

TOWN OF GRANBY, CONNECTICUT

2021 – 2022 PROPOSED ANNUAL TOWN BUDGET

AND

2022 – 2031 CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR - JULY 1, 2021 TO JUNE 30, 2022



BOARD OF SELECTMEN

B. Scott Kuhnly, First Selectman

Sally S. King, Vice Chairman

Glenn G. Ballard

Mark C. Neumann

Edward E. Ohannessian

✕

John D. Ward, Town Manager

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TOWN MANAGER'S BUDGET MESSAGE

SECTION A

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TOWN OF GRANBY
BUDGET MESSAGE FROM TOWN MANAGER

March 4, 2021

The Honorable B. Scott Kuhnly, First Selectman
and Members of the Board of Selectmen of the
Town of Granby, Connecticut

The proposed Operating, Debt Service, and Capital Improvement Budget for the 2021-2022 Fiscal Year is enclosed. This budget attempts to balance the needs of municipal departments in a fiscally responsible manner and responds to the goals and commitments of the Board of Selectmen and those of the Board of Finance.

Under the Town Charter, approved in 2012, the combined Total Town Operating, Debt Service, and Capital Budget are summarized below. By Charter the Board of Education separately develops a budget which is later combined into one town Annual Budget that is presented to voters for approval.

GENERAL FUND	FY 2021 ADOPTED	FY 2022 PROPOSED	INCREASE (DECREASE)	% CHANGE
Town Operations	\$11,738,716	\$12,035,084	296,368	2.52%
Debt Service	2,089,875	1,644,620	(445,255)	(21.31%)
Capital Budget	1,750,000	1,850,000	100,000	5.71%
Total	\$15,578,591	\$15,529,704	(48,887)	(0.31)%

Budget Process:

Granby's budget planning and its review process are continuous throughout the year. A more formal process begins in mid-fall with a distribution of new budget requests sent from the Town Manager to all town departments and budget-supported agencies. A review of existing obligations, community expectations, facility needs and responsibilities, and changes in operations is requested. On an ongoing monthly basis, the Board of Selectmen and the Board of Finance are provided with General Fund revenue and expenditure account information to track fiscal year operations, debt service, and capital activities for both the town and Board of Education. At the start of each new budget, a Preliminary Budget Calendar is distributed to all key staff and town officials. For reference, an updated calendar is also included in this document.

Goals and Objectives:

Major budget categories contain sectional **Goal** statements and various department **Objectives**. In Granby, these items are referred to as major budget categories. They have evolved over the years. A priority of **goals** is intended to address the town's safety, growth, and other residential services. Those listed below speak to the goals and objectives:

- Budget in a conservatively and fiscally responsible manner that will provide municipal services to our citizens
- Explore alternative methods of providing services, including joint endeavors and shared services
- Provide funding to meet the long-term capital needs of the Town and to fund the maintenance of its assets
- Move away from capital lease borrowing and fund for purchases in the Capital Equipment/Improvement Fund
- Develop a multi-year plan to increase unassigned fund balance reserves to seventeen percent
- Expand revenue sources available to the Town, including but not limited to the Grand List

These **Goals** and **Objectives** were revised by the Board of Selectmen in December 2018. However, it must be referenced that maintaining these goals and objectives cannot always be met. Goals and objectives are important challenges: **first**, to attract and retain quality employees within a competitive changing employment labor environment and to meet changes within population growth or shifts within the vagaries of the economy. And, **second**, to address changes that occur in the federal or state grant funding process along with other mandates that are very often outside our ability to control.

A more detailed update of the above summary follows:

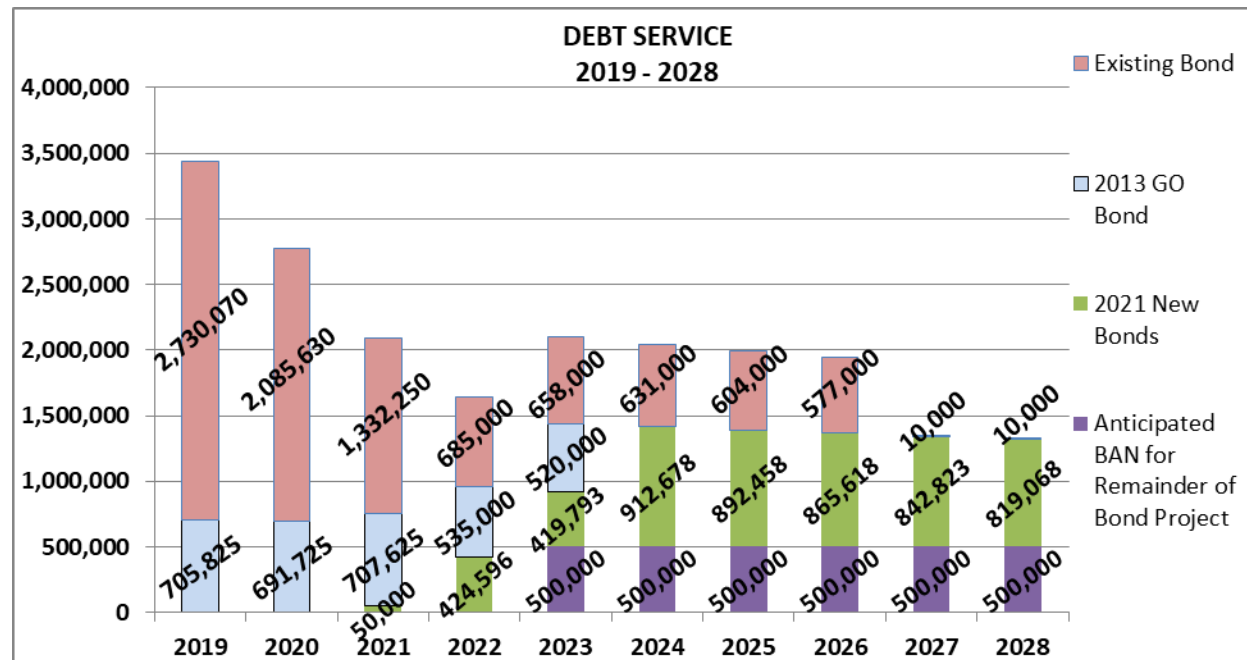
- **The town's debt service** budget decreased in 2020-21 by \$687,480. Debt service for 2021-22 will decrease by \$445,255 to a new total of \$1,644,620. An analysis of town debt service history is shown on page B-35 and on the following Debt Service chart. Future capital needs are expected to be addressed by a Capital Program Priority Advisory Committee (CPPAC). This committee is appointed by the Board of Selectmen. CPPAC develops several computer models to forecast a long-range plan for both town and school large capital requirements. The model includes operational estimates of growth and revenue estimates. Comparison of mill rate expectations are displayed, viewed, and compared, indicating potential budget tax consequences.

Consistent with the bond rating agency and as a prudent financial measure of financial stability, it is proposed we maintain a minimum General Fund Balance of 12 to 17% of our adopted budget. It is recommended that "excess fund balance" above 17% be considered to be used for:

- small special budget items available only for one time projects
- for placement or replenishments into capital reserves tagged as "set-asides" to assist with a "pay-as-you-go" **goal** (cash)

An analysis of Granby's fund balance is contained on page A-16 and in the town's 2020 Comprehensive Annual Financial Report (CAFR), which is available for review at the Town Manager or Town Clerk offices or on the town's website at granby-ct.gov. Other budget information is also available on the website.

A chart depicting debt services former and future budget requirements from 2019 to 2028* follows:



* Total numbers include New Debt requirements approved in January 2012 and bonded in February 2013. It is proposed that New Debt be paid with set-aside funds from previous debt fall-off and premiums as appropriate.

Federal regulations require that these bond proceeds be used only for authorized projects.

The “Pay-as-you-go” funding concept involves a build up and use of undesignated certain cash reserves. The unreserved and undesignated portion of fund balance, placed into a set-aside account may then be available to assist funding the town’s Capital Improvement Program or for other approved programs such as: Open Space Fund, Economic Development Fund, or for other budget activity. Although inconsistent, the policy of the Town’s Legislative Body and Board of Finance has been committed to continue placing funds into a “set-aside reserve account”. These funds may then be used for future principal and interest payments for new capital projects or to assist with new debt payments. This concept is still recommended as long as high quality operational levels of service are provided.

- **Requests for services** and new unfunded or under-funded state mandated regulations will continue to challenge the financial stability of most Connecticut towns. Our ability to hold down personnel increases during the past decade, even faced with **modest inflation, various new state mandates, population growth**, and a variety of **capital facility expansions** has been accomplished by: sharing services within departments, purchases and upgrading of equipment, regional cooperation, and some outsourcing of services to the private sector where deemed practical. These efforts attempt to keep personnel service costs low. To sustain present service requirements, a proposed 2021-22 Budget originally

sought to add or phase-in requested new staff. This budget, in response to a 2.52% guideline, eliminates any new staffing. A listing of full-time general fund staff since 2014 is provided on page A-17.

- **Contracting for service and service sharing** of positions has been a successful method in meeting some service requirements.

The town had an agreement with the Granby Ambulance Association (GAA) to administer payroll and other support services for GAA employees. In 2004, the Board approved a more comprehensive agreement to maintain these support services. The GAA has added to its staff and now employs seven full-time and over a dozen part-time personnel. The town continues to benefit with receiving 24/7 paramedic and advanced life support (ALS) services for its residents. However, in May of 2017, GAA took over the employment of their personnel. A new agreement was entered into between Granby Ambulance Association and the Town of Granby in January 2019.

Certain social services positions are viewed as “grant or fund dependent” and are not counted in the number of full-time general fund staffing levels. When fully funded by the town, they will be added to the chart.

Cooperatively, this budget continues an arrangement to offer **building inspection services** to the Town of Hartland. The Town of Hartland pays Granby for its fair share of administrative and inspection services. Granby also has a mutual aid agreement with the Towns of **Suffield, Simsbury, and East Granby** to share building inspection services, providing coverage and assistance when needed. These arrangements serve as an example of Granby’s collaboration and willingness to work regionally

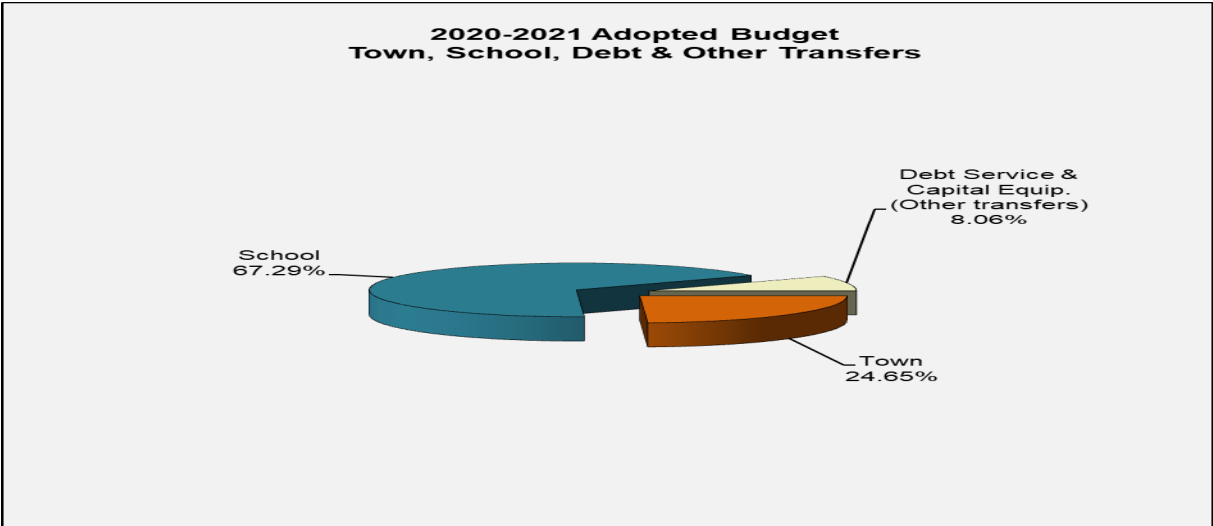
Since the early 1960’s the town also contracts services for fire suppression with the Lost Acres Fire Department (LAFD). The town, by agreement, financially supports the LAFD within its General Fund. This agreement provides LAFD with funds to support its operational and capital needs. In the previous three years, the town gradually increased its’ support by \$70,000 in addition to the normal Grand List increase.

Granby is a member of the Farmington Valley Health District, a regional entity serving the Farmington Valley. Granby is also a partner with the Capitol Region Council of Governments (CRCOG), a regional entity consisting of thirty eight municipal members in the Greater Hartford region. Partnering with CRCOG includes participating with its sub-units including: Municipal Services, Capitol Region Purchasing Council, the Capitol Region Emergency Planning Council (CREPC), and Policy Board and Transportation Committees.

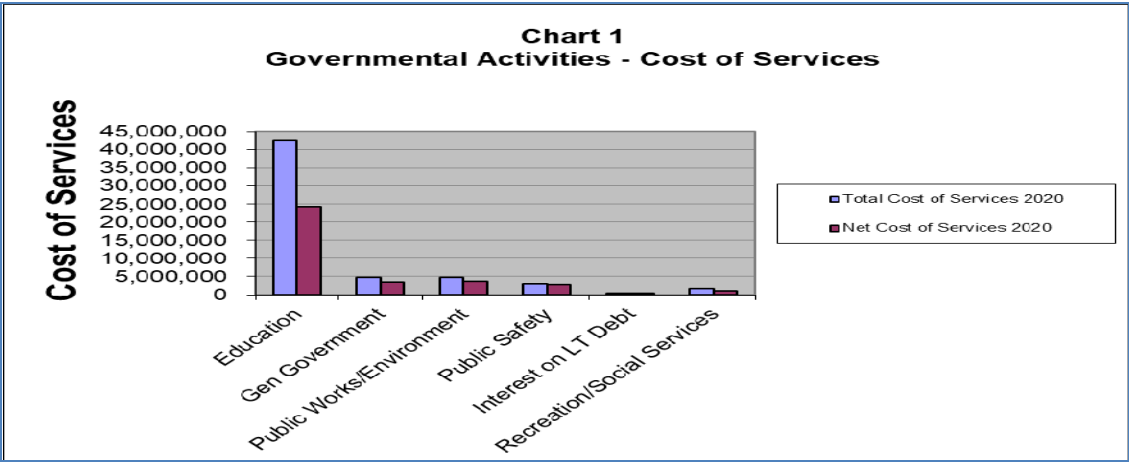
Working regionally, Granby developed programs such as mutual aid for certain police services and various mutual assist efforts such as accident reconstruction, narcotics investigation, and dive team efforts. Other regional efforts involve equipment sharing with Farmington Valley towns and participation in emergency response training.

All town fees and service fees are regularly reviewed and are adjusted annually, or at mid-year as appropriate, to meet reasonable revenue expectations of cost for services. As required by law, sewer user fees are paid for and deposited directly into a separate Sewer Use Fund. Granby’s building inspection fees and its dispatch service fees are also reviewed regularly and increased as considered appropriate. Recreation program fees and other fees are examined to best reflect the town’s cost for what it deemed “non-essential”, but desirable, services and programs. Some user fees are reflected in so-called off general fund budget accounts, referred to as **Other Funds**. These funds (sewer use, recreation, and etcetera) are shown at the end of the general fund budget document.

The approved 2020-2021 total operating budget was **\$47,622,341**. Of this amount **\$32,043,750** was designated for Education Services and **\$15,578,591** was designated for Municipal Services, (including an amount of **\$2,089,875** for Debt Service). Debt Service represented about 4.39% of the 2020-21 Budget.



The present Capital Budget is contained within the town budget with an amount of \$1,850,000 supported by General Fund Tax Revenue. Grants also support the Capital Budget and are listed in the Capital Improvement Program at the back of the budget book. The 2021-22 Capital Budget includes items to meet some town and Board of Education requests.



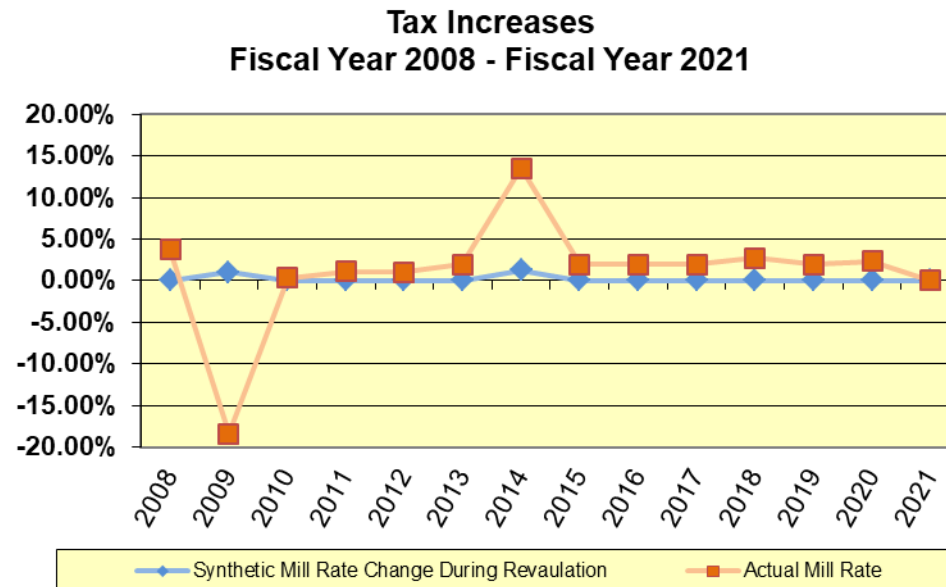
The “Governmental Activities” chart on the previous page indicates costs, excluding capital improvements, of each of the town’s six major program activities in Fiscal Year 2020 as well as each program’s net cost (total cost less revenues generated from these activities). The Net Cost, shown on the Cost of Services chart, represents the financial tax burden placed on the taxpayers by each of these functions.

The Town and Board of Education continue to participate in a partially self-funded employees’ health benefit program. It is again recommended this program continue. The fund balance within this program is deemed sufficient to not have General Fund infusions to augment this fund, as was necessary in FY 2003, and again in 2005. Continued high medical inflation trends, along with variances of claims will not likely lower local costs. Adjustments to plan design and premium cost sharing from employees are competitively in place to assist with lowering costs. In addition, area towns have joined together to lower premium costs for stop loss insurance. The committee is exploring other ways to save on health costs.

PROPERTY TAX

Each year property taxes are likely to increase. This is due for several reasons, not the least of which are contract wage adjustments, inflation, some growth in population, and new state or federal unfunded or partially funded legal mandates. The vagaries of state revenue shifts, mostly from outside (state) funding sources, also contribute to local tax increases. Compared to many, if not most towns, Granby has kept its annual tax increases low.

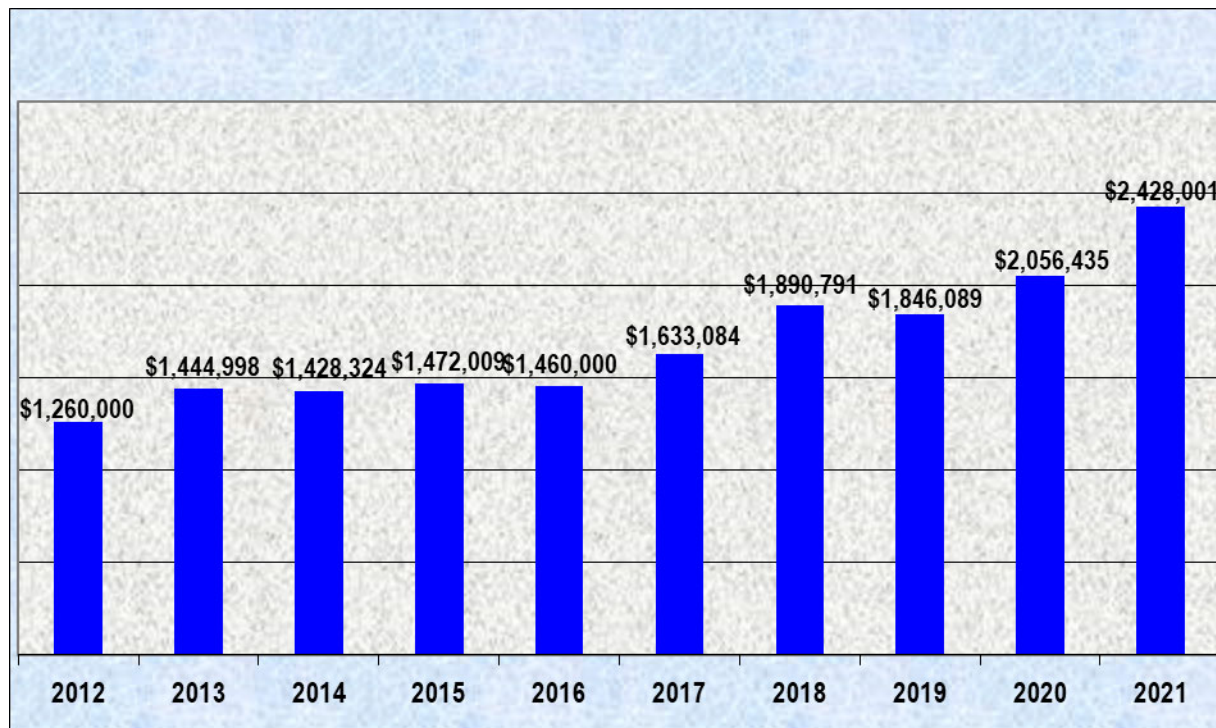
The following chart shows town tax increases since 2008.



CAPITAL IMPROVEMENTS

As required by Town Charter and by the state in order for the town to participate in certain state grant programs, a **Capital Improvement Program** is part of the town's budget. For long-range planning, Granby prepares a ten year **Capital Program**. The **Capital Program (E167)** and **Capital Budget (D157)** detail is included in a separate portion of this budget document. Supplementary information (including proposed State Revenue Grant information) is provided to the Board of Selectmen during workshop reviews and is considered supportive information to the budget.

**Capital Equipment/Improvement Fund Budget
Ten Year Comparison (Town and Board of Education)**



THE FISCAL 2021-22 BUDGET AND GUIDELINE PROCESS

On December 21, 2020 the Town Manager submitted a Plus-One Budget to the Board of Selectmen. The Board of Selectmen voted to submit the Plus-One Budget to the Board of Finance.

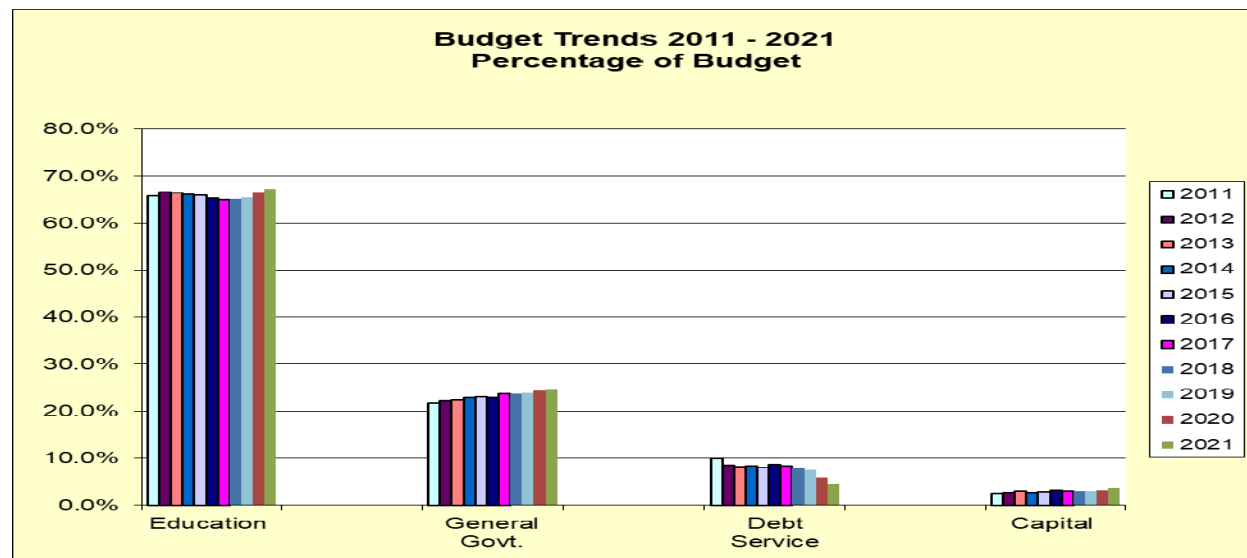
Each year the Board of Finance, as the town's budget making authority, after receiving the Plus-One Budget from the town and Board of Education establishes a new "**Guideline**" for Town and Board of Education operating budgets. Following board meetings held in January and February, a guideline for a total town budget is established. For the 2021-22 Fiscal Year the guideline was set by vote of the Board of Finance for the Board of Selectmen and the Board of Education at their February 22, 2021 meeting. At this meeting the Board of Finance set an operations guideline of keeping operating budget under 2.52% increase and mill rate the same. The proposed town operational budget reflects to keep mill rate the same.

A Plus-One Budget is part of the "Guideline Budget Process". Each year a Plus-One Budget is presented to the Board of Finance from the Board of Selectmen. It contains a preliminary estimate of operation needs for the ensuing year. For the 2021-22 fiscal year it indicated a request of \$233,850 or 1.99% over the 2020-21 Budget.

Budget requests are submitted from town Department Heads and Agencies. They are reviewed and adjusted by the Town Manager in consultation with the Department Heads who were advised of present national, state, and local guidelines and economic conditions. This review is conducted in an attempt to meet the expected guideline.

The **TOTAL 2021-2022** Town Budget expenditure request including Operations, Capital, and Debt Service amounts to \$15,529,704. This is a decrease of \$48,887 or 0.31% under the 2020-21 Total Town Budget.

Revenue estimates, excluding the new current tax levy, are projected at \$8,249,882¹.

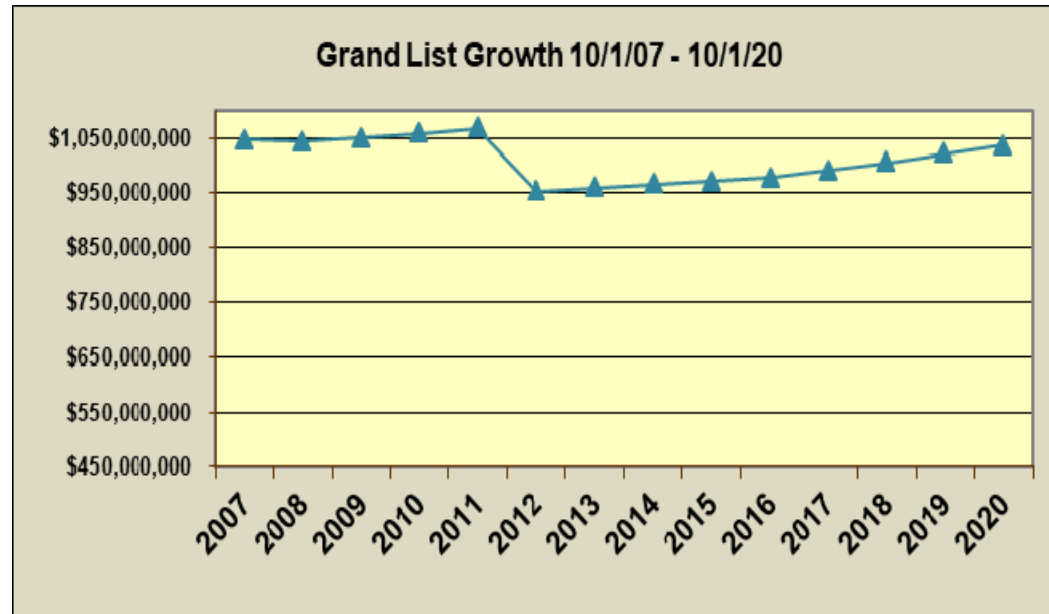


¹ This amount includes the use of the Governor's proposed state budget revenues to the town for the next year. It is subject to final state legislative adjustments during the 2021 state legislative session.

GRAND LIST

The 2020 Net Adjusted Grand List is the one to be used to compute a new mill rate for the 2021-2022 Budget. The Assessor's Net Grand List for the list year ending October 1, 2020 is \$1,037,144,340 or a 1.48% increase. At our present mill rate of 39.61, the new Grand List will result in approximately \$597,408 in additional revenue.

The following chart illustrates Granby's Grand List activity over the past 14 years.



Each year a detailed "State of the Town" report is prepared by the Town Manager and staff. This report is designed to augment and give more meaning to the annual budget process. The report contains a variety of comparative statistical information. This information and the Capital Improvement Program should be reviewed carefully, since it reflects past activity as well as future town needs.

The Capital Improvement Program and the Proposed Capital Budget, also contained in this document, reflects a ten year plan for both capital equipment and improvements. Following the Capital Improvement Program section, a compilation of data comparisons and analysis is provided. This material details some of Granby's historic budget, mill rate, and town growth information.

CONCLUSION

Granby continues to be recognized as a successful and active community. The foregoing information is a sampling of some trends and recent accomplishments, along with financial proposals for its new fiscal year. Be assured that my staff and I stay committed to working with elected officials to balance a new budget to support Granby's future.

Very truly yours,

A handwritten signature in black ink, appearing to read "John D. Ward". The signature is fluid and cursive, with a large loop at the beginning.

Town Manager

JDW/kc

cc: Kimi Cheng, Administration Finance Officer
John E. Adams, Town Treasurer

**TOWN OF GRANBY
BUDGET CALENDAR
2021-2022
(Rev. 12/14/20)**

MTH./DATE/YR. - DAY

November, 2020	Town Manager provides budget worksheets to each office or agency of the town (including capital budget).
December, 2020	Town Manager begins review of proposed budgets submitted and submits Plus One Budget to Board of Selectmen. [Charter Sec. 10-1]
December 25, 2020 F	CHRISTMAS DAY
January 1, 2021 F	NEW YEAR'S DAY
January 6, 2021 W	Board of Education regular meeting at 7:00 p.m.
January 4, 2021 M	Board of Selectmen regular meeting at 7:00 p.m. Board of Selectmen vote on Plus One Budget and forwards to Board of Finance.
January 20, 2021 W	Board of Education regular meeting at 7:00 p.m.
January 18, 2021 M	MARTIN LUTHER KING, JR. DAY
January 19, 2021 TU	Board of Selectmen regular meeting at 7:00 p.m.
January 25, 2021	Board of Finance regular meeting at 7:30 p.m. Public comment at Board of Finance meeting. Tentative budget guideline established by Board of Finance according to agreed Budget Guideline Process.
January, 2021	Board of Selectmen and Board of Education assess implications of preliminary budget guideline and give Town Manager and Supt. of Schools guidance to address key Plus One issues as they prepare their budgets.
February, 2021	Final budget preparation and compilation of the budget message by Town Manager begins.
February 1, 2021 M	Board of Selectmen regular meeting at 7:00 p.m.
February 3, 2021 W	Board of Education regular meeting at 7:00 p.m.
February 8, 2021 M	Regular Board of Finance meeting at 7:30. Board finalizes guideline based on latest grand list, state revenue estimates, and public input.
February 15, 2021 M	PRESIDENTS' DAY
February 16, 2021 TU	Board of Selectmen regular meeting at 7:00 p.m.

MTH./DATE/YR. - DAY

February 17, 2021 W	Board of Education regular meeting at 7:00 p.m.
February 22, 2021 M	Board of Finance regular meeting at 7:30 p.m.
March 1, 2021 M	Town Manager presents budget to Board of Selectmen (7:00 p.m. Town Hall Meeting Room). [Charter Sec. 10-2] . Board of Selectmen regular meeting at 7:00 p.m.
March 3, 2021 W	Board of Education regular meeting at 7:00 p.m.
March, 2021	Board of Selectmen Workshops - March 4, 8, and 11 at 6:00 p.m. in the Town Hall Meeting Room. Additional date if necessary - March 15, 2021. Board of Finance representative to sit in on workshops and deliberations.
March, 2021	Board of Education Workshops. Board of Finance representative to sit in on workshops and deliberations.
March 15, 2021 M	Budget to be approved by Board of Selectmen (regular BOS meeting at 7:00 p.m.).
March 17, 2021 W	Board of Education regular meeting at 7:00 p.m.
March 28, 2021 SU	PASSOVER
March 29, 2021 M	Board of Education [Charter Sec. 10-4] and Board of Selectmen [Charter Sec. 10-3] to present budgets to Board of Finance (formal presentations) at 7:00 p.m. Senior Center Community Room.
April 1, 2021 TH	Budget available for general distribution (Town Hall, Police Dept., & Libraries). [Charter Sec. 10-5(b)]
April 2, 2021 FR	GOOD FRIDAY
April 4, 2021 SU	EASTER
April 5, 2021 M	Board of Selectmen regular meeting at 7:00 p.m.
April 7, 2021 W	Board of Education regular meeting at 7:00 p.m.
April 12, 2021 M	Board of Finance Public Hearing (formal presentation). [Charter Sec. 10-5 (b)] 7:00 p.m. High School Auditorium. (BOF may hold meeting following the Public Hearing.)
April 19, 2020 M	Board of Selectmen regular meeting at 7:00 p.m.
April 21, 2021 W	Board of Education regular meeting at 7:00 p.m.
April 22, 2021 TH	Budget available for general distribution (Town Hall, Police Dept., & Libraries). [Charter Sec. 10-5 (b)]

MTH./DATE/YR. - DAY

April 26, 2021 <i>M</i>	Annual Budget Machine Vote. [Charter Sec. 10-5 (c)] 12:00 noon – 8:00 p.m. Town Hall Meeting Room
May 3, 2021 <i>M</i>	Public Hearing if Machine Vote did not pass. Machine Vote will be the following Monday (May 10, 2021) and this process will continue with hearing and machine vote until Budget is passed.
May 3, 2021 <i>M</i>	Board of Selectmen regular meeting at 7:00 p.m.
May 5, 2021 <i>W</i>	Board of Education regular meeting at 7:00 p.m.
May 17, 2021 <i>M</i>	Board of Selectmen regular meeting at 7:00 p.m.
May 19, 2021 <i>W</i>	Board of Education regular meeting at 7:00 p.m.
May 24, 2021 <i>M</i>	Board of Finance regular meeting at 7:30 p.m.
May 31, 2021 <i>M</i>	<i>MEMORIAL DAY</i>
May, June & July 2021	Goal setting for next budget cycle according to agreed Budget Guideline Process.
Sept., Oct. & Nov. 2021	Follow procedures outlined in Budget Guideline Process preparing for 2022-23 budget.

Please note: Locations and participation in meetings may change based on guidance about such meetings from the State. The calendar and the Town of Granby website will be updated as soon as the information is available.

* Dates in parentheses are those defined by Charter. For dates where activity is scheduled in advance of the parenthetical date, the Charter has provided the flexibility by stating "on or before" the named date. The schedule has been adjusted where possible to allow time for administrative and board review.

