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TOWN OF GRANBY BOARD OF FINANCE

Regular Meeting

Tuesday, May 27, 2025

7:30 p.m.

Senior Center Community Room

AGENDA

[2025.PDF](#)

2. Statement Of Accounts

2.I. Board Of Education

Documents:

[BOE BUDGET EXPENSE MEMO - APRIL TO MID-MAY 2025.PDF](#)

2.II. Municipal

Documents:

[2025-0527BOF. BUDGET OPERATIONS HIGHLIGHTS AND REPORT APR 2025.PDF](#)

3. Consideration Of Budget Amendment For CT Fair Plan Grant

Documents:

[2025-0527BOFMEMO. BA GF CT FAIR PLAN GRANT.PDF](#)

4. Preliminary General Fund Year-End Estimate For The Fiscal Year 2024-25

Documents:

[2025-0527BOF - PRELIMINARY GF YE ESTIMATE FOR FY25.PDF](#)

5. Consideration Of Transfer Of Funds From BOE General Fund To Capital Equipment/Improvement Fund

Documents:

[2025-0527BOFMEMO. XFER OF FUND BOE GF TO SMALL CAP FUND.PDF](#)

6. Confirm Date Of Next Meeting

7. Adjournment

1.
Minutes

1.I.
Approval
Of
Regular
Meeting
Minutes -
April 28,
2025

Documents:

BOF
MINUTES
4-28-

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
APRIL 28, 2025**

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

ABSENT: Benjamin Perron

ALSO PRESENT: Cheri Burke, Superintendent of Schools, Kimi Cheng, Director of Finance; Monica Logan, Board of Education Chairman 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 MINUTES FROM APRIL 7, 2025, PUBLIC HEARING

ON A MOTION by J. Emery, seconded by K. Hobson, the Board voted (5-0-0) to approve the public hearing minutes of April 7, 2025, as corrected. The first speaker during public comment was incorrectly identified. The correct name and address are Herb Hulbert, 168 Hungary Road, Granby.

2. APPROVAL OF MINUTES FROM APRIL 7, 2025, MEETING

ON A MOTION by J. Emery, seconded by K. Hobson, the Board voted (5-0-0) to approve the meeting minutes of April 7, 2025.

3. STATEMENT OF ACCOUNTS

Kimi Cheng, Director of Finance, reported on the highlights of the March 2025 Statement of Accounts.

- As of 3/31/25, the total tax collection was consistent with prior years at 101% (vs. 102% last year).
- Interest earned in the month of March from the STIF account was approximately \$76,500. As of 4/20/25, the daily rate was 4.42% and the 7-day yield was 4.42%.
- The Town received \$38,462.83 for personal property tax from telecommunications companies.
- The Town received B.E.A.R. Transition Academy tuition of \$77,033.
- As reported by the BOE, Granby's total Excess Cost Grant reimbursement for FY25 is \$579,471 with a final payment of \$72,265 expected in June. The total received from the State will be \$587,815 under budget.
- As of 3/31/25, the total General Fund expenditure was consistent with the last fiscal year at 74% (vs. 76% last year).
- The Public Works Department overtime expense as of 3/31/25 was \$156,774 compared to \$73,211 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. DPW overtime is expected to be about \$55K over budget at the end of the year assuming there are no emergencies which require overtime in the remaining months of the year.

- The Police Department overtime expense as of 3/31/25 was \$134,914 compared to \$143,117 last year due to the lockdowns at the high school and officer training as well as shift coverage for PTO and injury lost time. The overage in this account is expected to be about the same as last year and will be covered with savings realized from an open position.

Cheri Burke, Superintendent of Schools presented the March 2025 budget expense report.

- Personnel and program account expenditures remain stable and are anticipated to be covered within the appropriated budget. As the end of the fiscal year approaches, funds will be shifted to accommodate purchases and initiatives and clear negative balances.
- Special Education expenses remain stable. Encumbrances are adjusted to reflect anticipated expenditures as a result of student movement, program modifications and staff adjustments. Accounts are monitored closely to identify any shifts due to specific student needs which may have a financial impact on the overall budget.
- The Quality and Diversity Fund remains consistent and is expected to have a positive balance at the end of the year.
- Revenue to the Town for FY25 is expected to decrease by \$36,160 primarily due to the lower percentage for excess cost reimbursement from the State of Connecticut for special education expenses incurred by school districts for the FY25 school year. Granby's final reimbursement for FY25 is \$579,471 with a final payment of \$72,265 expected in June.

4. ESTABLISH THE MILL RATES FOR THE FISCAL YEAR 2025-26

The Fiscal Year 2025-26 budget was adopted by machine vote on April 21, 2025 (698 to 447).

ON A MOTION by K. Hobson, seconded by J. Tsaptsinos, the Board voted (5-0-0) to approve the following resolution:

2025-26 ADOPTED BUDGET RESOLUTION FOR MILL RATE

WHEREAS, the Town Referendum has adopted an Annual Budget for the Fiscal Year 2025-26 on April 21, 2025, as proposed by the Board of Finance, and

WHEREAS this Budget includes appropriations from the General Fund, Dog Fund, Local Capital Improvement Program Fund, Capital Equipment/Improvement Fund, Town Aid Road Fund, Sewer Utility Fund, Recreation Events Fund, Education Quality and Diversity Fund, Solid Waste Fund, and Other Funds, and

WHEREAS this Budget includes an expenditure amount for the Board of Selectmen of \$18,445,571 and an expenditure amount for the Board of Education of \$39,418,142, for a total Town Budget of \$57,863,713, and

WHEREAS anticipated revenues, excluding taxes levied for the Fiscal Year 2025-26, amount to \$11,807,330.

NOW THEREFORE BE IT RESOLVED that the Board of Finance set a mill rate of 34.21 on real estate and personal property and set a mill rate of 32.46 on motor vehicles and supplemental motor vehicles to raise an estimated \$46,056,383 in property taxes for the Fiscal Year 2025-26 Adopted Budget.

