

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
BUDGET WORKSHOP MINUTES  
MARCH 9, 2015**

First Selectman Kuhnly called the meeting to order at 6:03 p.m.

**PRESENT: B. Scott Kuhnly, Ronald Desrosiers, Sally King, Mark Neumann, Edward Ohannessian, and William F. Smith, Jr., Town Manager**

**Also present: Barbarajean Scibelli, Administration Finance Officer, Gordon C. Bischoff and Francis Brady, Board of Finance Members**

First Selectman Kuhnly began the review of Libraries, Recreation, and Social Services. Categories under this section are Library Services, Social-Senior-Youth Services, Recreation Administration, and Community Support.

Library Services shows significant changes for Temp/Part-Time in the amount of \$4,000. This shows as a 5% increase in payroll. A slight increase of \$110 is shown in Public Relations under Services and Supplies. Anticipated Revenue is \$23,146 and the total increase for Library Services is 5%. Total requested is \$516,320. A possible reduction of \$2,000 is suggested to meet the anticipated 2.5% guideline. Gordon Bischoff, BOF member, asked if there would be a reduction in hours. First Selectman Kuhnly responded no, but the reductions would be seen in books and collections.

Social-Senior-Youth Services shows \$2,750 in significant changes. Personnel Services shows a 3.0% increase in regular payroll. The actual number of employees is one regular full-time, paid from the General Fund and four others that are partially paid from the General Fund and various grants. An increase of \$3,895 shows for Temp/Part-Time payroll which supports two Clinicians and counseling services. Granby also shares some services with East Granby. Social Services is up for their third national accreditation. The process takes about one year to complete. Total increase for Social-Senior-Youth Services is 3.9%. Total requested is \$300,712.

Recreation Administration shows no significant changes. Regular Payroll for one FT employee is at 2.3%. A second FT employee is paid entirely through recreation program fees from the Recreation Events Fund. Services and Supplies show a \$603 increase for Professional Affiliations. That consists of cell phones, mileage, and licensing. Total increase for Recreation Administration is 2.7%. Amount requested is \$93,292. A possible reduction of \$400 may be needed to meet an anticipated guideline.

First Selectman Kuhnly reviewed a report from the Director of Recreation and Leisure Services which showed how some other towns are not as self-sustaining as Granby. They are 50% and below. The Recreation Department is continuing to grow its youth and adult activities at the park and is at 91% self-sustaining through rentals and program fees.

Community Support has no significant changes. Continued town support for the promotion of activities for the general good of the community includes Memorial Day expenses, Granby Road Race, and other community special events. There is a \$500 increase for Memorial Day expenses. Total request is \$3,100.

## BOS MINUTES

3/9/15

Page 2

Selectman Ohannessian 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.

Building Inspection shows no significant changes. Regular Payroll shows a 2.3% increase and Services and Supplies shows a \$570 increase. Revenue of \$130,100 is anticipated and the amount requested is \$150,417.

Selectman Ohannessian gave a brief review of the basic fire and public safety services and activity detail. Fire Chief John Horr spoke about some of the needs of the department which included replacing one of the trucks in the near future. They used to put away about \$100,000 a year towards a new truck but now it's only about \$70,000 to \$80,000. It should be more in the neighborhood of \$120,000 to \$130,000. Trucks are pretty much held to a 25 year replacement plan. By 2031, seven trucks will need to be replaced. The salt is eating away at the aluminum but they do what they can to keep them up and running. The radio system is antiquated. To replace it would cost approximately half a million dollars. Police Chief Rosensweig also indicated they need a new radio system as well. Their system is over 20 years old. There is a lot of static at times and it just doesn't work in some areas of town. The cost of fire equipment and training keeps rising. Insurance is increasing by 10%. The Governor has proposed eliminating state funding for the fire academies. If that goes through, then LAFD will have to pick up their own training costs of \$10,000 to \$15,000 per year. Gordon Bischoff, BOF member, suggested the next time the town puts together another bond package it should include some of these needs. Selectman Ohannessian indicated future planning on these capital needs is a must.

Fire Prevention indicates a significant change of \$4,998 for additional hours for the Fire Marshal. More inspections are needed as state mandates dictate. Overall increase is shown at 2.4%. Total department requested is \$307,590 mostly due to contract obligations.

Emergency Management shows no significant changes. Contract and Maintenance Service indicates a proposed increase of \$1,000 for Contribution to the Emergency Management Fund. The Community Emergency Response Team (CERT) is made up of Granby volunteers, organized under Federal Emergency Management Agency (FEMA) guidelines. The team meets regularly and this program is managed under the direction of the Fire Marshal. Department total request is \$6,800.