TOWN OF GRANBY
FUND BALANCE

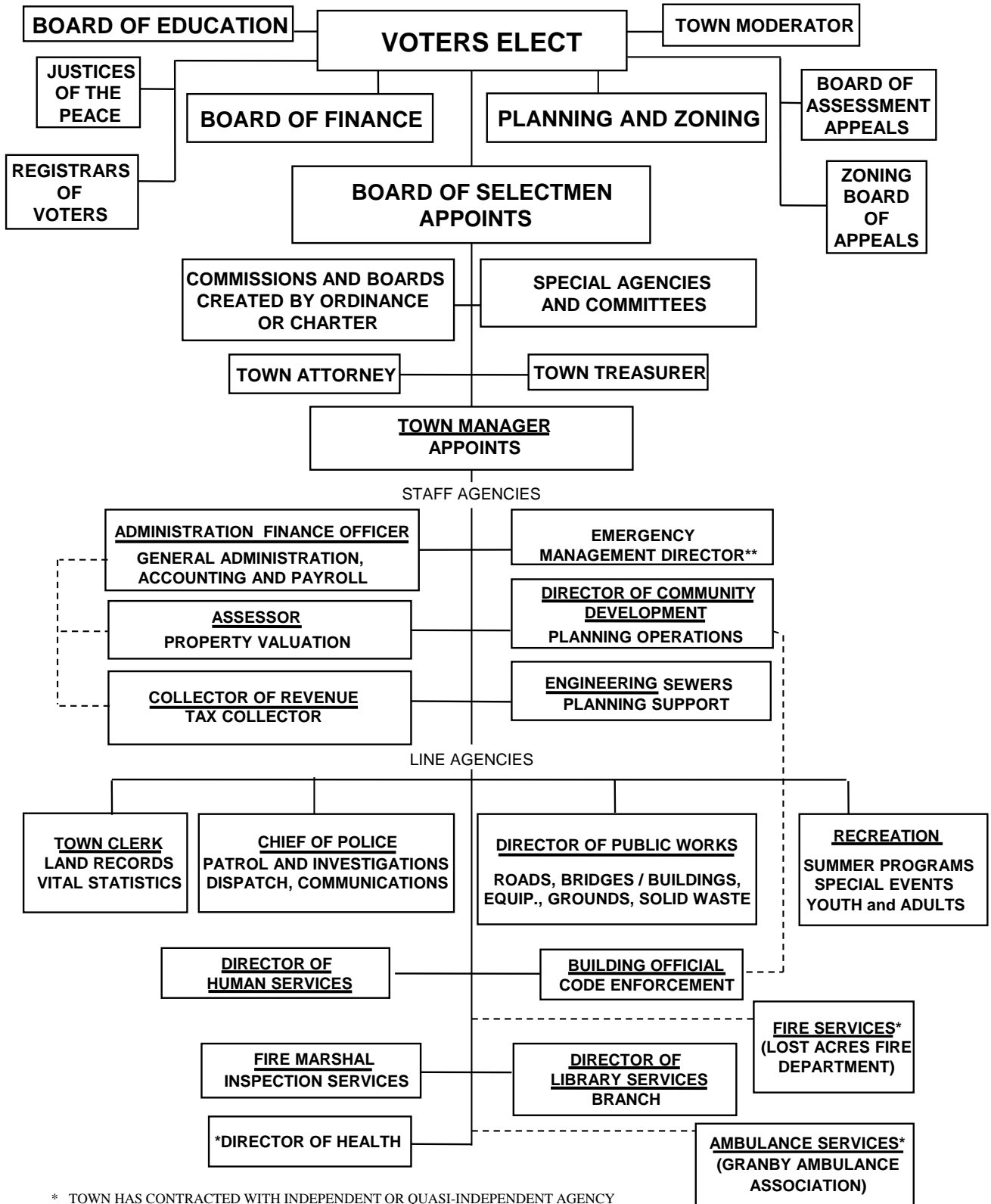
A summary of changes in available fund balance (budgetary basis) for the **year ended June 30, 2020** is presented below:

Fund balance available for appropriation at July 1, 2019			\$6,529,988
Less - Fund balance appropriated to 2019-20 budget			<u>-600,000</u>
Undesignated fund balance at July 1, 2019			5,929,988
Add – Other adjustments			176,303
Less - Additional appropriations during the year			<u>-132,830</u>
Fund balance before current year operations			5,973,461
Current year budgetary operations:	Budget	Actual	
	<hr/>	<hr/>	
Revenues and transfers in	\$46,166,273	\$48,086,091	1,919,818
	=====	=====	
Expenditures and transfers out	\$46,899,103	\$45,420,885	<u>1,478,218</u>
	=====	=====	
Favorable results from budgetary operations			<u>3,398,036</u>
Fund balance available for appropriation at June 30, 2020			9,371,497
Less - Fund balance designated for 2020-21 budget			<u>-444,000</u>
Unreserved and undesignated fund balance at June 30, 2020 (budgetary basis)			\$8,927,497
			=====

TOWN OF GRANBY
Full-Time Staffing for 2014-2021
(GENERAL FUND)

<u>STAFFING</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
<u>ADMINISTRATION</u>								
Town Mgr.	1	1	1	1	1	1	1	1
Adm./Fin. Ofcr.	1	1	1	1	1	1	1	1
Exec. Secretary	1	1	1	1	1	1	1	1
Development	1	1	1	1	1	1	1	1
Adm. Assistant	1	1	1	1	1	1	1	1
Fiscal Clerk	1	1	1	1	1	1	1	1
Account Clerk	1	1	1	1	1	1	1	1
Town Clerk	1	1	1	1	1	1	1	1
Coll. of Revenue	1	1	1	1	1	1	1	1
Assessor	1	1	1	1	1	1	1	1
Asst. Assessor	1	1	1	1	1	1	1	1
<u>PERSONAL & PROPERTY PROTECTION</u>								
Bldg. Off.	1	1	1	1	1	1	1	1
Bldg. Secretary	1	1	1	1	1	1	1	1
Chief PD Adm.	1	1	1	1	1	1	1	1
Captain	1	1	1	1	1	1	1	1
Adm. Assistant	1	1	1	1	1	1	1	1
Comm./Disp.	4	4	4	4	4	4	4	4
Sgts.	4	4	4	4	4	4	4	4
Detective	1	1	1	1	1	1	1	1
Patrol Off.	9	9	9	9	9	9	9	9
<u>PUBLIC WORKS & ENVIRONMENT</u>								
PW Director	1	1	1	1	1	1	1	1
PW Secretary	1	1	1	1	1	1	1	1
Dep. Dir. Operations	1	1	1	1	1	1	1	1
Gen. Maint.	9	9	9	9	9	9	9	9
PW Mechanic	2	2	2	2	2	2	2	2
Infra. Maint.	2	2	2	2	2	2	2	2
<u>LIBRARIES, RECREATION, & SOCIAL SERVICES</u>								
Library Dir.	1	1	1	1	1	1	1	1
Children's Lib.	1	1	1	1	1	1	1	1
Head Tech. Svcs.	1	1	1	1	1	1	1	1
Pub. Prog./Outreach	1	1	1	1	1	1	1	1
Human. Svcs. Dir.	1	1	1	1	1	1	1	1
Rec. & Leisure Dir.	1	1	1	1	1	1	1	1
TOTALS	56	56	56	56	56	56	56	56

TOWN GOVERNMENT GRANBY, CONNECTICUT



* TOWN HAS CONTRACTED WITH INDEPENDENT OR QUASI-INDEPENDENT AGENCY

** THE EMERGENCY MANAGEMENT DIRECTOR COOPERATES WITH OTHER TOWN DEPARTMENTS AND EXTERNAL AND SUPPORT AGENCIES. ADDITIONAL SUPPORT STAFF PROVIDED AS NEEDED.

TOWN OF GRANBY
BUDGETARY INFORMATION

For purposes of preparing the annual budget, the Town Manager compiles preliminary estimates of all departments and agencies, with the exception of the Board of Education, for presentation to the Board of Selectmen. After making such alterations or changes as it deems necessary, the Board of Selectmen presents the compiled budget to the Board of Finance. The Board of Education submits its estimates directly to the Board of Finance.

The Board of Finance may make such revisions to the Selectmen's and Education budget estimates as it deems desirable, and then holds a public hearing and presents a proposed budget on the second Monday in April. A machine vote on the budget is taken on the fourth Monday in April. If the budget does not pass, a hearing shall be held on the succeeding Monday for informational purposes with a machine vote on the following Monday. The process shall continue in this manner until a budget is adopted. The Board of Finance may make revisions between machine votes. Summaries of the revisions are then made available to the public.

Subject to certain restrictions, additional appropriations may be approved by the Board of Finance upon recommendation of the Board of Selectmen and certification on availability of the funds by the Town Manager. In this function, department budget accounts serve as the legal level of control. As a result of additional appropriations during Fiscal Year 2020, the original General Fund operating budget was increased by \$132,830.

Unencumbered appropriations lapse at the end of the fiscal year except for those in the capital projects and special revenue funds. Appropriations for these funds are continued until completion of the applicable projects, which often last more than one fiscal year.

Encumbrance accounting is employed in governmental funds. Encumbrances (e.g., purchase orders, contracts) outstanding at year end are included in either restricted, committed or assigned fund balance depending on the level of restriction and do not constitute expenditures or liabilities because the commitments will be reappropriated and honored during the subsequent year.

Budgets for Special Revenue Funds that are utilized to account for specific grant programs are established in accordance with the requirements of the grantor agencies. In some instances, such budgets comprehend more than one fiscal year or a fiscal period that does not coincide with the town's fiscal year.

Legal authorization for capital projects is provided by the related bond ordinances and/or intergovernmental grant agreements. Capital appropriations do not lapse until the purpose for which they are designated is completed.

Expenditures that will exceed the adopted budgets can be made only upon the authority of a supplemental appropriation or by an approved budgetary transfer.

TOWN OF GRANBY
PRINCIPAL OFFICIALS

Board of Selectmen

B. Scott Kuhnly, Chairman
Sally S. King, Vice Chairman
Glenn G. Ballard

Mark C. Neumann
Edward E. Ohannessian

Administration

John D. Ward
John E. Adams
Kimi Cheng
John E. Adams
Susan J. Altieri
Karen I. Hazen
Abigail E. St. Peter Kenyon
Brian K. Long
Amy E. McCue
Carl G. Rosensweig
Kirk A. Severance
Joel D. Skilton
Lauren C. Stuck
David E. Vincent
Kristine N. Vincent
Sandra J. Yost

Town Manager
Town Moderator
Administration Finance Officer
Treasurer
Tax Assessor
Town Clerk
Director of Community Development
Fire Marshal
Director of Library Services
Chief of Police
Director of Public Works
Building Official/Zoning Enforcement Officer
Collector of Revenue
Director of Emergency Management
Director of Recreation and Leisure Services
Director of Human Services

Board of Finance

Michael B. Guarco, Jr., Chairman
William J. Kennedy
Frederick A. Moffa, O.D.

Kelly O. Rome
James C. Tsaptsinos
Alfred G. Wilke

Board of Education

Sarah Thrall, Chairman
Jenny P. Emery
Mark H. Fiorentino
Melissa Migliaccio

David D. Peling
Rosemarie T. Weber
Brandon C. Webster

Jordan E. Grossman

Superintendent of Schools

Connecticut General Assembly Representatives

Mark W. Anderson

State Representative, 62nd District

John A. Kissel

State Senator, 7th District

Kevin D. Witkos

State Senator, 8th District

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TOWN OF GRANBY

STATE OF THE TOWN 2021-2022

A profile of the “State of the Town of Granby” is prepared and updated annually. This document is considered an integral part of the budgetary planning process. Through an analysis of our community and comparison to some similar communities within the region, we begin to identify service requirements for our development and therefore can identify our own budgetary needs. Certainly, data on our town’s population, housing, labor, school enrollment, debt, and tax collection can be keys in determining Granby’s “State of the Town” and some appropriate needs for our expenditures. Through a comparative analysis of previous years, we may also better identify relationships among changes in areas presented in our proposed budget for the Fiscal Year ahead.

STATE OF THE TOWN

SECTION B

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TOWN OF GRANBY BUDGET

Each year the submission of the town budget is preceded by a comprehensive explanation of the process, including an update on the “State of the Town”. The “State of the Town” is presented with narrations, statistical, fiscal, and demographic information on the Town of Granby. These materials are provided to aid in understanding the relationship between the quality of life offered in Granby and the cost to sustain it. The report has been modified over the years to direct the reader to websites that provide a wide range of data on Granby and the surrounding communities. By viewing these sites the reader will get an appreciation of published information on our town and an understanding of how it is viewed by the general public. Certainly not all such data and descriptions are accurate and reliable and it is common to find outdated data. However, the overall portrayal of the town leads us to Granby’s “web identity”, where anyone can see or use the information to gain an understanding of the type of community that we call home.

With another budget season, comes the annual task of balancing municipal services with the necessary revenue to pay for such services. Each year Town Officials agonize over a range of difficult choices in the attempt to create an annual budget that will provide the highest level of services for our citizens at the lowest possible cost. In the quest to balance community services with the cost associated with responsible governing, the town reviews a wide range of requirements, desires and needs. Costs associated with state and federal mandates are reviewed. New programs, facilities, and services are studied. Cuts are contemplated. Delayed maintenance is considered. The cost of products is reviewed with the hope of finding lower cost versions that will perform as well as the top shelf model. Legal requirements, liabilities, insurance and the ramifications of litigation are considered. All this is done with concern for the quality of life, health, safety, and welfare of our community. Following this extensive process, the initial draft budget is reviewed as a total package. This final review considers the overall impact the proposed budget will have on the town’s future and whether the budget will properly maintain the services, programs, and quality of life that our citizens have come to expect.

The Town of Granby approaches the budget process in a manner that is not dissimilar to the budgeting process practiced by our own individual households. We carefully decide what we will buy, where we will buy it, and how much we are willing to pay. Before purchasing items we think about the cost, quality, and the necessity of the products. We then apply our personal opinions, views, needs, philosophy, values, and more before making the final decision.

When purchasing a home we also apply such principles. However a home’s value is based not simply on the individual features of the house and property but also on the value of the town. Today, few people limit their search to the finest house they can get for their money. More are shopping for a place, a city, or town that meets their lifestyle or perhaps their specific needs at a point in their life. Today’s home buyers are shopping for a community. Often they approach the purchase with the understanding and expectation of the town’s public services, amenities, and sense of place. People understand that the value of a home can rise and fall with the reputation of the community and residents need to be confident about the direction of the community and how it will be positioned in the years ahead. In today’s informational society, with the simple click of a mouse, a home buyer can scrutinize both the house and the community in their effort to find a home that will most suit their needs. The source of such information and where it can be found is described later in this report.

There is no doubt that the reputation of a town, its past, present, and future, can be a determining factor of every home purchase. But, even with the voluminous amount of information available, it may still be difficult to get a solid understanding of the true nature of some communities. Fortunately, in Granby we have developed an identifiable brand and a discernable product that is unique and special. It is a brand that did not just happen overnight or by accident. It is a product of much contemplation, consideration and deliberation of Granby's citizens and its elected town officials. Granby remains a rural-residential town, with abundant woodlands, open spaces, active farms, and a true town center. The citizens of Granby value these places and expect the governing officials to take actions necessary to maintain the town's quality of life.

In Granby, some ten thousand acres are permanently preserved as open space. This open space will not be developed and provides some assurance of how the town will look in the foreseeable future. The town's preserved lands include over a thousand acres of farmland. In Granby, we can be confident that wildlife habitat will be preserved, that stream quality will be maintained, that hiking trails will be available, and that crops will be planted in the spring and harvested in the fall. Granby's commitment to the land is surpassed only by its dedication to the residents and the public services they deserve. Town officials are committed to maintaining Granby as a safe, convenient, and social place to live with a wide variety of recreational activities available for both young and old. Granby is committed to keeping the schools top notch by maintaining the highest possible standard of education. This is what residents should expect and this continues to be the product that Granby's budget supports.

With our society's changing demographics, we believe that it is more important than ever to welcome new residents to our wonderful community. The citizens of Granby should be confident that there will always be buyers for their homes should it come time to sell and that lending institutions will want to assist in financing them. Therefore, it is paramount that our town employees, elected officials, and the residents cooperate in maintaining our status as a welcoming, fabulous place to live and raise a family. In Granby we remain committed to the proper growth of our community and committed to environmental sustainability in collaboration with fiscal sustainability.

SUMMARY OF ISSUES OF TAXATION AND GRAND LIST GROWTH 2021 - 2022

In Granby, as in many communities, the people have a significant voice in regard to the taxes we pay and the services we receive. Here, all residents are encouraged to be fully engaged in the process and to ultimately vote on a budget which established the services and the tax rate necessary to pay for the services.

Local taxes include both real estate and personal property taxes. These taxes are based primarily on the value of your home and motor vehicles. They also include commercial and industrial buildings and property and such other items as boats, motor homes, campers, and if in business, one's business equipment. The town uses the revenues derived from local taxes to pay for services such as local snow plowing and road maintenance, refuse and recycling pickup, libraries, police and fire services, building safety, recreational services, social services, education, and a wide variety of required administration services, such as recordkeeping, land records, collection of taxes, paying of the bills, managing and planning town growth, and assisting residents with a variety of needs and concerns. The town often receives revenues in addition to local taxes from the state and federal government to assist in the cost of providing services. Some funds are received based on an established formula; others may be received based on grants or other applications prepared for specific programs. As you might imagine, these revenues have an associated administration cost tied to them. Additionally, the state and federal government require additional expenditures by the town in the form of a variety of mandates that the town is obligated to assume.

What government services do you receive and what are the taxes that you are expected to pay? You may pay taxes based on income, (wages, dividends, gifts, casino/lottery winnings, interest, tips, etc.) and purchases, (just about everything you buy from meals and movies, to cars and gas, including clothing and most services, even such services as phone and cable TV). These taxes are directed primarily to your state and federal government. You may pay other types of business taxes, capital gains taxes, and even death taxes, all of which go to the state and federal government. Licensing and other fees are a large source of state revenue and, in fact, an additional state fee is tacked onto some municipal service fees which we are obligated to forward to the state.

While Granby's taxing authority is limited to real estate and personal property, the town does receive additional revenues from other sources, including user fees, administrative and regulatory fees, permit fees, filing fees, and interest on investments. All towns and cities throughout Connecticut operate in much the same manner regarding the generation of revenues. However, some cities and towns have a broad commercial or industrial property tax base from which they receive revenue while others do not. There is a correlation between the size of this tax base and the scope of services which a town/city provides.

While the provision of certain services, such as education, are mandated by the state, it is up to each town to decide an overall level of service that it may provide and how these services will be provided. For example, some of the towns within the immediate vicinity of Granby handle services such as police, fire, refuse removal, and libraries very differently than Granby. In a few towns, these services don't exist at all. Others may offer only limited library or police services. In some other towns the residents have to contract separately for their refuse collection. In Granby, services are provided based on the need and desire of the townspeople with close scrutiny of the cost and benefit of the service.

When developing the annual budget for the Town of Granby, the goal is to balance the revenues and the expenditures. Ideally, the town's revenues are determined by the amount of tax Granby's citizens are willing to pay and expenditures are determined by the services those same citizens see as necessary to maintain the town's quality of life. However, this balance is impacted by state funds that provide additional revenue to the town, and state mandates that require additional expenditures, often with little regard for achieving balance. The current financial condition of the State of Connecticut presents a significant challenge for our town as the state seeks to balance the state budget by placing a greater burden on the municipalities. While current state proposals threaten the municipalities with substantial decreases in state revenue, Granby residents should be assured that local officials will continue to do whatever is possible to maintain the town's quality of life within a responsible budget.

STATISTICAL, FISCAL, AND DEMOGRAPHIC DATA

The Town of Granby has experienced a continuous growth in population and housing over the past 60+ years. The town has grown from a 1950 population of 2,693 to a population of 11,507 in 2019 (Source: United States Census Bureau). Over those 60+ years the town's population grew by an astounding 322%, while the number of homes necessary to house this growing population grew from 919 to 4,398 (Source: 2019 ACS 5-Year Estimate), a growth of 400%. The town's largest decennial population increase was between 1950 and 1960 when the town's population grew by 73%. Of course, along with this population growth came the need for increased public services. First, and most dramatically, were the pressures of meeting the educational and other needs of the 1950's and 1960's baby-boom children which simply overwhelmed the small Granby community. Then there was an increased need of services by the Department of Public Works for new roads and for the care of the older sewer lines and bridges. The growing population and new housing construction also brought about the related need for building, health, police, and fire protection services. To properly manage and fund these services, increases in administrative activities were equally as necessary.

The upheaval created by the baby boom of the 1940's, 1950's, and 1960's was not unique to Granby and did not go unnoticed by the state and federal government, which put in place countless new requirements, programs, and legislation that significantly added, and continues to add, to the cost of operating local government. Throughout these years the Town of Granby has responded resoundingly to the necessities brought about by the various population, legislative, and educational changes. Granby has retained much of the rural and traditional values of a small town while providing services that are equal or superior to many of the state's most affluent and successful communities. Indeed Granby has achieved a reputation of having one of the finest school systems in the state and of being incredibly well managed, both administratively and financially.

The 2021-2022 budget is proposed with an understanding of our past and a view of our future. It seeks to maintain the quality of our community, with a concern for our residents, their property values, their health, safety, and welfare. While no proposed budget will please every citizen, we are confident that Granby officials will act responsibly, particularly in light of the proposed state cutbacks, to produce a budget that is both equitable in its request for revenue and necessary in its support of services.

The following information provides a statistical view of the town with historical data in regards to spending, grand list growth, debt, and more. Here you will find a great variety of informational sources of data on Granby and the surrounding communities, along with brief tables and charts of data taken from these sources. Residents are encouraged to explore this information and make their own determination relative to the town's financial health and administrative functions, educational success, public services, makeup of its citizenry, and more.

The fiscal charts that follow will continue to be maintained as such information provides a historical view of the town's annual fiscal and economic position, which is not easily available on-line.

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TABLE 1: GENERAL GROWTH DATA OF THE TOWN OF GRANBY

The following data outlines changes in the size and makeup of Granby's population since 1980. Not all information was available for each year shown. Information for the years 1980-2010 is based on decennial census counts. The 2019 data is from the US Census, American Fact Finder Estimates and will be less accurate than the actual decennial counts. Note that other slightly different estimates are provided by state agencies and other sources. But it is the US Census data that is accepted as accurate for the given year. It is interesting to note that from 1980 to 1990 Granby's population rose by 17.8%, while the number of housing units rose by almost 33%. These percentage variations reveal the declining number of persons per household. Declines in the number of persons per household are also reflected in the declining school enrollment numbers. Today, almost 70% of the population is over 25, while just over 60% of the population was over 25 in 1980. The current estimates show that over the past nine years the town's population increased by a mere 225 residents. In 2012, the Connecticut State Data Center projected that Granby's population would grow to 11,535 in 2015 and reach 11,826 in 2025. While those projections have proven to be well below current estimates, new housing growth may provide a gain in population and aid in stabilizing the town's tax base.

	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2010</u>	<u>2019</u>
Town Population	7,956	9,369	10,347	11,282	11,507
% Change in Pop. Density	29.4	17.8	10.4	9.0	1.9
Population Density - sq. mile	196	230	252	275	282
Median Age	31.2	35.6	39.6	44.6	46.2
Number of Housing Units	2,630	3,492	3,887	4,360	4,398
Persons per household (household size)	3.08	2.56	2.71	2.66	2.71
% Change in Number of Housing Units	41.2	32.8	11.3	12.2	0.8
Median Gross Rent	\$282	\$686	\$815	\$1,027	\$1,100
Total Work Force		5,255	5,430	6,452	6,842
Work in Town		896	957		
% Work at Home		2.2	4.1	3.7	9.4
Mean Driving Time to Work		25.6 min.	28.1 min.	28.9 min.	28.7 min.
% Driving Alone to Work		83.6	86.0	86.9	84.3
Population 25 and Older	4,812	6,299	7,179	7,826	7,952
% of population 25 and older	60.5	67.2	69.4	69.4	69.1
% of Age 25+ With Bachelor's Deg. or Higher		44.3	51.8	49.9	53.4
% of Age 25+ Without High School Diploma		8.3	7.1	4.2	2.7
Median Household Income				81,151	121,250

Source: US Census data.census.gov

Work Force: <http://www1.ctdol.state.ct.us/lmi/laus/lmi123.asp>

TABLE 2: NET TAXABLE GRAND LIST (DOLLARS)

In Granby our Grand List growth has averaged 1.70% since 1990. The increases in the Grand List tend to correlate with Granby's annual housing growth and residential improvements, as residential values account for more than 90% of Granby's Grand List. The Grand List is made up of real estate, personal property, and motor vehicles. The Town's Grand List growth has been minimal over the past 10 years, primarily due to the downturn in new single family housing construction. However, there have been recent changes in multifamily development projects that will add new revenue to the town, including the completion of the 34 unit Greenway Village apartments and 130 apartment units at The Grand/Ridgewood. The Copper Brook common interest community where 33 homes are approved and where construction is underway will also add new revenues to the town as will The Grand/Ridgewood development, which will consist of 50 new homes, in addition to the 130 apartments that were already constructed. The approved multifamily development on Salmon Brook Street, which will consist of 235 apartment units, is also expected to add new revenue to the town. While these developments should substantially increase the Grand List, they will also increase the market for goods and services within the immediate area.

The value of the town's motor vehicles increased by 2.73 percent over the past year and has a current value of over 95 million dollars. There has been an increase in Motor Vehicle values, which means new vehicles are being purchased.

Real estate is updated by a property revaluation which takes place every five years. The town's most recent revaluation was completed in 2017. The revaluation resulted in a Grand List increase of \$13,274,310 or 1.36%. The percent changes in the Grand List as shown in Table 2 are the actual changes and not due to revaluation. The economy has been good and it is reflected in the Grand List Growth.

Prior to 1998, a revaluation would inevitably result in an increase in the Grand List. The 1998 revaluation decrease of 12.5% had been seen as an anomaly that was due to very unusual circumstances. With the 2012 revaluation resulting in another Grand List decline we can no longer be confident that property values will almost always rise in value. The Grand List is finalized in March of each year. At the time that this report was prepared, the specific details of the 2020 Grand List were unavailable.

<u>Grand List Year</u>	<u>Amount</u>	<u>Percent Change</u>	<u>Grand List Year</u>	<u>Amount</u>	<u>Percent Change</u>
2019	1,022,038,770	1.71	2010	1,057,110,120	0.73
2018	1,004,834,820	1.44	2009	1,049,391,590	0.66
2017	990,561,210	.65*	2008	1,042,452,820	-0.34
2016	977,286,900	0.61	2007	1,046,045,430	0.97*
2015	971,371,220	0.58	2006	837,067,460	1.73
2014	965,747,650	0.58	2005	822,797,150	2.8
2013	960,153,300	0.63	2004	800,177,160	2.8
2012	954,142,310	.34*	2003	778,464,890	2.3
2011	1,067,000,400	0.93	2002	760,243,560	3.3

*Actual changes, not due to revaluation.

TABLE 3: GRAND LIST COMMERCIAL – RESIDENTIAL (DOLLARS)

The commercial portion of the Grand List has seen a steady, but slow rise over the past years. The town's land use patterns, the amount of available land for commercial development, and the market for commercial property all place a limit on the future growth of the commercial tax base.

Approximately 100 acres are currently developed for commercial or industrial use. These users have proven to be a benefit to the tax base as the tax revenue they produce exceeds the services they receive. Businesses can also benefit the community by providing employment, shopping, and business opportunities. The overall quality of building design, specific business use, location of the business, site design, and vehicular and pedestrian access are crucial elements in design of all future businesses. The community's support for additional commercial growth will continue to be dependent on the residents' perception of this growth and the perceived consequences growth has on our community life and fundamental values.

The Town's Plan of Conservation and Development (2016) supports an increase in commercial development. It anticipates that over the next 10 years the town will have appropriate commercial growth compatible with the town's fundamental values and see changes in the types of developments that can best serve the community. The Plan seeks to encourage and provide for the expansion of existing commercial and industrial operations and promote the construction of commercial projects in an effort to have commercial development make up 10% of the town's total Grand List. However, understanding commercial development trends, the Plan recognizes that "our commercially zoned land appears less and less likely to be developed within rigid categories of commercial uses." It notes that it is "important for the town to re-define commercial use and identify those uses that might expand and diversify our tax base while being consistent with our fundamental values." Today, that redefinition of commercial development, necessary to "expand and diversify our tax base", includes multifamily housing. With current multifamily developments approved and under construction it is likely that the Town will begin to see a more stable property tax structure through the apportionment of property taxes over a greater variety and number of new developments.

In the chart below, the total Grand List is the gross Grand List as reported by the Assessor's office. Also, commercial includes industrial properties, multifamily, and all business related personal property.

<u>Grand List Year</u>	<u>Commercial Industrial</u>	<u>Residential</u>	<u>Total</u>
2019	97,964,430	924,074,340	1,022,038,770
2018	88,449,170	916,335,650	1,004,834,820
2017	82,186,730	908,374,480	990,561,210
2016	78,109,585	899,177,315	977,286,900
2015	75,235,110	892,994,580	971,368,910
2014	72,008,485	893,675,955	965,684,440
2013	70,859,085	889,294,215	960,153,300
2012	70,578,535	883,563,775	954,142,310
2011	73,325,005	993,675,395	1,067,000,400
2010	71,321,785	985,788,335	1,057,110,120
2009	69,778,484	979,613,106	1,049,391,590
2008	73,058,025	969,394,795	1,042,452,820
2007	73,719,460	972,325,970	1,046,045,430

TABLE 4: GRAND LIST PERCENT COMMERCIAL – PERCENT RESIDENTIAL

The percentage of the Grand List that is attributable to the commercial base has averaged around 7.5% over the past 18 years.

The Town's Plan of Conservation and Development seeks to: maintain a stable and predictable tax rate; diversify the Grand List by increasing the commercial component; find alternate sources of revenue and promote the construction of commercial projects in an effort to have commercial development make up 10% of the town's total Grand List.

The 10% goal may be attained through the use of attractive zoning, through government stimulation and promotion and by redefining commercial uses as those uses that are "revenue positive and expand and diversify our tax base while being consistent with our fundamental values." As noted above, the redefinition of commercial development necessary to "expand and diversify our tax base", includes multifamily housing.

Ultimately, increased revenue positive development will only occur when and where developers believe that such development will be economically viable, where it is supported by existing infrastructure, where it will result in increased revenues and where it will be supported by the area market. During these changing economic times, where business is increasingly done on-line and in home offices, new opportunities for economic growth have been in decline. That said, the town has increased its commercial base just over 8%, and continues to encourage new development with consideration and concern for neighboring residential properties and the preservation of community character.

<u>Grand List</u>	<u>Commercial</u>			<u>Grand List</u>	<u>Commercial</u>		
<u>Year</u>	<u>Industrial</u>	<u>Residential</u>	<u>Total</u>	<u>Year</u>	<u>Industrial</u>	<u>Residential</u>	<u>Total</u>
2019	9.59	90.41	100	2010	6.75	93.25	100
2018	8.81	91.19	100	2009	6.65	93.35	100
2017	8.29	91.71	100	2008	7.00	93.00	100
2016	7.99	92.01	100	2007	7.04	92.96	100
2015	7.74	92.26	100	2006	7.90	92.10	100
2014	7.45	92.55	100	2005	7.79	92.21	100
2013	7.38	92.62	100	2004	7.84	92.16	100
2012	7.40	92.60	100	2003	7.20	92.80	100
2011	6.85	93.15	100	2002	6.67	93.33	100

Consistent for a revaluation year, a reduction in the commercial versus residential percentage was seen in the 2002 revaluation year. In the past, a revaluation would always result in an increase in the Grand List. That increase is usually greater for residential properties than commercial properties. However, both the 2012 and 2017 revaluation resulted in a higher percentage of commercial value to residential value. This is because the decline in residential value was greater than the decline in commercial value. The above chart seems to show that when a revaluation results in a Grand List decline, commercial properties will hold their value slightly better than residential values.

TABLE 5: TOWN AND SCHOOL EXPENDITURES AND MILL RATES (DOLLARS)
FY 1996-97 – 2020-2021

Increases in the annual budget from FY 1997 to 2021 have averaged 3.7% per year. Increases in the annual budget over the last five years, from FY 2016-17 to 2020-21 averaged 1.62% per year. During this time frame the education budget rose 12.7% and the General Town (Selectmen's budget) rose 1.5%. With the steady decline in student enrollment projected over the next 10 years, the town may find that future education expenditures may begin to decline. The decline in student enrollment is responsible for the closing of the Kearns School. The town's overall population was previously estimated to rise by 4.6% from 2010 to 2025. However this prediction seems less likely given the lack of significant population growth over the past five years. The continuing decline in the student population is clearly documented in the Granby Public Schools Declining Enrollment Study of August 26, 2015. Here it is estimated that the town's student population will decline by an additional 360 students through 2024. While this decline occurs, the 65+ age group is expected to increase by 53% during this same time period. Of course these demographic changes are not unique to Granby and are anticipated throughout the state and region. The town should expect some shift in expenditures related to this demographic change.

In the chart below, the 11.5% increase from FY 2000-01 was primarily due to special capital projects and debt service related to the construction of school facilities, a new Senior Center, a new Police facility, Library and Town Hall renovations, and a new Board of Education Central Office space. While the increase in expenditure for that year was 11.5%, the actual mill rate increase was 2.8%. The 1998 revaluation resulted in a mill rate change to 20.5%. However, the FY 1999-00 mill rate increase, which is not attributed to the revaluation, is estimated at 2.6%. The mill rate decrease in 2008-09 is due to the rise in real estate values as reflected in the 2007 revaluation. This mill rate increase in 2013-14 does not reflect a corresponding tax increase, but rather the decline in the Grand List due to the revaluation.

<u>Fiscal</u> <u>Year</u>	<u>General</u> <u>Govt.</u> <u>Budget</u>	<u>Education</u> <u>Budget</u>	<u>Total Town</u>	<u>Percent</u> <u>Increase</u> <u>Over</u> <u>Previous</u> <u>Year</u>	<u>Mill</u> <u>Rate</u>	<u>Fiscal</u> <u>Year</u>	<u>General</u> <u>Govt.</u> <u>Budget</u>	<u>Education</u> <u>Budget</u>	<u>Total Town</u>	<u>Percent</u> <u>Increase</u> <u>Over</u> <u>Previous</u> <u>Year</u>	<u>Mill</u> <u>Rate</u>
20-21	15,578,591	32,043,750	47,622,341	1.8	39.61	07-08	13,071,127	25,125,524	38,196,651	7.0	35.97
19-20	15,631,654	31,134,619	46,766,273	3.3	39.61	06-07	11,834,677	23,859,930	35,694,607	5.3	34.67
18-19	15,599,746	29,654,842	45,254,588	2.7	38.69	05-06	11,550,076	22,358,730	33,908,806	4.0	33.41
17-18	15,369,540	28,656,152	44,025,692	0.6	37.94	04-05	11,523,833	21,090,458	32,614,291	4.7	31.97
16-17	15,341,555	28,432,636	43,774,191	-0.3	36.94	03-04	11,240,112	19,916,860	31,156,972	3.8	30.60
15-16	15,194,903	28,718,507	43,913,410	3.3	36.22	02-03	11,089,071	18,931,000	30,020,071	10.8	37.06
14-15	14,443,028	28,046,820	42,489,848	2.1	35.52	01-02	9,712,683	17,393,350	27,106,033	6.4	35.74
13-14	14,110,968	27,512,000	41,622,968	1.8	34.83	00-01	9,697,652	15,787,510	25,485,162	11.5	34.46
12-13	13,683,317	27,197,831	40,881,148	1.0	30.69	99-00	8,052,798	14,799,071	22,851,869	4.3	33.50
11-12	13,503,131	26,983,001	40,486,132	0.0	30.10	98-99	7,930,831	13,977,829	21,908,660	3.5	27.80
10-11	13,823,132	26,667,594	40,490,726	-0.1	29.79	97-98	7,806,774	13,363,126	21,169,900	4.9	26.90
09-10	13,849,856	26,667,594	40,517,450	1.1	29.46	96-97	7,339,501	12,836,311	20,175,812	4.1	26.02
08-09	13,823,562	26,250,004	40,073,566	4.9	29.35						

TABLE 6: ANALYSIS OF TOWN DEBT SERVICE AND BUDGET (DOLLARS)
FY 1991-1992 – 2020-2021

Debt service expenditures are the payment of principal and interest on all municipal and school bonds. All bond payments, including those for educational projects, are funded within the Selectmen's budget. Over the last 30 years, the percent of the Selectmen's budget that went towards debt service has ranged from a low of 13.4% to a high of 31.1%. In FY 2011-12, 25.5% of the Selectmen's budget went towards debt service. In FY 2020 and FY 2021, Granby's debt service expenditure declined from 17.7% to 13.4% of the Selectmen's. In FY 2020 debt service was 2,777,355 or 17.7% of the Selectmen's budget and 5.9% of the total budget. This year's debt of 13.4% shows a continuing decline from the high of 31.1% as the debt continues to be paid down. The percentage of debt to the total town budget is now 4.4%.