5. CONSIDERATION OF BUDGET AMENDMENT FOR LIBRARY SUMMER INTERN POSITION

In April 2025, the Granby Library Association and the Friends of the Granby Public Libraries agreed to provide \$5,722.50 for a temporary, full-time summer internship position at the Granby Public Library. The position will be 35 hours a week for 10 weeks and will not include benefits. Upon approval of this funding, GLA and FOGPL will each provide a check for \$2,861.25.

ON A MOTION by J. Emery, seconded by J. Tsaptsinos the Board voted (5-0-0) to approve a budget amendment to increase the Misc. Revenue line item by \$2,289, the Payroll-Temp/PT line item by \$2,113.89, and the FICA & Medicare line item by \$175.11 in the fiscal year 2024-25 adopted General Fund budget for four weeks of the library summer intern position.

And to approve a budget amendment to increase the Misc. Revenue line item by \$3,433.50, the Payroll-Temp/PT line item by \$3,170.84, and the FICA & Medicare line item by \$262.66 in the fiscal year 2025-26 adopted General Fund budget for six weeks of the library summer intern position.

6. CONSIDERATION OF BUDGET AMENDMENT FOR PEGPETIA GRANT

On April 9, 2025, the State of Connecticut's Public Utilities Regulatory Authority awarded a grant to the Granby Public Library for \$7,344.28 to purchase two interactive displays, one for the Fox Meeting Room and the other for the Children's Program Room. The grant does not require any matching funds from the Town.

ON A MOTION by W. Kennedy, seconded by J. Tsaptsinos, the Board voted (5-0-0) to approve a budget amendment to increase the Misc. Revenue and Grant Expense line items up to \$7,344.28 in the fiscal year 2025-26 adopted General Fund Budget to purchase two interactive displays for the Granby Public Library.

7. CONSIDERATION OF BUDGET AMENDMENT IN P&R FUND FOR VALLEY BROOK COMMUNITY CHURCH DONATION

The Town received a \$15,000 donation from Valley Brook Community Church to add ramps to the bandshell at Salmon Brook Park to improve access to the stage for the annual Live Nativity as well as other events in the park. Town staff believes the amount is sufficient to cover the entire cost of the construction and installation.

ON A MOTION by K. Hobson, seconded by J. Emery, the Board voted (5-0-0) to approve a budget amendment to increase the Donations – General revenue line item and the Donations expense line item in the amount of \$15,000 in the fiscal year 2024-25 adopted P&R Program Event Fund budget to add ramps to the existing bandshell at Salmon Brook Park.

8. CONSIDERATION OF BUDGET AMENDMENT FOR ADDITIONAL APPROPRIATION FROM THE SOLID WASTE FUND FOR TRASH BARRELS, BEAR RESISTANT TRASH BARRELS, BEAR BARREL PARTS, AND RECYCLING FLYER

Director of Public Works Kirk Severance is requesting an appropriation of \$43,529 from the Solid Waste Fund for new trash barrels, replacement parts for barrels, and for the printing and mailing of an informational flyer. The Solid Waste Fund has sufficient funds to cover these additional appropriations, with a balance of \$446,470 as of June 30, 2024.

ON A MOTION by J. Tsaptsinos, seconded by J. Emery, the Board voted (5-0-0) to approve an additional appropriation of \$43,529 from the Solid Waste Sanitation Fund balance to fund the purchase of 200 trash barrels, 75 bear resistant barrels, barrel parts, and recycling flyer.

9. CONFIRM DATE OF NEXT MEETING

The next regular meeting of the Board of Finance is scheduled for Tuesday, May 27, 2025, in the Senior Center Community Room.

10. ADJOURNMENT:

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (5-0-0) to adjourn the meeting at 8:30 p.m.

Respectfully submitted,



Betsy Mazzotta
Recording Secretary

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

15-B North Granby Road
Granby, CT 06035
(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: April 2025 Budget Expense Report

Date: May 16, 2025

Please find attached the April 2025 budget expense report for this fiscal year encompassing transactions through 5/15/2025.

Personnel and Program Accounts

The overall budget remains aligned with projected annual expenditures. As is typical, during the school year both realized and anticipated savings, are identified to support both unplanned needs and yearend initiatives, while maintaining fiscal responsibility. Unspent funds may be returned to the Town for future educational use or deposited into the BOE Non-Lapsing Education Fund, reinforcing our commitment to Granby's public education.

As yearend progresses, fund transfers will increase to support key purchases and initiatives, including covering negative account balances via line-item transfers. Transfer requests requiring Board pre-approval are included at the end of this memo.

Currently, the personnel unallocated line has a balance of approximately \$267,000 due to staffing changes, vacancies, and leaves. These funds are no longer needed for FY 2025 personnel expenses. Additional program savings, particularly in special education, are also expected. Please note that invoices for goods and services received in May and June will continue to be processed through July.

Special Education

As previously mentioned at various times throughout the year, special education expenses are trending well below budget due to a variety of reasons. Such reasons consist of three (3) main contributing factors comprising of certified personnel, tuition and transportation.

- HS Psychologist (certified salary) – this employee resigned during the school year and due to the unique needs of this position, the district was unable to fill this position in FY 2025.
- Outplacement Tuition – throughout the course of the year three (3) students changed placement where they returned to in-district from their initial out-of-district placements. Additionally, there were four (4) students who withdrew from their outplaced program for various reasons (i.e., moved out of Granby, homeschooling, etc.)
- Transportation – there were significant savings this year in transportation due to a renegotiated daily contract rate, as well as the reduction of transportation for outplacements. As students leave outplacements as referenced above, transportation also ceases, which also garners savings. Finally, our special education department has been diligent in creating cost savings by alleviating

solo riders when possible and arranging ride shares. All-in-all, this year the district saved \$490,000 in special education transportation alone.

Please take note this type of surplus in special education is uncommon and can drastically change at what seems like a moment's notice. However, at this point in time we do not foresee any major shifts or changes prior to June 30th.

Quality and Diversity Fund (Q&D)

The forecast for the Q&D fund continues to remain consistent and positive. The fund is expected to end the year with a balance of approximately \$200,000.

