

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
BUDGET WORKSHOP MINUTES  
MARCH 10, 2016**

First Selectman Kuhnly called the meeting to order at 6:05 p.m.

**PRESENT: B. Scott Kuhnly, Sally King, James Lofink (via speaker phone), Mark Neumann, Edward Ohannessian, William F. Smith, Jr., Town Manager**

**Also present: Michael B. Guarco and Kelly Rome Board of Finance Members and Barbarajeane Scibelli, Administration Finance Officer**

**Other staff attendees: Susan Altieri, Tax Assessor, Fran Armentano, Director of Community Development, Carl Rosensweig, Chief of Police, William Volovski, Building Official, John Horr, LAFD Fire Chief, and Laura Wolfe and Paul Willis, Registrar of Voters**

First Selectman Kuhnly called the workshop meeting to order at 6:06 p.m.

Selectman King began the review of Personal and Property Protection which includes Building Inspection, Fire Prevention, Emergency Management, Health Services, Police Department Administration, and Police Operations and Communications. The summary page indicates a slight increase of 1.0%.

Building Inspection shows a reduction in publications/education category. Anticipated revenue is \$130,100, making it \$120,000 from licenses and permits and \$10,100 from Hartland building contract service. A review of the fee determined that the fee is fair.

Fire Prevention shows no significant changes. The request made by Lost Acres Fire Department under the Contract and Maintenance Service activity was not funded. Fire Chief Horr made a presentation recently requesting an additional amount of \$70,000. Town Manager Smith indicated the operation budget guideline prevents this request, even trying to phase it in. Fire Chief Horr commented there is concern that a delay in this request will end up costing more. Presently the Lost Acres Fire Department is a volunteer group and should this go away, a labor cost may come into play.

There are no significant changes to Emergency Management.

Health Services shows an increase of \$1,063 for the Farmington Valley Health District. There is an overall increase of 1.2% for Contract and Maintenance Services.

Police Department Administration has an increase of 14.0% in Contract and Maintenance Services for the accreditation program now in progress. However, the accreditation program was reduced by \$2,000 from the department's request. Three personnel are covered in this section, Chief, Captain, and Administrative Assistant.

Police Operations and Communications show a 1.3% increase in regular payroll that includes 18 positions. The staff consists of nine patrol officers, one detective, four sergeants, and four dispatchers. There was a discussion about the patrol officers and sergeants work week. These officers are working overtime and long shifts. Presently, the staff of nine is down by two because one is currently in the Academy and there is one opening. It is hard to retain the staff. The Department is staffed at a minimum to run 24/7. When someone is out, the department has

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to draw from the staff that they have already scheduled to work, which results in overtime hours. This department has no extra officers to call to fill in.

An increase of 2.9% in Services and Supplies is due to uniform allowance and teletype supplies. Contract and Maintenance Services shows a 5.7% increase which is for contribution to the dog fund and computer maintenance. Total increase for Police Operations and Communications is 1.3%.

A discussion was held about the aged communications system at the police department and how it needs to be updated and become a regional system to include police, fire, and ambulance in Granby. In fact, these departments have gotten together and discussed the issue. This communication system is very complex. A consultant needs to be engaged to develop a RFP for the upgrade communication system needed. The Chief commented that the West Hartford Police Department just went through this process and the cost was significant to purchase the system (in the range of \$2.5M). It was noted this subject should be brought back up to the Board of Selectmen for further review and consideration.

Another discussion regarding the 911 regional dispatch throughout the state was held. It was noted that this system would handle only 911 calls and not help Granby maintain all the other calls. It was also stated that this matter has been discussed for several years now without any major progress. Granby may lose the subsidy (\$45,000) from the state for the 911 calls if the 911 regional dispatch comes to realization.

Selectman Ohannessian began the review of Administration. Categories under this section are General Administration, Legal Services, Fringe Benefits, Town Clerk Operations, Probate Office, Contingency and Reserve, Election Services, Boards, Regional Programs and Staff Development, Revenue Collections, Property Assessment, Finance Management, and Insurances. The overall total increase is 5.2%.

General Administration shows a decrease of 1.3% from Services and Supplies and Contract and Maintenance Services. The overall decrease in General Administration is 0.2%.

Legal Services shows no change from last year. The town is still in transition with a new town attorney, Richard Roberts of Halloran and Sage. Reviewing the measures of activity, it demonstrates that hours of the legal services are being kept at a minimum.

Fringe Benefits significant change is Health Plan with Stop Loss at an increase cost of 5%. This increase is more likely to be 10-14%, however, claims have not leveled as hoped for. The fund will have to absorb the rest of the increase. Pension and State Treasurer/FICA increased also. An overall increase for Fringe Benefits is 4.2%.

