320	2,093	8,712	2,200	9,650	938	10.77%	Market driven
Subtotal	457,490	181,029	510,713	495,102	544,289	33,576	6.57%	

FY 2024/2025 INFORMATION TECHNOLOGY REVENUE BUDGET

INFORMATION TECHNOLOGY
CHARGES FOR SERVICES - BOE
Subtotal

Historical Data				Town Manager Proposed		
FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
171,752	87,399	174,798	174,798	171,173	(3,625)	-2.07%
171,752	87,399	174,798	174,798	171,173	(3,625)	-2.07%

PLANNING AND COMMUNITY DEVELOPMENT

Mission and Responsibilities

The Planning and Community Development Department provides responsive, efficient, balanced, and transparent land use expertise to the citizens, property owners, business, and public officials in the Simsbury community. It is responsible for Planning and Building responsibilities.

The Planning Department provides leadership on the current and comprehensive planning, conservation, and development issues of the day.

The Department is responsible for providing staff support for six land use commissions such as the Zoning Commission, Planning Commission, Conservation Commission/Inland Wetlands Agency, Zoning Board of Appeals, Design Review Board and the Historic District Commission. This amounts to approximately 70 night meetings per year, not including BOS or other community meetings. The Planning Department is also responsible for environmental protection, implementing the standards of the National Flood Insurance Program, the Connecticut Aquifer Protection Program, and the Inland Wetland/Watercourse Act.

The Building Department administers the Connecticut Building Code which is comprised of a number of model codes including the electric, fire safety, mechanical, plumbing, energy and existing building codes, as well as a number of reference standards including those for accessibility. This is enforced through plan reviews, thousands of site inspections, responding to inquiries, providing information and, when needed, issuing orders to obtain compliance with all of the code requirements. The Department supports the Fire Marshal in responding to fires, is the liaison with public utilities for service approvals and connections, and has the authority to condemn a building or structure due to life-safety concerns.

FY 23/24 Accomplishments

- The most up to date data through November 2023 for FY 2023/2024 shows a total of 803 building permits issued, with a construction value of \$17,414,891. Staff also averages 43 individual, permit-related zoning compliance approvals each month.
- Staff expects to review, process, and manage approximately 70-80 Board and Commission Applications (4-year annual average is 75 commission applications).
- Initiated and Adopted the 2024 Plan of Conservation and Development (POCD).
- Implemented a state-mandated Commissioner training program by connecting Commissioners to available state-wide resources.
- Facilitated Zoning Text Amendments related to Cannabis and Mobile Food Vendors.
- Worked with various Land Use Commissions in implementing several goals and objectives outlined in the 2017 Plan of Conservation and Development.
- Participated in the Diversity, Equity, and Inclusion Committee's Community Conversation meeting series related to Housing Affordability.
- Created an outreach and education program to alert over 1,000 Simsbury property owners to new FEMA flood maps.

FY 24/25 Goals & Objectives

- Commence the Tariffville Neighborhood Planning Process
- Zoning Regulations Review and Update by initiating a public review process for a review of the Zoning Regulations and working to re-draft Zoning Regulations town-wide.
- Improve website public interface with a focus on process, information, education, data, demographics, and subject matter analysis.

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Actual FTE	FY 23/24 Budgeted FTE	FY 24/25 Proposed FTE
Planning	4.00	4.00	4.00
Building	3.66	3.64	3.54
Total	7.66	7.64	7.54

FY 2024/2025 PLANNING COMMUNITY DEVELOPMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23	FY24	FY24	FY24	FY25	FY25 Change	% Change	Notes
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY24		
<u>PLANNING DEPARTMENT</u>								
FULL-TIME	347,000	159,951	363,483	350,000	377,435	13,952	3.84%	
PART-TIME	5,949	369	11,230	10,000	14,376	3,146	28.01%	
OVERTIME	187	-	-	-	-	-		
CONTRACTUAL SERVICES	3,630	-	7,000	2,000	7,000	-	0.00%	
ADVERTISING	-	-	200	200	200	-	0.00%	
COPY & PRINTING SERVICES	18	17	500	500	500	-	0.00%	
OFFICE SUPPLIES	627	132	1,000	1,000	1,000	-	0.00%	
TECH & PROGRAM SUPPLIES	-	-	200	50	200	-	0.00%	
VEHICLE MAINTENANCE	-	86	400	400	400	-	0.00%	
GASOLINE	575	256	400	350	400	-	0.00%	
CONFERENCES & EDUCATION	2,388	380	4,500	3,500	3,500	(1,000)	-22.22%	
DUES & SUBSCRIPTIONS	3,336	-	4,600	3,500	3,600	(1,000)	-21.74%	
COMPUTER SOFTWARE	-	-	9,739	9,739	9,739	-	0.00%	
Subtotal	363,709	161,191	403,252	381,239	418,350	15,098	3.74%	
<u>BUILDING DEPARTMENT</u>								
FULL-TIME	254,241	132,845	271,632	271,362	279,601	7,969	2.93%	
	36,041	9,211						
PART-TIME			26,670	20,000	14,376	(12,294)	-46.10%	Prior year included one time additional inspection services
CONTRACTUAL SERVICES	-	-	2,000	500	2,000	-	0.00%	
ADVERTISING	78	106	150	150	150	-	0.00%	
COPY & PRINTING SERVICES	18	-	200	200	200	-	0.00%	
BANK FEES	-	-	360	360	360	-	0.00%	
OFFICE SUPPLIES	1,233	306	1,000	800	1,000	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	-	-	100	100	100	-	0.00%	
VEHICLE MAINTENANCE	1,182	-	1,000	750	1,000	-	0.00%	
GASOLINE	1,419	723	2,000	1,600	2,000	-	0.00%	
CONFERENCES & EDUCATION	760	666	2,000	1,000	1,500	(500)	-25.00%	
TRAVEL	270	-	300	300	300	-	0.00%	
DUES & SUBSCRIPTIONS	90	-	2,000	2,000	1,500	(500)	-25.00%	
COMPUTER SOFTWARE	8,532	-	9,739	9,739	9,739	(0)	0.00%	
Subtotal	303,865	143,857	319,151	308,861	313,826	(5,325)	-1.67%	

FY 2024/2025 PLANNING COMMUNITY DEVELOPMENT REVENUE BUDGET

BUILDING DEPARTMENT
BUILDING DEPT FEES
Subtotal

Historical Data				Town Manager Proposed		
FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
860,505	292,823	700,000	680,000	700,000	-	0.00%
860,505	292,823	700,000	680,000	700,000	-	0.00%

POLICE DEPARTMENT

Mission and Responsibilities

The Police Department is a national and state-accredited agency empowered by the Town Charter and state statutes to preserve the public peace, prevent crime, apprehend criminals, regulate traffic, protect the rights of persons and property, and enforce the laws of the state and the ordinances of the Town. The Department operates under a community policing and victim-oriented philosophy; delivering a full range of services: enforcement, investigation, dispatch, medical aide, education, prevention, problem-solving, and animal control. The Department collaborates with the Town, other public agencies and private entities to support community needs and increase the quality of life.

FY 23/24 Accomplishments

- Staffed a designated traffic enforcement officer
- Maintained national and state accreditation
- Replacement of technology with greater safety and efficiency
- Provided various opportunities for professional growth throughout the department.
- Selected time and attendance software (acquired early FY24)

FY 24/25 Goals & Objectives

- Implement staffing, workload, facility usage and efficiency strategies throughout the department to meet service and employee needs.
- Recruit sworn personnel for vacancies
- Explore improvement opportunities relating to mental health through management, education and service.
- To increase involvement within the community to prevent crime, injury and property damage, to assist with quality of life issues and to support the community.

Performance Measures

	Goal	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Estimated
Digitize Records	25%	<1%	<1%	
Avg. Vacancy Rate	1	2.25	2.75	
Additional Community Meetings	3	N/A	0	

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Uniformed	42.00	42.00	42.00
Civilian	14.36	15.36	16.36
Total	56.36	57.36	58.36

FY 2024/2025 PUBLIC SAFETY EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	Notes
<u>POLICE COMMISSION</u>								
CONFERENCES & EDUCATION	-	-	750	-	750	-	0.00%	
Subtotal	-	-	750	-	750	-	0.00%	
<u>POLICE DEPARTMENT</u>								
FULL-TIME	4,169,846	2,102,472	4,579,041	4,439,699	4,620,408	41,367	0.90%	Records Clerk
PART-TIME	30,941	15,363	26,641	31,000	27,460	819	3.07%	
OVERTIME	460,018	229,410	357,800	457,800	410,707	52,907	14.79%	Coverage for vacation, sick, injury leave, current vacancies
SEASONAL	59,661	24,523	69,300	62,370	69,300	-	0.00%	
HOLIDAY PAY	131,719	59,605	150,331	141,311	150,331	-	0.00%	
UNIFORM ALLOWANCE	47,196	42,079	47,650	47,650	46,500	(1,150)	-2.41%	
EDUCATION REIMBURSEMENT	8,050	-	12,000	12,000	12,000	-	0.00%	
CONTRACTUAL SERVICES	62,899	20,761	64,045	64,045	57,611	(6,434)	-10.05%	
INVESTIGATIONS	2,536	804	3,202	3,202	3,413	211	6.59%	
COPY & PRINTING SERVICES	411	365	1,000	1,000	1,000	-	0.00%	
OFFICE SUPPLIES	4,734	894	5,520	5,520	5,520	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	37,231	6,975	33,125	33,125	40,116	6,991	21.10%	Ammunition, educational materials
MEDICAL SUPPLIES	9,112	270	6,300	6,300	6,300	-	0.00%	
CHEMICAL & LAB SUPPLIES	-	-	328	328	128	(200)	-60.98%	
CLOTHES & SAFETY SUPPLIES	46,057	4,120	59,713	59,713	26,511	(33,202)	-55.60%	Decrease due to one-time expenses paid for new officers
EQUIPMENT MAINTENANCE	10,525	5,012	10,750	10,750	10,850	100	0.93%	
VEHICLE MAINTENANCE	3,213	24,821	20,585	24,821	21,338	753	3.66%	
GASOLINE	98,889	39,300	97,500	97,500	82,445	(15,055)	-15.44%	Partial reallocation to General Government budget
TELEPHONE SERVICE	10,167	5,040	11,920	11,920	12,380	460	3.86%	
CONFERENCES & EDUCATION	26,467	4,779	31,550	31,550	33,150	1,600	5.07%	
DUES & SUBSCRIPTIONS	4,718	4,122	4,990	4,990	5,343	353	7.07%	
COMPUTER SOFTWARE	5,625	9,187	7,562	7,562	9,090	1,528	20.21%	
CNR - POLICE VEHICLES	-	50,715	50,715	50,715	54,772	4,057	8.00%	
CNR - RECORDS RENOVATION	-	-	-	-	60,855	60,855	#DIV/0!	One time reallocation from Police Admin Vehicles line
CNR - POLICE ADMIN VEHICLES	203,753	185,000	185,000	185,000	121,710	(63,290)	-34.21%	One time reallocation to Records Renovation line
Subtotal	5,433,768	2,835,617	5,836,568	5,789,871	5,889,238	52,670	0.90%	
<u>DISPATCH</u>								
FULL-TIME	478,800	248,881	539,423	531,249	555,751	16,328	3.03%	
OVERTIME	49,637	24,297	45,864	42,000	43,195	(2,669)	-5.82%	
HOLIDAY PAY	7,814	3,992	11,184	11,184	11,378	194	1.73%	
CONTRACTUAL SERVICES	1,549	-	2,845	2,845	3,294	449	15.78%	
OFFICE SUPPLIES	631	157	740	740	740	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	200	-	1,600	1,600	1,000	(600)	-37.50%	

FY 2024/2025 PUBLIC SAFETY EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
CLOTHES & SAFETY SUPPLIES	1,526	178	1,500	1,500	1,000	(500)	-33.33%	
EQUIPMENT MAINTENANCE	802	-	2,100	2,100	1,500	(600)	-28.57%	
CONFERENCES & EDUCATION	3,004	1,188	5,225	5,225	4,925	(300)	-5.74%	
Subtotal	543,962	278,693	610,481	598,443	622,783	12,302	2.02%	
<u>ANIMAL CONTROL</u>								
FULL-TIME	41,607	33,731	64,246	64,246	72,135	7,889	12.28%	Actual cost of new hire in FY24
OVERTIME	75	-	1,316	1,316	1,481	165	12.54%	
PROFESSIONAL SERVICES	970	-	-	-	-	-	#DIV/0!	
ADVERTISING	-	-	200	200	200	-	0.00%	
COPY & PRINTING SERVICES	1,004	-	500	500	500	-	0.00%	
OFFICE SUPPLIES	-	-	50	50	50	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	138	-	725	725	1,125	400	55.17%	
PARTS SUPPLIES	-	-	600	600	600	-	0.00%	
CLOTHES & SAFETY SUPPLIES	3,018	-	400	400	400	-	0.00%	
VEHICLE MAINTENANCE	85	500	1,500	1,500	1,500	-	0.00%	
CONFERENCES & EDUCATION	185	-	100	100	125	25	25.00%	
DUES & SUBSCRIPTIONS	-	-	50	50	50	-	0.00%	
Subtotal	47,084	34,231	69,687	69,687	78,166	8,479	12.17%	
<u>EMERGENCY MANAGEMENT</u>								
	5,330							Radio system maintenance contract, year 2 of 5; subsequent
TECH & PROGRAM SUPPLIES		17,127	25,710	25,710	43,020	17,310	67.33%	increases for that item will be 3%
CNR TRANSFER - RADIO INFRASTRUCTURE	10,000	10,000	10,000	10,000	10,000	-	0.00%	
Subtotal	15,330	27,127	35,710	35,710	53,020	17,310	48.47%	

FY 2024/2025 POLICE DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>POLICE DEPARTMENT</u>							
POLICE PERMIT	5,690	3,660	6,000	7,620	7,860	1,860	31.00%
CHARGES FOR SERVICES - BOE	153,972	84,223	168,445	168,445	162,888	(5,557)	-3.30%
EMERGENCY REPORTING SYSTEM	45,093	40,650	40,000	40,650	40,000	-	0.00%
POLICE TRAFFIC TICKETS	3,274	2,152	2,500	3,800	3,800	1,300	52.00%
POLICE FALSE ALARM FEES	5,610	2,445	4,200	4,200	4,000	(200)	-4.76%
MISCELLANEOUS	5,250	7,964	4,100	4,100	4,100	-	0.00%
Subtotal	218,888	141,093	225,245	228,815	222,648	(2,597)	-1.15%
<u>ANIMAL CONTROL</u>							
ANIMAL CONTROL FINES	150	-	500	100	500	-	0.00%
Subtotal	150	-	500	100	500	-	0.00%

PUBLIC WORKS

Mission and Responsibilities

The Public Works Department is comprised of six divisions: Administrative, Highway, Buildings and Grounds, Transfer Station, Water Pollution Control, and Engineering.

The Public Works Department is responsible for effectively managing and maintaining the Town's infrastructure and assets; providing emergency response to weather-related events and natural disasters; applying for and administering infrastructure grants; and the design, rehabilitation and construction of town assets, including buildings, bridges, dams, trails, roads, and sidewalks. The infrastructure maintained by the Department includes: roads; public buildings; fleet; water pollution control; transfer station; and a number of low-income residential rental units. This work is done in a professional and cost-effective manner to benefit the safety and comfort of Simsbury residents and employees. This work is essential to maintain the safety and quality of life for all residents.

FY 23/24 Accomplishments

Public Works Administration

- The Department was instrumental in receiving and implementing a number of grants, including:
 - A Small Town Economic Assistance Program (STEAP) Grant for the Performing Arts Center parking and pathway accessibility improvements for \$128,000.
 - An Historic Preservation Enhancement Grant (HPEG) and a Survey and Planning (S&P) Grant for the Meadowood Barn Restoration Engineering and Architectural services, each in the amount of \$20,000, for a total of \$40,000 in grants.
 - A Local Transportation Capital Improvement Program (LOTICIP) grant in the amount of \$2,274,200.42 for the Bloomfield to Tariffville Multi-Use Trail.
 - A LOTICIP grant in the amount of \$1,205,789 for a new sidewalk from Hoskins Road north to the CDOT commuter lot on Hopmeadow.
 - A LOTICIP grant for \$1.2M and a separate Connecticut Department of Transportation (CDOT) Community Connectivity Grant for \$594,000 for the installation of a new sidewalk along Firetown Road from West Street to Plank Hill Road.

Highway Division

- Paved 9.2 miles of roadway, including 3.65 miles of micro-surfacing, as part of our ongoing pavement management program, utilizing a variety of paving processes to ensure the long-term quality of our roadway network. Included in this paving work were extensive drainage repairs to ensure the proper control of stormwater to prevent ponding on the roadways, thereby improving the safety and longevity of our roadways.
- The Department continued to maintain our fleet of trucks and various pieces of heavy construction equipment, as well as providing all of the maintenance for the Police and general government vehicles. We recently began utilizing fleet software to track the maintenance of all the vehicles and equipment maintained by our three mechanics-over 125 vehicles and pieces of heavy equipment. By tracking service more closely, we hope to perform more preventative maintenance and less reactive maintenance in the future, which will reduce overall fleet maintenance costs.
- "Real-time" GPS units were installed in 14 of our large trucks. This enables the Department to locate the trucks at all times. The new units also monitor salt usage, rate of salt application, and the time the plow is up or down. In the event of an accident or incident, we will be able to easily obtain a video recording of it by either location or time and date.

Buildings and Grounds Division

- We are proud to report that the Town's low-income rental housing units are again at full capacity this year. We have continued to update these units that allow the Town to provide opportunities for affordable housing.
- In FY23, the Department put an emphasis on bolstering our in-house skill sets, which will allow for quicker responses to different building concerns and, hopefully, will decrease the need to call in vendors to perform common repairs on our systems. Additionally, this cross training will allow for the Department to perform and respond seamlessly when key staff members are out.
- In addition to the Department's daily work, they are also supporting the design and construction of several capital projects, including: the rehabilitation of elevators at Town Hall, Eno Memorial Hall and the Library; and the design of all new mechanical systems for Eno Memorial Hall.

Transfer Station

- The Town hosted two regional Household Hazardous Waste events at the Department of Public Works facility during FY 22/23. These events—held in October 2022 and June 2023—serviced more than 1,600 vehicles from Avon, Canton, Farmington, Granby, Simsbury and Suffield, keeping significant amounts of hazardous waste from contaminating household trash and recycling collected by the contracted trash haulers in this area.

Engineering

- The Engineering Department bid and managed the construction phase for the Bloomfield to Tariffville Multi-Use Trail Connector Project. This important trail is part of the East Coast Greenway and was opened to the public in November 2023. East Coast Greenway designation is anticipated in the first quarter of 2024.
- Continued to work with the DOT for the construction funding phase of the Multi-Use Trail from the Farmington Canal Heritage Trail to Curtiss & Pattison Parks. Construction is anticipated to begin in 2025.
- The department completed the design, bid and construction phases of the Orkil (Simsbury) Farms Dam Improvements. Construction of this \$400,000 project was completed in early 2023.
- The design phase of the Firetown Road Sidewalk Project was initiated with a hopeful construction start in 2024. The project will extend sidewalk from West Street to Plank Hill Road with construction funded by the LOTCIP and CCGP programs.
- Submitted and awarded a LOTCIP grant in the amount of \$3.7M to replace the Climax Road Bridge. Design to begin in early 2024.
- Initiated design for the Eno Hall entrance improvements, which will improve the accessibility and functionality of this important Town building. Construction is anticipated in 2024.
- Developed plans and specifications for the rehabilitation of the Flower Bridge. Construction will occur through the first half of 2024.
- The Department staffs and provides technical support to the Public Building Committee and worked closely with the committee on the Latimer Lane School renovation project.

Water Pollution Control

- Rehabilitated 10,000 linear feet of sanitary sewers by lining to eliminate groundwater.
- Completed the lining of the Tunxis Pump Station discharge force main extending the life of the pipe by 50 years.
- Completed the replacement of the facility plan water system. This work was completed by Department staff, saving \$35,000 in installation costs.

FY 24/25 Goals & Objectives

- Implement a long-range capital improvement plan from the Town-Wide Facilities Master Plan for all Town buildings that will provide effective, clean and accessible facilities for our residents.
- Conduct a Department-wide staffing analysis and restructuring plan.
- Advance currently funded infrastructure projects and advance planning for future projects.
- Utilize currently approved capital funding to leverage possible grant opportunities.
- Catalog and identify private sanitary sewer systems that discharge to the public system.
- Update polymer delivery system.
- Continue with the creation of a video library of the Simsbury sanitary sewer collection system.

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Administration	3.00	3.00	3.00
Highway	20.00	20.00	20.50
Facilities	7.35	7.35	7.35
Engineering	2.71	2.71	2.71
WPCA	11.00	11.00	11.00
Total	44.06	44.06	44.56

FY 2024/2025 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>ENGINEERING DEPARTMENT</u>								
FULL-TIME	260,473	121,476	206,392	206,392	211,390	4,998	2.42%	Increased on-call services
PART-TIME	5,591	315	43,550	43,550	43,873	323	0.74%	
CONSULTANT	40,895	8,565	76,500	76,000	82,500	6,000	7.84%	
ADVERTISING	380	-	500	500	500	-	0.00%	
COPY & PRINTING SERVICES	263	-	100	100	100	-	0.00%	
OFFICE SUPPLIES	176	261	800	500	800	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	263	83	1,200	1,000	1,200	-	0.00%	
PARTS SUPPLIES	-	-	200	100	200	-	0.00%	
EQUIPMENT MAINTENANCE	-	-	500	500	500	-	0.00%	
VEHICLE MAINTENANCE	-	-	600	500	600	-	0.00%	
GASOLINE	428	237	1,239	500	1,239	-	0.00%	
CONFERENCES & EDUCATION	1,290	-	2,750	2,500	2,750	-	0.00%	
DUES & SUBSCRIPTIONS	285	-	1,755	1,450	1,755	-	0.00%	
COMPUTER SOFTWARE	4,750	4,735	5,000	6,000	5,280	280	5.60%	
Subtotal	314,794	135,673	341,086	339,592	352,687	11,601	3.40%	
<u>PUBLIC WORKS ADMINISTRATION</u>								
FULL-TIME	338,533	151,156	312,029	312,029	321,853	9,824	3.15%	
OVERTIME	511	-	2,000	-	2,275	275	13.75%	
SEASONAL	-	-	5,676	-	-	(5,676)	-100.00%	
CONSULTANT	(5,400)	-	-	-	-	-		
CONTRACTUAL SERVICES	34,876	57,942	40,875	57,942	40,875	-	0.00%	
ADVERTISING	-	-	300	-	300	-	0.00%	
OFFICE SUPPLIES	1,895	347	1,500	550	1,800	300	20.00%	
TECHNICAL & PROGRAM SUPPLIES	7,256	223	1,600	500	1,600	-	0.00%	
CONFERENCES & EDUCATION	2,903	3,269	3,870	3,269	3,870	-	0.00%	
DUES & SUBSCRIPTIONS	2,155	346	1,445	1,000	1,445	-	0.00%	
Subtotal	382,728	213,282	369,295	375,290	374,018	4,723	1.28%	
<u>BUILDINGS & MAINTENANCE ADMIN</u>								
FULL-TIME	432,403	217,612	479,349	461,388	482,744	3,395	0.71%	
PART-TIME	17,185	2,710	14,249	10,000	14,249	-	0.00%	
OVERTIME	29,231	11,141	21,500	21,500	21,500	-	0.00%	
SEASONAL	12,615	4,515	6,842	4,515	7,480	638	9.32%	
LAUNDRY SERVICE	2,585	200	-	200	-	-		
TECHNICAL & PROGRAM SUPPLIES	1,339	1,044	2,000	2,000	2,000	-	0.00%	
BUILDING SUPPLIES	1,778	459	919	5,000	1,100	181	19.70%	
CLOTHING & SAFETY SUPPLIES	1,041	2,094	5,108	4,000	6,035	927	18.15%	
VEHICLE MAINTENANCE	2,825	933	4,000	3,000	4,000	-	0.00%	

FY 2024/2025 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
GASOLINE	12,313	4,931	11,859	8,000	11,020	(839)	-7.07%	
CONFERENCES & EDUCATION	1,126	1,306	1,500	1,500	1,500	-	0.00%	
Subtotal	514,441	246,945	547,326	521,103	551,628	4,302	0.79%	
<u>TOWN OFFICES</u>								
CONTRACTUAL SERVICES	2,159	1,343	5,650	2,666	4,150	(1,500)	-26.55%	
BUILDING SUPPLIES	6,170	707	7,293	1,000	7,500	207	2.84%	
CLEANING SUPPLIES	2,283	4,450	7,258	6,000	7,258	-	0.00%	
EQUIPMENT MAINTENANCE	31,614	2,834	27,032	27,032	30,000	2,968	10.98%	
FACILITIES MAINTENANCE	8,298	1,903	5,288	4,000	5,510	222	4.20%	
WATER CHARGES	3,033	1,099	3,600	3,000	3,600	-	0.00%	
SEWER USE FEES	1,359	1,477	1,628	1,477	1,628	-	0.00%	
NATURAL GAS/PROPANE	26,921	4,700	22,195	22,195	32,500	10,305	46.43%	Corrected for prior year actual spend and proposed market increase
ELECTRIC	83,980	39,961	85,000	85,000	102,000	17,000	20.00%	Underbudgeted in FY24 due to the on bill financing (made it look like our cost was smaller than it was)
DIESEL FUEL	-	-	816	-	550	(266)	-32.60%	
BUILDING IMPROVEMENTS	77	657	4,500	2,000	4,500	-	0.00%	
TECHNICAL & PROGRAM EQUIPMENT	-	-	550	-	550	-	0.00%	
Subtotal	165,895	59,131	170,810	154,371	199,746	28,936	16.94%	
<u>ENO MEMORIAL HALL</u>								
CONTRACTUAL SERVICES	800	-	-	-	-	-	-	
BUILDING SUPPLIES	6,846	684	5,000	5,000	6,000	1,000	20.00%	
CLEANING SUPPLIES	3,091	2,690	4,000	4,000	4,500	500	12.50%	
EQUIPMENT MAINTENANCE	21,632	5,348	17,650	12,744	21,400	3,750	21.25%	
FACILITIES MAINTENANCE	11,136	2,892	4,438	4,438	4,660	222	5.00%	
WATER CHARGES	2,368	897	2,400	2,400	2,400	-	0.00%	
SEWER USE FEES	360	389	709	389	709	(0)	-0.04%	
NATURAL GAS/PROPANE	24,939	4,114	24,225	10,000	30,170	5,945	24.54%	Corrected for prior year actual spend and proposed market increase
ELECTRIC	24,832	12,004	27,025	24,000	29,100	2,075	7.68%	Market driven
BUILDING IMPROVEMENTS	1,071	684	3,500	1,000	3,500	-	0.00%	
Subtotal	97,074	29,701	88,947	63,971	102,439	13,492	15.17%	

FY 2024/2025 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>MISCELLANEOUS BUILDINGS</u>								
BUILDING SUPPLIES	402	-	1,000	-	1,000	-	0.00%	
	3,325	2,639	2,576	6,013				Based on prior year actual spend and current year anticipated
EQUIPMENT MAINTENANCE					5,000	2,424	94.10%	spend
FACILITIES MAINTENANCE	12,215	6,342	12,200	10,000	14,200	2,000	16.39%	Market driven increase for materials
WATER CHARGES	2,498	438	2,640	1,200	2,650	10	0.38%	
ELECTRIC	8,521	3,170	8,755	5,000	9,680	925	10.57%	
HEATING OIL	3,368	412	4,367	2,000	4,367	-	0.00%	
CNR TRANSFER - COMMUNITY FARM	5,196	5,000	5,000	5,000	5,000	-	0.00%	
Subtotal	35,526	18,002	36,538	29,213	41,897	5,359	14.67%	
<u>HIGHWAY - LABOR & EQUIPMENT</u>								
FULL-TIME	1,455,706	666,577	1,485,260	1,400,000	1,554,826	69,566	4.68%	Mechanic Truck Driver Position
OVERTIME	107,295	28,599	156,318	120,000	156,318	-	0.00%	
SEASONAL	7,661	18,304	31,772	18,304	34,840	3,068	9.66%	Minimum wage impact
EQUIPMENT RENTALS	300	-	1,500	-	1,500	-	0.00%	
LAUNDRY SERVICE	10,591	4,290	10,500	10,500	11,500	1,000	9.52%	
TECHNICAL & PROGRAM SUPPLIES	1,629	4,214	12,500	6,000	12,500	-	0.00%	
PARTS SUPPLIES	128,282	68,445	140,299	90,722	145,099	4,800	3.42%	
CLOTHES & SAFETY SUPPLIES	16,831	8,117	16,400	16,400	17,450	1,050	6.40%	
OIL & LUBRICANTS	8,692	1,727	8,400	3,000	8,400	-	0.00%	
EQUIPMENT MAINTENANCE	15,400	-	16,000	16,000	16,000	-	0.00%	
VEHICLE MAINTENANCE	16,636	-	14,300	5,000	14,300	-	0.00%	
NATURAL GAS/PROPANE	4,951	1,215	5,000	3,000	5,000	-	0.00%	
GASOLINE	35,850	17,325	38,890	38,890	27,840	(11,050)	-28.41%	
DIESEL FUEL	66,489	15,877	73,775	50,000	71,300	(2,475)	-3.35%	
CONFERENCES & EDUCATION	2,368	1,620	4,550	1,620	4,550	-	0.00%	
DUES & SUBSCRIPTIONS	2,990	-	1,875	1,875	1,875	-	0.00%	
CNR - PLOW TRUCK	210,000	246,000	246,000	246,000	251,220	5,220	2.12%	
Subtotal	2,091,671	1,082,310	2,263,339	2,027,312	2,334,518	71,179	3.14%	

FY 2024/2025 PUBLIC WORKS DEPARTMENT EXPENDITURE BUDGETS

	Historical Data				Board of Selectmen Approved			
	FY23	FY24		FY24	FY25	FY25 Change		
	Actual	6 Mos.	FY24	FY24	Requested	from FY24	% Change	Notes
		Actual	Budget	Estimated				
HIGHWAY - FACILITIES & PROGRAMS								
CONTRACTUAL SERVICES	55,613	63,538	74,000	76,500	79,000	5,000	6.76%	
TREE SERVICE	69,123	31,466	55,000	45,000	42,500	(12,500)	-22.73%	Bucket truck allows us to do more work in-house
TECH & PROGRAM SUPPLIES	2,949	-	-	-	-	-		
BUILDING SUPPLIES	3,348	1,045	5,000	3,000	5,000	-	0.00%	
CLEANING SUPPLIES	1,417	212	2,750	1,000	2,750	-	0.00%	
	4,199	2,992		4,000				BOS Update: Increase funding for Iron Horse Median
AGRICULTURAL SUPPLIES			4,000		9,700	5,700	142.50%	maintenance \$5,000
TRAFFIC CONTROL SUPPLIES	7,734	-	-	-	-	-		
DRAINAGE SUPPLIES	161,698	71,877	152,500	152,500	152,500	-	0.00%	
PARTS SUPPLIES	4,050	-	-	-	-	-		
MISCELLANEOUS SUPPLIES	553	-	2,500	500	2,850	350	14.00%	
EQUIPMENT MAINTENANCE	10,583	-	5,400	-	5,400	-	0.00%	
FACILITIES MAINTENANCE	32,136	15,386	15,300	21,774	26,500	11,200	73.20%	Electrical work; upgrades of lift mechanisms
WATER CHARGES	7,313	3,008	9,250	7,500	9,250	-	0.00%	
SEWER USE FEES	1,582	1,438	2,125	1,438	1,800	(325)	-15.29%	
NATURAL GAS/PROPANE	23,045	4,563	23,000	15,000	26,500	3,500	15.22%	
ELECTRIC	19,775	6,122	20,000	16,000	23,000	3,000	15.00%	
STREET LIGHTS	40,961	13,432	40,000	30,000	42,000	2,000	5.00%	
BUILDING IMPROVEMENTS	20,330	2,757	14,800	14,800	14,800	-	0.00%	
ROADS & SAFETY	277,421	16,920	287,070	287,070	262,500	(24,570)	-8.56%	BOS Update: Reduce Salt by \$25,000
SIDEWALKS	6,175	4,700	2,500	4,700	5,000	2,500	100.00%	
ROAD IMPROVEMENTS	115,828	29,434	120,000	120,000	120,000	-	0.00%	
								BOS Update: Reduce general fund contribution to paving by
CNR - ROAD IMPROVEMENTS	200,000	200,000	200,000	200,000	100,000	(100,000)	-50.00%	\$100,000
Subtotal	1,065,832	468,890	1,035,195	1,000,782	931,050	(104,145)	-10.06%	
TRANSFER STATION								
								Increased cost for Household Hazardous Waste Collection
CONTRACTUAL SERVICES	43,960	-	44,750	44,750	51,000	6,250	13.97%	based on market driven increase and program usage
FACILITIES MAINTENANCE	11,603	-	8,500	8,500	8,500	-	0.00%	
PUBLIC AGENCY SUPPORT	800	800	2,500	2,500	2,500	-	0.00%	
CNR - MATERIALS RECYCLING	25,000	25,000	25,000	25,000	25,000	-	0.00%	
Subtotal	81,363	25,800	80,750	80,750	87,000	6,250	7.74%	

FY 2024/2025 PUBLIC WORKS DEPARTMENT REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>ENGINEERING DEPARTMENT</u>							
ENGINEERING DEPT FEES	7,877	5,239	5,050	5,767	5,050	-	0.00%
CHARGES FOR SERVICES - BOE	20,000	10,000	20,000	20,000	20,000	-	0.00%
Subtotal	27,877	15,239	25,050	25,767	25,050	-	0.00%
<u>ENO MEMORIAL HALL</u>							
ENO MEMORIAL HALL RENT	5,630	730	1,000	3,000	1,000	-	0.00%
Subtotal	5,630	730	1,000	3,000	1,000	-	0.00%
<u>HIGHWAY PROGRAMS & FACILITY</u>							
MISCELLANEOUS	5,282	1,309	2,500	1,500	2,500	-	0.00%
SPECIAL ACTIVITIES	1,000	-	750	-	750	-	0.00%
Subtotal	6,282	1,309	3,250	1,500	3,250	-	0.00%

COMMUNITY AND SOCIAL SERVICES

Mission and Responsibilities

The Community and Social Services Department comprises Social Services, the Senior Center and the Dial-A-Ride Program. The mission of the Community and Social Services Department is to assist residents with their social, emotional and financial needs while welcoming the commonalities and diversities of all who walk through our doors. The Department provides a vast array of programs and services to meet identified needs. Our services help residents achieve self-sufficiency, maintain economic well-being and adjust to difficult circumstances and events in their lives. Our programs provide opportunities for socialization, education and access to nutritious meals. Like Simsbury itself, our services have grown and changed over the years. Today, our major program areas include services to individuals, families, youth, older adults, and persons with disabilities.

