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

This meeting can be viewed LIVE on [www.gctv16.org](http://www.gctv16.org) in "Shows in the Spotlight."

The Granby Board of Finance will hold a regular meeting on Monday, January 27, 2025 at 7:30 p.m. in the Town Hall Meeting Room.

The following agenda pertains:

1. Approve Minutes From November 25, 2024 Meeting

Documents:

[BOF MINUTES 11-25-2024.PDF](#)

2. Consideration Of Transfer Of Funds For Park & Recreation

Documents:

[PARKS AND RECREATION FUND APPROPRIATION.PDF](#)

3. Statement Of Accounts

[TOWN BUDGET OPERATIONS REPORT - DECEMBER 2024](#)

[APRA REPORT AS OF 01 14 25](#)

[BOE BUDGET EXPENSE REPORT - DECEMBER 2024](#)

4. Review Of Plus One Budgets And Tentative Operating Budget Guidelines

[MUNICIPAL PLUS ONE GENERAL FUND FY26 BUDGET](#)

[BOE PLUS ONE GENERAL FUND FY26 BUDGET](#)

[BOARD OF FINANCE FY 26 WORKSHEET](#)

5. Confirm Date Of Next Meeting

6. Adjournment

**TOWN OF GRANBY  
BOARD OF FINANCE  
MEETING MINUTES  
NOVEMBER 25, 2024**

**PRESENT:** Michael Guarco, Chairman; Jenny Emery, Kevin Hobson, William Kennedy, Benjamin Perron and James Tsaptsinos

**ABSENT:** None

**ALSO PRESENT:** Cheri Burke, Superintendent of Schools; Kimi Cheng, Director of Finance; Nickie Stevenson, BOE Director of Finance and Operations and Mike Walsh, Town Manager

**CALL TO ORDER:**

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

**1. APPROVAL OF MEETING MINUTES FROM OCTOBER 23, 2024, MEETING**

ON A MOTION by J. Emery, seconded by K. Hobson, the Board voted (5-0-1) to approve the meeting minutes of October 28, 2024. B. Perron abstained.

**2. ORGANIZATION MATTER**

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (6-0-0) to nominate Kevin Hobson as the Vice Chairman of the Board of Finance.

**3. STATEMENT OF ACCOUNTS**

Kimi Cheng, Director of Finance, reported on the highlights of the October 2024 Statement of Accounts.

- As of 10/31/24, the total tax collection was consistent with prior years at 57% (vs. 57% last year).
- Interest earned in the month of October from the STIF account was approximately \$96,800. As of 11/20/24, the daily rate was 4.75% and the 7-day yield was 4.76%. The STIF rate decreased by 0.25% in the last 30 days.
- The Town received the first installment of \$1,319,579 for Education Cost Sharing in October which represents 25% of the total grant.
- The Town received \$3,411 for the Early Voting Grant and a lease payment of \$18,924.50 from Northern Valley Farms this month.
- As of 10/31/24, the total General Fund expenditure was consistent with the last fiscal year at 48% (vs. 47% last year).
- The Public Works Department overtime expense as of 10/31/24 was \$15,010 compared to \$6,430 last year due to damage caused by several rainstorms. Overtime was also incurred for staff to provide supervision and traffic control for the road overlay program as well as coverage for the Celebrate the Valley event at Salmon Brook Park.
- The Police Department overtime expense as of 10/31/24 was \$64,887 (vs. \$46,502 last year). The line item is high due to the lockdown at the high school and officer training. It should also be noted that there were three pay periods in October.

Nickie Stevenson, BOE Director of Finance & Operations presented the October 2024 budget expense report:

- Analysis of the personnel and program accounts suggest that projected expenditures will be within budget. Negative balances in some line items are expected to be covered from available funds within other line items as the year progresses.

- As of this report, the estimated special education expenses for FY25 are currently within the spending plan. Outplacement tuition, transportation and purchased services will continue to be monitored closely. The negative available balance in Purchased Services is due to the need for Speech and Language Pathology (SLP), a Registered Behavior Technician (RBT) and a Board-Certified Behavior Analyst (BCBA).
- As reported last month, no revenue has been booked in the Quality and Diversity Fund with expenses increasing as expected. The ending balance will shift as the district receives Open Choice grant funds and tuition,
- Revenue to the Town for FY25 is projected to be \$2,549,470.
- The BOE contract for special education transportation was renegotiated with the vendor resulting in a savings of about \$216,000 for the district this fiscal year. Once the amendment is signed the encumbrances will be adjusted to reflect the change.

#### **4. CPPAC MODELING DISCUSSION**

Chairman Guarco reviewed the 20-year modeling spreadsheet to assess how capital needs can be met going forward. The Board of Selectmen has reconvened the Capital Program Priority Advisory Committee (CPPAC) to develop criteria for prioritizing capital improvement projects and recommending a schedule to the Board of Selectmen. Projects will come forward through the two operating boards which will determine the timing, size and financing for the projects. The modeling spreadsheet illustrates different scenarios and how debt and increases in operating budgets will affect the mill rate and taxes over the long term.