BOE Reimbursements to the Town

The total reimbursement revenue to the Town for FY 2025 is anticipated to be \$2,327,563, which is \$165,588 less than originally budgeted. Even though the district experienced a large decrease (\$587,815) in the expected special education excess cost grant, tuition reimbursements as a whole increased \$422,227, thereby offsetting the decreased grant revenue. Most monies have been received, with the exception of tuition revenue from Hartford. However, we do fully expect to receive those funds by June 30th.

Transfer Requests

We request the following transfers from other line items with available program balances (e.g., utilities) to cover current supply line items with negative balances. Any supply line items that cannot be covered with other available supply accounts, require transfers from other categories. This type of transfer requires Board pre-approval. The accounts that require such transfers are listed below.

- \$12,000 for custodial and maintenance supplies
- \$60,197 for the purchase of the K-3 reading program and French textbooks

Additionally, as the fiscal year progresses and comes to a close, additional savings will accumulate. Given the substantial number of accounts (over 650), even the slightest amounts in each account can rapidly accumulate. Therefore, we request that additional yearend balances and unallocated funds first be transferred to balance all accounts as needed through June 30th. As FY 2025 comes to a close, the numbers for the board of education budget are highly favorable, where spending was less than the budgeted amount, demonstrating efficiency and effectiveness of current operations.

Therefore, in continued collaboration with the Town Board of Finance and the Board of Selectman, it is suggested to utilize a substantial portion of any remaining general fund monies (not to exceed \$650,000), for BOE small capital projects. Such designated funds, with the amount to be finalized after the closing of the fiscal year on 6/30/25, will be deposited into the BOE small capital fund and thereby requires approval from the Board of Education. This transfer of funds would create an appropriation for the following projects.

\$100,000 – BOE Central Office Roof
\$130,000 – GMHS Main Gym Bleachers
\$420,000 – Safety and Security*
\$650,000 – Total

*Please note, this amount could fluctuate depending upon final yearend expenses, as well as Board approval of any non-lapsing fund deposits. Any amount deposited in the small capital fund for the purpose of safety and security will be coupled with the current FY25 appropriated amount of \$439,603.

PROGRAM ACCOUNTS
Granby Board of Education FY 2025
April 2025 Budget Expense Report

| Row # | Description | Budget | Adjusted Budget | YTD Expended | Encumbered | Balance | Combined % Expended and Encumbered |
|----------------|------------------------------|--------------------|--------------------|--------------------|--------------------|------------------|---------------------------------------|
| 01 | Communications | \$90,245 | \$91,232 | \$67,323 | \$19,688 | \$4,220 | 95.4% |
| 02 | Conference & Travel | \$58,094 | \$56,681 | \$29,097 | \$10,172 | \$17,412 | 69.3% |
| 03 | Dues and Fees | \$38,738 | \$38,258 | \$34,077 | \$728 | \$3,453 | 91.0% |
| 04 | Equipment/Furniture | \$8,500 | \$199,045 | \$8,826 | \$190,185 | \$34 | 100.0% |
| 05 | Legal Services/Insurance | \$140,460 | \$150,094 | \$145,314 | \$2,861 | \$1,920 | 98.7% |
| 06 | Library/Media | \$57,368 | \$56,344 | \$54,594 | \$1,751 | \$0 | 100.0% |
| 07 | Purchased Services | \$1,114,702 | \$1,097,664 | \$917,678 | \$167,287 | \$12,700 | 98.8% |
| 08 | Repairs & Maintenance | \$539,517 | \$539,405 | \$454,152 | \$80,473 | \$4,780 | 99.1% |
| 09 | Software | \$443,364 | \$426,605 | \$386,430 | \$30,831 | \$9,344 | 97.8% |
| 10 | Special Education | \$4,394,816 | \$4,219,040 | \$2,976,661 | \$773,860 | \$468,519 | 88.9% |
| 11 | Student Activities/Athletics | \$398,001 | \$353,579 | \$236,733 | \$79,922 | \$36,925 | 89.6% |
| 12 | Supplies | \$548,582 | \$537,498 | \$458,795 | \$77,778 | \$925 | 99.8% |
| 13 | Textbooks | \$119,698 | \$167,816 | \$198,806 | \$29,207 | -\$60,197 | 135.9% |
| 14 | Transportation | \$1,168,747 | \$1,187,220 | \$771,372 | \$415,628 | \$220 | 100.0% |
| 15 | Tuition | \$10,967 | \$11,317 | \$11,317 | \$0 | \$0 | 100.0% |
| 16 | Utilities | \$851,590 | \$851,590 | \$658,646 | \$173,407 | \$19,537 | 97.7% |
| 17 | Unallocated Appropriation | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Program | | \$9,983,388 | \$9,983,388 | \$7,409,820 | \$2,053,777 | \$519,791 | 94.8% |

PERSONNEL ACCOUNTS
Granby Board of Education FY 2025
April 2025 Budget Expense Report

| Row # | Description | Budget | Adjusted Budget | YTD Expended | Encumbered | Balance | Combined % Expended and Encumbered |
|-------------------------|------------------------------|---------------------|---------------------|---------------------|--------------------|------------------|---------------------------------------|
| 18 | Administration | \$1,651,319 | \$1,662,464 | \$1,470,446 | \$192,018 | \$0 | 100.0% |
| 19 | Central Office | \$557,043 | \$572,852 | \$491,591 | \$81,075 | \$186 | 100.0% |
| 20 | Certified Staff | \$11,638,907 | \$11,560,442 | \$9,058,552 | \$2,478,344 | \$23,545 | 99.8% |
| 21 | Custodial and Maintenance | \$1,481,279 | \$1,499,606 | \$1,302,730 | \$190,820 | \$6,057 | 99.6% |
| 22 | School Secretaries | \$715,648 | \$706,460 | \$618,213 | \$88,247 | \$0 | 100.0% |
| 23 | Special Education | \$4,452,429 | \$4,207,875 | \$3,526,509 | \$649,778 | \$31,588 | 99.2% |
| 24 | Student Activities/Athletics | \$545,575 | \$548,014 | \$356,684 | \$155,068 | \$36,262 | 93.4% |
| 25 | Teaching Assistants | \$327,901 | \$387,901 | \$338,791 | \$48,526 | \$584 | 99.8% |
| 26 | Technology Support Services | \$357,910 | \$331,099 | \$252,125 | \$49,075 | \$29,899 | 91.0% |
| 27 | Tutors | \$41,720 | \$25,683 | \$22,816 | \$2,867 | \$0 | 100.0% |
| 28 | Employee Benefits | \$6,365,402 | \$6,365,402 | \$5,855,910 | \$478,727 | \$30,765 | 99.5% |
| 29 | Unallocated Appropriation | \$0 | \$267,335 | \$0 | \$0 | \$267,335 | |
| Personnel | | \$28,135,133 | \$28,135,133 | \$23,294,369 | \$4,414,544 | \$426,221 | 98.5% |
| 100 General Fund | | \$38,118,521 | \$38,118,521 | \$30,704,189 | \$6,468,321 | \$946,011 | 97.5% |

