

1. BOF Packet 2_14_23

Documents:

[BOF PACKET 02 14 2023.PDF](#)

2. Adjournment
3. Confirm Date Of Next Meeting
4. Public Comment

**TOWN OF GRANBY
BOARD OF FINANCE
15 North Granby Road
Granby, CT 06035**

Michael Guarco, Chairman of the Board of Finance, has called for a Special Meeting of the Board of Finance. The meeting will be held on Wednesday, February 15, 2023 at 5:00 p.m. The meeting will be held in the Police Department Community Room.

AGENDA

BUSINESS

1. Approve Minutes from Previous Meeting
2. Public Session
3. Statement of Accounts
4. 2022 Grand List
5. Budget Operations Guidelines
6. Capital Projects Update
7. ARPA Update
8. Confirm Date of Next Meeting
9. Adjournment

Distribution: Town Clerk, BOE, BOF, BOS, Town Manager, Town Treasurer, Recording Secretary, Director of Finance, Supt. of Schools, BOE Bus. Mgr., Library, Press

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
JANUARY 23, 2023**

PRESENT: Michael Guarco, Chairman; Alfred Wilke, Vice Chairman; Jenny Emery, Kevin Hobson and James Tsapsinos

OTHERS PRESENT: Kimi Cheng, Director of Finance; Anna Robbins, BOE Business Manager and Erica Robertson, Town Manager

ABSENT: William Kennedy

CALL TO ORDER:

The meeting was called to order by Chairman Michael Guarco at 7:30 p.m.

1. APPROVAL OF MEETING MINUTES FROM NOVEMBER 28, 2022

ON A MOTION by A. Wilke, seconded by K. Hobson, the Board voted (3-0-2) to approve the meeting minutes of November 28, 2022. J. Emery and J. Tsapsinos abstained.

2. STATEMENT OF ACCOUNTS

Erica Robertson, Town Manager, reported on the highlights of the December 2022 Statement of Accounts.

- Tax collection is slightly lower at 64% versus 67% at the same time last year. The difference is attributed to the shortfall in the Motor Vehicle Property Tax Cap.
- Total year to date December general fund expense is consistent at 61% (60% last year).
- STIF interest rates continue to be strong at a daily rate of 4.5% and a 7-day yield of 4.49% which is much higher than last year. Interest earned in December was about \$78,000.

Anna Robbins, BOE Business Manager reported on the BOE December 2022 Statement of Accounts:

- The full year forecast shows an anticipated over budget condition of \$696K which is worse than the previous month by \$82K. The favorable forecast for regular education of \$71K is \$31K better than last month. The change is due primarily to the increased need for purchased instructional services offset by savings in salaries. The cost of fuel for the buses has also decreased.
- The District has locked in on a heating oil rate of \$3.26/gallon for the remainder of FY23 at Kelly Lane and Wells Road schools.
- Special Education is over budget by \$767K which is \$113K worse than last month. The shift is primarily due to changes in out-of-district tuition and transportation. The over-budget conditions continue to reflect multiple changes in student placements since the budget was developed and in specific individual needs that have contributed to additional costs.

- Revenue to the Town is expected to be favorable at \$443K due to the projected increase over budget in the Special Education Excess Cost Grant and revenues from special education tuition charged to other towns.

3. CONSIDERATION OF ADDITIONAL APPROPRIATION FROM THE SEWER UTILITY FUND FOR COMPLETION OF TIGHE & BOND WASTEWATER STUDY

The Granby Water Pollution Control Authority recently issued a request for engineering services to determine the projected wastewater flow within the sewer district for a 20-year planning period and to determine if a detailed inflow and infiltration study is necessary. The wastewater flow study is the first phase of a multiphase project and will inform future studies and improvements to the sewer system if required.

Four proposals were received and after review, it is recommended that Tighe & Bond be selected to complete the study for a cost of \$38,500. Since the flow study was not budgeted in the FY 2022-23 adopted budget, an additional appropriation is required according to the Town Charter. At its December 15, 2022 meeting, the Granby Water Pollution Control Authority/Board of Selectmen commented favorably upon this request.

ON A MOTION by J. Emery, seconded by A. Wilke, the Board voted (5-0-0) to approve an additional appropriation of \$38,500 from the Sewer Utility Fund Balance to fund the Wastewater Flow Study Project.