Each year, the Community and Social Services Department provides services to Simsbury individuals and families through programs that include, but are not limited to: Financial Assistance; Medical Assistance; Food Programs; Holiday Program; Back to School; Eviction Assistance; Energy Assistance; Renters' Rebate applications; information; and referrals. Our Youth Service Bureau has expanded its programs and services providing supports, services, and programming specific to our youth and their families. In addition, we offer many services to our older adults and persons with disabilities through the Senior Center, Senior Outreach and the Dial-A-Ride Program. We also coordinate and staff many boards and bodies including the Juvenile Review Board, the Youth Service Advisory Board, Simsbury DEI Council, and the Aging and Disability Commission.

The Simsbury Senior Center provides a community focal point where older adults come together for programs that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement with the Center and their community.

We continue to foster essential relationships and collaborations within Simsbury and neighboring communities. Countless individuals, residential communities, businesses, and faith-based organizations continue to assist us with donations of money, food, household items, toiletries, back-to-school supplies, holiday gifts, and their valuable time as volunteers. Without these partnerships we would not be able to continue to respond so strongly to the needs of the community, and our most vulnerable residents.

FY 23/24 Accomplishments

- Continued development of our Youth and Family Social Worker and expansion of our Youth Service Bureau. This position focuses on positive youth development, healthy relationships, and the needs of our youth and their families. This position also coordinates the Youth Service Bureau and Juvenile Review Board.
- Continued partnership with Simsbury Police Department, Board of Education, Simsbury Public Library, and the Farmington Valley Health District to provide educational programming on topics related to personal safety, drug and alcohol abuse prevention, family relations, LGBTQIA+ concerns, health and wellness programming, and mental health concerns and supports. Many of these programs are funded through the Youth Service Bureau.
- Several new programs were offered through the Youth Service Bureau such as Narcan training for town and school staff, a healthy relationships course, an introduction to self-defense class, and a wellness yoga series. We have also continued our newly added intergenerational activities such as Curious Creatures, Magic Show, Tie Dye events, and a Drag Queen BINGO.
- This year 23 referrals were made for therapeutic treatment through our Youth Therapy Program. This is an increase of 5 from the previous year.

- Social Services has taken the lead in re-establishing the Fair Rent Commission. In November an amended ordinance, as well as procedures, was adopted by the Board of Selectmen. Members will be selected and the Commission will begin hearing cases in the new year.
- Social Services has been an instrumental partner in creating the STEPS to Safety Program. This inter-agency partnership is working to increase “fire and fall safety” in an older adult’s home, and to reduce the instance of falls.
- Served as an intake site for the Connecticut Energy Assistance Program, facilitating \$129,940 in federal heating assistance in the 2022-2023 heating season for 187 households. Provided Emergency Energy Assistance with locally donated dollars to 11 households in the amount of \$4,649.
- Served as an intake site for the Connecticut Renters’ Rebate program, helping 129 people apply for and receive a total of \$62,654 in direct benefits to our most vulnerable citizens in program year 2022.
- Continued to provide small grants to people experiencing financial emergencies around basic needs. Last year a total of 45 households were provided assistance in the amount of \$21,138.
- In 2022 a total of 39 families with 84 children were provided a gift card and supplies through our Back to School Program. A total of \$4,200 was distributed. For that holiday season, a total of 56 families with 97 children were provided with toys and gifts.
- The Food Pantry continues to thrive in its new location. We continue to receive incredibly generous donations of items, money, and time volunteering. Each month, participants are able to shop for non-perishable items and household products and receive fresh produce as well as paper products. A grant has allowed us to provide each household with children an extra bag of “kid friendly” food items. We are serving an average of 65 households per month along with 8 deliveries to homebound individuals.
- The Senior Center has been serving an average of 32 meals at our Wednesday hot lunch, and an average of 35 older adults have enjoyed our monthly supper. Senior Center also continues to offer a variety of fitness classes, with 358 classes held this past year.
- The Senior Center received new grant funding through the 2022 AARP Connecticut Livable Community Grant program. The Simsbury Stories Café which includes a series of Memory Cafes and a new mobile Sharing Stories Studio.

FY 24/25 Goals & Objectives

- Coordination of the Fair Rent Commission
- Coordination of the local and regional utilization of Opioid Settlement funds
- Improve the coordination of volunteers
- Increase the community’s knowledge of our programs and services

Performance Measures

	Goal	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Estimated
Number of Fair Rent cases heard	12	0	6	12
Number of Youth Service Bureau programs offered	35	26	30	35
Number of participants in fitness classes	2,060	1,860	2,020	2,060

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Social Services	4.00	4.00	3.00
Senior Center	3.31	3.31	3.31
Total	7.31	7.31	6.31

FY 2024/2025 SOCIAL SERVICES EXPENDITURE BUDGETS

	Historical Data				Board of Selectmen Approved			
	FY23	FY24	FY24	FY24	FY25	FY25 Change		
	Actual	6 Mos.	Budget	Estimated	Requested	from FY24	% Change	Notes
<u>SOCIAL SERVICES - ADMINISTRATION</u>								
FULL-TIME	326,365	154,741	311,823	311,823	251,185	(60,638)	-19.45%	BOS Update: Eliminate Social Worker Position (\$75,522)
PART-TIME	34,657	9,969	26,611	26,611	27,353	742	2.79%	
CONTRACTUAL SERVICES	5,347	11,356	6,390	11,356	5,420	(970)	-15.18%	
COPY & PRINTING SERVICES	75	-	500	100	500	-	0.00%	
OFFICE SUPPLIES	4,792	1,043	1,690	1,690	2,125	435	25.74%	
TECHNICAL & PROGRAM SUPPLIES	197	-	250	250	250	-	0.00%	
PUBLIC AGENCY SUPPORT	48,761	27,000	48,761	48,761	48,761	-	0.00%	
CONFERENCES & EDUCATION	2,624	864	8,485	3,000	8,565	80	0.94%	
TRAVEL	-	-	2,610	-	2,610	-	0.00%	
DUES & SUBSCRIPTIONS	1,109	843	2,385	1,500	1,970	(415)	-17.40%	
COMPUTER SOFTWARE	1,839	135	1,620	1,620	1,620	-	0.00%	
Subtotal	425,766	205,951	411,125	406,711	350,359	(60,766)	-14.78%	
<u>SENIOR CENTER</u>								
FULL-TIME	157,029	69,397	139,503	139,503	143,529	4,026	2.89%	
PART-TIME	6,391	2,216	16,680	16,680	17,540	860	5.16%	
CONTRACTUAL SERVICES	3,963	1,466	2,600	2,600	2,600	-	0.00%	
COPY & PRINTING SERVICES	295	-	1,000	500	1,000	-	0.00%	
OFFICE SUPPLIES	404	175	600	600	600	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	2,077	1,855	2,330	2,330	2,330	-	0.00%	
EQUIPMENT MAINTENANCE	716	277	1,630	1,630	1,630	-	0.00%	
Subtotal	170,875	75,385	164,343	163,843	169,229	4,886	2.97%	
<u>SENIOR TRANSPORTATION</u>								
CONTRACTUAL SERVICES	171,562	48,139	170,540	170,540	175,269	4,729	2.77%	
Subtotal	171,562	48,139	170,540	170,540	175,269	4,729	2.77%	

FY 2024/2025 SOCIAL SERVICES REVENUE BUDGET

SENIOR TRANSPORTATION

ELD/HANDICAPPED TRANSPORT
CT DOT TRANSPORTATION GRANT
Subtotal

Historical Data				Town Manager Proposed		
FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
6,660	-	6,670	6,670	6,670	-	0.00%
34,050	-	34,050	34,050	35,367	1,317	3.87%
40,710	-	40,720	40,720	42,037	1,317	3.23%

SIMSBURY PUBLIC LIBRARY

Mission and Responsibilities

The Simsbury Public Library educates and enriches the community by providing free and equal access to information, resources and experiences. It is the community's multigenerational gathering place and destination for early literacy, technology access, hands-on learning, and volunteer opportunities.

As a community partner, the Library coordinates programming and services with other Town Departments, including Social Services, Parks & Recreation and Public Works, as well as Simsbury Public Schools, local groups, organizations, other libraries, and businesses. The award-winning Business and Career Center supports local job seekers, entrepreneurs and the Town's economic development initiatives. The Library's Innovators' Workshop Makerspace provides emerging technologies, a collaborative workspace and opportunities for entrepreneurs and curious learners. Teens can find areas for quiet study, have a safe space for socializing and gain vital leadership and 21st century workforce skills.

Library programs, services and offerings for 2022-2026 will be driven by goals and objectives outlined in the Library Strategic Plan, which was developed through community input and engagement. The Strategic Plan goals include the Library serving as the center of an inclusive community that values and welcomes people of all abilities, cultures and lived experiences; the Library as a safe space for exploration that offers equal access to digital and physical resources; the Library as an inspiration for people to learn about themselves, their community and the world through in-person and virtual engagement with information and people; and the Library as a support for a thriving economy with information, tools and connections to promote businesses, non-profits and careers.

FY 23/24 Accomplishments

- Ranked nationally among America's Star Libraries by Library Journal's Index of Public Library Service
- Received the CT Library Association Excellence in Public Library Service Award for the Library's support of and collaboration with the bicycle community
- Received a grant from Creative Aging through the CT State Library to present a hands-on program series fostering the arts for the community's aging population
- Received a grant from CT Humanities to present Craving History, a panel presentation featuring Simsbury's culinary history and the stories of the community's historical buildings which currently house restaurants
- Received licensing approval from the Human Library organization in Denmark for a Human Library event scheduled for March 2024, a project in partnership with the Simsbury Diversity, Equity and Inclusion Council
- Engaged with over 3,500 people of all ages throughout the community through Book Bike outreach. Interactions included issuing Library cards and checking out Library material, as well as promoting Library events and services.
- Held the most successful Summer Reading Program, Reading is for Everyone, in the history of the Library with over 2,450 people of all ages participating
- Hired a highly qualified, engaged Business and Career Center Coordinator
- Piloted the Summer Book Bike Outreach Program to the five elementary schools

FY 24/25 Goals & Objectives

- Redesign the Library website for greater accessibility
- Develop an Equity, Diversity and Inclusion Plan
- Increase community engagement by 3%
- Continue to update Library policies
- Increase Innovators' Workshop use by 3%
- Investigate taking part in the Sustainable Libraries Certification Program

Performance Measures

	Goal	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Estimated
Library Visits per Capita	>2.7	10.8	11	11.2
Circulation per Capita	>5.4	17.7	18	18.3
Residents with Library Cards	>35%	66%	68%	70%
Program Attendance per Capita	>.3	1.9	2.1	2.3
Public Computer Use per Capita	>.27	1.3	1.5	1.7

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Administration	11.43	11.43	11.43
Adult Services	6.30	6.30	6.30
Children's Services	6.00	6.00	6.00
Total	23.73	23.73	23.73

FY 2024/2025 LIBRARY EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23	FY24	FY24	FY24	FY25	FY25 Change	% Change	Notes
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY24		
<u>LIBRARY ADMINISTRATION</u>								
FULL-TIME	458,972	230,309	410,488	410,488	436,428	25,940	6.32%	
PART-TIME	164,546	66,798	168,939	168,939	174,614	5,675	3.36%	
OVERTIME	208	-	-	-	-	-	#DIV/0!	
CONTRACTUAL SERVICES	56,306	48,157	61,270	61,270	62,073	803	1.31%	
COPY & PRINTING SERVICES	-	-	2,900	2,000	2,900	-	0.00%	
BANK FEES	4	-	500	50	100	(400)	-80.00%	
OFFICE SUPPLIES	4,697	1,570	3,350	3,350	4,500	1,150	34.33%	
TECHNICAL & PROGRAM SUPPLIES	9,653	5,434	7,995	7,995	8,885	890	11.13%	
INNOVATOR'S WORKSHp SUP	9,553	662	2,740	2,740	2,740	-	0.00%	
EQUIPMENT MAINTENANCE	28,875	24,625	23,544	24,625	26,690	3,146	13.36%	Wifi Hotspots, previously partially grant funded
CONFERENCES & EDUCATION	8,422	265	9,000	9,000	9,000	-	0.00%	
DUES & SUBSCRIPTIONS	1,185	971	1,319	1,319	2,492	1,173	88.93%	
CNR - COMPUTER REPLACEMENT	-	7,000	7,000	7,000	7,000	-	0.00%	
COMPUTER SOFTWARE	2,081	60	6,220	6,220	5,200	(1,020)	-16.40%	
Subtotal	744,500	385,849	705,265	704,996	742,622	37,357	5.30%	
<u>LIBRARY - ADULT & YOUNG ADULT</u>								
FULL-TIME	354,743	146,899	392,288	392,288	403,286	10,998	2.80%	
PART-TIME	65,440	29,137	43,120	43,120	43,120	-	0.00%	
CONTRACTUAL SERVICES	5,812	1,908	10,480	10,480	10,480	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	4,387	1,402	7,642	7,642	7,642	-	0.00%	
REFERENCE MATERIALS	159,600	68,193	160,900	160,900	168,900	8,000	4.97%	Market driven
Subtotal	589,982	247,539	614,430	614,430	633,428	18,998	3.09%	
<u>LIBRARY - CHILDREN SERVICES</u>								
FULL-TIME	253,777	107,872	220,758	220,758	230,825	10,067	4.56%	
PART-TIME	113,765	58,800	128,911	128,911	134,596	5,685	4.41%	Minimum wage impact
CONTRACTUAL SERVICES	1,859	1,473	6,250	4,250	4,250	(2,000)	-32.00%	
COPY & PRINTING SERVICES	120	-	100	100	100	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	2,757	1,360	2,000	4,000	4,000	2,000	100.00%	Reallocation from contractual services
REFERENCE MATERIALS	41,237	17,658	44,500	44,500	45,600	1,100	2.47%	
Subtotal	413,515	187,164	402,519	402,519	419,371	16,852	4.19%	
<u>LIBRARY - BUILDINGS & GROUNDS</u>								
CUSTODIAL SERVICES	-	-	2,100	-	2,100	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	198	-	300	300	300	-	0.00%	
BUILDING SUPPLIES	5,685	1,828	6,300	6,300	6,300	-	0.00%	
		3,751						
CLEANING SUPPLIES	7,613		4,725	8,000	7,725	3,000	63.49%	Based on prior year actual and current year anticipated spend

FY 2024/2025 LIBRARY EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
EQUIPMENT MAINTENANCE	19,789	2,980	18,050	18,050	18,050	-	0.00%	
FACILITIES MAINTENANCE	10,741	2,602	4,200	4,200	4,200	-	0.00%	
WATER CHARGES	3,033	1,055	3,329	3,329	3,329	-	0.00%	
SEWER USE FEES	588	959	1,582	1,582	1,582	-	0.00%	
NATURAL GAS/PROPANE	31,390	5,683	35,728	35,728	37,158	1,430	4.00%	Market driven
ELECTRIC	66,702	29,484	83,687	83,687	94,148	10,461	12.50%	Market driven
HEATING OIL	-	1,548	513	1,548	513	-	0.00%	
REFUSE DISPOSAL	2,231	1,139	2,430	2,430	2,430	-	0.00%	
Subtotal	147,969	51,031	162,944	165,154	177,835	14,891	9.14%	

FY 2024/2025 LIBRARY REVENUE BUDGET

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>LIBRARY</u>							
LIBRARY ROOM RENTALS	-	-	800	1,400	1,400	600	75.00%
LIBRARY FEES/COPY	6,958	3,756	2,500	4,424	6,000	3,500	140.00%
PASSPORT REVENUE	7,057	2,345	3,500	3,640	9,000	5,500	157.14%
LIBRARY LOST BOOKS	3,562	1,417	1,000	1,939	1,672	672	67.20%
Subtotal	17,577	7,518	7,800	11,403	18,072	10,272	131.69%

CULTURE, PARKS AND RECREATION

Mission and Responsibilities

The Culture, Parks and Recreation Department seeks to create outstanding recreational, natural and cultural experiences that enriches users and enhances our community for current and future generations. The programs and services provided by the Department contribute to Simsbury's outstanding quality of life enjoyed by residents and are essential to the town's health, well-being and economic vitality.

The Department is responsible for the maintenance of all parks, athletic fields, school athletic fields, the mowing of many trails, and the Simsbury Farms Recreation Complex and Golf Course. The Culture, Parks and Recreation Department also assists with many community events and develops programming to meet the needs of residents of all ages. The Department also coordinates with local sports associations on scheduling field use.

FY 23/24 Accomplishments

- After a competitive bid process, Department staff supervised the installation of the new Simsbury Farms Golf Course irrigation system. Construction began in August 2023 and was completed in November 2023.
- Solicited designs for replacement and renovation of the Simsbury Farms Playground. In conjunction with Culture, Parks and Recreation Commission and the Chairperson of Simsbury's Aging and Disability Commission, a playground design was chosen in February of 2023. Construction was completed in late November 2023.
- Began replacing deteriorated sections of fencing along the Farmington Canal Heritage Trail in Simsbury. During the winter of 2022-23 fencing from Canal Road to Winslow Place was replaced utilizing a competitive bid process.
- Assisted in the planning and organization of the annual Simsbury Celebrates event which was attended by nearly 20,000 people.
- Culture, Parks and Recreation Staff coordinated a number of new activities and events including a Flashlight Egg Hunt, Tumble Tots Program, Paint and Sip events, Pickleball Leagues and Tournaments, and adult skating/exercise programs at the Simsbury Farms Rink.
- Parks and Golf Course Maintenance staffs worked to create and improve habitats for pollinators in Town of Simsbury Parks and Open Space areas, including areas of the Simsbury Farms Golf Course.
- Parks staff replaced backstop fences at the Tariffville and Weatogue Park Softball Fields

FY 24/25 Goals & Objectives

- Increase diversity of program offerings, including bringing back the Awesome Adventure Summer Camp for middle school age youth.
- Develop a sponsor/gift catalog for special event support and memorial donations (ex. Park benches).
- Increase use and awareness of town parks, trails and open space.
- Seek out additional revenue streams using existing town infrastructure.
- Begin to develop Simsbury Youth Sports Committee for purposes of addressing field needs and setting standards for coaches training, code of conduct for coaches and spectators and requested maintenance.

Performance Measures

	Goal	FY 22/23 Actual	FY 23/24 Estimated	FY 24/25 Estimated
Rounds of golf	44,000	42,463	42,750	43,100
Registrations for Summer Day Camp Programs	1,050	808	1,004	1,050
Family Pool Season Pass Sales	515	413	455	500
Swim Lesson Registrations	2,180	2,098	2,150	2,180

**Our performance measures are taken on a calendar year basis as golf/swim/camp seasons overlap fiscal years*

Authorized Staffing (Full-Time Equivalent Employees)

	FY 22/23 Budget	FY 23/24 Budget	FY 24/25 Proposed
Administration & Recreation	3.71	4.00	4.00
Parks	10.00	11.00	11.00
Golf	6.40	6.40	6.40
Total	20.11	21.40	21.40

FY 2024/2025 CULTURE, PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23	FY24	FY24	FY24	FY25	FY25 Change		
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY24	% Change	Notes
<u>PARKS & REC - ADMINISTRATION</u>								
SPLIT TIME	63,632	27,786	56,502	56,502	57,889	1,387	2.45%	
ADVERTISING	-	-	440	440	440	-	0.00%	
SPECIAL ACTIVITIES	16,179	12,372	12,500	12,500	12,500	-	0.00%	
COPY & PRINTING SERVICES	-	-	620	620	620	-	0.00%	
OFFICE SUPPLIES	1,062	375	750	750	800	50	6.67%	
EQUIPMENT MAINTENANCE	1,336	297	1,500	1,500	1,500	-	0.00%	
DUES & SUBSCRIPTIONS	450	445	590	590	620	30	5.08%	
Subtotal	82,660	41,275	72,902	72,902	74,369	1,467	2.01%	
<u>PARKS & REC - MAINTENANCE</u>								
FULL-TIME	777,122	389,896	739,371	739,371	759,700	20,329	2.75%	
OVERTIME	21,641	10,193	27,000	27,000	30,000	3,000	11.11%	Employee added in FY24 budget
SEASONAL	12,116	4,344	34,512	34,512	36,817	2,305	6.68%	Minimum wage impact
EQUIPMENT RENTALS	4,519	12,135	8,023	8,023	8,023	-	0.00%	
LAUNDRY SERVICE	-	-	2,599	2,599	2,799	200	7.70%	
TECHNICAL & PROGRAM SUPPLIES	2,066	550	2,055	2,055	2,055	-	0.00%	
BUILDING SUPPLIES	2,549	423	6,699	6,699	6,699	-	0.00%	
CLEANING SUPPLIES	1,341	663	3,170	3,170	3,170	-	0.00%	
AGRICULTURAL SUPPLIES	14,963	7,264	20,480	20,480	20,480	-	0.00%	
ROAD & DRAINAGE SUPPLIES	2,871	75	6,688	6,688	6,688	-	0.00%	
PARTS SUPPLIES	13,777	4,833	17,424	17,424	17,424	-	0.00%	
CLOTHES & SAFETY SUPPLIES	4,473	1,109	3,964	3,964	4,164	200	5.05%	
OIL & LUBRICANTS	974	337	1,331	1,331	1,331	-	0.00%	
EQUIPMENT MAINTENANCE	1,655	1,984	8,820	8,820	8,820	-	0.00%	
VEHICLE MAINTENANCE	714	837	2,756	2,756	2,756	-	0.00%	
FACILITIES MAINTENANCE	55,259	26,973	78,444	78,444	82,766	4,322	5.51%	Increase in contract for open space tree work
WATER CHARGES	24,314	11,621	26,400	26,400	26,400	-	0.00%	
NATURAL GAS/PROPANE	4,035	555	3,432	3,432	3,432	(0)	-0.01%	
ELECTRIC	8,135	2,718	14,236	14,236	16,015	1,779	12.50%	Market driven
GASOLINE	18,447	11,804	23,718	23,718	18,974	(4,744)	-20.00%	
DIESEL FUEL	6,388	8,942	17,952	17,952	13,640	(4,312)	-24.02%	
CONFERENCES & EDUCATION	2,488	386	2,500	2,500	2,650	150	6.00%	
DUES & SUBSCRIPTIONS	426	-	300	300	400	100	33.33%	
Subtotal	980,276	497,642	1,051,874	1,051,874	1,075,203	23,329	2.22%	

FY 2024/2025 CULTURE, PARKS AND RECREATION EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23	FY24	FY24	FY24	FY25	FY25 Change	% Change	Notes
	Actual	6 Mos. Actual	Budget	Estimated	Requested	from FY24		
<u>PARKS & REC - MEMORIAL FIELD</u>								
SEASONAL	11,952	15,676	11,503	15,676	12,271	768	6.68%	Minimum wage impact
BUILDING SUPPLIES	303	20	1,733	500	1,733	-	0.00%	
AGRICULTURAL SUPPLIES	3,965	-	7,180	4,000	7,180	-	0.00%	
PARTS SUPPLIES	7,056	1,320	5,203	5,203	5,203	-	0.00%	
EQUIPMENT MAINTENANCE	223	-	3,087	3,087	3,087	-	0.00%	
VEHICLE MAINTENANCE	-	-	1,103	1,103	1,103	-	0.00%	
WATER CHARGES	3,752	2,252	9,360	9,360	9,360	-	0.00%	
GASOLINE	1,200	500	1,151	1,151	943	(208)	-18.07%	
DIESEL FUEL	318	-	1,183	1,183	899	(284)	-24.01%	
COVID-19	-	-	500	500	500	-	0.00%	
Subtotal	28,769	19,768	42,003	41,763	42,279	276	0.66%	
<u>PARKS & REC - MEMORIAL POOL</u>								
OVERTIME	26	127	687	600	733	46	0.00%	
SEASONAL	44,525	27,432	42,057	42,000	44,866	2,809	6.68%	Minimum wage impact
OFFICE SUPPLIES	-	-	500	500	500	-	0.00%	
TECHNICAL & PROGRAM SUPPLIES	-	-	500	500	500	-	0.00%	
BUILDING SUPPLIES	304	108	2,888	288	2,888	-	0.00%	
CLEANING SUPPLIES	688	450	1,434	1,434	1,434	-	0.00%	
MEDICAL SUPPLIES	-	-	350	-	350	-	0.00%	
CHEMICAL & LAB SUPPLIES	3,994	1,151	3,969	3,969	3,969	-	0.00%	
PARTS SUPPLIES	1,040	-	1,815	1,815	1,815	-	0.00%	
EQUIPMENT MAINTENANCE	550	100	2,783	2,783	2,783	-	0.00%	
WATER CHARGES	4,552	2,815	16,200	16,200	16,200	-	0.00%	
								Based on prior year actual spend and current year anticipated
SEWER USE FEES	11,930	7,829	8,400	10,000	10,000	1,600	19.05%	spend
ELECTRIC	2,206	1,347	2,487	2,487	2,798	311	12.51%	Market driven
REFUSE DISPOSAL	3,309	1,482	3,308	3,308	3,308	-	0.00%	
COVID-19	-	-	1,000	1,000	1,000	-	0.00%	
Subtotal	73,125	42,841	88,378	86,884	93,144	4,766	5.39%	

FY 2024/2025 CULTURE, PARKS AND RECREATION REVENUE BUDGETS

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>PARKS & REC - COMMUNITY GARDENS</u>							
COMMUNITY GARDENS	6,000	-	4,400	5,800	6,100	1,700	38.64%
Subtotal	6,000	-	4,400	5,800	6,100	1,700	38.64%
<u>PARKS & REC - MEMORIAL POOL & FIELDS</u>							
MEMORIAL POOL & FIELDS	7,694	1,312	22,800	8,500	11,500	(11,300)	-49.56%
CHARGES FOR SERVICES - BOE	232,650	122,219	244,437	244,437	257,242	12,805	5.24%
Subtotal	240,344	123,531	267,237	252,937	268,742	1,505	0.56%

FY 2024/2025 EMPLOYEE BENEFITS EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>EMPLOYEE BENEFITS</u>								
								Health Ins Waivers recorded to this line item in current year. Prior years they were recorded in the salary line items. Also, added positions. Increase offset by \$200,000 of health insurance fund reserves
MAJOR MEDICAL INSURANCE	2,690,851	1,411,036	3,648,392	3,322,073	3,692,554	44,162	1.21%	insurance fund reserves
LIFE INSURANCE	39,191	22,524	43,041	45,049	50,241	7,200	16.73%	New positions
DISABILITY INSURANCE	34,793	23,114	38,724	46,228	41,750	3,026	7.81%	New positions
SOCIAL SECURITY/FICA	1,007,360	569,531	1,058,131	1,139,062	1,157,310	99,179	9.37%	New positions
POLICE PENSIONS	854,232	902,527	897,000	902,527	1,005,000	108,000	12.04%	Per actuary
TOWN PENSIONS	962,100	1,190,429	1,244,619	1,190,429	1,247,417	2,798	0.22%	Per actuary
OPEB	-	-	134,488	-	-	(134,488)	-100.00%	Per actuary
DEFINED CONTRIBUTION	207,887	108,078	257,896	216,155	290,583	32,687	12.67%	New positions
UNEMPLOYMENT COMPENSATION	16,084	7,018	10,000	14,036	10,000	-	0.00%	
CONSULTANT	8,155	2,100	9,500	9,500	9,500	-	0.00%	
Subtotal	5,820,652	4,236,357	7,341,791	6,885,058	7,504,354	162,563	2.21%	

FY 2024/2025 GENERAL LIABILITY INSURANCE EXPENDITURE BUDGET

GENERAL LIABILITY & INSURANCE

WORKER'S COMPENSATION
LIABILITY, AUTO & PROPERTY
INSURANCE DEDUCTIBLE
Subtotal

Historical Data				Town Manager Proposed		
FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
413,120	189,956	237,903	237,903	242,752	4,849	2.04%
229,519	214,016	248,404	248,404	253,631	5,227	2.10%
-	4,290	10,000	10,000	10,000	-	0.00%
642,639	408,261	496,307	496,307	506,383	10,076	2.03%

FY 2024/2025 OPERATING TRANSFERS EXPENDITURE BUDGET

	Historical Data				Board of Selectmen Approved			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change	
<u>OPERATING TRANSFERS</u>								
CONTINGENCY RESERVE	-	-	382,741	-	332,961	(49,780)	-13.01%	BOS Update: Reallocate \$7,500 for the Chamber of Commerce from Public Agency Support; BOS Update: Eliminate Social Worker Position (\$1,911)
CONTINGENCY FOR VACANCY RATE	-	-	(250,000)	-	(350,000)	(100,000)	40.00%	BOS Update: Increase vacancy rate by \$100,000
MSP SENIOR CENTER FUND	10,480	10,480	10,480	10,480	10,480	-	0.00%	
SIMSBURY CELEBRATES	-	5,300	5,300	5,300	5,300	-	0.00%	
YOUTH SERVICE BUREAU FUND	8,000	8,000	8,000	8,000	8,000	-	0.00%	
ATHLETICS FIELDS FUND	2,250	2,250	2,250	2,250	2,250	-	0.00%	
CNR Payback	416,250	416,250	416,250	416,250	476,250	60,000	14.41%	Additional \$300,000 added to CNR to be paid for over 5 years
CNR Cash	475,000	-	-	-	-	-		
SIMSBURY FARMS CONTRIBUTION	151,715	151,715	151,715	151,715	151,715	-	0.00%	Pension correction from fiscal year 2022/2023 BOS Update: Remove pension correction transfer (\$205,749)
TRANSFER TO CAPITAL RESERVE FUND	7,323,907	3,378,191	3,378,191	3,378,191	-	(3,378,191)	-100.00%	
Subtotal	8,387,602	3,972,186	4,104,927	3,972,186	636,956	(3,467,971)	-84.48%	

FY 2024/2025 OPERATING TRANSFERS REVENUE BUDGET

	Historical Data				Board of Selectmen Approved		
<u>OPERATING TRANSFERS</u>							
BELDEN AND SOUTHWELL TRUST	26,960	27,380	27,380	27,380	28,350	970	3.54%
CAPITAL RESERVE FUND	3,757,833	3,757,833	3,757,833	3,757,833	-	(3,757,833)	-100.00%
CAPITAL PROJECT FUNDS	822,029	281,187	281,187	281,187	231,657	(49,530)	-17.61%
Subtotal	4,606,822	4,066,400	4,066,400	4,066,400	260,007	(3,806,393)	-93.61%

BOS Update: Remove use of Capital Reserves to fund Social Worker position (eliminated)

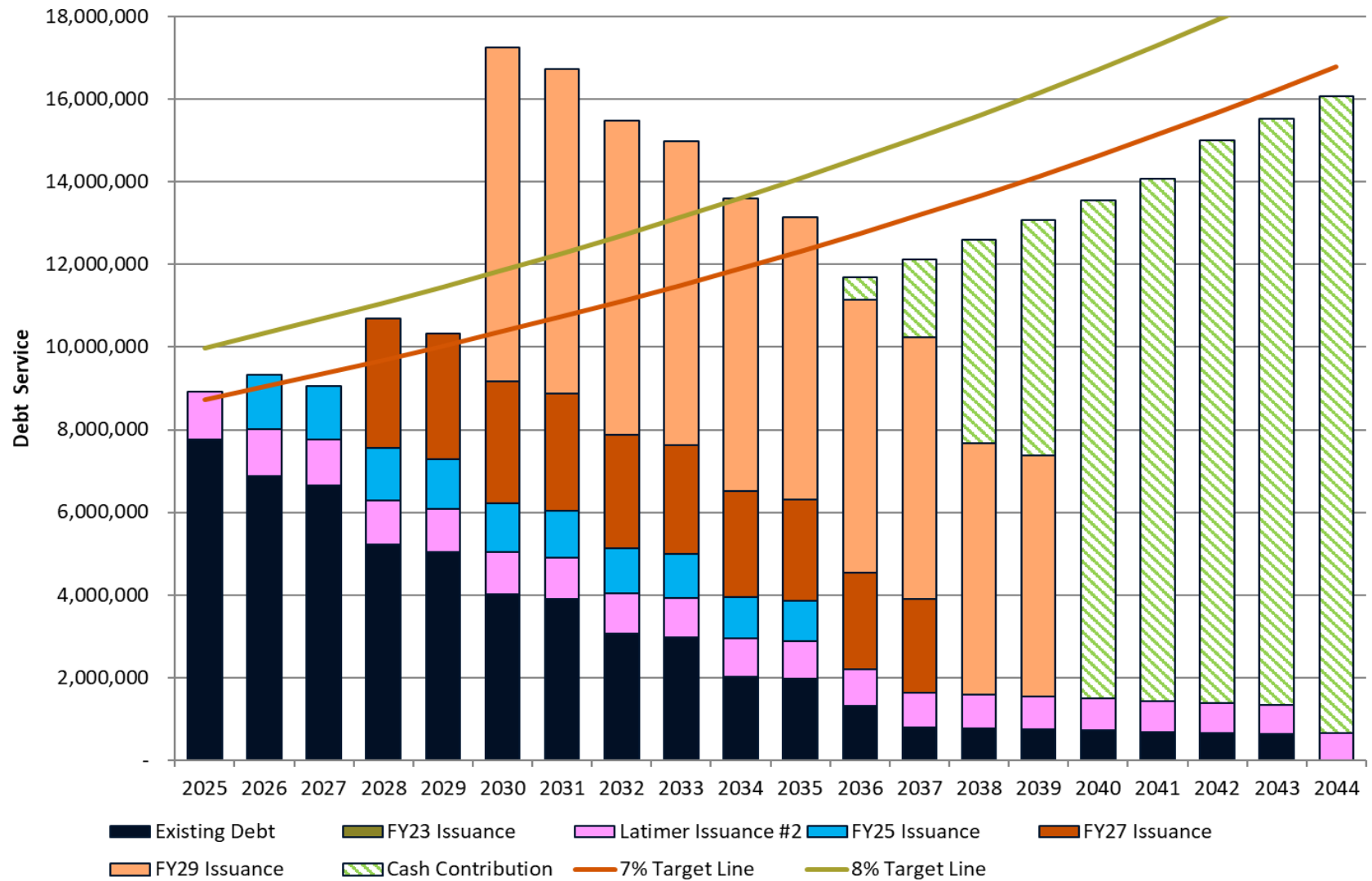
FY 2024/2025 DEBT SERVICE BUDGET

	Historical Data				Town Manager Proposed		
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimated	FY25 Requested	FY25 Change from FY24	% Change
<u>DEBT SERVICE</u>							
PRINCIPAL - TOWN	2,877,080	635,000	2,818,243	2,818,243	2,996,700	178,457	6.33%
PRINCIPAL - SCHOOLS	2,212,920	-	3,195,422	3,195,422	3,685,879	490,457	15.35%
INTEREST - TOWN	511,812	201,459	528,968	528,968	524,066	(4,902)	-0.93%
INTEREST - SCHOOLS	769,713	337,354	1,264,177	1,264,177	1,709,223	445,046	35.20%
Subtotal	6,371,525	1,173,813	7,806,810	7,806,810	8,915,868	1,109,058	14.21%

SCHEDULE OF CHANGES IN INDEBTEDNESS

Description	Date of Issue	Date of Maturity	Interest Rate	Original Amount	Balance Outstanding 6/30/2024	FY25 Retirements	Balance Outstanding 6/30/2025	Due Within FY26
General obligation bonds:								
2015	6/30/2015	7/15/2025	2.00-4.00	9,060,000	635,000	635,000	-	-
2017	6/29/2017	6/15/2027	2.00-5.00	10,940,000	3,650,000	1,215,000	2,435,000	1,220,000
2019	6/27/2019	6/15/2029	4.00-5.00	8,365,000	4,250,000	850,000	3,400,000	850,000
2020	2/11/2020	2/1/2035	2.00-5.00	9,110,000	6,670,000	610,000	6,060,000	610,000
2021	3/10/2021	3/1/2036	1.50-4.00	14,735,000	11,045,000	1,225,000	9,820,000	1,225,000
2023	9/26/2023	3/15/2043	4.00-5.00	21,195,000	19,690,000	1,505,000	18,185,000	1,500,000
Sub-total					45,940,000	6,040,000	39,900,000	5,405,000
Loans payable:								
Clean Water Fund					3,610,000	1,060,000	2,550,000	1,115,000
State of CT - Eno					2,768	2,768	-	-
Landfill closing					20,000	5,000	15,000	5,000
Totals					\$ 49,572,768	\$ 7,107,768	\$ 42,465,000	6,525,000

Capital Budget Planning FY25 - FY30



WATER POLLUTION CONTROL (WPC) FUND

The Water Pollution Control Fund, also called the Sewer Use Fund, is the sewer treatment plant primary operating fund. It accounts for all financial resources associated with the operations of the sewer treatment plant. The major sources of revenue for this fund are sewer assessments and use charges. The WPC budget is adopted by the Water Pollution Control Authority, Board of Selectmen, and Board of Finance, and appears on the budget referendum ballot.

