

**TOWN OF GRANBY  
BOARD OF FINANCE SPECIAL MEETING MINUTES  
FEBRUARY 13, 2012**

**PRESENT:** Michael Guarco, Chairman; Gordon Bischoff, Francis Brady, and Robert Clark

**Also present:** William F. Smith, Jr., Town Manager; Barbarajean C. Scibelli, Administration Finance Officer; Alan Addley, Superintendent of Schools; Board of Education Chairman, J. Cal Heminway, Jr.

Chairman Guarco stated there was a quorum and called the meeting to order at 7:30 p.m.

**MINUTES**

The Board reviewed the minutes for the meeting of January 9, 2012 before taking action.

On a **MOTION** by Gordon Bischoff, seconded by Francis Brady, to approve minutes of January 9, 2012, the Board voted unanimously (4-0-0) to approve the minutes as presented.

**STATEMENTS OF ACCOUNTS**

Barbarajean Scibelli, Administration Finance Officer, reviewed the January Budget Operations Report. Tax collections are at 95%. She commented the chart indicates collections are slightly higher than previous years. This may be due to how the calendar falls for reporting purposes. The manufacturing machine equipment account collected one-fourth the amount collected from last year and is not proposed to be funded by the state next year. The SS Dist Tax Relief account received a little more than expected. Under Education Cost Sharing account, Mrs. Scibelli indicated the ECS payment of \$1.3M was received but not in time to be included in the report. Under local revenues, the rent payments from VNA will not be received anymore since they bought the building. Consequently, the rents account will show a shortfall for this fiscal year. Short-term investments are expected to show a shortfall, approximately \$75,000. Expenditures are on target. The FEMA application for reimbursement from Storm Alfred has been made.

The December Statement of Accounts from the Board of Education (BOE) was distributed and reviewed by the Superintendent of Schools and BOE Chairman. They indicated this report shows no surprises. A reallocation transfer in the budget was made to cover a secretary's salary. The maintenance for replacement of equipment from the fire shows an unfavorable forecast amount. Mr. Addley will check with Mr. Traver, BOE Business Manager, about the line item "Pay for Participation". The special education transportation expenditure shows an unfavorable forecast amount and has been off-set by a favorable amount in utilities.

**CONSIDERATION OF FY 2010-11 FINAL BUDGET GUIDELINES**

Chairman Guarco began the budget guidelines discussion. Some items he summarized that affect managing the budget guidelines for the proposed FY 2012-13 budget were the governor's budget showing an increase dollar amount for Granby over last year's budget in the amount of \$77,905 and Grand List growth increased at .90%.

Chairman Guarco reviewed the FY13 budget from the finance model LT2012-1. He highlighted the proposed mill rate increase at 2.08% and the general fund balance is kept above 5%. He

commented that new debt service amounts may change depending upon the approach taken for borrowing. Town Manager Smith is working with financial advisors for the best approach. The Board of Selectmen's Plus-One Budget is 2.186% and the Board of Education's Plus-One Budget is 1.3%. To keep the mill rate increase at 2.08% there is draw on the general fund.

A discussion ensued about the Education Quality and Diversity (Q & D) fund and how dollars are going to be used in FY 2013. Mr. Addley indicated that the funds are being spent on full-day kindergarten, integrated preschool, Mandarin Chinese class, World Language class, guidance counselor, and instructional coach. The Board of Finance questioned whether the full-day kindergarten would be supported by Q & D funds indefinitely. Mr. Addley expressed his confidence that the additional Q & D funds would stay in existence.

A question was asked why the difference in the fund balance amount between the auditor's report and the finance model LT2012-1. Mrs. Scibelli responded that the town's portion of the \$2M was taken out. The Board asked if there was any new news when this reimbursement may be received. Town Manager reported he did not expect to see the FEMA reimbursement this fiscal year.

Chairman Guarco asked what are the groups for negotiations of contracts. On the school side, Administrators and Custodians will begin negotiations in fall 2012 and right now in discussion is the secretarial union. On the town side, MEUI and GMEA will begin their negotiations this fiscal year. The premium share for health benefits by the employees are 18.5 – 19% by the school groups and 13% and 15% by the town groups.

The Board of Finance generally concurred that the operating budget increase guideline for Board of Selectmen would be 2% and the operating budget increase guideline for Board of Education would be 1%. This would keep the mill rate increase under 2%. Mr. Clark commented that looking ahead to FY 2014, the mill rate increase is high and wouldn't it be better to spread out the mill rate increase so as not to increase too much in one year. Hopefully, other items will be adjusted to assist at that time.

On a **MOTION** by Francis Brady, seconded by Gordon Bischoff, the Board voted unanimously (4-0-0) to establish a budget guideline for FY 2012-13 as the Board of Education has a guideline of 1% increase for operating budget, the Board of Selectmen has a guideline of 2% increase for operating budget increase, with the ultimate goal of the overall increase of the mill rate to be less than 2%.

## **BOARD OF FINANCE MEMBER DESIGNATION FOR BUDGET WORKSHOPS**

Chairman Guarco, Francis Brady and Robert Clark were designated to attend the town's budget workshops; Mr. Bischoff, Mr. Wilke, and Dr. Moffa were designated to attend the school's budget workshops.

## **CONFIRM DATE OF NEXT MEETING**

The next regular meeting is scheduled for February 27, 2011 at 7:30 p.m. in the Police Department Community Room.

The meeting scheduled for March 26, 2012 at 7:30 p.m. in the Senior Center Community Room will be to receive the budget presentations from Board of Education and Board of Selectmen

**ADJOURNMENT**

On a **MOTION** by Mr. Bischoff, seconded by Mr. Brady, the Board voted unanimously (4-0-0) to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Patricia I. Chieski  
Recording Secretary