

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
MAY 27, 2025**

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

ABSENT: Jenny Emery

ALSO PRESENT: Cheri Burke, Superintendent of Schools; Kimi Cheng, Director of Finance; Nickie Stevenson, Board of Education 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 MINUTES FROM APRIL 28, 2025, MEETING

ON A MOTION by W. Kennedy, seconded by J. Tsaptsinos, the Board voted (4-0-0) to approve the meeting minutes of April 28, 2025. B. Perron abstained.

2. STATEMENT OF ACCOUNTS

Nickie Stevenson, BOE Director of Finance and Operations presented the April 2025 budget expense report.

- The overall budget remains aligned with projected annual expenditures. As year-end progresses, fund transfers will be made to support key purchases and initiatives, including covering negative account balances. Unspent funds may be returned to the Town for future educational use or deposited into the BOE Non-Lapsing Education Fund.
- Special Education expenses are trending well below budget due to an open certified personnel position, a reduction in outplacement tuition, and significant savings in transportation due to renegotiated daily contract rate, as well as the reduction in transportation for outplacements.
- The Quality and Diversity Fund remains consistent and is expected to end the year with a balance of approximately \$200,000.
- Revenue to the Town for FY25 is expected to be \$2,327,563 which is \$165,588 less than originally budgeted. The expected special education excess cost grant was short by \$587,815. However, tuition reimbursements as a whole increased by \$422,227, offsetting the decreased grant revenue.
- The Board of Education requested board approval to transfer available program balances to cover negative balances for custodial and maintenance supplies as well as for the purchase of the K-3 reading program and French textbooks.
- The Board of Education expects to have a large surplus at the end of the fiscal year and is recommending using a large part of the funds (not to exceed \$650,000) for BOE small capital projects including the replacement of the BOE Central Office roof, replacement of the GMHS main gym bleachers and Safety and Security initiatives.

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

- As of 4/30/25, the total tax collection was consistent with prior years at 102% (vs. 102% last year).
- Interest earned in the month of April from the STIF account was approximately \$74,500. As of 5/20/25, the daily rate was 4.38% and the 7-day yield was 4.38%.
- The Town received the final payment of \$2,607,738 from the State for the Education Cost Sharing grant which was \$31,418 under budget.
- The final payment from the State for the Excess Cost grant in June will be \$72,265 for a total grant of \$579,471 for FY25 which is \$587,815 under budget.
- 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 overtime expense as of 4/30/25 was \$162,403 compared to \$77,022 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 \$57K 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 4/30/25 was \$145,550 compared to \$170,925 last year due to the lockdowns at the high school, officer training, school traffic assistance, community policing 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.
- It was noted that many departments show deficits because increases for FY25 salaries/wages were budgeted in contingency department since the union contracts were still in negotiations last March.

3. CONSIDERATION OF BUDGET AMENDMENT FOR CT FAIR PLAN GRANT

In April 2025, the Fire Marshal's office received a \$500 grant from the Connecticut Fair Plan Anti-Arson Committee to purchase a waterproof digital camera for fire investigations. The grant will increase revenue and expenditure line items in the General Fund and therefore, a budget amendment is required according to section 10-6 (e) of the Town Charter.

The Board of Selectmen commented favorably upon this request at its May 19, 2025, meeting.

ON A MOTION by J. Tsaptsinos, seconded by K. Hobson, the Board voted (5-0-0) to approve a budget amendment to increase the 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.

4. PRELIMINARY GENERAL FUND YEAR-END ESTIMATE FOR THE FISCAL YEAR

Director of Finance Kimi Cheng presented the preliminary general fund year-end estimate for the fiscal year 2024-25.

Undesignated General Fund Balance as of June 30, 2024	\$ 6,901,358
Results of FY25 Operations Total	<u>4,285,000</u>
Estimated Undesignated General Fund Balance as of June 30, 2025	\$11,186,358

Less Appropriation to 2025-26 Budget (2,185,000)

Estimated Undesignated General Fund Balance as of July 1, 2025 **\$ 9,001,358**

5. CONSIDERATION OF TRANSFER OF FUNDS FROM BOE GENERAL FUND TO CAPITAL EQUIPMENT/IMPROVEMENT FUND

The Board of Education is anticipating a surplus of approximately \$650,000 from its general fund budget due in large part to a \$250,000 savings on the transportation contract as well as a reduction in outplacement tuition and transportation. The Board of Education recommends transferring the surplus (not to exceed \$650,000) to the Capital Equipment/Improvement Fund to support the following projects:

\$100,000 BOE Central Office Building Roof Replacement

\$130,000 Replacement of Granby Memorial High School Gymnasium Bleachers

\$420,000 BOE Safety and Security Initiatives

The Board of Selectmen will comment on this transfer at its June 2, 2025, meeting.

ON A MOTION by K. Hobson, seconded by W. Kennedy, the Board voted (5-0-0) to authorize a transfer not to exceed \$650,000 from the General Fund Board of Education line item to the Building Maintenance and Improvement line item in the Capital Equipment/Improvement Fund, which is subject to approval by the Board of Selectmen at its June 2, 2025, meeting.

6. CONFIRM DATE OF NEXT MEETING

The next regular meeting of the Board of Finance scheduled for Tuesday, June 17, 2025, will be canceled unless anything needs to come before the board.

The July meeting is scheduled for Monday, July 28, 2025, in the Town Hall Meeting Room.

7. ADJOURNMENT:

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (5-0-0) to adjourn the meeting at 8:21 p.m.

Respectfully submitted,



Betsy Mazzotta
Recording Secretary