Town of Simsbury
Water Pollution Control Budget
Statement of Revenues, Expenditures and Changes in Fund Balance

	2023		2024		2024		2025
	Actual		Adopted		Estimated		Proposed
Revenues							
WPCA Operating							
Interest on Investments	\$ 113,903	\$	8,000	\$	131,229	\$	130,000
Interest & Liens	25,984		23,379		25,000		23,379
Miscellaneous Grant	5,078		5,000		2,378		5,000
CWF Loan Payment - Avon	281,880		293,528		293,528		281,648
CWF Loan Payment - Granby	111,780		116,399		116,399		111,688
WPCA Fees	681,615		765,087		755,081		765,087
Assessments	3,286,727		3,001,431		3,158,179		3,001,431
Total WPCA Operating	<u>4,506,968</u>		<u>4,212,824</u>		<u>4,481,794</u>		<u>4,318,233</u>
Intergovernmental							
Transfer In - Capital Project Funds	286,317		-		-		-
Total Intergovernmental	<u>286,317</u>		<u>-</u>		<u>-</u>		<u>-</u>
Total Revenues	<u>4,793,285</u>		<u>4,212,824</u>		<u>4,481,794</u>		<u>4,318,233</u>
Expenditures							
WPCA Operating							
Payroll	929,100		969,783		842,000		951,707
Benefits	433,195		573,752		455,840		476,287
Contractual Services	73,543		80,415		78,415		92,015
Insurance	40,030		39,639		39,639		40,396
Purchased Services	2,604		2,950		4,999		3,700
Office Supplies	2,142		4,100		3,390		4,100
Building Supplies	4,816		4,550		4,100		4,550
Program Supplies	142,702		183,450		192,219		191,550
Equipment Maintenance	20,683		35,340		35,140		35,340
Facilities Maintenance	10,019		19,800		19,800		19,800
Utilities	705,828		899,995		834,470		1,040,487
Public Agency Support	114,483		115,000		115,000		127,158
Conferences, Dues & Travel	10,020		7,905		6,410		7,905
Computer Software	25,043		40,700		40,000		40,700
Sewer Extensions	29,131		32,000		30,000		32,000
Equipment	61,606		76,800		76,700		76,800
Total WPCA Operating	<u>2,604,944</u>		<u>3,086,179</u>		<u>2,778,122</u>		<u>3,144,496</u>

Town of Simsbury
Water Pollution Control Budget
Statement of Revenues, Expenditures and Changes in Fund Balance

	2023 Actual	2024 Adopted	2024 Estimated	2025 Proposed
Intergovernmental				
Transfer Out - Capital Project Funds	430,000	1,250,000	1,250,000	450,000
Total Intergovernmental	<u>430,000</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>450,000</u>
Debt Service				
Clean Water Loan - Principal	960,000	1,010,000	1,010,000	1,060,000
Clean Water Loan - Interest	255,000	205,750	205,750	154,000
Total Debt Service	<u>1,215,000</u>	<u>1,215,750</u>	<u>1,215,750</u>	<u>1,214,000</u>
Total Expenditures	<u>4,249,944</u>	<u>5,551,929</u>	<u>5,243,872</u>	<u>4,808,496</u>
Net Change in Fund Balance	543,341	(1,339,105)	(762,078)	(490,263)
Fund Balance - 7/1	<u>7,320,204</u>	<u>7,863,545</u>	<u>7,863,545</u>	<u>7,101,467</u>
Fund Balance - 6/30	\$ <u><u>7,863,545</u></u>	\$ <u><u>6,524,440</u></u>	\$ <u><u>7,101,467</u></u>	\$ <u><u>6,611,205</u></u>

FY 2024/2025 WPCA EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			
	FY24				FY25 Requested	FY25 Change from FY24	% Change	Notes
	FY23 Actual	6 Mos. Actual	FY24 Budget	FY24 Estimate				
<u>WPCA ADMINISTRATION</u>								
FULL-TIME	866,712	372,324	890,090	780,000	827,950	(62,140)	-6.98%	Admin Asst positions changed from full time to part time
PART-TIME	54	55	-	15,000	38,034	38,034	#DIV/0!	Admin Asst positions changed from full time to part time
OVERTIME	62,388	30,257	62,893	62,000	68,923	6,030	9.59%	
SEASONAL	-	-	16,800	-	16,800	-	0.00%	
MAJOR MEDICAL INSURANCE	213,102	99,438	302,371	221,146	224,905	(77,466)	-25.62%	Overbudgeted in prior years
LIFE INSURANCE	3,149	1,655	4,542	3,309	4,542	-	0.00%	
DISABILITY INSURANCE	2,304	1,324	3,206	2,648	3,206	-	0.00%	
SOCIAL SECURITY/FICA	71,076	32,780	70,039	65,561	72,806	2,767	3.95%	
TOWN PENSIONS	130,899	150,116	180,534	150,116	157,703	(22,831)	-12.65%	
WORKER'S COMPENSATION	12,664	13,060	13,060	13,060	13,126	66	0.50%	
CONSULTANT	38,881	4,769	33,000	31,000	40,000	7,000	21.21%	Survey services
CONTRACTUAL SERVICES	34,662	26,753	47,415	47,415	52,015	4,600	9.70%	Storm water compliance services
COMPREHENSIVE PROP & CASUALTY	40,030	39,639	39,639	39,639	40,396	757	1.91%	
ADVERTISING	228	1,038	700	1,038	700	-	0.00%	
COPY & PRINTING SERVICES	1,341	2,511	750	2,511	1,500	750	100.00%	
POSTAGE	990	102	2,200	1,500	2,200	-	0.00%	
EQUIPMENT RENTALS	1,035	420	1,500	1,450	1,500	-	0.00%	
OFFICE SUPPLIES	1,152	1,036	1,900	1,890	1,900	-	0.00%	
TECH & PROGRAM SUPPLIES	2,000	70	2,500	2,500	2,500	-	0.00%	
BUILDING SUPPLIES	2,396	-	2,000	2,000	2,000	-	0.00%	
CLEANING SUPPLIES	1,816	907	2,300	2,100	2,300	-	0.00%	
AGRICULTURAL SUPPLIES	603	-	250	-	250	-	0.00%	
ROAD & DRAINAGE SUPPLIES	22,682	26,869	11,700	26,869	11,700	-	0.00%	
CHEMICAL & LAB SUPPLIES	57,425	25,283	90,000	86,000	98,100	8,100	9.00%	Increased cost for Polymer
PARTS SUPPLIES	51,011	25,678	62,500	61,000	62,500	-	0.00%	
CLOTHES & SAFETY SUPPLIES	8,944	5,127	11,750	11,250	11,750	-	0.00%	
OIL & LUBRICANTS	641	55	5,000	4,600	5,000	-	0.00%	
EQUIPMENT MAINTENANCE	17,732	-	27,540	27,540	27,540	-	0.00%	
VEHICLE MAINTENANCE	2,951	4,523	7,800	7,600	7,800	-	0.00%	
FACILITIES MAINTENANCE	10,019	10,392	19,800	19,800	19,800	-	0.00%	
WATER CHARGES	6,544	3,319	13,910	13,910	13,910	-	0.00%	
NATURAL GAS/PROPANE	38,479	7,436	43,150	43,150	43,150	-	0.00%	
ELECTRIC	290,038	137,575	410,225	345,000	459,277	49,052	11.96%	Market driven
GASOLINE	10,723	10,128	17,010	17,010	13,450	(3,560)	-20.93%	
TELEPHONE SERVICE	5,054	2,604	7,500	7,200	7,500	-	0.00%	
REFUSE DISPOSAL	354,989	132,271	408,200	408,200	503,200	95,000	23.27%	Increased cost for sludge hauling
PUBLIC AGENCY SUPPORT	114,483	115,000	115,000	115,000	127,158	12,158	10.57%	Based on updated analysis performed by staff

FY 2024/2025 WPCA EXPENDITURE BUDGET

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimate	FY25 Requested	FY25 Change from FY24	% Change	
CONFERENCES & EDUCATION	7,862	3,861	5,565	4,600	5,565	-	0.00%	
TRAVEL	1,516	-	1,000	500	1,000	-	0.00%	
DUES & SUBSCRIPTIONS	642	888	1,340	1,310	1,340	-	0.00%	
SEWER EXTENSIONS	29,131	-	32,000	30,000	32,000	-	0.00%	
TECHNICAL & PROGRAM EQUIPMENT	560	213	1,800	1,700	1,800	-	0.00%	
MACHINERY	61,046	33,700	75,000	75,000	75,000	-	0.00%	
COMPUTER SOFTWARE	25,043	24,991	40,700	40,000	40,700	-	0.00%	
Subtotal	2,604,997	1,348,165	3,086,179	2,793,122	3,144,496	58,317	1.89%	
<u>OPERATING TRANSFERS</u>								
CAPITAL NON-RECURRING	180,000	220,000	220,000	220,000	250,000	30,000	13.64%	
CAPITAL PROJECTS	250,000	1,250,000	1,250,000	1,250,000	200,000	(1,050,000)	-84.00%	
Subtotal	430,000	1,470,000	1,470,000	1,470,000	450,000	(1,020,000)	-69.39%	
<u>DEBT SERVICE</u>								
CLEAN WATER - PRINCIPAL	960,000	1,010,000	1,010,000	1,010,000	1,060,000	50,000	4.95%	
CLEAN WATER - INTEREST	255,000	115,500	205,750	205,750	154,000	(51,750)	-25.15%	
Subtotal	1,215,000	1,125,500	1,215,750	1,215,750	1,214,000	(1,750)	-0.14%	
TOTAL WPCA EXPENDITURES	4,249,997	3,943,665	5,771,929	5,478,872	4,808,496	(963,433)	-16.69%	

FY 2024/2025 WPCA REVENUE BUDGET

	Historical Data				Town Manager Proposed			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimate	FY25 Requested	FY25 Change from FY24	% Change	
<u>WPCA</u>								
INTEREST ON INVESTMENTS	113,903	65,614	8,000	131,229	130,000	122,000	1525.00%	
INTEREST & LIENS	25,984	18,718	23,379	25,000	23,379	-	0.00%	
MISCELLANEOUS GRANT	5,078	2,378	5,000	2,378	5,000	-	0.00%	
CWF LOAN PAYMENT - AVON	281,880	141,027	293,528	293,528	281,648	(11,880)	-4.05%	
CWF LOAN PAYMENT - GRANBY	111,780	55,925	116,399	116,399	111,688	(4,711)	-4.05%	
WPCA FEES	681,615	377,541	765,087	755,081	765,087	-	0.00%	
ASSESSMENTS	3,286,727	3,158,179	3,001,431	3,158,179	3,001,431	-	0.00%	
CNR/CAPITAL PROJECT FUNDS	286,317	-	-	-	-	-	0.00%	
TOTAL WPCA REVENUE	4,793,285	3,819,382	4,212,824	4,481,794	4,318,233	105,409	2.50%	

RESIDENTIAL RENTAL PROPERTIES FUND

The Residential Rental Properties Fund accounts for rental revenues and the maintenance and capital expenditures for maintaining the Town-owned residential properties, including those located at 60 Old Farms Road and at the community farm on Wolcott Road. The budget is adopted by the Board of Selectmen and Board of Finance and appears on the budget referendum ballot.

Town of Simsbury
Residential Property Special Revenue Fund
Statement of Revenues, Expenditures and Changes in Fund Balance

	2023	2024	2024	2025
	Actual	Adopted	Estimated	Approved
Revenues				
Rents	\$ 82,228	\$ 77,000	\$ 77,000	\$ 77,000
Investment Income	17,723	100	20,000	20,000
Total Revenues	99,951	77,100	97,000	97,000
Expenditures				
Operating Expenditures				
Contractual Services	12,070	9,000	9,000	10,000
Equipment Maintenance	3,450	3,000	3,000	3,000
Facilities Maintenance	8,959	-	12,178	15,000
Water Charges	1,296	1,350	1,350	1,350
Sewer Use Fees	1,601	5,250	5,250	2,000
Electric	234	-	1,500	1,700
Building Improvements	20,884	20,000	2,500	20,000
Total Operating Expenditures	48,495	38,600	34,778	53,050
Debt Service				
Housing Loan - Principal	10,429	8,441	6,349	2,768
Housing Loan - Interest	224	81	43	9
Total Debt Service	10,653	8,522	6,392	2,777
Total Expenditures	59,147	47,122	41,170	55,827
Net Change in Fund Balance	40,803	29,978	55,831	41,173
Fund Balance - 7/1	429,371	470,174	470,174	526,004
Fund Balance - 6/30	\$ 470,174	\$ 500,152	\$ 526,004	\$ 567,178

PARKS & RECREATION FUND

The Parks & Recreation Fund, also called the Simsbury Farms Fund, accounts for the user revenues associated with the Simsbury Farms recreational facility and the associated expenditures. The Parks & Recreation Fund budget is adopted by the Board of Selectmen and Board of Finance and appears on the budget referendum ballot.

Town of Simsbury
Simsbury Parks & Recreation Budget
Statement of Revenues, Expenditures and Changes in Fund Balance

	2023 Actual	2024 Adopted	2024 Estimated	2025 Proposed
Revenues				
Simsbury Farms Complex				
Day Camps	187,600	165,000	165,000	272,500
Special Programs	376,184	385,000	385,000	435,500
Skating	232,976	265,000	265,000	265,000
Simsbury Farms Pools	271,672	260,000	260,000	288,000
Concessions	19,924	21,500	21,500	22,000
Court Rental	25,064	27,000	27,000	33,000
Apple Barn Rental	5,229	2,500	2,500	2,500
Miscellaneous	10,012	8,000	1,200	10,000
Total Simsbury Farms Complex	<u>1,128,660</u>	<u>1,134,000</u>	<u>1,127,200</u>	<u>1,328,500</u>
Golf Course				
Golf Course Fees	1,227,975	1,150,311	1,150,311	1,240,000
Golf Surcharge	95,484	80,000	80,000	100,000
Restaurant Rent	29,151	32,065	32,065	35,270
Donations	-	-	-	-
Total Golf Course	<u>1,352,609</u>	<u>1,262,376</u>	<u>1,262,376</u>	<u>1,375,270</u>
Intergovernmental				
Transfer In - General Fund	181,715	151,715	151,715	151,715
Transfer In - Try Athlon	14,044	-	-	-
Transfer In - Capital	1,797	-	-	-
Total Intergovernmental	<u>197,556</u>	<u>151,715</u>	<u>151,715</u>	<u>357,464</u>
Total Revenues	<u>2,678,825</u>	<u>2,548,091</u>	<u>2,541,291</u>	<u>2,855,485</u>
Expenditures				
Golf Course	1,192,004	1,613,377	1,367,418	1,399,232
Simsbury Farms Complex	638,846	621,750	625,836	643,431
Special Programs	439,809	446,613	543,305	605,110
Simsbury Farms Administration	409,931	236,630	221,917	237,055
Total Expenditures	<u>2,680,590</u>	<u>2,918,370</u>	<u>2,758,476</u>	<u>2,884,828</u>
Net Change in Fund Balance	(1,765)	(370,279)	(217,185)	(29,343)
Fund Balance - 7/1	<u>644,283</u>	<u>642,518</u>	<u>642,518</u>	<u>425,333</u>
Fund Balance - 6/30	\$ <u>642,518</u>	\$ <u>272,239</u>	\$ <u>425,333</u>	\$ <u>395,990</u>

FY 2024/2025 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY23	FY24	FY24	FY24	FY25	FY25 Change		
	Actual	6 Mos. Actual	Budget	Estimate	Requested	from FY24 Change	% Change	Notes
<u>SPECIAL PROGRAMS</u>								
FULL TIME	-	26,206	80,873	80,873	56,290	(24,583)	-30.40%	
PART TIME	32,365	-	-	-	-	-	#DIV/0!	
OVERTIME	2,062	1,600	1,889	2,000	2,015	126	6.67%	
SEASONAL	93,196	57,980	75,273	105,000	89,476	14,203	18.87%	Minimum wage and added additional camp
MAJOR MEDICAL INSURANCE	-	923	-	2,000	2,000	2,000	#DIV/0!	
SOCIAL SECURITY/FICA	9,763	7,186	9,199	14,372	11,305	2,106	22.90%	
CONTRACTUAL SERVICES	251,455	138,665	216,934	275,000	369,327	152,393	70.25%	Programs taken on by the Dept of Continuing Education
ADVERTISING	496	85	1,560	1,560	1,820	260	16.67%	
SPECIAL ACTIVITIES	11,104	70	14,800	14,800	17,177	2,377	16.06%	Higher enrollment and costs for Ski Sundown program
COPY & PRINTING SERVICES	-	-	1,300	1,300	1,300	-	0.00%	
BANK FEES	16,529	-	17,200	18,500	19,200	2,000	11.63%	Additional enrollment and higher fees
EQUIPMENT RENTALS	10,508	-	17,800	17,800	24,900	7,100	39.89%	Increase in equipment rentals for Adventure camp and ski bus trips
TECH & PROGRAM SUPPLIES	11,297	6,094	8,300	9,000	8,800	500	6.02%	
MEDICAL SUPPLIES	352	146	550	550	550	-	0.00%	
CONFERENCES & EDUCATION	684	-	535	550	550	15	2.80%	
COVID-19	-	-	400	-	400	-	0.00%	
Subtotal	439,809	238,955	446,613	543,305	605,110	158,497	35.49%	
<u>SIMSBURY FARMS ADMINISTRATION</u>								
SPLIT TIME	144,609	61,389	127,170	127,170	130,159	2,989	2.35%	
MAJOR MEDICAL INSURANCE	23,439	12,291	25,676	24,583	26,112	436	1.70%	
LIFE INSURANCE	151	90	156	181	210	54	34.62%	
DISABILITY INSURANCE	361	227	500	454	600	100	20.00%	
SOCIAL SECURITY/FICA	11,063	4,864	9,396	9,729	9,957	561	5.97%	
TOWN PENSIONS	193,061	-	22,305	20,675	20,600	(1,705)	-7.64%	
WORKER'S COMPENSATION	5,066	5,225	5,225	5,225	5,250	25	0.48%	
CONTINGENCY	-	-	12,243	-	7,210	(5,033)	-41.11%	
COMPREHENSIVE PROP & CASUALTY INS	17,346	17,096	17,096	17,096	17,422	326	1.91%	
POSTAGE	-	-	200	200	200	-	0.00%	
OFFICE SUPPLIES	184	-	400	400	400	-	0.00%	
TECH & PROGRAM SUPPLIES	809	-	-	600	2,000	2,000	#DIV/0!	
EQUIPMENT MAINTENANCE	1,743	404	4,200	4,000	4,200	-	0.00%	
NATURAL GAS/PROPANE	5,820	1,029	5,405	5,405	5,621	216	4.00%	
ELECTRIC	2,597	1,189	2,678	2,700	3,013	335	12.51%	Market driven
CONFERENCES & EDUCATION	3,681	419	3,480	3,500	3,600	120	3.45%	

FY 2024/2025 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			Notes
	FY24				FY25 Change			
	FY23 Actual	6 Mos. Actual	FY24 Budget	FY24 Estimate	FY25 Requested	from FY24 Change	% Change	
COVID-19	-	-	500	-	500	-	0.00%	
Subtotal	409,931	104,223	236,630	221,917	237,055	425	0.18%	
<u>SIMSBURY FARMS COMPLEX</u>								
FULL TIME	99,385	42,479	88,146	88,146	90,692	2,546	2.89%	
PART TIME	6,297	800	1,878	2,000	2,003	125	6.66%	
OVERTIME	3,470	2,543	1,000	1,000	1,069	69	6.90%	
SEASONAL	227,993	140,300	226,500	226,500	241,625	15,125	6.68%	
MAJOR MEDICAL INSURANCE	19,945	10,583	22,782	21,166	23,169	387	1.70%	
LIFE INSURANCE	421	252	438	504	550	112	25.57%	
DISABILITY INSURANCE	304	182	315	363	400	85	26.98%	
SOCIAL SECURITY/FICA	25,792	12,150	23,958	24,300	25,657	1,699	7.09%	
TOWN PENSIONS	14,474	-	15,167	14,059	14,354	(813)	-5.36%	
CONTRACTUAL SERVICES	11,976	16,926	11,628	11,628	14,500	2,872	24.70%	
COPY & PRINTING SERVICES	148	123	500	500	500	-	0.00%	
EQUIPMENT RENTALS	3,397	3,385	3,630	3,630	3,630	-	0.00%	
OFFICE SUPPLIES	194	144	1,750	1,700	1,750	-	0.00%	
								Majority of rental skate inventory
TECH & PROGRAM SUPPLIES	22,505	15,559	29,122	29,122	20,122	(9,000)	-30.90%	has already been replaced
BUILDING SUPPLIES	3,513	3,398	8,778	8,778	8,778	-	0.00%	
CLEANING SUPPLIES	3,247	2,294	5,434	5,434	5,434	-	0.00%	
AGRICULTURE SUPPLIES	1,271	-	1,155	1,155	1,155	-	0.00%	
TRAFFIC CONTROL SUPPLIES	432	28	683	683	683	-	0.00%	
MEDICAL SUPPLIES	509	252	800	800	800	-	0.00%	
CHEMICAL & LAB SUPPLIES	14,838	9,279	13,842	13,842	13,842	-	0.00%	
PARTS SUPPLIES	12,347	4,077	11,435	11,435	12,007	572	5.00%	Market driven
CLOTHES & SAFETY SUPPLIES	996	1,479	3,000	3,000	3,300	300	10.00%	
OIL & LUBRICANTS	-	-	693	693	693	-	0.00%	
EQUIPMENT MAINTENANCE	7,340	6,779	12,679	12,679	13,947	1,268	10.00%	Increase in cost for elevator service
VEHICLE MAINTENANCE	850	-	2,205	2,205	2,205	-	0.00%	
FACILITIES MAINTENANCE	32,602	5,814	12,679	12,679	13,313	634	5.00%	Increase in cost of rink glass
WATER CHARGES	5,610	2,702	9,360	9,000	9,360	-	0.00%	
NATURAL GAS/PROPANE	19,486	2,712	19,320	19,500	20,093	773	4.00%	Market driven
ELECTRIC	88,320	33,439	81,112	88,000	86,245	5,133	6.33%	Market driven
GASOLINE	5,600	3,000	7,080	7,080	5,800	(1,280)	-18.08%	
REFUSE DISPOSAL	3,202	1,608	2,426	2,500	3,500	1,074	44.27%	Market driven
DUES & SUBSCRIPTIONS	1,649	168	1,755	1,755	1,755	-	0.00%	
COVID-19	736	-	500	-	500	-	0.00%	
Subtotal	638,846	322,455	621,750	625,836	643,431	21,681	3.49%	

FY 2024/2025 PARKS AND RECREATION SPECIAL REVENUE FUND EXPENDITURE BUDGETS

	Historical Data				Town Manager Proposed			
	FY24				FY25 Change			
	FY23	6 Mos.	FY24	FY24	FY25	from FY24	% Change	
	Actual	Actual	Budget	Estimate	Requested	Change		Notes
<u>GOLF COURSE</u>								
FULL TIME	322,439	132,684	315,917	315,917	328,097	12,180	3.86%	
PART TIME	100,831	62,483	100,318	100,318	100,318	-	0.00%	
OVERTIME	8,123	2,213	14,277	13,000	14,277	-	0.00%	
SEASONAL	33,555	13,766	44,184	44,184	47,712	3,528	7.98%	Minimum wage impact
MAJOR MEDICAL INSURANCE	104,179	35,642	72,364	71,284	73,594	1,230	1.70%	
LIFE INSURANCE	2,045	1,211	2,616	2,422	3,000	384	14.68%	
DISABILITY INSURANCE	1,073	67	1,124	134	200	(924)	-82.21%	
SOCIAL SECURITY/FICA	35,199	18,108	35,008	36,217	37,516	2,508	7.16%	
TOWN PENSIONS	49,381	-	51,748	47,967	51,927	179	0.35%	
CONTRACTUAL SERVICES	25,913	39,330	54,468	54,468	54,588	120	0.22%	
ADVERTISING	-	40	2,800	2,800	2,800	-	0.00%	
BANK FEES	31,750	-	30,385	32,000	33,500	3,115	10.25%	Increased golf revenues
EQUIPMENT RENTALS	101,784	43,552	61,750	-	62,050	300	0.49%	
LAUNDRY SERVICE	481	345	1,441	1,441	1,550	109	7.56%	
TECH & PROGRAM SUPPLIES	12,470	6,173	11,025	11,025	11,575	550	4.99%	Market driven
PRO SHOP PROGRAM	9,579	2,840	7,680	7,680	7,680	-	0.00%	
BUILDING SUPPLIES	3,257	481	4,621	4,621	4,621	-	0.00%	
CLEANING SUPPLIES	2,094	968	2,338	2,338	2,338	-	0.00%	
								Price increases for chemical products
AGRICULTURAL SUPPLIES	78,042	62,341	83,835	83,835	92,170	8,335	9.94%	and need for fairway grass seed
ROAD & DRAINAGE SUPPLIES	4,100	-	12,500	12,500	12,500	-	0.00%	
PARTS SUPPLIES	18,637	2,938	22,930	22,800	24,077	1,147	5.00%	Market driven
CLOTHES & SAFETY SUPPLIES	1,284	100	1,775	1,750	1,850	75	4.23%	
OIL & LUBRICANTS	2,410	-	2,863	2,850	3,063	200	6.99%	Market driven
EQUIPMENT MAINTENANCE	13,125	8,680	9,370	9,600	11,370	2,000	21.34%	Costs of contracted repairs
VEHICLE MAINTENANCE	2,519	-	4,253	4,250	4,253	-	0.00%	
FACILITIES MAINTENANCE	3,703	3,350	6,790	6,790	6,790	-	0.00%	
WATER CHARGES	2,128	966	2,646	2,646	2,646	-	0.00%	
NATURAL GAS/PROPANE	11,253	2,608	11,867	11,867	12,341	474	3.99%	Market driven
ELECTRIC	29,705	17,505	33,475	33,475	37,659	4,184	12.50%	Market driven
HEATING OIL	3,840	1,642	5,955	5,955	4,680	(1,275)	-21.41%	
GASOLINE	26,495	11,883	20,886	20,886	17,110	(3,776)	-18.08%	
DIESEL FUEL	6,410	5,606	12,648	12,648	9,610	(3,038)	-24.02%	
REFUSE DISPOSAL	361	421	2,000	1,800	2,000	-	0.00%	
CONFERENCES & EDUCATION	2,105	200	4,250	4,250	5,000	750	17.65%	
DUES & SUBSCRIPTIONS	1,735	1,215	2,020	2,020	2,020	-	0.00%	
COVID-19	-	-	250	100	250	-	0.00%	
CNR	140,000	559,000	559,000	379,581	312,500	(246,500)	-44.10%	
Subtotal	1,192,004	1,038,359	1,613,377	1,367,418	1,399,232	(214,145)	-13.27%	
TOTAL SIMSBURY FARMS	2,680,590	1,703,993	2,918,370	2,758,476	2,884,828	(33,542)	-1.15%	

FY 2024/2025 PARKS AND RECREATION SPECIAL REVENUE FUND REVENUE BUDGET

	Historical Data				Board of Selectmen Approved			Notes
	FY23 Actual	FY24 6 Mos. Actual	FY24 Budget	FY24 Estimate	FY25 Department Requested	FY25 Change from FY24 Change	% Change	
<u>SIMSBURY FARMS</u>								
DAY CAMPS	187,600	906	165,000	165,000	272,500	107,500	65.15%	
SPECIAL PROGRAMS - RECREATION	376,184	112,421	385,000	385,000	435,500	50,500	13.12%	
SPONSORSHIPS/ADVERTISING	15	1,200	8,000	1,200	10,000	2,000	25.00%	
SIMSBURY FARMS POOLS	271,672	44,814	260,000	260,000	288,000	28,000	10.77%	
SKATING	232,976	82,363	265,000	265,000	265,000	-	0.00%	
CONCESSIONS	19,924	10,801	21,500	21,500	22,000	500	2.33%	
COURT RENTAL	25,064	24,033	27,000	27,000	33,000	6,000	22.22%	
APPLE BARN RENT	5,229	515	2,500	2,500	2,500	-	0.00%	
MISCELLANEOUS	7,997	-	-	-	-	-	0.00%	
INSUFFICIENT FUND FEES	-	-	-	-	-	-	0.00%	
RESTAURANT RENT	29,151	16,033	32,065	32,065	35,270	3,205	10.00%	
GOLF COURSE FEES	1,227,975	684,380	1,150,311	1,150,311	1,240,000	89,689	7.80%	
GOLF SURCHARGE	95,484	55,289	80,000	80,000	100,000	20,000	25.00%	
GOLF DONATIONS	-	-	-	-	-	-	0.00%	
MISCELLANEOUS - GOLF	2,000	-	-	-	-	-	0.00%	
								BOS Update: Remove pension correction
GENERAL FUND	181,715	151,715	151,715	151,715	151,715	-	0.00%	transfer from General Fund (\$205,749)
TRY ATHLON FUND	14,044	-	-	-	-	-		
CAPITAL FUND	1,797	-	-	-	-	-		
TOTAL SIMSBURY FARMS	2,678,825	1,184,470	2,548,091	2,541,291	2,855,485	307,394	12.06%	

HEALTH INSURANCE FUND

The Health Insurance Fund, also called the Internal Service Fund, accounts for the Town's self-insurance program for health insurance coverage for the Town and Board of Education employees. The Town endeavors to maintain a fund balance of at least 25% of expected claims as a benchmark to being the equivalent of "fully insured." This budget does not require approval at referendum.

Town of Simsbury
Health Insurance Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Fund Projections

	2023		2024		2024		2025
	Actual		Adopted		Estimated		Proposed
Revenues							
Premiums	\$ 14,632,170	\$	17,386,460	\$	15,350,000	\$	16,442,244
H.S.A Funding	729,083		730,000		630,000		730,000
Rx Reimbursement	760,407		721,412		721,412		711,877
Insurance Refunds	130,206		-		102,931		-
Misc/Interest Income	82		-		-		-
Total Revenues	16,251,950		18,837,872		16,804,343		17,884,121
Expenditures							
Claims	14,664,673		16,792,897		14,078,376		15,807,114
H.S.A Funding	737,250		730,000		630,000		730,000
ASO Fees/Admin Fees	517,424		519,296		563,539		511,355
Stop Loss Insurance	754,754		876,091		793,327		850,996
Total Expenditures	16,674,101		18,918,284		16,065,242		17,899,465
Net Change in Fund Balance	(422,151)		(80,412)		739,101		(15,344)
Fund Balance - 7/1	3,840,745		3,418,594		3,418,594		4,157,695
Fund Balance - 6/30	\$ 3,418,594	\$	3,338,182	\$	4,157,695	\$	4,142,351

OTHER SPECIAL REVENUE FUNDS

The Town maintains additional special revenue funds, which do not require approval at referendum:

Dog Park

To account for donations and expenses related to the operations of the dog park.

Expanded Dial-A-Ride

To account for grant and expenditures related to an expanded dial-a-ride service to the elderly and disabled residents of the program.

Field Recreation

To account for charges for services and expenditures associated with the maintenance of the athletic fields.

Library Programs

To account for donations, memorial gifts and miscellaneous grants and expenses related to the operations of the library.

Narcotics Task Force

To account for state grants for narcotics enforcement

Police Community Services

To account for police grants, donations, charges for fingerprint services and programs including: Project Lifesaver, Self-Defense Classes, Police Cadets and Heroes & Hounds.

Police Special Duty

To account for revenues and expenditures for police officer's special duty for outside organizations.