<u>Fiscal Year</u>	<u>Debt Service</u>	<u>Total General Government Budget</u>	<u>Debt/Total Gov't Budget %</u>	<u>Total Budget</u>	<u>Debt/Total Budget %</u>
2021	2,089,875	15,578,591	13.4	47,622,341	4.4
2020	2,777,355	15,631,654	17.8	46,766,273	5.9
2019	3,435,895	15,599,746	22.0	45,254,588	7.6
2018	3,544,540	15,369,540	23.1	44,025,692	8.1
2017	3,652,991	15,341,555	23.8	43,774,191	8.3
2016	3,760,745	15,194,903	24.8	43,913,410	8.6
2015	3,385,905	14,443,028	23.4	42,489,848	8.0
2014	3,467,543	14,110,968	24.6	41,622,968	8.3
2013	3,305,410	13,683,317	24.2	40,881,148	8.1
2012	3,440,414	13,503,131	25.5	40,486,132	8.5
2011	4,036,212	13,823,132	29.2	40,490,726	10.0
2010	4,312,936	13,849,856	31.1	40,517,450	10.6
2009	4,188,226	13,823,562	30.3	40,073,566	10.5
2008	3,853,001	13,071,127	29.5	38,196,651	10.1
2007	3,027,763	11,834,677	25.6	35,694,607	8.5
2006	2,942,803	11,550,076	25.5	33,908,806	8.7
2005	2,882,303	11,523,833	25.0	32,614,291	8.8
2004	2,952,979	11,240,112	26.3	31,156,972	9.5
2003	3,052,469	11,089,071	27.5	30,020,071	10.2
2002	2,476,942	10,182,682	24.3	27,106,033	9.1
2001	2,001,043	9,697,652	20.6	25,485,162	7.9
2000	1,505,501	8,052,798	18.7	22,851,869	6.6
1999	1,861,103	7,930,831	23.5	21,908,660	8.5
1998	1,808,670	7,806,774	23.2	21,169,900	8.5
1997	1,768,396	7,339,501	24.1	20,175,812	8.8
1996	1,868,532	7,092,555	26.3	19,385,191	9.6

SECTION I: INFORMATION ON SOURCES OF DATA AVAILABLE FOR GRANBY AND OTHER COMMUNITIES

The Town of Granby maintains a prominent position among the state's 169 cities and towns when comparing the overall quality of life as it relates to economics, education, safety, housing, open space, recreation, health, and culture. By browsing the wealth of information available on-line, one can obtain a pretty clear picture of our town and its standing within the State of Connecticut and the United States. The following information will assist you in developing a better understanding, and perhaps an appreciation, of the Town of Granby. The materials will certainly assist you in drawing your own conclusions on the town and help make you aware of how others may view the town when searching the information on the web.

Obtaining Municipal Fiscal Information

A primary publication for Municipal Fiscal Information is the State of Connecticut Municipal Fiscal Indicators. This is an annual compendium of information compiled by the Office of Policy and Management, Intergovernmental Policy Division (IGP), Municipal Finance Services Unit (MFS). The data contained in *Indicators* provides key financial and demographic information on municipalities in Connecticut. The most recent edition is for the Fiscal Years 2014-2018 published in January of 2020.

Municipal Fiscal Indicators contains the most current financial information available for each of Connecticut's 169 municipalities. The majority of the data has been compiled from the audited financial reports of municipalities. The data extracted from these reports pertains primarily to each municipality's General Fund. This publication also includes selected demographic information relevant to, or having an impact upon, a municipality's financial condition. Some of the financial and demographic data has been calculated on a statewide basis to allow for comparisons between individual towns. Unique factors in a municipality may affect that municipality's statistics and such factors should be kept in mind when making comparisons among municipalities. Some of this information was compiled from outside sources, therefore, its quality and accuracy is dependent upon the source of origin.

The available data in this report includes:

Bond Ratings, Population Estimates, Equalized Net Grand Lists, Equalized Mill Rates, Current Mill Rates, Total Revenues, Per Capita Debt, Intergovernmental Revenues, Total Expenditures, Education Expenditures, Unemployment Rates, School Enrollment, Grand List Data, Property Tax Collection Data, Property Tax Revenues, Operating Expenditures, Pension Data, Debt Measures, Per Capita Income, and much more.

Using this Report you can compare the data for different towns. For example, in regard to Education, you can view Expenditures per Pupil by town and by year. Here you can see the relationship between declining enrollment and the increase in expenditures per pupil as follows:

	FY16-17		FY 17-18	
Granby	\$15,252	134 th of 169 towns	\$15,455	138 th of 169 towns
Avon	\$16,239	105 th of 169 towns	\$17,184	92 nd of 169 towns
East Granby	\$19,383	35 st of 169 towns	\$19,959	40 th of 169 towns
Simsbury	\$16,618	96 th of 169 towns	\$17,146	94 th of 169 towns
Suffield	\$16,049	107 th of 169 towns	\$16,626	102 nd of 169 towns
State Average	\$16,564		\$16,951	

Changes in school enrollment vs. changes in population are shown below. The chart outlines the declining and very low population growth for the area. All of the towns had lower school enrollment numbers.

Town	2016		2018	
	School Enrollment	Population	School Enrollment	Population
Granby	1,921	11,247	1,827	11,375
Avon	3,292	18,364	3,237	18,302
Canton	1,638	10,287	1,621	10,270
East Granby	907	5,170	878	5,147
Simsbury	4,253	24,407	4,115	24,979
Suffield	2,261	15,625	2,135	15,743

The chart below shows Median Household Income and Per Capita Income. Granby's income levels are in the top 20%. The State Median Household income is \$76,106.

Median Household Income			Per Capita Income	
Granby	\$121,114	16 th of 169 towns	\$54,714	35 th of 169 towns
Avon	\$132,500	12 th of 169 towns	\$72,594	11 th of 169 towns
Canton	\$89,255	85 th of 169 towns	\$50,526	44 th of 169 towns
East Granby	\$100,689	51 st of 169 towns	\$43,299	93 rd of 169 towns
Suffield	\$111,573	29 th of 169 towns	\$48,749	56 th of 169 towns
Simsbury	\$119,588	18 th of 169 towns	\$60,453	20 th of 169 towns

In regards to **Population**, you can compare the actual population with the **Density** and find:

	Population		Density
Granby	11,375	92 nd of 169 towns	density of 279 per sq. mi.
Avon	18,302	65 th of 169 towns	density of 790 per sq. mi.
Canton	10,270	95 th of 169 towns	density of 418 per sq. mi.
East Granby	5,147	129 th of 169 towns	density of 293 per sq. mi.
Simsbury	24,979	46 th of 169 towns	density of 736 per sq. mi.

Mill Rates are shown for FY 2018-19

While Median Home Values are 2018 data

Granby	38.69	\$296,600
Avon	31.35	\$385,100
Canton	30.70	\$311,800
East Granby	33.00	\$278,500
Simsbury	36.42	\$329,500
Suffield	29.32	\$296,600

Consider **2018 Equalized Mill Rates by Ranking**, and compare it to **2018 Debt per Capita**.

Granby with an Equalized Mill Rate	24.89	29 th of 169 towns	\$1,533
Avon with an Equalized Mill Rate	21.57	76 th of 169 towns	\$1,106
Canton with an Equalized Mill Rate	21.99	67 th of 169 towns	\$1,794
East Granby with an Equalized Mill Rate	22.21	62 nd of 169 towns	\$932
Simsbury with an Equalized Mill Rate	23.77	42 nd of 169 towns	\$1,252
Suffield with an Equalized Mill Rate	19.57	104 th of 169 towns	\$1,260
State Average	19.70		\$2,580

The above is just a brief sample of the data and the comparisons that can be made with Municipal Fiscal Indicators.

The publication can be found at:

<https://portal.ct.gov/-/media/OPM/IGP/munfinsr/Municipal-Fiscal-Indicators/FI-2014-18-Final-AsOf1-30-20.pdf?la=en>

SECTION II: ADVANCECT (FORMERLY THE CONNECTICUT ECONOMIC RESOURCE CENTER, CERC)

AdvanceCT (formerly CERC) is a nonprofit corporation and public-private partnership that provides objective research, marketing, and economic development resources consistent with their mission of making Connecticut a more competitive business environment.

AdvanceCT provides data profiles for all of the state's 169 cities and towns. The data includes information unique for each town in regards to:

Demographics	Government
Fiscal	Housing/Real Estate
Economics	Labor Force and Other Information
Education	

Within the website you will find information on population, including age distribution, race and ethnicity, the poverty rate, and educational attainment. The site contains information regarding business, including total retail sales. The government section contains useful fiscal information, though the detail is more current in the above noted fiscal indicators. The housing and real estate portion provides a glimpse of home sales with comparative data on the county and state. Labor force information, town employment, and unemployment rates, along with commuting data, are also outlined in a simple format. Other information includes crime rate data and library data. Overall the information is useful for comparison purposes and will help the reader to understand each town's position within the State of Connecticut.

The Town Profiles Site can be found at:

<http://profiles.ctdata.org/profiles/download>

The interactive tool can be used to quickly view and compare town data. Towns can be selected and are presented side by side for ease of comparison. It doesn't get much better than this!

The Site can be found at:

<http://profiles.ctdata.org/profiles/>

While AdvanceCT provides employment data, for the very latest and most accurate data, see the State of Connecticut Labor Information at:

<http://www1.ctdol.state.ct.us/lmi/LAUS/lmi123.asp>

Also specific employment data in the form of jobs available within specific towns can be found at:

http://www1.ctdol.state.ct.us/lmi/202/202_annualaverage.asp#2012

The Partnership for Strong Communities provides some interesting housing facts for Connecticut's towns and cities. The data can be found at the links below.

Granby data can be found within the Hartford County data:

http://www.pschoosing.org/files/PSC_HsgInCT2016_FullReport.pdf

<http://www.pschoosing.org/2015-housing-data-profiles-hartford-county>

http://www.pschoosing.org/housingprofiles2015/PSC_2015HsgProfile_Granby.pdf

For comparison purposes other town data can be found at:

<http://www.pschoosing.org/2015-housing-data-profiles-towns-listed-z>

SECTION III: GRANBY STATISTICAL INFORMATION PREPARED FOR THE REAL ESTATE MARKET

As you might imagine, more and more people are searching the web when considering a new home purchase. This has led to the expansion of numerous websites designed to provide town data for homebuyers. While the data may not always be precise and the narratives a bit doubtful, overall they can often determine whether or not a person will chose to buy a home in Granby or another town. These sites and associated “comments” can certainly have a positive or negative impact on a community.

The city data site contains almost 30 pages of “Granby” data, with a great number of charts and graphs highlighting community information. Here you will find Granby, Connecticut bar graph comparisons on occupations, industries, crime, households, unmarried partners, and educational attainment. There is information on homes sales, education, household income data, and ethnicity. The site even reports on religious affiliation, energy, obesity, and patent applicants. The site provides a ten year history of crimes by type and links to additional sites under just about every category. As noted, the data can be old news, fake news or simply imaginative, but overall it gives a fair representation of our town.

<http://www.city-data.com/city/North-Granby-Connecticut.html>

<http://www.city-data.com/city/Granby-Connecticut.html>

Also see:

“Sperlings Best Places” provides easily accessible data on people, health, economy, rankings, crime, cost of living, religion, voting and more. A sample of the economy data site for Granby can be found at:

<http://www.bestplaces.net/economy/city/connecticut/granby>

<http://www.bestplaces.net/city/connecticut/granby>

Other sites with useful information include:

<http://www.city-data.com/city/Granby-Connecticut.html>

<http://www.neighborhoodscout.com/ct/granby/>

<http://www.zillow.com/salmon-brook-ct/schools/kelly-lane-intermediate-school-9836/>

http://en.wikipedia.org/wiki/Granby,_Connecticut

SECTION IV: EDUCATION DATA

The Connecticut State Department of Education, Connecticut Education Data and Research site (EdSight) is the premier site for accurate and current educational information. Here you can get a complete understanding of a town's educational success. While the Town of Granby's educational success is widely recognized by Granby residents and indeed people from across the state, this is the site where you can get a complete and accurate assessment of our town's and other town's educational position. The site provides educational data over a wide range of years. The data includes information on enrollment, special education, attendance, test scores, staffing, and even physical fitness. As the data is from the State Department of Education, the accuracy is based on actual reporting from the various school districts. The data is currently available for the 2017-18 school year.

See: <http://edsight.ct.gov/SASPortal/main.do>

The Connecticut Performance Office, Bureau of Data Collection, Research and Evaluation, provides information on individual school districts and individual school reports for the 2017-18 year. It also provides a Guide for Parents, Computational Guide, and Frequently Asked Questions.

Additionally the site identifies School Classifications and identifies Schools of Distinction.

See: http://edsight.ct.gov/Output/District/HighSchool/0560011_201718.pdf

In February 2012, the Connecticut State Department of Education participated in a federal application process for flexibility from certain requirements of the Elementary and Secondary Education Act (ESEA). The U.S. Department of Education (USED) approved Connecticut's flexibility request (or waiver), allowing the state to establish a new accountability system to assess school performance. On August 6, 2015, the USED approved a three-year renewal for Connecticut. The plan outlined in Connecticut's ESEA Flexibility Renewal improves the state's school and district accountability model. The "next generation" accountability model moves beyond just test scores and graduation rates. Instead, it provides a more holistic, multifactor perspective of district and school performance and incorporates student growth over time. For two years, the CSDE actively sought feedback regarding the accountability system from district and school leaders, Connecticut educators, state and national experts, CSDE staff, and many others. The "next generation" system is a direct result of this extensive consultation process.

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=334346>

See Schools of Distinction at:

<http://www.sde.ct.gov/sde/lib/sde/pdf/evalresearch/2015-16schoolsofdistinction.pdf>

Specific and excellent information on the Granby School system can be found on the BOE website at: <http://granby.k12.ct.us>

See the August 26, 2015 report on declining enrollment:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=334346>

SECTION V: GRANBY LAND USE – OPEN SPACE AND DEVELOPMENT

The University of Connecticut, College of Agriculture and Natural Resources, Center for Land Use Education and Research provides an excellent website on Connecticut's changing landscape. The site provides basic land cover information about changes to developed forests and agricultural lands during the period 1985 to 2015. Seven directly comparable land cover datasets, from 1985, 1990, 1995, 2002, 2006, 2010, and 2015, allow the user to look at and quantify landscape change in Granby and throughout the state.

To view Granby's changing landscape, or any other Connecticut town, use the link below:

<http://clear.uconn.edu/projects/landscape/index.htm>

The page contains static maps and area statistics for five dates of land cover and for all 169 municipalities in Connecticut.

Click on the map or the menu to select Granby or another town. Then view the forest fragmentation maps for Granby or any of Connecticut's towns. You can scroll for summary data tables below the maps.

The data shows that Granby had 19,832 acres of forest in 1985 and 19,084 acres in 2015. That's a loss of 748 acres over an active development period of 30 years. Granby had 2,949 acres of agricultural fields in 1985 and 2,416 acres in 2015, a loss of 533 acres over 30 years. The total area of the Town of Granby is 26,000 acres. The 2015 combined acreage of forest and agricultural fields was 21,500 acres, or over 82% of the town. The data recognizes the significant and continuous efforts that the Town of Granby and its preservation partners have made in preserving our important forest and farm lands.

For additional information see the Forest Fragmentation Analysis Project:

<http://clear.uconn.edu/projects/landscape/v2/forestfrag/index.htm>

And to appreciate the amount of land that is permanently preserved within the Town of Granby, see the town's Open Space Map at:

<https://www.granby-ct.gov/sites/granbyct/files/uploads/openspace2015.pdf>

Connecticut Environmental conditions online provides a wide variety of maps by city or town. The maps include orthophotos from 1990 through 2012. Here you can also find Natural Diversity Data Base Areas, soils, geology, flood zones, open space, and more see:

http://www.cteco.uconn.edu/map_catalog.asp?town=56

For an example of the amount of open space that is preserved in other communities see:

http://www.cteco.uconn.edu/map_catalog.asp?town=56

While the Granby map provided on the above website is missing numerous parcels, the site is useful for comparison purposes.

Accurate and specific mapping data of Granby can be found by viewing the town's Geographic Information System (GIS) maps at:

http://qpublic9.qpublic.net/ga_search_dw.php?county=ct_granby

SECTION VI: UNITED STATES CENSUS DATA

The United States Census Data is the most accurate data available for statistical information. The 2010 data can be found at:

http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml

Here you can type in Granby, or any other variety of places and get an incredible amount of information through 2018.

The United States Census QuickFacts, found at: <https://www.census.gov/quickfacts/fact/table/US/PST045219>, is an excellent resource of information regarding population, age groups, educational attainment, labor force, housing ownership, and median household income. Here you can focus on the town census tract level and by pointing your mouse get instant information. The Town of Granby is made up of 2 Census Tracts. Tract 4681.01 contains all of North and West Granby. Tract 4681.02 contains the Granby Center area, south to Simsbury. Using this site, you can quickly compare not only the data on the two Granby Census tracts, but view data on every census tract in the USA. For example, selecting “bachelor’s degree or more”, you see Granby Tract 01 with 63% and Tract 02 with 45%. West to Hartland will show the same education level at 35%, while east to East Granby will show the educational level at 42%.

Finally, based on US Census data is Connecticut Population Projections 2015-2025, <https://ctsdc.uconn.edu/projections/>, which predicts that Granby will have a 2015 population of 11,535, a 2020 population of 11,696, and a 2025 population of 11,826. As noted elsewhere in this report these projections have not been accurate to date.

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REVENUE BUDGET

SECTION C

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**TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022
BOARD OF SELECTMEN**

REVENUES

<u>FINANCIAL DATA</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
Property Tax (Excl. Current Year)	\$788,655	\$690,000	\$611,093	\$700,000	\$700,000	1.4%
Intergovernmental Revenues	\$6,774,474	\$6,872,966	\$2,970,086	\$6,807,353	\$6,929,880	0.8%
Local Revenues and Fund Transfers	<u>\$2,069,473</u>	<u>\$1,127,528</u>	<u>\$1,185,414</u>	<u>\$1,419,192</u>	<u>\$620,002</u>	-45.0%
SUB-TOTAL	\$9,632,602	\$8,690,494	\$4,766,593	\$8,926,545	\$8,249,882	-5.1%
Tax Levy	<u>\$39,146,583</u>	<u>\$38,931,847</u>	<u>\$38,175,548</u>	<u>\$39,100,000</u>	*	
TOTAL SUMMARY OF REVENUES	\$48,779,185	\$47,622,341	\$42,942,140	\$48,026,545	\$8,249,882	-82.7%

* Proposed Current Year Levy Not Included

TOWN OF GRANBY, CONNECTICUT PROPOSED BUDGET 2021-2022

SECTION: REVENUES

ACTIVITY: PROPERTY TAX

PROGRAM EXPLANATION

The property tax continues as the major revenue source available to the town. In FY 2020 Granby received about 81.87% or \$39,935,238.31 of its municipal funding from property taxes.

Local taxes are valued each year on October 1; these values include all real estate, personal property, and motor vehicles. The list compiled is called the Grand List of Taxable Property. Following budget adoption, a mill rate is established to raise that necessary amount of local property tax money to meet the balance of approved expenditures for the new fiscal year.

The Grand List to be used for the 2021-22 Budget is the one compiled on October 1, 2020. The Assessor has certified that amount with the Town Clerk to be \$1,037,144,340. This is a 1.48% increase over the previous year's Grand List, including revaluation. Adjustments for state revenues on some exemptions and local assistance will yield an additional \$525,000, subject to Board of Assessment Appeals adjustments. A final Net Grand List is then determined, following any exemptions allowed by law and a review by the Board of Assessment Appeals. This Board hears and may adjust citizens' requests concerning assessment made by the Town Assessor.

The 2020 Taxable Grand List, after Board of Assessment Appeals' allowable deductions and adjustments is \$_____. Allowable deductions on taxes serve qualified elderly persons, veterans and handicapped persons owning property. Back in 1988-89, the town adopted local legislation, which provides for a local elderly tax exemption. This local tax exemption was enhanced for the 2008-09 budget and is ongoing. Reimbursements for some state exemptions are returned to the town; these are shown in the budget as INTERGOVERNMENTAL REVENUES. Other factors which may reduce the collectible property tax are: corrections made by the Assessor, exempt federal, state, municipal, and certain non-profit property, as well as a 2.5% factor for non-collection of current year taxes. The **Net Taxable Adjusted Grand List** for the 2020-2021 budget was established at **\$982,879,236**. A mill rate of 39.61 mills was set to raise an amount of **\$38,931,847** to balance a new budget for FY 2020-21.

Prior year taxes are those taxes not collected during the current fiscal year, but expected to come in as delinquent payments during the new year. Based on experience, a portion of delinquent taxes is collected each year. Interest penalties and lien fees are charged against delinquent taxpayers according to law and an estimated revenue results. The Auto Supplement Tax is also a tax revenue estimate for separate collection of yearly pro-rated ownership of taxable vehicles.

*Not available at time of printing.

Section: REVENUES
Activity: PROPERTY TAX

<u>FINANCIAL DATA</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
Prior Years' Taxes	\$199,557	\$220,000	\$197,614	\$210,000	\$210,000	-4.5%
Interest and Liens	\$135,062	\$120,000	\$82,384	\$130,000	\$130,000	8.3%
Auto Supplement	<u>\$454,037</u>	<u>\$350,000</u>	<u>\$331,095</u>	<u>\$360,000</u>	<u>\$360,000</u>	2.9%
SUB-TOTAL	\$788,655	\$690,000	\$611,093	\$700,000	\$700,000	1.4%
Current Levy	<u>\$39,146,583</u>	<u>\$38,931,847</u>	<u>\$38,175,548</u>	<u>\$39,100,000</u>	*	
TOTALS	\$39,935,238	\$39,621,847	\$38,786,641	\$39,800,000	\$700,000	-98.2%

* Proposed current year levy is excluded. The new mill rate will determine actual amount.
It is formally set following budget approval.

TOWN OF GRANBY, CONNECTICUT PROPOSED BUDGET 2021-2022

SECTION: REVENUES

ACTIVITY: INTERGOVERNMENTAL REVENUES

PROGRAM NARRATIVE

The revenue estimates in this section are monies collected from State Grants, Federal Grants, and from other governmental units. For FY 2020 the town received \$6,774,474 in this category. Most of the money received from State Grants must be used for a specific purpose. For example, "Town Aid Road Grant" must be used in conjunction with road construction or road maintenance. Other grants are designed to assist municipalities in its mandate to provide education services.

Since the budget review for FY 2022 will begin prior to the State's new budget, the estimated allocations described in this section are based on the FY 2021-22 Governor's proposed State Budget Revenues. Once new amounts from the state are available, adjustments must be made. The Governor's budget can be amended by the General Assembly. Once known, comments concerning changes will be provided to assist in a better understanding of state aid.

EDUCATION

The largest portion of Education Grants from the state comes from those made in accordance with CGS Section 10-262 et seq. For FY 2020, the Education Cost Sharing (ECS) grant amounts were remained the same. Alliance Districts are held harmless from these reductions. Additionally, payments are eliminated for any municipality that has an ENGLPC higher than \$200,000 and is not an Alliance District.

Pursuant to PA 15-244, the Secretary of the Office of Policy and Management (OPM) was required to recommend \$20 million in municipal aid savings for FY 2017. The MORE lapse was applied to the ECS grants, beginning with the January payment. OPM achieved the required savings by developing a formula using the 2012 Equalized Net Grant List Per Capita (ENGLPC) as a proxy for community wealth and financial capacity. ENGLPC across the state ranges from a low of \$47,259 (Windham) to a high of \$731,382 (Greenwich). These comparative ENGLPC rankings were then scaled between \$3.96 per capita (Windham) and \$20.96 per capita (Greenwich) for all 169 municipalities. Finally, a "circuit breaker" was applied to ensure that the 48 distressed municipalities and education alliance districts would lose no more than a maximum of \$250,000 or \$2% of its total state aid.

This grant is paid 25% by October 31st, 25% by January 31st, and balance by April 30th.

Special Education Excess Costs - Student Based Grant – The Excess Costs-Student Based Grant is administered pursuant to CGS §10-76d, §10-76g, §10-253. Costs in excess of four and one half times a town's average cost per pupil for the prior year are paid for students placed in a special education program by a school district, pursuant to CGS §10-76g(b).

For placements initiated by a state agency, a Superior Court or a federally recognized Native American tribe (rather than by a local school district), this program provides 100% reimbursement of costs in excess of the district's prior year Net Current Expenditure Per Pupil (NCEP), pursuant to CGS §10-76d(e)(3) and §10-76g(a)(1).

75% of this grant is paid in February and the balance is paid in May.

Open Choice Grant – The OPEN Choice Grant, pursuant to CGS §10-266aa, encourages inter-district attendance between the cities and suburbs. Both the sending and receiving districts equally share the credit for these students for those state grants that use resident students or average daily membership data. This program provides \$3,000 for each out-of-district student received under OPEN Choice. For an out-of-district student who attends school in the receiving district under the program and if the number of such out-of-district students is greater than or equal to two percent but less than three percent of the total student population of such receiving district, then \$4,000 is provided for each student. The program will also pay \$6,000 for each out-of-district student who attends school in the receiving district under the program if the number of such out-of-district students is greater than or equal to three percent but less than four percent of the total student population of such receiving district. The program will also pay \$6,000 for each out-of-district student who attends school in the receiving district under the program if the number of such out-of-district students in the program has increased by at least 50 percent from the previous year and the receiving district has an enrollment of greater than four thousand students. The program will pay \$8,000 for each out-of-district students who attends school in the receiving district under the program if the number of such out-of-district students is greater than or equal to four percent of the total student population of such receiving district.

Open Choice inter-district school attendance between Hartford and other districts may include preschool programs in addition to all-day kindergarten. Grants are available for before and after school care and remedial services for preschool students, as well as, for subsidies to receiving districts.

This grant, along with magnet school transportation and adult education, are separately funded and are not part of the General Fund Budget.

Grantees receive a portion in November and the balance in April.

Tuition Other Towns – Granby also accepts students from other towns for special programs. Amount paid to Granby is based on the cost of programs offered by Granby to these students.

These funds are billed to other towns by the Board of Education and are payable to the town when billed during the fiscal year.

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Section: REVENUES

Activity: INTERGOVERNMENTAL REVENUES

<u>FINANCIAL DATA</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
Educ. Cost Sharing	\$5,311,554	\$5,278,314	\$2,639,158	\$5,278,314	\$5,278,314	0.0%
Spec. Ed. Excess Grant*	\$411,142	\$503,911	\$0	\$490,000	\$491,779	-2.4%
Tuition-Other Towns*	<u>\$939,476</u>	<u>\$1,013,848</u>	<u>\$307,385</u>	<u>\$950,000</u>	<u>\$1,070,721</u>	5.6%
TOTAL EDUCATION	\$6,662,172	\$6,796,073	\$2,946,543	\$6,718,314	\$6,840,814	0.7%

* Final amount to be provided by the Board of Education.

TOWN OF GRANBY, CONNECTICUT PROPOSED BUDGET 2021-22

SECTION: REVENUES

ACTIVITY: INTERGOVERNMENTAL REVENUES

MUNICIPAL

Municipal Intergovernmental Revenue Grants are received by the town from the state and other governments.

The proposed state budget will change some of the grants as presently exist. Adjustments to existing grant payments are detailed below.

The state reimburses the town for a portion of school construction activity. These principal and interest subsidy payments follow a separate bonding schedule. Amounts change each year as interest varies with the fall off of older capital project payments. New capital projects will result in state reimbursements upon state approval and are now partially reimbursed during the construction phase of the project.

A **Veteran's Benefit Grant** is paid to the town for certain exemption benefits allowed under State Statute 12-81.

Payment - **In - Lieu Of Taxes (PILOT)**

Certain tax reimbursements are provided Granby under CGS Sections 12-19a, 12-19b, 12-19c, 4b-39, 32-666, and 12-18b. Payments in FY 2020 are based on 2015 Grand List property tax exemptions; FY 2020 and FY 2021 payments are for exemptions on the 2018 and 2019 Grand Lists. For FY 2022, all payment are proportionally reduced in order to annualize the FY 2021 lapse savings. Additionally, payments are capped so that no municipality will receive a higher payment in FY 2022 than in FY 2021. Finally, payments are eliminated for any municipality that has an Equalized Net Grant List Per Capita higher than \$200,000 and is not an Alliance District.

A property's use and the amount of state-owned real property in a town determine PILOT percentages, which are: 1) 100% for state prison facilities; 2) 65% for the Connecticut Valley Hospital, and 3) 45% for all other state-owned real property, certain real property leased by the state, municipally-owned airports and certain other real property owned or controlled by the federal government. This grant has been severely reduced.

Grantees receive PILOT payments on or before September 30th.

S. S. Disabled Tax Relief

Certain grants are paid to the town for those who qualify as disabled. These payments are reimbursed from the state upon application by the Assessor. Sec. (2-170aa(g)).

A **Telecommunications Tax Grant** in accordance with Section 12-80a of the General Statutes pays the town 47 mills on telecommunications equipment located in town.

This grant is paid on April 1st.

Grants for Municipal Projects (formerly Municipal Revenue Sharing) is administered by the Office of Policy and Management pursuant to PA 13-239 §55, PA 13-247 §128, PA 15-1 (JSS) §55 for the construction and maintenance of public highways, roads, and bridges.

No grant payment is specified.

Note:

Town Aid Road Fund Grants, as provided under Sections 13a-175a through 13a-175e, and Section 13a-175i of the CGS and PA 13-247 §96,

Grants are paid to the fund, 50% in July and 50% in January.

Local Capital Improvement Program (LoCIP) – These grants are provided under Section 7-535 through 7-538 of the CGS, PA 13-184 §93-94, and PA 13-247 §93. The town is reimbursed for approved capital expenditures under this grant. Projects being recommended are included in the capital portion of the budget. The funds are placed in the LoCIP Fund and then transferred to the Capital Equipment/Improvement Fund. The state is proposing funding changes and funds may not be available

Payment is made within 30 days after the approved project is complete or a portion of an approved project and following the allotment of funds from state bond proceeds.

These two Grant Revenues are contained in the Capital Budget

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Section: REVENUES

Activity: INTERGOVERNMENTAL REVENUES

<u>FINANCIAL DATA</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
Vet. Exemptions Grant	\$2,873	\$3,000	\$3,272	\$3,272	\$3,300	10.0%
State Owned Property*	\$1,061	\$1,061	\$1,061	\$1,061	\$1,061	0.0%
Pequot & Mohegan Grant Indian Funds	\$0	\$0	\$0	\$0	\$0	0.0%
S. S. Disb. Tax Relief	\$1,327	\$1,000	\$1,501	\$1,501	\$1,500	50.0%
Telecommunications	\$15,251	\$14,000	\$0	\$14,000	\$14,000	0.0%
Miscellaneous State	\$46,375	\$35,332	\$773	\$35,332	\$35,332	0.0%
E911 PSAP Grant	<u>\$45,416</u>	<u>\$22,500</u>	<u>\$16,937</u>	<u>\$33,873</u>	<u>\$33,873</u>	50.5%
TOTAL MUNICIPAL	\$112,302	\$76,893	\$23,543	\$89,039	\$89,066	15.8%
INTERGOVERNMENTAL REVENUES - TOTALS	\$6,774,474	\$6,872,966	\$2,970,086	\$6,807,353	\$6,929,880	0.8%

TOWN OF GRANBY, CONNECTICUT PROPOSED BUDGET 2021-2022

SECTION: REVENUES

ACTIVITY: LOCAL REVENUES AND FUND TRANSFERS

PROGRAM NARRATIVE

Based on legislative requirements, the town collects fees and conveyance tax for certain property transferred. Other license and permit fees are also collected from various departments. The Town Clerk and Building Official's revenues remain the most active in this regard.

The town charges for maintenance of certain private streets. The town also charges and collects money for privately contracted police work and for police dispatching services to other entities.

A portion of local revenue is derived from investment of idle cash. Cash investments and management produced \$288,356 in revenue in 2019-20. An amount of \$65,000 is estimated to be received for the 2020-21 Budget and \$65,000 is budgeted for the 2021-22 Budget.

Various other funds have historically been established to support certain town operations. These funds are maintained by the town and some investment earnings from these sources are used to support the town budget.

The other major source of anticipated revenue is derived from transfer of General Fund Balance. A complete list of departmental, local, and fund reserve revenues follows:

Section: REVENUES

Activity: LOCAL REVENUES AND FUND TRANSFERS

<u>FINANCIAL DATA</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
Town Clerk Fees	\$381,657	\$200,000	\$227,623	\$300,000	\$200,000	0.0%
Planning and Zoning	\$13,730	\$5,000	\$4,250	\$5,500	\$5,450	9.0%
Zoning Board of Appeals	\$970	\$300	\$291	\$350	\$481	60.3%
Building Permits & Lic.	\$316,958	\$150,000	\$143,898	\$201,000	\$150,000	0.0%
Inland Wetlands Comm.	\$5,103	\$2,000	\$820	\$1,200	\$1,200	-40.0%
Rents*	\$30,895	\$20,000	\$13,280	\$25,000	\$26,600	33.0%
Sale of Maps & Ord.	\$242	\$100	\$130	\$200	\$275	175.0%
Photocopying	\$426	\$500	\$148	\$250	\$300	-40.0%
Open Farm Day	\$100	\$2,500	\$0	\$0	\$2,500	0.0%
Hay Rentals	\$21,130	\$10,000	\$600	\$14,000	\$14,000	40.0%
Returned Checks	\$120	\$100	\$40	\$120	\$100	0.0%
Miscellaneous Revenue	\$299,155	\$35,000	\$170,558	\$185,000	\$35,000	0.0%
Library	\$7,073	\$8,000	\$693	\$1,000	\$3,000	-62.5%
Police Dispatch Services	<u>\$30,500</u>	<u>\$31,000</u>	<u>\$31,000</u>	<u>\$31,000</u>	<u>\$31,580</u>	<u>1.9%</u>
SUB-TOTAL	\$1,108,058	\$464,500	\$593,332	\$764,620	\$470,486	1.3%

Section: REVENUES

Activity: LOCAL REVENUES AND FUND TRANSFERS

<u>FINANCIAL DATA (CONT'D)</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
Contracted - Bldg. Insp.	\$10,100	\$10,100	\$5,050	\$10,100	\$10,100	0.0%
Driveway Permits	\$270	\$200	\$200	\$250	\$350	75.0%
Police - Photo/Records Licenses/Permits	\$7,733	\$8,000	\$12,820	\$14,000	\$12,500	56.3%
Snow Plow'g & Grad'g	\$7,464	\$6,000	\$7,464	\$7,464	\$7,600	26.7%
Pay for Participation*	\$27,925	\$54,000	\$16,340	\$53,000	\$53,966	-0.1%
Short Term Investments	\$288,356	\$80,000	\$44,481	\$65,000	\$65,000	-18.8%
Donations-General	\$1,000	\$0	\$1,000	\$0	\$0	#DIV/0!
Cossitt Library Fund	\$67	\$0	\$0	\$30	\$0	#DIV/0!
Contractor Pymt. Fund Cont.	\$18,500	\$0	\$0	\$0	\$0	#DIV/0!
Youth Svcs. Fund Cont.	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Senior Act'y.Fund Cont.	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Transfer from Fund Balance	\$600,000	\$444,000	\$444,000	\$444,000	TBD	#VALUE!
Use of CNEF	<u>\$0</u>	<u>\$60,728</u>	<u>\$60,728</u>	<u>\$60,728</u>	<u>\$0</u>	0.0%
SUB-TOTAL	\$961,415	\$663,028	\$592,082	\$654,572	\$149,516	-77.4%
LOCAL DEPARTMENTAL & FUND REV. - TOTALS	\$2,069,473	\$1,127,528	\$1,185,414	\$1,419,192	\$620,002	-45.0%

EXPENDITURE BUDGET

SECTION D

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TOWN OF GRANBY
PROPOSED BUDGET 2021-2022
EXPENDITURE BUDGET PREFACE

The 2021-22 Expenditure Budget is designed to provide proposed Budget spending information to the town. By law, the Town Manager is required to provide the Legislative Body (Board of Selectmen) with a Town Budget deemed necessary for conducting town business for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The Budget presented follows prior practice outlined by Charter and state law.

This Budget is developed according to provisions of the Charter adopted by the voters of Granby on November 6, 2012. Essentially, the Budget is organized as a Program Budget. Each department and agency requesting town funds is formally provided with forms from the Town Manager. The forms call for information required by law and such additional information deemed necessary to justify the request. The Town Manager assembles the Budget into six functional or line item sections. These sections are Administration; Personal and Property Protection; Public Works and Environment; Libraries, Recreation, and Social Services; and Capital and Debt Service items. Policy goals for these items are stated for each of the program sections.