4. CONSIDERATION OF BUDGET AMENDMENT FOR THE HISTORIC DOCUMENTS PRESERVATION PROGRAM GRANT CONTRACT FY2023, CYCLE 2

Grant money is available annually through the Connecticut State Library Historic Documents Preservation Program to support municipalities in the preservation and management of their most valuable records. The Town has been awarded \$5,500 and will partner with Cott Systems to provide the services to electronically capture and catalog images for access via Cott's Resolution3 Search.

The grant award will increase both the Miscellaneous Revenue and Grant Expense line items in the General Fund by \$5,500 which was not budget in the FY 2022-23 adopted budget. A budget amendment is required according to the Town Charter. At its January 3, 2023 meeting, the Board of Selectmen commented favorably upon this request.

ON A MOTION by J. Tsaptsinos, seconded by J. Emery, the Board voted (5-0-0) to approve a budget amendment to increase the Miscellaneous Revenue and Grant Expense line items in the General Fund by \$5,500.

5. CONSIDERATION OF FORMAL CLOSE OUT OF VARIOUS FUNDS

E. Robertson reviewed a list of funds that the auditors recommended closing out as the projects associated with them are essentially complete. The remaining balance is to be

transferred to the Capital Nonrecurring Expense Fund, which was created to set aside funding for economic development and major capital projects.

At its January 17, 2023 meeting, the Board of Selectmen commented favorably upon this request.

ON A MOTION by J. Emery, seconded by J. Tsaptsinos, the Board voted (5-0-0) to approve the close out of the Sidewalk & Beautification Fund, the Communications Fund, the Small Cities – Salmon Brook Elderly Housing Fund, the Small Cities – Stony Hill Village Fund and the Bridge Program 2002 Fund and approves the transfer of the remaining balances to the Capital Nonrecurring Expense Fund with \$55,000 designated to the new telephone system that was previously approved by both boards.

6. CONSIDERATION OF TOWN CHARTER REVISION INPUT FOR COMMISSIONS

The Board reviewed and came to consensus on the following potential charter revisions to forward to the Town Charter Revision Commission. Additional recommendations from the Board can be sent to Chairman Guarco or directly to the Charter Revision Commission.

Section 10-6(e): Expenditures and Accounting

Consider proposal to increase the limit of all appropriations made by the Board of Finance during the same fiscal year from 1.5% to 2% of the current tax levy.

Section 11-3: When a Town Meeting is Required

Consider proposal to change references from 3% of the Grand Levy to 4% of the Grand Levy.

Section 10-5: Annual Budget Process

Consider proposal to allow for flexibility in the scheduling of the public hearing.

(The full text of the charter sections can be found in the meeting materials or on the town website.)

7. REVIEW OF PLUS ONE BUDGETS AND TENTATIVE OPERATING BUDGET GUIDELINES

Chairman Guarco reviewed the Plus One Budgets from the Town and from the BOE. The Plus Ones show proposed increases for the Town and BOE of 4.98% and 5.94%, respectively. Updated versions of the BOF Budget Worksheet were also discussed showing the effects of the increases on the mill rate. The tentative Operating Budget Guidelines are projected to be below 4% on the municipal side and below 5% for education. All board members agreed that the tentative guidelines are reasonable. Board members will have an opportunity to ask more specific questions when the budgets are presented.

The Board will meet in February to finalize the operating budget guidelines after the Grand List is finalized and the Governor's budget is released.

8. CONFIRM DATE OF NEXT MEETING

The next Board of Finance meeting will be held on Wednesday, February 15, 2023 at 5:00 p.m. in the Police Department Community Room.

9. ADJOURNMENT:

ON A MOTION by J. Emery, seconded by J. Tsapsinos, the Board voted (5-0-0) to adjourn the meeting at 9:25 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "B. Mazzotta". The signature is cursive and somewhat stylized.

Betsy Mazzotta
Recording Secretary

TOWN OF GRANBY

MEMORANDUM

DATE: February 15, 2023
TO: Erica P. Robertson, Town Manager
FROM: Kimi Cheng, Director of Finance
SUBJECT: January 2023 Budget Operations Report

Highlights for Revenues:

The tax collection is at 94% (vs. 95% last year). The below table displays the difference in tax collection per 1% increase in collection percentage.