SPECIAL EDUCATION ACCOUNT DETAIL

Granby Board of Education FY 2025

April 2025 Budget Expense Report

| Row # | Description | Budget | Adjusted Budget | YTD Expended | Encumbered | Balance | Combined % Expended and Encumbered |
|-------|--------------------------|--------------------|--------------------|--------------------|--------------------|------------------|---------------------------------------|
| 01 | Administrative/Certified | \$2,281,664 | \$2,113,565 | \$1,709,861 | \$402,184 | \$1,520 | 99.9% |
| 02 | Secretaries | \$102,667 | \$106,818 | \$92,121 | \$14,697 | \$0 | 100.0% |
| 03 | Support Services | \$497,291 | \$480,884 | \$412,767 | \$67,967 | \$150 | 100.0% |
| 04 | Teaching Assistants | \$1,528,934 | \$1,449,436 | \$1,261,864 | \$162,931 | \$24,641 | 98.3% |
| 05 | Tutors | \$41,873 | \$57,173 | \$49,896 | \$2,000 | \$5,277 | 90.8% |
| | TOTAL PERSONNEL | \$4,452,429 | \$4,207,875 | \$3,526,509 | \$649,778 | \$31,588 | 99.2% |
| 06 | Communications | \$100 | \$100 | \$72 | \$0 | \$28 | 72.5% |
| 07 | Conference & Travel | \$14,125 | \$14,125 | \$5,593 | \$267 | \$8,265 | 41.5% |
| 08 | Dues and Fees | \$2,250 | \$2,250 | \$603 | \$85 | \$1,562 | 30.6% |
| 09 | Legal Services | \$27,500 | \$27,500 | \$20,578 | \$6,923 | \$0 | 100.0% |
| 10 | Purchased Services | \$153,375 | \$300,871 | \$201,049 | \$70,754 | \$29,068 | 90.3% |
| 11 | Software | \$9,310 | \$8,812 | \$8,508 | \$104 | \$200 | 97.7% |
| 12 | Supplies | \$37,550 | \$37,550 | \$26,606 | \$2,085 | \$8,859 | 76.4% |
| 13 | Transportation | \$1,388,936 | \$1,141,162 | \$665,417 | \$231,760 | \$243,985 | 78.6% |
| 14 | Tuition | \$2,761,670 | \$2,686,670 | \$2,048,235 | \$461,882 | \$176,553 | 93.4% |
| | TOTAL PROGRAM | \$4,394,816 | \$4,219,040 | \$2,976,661 | \$773,860 | \$468,519 | |
| | OVERALL TOTAL | \$8,847,244 | \$8,426,915 | \$6,503,170 | \$1,423,638 | \$500,107 | 94.1% |

SUPPLEMENTAL INFORMATION

Granby Board of Education FY 2025

April 2025 Budget Expense Report

**REVENUE TO TOWN SUMMARY
REIMBURSEMENTS FOR BOE EXPENDITURES**

| Description | Budget | Anticipated | Received To Date | Difference (Received minus Anticipated) |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------------------------------|
| Regular Education Tuition* | \$678,674 | \$757,844 | \$757,844 | \$0 |
| Special Education Tuition* | \$605,191 | \$871,215 | \$25,763 | -\$845,452 |
| B.E.A.R. Transition Academy Tuition* | \$0 | \$77,033 | \$77,033 | \$0 |
| Excess Cost Grant | \$1,167,286 | \$579,471 | \$507,206 | -\$72,265 |
| Pay for Participation | \$42,000 | \$42,000 | \$30,409 | -\$11,591 |
| Totals | \$2,493,151 | \$2,327,563 | \$1,398,256 | -\$929,308 |

*From Other Towns

QUALITY AND DIVERSITY FUND (Q&D)

| Description | Budget | YTD | Difference (YTD vs. Budget) |
|------------------------|-----------------|------------------|--------------------------------|
| Opening Balance | \$95,335 | - | - |
| Expenses | \$1,069,766 | \$612,794 | \$456,972 |
| Revenue | \$1,028,144 | \$979,654 | -\$48,490 |
| Ending Balance | \$53,713 | \$462,195 | \$408,482 |



TOWN OF GRANBY

MEMORANDUM

DATE: May 21, 2025

TO: The Granby Board of Finance
FROM: Kimi Cheng, Director of Finance
REGARDING: April 2025 Budget Operations Report

Highlights for Revenues:

As of 4/30/25, the total tax collection was consistent with the prior years at 102% (vs. 102% last year).

As of 5/20/25, the daily rate for STIF was 4.38%, or a 7-day yield was 4.38%. In April, interest earned from the STIF account was approximately \$74.5K.

Received \$2,607,738 for Education Cost Sharing grant as the final payment from the State, which resulted in \$31,418 under the budget, an unfavorable condition.

Received information from Nickie that the final payment from the State for the Excess Cost grant in June will be \$72,265 with a total excess cost grant of \$579,471 for FY25, which will be \$587,815 under budget, an unfavorable condition.

Highlights for Expenditures:

As of 4/30/25, the total general fund expenditure was consistent with the last fiscal year at 79% (vs. 81% last year).