Within each section there exists a variety of departments. These areas are further broken down, giving the reader a statement on program objectives. This brief overview describes the intent of the program. The next section provides a summary narrative designed to further explain the program and any changes which are proposed. A list of significant changes is also identified, followed by costs which may result from such changes. Where no cost amounts are shown, there are no significant changes recommended. A significant change is only presented when a major shift in activity is recommended, or when the cost involves an amount of approximately \$5,000 or 50% of the category detail.

A series of Measures of Activity are listed for most all Department/Activity areas. This is to help identify performance trends within the program.

Each section is followed by an activity page which provides further details of expenditure for the department. Four major categories are detailed: PERSONNEL SERVICES (Parenthesis () indicates authorized full-time positions), SERVICES & SUPPLIES, CAPITAL OUTLAY, and CONTRACT AND MAINTENANCE SERVICE. An historical trend required by Charter shows the progression of activity from the previous year (actual past fiscal year to the proposed request for the recommended new fiscal year). A detailed activity listing also provides a breakdown of various services and supplies, capital, and contract services being requested. This detail also compares the request to the previous years adopted amount when practical.

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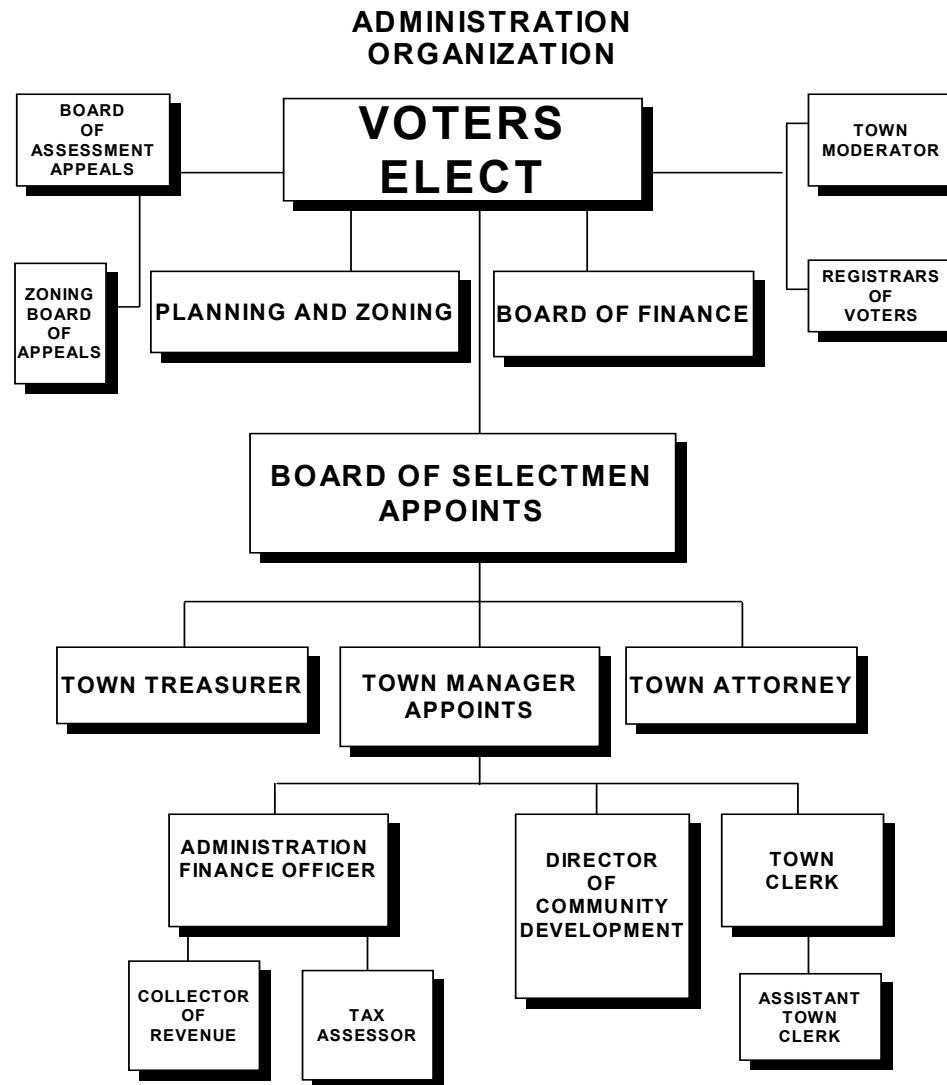
**TOWN OF GRANBY
PROPOSED BUDGET 2021 - 2022
BOARD OF SELECTMEN**

EXPENDITURES

<u>OPERATING LINE ITEMS</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
Administration	\$4,114,093	\$4,703,439	\$3,525,596	\$4,595,727	\$4,929,316	4.8%	\$4,838,126	2.9%
Personal & Property Protection	\$2,788,723	\$2,834,317	\$1,794,528	\$2,884,033	\$3,132,012	10.5%	\$2,920,480	3.0%
Public Works & Environment	\$3,004,682	\$3,190,220	\$1,750,471	\$3,200,314	\$3,262,952	2.3%	\$3,248,773	1.8%
Libraries, Recreation & Social Services	\$933,622	\$1,010,740	\$465,173	\$1,020,748	\$1,028,567	1.8%	\$1,027,705	1.7%
Sub-Total	\$10,841,121	\$11,738,716	\$7,535,767	\$11,700,822	\$12,352,847	5.2%	\$12,035,084	2.5%
Capital Budget	\$1,450,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,850,000	5.7%	\$1,850,000	5.7%
Retirement Cont.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Debt Service	<u>\$2,767,355</u>	<u>\$2,089,875</u>	<u>\$1,403,750</u>	<u>\$2,086,375</u>	<u>\$1,644,620</u>	-21.3%	<u>\$1,644,620</u>	-21.3%
GENERAL GOVT. TOTAL	\$15,058,476	\$15,578,591	\$10,689,517	\$15,537,197	\$15,847,467	1.7%	\$15,529,704	-0.3%

ADMINISTRATION

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TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
ACTIVITY: DETAIL

GOALS

To provide citizens with representation for policy formulation.

To provide and maintain an administrative and management framework to achieve desired programs.

NARRATIVE

This section combines the Legislative, Executive and Legal/Judicial functions of town services. The areas of service in this section cannot easily be directly broken down into specialized categories due to their general application to the town as a whole.

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (11)	\$932,365	\$1,082,360	\$595,082	\$1,025,540	\$1,137,131	5.1%	\$1,045,601	-3.4%
Temp/Part-Time	\$91,568	\$113,100	\$68,832	\$119,460	\$115,366	2.0%	\$120,215	6.3%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES	\$2,615,969	\$2,906,263	\$2,423,628	\$2,862,892	\$3,044,433	4.8%	\$3,041,253	4.6%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$474,190</u>	<u>\$601,716</u>	<u>\$438,054</u>	<u>\$587,835</u>	<u>\$632,386</u>	5.1%	<u>\$631,057</u>	4.9%
ADMINISTRATION LINE ITEM	\$4,114,093	\$4,703,439	\$3,525,596	\$4,595,727	\$4,929,316	4.8%	\$4,838,126	2.9%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: GENERAL ADMINISTRATION

PROGRAM OBJECTIVES

To provide the Board of Selectmen with the information and assistance necessary to develop and formulate public policy. Executive management and direction to town agencies and departments is provided from this department in accordance with the laws of the town. To carry out policies as adopted by the legislative body (Board of Selectmen) in an effective and timely manner and to centralize and coordinate the function of the town's management practices, planning, and community growth and development.

PROGRAM NARRATIVE

This program addresses some of the major functions and responsibilities of the Town Manager as prescribed by the Town Charter. The Town Manager is appointed by the Board of Selectmen and serves at the pleasure of the Board. As Chief Executive Officer of the municipality, the Manager is responsible for the administration and supervision of all town offices. The Town Manager also serves as Chief Financial Officer of the town. This office is responsible for maintaining the town's personnel system and financial reporting functions. Research is performed for committees and citizen groups upon request. Town purchasing, coordination, and workload distribution is also handled through this department. The apportionment of the Manager's time is reflected in two accounts, General Administration and Finance Management.

SIGNIFICANT CHANGES

IT Operations

COSTS

\$16,500

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Staff Meetings	9	19	15	17	17
Conferences/Mtgs.	85	77	90	80	80
Selectmen's Mtgs.	28	28	24	27	27
Town Meetings and Elections	2	3	2	2	3
Website Page Views	324K	97,200*	346K	350K	350K

* Change in calculation by new web host

General Administration

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (3)	\$283,775	\$265,237	\$172,825	\$264,064	\$278,080	4.84%	\$278,080	4.84%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.00%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.00%
SERVICES & SUPPLIES								
Office Supplies	\$4,676	\$2,800	\$1,717	\$2,750	\$2,800	0.00%	\$2,800	0.00%
Postage	\$2,157	\$4,000	\$291	\$3,589	\$3,500	-12.50%	\$3,500	-12.50%
Paper and Copy Supplies	\$2,127	\$3,000	\$1,333	\$3,033	\$3,000	0.00%	\$3,000	0.00%
Legal Notices/Advertising	\$359	\$350	\$210	\$344	\$344	-1.71%	\$344	-1.71%
Mileage/Staff Training	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Professional Affiliations	\$75	\$2,130	\$0	\$2,380	\$2,445	14.79%	\$2,445	14.79%
Publications & Education	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
GIS & Software	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Sub-Total	<u>\$9,394</u>	<u>\$12,280</u>	<u>\$3,551</u>	<u>\$12,096</u>	<u>\$12,089</u>	<u>-1.56%</u>	<u>\$12,089</u>	<u>-1.56%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
CONTRACT AND MAINTENANCE SERVICE								
IT Operations	\$0	\$25,000	\$22,658	\$35,000	\$41,500	66.00%	\$41,500	66.00%
Copy Machine Rental	\$6,526	\$9,000	\$2,769	\$5,900	\$5,900	-34.44%	\$5,900	-34.44%
Postage & Meter Rentals	\$1,543	\$2,100	\$738	\$1,264	\$1,264	-39.81%	\$1,264	-39.81%
Copy Mach. Maint. & Repl. Parts	\$1,496	\$3,250	\$2,813	\$3,010	\$3,010	-7.38%	\$3,010	-7.38%
Postage Machine Maint.	\$1,555	\$1,600	\$234	\$2,310	\$2,310	44.38%	\$2,310	44.38%
Sub-Total	<u>\$11,121</u>	<u>\$40,950</u>	<u>\$29,212</u>	<u>\$47,484</u>	<u>\$53,984</u>	<u>31.83%</u>	<u>\$53,984</u>	<u>31.83%</u>
TOTAL	<u>\$304,289</u>	<u>\$318,467</u>	<u>\$205,588</u>	<u>\$323,644</u>	<u>\$344,153</u>	<u>8.07%</u>	<u>\$344,153</u>	<u>8.07%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: LEGAL SERVICES

PROGRAM OBJECTIVES

To provide legal advice to the Board of Selectmen, Town Administration, and other boards and commissions of the town. To obtain settlement of claims against the town and render opinions regarding matters of legislation. The town counsel also assists and advises the town on following the judicial process on issues involved in appeals, suits for enforcement of regulations, or closures in tax lien issues.

PROGRAM NARRATIVE

The Charter of the town (Section 6-1 and 6-2) requires that the Selectmen appoint a Town Attorney for a two-year term. The municipal attorney is the town's corporation counsel and is paid hourly by a contract service retainer. Legal service involving highly specialized services are sometimes retained by outside private counsel, however all town legal service is the responsibility of the corporation counsel.

SIGNIFICANT CHANGES

None

COSTS

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Estimated Hours of Service	81	84	53	120	120

Legal Services

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
O.T.	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
SERVICES & SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
CONTRACT AND MAINTENANCE SERVICE								
Legal Services	\$6,633	\$15,000	\$6,484	\$15,050	\$15,000	0.00%	\$15,000	0.00%
Litigation/Add'l. Work	\$2,420	\$10,000	\$6,020	\$10,000	\$10,000	0.00%	\$10,000	0.00%
Sub-Total	<u>\$9,053</u>	<u>\$25,000</u>	<u>\$12,504</u>	<u>\$25,050</u>	<u>\$25,000</u>	0.00%	<u>\$25,000</u>	0.00%
TOTAL	<u>\$9,053</u>	<u>\$25,000</u>	<u>\$12,504</u>	<u>\$25,050</u>	<u>\$25,000</u>	<u>0.00%</u>	<u>\$25,000</u>	<u>0.00%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: FRINGE BENEFITS

PROGRAM OBJECTIVES

To insure pension benefits for eligible town employees including FICA (town portion). To provide certain employee benefits required by Connecticut General Statutes and employee agreements. This account provides town employees with coverage for basic medical emergencies and insures them in the event of death. A self-funded medical plan also covers payment for employee illnesses where hospitalization is involved. The Town's Pension Plans provide for retirement benefits to individuals upon retirement from town service.

PROGRAM NARRATIVE

Premiums are reflected for all covered employees. A town and school consultant continually reviews this program for low competitive rates and cost containment alternatives.

SIGNIFICANT CHANGES

COSTS

Health Plan w/Stop Loss - 4.2% increase in health plan and ADC OPEB for FY21 \$89,051	\$53,493
Pension & ICMA - 12.3% increase in Pension	\$7,613

Fringe Benefits

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Health Plan w/Stop Loss	\$1,404,724	\$1,568,358	\$1,568,358	\$1,568,358	\$1,621,851	3.41%	\$1,621,851	3.41%
Life Insurance	\$26,030	\$36,878	\$18,696	\$30,800	\$32,800	-11.06%	\$32,800	-11.06%
Pension & ICMA	\$585,981	\$659,537	\$501,378	\$616,604	\$667,150	1.15%	\$667,150	1.15%
Long Term Disability	\$10,531	\$16,392	\$7,561	\$11,640	\$12,300	-24.96%	\$12,300	-24.96%
St. Treas./FICA	\$444,639	\$468,650	\$243,504	\$455,000	\$471,705	0.65%	\$471,705	0.65%
Incentive Plan	\$975	\$6,000	\$300	\$6,000	\$10,000	66.67%	\$10,000	66.67%
Sub-Total	<u>\$2,472,880</u>	<u>\$2,755,815</u>	<u>\$2,339,798</u>	<u>\$2,688,402</u>	<u>\$2,815,806</u>	<u>2.18%</u>	<u>\$2,815,806</u>	<u>2.18%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.0%	\$0	0.0%
TOTAL	<u>\$2,472,880</u>	<u>\$2,755,815</u>	<u>\$2,339,798</u>	<u>\$2,688,402</u>	<u>\$2,815,806</u>	<u>2.18%</u>	<u>\$2,815,806</u>	<u>2.18%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: TOWN CLERK OPERATIONS

PROGRAM OBJECTIVES

To record and maintain title ownership of real property thus providing evidence of legal ownership. To issue certification of licenses and permits as regulated by law. To record transactions of legislative proceedings of the Board of Selectmen and other agency transactions as required by State Statutes or Town Charter. To prepare and issue absentee ballots for upcoming elections and keep record of election results.

PROGRAM NARRATIVE

Each official deed to land and all legal survey maps in Granby must be recorded. All transactions of land sold, purchased, mortgaged, transferred, or liened is also recorded and kept by this office. The Town Charter and State Law also require the Town Clerk to keep records of Town Meetings, adopted ordinances, and various contracts. Other state laws regarding meeting notices and public transactions are filed in this office. Voter admission is also conducted through the Clerk's office and tax conveyance is imposed on land transfers through the office according to law.

Dog licenses, marriage licenses, vital statistics, and a variety of game and fishing licenses are also issued via the Clerk's office. The Town Clerk acts as the local agent for the Connecticut Secretary of State for election control and as local agent for the State Department of Environmental Protection.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Land Records (Deeds)	1,806	1,678	1,880	1,900	1,750
Game & Fishing Licenses	449*	445*	290*	270	260
Absentee Ballots Issued	99	550	149	4,570	175
Vital Statistics	239	199	191	216	200
Dog Licenses Sold	1,032	1,012	1,087	890	990

* Includes all sport licenses, permits, tags, and stamps sold as well as 65+ annual licenses (still issued free).

Town Clerk Operations

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (1)	\$84,901	\$86,000	\$55,599	\$87,021	\$178,551	107.6%	\$87,021	1.19%
Temp/Part-Time	\$35,350	\$36,200	\$26,255	\$36,494	\$18,780	-48.1%	\$36,495	0.81%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Election Supplies	\$4,281	\$4,000	\$5,668	\$8,216	\$3,530	-11.75%	\$3,530	-11.75%
Dog License Supplies	\$176	\$237	\$91	\$256	\$258	8.86%	\$258	8.86%
Office Supplies	\$1,114	\$1,400	\$357	\$1,590	\$1,357	-3.07%	\$1,357	-3.07%
Postage	\$780	\$2,000	\$2,754	\$1,962	\$2,000	0.0%	\$2,000	0.00%
Vitals	\$175	\$295	\$0	\$294	\$294	-0.34%	\$294	-0.34%
Legal Notices/Advertising	\$562	\$600	\$0	\$600	\$600	0.0%	\$600	0.00%
Professional Affiliations	\$1,525	\$3,000	\$625	\$3,392	\$3,392	13.07%	\$3,392	13.07%
Sub-Total	<u>\$8,613</u>	<u>\$11,532</u>	<u>\$9,494</u>	<u>\$16,310</u>	<u>\$11,431</u>	<u>-0.88%</u>	<u>\$11,431</u>	<u>-0.88%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Vital Payments	\$62	\$440	\$0	\$440	\$440	0.00%	\$440	0.00%
Mapping	\$714	\$698	\$0	\$698	\$698	0.00%	\$698	0.00%
Indexing & Microfilm Old Volumes	\$3,000	\$3,000	\$0	\$3,000	\$3,000	0.00%	\$3,000	0.00%
Index & Microfilm Records	\$17,102	\$20,975	\$10,372	\$20,807	\$20,807	-0.80%	\$20,807	-0.80%
Mach. Svc. Cont. & Stor. Chg.	\$635	\$1,250	\$0	\$1,229	\$1,229	-1.68%	\$1,229	-1.68%
Sub-Total	<u>\$21,513</u>	<u>\$26,363</u>	<u>\$10,372</u>	<u>\$26,174</u>	<u>\$26,174</u>	<u>-0.72%</u>	<u>\$26,174</u>	<u>-0.72%</u>
TOTAL	<u>\$150,377</u>	<u>\$160,095</u>	<u>\$101,721</u>	<u>\$165,998</u>	<u>\$234,936</u>	<u>46.7%</u>	<u>\$161,121</u>	<u>0.64%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: PROBATE OFFICE

PROGRAM NARRATIVE

On January 5, 2011 the face of Connecticut's probate system changed dramatically. The new regional court, called Simsbury Regional Probate District, will serve a population of approximately 64,000 encompassing the four communities of Avon, Canton, Granby, and Simsbury. The Honorable Cynthia C. Becker is the Judge for this District, which is located at the Simsbury Town Hall, 933 Hopmeadow Street, Simsbury, CT.

Under the provisions of the new probate court, Granby will be required to support its operating cost share as a district member.

SIGNIFICANT CHANGES

None

COSTS

Probate Office

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Contribution to Simsbury	\$4,325	\$4,350	\$4,327	\$4,327	\$4,882	12.23%	\$4,882	12.23%
Sub-Total	\$4,325	\$4,350	\$4,327	\$4,327	\$4,882	12.23%	\$4,882	12.23%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$0</u>	<u>0.0%</u>
TOTAL	\$4,325	\$4,350	\$4,327	\$4,327	\$4,882	12.23%	\$4,882	12.23%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: CONTINGENCY AND RESERVE

PROGRAM OBJECTIVES

To provide the general government with funding for minor unforeseen occurrences during the fiscal year. To meet certain anticipated and unanticipated obligations, which may arise outside of the normal budget process.

PROGRAM NARRATIVE

This funding establishes an account, which gives some flexibility to address where under budgeting may occur. Procedurally, the account is also used as a transfer account for anticipated contract settlements. In the event budgeted items become over-expended or if needs arise during the fiscal year, which are unanticipated or impractical to budget within other departments, transfers are made.

SIGNIFICANT CHANGES

COSTS

Payroll Regular	(\$70,000)
Miscellaneous Expense	\$75,200
\$20,000 for demolition cost for 62 Lakeside; \$32,000 for Goman & York; \$23,200 Misc.	

Contingency and Reserve

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$158,000	\$0	\$95,000	\$88,000	-44.3%	\$88,000	-44.3%
Temp/Part-Time	\$0	\$5,000	\$0	\$5,000	\$5,000	0.0%	\$5,000	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Misc. Expenses	\$39,411	\$15,000	\$26,164	\$39,500	\$90,200	501.33%	\$90,200	501.3%
Kearns and Misc.	\$27,250	\$35,000	\$15,658	\$35,000	\$35,000	0.0%	\$35,000	0.0%
Sub-Total	\$66,661	\$50,000	\$41,822	\$74,500	\$125,200	150.40%	\$125,200	150.40%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$0</u>	<u>0.0%</u>
TOTAL	<u>\$66,661</u>	<u>\$213,000</u>	<u>\$41,822</u>	<u>\$174,500</u>	<u>\$218,200</u>	<u>2.4%</u>	<u>\$218,200</u>	<u>2.4%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: ELECTION SERVICES

PROGRAM OBJECTIVES

To maintain a listing of qualified voters in accordance with their preferred affiliation. To conduct regular and special elections, primaries, and referenda as required by Town Charter, Secretary of the State Directives (SOTS) and/or Connecticut State law.

PROGRAM NARRATIVE

By State law, this office supervises elections, primaries, referenda, and conducts a yearly voter canvass. State law requires election of registrars every four years and the Registrars must pass the new state mandated UConn Certification Program. The law requires that the voting process be conducted by statutory standards with the cooperation of the Town Clerk, the Board of Selectmen, and the Town Manager. The Registrars are non-classified personnel and are assisted by temporary workers during elections and voter sessions. Primaries, special elections, and required referenda are conducted in addition to annual November elections. Up to 210 individuals assist in the election and referenda process. An automatic machine vote of the annual town budget requires additional staffing and materials and there is opportunity for multiple budget votes. Auditing of the optical scanner voting machines has been included in this budget. Election Day – Same Day Registration (EDR), mandated in 2013, requires an additional staff of poll workers to be at Town Hall for the November Election. Election training was completely revised in 2015 by the state, additional staffing and training is required on the Connecticut Voter Registration System (CVRS). As of this writing, there are 8350 active voters. Important fiscal notes: Poll workers are town employees therefore their pay has been reclassified from the polling place activity to the part-time payroll account. SOTS grant money to cover FY21 additional pandemic costs was \$7764. An additional CTCL grant for temporary Election Staffing was obtained for \$5000. Reimbursements for PPE for pollworkers from FEMA are anticipated.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: ELECTION SERVICES (CONT'D)

SIGNIFICANT CHANGES

COSTS

Payroll-TEMP/PT (T.M. approved \$6,000)	\$18,866
State Minumum Wage Increases/Cost of Living Increases	\$4,125
Pandemic Precaution - Absentee Increases	\$4,120
Registrar Certification, Deputy Asst Registrar SOTS Training	\$2,880
Others	\$7,741

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Active Voters Registered	7,422	7,663	7,734	8,375	8,050
Inactive Voter Registry	642	655	677	775	700
Off Voter Registry	611	701	726	735	800
Elections Held	1	1	1	1	1
New Voters Registered	503	741	571	900	550
Voter Changes	567	789	701	820	715
Voter Removals	569	666	634	710	625
Referenda Conducted	3	2	1	2	3
Primaries	0	2	0	2	2
Audits	0	0	0	1	2

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Election Services

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$21,805	\$29,000	\$24,156	\$36,745	\$47,866	65.06%	\$35,000	20.69%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$1,413	\$4,100	\$927	\$1,381	\$4,580	11.71%	\$1,400	-65.85%
Mileage/Staff Education	\$2,843	\$3,815	\$484	\$3,892	\$4,072	6.74%	\$4,072	6.75%
Sub-Total	<u>\$4,256</u>	<u>\$7,915</u>	<u>\$1,411</u>	<u>\$5,274</u>	<u>\$8,652</u>	<u>9.31%</u>	<u>\$5,472</u>	<u>-30.86%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Polling Place Activity	\$864	\$4,000	\$4,238	\$4,566	\$4,323	8.08%	\$4,323	8.08%
Machine Maint. & Inspection	\$2,373	\$4,000	\$2,699	\$2,699	\$4,044	1.10%	\$4,044	1.10%
Sub-Total	<u>\$3,237</u>	<u>\$8,000</u>	<u>\$6,937</u>	<u>\$7,265</u>	<u>\$8,367</u>	<u>4.6%</u>	<u>\$8,367</u>	<u>4.59%</u>
TOTAL	<u>\$29,298</u>	<u>\$44,915</u>	<u>\$32,504</u>	<u>\$49,283</u>	<u>\$64,885</u>	<u>44.5%</u>	<u>\$48,839</u>	<u>8.74%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: BOARDS, REGIONAL PROGRAMS AND STAFF DEVELOPMENT

PROGRAM OBJECTIVES

To recommend and promulgate town policy and provide for citizen input in various areas of town involvements. To fulfill statutory, Charter, and ordinance requirements of the town. To protect the town's planning and legislative interests on a local, regional, and statewide basis. To provide Town Manager and staff with development and training programs thus keeping them informed on up-to-date methods involved in the practice of their professions.

PROGRAM NARRATIVE

The legislative, regulatory, and advisory functions of the town are established by policy and recommendations of the Town's Boards and Agencies according to the provisions of the Town Charter, ordinances, and State Statutes. This budget item reflects the direct operational needs associated with Town Boards. In addition to clerical costs, there are required legal notices which must be published for meetings. Membership fees for certain associations for board affiliations are also provided for in this account. The Town Manager's Office provides coordination for meetings.

The Capitol Region Council of Governments (CRCOG) represents each town in the Hartford region with planning services. The Council of Small Towns (COST) and the Connecticut Conference of Municipalities (CCM) serve Granby, acting as interest lobby groups in legislative matters to protect the interest of our community.

Various training sessions for town officials and employees are required or recommended. Schooling for job requirements is also provided through this account. Town Manager conference attendance and regional seminars are also funded in this account in order to keep the town informed and in contact with regional, state, and national concerns affecting local government.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: BOARDS, REGIONAL PROGRAMS AND STAFF DEVELOPMENT (CONT'D)

SIGNIFICANT CHANGES

COSTS

None

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Mtgs. of Agencies, Boards & Comm.	158	161	135	150	150
Training Sessions/ Conf. Attended	11	13	10	12	12

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Boards, Regional Programs and Staff Development

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$7,670	\$9,400	\$4,310	\$9,410	\$9,410	0.11%	\$9,410	0.11%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Misc. Supplies	\$1,074	\$1,800	\$722	\$1,700	\$1,800	0.00%	\$1,800	0.00%
Postage	\$2,233	\$4,350	\$690	\$3,987	\$3,987	-8.34%	\$3,987	-8.34%
Annual & NE Conferences	\$99	\$3,700	\$0	\$2,500	\$3,700	0.00%	\$3,700	0.00%
ICMA Dues	\$1,258	\$1,340	\$1,258	\$1,258	\$1,321	-1.42%	\$1,321	-1.42%
Misc. Expenses	\$897	\$1,000	\$726	\$975	\$1,000	0.00%	\$1,000	0.00%
GFOA Dues	\$470	\$470	\$470	\$470	\$470	0.00%	\$470	0.00%
CTCMA Meetings	\$172	\$416	\$100	\$416	\$416	0.00%	\$416	0.00%
Other Staff Conferences	\$858	\$1,000	\$205	\$1,000	\$1,000	0.00%	\$1,000	0.00%
Legal Notices/Advertising	\$4,662	\$3,500	\$2,964	\$4,154	\$4,154	18.69%	\$4,154	18.69%
Regulations Printing	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Open Farm Day	\$1,420	\$3,000	\$0	\$3,000	\$3,000	0.00%	\$3,000	0.00%
Sub-Total	<u>\$13,143</u>	<u>\$20,576</u>	<u>\$7,135</u>	<u>\$19,460</u>	<u>\$20,848</u>	<u>1.32%</u>	<u>\$20,848</u>	<u>1.32%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%

Boards, Regional Programs and Staff Development (Cont'd)

<u>ACTIVITIES</u>	<u>ACTUAL</u> <u>2019-20</u>	<u>ADOPTED</u> <u>2020-21</u>	<u>ACTUAL</u> <u>YTD</u>	<u>ESTIMATED</u> <u>2020-21</u>	DEPT <u>PROPOSED</u> <u>2021-22</u>	DEPT <u>CHANGE</u> <u>2021-22</u>	TOWN MGR <u>PROPOSED</u> <u>2021-22</u>	TOWN MGR <u>CHANGE</u> <u>2021-22</u>
CONTRACT AND MAINTENANCE SERVICE								
CCM	\$7,062	\$7,930	\$7,105	\$7,455	\$8,459	6.67%	\$7,930	0.00%
COST	\$1,145	\$1,175	\$1,175	\$1,175	\$1,175	0.00%	\$1,175	0.00%
CRCOG & MetroHartford Alliance	\$10,834	\$11,103	\$10,834	\$11,103	\$10,934	-1.52%	\$10,934	-1.52%
Hartford Transit	\$1,805	\$1,805	\$1,805	\$1,805	\$1,805	0.00%	\$1,805	0.00%
Housing Ed. Res. Center	\$0	\$0	\$0	\$0	\$800	0.00%	\$0	0.00%
No. Cent. Ment. Health Bd.	\$789	\$789	\$789	\$789	\$789	0.00%	\$789	0.00%
Soil Conservation Services	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	0.00%	\$1,300	0.00%
Inland Wetlands Assoc.	\$185	\$510	\$120	\$510	\$510	0.00%	\$510	0.00%
F.V. Towns Reg. Collaborative	\$12	\$400	\$0	400	\$400	0.00%	\$400	0.00%
Farm. River Watershed Assoc.	\$0	\$0	\$1,365	1365	\$1,365	0.00%	\$1,365	0.00%
Contrib. to Tri-Town Cable Fd.	\$9,290	\$8,900	\$9,900	9900	\$9,900	11.24%	\$9,900	11.24%
Website Hosting Support	\$4,264	\$4,300	\$4,435	\$4,435	\$4,568	6.23%	\$4,568	6.23%
Sub-Total	<u>\$36,686</u>	<u>\$38,212</u>	<u>\$38,828</u>	<u>\$38,212</u>	<u>\$42,005</u>	<u>9.9%</u>	<u>\$40,676</u>	<u>6.45%</u>
TOTAL	<u>\$57,499</u>	<u>\$68,188</u>	<u>\$50,272</u>	<u>\$67,082</u>	<u>\$72,263</u>	<u>6.0%</u>	<u>\$70,934</u>	<u>4.03%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: REVENUE COLLECTIONS

PROGRAM OBJECTIVES

The primary goal of the department is to provide effective, efficient billing and collection service for all town tax revenue. The tax office must provide timely and clear responses to taxpayers and organizations while maintaining high collection rates and accurate records. The department also provides a central collection point for all other town revenues, and orderly records of deposits. All programs are to be performed in the most cost-effective way possible.

PROGRAM NARRATIVE

This program involves billing and collection of the town's revenue sources which include real and personal property taxes, licenses, building inspection fees, sewer use and assessment fees, program fees and recreation receipts. The Tax Office is responsible for reporting all money received to the finance office and must keep records current so that information concerning bills is available for administrative review by the Town Manager and the Town Treasurer. This involves routine but highly detailed daily work of balancing, depositing, and posting. An active program of delinquent tax collections is ongoing. All procedures followed are in accordance with the General Statutes of the State of Connecticut and regulations adopted by the town.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: REVENUE COLLECTIONS (CONT'D)

SIGNIFICANT CHANGES

COSTS

A contract for Lockbox Services with Liberty Bank was implemented in July 2020. This service allows for efficient processing of mailed-in payments. While the exact cost depends on the volume of mail and checks handled, the cost is estimated to be \$2,800 per year. The low staffing in the Tax Office has made the use of this service very important.

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Tax Bills Submitted	18,662	18,755	18,656	18,665	18,950
Tax Liens Filed	58	54	65	70	70
Sewer Use Bills	673	702	777	785	790
% of Levy Collected	99.3%	99.3%	99.4%	99.0%	99.0%
Liens Released	70	92	50	60	65

Revenue Collections

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (1)	\$85,151	\$84,660	\$55,849	\$87,268	\$87,268	3.08%	\$87,268	3.08%
Temp/Part-Time	\$16,904	\$21,000	\$9,986	\$19,000	\$21,000	0.0%	\$21,000	0.00%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$1,321	\$1,355	\$219	\$1,355	\$1,355	0.0%	\$1,355	0.00%
Postage	\$8,510	\$7,000	\$2,170	\$7,100	\$7,100	1.43%	\$7,100	1.43%
Envelopes/Bills	\$5,757	\$5,000	\$1,547	\$5,340	\$5,340	6.80%	\$5,340	6.80%
Legal Notices/Advertising	\$451	\$575	\$188	\$575	\$575	0.0%	\$575	0.00%
Professional Affiliations	\$1,221	\$2,000	\$0	\$675	\$2,000	0.0%	\$2,000	0.00%
Sub-Total	<u>\$17,259</u>	<u>\$15,930</u>	<u>\$4,124</u>	<u>\$15,045</u>	<u>\$16,370</u>	<u>2.76%</u>	<u>\$16,370</u>	<u>2.76%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Munic. Rev. Col. & DMV Fees	\$93	\$300	\$0	\$200	\$200	-33.3%	\$200	-33.33%
Invoice Cloud	\$600	\$600	\$400	\$600	\$600	0.0%	\$600	0.00%
Data Processing	\$5,721	\$5,974	\$5,746	\$5,746	\$6,000	0.44%	\$6,000	0.44%
Lockbox Service	\$0	\$0	\$0	\$1,600	\$2,800	0.00%	\$2,800	0.00%
Sub-Total	<u>\$6,414</u>	<u>\$6,874</u>	<u>\$6,146</u>	<u>\$8,146</u>	<u>\$9,600</u>	<u>39.7%</u>	<u>\$9,600</u>	<u>39.66%</u>
TOTAL	<u>\$125,728</u>	<u>\$128,464</u>	<u>\$76,105</u>	<u>\$129,459</u>	<u>\$134,238</u>	<u>4.5%</u>	<u>\$134,238</u>	<u>4.49%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: PROPERTY ASSESSMENT

PROGRAM OBJECTIVES

To develop and maintain an accurate listing of all taxable and non-taxable real and personal property; develop a comprehensive sales ratio index; process all state mandated programs and exemptions; update assessor maps; and maintain fair and equitable assessments on all classes of taxable property.