Preservation of Historic Documents

To account for, in the Town Clerk's office, additional revenues collected, grant revenues and expenditures to preserve land records pursuant to Public Act No. 00-146

Senior Center

To account for donations and expenses related to senior center programs

Simsbury Celebrates

To account for donations and expenditures associated with the annual Simsbury Celebrates event.

Social Services Programs

To account for donations and gifts and associated expenses related for the well-being of town citizens in need of assistance.

Town Aid Road

To account for state town aid road grants and related expenses to town roads.

Town Clerk LOCIP

To account for document fees collected by the Town Clerk's office to be used for expenditures that qualify under the State Local Capital Improvement (LOCIP) grants.

Youth Service Bureau

To account for grant and expenditures related to youth services.

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

DOG PARK			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
DONATIONS	550	-	
TOTAL REVENUES	<u>550</u>	<u>-</u>	
EXPENDITURES			
			Budget reflects available fund balance to date. Actual spending may differ or exceed fund balance if additional revenues are received during the year
TECH & PROGRAM SUPPLIES	552	3,181	
TOTAL EXPENDITURES	<u>552</u>	<u>3,181</u>	
NET INCOME/(LOSS)	<u><u>(2)</u></u>	<u><u>(3,181)</u></u>	
BEGINNING FUND BALANCE	3,183	3,181	
SURPLUS (DEFICIT)	(2)	(3,181)	
ENDING FUND BALANCE	<u>3,181</u>	<u>-</u>	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

EXPANDED DIAL-A-RIDE			
Description	FY2024	FY2025	FISCAL NOTES
	ACTUAL As of 12/31/2023	PROPOSED BUDGET	
REVENUES			
PASS FEES	1,935	-	
TOTAL REVENUES	<u>1,935</u>	<u>-</u>	
EXPENDITURES			
VEHICLE REPAIR	-	-	
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	
NET INCOME/(LOSS)	<u><u>1,935</u></u>	<u><u>-</u></u>	
BEGINNING FUND BALANCE	70,517	72,452	
SURPLUS (DEFICIT)	<u>1,935</u>	<u>-</u>	
ENDING FUND BALANCE	72,452	72,452	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

FIELD MAINTENANCE RECREATION			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
CHARGES FOR SERVICES	6,410	-	
TRANSFER IN - GENERAL FUND	2,250	2,250	
TOTAL REVENUES	8,660	2,250	
EXPENDITURES			
			Budget reflects available fund balance to date and anticipated revenue. Actual spending may differ or exceed fund balance if additional revenues are received during the year
AGRICULTURAL SUPPLIES	16,103	-	
EQUIPMENT	24,217	-	
ELECTRIC	2,327	-	
TOTAL EXPENDITURES	42,647	-	
NET INCOME/(LOSS)	(33,987)	2,250	
BEGINNING FUND BALANCE	(10,211)	(7,961)	
SURPLUS (DEFICIT)	2,250	2,250	Fund balance is anticipated to be positive by 6/30/2024
ENDING FUND BALANCE	(7,961)	(5,711)	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

LIBRARY PROGRAMS			
	FY2024	FY2025	
	ACTUAL	PROPOSED	
Description	As of 12/31/2023	BUDGET	FISCAL NOTES
REVENUES			
GRANTS	1,027	-	
DONATIONS	5,281	-	
TOTAL REVENUES	6,308	-	
EXPENDITURES			
			Budget reflects available fund balance to date. Actual spending may differ or exceed fund balance if additional revenues are received during the year
TECH & PROGRAM SUPPLIES	31,611	23,437	
TOTAL EXPENDITURES	31,611	23,437	
NET INCOME/(LOSS)	(25,303)	(23,437)	
BEGINNING FUND BALANCE	48,740	23,437	
SURPLUS (DEFICIT)	(25,303)	(23,437)	
ENDING FUND BALANCE	23,437	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

NARCOTICS TASK FORCE			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
GRANTS	-	-	
OPERATING TRANSFER	-	-	
TOTAL REVENUES	-	-	
EXPENDITURES			
TECH & PROGRAM SUPPLIES	-	-	
TOTAL EXPENDITURES	-	-	
NET INCOME/(LOSS)	-	-	
BEGINNING FUND BALANCE	15,032	15,032	
SURPLUS (DEFICIT)	-	-	
ENDING FUND BALANCE	15,032	15,032	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

COMMUNITY SERVICES FUND			
	FY2024 ACTUAL	FY2025 PROPOSED	
Description	As of 12/31/2023	BUDGET	FISCAL NOTES
REVENUES			
DONATIONS	550	-	
COMFORT DOG PROGRAM DONATIONS	746	-	
CADET PROGRAM	3,360	-	
TOTAL REVENUES	4,656	-	
EXPENDITURES			
			Budget reflects available fund balance to date. Actual spending may differ or exceed fund balance if additional revenues are received during the year
PROGRAM SERVICES	507	58,463	
COMFORT DOG SUPPLIES	150	-	
CADET PROGRAM	1,221	-	
TOTAL EXPENDITURES	1,878	58,463	
NET INCOME/(LOSS)	2,779	(58,463)	
BEGINNING FUND BALANCE	55,685	58,463	
SURPLUS (DEFICIT)	2,779	(58,463)	
ENDING FUND BALANCE	58,463	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

POLICE SPECIAL DUTY			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
CHARGES FOR SERVICES	256,433	-	
TOTAL REVENUES	256,433	-	
EXPENDITURES			
			Budget reflects available fund balance to date. Actual spending may differ if additional revenues are received during the year
SALARIES & BENEFITS	185,812	-	
TRANSFER - CAPITAL RESERVE FUND	139,167	-	
TOTAL EXPENDITURES	324,979	-	
NET INCOME/(LOSS)	(68,546)	-	
BEGINNING FUND BALANCE	68,546	-	
SURPLUS (DEFICIT)	(68,546)	-	Fund balance is swept at the end of the fiscal year into the Capital Reserve Fund
ENDING FUND BALANCE	-	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

PRESERVATION OF HISTORIC DOCUMENTS			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
GRANTS	7,500	-	
RECORDING FEES	12,640	-	
TOTAL REVENUES	20,140	-	
EXPENDITURES			
			Budget reflects available fund balance to date. Actual spending may differ or exceed fund balance if additional revenues are received during the year
COPY & PRINTING	8,000	31,573	
FEES PAID TO STATE	7,800	-	
TOTAL EXPENDITURES	15,800	31,573	
NET INCOME/(LOSS)	4,340	(31,573)	
BEGINNING FUND BALANCE	27,233	31,573	
SURPLUS (DEFICIT)	4,340	(31,573)	
ENDING FUND BALANCE	31,573	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

SENIOR CENTER PROGRAMS			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
DONATIONS	23,349	-	
TRANSFER IN - GENERAL FUND	10,480	10,480	
TOTAL REVENUES	33,829	10,480	
EXPENDITURES			
			Budget reflects available fund balance to date and anticipated revenue. Actual spending may differ or exceed fund balance if additional revenues are received during the
SPECIAL ACTIVITIES	23,003	58,047	year
TOTAL EXPENDITURES	23,003	58,047	
NET INCOME/(LOSS)	10,826	(47,567)	
BEGINNING FUND BALANCE	36,741	47,567	
SURPLUS (DEFICIT)	10,826	(47,567)	
ENDING FUND BALANCE	47,567	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

SIMSBURY CELEBRATES			
Description	FY2024 ACTUAL As of 12/31/2023	FY2025 PROPOSED BUDGET	FISCAL NOTES
REVENUES			
DONATIONS	20,958	-	
GENERAL FUND TRANSFER	5,300	5,300	
TOTAL REVENUES	26,258	5,300	
EXPENDITURES			
SALARIES & WAGES	1,651	-	
CONTRACTUAL SERVICES	10,481	-	
ADVERTISING	200	-	
			Budget reflects available fund balance to date and anticipated revenue. Actual spending may differ or exceed fund balance if additional revenues are received during the
TECH & PROGRAM SUPPLIES	2,271	18,550	year
TOTAL EXPENDITURES	14,604	18,550	
NET INCOME/(LOSS)	11,654	(13,250)	
BEGINNING FUND BALANCE	1,596	13,250	
SURPLUS (DEFICIT)	11,654	(13,250)	
ENDING FUND BALANCE	13,250	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

SOCIAL SERVICES PROGRAMS			
	FY2024	FY2025	
Description	ACTUAL	PROPOSED	FISCAL NOTES
	As of 12/31/2023	BUDGET	
REVENUES			
DONATIONS	48,200	-	
TOTAL REVENUES	48,200	-	
EXPENDITURES			
MEDICAL ASSISTANCE	737	-	
FOOD DISTRIBUTION	12,338	-	
EMERGENCY SHELTER	1,450	-	
UTILITY ASSISTANCE	1,041	-	
OPIOID SETTLEMENT	200	-	
TECH & PROGRAM SUPPLIES	3,647	-	
			Budget reflects available fund balance to date. Actual spending may differ or exceed fund balance if additional revenues are received during the year
PROGRAM SERVICES	-	295,502	
TOTAL EXPENDITURES	19,413	295,502	
NET INCOME/(LOSS)	28,787	(295,502)	
BEGINNING FUND BALANCE	266,715	295,502	
SURPLUS (DEFICIT)	28,787	(295,502)	
ENDING FUND BALANCE	295,502	-	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

TOWN AID ROAD			
	FY2024 ACTUAL	FY2025 PROPOSED	
Description	As of 12/31/2023	BUDGET	FISCAL NOTES
REVENUES			
GRANTS	370,211	370,211	
TOTAL REVENUES	370,211	370,211	
EXPENDITURES			
TRANSFER - CNR FUND	367,000	243,500	
TRANSFER - CAPITAL PROJECTS FUND	243,500	91,580	
TOTAL EXPENDITURES	610,500	335,080	
	610,500		
NET INCOME/(LOSS)	(240,289)	35,131	
BEGINNING FUND BALANCE	417,089	176,800	
SURPLUS (DEFICIT)	(240,289)	35,131	
ENDING FUND BALANCE	176,800	211,931	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

TOWN CLERK LOCIP FUND			
	FY2024	FY2025	
Description	ACTUAL	PROPOSED	FISCAL NOTES
	As of 12/31/2023	BUDGET	
REVENUES			
FARMLAND PRESERVATION FEES	2,865	-	
TOTAL REVENUES	<u>2,865</u>	<u>-</u>	
EXPENDITURES			
			Budget reflects available fund balance to date. Actual spending may differ or exceed fund balance if additional revenues are received during the year
TECH & PROGRAM SUPPLIES	-	79,078	
TOTAL EXPENDITURES	<u>-</u>	<u>79,078</u>	
NET INCOME/(LOSS)	<u>2,865</u>	<u>(79,078)</u>	
BEGINNING FUND BALANCE	76,213	79,078	
SURPLUS (DEFICIT)	2,865	(79,078)	
ENDING FUND BALANCE	<u>79,078</u>	<u>-</u>	

**TOWN OF SIMSBURY
SPECIAL REVENUE FUNDS**

YOUTH SERVICE BUREAU			
Description	FY2024	FY2025	FISCAL NOTES
	ACTUAL As of 12/31/2023	PROPOSED BUDGET	
REVENUES			
GRANTS	8,068	8,068	
TRANSFER IN - GENERAL FUND	8,000	8,000	
TOTAL REVENUES	16,068	16,068	
EXPENDITURES			
			Budget reflects available fund balance to date and anticipated revenue. Actual spending may differ or exceed fund balance if additional revenues are received during the year
TECH & PROGRAM SUPPLIES	9,954	26,333	
PUBLIC AGENCY SUPPORT	287	-	
TOTAL EXPENDITURES	10,241	26,333	
NET INCOME/(LOSS)	5,827	(10,265)	
BEGINNING FUND BALANCE	4,438	10,265	
SURPLUS (DEFICIT)	5,827	(10,265)	
ENDING FUND BALANCE	10,265	-	

TRUST FUNDS

The Town maintains the following trust funds:

Eno Wood Trust

To account for the distribution of Trust's interest income to the Town and expenses related to maintaining Eno Memorial Hall. The assets are held in a separate trust and are not in the Town's name.

Horace Belden Trust

To account for the distribution of Trust's interest income to the Town and expenses related to maintaining town roads. The assets are held in a separate trust and are not in the Town's name.

Julia Darling Trust

To account for the distribution of Trust's interest income to the Town and expenses related to the well-being of Town citizens in need of assistance. The assets are held in a separate trust and are not in the Town's name.

Kate Southwell Trust

To account for the distribution of Trust's interest income to the Town and expenses related to the well-being of Town citizens in need of assistance, excluding residents of Tariffville. The assets are held in a separate trust and are not in the Town's name.

Ellsworth Trust

To be used for the beautification of the main streets of the Town of Simsbury, particularly Hopmeadow Street and/or expenses relating to the Planning Commission.

**TOWN OF SIMSBURY
TRUST FUND APPROVED BUDGETS***

ENO WOOD TRUST			
Description	FY2024 APPROVED BUDGET	FY2025 APPROVED BUDGET	FISCAL NOTES
REVENUES			
TRUST DISTRIBUTIONS	30,000	30,000	
TOTAL REVENUES	30,000	30,000	
EXPENDITURES			
PROGRAM SUPPLIES	-	12,500	
TOTAL EXPENDITURES	-	12,500	
NET INCOME/(LOSS)	30,000	17,500	
FUND BALANCE - 7/1	(32,715)	(2,715)	
SURPLUS (DEFICIT)	30,000	17,500	
FUND BALANCE - 6/30	(2,715)	14,785	

*Trust Fund budgets are approved by legally appointed Trustees

**TOWN OF SIMSBURY
TRUST FUND APPROVED BUDGETS***

HORACE BELDEN TRUST			
Description	FY2024 APPROVED BUDGET	FY2025 APPROVED BUDGET	FISCAL NOTES
REVENUES			
TRUST DISTRIBUTIONS	60,000	60,000	
TOTAL REVENUES	60,000	60,000	
EXPENDITURES			
ROADS & DRAINAGE	60,000	60,000	
TOTAL EXPENDITURES	60,000	60,000	
NET INCOME/(LOSS)	-	-	
FUND BALANCE - 7/1	14,443	14,443	
SURPLUS (DEFICIT)	-	-	
FUND BALANCE - 6/30	14,443	14,443	

*Trust Fund budgets are approved by legally appointed Trustees

**TOWN OF SIMSBURY
TRUST FUND APPROVED BUDGETS***

JULIA DARLING TRUST			
Description	FY2024 APPROVED BUDGET	FY2025 APPROVED BUDGET	FISCAL NOTES
REVENUES			
TRUST DISTRIBUTIONS	26,000	28,000	
TOTAL REVENUES	26,000	28,000	
EXPENDITURES			
EMERGENCY SHELTER/FOOD	5,000	1,000	
MEDICAL ASSISTANCE	500	1,000	
REPAIRS	1,000	-	
UTILITIES	3,500	1,000	
TRANSFER - GENERAL FUND	14,000	14,000	
TOTAL EXPENDITURES	24,000	17,000	
NET INCOME/(LOSS)	2,000	11,000	
FUND BALANCE - 7/1	42,311	44,311	
SURPLUS (DEFICIT)	2,000	11,000	
FUND BALANCE - 6/30	44,311	55,311	

*Trust Fund budgets are approved by legally appointed Trustees

**TOWN OF SIMSBURY
TRUST FUND APPROVED BUDGETS***

KATE SOUTHWELL TRUST			
Description	FY2024 APPROVED BUDGET	FY2025 APPROVED BUDGET	FISCAL NOTES
REVENUES			
TRUST DISTRIBUTIONS	15,000	15,000	
TOTAL REVENUES	15,000	15,000	
EXPENDITURES			
FOOD DISTRIBUTION	4,380	4,920	
TRANSFER - GENERAL FUND	13,380	13,880	
TOTAL EXPENDITURES	17,760	18,800	
NET INCOME/(LOSS)	(2,760)	(3,800)	
FUND BALANCE - 7/1	32,440	29,680	
SURPLUS (DEFICIT)	(2,760)	(3,800)	
FUND BALANCE - 6/30	29,680	25,880	

*Trust Fund budgets are approved by legally appointed Trustees

**TOWN OF SIMSBURY
TRUST FUND APPROVED BUDGETS***

ELLSWORTH TRUST			
Description	FY2024 APPROVED BUDGET	FY2025 APPROVED BUDGET	FISCAL NOTES
REVENUES			
INTEREST INCOME	600	600	
TOTAL REVENUES	<u>600</u>	<u>600</u>	
EXPENDITURES			
TECH & PROGRAM SUPPLIES	-	-	
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	
NET INCOME/(LOSS)	<u>600</u>	<u>600</u>	
FUND BALANCE - 7/1	21,626	22,226	
SURPLUS (DEFICIT)	600	600	
FUND BALANCE - 6/30	<u>22,226</u>	<u>22,826</u>	

*Trust Fund budgets are approved by legally appointed Trustees

CAPITAL IMPROVEMENT PLAN (CIP)

Annually, the Town prepares a six-year plan for all capital projects. The CIP includes items that are valued at \$250,000 or greater. Examples include: roads, bridges, sidewalks, and other infrastructure; buildings and improvements; and heavy equipment.

Per Section 803 of the Town Charter, the Town Manager presents a plan of proposed capital projects for the ensuing fiscal year and for the five years thereafter to the Board of Selectmen, and the Board of Selectmen then recommends to the Board of Finance those projects to be undertaken during the ensuing fiscal year, along with the method of financing. Examples of funding sources include bonds and state or federal grants.

The Planning Commission also reviews the list of projects for the ensuing fiscal year to ensure that they are consistent with the Plan of Conservation and Development (POCD).

When the Board of Selectmen and Board of Finance adopt a final budget to send to referendum, both Boards approve capital resolutions to appropriate funds for each capital project. Any project that exceeds 2% of the annual budget for the current fiscal year is subject to automatic referendum, and appears on the ballot for the budget referendum as a standalone question.

Town of Simsbury
Six Year Capital Improvement Program
Fiscal Year 2024/25 - Fiscal Year 2029/30

			Future Projects				
	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
GENERAL GOVERNMENT							
Intergenerational Community Center & Police Facility	B					35,000,000	
Total General Government		-	-	-	-	35,000,000	-
LIBRARY							
Enclose Teen Space	B				48,800	244,000	
Mechanical and Electrical Upgrades	B				219,600	3,233,000	
Library Flooring	B						
Total Library		-	-	-	268,400	3,477,000	-
CULTURE, PARKS & RECREATION							
Simsbury Farms Lighting - Phase II	B				350,000		
Simsbury Meadows Performing Arts Center Bandshell Addition	G/D/CRF/PS	2,782,881					
Memorial Pool Redesign	CRF	150,000	950,000				
House Rest Pond Bridge and Dam	B		53,000	510,000			
Curtiss Park Parking Improvements	B			200,000			
Repaving and Parking Improvements for Recreation Facilities	B		850,000				
Paving of Neighborhood Paths and Connecting Trails	B			380,000			
Simsbury Farms Tennis Court Reconstruction	B					450,000	
Curtiss Park Irrigation System Replacement	B				315,000		
Simsbury Farms Ice Rink - Roof Insulation and Painting	B				250,000		
Simsbury Farms Ice Rink - Replace Concrete Floor & Refrig. Tubing	B					1,200,000	
Simsbury Farms Swimming Pool - Plaster Replacement	B				260,000		
Simsbury Farms Swimming Pool - Mechanicals Replacement	B						
Simsbury Farms Main Building Renovations	B						
Simsbury Farms Golf Course - Bunker Renovations	SF				310,000		
Simsbury Farms Golf Course - Storage Barn Renovation	SF					260,000	
Simsbury Farms Golf Course - Cart Barn Renovations	SF						265,000
Meadowood Athletic Field Complex	B/D			3,500,000			
Total Culture, Parks & Recreation		2,932,881	1,853,000	4,590,000	1,485,000	1,910,000	265,000

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
PUBLIC WORKS							
Highway Pavement Management	TAR/LOCIP/B/GF-OT	1,600,000	1,600,000	1,500,000	1,530,000	1,530,000	1,530,000
Public Works Truck Replacement and Plow	GF-OT/VT	266,220	266,220	275,400	275,400	275,400	280,500
Sidewalk Reconstruction	B	223,400	223,400	251,325	251,325	279,250	279,250
Tariffville Connection - East Coast Greenway Gap Closure	PS/G	450,000	450,000				10,200,000
Old Drake Hill Road Flower Bridge Rehabilitation - Supplemental*	PS/CRF	2,646,000					
Town Hall Rooftop Units	B	275,000					
Security and Fire Alarm Upgrades	B		630,180				
Highway Street Sweeper	B		340,000				
Municipal Site and Safety Improvements (Town Hall)	B	460,000					
Barn and Facility Repairs - Wolcott Road	B	275,000					
Eno Building Infrastructure	B		4,565,625				
Town Hall ADA and Public Space Improvements	B						
Town Hall Renovations	B						
Multi-Use Path - Stratton Brook Rd	B						248,000
Town Hall Roof	B			250,000			
Bridge Improvements (Climax Road Bridge over Nod Brook)	B/G		3,700,000				
Dam Evaluation & Repairs (Stoddard Dam Breach)	B	171,000			1,640,000		
Site Improvements and Dumpster Canopies (Landfill)	B		328,240	427,000			
Sidewalk Gap - Fairview and Massaco	B/G						
DPW Facility Upkeep Project	B			61,000	518,500		
Rental Buildings Exterior Repairs	B					341,600	
Total Public Works		6,366,620	12,103,665	2,764,725	4,215,225	2,426,250	12,537,750
WATER POLLUTION CONTROL							
Sewer Replacement - Pine Hill - Supplemental	SUF	200,000					
Septage Receiving Station	SUF		361,000				
Facility Upgrades	SUF			200,000			
WPCA Roof Replacement	SUF			450,000			
South Pump Station Replacement	SUF						
Wolcott Pump Station Replacement	SUF						
Tunxis Pump Station Replacement	SUF						
Grit System Upgrade	SUF						265,000
Plant Berm Repair	SUF				3,500,000		
VAC-CON Replacement	SUF					450,000	
Total Water Pollution Control		200,000	361,000	650,000	3,500,000	450,000	265,000

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
BOARD OF EDUCATION							
District Security Improvements	B		250,000		250,000		250,000
District Network Infrastructure	CRF	350,000		350,000		350,000	
District Flooring Improvements	B			250,000		250,000	
District Paving	B		350,000		350,000		350,000
Parking Lot/Playground Line Striping/Painting	B		250,000				250,000
SHS - Auditorium & Amphitheater Improvements	B	400,000					
SHS - Electrical Service/Distribution - Previous Vintages	B			420,000			
HJMS - Replace Roof (BUR) - 3 phases	B/G		2,500,000		2,500,000		1,000,000
Tariffville School - Water Dist, Plumbing, Terminal Units	B				1,457,556		
SHS Stadium Facility Phases I and II	B		980,000				
Tootin Hills - Replace Roof (V3, V4)	B/G	1,120,000					
Tootin Hills - Replace Roof (V1, V2)	B/G						
SHS - Locker Room Remodel	B			420,000			
Central - Water Distribution and Drainage Systems	B					1,116,000	
SHS Grass Field Reallocation	B		850,000				
SHS Turf Resurfacing	B					800,000	
SHS Track Resurfacing	B						250,000
HJMS Tennis Court Replacement	B					650,000	
Tariffville School - Heating Plant (Boilers, Pumps, etc.)	B						800,000
Tootin Hills - Replace Exterior Windows & Doors	B			720,000			
Central School - Replace Roof (V1)	B/G			1,163,000			
Central School - Replace Roof (V1, V3 shingles)	B/G						
Tootin Hills - Heating Plant (Boilers, Pumps, etc.)	B				480,000		
Central School - Heating Plant (Boilers, Pumps, etc.)	B				715,000		
Tariffville School - Replace Roof (V4)	B/G						
SHS - Heating Plant (Boilers, Pumps, etc.)	B					1,080,000	
Total Board of Education		1,870,000	5,180,000	3,323,000	5,752,556	4,246,000	2,900,000
TOTAL CAPITAL PROJECTS	\$	11,369,501	19,497,665	11,327,725	15,221,181	47,509,250	15,967,750

Note: bold text indicates new projects for FY25

**Total project cost presented because it now exceeds referendum threshold*

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
FUNDING:							
Bonds (B)		3,745,667	14,346,712	7,763,592	10,022,048	45,835,117	4,098,517
General Fund - Operating Transfer (GF-OT)		351,220	451,220	460,400	460,400	460,400	465,500
General Fund (GF)		-	-	-	-	-	-
Capital Reserve Fund (CRF)		1,495,000	-	-	-	-	-
Simsbury Farms Special Revenue Fund (SF)		-	-		310,000	260,000	265,000
Project Savings/Prior Authorizations (PS)		2,591,000	90,000	-	-	-	-
Anticipated Vehicle Trade-In Value (VT)		15,000	15,000	15,000	15,000	15,000	15,000
Donations (D)		1,032,881	-	1,750,000	-	-	-
Federal or State Grants (G)		1,450,000	3,745,000	200,000	425,000	-	10,370,000
Local Capital Improvement Program Grant (LOCIP)		245,233	245,233	245,233	245,233	245,233	245,233
Town Aid Road Fund (TAR)		243,500	243,500	243,500	243,500	243,500	243,500
Sewer Use Fund (SUF)		200,000	361,000	650,000	3,500,000	450,000	265,000
TOTAL FUNDING	\$	11,369,501	19,497,665	11,327,725	15,221,181	47,509,250	15,967,750

CAPITAL REQUEST FORM

Department: Public Works - Engineering	Project Title: SMPAC Bandshell Addition	Expected Life: 25 years
<p>Description of Project: The bandshell addition will be located off the rear of the existing structure and replace the trailers that are rented by the SMPAC organization each year. The addition includes permanent restrooms, storage space, green rooms, and rehearsal and community meeting space. Heating will allow for year-round use of the new space. The work also includes utilities and other improvements, such as walkways, stairs, and ramps to support the facility. Design is underway and funded by the SMPAC with assistance by Town Staff. Construction is tentatively scheduled for Fall 2025 following successful fundraising by SMPAC.</p>		
<p>Project Justification: With successful fundraising by SMPAC, the long awaited bandshell expansion is feasible to provide the facility with permanent bathroom and space for performers. It will replace some of the significant event-based rentals, which have a major impact on operating costs and the quality of experience for artists.</p>		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$2,480,381						\$2,480,381
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs	\$54,500			\$0			\$54,500
H. Contingency	\$248,000			\$0			\$248,000
TOTAL PROJECT COSTS	\$2,782,881	\$0	\$0	\$0	\$0	\$0	\$2,782,881

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$500,000						\$500,000
E. Grants - <i>CT Bond Commission</i>	\$900,000						\$900,000
F. Other - <i>Prior Authorization</i>	\$350,000						\$350,000
- <i>SMPAC Donations</i>	\$1,032,881						\$1,032,881
TOTAL REVENUE	\$2,782,881	\$0	\$0	\$0	\$0	\$0	\$2,782,881

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Memorial Pool Redesign	Expected Life: 20 years
Description of Project: Demo War Memorial Pool and replace with splash pad and renovate outdated restrooms and changing rooms to meet current code and ADA requirements.		
Project Justification: War Memorial Pool was constructed in 1955, the current pool, pool deck and bath house are in poor condition. To reconstruct the pool as new does not make sense financially. The 2020 Parks and Open Space Master Plan recommends, as one of its highest priorities, renovating this facility with a splash pad and restrooms that could serve other uses in the park. An accessible splash pad would benefit local families, stimulate economic activity in Simsbury's Center District, and some revenues could be derived to offset seasonal operating costs. With minimum wage at an all time high, this facility could be safely operated with significantly less staffing than the current pool. An MOU outlining youth sports groups' use of the restrooms would also mitigate costs of ongoing maintenance with restrooms.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects	\$150,000						\$150,000
C. Land and Right of Way							\$0
D. Construction		\$950,000					\$950,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$150,000	\$950,000	\$0	\$0	\$0	\$0	\$1,100,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds		\$950,000					\$1,100,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$150,000						\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$150,000	\$950,000	\$0	\$0	\$0	\$0	\$1,100,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Highway Pavement Management	Expected Life: 15 years
Description of Project: The Pavement Management Program is based on a systemic evaluation of roads with an applied plan to maintain paved surfaces in the most timely and cost-effective manner. In FY 2024, the program includes pavement resurfacing, as well as other pavement management operations. This is a proactive program to keep the good roads in good condition.		
Project Justification: These investments in our paved surfaces will improve the quality and safety of travel for residents and, through long-term pavement maintenance, user costs will decrease. Program goal is to pave approximately 10 roadway miles per year.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$1,500,000	\$1,500,000	\$1,400,000	\$1,430,000	\$1,430,000	\$1,430,000	\$8,790,000
E. Equipment							\$0
F. Other Costs	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$1,600,000	\$1,600,000	\$1,500,000	\$1,530,000	\$1,530,000	\$1,530,000	\$9,390,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds	\$1,011,267	\$911,267	\$811,267	\$841,267	\$841,267	\$841,267	\$5,257,602
B. General Fund Cash							\$0
C. Operating Transfer	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000
D. Capital Reserve Fund							\$0
E. Grants - <i>LOCIP, Town Aid Road</i>	\$488,733	\$488,733	\$488,733	\$488,733	\$488,733	\$488,733	\$2,932,398
F. Other							\$0
TOTAL REVENUE	\$1,600,000	\$1,600,000	\$1,500,000	\$1,530,000	\$1,530,000	\$1,530,000	\$9,390,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Highway Plow Truck	Expected Life: 12 years
Description of Project: 2024 Highway Plow Truck - All Season Body. The Department replaces one large truck per year to maintain our fleet of trucks in good repair.		
Project Justification: This 47,000 lb dump truck/plow truck will be equipped with sander/salter with computer controls, liquid de-icing tank, GPS and emergency radio. This will be a front line emergency/plow truck, replacing a 2012 front line truck (plow is purchased separately). Anticipated trade-in of \$15,000.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$266,220	\$266,220	\$275,400	\$275,400	\$275,400	\$280,500	\$1,639,140
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$266,220	\$266,220	\$275,400	\$275,400	\$275,400	\$280,500	\$1,639,140

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							
B. General Fund Cash							\$0
C. Operating Transfer	\$251,220	\$251,220	\$260,400	\$260,400	\$260,400	\$265,500	\$1,549,140
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Trade In Value</i>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
TOTAL REVENUE	\$266,220	\$266,220	\$275,400	\$275,400	\$275,400	\$280,500	\$1,639,140

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works	Project Title: Sidewalks	Expected Life: 20 years
Description of Project: Sidewalk and Sidewalk Ramp Replacements		
Project Justification: Following the Town's sidewalk study, we have been rehabilitating approximately 1 mile of sidewalks and associated ramps each year. FY 2025 is the last year for replacing existing sidewalks and then the program moves to ADA ramps and new sections of walks. All design work has been completed in-house by DPW staff.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$200,000	\$200,000	\$225,000	\$225,000	\$250,000	\$250,000	\$1,350,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs	\$3,400	\$3,400	\$3,825	\$3,825	\$4,250	\$4,250	\$22,950
H. Contingency	\$20,000	\$20,000	\$22,500	\$22,500	\$25,000	\$25,000	\$135,000
TOTAL PROJECT COSTS	\$223,400	\$223,400	\$251,325	\$251,325	\$279,250	\$279,250	\$1,507,950

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds	\$223,400	\$223,400	\$251,325	\$251,325	\$279,250	\$279,250	
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other							\$0
TOTAL REVENUE	\$223,400	\$223,400	\$251,325	\$251,325	\$279,250	\$279,250	\$1,507,950