FY23 Budget	Collection %	Collection \$	Diff
41,300,483	Actual (94%)	38,871,179	
	95%	39,235,459	364,280

The collections on prior years taxes, interest & liens, and auto supplement are lower than previous years, we may not be able to fulfill the budgeted amount. We will confirm after the month of February.

STIF rate continues to be strong. As of February 8, 2023, STIF has a daily rate of 4.61%, or a 7-day yield of 4.59%, much higher than last year. We earned approximately \$71K in the month of January.

Building permits revenue shows a significant favorable condition. It includes a collection of \$213,446 for the new development at 280 Salmon Brook Street (Building 1-3). \$6,736 for the foundation permits and \$206,710 for the building permits. The building department is expected to receive the remaining buildings (Building 4-7) permit request in this fiscal year.

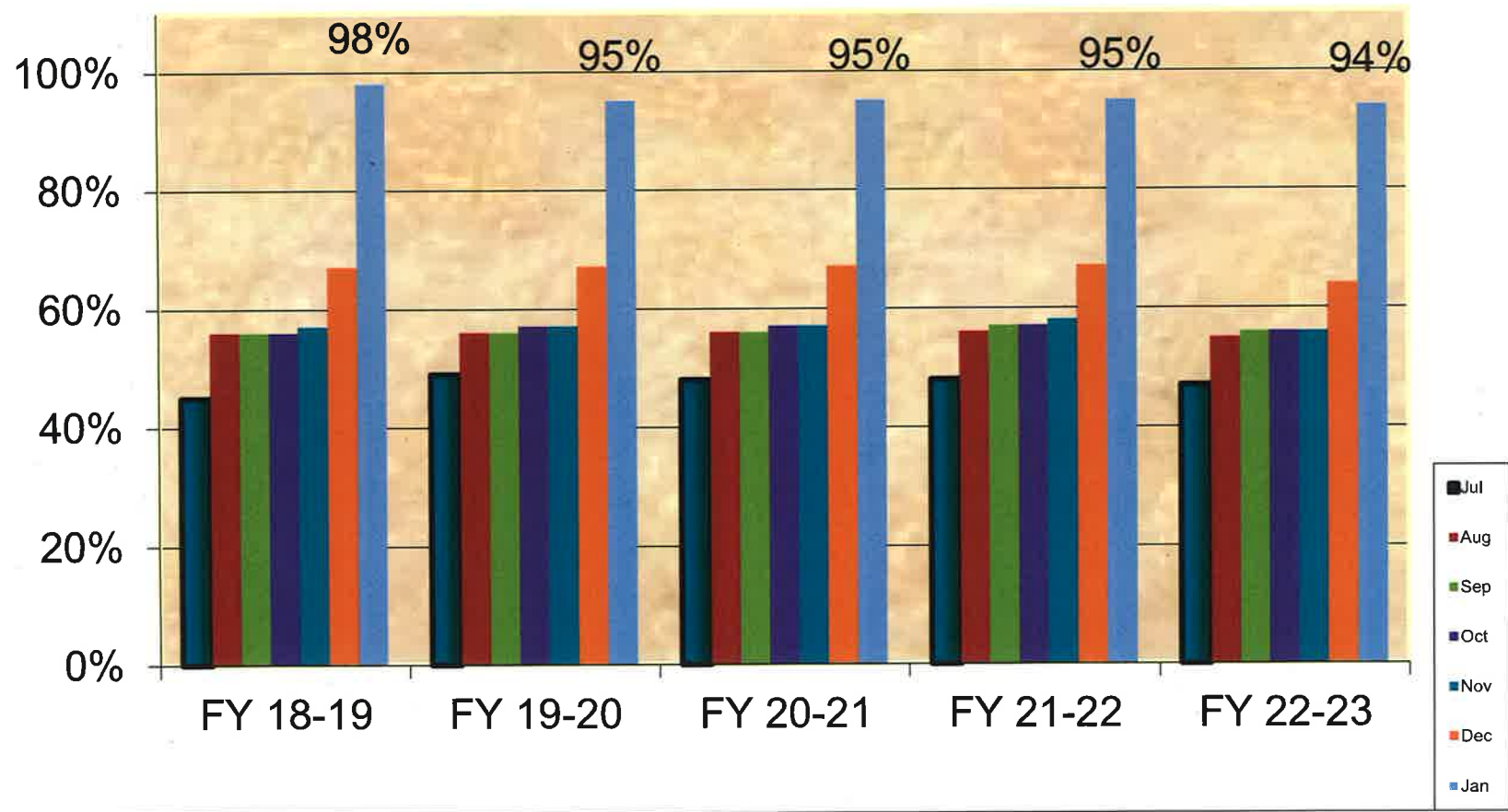
Highlights for Expenditures:

Total year-to-date January general fund expense is consistent at 67% (vs. 67% last year).