Health Services shows no significant changes. Services available through the Farmington Valley VNA, Inc. include home health care, Hospice services, health screenings, disease prevention, and referral to other resources as necessary. Incy Muir, Director of the Farmington Valley VNA spoke of the many services the VNA provides and the relationship she has had with the Town of Granby and specifically with Kerry Kielbasa, Director of Social Services. She announced she will be retiring this coming July. The department request is \$126,430, 1.7% over last year. This figure is for contract obligations with the Farmington Valley VNA, Inc., Farmington Valley Health District, and Coordinated Medical Emergency Direction and Emergency Medical Dispatch programs.

Police Department Administration shows an increase of 2% for Regular Payroll. Temp/Part-Time shows a 2.1% increase. Contract and Maintenance Service shows an increase of \$1,940. The total increase is 2.5%.

## BOS MINUTES

3/9/15

Page 3

Police Operations and Communications shows a significant change at \$7,845 for Overtime. Regular Payroll for 18 employees is \$1,338,442. Temp/Part-Time is increased 2.8% and Overtime is increased 4.7%. Police Chief Rosensweig indicated the department is fully staffed to a minimum. One person calls in sick and everyone has to shift to fill the void. This is where the spike in overtime comes in. A small increase of 3.6% is shown in Services and Supplies. An overall increase of 0.8% is shown. Revenue is estimated at \$78,900 with the bulk of that coming from grant money. Department total request is \$1,634,941. There is an amount in contingency for contract settlement for police.

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. The Grand List amount before Board of Assessment Appeals and other adjustments is \$965,747,650. This is a .58% increase from the previous year's Grand List. After adjustments for state revenues on some exemptions and local assistance, the increase will yield an additional \$202,000, subject to Board of Assessment Appeals adjustments. Mill rate will be determined following budget approval. Intergovernmental Revenues shows a decrease of 0.2%. This amount may change with the inclusion of final amounts provided by the Board of Education for Special Ed. Excess Grant and Tuition-Other Towns. Local Revenues and Fund Transfers show an increase of 13.3%. That may change with the inclusion of final amounts provided by the Board of Education for rents and Pay for Participation.

There was discussion on the Holcomb Farm and how it is supported. Programs at Holcomb Farm, as well as the Recreation Fund and CSA (Community Support Agriculture), help support and maintain the farm. Selectman King suggested the budget be clearer with regard to Holcomb Farm revenues and expenditures. They should be separated out from the way they are presented in the budget. A "snap shot" of funds received and spent is needed so everyone is aware of the capital cost to have and support this place. Gordon Bischoff, BOF member, indicated Holcomb Farm deserves its own cash flow page.

Selectman Ohannessian requested an explanation of CNEF (Capital Non-Recurring Expenditure Fund). Town Manager explained it is a reserve fund for capital and non-recurring expenditures. Authorized amounts are fed into this fund from time to time from the unappropriated fund balance. This helps feed our capital projects. We also take funds as debt service falls off to put into CNEF as a set aside. This smooth's out spikes and helps keep the mill rate stable when there are capital projects.

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

The Dog Fund 2015-16 budget requests is \$14,700. The 2014 Audit Fund Balance is \$13,780.

Recreation Program Events 2015-16 budget requests is \$444,000 with an Audit Fund Balance of \$197,148.

Town sewage flows to the Town of Simsbury Water Pollution Control Facility. Sewer fees are paid for by the users and not the general public. The budget is \$165,000.

BOS MINUTES

3/9/15

Page 4

Capital Equipment/Improvement Fund totals have decreased from \$1,472,009 to \$1,460,000. It was noted the Communication Fund receives cell tower revenue.

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. Audit Fund Balance for 2014 is \$770,572.

The Selectmen, and others present, continued with discussion on the proposed budget and what the appropriate level of reductions, if any, should be made. Selectman King indicated the reductions to the DPW (Department of Public Works) are the most disturbing. Selectman Neumann indicated the DPW needs the maintainer position filled. Selectman Ohannessian indicated a budget of 2.5% is reasonable although 2.25% is better. The budget needs to work, be responsible, and be able to pass. Selectman Desrosiers indicated he is uncomfortable with the reductions to DPW. Some of these expenses will come up anyway and we will end up paying more in the long run. Five of the cuts to the DPW have #1 risk. The budget needs to be as low as possible but also responsible. First Selectman Kuhnly indicated we need to provide a responsible budget. We don't want to see a 3.49% increase. A 2.5% increase is the highest it should go. We should not have a mill rate increase of over 2%. The Selectmen were in agreement they would have liked more definite direction from the Board of Finance with a budget guideline. Also asked was where the Board of Education is with their budget numbers. Gordon Bischoff, BOF member, indicated they have presented a budget of 2.29%.

First Selectman Kuhnly asked all the Selectmen to review the budget numbers again and we will discuss further at the Board of Selectmen meeting on Monday.

ON A MOTION by Selectman Ohannessian, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

William F. Smith, Jr.  
Town Manager