The Public Works Department's overtime expense as of April 30, 2025, was \$162,403.32 (vs. \$77,022.39 last year) due to many rainstorms that caused washouts and fallen trees in August. Staff had to work later to accommodate needs on the road overlay program with traffic control and supervision and for coverage at the Celebrate the Valley event. We had no snow until January last year, when we started the snow season in December of this year. The February OT of \$80K was \$50K more than last February and March OT of \$31K was \$28K more than last March. Moreover, additional responsibilities were assigned to Supervisors and Director for the re-organization in the DPW. As a result, we are estimated to be around \$57K over the DPW OT budget of \$125,145 if no other emergency occurs that require OT hours from DPW in the remaining months.

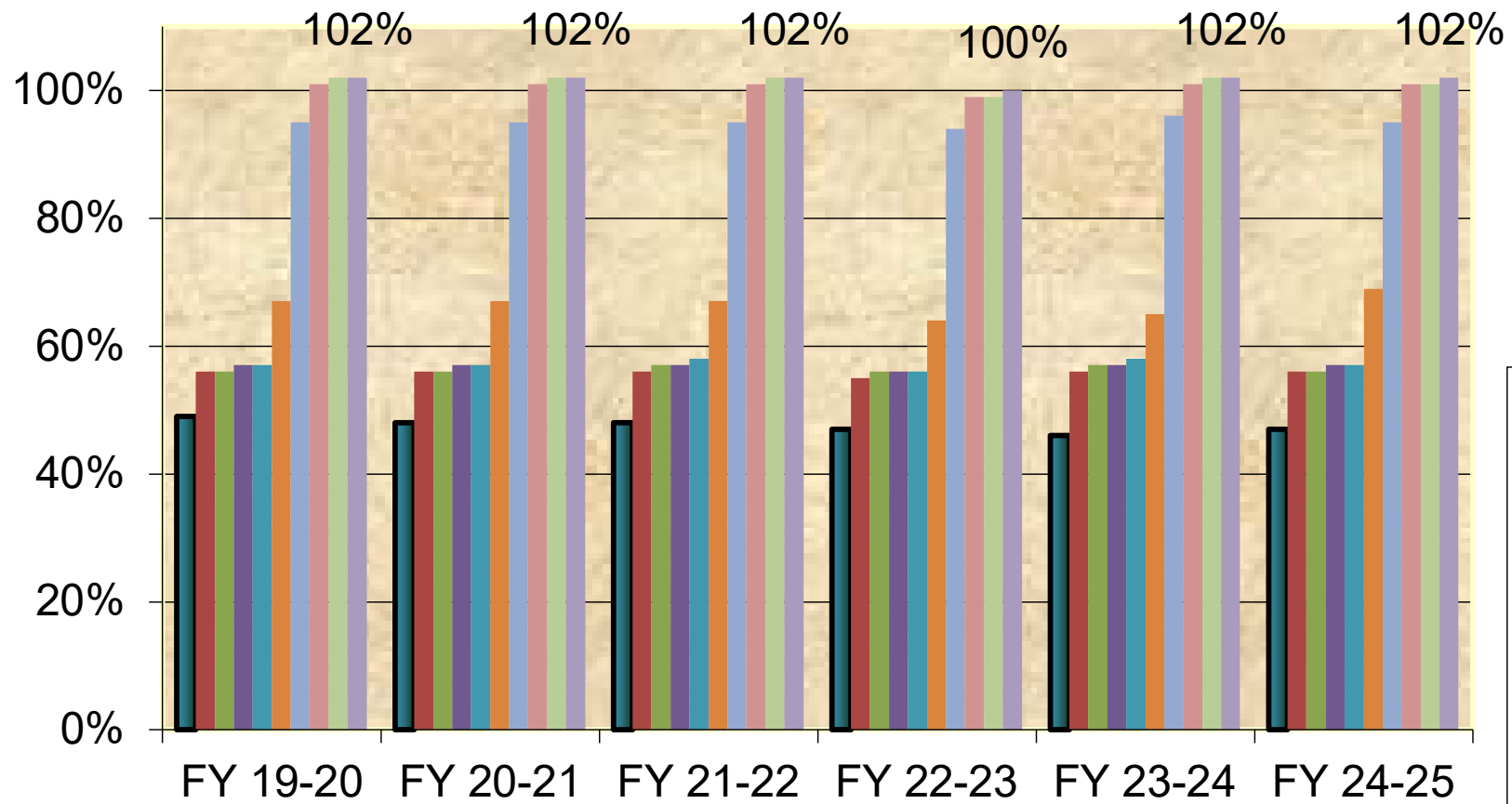
The Police Department's overtime expense as of April 30, 2025, was \$145,550.18 (vs. \$170,925.44 last year) due to the high school lockdowns, rifle training, specific training for officers' recertification, school traffic assistance, community policing, and shift vacancy coverage due to PTO and injury lost time. We are estimated to have a similar overtime overage as the last fiscal year, but we should have enough funds from the other department unfilled position to cover this overage. Note that these OT numbers exclude holiday pay, special pay, premium pay, and holiday premium pay.

Note that many departments have deficits due to the raises for the FY25 salaries/wages were budgeted in the contingency department when the union contracts were still in negotiations last March.