**BUDGET OPERATIONS
JANUARY 2023**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2023**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jan 22 % REC'D	Dec 22 % REC'D
41010 Current Year Taxes	41,300,483	38,871,179	2,429,304	94%	Pymts. Due - July & Jan.	95%	64%
41020 Prior Years Taxes	210,000	128,274	81,726	61%		87%	54%
41040 Interest & Liens	130,000	71,977	58,023	55%		64%	52%
41060 Auto Supplement	400,000	243,192	156,808	61%	Billed - December	113%	0%
Property Taxes	42,040,483	39,314,623	2,725,860	94%		95%	64%
43170 Spec Ed / Excess	527,846	0	527,846	0%	Pymts. Due - Feb. 75% - June Bal.	0%	0%
43200 Educ Cost Sharing	5,278,314	2,639,158	2,639,156	50%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	50%	25%
43590 Tuition - Other Towns	1,322,232	349,114	973,119	26%	School Bills for Activity	34%	26%
State Education Total	7,128,392	2,988,272	4,140,121	42%		44%	23%
43110 Veterans Exempt GT	3,300	3,038	262	92%	By Assessor Appl. In Aug but receive Pymt. In Dec.	100%	92%
43120 Misc - State	35,332	793,159	(757,827)	2245%	Pymt. Due - June. MV Prop. Tax Grant & MGIA	0%	2245%
43130 Telecommunications	13,500	0	13,500	0%	Pymt. Due - April	0%	0%
43140 State Revenue Sharing	0	240,181	(240,181)	N/A		N/A	N/A
43310 Tiered Pilot	12,525	12,525	(0)	100%	Pymt. Due - May (Changed from Oct.)	1180%	100%
43320 SS Dist Tax Relief	1,500	1,667	(167)	111%	Pymt. Due - Dec.	98%	111%
State Municipal Total	66,157	1,050,571	(984,414)	1588%		20%	1588%
Intergovernmental Revenue	7,194,549	4,038,842	3,155,707	56%		44%	38%
43615 Town Clerk Fees	200,000	143,815	56,185	72%	Statutory Collections	118%	68%
43620 Planning & Zoning	5,450	2,560	2,890	47%	Application Permit Fees	35%	32%
43630 Zoning Bd of Appeals	481	830	(349)	173%	Application Permit Fees	101%	161%
43640 Building Permits	150,000	412,862	(262,862)	275%	280 SB Blg. 1-3 Foundation & Blg Permits \$213,446	163%	120%
43660 Inland Wetlands	1,200	3,096	(1,896)	258%	Permit/Appl. Fees	230%	334%
43670 Short Term Investments	65,000	318,681	(253,681)	490%		110%	399%
43680 Rents	26,600	12,600	14,000	47%	Drummer, Freshies, School Rental	55%	41%
43690 Sale Maps & Ordinances	275	0	275	0%		29%	0%
43700 Snow Plow & Grading	7,600	10,643	(3,043)	140%	Private Roads	103%	140%
43710 Photocopying	300	420	(120)	140%		42%	124%
43715 Open Farm Day	2,500	1,850	650	74%		100%	74%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2023**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jan 22 % REC'D	Dec 22 % REC'D
43740 Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services	100%	100%
43745 Hay Rentals	14,000	600	13,400	4%	Haying - \$10,000 50% Feb 1 and 50% Apr 1	13%	4%
43760 Library	3,000	1,508	1,492	50%	Book Fines, Trust Investment	66%	46%
43770 Contract - Bldg. Inspection	10,100	5,050	5,050	50%	Bldg. Dept. Bills Qtrly For Services	75%	50%
43790 Driveway Permits	350	650	(300)	186%	New Const. Activity	43%	183%
43800 Police Photo/Lic/Permits	12,500	5,264	7,237	42%		65%	38%
43840 Returned Check Fee	100	20	80	20%		60%	20%
43990 Pay For Participation	37,000	16,924	20,076	46%	Received from BOE	41%	46%
46038 Miscellaneous	44,797	46,163	(1,365)	103%	CIRMA	185%	115%
Local Departmental Revenues Total	597,833	1,000,115	(402,281)	167%		116%	117%
43950 Transfer-in Fund Bal.	775,000	775,000	0	100%		100%	100%
43955 Additional Appropriations	0	0	0	0%		N/A	0%
Transfers In Total	775,000	775,000	0	100%		100%	100%
Local Dept. Rev. & Transfer In Total	1,372,833	1,775,115	(402,281)	129%		103%	108%
General Fund Revenues	50,607,865	45,128,580	5,479,286	89%		89%	61%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2023**