PROGRAM NARRATIVE

It is the responsibility of the assessor's office to list and value all classes of real and personal property in the Town of Granby. It is from the taxable portion of this list, combined with state and federal revenue, that the town's mill rate is developed and monies are generated to fund the operations of the town. Program components include inspection of all new construction; updating of real and personal property including all real estate transfers, monthly proration of motor vehicles, and yearly review of all business personal property accounts; administration of state and municipal programs including elderly homeowners tax relief, farm, forest and open space exemptions; veterans, blind, and social security exemptions; sales ratio for equalization of school funds; updating maps to reflect subdivisions and other property changes; periodic town-wide revaluations, and compiling data suitable for evaluation trends in local property values.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Exemptions Reviewed	2,020	2,100	2,320	2,350	2,370
Properties Inspected	5,000	1,200	1,380	1,400	1,400
Unpriced Motor Vehicles (reg. &	3,100	3,200	3,300	3,200	3,200
Personal Property Reviewed	405	425	405	400	410
Property Title Changes	360	385	420	430	430

Property Assessment

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (2)	\$152,869	\$152,700	\$101,412	\$158,533	\$158,533	3.82%	\$158,533	3.82%
Temp/Part-Time	\$134	\$700	\$0	\$700	\$1,200	71.43%	\$1,200	71.43%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$2,274	\$2,300	\$927	\$2,300	\$2,320	0.87%	\$2,320	0.87%
Postage	\$785	\$1,200	\$288	\$1,200	\$1,260	5.00%	\$1,260	5.00%
Legal Notices/Advertising	\$83	\$325	\$42	\$325	\$325	0.00%	\$325	0.00%
Mileage/Staff Training	\$1,760	\$1,200	\$1,120	\$2,650	\$2,500	108.33%	\$2,500	108.33%
Professional Affiliations	\$3,967	\$3,300	\$685	\$3,300	\$3,600	9.09%	\$3,600	9.09%
Publications & Education	\$1,281	\$2,500	\$30	\$1,150	\$1,200	-52.00%	\$1,200	-52.00%
Sub-Total	<u>\$10,151</u>	<u>\$10,825</u>	<u>\$3,092</u>	<u>\$10,925</u>	<u>\$11,205</u>	<u>3.51%</u>	<u>\$11,205</u>	<u>3.51%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Mapping	\$7,428	\$7,000	\$6,496	\$6,496	\$7,146	2.09%	\$7,146	2.09%
Equipment Maint.	\$152	\$160	\$153	\$160	\$160	0.00%	\$160	0.00%
Data Processing	\$5,946	\$6,171	\$6,171	\$6,171	\$6,986	13.21%	\$6,986	13.21%
Property Inspection & Audits	\$6,698	\$7,000	\$0	\$7,000	\$7,300	4.29%	\$7,300	4.29%
Web Hosting Database on Internet	\$2,318	\$2,500	\$2,411	\$2,411	\$2,579	3.16%	\$2,579	3.16%
Sub-Total	<u>\$22,542</u>	<u>\$22,831</u>	<u>\$15,231</u>	<u>\$22,238</u>	<u>\$24,171</u>	<u>5.87%</u>	<u>\$24,171</u>	<u>5.87%</u>
TOTAL	<u>\$185,696</u>	<u>\$187,056</u>	<u>\$119,734</u>	<u>\$192,396</u>	<u>\$195,109</u>	<u>4.3%</u>	<u>\$195,109</u>	<u>4.31%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: FINANCE MANAGEMENT

PROGRAM OBJECTIVES

To assure that town money is recorded, managed, and disbursed in accordance with the laws of the State and the town. To verify that town money is properly managed through internal and external audits. To annually report the financial activities of the town and findings of an audit according to State law and Town Charter.

PROGRAM NARRATIVE

The finance management section is responsible for centralized accounting and treasury management services of the town. The Town Manager and Administration Finance Officer are responsible for account appropriations maintenance. Through the finance office, payroll administration and accounts payable activities are conducted. Budget Operations Reports are issued on a timely basis to provide town departments and agencies with necessary financial data. An aggressive investment management program is carried out through this program.

The town personnel system is also managed by this office. Personnel records and activities are kept and logged for reference and evaluation. The Town Manager and the Town Treasurer are also involved and are responsible for managing the Bond and Note Sales for town borrowing issues.

The town's payroll and general accounting system is maintained on electronic data processing equipment. A computer program for maintaining accounts of town-owned property and fixed assets inventory is included in the budget. Other computer related activity is also coordinated through this office.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	Est'd <u>2020-21</u>	Antic'd <u>2021-22</u>
Checks Issued	3,257	3,293	2,471	2,400	2,300
Funds Maintained	36	36	36	36	36
Checks Recon'd. (GF)	8,000	6,987	5,950	5,900	5,900
Total Invoices Paid	4,950	5,460	5,060	5,000	5,000

Finance Management

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (3)	\$225,907	\$236,000	\$140,446	\$229,900	\$236,300	0.13%	\$236,300	0.13%
Temp/Part-Time	\$9,705	\$11,800	\$4,125	\$12,111	\$12,110	2.63%	\$12,110	2.63%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$1,283	\$1,350	\$1,005	\$1,295	\$1,350	0.00%	\$1,350	0.00%
Postage	\$1,000	\$1,250	\$669	\$1,250	\$1,250	0.00%	\$1,250	0.00%
PO's & Invoice Forms	\$1,572	\$1,150	\$1,097	\$1,150	\$1,550	34.78%	\$1,550	34.78%
Mileage/Staff Training	\$0	\$600	\$150	\$1,900	\$1,000	66.67%	\$1,000	66.67%
Professional Affiliations	\$967	\$2,300	\$0	\$1,920	\$2,435	5.87%	\$2,435	5.87%
Sub-Total	<u>\$4,821</u>	<u>\$6,650</u>	<u>\$2,920</u>	<u>\$7,515</u>	<u>\$7,585</u>	<u>14.1%</u>	<u>\$7,585</u>	<u>14.06%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Copy Machine Maintenance	\$374	\$326	\$200	\$200	\$326	0.00%	\$326	0.00%
Audit	\$52,385	\$52,385	\$47,810	\$51,910	\$52,410	0.05%	\$52,410	0.05%
Annual Report	\$3,175	\$3,225	\$2,470	\$2,470	\$3,050	-5.43%	\$3,050	-5.43%
Budget Printing	\$1,107	\$2,500	\$285	\$2,500	\$2,500	0.00%	\$2,500	0.00%
Data Processing	\$0	\$17,500	\$16,152	\$16,152	\$17,000	-2.86%	\$17,000	-2.86%
Sub-Total	<u>\$57,041</u>	<u>\$75,936</u>	<u>\$66,917</u>	<u>\$73,232</u>	<u>\$75,286</u>	<u>-0.86%</u>	<u>\$75,286</u>	<u>-0.86%</u>
TOTAL	<u>\$297,474</u>	<u>\$330,386</u>	<u>\$214,408</u>	<u>\$322,758</u>	<u>\$331,281</u>	<u>0.27%</u>	<u>\$331,281</u>	<u>0.27%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: INSURANCES

PROGRAM OBJECTIVES

To attempt to protect the town against reasonable liabilities and provide town officials and town employees with required insurance coverage.

PROGRAM NARRATIVE

This insurance coverage attempts to provide the town with General Liability, umbrella, public officials bonds, unemployment compensation, and fire insurance on town buildings. The town also funds special coverages for the Lost Acres Fire Department from this account. The town and Board of Education combine policies for maximum premium benefits where possible. With the town's entry into the Connecticut Interlocal Risk Management Program (CIRMA) in 1980, we have been able to realize significant savings on our Workers' Compensation Policy. Overall with employment of sound risk management efforts, the town has maintained a fairly stable level of insurance costs. Under this coverage, by law, the town also insures the Lost Acres Fire Department and Granby Ambulance Association's Workers' Compensation.

SIGNIFICANT CHANGES

COSTS

Business Package - anticipated 2.4% increase

\$12,849

Insurances

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Business Package	\$116,744	\$137,950	\$107,033	\$145,035	\$150,799	9.31%	\$150,799	9.31%
Workers' Compensation	\$179,840	\$208,600	\$134,874	\$184,000	\$206,000	-1.25%	\$206,000	-1.25%
Insurance Consultant	\$10,000	\$11,000	\$10,000	\$11,000	\$11,000	0.00%	\$11,000	0.00%
Sub-Total	<u>\$306,584</u>	<u>\$357,550</u>	<u>\$251,907</u>	<u>\$340,035</u>	<u>\$367,799</u>	<u>2.87%</u>	<u>\$367,799</u>	<u>2.87%</u>
TOTAL	<u>\$306,584</u>	<u>\$357,550</u>	<u>\$251,907</u>	<u>\$340,035</u>	<u>\$367,799</u>	<u>2.87%</u>	<u>\$367,799</u>	<u>2.87%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: COMMUNITY DEVELOPMENT

PROGRAM OBJECTIVES

The primary function of this department is to administer the town's overall land use and development process from approval through certificate of occupancy. The department also administers the town's housing rehabilitation program, serves as the GIS coordinator, administers FEMA floodplain regulations, administers the Planning and Zoning Commission process, prepares and administers grants, administers the bonding of public improvements, and supervises the Emergency Management Director, Fire Marshal, Building Department Staff, and Engineer and Wetlands Officer.

PROGRAM NARRATIVE

The Director of Community Development administers the Town's Land Use Process, staffing the Planning and Zoning Commission, Development Commission, and Zoning Board of Appeals, aiding other Boards, Commissions and Subcommittees as needed and supervising the Town's Consulting Engineer, Wetlands Officer, GIS consultant and other consultants as needed. The Director of Community Development administers the Town's Small Cities Program and seeks other creative funding sources and advancement through creativity and innovation. The Director assists residents, developers, real estate and financial professionals, attorneys, and others by providing information and preparing correspondence. The amount and complexity of work has changed dramatically over the years requiring increased time and attention. Activities such as public requests for information, FOI requests, legal matters, FEMA determinations, GIS information, the need to prepare written correspondence, reports and other materials, the management of applications, site inspections, assuring compliance through project completion and the writing and administering of grants has increased.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: ADMINISTRATION
DEPARTMENT/ACTIVITY: COMMUNITY DEVELOPMENT (CONT'D)

SIGNIFICANT CHANGES

COSTS

None

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
PZC Applications	30	18	27	28	25
PZC Application Fees	\$6,497	\$3,434	\$13,832	\$5,744	\$5,050
Number of lots applied for	1	0	1	1	1
Commercial Applications	5	8	8	15	9
New residential units	214	3	243	4	4

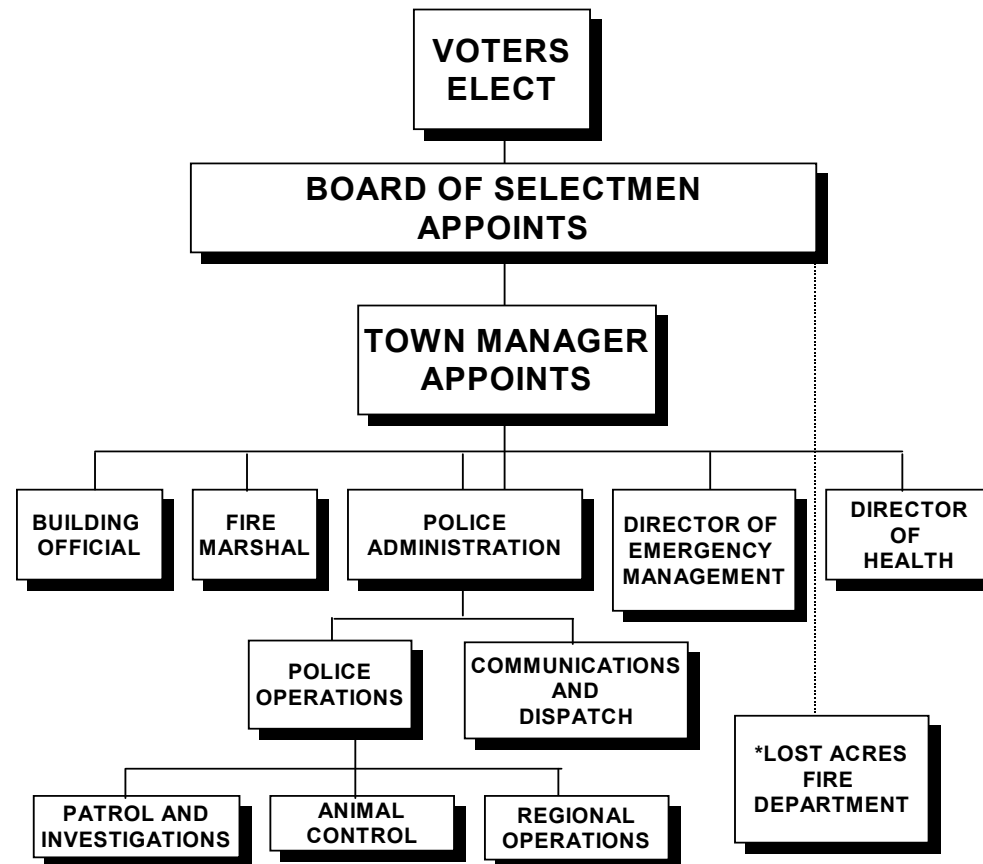
COMMUNITY DEVELOPMENT

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (1)	\$99,763	\$99,763	\$68,952	\$103,754	\$110,399	10.66%	\$110,399	10.7%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Mileage/Staff Training	\$876	\$425	\$220	\$300	\$575	35.29%	\$575	35.3%
Professional Affiliations	\$730	\$2,570	\$719	\$1,839	\$2,374	-7.63%	\$2,374	-7.63%
Publications & Education	\$200	\$295	\$0	\$100	\$100	-66.10%	\$100	-66.10%
GIS & Software	\$2,660	\$6,700	\$5,015	\$6,700	\$6,700	0.00%	\$6,700	0.00%
Regulations Printing	\$0	\$400	\$0	\$100	\$616	54.00%	\$616	54.00%
Sub-Total	\$4,466	\$10,390	\$5,954	\$9,039	\$10,365	-0.24%	\$10,365	-0.24%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$0</u>	<u>0.0%</u>
TOTAL	<u>\$104,229</u>	<u>\$110,153</u>	<u>\$74,906</u>	<u>\$112,793</u>	<u>\$120,764</u>	<u>9.6%</u>	<u>\$120,764</u>	<u>9.6%</u>

PERSONAL AND PROPERTY PROTECTION

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PERSONAL AND PROPERTY PROTECTION ORGANIZATION



* The Lost Acres Fire Department provides fire services to Granby by agreement.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
ACTIVITY: DETAIL

GOALS

To minimize life and property losses caused by fire and to protect persons against bodily injury resulting from unlawful actions. To provide for safe use of improved property according to law. To effectively respond to civil emergencies which may arise.

NARRATIVE

This section deals with the basic fire and public safety services of Granby. A full-time Police Department provides residents with 24-hour coverage. A volunteer Fire Department is partially funded by the town. Emergency Management is accounted for in this section as well as Building Inspections and Zoning Enforcement Operations. Twenty-four hour dispatch services are also contained within this section.

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (23)	\$1,904,938	\$1,947,525	\$1,147,757	\$1,991,273	\$2,186,843	12.3%	\$1,996,843	2.5%
Temp/Part-Time	\$75,749	\$75,940	\$44,037	\$76,663	\$77,178	1.6%	\$77,182	1.6%
O.T.	\$224,071	\$200,900	\$162,847	\$200,900	\$200,900	0.0%	\$200,900	0.0%
SERVICES & SUPPLIES	\$63,561	\$72,379	\$24,472	\$76,464	\$99,457	37.4%	\$80,421	11.1%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$520,403</u>	<u>\$537,573</u>	<u>\$415,415</u>	<u>\$538,733</u>	<u>\$567,634</u>	5.6%	<u>\$565,134</u>	5.1%
PERSONAL & PROPERTY PROT. LINE ITEM	\$2,788,723	\$2,834,317	\$1,794,528	\$2,884,033	\$3,132,012	10.5%	\$2,920,480	3.0%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: BUILDING INSPECTION

PROGRAM OBJECTIVES

The role of the Building Department is to enforce the provisions of the Connecticut State Building Code and Granby's Zoning Regulations. The Building Department also provides building inspection services by contract to the Town of Hartland. The department also participates in a mutual assistance agreement with the towns of Canton, East Granby, Simsbury and Suffield. The Building Inspector/Zoning Enforcement Officer works in close cooperation with the Director of Community Development, Fire Marshal, and other town agencies to ensure a safe built environment for the citizens of Granby.

PROGRAM NARRATIVE

Construction in Granby has continued throughout the Covid pandemic, with property owners working on their residences. New home construction also continued in previously approved subdivisions. The Building Department expects to see new projects begin in the next fiscal year, including the apartment project on Salmon Brook Street. Due to the level of building activity in town, the Department continually brings in permit fees that are usually able to cover, or exceed, the cost of Department operations.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
New Homes	18	15	12	20	15
New Commercial	56	50	15	10	10
Additions and Garages	35	40	55	45	40
Total Number of Permits	1,158**	2,175**	1,315**	1,500	1,300
Number of Inspections*	1,915**	2,815**	1,296**	1,600	1,400

* These figures do not include Inspection Services for the Town of Hartland.

** Permit and inspection numbers were affected by the hail storm on May 15, 2018.

Building Inspection

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (2)	\$151,280	\$149,425	\$86,564	\$143,378	\$146,648	-1.86%	\$146,648	-1.86%
Temp/Part-Time	\$3,988	\$2,000	\$935	\$2,000	\$2,000	0.0%	\$2,000	0.00%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$1,574	\$2,000	\$1,471	\$1,988	\$2,201	10.05%	\$2,201	10.05%
Mileage/Staff Training	\$45	\$250	\$0	\$100	\$250	0.00%	\$250	0.00%
Professional Affiliations	\$220	\$655	\$145	\$530	\$1,455	122.14%	\$1,455	122.14%
Permit Forms	\$608	\$650	\$0	\$695	\$645	-0.77%	\$645	-0.77%
Publications & Education	\$249	\$1,500	\$219	\$150	\$950	-36.67%	\$950	-36.67%
Sub-Total	<u>\$2,695</u>	<u>\$5,055</u>	<u>\$1,835</u>	<u>\$3,463</u>	<u>\$5,501</u>	<u>8.82%</u>	<u>\$5,501</u>	<u>8.82%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.00%
TOTAL	\$157,963	\$156,480	\$89,333	\$148,841	\$154,149	-1.5%	\$154,149	-1.49%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: FIRE PREVENTION

PROGRAM OBJECTIVES

To protect life and property from damage or destruction by fire through a coordinated program of plan review, inspections of public buildings, and public education. To protect the environment, citizens, and property from release of hazardous products through a comprehensive pre-incident planning process. Coordinate with other emergency service providers to ensure safe and efficient management of crisis situations. Respond to fire incidents for the purpose of determining origin and cause. To assist any entity with fire safety, code compliance, and technical knowledge as needed.

PROGRAM NARRATIVE

The Town of Granby appoints a Fire Marshal to serve the town. The Fire Marshal is responsible for fulfilling the requirements as set forth in the Connecticut General Statutes. Those responsibilities include plan review, inspection, fire investigation, liquor permit, daycare permit inspections, hazardous materials inspections, fuel tank inspections, and others. The Fire Marshal interacts extensively with the Building Official to ensure a unified effort of enforcement during new commercial construction. In addition to statutory responsibilities, the Fire Marshal's Office, in conjunction with the Lost Acres Fire Department, continues to develop programs in public fire safety education and hazardous materials awareness.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	<u>Actual</u> <u>2017-18</u>	<u>Actual</u> <u>2018-19</u>	<u>Actual</u> <u>2019-20</u>	<u>Est'd</u> <u>2020-21</u>	<u>Antic'd</u> <u>2021-22</u>
Fire Emergency Calls	209	210	184	185	185
Plan Reviews	20	20	14	12	12
Inspections	128	130	142	150	150
Fire Investigations	4	6	8	10	10
Meetings	36	36	20	30	30
Open burn Inspections	23	51	58	60	65
Training Hours	133	140	50	60	60

Fire Prevention

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$24,570	\$30,000	\$14,703	\$29,978	\$29,978	0.0%	\$30,000	0.00%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Fire Marshal Svcs.	\$6,030	\$5,000	\$2,903	\$4,940	\$5,431	8.62%	\$5,431	8.62%
Sub-Total	<u>\$6,030</u>	<u>\$5,000</u>	<u>\$2,903</u>	<u>\$4,940</u>	<u>\$5,431</u>	<u>8.62%</u>	<u>\$5,431</u>	<u>8.62%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
LAFD	\$308,569	\$311,834	\$233,876	\$311,834	\$315,720	1.25%	\$315,720	1.25%
Sub-Total	<u>\$308,569</u>	<u>\$311,834</u>	<u>\$233,876</u>	<u>\$311,834</u>	<u>\$315,720</u>	<u>1.2%</u>	<u>\$315,720</u>	<u>1.25%</u>
TOTAL	<u>\$339,169</u>	<u>\$346,834</u>	<u>\$251,482</u>	<u>\$346,752</u>	<u>\$351,129</u>	<u>1.2%</u>	<u>\$351,151</u>	<u>1.24%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: EMERGENCY MANAGEMENT

PROGRAM OBJECTIVES

To provide a coordinated response in the event of civil emergencies.

PROGRAM NARRATIVE

This office has developed and maintains a workable plan to enable the town to respond to local and regional emergencies, which may be declared by the government of the State or the Town Manager. Schooling is also provided to volunteers to instruct them in the use of testing equipment involved in civil emergency operations. The town is linked to communication equipment of the Hartford and State Emergency System in order to be prepared for response to major and minor emergencies and civil alerts.

The Community Emergency Response Team (CERT) was created in April 2010 and is made up of volunteer Granby residents, organized under Federal Emergency Management Agency (FEMA) guidelines. Team members undergo an initial training in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. The Granby CERT team meets on a regular basis for additional training and exercises.

State law requires that all Emergency Management Plans and Annexes be updated every two years. Interim updates are also made as necessary. The Granby Emergency Management Plan was last updated in Fiscal Year 2019.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Emergency Mgmtt Meetings	20	5	29	12	12
Training Meetings	25	12	9	12	12
Reports Updated	7	2	4	4	4
Emergency Operations Center Operational or Drills	1	1	4	3	2

Emergency Management

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Misc. Office Supplies	\$0	\$800	\$88	\$800	\$906	13.25%	\$800	0.00%
Sub-Total	\$0	\$800	\$88	\$800	\$906	13.25%	\$800	0.00%
CAPITAL OUTLAY								
Equipment Items	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Sub-Total	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
CONTRACT AND MAINTENANCE SERVICE								
Contrib. to Emerg. Mgmt. Fd.	\$6,000	\$6,000	\$6,000	\$6,000	\$7,920	32.00%	\$7,920	32.00%
Sub-Total	<u>\$6,000</u>	<u>\$6,000</u>	<u>\$6,000</u>	<u>\$6,000</u>	<u>\$7,920</u>	32.0%	<u>\$7,920</u>	<u>32.00%</u>
TOTAL	\$6,000	\$6,800	\$6,088	\$6,800	\$8,826	29.8%	\$8,720	28.24%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: HEALTH SERVICES

PROGRAM OBJECTIVES

To provide a comprehensive program of home health care, Hospice services, and illness prevention programs for community residents.

PROGRAM NARRATIVE

Services available through the Farmington Valley VNA, Inc. (VNA) include home health care, Hospice services, health screenings, disease prevention, and referral to other resources as necessary. The VNA works closely with the Department of Human Services, Senior Center personnel, and the Farmington Valley Health District in coordinating and providing these services.

The town contracts with the North Central Connecticut Emergency Medical Services (EMS) Council, Inc. for Coordinated Medical Emergency Directions (CMED), which operates the ambulance to hospital and ambulance to ambulance communication network. In addition, North Central Connecticut (EMS) Council, Inc. provides Emergency Medical Dispatch (EMD) so callers receive instructions by certified Emergency Medical Dispatchers.

SIGNIFICANT CHANGES

COSTS

Contribution to Granby Ambulance \$5,000

	<u>MEASURES OF ACTIVITY</u>				
	2016-17	2017-18	2018-19	Est'd 2019-20	Antic'd 2020-21
Health Permit Issued	149	140	150	155	155
Health Inspections Made	234	273	285	300	300
Home Visits	2,589	2,280	1,601	2,300	2,300
Clinic Contacts	3,571	2,876	3,479	3,300	3,500

Health Services

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Farm. Valley Health District	\$68,710	\$73,938	\$73,938	\$73,938	\$80,549	8.94%	\$80,549	8.94%
Farmington Valley VNA, Inc.	\$36,600	\$36,600	\$27,450	\$36,600	\$36,600	0.00%	\$36,600	0.00%
Cont. to Granby Ambulance	\$15,000	\$15,000	\$0	\$15,000	\$20,000	33.33%	\$20,000	33.33%
CMED & EMD Programs	\$33,447	\$33,501	\$33,501	\$33,501	\$34,406	2.70%	\$34,406	2.70%
Sub-Total	<u>\$153,757</u>	<u>\$159,039</u>	<u>\$134,889</u>	<u>\$159,039</u>	<u>\$171,555</u>	<u>7.9%</u>	<u>\$171,555</u>	<u>7.87%</u>
TOTAL	<u>\$153,757</u>	<u>\$159,039</u>	<u>\$134,889</u>	<u>\$159,039</u>	<u>\$171,555</u>	<u>7.9%</u>	<u>\$171,555</u>	<u>7.87%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: POLICE DEPARTMENT ADMINISTRATION

PROGRAM OBJECTIVES

To provide professional police administration and management within the Police Department. To provide a centralized records retention area as mandated by law. Through effective planning and utilization of personnel, to reduce the rate of crimes, personal injury motor vehicle accidents, and the incidence of illegal drug activity; to provide for special investigations as required; and maintain a cooperative liaison with other law enforcement agencies.

PROGRAM NARRATIVE

The Town Charter and State Statutes make the Office of the Chief of Police responsible for preserving the peace, protecting life and property, and preventing criminal activity within the town. General police operations are administered, including, but not limited to criminal investigation, crime prevention, apprehension of criminals, recovery of stolen property, provision of services, regulation of non-criminal conduct, protection of individual rights and liberties by the enforcement of state law, town ordinances, and departmental rules and regulations. Internal affairs/professional standards, budgeting, purchasing, attendance, animal control, billing, scheduling, and personnel services, including recruitment and hiring of police and civilian employees are also administered through this office.

SIGNIFICANT CHANGES

None

COSTS

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Professional Mtgs.	179	178	159	160	190

Police Department Administration

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (3)	\$300,985	\$302,000	\$196,950	\$312,195	\$314,495	4.14%	\$314,495	4.14%
Temp/Part-Time	\$16,098	\$18,500	\$10,340	\$18,503	\$19,000	2.70%	\$19,000	2.70%
O.T.	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$1,693	\$2,200	\$485	\$2,200	\$2,400	9.09%	\$2,200	0.00%
Uniform Allowance	\$1,371	\$1,600	\$315	\$1,500	\$3,280	105.00%	\$1,600	0.00%
Professional Affiliations	\$1,535	\$4,000	\$1,465	\$4,055	\$4,255	6.38%	\$4,255	6.38%
Sub-Total	\$4,599	\$7,800	\$2,266	\$7,755	\$9,935	27.4%	\$8,055	3.27%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Regional Teams	\$7,500	\$7,500	\$5,000	\$7,500	\$7,500	0.00%	\$7,500	0.00%
Equipment Repair	\$2,811	\$2,700	\$515	\$2,600	\$2,800	3.70%	\$2,700	0.00%
Accreditation	\$7,274	\$9,500	\$3,371	\$10,000	\$10,000	5.26%	\$10,000	5.26%
Sub-Total	<u>\$17,585</u>	<u>\$19,700</u>	<u>\$8,886</u>	<u>\$20,100</u>	<u>\$20,300</u>	<u>3.0%</u>	<u>\$20,200</u>	<u>2.54%</u>
TOTAL	<u>\$339,267</u>	<u>\$348,000</u>	<u>\$218,440</u>	<u>\$358,553</u>	<u>\$363,730</u>	<u>4.5%</u>	<u>\$361,750</u>	<u>3.95%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: POLICE OPERATIONS AND COMMUNICATIONS

PROGRAM OBJECTIVES

The police department provides personal and property protection throughout the Town of Granby. The department's responsibilities include criminal investigations, apprehension of criminals, assistance in medical emergencies and other public safety duties.

Radio and dispatch services are provided in Granby, East Granby, and East Hartland. The department maintains initial records of public safety calls-for-service and provides complaint-taker service. The department maintains a constant communication link between public service agencies and command stations and provides information to the public. All incoming routine and emergency telephone and/or requests for public safety service are handled by the police department.

PROGRAM NARRATIVE

The patrol and investigative function of the Police Department is the backbone of the police organization. The patrol operations division has an authorized staff of nine full-time patrol officers, one detective, and four sergeants. Service provided by this division includes 24-hour patrol, accident investigation, traffic enforcement, criminal investigations, residential and business security checks, medical emergency assistance, and other related duties.

Radio-dispatch, telephone answering, and complaint-receiving services are provided on a round-the-clock basis. All calls for public safety service are received at the central communications center. Appropriate public safety personnel and equipment are then dispatched from this center. Dispatchers also monitor prisoners by CCTV, answer questions by walk-in customers, and prepare documents for court. Dispatchers are often the first point of contact with citizens needing police service. Costs for outside agency servicing are reimbursed to the town.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PERSONAL AND PROPERTY PROTECTION
DEPARTMENT/ACTIVITY: POLICE OPERATIONS AND COMMUNICATIONS (CONT'D)

SIGNIFICANT CHANGES

COSTS

Dog Fund \$5,000

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Total Calls for Service	16,033	15,027	13,172	14,000	15,000
Fire Dispatches	305	350	350	345	350
Ambulance Dispatches	1,965	1,923	2,013	2,100	2,100
911 Calls	4,028	4,687	3,776	4,200	4,500
DWI	18	12	8	10	15
Building Burglaries	17	7	9	10	10
Motor Vehicle Enforcement	720	478	330	300	500
Motor Vehicle Acc.	255	241	215	220	250
Medical Calls	828	833	838	840	840
School Calls*	233/288	185/218	179/571*	180/550	180/550

* School calls for service/directed foot patrol (school visits by officers)

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Police Operations and Communications

<u>ACTIVITIES</u>	<u>ACTUAL</u> <u>2019-20</u>	<u>ADOPTED</u> <u>2020-21</u>	<u>ACTUAL</u> <u>YTD</u>	<u>ESTIMATED</u> <u>2020-21</u>	<u>DEPT</u> <u>PROPOSED</u> <u>2021-22</u>	<u>DEPT</u> <u>CHANGE</u> <u>2021-22</u>	<u>TOWN MGR</u> <u>PROPOSED</u> <u>2021-22</u>	<u>TOWN MGR</u> <u>CHANGE</u> <u>2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (18)	\$1,452,674	\$1,496,100	\$864,244	\$1,535,700	\$1,725,700	15.3%	\$1,535,700	2.65%
Temp/Part-Time	\$31,093	\$25,440	\$18,060	\$26,182	\$26,200	2.99%	\$26,182	2.92%
O.T.	\$224,071	\$200,900	\$162,847	\$200,900	\$200,900	0.0%	\$200,900	0.00%
SERVICES & SUPPLIES								
Radar/Radio/Transmit Repair	\$3,742	\$7,000	\$123	\$7,750	\$7,750	10.71%	\$7,750	10.71%
Public Education	\$0	\$1,000	\$0	\$1,000	\$1,000	0.00%	\$1,000	0.00%
Office Supplies	\$4,059	\$4,834	\$3,072	\$6,434	\$5,834	20.69%	\$4,834	0.00%
Postage	\$138	\$100	\$213	\$200	\$200	100.00%	\$200	100.00%
Misc. Expense - Mental Health E	\$0	\$0	\$0	\$0	\$2,000	0.00%	\$2,000	0.00%
Uniform Allowance	\$10,102	\$13,000	\$5,235	\$10,500	\$26,060	100.46%	\$13,000	0.00%
Teletype Supplies	\$60	\$370	\$225	\$360	\$370	0.00%	\$370	0.00%
Medical Supplies	\$5,098	\$5,000	\$2,532	\$6,982	\$7,410	48.20%	\$6,000	20.00%
DWI and Drug Kits	\$0	\$400	\$75	\$435	\$450	12.50%	\$400	0.00%
Flares, Film, 1st Aid	\$480	\$1,500	\$0	\$2,025	\$2,050	36.67%	\$1,500	0.00%
Training Materials	\$205	\$2,000	\$65	\$4,560	\$4,560	128.00%	\$4,560	128.00%
Uniform Cleaning	\$2,028	\$4,000	\$690	\$4,800	\$4,800	20.00%	\$4,000	0.00%
Ammunition & Supplies	\$3,779	\$13,500	\$4,572	\$13,500	\$14,000	3.70%	\$14,000	3.70%
Taser Units	\$19,400	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Telephone Service	\$1,147	\$1,020	\$579	\$960	\$1,200	17.65%	\$1,020	0.00%
Sub-Total	<u>\$50,238</u>	<u>\$53,724</u>	<u>\$17,380</u>	<u>\$59,506</u>	<u>\$77,684</u>	<u>44.60%</u>	<u>\$60,634</u>	<u>12.86%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%

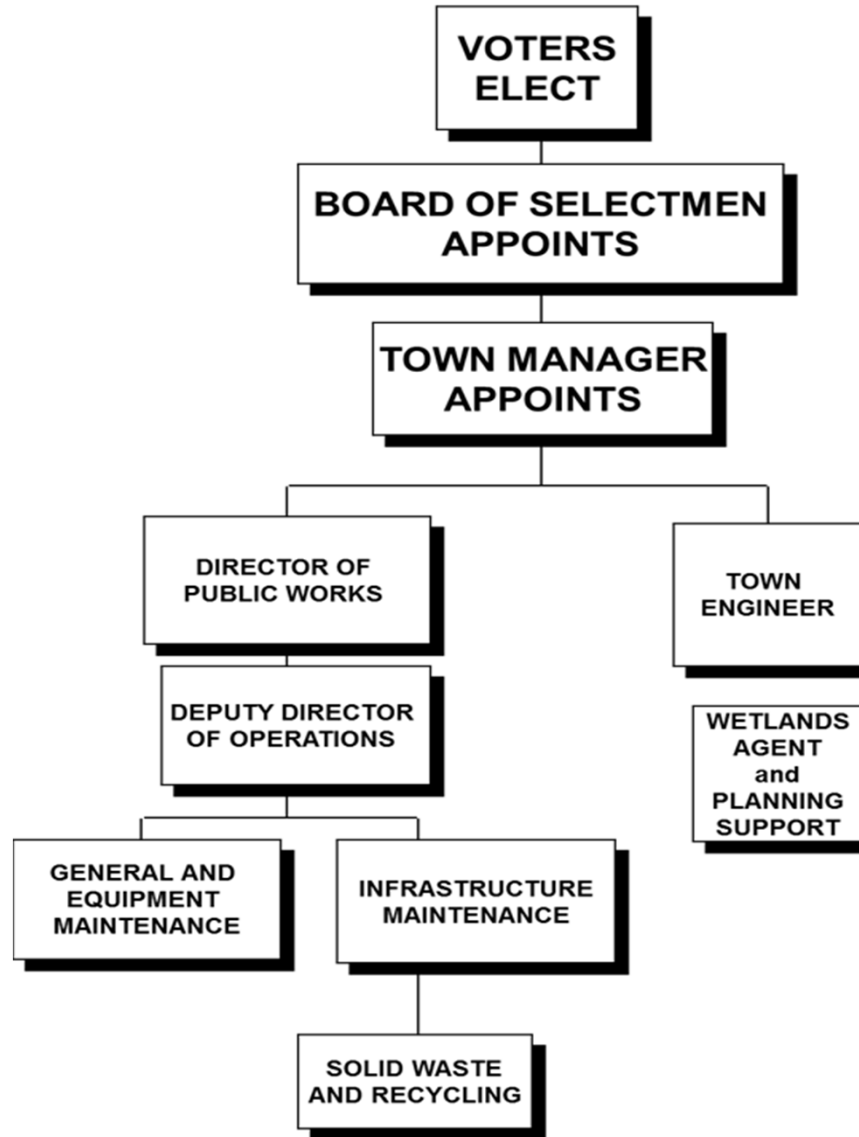
Police Operations and Communications (Cont'd)

<u>ACTIVITIES</u>	<u>ACTUAL</u> <u>2019-20</u>	<u>ADOPTED</u> <u>2020-21</u>	<u>ACTUAL</u> <u>YTD</u>	<u>ESTIMATED</u> <u>2020-21</u>	<u>DEPT</u> <u>PROPOSED</u> <u>2021-22</u>	<u>DEPT</u> <u>CHANGE</u> <u>2021-22</u>	<u>TOWN MGR</u> <u>PROPOSED</u> <u>2021-22</u>	<u>TOWN MGR</u> <u>CHANGE</u> <u>2021-22</u>
CONTRACT AND MAINTENANCE SERVICE								
Equipment Maintenance	\$482	\$6,000	\$2,806	\$6,000	\$7,800	30.00%	\$7,800	30.00%
Intoxilyzer Warranty	\$0	\$1,000	\$0	\$1,460	\$1,500	50.00%	\$1,000	0.00%
Digital Photo Work	\$2,215	\$2,500	\$0	\$2,800	\$2,900	16.00%	\$2,500	0.00%
Contribution to Dog Fund	\$7,500	\$5,000	\$5,000	\$5,000	\$10,000	100.00%	\$10,000	100.00%
P.O.S.T.C. Training	\$1,889	\$4,000	\$1,134	\$4,000	\$4,500	12.50%	\$4,000	0.00%
CAD/RMS Computer Maint.	\$22,406	\$22,500	\$22,826	\$22,500	\$25,439	13.06%	\$24,439	8.62%
Sub-Total	<u>\$34,492</u>	<u>\$41,000</u>	<u>\$31,766</u>	<u>\$41,760</u>	<u>\$52,139</u>	<u>27.2%</u>	<u>\$49,739</u>	<u>21.31%</u>
TOTAL	<u>\$1,792,568</u>	<u>\$1,817,164</u>	<u>\$1,094,296</u>	<u>\$1,864,048</u>	<u>\$2,082,623</u>	<u>14.6%</u>	<u>\$1,873,155</u>	<u>3.08%</u>

PUBLIC WORKS AND ENVIRONMENT

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PUBLIC WORKS AND ENVIRONMENT ORGANIZATION



TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
ACTIVITY: DETAIL

GOALS

To keep the town in good, safe physical order. To provide for an attractive environment for the residents of Granby.

