



TOWN OF GRANBY

MEMORANDUM

DATE: February 10, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: Town Manager's Report for the February 18, 2025 BOS Meeting

Provided below please find an update of ongoing Town of Granby projects as well as commentary on noteworthy items you may find of interest.

Also attached is the FY25 year-to-date January budget summary and Phase I and II ARPA spending through January 31, 2025, as compiled by Finance Director Kimi Cheng.

Town Manager's Commentary on Projects/Noteworthy Items

- The Radio Commo Project contract has been signed and grant paperwork submitted
- Acquisition of 229 Mountain Road progresses as we work toward a closing date
- Secured an attorney to evaluate an appeal of the CT Siting Council KCE decision
- Continue working on a terms sheets for the lease of the Freshies property
- FY26 Budget preparation is in full swing in anticipation of the March workshops
- Communicating the next steps related to the Kearns Senior Housing development
- Worked on the VCS time and attendance rollout including staff meetings
- Submitting a STEAP Grant application to the State Office of Policy and Management

If you have any questions on the aforementioned, I will be on hand at your next meeting to answer any questions. Thank you.



TOWN OF GRANBY

MEMORANDUM

DATE: February 12, 2025

TO: The Granby Board of Selectmen
FROM: Kimi Cheng, Director of Finance
REGARDING: January 2025 Budget Operations Report

Highlights for Revenues:

As of 1/31/25, the total tax collection was consistent with the prior years at 95% (vs. 96% last year).

As of 2/11/25, the daily rate for STIF was 4.44%, or a 7-day yield was 4.44%. In January, interest earned from the STIF account was approximately \$60.1K.

Received the second ECS installment of \$1,319,579 in January.

Highlights for Expenditures:

As of 1/31/25, the total general fund expenditure was consistent with the last fiscal year at 64% (vs. 65% last year).

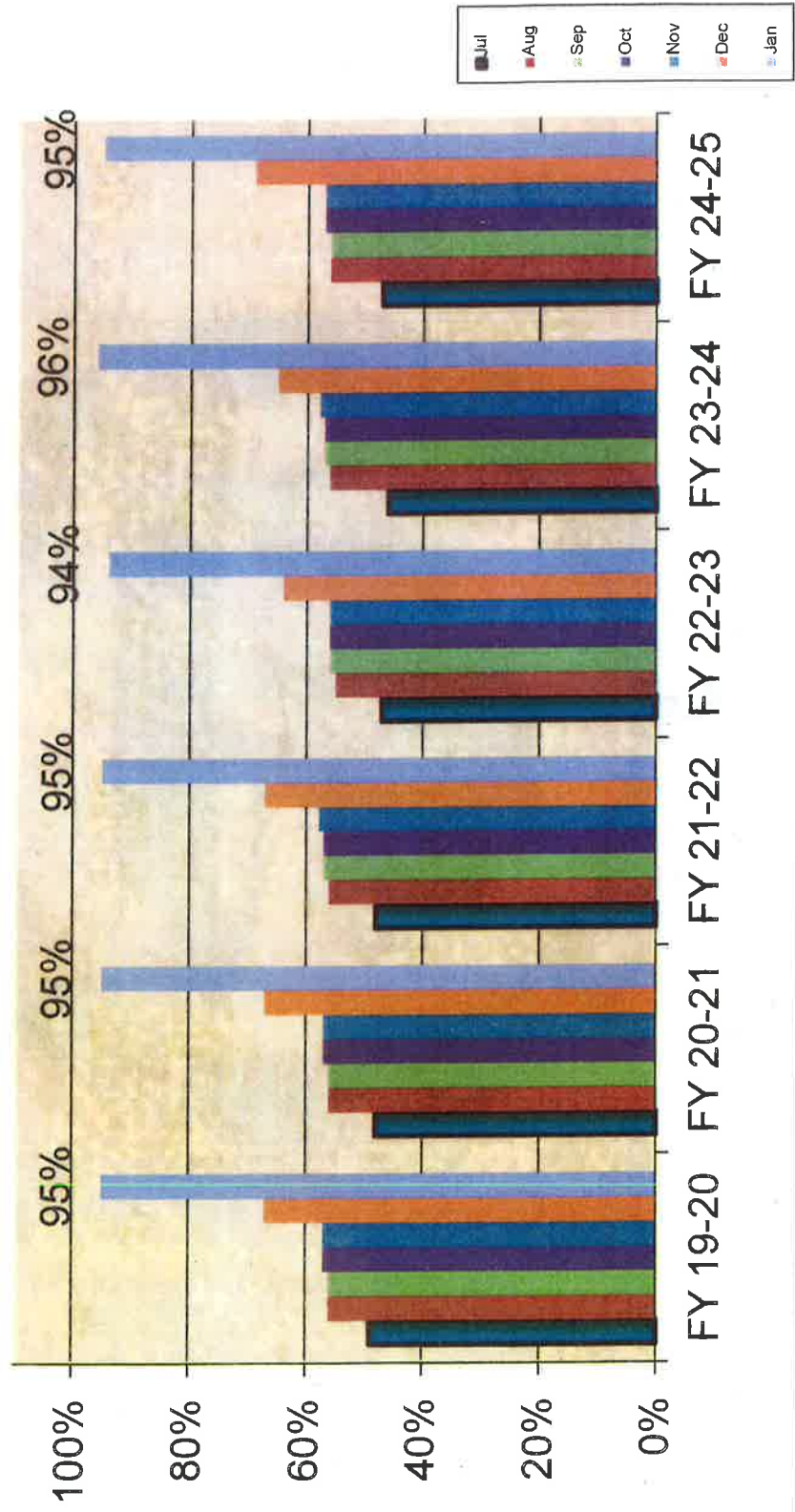
The Public Works Department's overtime expense as of January 31, 2025, was \$45,928.58 (vs. \$41,430.58 last year) due to many rainstorms that caused washouts and fallen trees in August. Staff had to work later to accommodate needs on the road overlay program with traffic control and supervision and for coverage at the Celebrate the Valley event. We had no snow until January last year, when we started the snow season in December of this year. We estimated the February OT number would worsen due to several snowstorms that already occurred in February. However, if we finish our snow season in February and no emergency occurs from March to June, we should still be within our OT budget of \$125,145.