ACCT. #	DESCRIPTION	ADJUSTED			UNENCUMBERED		REMARKS	Jan 22	Dec 22
		BUDGET	EXPENSED	ENCUMBERED	ALLOTMENT	% EXP.		% REC'D	% REC'D
1001	General Administration	349,764	204,298	133,410	12,056	97%		109%	97%
1003	Legal Services	25,000	12,026	3,905	9,069	64%		76%	64%
1005	Fringe Benefits	2,922,791	2,513,962	267,827	141,002	95%		88%	94%
1007	Town Clerk Operations	170,472	91,709	55,984	22,779	87%		93%	85%
1009	Probate	4,241	0	0	4,241	0%	Waiting on invoice	100%	0%
1011	Contingency & Reserve	105,800	28,361	14,723	62,716	41%		33%	42%
1013	Election Services	48,090	27,753	6,121	14,216	70%		40%	69%
1015	Boards, Reg. Prog. & Staff Dev.	75,440	51,254	1,778	22,408	70%		75%	70%
1017	Revenue Collections	136,438	75,353	46,098	14,987	89%		88%	87%
1019	Property Assessment	209,474	119,610	71,952	17,912	91%		94%	91%
1021	Finance Management	371,532	245,307	121,039	5,187	99%		98%	98%
1023	Insurance	371,400	254,733	73,268	43,399	88%		87%	89%
1031	Community Development	157,389	99,025	53,628	4,736	97%		96%	97%
1033	Human Resources	63,003	31,581	22,025	9,397	85%		N/A	80%
1035	Technology	120,520	58,906	43,079	18,535	85%		N/A	85%
	General Government	5,131,354	3,813,877	914,837	402,640	92%		88%	92%
2001	Building Inspection	172,089	96,046	71,900	4,143	98%		101%	99%
2003	Fire Prevention	369,831	102,385	263,046	4,401	99%		99%	99%
2005	Emergency Management	9,700	8,300	125	1,275	87%		91%	87%
2007	Health Services	172,263	133,963	38,300	0	100%		100%	100%
2009	Police Dept Administration	378,105	218,948	148,309	10,848	97%		101%	96%
2011	Police Oper. & Communications	1,908,599	1,044,268	695,976	168,356	91%		89%	90%
	Pers. & Prop. Protection	3,010,587	1,603,910	1,217,655	189,022	94%		93%	93%
3001	Public Works Administration	210,181	117,363	86,643	6,175	97%		105%	97%
3003	General & Equipment Maint.	1,468,383	733,154	508,968	226,261	85%		89%	79%
3005	Solid Waste & Recycling	1,008,240	488,747	452,141	67,352	93%		97%	93%
3011	Planning & Engineering	34,383	10,260	4,480	19,643	43%		100%	42%
3013	Infrastructure Maintenance	697,994	361,660	231,274	105,060	85%		85%	84%
	Public Works & Env.	3,419,181	1,711,185	1,283,505	424,491	88%		91%	85%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2023**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Jan 22 % REC'D	Dec 22 % REC'D
4001	Library Services	601,472	330,477	195,929	75,067	88%		89%	87%
4003	Social-Senior-Youth-Services	342,342	127,311	101,110	113,921	67%		70%	66%
4005	Recreation Administration	101,179	58,373	42,807	0	100%		101%	100%
4009	Community Support	3,000	0	0	3,000	0%		0%	0%
	Lib., Rec., & Soc. Services	1,047,993	516,160	339,845	191,988	82%		83%	81%
6001	Capital Improvement	1,850,000	1,850,000	0	0	100%		100%	100%
7001	Debt Service	1,742,393	969,279	0	773,114	56%	Payable in July, August and January, February	41%	20%
	Capital & Debt Service	3,592,393	2,819,279	0	773,114	78%		72%	61%
	Town Section	16,201,508	10,464,411	3,755,843	1,981,254	88%		86%	83%
8001	Board of Education	34,406,357	19,711,104	0	14,695,253	57%		57%	50%
	Board of Education	34,406,357	19,711,104	0	14,695,253	57%		57%	50%
	General Fund Expenses	50,607,865	30,175,516	3,755,843	16,676,507	67%		67%	61%