NARRATIVE

Basic Public Works activities are included in this section which provide for the general maintenance of equipment and the town's public property, transfer station, and sanitary sewer system maintenance. Also the town's engineering and some planning services are included in this section providing service for certain development aspects of the town.

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (16)	\$1,148,405	\$1,152,330	\$700,572	\$1,173,763	\$1,182,703	2.6%	\$1,182,703	2.64%
Temp/Part-Time	\$125,307	\$131,400	\$85,200	\$132,039	\$135,254	2.9%	\$135,250	2.93%
O.T.	\$87,275	\$108,000	\$66,237	\$108,000	\$110,160	2.0%	\$108,000	0.00%
SERVICES & SUPPLIES	\$659,886	\$719,575	\$355,670	\$726,199	\$713,220	-0.9%	\$705,992	-1.89%
CAPITAL OUTLAY	\$3,414	\$6,500	\$875	\$6,500	\$3,500	-46.2%	\$3,500	-46.15%
CONTRACT AND MAINTENANCE SERVICE	<u>\$980,396</u>	<u>\$1,072,415</u>	<u>\$541,917</u>	<u>\$1,053,813</u>	<u>\$1,118,115</u>	4.3%	<u>\$1,113,328</u>	3.82%
PUBLIC WORKS & ENV LINE ITEM	\$3,004,682	\$3,190,220	\$1,750,471	\$3,200,314	\$3,262,952	2.3%	\$3,248,773	1.84%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
DEPARTMENT/ACTIVITY: PUBLIC WORKS ADMINISTRATION

PROGRAM OBJECTIVES

To constantly review and revise the Public Works Department to take advantage of new technologies and management practices. Program objectives are formulated based on detailed analysis of assets and financial ability. These objectives include maintenance of the town road network, equipment, and public spaces.

PROGRAM NARRATIVE

The Director provides supervision and administration for the public works department. Budget analysis, work force makeup, equipment needs, and scheduling are some of the administration duties. The department also oversees waste disposal, sanitary sewer delivery systems, and transfer station operations.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	2016-17	2017-18	2018-19	Est'd 2019-20	Antic'd 2020-21
Meetings Attended	69	48	48	47	47
Seminars, Workshops	36	34	34	33	33

Public Works Administration

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (2)	\$190,435	\$191,630	\$121,285	\$196,063	\$196,063	2.31%	\$196,063	2.31%
Temp/Part-Time	\$2,900	\$1,800	\$1,309	\$816	\$1,800	0.0%	\$1,800	0.00%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$1,417	\$1,100	\$703	\$1,100	\$1,375	25.00%	\$1,375	25.00%
Professional Affiliations	\$1,525	\$3,700	\$0	\$3,000	\$3,700	0.00%	\$3,700	0.00%
Sub-Total	\$2,941	\$4,800	\$703	\$4,100	\$5,075	5.73%	\$5,075	5.73%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Copy Machine/Eqmt. Maint.	\$391	\$800	\$169	1200	\$1,200	50.00%	\$800	0.00%
Sub-Total	<u>\$391</u>	<u>\$800</u>	<u>\$169</u>	<u>\$725</u>	<u>\$1,200</u>	<u>50.0%</u>	<u>\$800</u>	<u>0.00%</u>
TOTAL	\$196,667	\$199,030	\$123,466	\$201,704	\$204,138	2.6%	\$203,738	2.37%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
DEPARTMENT/ACTIVITY: GENERAL AND EQUIPMENT MAINTENANCE

PROGRAM OBJECTIVES

Provide maintenance and construction services for the town's roads and bridges. Perform short and long term maintenance procedures to increase the lifespan of the town's infrastructure, and reduce hazardous conditions. Keep town roads and public parking facilities reasonably free of ice and snow hazards.

Provide in-house maintenance and repair of town-owned equipment, vehicles, and tools. The department strives to achieve cost effective maintenance and repair services to a wide variety of municipal equipment.

PROGRAM NARRATIVE

Funding for road repair, basin construction, patching, sweeping, bridge repair, street signage, and snow fighting are covered in this account. Material for drainage including pipe, stone, precast concrete structures, and mortar are purchased also. Contract services encumbered in this account are: catch basin cleaning, crack sealing, road line striping, tree removals, and equipment rentals.

The department employs two full-time mechanics to service Public Works, Police, Social Services, Town Hall, and Park vehicles. Personnel respond to emergency breakdowns in the field, routine maintenance, and major overhauls as needed. The mechanics also respond for snow removal operations.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
DEPARTMENT/ACTIVITY: GENERAL AND EQUIPMENT MAINTENANCE

SIGNIFICANT CHANGES

COSTS

Salt (\$6,000)
Gasoline (\$5,400)

	<u>MEASURES OF ACTIVITY</u>				
	<u>Actual</u> <u>2017-18</u>	<u>Actual</u> <u>2018-19</u>	<u>Actual</u> <u>2019-20</u>	<u>Est'd</u> <u>2019-20</u>	<u>Antic'd</u> <u>2020-21</u>
Estimated Basins Cleaned	700	400	400	400	400
Estimated Repairs to Culverts/Basins	50	60	60	50	50
Number of Accepted Roads	194	195	195	195	195
Miles of Streets Swept	80	60	60	60	60
Miles of Roads Maintained (plowing)*	96.56	96.56	97.00	97.00	97.00
Bridges Painted	2	2	2	4	4
Dead-End Streets	103	103	103	103	103
Miles of Line Striping	60	60	60	60	60
Major Pieces of Equip. maintained (Trucks, Cars,			60	60	60
Police Cruisers, Sanders, Plows, & Machine	66	67	67	67	67

*Includes contracted private roads

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General and Equipment Maintenance

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (12)	\$822,077	\$822,500	\$495,781	\$835,800	\$844,740	2.70%	\$844,740	2.70%
Temp/Part-Time	\$1,676	\$8,000	\$0	\$8,004	\$8,004	0.05%	\$8,000	0.00%
O.T.	\$68,527	\$90,000	\$49,481	\$90,000	\$91,800	2.00%	\$90,000	0.00%
SERVICES & SUPPLIES								
Bridge Deck Repairs	\$964	\$800	\$0	\$600	\$600	-25.00%	\$600	-25.00%
Guard Rail Items	\$2,990	\$3,000	\$120	\$3,000	\$3,000	0.00%	\$3,000	0.00%
Gravel Purchase	\$0	\$1,000	\$0	\$640	\$640	-36.00%	\$640	-36.00%
Mileage/Staff Training	\$0	\$0	\$0	\$0	\$800	#DIV/0!	\$800	#DIV/0!
Uniform Allowance	\$12,546	\$11,000	\$4,984	\$12,596	\$12,596	14.51%	\$11,000	0.00%
Emergency Repairs	\$8,605	\$5,000	\$350	\$5,000	\$5,000	0.00%	\$5,000	0.00%
Signs	\$12,061	\$5,000	\$2,720	\$5,000	\$5,000	0.00%	\$5,000	0.00%
Salt	\$96,717	\$99,000	\$61,268	\$91,500	\$93,000	-6.06%	\$93,000	-6.06%
Patch & Curbing Material	\$19,987	\$20,000	\$10,915	\$19,952	\$20,184	0.92%	\$20,000	0.00%
Plow Blades and Chains	\$4,500	\$4,500	\$579	\$4,500	\$4,500	0.00%	\$4,500	0.00%
Paint	\$1,080	\$1,300	\$256	\$1,200	\$1,200	-7.69%	\$1,200	-7.69%
Processed Stone	\$1,780	\$2,000	\$151	\$1,500	\$1,500	-25.00%	\$1,500	-25.00%
Concrete Materials	\$5,276	\$6,000	\$3,951	\$4,800	\$4,800	-20.00%	\$4,800	-20.00%
Pipe Sections	\$2,016	\$2,000	\$491	\$1,500	\$1,500	-25.00%	\$1,500	-25.00%
Tires	\$13,085	\$14,000	\$9,038	\$14,040	\$14,040	0.29%	\$14,040	0.29%
Gasoline	\$53,507	\$54,000	\$33,374	\$57,200	\$48,600	-10.00%	\$48,600	-10.00%
Diesel Fuel	\$22,444	\$38,275	\$22,123	\$41,990	\$37,620	-1.71%	\$37,620	-1.71%
Grease, Oil & Antifreeze	\$4,106	\$4,000	\$4,263	\$4,000	\$4,224	5.60%	\$4,224	5.60%
Sander Parts	\$3,082	\$2,500	\$200	\$2,496	\$2,496	-0.16%	\$2,496	-0.16%
Equipment Parts	\$58,685	\$58,000	\$30,767	\$57,948	\$62,448	7.67%	\$60,000	3.45%
Sub-Total	\$323,433	\$331,375	\$185,547	\$329,462	\$323,748	-2.3%	\$319,520	-3.58%

General and Equipment Maintenance (Continued)

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
CAPITAL OUTLAY								
Tools	\$2,495	\$5,500	\$875	5500	\$2,500	-54.5%	\$2,500	-54.55%
Shoring Material	\$919	\$1,000	\$0	1000	\$1,000	0.0%	\$1,000	0.00%
Sub-Total	\$3,414	\$6,500	\$875	\$6,500	\$3,500	-46.15%	\$3,500	-46.15%
CONTRACT AND MAINTENANCE SERVICE								
Road Line Striping	\$26,949	\$27,000	\$25,000	\$27,000	\$27,540	2.00%	\$27,540	2.00%
Tree Work	\$22,875	\$28,000	\$1,600	\$27,996	\$28,000	0.00%	\$28,000	0.00%
Street Sweeping	\$23,485	\$22,000	\$0	\$21,996	\$22,440	2.00%	\$22,440	2.00%
Transmission Contract	\$0	\$1,000	\$623	\$800	\$800	-20.00%	\$800	-20.00%
Special Tool Rental	\$115	\$1,000	\$0	\$800	\$800	-20.00%	\$800	-20.00%
Rag Service	\$548	\$550	\$0	\$550	\$550	0.00%	\$550	0.00%
Sand Blasting & Out-of-Garage Repairs	\$14,147	\$14,500	\$2,643	\$14,508	\$14,508	0.06%	\$14,508	0.06%
Equipment Rental	\$134	\$1,500	\$79	\$1,200	\$1,200	-20.00%	\$1,200	-20.00%
Basin Cleaning	\$12,240	\$15,000	\$0	\$15,040	\$15,510	3.40%	\$15,510	3.40%
Radio & Misc. Equip. Repairs	\$2,502	\$3,000	\$83	\$3,000	\$3,000	0.00%	\$3,000	0.00%
Crack Sealing	\$9,700	\$9,700	\$8,356	\$8,356	\$6,000	-38.14%	\$6,000	-38.14%
Sub-Total	<u>\$112,695</u>	<u>\$123,250</u>	<u>\$38,383</u>	<u>\$121,246</u>	<u>\$120,348</u>	<u>-2.4%</u>	<u>\$120,348</u>	<u>-2.35%</u>
TOTAL	<u>\$1,331,821</u>	<u>\$1,381,625</u>	<u>\$770,068</u>	<u>\$1,391,012</u>	<u>\$1,392,140</u>	<u>0.8%</u>	<u>\$1,386,108</u>	<u>0.32%</u>

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TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
DEPARTMENT/ACTIVITY: SOLID WASTE AND RECYCLING

PROGRAM OBJECTIVES

Provide solid waste and recyclable materials disposal services to residents. Comply with state mandated recycling management and reduction, waste material containment, and solid waste disposal.

PROGRAM NARRATIVE

Town residents are provided with curbside municipal solid waste and recycling pickup, performed by a local waste management contractor. The contractor provides curbside bulk item and white goods pickup for a fee also. The town transfer station is managed by the Public Works Department and offers drop off services for Swap Shop, bulky items, metal goods, brush, leaves, electronics, waste oil, antifreeze, batteries, corrugated cardboard, textiles, mixed paper, and general yard waste. Monitors ground water outfalls from basins and water ways. The transfer station is being funded through the Solid Waste Fund.

SIGNIFICANT CHANGES

COSTS

Waste Collection - increase in residential pick ups and contractual agreements	\$11,970
Recycling Collection - increase in residential pick ups and contractual agreements	\$4,860
Mid-CT Tipping Fee - increase due to problems with the trash to energy plant (MIRA)	\$28,000

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Residential Units Served (tras	4,272	4,272	4,272	4,310	4,340
Curbside Trash (tons)	3,139	3,139	3,215	3,300	3,400
Curbside Recycling (tons)	1,284	1,284	1,300	1,300	1,300
Transfer Station Bulky Waste	552	610	600	600	600
Transfer Station Recycling (tons)	55	60	60	60	60

Solid Waste and Recycling

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$23,952	\$24,500	\$14,851	\$24,500	\$24,670	0.69%	\$24,670	0.69%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Condo Reimbursement	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.00%
Ground Water Monitoring	\$17,000	\$17,000	\$5,205	\$17,000	\$17,000	0.0%	\$17,000	0.00%
Town & School Tipping Fee	\$32,655	\$42,000	\$14,062	\$42,000	\$44,200	5.24%	\$42,000	0.00%
Waste Collection	\$337,413	\$346,100	\$198,652	\$352,774	\$358,070	3.46%	\$358,070	3.46%
Recycling Collection	\$134,465	\$131,000	\$79,936	\$134,496	\$135,860	3.71%	\$135,860	3.71%
Waste Oil Removal	\$2,370	\$4,000	\$440	\$3,000	\$3,000	-25.0%	\$3,000	-25.00%
Mid-CT Tipping Fee	\$262,530	\$318,500	\$158,350	\$300,300	\$346,500	8.79%	\$346,500	8.79%
Storm Water Management (MS4)	\$11,000	\$11,000	\$4,416	\$11,000	\$11,000	0.0%	\$11,000	0.00%
Sub-Total	<u>\$797,432</u>	<u>\$869,600</u>	<u>\$461,059</u>	<u>\$860,570</u>	<u>\$915,630</u>	<u>5.29%</u>	<u>\$913,430</u>	<u>5.04%</u>
TOTAL	<u>\$821,384</u>	<u>\$894,100</u>	<u>\$475,911</u>	<u>\$885,070</u>	<u>\$940,300</u>	<u>5.17%</u>	<u>\$938,100</u>	<u>4.92%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
DEPARTMENT/ACTIVITY: PLANNING AND ENGINEERING SERVICES

PROGRAM OBJECTIVES

The primary function of this program is to provide engineering and technical assistance to the Department of Public Works (DPW), other town departments, local boards and commissions, and to provide professional consultant services to the Inland Wetlands and Watercourses Commission and to provide for the recording of meetings as required by State Statute.

PROGRAM NARRATIVE

Under the general direction of the Director of Community Development, the Town's Consulting Engineer and Wetlands Consultant provide technical services to the various town departments, boards and commissions. The Town Engineer evaluates the engineering details of a wide variety of development proposals. The consulting engineer provides assistance to the Public Works Department in the areas of waste disposal, storm water runoff, road construction/maintenance and other areas as necessary and regularly takes on special projects. Inspections of approved subdivisions are billed out to cover the cost of engineering services, thereby reducing the costs to the town.

The Town's Wetlands Consultant provides technical assistance to the Inland Wetlands and Watercourses Commission (IWWC). The wetlands consultant attends their meetings, provides reports on applications, reviews complaints and updates the regulations as necessary, and regularly consults with the Director of Community Development and aids in meeting the legal and procedural requirements of the IWWC. The wetlands consultant also serves as the liaison between the IWWC and the Department of Energy and Environmental Protection (DEEP) and holds the necessary certifications as required by the DEEP.

SIGNIFICANT CHANGES

None

COSTS

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
IWWC permits and requests for	19	10	12	14	13

Planning and Engineering Services

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$236	\$400	\$190	\$383	\$383	-4.25%	\$383	-4.25%
Sub-Total	\$236	\$400	\$190	\$383	\$383	-4.25%	\$383	-4.25%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Engineering Services	\$14,960	\$19,000	\$11,055	\$17,000	\$19,950	5.00%	\$19,000	0.00%
IWWC Consultant	\$11,424	\$15,000	\$3,596	\$12,000	\$15,750	5.00%	\$15,000	0.00%
Sub-Total	<u>\$26,384</u>	<u>\$34,000</u>	<u>\$14,651</u>	<u>\$29,000</u>	<u>\$35,700</u>	<u>5.0%</u>	<u>\$34,000</u>	<u>0.00%</u>
TOTAL	<u>\$26,620</u>	<u>\$34,400</u>	<u>\$14,841</u>	<u>\$29,383</u>	<u>\$36,083</u>	<u>4.9%</u>	<u>\$34,383</u>	<u>-0.05%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: PUBLIC WORKS AND ENVIRONMENT
DEPARTMENT/ACTIVITY: INFRASTRUCTURE MAINTENANCE

PROGRAM OBJECTIVES

Construction, maintenance, and repair of public buildings, facilities, and appurtenances, as well as town owned open spaces and parks.

Construction, maintenance, and repair of public buildings, facilities, and appurtenances, as well as town owned open spaces and parks.

PROGRAM NARRATIVE

Activities performed under this account include: mowing and trimming of town parks, lawns, cemeteries, and open spaces. Crews also pick up leaves at town parks and grounds, perform snow removal duties at all town parking areas, trim landscape plantings, conduct our organic fertilization program, and perform building maintenance and heating/cooling system repairs. New landscape plantings are completed by town crews and various requests by other town agencies are addressed. Utility expenses for town buildings such as electricity, telephone services, and fuel oil are drawn from this account. New storage and building renovation work is also covered in this account.

Contractual obligations remitted to this account include HVAC service, plumbing repair, fire safety service, and other security related items.

The Town Legal Traffic Authority (Police Chief) determines the need for warning, control, and advisory signalization. Town police identify defective and inoperable signals, which need replacement. Town crews assist in replacement and notification to appropriate authorities when necessary.

SIGNIFICANT CHANGES

None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	Actual	Actual	Actual	Est'd	Antic'd
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Buildings Maintained or Owne	22	23	23	23	23
Landscaped Areas, Ball fields	35	35	35	35	35
Cemeteries Maintained	8	8	8	8	8
School & Safety Zone Lights M	1	2	2	2	2
Street Lights	151	159	159	159	159

Infrastructure Maintenance

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (2)	\$135,894	\$138,200	\$83,507	\$141,900	\$141,900	2.68%	\$141,900	2.68%
Temp/Part-Time	\$96,778	\$97,100	\$69,039	\$98,719	\$100,780	3.79%	\$100,780	3.79%
O.T.	\$18,748	\$18,000	\$16,755	\$18,000	\$18,360	2.00%	\$18,000	0.00%
SERVICES & SUPPLIES								
Mileage/Staff Training	\$0	\$0	\$0	\$0	\$1,300	#DIV/0!	\$1,300	#DIV/0!
School Zone Lights	\$569	\$600	\$347	\$624	\$624	4.00%	\$624	4.00%
Repair Supplies	\$45	\$2,000	\$65	\$1,008	\$1,008	-49.60%	\$1,008	-49.60%
Lime & Fertilizer	\$6,939	\$7,000	\$3,405	\$7,250	\$7,250	3.57%	\$7,250	3.57%
Cossitt Library Repairs	\$799	\$800	\$0	\$800	\$800	0.00%	\$800	0.00%
Plantings	\$713	\$800	\$149	\$800	\$800	0.00%	\$800	0.00%
Street Lighting	\$26,977	\$24,000	\$4,466	\$24,000	\$27,000	12.50%	\$24,000	0.00%
Paper & Cleaning Supplies	\$21,256	\$15,000	\$3,789	\$15,000	\$18,360	22.40%	\$18,360	22.40%
Telephone Service	\$38,131	\$40,500	\$24,752	\$40,500	\$40,500	0.00%	\$40,500	0.00%
Fuel Oil	\$51,693	\$63,000	\$21,636	\$63,000	\$60,000	-4.76%	\$60,000	-4.76%
Wood Supplies	\$0	\$1,300	\$0	\$1,296	\$1,296	-0.31%	\$1,296	-0.31%
Electricity	\$130,274	\$173,000	\$84,712	\$183,000	\$170,400	-1.50%	\$170,400	-1.50%
Water	\$10,426	\$8,000	\$6,081	\$8,000	\$9,000	12.50%	\$9,000	12.50%
Building Maint. & Repairs	\$45,452	\$47,000	\$19,828	\$46,976	\$45,676	-2.82%	\$45,676	-2.82%
Sub-Total	\$333,275	\$383,000	\$169,229	\$392,254	\$384,014	0.26%	\$381,014	-0.52%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%

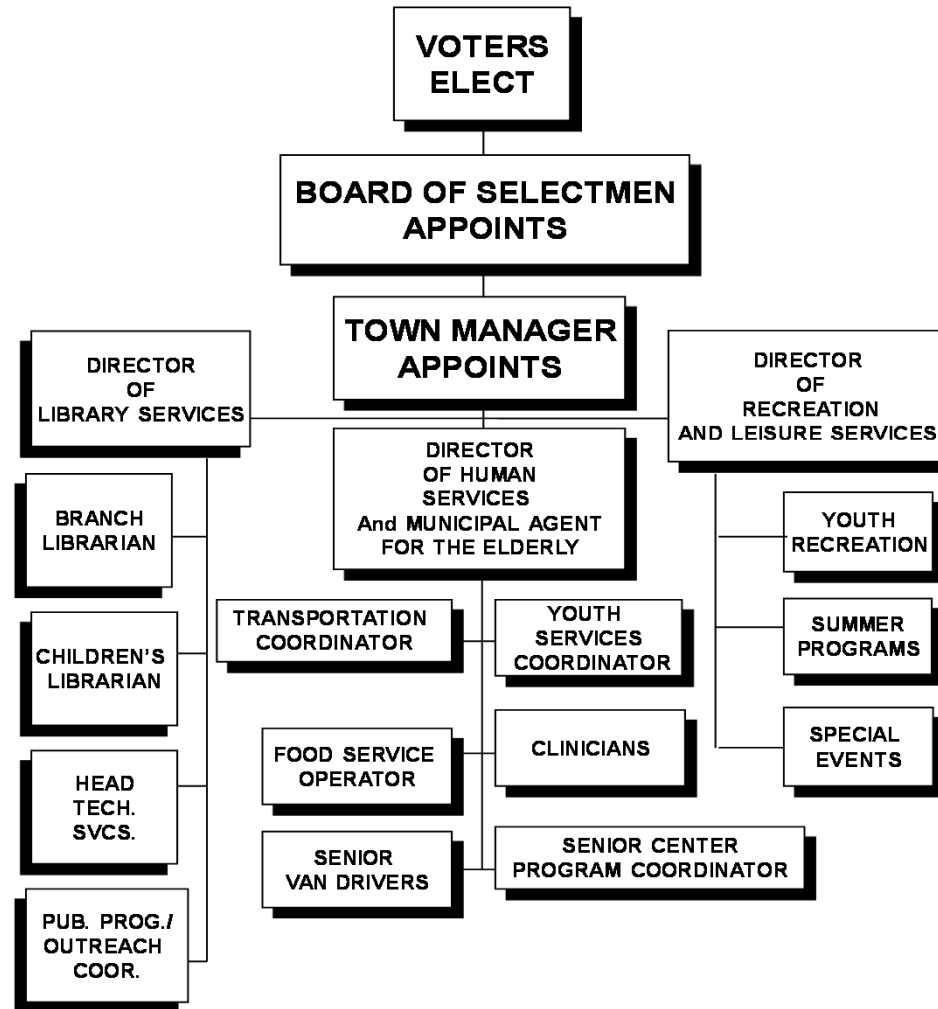
Infrastructure Maintenance (Cont'd)

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
CONTRACT AND MAINTENANCE SERVICE								
Heat Control & Misc. Svc. Contracts	\$41,537	\$42,000	\$26,906	\$39,072	\$42,037	0.09%	\$42,000	0.00%
Salmon Brook Pond Repairs	\$1,733	\$1,000	\$0	\$1,000	\$1,000	0.00%	\$1,000	0.00%
Monument Repairs	\$0	\$1,000	\$748	\$1,500	\$1,500	50.00%	\$1,050	5.00%
Carpet Cleaning	\$225	\$765	\$0	\$700	\$700	-8.50%	\$700	-8.50%
Sub-Total	<u>\$43,495</u>	<u>\$44,765</u>	<u>\$27,654</u>	<u>\$42,272</u>	<u>\$45,237</u>	<u>1.05%</u>	<u>\$44,750</u>	-0.03%
TOTAL	<u>\$628,190</u>	<u>\$681,065</u>	<u>\$366,185</u>	<u>\$693,145</u>	<u>\$690,291</u>	<u>1.35%</u>	<u>\$686,444</u>	<u>0.79%</u>

LIBRARIES, RECREATION, AND SOCIAL SERVICES

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**LIBRARIES, RECREATION, AND SOCIAL
SERVICES ORGANIZATION**



TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
ACTIVITY: DETAIL

GOALS

To enhance the general well-being of the citizens of Granby. To promote recreational interaction among residents. To coordinate and maintain programs for cultural, social, and library services.

NARRATIVE

Included in this category are the town's Recreation Programs and Services, Community and Social Services and General Assistance. Also included are the accounts for town support of the Library and Senior Center facilities and the operation of Cossitt Library in North Granby.

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (9)	\$644,723	\$650,200	\$341,952	\$671,729	\$687,008	5.7%	\$687,008	5.66%
Temp/Part-Time	\$179,597	\$235,100	\$60,366	\$233,999	\$212,229	-9.7%	\$211,867	-9.88%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES	\$64,177	\$79,840	\$27,437	\$69,895	\$80,650	1.0%	\$80,150	0.39%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$45,125</u>	<u>\$45,600</u>	<u>\$35,418</u>	<u>\$45,125</u>	<u>\$48,680</u>	6.8%	<u>\$48,680</u>	6.75%
LIBRARIES, REC. & SOC. SERVICES LINE ITEM	\$933,622	\$1,010,740	\$465,173	\$1,020,748	\$1,028,567	1.8%	\$1,027,705	1.68%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: LIBRARY SERVICES

PROGRAM OBJECTIVES

The Libraries serve the informational and recreational needs of the community with a strong collection of books, movies, magazines, music, audiobooks, ebooks, emagazines and databases. The objective for FY2021-22 is to continue to meet the needs of our residents with print, audio-visual and electronic formats, and to expand our offering of programs and remote/online services for all ages.

PROGRAM NARRATIVE

The Granby Public Library supports intellectual freedom and the rights of individuals to read, learn, and gather together in a safe, friendly, and welcoming environment. The Library provides free access to diverse ideas, resources, and experiences and strives to enhance the quality of life in our community by providing and encouraging life-long learning through a variety of resources.

In a growing community that is striving to preserve its small-town individuality, the Granby Public Library is committed to becoming the community crossroads where all generations can meet to freely exchange ideas and information, where technology and resources support the search for knowledge, and where services and collections enrich the lives of our residents. Our two library branches provide the citizens of Granby with access and guidance to information available via print and digital formats, and to a dedicated, caring staff that will assist them in their recreational and informational pursuits. Through professional expertise and citizen input, new materials & innovative programs are constantly being introduced to each of our branches to better meet the needs of our community.

In addition to all that we offer within the walls of the Granby Public Library Branches, residents who have a Granby library card have direct access to the collections of all of the libraries in our Consortium (delivered to Granby upon request), as well as access to materials from any library in Connecticut. In recent years, digital access to databases, eBooks, eMagazines, and educational resources have further expanded the wealth of materials that patrons can access, 24 hours a day, just by signing up for a library card at their Granby Public Library.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: LIBRARY SERVICES (CONT'D)

PROGRAM NARRATIVE

Last fiscal year, the COVID-19 pandemic caused significant temporary changes to the Library's hours, circulation policies, and staffing needs. While many of these changes were not what we'd planned, one of the ways the Library was able to continue to meet community need was to increase access to our online (digital) resources, an aspect of Library Services that became even more valuable when building visits were limited. Over the last year, patrons of all ages have embraced using the eBooks, eAudiobooks, digital magazines, and online databases the Library offers to meet their recreational and informational needs. In addition, the Library has increased access to these digital resources for students in the Granby schools through a new partnership, which has further increased their use. To reflect the increased demand, both the Collections and Automation lines of the budget have been increased in FY22 to reflect the current and projected usage for Granby citizens. The costs of the digital materials are higher than their physical counterparts, however they never wear out, they never need replacing, and (in the case of databases) they are constantly being updated, making them a good investment for our community.

Second, the Library's Payroll-Temp/PT line has an increase again this year, despite not using all of the allotted funding in FY20 or, likely, FY21. This projected increase is due to the state-mandated changes in minimum wage laws. Beginning in 2020, the CT minimum wage is going up by approximately \$2.00 per hour, and will continue to increase annually until it reaches \$15 in 2023. Unlike many other departments in Town, the Library relies on over 8,000 hours of part-time work a year to maintain our 64 open hours, 6 days a week, and while we haven't been able to offer the full open schedule in recent months, we are hopeful we will resume "regular" hours as conditions return to normal.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: LIBRARY SERVICES (CONT'D)

SIGNIFICANT CHANGES
None

COSTS

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
	Supplemental delivery starts 9/17; Holds restriction lifted		COVID-19 closure March 2020	COVID-19 impact of open hours and capacity	
Total Circulation**	95,485	98,154	78,233	65,118	81,636
Circ. Per Capita	8.4	8.9	7.1	5.9	7.4
Total Transactions**	194,408	199,802	151,824	137,553	170,772
New Materials added to collections	5,212	4,937	4,778	4,730	4,682
Total Digital Items Cir.	6,717	8,544	12,537	12,788	12,916
Total Database Usage	2,180	4,896	14,652	8,270	8,435
Total Program Attend	5,803	6,870	9,519	8,194	7,596
Total Library Attend	55,796**	69,860	48,413	27,716	50,446
Digital Outreach (includes Newsletter reach, Social Media, website access)	65,101**	55,453	138,261	118,810	121,862

** Estimate based on sample time period

Library Services

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	DEPT <u>PROPOSED 2021-22</u>	DEPT <u>CHANGE 2021-22</u>	TOWN MGR <u>PROPOSED 2021-22</u>	TOWN MGR <u>CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (4)	\$327,464	\$330,500	\$217,864	\$344,387	\$346,987	4.99%	\$346,987	4.99%
Temp/Part-Time	\$92,481	\$126,600	\$36,140	\$126,600	\$130,092	2.76%	\$130,092	2.76%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Special Events	\$310	\$800	\$0	\$925	\$988	23.50%	\$988	23.50%
Postage	\$22	\$400	\$18	\$100	\$500	25.0%	\$500	25.00%
Public Relations	\$2,283	\$3,800	\$317	\$1,800	\$3,800	0.00%	\$3,800	0.00%
Copy Supplies	\$576	\$500	\$0	\$610	\$700	40.00%	\$700	40.00%
Mileage/Staff Training	\$282	\$1,000	\$212	\$600	\$1,125	12.50%	\$1,125	12.50%
Professional Affiliations	\$795	\$1,000	\$730	\$1,025	\$1,025	2.50%	\$1,025	2.50%
GPL - Books	\$32,642	\$34,500	\$19,983	\$37,970	\$36,082	4.59%	\$36,082	4.59%
FHC - Books	\$4,707	\$4,700	\$1,094	\$2,800	\$4,750	1.06%	\$4,750	1.06%
GPL - Supplies	\$9,483	\$9,000	\$1,747	\$8,563	\$9,090	1.00%	\$9,090	1.00%
FHC - Supplies	\$1,280	\$1,600	\$0	\$1,278	\$790	-50.6%	\$790	-50.63%
Granby Lib. Board Expenses	\$0	\$125	\$0	\$125	\$125	0.0%	\$125	0.00%
Public IT Equipment	\$0	\$1,775	\$0	\$800	\$1,175	-33.8%	\$1,175	-33.80%
Sub-Total	\$52,379	\$59,200	\$24,101	\$56,595	\$60,150	1.6%	\$60,150	1.60%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
Equipment Maintenance	\$903	\$6,000	\$172	\$5,650	\$5,800	-3.33%	\$5,800	-3.33%
Library Automation	\$43,523	\$38,000	\$34,546	\$37,875	\$40,280	6.00%	\$40,280	6.00%
Sub-Total	<u>\$44,425</u>	<u>\$44,000</u>	<u>\$34,718</u>	<u>\$43,525</u>	<u>\$46,080</u>	<u>4.73%</u>	<u>\$46,080</u>	<u>4.73%</u>
TOTAL	<u>\$516,750</u>	<u>\$560,300</u>	<u>\$312,823</u>	<u>\$571,107</u>	<u>\$583,309</u>	<u>4.1%</u>	<u>\$583,309</u>	<u>4.11%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: SOCIAL-SENIOR-YOUTH SERVICES

PROGRAM OBJECTIVES

To provide emergency aid and temporary financial assistance to individuals and families without sufficient personal resources to meet basic needs, to respond to requests for assistance and make appropriate referrals for services, and to coordinate existing programs available from Federal, State, and local agencies.

The mission of the nationally accredited Granby Senior Center is to empower older adults to live full, independent lives by providing leadership on aging issues and enhancing the social, physical and educational well-being for each participating individual.

The mission of the Granby Youth Service Bureau (YSB) is to promote positive youth development by strengthening links and effective communication between family and community in response to the changing needs of Granby youth.

PROGRAM NARRATIVE

The town provides necessary social services including benefits counseling, emergency assistance, fuel assistance, and holiday sponsorship programs. The Social Services Department also provides assistance to residents in other areas of life by providing information and referral for a wide range of services including mental health counseling, substance abuse treatment, day care, home health, nursing, medical services, and housing. The Director works closely with police, clergy, health care providers, the Salvation Army, and other civic and social groups to coordinate and develop these various social service activities. The Director also supervises the staff and programs of both Senior Services and Youth Services.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: SOCIAL-SENIOR-YOUTH SERVICES (CONT'D)

PROGRAM NARRATIVE

Since 1980, the Commission on Aging has been active in helping in both the assessment and implementation of programs for Senior Services. The Granby Senior Center-Youth Services facility includes a large Community Meeting and Dining Room, a Health Office, two activity rooms, a billiards room, and staff offices. There are six staff members in this department, including a Senior Center Program Coordinator, Transportation Coordinator, Social Services Administrative Assistant, Congregate Meal Preparer, and one full-time and one part-time van drivers. The Center offers a wide variety of social, educational, recreational, and health related programs as well as professional assistance where needed. The Granby Senior Center is a focal point of services and activities for the seniors in the community. A variety of programs are offered including: a Congregate Meal Program, exercise classes, camera, art and needle working groups, educational and health programs, Men's Breakfast, Women's Breakfast, Civic Engagement Team, and the Senior Club. Other special programs include AARP Driver's Course, AARP tax preparation assistance and Medicare counseling. Senior Services also provides assistance in the areas of transportation, benefit counseling, and referrals.

Senior Services operates three senior vans to transport riders to activities at the senior center as well as for medical and personal care appointments, grocery shopping, health clinics, educational and social programs. The vans travel for day trips to special events, recreational activities, sites of interest and exhibits.