**BUDGET OPERATIONS
APRIL 2025**

CURRENT YEAR TAX COLLECTION DATA



TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
APRIL 2025

| DESCRIPTION | ADJUSTED BUDGET | REVENUE RECEIVED | BAL DUE {EXCESS} | % REC'D | REMARKS | Apr 24 % REC'D | Mar 25 % REC'D |
|-------------------------------------|--------------------|---------------------|---------------------|-------------|---------------------------------------------------------------------------------------|-------------------|-------------------|
| 41010 Current Year Taxes | 44,492,129 | 45,239,645 | (747,516) | 102% | Pymts. Due - July & Jan. | 102% | 101% |
| 41020 Prior Years Taxes | 210,000 | 216,499 | (6,499) | 103% | | 127% | 95% |
| 41040 Interest & Liens | 130,000 | 158,586 | (28,586) | 122% | | 119% | 108% |
| 41060 Auto Supplement | 400,000 | 482,636 | (82,636) | 121% | Billed - December | 114% | 118% |
| Property Taxes | 45,232,129 | 46,097,367 | (865,238) | 102% | | 102% | 101% |
| 43170 Spec Ed / Excess | 1,167,286 | 507,206 | 660,080 | 43% | Pymts. Due - Feb. 75% - June Bal. | 53% | 43% |
| 43200 Educ Cost Sharing | 5,278,314 | 5,246,896 | 31,418 | 99% | Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal. | 100% | 50% |
| 43590 Tuition - Other Towns | 1,283,865 | 773,590 | 510,275 | 60% | School Bills for Activity | 56% | 30% |
| 43591 B.E.A.R. TRANS. ACAD. TUITION | 0 | 77,033 | (77,033) | N/A | | N/A | N/A |
| State Education Total | 7,729,465 | 3,996,987 | 3,732,478 | 52% | | 85% | 47% |
| 43110 Veterans Exempt GT | 2,500 | 2,485 | 15 | 99% | By Assessor Appl. in Aug but rec Pymt. in Dec. | 84% | 99% |
| | | | | | Pymt. @June; \$3,411.10 from Early Voting Grant; and \$5K for 2023 Neglected cemetery | | |
| 43120 Misc - State | 38,743 | 8,936 | 29,807 | 23% | grant reim; remaining is for motor veh violation. | 25% | 23% |
| 43130 Telecommunications | 13,000 | 38,463 | (25,463) | 296% | Pymt. Due - April | 184% | 296% |
| 43140 State Revenue Sharing | 0 | 0 | 0 | N/A | | N/A | N/A |
| 43310 Tiered Pilot | 12,897 | 12,897 | 0 | 100% | Pymt. Due Oct. | 107% | 100% |
| 43320 SS Dist Tax Relief | 1,300 | 1,557 | (257) | 120% | Pymt. Due - Dec. | 76% | 120% |
| 43380 MRSA Motor Vehicle | 0 | 0 | 0 | N/A | | 100% | N/A |
| State Municipal Total | 68,440 | 64,337 | 4,103 | 94% | | 123% | 94% |
| Intergovernmental Revenue | 7,797,905 | 4,061,325 | 3,736,580 | 52% | | 90% | 47% |
| 43615 Town Clerk Fees | 220,000 | 232,889 | (12,889) | 106% | Statutory Collections | 97% | 97% |
| 43620 Planning & Zoning | 3,000 | 2,424 | 576 | 81% | Application Permit Fees | 81% | 61% |
| 43630 Zoning Bd of Appeals | 606 | 1,212 | (606) | 200% | Application Permit Fees | 126% | 200% |
| | | | | | Building Permit Fees. \$27.3K for SB; \$23K | | |
| 43640 Building Permits | 150,000 | 279,998 | (129,998) | 187% | Harness Way; \$14.5K Clemons Spring | 365% | 172% |
| 43660 Inland Wetlands | 4,000 | 4,630 | (630) | 116% | Permit/Appl. Fees | 426% | 104% |
| 43670 Short Term Investments | 200,000 | 743,488 | (543,488) | 372% | | 739% | 316% |

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
APRIL 2025**

| DESCRIPTION | ADJUSTED BUDGET | REVENUE RECEIVED | BAL DUE {EXCESS} | % REC'D | REMARKS | Apr 24 % REC'D | Mar 25 % REC'D |
|-------------------------------------------------|--------------------|---------------------|---------------------|-------------|------------------------------------------------------------------------------------|-------------------|-------------------|
| 43680 Rents | 18,800 | 17,200 | 1,600 | 91% | Drummer/GLT/Farmhouse/Acreage/School Rental | 64% | 87% |
| 43700 Snow Plow & Grading | 11,000 | 11,136 | (136) | 101% | Private Roads | 136% | 101% |
| 43710 Photocopying | 90 | 118 | (28) | 131% | | 127% | 126% |
| 43715 Open Farm Day | 2,500 | 1,250 | 1,250 | 50% | | 40% | 50% |
| 43740 Dispatch Services | 16,580 | 16,580 | 0 | 100% | Police Bill For Dispatch Services | 100% | 100% |
| 43745 Hay Rentals | 38,438 | 38,438 | 0 | 100% | Northern Valley Farms | 140% | 100% |
| 43760 Library | 3,000 | 3,261 | (261) | 109% | Book Fines, Trust Investment | 99% | 92% |
| 43770 Contract - Bldg. Inspection | 14,000 | 14,000 | 0 | 100% | Bldg. Dept. Bills Qtrly For Services | 75% | 75% |
| 43790 Driveway Permits | 1,000 | 1,250 | (250) | 125% | New Const. Activity | 391% | 105% |
| 43800 Police Photo/Lic/Permits | 11,000 | 10,041 | 960 | 91% | | 67% | 81% |
| 43840 Returned Check Fee | 100 | 45 | 55 | 45% | | 40% | 45% |
| 43990 Pay For Participation | 42,000 | 30,409 | 11,591 | 72% | Received from BOE | 71% | 71% |
| | | | | | Gov Deals Sales \$24K; CIRMA \$12.5K; HF ck \$11K; \$11.6K WC wages; \$2.5K Anthem | | |
| 46038 Miscellaneous | 40,424 | 76,068 | (35,644) | 188% | Wellness reim. for EAP | 103% | 185% |
| 46240 Communication Fees | 42,722 | 36,490 | 6,232 | 85% | | 83% | 77% |
| Local Departmental Revenues Total | 819,260 | 1,520,928 | (701,667) | 186% | | 268% | 165% |
| 43934 Sewer Utility Fund Contribution | 18,431 | 18,431 | 0 | 100% | | 0% | 100% |
| 43950 Transfer-in Fund Bal. | 6,785,000 | 4,785,000 | 2,000,000 | 71% | | 100% | 71% |
| 43955 Additional Appropriations | 0 | 0 | 0 | 0% | | 0% | 0% |
| Transfers In Total | 6,803,431 | 4,803,431 | 2,000,000 | 71% | | 96% | 71% |
| Local Dept. Rev. & Transfer In Total | 7,622,691 | 6,324,359 | 1,298,333 | 83% | | 202% | 81% |
| General Fund Revenues | 60,652,725 | 56,483,050 | 4,169,675 | 93% | | 102% | 92% |