TOWN OF GRANBY

MEMORANDUM

DATE: February 15, 2023

TO: Board of Finance

FROM: Erica P. Robertson, Town Manager



REGARDING: BUSINESS – ITEM 4
2022 Grand List Review

2022 Grand List

The Assessor has signed the Grand List. You will remember that this is a revaluation year, and the grand list growth reflects updated real estate values. As expected, real estate values have risen significantly in the last five years. Below is a chart showing the growth.

Increase of Grand List From 2021 to 2022 2022 Grand List

	<u>Amount Changed</u>	<u>% Changed</u>
Real Estate	297,848,290	+ 32.72%
Motor Vehicle	3,326,870	+ 2.58%
Personal Property	3,122,700	+ 8.98%
TOTAL	304,297,860	+ 28.34 %

Total **Increase** for the 2022 Grand List **+ 28.34 %**
(304,297,860 / 1,073,748,490 = + 28.34%)

Total Increase without Reval **+1.31%. MV & PP would be the same and RE would have been **+ .84%** for a total increase of **+1.31%**

Highlights from the Revaluation include:

- Residential Homes saw the biggest increase in values.
- Supply and demand were a contributing factor to the increase and multiple offers on sales of homes.
- The Pandemic and the cost of building materials along with supply chain problems were a contributing factor also. Everything, from food, gas and fuel became more expensive.
- New construction, because of the cost to build, shortage of labor in the labor force along with the cost of materials saw the largest increase in values.
- Retail & office space did not see the same increase due to less demand, more online shopping and more people working from home, thus less demand.
- Residential Land Values seemed to hold steady and only increase slightly. Again, it was due to the higher cost to build so there was less demand.
- Apartment Buildings, the increase in market rent, and the demand for more rental property increased the value of commercial land/apartments.