YSB employs a Youth Service Coordinator, part-time Clinician and a contractual Program Coordinator. In addition, the YSB sponsors Master's level Marriage and Family Therapy interns. The Bureau offers professional counseling services for children and families to address emotional, behavioral, or mental health issues. The YSB provides parenting support, family and individual therapy, school consultations, and referral assistance. The staff and interns are available for consultation about parenting, emotional/behavioral issues, and support. The YSB also coordinates positive youth development, intergenerational opportunities, leadership, resiliency, and prevention groups and programs. In addition, the Town of East Granby contracts with the Town of Granby for the administration of their Youth Service Bureau counseling service.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: SOCIAL-SENIOR-YOUTH SERVICES (CONT'D)

SIGNIFICANT CHANGES

COSTS

FT Administrative Assistant
PT Van Driver

\$16,208
(\$19,919)

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
<u>Social Service Department</u>					
Fuel Assistance (households)	86	116	95	125	125
Holiday Program	51	48	43	59	60
Renter's Tax Relief	37	33	32	42	45
Holcomb Farm CSA	200	200	200	425	475
Emergency Assistance	43	92	77	95	95
<u>Senior Center</u>					
Senior Center Activities	2,240	2,093	2,453	1,743	2,050
Senior Van Trips	3,868	3,539	2,909	1,247	2,500
Senior Van Miles	19,825	19,200	14,114	9,000	12,500
Meals Served #	2,813	1,718	1,941	1,500	1,700
<u>Youth Service Bureau</u>					
Individual & Family Cases	98	105	88	75	90
Youth Group Participants	240	325	358	225	350
Youth Employment Service	10	10	2	2	5
Juvenile Review Board	12	2	1	2	2

Social-Senior-Youth Services

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (4*)	\$222,148	\$224,500	\$91,165	\$229,853	\$242,532	8.03%	\$242,532	8.03%
(* 1 FT General Fund & 3 General Fund & Grant supported)								
Temp/Part-Time	\$87,115	\$108,500	\$24,226	\$107,399	\$82,137	-24.30%	\$81,775	-24.63%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Office Supplies	\$2,805	\$2,100	\$855	\$2,099	\$2,090	-0.48%	\$2,090	-0.48%
Postage	\$3,173	\$6,750	\$706	\$150	\$6,750	0.00%	\$6,750	0.00%
Mileage/Staff Training	\$1,414	\$3,000	\$629	\$2,310	\$2,235	-25.50%	\$2,235	-25.50%
Professional Affiliations	\$517	\$640	\$497	\$640	\$625	-2.34%	\$625	-2.34%
Lifelong Learning Programs	\$1,025	\$1,550	\$650	\$1,350	\$1,700	9.68%	\$1,700	9.68%
Assistance Expenses	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Kitchen Supplies	\$928	\$1,500	\$0	\$1,700	\$1,500	0.00%	\$1,500	0.00%
Luncheon/Trips	\$735	\$2,100	\$0	\$2,100	\$2,600	23.81%	\$2,100	0.00%
Sub-Total	<u>\$10,598</u>	<u>\$17,640</u>	<u>\$3,336</u>	<u>\$10,350</u>	<u>\$17,500</u>	<u>-0.79%</u>	<u>\$17,000</u>	<u>-3.63%</u>
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE								
North Cent. CT Mental Health	\$0	\$0	\$0	\$0	\$0	0.00%	\$0	0.00%
Machine Maintenance	\$700	\$700	\$700	\$700	\$700	0.00%	\$700	0.00%
Data Processing	\$0	\$0	\$0	\$0	\$1,000	#DIV/0!	\$1,000	#DIV/0!
Misc. Repairs	\$0	\$900	\$0	\$900	\$900	0.00%	\$900	0.00%
Sub-Total	<u>\$700</u>	<u>\$1,600</u>	<u>\$700</u>	<u>\$1,600</u>	<u>\$2,600</u>	<u>62.5%</u>	<u>\$2,600</u>	<u>62.50%</u>
TOTAL	<u>\$320,561</u>	<u>\$352,240</u>	<u>\$119,427</u>	<u>\$349,201</u>	<u>\$344,769</u>	<u>-2.1%</u>	<u>\$343,907</u>	<u>-2.37%</u>

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: RECREATION ADMINISTRATION

PROGRAM OBJECTIVES

To meet as many needs and interests as possible, directly affecting the quality of life and the residents of Granby; to address the needs of the community in the areas of social and cultural activity; to promote active and passive recreation as an essential, healthy aspect of everyday and community life; and to promote the individual, community, economic and environmental benefits of an active recreation program.

PROGRAM NARRATIVE

With increased participation in programs and usage of facilities, the department continues to strive towards maximum utilization of town facilities in a cost effective manner and maintaining a high quality of life standard. To accomplish this, Recreation staff plans, organizes, directs, supervises, publicizes and evaluates a wide variety of leisure programs and activities, which include instructional programs of all types, organized sports leagues, health and wellness activities, bus trips, aquatic opportunities and general programming. Some programs remain constant from year to year, but new activities are vital to the continued growth, interest and changes we see in the community and society as a whole from year to year. Our goal is not to make professionals out of our participants, but to introduce them to a variety of opportunities. How these services are delivered has changed dramatically over the past 30 years. Recreational opportunities for youth, adults and families have increased thousand fold in our community. The benefits of these services impact the entire community in a positive manner and have special meaning to people both young and old. The health of our community is not related only to economics. The Granby Recreation and Leisure Services Department helps build a sense of pride in the community by providing a number of opportunities for residents to come together and enjoy each other's company and their town's facilities.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: RECREATION ADMINISTRATION (CONT'D)

SIGNIFICANT CHANGES

COSTS

None

	<u>MEASURES OF ACTIVITY</u>				
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Parks Supervised	4	5	5	5	5
Certifications Held	N/A	N/A	5	5	5
Seminars, Workshops, Trainings	8	16	9	15	15
Professional Conferences	2	2	2	0	2
Full-Time Staff Supervised	1.5	1.5	2.0	2	2
Seasonal Staff Supervised	31	56	67	8	67
Instructors/Contractors	51	69	106	54	75
Interns Supervised	0	0	1	2	2
Volunteers Supervised	70	69	123	28	70

Recreation Administration

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll (1)	\$95,111	\$95,200	\$32,923	\$97,489	\$97,489	2.40%	\$97,489	2.40%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.0%	<u>\$0</u>	0.0%
TOTAL	\$95,111	\$95,200	\$32,923	\$97,489	\$97,489	2.4%	\$97,489	2.40%

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: LIBRARIES, RECREATION, AND SOCIAL SERVICES
DEPARTMENT/ACTIVITY: COMMUNITY SUPPORT

PROGRAM OBJECTIVES

To promote Memorial Day observances within the town. To promote activities for the general good of the community which are sponsored by other agencies

PROGRAM NARRATIVE

A Memorial Day parade to honor veterans is conducted annually by the American Legion. Cemeteries are decorated for the occasion by volunteer groups. The town traditionally supports this activity and co-sponsors the annual road race during the month of May.

SIGNIFICANT CHANGES

COSTS

None

<u>MEASURES OF ACTIVITY</u>					
	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Memorial Day Estimated Parade P:	5,000	5,000	**	5,000	5,000

** Parade cancelled due to COVID-19 pandemic

Community Support

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>DEPT PROPOSED 2021-22</u>	<u>DEPT CHANGE 2021-22</u>	<u>TOWN MGR PROPOSED 2021-22</u>	<u>TOWN MGR CHANGE 2021-22</u>
PERSONNEL SERVICES								
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
SERVICES & SUPPLIES								
Road Race	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Community Special Events	\$0	\$500	\$0	\$500	\$500	0.0%	\$500	0.0%
Memorial Day Expense	\$1,200	\$2,500	\$0	\$2,500	\$2,500	0.0%	\$2,500	0.0%
Sub-Total	\$1,200	\$3,000	\$0	\$2,950	\$3,000	0.0%	\$3,000	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.0%	<u>\$0</u>	0.0%
TOTAL	\$1,200	\$3,000	\$0	\$2,950	\$3,000	0.0%	\$3,000	0.0%

CAPITAL BUDGET

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TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: CAPITAL BUDGET

PROGRAM OBJECTIVES

To provide funding for program needs and certain capital improvements and to provide funding for the orderly replacement of major capital equipment.

PROGRAM NARRATIVE

This category is established to financially meet the capital needs of the town. Many major expenditures the town faces are anticipated and are presented in the Town's Capital Improvement Program. This section represents the needs being addressed in year one of the ten-year program.

<u>ACTIVITY</u>	<u>2020-2021</u>	<u>2021-2022</u>
ROAD CONSTRUCTION	\$143,000	\$143,000
OVERLAY ROADS	575,000	575,000
CULVERTS, BRIDGES, AND DRAINAGE	0	0
CAPITAL EQUIPMENT	478,890	472,577
EDUCATIONAL RELATED	950,000	1,000,000
PROPERTY VALUATION/ACQUISITION AND ECONOMIC	50,000	75,000
PUBLIC FACILITIES AND RE-ROOFING	175,550	139,000
CURBS, SIDEWALKS, AND TRAFFIC CONTROL	0	0
TOTAL	\$2,372,440	\$2,404,577

All capital activity runs out of the Capital Equipment/Improvement Fund, with \$1,750,000 budgeted from the General Fund to support activity for the FY 2020-21 capital fund. For FY 2021-22 an amount of **\$1,850,000** is recommended.

Note: For further detail, see Section E, Capital Budget and Capital Improvement Program and Section F, Other Funds - Capital Equipment/Improvement Fund.

Capital Budget

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
PERSONNEL SERVICES						
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%
SERVICES & SUPPLIES	\$0	\$0	\$0	\$0	\$0	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	\$0	\$0	\$0	\$0	\$0	0.0%
CAPITAL BUDGET	<u>\$1,450,000</u>	<u>\$1,750,000</u>	<u>\$1,750,000</u>	<u>\$1,750,000</u>	<u>\$1,850,000</u>	5.7%
TOTAL	\$1,450,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,850,000	5.7%

DEBT SERVICE

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TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: DEBT SERVICE

PROGRAM OBJECTIVES

To meet the town's long-term financial obligations.

PROGRAM NARRATIVE

The debt activity of the town provides payments of annual bond maturity and interest costs on bonded and short-term borrowings.

<u>Original</u> <u>Notes and Bonds Issued</u>	<u>Original</u> <u>Amount</u>	<u>2020-2021</u>		<u>2021-2022</u>	
		<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
Kearns Clsrm Add'n.	\$951,000	51,775	15,414	51,300	12,825
\$2.1 Town Capital Proj.	\$2,100,000	114,450	34,072	113,400	28,350
Wells Rd. School (1 st)	\$6,949,000	378,775	112,764	375,300	93,825
Kelly Lane School	\$7,300,000	560,800	14,040	0	0
Wells Rd. School (2 nd)	\$500,000	39,200	960	0	0
\$11.4M Capital Public Improvement Projects 02/13	\$8,700,000	500,000	207,625	500,000	35,000
\$11.4M Capital Public Improvement Projects Refunding 03/21	\$5,255,000	0	0	75,000	68,030
\$3.4M Bridges and Schools Projects 03/21	\$3,400,000	0	50,000	170,000	111,590
Sub-Total		1,645,000	434,875	1,285,000	349,620
Service Fees			10,000		10,000
		Total for 2020-2021		Total for 2021-2022	
		\$2,089,875		\$1,644,620	

Debt Service

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>%</u>
PERSONNEL SERVICES						
Regular Payroll	\$0	\$0	\$0	\$0	\$0	0.0%
Temp/Part-Time	\$0	\$0	\$0	\$0	\$0	0.0%
O.T.	\$0	\$0	\$0	\$0	\$0	0.0%
SERVICES & SUPPLIES	\$0	\$10,000	\$0	\$6,500	\$10,000	0.0%
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	0.0%
CONTRACT AND MAINTENANCE SERVICE	\$0	\$0	\$0	\$0	\$0	0.0%
DEBT SERVICE	<u>\$2,767,355</u>	<u>\$2,079,875</u>	<u>\$1,403,750</u>	<u>\$2,079,875</u>	<u>\$1,634,620</u>	-21.4%
TOTAL	\$2,767,355	\$2,089,875	\$1,403,750	\$2,086,375	\$1,644,620	-21.3%

TOWN OF GRANBY, CONNECTICUT
STATEMENT OF DEBT LIMITATION
JUNE 30, 2020

Total tax collections (including interest and lien fees) for year ended June 30, 2019 \$ 38,384,564

Reimbursements for revenue loss for the year ended June 30, 2019:

Tax relief for the elderly 70,750

Base \$ 38,455,314

	<u>General Purpose</u>	<u>Schools</u>	<u>Sewers</u>	<u>Urban Renewal</u>	<u>Pension Deficit</u>
Debt Limitation					
2-1/4 times base	\$ 86,524,457	\$	\$	\$	\$
4-1/2 times base		173,048,913			
3-3/4 times base			144,207,428		
3-1/4 times base				124,979,771	
3 times base					115,365,942
Total debt limitation	<u>86,524,457</u>	<u>173,048,913</u>	<u>144,207,428</u>	<u>124,979,771</u>	<u>115,365,942</u>
Indebtedness:					
Bonds and notes					
payable	<u>4,556,450</u>	<u>5,638,550</u>			
Net indebtedness	<u>4,556,450</u>	<u>5,638,550</u>	<u>-</u>	<u>-</u>	<u>-</u>
Debt Limitation in					
Excess of Outstanding					
and Authorized Debt	<u>\$ 81,968,007</u>	<u>\$ 167,410,363</u>	<u>\$ 144,207,428</u>	<u>\$ 124,979,771</u>	<u>\$ 115,365,942</u>

Note: In no case shall total indebtedness exceed \$269,187,198 or seven times annual receipts from taxation

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TOWN OF GRANBY

CAPITAL BUDGET

2021 - 2022

CAPITAL IMPROVEMENT PROGRAM

2022 - 2031

SECTION E

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CAPITAL IMPROVEMENT PROGRAM

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TOWN OF GRANBY STATISTICAL DATA

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**TOWN OF GRANBY, CONNECTICUT
PROPOSED CAPITAL IMPROVEMENT PROGRAM
2022 - 2031**

To the Board of Selectmen:

This section of the budget deals with a **Town Capital Improvement Program (CIP)**. The Town Charter requires the Town Manager to submit a five year Capital Improvement Program and a recommended funding level for the ensuing fiscal year. As in previous capital plans, I am including an update of comparative community trends which hopefully lead us to a clear understanding of where Granby is in relationship to its past and to the region. Other information regarding comparative trends should also be reviewed, some of which can be found in the State of the Town section of the Budget.

A Capital Program is a long range plan. It requires strong commitment, constant review, and continual updating. It should address and prioritize major needs facing the town. Once the Capital Program is reviewed, funding of a one year Capital Budget is proposed.

The CIP is divided into eight project sections which are identified as: Road Construction; Culverts, Bridges and Drainage; Overlay Road; Capital Equipment; Educational Related; Property Valuation/Acquisition; Public Facilities and Re-Roofing; Curbs, Sidewalks, and Traffic Control.

There are two major criteria for items to be eligible for inclusion into the program. Capital Improvement items are included if the improvement cost is greater than \$75,000 (approx. 1/10 mill) and the life of the improvement is more than five (5) years. Capital Equipment items are included if the equipment cost includes items costing more than \$5,000 in 2022. All such items are required to be inventoried and depreciated.

The total plan includes land acquisition, significant building improvements, and construction. It does not include maintenance or small capital equipment purchases shown in operating budgets, however, major capital equipment is included in the program. A capital program is different from an operating budget in its funding and its scope. The Capital Budget, being the first year of a multi-year program, addresses long-term financing needs. The Town Operating Budget, when combined with the Education Budget, Debt Services and the Capital Budget, comprises the Town's Total Annual Budget.

Each Department and various Agencies submit capital requests to the Town Manager for inclusion into the CIP. The Town Manager, along with staff, reviews the proposals and prioritizes the requests. The Board of Selectmen has final authorization on the CIP before it is recommended to the town (Board of Finance presents a total budget at Public Hearing, and to referendum for adoption). Items not included in the CIP (such as bond issues) may be considered separately by the town following Charter procedure.

A Capital Program Priority Advisory Committee (CPPAC), established by the Board of Selectmen, annually reviews input from the Board of Selectmen and Board of Education to consider the financial impact of major capital improvements in excess of \$150,000. This Committee consists of the Town Treasurer and two members each of the Board of Selectmen, Board of Education and Board of Finance along with ex-officio members.

The 2020-2021 Capital Budget included \$2,372,440. The General Fund allocation of \$1,750,000 was transferred to the Capital Equipment/Improvement Fund for the capital program.

A Capital Equipment Fund established in 1985 was put in place to help the town deal with equipment purchase needs in an orderly fashion. This fund has worked fairly well in leveling off the needs of equipment financing. The entire Capital Improvement Program now runs out of the Capital Equipment/ Improvement Fund. A contribution from the town budget is made each year and is transferred to the fund.

The 2021-2022 Capital Program includes Board of Education funding for their Capital Equipment/Improvement Fund needs. Funding for Education annual operations is included within the Board of Education Budget. Funding for capital reserve set asides are contained in the General Government Budget.

TOWN OF GRANBY

2022-2031 CAPITAL IMPROVEMENT PROGRAM LISTING*

2021 - 2022 CAPITAL FUND BUDGET SUMMARY

<u>PROGRAM</u>	<u>AMOUNT</u>	<u>SOURCE</u>
Road Construction Case Street - \$143,000	\$143,000	General Fund/LoCIP
Overlay Roads	\$575,000	General Fund/TAR
Culverts, Bridges, and Drainage	\$0	
Capital Equipment Cont'd. replacement of Police/Adm. Vehicles - \$90,000 Police Equipment - \$26,500 Police Crowd Management Protective Equipment - \$13,500 Police Body Cameras - \$23,500 Lease payments - \$319,077	\$472,577	General Fund/ Communication Fund/ Capital Eq./Impvt Fund Bal/ Contractors PD & ENGR Fund/
Educational Related Existing Leases - \$515,754 Other - \$484,246	\$1,000,000	General Fund
Property Valuation, Acquisition, and Economic Development Revaluation - \$75,000	\$75,000	General Fund
Public Facilities and Re-Roofing HVAC Upgrades. - \$38,000 Duct Cleaning. - \$6,000 Electrical/Lighting/Plumbing/Furniture Upgrades - \$10,000 SBP Small Playground Upgrades - \$85,000	\$139,000	General Fund/ Capital Eq./Impvt Fund Bal Recreation Fund
Curbs, Sidewalks, and Traffic Control	<u>\$0</u>	
TOTAL	\$2,404,577	

*Listing excludes capital improvement projects that are funded through a Bond or by Grants.

The amount included in the Capital Budget for 2021-2022 is \$2,404,577. The amount requested from the General Government Budget is **\$1,850,000**; from Town Aid Road Fund (TAR) - **\$257,870**; LoCIP Fund - **\$90,000**; Communications Fund - **\$50,000**; Contractors PD & ENGR Fund - **\$23,500**; Recreation Fund - **\$85,000**; and use of capital fund balance - **\$48,207**.

The total appropriation amount of \$2,428,077 for 2021-2022 amounts to \$1,404,577 for the town and \$1,000,000 for the Board of Education.

CAPITAL IMPROVEMENT PROGRAM 2022-2031

CAPITAL SUMMARY

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
ROAD CONSTRUCTION	1,448,000	143,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
OVERLAY ROADS	5,732,000	575,000	573,000	573,000	573,000	573,000	573,000	573,000	573,000	573,000	573,000
CULVERTS/BRIDGES/...	14,192,801	1,000,000	6,983,725	5,859,076	50,000	50,000	50,000	50,000	50,000	50,000	50,000
CAPITAL EQUIPMENT	4,832,369	496,077	663,365	567,072	601,776	473,199	483,880	420,000	419,000	338,000	370,000
EDUCATIONAL RELATED	14,121,295	1,000,000	1,647,902	1,631,892	1,594,164	1,520,777	1,275,127	1,316,600	1,322,551	1,400,068	1,412,214
PROPERTY VALUATION, ACQUISITION, AND ECONOMIC DEVELOPMENT	1,625,000	75,000	400,000	500,000	350,000	50,000	50,000	50,000	50,000	50,000	50,000
PUBLIC FACILITIES AND RE-ROOFING	6,818,000	3,714,000	2,000,000	705,000	55,000	55,000	55,000	65,000	55,000	55,000	59,000
CURBS, SIDEWALKS, AND TRAFFIC CONTROL	<u>125,000</u>	<u>0</u>	<u>60,000</u>	<u>65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROGRAM TOTAL	48,894,465	7,003,077	12,472,992	10,046,040	3,368,940	2,866,976	2,632,007	2,619,600	2,614,551	2,611,068	2,659,214

CAPITAL IMPROVEMENT PROGRAM 2022-2031

I - PROJECT - ROAD CONSTRUCTION

This project calls for needed repairs to existing town roads and the construction of new roads. Consideration of the town's five miles of gravel surfaced roads is included in this category. The State's Local Capital Improvement Program (LoCIP) funds are being recommended for this activity.

DETAIL	TOTAL	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
* Buttes Road	102,000	0	0	0	0	0	0	102,000	0	0	0
* Canton Road	145,000	0	0	0	0	0	145,000	0	0	0	0
Case Street	143,000	143,000	0	0	0	0	0	0	0	0	0
* Copper Hill Road	145,000	0	0	0	0	0	0	0	0	145,000	0
* East Street	145,000	0	0	145,000	0	0	0	0	0	0	0
* Halwood Lane	43,000	0	0	0	0	0	0	43,000	0	0	0
* Heather Lane	145,000	0	0	0	0	0	0	0	0	0	145,000
* Hungary Road	145,000	0	0	0	0	0	0	0	145,000	0	0
* Loomis Street	145,000	0	145,000	0	0	0	0	0	0	0	0
* Silkey Road	145,000	0	0	0	0	145,000	0	0	0	0	0
* Silver Brook Lane	<u>145,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>145,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROJECT TOTAL	1,448,000	143,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000

Note: There are other roads being considered for improvement. The availability of funds and other conditions may shift the priorities of road projects. Private development of land may also play a significant role in future requests. Private Road Fund money may be available for certain activities.

In 1987, the State passed new legislation introducing the Local Capital Improvement Program (LoCIP). Each year the town expects to receive grant money for capital projects. Unused funds in LoCIP are utilized in subsequent years. The LoCIP program runs through the Capital Equipment/Improvement Fund and is reimbursed to the town following project completion.

Several large items such as bridges and road construction may be bonded depending upon availability of grants and local revenues.

* Subject to change

CAPITAL IMPROVEMENT PROGRAM 2022-2031

II - PROJECT - OVERLAY ROADS

This project deals with road surface maintenance. It is intended to resurface town roads which are not in need of major reconstruction with chip sealing or bituminous overlay. Such overlays will last between 7-10 years for chip seal and 12-15 years for bituminous. Traditionally, funding for chip seal and overlay work was included in the operating budget. It is now part of the CIP. Approximately \$575,000-\$600,000 would be needed annually to develop an adequate town bituminous overlay program. * Subject to change

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Crack Sealing	448,000	64,000	60,000	68,000	64,000	64,000	64,000	0	0	0	64,000
Case Street	48,000	48,000	0	0	0	0	0	0	0	0	0
Bushy Hill	145,000	145,000	0	0	0	0	0	0	0	0	0
Barndoor Hills Road	272,000	272,000	0	0	0	0	0	0	0	0	0
Canton Road Ext.	16,000	16,000	0	0	0	0	0	0	0	0	0
Silver Street	30,000	30,000	0	0	0	0	0	0	0	0	0
* Moosehorn Road	77,000	0	77,000	0	0	0	0	0	0	0	0
* Loomis Street	190,000	0	190,000	0	0	0	0	0	0	0	0
* Cooley Road	81,000	0	81,000	0	0	0	0	0	0	0	0
* Kelly Lane	101,000	0	101,000	0	0	0	0	0	0	0	0
* North Church Road	49,000	0	49,000	0	0	0	0	0	0	0	0
* Stratton Road	15,000	0	15,000	0	0	0	0	0	0	0	0
* East Street	111,000	0	0	111,000	0	0	0	0	0	0	0
* Day Street	254,000	0	0	254,000	0	0	0	0	0	0	0
* Quarry Road	140,000	0	0	140,000	0	0	0	0	0	0	0
* Dara Lane	41,000	0	0	0	41,000	0	0	0	0	0	0
* Gloucester Lane	28,000	0	0	0	28,000	0	0	0	0	0	0
* Lindsey Circle	37,000	0	0	0	37,000	0	0	0	0	0	0
* Northwood Road	154,000	0	0	0	154,000	0	0	0	0	0	0
* Qual Lane	38,000	0	0	0	38,000	0	0	0	0	0	0
* Pheasant Run	52,000	0	0	0	52,000	0	0	0	0	0	0
* Silver Brook Lane	159,000	0	0	0	159,000	0	0	0	0	0	0
* Becontree Health Road	38,000	0	0	0	0	38,000	0	0	0	0	0
* Beman Road	20,000	0	0	0	0	20,000	0	0	0	0	0
* Donahue Road	190,000	0	0	0	0	190,000	0	0	0	0	0
* Higley Road	168,000	0	0	0	0	168,000	0	0	0	0	0
* Silkey Road	35,000	0	0	0	0	35,000	0	0	0	0	0
* Silkey Heights Drive	58,000	0	0	0	0	58,000	0	0	0	0	0
* Archie Lane	23,000	0	0	0	0	0	23,000	0	0	0	0
* Berleigh Drive	33,000	0	0	0	0	0	33,000	0	0	0	0
* Birchwood Drive	13,000	0	0	0	0	0	13,000	0	0	0	0
* Canton Road	83,000	0	0	0	0	0	83,000	0	0	0	0
* Douglas Drive	13,000	0	0	0	0	0	13,000	0	0	0	0

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* Glen Road	52,000	0	0	0	0	0	52,000	0	0	0	0
* Woodland Drive and Place	292,000	0	0	0	0	0	292,000	0	0	0	0
* Basile Road	32,400	0	0	0	0	0	0	32,400	0	0	0
* Byron Drive	42,100	0	0	0	0	0	0	42,100	0	0	0
* Emerson Lane	17,000	0	0	0	0	0	0	17,000	0	0	0
* Fawn Drive	51,000	0	0	0	0	0	0	51,000	0	0	0
* Floydville Road	56,000	0	0	0	0	0	0	56,000	0	0	0
* Hemlock Road	20,500	0	0	0	0	0	0	20,500	0	0	0
* Ice Pond Road	31,000	0	0	0	0	0	0	31,000	0	0	0
* Kilmer Lane	26,500	0	0	0	0	0	0	26,500	0	0	0
* Mill Pond Road	20,500	0	0	0	0	0	0	20,500	0	0	0
* Old Simsbury Road	32,500	0	0	0	0	0	0	32,500	0	0	0
* Pine Hill Road	9,000	0	0	0	0	0	0	9,000	0	0	0
* Running Pine Road	17,000	0	0	0	0	0	0	17,000	0	0	0
* Shelly Drive	34,000	0	0	0	0	0	0	34,000	0	0	0
* Spring Glen Drive	76,500	0	0	0	0	0	0	76,500	0	0	0
* Washington Drive	17,000	0	0	0	0	0	0	17,000	0	0	0
* Whinhart Drive	30,000	0	0	0	0	0	0	30,000	0	0	0
* Whitman Drive	60,000	0	0	0	0	0	0	60,000	0	0	0
* Canel Road	12,000	0	0	0	0	0	0	0	12,000	0	0
* Hampton Village Drive	60,000	0	0	0	0	0	0	0	60,000	0	0
* Hungary Road	157,000	0	0	0	0	0	0	0	157,000	0	0
* Laural Drive	60,000	0	0	0	0	0	0	0	60,000	0	0
* Notch Road	52,500	0	0	0	0	0	0	0	52,500	0	0
* Orchard Hill Drive	9,000	0	0	0	0	0	0	0	9,000	0	0
* Peterson Road	196,000	0	0	0	0	0	0	0	196,000	0	0
* Trout Drive	26,500	0	0	0	0	0	0	0	26,500	0	0
* Copper Hill Road	54,000	0	0	0	0	0	0	0	0	54,000	0
* Griffin Road	60,000	0	0	0	0	0	0	0	0	60,000	0
* Brookside and Westview Drive	45,000	0	0	0	0	0	0	0	0	45,000	0
* Old Stagecoach Road	188,000	0	0	0	0	0	0	0	0	188,000	0
* Candlewood Lane	30,000	0	0	0	0	0	0	0	0	30,000	0
* Zimmer and Birch Road	76,000	0	0	0	0	0	0	0	0	76,000	0
* Quarry Road	120,000	0	0	0	0	0	0	0	0	120,000	0
* Acorn Drive	84,500	0	0	0	0	0	0	0	0	0	84,500
* Crest Lane	48,000	0	0	0	0	0	0	0	0	0	48,000
* Elizabeth Street	22,500	0	0	0	0	0	0	0	0	0	22,500
* Havery Drive	59,500	0	0	0	0	0	0	0	0	0	59,500

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* Heather Lane	111,700	0	0	0	0	0	0	0	0	0	111,700
* Lost Acres Road	140,000	0	0	0	0	0	0	0	0	0	140,000
* Nestor Way	<u>42,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>42,800</u>

PROJECT TOTAL	5,732,000	575,000	573,000	573,000	573,000	573,000	573,000	573,000	573,000	573,000	573,000
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III - PROJECT – CULVERTS, BRIDGES, AND DRAINAGE

This program area is designed to install new drainage culverts and replace them as necessary. It is also intended to install major drainage as needed and to install, replace or repair town bridges.

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Barndoor Hills Rd. Bridge	750,000	0	750,000	0	0	0	0	0	0	0	0
** Donahue Road Bridge	3,099,951	0	224,000	2,875,951	0	0	0	0	0	0	0
East Street Bridge @											
E. Branch-Salmon Brk	150,000	0	150,000	0	0	0	0	0	0	0	0
** Griffin Road Bridge	2,248,094	500,000	1,748,094	0	0	0	0	0	0	0	0
** Hungary Road Bridge	1,922,631	500,000	1,422,631	0	0	0	0	0	0	0	0
** Moosehorn Road Bridge	2,732,169	0	354,000	2,378,169	0	0	0	0	0	0	0
Misc. Culvert Repairs -Town-wide	500,000	0	75,000	75,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
** Simsbury Road @											
W. Branch-Salmon Brk.	<u>2,789,956</u>	<u>0</u>	<u>2,260,000</u>	<u>529,956</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROJECT TOTAL	14,192,801	1,000,000	6,983,725	5,859,076	50,000	50,000	50,000	50,000	50,000	50,000	50,000

The town will also participate with the State in areas which may require improvements at various intersections such as Route 10/202 and intersections along State Routes 20 and 189.

Some of the work considered under Road Construction may include items in this category. Road construction projects sometimes include items such as drainage and bridge repairs, which may otherwise belong in this category.

* Subject to change

** Bridge activity is included into the program in order to be eligible for certain grant reimbursements. Bridge funding may also be combined with other capital projects in a municipal bond issue. Appropriation is needed for the full amount and maybe appropriated outside of the Capital Budget. The net local amount maybe at 20% of total if grant eligible.

CAPITAL IMPROVEMENT PROGRAM 2022-2031

IV - PROJECT - CAPITAL EQUIPMENT

This item replaces or adds major equipment items for various town departments. Totals reflect appropriation amounts including interest amounts where applicable.

DETAIL	TOTAL	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
R M/R Police/Adm. Vehicles	900,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
R Police Computers	90,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
R Police Radios	40,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
R Police Mobile Data Terminal (MDT)	54,000	13,500	13,500	0	0	0	9,000	9,000	9,000	0	0
R Crowd Mgmt Protective Equipment	13,500	13,500	0	0	0	0	0	0	0	0	0
R Police Server	39,000	0	0	0	19,000	0	0	0	0	0	20,000
R Body Cameras	47,000	47,000	0	0	0	0	0	0	0	0	0
R Senior Van	65,000	0	0	0	0	0	65,000	0	0	0	0
R Trucks/Plow/Sander	1,979,000	0	257,000	247,000	118,000	0	272,000	308,000	307,000	235,000	235,000
R Payloader/Backhoe	465,000	0	0	0	215,000	250,000	0	0	0	0	0
R Mowers/Tractor	54,000	0	10,000	10,000	0	22,000	0	0	0	0	12,000
M/R Trucks/Plow/Sander '17	21,536	21,536	0	0	0	0	0	0	0	0	0
M/R Backhoe/Loader '17	19,919	19,919	0	0	0	0	0	0	0	0	0
M/R Utility Machine with Snow Blower/Plow '18	11,391	7,594	3,797	0	0	0	0	0	0	0	0
M/R Trucks/Plow/Sander '18	66,681	44,454	22,227	0	0	0	0	0	0	0	0
M/R Loader Wing Plow '18	16,269	10,846	5,423	0	0	0	0	0	0	0	0
M/R Replacement Plow '18	3,570	2,380	1,190	0	0	0	0	0	0	0	0
M/R Senior Van '19	31,750	12,700	12,700	6,350	0	0	0	0	0	0	0
M/R Mower/Rotary Cut '19	29,168	11,667	11,667	5,834	0	0	0	0	0	0	0
M/N Truck Bay Wash Sys. '19	7,948	3,179	3,179	1,590	0	0	0	0	0	0	0
M/R Trucks/Plow/Sander '19	131,920	52,768	52,768	26,384	0	0	0	0	0	0	0
M/R Trucks/Plow/Sander '20	140,966	40,276	40,276	40,276	20,138	0	0	0	0	0	0
M/R Mower/Backhoe/Comp/Generator/Aero '21	255,951	56,878	56,878	56,878	56,878	28,439	0	0	0	0	0
M/R Lift/Skid/Truck/Broom/Sander/SeniorVan '22	<u>348,800</u>	<u>34,880</u>	<u>69,760</u>	<u>69,760</u>	<u>69,760</u>	<u>69,760</u>	<u>34,880</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROJECT TOTAL	4,832,369	496,077	663,365	567,072	601,776	473,199	483,880	420,000	419,000	338,000	370,000

M = Indicates multi-year purchase. N = Indicates new item. R = Indicates replacement. U = Indicates upgrade.

CAPITAL IMPROVEMENT PROGRAM 2022-2031

V - PROJECT - EDUCATIONAL RELATED

This project is intended to service code improvements and facility needs of the town's Education Department, along with new vehicles (buses and trucks) and technology (computers).

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Equipment											
Buses	3,115,741	0	292,877	321,293	361,949	348,612	342,521	364,891	359,354	358,246	365,998
Buses (2017-18)	92,674	61,783	30,891	0	0	0	0	0	0	0	0
Buses (2018-19)	68,905	27,562	27,562	13,781	0	0	0	0	0	0	0
Buses (2019-20)	41,125	11,750	11,750	11,750	5,875	0	0	0	0	0	0
Scrubber/Lifts (2019-20)	58,436	16,696	16,696	16,696	8,348	0	0	0	0	0	0
Buses (2020-21)	286,074	63,572	63,572	63,572	63,572	31,786	0	0	0	0	0
Xmark Mower (2020-21)	75,600	16,800	16,800	16,800	16,800	8,400	0	0	0	0	0
Buses (2021-22)	136,210	13,621	27,242	27,242	27,242	27,242	13,621	0	0	0	0
Furn., Fixtures, & Equipment	1,320,028	101,982	118,750	132,425	132,468	148,914	120,806	129,186	135,105	146,615	153,777
Improvements											
Bldg. Maintenance	5,012,716	382,264	483,311	540,194	566,542	559,331	448,266	487,108	475,100	535,300	535,300
Technology											
Technology	2,870,614	0	291,890	283,936	263,360	306,637	319,338	335,415	352,992	359,907	357,139
Technology (2016-17)	32,374	32,374	0	0	0	0	0	0	0	0	0
Technology (2017-18)	106,832	71,221	35,611	0	0	0	0	0	0	0	0
Technology (2018-19)	133,735	53,494	53,494	26,747	0	0	0	0	0	0	0
Technology (2019-20)	206,136	58,896	58,896	58,896	29,448	0	0	0	0	0	0
Technology (2020-21)	258,345	57,410	57,410	57,410	57,410	28,705	0	0	0	0	0
Technology (2021-22)	<u>305,750</u>	<u>30,575</u>	<u>61,150</u>	<u>61,150</u>	<u>61,150</u>	<u>61,150</u>	<u>30,575</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROJECT TOTAL	14,121,295	1,000,000	1,647,902	1,631,892	1,594,164	1,520,777	1,275,127	1,316,600	1,322,551	1,400,068	1,412,214

Notes: The finalized amounts for Educational Related activity will be coordinated with the approved Board of Education Budget.
Board of Education lease amounts are required to be paid.

