

**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 meeting of the Board of Finance. The meeting will be held on Monday, April 10, 2023 at 7:30 p.m. or immediately following the public hearing at the High School Auditorium. The meeting will be held in the High School Commons.

The following agenda pertains:

1. Approve Minutes From Previous Meeting

Documents:

[BOF MINUTES 3-27-2023.PDF](#)

2. Consideration Of Action On The 2023-24 Annual Town Budget To Be Voted On April 24, 2023

Documents:

[2023-0410BOFMEMO2-FY 2023-2024 BUDGET.PDF](#)

3. Consideration Of Additional Appropriation From CNEF For The Street Light Repair

Documents:

[2023-0410BOFMEMO3-APPROP 2023-008 CNEF FUND STREET LIGHTS REPAIR.PDF](#)
[2023-0410BOFMEMO3-APPROP CNEF FOR STREET LIGHT REPAIR.PDF](#)

4. Consideration Of Auditor Appointment For FY2022-23 Audit

Documents:

[2023-0410BOFMEMO4-AUDITOR APPOINTMENT.PDF](#)

5. Confirm Date Of Next Meeting

6. Adjournment

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
March 27, 2023**

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

ABSENT: William Kennedy

OTHERS PRESENT: Kimi Cheng, Director of Finance; Jordan Grossman, Superintendent of Schools; Anna Robbins, BOE Business Manager; Board of Selectmen members: Margaret Chapple, Fred Moffa, Mark Neumann, and Kelly Rome; Board of Education members: Chairman Sarah Thrall, Kristina Gilton, Monica Logan, Donna Nolan, David Peling, Whitney Sanzo and Rosemarie Weber

CALL TO ORDER:

The meeting was called to order by Chairman Michael Guarco at 7:00 p.m.

1. APPROVAL OF MEETING MINUTES FROM JANUARY 23, 2023

ON A MOTION by J. Emery, seconded by A. Wilke, the Board voted (5-0-0) to approve the meeting minutes of February 15, 2023.

2. STATEMENT OF ACCOUNTS

Kimi Cheng, Director of Finance, reported on the highlights of the February 2023 Statement of Accounts.

- Tax collection is slightly lower at 99% versus 101% at the same time last year. The difference is attributed to the shortfall in the Motor Vehicle Property Tax Cap.
- Collections on prior year taxes is estimated to be \$30,000 lower than the budgeted amount. The budgeted amount may be reached if a tax sale is done in the spring.
- STIF interest rates continue to be strong at a daily rate of 4.64% and a 7-day yield of 4.64% which is much higher than last year. Interest earned in February was about \$66,000.
- Total year to date February general fund expense is the same as last year at 73%.
- Library department expense percentage decreased from last month due to the release of the Director of Library Services position which is currently vacant.

Anna Robbins, BOE Business Manager reported on the BOE February 2023 Statement of Accounts:

- The full year forecast shows an anticipated over budget condition of \$789K which is \$135K worse than the previous month. The favorable forecast for regular education of \$23K is \$12K worse than last month. Projected savings in salaries and benefits, transportation and other areas offset overbudget conditions in substitutes, electricity and software.
- Special Education is over budget by \$812K which is \$123K 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 \$642K which is \$209K favorable compared to last month. The full year forecast shows a \$551K favorable variance in the Special Education Excess Cost Grant and a \$91K favorable variance in revenues from special education tuition charged to other towns as well as regular education tuitions billed.
- The Quality and Diversity Fund is stable and continues to trend positively for this year and for the five-year forecast.

3. CONSIDERATION OF BUDGET AMENDMENT FOR CT FAIR PLAN GRANT

The Fire Marshal's office received a grant in the amount of \$105 from the Connecticut Fair Plan Anti-Arson Committee. The grant is designed to subsidize the cost of equipment related to the prevention, investigation or prosecution of arson fires.

Since the grant will increase both the Miscellaneous Revenue and Grant Expense line items in the General Fund, which were not included in the FY 2022-23 adopted budget, a budget amendment is required according to the Town Charter. At its February 21, 2023 meeting, the 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 authorize an increase to the Miscellaneous Revenue and Grant Expense line items in the General Fund budget by \$105 to purchase needed equipment relating to the prevention, investigation or prosecution of arson fires.

4. CONSIDERATION OF BUDGET AMENDMENT FOR DONATION TO THE DOG FUND

The Animal Control Officer received a generous donation of \$1,000 from a Granby resident who requested the donation be used for the well-being of animals in the care of the ACO.

Since the grant will increase both the Donations and Kennel Supplies line items in the Dog Fund, which were not included in the FY 2022-23 adopted budget, a budget amendment is required according to the Town Charter. At its February 21, 2023 meeting, the Board of Selectmen commented favorably upon this request.