	FY18 (Adopted)	FY19 (Adopted)	FY20 (Adopted)	FY21 (Adopted)	FY22 (Adopted)	FY23 (Adopte	FY24	FY25	FY26	FY27	FY28
Expenditures (BOS)	Capital \$11M										
Operating	\$10,475	\$10,789	\$11,319	\$11,739	\$12,035	\$12,599	\$13,102	\$13,496	\$13,902	\$14,320	\$14,750
	1.11%	2.99%	4.91%	3.71%	2.52%	4.68%	3.99%	3.00%	3.00%	3.00%	3.00%
Other											
Existing Debt	\$3,545	\$3,436	\$2,777	\$2,040	\$1,378	\$1,323	\$1,275	\$1,234	\$1,187	\$605	\$588
New Debt Service				\$50	\$267	\$420	\$420	\$587	\$649	\$629	\$610
CNEF	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
OPEB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
Small Cap	\$1,350	\$1,375	\$1,450	\$1,750	\$1,850	\$1,850	\$1,900	\$1,950	\$2,000	\$2,050	\$2,100
TRB			\$86							\$0	\$0
Subtotal (Other)	\$4,895	\$4,811	\$4,313	\$3,840	\$3,495	\$3,593	\$3,595	\$3,771	\$3,836	\$3,784	\$3,798
	-1.72%	-1.71%	-10.35%	-10.96%	-8.98%	2.80%	0.05%	4.89%	1.72%	-1.35%	0.36%
BOS Subtotal	\$15,370	\$15,600	\$15,632	\$15,579	\$15,530	\$16,192	\$16,697	\$17,267	\$17,738	\$18,104	\$18,548
	0.18%	1.49%	0.20%	-0.33%	-0.31%	4.26%	3.11%	3.41%	2.72%	2.06%	2.45%
Expenditures (BOE)											
Operating	\$28,658	\$29,656	\$31,134	\$32,044	\$33,184	\$34,406	\$36,126	\$37,210	\$38,327	\$39,477	\$40,662
BOE Subtotal	\$28,658	\$29,656	\$31,134	\$32,044	\$33,184	\$34,406	\$36,126	\$37,210	\$38,327	\$39,477	\$40,662
	0.79%	3.48%	4.98%	2.92%	3.55%	3.68%	4.99%	3.00%	3.00%	3.00%	3.00%
Total Expenditures	\$44,028	\$45,256	\$46,766	\$47,623	\$48,714	\$50,598	\$52,823	\$54,477	\$56,065	\$57,581	\$59,210
	0.58%	2.78%	3.33%	1.83%	2.29%	3.86%	4.39%	3.13%	2.91%	2.70%	2.82%
Revenue											
Property Tax	\$35,199	\$36,935	\$38,311	\$38,943	\$39,514	\$41,300	\$42,649	\$43,739	\$45,403	\$47,290	\$49,100
%GL		(includes both growth & reval)		Grand list growth							
	0.60%	1.36%	1.44%	1.65%	1.46%	3.53%	1.31%	1.50%	1.50%	1.20%	0.80%
%Mill	2.21%	1.98%	2.38%	0.00%	0.00%	0.93%	1.93%	1.04%	2.27%	2.92%	3.00%
Auto, etc	\$615	\$620	\$660	\$690	\$700	\$740	\$740	\$740	\$740	\$740	\$740
Intergovernmental	\$6,441	\$6,136	\$6,613	\$6,873	\$6,930	\$7,195	\$7,620	\$7,545	\$7,470	\$7,395	\$7,320
Debt Rev	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Rev	\$541	\$615	\$582	\$622	\$605	\$588	\$588	\$588	\$588	\$588	\$588
Use of GF Surplus	\$1,050	\$950	\$600	\$435	\$248	\$55	\$448	\$852	\$757	\$609	\$504
Use of CNEF	\$182	\$0	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Offset(Gap)	\$0	\$0	\$0	\$0	\$267	\$420	\$420	\$587	\$649	\$629	\$610
Addition Feed (Gap)					\$450	\$300	\$358	\$426	\$458	\$330	\$348
Total Revenue	\$44,028	\$45,256	\$46,766	\$47,623	\$48,714	\$50,598	\$52,823	\$54,477	\$56,065	\$57,581	\$59,210
	0.58%	2.78%	3.33%	1.83%	2.29%	3.86%	4.39%	3.13%	2.91%	2.70%	2.82%

TOWN OF GRANBY

MEMORANDUM

DATE: February 15, 2023

TO: Board of Finance

FROM: Erica P. Robertson, Town Manager



REGARDING: BUSINESS – 6
Capital Project Update

The following is a brief overview of major capital projects that are ongoing in Granby.

Granby Center Project Update

While major construction work is on pause for the winter months, the contractor will be on site over the next few months doing work outside of the roadway. When construction resumes in late March or early April, the contractor will focus on the reconstruction and realignment of the roadway on Route 20 at Route 10/202. This work will extend from the Police Department/Granby Drummer building to Park Place on Route 20 (East Granby Road). Work will also extend about 500 feet north on Salmon Brook Street from the intersection. Most of this roadway realignment and reconstruction will be done at night to avoid disruptions to traffic. The Town will work with DOT and the contractor to ensure motorists are informed of planned night work and any required detours. While efforts will be made to minimize daytime disruption, there may be some delays during the day during this phase of the project.

Bridge Update

- Work on Moosehorn Road Bridge has been completed for the season and will resume in the spring of 2023.
- WMC was chosen for inspection services for the Donahue Road Bridge replacement. The bids for a construction contractor will be opened on February 8th. Replacement is scheduled to begin in April of 2023.
- A site visit to Simsbury Road Bridge took place to discuss utilities before its scheduled replacement in 2024.
- We continue to wait for State approval to replace the Doherty Road Bridge after determining that it should be replaced at an estimated cost of \$2.5M at 50% reimbursement. As the bridge is under twenty feet in length it does not qualify for the State's new program.

Holcomb Farm STEAP Grant

This project is complete. The bathroom project included new men and women restrooms, a bridal suite and new hallway flooring. The farmhouse has been resided and lead abatement has

occurred. Some minor repairs remain such as repair of the back steps and painting and minor carpentry on a sitting porch.