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Engineering	Project Title: Tariffville Connection - East Coast Greenway Gap Closure	Expected Life: 50+ years
<p>Description of Project: The the gap closure project will connect the existing Farmington Canal Heritage Trail (FCHT) to Tariffville Center and the existing multi-use trail into Bloomfield. The route will follow the preferred alignment identified in the CROG ECG Gap Study and supported by the Board of Selectmen in September 2023. Staff will seek a CTDEEP Trails Grant to support the design phase of the project. The preferred alignment will connect to the FCHT in the Big Y area, north of Hoskins Road and utilize an existing railroad berm on the west side of the Farmington River. A new bridge structure will be constructed in the location of an old railroad bridge. On the east side of the river, the trail will utilize the railroad berm to the greatest extent practicable to avoid environmental impacts before reaching Tariffville Park where the trail will turn toward Main Street and the completed Tariffville-Bloomfield multi-use path. As an East Coast Greenway project, the construction phase is eligible for 80% federal funding and 20% state funding.</p>		
<p>Project Justification: Closing the multi-use trail gap between Simsbury and Tariffville has been a goal for over fifteen years. With the completion of the Tariffville-Bloomfield multi-use path, this connection has become a priority for, not only the Town, but the State as well. It will establish a safe walking and biking for our residents and connect Tariffville to the north end of Simsbury and Simsbury Center. Furthermore, with the focus on completing the ECG in Connecticut, funding is available to support the construction phase.</p>		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering	\$405,000	\$405,000					\$810,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction						\$8,500,000	\$8,500,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency	\$45,000	\$45,000				\$1,700,000	\$1,790,000
TOTAL PROJECT COSTS	\$450,000	\$450,000	\$0	\$0	\$0	\$10,200,000	\$11,100,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants <i>(CTDOT/Federal)</i>	\$360,000	\$360,000				\$10,200,000	\$10,920,000
F. Other <i>(Project Savings)</i>	\$90,000	\$90,000					\$180,000
TOTAL REVENUE	\$450,000	\$450,000	\$0	\$0	\$0	\$10,200,000	\$11,100,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Engineering	Project Title: Old Drake Hill Road Flower Bridge Rehabilitation	Expected Life: 25 years
<p>Description of Project: This project includes the rehabilitation and painting of the Old Drake Hill Road Flower Bridge. The design phase was funded in FY23, and construction funds in the amount of \$1,989,000 were appropriated in FY24. Due to market conditions, as well as the need for additional steel repairs identified during the inspection conducted during the design process, an additional appropriation in the amount of \$495,000 is required to complete this project based on the recent low-bid. This appropriation will cause the total project cost to exceed the threshold required for a referendum. The apparent low-bid contractor will hold his bid price until the budget referendum.</p>		
<p>Project Justification: Deterioration is impacting the load carrying capacity of the bridge. The last rehabilitation occurred in 1995 and included the existing paint. Repair of deteriorated structural elements will extend the life of the bridge. The current paint on the bridge has reached the end of its useful life, resulting in an acceleration of the deterioration of the bridge.</p>		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$2,297,000						\$2,297,000
E. Equipment							\$0
F. Other Costs - Inspection	\$90,000						\$90,000
G. Bonding Costs	\$30,000			\$0			\$30,000
H. Contingency	\$229,000			\$0			\$229,000
TOTAL PROJECT COSTS	\$2,646,000	\$0	\$0	\$0	\$0	\$0	\$2,646,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$495,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$495,000						\$0
E. Grants							\$0
F. Other - <i>Prior Authorizations</i>	\$2,151,000						\$2,151,000
TOTAL REVENUE	\$2,646,000	\$0	\$0	\$0	\$0	\$0	\$2,646,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Town Hall Rooftop Units Replacement	Expected Life: 20 years
Description of Project: The existing HVAC rooftop units (RTUs) installed in 2005 are at the end of their useful life and should be replaced before they fail and/or operating costs increase.		
Project Justification: The master plan created by Tecton architects has these units at or near the end of their useful lifecycle. Maintaining the current units has become increasingly expensive and our maintenance vendor says they can no longer guarantee they can find replacement parts for these age units. Replacing the 5 RTUs at the same time will minimize costs for the work. Additionally, new RTUs will be more efficient and provide a higher comfort level to occupants of the building.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Planning & Engineering	\$45,000						\$45,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment		\$169,500					\$169,500
F. Other Costs							\$0
G. Bonding Costs		\$5,500					\$5,500
H. Contingency		\$55,000					\$55,000
TOTAL PROJECT COSTS	\$45,000	\$230,000	\$0	\$0	\$0	\$0	\$275,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Bonds	\$275,000						\$275,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Engineering	Project Title: Municipal Site and Safety Improvements	Expected Life: 25 years
Description of Project: Upgrades to various site and safety improvements for the Town Hall complex, including minor reconfiguration of entrance drive, additional lighting, new parking lot wearing course, improved ADA accessibility, and relocated pedestrian crossing at Route 10 (Hopmeadow Street). FY22 and FY23 funded initial phases with construction starting in Fall 2023 following a value engineering effort to control costs related to the initial phases. FY25 funding will complete the project.		
Project Justification: Funds requested are for the upper parking area and rear PD area.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$409,000						\$409,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs	\$10,000						\$10,000
H. Contingency	\$41,000						\$41,000
TOTAL PROJECT COSTS	\$460,000	\$0	\$0	\$0	\$0	\$0	\$460,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds	\$460,000						\$460,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other							\$0
TOTAL REVENUE	\$460,000	\$0	\$0	\$0	\$0	\$0	\$460,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works	Project Title: Barn and Facility Repairs - Wolcott Road	Expected Life: 15 years
Description of Project: Repairs and maintenance include repairing wood rot, missing boards and damaged hardware on the Barn and painting both the Barn and the Farm house. Miscellaneous cleanup and modernization of the facility.		
Project Justification: The Town Farm on Wolcott Road needs repairs and maintenance before we can secure a new lease for this important property. Work includes repairing wood rot, missing boards and damaged hardware on the Barn and painting both the Barn and the Farm house.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$225,000						\$225,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs	\$4,500						\$4,500
H. Contingency	\$45,000						\$45,000
TOTAL PROJECT COSTS	\$274,500	\$0	\$0	\$0	\$0	\$0	\$274,500

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds	\$274,500						\$274,500
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$274,500	\$0	\$0	\$0	\$0	\$0	\$274,500

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Engineering	Project Title: Stoddard Dam Breach	Expected Life: 50+ years
<p>Description of Project: The project includes breaching or removal of Stoddard Reservoir Dam (on West Mountain Rd), classified as a Class BB Moderate Hazard Dam. The project will also include the re-establishment of a channel in the current area of the upstream reservoir and improvements to the downstream channel. Costs do not include cost for contaminated sediment removal in the reservoir if these materials are identified during the design process. Design is requested to occur in FY25 with construction delayed to FY28 due to the typical 12-18 month timeline for DEEP and Army Corps of Engineers permitting.</p>		
<p>Project Justification: Project is required under the CT DEEP Dam Safety Program, which requires the dam to be improved to current standards or removed. The project will remove a dam that does not provide meaningful downstream flood protection and has some recreational benefit for fishing and passive recreation. Removal of the dam eliminates the need for ongoing dam inspection, maintenance, and the risk of dam failure.</p>		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Planning & Engineering	\$155,000						\$155,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction				\$1,340,000			\$1,340,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs				\$32,000			\$32,000
H. Contingency	\$16,000			\$268,000			\$284,000
TOTAL PROJECT COSTS	\$171,000	\$0	\$0	\$1,640,000	\$0	\$0	\$1,811,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Bonds	\$171,000			\$1,640,000			\$1,811,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$171,000	\$0	\$0	\$1,640,000	\$0	\$0	\$1,811,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						SIX-YEAR TOTAL
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Water Pollution Control	Project Title: Sewer Replacement	Expected Life: 50 years
Description of Project: Additional funding for approved 2023 project to Replace and upgrade existing sanitary sewers in the Pine Hill DFrive, Stebbins Brook, Middle Lane, Woods Lane and South Road area.		
Project Justification: Area sewers are not installed to the Town standards. Cost will be repaid to the WPCA by homeowners through assessments.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$200,000						\$200,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Sewer Use Fund</i>	\$200,000						\$200,000
TOTAL REVENUE	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: BOE	Project Title: District Network Infrastructure	Expected Life: 10 years
Description of Project: Convert the access control platform from OpenOptions to Avigilon at 5 remaining schools. Replace servers, switches, UPS units as needed.		
Project Justification: Maintain and improve the school district's network infrastructure.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$343,000		\$343,000		\$343,000		\$1,029,000
F. Other Costs							\$0
G. Bonding Costs	\$7,000		\$7,000		\$7,000		\$21,000
H. Contingency							\$0
TOTAL PROJECT COSTS	\$350,000	\$0	\$350,000	\$0	\$350,000	\$0	\$1,050,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds			\$350,000		\$350,000		\$1,050,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$350,000						\$0
E. Grants							\$0
F. Other							\$0
TOTAL REVENUE	\$350,000	\$0	\$350,000	\$0	\$350,000	\$0	\$1,050,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: BOE	Project Title: SHS Auditorium & Amphitheater Improvements	Expected Life: 20 years
Description of Project: Replace carpeting and seating in the SHS Amphitheater, and the sound and lighting systems in the SHS Auditorium.		
Project Justification: Both large assembly spaces in SHS are in need of improvements. The flooring and seating is worn out, and the AV systems are antiquated and inefficient.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$125,000						\$125,000
E. Equipment	\$115,000						\$115,000
F. Other Costs (<i>abatement - Amp</i>)	\$110,000						\$110,000
G. Bonding Costs	\$8,000						\$8,000
H. Contingency	\$42,000						\$42,000
TOTAL PROJECT COSTS	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds	\$400,000						\$400,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants (<i>CTDOT/Federal</i>)							\$0
F. Other							\$0
TOTAL REVENUE	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: BOE	Project Title: Tootin' Hills Partial Roof Replacement	Expected Life: 25 years
Description of Project: Replace the built up stone roof at Tootin' Hills School with EPDM.		
Project Justification: There are 4 different roof vintages at Tootin' Hills. The two being replaced are vintages 3 and 4. V3 was installed in 1995 and beyond its life expectancy.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering	\$16,000						\$16,000
B. Architects	\$27,000						\$27,000
C. Land and Right of Way							\$0
D. Construction	\$942,000						\$942,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs	\$22,400						\$22,400
H. Contingency	\$112,600						\$112,600
TOTAL PROJECT COSTS	\$1,120,000	\$0	\$0	\$0	\$0	\$0	\$1,120,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds	\$930,000						\$930,000
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other (<i>State reimbursement</i>)	\$190,000						\$190,000
TOTAL REVENUE	\$1,120,000	\$0	\$0	\$0	\$0	\$0	\$1,120,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL NON-RECURRING (CNR) PLAN

Capital projects that are valued between \$10,000 and \$250,000 are presented on a separate CNR plan. While not required by Town Charter, this plan is prepared in the same manner and form as the CIP. Examples of CNR projects include: vehicles; equipment; repairs; technology replacement; and one-time studies or assessments.

Funding sources for items on the CNR plan may include, but are not limited to, the General Fund, special revenue funds, and state or federal grants.

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

	Funding Source	FY24/25	Future Projects				
			FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
GENERAL GOVERNMENT							
Revaluation	GF-TP	68,600	68,600	68,600	68,600	68,600	68,600
Computer/Technology Upgrades	GF-TP	30,240	30,240	30,240	30,240	30,240	30,240
Public Safety Radio System Maintenance/Repairs	GF-OT	10,000	10,000	10,000	10,000	10,000	10,000
Budget Software	GF-TP	16,352	13,000	13,000			
Network Storage & Virtual Environment	GF				140,000		
Network Expansion - Parks & Rec Maintenance Building	GF-TP		22,000				
Firewall Upgrades	GF-TP	17,000					
Network Switches	GF-TP	24,700					
Security Camera Infrastructure & Equipment	GF-TP	38,000	30,000	30,000	30,000	30,000	30,000
Main Meeting Room Audio-Visual Upgrades	GF-TP		15,600				
Neighborhood Planning & Small Area Plans	GF-TP	50,000	50,000	50,000	50,000	50,000	50,000
Zoning Regulations Update	GF-TP/CRF	75,000	50,000				
Municipal Fleet Replacement	GF-TP		30,000	30,000	30,000	30,000	30,000
Furniture Replacement	GF-TP		10,000	10,000	10,000	10,000	10,000
Microsoft Office Upgrade	GF-TP		20,000	20,000			
Dial-A-Ride Van	G/DAR					150,000	150,000
Telephone System	GF-TP		25,000				
Total General Government		329,892	374,440	261,840	368,840	378,840	378,840
LIBRARY							
Computer Replacements (Public Terminals)	GF-OT	7,000	7,090	18,627	7,238	7,384	7,532
Furniture Replacement	GF-TP		25,000	30,000	30,000	30,000	30,000
Library Compressor/HVAC Controls Replacement	GF-TP	40,250					
Weatogue Room AV Upgrade	GF-TP					23,000	
Replace Digital Displays	GF-TP			4,990			
Automated Book Handler Replacement	GF-TP				75,000		
Total Library		47,250	32,090	53,617	112,238	60,384	37,532

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
POLICE							
Police Cruisers (3)	GF-OT	121,710	197,170	212,944	229,979	248,377	268,248
Police Administrative Vehicles	GF-OT	54,772	59,154	127,772	68,997	74,517	80,478
Patrol Supervisor Cruisers (2)	GF				140,000		
Animal Control Officer Vehicle	CRF-PD		61,000				
Document Storage/Digitization of Records	CRF-PD	25,000					
Records Office & Storage Renovation	GF-OT	60,855					
Body Worn Cameras and Car Cameras	CRF-PD	47,424	47,424	50,000	50,000	50,000	50,000
Records Office & Storage Renovation	CRF-PD		75,000				18,000
Emergency Medical Dispatch Upgrade	CRF-PD		60,000				
Variable Message Signs (2)	CRF-PD				35,000		
Active Threat Vests	CRF-PD				30,000		
Mobile Data Terminals	CRF-PD		60,000				
Training Room Technology Replacement	GF-TP						10,000
Interview Room Audio/Video Recording System	CRF-PD	4,700	4,700	45,000	5,000	5,000	5,000
Soft Body Armor/Vest Replacement	CRF-PD	5,000	21,000	8,000	7,000	7,000	9,000
Replacement of Digital Fingerprint System	GF-TP					20,000	
Tasers	CRF-PD	37,261	37,261	37,261	37,261	40,000	40,000
Roadside Cameras	CRF-PD				18,000	18,000	18,000
Total Police		356,722	622,709	480,977	621,237	462,894	498,726
PUBLIC WORKS - GENERAL							
Iron Horse Landscaping	GF-TP		60,000	60,000			
Public Works Staffing Study	GF		45,000				
Community Farm Maintenance & Repairs	GF-OT	5,000	5,000	5,000	5,000	5,000	5,000
Total Public Works - General		5,000	110,000	65,000	5,000	5,000	5,000
PUBLIC WORKS - HIGHWAY							
Material Recycling	GF-OT	25,000	25,000	25,000	25,000	25,000	25,000
Plow Blades	TAR	31,000		31,000		31,000	
Truck Wash Barn Roof	CRF	170,000					
11' Snow Plow	TAR	31,000		31,000		31,000	
Various Drainage Improvements	GF		150,000		150,000		150,000
One-Ton Dump Truck (Crew Leader)	GF			63,000			
Bobcat Track Skid Loader	TAR				85,000		
Subsurface Truck Lift	GF			234,570			
Asphalt Paving Box	GF					200,000	
Pickup F-150 4x4 (Director)	PS	42,000					
Roadside Mower	GF		130,000				
Fork Lift for Garage	GF-TP	182			42,000		

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Roadside Tractor	TAR						120,000
Wing Plow	GF		240,000				
Air Ventilation System (Highway Garage)	TAR		94,000				
Equipment Material Handling Arm	GF						17,000
18" Chipper	GF			85,000			
5 Ton Trolly Crane (Highway Garage)	GF						53,000
Bobcat Bandit Chipper	GF				95,000		
Salt Brine System	GF		140,000				
Medium Duty Trailer	TAR	29,580					
Wheeled Excavator	GF			230,000			
Total Public Works - Highway		328,580	779,000	699,570	397,000	287,000	365,000
PUBLIC WORKS - BUILDINGS & GROUNDS							
Condenser - BOE/Maintenance Building	GF-TP	22,000					
Town Hall HVAC Controller Upgrade	GF-TP	11,500					
Scout Hall - Repainting & Columns	GF		55,350				
Eno Office and Senior Center Modifications	GF		198,390				
Repoint Marble Railings - Eno Hall	ET	21,500					
2015 Ford Pick-Up	GF-TP	60,000					
Town Hall ADA Hardware Upgrade	GF-TP	40,000					
Carmate Trailer	GF-TP		16,000				
Trailer Mounted Leaf Vac	GF			16,500			
Eno Stage Lighting & Fire Curtain	GF			122,000			
Scagg Zero Turn Mower (Replace 2012)	GF-TP	21,850					
Total Public Works - Facilities		176,850	269,740	138,500	-	-	-
PUBLIC WORKS - ENGINEERING							
Townwide Mapping Update	GF		150,000				
Intersection Safety Improvement Studies/Traffic Calming	GF		100,000		100,000		100,000
Pedestrian Safety	GF			50,000			
Bike Ped Improvements	GF-TP		20,000				
Townwide Bridge/Culvert Inventory & Evaluation	GF		200,000				
Townwide Drainage Master Plan Update	GF-TP			200,000			
Culvert Replacement - Pine Glenn over Minister Brook	GF			160,000			
Total Public Works - Engineering		-	470,000	410,000	100,000	-	100,000

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
WATER POLLUTION CONTROL							
Vehicle Replacement	SUF		45,000	55,000	65,000		
Sewer Lining	SUF	100,000	100,000	100,000	100,000	100,000	100,000
HVAC Systems Replacement	SUF	150,000	150,000	150,000	150,000		
WPCF Pavement Overlay	SUF		75,000	75,000	75,000		
Flow and Load Review	SUF					100,000	
Phosphorous Removal System	SUF					60,000	
Portable Generator				100,000			
Total Water Pollution Control		250,000	370,000	480,000	390,000	260,000	100,000
CULTURE, PARKS & RECREATION							
Various Playscapes/Playground Refurbishments	GF-TP	40,000	45,000	50,000	55,000	65,000	65,000
Park Entrance Signs Replacement	GF-TP	16,000	16,000				
Greenway Improvements	GF-TP	75,000	75,000	75,000	75,000	75,000	75,000
Irrigation Replacement - Various Fields & Parks	CRF	100,000	100,000	100,000			
Simsbury Farms Apple Barn Roof and Carpets	CRF	75,000					
Cart Path Paving	SF	200,000					
Rebuild Tee #13	SF	2,500	20,000				
Golf Course Rough Mower (replace 2012)	E	95,000					
Simsbury Farms Parking Lot Drainage	GF-TP	51,000					
Tariffville Park Court Replacement - Supplemental	CRF	100,000					
Memorial Softball Field Backstop	GF-TP		22,000				
Golf Course Master Plan Study	GF		50,000				
Simsbury Farms Pool Waterslide	GF			20,000			
Golf Course Drainage Projects	SF	15,000	35,000	35,000	35,000	35,000	35,000
Upgrade Simsbury Farms Ice Rink PA System/Video Display	GF			6,000			
Small Parks Mower (replace 2015)	GF-TP	20,000					
Pavilion at Golf Course	GF			100,000			
Ice Rink Edger (replace 1995)	GF-TP	12,000					
Athletic Field Lining Machine (replace 2012)	GF		30,000				
Rebuild Tee #9	SF			22,500			
Simsbury Farms Generator	GF-TP						75,000
Dump Truck Replacement (replace 2012)	CRF	70,000					
Pickup Truck Replacement (replace 2012)	GF		60,000				
Field Scheduling System	GF			25,000			
Memorial Park Athletic Field Mower (replace 2007)	CRF	60,000					
Golf Course Greens Mower	E		55,000				
Fencing at Simsbury Meadows Performing Arts Center	GF-TP		25,000				
SPAC Field Electrical Improvements	GF		60,000				

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
Lake Basile Dam	GF		130,000				
Restoration of Lake Basile Bridge	GF-TP		20,000				
Golf Course Pump House Renovation	GF		157,000				
Paddle Courts Refurbishing	GF-TP		32,000				
Utility Vehicle - Simsbury Farms (replace 2007)	GF			30,000			
Meadow Pond Park Pavilion Replacement	GF			25,000			
Utility Vehicle - Memorial Park (replaces 2005)	GF-TP		30,000				
Ice Rink Compressors - Refurbishing	GF					30,000	
Pickup Truck Replacement (replace 2014)	GF			45,000			
Pickup Truck Replacement (replace 2015)	GF			62,000			
Shade Structures for Simsbury Farms Pools and Rotary Park	GF				65,000		
Sycamore Tree Park Fencing	GF				12,000		
Golf Course Ventrac	E			50,000			
Recreation Administrative Vehicle	GF					50,000	
Parks Boom Mower Attachment Replacement (replace 2013)	GF-TP		15,000				
Pool Plaster Refurbishing - Main, Diving and Wading pools	GF			170,000			
John Deere Backhoe	E						120,000
Kubota Tractor #2 (replace 1997)	GF						75,000
Pickup Truck Replacement (2016)	GF				62,000		
Bobcat Skid Steer Loader	GF					85,000	
Big Rotary Mower - Parks	GF					86,000	
Carpet Replacement - Simsbury Farms Administration Building	GF						15,000
Parks/Golf Maintenance Garage Heating	GF				12,000		
Simsbury Farms Fitness Trail Improvements	GF					25,000	
Parks Kubota Tractor #1 (replace 1997)	GF		75,000				
Re-Siding of Golf Clubhouse	GF				40,000		
Re-Siding of Simsbury Farms Main Building	GF				50,000		
Re-Siding of PAC Bandshell	GF				25,000		
Pickup Truck Replacement (2016)	GF				62,000		
Simsbury Farms Ice Rink Walls	GF				35,000		
Simsbury Farms Basketball Courts Resurfacing	GF			35,000			
Paving - Simsbury Farms Facility/Parks/Golf Maintenance Garage	GF						150,000
Golf Course Rough Mower (Replace 2014)	E				100,000		
Pickup Truck Replacement (2017)	GF					64,000	
Golf Course Trim Rough Mower (replace 1998)	E					40,000	
Total Culture, Parks & Recreation		931,500	1,052,000	850,500	628,000	555,000	610,000
TOTAL CNR	\$	2,425,794	4,079,979	3,380,004	2,622,315	2,009,118	2,095,097

Note: bold text indicates new projects for FY25

	Funding Source	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
FUNDING:							
General Fund - Traditional Payback (GF-TP)		714,492	715,440	693,830	709,840	696,840	703,840
General Fund - Operating Transfer (GF-OT)		284,337	303,414	399,343	346,214	370,278	396,257
General Fund (GF)		-	2,120,740	1,497,070	774,000	275,000	320,000
Capital Reserve Fund (CRF)		590,000	-	-	-	-	-
Capital Reserve Fund - Private Duty Fund (CRF-PD)		119,385	366,385	140,261	182,261	120,000	150,000
Project Savings (PS)		42,000					
Federal or State Grants (G)		-	-	-	-	120,000	120,000
Town Aid Road Fund (TAR)		91,580	94,000	62,000	85,000	62,000	120,000
Sewer Use Fund (SUF)		250,000	370,000	480,000	390,000	260,000	100,000
Eno Trust (ET)		21,500	-	-	-	-	-
Dial-A-Ride Fund (DAR)		-	-	-	-	30,000	30,000
Simsbury Farms Fund Balance (SF)		217,500	55,000	57,500	35,000	35,000	35,000
Golf Equipment Fund (E)		95,000	55,000	50,000	100,000	40,000	120,000
TOTAL FUNDING	\$	<u>2,425,794</u>	<u>4,079,979</u>	<u>\$ 3,380,004</u>	<u>2,622,315</u>	<u>\$ 2,009,118</u>	<u>2,095,097</u>

FY25 CNR Breakdown

	Traditional Payback	Capital Reserve Fund	Capital Reserve Fund/Private Duty	Operating Transfer	Sewer Use Fund	Town Aid Road	Other (Trust, Golf Fund, SF Fund)	Total Project
Revaluation	\$ 68,600	\$	\$					\$ 68,600
Computer/Technology Upgrades	30,240							30,240
Network Switches	24,700							24,700
Security Camera Infrastructure & Equipment	38,000							38,000
Neighborhood Planning & Small Area Plans	50,000							50,000
Budget Software	16,352							16,352
2015 Ford Pick-Up	60,000							60,000
Computer Replacements (Library public terminals)				7,000				7,000
Library Compressor/HVAC Controls Replacement	40,250							40,250
Condenser - BOE/Maintenance Building	22,000							22,000
Town Hall HVAC Controller Upgrade	11,500							11,500
Town Hall ADA Hardware Upgrade	40,000							40,000
Various Playscapes/Playground Refurbishments	40,000							40,000
Park Entrance Signs Replacement	16,000							16,000
Simsbury Farms Parking Lot Drainage	51,000							51,000
Ice Rink Edger (replace 1995)	12,000							12,000
Firewall Upgrades	17,000							17,000
Scagg Zero Turn Mower (Replace 2012)	21,850							21,850
Small Parks Mower (replace 2015)	20,000							20,000
Greenway Improvements	75,000							75,000
								-
Zoning Regulations Update	60,000	15,000						75,000
Truck Wash Barn Roof		170,000						170,000
Tariffville Park Court Replacement - Supplemental		100,000						100,000
Simsbury Farms Apple Barn Roof and Carpets		75,000						75,000
Irrigation Replacement - Various Fields & Parks		100,000						100,000
Dump Truck Replacement (replace 2012)		70,000						70,000
Memorial Park Athletic Field Mower (replace 2007)		60,000						60,000
								-
Police Cruisers (3)				121,710				121,710
Police Administrative Vehicles				54,772				54,772
Records Office & Storage Renovation				60,855				60,855
Document Storage/Digitization of Records			25,000					25,000
Body Worn Cameras and Car Cameras			47,424					47,424
Interview Room Audio/Video Recording System			4,700					4,700
Soft Body Armor/Vest Replacement			5,000					5,000
Tasers			37,261					37,261
								-
Public Safety Radio System Maintenance/Repairs				10,000				10,000
Materials Recycling				25,000				25,000
Community Farm Maintenance & Repairs				5,000				5,000
								-
Sewer Lining					100,000			100,000
HVAC Systems Replacement					150,000			150,000
								-
Plow Blades						31,000		31,000
11' Snow Plow						31,000		31,000
Medium Duty Trailer						29,580		29,580
								-
Repoint Marble Railings - Eno Hall							21,500	21,500
Cart Path Paving							200,000	200,000
Rebuild Tee #13							2,500	2,500
Golf Course Rough Mower (replace 2012)							95,000	95,000
Golf Course Drainage Projects							15,000	15,000
Pickup F-150 4x4 (Director)							42,000	42,000
								-
Totals	\$ 714,492	590,000	119,385	284,337	250,000	91,580	376,000	2,425,794

CAPITAL REQUEST FORM

Department: Finance	Project Title: Revaluation	Expected Life: 5 years
Description of Project: Revaluation of all real estate every five years, with full data collection satisfying the 10 year inspection cycle required by law. Approximately 95% of funding must be in place before contract award - the remainder should cover later costs, mainly value defense. The cost for the 2022 project was \$343,000.		
Project Justification: Required by law, and useful in improving assessment equity in relation to the current market value.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment							\$0
F. Other Costs	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$411,600
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$411,600

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$411,600
C. Operating Transfer							
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$68,600	\$411,600

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Information Technology	Project Title: Computer/Technology Upgrades	Expected Life: 4 years
Description of Project: Recurring program for computer and hardware upgrades.		
Project Justification: Replacement of hardware based on a four-year life cycle. This covers 42 devices per year.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$181,440
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$181,440

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash <i>(traditional payback)</i>	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$181,440
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$30,240	\$181,440

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Safety (multiple)	Project Title: Public Safety Radio System Maintenance/Repairs	Expected Life: <i>varies depending on project</i>
Description of Project: The public safety radio system, which covers the Police Department, Public Works, Parks & Recreation, the Board of Education, and the Simsbury Volunteer Ambulance Association, makes use of shared infrastructure with the Fire District's existing radio system. In addition to the maintenance costs associated with the new system, the Town will need to plan for an repairs and upgrades to the shared infrastructure.		
Project Justification: Per the agreement signed in January 2021, the Town and Fire District will split the mutually agreed upon costs of maintenance, repairs, and inspections of the towers and microwave system, as well as network infrastructure, at 50% each.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Finance	Project Title: Budget Software	Expected Life: n/a
Description of Project: Staff has been evaluating options for a budgeting software that would improve the efficiency of the budget development process, as well as tools for enhancing the presentation of budget documents to the public.		
Project Justification: Year 1 funding would allow staff to implement the capital budgeting module, as well as the digital budget book. Funding proposed in FY26 and FY27 would provide for the implementation of additional modules, including personnel budgeting and operational budgeting.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment							\$0
F. Other Costs	\$16,352	\$10,000	\$10,000				\$36,352
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$16,352	\$10,000	\$10,000	\$0	\$0	\$0	\$36,352

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash <i>(traditional payback)</i>	\$16,352	\$10,000	\$10,000				\$36,352
C. Operating Transfer							
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$16,352	\$10,000	\$10,000	\$0	\$0	\$0	\$36,352

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Information Technology	Project Title: Firewall Upgrades	Expected Life: 5 to 7 years
Description of Project: Upgrade our Security Firewall appliances for Town Office and law enforcement, Simsbury Library and Golf Maintenance facility.		
Project Justification: End of life approaching. New equipment will provide faster response time and additional security features.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering	\$2,000						\$2,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$15,000						\$15,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$17,000	\$0	\$0	\$0	\$0	\$0	\$17,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$17,000						\$17,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$17,000	\$0	\$0	\$0	\$0	\$0	\$17,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual	\$19,000						\$19,000
C. Commodities							\$0
TOTAL OPERATING COSTS	\$19,000	\$0	\$0	\$0	\$0	\$0	\$19,000

CAPITAL REQUEST FORM

Department: Information Technology	Project Title: Network Switches	Expected Life: 7 years
Description of Project: Network switches and routers for Library.		
Project Justification: This is to replace replace legacy equipment that is at the end of its useful life.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$24,700						\$24,700
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$24,700	\$0	\$0	\$0	\$0	\$0	\$24,700

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$24,700						\$24,700
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$24,700	\$0	\$0	\$0	\$0	\$0	\$24,700

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Information Technology	Project Title: Security Cameras	Expected Life: 10 years
Description of Project: Replacement and expansion of security camera infrastructure, including centralized server, cameras, and related infrastructure at multiple locations.		
Project Justification: Project funds will be used for the Town-wide centralized server at Town Hall, system buildout at both the Library and Public Works facility, and enhanced connection with the centralized server from the Simsbury Meadows Performing Arts Center and Simsbury Farms.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$38,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$188,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$38,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$188,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$38,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$188,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$38,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$188,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Planning & Community Development	Project Title: Neighborhood Planning & Small Area Plans	Expected Life: Ongoing (6 years)
Description of Project: Special land use study's for neighborhoods and areas identified in both the 2017 POCD & 2023 Update. Those areas include Tariffville (funded in FY 24), Weatogue, Hoskins (North Village), West Street, and West Simsbury. Precise study order to be determined by the Planning Commission.		
Project Justification: Both the 2017 and the 2023 Update of the POCD calls for special planning studies for five areas in the Simsbury Community. This is an implementation step for that policy action item. The proposal would dedicate resources on an ongoing annual basis with continues work on the plans through FY 2030.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Planning & Community Development	Project Title: Zoning Regulations Update	Expected Life: 2 years
Description of Project: Project entails a review and re-write of the Town Zoning Regulations to implement the adoption of the Plan of Conservation & Development. A community-wide public process is anticipated.		
Project Justification: The adoption of the 2023 POCD anticipates a number of implementation steps/amendments related to the Zoning Regulations. In addition, The zoning regulations are conflicting and substantively confusing. They also contain numerous formatting and syntax errors. Major changes should be considered for the Town-wide regulations; Smaller fixes and clarifications are contemplated for the Center Zone. Further, there are new state-enabled statutory requirements set forth in several new public acts, including PA 21-29 that require inclusion.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering	\$75,000	\$50,000					\$125,000
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash - <i>traditional payback</i>	\$60,000						\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$15,000	\$50,000					\$125,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Library	Project Title: Library Computer Replacements	Expected Life: 4 years
Description of Project: Scheduled replacement of Reference/Adult Services Department and Tech Lab PCs & monitors, Children's Department technology and Circulation Department technology (45 PCs).		
Project Justification: This project established a regular 4 year replacement schedule for Library PCs and technology. More than 84,000 people use Library workstations annually. As the community technology hub, it is imperative that the Library regularly maintains current technology for community and staff use.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$7,000	\$7,090	\$18,627	\$7,238	\$7,384	\$7,532	\$54,821
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$7,000	\$7,090	\$18,627	\$7,238	\$7,384	\$7,532	\$54,821

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer	\$7,000	\$7,090	\$18,627	\$7,238	\$7,384	\$7,532	\$54,821
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$7,000	\$7,090	\$18,627	\$7,238	\$7,384	\$7,532	\$54,821

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Library Compressor and HVAC Controls Replacement	Expected Life: 20 years
Description of Project: Replace existing compressors at the Library, which are used to operate the HVAC system and the computerized controllers.		
Project Justification: Existing compressors are beyond their useful life and prone to failure. Replacing prior to failure will save over \$8,000. The computerized HVAC controllers are starting to fail, resulting in difficulties managing the building's temperature.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$35,000						\$35,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency	\$5,250						\$5,250
TOTAL PROJECT COSTS	\$40,250	\$0	\$0	\$0	\$0	\$0	\$40,250

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$40,250						\$40,250
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$40,250	\$0	\$0	\$0	\$0	\$0	\$40,250

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Police Cruisers	Expected Life: 3-4 years
Description of Project: Purchase of 3 Ford Interceptor Utility vehicles equipped with emergency lighting, sirens and safety equipment to be utilized for daily patrol. They will replace olders models in the fleet.		
Project Justification: The patrol vehicles are marked and highly visible. They carry our personnel, along with emergency and non-emergency equipment (e.g. medical and traffic), technology for communications and documentation (e.g. MDTs and dash cameras) and a safe means to transport people (e.g. custodial arrest).		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$121,710	\$197,170	\$212,943	\$229,979	\$248,377	\$268,247	\$1,339,281
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$121,710	\$197,170	\$212,943	\$229,979	\$248,377	\$268,247	\$1,339,281

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer	\$121,710	\$197,170	\$212,943	\$229,979	\$248,377	\$268,247	\$1,339,281
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$121,710	\$197,170	\$212,943	\$229,979	\$248,377	\$268,247	\$1,339,281

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Police Administrative Vehicles	Expected Life: 6-7 years
Description of Project: 1 Ford Explorer equipped with emergency lighting and siren		
Project Justification: Replacement of current administrative vehicle used for executive/command staff.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$54,772	\$59,153	\$127,772	\$68,997	\$74,517	\$80,478	\$465,689
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$54,772	\$59,153	\$127,772	\$68,997	\$74,517	\$80,478	\$465,689

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer	\$54,772	\$59,153	\$127,772	\$68,997	\$74,517	\$80,478	\$465,689
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$54,772	\$59,153	\$127,772	\$68,997	\$74,517	\$80,478	\$465,689

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Document Storage/Digitization of Records	Expected Life: n/a
Description of Project: The process will include both the digitization of existing documents as well as provide a method moving forward with current and future documents to be handled and stored in a similar fashion to address storage needs, efficiency and a reduction in paper use. Funds will provide for the equipment, software, and possible network storage required.		
Project Justification: This project will significantly reduce physical storage space needs, create more efficient ways to search and share documents, and reduce our use of paper. We have exceeded our storage capabilities in our facility and our workloads have increased in all areas to include the Records Division. This project will allow us to create usable work space by eliminating large volumes of documents that we are required by law to retain. The process will include a manual search through all the documents for elimination of duplicates and unnecessary documents and create a more efficient catalogue of documents and means to search and share those documents through the use of scanning and storage technology.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment							\$0
F. Other Costs	\$25,000						\$25,000
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund (<i>Private Duty</i>)	\$25,000						\$25,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Axon Body Worn Cameras and Fleet Cameras	Expected Life: 5 years
Description of Project: Annual cost of 5 year contract associated with the state mandated body worn camera and fleet camera system.		
Project Justification: The purchase was approved in FY 20/21 and this cost is our annual contractual cost for this state mandate. The cameras provide for documentation, evidence collection, transparency and accountability.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$47,424	\$47,424	\$50,000	\$50,000	\$50,000	\$50,000	\$294,848
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$47,424	\$47,424	\$50,000	\$50,000	\$50,000	\$50,000	\$294,848

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund (<i>Private Duty</i>)	\$47,424	\$47,424	\$50,000	\$50,000	\$50,000	\$50,000	\$294,848
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$47,424	\$47,424	\$50,000	\$50,000	\$50,000	\$50,000	\$294,848