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
APRIL 2025**

| ACCT. # | DESCRIPTION | ADJUSTED BUDGET | EXPENSED | ENCUMBERED | UNENCUMBERE D ALLOTMENT | % EXP. | REMARKS | Apr 24 % REC'D | Mar 25 % REC'D |
|-------------------------------------|---------------------------------|--------------------|------------------|----------------|----------------------------|------------|-----------------------------------------------------------------|-------------------|-------------------|
| 1001 | General Administration | 361,781 | 269,535 | 63,084 | 29,162 | 92% | | 61% | 92% |
| 1003 | Legal Services | 34,000 | 73,171 | 34,745 | (73,916) | 317% | is covered by contingency. UKS: \$47.9K; Sherwood: \$12.6K | 129% | 255% |
| 1005 | Fringe Benefits | 3,268,507 | 3,055,776 | 68,883 | 143,848 | 96% | | 95% | 93% |
| 1007 | Town Clerk Operations | 169,217 | 119,685 | 44,249 | 5,282 | 97% | | 95% | 94% |
| 1009 | Probate | 5,390 | 5,614 | 0 | (224) | 104% | is covered by contingency | 98% | 104% |
| 1011 | Contingency & Reserve | 246,311 | 26,375 | 9,130 | 210,805 | 14% | | 27% | 14% |
| 1013 | Election Services | 71,680 | 48,469 | 3,838 | 19,373 | 73% | | 82% | 65% |
| 1015 | Boards, Reg. Prog. & Staff Dev. | 66,180 | 45,009 | 6,439 | 14,733 | 78% | | 94% | 75% |
| 1017 | Revenue Collections | 143,676 | 113,504 | 37,286 | (7,113) | 105% | is covered by contingency | 98% | 96% |
| 1019 | Property Assessment | 219,925 | 176,205 | 45,921 | (2,201) | 101% | is covered by contingency | 100% | 96% |
| 1021 | Finance Management | 421,167 | 345,672 | 68,869 | 6,627 | 98% | | 98% | 97% |
| 1023 | Insurance | 353,544 | 313,285 | 4,462 | 35,797 | 90% | Realloc.Unemploy. pmt to HR | 92% | 89% |
| 1031 | Community Development | 147,399 | 120,142 | 29,708 | (2,451) | 102% | is covered by contingency | 98% | 99% |
| 1033 | Human Resources | 109,288 | 93,351 | 16,125 | (187) | 100% | is covered by contingency \$17,000 short in personel budget, | 91% | 100% |
| 1035 | Technology | 181,902 | 161,787 | 29,139 | (9,024) | 105% | is covered by contingency | 86% | 104% |
| General Government | | 5,799,967 | 4,967,580 | 461,877 | 370,509 | 94% | | 91% | 91% |
| 2001 | Building Inspection | 193,022 | 144,035 | 34,248 | 14,738 | 92% | | 86% | 92% |
| 2003 | Fire Prevention | 415,776 | 313,067 | 101,994 | 715 | 100% | | 100% | 99% |
| 2005 | Emergency Management | 12,150 | 9,862 | 875 | 1,413 | 88% | | 95% | 86% |
| 2007 | Health Services | 178,176 | 163,334 | 15,065 | (223) | 100% | covered by contingency | 100% | 100% |
| 2009 | Police Dept Administration | 404,318 | 326,277 | 75,605 | 2,436 | 99% | | 99% | 98% |
| 2011 | Police Oper. & Communications | 2,035,266 | 1,619,060 | 405,730 | 10,476 | 99% | | 97% | 97% |
| Pers. & Prop. Protection | | 3,238,708 | 2,575,636 | 633,517 | 29,555 | 99% | | 97% | 97% |
| 3003 | General & Equipment Maint. | 3,592,100 | 2,732,930 | 773,849 | 85,321 | 98% | | 93% | 87% |
| 3011 | Planning & Engineering | 37,383 | 26,784 | 10,196 | 404 | 99% | | 99% | 99% |
| Public Works & Env. | | 3,629,483 | 2,759,713 | 784,045 | 85,725 | 98% | | 93% | 87% |

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
APRIL 2025**

| ACCT. # | DESCRIPTION | ADJUSTED BUDGET | EXPENSED | ENCUMBERED | UNENCUMBERE D ALLOTMENT | % EXP. | REMARKS | Apr 24 % REC'D | Mar 25 % REC'D |
|------------|----------------------------------------|--------------------|-------------------|------------------|----------------------------|------------|--------------------------------------|-------------------|-------------------|
| 4001 | Library Services | 634,566 | 512,558 | 112,560 | 9,448 | 99% | | 94% | 94% |
| 4003 | Social-Senior-Youth-Services | 377,561 | 243,353 | 60,262 | 73,946 | 80% | | 75% | 79% |
| 4005 | Recreation Administration | 103,961 | 0 | 0 | 103,961 | 0% | Will not fill due to re-organization | 69% | 0% |
| 4009 | Community Support | 3,500 | 37 | 0 | 3,463 | 1% | | 0% | 1% |
| | Lib., Rec., & Soc. Services | 1,119,588 | 755,948 | 172,822 | 190,818 | 83% | | 85% | 80% |
| 6001 | Capital Improvement | 7,000,000 | 5,000,000 | 0 | 2,000,000 | 71% | | 100% | 71% |
| 7001 | Debt Service | 1,746,458 | 1,737,916 | 0 | 8,542 | 100% | Payable in Jul/Aug & Jan/Feb | 99% | 100% |
| | Capital & Debt Service | 8,746,458 | 6,737,916 | 0 | 2,008,542 | 77% | | 100% | 77% |
| | Town Section | 22,534,204 | 17,796,794 | 2,052,261 | 2,685,149 | 88% | | 94% | 85% |
| 8001 | Board of Education | 38,118,521 | 28,055,551 | 0 | 10,062,970 | 74% | | 75% | 67% |
| | Board of Education | 38,118,521 | 28,055,551 | 0 | 10,062,970 | 74% | | 75% | 67% |
| | General Fund Expenses | 60,652,725 | 45,852,345 | 2,052,261 | 12,748,119 | 79% | | 81% | 74% |



TOWN OF GRANBY

MEMORANDUM

DATE: May 21, 2025

TO: The Granby Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Consideration of Budget Amendment for CT Fair Plan Grant

Background

In February 2025, the Fire Marshal's office submitted a grant application to the Connecticut Fair Plan Anti-Arson Committee to request the purchase of an Olympus waterproof digital camera for the fire investigation. In March 2025, the grant application was approved by the committee. In April 2025, a check in the amount of \$500 was received and recorded in the general fund.