School Building Committee

On January 19th there was a ribbon cutting ceremony for the new GMHS kitchen and commons space. The music and industrial arts, including culinary, areas are also being used by students. It was a nice event with delicious appetizers and desserts provided by the district's food service provider. As was spoken about that night, this project will have a positive impact on students and the community for years to come. The School Projects Building Committee has now turned their full attention to the High School Roof Project. The grant application has been completed and submitted to the State. Paul Jorgensen, our architect from Silver Petrucelli, has reported that the State is currently a little behind regarding grant approvals, but expects to be back on track within a couple of weeks. The hope is everything falls into place so the roof will be replaced this summer. Inflation seems to be leveling out and supplies are becoming more readily available. Most of the roof work does need to be done while the school is not in use. No summer programs will be scheduled at the high school for the summer of 2023.

Radio Communications Project

The Metacomet Ridge (East Granby) site has been secured. This site is under the control of the Connecticut Airport Authority. The Town of Granby entered a contract with the CAA to allow access to this tower site. Work continues to secure access to the privately held site at 229 Mountain Rd. The bid specification document has been vetted with legal counsel and awaits publication for more complete tower access rights.

Sewer Capital Projects

Work continues with the Town Engineer to design and replace the current sewer pumps and the manhole at Salmon Brook Park where there have been several issues throughout recent years. Tighe & Bond was selected to conduct a flow study of the town's sanitary sewage system. Work is expected to begin in March of 2023

#	Project	Description	Estimate	Actual	Variance	Authorization	Note
1	GMHS HVAC	Music, Commons, Votech	\$ 700,000	\$ 848,957	\$ 148,957	8/15/22 848,957.31	Summer 2023 project
2	Town Technology infrastructure and equipment upgrades	Network Switches, Routers, Firewalls, redundancy equipment, Pc's, WIFI access points, data cabling. Software packages and equipment to provide more efficient and effective services including remote services	\$ 525,000	\$ 260,485	\$ (264,515)	6/20/22 Municipity Integrated Parcel Management System approved to spend up to \$62,360. 9/6/22 \$200,000 for network and wifi upgrades (\$198,125 invoice)	Municipity - Kicking off in Febraury
3	Town Hall Campus HVAC	Upgrade heating/cooling systems. Modernize electronic components and building automation system to gain efficiency. Includes design work from mechanical engineering firm.	\$ 400,000		\$ (400,000)		RFP on street for mechanical engineering firm. Due 2/17/23
4	Library Renovations	Address indoor air quality, productivity needs and energy efficiency in a building that has not had significant upgrades in over two decades. Provide post pandemic library services with better ability to clean surfaces, enhance air flow and ventilation for patrons and staff, and upgrade to reduce the appearance of a "dirty" library with worn and aging	\$ 353,000		\$ (353,000)		
5	Wells Rd HVAC	Add HVAC in old section of the school that currently has no circulation	\$ 325,000	\$ 286,208	\$ (38,792)	8/15/22 286,208.24	Summer 2023 project
6	Project Support	Assistance with project development and implementation and a small reserve	\$ 175,000		\$ (175,000)		N/A at this time.
7	Police CAD/RMS System	Replacement computer aided dispatch and records management system	\$ 165,000	\$ 166,183	\$ 1,183	6/20/22 approved to expend up to \$166,183	Complete
8	Communications Upgrades	Enhance the Town's ability to stream and record public meetings in multiple locations. Streamline infrastructure required to broadcast public meetings. Review and enhance communication tools such as the Town of Granby website	\$ 100,000	\$ 44,300	\$ (55,700)	9/6/22 Website update - \$44,300	Website - expected launch March 23, 2023. Anticipated overage for remaining Town Hall meeting room and Senior Center Community room project.

9	Support to Health District	Allocate funds to assist the Farmington Valley Health District perform essential public health functions as our regional health department. Funds will be used for staff training, IT infrastructure upgrades, a district vehicle, communication enhancements and community and mental health coordination for the district.	\$ 45,000	\$ 44,449	\$ (551)	9/6/22 \$44,449	Report by Director at 2/6/23 BOS meeting
10	AXON Fleet Cruiser cameras	This would replace our aging Watch Guard dash cams. They would integrate with our newly purchased body cameras.	\$ 42,000	\$ 42,026	\$ 26	9/6/22 \$42,026	Complete
	TOTAL		\$ 2,830,000	\$ 1,692,609	\$ (1,137,391)		