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Interview Room Camera System	Expected Life: 2 years
Description of Project: The department's state mandated interview room camera system contract is up for renewal in December 2024. We can extend our full warranty and license for an additional 2 years on the system, but in FY 26/27 we will be required to upgrade the entire system.		
Project Justification: The interview camera system is state mandated and our current system has worked almost perfectly.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$4,700	\$4,700	\$45,000	\$5,000	\$5,000	\$5,000	\$69,400
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$4,700	\$4,700	\$45,000	\$5,000	\$5,000	\$5,000	\$69,400

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund (<i>Private Duty</i>)	\$4,700	\$4,700	\$45,000	\$5,000	\$5,000	\$5,000	\$69,400
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$4,700	\$4,700	\$45,000	\$5,000	\$5,000	\$5,000	\$69,400

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Soft Body Armor/Vest Replacement	Expected Life: 5 years
Description of Project: This is a replacement of 3 expiring ballistic vests and the addition of 2 vests (soft body armor).		
Project Justification: The department provides officers with a ballistic vest which have a 5-year expiration date. There are 2 officers that will be due for ballistic vest replacement in fiscal year 2025 as well as 3 projected vacant positions that will require new vests. The vests are approximately \$1,000 each and we always seek opportunities for a grant reimbursement of up to 50% through the Bureau of Justice Assistance Bulletproof Vest Grant Partnership.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$5,000	\$21,000	\$8,000	\$7,000	\$7,000	\$9,000	\$57,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$5,000	\$21,000	\$8,000	\$7,000	\$7,000	\$9,000	\$57,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund (<i>Private Duty</i>)	\$5,000	\$21,000	\$8,000	\$7,000	\$7,000	\$9,000	\$57,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$5,000	\$21,000	\$8,000	\$7,000	\$7,000	\$9,000	\$57,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Police Department	Project Title: Tasers	Expected Life: 5 years
Description of Project: Annual cost of the 5 year contract associated with the Axon Taser 10 less lethal weapon system.		
Project Justification: The purchase was approved in FY 23/24 and this expense is our annual contractual cost, which includes maintenance, storage and replacement.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$37,261	\$37,261	\$37,261	\$37,261	\$40,000	\$40,000	\$229,044
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$37,261	\$37,261	\$37,261	\$37,261	\$40,000	\$40,000	\$229,044

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund (<i>Private Duty</i>)	\$37,261	\$37,261	\$37,261	\$37,261	\$40,000	\$40,000	\$229,044
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$37,261	\$37,261	\$37,261	\$37,261	\$40,000	\$40,000	\$229,044

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works	Project Title: Community Farm Maintenance & Repairs	Expected Life: <i>varies depending on project</i>
Description of Project: The Town owns the Community Farm and is responsible for the upkeep of the facilities.		
Project Justification: This CNR fund will allow Public Works to perform necessary maintenance and make repairs to the facilities at the Community Farm when needs arise.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment							\$0
F. Other Costs	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$30,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Material Recycling	Expected Life: 3 years
Description of Project: Crushing/Recycling of approximately 11,000 tons of excavated materials to produce process fill material for use in construction projects.		
Project Justification: As the Highway Department staff performs construction activities, the work generates spoil material, including: soil, sand, gravel, concrete, asphalt, etc. This material is stockpiled and every 3+/- years it needs to be crushed/recycled into process fill material. The costs below are an average annualized expense. This process fill is then used as a suitable base material in our construction work. Cost for crushing is approx. \$5/ton--to purchase process aggregate fill material, the price would be approximately \$20/ton.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Plow Blades	Expected Life: 2 years
Description of Project: Replacement of the segmental plow blades used on our fleet of large trucks.		
Project Justification: Our fleet of 14 large front-line plow trucks have been using segmental plow blades for the past several years. These blades conform to the shape of the road and improve the plow performance, making the roads safer and, at times, requiring less salt to be applied.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$31,000		\$31,000		\$31,000		\$93,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$31,000	\$0	\$31,000	\$0	\$31,000	\$0	\$93,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Town Aid Road</i>	\$31,000		\$31,000		\$31,000		\$93,000
TOTAL REVENUE	\$31,000	\$0	\$31,000	\$0	\$31,000	\$0	\$93,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Truck Wash Barn Roof	Expected Life: 30 years
Description of Project: Replace Roof on Truck Wash Barn.		
Project Justification: The existing roof is 25+ years old and is leaking. New shingles and sections of plywood will need to be installed. A new roof may allow options for a solar array in the future.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$145,000						\$145,000
F. Other Costs							\$0
G. Bonding Costs	\$0						\$0
H. Contingency	\$25,000						\$25,000
TOTAL PROJECT COSTS	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$170,000						\$170,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: 11' Snow Plows	Expected Life: 10 years
Description of Project: Replacement of the large snow plows for two of our front line plow trucks. This is part of an annual replacement schedule to replace these plows every 10 years.		
Project Justification: Simsbury's snow removal is highly respected within the industry and the region. Our plows need to be replaced after 10 years, as the hydraulic systems become unreliable and steel fatigue leads to cracking and constant maintenance issues.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$31,000		\$31,000		\$31,000		\$93,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$31,000	\$0	\$31,000	\$0	\$31,000	\$0	\$93,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Town Aid Road</i>	\$31,000		\$31,000		\$31,000		\$93,000
TOTAL REVENUE	\$31,000	\$0	\$31,000	\$0	\$31,000	\$0	\$93,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Pickup F-150 4x4	Expected Life: 7 years
Description of Project: Front Line Truck with Emergency Radio and Lights - Used by the Director		
Project Justification: Replacement of a front line truck used for response in all weather conditions, equipped with radio, lights and other equipment.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$42,000						\$42,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$42,000	\$0	\$0	\$0	\$0	\$0	\$42,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Project Savings</i>	\$42,000						\$42,000
TOTAL REVENUE	\$42,000	\$0	\$0	\$0	\$0	\$0	\$42,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Highway	Project Title: Medium Duty Trailer	Expected Life: 20 years
Description of Project: Medium Duty Trailer		
Project Justification: On a daily basis, the department transports heavy equipment throughout the Town for various projects. This will replace a 20+-year-old trailer that has reached the end of its useful life.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$29,000						\$29,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency	\$580						\$580
TOTAL PROJECT COSTS	\$29,580	\$0	\$0	\$0	\$0	\$0	\$29,580

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Town Aid Road</i>	\$29,580						\$29,580
TOTAL REVENUE	\$29,580	\$0	\$0	\$0	\$0	\$0	\$29,580

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: A/C Condenser at BOE/Maintenance Building	Expected Life: 15+ years
Description of Project: Replacement of existing A/C condenser unit at 68 Town Forest Road.		
Project Justification: The BOE/Maintenance Building A/C condenser unit is beyond its useful life. Testing of the unit's compressor revealed imminent failure next cooling season.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$22,000						\$22,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$22,000						\$22,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Town Hall HVAC Controller Upgrade	Expected Life: 20+ years
Description of Project: Replacement of the computerized Town Hall HVAC controllers, which are starting to fail.		
Project Justification: The Town Hall controllers are starting to fail, which is causing occupant discomfort, excessive energy use, and poor reliability. These controllers monitor and manage building systems and temperature.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$11,500						\$11,500
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$11,500	\$0	\$0	\$0	\$0	\$0	\$11,500

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$11,500						\$11,500
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$11,500	\$0	\$0	\$0	\$0	\$0	\$11,500

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Eno Hall Marble Railing Repointing	Expected Life: 20+ years
Description of Project: Repoint decorative marble railways at front entrance to Eno Hall.		
Project Justification: Many of the joints on the marble railing at Eno Hall are cracked, allowing water to penetrate. With freezing temperatures, this creates an opportunity for the ice to crack the marble at this historic building.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$18,000						\$18,000
E. Equipment							\$0
F. Other Costs	\$3,500						\$3,500
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$21,500	\$0	\$0	\$0	\$0	\$0	\$21,500

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Eno Trust</i>	\$21,500						\$21,500
TOTAL REVENUE	\$21,500	\$0	\$0	\$0	\$0	\$0	\$21,500

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Pickup Truck	Expected Life: 9 years
Description of Project: Replace 2015 Ford pickup truck, with radio and plow.		
Project Justification: Replace existing 2015 F-250 that is used for daily maintenance and snow removal operations.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$60,000						\$60,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$60,000						\$60,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Town Hall ADA Hardware Upgrade	Expected Life: 20+ years
Description of Project: Most of the door hardware in the Town's buildings does not meet current ADA standards and should be replaced.		
Project Justification: In an effort to make all the Town's buildings as ADA accessible as possible, the Buildings and Grounds Department will purchase and install new door hardware for any door that is not currently ADA compliant.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$40,000						\$40,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$40,000						\$40,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Public Works - Buildings & Grounds	Project Title: Scagg Zero Turn Mower	Expected Life: 10-12 years
Description of Project: Replacement for Scagg Zero Turn Mower used for lawn maintenance by our Buildings and Grounds staff.		
Project Justification: This 2012 piece of landscaping equipment, which is used for mowing lawns at Town buildings and Owens Brook Boulevard, is nearing the end of its useful life of 10-12 years.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$19,000						\$19,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency	\$2,850						\$2,850
TOTAL PROJECT COSTS	\$21,850	\$0	\$0	\$0	\$0	\$0	\$21,850

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$21,850						\$21,850
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$21,850	\$0	\$0	\$0	\$0	\$0	\$21,850

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Water Pollution Control	Project Title: Sewer Lining	Expected Life: 50 years
Description of Project: Lining of sanitary sewers withing the Town collection system.		
Project Justification: Lining the existing clay pipes within the collection system eliminates ground water infiltraion and root intrusion into the system reducing operating and maintainance costs. The lining will also increase the life of the pipe an additional 50 years.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Sewer Use Fund</i>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000
TOTAL REVENUE	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Water Pollution Control	Project Title: HVAC Systems	Expected Life: 15 years
Description of Project: Replacement of HVAC Systems.		
Project Justification: System units are at end of usable life.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$50,000	\$50,000	\$50,000	\$50,000			\$200,000
E. Equipment	\$100,000	\$100,000	\$100,000	\$100,000			\$400,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0	\$600,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Sewer Use Fund</i>	\$150,000	\$150,000	\$150,000	\$150,000			\$600,000
TOTAL REVENUE	\$150,000	\$150,000	\$150,000	\$150,000	\$0	\$0	\$600,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Playground Refurbishment	Expected Life: 20 years
Description of Project: Replacement of outdated or worn playground equipment and safety surfacing.		
Project Justification: This request is for the repair and replacement of the old playground equipment at Town parks. The current equipment is worn, and due to age many parts are not available for replacement. Funding to aid in playground maintenance and Rotary Park Play Equipment Renovation is included in the later out years.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$9,000	\$11,000	\$15,000	\$15,000	\$15,000	\$15,000	\$80,000
E. Equipment	\$31,000	\$34,000	\$35,000	\$40,000	\$50,000	\$50,000	\$240,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$40,000	\$45,000	\$50,000	\$55,000	\$65,000	\$65,000	\$320,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$40,000	\$45,000	\$50,000	\$55,000	\$65,000	\$65,000	\$320,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$40,000	\$45,000	\$50,000	\$55,000	\$65,000	\$65,000	\$320,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Park Entrance Sign Replacement Program	Expected Life: 25 Years
Description of Project: Ongoing project to repalce worn and broken park and open space entrance signs at Town of Simsbury parks and open space locations.		
Project Justification: To date, 10 signs have been replaced with 2 additional in progress. Remaining locations have no sign or an old rotted wood sign that is in need of replacement. Two more years of funding is needed to replace the old signage and add the missing signage where needed.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$16,000	\$16,000					\$32,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$32,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$16,000	\$16,000					\$32,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$32,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Greenway Improvements	Expected Life: 25 years
<p>Description of Project: Funds will be used to renovate and repair the Town's section of the very popular Farmington Canal Heritage Trail of which 7.5 miles exist in Simsbury. Funds will be used for needed repaving projects, tree removal/pruning where needed, invasive plant species maintenance, fence repairs and replacement where needed, as well as drainage and signage projects where necessary. Funds could be allocated to equipment used on the maintenance of the trails as necessary.</p>		
<p>Project Justification: The Farmington Canal Heritage Trail is one of Town's most popular recreation amenities and is vitally important to the community as not only a beautiful location for residents to gather for their physical and social well being but also it is an important economic engine for the Town that attracts thousands of visitors each year to Simsbury. As the trail continues to age maintenance is needed to the surfacing, tree canopy and surrounding areas to make it safe and enjoyable for all who use it.</p>		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							
C. Land and Right of Way							\$0
D. Construction	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other -							\$0
TOTAL REVENUE	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$450,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Roof and Carpet Replacement at Simsbury Farms Apple Barn	Expected Life: 25 Years
Description of Project: Replace the leaking roof and carpet at the Simsbury Farms Apple Barn.		
Project Justification: The roof at the Apple Barn has failed in multiple places and the building is becoming compromised. Carpets need to be replaced from years of use and roof leaks. The Apple Barn is still used for year round recreation department programs and as a meeting and training space for Town staff and local service groups. The building is also rented to residents for private events.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$75,000						\$75,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$75,000						\$75,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Cart Path Paving Project at the Simsbury Farms Golf Course	Expected Life: 25 years
Description of Project: Pave golf cart paths in areas of the golf course that are often damaged by carts in wet conditions. This will reduce staff time spent on repairs to these areas.		
Project Justification: Golf carts are major revenue source as well convenience for the patrons, when not available to the golfing public after a weather event, significant revenue is lost. During the 2020-2023 golf seasons a number of ever increasingly intense storms produced enough rain to close the course for a number of days. Not only was the cart revenue lost, but golfers with mobility disabilities were not able to participate.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction	\$200,000						\$200,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Parks and Recreation Fund Balance</i>	\$200,000						\$200,000
TOTAL REVENUE	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Description of Project: Culture, Parks and Recreation	Project Title: Rebuild #13 Tee	Expected Life: 25 years
Description of Project: Design and Rebuild #13 Tee on Golf Course. We propose to utilize services of a golf course architect to design the tee with construction taking place in the following fiscal year. This proposed funding for this project will come from the Parks and Recreation Surplus Fund Balance. Profits from the Simsbury Farms Golf Course are the primary source of these funds.		
Project Justification: The current tee is too small for a par 3 and for the amount of play we receive. With more room the tee box can be moved more often allowing grass to grow back into the bare spots caused by iron shots toward the Par 3 green.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects	\$2,500						\$2,500
C. Land and Right of Way							\$0
D. Construction		\$20,000					\$20,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$2,500	\$20,000	\$0	\$0	\$0	\$0	\$22,500

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Parks and Recreation Fund Balance</i>	\$2,500	\$20,000					\$22,500
TOTAL REVENUE	\$2,500	\$20,000	\$0	\$0	\$0	\$0	\$22,500

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Rough Mower	Expected Life: 10 years
Description of Project: Purchase a Rough Mower for use at the Simsbury Farms Golf Course, replacing a 2012 unit.		
Project Justification: Current unit having major structural and electrical issues and has reached the end of its useful life.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$95,000						\$95,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$95,000	\$0	\$0	\$0	\$0	\$0	\$95,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Golf Course Maintenance Equipment Surcharge Acct.</i>	\$95,000						\$95,000
TOTAL REVENUE	\$95,000	\$0	\$0	\$0	\$0	\$0	\$95,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Parking Lot Drainage Project at Simsbury Farms	Expected Life: 25 years
Description of Project: Using design provided by Town Engineers, the Tennis Court/Playground Parking Lot will be fixed so that water and runoff does not collect in the corner of the lot creating hazardous conditions during the winter months. This work will require installign a catch basin in the corner of the lot and connecting down a hill to an existing drainage culvert.		
Project Justification: This parking lot is heavily used in the winter months by users of the Platform Tennis Courts and Ice Rink participants. Staff is needed to treat the area daily with salt and sand in attempt to mitigate a slip and fall hazard from water collecting in the lowest area of the parking area. This project will make the area safer for pedestrians and vehicles in this heavily traveled area of the recreation complex.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							
C. Land and Right of Way							\$0
D. Construction	\$51,000						
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$51,000	\$0	\$0	\$0	\$0	\$0	\$51,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$51,000						\$51,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other -							\$0
TOTAL REVENUE	\$51,000	\$0	\$0	\$0	\$0	\$0	\$51,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Tariffville Court Replacement - Supplemental	Expected Life: 25 years
Description of Project: Funds requested to augment FY22 approved funding of \$350,000 for construction of 6 post tension concrete pickleball courts at Tariffville Park. This project has been on hold due floodway mapping issues with the Army Corps. of Engineers and is expected to be able to go out to bid in late 2024. Construction prices have risen since the project was first approved and the supplemental funds will ensure this project can be successfully completed in the 2025 construction season avoiding further delays and construction increases.		
Project Justification: Pickleball is one of the fastest growing sport in the country. Creating six pickleball courts out of tennis courts that were seldom used is the appropriate use of this space. Pickleball will draw more people to Tariffville Park and to the local area businesses. This project will met a need for social recreation space for all in the community but is likely to be heavily used by older active adults. A need for pickleball courts was noted in the Town's 2020 Parks and Open Space Master Plan.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							
C. Land and Right of Way							\$0
D. Construction	\$100,000						
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$100,000						\$100,000
E. Grants							\$0
F. Other -							\$0
TOTAL REVENUE	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Drainage Projects at the Simsbury Farms Golf Course	Expected Life: 25 years
Description of Project: Design and install drainage on the Golf Course. A golf course architect will be used to design the appropriate changes and construction will take place over a period of up to five years to minimize loss of revenues due to restricting play on some holes during construction.		
Project Justification: The golf course is predominately clay based and poor draining. Drainage is needed to keep the golf course open and playable as can be seen by the past season(2023). This will mitigate loss of revenues when the course has to close or restrict cart usage during and after rain events.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects	\$15,000						\$15,000
C. Land and Right of Way							\$0
D. Construction		\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
E. Equipment							\$0
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$15,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$190,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>Parks and Recreation Fund Balance</i>	\$15,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$190,000
TOTAL REVENUE	\$15,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$190,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Small Mower (Replaced 2015)	Expected Life: 10 years
Description of Project: Replacement of 2015 Athletic Field Mower with with new of similar design.		
Project Justification: This mower is used about 15 hours per week to mow all smaller park areas. Flower Bridge, Sycamore Tree Park, Shultz park, Tariffville Green and the Simsbury Meadows Performing Arts Center.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$20,000						\$20,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$20,000						\$20,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Ice Edging Machine	Expected Life: 15 years
Description of Project: Replacement of 1990 Ice Edging Machine		
Project Justification: This machine is used to keep the ice against the rink boards edged down so that edges are level with the rest of the ice surface.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$12,000						\$12,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash (<i>traditional payback</i>)	\$12,000						\$12,000
C. Operating Transfer							\$0
D. Capital Reserve Fund							\$0
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$12,000	\$0	\$0	\$0	\$0	\$0	\$12,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Dump Truck (Replace 2012)	Expected Life: 10 years
Description of Project: Replacement of 2012 Dump Truck with new of similar design.		
Project Justification: This truck is used for hauling materials, brush and debris. This truck is also used in to plow and salt parking areas in inclement weather.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$70,000						\$70,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$70,000						\$70,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL REQUEST FORM

Department: Culture, Parks and Recreation	Project Title: Athletic Field Mower (Replaced 2007)	Expected Life: 10 years
Description of Project: Replacement of 2007 Athletic Field Mower with new of similar design.		
Project Justification: This mower is used about 20 hours per week to mow all of the baseball/softball fields at Memorial Park Athletic Field Complex.		

PROJECTED CAPITAL COSTS							
	Estimated Expenditures by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Planning & Engineering							\$0
B. Architects							\$0
C. Land and Right of Way							\$0
D. Construction							\$0
E. Equipment	\$60,000						\$60,000
F. Other Costs							\$0
G. Bonding Costs							\$0
H. Contingency							\$0
TOTAL PROJECT COSTS	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

PROJECTED REVENUES							
Funding Source	Estimated Revenue by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Bonds							\$0
B. General Fund Cash							\$0
C. Operating Transfer							\$0
D. Capital Reserve Fund	\$60,000						\$60,000
E. Grants							\$0
F. Other - <i>please specify here</i>							\$0
TOTAL REVENUE	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

PROJECTED OPERATING COSTS							
	Estimated Operating Costs by Fiscal Year						
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	SIX-YEAR TOTAL
A. Personnel							
Salary							\$0
Benefits							\$0
Personnel Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Contractual							\$0
C. Commodities							\$0
TOTAL OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0

APPENDIX A FINANCIAL POLICIES

The Town of Simsbury's financial policies are as follows:

- CNR and Capital Policy
- Capital Asset Policy
- Investment Policy
- Pension Investment Policy and Investment Objectives
- Defined Contribution Pension Plan Investment Policy
- Other Post Employment Benefit (OPEB) Trust Investment Policy
- Policy for Budgetary Transfers and Supplemental Appropriations
- Board of Education Non-Lapsing Account Policy
- Purchasing Policy
- Fund Balance Policy
- Debt Policy

The policies are attached in full.

TOWN OF SIMSBURY
CAPITAL AND CAPITAL NON-RECURRING FUND POLICY
Adopted by the Simsbury Board of Finance on February 19, 2019

I. Introduction & Purpose

The use and purpose of this policy is to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made. This policy establishes the general financing goals and the specific elements that comprise a long-range planning and financing strategy, including capital financing guidelines and the transfer of funds to and from the Capital Projects Funds, Capital and Non-Recurring Fund and Capital Reserve Fund.

The goals of this policy statement are to:

1. Make a strong commitment to the strategic management of the Town's capital financing process.
2. Promote financial stability and focus attention on the Town's long term financial capacity to meet capital needs.
3. Designate acceptable parameters of debt issuance and management.
4. Provide a framework for monitoring capital financing practices and results.
5. Effectively communicate the Town's priorities and plans for undertaking capital projects to internal and external stakeholders.
6. Provide a framework for monitoring capital financing practices and results.

II. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy.

III. Definitions and Guidelines

1. Capital Project is defined as any project, resulting in or contributing to the acquisition of, or addition to, a capital asset with an anticipated cost equal to or exceeding \$10,000 for equipment purchases, \$20,000 for building improvements and \$100,000 for infrastructure improvements and with an anticipated life equal to or exceeding (5) five years for equipment purchases, and (10) ten years for buildings, improvements and infrastructure.
2. The capital plan shall be prepared and updated annually by the Town Manager and Finance Director and present programmatic needs and priorities for a (6) six year period.

3. Per CGS 8-24, the Planning Commission must review and approve the capital plan annually for consistency with the Plan of Conservation and Development.
4. The first year of the (6) six year capital plan will be adopted annually by the Board of Selectmen and the Board of Finance as part of the budgeting process.
5. Future operating costs associated with new capital projects and assets will be projected and included in operating budget forecasts.
6. Each capital project submitted for consideration shall identify operating budget impacts and potential financing methods available.
7. The Town shall take the appropriate actions to maintain its “Aaa” credit rating and strategically utilize debt service expenditures.
8. The Town Manager and Finance Director will recommend the optimum mix and financing sources for all capital projects, in conjunction with the adopted Debt Management Policy.
9. Whenever possible, capital costs should be financed by means other than borrowing. Borrowing shall be limited to infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years and cost of at least \$250,000.
10. Capital projects financed through the issuance of general obligation bonds shall be financed for a period no longer than 10 years unless specifically authorized by the Board of Finance and , when practical, for a period which does not exceed the useful life of the asset.
11. Maintenance Scheduling – The Town intends to set aside sufficient revenues to finance ongoing maintenance needs and to provide periodic replacement and renewal to keep its capital facilities and infrastructure systems in good repair to maximize a capital asset’s useful life and to avoid unnecessary borrowing.

IV. Capital Projects Fund(s) Policy

The Capital Project Fund(s) is used to account for the financial resources used for the acquisition of major pieces of equipment, vehicles in the fleet, studies (if related to a larger capital project), professional services, building improvements, land acquisitions, building acquisitions or construction of major capital facilities and capital infrastructure improvements.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from the Capital Reserve Fund, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations.

If applicable, funds shall be invested in accordance with the Town’s investment policy.

V. Capital and Non-Recurring Fund Policy

The Capital and Non-Recurring Fund is established to provide for small capital and non-recurring expenditures which would distort year to year budget comparison. Non-recurring is to mean an expenditure that occurs no more frequently than once in a five year period.

Capital items and studies of single or aggregate cost that exceed \$10,000 but are less than \$250,000 shall be accounted for as expenditures in the capital and non-recurring fund. The

Capital and Non-Recurring Fund may also include fleet purchases that are less than \$250,000 per vehicle.

The Town shall not fund on-going operating expenditures from the Capital and Non-Recurring Fund.

On an annual basis, the General Fund will fund the CNR Fund utilizing a charge-back method. The charge-back method will spread out the CNR expenditures evenly over a five (5) year period. In the event items purchased from the CNR fund hold a life cycle of less than five (5) years, those purchases will be financed over a period not to exceed their life cycle.

The CNR Fund will hold a reserve sufficient enough to maintain an overall positive balance in the CNR fund.

This fund may receive contributions from transfers from the General Fund, transfers from the Capital Reserve Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital Projects Fund(s), grants and donations.

If applicable, funds shall be invested in accordance with the Town's investment policy.

VI. Capital Reserve Fund Policy

The Capital Reserve Fund is established to allow more flexibility, to serve as a future source of cash to capital financing of capital projects, and to provide a revenue source for emergency capital needs such as an emergency repair to a building not covered by insurance. It is a part of the Town's capital financing strategy and seeks to fund to a level deemed sufficient to fully fund recurring expenditures for replacement capital equipment and maintaining public facilities that do not meet the Town's general obligation bond issuance guidelines.

The target funding level shall be an amount sufficient to fund the capital fund budget cash to capital plus \$50,000. This is to ensure a sufficient balance remains in the Capital Reserve Fund for emergencies. Purchases utilizing the Capital Reserve Fund shall be authorized by the Town Manager or her/his designee and the Director of Finance and shall be approved by the Board of Selectmen and Board of Finance prior to expenditure. In the event of an emergency where an expenditure is made without prior approval by the Board of Selectmen and the Board of Finance, the expenditures shall be brought to the Board of Selectmen and Board of Finance for ratification as soon as possible. The Town Manager or her/his designee shall attempt to reach the First Selectman and Chairperson of the Board of Finance prior to the emergency expenditure. The First Selectman shall advise members of the Board of Selectman and the Chair of the Board of Finance shall advise members of the Board of Finance as soon as possible of the emergency. An emergency is defined as an urgent event or circumstance requiring an expenditure to preserve life or property or to address unique and serious circumstances that could not have been reasonably foreseen and which require immediate attention.

This fund may receive contributions from the sale of town owned buildings and property, transfers from the General Fund, transfers from Special Revenue Funds, unexpended balances of completed capital projects in the Capital and Non-Recurring Fund and Capital Projects Fund(s), grants, donations and interest from investments.

If applicable, funds shall be invested in accordance with the Town's investment policy.

VII. Accounting Guidelines

The following are a list of specific accounting practices related to capital transactions:

1. On the first day of the fiscal year, the General Fund appropriations to the Capital Projects Fund(s), Capital and Non-Recurring fund and Capital Reserve Fund will be transferred.
2. On the first day of the fiscal year, the Capital Reserve Fund appropriations to the Capital Projects Fund(s) and the Capital and Non-Recurring Fund will be transferred.
3. All bond proceeds will be deposited directly into the Capital Projects Fund(s).
4. Proceeds from the sale of town property will be deposited directly into the Capital Projects Fund or Capital Reserve Fund upon recommendation by the Board of Finance
5. Interest earned by the Capital Projects Fund(s) for the entire fiscal year will be transferred into the Capital Reserve Fund on the last day of the fiscal year, if applicable.
6. Grant funds, including school construction progress payments will be deposited into the Capital Projects Fund(s).
7. All debt service payments and debt issuance costs will be paid from the General Fund and/or Debt Service Fund.
8. All capital projects expenditures will be paid directly from the Capital Projects Fund(s).

Capital Asset Policy

Adopted by the Simsbury Board of Finance on June 20, 2018

Revised by the Simsbury Board of Finance on February 19, 2019

I. PURPOSE

The policy establishes guidelines, capitalization thresholds and useful life, and procedures for the inventory, depreciation and disposal of the Town's capital assets. It will assist the Finance Department in gathering and maintaining information needed for the preparation of the Comprehensive Annual Financial Report.

II. THRESHOLDS

	<u>GFOA Recommended</u>	<u>Board of Finance Approved</u>
<u>Capitalization</u>		
Equipment	>\$5,000	\$10,000
Improvements <i>(e.g. building additions, parking lot expansion)</i>	\$20,000	\$20,000
Infrastructure <i>(e.g. new roads, sewer lines, bridges, dams)</i>	\$100,000	\$100,000
<u>Accountability</u>		
Equipment other than computers	<i>These will not be capitalized unless they meet the thresholds as defined above. They will be inventoried for insurance purposes.</i>	
Computer Equipment		

III. GROUP PURCHASES

A total purchase for an amount greater than the thresholds defined above, which consists of more than one item purchased, with individual items which are below the threshold, will not be capitalized.

Example: More than one computer
Multiple desks and chairs

IV. ROAD IMPROVEMENTS

Resurfacing is considered to be road maintenance. Improvements that expand capacity are to be capitalized.

Example: Changing a one lane road to two, or adding a turning lane or paving unimproved road.

V. OTHER IMPROVEMENTS

Replacing a roof, carpeting, windows (unless the replacement has other benefits) are considered maintenance and should not be capitalized.

If the improvement increases capacity, use or significantly increases the useful life, then it should be capitalized if it is over the threshold.

VI. RECORDING OF ASSETS

Assets will be recorded individually to the extent possible to ensure proper accountability, accurate depreciation, and to allow for specific identification for recording of disposition.

VII. DONATED ASSETS

Donated assets are to be recorded at the fair market value at the date of gift. Department heads are responsible for completing the fixed asset addition form for all assets donated above the capitalization and accountability thresholds.

VIII. DEPRECIABLE LIVES

Depreciable lives should be based upon actual expected use by the Town, not by tax lives or other general estimates. An attempt should be made to set the depreciable lives to coincide with the Town's capital replacement program.

Department Heads should be consulted on the specialty equipment used by their departments for depreciable lives.

Standard useful lives include:

- Roads: 30-50 years
- Sewer Lines and Water Lines: 50 years
- Bridges/Large Culverts: 30-50 years

- Dams: 50 years
- Buildings: 50-75 years
- Fire Equipment: 20-25 years
- Ambulances: 5 years
- Vehicles: 3-15 years
 - Autos, Light Trucks, Heavy Trucks
- Machinery and Equipment: 3-10 years
- Construction Equipment: 5 years

For Construction in Progress update the asset record from the previous year until the asset is complete and transferred to the appropriate category.

IX. DISPOSAL

Assets with cost of \$10,000 or greater:

For all assets of \$10,000 or greater, disposal will require completion of the fixed asset disposal form and approval by the Finance Department. In no circumstance may an asset be disposed of without prior approval.

To the extent possible, the Department head will complete all data on the Fixed Asset Disposal Form, and submit for approval. Upon approval the asset may be disposed of by the approved manner appropriate in the circumstance (trash, sale, trade-in).

Asset impairments:

If an asset has suffered a significant impairment in function or useful life due to level of use, accident or other damage, the event with the estimated effect of the impairment and any intent to repair the asset to original operating condition should be reported to the Finance Department.

**FIXED ASSET ADDITION
DATA ENTRY FORM**

ASSET DESCRIPTION: _____

ASSET NUMBER (IF APPLICABLE): _____

DATE OF ACQUISITION: _____

COST: _____

USEFUL LIFE: _____

SALVAGE VALUE: _____

SERIAL NUMBER: _____

TYPE OF ASSET: _____

TOWN DEPARTMENT: _____

LOCATION OF ASSET: _____

SOURCE OF FUND: _____
(TAXES, GRANTS, BONDS, DONATIONS)

CAPITALIZATION OR ACCOUNTABILITY POLICY: _____

ENTERED BY: _____

**FIXED ASSET DELETION
DATA ENTRY FORM**

ASSET DESCRIPTION: _____

ASSET NUMBER (IF APPLICABLE): _____

DATE OF ACQUISITION: _____

COST: _____

SERIAL NUMBER: _____

TYPE OF ASSET: _____

TOWN DEPARTMENT: _____

LOCATION OF ASSET: _____

SOURCE OF FUND: _____
(TAXES, GRANTS, BONDS, DONATIONS)

REASON FOR DISPOSAL: _____

TYPE OF DISPOSTION:	SALE	_____
	DISCARDED	_____
	DONATED	_____
	OTHER	_____

ENTERED BY: _____

REQUESTED BY: _____

APPROVED BY: _____

TOWN OF SIMSBURY, CT

Investment Policy

**Updated to reflect current requirements and updated terms
Adopted by the Board of Finance on 10/21/2014**

1.0 POLICY STATEMENT

It is the policy of the Town of Simsbury that the administration and investment of Town funds shall be handled with the highest public trust. Investments shall be made in a manner which will optimize both the safety of the principal invested and the return on investment. Policy limits and diversification of the portfolio are established to protect liquidity for daily cash flow needs. While achieving a higher rate of return is secondary to the requirements for safety and liquidity, there must be a balancing of the risk and return. All investments will be made in full compliance with Town Charter and Code, State of Connecticut statutes, and any applicable IRS requirements.

2.0 SCOPE

This Investment Policy (the "Policy") applies to the investment and management of all the funds under direct authority of the Town.

Except for cash in certain restricted and special funds, the Town will consolidate all funds. Investment income will be allocated or charged back to the general fund, or various funds based on their actual balances, and in accordance with generally accepted accounting principles. Interest will be calculated on a monthly basis, and credited back to all participating funds.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.

3.1 PRUDENT PERSON STANDARD

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The Director of Finance and all those delegated investment authority under the Policy, when acting in accordance with the written procedures and the Policy and in accordance with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio.

4.0 OBJECTIVES

The objective of the Town's investment and cash management program is to ensure the safety, liquidity and yield on the funds available for investment. These objectives will ensure that all available funds are immediately and continuously invested at the most reasonable market rates obtainable at the time of investment. The Town will seek to attain market rates of return on its investments, consistent with constraints imposed by its primary objectives (as listed below), cash flow considerations and any laws that restrict the investment of public funds.

