

**TOWN OF GRANBY  
BOARD OF FINANCE  
MEETING MINUTES  
July 24, 2023**

**PRESENT:** Michael Guarco, Chairman; Alfred Wilke, Vice Chairman; Kevin Hobson, William Kennedy and James Tsaptsinos

**ABSENT:** Jenny Emery

**OTHERS PRESENT:** Kimi Cheng, Director of Finance; Cheri Burke, Superintendent of Schools; Anna Robbins, BOE Business 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 MAY 22, 2023**

ON A MOTION by W. Kennedy, seconded by A. Wilke, the Board voted (5-0-0) to approve the meeting minutes of May 22, 2023.

**2. CONSIDERATION AND APPROVAL OF ADDITIONAL APPROPRIATION FOR PHASE 1, PART 2 OF THE COSSITT LIBRARY PRESERVATION PROJECT AND BUDGET AMENDMENT FOR THE HARTFORD FOUNDATION FOR PUBLIC GIVING**

The Friends of the Granby Public Libraries were awarded a second \$28,000 grant from the Hartford Foundation for Public Giving-Pomeroy Brace Fund (PBF) for Phase 1, Part 2 of the Cossitt Library Preservation Project. FOGPL plans to give the full amount of the grant plus an additional \$4,814 to the project. The total estimated cost of this phase of the project is \$45,043.

FOGPL and the Library Projects Committee request that the Board of Selectmen and Board of Finance commit to approving an additional appropriation not to exceed \$13,000 to cover the difference between the actual cost of Phase 1, Part 2 of the project and the total of the PBF and the FOGPL donation.

Upon approval of this funding, it is also requested that the board accept the PBF funds and FOGPL donation. Since the grant award and donation will increase revenue and expenditure line items in the Capital Equipment/Improvement Fund, which was not budgeted in the Fiscal Year 2023-24 adopted budget, an amendment is required per the Town Charter.

The Board of Selectmen commented favorably upon this request at its July 17, 2023 meeting.

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (5-0-0) to approve an additional appropriation not to exceed \$13,000 from the general fund undesignated fund balance to cover a portion of the cost of Phase 1, Part 2 of the Cossitt Library Preservation Project. Any unspent amount will be returned to the general fund at the end of the project.

ON A MOTION by J. Tsaptsinos, seconded by W. Kennedy, the Board voted (5-0-0) to approve a budget amendment to increase the Miscellaneous Revenue and Cossitt Library Preservation Project lines in the Capital Equipment/Improvement Fund budget by \$32,814.

**3. CONSIDERATION OF THE FISCAL YEAR 2022-23 TRANSFER OF ACCOUNTS**

K. Cheng reviewed the funds that need to be transferred between departments at the end of the fiscal year to cover over-budget conditions for audit purposes. A complete list of the proposed transfers is below.

Transfer From		Transfer To	
Contingency-Misc. Expense	\$9,000	Legal Services	\$9,000
Contingency-Kearns and Misc.	\$4,000	Legal Services	\$4,000
Contingency-Kearns and Misc.	\$2,300	Comm Deve-Payroll Temp	\$2,300
Contingency-Kearns and Misc.	\$3,200	Planning & Engineering Serv	\$3,200
Total:	\$18,500	Total:	\$18,500

In addition, the transfer below is recommended to fund an upcoming retirement in late September or early October.

Transfer From		Transfer To	
FICA & Medicare	\$40,000	Wage Settlement/Sev	\$50,000
Pension & ICMA	\$10,000		
Total:	\$50,000	Total:	\$50,000

The Board of Selectmen commented favorably upon this request at its July 17, 2023 meeting.

In addition to one retirement that has been announced, there are four additional employees eligible for retirement. K. Cheng recommends that the board consider allocating an additional \$150,000 to the fund to support potential retirements. If the board elects to transfer the additional amount, the motion will be sent back to the Board of Selectmen for approval.