CAPITAL IMPROVEMENT PROGRAM 2022-2031

VI - PROJECT - PROPERTY VALUATION, ACQUISITION, AND ECONOMIC DEVELOPMENT

Development - This area deals with the development of land for industrial, commercial, recreational and other community uses. An appropriation of \$150,000 was endorsed many years ago for town Commercial/Economic Development needs and has been used for various business items. The Town's Development Commission, reestablished in 1985, continues to review proposals for future funding. The June 30, 2020 balance available for use for future economic development projects is estimated at \$478. The funding needs to be replenished in case opportunities arise/

Consideration for further Economic Development/Survey Mapping is of ongoing concern. Payment for the digitizing of maps for the proper planning of Granby is expected to be provided by the town and developers. This combined funding effort will be mutually beneficial to the town's overall planning effort, assessments, public works, police and our revaluation assessment processes.

Property/Open Space Acquisitions - Set aside for future use and preservation.

Valuation - This category deals with funding the Town's revaluation and mapping.

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Commercial/ Economic Development*	100,000	0	50,000	50,000	0	0	0	0	0	0	0
Property Acquisition	1,000,000	0	300,000	400,000	300,000	0	0	0	0	0	0
Revaluation**	<u>525,000</u>	<u>75,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
PROJECT TOTAL	1,625,000	75,000	400,000	500,000	350,000	50,000	50,000	50,000	50,000	50,000	50,000

* The town established funding with an amount of \$150,000 many years ago. Enhancements to this "set aside" have not been provided for several years. However, it is recommended to be transferred from surplus as may be available. The recommended funding for 202 is \$50,000.

** State law requires that the town revalue its property for the Grand List of 2017. This revaluation was completed and the next revaluation will not be until 2022.

CAPITAL IMPROVEMENT PROGRAM 2022-2031

VII - PROJECT - PUBLIC FACILITIES AND RE-ROOFING

This project area addresses the needs for town facilities maintenance, new construction, and maintenance of municipal property.

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Facility Improvements											
HVAC Upgrades	168,000	38,000	18,000	36,000	12,000	0	0	0	20,000	20,000	24,000
DPW Overhead Door Rep	32,000	0	0	0	0	0	12,000	20,000	0	0	0
DPW Furnace/AC Replcmt.	12,000	0	0	0	0	0	0	12,000	0	0	0
DPW Carpet Replcmt.	6,000	0	0	0	0	0	0	6,000	0	0	0
Duct Cleaning	65,000	6,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	0	10,000
GPL - HVAC	0	0	0	0	0	0	0	0	0	0	0
GPL Carpet Upgrades	25,000	0	25,000	0	0	0	0	0	0	0	0
HVAC AC Replacements	64,000	0	0	0	0	28,000	36,000	0	0	0	0
Radio Comm. Upgrades	12,000	0	0	0	12,000	0	0	0	0	0	0
Electrical/Lighting/Plumbing/Furniture Upgrades	10,000	10,000	0	0	0	0	0	0	0	0	0
Security Measures	51,000	0	5,000	0	10,000	8,000	0	8,000	10,000	10,000	0
SYC/GPD Roof Repairs	70,000	0	70,000	0	0	0	0	0	0	0	0
TH Complex-Ext. Painting	12,000	0	0	12,000	0	0	0	0	0	0	0
TH Complex Carpet Rep	55,000	0	0	0	0	12,000	0	0	18,000	25,000	0
TH Complex Window Rep	12,000	0	0	0	0	0	0	12,000	0	0	0
TH/PD/Lib Bldg. Upgrades	14,000	0	0	0	14,000	0	0	0	0	0	0
SBP Small Playground Upgrades	25,000	0	0	0	0	0	0	0	0	0	25,000
HF Restroom Restoration	85,000	85,000	0	0	0	0	0	0	0	0	0
GMMS Roof	0	0	0	0	0	0	0	0	0	0	0
GMMS Roof Gutter	0	0	0	0	0	0	0	0	0	0	0
HS Roof/HVAC	2,000,000	2,000,000	0	0	0	0	0	0	0	0	0
HS Kitchen-Cafeteria	1,500,000	750,000	750,000	0	0	0	0	0	0	0	0
HS Library-Media Center	450,000	150,000	150,000	150,000	0	0	0	0	0	0	0
HS Instrument Assembly Room	500,000	250,000	250,000	0	0	0	0	0	0	0	0
HS Drama Storage Room-Perf Arts Access	200,000	0	100,000	100,000	0	0	0	0	0	0	0
HS Science Classroom	0	0	0	0	0	0	0	0	0	0	0
HS College & Career Ready	250,000	125,000	125,000	0	0	0	0	0	0	0	0
HS Building #1 Stairwell	0	0	0	0	0	0	0	0	0	0	0
HS Athletic Field-Light Poles	100,000	0	100,000	0	0	0	0	0	0	0	0
HS Athletic Field-Bathroom	100,000	0	100,000	0	0	0	0	0	0	0	0
HS Proj Arch/Eng/Testing/Inspection	<u>1,000,000</u>	<u>300,000</u>	<u>300,000</u>	<u>400,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROJECT TOTAL	6,818,000	3,714,000	2,000,000	705,000	55,000	55,000	55,000	65,000	55,000	55,000	59,000

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VIII - PROJECT - CURBS, SIDEWALKS, AND TRAFFIC CONTROL

This project deals with safety improvements for pedestrians and motorists. It also deals with sightline improvements at various town road intersections.

<u>DETAIL</u>	<u>TOTAL</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>
Sidewalks	100,000	0	50,000	50,000	0	0	0	0	0	0	0
Various Alignments	<u>25,000</u>	<u>0</u>	<u>10,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
PROJECT TOTAL	125,000	0	60,000	65,000	0	0	0	0	0	0	0

TOWN OF GRANBY
DATA COMPARISON
TOWN AND SCHOOL EXPENDITURES
AND MILL RATES - 2001-2021

<u>FISCAL YEAR</u>	<u>TOWN BUDGET</u>	<u>% OF TOTAL</u>	<u>SCHOOL BUDGET</u>	<u>% OF TOTAL</u>	<u>TOTAL TOWN</u>	<u>% INC./DEC. OVER PREVIOUS YEAR</u>	<u>MILL RATE</u>
20-21	15,578,591	32.7	32,043,570	67.3	47,622,341	1.8	39.61
19-20	15,631,654	33.4	31,134,619	66.6	46,766,273	3.3	39.61
18-19	15,599,746	34.5	29,654,842	65.5	45,254,588	2.8	38.69
17-18	15,369,540	35.0	28,656,152	65.0	44,025,692	0.6	37.94
16-17	15,341,555	35.0	28,432,636	65.0	43,774,191	-0.3	36.94
15-16	15,194,903	34.6	28,718,507	65.4	43,913,410	3.3	36.22
14-15	14,443,028	34.0	28,046,820	66.0	42,489,848	2.1	35.52
13-14	14,110,968	33.9	27,512,000	66.1	41,622,968	1.8	34.83
12-13	13,683,317	33.5	27,197,831	66.5	40,881,148	1.0	30.69
11-12	13,503,131	33.4	26,983,001	66.6	40,486,132	0.0	30.10
10-11	13,823,132	34.1	26,667,594	65.9	40,490,726	-0.1	29.79
09-10	13,849,856	34.2	26,667,594	65.8	40,517,450	1.1	29.46
08-09	13,823,562	35.0	26,250,004	66.0	40,073,566	4.9	29.35
07-08	13,071,127	34.2	25,125,524	65.8	38,196,651	7.0	35.97
06-07	11,834,677	33.2	23,859,930	66.8	35,694,607	5.3	34.67
05-06	11,550,076	34.1	22,358,730	65.9	33,908,806	4.0	33.41
04-05	11,523,833	35.3	21,090,458	64.7	32,614,291	4.7	31.97
03-04	11,240,112	36.1	19,916,860	63.9	31,156,972	3.8	30.6
02-03	11,089,071	36.9	18,931,000	63.1	30,020,071	10.8	37.06
01-02	9,712,683	35.8	17,393,350	64.2	27,106,033	6.4	35.74
00-01	9,697,652	38.1	15,787,510	61.9	25,485,162	11.5	34.46

NOTE: Budget numbers may differ somewhat from other reports. This is due to the fact that some data utilized adopted budgets and other data utilized audited budgets. For the purposes of these analysis, differences are inconsequential.

TOWN OF GRANBY
ANALYSIS OF DEBT SERVICE AND TOWN BUDGET
1998-2021

<u>FISCAL YEAR</u>	<u>DEBT SERVICE</u>	<u>TOTAL TOWN BUDGET</u>	<u>% OF TOTAL</u>
2021	2,089,875	47,622,341	4.4
2020	2,777,355	46,766,273	5.9
2019	3,435,895	45,254,588	7.6
2018	3,544,540	44,025,692	8.1
2017	3,652,991	43,774,191	8.3
2016	3,760,745	43,913,410	8.6
2015	3,385,905	42,489,848	8.0
2014	3,467,543	41,622,968	8.3
2013	3,305,410	40,881,148	8.0
2012	3,440,414	40,486,132	8.5
2011	4,036,212	40,490,726	10.0
2010	4,312,936	40,517,450	10.6
2009	4,188,226	40,073,566	10.5
2008	3,853,001	38,196,651	10.1
2007	3,027,763	35,694,607	8.5
2006	2,942,803	33,908,806	8.7
2005	2,882,303	32,614,291	8.8
2004	2,952,979	31,156,972	9.5
2003	3,052,469	30,020,071	10.2
2002	2,476,942	27,106,033	9.1
2001	2,001,043	25,485,162	7.9
2000	1,505,501	22,851,869	6.6
1999	1,861,103	21,908,660	8.5
1998	1,808,670	21,169,900	8.5

TOWN OF GRANBY
ANALYSIS OF TOWN BUDGETS AND PERCENT
RETURNED TO FUND BALANCE
1998 - 2020

<u>FISCAL YEAR</u>	<u>AMENDED APPROPRIATION</u>	<u>PERCENT RETURNED</u>
2020	46,899,103	3.2
2019	45,774,229	0.5
2018	44,054,333	0.7
2017	43,842,832	1.1
2016	44,345,051	1.1
2015	42,732,400	0.4
2014	41,651,609	0.8
2013	40,902,629	0.9
2012	42,605,599	1.1
2011	40,522,803	0.7
2010	40,739,448	1.7
2009	40,458,879	1.4
2008	38,368,429	0.4
2007	36,516,984	1.1
2006	34,590,392	0.6
2005	32,741,206	1.2
2004	31,331,220	0.3
2003	30,197,339	0.5
2002	27,321,457	0.5
2001	25,736,921	0.2
2000	22,978,222	0.2
1999	22,266,210	0.7
1998	21,914,675	0.3

TOWN OF GRANBY
AUDITED AVAILABLE FUND BALANCE
& AMOUNT OF TOTAL FUND BALANCE
APPROPRIATED TO SUBSEQUENT BUDGETS
1998 - 2020

<u>FISCAL YEAR</u>	<u>AUDITED AVAILABLE FUND BALANCE</u>	<u>AMOUNT OF TOTAL FUND BALANCE APPROPRIATED TO SUBSEQUENT BUDGETS</u>	<u>FISCAL YEAR BUDGET</u>	<u>FUND BALANCE % TO FY BUDGET</u>
2020	9,371,497	444,000	47,622,341	19.7
2019	6,529,988	600,000	46,766,273	14.0
2018	5,071,451	950,000	45,254,588	11.2
2017	4,540,747	1,050,000	44,025,692	10.3
2016	4,012,382	1,000,000	43,774,191	9.2
2015	3,736,074	1,150,000	43,913,410	8.5
2014	3,870,618	1,000,000	42,489,848	9.1
2013	3,226,136	1,000,000	41,622,968	7.8
2012	2,910,745	1,169,000	40,881,148	7.1
2011	3,729,153	1,357,000	40,486,132	9.2
2010	4,436,008	1,655,000	40,490,726	11.0
2009	5,686,496	2,161,000	40,517,450	14.0
2008	5,693,238	1,858,000	40,073,566	14.2
2007	5,409,417	1,600,000	38,196,651	14.2
2006	4,104,770	970,000	35,694,607	11.5
2005	3,766,823	207,000	33,908,806	11.1
2004	3,366,658	1,042,000	32,614,291	10.3
2003	3,585,527	958,000	31,156,972	11.5
2002	3,638,940	1,305,000	30,020,071	12.1
2001	2,938,796	465,000	25,485,162	11.5
2000	3,705,029	1,850,000	22,851,869	16.2
1999	2,979,303	322,000	21,908,660	13.6
1998	2,352,675	350,000	21,169,900	11.1

TOWN OF GRANBY
NET TAXABLE GRAND LIST
BEFORE BOARD OF ASSESSMENT APPEALS
1997 - 2020

<u>YEAR</u>	<u>AMOUNT</u>	<u>PERCENTAGE CHANGE</u>
2020	1,037,144,340	1.48
2019	1,022,038,770	1.71
2018	1,004,834,820	1.44
2017 Revaluation	990,561,210	1.36
2016	977,286,900	0.61
2015	971,371,220	0.58
2014	965,747,650	0.58
2013	960,153,300	0.63
2012 Revaluation	954,142,310	-10.58
2011	1,067,000,400	0.93
2010	1,057,110,120	0.73
2009	1,049,391,590	0.67
2008	1,042,452,820	-0.34
2007 Revaluation	1,046,045,430	0.97
2006	837,067,460	1.73
2005	822,797,150	2.83
2004	800,177,160	2.79
2003	778,464,890	2.22
2002 Revaluation	761,567,540	3.32
2001	583,589,640	3.03
2000	566,440,810	3.82
1999	545,588,250	3.55
1998 Revaluation	526,869,580	-12.47
1997	603,749,460	2.26

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OTHER FUNDS

SECTION F

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**TOWN OF GRANBY
OTHER FUNDS**

In addition to the GENERAL FUND, the town operates a series of OTHER FUNDS. For the purposes of accounting, the General Fund is recognized as the general operating fund of the town and accounts for all financial resources except those accounted for in another fund.

Certain funds maintained by the town which are budgeted separately from the General Fund include:

OTHER FUNDS

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Dog Fund	F - 192
Recreation Program Events	F - 194
Sewer Utility	F - 197
Capital Equipment/Improvement Fund	F - 200
Education Quality & Diversity	F - 202
Solid Waste Fund	F - 204

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: OTHER FUNDS
DEPARTMENT/ACTIVITY: DOG FUND

The town establishes certain funds and account groups to report its financial position. The Dog Fund is established as a Special Revenue Fund and is maintained outside of the town's General Fund. The Dog Fund receives revenue from licenses, fees, charges, and from the town's General Fund. In 2020, a total of \$6,159 was realized in Revenues. Expenditures for 2020 show an amount of \$26,762. The Fund Balance at the end of 2020 amounted to (\$374). The town contracts with a trained Animal Control Officer to oversee operations and animal control activity. Assistant officers may also be appointed to handle complaints. This activity is under the jurisdiction of the Police Chief and follows regulations as required by the State Department of Agriculture as detailed in Chapter 435 of the CT General Statutes.

The Town Clerk and Town Treasurer also assist with the administration and maintenance of the fund.

MEASURES OF ACTIVITY

	Actual 2015-16	Actual 2017-18	Actual 2018-19	Est'd 2019-20	Antic'd 2020-21
Dog Licenses Sold	1,087	1,025	1,022	776	900
Dog Complaints	284	288	219	223	220

DOG FUND

REVENUES

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>
Licenses	\$2,289	\$7,500	\$3,223	\$3,500	\$3,500
Fines	120	100	126	126	100
Other	<u>3,750</u>	<u>3,600</u>	<u>2,705</u>	<u>3,605</u>	<u>3,600</u>
TOTAL REVENUES	\$6,159	\$11,200	\$6,054	\$7,231	\$7,200
TRANSFER IN	\$7,500	\$5,000	\$5,000	\$5,000	\$10,000
USE OF FUND BALANCE	\$13,103	\$750	\$0	\$4,419	\$0
TOTAL	\$26,762	\$16,950	\$11,054	\$16,650	\$17,200

EXPENDITURES

Advertising	\$0	\$50	\$0	\$50	\$0
Warden Exp.	15,600	15,700	10,400	15,600	15,600
Dog Care	295	500	65	200	500
Other	10,867	200	258	300	300
Facility Repairs	<u>0</u>	<u>800</u>	<u>0</u>	<u>500</u>	<u>800</u>
TOTAL EXPENDITURES	\$26,762	\$17,250	\$10,723	\$16,650	\$17,200
CONTRIBUTION TO FUND BALANCE	\$0	\$0	\$331	\$0	\$0
TOTAL	\$26,762	\$17,250	\$11,054	\$16,650	\$17,200

2020 Audited Fund Balance - (\$374)

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: OTHER FUNDS
DEPARTMENT/ACTIVITY: RECREATION PROGRAM EVENTS

The Recreation Program Events Fund is established as a Fiduciary Fund in which the town as agents for program activity holds the assets. Money is expended to conduct a variety of program, events or recreation facility enhancements.

It has been the policy of the town to pay the cost of administrating recreation services and facility maintenance out of the town's General Fund. Recognizing that there is a new economic reality, the Recreation and Leisure Services Department has been absorbing costs of the larger recreation facilities maintenance and repairs/upgrades using funds from this account. Costs related to programs are paid for by user fees.

A Descriptive Summary Budget shows group categories of Revenues and Expenditures. Except for a paid Recreation Director, funded under the Town's General Fund Budget, remaining payroll expenses (including benefits) for full-time Recreation Supervisor, Program Coordinator and all other seasonal and part-time employees are covered through collected program fees. Any new program expansion is typically financed by General Fund enhancement or by the Event Fund Balance.

	<u>MEASURES OF ACTIVITY</u>									
	Actual 2017-18		Actual 2018-19		Actual 2019-20		Est'd 2020-21		Antic'd 2021-22	
<u>PROGRAMS OFFERED</u>	Offerings	Participants	Offerings	Participants	Offerings	Participants	Offerings	Participants	Offerings	Participants
Youth Activities	101	1,084	93	862	48	729	100	1,100	44	750
Youth Sports Leagues	23	438	22	408	19	441	22	450	31	300
Youth Sports Clinics	54	537	79	602	69	736	72	800	49	800
Trips	8	179	9	85	2	50	2	50	3	60
Adult Activities	63	360	82	321	67	485	90	550	64	450
Summer Camp	29	827	12	1,479	18	700	20	150	24	900
Special Events	11	3,200	11	3,245	10	1,877	12	300	17	1,900
TOTAL	289	6,625	308	7,002	233	5,018	318	3,400	232	5,160
<u>RENTALS</u>										
Holcomb Farm Rentals		120		129		74		75		120
Gathering Room Rentals		49		41		9		12		45
Pavilion Rentals		48		53		44		50		50
TOTAL		217		223		127		137		215
POND ATTENDANCE	TOTAL	2,135		1,994		2,018		2,572		2,500

RECREATION PROGRAM EVENTS

REVENUES

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>CHANGE %</u>
Trips	\$1,757	\$2,500	\$296	\$296	\$3,430	37.20%
Youth Sports	36,293	36,000	29,755	29,800	38,850	7.92%
Youth Sports Clinics	84,133	76,000	30,397	38,304	74,000	-2.63%
Youth Activities	60,494	88,000	9,414	14,000	45,000	-48.86%
Adults Activities	26,398	33,500	24,289	28,000	30,310	-9.52%
Miscellaneous	5,984	0	0	275	0	#DIV/0!
Salmon Brook Park	56,960	243,000	17,408	145,000	245,000	0.82%
Special Events	32,995	36,000	1,425	2,000	25,562	-28.99%
Holcomb Farm Revenues	<u>78,749</u>	<u>111,500</u>	<u>48,126</u>	<u>55,000</u>	<u>74,000</u>	<u>-33.63%</u>
TOTAL REVENUES	\$383,762	\$626,500	\$161,109	\$312,675	\$536,152	-14.42%
USE OF FUND BALANCE	\$95,402	\$0	\$32,259	\$32,853	\$48,432	#DIV/0!
TOTAL	\$479,164	\$626,500	\$193,367	\$345,528	\$584,584	-6.69%

RECREATION PROGRAM EVENTS (CONT'D)

EXPENDITURES

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>CHANGE %</u>
Trips	\$2,074	\$2,000	\$0	\$0	\$2,520	26.00%
Youth Sports	16,958	22,000	9,348	16,000	25,766	17.12%
Youth Sports Clinics	47,951	55,000	46,151	49,000	45,000	-18.18%
Youth Activities	68,958	75,000	5,634	9,300	48,964	-34.71%
Adult Activities	9,403	19,000	18,746	22,000	17,299	-8.95%
Miscellaneous	24,065	21,500	11,109	16,061	18,800	-12.56%
Salmon Brook Park	56,985	53,450	672	5,873	76,878	43.83%
Special Events	31,410	36,000	787	889	23,110	-35.81%
Payroll Expense: Seasonal	217,078	317,000	100,824	32,655	125,747	2.13%
Payroll Expense: Full Time				193,500	198,000	
Holcomb Farm	<u>4,283</u>	<u>4,500</u>	<u>95</u>	<u>250</u>	<u>2,500</u>	-44.44%
TOTAL EXPENDITURES	\$479,164	\$605,450	\$193,367	\$345,528	\$584,584	-3.45%
CONTRIBUTION TO FUND BALANCE	\$0	\$21,050	\$0	\$0	\$0	-100.00%
TOTAL*	\$479,164	\$626,500	\$193,367	\$345,528	\$584,584	-6.69%

2020 Audited Fund Balance - \$459,905

*Excludes Transfer to Capital Improvement Fund: FY20-21 \$120,550 & FY21-22 \$85,000.

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: OTHER FUNDS
DEPARTMENT/ACTIVITY: SEWER UTILITY

PROGRAM OBJECTIVES

Construction, maintenance, and repair of public sanitary sewer lines and pump stations serving the central corridors. Fees associated with treatment of town sewage at the Simsbury WPCF.

PROGRAM NARRATIVE

Activities performed under this account include, routine maintenance of the town's two pump stations, inspection and repair of sanitary sewer lines within the public rights of way, and fees for the transportation and treatment of town sewage at the Town of Simsbury Water Pollution Control Facility. The town transports by gravity induced sanitary sewer lines all its liquid sewage to the town of Simsbury. The Town pays an annual fee for this service based on total gallonage fed into the treatment plant. The two pump stations service the high school/middle school/DPW complexes and all sewage north of the Hunt Glen housing development.

Contractual obligations remitted to this account include generator maintenance, telephone services, and alarm maintenance.

MEASURES OF ACTIVITY

	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
No. of Customers Served	541	608	608	630	640
Commercial Units Served	98	98	98	98	102

SEWER UTILITY
GRANBY WATER POLLUTION CONTROL AUTHORITY

REVENUES

<u>ACTIVITIES</u>	<u>ACTUAL</u> <u>2019-20</u>	<u>ADOPTED</u> <u>2020-21</u>	<u>ACTUAL</u> <u>YTD</u>	<u>ESTIMATED</u> <u>2020-21</u>	<u>PROPOSED</u> <u>2021-22</u>	<u>CHANGE</u> <u>%</u>
Sewer Use Charges	\$304,118	\$240,000	\$100,745	\$282,000	\$295,000	22.92%
Sewer Use Interest	11,569	0	3,288	3,500	3,500	#DIV/0!
Sewer Use Lien	240	0	96	144	144	#DIV/0!
Miscellaneous	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.00%
TOTAL REVENUES	\$315,927	\$243,000	\$104,130	\$285,644	\$298,644	22.90%
USE OF FUND BALANCE	\$0	\$0	\$20,968	\$0	\$0	#DIV/0!
TOTAL	\$315,927	\$243,000	\$125,097	\$285,644	\$298,644	22.90%

SEWER UTILITY (CONT'D)
GRANBY WATER POLLUTION CONTROL AUTHORITY

EXPENDITURES

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>CHANGE %</u>
Telephone Service	\$738	\$500	\$0	\$738	\$738	47.60%
Fuel Oil	0	500	0	0	500	0.00%
Electricity	4,969	6,900	4,198	7,200	8,000	15.94%
Use Charges - Town	4,430	4,000	0	4,600	5,000	25.00%
Use Charges - Simsbury	152,628	200,974	95,460	127,280	240,000	19.42%
Debt Service - Sims.	16,126	16,126	16,126	16,126	16,126	0.00%
Pumping Wet Well	600	2,500	350	600	2,500	0.00%
Pump Repairs	8,259	10,000	4,000	8,000	12,000	20.00%
Miscellaneous	<u>0</u>	<u>1,500</u>	<u>4,964</u>	<u>7,500</u>	<u>8,000</u>	433.33%
TOTAL EXPENDITURES	\$187,750	\$243,000	\$125,097	\$172,044	\$292,864	20.52%
CONTRIBUTION TO FUND BALANCE	\$128,177	\$0	\$0	\$113,600	\$5,780	#DIV/0!
TOTAL	\$315,927	\$243,000	\$125,097	\$285,644	\$298,644	22.90%

2020 Audited Fund Balance - \$766,847

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: OTHER FUNDS
DEPARTMENT/ACTIVITY: CAPITAL EQUIPMENT/IMPROVEMENT FUND

The town maintains a Capital Equipment/Improvement Fund for town and Board of Education Equipment and Improvements purchases. This fund is established as a Capital Project Fund. A Capital Project Fund is used to account for money for acquisitions and improvements of major capital equipment items and minor capital improvement projects.

The General Fund appropriates money into the fund designated for the Board of Selectmen and the Board of Education. Money is then appropriated out of the fund for equipment or improvements. A schedule is approved by the Board of Selectmen for items as part of the Capital Budget. Interest is earned and accrued to the Fund. Underexpended amounts are returned to the fund.

MEASURES OF ACTIVITY

<u>INVENTORY</u>	Actual 2014-15	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20
Capital Assets Total	\$73,386,206	\$71,562,614	\$69,782,438	\$67,799,889	\$65,556,233	\$65,522,580

CAPITAL EQUIPMENT/IMPROVEMENT FUND

REVENUES

<u>ACTIVITIES</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>
General Fund	\$1,750,000	\$1,750,000	\$1,750,000	\$1,850,000
Use of Capital Fund Balance	75,246	0	75,246	48,207
LoCIP	100,000	100,000	100,000	90,000
Town Aid Road	256,644	256,644	256,644	257,870
Recreation Fund	120,550	93,500	120,550	85,000
Communication Fund	50,000	50,000	50,000	50,000
Police Contractors Fund	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>23,500</u>
TOTAL	\$2,372,440	\$2,270,144	\$2,372,440	\$2,404,577

EXPENDITURES

Board of Selectmen	\$1,422,440	\$872,871	\$1,422,440	\$1,404,577
Board of Education	950,000	904,539	950,000	1,000,000
Contribution to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$2,372,440	\$1,777,410	\$2,372,440	\$2,404,577

2020 Audited Fund Balance - \$554,110.92

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: OTHER FUNDS
DEPARTMENT/ACTIVITY: EDUCATION QUALITY & DIVERSITY FUND

The town maintains an Education Quality & Diversity Fund for the Board of Education. The Education Quality & Diversity Fund is used to account for money for support services for Project Choice students and other selected programs including the Magnet Schools program. Deposits are made into the fund from the State of Connecticut.

Connecticut statute requires that these funds be appropriated to the district as a supplement to any other local appropriation. Underexpended amounts are returned to the fund and are then available for reappropriation.

<u>MEASURES OF ACTIVITY</u>					
<u>No. of Students in Programs</u>	Actual 2017-18	Actual 2018-19	Actual 2019-20*	Est'd 2020-21*	Antic'd 2021-22*
Magnet Tuition	27	23	21	23	23
College Connection	20	24	43	43	43
Summer School	187	214	220	225	225
Open Choice	79	80	75	88	88
Pre-K	39	34	31	36	36

*Updated numbers to be provided by the Board of Education

EDUCATION QUALITY & DIVERSITY

REVENUES

<u>ACTIVITIES</u>	<u>ACTUAL 2019-20</u>	<u>ADOPTED 2020-21</u>	<u>ACTUAL YTD</u>	<u>ESTIMATED 2020-21</u>	<u>PROPOSED 2021-22</u>	<u>CHANGE %</u>
Quality & Diversity*	\$889,962	\$832,342	\$190,540	\$765,830	\$819,253	-1.57%
Use of Fund Balance	<u>124,753</u>	<u>150,568</u>	<u>410,000</u>	<u>101,705</u>	<u>212,983</u>	41.45%
TOTAL	\$1,014,715	\$982,910	\$600,540	\$867,535	\$1,032,236	5.02%

EXPENDITURES

Quality & Diversity Programs*	\$1,014,715	\$982,910	\$600,540	\$867,535	\$1,032,236	5.02%
Contribution to Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!
TOTAL	\$1,014,715	\$982,910	\$600,540	\$867,535	\$1,032,236	5.02%

* Final amount to be provided by the Board of Education.

2020 Audited Fund Balance - \$313,728

TOWN OF GRANBY, CONNECTICUT
PROPOSED BUDGET 2021-2022

SECTION: OTHER FUNDS
DEPARTMENT/ACTIVITY: SOLID WASTE FUND

In Fiscal Year 2017-18, Solid Waste and Recycling shows a reduction of \$92,000 from Drop Site Recycling Activity because it was moved to the Solid Waste Fund. The town is considering permitting at the recycling center to enhance revenues.

The Solid Waste Fund is established as a Special Revenue Fund and is maintained outside of the town's General Fund. The Solid Waste Fund receives revenue from certain drop off services at the transfer station that are managed by the Public Works Department. Drop off services are Swap Shop, bulky items, metal goods, brush, leaves, electronics, waste oil, antifreeze, batteries, corrugated cardboard, textiles, mixed paper, and general yard waste. There are three part-time employees maintaining the transfer station on Saturdays. Salaries for this activity are maintained in the General Fund.

MEASURES OF ACTIVITY

<u>INVENTORY</u>	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Est'd 2020-21	Antic'd 2021-22
Transfer Station Bulky Waste (tons)	610	550	598	625	650	650

SOLID WASTE FUND

REVENUES

	<u>ACTUAL</u> <u>2019-20</u>	<u>ADOPTED</u> <u>2020-21</u>	<u>ACTUAL</u> <u>YTD</u>	<u>ESTIMATED</u> <u>2020-21</u>	<u>PROPOSED</u> <u>2021-22</u>	<u>CHANGE</u> <u>%</u>
Bulky Waste Recycling	\$97,218	\$115,000	\$63,015	\$110,000	\$112,000	-2.61%
CRRA	13,637	0	0	0	\$0	#DIV/0!
2nd Trash Barrel	25,300	0	15,285	0	\$0	#DIV/0!
Compost Bins	264	0	0	0	\$0	#DIV/0!
Investment Interest	<u>5,539</u>	<u>0</u>	<u>590</u>	<u>1,000</u>	<u>\$800</u>	#DIV/0!
TOTAL REVENUES	\$141,958	\$115,000	\$78,891	\$111,000	\$112,800	-1.91%
Use of Fund Balance	\$0	\$0	\$0	\$19,200	\$34,200	#DIV/0!
TOTAL	\$141,958	\$115,000	\$78,891	\$130,200	\$147,000	27.83%

SOLID WASTE FUND (CONT'D)

EXPENDITURES

	<u>ACTUAL</u> <u>2019-20</u>	<u>ADOPTED</u> <u>2020-21</u>	<u>ACTUAL</u> <u>YTD</u>	<u>ESTIMATED</u> <u>2020-21</u>	<u>PROPOSED</u> <u>2021-22</u>	<u>CHANGE</u> <u>%</u>
Drop Site Recycling Activity	\$112,074	\$115,000	\$69,005	\$115,000	\$130,000	13.04%
Trash/Recycling Barrels	13,708	0	0	0	0	#DIV/0!
HHW Program	13,400	0	6,342	15,000	16,000	#DIV/0!
Misc. Fund Activity	<u>0</u>	<u>0</u>	<u>165</u>	<u>200</u>	<u>1,000</u>	#DIV/0!
TOTAL EXPENDITURES	\$139,182	\$115,000	\$75,512	\$130,200	\$147,000	27.83%
Contribution to Fund Balance	\$2,776	\$0	\$3,379	\$0	\$0	#DIV/0!
TOTAL	\$141,958	\$115,000	\$78,891	\$130,200	\$147,000	27.83%

2020 Audited Fund Balance - \$344,585

GLOSSARY

SECTION G

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GLOSSARY

Activity Classification: A grouping of expenditures on the basis of specific functions performed under various sections of the budget. For example, legal services, town clerk operations, library services.

Appropriation: An authorization to make expenditures and incur obligation usually limited in amount and time.

Budget Resolution: The term used to appropriate funds. Sometimes referred to as spending resolution or Appropriation Ordinance. That which gives legal authority to spend.

Assessed Valuation: A valuation set upon real estate or other property in town as basis for levying taxes.

Budget: A plan of financial operation containing proposed expenditures for Granby's fiscal year (July 1 - June 30) and the proposed means of financing them. Sometimes referred to as the Budget Document as detailed by Town Charter.

Capital Budget: A plan of proposed capital projects (and equipment) and the means of financing them for the current fiscal year.

Character of Expenditure: A grouping of expenditures on the basis of goods or services purchased. Our budget identifies: Personnel Services - payment to employees of wages and salaries; Services and Supplies - payment of ordinary and recurring operating expenses not otherwise classified; Capital - payments of a relatively recurring nature to acquire or replace equipment for normal operating purposes, of a value of less than \$5,000; Contract Services - payments to outside organizations and repairs and certain sundry expenses.

Comprehensive Annual Financial Report (CAFR): The official annual report of a government. It has three major sections: *Introductory* which furnishes general information on the government's structure, services, and environment; *Financial* which contains all basic financial statements and required supplementary information (RSI) as well as information on all individual funds and discretely presented component units not reported separately in the basic financial statements; and *Statistical*, which provides trend data and non-financial data useful in interpreting the basic financial statements and is especially important for evaluating economic condition.

Debt Service: The amount of money required to pay interest and principal for outstanding debt.

Encumbrance: Commitments related to unperformed contracts for goods or services.

Expendable Trust Fund: A trust fund whose principal and interest are used for a public purpose. The Pension Fund is such a fund.

Expenditures: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements, and shared revenues.

Fiscal Year: The twelve month period of time to which the annual budget applies (July 1 through June 30).

Function: A group of related activities aimed at accomplishing a major service or program. Examples of functions are: Administration, Personal and Property Protection, Recreation and Social Services.

Fund: An independent fiscal and accounting entity with a self balancing set of accounts, in which are recorded cash and/or other resources together with all related liabilities, obligations, reserves and equities, all of which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance: Difference between assets and liabilities reported in a governmental fund.

Assigned fund balance: Amounts that are constrained by the government's *intent* to be used for specific purposes, but that are neither restricted nor committed.

Committed fund balance: Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

Restricted fund balance: Portion of fund balance that reflects constraints placed on the use of resources that are either: a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Unassigned fund balance: Residual classification of the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it would be necessary to report a negative *unassigned fund balance*.

General Fund: Serves as the chief operating fund of a government supported by taxes, fees, and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.

Interfund Loans or Transfers: Loans or transfer amounts made from one fund to another.

Intergovernmental Revenue: Revenue received from other governments in the form of grants, shared revenues, or payments in lieu of taxes.

Levy: The total amount of taxes imposed by a governmental unit.

Reserve: An account which records a portion of fund balance which is legally segregated for some future use and which is, therefore, not available for further appropriation or expenditure.

Revenue: This term designates additions to assets which do not increase any liability, do not represent the recovery of an expenditure, and do not represent contributions of fund capital.

Sub-Activity: A specific line of work performed in carrying out a governmental activity. For example, recycling collection is a sub-activity of the Solid Waste Activity.

Taxes: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.