The primary objectives, in priority order, of the Town's investment action shall be:

4.1 SAFETY

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and protection of principal in the overall portfolio. This will be achieved by mitigating credit risk and interest rate risk.

a. Credit Risk: The Town will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities (highest quality, creditworthiness).
- Diversifying the investment portfolio by maturity and issuer so that potential losses on individual securities will be minimized.

b. Interest Rate Risk: The Town will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

4.2 LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is assured through sufficient distribution of funds in highly liquid investments. The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

4.3 YIELD

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above, however, reasonable yield must be balanced with minimizing risks. The investments authorized by this Policy are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

5.0 INVESTMENT AUTHORITY

The investment authority for the Town is established by Connecticut General Statutes. The Town Director of Finance will be responsible for the daily investment management decisions and activities. The Director of Finance, on a quarterly basis, will prepare a report of investment decisions in the Town investment fund. The Board of Finance or delegate will review these decisions for reasonableness and adherence to this Policy.

6.0 ETHICS AND CONFLICT OF INTEREST

Employees who have investment authority for the Town (specifically, the Director of Finance) shall refrain from personal business activity that could impair, or create the appearance of an impairment of, their ability to make impartial investment decisions. They shall disclose, as part of the annual audit disclosure process, any material financial interests in financial institutions that conduct business with the Town, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the Town's portfolio. Employees shall comply with all applicable laws, regulations, professional codes of responsibilities and Town policies. Employees and investment officials shall also refrain from undertaking personal investment transactions with the same individual with whom the business is conducted on behalf of the Town.

7.0 AUTHORIZED AND SUITABLE INVESTMENTS

All investments shall be made in accordance with Connecticut General Statutes Sections 7-400-402. Only the following types of securities and transactions shall be eligible for use by the Town:

1. U.S. Treasury bills, notes and bonds.
2. Federal Agency debentures, discount notes, callable and step-up securities, with issued by the Government National Mortgage Association (GNMA), Federal Home Loan Banks (FHLB), Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), and Federal Home Loan Mortgage Corporation (FHLMC) and any other agency of the United States Government.
3. Time Certificates of Deposit issued by a qualified public depository as defined in Connecticut General Statutes Section 36a-330 that are fully insured or collateralized.
4. Money Market Mutual Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) maintain a constant daily net asset value per share of \$1.00; (3) limit assets of the fund to the securities described in 1, 2 and 3 above and repurchase agreements collateralized by such securities; and (4) have a maximum stated maturity and weighted average maturity in accordance with Federal Securities Regulation 2a-7.
5. Investment Pools that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) maintain a constant daily net asset value per share of \$1.00; (3) limit assets of the fund to the securities described in 1, 2 and 3 above and repurchase agreements collateralized by such securities; and (4) have a custodian that is a bank as defined by Connecticut General Statutes Section 36a-2, or an out-of-state bank, as defined in said section, having one or more branches in Connecticut.

6. State Treasurer's Investment Fund (STIF).

8.0 DIVERSIFICATION

Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity or specific issuer. The asset allocation in the portfolio should, however, be flexible depending upon the outlook for the economy, the securities market, and the Town's anticipated cash flow needs.

9.0 MAXIMUM MATURITIES

To the extent possible, the Town will try to match its investments with anticipated cash flow requirements. The average weighted maturity of all investments exceeding 2 years shall not be more than 5 years and no more than 25% of the dollar value of those investments may exceed 5 years in duration.

10.0 INTERNAL CONTROLS

The Director of Finance shall insure that there are adequate internal controls for the Town's cash management processes and that they are fully document and adhered to. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, third-party misrepresentation, or imprudent actions by employees and officers of the Town. The internal control procedures shall be reviewed annually and approved by the Town's independent auditors.

11.0 PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the Town's investment risk constraints and cash flow needs. The standard benchmark for determining whether market yields are being achieved for short to intermediate-term investment portfolios will be the yields of the State Treasurer's Investment Fund (STIF).

12.0 INVESTMENT POLICY ADOPTION

The Policy shall be adopted by the Town Board of Finance. The Policy shall be reviewed biannually by the Director of Finance and any modifications made thereto must be approved by the Town Board of Finance.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY DEFINED BENEFIT PENSION PLANS INVESTMENT POLICY STATEMENT

Adopted by the Retirement Plan Subcommittee in November 2012

Amended on September 12, 2018

Adopted by the Board of Finance on July 30, 2019

Amended and Adopted by the Board of Finance on September 15, 2020

I. Introduction & Purpose

The TOWN OF SIMSBURY DEFINED BENEFIT PENSION PLANS (the “Plans”) have been established to provide retirement benefits to those individuals eligible to receive them. This policy statement outlines the goals and investment objectives for the Plans. This document is intended to provide guidelines for managing the Plans, and to outline specific investment policies that will govern how those goals are to be achieved. This statement:

- Describes the investment objectives of the Plans;
- Defines the responsibilities of the Board of Finance, Retirement Plan Sub-Committee (“Committee”) and other parties responsible for the management of the Plans;
- Establishes investment guidelines regarding the selection of investment managers and diversification of assets;
- Specifies the criteria for evaluating the performance of the investment managers and of the Plans as a whole.

II. Investment Objective

The Plans’ assets shall be invested in accordance with sound investment practices that emphasize long-term investment fundamentals. In establishing the investment objectives of the Plans, the Board of Finance has taken into account the financial needs and circumstances of the Town of Simsbury, the time horizon available for investment, the nature of the Plans’ cash flows and liabilities, and other factors that affect their risk tolerance. Consistent with this, the Board of Finance has determined that the investment of these assets shall be guided by the following underlying goals:

- To achieve the stated actuarial target of the Plans;
- To maintain sufficient liquidity to meet the obligations of the Plans;
- To diversify the assets of the Plans in order to reduce risk;
- To achieve investment results over the long-term that compare favorably with those of other pension plans, professionally managed portfolios and of appropriate market indexes.

III. Assignment of Responsibilities

Board of Finance - In accordance with Simsbury’s Town Charter, Section 808, “The Board of Finance shall supervise and maintain the Town pension and other post-

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employment benefit funds in accordance with rules and regulations contained in agreements between the Town employees and the Town of Simsbury and or the Board of Education regarding pension and other post-employment benefits. The Board of Finance shall, after consultation with the Board of Education and the Board of Selectmen, ensure the pension funds are prudently invested and shall also supervise and maintain the Retiree Benefit Fund established pursuant to the Town code of ordinances and designate the annual contribution to be made to insure said pension and post-employment funds. The investment and management of the assets of any such fund shall be in compliance with the prudent investor rule as set forth in Conn. Gen. Stat. Sections 45a-541 to 45a-541| inclusive of the General Statutes.”

The Board of Finance shall:

1. Oversee compliance by the investment manager(s) with the investment policy;
2. Evaluate the performance of the investment manager(s) against specific investment objectives;
3. Approve fee schedules of the investment manager(s) based on contractual agreements;
4. Select the investment custodian(s); and,
5. Approve the continuation of business relationships with investment manager(s), custodian(s), and other vendors, if any.

The Board of Finance may delegate its authority to act on its behalf to certain members or agents (such as the Town Manager, the Director of Finance, or designated Sub-Committees). The Board of Finance shall discharge its duties with the care, skill, prudence and diligence appropriate to the circumstances then prevailing. The Board of Finance recognizes that some risk must be assumed to achieve the Plans’ long-term investment objectives. The Board of Finance will receive and review reports from the Town’s investment advisor on a semi-annual basis. The Board of Finance will review recommendations provided by the Retirement Plan Sub-Committee at their next regularly scheduled meeting.

Retirement Plan Sub-Committee – The Retirement Plan Sub-Committee is formed to satisfy the Simsbury Town Charter requirement that the Board of Finance consult with the Board of Selectmen and Board of Education. The Committee is charged with the responsibility of evaluating the assets of the Plans and recommending any changes to the Board of Finance. To that end, the Committee’s responsibilities include: recommending to the Board of Finance the Plans’ investment policy, objectives and portfolio guidelines with respect to asset allocation, risk parameters, and return evaluation and for specific interpretation of said investment policy, as well as selecting the investment vehicles, and periodically monitoring the performance of investments. The Committee will meet periodically. The Committee shall discharge its duties with the care, skill, prudence and diligence appropriate to the circumstances then prevailing. The Committee recognizes that some risk must be assumed to achieve the Plans’ long-term investment objectives.

Investment Consultant – The Board of Finance will engage the services of an Investment Consultant. The Investment Consultant’s role is that of a non-discretionary advisor to the

Board of Finance and the Committee. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement and the Plans' asset allocation, conduct manager searches when necessary, monitor the performance of the managers/funds, and communicate on other matters of relevance to the oversight of the Plans.

Custodian – The Custodian is responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plans, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plans accounts (for example, to accommodate distribution needs).

IV. Asset Allocation

The asset allocation target ranges set forth in Appendix A represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range.

V. Rebalancing

The Board of Finance, at its discretion, may or may not institute rebalancing as necessary. Such adjustments should be executed with consideration to turnover, transaction costs, and realized losses over the long term. The necessity to rebalance will be reviewed periodically.

VI. Selection Criteria for Investment Managers

Investment managers/funds retained by the Plans shall be chosen using various criteria, including but not limited to the following:

- Past results, considered relative to appropriate indexes and other investments having similar investment objectives. Consideration shall be given to both consistency of performance and the level of risk taken to achieve results;
- The investment style and discipline of the investment manager;
- How well the manager's investment style or approach complements other assets in the Plans;
- Level of experience, personnel turnover, financial resources, and staffing levels of the investment management firm or fund.

The Plans will utilize a multi-manager structure of complementary investment styles and asset classes to invest the Plans' assets.

The Investment Consultant is additionally tasked with regular oversight of the roster of investment managers deployed on the Plans' behalf. The motivation for this effort is to ensure that the managers continue to administer their portfolios in a manner consistent with the overall approaches and qualifications that appealed to the Board of Finance initially and that anomalies and deviations from these approaches and qualifications are identified and addressed. When deemed necessary, the Investment Consultant will provide other manager candidates for the Board of Finance's consideration.

Should additional contributions and/or market value growth permit, the Board of Finance may retain additional investment managers to invest the assets of the Plans. Additional managers would be expected to diversify the Plans by investment style, asset class, and management structure and thereby enhance the probability of the Plans achieving its long-term investment objectives.

VII. Securities Guidelines

The Plans' investments may include separately managed accounts and/or mutual funds/co-mingled funds, including marketable and non-marketable alternatives and exchange traded funds. The Board of Finance understands that managers have full responsibility for security selection, diversification, turnover and allocation of holdings among selected securities and industry groups, as particularly detailed in the Investment Policy Statement of each of the Plans' separately managed accounts or in the prospectus/offering memorandum for each mutual fund/co-mingled fund/exchange traded fund in the portfolio. No securities will be purchased, or carried, on margin.

With respect to mutual/co-mingled funds, the Board of Finance will consider the following to insure proper diversification and function for each of the funds:

1. The mutual fund/co-mingled pool organizations selected should demonstrate: (a) a clearly defined investment philosophy; (b) a consistent investment process; (c) an experienced and stable organization; and (d) cost-effectiveness.
2. The mutual fund/co-mingled pool used will generally have at least a full three-year track record, or its equivalent, and the individual fund/pool must have at least \$25 million under management (or, as an organization, \$100 million in the same strategy) at the time of selection.
3. Each mutual fund/co-mingled pool will be regularly evaluated for proper diversity and each will provide material information on a timely basis.
4. With respect to hedge fund-of-funds, in addition to meeting each of the three above-specified criteria, each fund-of-funds will include an appropriate number of hedge fund managers to be considered well diversified. Investment strategies in hedge fund-of-funds may generally include: long/short U.S. equity, global equity, derivatives, distressed debt and other fixed income strategies, currency exposure, arbitrage and event driven strategies, and additional strategies with low correlation to traditional asset classes.

VIII. Proxy Voting

Each investment manager is responsible for and empowered to exercise all rights, including voting rights, as are acquired through the purchase of securities, where practical. Each investment manager shall vote proxies in the best interest of the Town of Simsbury. A copy of each firm's guidelines, and/or summary of proxy votes shall be provided to the Board of Finance or Committee upon request.

IX. Investment Monitoring and Reporting

The Board of Finance and Committee will periodically review performance of the investments in the Plans. Performance monitoring is the mechanism for revisiting the investment selection process and confirming that the criteria originally satisfied remain intact and that an investment continues to be appropriate for the Plans. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

Monitoring should occur on a periodic basis. The monitoring process will utilize the same criteria that formed the basis of the investment selection decision. In addition, a set of “watch list criteria” may be employed to track important quantitative and qualitative elements, assist in the evaluation process, and focus the Board of Finance and Committee on potential areas of concern.

Watch list criteria may include the following:

- Performance relative to benchmark performance over various time frames;
- Deterioration of risk-adjusted performance;
- Notable style drift / change in investment objective;
- High manager fees relative to peers;
- Significant organizational or manager change.

X. Termination of an Investment Manager or Fund

A manager/fund may be terminated when the Board of Finance has lost confidence in the manager's ability to:

- Achieve performance and risk objectives;
- Comply with investment guidelines;
- Comply with reporting requirements;
- Maintain a stable organization and retain key investment professionals.

There are no hard and fast rules for manager termination. However, if the investment manager has consistently failed to adhere to one or more of the above conditions, termination may be considered. Failure to remedy the circumstances of unsatisfactory performance by the manager/fund, within a reasonable time, may be grounds for termination.

Any recommendation to terminate a manager/fund will be treated on an individual basis and will not be made solely based on quantitative data. In addition to those above, other factors may include, but shall not be limited to, professional or Town of Simsbury turnover, or material change to investment processes.

The process for selecting a replacement for a terminated manager would follow the criteria outlined in the section of this Investment Policy Statement titled Selection Criteria for Investment Managers.

XI. Approval

It is understood that this investment policy is to be reviewed periodically by the Board of Finance and Committee to determine if any revisions are warranted by changing circumstances including, but not limited to, changes in financial status, risk tolerance, or changes involving the investment managers.

The Town of Simsbury:

By: _____

Signature: _____

Date: _____

Title: _____

Appendix A Updated August 2020

Target Asset Allocation Table

Asset Class	Min Weight	Target Weight	Max Weight	Benchmark Index
Domestic Equities	21.5%	31.5%	41.5%	Russell 3000 Index
International Equities	17.5%	27.5%	37.5%	MSCI ACWI ex-U.S. Index; MSCI EAFE Small Cap Index; MSCI Emerging Markets Index.
Fixed Income	22.5%	32.5%	42.5%	Barclays Capital Aggregate Index; Citigroup World Government Bond Index

Real Estate	0.0%	5.0%	7.5%	NCREIF Index
Inflation Protection	0.0%	3.5%	7.0%	Bloomberg Commodity Index Total Return, Bloomberg Barclays US TIPS 0-5 Yr Index



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY **DEFINED CONTRIBUTION PENSION PLANS INVESTMENT POLICY STATEMENT** *Adopted by the Board of Finance on May 18, 2021* *Previously Adopted by the Retirement Plan Sub-Committee in 2014*

I. Plan Description

The Town of Simsbury sponsors the Simsbury 457/401 Plans (the "Plan") for the benefit of its employees. It is intended to provide eligible employees with the long-term accumulation of retirement savings through a combination of employee and employer contributions to individual participant accounts and the earnings thereon.

The Plan's participants and beneficiaries are expected to have different investment objectives, time horizons and risk tolerances. To meet these varying investment needs, participants and beneficiaries will be able to direct their account balances among a range of investment options to construct diversified portfolios that reasonably span the risk/return spectrum. Participants and beneficiaries alone bear the risk of the results from the investment options and asset mixes that they select.

II. Purpose of the Investment Policy Statement

This investment policy statement is intended to assist the Plan's fiduciaries, who are charged with making investment-related decisions for the plan in a prudent manner. It outlines the underlying philosophies and processes for the selection, monitoring and evaluation of the investment categories and investment options utilized by the Plan. Specifically, this Investment Policy Statement:

- Defines the Plan's investment objectives
- Defines the roles of those responsible for the Plan's investments
- Describes the criteria and procedures for selecting investment categories and investment options
- Establishes investment performance measurement standards and monitoring procedures
- Describes methods for addressing investments that fail to satisfy established objectives

This Investment Policy Statement will be reviewed periodically, and, if appropriate, can be amended as needed.

III. Investment Objective

The following criteria may be considered when choosing a menu of investment options:

- The menu of investment options should represent a broad range that allows for participant choice among various asset classes and investment styles.
- Investment options should have varying degrees of risk and potential for return.
- Investment options should have returns that are competitive in the marketplace when compared to appropriate benchmarks.

- Investment options should have total expense ratios that are competitive in the marketplace.

These are not necessarily the only criteria that may be considered.

IV. Assignment of Responsibilities

The parties responsible for the management and administration of the Plan include:

1. The Town of Simsbury Retirement Plan Sub-Committee, (the "Committee") which is responsible for:
 - Recommending the Investment Policy Statement
 - Recommending investment options
 - Periodically evaluating the Plan's investment performance and recommending investment option changes
2. The Town of Simsbury Board of Finance, (the "Board") which is responsible for:
 - Approving and maintaining the Investment Policy Statement
 - Selecting investment options
 - Periodically evaluating the Plan's investment performance and selecting investment option changes
 - Approving the continuation of business relationships with investment managers, custodians, and other vendors, if any
3. The Plan's Administrator is responsible for day to day administration of the plan in accordance with paragraph 2 above. The Town Manager or his/her designee is responsible for serving as the Plan's Administrator.
4. The Plan's Trustee, who is responsible for holding and investing plan assets in accordance with the terms of the Trust Agreement. The Finance Director or his/her designee is responsible for serving as the Plan's Trustee.
5. The Investment Managers of the Plan options, who are responsible for making reasonable investment decisions consistent with the stated approach as described by prospectus and reporting investment results on a regular basis.
6. The Plan Record keeper, who is responsible for maintaining and updating individual account balances as well as information regarding plan contributions, withdrawals and distributions.

At the Board of Finance's discretion, the services of an investment consultant may be utilized to assist the Committee, Board, Town Manager and Finance Director with any of the following, including, without limitation: Investment policy development, fund menu construction, fund analysis and recommendations, performance monitoring, and employee education.

V. Selection of Investments

Set forth below are the considerations and guidelines employed in selection of investment options:

The Plan intends to provide a broad range of investment options that will span a risk/return spectrum. Further, the Plan's investment options will allow Plan participants

to construct portfolios consistent with their unique individual circumstances, goals, time horizons and tolerance for risk.

After determining the asset classes to be used, the Board must evaluate and select investment options. Each investment option should be managed by a prudent expert that meets certain minimum criteria:

- Be a bank, insurance company, mutual fund company, or investment adviser registered under the Registered Investment Advisers Act of 1940.
- Be operating in good standing with regulators and clients.
- Provide qualitative and quantitative information on the history of the firm, its investment philosophy and approach, and other relevant information.

Assuming the minimum criteria are met, additional factors that may be considered include:

- Results compared to an appropriate, style-specific benchmark and peer group.
- Adherence to stated investment objective.
- Fees compared to similar investments in the marketplace.
- Availability of relevant information in a timely fashion.

VI. Investment Monitoring and Reporting

The Committee will periodically review the investment options in the Plan. Investment options that no longer accept participant and/or employer contributions and cannot be removed from the Plan due to contractual limitations and where participants have been notified of this will not be monitored by the Committee. Performance monitoring is the mechanism for revisiting the investment option selection process and confirming that the criteria originally satisfied remain intact and that an investment option continues to be an appropriate offering. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

Monitoring should occur on a periodic basis. The monitoring process may utilize the same criteria that formed the basis of the investment selection decision; however, these are not the only criteria that may be considered. In addition, a set of “watch list criteria” may be employed to track important quantitative and qualitative elements, assist in the evaluation process, and focus the Committee on potential areas of concern.

Watch list criteria may include the following:

- Results versus benchmark over a specified period of time
- Deterioration of risk-adjusted performance
- Notable style drift / change in investment objective
- Expense ratio versus category average
- Significant organizational or manager change

VII. Termination of an Investment Option

An investment option may be terminated when the Board, in consultation with the Committee, has lost confidence in the manager's ability to:

- Achieve investment objectives,

- Comply with investment guidelines,
- Comply with reporting requirements, or
- Maintain a stable organization and retain key relevant investment professionals.

There are no hard and fast rules for termination. However, if the investment option has consistently failed to adhere to one or more of the above conditions, failure to remedy the circumstances of unsatisfactory performance, within a reasonable time, may be grounds for termination.

Any recommendation to terminate an investment option will be treated on an individual basis, and will not be made solely based on quantitative data. In addition to those above, other factors may include professional or client turnover, or material change to investment processes. Considerable judgment must be exercised in the termination decision process.

An investment option to be terminated shall be removed using one of the following approaches:

- Remove and replace (map assets) to an alternative comparable option,
- Freeze assets in the terminated option and direct new assets to a replacement option,
- Phase out the option over a specific time period,
- Remove the option and do not provide a replacement option, or
- A reasonable solution that may be determined at the time of termination.

The process for selecting a replacement for a terminated investment option may follow the criteria outlined in Part V, Selection of Investments.

VIII. Participant Education and Communication

The Plan will communicate to employees that:

- They control their own investments,
- Investment changes are permitted on a daily basis and may be subject to individual investment option requirements,
- Educational materials allowing employees to make informed decisions are readily available.

IX. Coordination with the Plan Document

If any term or condition of this investment policy conflicts with any term or condition in the Plan Document, the terms and conditions of the Plan Document shall control.

X. Approval

It is understood that this investment policy is to be reviewed periodically by the Retirement Plan Sub-Committee and the Board of Finance to determine if any revisions are warranted by changing circumstances including, but not limited to, changes in financial status, risk tolerance, or changes involving the investment managers. The Retirement Plan Sub-Committee will make recommendations to the Board of Finance. The Board of Finance has the authority to officially adopt, revise, or rescind this Policy in consultation with the Board of Education and Selectmen.

**Town of Simsbury
Retiree Health Care Trust**

INVESTMENT POLICY STATEMENT

September 2007

Introduction & Purpose

The Town of Simsbury Retiree Health Care Trust (the “Trust”) has been established to provide post employment retirement benefits to those individuals eligible to receive them. This policy statement outlines the goals and investment objectives for the Trust. This document is also intended to provide guidelines for managing the Trust, and to outline specific investment policies that will govern how those goals are to be achieved. This statement:

- Describes the investment objectives of the Trust;
- Describes an appropriate risk posture for the investment of the Trust’s assets;
- Defines the responsibilities of the Board of Finance (the “Board”) and other parties responsible for the management of the Trust;
- Establishes investment guidelines regarding the selection of investment managers and diversification of assets;
- Specifies the criteria for evaluating the performance of the investment managers and of the Trust as a whole.

Investment Objectives

The Trust’s assets shall be invested in accordance with sound investment practices that emphasize long-term investment fundamentals. In establishing the investment objectives of the Trust, the Board has taken into account the financial needs and circumstances of the Trust, the time horizon available for investment, the nature of the Trust’s cash flows and liabilities, and other factors that effect their risk tolerance. Consistent with these attributes, the Board has determined that the investment of these assets shall be guided by the following underlying goals:

- To achieve the stated actuarial target of the Trust;
- To exceed the rate of inflation, as defined by CPI, by approximately 4.0% per annum over a full market cycle (a 5-10 year period);
- To maintain sufficient liquidity to meet the obligations of the Trust;
- To diversify the assets of the Trust in order to reduce the risk of wide swings in market value from year-to-year, or of incurring large losses that could occur from concentrated positions;
- To achieve investment results over the long-term that compare favorably with those of other municipal investment pools, professionally managed portfolios and appropriate market indexes.

Volatility Objectives

- Diversification will be employed to reduce risk. The Trust's assets will be diversified by generally employing multiple investment firms engaging in distinct styles of investment.
- The volatility of the total portfolio, in aggregate, should be reasonably close to the volatility of a weighted composite of market indices of the target portfolio, which currently is comprised of: 22.5% S&P 500 Index, 5.0% Russell Mid Cap Index, 2.5% Russell 2000 Index, 15.0% MSCI EAFE Index, 5.0% MSCI Emerging Market Index, 2.5% Cohen & Steers Realty Major Index, 2.5% S&P World Ex US Property Index, 22.5% Lehman Brothers Aggregate Index, and 22.5% Lehman Brothers US TIPS Index.

Assignment of Responsibilities

Board of Finance - The Board is charged with the responsibility of managing the assets of the Trust. To that end, the Board's responsibilities include: establishing and maintaining the Trust's investment policy, selecting the investments, and periodically monitoring the performance of the investments. The Board shall discharge its duties with the care, skill, prudence and diligence appropriate to the circumstances then prevailing.

Investment Consultant - The Board may engage the services of an investment consultant. The investment consultant's role is that of a non-discretionary advisor to the Board. The investment consultant will assist in the development and periodic review of an Investment Policy Statement and the Trust's asset allocation, conduct manager searches when necessary, monitor the performance of the managers/funds, and communicate on other matters of relevance to the oversight of the Trust.

Custodian - The Custodian is responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Trust, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Trust (for example, to accommodate payments to eligible Trust participants).

Asset Allocation

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range.

Target Asset Allocation Table

Asset Class	Min Weight	Target Weight	Max Weight	Benchmark Index
Domestic Equities:				
Large Cap	17.5%	22.5%	27.5%	S&P 500
Mid Cap	2.5%	5.0%	7.5%	Russell Mid Cap
Small Cap	0.0%	2.5%	5.0%	Russell 2000
Foreign Equity:				
International Eq. (Devel.)	10.0%	15.0%	20.0%	MSCI EAFE
International Eq. (Emerg.)	0.0%	5.0%	10.0%	MSCI Emerging Market
Real Estate:				
REIT (Domestic)	0.0%	2.5%	5.0%	Cohen & Steers Realty Mjr.
REIT (Intl.)	0.0%	2.5%	5.0%	S&P World Ex US Prop.
Fixed Income:				
Broad Market	5.0%	22.5%	30.0%	LB Aggregate
Inflation-Protected	5.0%	22.5%	30.0%	LB US TIPS
Short Term/Cash	0.0%	0.0%	10.0%	90 Day US T-Bill

Rebalancing

Given the inherent volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target allocation. The necessity to rebalance will be reviewed periodically. Investment managers will rebalance portfolios at the direction of the Board. Such adjustments should be executed so as to minimize excessive turnover, transaction costs, and realized losses over the long term.

Selection Criteria for Investment Managers

Investment managers retained by the Trust shall be chosen using the following criteria:

- Past performance, considered relative to other investments having similar investment objectives with consideration granted to both consistency of performance and the level of risk taken to achieve results;
- The investment style and discipline of the investment manager;
- How well the manager's investment style or approach complements other assets in the Trust;
- Level of experience, personnel turnover, financial resources, and staffing levels of the investment management firm or fund;

- An assessment of the likelihood of future investment success, relative to other opportunities.

The Trust will generally utilize a multi-manager structure of complementary investment styles and asset classes to invest its' assets.

Should additional contributions and/or market value growth permit, the Board may retain additional investment managers to invest the assets of the Trust. Additional managers would be expected to diversify the Trust by investment style, asset class, and management structure and thereby enhance the probability of the Trust achieving its' long-term investment objectives.

Securities Guidelines

The Trust's investments may include separately managed accounts and/or mutual funds/co-mingled funds (including exchange-traded funds). The Board understands that managers have full responsibility for security selection, diversification, turnover and allocation of holdings among selected securities and industry groups, as particularly detailed in the investment policy statement of each of the Trust's separately managed accounts or in the prospectus/offering memorandum for each mutual fund/co-mingled fund in the portfolio.

With respect to separately managed accounts, any securities and transactions that are not permitted in the Trust without prior written Board approval will be detailed in the investment policy statement of each separate account manager, which is included as an attachment to this policy.

With respect to mutual/co-mingled funds, the Board will consider the following to insure proper diversification and function for each of the funds:

1. The mutual fund/co-mingled pool organizations selected should demonstrate: (a) a clearly defined investment philosophy; (b) a consistent investment process; (c) an experienced and stable organization; (d) cost-effectiveness; and (e) responsiveness to evolving investor requirements.
2. The mutual fund/co-mingled pool used will generally have at least a full three-year track record, or its equivalent, and the individual fund/pool must have at least \$25 million under management (or, as an organization, \$100 million in the same strategy) at the time of selection.
3. Each mutual fund/co-mingled pool will be regularly evaluated for proper diversity and each will provide material information on a timely basis.

Proxy Voting

Each investment manager is responsible for and empowered to exercise all rights, including voting rights, as are acquired through the purchase of securities, where practical. Each investment manager shall vote proxies according to their established proxy voting guidelines. A copy of those guidelines, and/or summary of proxy votes shall be provided to the Board upon request.

Investment Monitoring and Reporting

The Board will periodically review performance of the investments in the Trust. Performance monitoring is the mechanism for revisiting the investment selection process and confirming that the criteria originally satisfied remain in tact and that an investment continues to be appropriate for the Trust. While frequent change is neither expected nor desirable, the process of monitoring investment performance relative to specified guidelines is an on-going process.

Monitoring should occur on a periodic basis. The monitoring process will utilize the same criteria that formed the basis of the investment selection decision. In addition, a set of "watch list criteria" may be employed to track important quantitative and qualitative elements, assist in the evaluation process, and focus the Board on potential areas of concern.

Watch list criteria may include the following:

- Behind benchmark performance over a specified period of time;
- Deterioration of risk-adjusted performance;
- Notable style drift / change in investment objective;
- Investment management fees not competitive in marketplace;
- Significant organizational or manager change.

Termination of an Investment Manager or Fund

A manager/fund may be terminated when the Board has lost confidence in the manager's ability to:

- Achieve performance and risk objectives;
- Comply with investment guidelines;
- Comply with reporting requirements;
- Maintain a stable organization and retain key investment professionals.

There are no hard and fast rules for manager termination. However, if the investment manager has consistently failed to adhere to one or more of the above conditions, it is reasonable to presume a lack of adherence going forward. Failure to remedy the circumstances of unsatisfactory performance by the manager/fund, within a reasonable time, may be grounds for termination.

Any recommendation to terminate a manager/fund will be treated on an individual basis, and will not be made solely based on quantitative data. In addition to those above, other factors may include professional or client turnover, or material change to investment processes. Considerable judgment must be exercised in the termination decision process.

The process for selecting a replacement for a terminated manager would follow the criteria outlined in the section of this Investment Policy Statement titled Selection Criteria for Investment Managers.

Approval

It is understood that this investment policy is to be reviewed periodically by the Board to determine if any revisions are warranted by changing circumstances including, but not limited to, changes in financial status, risk tolerance, or changes involving the investment managers.

The signature below affirms that this statement has been read, understood and accepted by the Board.

Town of Simsbury Retiree Health Care Trust

Name: _____

Signature: _____

Date: _____

Title: _____

TOWN OF SIMSBURY

POLICY FOR BUDGETARY TRANSFERS AND SUPPLEMENTAL APPROPRIATIONS

Adopted by the Board of Finance on September 21, 2021

Objective: It is the purpose of this policy to outline the process and circumstances for amending the budget via supplemental appropriation or transfers within and between departments.

A. Transfers *within* a Department – Use of Current Year Savings

The Board of Selectmen has the sole power to approve transfers within Town department budgets with the exception of the Board of Education.

For transfers within a department budget, control is maintained at the departmental level and can happen any time during the year. In no case may the total expenditures of a particular department exceed that which is appropriated for the department as a whole.

The Board of Education has the sole power to approve transfers within the Board of Education budget so long as it does not exceed the total appropriation allocated to the Board of Education.

The Board of Finance does not approve transfers within departments so long as the total expenditure of a particular department does not exceed that which is appropriated for the whole department. The Board of Finance annually reviews transfers made within departments at the close of the fiscal year pursuant to CGS Chapter 106, Sec. 7-345.

B. Transfers *Between* Departments - Use of Current Year Savings

Pursuant to Simsbury Town Charter, Section 812 (f), upon the request of the Board of Selectmen during the last six (6) months of the fiscal year, the Board of Finance may, by vote, transfer any unencumbered appropriation, balance or portion thereof from one (1) department, commission, board or office to another. This provision shall not apply to the Board of Education.

Such transfers may be granted provided that:

- the purpose for which the transferred funds are to be expended remains unchanged; or
- the purpose for which the funds were initially appropriated no longer exists; or

- the proposed transfer is from a fund in which the amount appropriated exceeds the amount needed to accomplish the purpose specified in the appropriation approved at referendum.

C. Transfers *Between* Funds

All transfers between funds require the approval of the Board of Finance upon the request of the Board of Selectmen.

D. Supplemental Appropriations

No expenditure and no commitment to make an expenditure shall be made, caused to be made, or authorized by any officer, agency or agency of the Town, or by any board of commission of the Town unless an appropriation shall have been made covering such expenditure or commitment in accordance with the provisions of the Town Charter and state law (Charter Section 812(d)).

The Board of Finance shall have the power, by resolution and only upon the recommendation of a majority of the Board of Selectmen, to make any appropriation supplemental to those provided in the annual budget for the then current fiscal year. Except as set forth in Section 810 (Emergency Appropriations), any individual appropriation for any purpose made equal to or greater than two percent (2%) of the annual budget for the then current fiscal year is subject to automatic referendum pursuant to Section 406 of the Charter. Any individual appropriation for any purpose less than two percent (2%) of that annual budget for the then current fiscal year may be made upon approval of the Board of Selectmen and the Board of Finance. Supplemental appropriations as described in this section not approved at referendum may not exceed in any fiscal year a cumulative total of three percent (3%) of the annual budget for the then fiscal year. (Charter Section 809)

All budget increases above the budget approved at referendum must be recommended by the Board of Selectmen and approved by the Board of Finance. Common supplemental appropriations include, but are not limited to:

- Fiscal Year End Transfers: usually adopted in September/October to re-appropriate funds from the previous year's ending balance for projects or obligations that were approved but not completed during the year or to fund a new project.
- Grants or unanticipated revenues: if revenue is received during the fiscal year from a source that was not anticipated at the time of budget adoption or appropriation for the fiscal year, such as grants or implementation of a new fee, the Board of Finance, upon recommendation of the Board of Selectmen, may appropriate that unanticipated revenue for expenditure when received anytime during the

year. It is the practice of the Board of Finance that known or anticipated recurring grants be budgeted during the regular budget cycle.

- Emergency appropriations: For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations, the total amount of which shall not exceed fifty percent (50%) of the undesignated fund balance for the then current fiscal year, may be made upon the recommendation of at least four (4) members of the Board of Selectmen and by an affirmative vote of no fewer than four (4) members of the Board of Finance. In the absence of sufficient general fund resources to meet such appropriations, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Board of Finance. (Charter, Section 810)

Supplemental appropriations for special projects/activities shall be kept to a minimum when feasible via utilization of the annual budgeting process, year-end close out process or during the mid-year financial review.