Next Steps

Since the grant will increase revenue and expenditure line items in the General Fund, which was not budgeted in the FY25 adopted budget, a budget amendment is required according to the Town Charter.

At its May 19, 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.

PROPOSED MOTION:

I move that the Board of Finance approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$500 in the fiscal year 2024-25 adopted general fund budget for the purchase of a waterproof camera.

Enclosure: Appropriation #2025-008

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: May 19, 2025

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

Date of Request: May 27, 2025

Fiscal Year: 2024-25

Amount of Request: \$500.00

Purpose of Request (Explain briefly or attach narrative):

To purchase a waterproof camera that is funded by the CT Fair Plan Grant.

| <u>Budget Amendment (Inc. In Revenue):</u> | <u>Budget Amendment (Inc. In Expenditure):</u> |
|------------------------------------------------|------------------------------------------------|
| 001.04.11.0000.46038 Misc. Revenue \$500.00 | 001.10.10.1011.52656 Grant Expense \$500.00 |

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: May 19, 2025 Approved: YES X NO

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

cc: Director of Finance & Town Treasurer



TOWN OF GRANBY

MEMORANDUM

DATE: May 21, 2025

TO: The Granby Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: Preliminary General Fund Year-End Estimate for the Fiscal Year 2024-25

| | |
|-------------------------------------------------|---------------------|
| General Fund Balance @ June 30, 2024 | \$14,993,708 |
| Less - FB Nonspendable FY 2022-23 Advanced Loan | (550,597) |
| Less - FB Nonspendable FY 2023-24 Advanced Loan | (471,000) |
| Less - FB Designated for Encumbrances | (285,753) |
| Less - FB Designated for FY 2024-25 Budget | (6,785,000) |
| Undesignated Fund Balance @ June 30, 2024 | 6,901,358 |

Less Additional Appropriations - FY25

Board of Selectman - to CNEF
Board of Education - to small cap

| | |
|---------------------------------|---|
| Add'l. Approp. Total | 0 |
| Less – FY 2024-25 Advanced Loan | 0 |

| | |
|-----------|-------------|
| Sub-Total | \$6,901,358 |
|-----------|-------------|

Est'd. Favorable (Unfavorable) Results of FY25 Operations

| | | |
|---------------------------------------------|-----------|-----------|
| Expenditures: | | |
| Bd. of Selectmen Expenditures | 305,000 | |
| Bd. of Education Expenditures | 600,000 | |
| Xfer to Emergency Communication Fund Saving | 1,700,000 | |
| | | 2,605,000 |

| | | |
|------------------------|-----------|-----------|
| Revenues: | | |
| Current Taxes | 806,900 | |
| Prior Years Taxes | 10,400 | |
| Interest and Liens | 35,500 | |
| Auto Supplement | 92,600 | |
| Education Grants | (197,300) | |
| Municipal State Grants | 30,900 | |
| Local Revenues | 901,000 | |
| | | 1,680,000 |

| | | |
|--------------------------------------------------------------------|---------------------|---------------|
| Results of FY25 Operations Total | <u>4,285,000</u> | |
| Estimated Undesignated General Fund Balance @ June 30, 2025 | \$11,186,358 | 19.33% |
| Appropriation to 2025-26 Budget | <u>(2,185,000)</u> | |
| Estimated Undesignated General Fund Balance @ July 1, 2025 | \$9,001,358 | 15.56% |

Agency Budgets FY26

| | |
|---------------------------|-------------------|
| Town Budget | 18,445,571 |
| Board of Education Budget | <u>39,418,142</u> |
| Total Town | 57,863,713 |
| Fund Balance at 5%: | 2,893,186 |
| at 10%: | 5,786,371 |
| at 15%: | 8,679,557 |



TOWN OF GRANBY

MEMORANDUM

DATE: May 21, 2025

TO: The Granby Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: **Consideration of Transfer of Funds from BOE General Fund to Capital Equipment/Improvement Fund**

Background

The Board of Education is expecting approximately \$650,000 unexpended surplus from its general fund budget due to a \$250K saving on the transportation contract that was successfully re-negotiated, a few special education students that were able to take back within the district, and a decrease in the out-of-district students because they moved out of the town.

Recognizing the funding need for the Board of Education capital projects, the Board of Education recommends transferring the BOE general fund surplus to the Capital Equipment/Improvement Fund to support the following projects:

Not to exceed \$100,000 for the BOE Central Office Building Roof Replacement
Not to exceed \$130,000 for the Granby Memorial High School Gymnasium Retractable Blenchers Replacement project
Not to exceed \$420,000 for the BOE Safety and Security project

Note that the actual transfer amount will be determined and finalized after the closing of FY25.

The Board of Selectmen will commend on this transfer at its first June board meeting.

PROPOSED MOTION:

I move that the Board of Finance authorizes a transfer of funds in the amount not to exceed \$650,000 from the Board of Education line item from the General Fund to the Building Maintenance and Improvement line item in the Capital Equipment/Improvement Fund, which is subject to the Board of Selectmen's approval on it June 2nd, 2025 meeting.

Enclosures: Appropriation #2025-009

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 _____
Board of Education X

Date of Requesting Agency's Action: May 21, 2025

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

Date of Request: May 27, 2025

Fiscal Year: 2024-25

Amount of Request: Not to exceed \$650,000

Purpose of Request (Explain briefly or attach narrative):

To support the BOE roof and bleachers replacement and safety and security capital projects.

| <u>Transfer From:</u> | <u>Transfer To:</u> |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------|
| 001.80.80.8001.59900 BOE Expenditure Not to exceed \$650,000 | 237.60.60.6001.65105 Building Maint. and Improv. Not to exceed \$650,000 |

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: June 2, 2025 Approved: YES ____ NO ____

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

cc: Director of Finance & Town Treasurer