ON A MOTION by K. Hobson, seconded by A. Wilke, the Board voted (5-0-0) to authorize an increase to the Donations and Kennel Supplies line items in the Dog Fund budget by \$1,000 to purchase items and services to be used for the well-being of animals in the care of the Granby Animal Control Officer.

5. RECEIVE THE FY 2023-24 BUDGET PROPOSALS FROM THE BOARD OF SELECTMEN AND BOARD OF EDUCATION

Board of Selectmen

Vice Chairman Mark Neumann presented the proposed municipal budget, noting that the Board of Selectman proposed FY 2023-24 Town Operations budget reflects an increase of 3.77% which is below the guideline set by the Board of Finance. Below is a summary of the municipal budget:

GENERAL FUND	FY 2023 ADOPTED	FY 2024 PROPOSED	INCREASE/ (DECREASE)	% CHANGE
Town Operations	\$12,599,318	\$13,074,913	\$475,595	3.77%
Debt Service	\$ 1,742,393	\$ 1,695,078	(\$47,315)	-2.72%
Capital Budget	\$ 1,850,000	\$ 2,150,000	\$300,000	16.22%
TOTAL	\$16,191,711	\$16,919,991	\$728,280	4.50%

The Town Operations budget increased by 3.77%, primarily due to these increases:

EXPENDITURES	AMOUNT
Salaries & Wages	\$211,555
Fringe Benefits	\$ 59,866
Waste Collection	\$ 54,214
Water	\$ 35,176
LAFD	\$ 30,262
Winter Materials	\$ 24,000
Recycling Collection	\$ 23,184
Diesel Fuel	\$ 7,900
Fuel Oil/Natural Gas/Propane	\$ 7,300
TOTAL	\$453,457

Board of Education

Chairman Sarah Thrall presented the proposed Board of Education budget, noting that the operating budget request of \$36,085,291 is an increase of 4.88% which is below the guideline set by the Board of Finance. Below is a summary of the budget:

Operating Budget Request	\$36,085,291
Quality and Diversity Fund	\$ 1,085,711
Small Capital Fund	\$ 1,000,000
Administrative Budget Appropriation Request	\$38,171,002

The following objectives and highlights were noted:

- Maintain class size guidelines
- Maintain core instructional and student intervention programs
- Post-Secondary Transition Program for 18–22 year-old students
- Continue expansion of strings program to 7th grade
- K-2 Early Intervention Specialist at Kelly Lane School
- Intervention Tutors at Kelly Lane and Wells Road Schools
- Reduce staff by one classroom teacher at Kelly Lane School
- New course offerings at the high school: Applied Geometry and Psychology of Happiness

Highlights of the Small Capital Fund:

Transportation & Equipment	\$ 186,116
Building Maintenance & Improvement	\$ 440,216
Furniture & Equipment	\$ 99,305
Technology	\$ 274,363

6. CONSIDER ACTION ON FY2023-24 PROPOSED BUDGET TO BE PRESENTED AT THE APRIL 10TH PUBLIC HEARING FOR PUBLIC REVIEW AND COMMENT (7:00 P.M. GRANBY MEMORIAL HIGH SCHOOL AUDITORIUM)

Chairman Guarco thanked the Board of Selectmen and Board of Education and commended them for their hard work in developing the budgets presented.

M. Guarco reviewed two versions of the BOF worksheet (FY24-F & FY24-G) noting the updated budget numbers and impact on the mill rate. The second version (FY24-G) of the worksheet included an increase of \$50,000 to the Capital Offset Line to cover the increase in health insurance costs. After a recommendation by J. Emery and further discussion, the board reached a consensus to increase the amount to \$100,000. The board also agreed to use the reserves rather than increasing the mill rate to avoid burdening taxpayers during difficult economic times.

ON A MOTION by A. Wilke, seconded by J. Emery, the Board voted (5-0-0) to accept and forward the budget requests of the Board of Selectmen and the Board of Finance to public hearing as outlined in worksheet FY24-G with an additional \$50,000 added to the Capital Offset line to cover the increase in health insurance costs.

7. CONFIRM DATE OF NEXT MEETING

The next meeting of the Board of Finance will be immediately following the Public Hearing on Monday, April 10, 2023 in the Commons of Granby Memorial High School.

8. ADJOURNMENT:

ON A MOTION by A. Wilke, seconded by J. Emery, the Board voted (5-0-0) to adjourn the meeting at 8:26 p.m.