Supplemental appropriations for necessary repairs and maintenance will be approved during the mid-year financial review or year-end close out. However, the Board of Finance will be notified of the intended purchases in their monthly meeting in advance of the purchase.

E. Appropriation Lapses

All appropriations unexpended or unencumbered at the end of the fiscal year shall lapse to the applicable general fund, except for:

- Capital expenditure appropriations from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three (3) fiscal years shall lapse without any expenditure from or encumbrances of the appropriation therefore; and
- Federal or state grants do not lapse until the expiration of the federal or state grant or as required by law or
- Special Revenue Funds, unless explicitly stated as part of the creation of the fund.

Non-Lapsing account for the BOE pursuant to Connecticut General Statutes 10-248A

(As approved by the Board of Finance on 3/17/2015)

THE TOWN OF Simsbury hereby resolves to establish a non-lapsing account for the deposit of unexpended education funds.

WHEREAS, pursuant to Connecticut General Statutes §10-248a, for the fiscal year ended June 30, 2015, and each fiscal year thereafter, the authority making appropriations for the school district for a town may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education for the town, provided such amount does not exceed one per cent of the total budgeted appropriation for education for such prior fiscal year; and

WHEREAS, the Simsbury Board of Education may, from time to time, have such unexpended funds in a fiscal year and may request that the Simsbury Board of Finance, approve the deposit of all or a portion of such unexpended funds into such non-lapsing account, up to the amount authorized by state law; then

BE IT RESOLVED, that the Simsbury Board of Finance hereby establishes the Unexpended Education Funds Account (the "Account") which shall be a non-lapsing account established pursuant to Connecticut General Statutes §10-248a, and by this resolution the Simsbury Board of Finance hereby directs the Town of Simsbury Department of Finance to open and maintain said Account in accordance with the directives of the Simsbury's Town Counsel. Authorization of expenditures from such account shall be approved jointly by both the Board of Education and the Board of Finance. Any amount deposited into such account must be expended within 1 year of deposit or else be returned to the town's general fund, unless a carryover to the next year is approved by the Board of Finance.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY PURCHASING PROCEDURES AND GUIDELINES *Revised by the Board of Finance on January 19, 2021*

I. Purpose

The purpose of this policy is to ensure that the Town of Simsbury obtains the highest quality of desired goods and services at the most competitive price. Further, this policy aims to streamline the procurement process while maintaining adequate internal controls.

II. Applicability

This policy applies to all staff, elected officials, and appointed officials involved in the procurement process.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

IV. Policy

A. Purchasing Agent

The Finance Director or his/her designee shall serve as the purchasing agent for the Town of Simsbury. He/she shall be responsible for the procurement of all goods and services as outlined in Chapter A161 of the Code of the Town of Simsbury. The Town Manager or his/her designee shall also be responsible for signing all contracts awarded to a vendor.

B. Competitive Quotes/Bid Thresholds

All purchases between \$10,000 - \$25,000 shall have quotes solicited from at least two (2) vendors. Vendor quotes can be written or verbal.

Bids shall be issued for purchases in excess of \$25,000 and require a formal written contract unless the Town can take advantage of a regional, state, local government or cooperative agency contract. This applies to annual orders (items purchased on volume basis) as well.

Bid bonds will be evaluated as part of the bid process. The department head, in conjunction with the Finance Director, will determine if the inclusion of a bid bond is in the best interest of the town.

A request for qualifications along with a request for proposal shall be issued for professional services (i.e. legal, engineering, architectural, etc.) contracts in excess of \$50,000 unless the Town can take advantage of a regional, State or cooperative agency contract.

Bid procedures outlined herein can be waived at any time if it is deemed to be in the best interest of the Town of Simsbury by the Finance Director and the Town Manager. All waivers shall be reported to the Board of Selectmen at the next regularly scheduled meeting for review.

Federal Grant Requirement: Bids shall be issued for purchases in excess of \$10,000 (or most recent update to the 2 CFR 200.318 – General Procurement Standards included in the Code of Federal Regulations)

Federal Grant Requirement: Statement of Responsibility – The Town is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements.

Federal Grant Requirement: If any prequalified list of persons, firms, or products are used in acquiring goods and services, they must be current and include enough qualified sources to ensure maximum open and free competition.

Federal Grant Requirement: All necessary affirmative steps must be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Federal Grant Requirement: An independent cost or price analysis must be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (currently set at \$3,000)

C. Contracts and Credit Applications

All credit applications shall be completed and signed by only the Finance Director or his/her designee. All vendor contracts shall be completed and signed by the Town Manager or his/her designee.

It is the responsibility of the department head and Finance Director to ensure that contractors perform in accordance with the terms, conditions and specifications in their contracts or purchase orders.

D. Conflicts of Interest

A conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Any conflict of interest must be disclosed in writing to the Finance Director. The conflict statement will be reviewed by the Finance Director as well as the Town Manager and a

determination will be made as to whether to proceed with the respective vendor and formalized in writing.

If the conflict of interest resides with the Finance Director or Town Manager, the Deputy Town Manager will assist in the review and final determination as to whether to proceed with respective vendor.

Federal Grant Requirement: No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest (as defined above).

E. Vendor Selection

The following considerations shall be evaluated during the process of vendor selection:

- The Town is encouraged to take advantage of the lowest possible price while obtaining the highest quality products and services.
- The Town shall ensure the selected vendor is able to provide the products/services in a timely manner.
- The acquisition of unnecessary or duplicative items must be avoided. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- The Town is encouraged to use refurbished, excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- The Town is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.
- Contracts shall only be awarded to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- Local Vendor Benefit – If any Simsbury *based* vendor responds to a bid notice and comes within 5% of the lowest bidder, all qualifications considered equal, the local based vendor will be allowed the opportunity to adjust their bid to match that of the lowest bidder.
- *Federal Grant Requirement:* The Town may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

F. Grant Funded Purchases

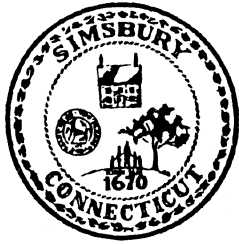
All purchases utilizing grant funds shall follow the Town purchasing policies and procedures as established in this policy.

G. Emergency Purchases

An emergency exists when the operation of a department would be seriously hampered; or in which life, limb or property may be endangered; or in which the health or welfare of the general public is seriously threatened; or a natural or man-made disaster has occurred.

If an emergency determination is made by the Town Manager or Finance Director it may be necessary to deviate from the formal purchasing process. Once the emergency situation has been rectified, all purchases made related to this emergency shall be formalized by the purchasing process as soon as possible.

If a contract is required as part of rectifying the emergency situation, consideration should be made to a short term contract with limited authority whenever possible.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY FUND BALANCE POLICY

Revised by the Board of Finance on September 15, 2020

I. Policy Statement

Fund balance is an approximate measure of liquidity. Reserves are a cornerstone of financial flexibility and provide the Town of Simsbury with options to respond to unexpected issues and provide a buffer against fiscal challenges. This policy (the “Policy”) is intended to provide for a fund balance which satisfies the cash flow and contingency needs of the Town while at the same time avoiding over taxation with an excessively large fund balance.

A positive fund balance serves three important functions:

1. Eliminates the need for short term borrowing to handle cash flow between the start of the fiscal year and receipt of revenue from taxes;
2. Serves as a contingency fund that enables the Town to respond to unanticipated emergencies or opportunities; and
3. Provides funds that can be used periodically to lower taxes to smooth out major fluctuations in the property tax rates.

Credit rating agencies determine the adequacy of the unreserved fund balance using a complex series of financial evaluations. The size of the fund balance is important, but not the only consideration in the Town’s rating. Fund balance reserve levels of AAA rated communities will be reviewed and taken into consideration for determining the appropriate fund balance reserve level for the Town of Simsbury. Other important factors include the reliability of a government’s revenue sources, economic conditions, community wealth factors, cash position, debt ratios, management performance, and fiscal decisions made by the legislative body.

II. Effective Date

This policy shall remain in effect until revised or rescinded. The Board of Finance reserves the right to amend this policy as necessary.

III. Governmental Fund Type Definitions

- General Fund (Operating budget, taxes, police, etc.)– All funds not reported in another fund.

- Special Revenue Funds (Parks and Recreation, etc.)– Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt and capital projects. Restricted or committed revenues are the foundation for a special revenue fund.
- Capital Project Funds (High School Renovations, etc.)– Used to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
- Permanent Funds (Pension Funds , etc.)– Used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the Town’s programs – that is for the benefit of the government or its citizenry. Permanent funds do NOT include private purpose trust funds.

IV. Fund Balance Definition

Fund Balance is the difference between the Town’s current assets (cash, short-term investments, receivables) expected to be available to finance operations in the immediate future and its current liabilities.

Fund balance is initially characterized as being restricted and unrestricted. Unrestricted Fund Balance is calculated as follows:

Total Fund Balance
 Less: Nonspendable fund balance
 Less: Restricted fund balance
 Unrestricted Fund Balance

1. Restricted Fund Balance Categories:

Nonspendable fund balance– Amounts that cannot be spent because they are (a) not in spendable form (such as inventory, prepaid items, long term portions of notes receivables) or (b) legally or contractually required to be maintained intact (such as the corpus of an endowment fund).

Restricted fund balance- Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

2. Unrestricted Fund Balance Categories:

- Committed fund balance– Amounts constrained to specific purposes by the Town itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purposes unless the government takes the same highest-level action to remove or change the constraint.

- Assigned fund balance– Amounts the Town intends to use for a specific purpose; intent can be expressed by the Town or by an official or body to which the Town delegates the authority. Appropriations of existing fund balances to future budgets are considered assigned fund balance. The Town shall not report an assignment that will result in deficit in Unassigned fund balance. Negative fund balances cannot be considered assigned. The body authorized to assign amounts to a specific purpose for purposes of this policy is the Board of Finance.
- Unassigned fund balance – Amounts that are available for any purpose; these amounts are reported only in the general fund. In other governmental funds, if expenditures incurred exceeded the amounts restricted, committed or assigned it may be necessary to report a negative unassigned fund balance.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the Town considers the restricted fund balance amount to have been spent first until exhausted and then any available unrestricted fund balance.

When an expenditure is incurred for purposes for which committed, assigned, or unassigned amounts are available, the Town considers the fund balance to be spent in the following order: committed, assigned, and then unassigned.

V. General Fund Guidelines

The Town Boards shall propose budgets that provide for an unrestricted general fund balance of a minimum of (15) percent of the total operating general fund expenditures.

In the event the fund balance is greater than seventeen (17) percent at the end of any fiscal year, the excess may be used in one or a combination of the following ways:

- Transfer such excess to the Debt Service Fund for future debt payments.
- Transfer such excess to the Capital or the Capital Nonrecurring Fund for future capital projects.
- Transfer such excess to the Pension and/or OPEB trust funds
- Transfer such excess to Special Revenue funds to offset deficits or future costs

The following circumstances may justify maintaining a fund balance exceeding 17%:

- Significant volatility in operating revenues or operating expenditures;
- Potential drain on resources from other funds facing financial difficulties;
- Exposure to natural disasters (e.g. hurricanes, public health crisis etc);
- Reliance on a single corporate taxpayer or upon a group of corporate taxpayers in the same industry;
- Rapidly growing budgets; or
- Disparities in timing between revenue collections and expenditures.

Exigent circumstances may justify a “spend down” of the fund balance to under 15%. Examples of such circumstances include:

- Operating emergencies
- Unanticipated budgetary shortfalls

The Board of Finance shall monitor and modify the minimum fund balance requirements based on these criteria. If at the end of a fiscal year, the unrestricted general fund balance is below fifteen percent of the total operating general fund expenditures for reasons other than the timing of receipt of disaster recovery funds that have been approved by the federal or state government (provided the town's receipt of such funds is reasonably expected to occur within three to six months), the Finance Director shall prepare and submit a plan for expenditure reductions and or revenue increases. The Board of Finance shall take action necessary to restore the unreserved, undesignated fund balance to acceptable levels within three years or the next budget cycle or a reasonable time period.

VI. Capital Fund Guidelines

It is the intent of the Town of Simsbury to set aside funds, when operations allow, for large capital projects to help minimize the debt service needs for these projects. The Capital Fund Reserve shall be in accordance with the CNR and Capital Policy as adopted on February 19, 2019, and may be amended from time to time.

VII. Internal Service Fund Guidelines

Reserve targets established for internal service funds shall ensure that the fund continues to provide service without interruption including self-insurance. The Town of Simsbury currently maintains internal service funds for medical and dental activity. In accordance with best practice, the fund balance for these funds should always be at 20 – 25% of expected claims.



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY DEBT MANAGEMENT POLICY

Adopted by the Board of Finance on February 15, 1989

*Revised by the Simsbury Board of Selectmen on February 11, 2020, March 22, 2021 and
The Board of Finance on February 18, 2020 and March 16, 2021*

I. Purpose

The purpose of a debt policy is to establish written and objective guidelines to improve the quality of decision-making on long-term capital planning and on the appropriateness of utilizing debt to fund capital expenditures at the most economically advantageous rates of interest. It is the Board of Finance policy that the Town will confine long-term borrowing to capital improvements or projects that cannot be financed with current revenues. This policy recognizes the infrastructure needs of the Town as well as the taxpayer's ability to pay while taking into account existing legal, economic, financial and debt market considerations.

The primary objectives of this policy are to:

- Establish conditions for the issuance of debt for the purpose of funding capital projects.
- Plan for long and short-term issuance to finance the Town's capital program based on cash flow needs, sources of revenue, capital construction periods, available financing instruments and market conditions.
- Minimize the Town's debt service and issuance costs.
- Retain the highest credit rating and ensure financial integrity while providing a funding mechanism to meet the Town's capital needs.
- Maintain full and complete financial disclosure and reporting.

This policy is based on the practices recommended by the Government Financial Officers Association (GFOA) to facilitate compliance with local, state and federal laws and regulations.

III. Effective Date

This policy shall remain in effect until revised or rescinded. The Town reserves the right to amend this policy as necessary.

IV. Authority and Responsibility

1. ***Borrowing Authority:*** The Town shall have the power to incur indebtedness in accordance with Connecticut General Statutes subject to the provisions of the Simsbury Town Charter. As stated in Chapter VIII, Section 813, the issuance of bonds and notes, except tax anticipation notes, shall be authorized by resolution of the Board of Selectmen. The issuance of notes, the term of which does not exceed one (1) year, may be authorized by the Board of Selectmen upon recommendation of the Board of Finance.
2. ***Responsibility:*** It shall be the responsibility of the Board of Selectmen, the Town Manager and the Finance Director to issue debt in compliance with the terms outlined in this policy and in compliance with the Town Charter and State and Federal law. The primary responsibility of debt management rests with the Finance Director. The Finance Director shall:
 - Provide for the issuance of debt at the lowest possible cost and risk;
 - Determine the available debt capacity;
 - Provide for the issuance debt at appropriate intervals and in reasonable amounts as required to fund approved expenditures;
 - Recommend to the Board of Selectmen the manner of sale of debt;
 - Monitor opportunities to refund debt and recommend such refunding as appropriate;
 - Comply with all Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), and State and local rules and regulations governing the issuance of debt;
 - Provide for the timely payment of principal and interest on all debt; ensure the that the fiscal agent receives funds for payment of debt service on or before the payment date;
 - Provide for and participate in the preparation and review of offering documents;
 - Provide annual disclosure information to established national information repositories and maintain compliance with disclosure statements as required by the state and national regulatory bodies;
 - Distribute to appropriate repositories information regarding financial condition and affairs at such time and in the form required by law, regulation and general practice;
 - Provide for the distribution of pertinent information to rating agencies;
 - Maintain a current database of all outstanding debt; and
 - Apply and promote prudent fiscal practices.
 - Develop and maintain a capital finance model to evaluate the impact of capital program spending, operations and maintenance costs, and debt service on its financial condition.

V. Policy

1. Debt Retirement Objective – As determined by the Board of Finance, debt retirement expenses (interest and principal) shall be at a rate of not more than 8% of the total annual general fund operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 8% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund.
2. Compliance with Six-year Capital Improvement Plan (CIP) - Capital Planning for Simsbury is required by the Town Charter, Section 803 and predicated on adoption by the Board of Selectmen of a six-year CIP. In general, with the exception of emergencies and mandates, this plan is the governing document for capital expenditures. The Town further recognizes that certain projects for which debt financing should be considered may arise in such a manner that they cannot be incorporated into the six-year CIP prior to financing, e.g., the coming to the market of a specific property the Town desires to acquire for open space purposes.
3. Types of Permissible Debts – whenever possible, the Town will first attempt to fund capital projects with state and federal grants or other revenues. When such funds are insufficient, the Town may use dedicated revenues from Special Revenue Funds, Capital Projects Funds, or General Fund revenues or reserves. If these are not appropriate or sufficient, the Town will use bond funding or long-term leases. The Board of Selectmen and the Board of Finance will evaluate debt-funding scenarios as part of the capital budget process using models developed by the Finance Director in order to prioritize future financing needs and to evaluate compliance with this policy. The Board of Finance will forward its recommendations to the Board of Selectmen.

General Obligation (G.O.) bonds may be issued to finance traditional public improvements for which other funding is unavailable or impractical. Long-term bonds may be used to finance infrastructure or facility improvement projects with an estimated life expectancy of at least 15 years or cost at least \$250,000.

The Town may go to market for G.O. bonds for a minimum threshold of \$1,000,000. A smaller number of projects may be combined to meet the threshold, provided that each such included project meets the 15-years useful life condition.

General Obligation (G.O.) Bond Anticipation Notes (BAN's) may be issued for short-term debt. The Town may choose to issue bond anticipation notes (BAN's) as a source of interim financing when deemed prudent. Bond anticipation notes may also be used as a form of permanent financing (generally up to 10 years under current statutes) by renewing the notes over a number of years and reducing the principal amount of the notes on renewal.

Capital Lease Purchase Financing, in contrast to a true lease, provides for the acquisition of the leased item. Lease purchase financing may be used for procuring assets that are too expensive to fund with current receipts in any one year, but with useful lives too short (less than 15 years) to finance with long-term debt. Generally, lease purchase financing will not be considered for the purchase or construction of

assets with a life expectancy of less than five years. The Town will seek competitive pricing when practical.

Low Interest Loan – The use of federal and state aided low interest loans should be considered before consideration of issuing any other forms of debt. Low interest loans may also be considered from private banks as permitted by law.

4. Statutory Debt Limitations – Under Connecticut Law, municipalities may not incur indebtedness through the issue of bonds which will cause aggregate indebtedness by class to exceed the following:

General Purposes 2.25 times base
School Purposes 4.50 times base
Sewer Purposes 3.75 times base
Urban Renewal Purposes 3.25 times base

The “base” is defined as annual receipts from taxation (total tax collections including interest and penalties) and State payment for revenue losses under CGS sections 12-24a, 12-24c and 12-129d. In no case shall total indebtedness exceed seven times the base.

The statutes also provide for certain exclusions of debt issued in anticipation of taxes, for the supply of water, supply of gas, supply of electricity, construction of subways, for the construction of underground conduits for cables, wires, and pipes and for two or more of such purposes; for indebtedness issued in anticipation of the receipt of proceeds from State or Federal grants evidenced by a written commitment or contract.

5. Bond Structure

Consideration should be given by the Board of Selectmen to each of the following:

- Providing cash in advance to meet project expenses
- Maximizing the credit rating potential and market acceptance of the bonds
- Minimizing net borrowing cost
- Minimizing the impact of debt service payments on annual cash flow

Bond term – All capital improvements financed through the issuance of debt will be financed for a period not to exceed the useful life of the improvements, but in no event to exceed 20 years. For capital expenditures valued below \$20 million, bonding will not exceed ten (10) years. Fifteen (15) to twenty (20) year bond terms may be considered and approved in the budget process by the Board of Finance for major projects exceeding \$20 million that benefit the community.

Interest Rates - The Town will attempt to issue debt that carries a fixed interest rate. However, it is recognized that certain circumstances may warrant the issuance of variable rate debt. In those instances, the Town should attempt to stabilize debt service payments through the use of an appropriate stabilization arrangement. Board of Selectmen approval is needed to issue variable rate debt.

Debt Service Pattern – The preferred debt service method is level principal, however, new debt should be structured to coincide with the retirement of past debt to lessen the

impact upon the mill rate and to keep debt service costs at or below 6-8% 7% of the operating budget. Debt that is being funded outside of tax revenues (i.e. WPCA Sewer Use Fees) shall not be included within the 6-8% 7% unless the fund responsible for the debt payments is financially unstable and it is anticipated that the Town will be called upon to make debt payments from the general fund. The Board of Finance will review the debt service percent of operating on an annual basis and formally set the target debt as percent of operating during the budget process.

Call provision – The Board of Selectmen seeks to minimize the cost from optional redemption call provisions, consistent with its desire to obtain the lowest possible interest rates on its bonds. The Town Manager and Finance Director will evaluate the optional redemption provisions for each issue to ensure that the Town does not pay unacceptable higher interest rates to obtain such advantageous calls.

Method of sale – Debt obligations are generally issued through competitive sale. When conditions favorable for a competitive sale do not exist and when a negotiated sale will provide significant benefits to the Town that would not be achieved through a competitive sale, the Board of Selectmen may elect to sell its debt obligations through a private or negotiated sale.

6. Refunding Debt - The Board of Selectmen will continually monitor its outstanding debt in relation to existing conditions in the debt market and will refund any outstanding debt when sufficient savings can be realized. The target threshold for net present value savings should be a minimum of 2%.
7. Emergencies - During emergency situations, the Town may issue debt to provide for emergency infrastructure repair or replacement if such repair or replacement as necessary for the immediate preservation of the public peace, health and safety as governed by the Town Charter.

VI. Debt Affordability Measures

The Board of Finance, in connection with the budget approval process, will evaluate the Town's debt position. The following statistical measures to determine debt capacity will be used and evaluated in relation to rating agency standards and the Town's historical ratios to determine debt affordability:

Debt Burden and Service Indicators

- Debt as a percentage of Net Taxable Grand List
- Debt per capita
- Debt to personal income
- Debt to taxable property value
- Debt as a percentage of General Fund expenditures
- Simsbury debt in comparison to other comparable towns

VII. Professional Services

1. Bond Counsel: All debt issued by the Town will include a written opinion of bond counsel affirming that the Town is authorized to issue the proposed debt. The opinion

shall include confirmation that the Town has met all Town and state requirements necessary for its issuance, a determination of the proposed debt's federal income tax status and other components necessary for the proposed debt.

2. *Municipal Advisor*: A Municipal Financial Advisor(s) will be used to assist in the issuance of the Town's debt. The Municipal Financial Advisor will provide the Town with objective advice and analysis on debt issuance. This includes, but is not limited to, analyzing debt capacity, projecting future debt impact and modeling of future debt issuance, monitoring market opportunities, structuring and pricing debt, and preparing official statements of disclosure.
3. *Underwriters*: An Underwriter(s) may be used for all debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing the negotiated or private placement debt and reselling the debt to investors.
4. *Fiscal Agent*: A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders.

All vendors retained by the Town of Simsbury will be selected in accordance with the Town of Simsbury's purchasing policy.

**APPENDIX B
POSITION TABLES
FULL-TIME EQUIVALENT (FTE) EMPLOYEES**

Department	FY 22/23	FY 23/24	FY 24/25
Town Manager's Office	4.00	4.00	3.00
Human Resources	0.00	0.00	2.00
Finance			
Administration/Accounting	4.00	5.00	6.00
Revenue	1.83	1.83	1.83
Assessor	4.00	4.00	4.00
Town Clerk	3.00	3.00	3.00
Planning & Community Development			
Planning	4.00	4.00	4.00
Building	3.66	3.64	3.54
Information Technology	3.00	3.00	3.00
Library			
Administration	11.43	11.43	11.43
Adult Services	6.30	6.30	6.30
Children's Services	6.00	6.00	6.00
Public Works			
Administration	3.00	3.00	3.00
Engineering	2.71	2.71	2.71
Highway	20.00	20.00	20.50
Facilities	7.35	7.35	7.35
WPCA	11.00	11.00	11.00
Police			
Uniformed	41.00	42.00	42.00
Civilian	15.36	15.36	16.36
Social Services	7.31	7.31	6.31
Culture, Parks & Recreation			
Administration	3.71	4.00	4.00
Parks	10.00	11.00	11.00
Golf Course	6.40	6.40	6.40
TOTAL	179.06	182.33	184.73

FY25 figures reflect the following changes:

New Human Resources Director position

Current HR staff in Town Manager's Office reclassified to support HR Department

New Town Hall Administrative Specialist (supporting Finance, Tax, Assessor, Town Clerk)

New Mechanic Truck Driver (0.5)

New Records Clerk position

**APPENDIX C
STATISTICS & BENCHMARKING DATA**

		Simsbury	Avon	Bloomfield	Cheshire	Glastonbury	Granby	South Windsor	Average (excl. Simsbury)	Median (excl. Simsbury)
Statistics¹	Population	24,935	18,871	21,560	28,994	35,199	11,041	26,783	23,741	24,172
	School Enrollment	4,021	3,136	2,293	4,078	5,818	1,694	4,679	3,616	3,607
	Area (Square Miles)	33.9	23.6	26.09	32.84	51.26	40.73	28.06	33.8	30.45
	Median Household Income	\$134,688	\$130,268	\$81,354	\$132,682	\$130,294	\$115,989	\$126,996	\$119,597	\$128,632
	Median Owner Occupied Home Value	\$352,800	\$383,800	\$220,900	\$349,900	\$355,500	\$310,200	\$291,400	\$318,617	\$330,050
	% Poverty Households	5.5%	4.4%	8.9%	4.6%	5.1%	4.5%	4.6%	5.3%	4.6%
	% ALICE Households	16.5%	22.8%	28.2%	18.9%	26.5%	19.9%	16.7%	22.2%	21.3%
FY24 Budget Information²	Mill Rate	30.82	35.39	36.78	35.09	31.01	31.89	33.14	33.88	34.12
	Mill Rate (+ Fire District)	31.82		38.53					38.53	38.53
	Unassigned Fund Balance as % of General Fund Expenditures (6/30/2022)	16.7%	13.3%	17.3%	10.0%	18.7%	18.4%	24.4%	17.0%	17.9%
	Grand List (10/1/2022)	\$3,114,056,830	\$2,435,688,746	\$2,257,290,148	\$3,032,209,830	\$5,390,548,740	\$1,378,046,350	\$3,761,117,114	\$3,042,483,488	\$2,733,949,288
	General Fund Expenditures	Town	\$31,679,397	\$29,087,512	\$32,546,482	\$38,348,241	\$48,804,244	\$15,254,913	\$43,093,533	\$34,522,488
		Education	\$82,182,136	\$66,743,809	\$51,772,311	\$84,993,429	\$120,268,065	\$36,155,291	\$88,221,342	\$74,692,375
		Debt Service	\$7,806,810	\$2,889,400	\$6,833,410	\$7,634,493	\$7,096,470	\$1,695,078	\$13,497,003	\$6,607,642
		Total	\$121,668,343	\$103,282,430	\$105,191,783	\$130,976,163	\$176,168,779	\$53,105,282	\$144,811,878	\$118,922,719
	Total per Capita	\$4,879	\$5,473	\$4,879	\$4,517	\$5,005	\$4,810	\$5,407	\$5,015	\$4,942
FY22 Long- Term Liabilities³	Total Outstanding Debt	\$41,460,000	\$14,825,000	\$55,795,000	\$96,839,000	\$45,725,000	\$16,070,000	\$110,500,000	\$56,625,667	\$50,760,000
	Debt Service Per Capita	\$263	\$161	\$330	\$235	\$190	\$168	\$397	\$247	\$212
	Total Debt Per Capita	\$1,663	\$786	\$2,588	\$3,340	\$1,416	\$1,455	\$4,126	\$2,285	\$2,022
	Debt Service as % of Operating	5.7%	3.0%	6.8%	5.2%	3.6%	3.5%	7.8%	5.0%	4.4%
	Pension Funded Ratio (Town only)	68.3%	51.2%	73.3%	66.4%	69.1%	78.2%	69.8%	68.0%	69.4%
	OPEB Funded Ratio	83.5%	30.2%	12.0%	3.9%	36.8%	49.3%	30.0%	27.0%	30.1%

Sources:

- 1) Population estimates: CT Department of Health
 Poverty and ALICE data: United for Alice/American Community Survey
 All other data: OPM Municipal Fiscal Indicators FYE 2017-2021
- 2) Town budget documents
- 3) FY22 Annual Comprehensive Financial Reports

APPENDIX D

GLOSSARY

Accounting System - The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity.

Accrual Basis of Accounting - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

Appropriation - An authorization made by the Board of Selectmen and Board of Finance that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assessed Valuation - A valuation set upon real estate and certain personal property by the Town Assessor as a basis for levying property taxes.

Asset - Property owned by a government that has a monetary value.

Audit - A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties. This resulting report is called the **Annual Comprehensive Finance Report (ACFR)**.

Bond - A written promise to pay a specified sum of money, principal and interest, within a specific period of time (called the maturity date). Bonds are typically used for long-term debt to pay for specific capital expenditures.

Budget - A financial plan containing estimated expenditures and revenues to cover those expenditures for a specified period of time, usually a fiscal year.

Capital Assets - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets, and may include buildings, equipment, and improvements other than buildings and land.

Capital Improvement Program (CIP) - A long-range plan for capital expenditures that outlines proposed projects, estimated costs, and funding sources. A project on the CIP is typically greater than \$250,000.

Capital Non-Recurring (CNR) - An account established to pay for capital needs on a "cash" basis in lieu of borrowing funds through the issuance of debt financing. A project on the CNR is typically between \$10,000-\$250,000.

Cash Basis of Accounting - The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Contingency Account - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

Debt Service - Payment of interest and repayment of principal to holders of a government's bonds.

Deferred Compensation Plan - Retirement plans that offer employees the opportunity to defer receipt of a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plans for their employees.

Depreciation - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Encumbrance - A reserve of financial resources (i.e. purchase order) that will be used to pay for specified goods and services that have not yet been delivered.

Enterprise Fund - A fund established to account for operations financed in a manner similar to a private business enterprise; i.e., where the costs of providing goods and services to the public are financed or recovered through user charges.

Expenditures - The total amount of funds paid out by a government to acquire various goods and services.

Fiduciary Fund - Funds used to account for assets held by the Town in a trustee capacity or as an agent for others.

Fiscal Year - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

Full-Time Equivalent (FTE) - A unit of measurement used to figure out the number of full-time hours worked.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance - The excess of a fund's assets over its liabilities. A negative fund balance is sometimes called a deficit.

General Fund - The Town's primary operating fund supported by taxes, fees and other revenues that may be used for any lawful purpose.

Generally Accepted Accounting Principles (GAAP) - A set of accounting rules and procedures used by governmental agencies to account for the receipt and expenditure of funds.

Grand List - The aggregate valuation of all taxable real estate, personal property, and motor vehicles within the municipality. This list is filed in the Town Clerk's Office by the Assessor annually by January 31, unless otherwise specifically provided by law.

Mill - The property tax rate that is based on the valuation of property. One mill is one one-thousandth of a dollar of assessed value. The mill rate is the amount of taxes (mills) levied for each \$1,000 of assessed value.

Modified Accrual Basis - A method of accounting for recording the receipt and expenditure of funds in which revenues are recorded when the amount becomes measurable and available to pay current liabilities and expenditures are recorded when the liability is actually incurred.

Object of Expenditure: Expenditure classifications based upon the types of categories of goods and services purchased (e.g. personal services; contracted services; supplies and materials).

Operating Budget - A plan for financial operation for the fiscal year including an estimate of expenditures and the proposed means of financing them.

Operating Transfer – The transfer of assets between funds.

Ordinance - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Revenue - The income received by a government to be used for the provision of programs and services.

Special Revenue Fund - Government fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purpose other than debt service or capital projects and exclusive of resources held in trust for individuals, private organization, or other governments.

**APPENDIX E
ACRONYMS**

ACFR	Annual Comprehensive Financial Report
ADA	Americans with Disabilities Act
ADU	Accessory Dwelling Unit
AFSCME	American Federation of State, County and Municipal Employees
ARPA	American Rescue Plan Act
BAA	Board of Assessment Appeals
BOE	Board of Education
BOF	Board of Finance
BOS	Board of Selectmen
CALEA	Commission on Accreditation for Law Enforcement Agencies
CBA	Collective Bargaining Agreement
CGS	Connecticut General Statutes
CIP	Capital Improvement Plan
CISS	Connecticut Information Sharing System
CNR	Capital Non-Recurring
CRCOG	Capitol Region Council of Governments
CSEA	Civil Service Employee's Association
CTDOT	Connecticut Department of Transportation
DEEP	CT Department of Energy & Environmental Protection
DEI	Diversity, Equity & Inclusion
DEMHS	Division of Emergency Management and Homeland Security
DPW	Department of Public Works
ECS	Education Cost Sharing
EDR	Endpoint, Detection and Response
FTE	Full-Time Equivalent
FVHD	Farmington Valley Health District
FY	Fiscal Year
GFOA	Government Finance Officers Association
GIS	Geographical Information System
HPEG	Historic Preservation Enhancement Grant
HR	Human Resources
IDS	Intruder Detection Service
IT	Information Technology
LAP	Liability, Auto, Property
LOCIP	Local Capital Improvement Program
LOTICIP	Local Transportation Capital Improvement Program
MFA	Multi-Factor Authentication
MIRA	Materials Innovation and Recycling Authority
MRSA	Municipal Revenue Sharing Account
MS-ISAC	Multi-State Information Sharing & Analysis Center
OPEB	Other Post-Employment Benefits
POCD	Plan of Conservation & Development
PSDN	Public Safety Data Network
QPR	Question, Persuade, Refer
SFD	Simsbury Fire District
SHA	Simsbury Housing Authority

SOTS	Secretary of the State
SPAC	Simsbury Performing Arts Center
SPD	Simsbury Police Department
SPL	Simsbury Public Library
SPS	Simsbury Public Schools
STEAP	Small Town Economic Assistance Program
SVAA	Simsbury Volunteer Ambulance Association
SVFC	Simsbury Volunteer Fire Company
SWPC	Simsbury Water Pollution Control
TAR	Town Aid Road
TMO	Town Manager's Office
WPCA	Water Pollution Control Authority