#### **5. TOWN MANAGER UPDATE**

Town Manager Mike Walsh provided the following update to the Board:

- CPPAC will hold its first meeting Monday, December 10, 2024. In preparation for the meeting the committee received the 10-year Capital Improvement Plan and a copy of the Board of Selectmen memo where the motion was approved to redeploy the committee.
- The CPPAC agenda will include a presentation on potential solar installations on town buildings including the schools. The purpose of the presentation will be to determine if solar power is a priority for the Town. If it is, the Town Manager will move forward with the Connecticut Green Bank. If solar is not a priority, no further work will be done.
- The Plus One Memo was finalized and will be posted as part of the December 2, 2024, Board of Selectmen agenda on the Town website.
- The Town took ownership of 87 Simsbury Road, the site of the former West Granby United Methodist Church. A meeting has been scheduled for Wednesday, December 4, 2024, to discuss next steps.
- The Town is actively engaged with Connecticut Siting Council with respect to the proposed battery storage facility on Salmon Brook Street. All the information concerning the project, and the upcoming hearing is on the Town website. The next hearing is scheduled for Tuesday, December 10, 2024, when experts will testify for the Town. Residents are encouraged to watch and comment at the public hearing.
- There will be a ribbon cutting for the new walking trail at Salmon Brook Park on Saturday, November 30 at 9a.m.

- An RFP for a Parks Master Plan has been issued to determine what type of infrastructure the Town should invest in relative to Parks & Recreation. A consultant should be selected by the end of the year and the work is estimated to take about four or five months.
- An RFP was also issued for a Library Capital Campaign Consultant to determine the capacity on the private side to support a library expansion. The consultant is expected to be onboarded by the end of December. CPPAC will decide the Town's capacity to support the expansion.
- There will be a joint meeting of Board of Selectmen and the Commission on Aging on Monday, January 13, 2025, to hear presentations from three developers on proposals for Senior Housing at the Kearns School site.
- The Granby Holiday Fest will be on Saturday, December 7 and will include a tree lighting at Town Hall and on the green, a visit from Santa and cookies and hot chocolate at the Senior Center.

**6. CONFIRM DATE OF NEXT MEETING**

Schedule of upcoming meetings:

12/23/24	Board of Finance regular meeting
1/21/25	Three Board Meeting
1/27/25	Board of Finance regular meeting
2/10/25	Board of Finance meeting to set the guideline for each board
2/24/25	Board of Finance regular meeting
3/24/25	Board of Finance regular meeting (BOS & BOE budget presentations)
4/7/25	Public Hearing
4/21/25	Annual Budget Vote

**7. ADJOURNMENT:**

ON A MOTION by J. Tsaptsinos, seconded by Kevin Hobson, the Board voted (6-0-0) to adjourn the meeting at 9:05 p.m.

Respectfully submitted,



Betsy Mazzotta  
Recording Secretary



# TOWN OF GRANBY

## MEMORANDUM

DATE: January 23, 2025

**TO:** The Granby Board of Finance

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** **Parks & Recreation Study – Parks & Recreation Fund Appropriation**

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As you may recall, at the October 21st Board of Selectmen meeting, after a request from the Park and Recreation Board, the BOS approved adding a \$25,000 ARPA allocation to pay for an analysis of the Salmon Brook and Ahrens Parks with respect to future facility improvements.

The narrative discussed that evening is reproduced below:

### 1. Park and Recreation Board Parks Study Request

- Recently, noise complaints from abutting property owners related to the playing of pickleball at the tennis courts at Salmon Brook Park were received by the Town and Park and Recreation Board. On September 3<sup>rd</sup>, approximately 40 people joined in a discussion at the Park and Recreation Board Meeting about solutions to the issue with an overwhelming majority supporting pickleball.
- The Park and Recreation Board, working in partnership with the Town Manager's Office, voted to "engage an outside firm" for the purpose of creating a master plan to prioritize any future investment in the parks. A Request for Proposal has been created and an allocation of \$25,000 will allow us to identify a vendor to create a planning vision for the parks for 2030, 2040, and 2050.

With the RFP issued, the Town received two qualified respondents and has selected GZA GeoEnvironmental, Inc. with a local office in Springfield to proceed with the analysis at a cost of \$39,500.

Via this background and request, we respectfully ask for an appropriation of \$14,500 from the Parks and Recreation Special Revenue Fund to marry to the ARPA allocation of \$25,000 so the firm's work can begin.

The Parks and Recreation Fund has sufficient funds to cover this appropriation, with a balance of \$560,297 as of June 30, 2024.

At its January 6, 2025 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 you for comment.

### **The following motion is needed from the Board of Finance:**

Motion to approve a \$14,500 appropriation from the Parks and Recreation Special Revenue Fund to provide funding for the GZA GeoEnvironmental, Inc. Recreation Facilities Analysis.

**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	<u>X</u>
Board of Education	_____

Date of Requesting Agency's Action: January 6, 2025

[illegible]

Date of Request: January 27, 2025

Fiscal Year: 2024-25

Amount of Request: \$14,500

Purpose of Request (Explain briefly or attach narrative):

To fund Parks and Recreation Study.

<u>Appropriation From:</u>	<u>Appropriation To:</u>
<p>251 Parks and Recreation Fund Balance/  280.99.99.0000.49700 Recreation Fund Transfer  \$14,500</p>	<p>251.99.99.0000.59736 Payment to ARPA Fund/  280.60.60.6001.67016 ARPA-P&amp;R Study  \$14,500</p>

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: January 6, 2025      Approved: YES   X   NO

Date of Board of Finance Resolution Action: January 27, 2025      Approved: YES      NO

cc: Director of Finance &amp; Town Treasurer

BJE#	posted
JE#	posted