Transfer From		Transfer To	
Business Package	\$20,000	Wage Settlement/Sev	\$150,000
Workmen's Comp	\$30,000		
PW G&E Maint. PR Reg	\$30,000		
Library PR Reg	\$25,000		
Mid-CT Tipping Fee	\$20,000		
Electricity	\$25,000		
Total:	\$150,000	Total:	\$150,000

ON A MOTION by A. Wilke, seconded by K. Hobson, the Board voted (5-0-0) to authorize the transfer of accounts as listed in the provided tables, which is subject to the Board of Selectmen's approval.

#### 4. PRELIMINARY GENERAL FUND ESTIMATE FOR THE FISCAL YEAR 2022-23

K. Cheng reviewed the preliminary General Fund estimate noting that year-end adjustments still need to be booked and the audit is not complete.

- The favorable outcome of \$280,000 in the Board of Selectmen Expenditures is the balance after the year end transfer of accounts.
- Municipal State Grants include the \$792,000 for the difference in the mill rate tax cap on motor vehicles and \$200,000 in municipal revenue sharing.
- Local revenues include building inspection fees, town clerk fees and interest income.
- As of June 30, 2023 the fund balance is at 22.14% before the 2023-24 appropriation and 21.33% after the appropriation. (J. Tsapsinos noted that the 21.33% fund balance does not reflect the anticipated expenditure for the communications project. The system is estimated to cost between \$4 to \$5 million and will be funded through the general fund. The fund balance at that time will be 12% to 15% which is the recommended range to maintain the Town's credit rating.)

A. Robbins reported on the \$347,000 additional appropriation to the Board of Education.

- The Board of Education ended the year with a loss of \$275,000. This includes a \$550,000 loss in special education which was offset by a positive forecast of \$275,000 in regular education.
- The Special Education department did a thorough audit into the accounts and found savings in student transition dates and in transportation. The BOE is working on defining a better forecasting model for transportation.
- Variables this year included sizable negative forecasts in electricity and substitute services.

ON A MOTION by A. Wilke, seconded by W. Kennedy, the Board voted (5-0-0) to add Business Item: Reappropriation of BOE Expenditure to Capital Equipment/Improvement Fund to the agenda.

#### 5. REAPPROPRIATION OF BOE EXPENDITURE TO CAPITAL EQUIPMENT/IMPROVEMENT FUND

At its May 22, 2023 meeting, the Board of Finance approved an appropriation not to exceed \$347,000 from the general fund undesignated fund balance to the BOE expenditure line item to cover the negative full year forecast in special education tuition and transportation costs. Due to the change in the direction of the forecast, the Board can consider reappropriating the \$347,000 to the Capital Equipment/Improvement Fund to cover any unforeseeable small capital maintenance and repair projects.

ON A MOTION by A. Wilke, seconded by W. Kennedy, the Board voted (5-0-0) to authorize the reappropriation of \$347,000 from BOE expenditures to the Capital Equipment/Improvement Fund, which is subject to the Board of Selectmen approval.

**6. APPROPRIATION REQUEST TO BOARD OF SELECTMEN DUE TO MOVING BOARD OF FINANCE MEETINGS TO TOWN HALL MEETING ROOM**

The Board of Finance meetings are now held in the Town Hall meeting room in order to make the meetings available via Zoom and GCTV. This change requires additional personnel to host Zoom, stream on GCTV and provide a post-production video recording. The estimated cost is \$250 per meeting. This additional cost was not budgeted in the Fiscal Year 2023-24 adopted budget; an additional appropriation request is required.

ON A MOTION by J. Tsapsinos, seconded by A. Wilke, the Board voted (5-0-0) to approve an additional appropriation of \$3,000 from the general fund undesignated fund balance to cover the cost of the Zoom meetings for the Board and forward the request to the Board of Selectmen to comment and approve.

**7. CONFIRM THE DATE OF THE NEXT MEETING**

The next meeting of the Board of Finance is scheduled for Monday, August 28, 2023.

**8. ADJOURNMENT:**

ON A MOTION by A. Wilke, seconded by W. Kennedy, the Board voted (5-0-0) to adjourn the meeting at 8:20 p.m.

Respectfully submitted,



Betsy Mazzotta  
Recording Secretary