Respectfully submitted,



Betsy Mazzotta
Recording Secretary

TOWN OF GRANBY

MEMORANDUM

DATE: April 10, 2023

TO: Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: BUSINESS – 2

Consideration of Action on the Fiscal Year 2023-2024 Annual Town Budget to be voted on April 24, 2023

Background

A public hearing on the Town of Granby FY 2023-2024 budget was held at 7:00 pm on April 10, 2023. The budget under consideration is as follows:

General Fund	Proposed at Public Hearing
Town Operations (including Capital Budget and Debt Service)	\$16,949,991
Board of Education	<u>\$36,155,291</u>
Total General Fund	\$53,105,282
Other Funds	
Education Quality & Diversity	\$1,085,711
Capital Equipment/Improvement Fund	\$2,531,397
Recreation Events Fund	\$840,290
Sewer Utility Fund	\$320,050
Solid Waste Fund	\$151,000
Dog Fund	\$19,200
Current Tax Levy	\$42,251,062
General Fund Revenues & Funds Transfers	\$10,854,220
Mill Rate	31.89 (-20.24% decrease)

Next Steps

The FY 2023-2024 Budget referendum will take place on April 24, 2023, from 12:00 p.m. to 8:00 p.m. in the Town Hall Meeting Room. The BOF will meet thereafter.

PROPOSED MOTION:

The Board of Finance approves the Town of Granby FY 2023-2024 Budget as presented at the Public Hearing and forwards the budget to the referendum on April 24, 2023.

TOWN OF GRANBY

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action: Board of Selectmen X
Board of Education

Date of Requesting Agency's Action: March 6, 2023

Type of Action Requested (Check One): Additional Appropriation X
Transfer of Funds
Budget Amendment _____

Date of Request: April 10, 2023

Fiscal Year: 2022-23

Amount of Request: \$27,000

Purpose of Request (Explain briefly or attach narrative):

To repair streetlights along the Route 10 sidewalks and to install electrical outlets on the poles

<u>Appropriation From:</u>	<u>Appropriation To:</u>
238 Capital Nonrecurring Exp. Fund Balance not to exceed \$27,000	237.60.60.6001.67132 Electrical/Lighting Upgrades \$27,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

Town Manager/Date

Date of Board of Selectmen Comment Action: March 6, 2023 Approved: YES X NO

Date of Board of Finance Resolution Action: April 10, 2023 Approved: YES NO

cc: Director of Finance & Town Treasurer

TOWN OF GRANBY

MEMORANDUM

DATE: April 10, 2023

TO: Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: **BUSINESS – 3**

Consideration of Additional Appropriation from CNEF for the Street Light Repair

Background

During the summer of 2022, a resident notified DPW of a possible problem with the light poles along the Route 10 sidewalks. It was determined that several poles were leaking voltage and the power needed to be disconnected. Throughout the troubleshooting process, the Town's electrical contractor, along with Eversource, tried to find the reason for the voltage leaking to the exterior of the light poles but found no easy explanation. Some electrical pole work for the road project was planned and our continued work on the streetlights was put on hold.

DPW staff and our electrical contractor, Antonucci Electric, believe that each light pole will need to be tested for bad grounds or wiring faults. When the pole is disconnected, we can determine what corrective work is required. The worst-case scenario is that we will need to replace all the wiring, connections, and ground rods.

Additionally, this project connects with a local volunteer effort to install electrical outlets on the poles for holiday lights in the center. To be efficient, it has been proposed that the contractor install outlets on the light posts while we do our work. A total of 28 outlets would be installed. We estimate the total cost for the outlet work to be \$6,000. The volunteer group spearheading this initiative has pledged to financially support this expense.

We recommend that this work be completed "in-house" utilizing the Town staff and our electrical contractor. In the worst-case scenario we estimate the full replacement would be \$27,000. If all the wiring does not need to be replaced, the project could fall below the estimate.

Next Steps

Since the project was not budgeted in the Fiscal Year 2022-23 adopted budget, an additional appropriation is required according to the Town Charter. I am requesting an additional appropriation from the Capital Nonrecurring Expense Fund (CNEF) in the amount of \$27,000 to support this repair. Currently, the CNEF has an available unassigned fund balance of \$260,230.17.

At its March 6, 2023 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to the Board of Finance for your consideration.

PROPOSED MOTION:

The Board of Finance hereby approves an additional appropriation not to exceed \$27,000 from the Capital Nonrecurring Expense Fund (CNEF) to fund repairs to the street lights along the Route 10 sidewalks and to install electrical outlets on the poles.

Enclosures: Appropriation #2023-008

TOWN OF GRANBY

MEMORANDUM

DATE: April 10, 2023

TO: Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: **BUSINESS – 4**

Consideration of Auditor Appointment for the Fiscal Year 2022-23 Audit

Background

Connecticut General Statutes (C.G.S. Sections 7-396 and 4-232) require the appointing authority of any municipality, audited agency, or non-profit agency to file with the Secretary of the Connecticut Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the audit. The notification must be made **at least thirty days** before the end of the fiscal period of the entity for which the audit is required.

Next Steps

If the Board of Finance supports the appointment of the CliftonLarsonAllen, LLP as the Town's auditors for the fiscal year 2022-23 the following proposed motion is for your consideration:

PROPOSED MOTION:

The Board of Finance appoints the firm CliftonLarsonAllen, LLP as the independent auditors to perform the Town of Granby's audit for the Fiscal Year 2022-23.