Town Clerk Operations has no significant changes from last year. The staff in this department is one full-time and two part-time personnel. Services and supplies are flat. It was indicated that absentee ballots have tripled in demand. Contract and Maintenance Service shows a slight decrease. An overall increase for Town Clerk Operations is \$10.00 with an anticipated \$200,000 in revenue.

The Probate Office has become regionalized and the cost is approximately \$3,200. The office is located in Simsbury, which is not as convenient when located in Granby. Under provisions of

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the regionalized probate court, Granby is required to support its operating cost as a district member. Before regionalization Granby's costs were approximately \$1,100.

Contingency and Reserve shows a significant change of \$87,500 for future agreement settlement reserves, which is distributed to the appropriate departments when settled. The contingency balance is \$20,000 for general tickler items. The Board agreed this amount was low for a contingency account.

Election Services shows an overall reduction of 7.7% even though it is a presidential election year. Ms. Wolfe and Mr. Willis commented that there are approximately 24 poll workers being paid and over 100 volunteering their time. The state is mandating more activity in this area with training and education of staff, maintenance of five voting machines, and state audits of the machines. Town Manager Smith indicated that if more training, etc. becomes necessary, it is hoped that the Contingency and Reserve account would be able to assist.

Boards, Regional Programs, and Staff Development shows an increase in Contract and Maintenance Service. The increase manages two additional expenses in this section, which are website hosting support and support to the MetroHartford Alliance group. These two expenditures were handled by another account that has been depleted. An overall increase shows 10.7%

Revenue Collections shows a slight increase in Temp/Part-Time personnel services. There is concern because of the non-increase in postage and envelopes/bills that would handle the new software program installed at this time. It is hoped the Contingency and Reserve account will be able to assist if necessary.

Property Assessment shows slight decreases in Services and Supplies and Contract and Maintenance Service. An overall decrease of \$2,925 or 0.6% is shown.

Finance Management shows no significant changes. There is a 3.2% increase in Contract and Maintenance for Audit services which works out to be \$1,960 for an overall increase of 0.6%.

Insurances show a significant change of \$5,525 for the Business Package and \$8,940 for worker's compensation. This is a 6% increase for the second year of a three year contract.

First Selectman Kuhnly called for the review of revenues and other funds. Town Manager Smith led the discussion for revenues. This includes Property Taxes, Intergovernmental Revenues, and Local Revenues and Fund Transfers. The majority of revenues continue to come from property taxes.

A discussion ensued regarding the new state mandates for the MRSA Sales Tax Sharing and MRSA Motor Vehicle grants and how it will affect the municipal budget. It is evident that these new state mandates and grants leave the local government very concerned for their own town budget and state budget. There is also discussion regarding a small business exemption under \$10,000. If this was to come to fruition, the small business personal property is approximately 70% of our list in Granby or \$25,000, which will affect the town budget. Further discussion about intergovernmental revenues is essential.

Intergovernmental Revenues shows a decrease of 4.8%. This amount may change with the inclusion of final amounts provided by the Board of Education for Special Ed. Excess Grant and

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Tuition-Other Towns. Local Revenues and Fund Transfers show a decrease of 44.2%. That may change with the inclusion of final amounts provided by the Board of Education for Pay for Participation and rents.

Other Funds include; Dog Fund, Recreation Program Events Fund, Sewer Utility Fund, Capital Equipment/Improvement Fund, and Education Quality and Diversity Fund.

The Dog Fund 2016-17 budget request is \$20,100. An increase was made to this fund because there is a need for facility repairs. Use of Fund Balance of \$5,000 is used in the revenue section while Facility Repairs shows \$5,000 expensed. The 2015 Audit Fund Balance is \$11,005.

Recreation Program Events 2016-17 budget request is \$547,000 with a 2015 Audit Fund Balance of \$249,180. It was noted the Recreation Program Events Fund may take on a high risk in their endeavors for offering recreation programs.

The Sewer Utility fund is stable. Sewer fees are paid for by the users and not the general public. The 2015 Audit Fund Balance is \$569,176.

Capital Equipment/Improvement Fund was discussed at the previous workshop meeting.

Education Quality and Diversity Fund is maintained by the town for the Board of Education. It is used for support services for Project Choice students and other selected programs including the Magnet Schools program. No numbers from the Board of Education were reported to the town for the fund at this time. The 2015 Audit Fund Balance is \$886,673.

First Selectman Kuhnly commented that a meeting of First Selectman, BOE Chairman, Alan Addley, Superintendent of Schools, and Town Manager Smith should be scheduled after the budget machine vote to discuss school and town issues.

The Board began a general discussion of the budget. The Board would like to support the request made by the Lost Acres Fire Department and the maintenance cost associated with the closing of Kearns School. Revenues need to be identified to assist in these two expenditures. It was decided to schedule a workshop meeting on March 21, 2016 to discuss the various issues before approving the budget for transmittal to the Board of Finance.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

William F. Smith, Jr.  
Town Manager