The Police Department's overtime expense as of January 31, 2025, was \$108,941.31 (vs. \$106,319.11 last year) due to the high school lockdowns, rifle training, specific training for officers' recertification, school traffic assistance, community policing, and shift vacancy coverage due to PTO and injury lost time. We are estimated to have a similar overtime overage as the last fiscal year, but we should have enough funds from the unfilled position to cover this overage. Note that these OT numbers exclude holiday pay, special pay, premium pay, and holiday premium pay.



**BUDGET OPERATIONS
JANUARY 2025**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2025**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jan 24 % REC'D	Dec 24 % REC'D
41010 Current Year Taxes	44,492,129	42,271,013	2,221,116	95%	Pymts. Due - July & Jan.	96%	69%
41020 Prior Years Taxes	210,000	186,254	23,746	89%		99%	84%
41040 Interest & Liens	130,000	105,566	24,434	81%		71%	60%
41060 Auto Supplement	400,000	311,611	88,389	78%	Billed - December	79%	9%
Property Taxes	45,232,129	42,874,444	2,357,685	95%		96%	69%
43170 Spec Ed / Excess	1,167,286	0	1,167,286	0%	Pymts. Due - Feb. 75% - June Bal.	0%	0%
43200 Educ Cost Sharing	5,278,314	2,639,158	2,639,156	50%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	50%	25%
43590 Tuition - Other Towns	1,283,865	386,669	897,196	30%	School Bills for Activity	27%	28%
State Education Total	7,729,465	3,025,827	4,703,638	39%		39%	22%
43110 Veterans Exempt GT	2,500	2,485	15	99%	By Assessor Appl. in Aug but rec Pymt. in Dec. Pymt. @June; motor vehicle violations \$450; \$3,411.10 from Early Voting Grant; and \$5K for 2023 Neglected cemetery grant reim.	84%	99%
43120 Misc - State	35,332	8,861	26,471	25%	2023 Neglected cemetery grant reim.	32%	11%
43130 Telecommunications	13,000	0	13,000	0%	Pymt. Due - April	0%	0%
43140 State Revenue Sharing	0	0	0	N/A		N/A	N/A
43310 Tiered Pilot	12,897	12,897	0	100%	Pymt. Due Oct.; Stated changed to Tiered Pilot	107%	100%
43320 SS Dist Tax Relief	1,300	1,557	(257)	120%	Pymt. Due - Dec.	76%	120%
43380 MRSA Motor Vehicle	0	0	0	N/A		100%	N/A
State Municipal Total	65,029	25,800	39,229	40%		122%	32%
Intergovernmental Revenue	7,794,494	3,051,627	4,742,867	39%		50%	22%
43615 Town Clerk Fees	220,000	183,492	36,508	83%	Statutory Collections	76%	74%
43620 Planning & Zoning	3,000	1,616	1,384	54%	Application Permit Fees	44%	47%
43630 Zoning Bd of Appeals	606	1,010	(404)	167%	Application Permit Fees	84%	133%
43640 Building Permits	150,000	210,959	(60,959)	141%	Building Permit Fees. \$4.5K for 280 SB; \$8.3K for 141% W. Granby Rd; \$22K Harness Way	203%	117%
43660 Inland Wetlands	4,000	2,836	1,164	71%	Permit/App. Fees	407%	24%
43670 Short Term Investments	200,000	494,920	(294,920)	247%		500%	217%
43680 Rents	18,800	12,400	6,400	66%	Drummer/GLT/Farmhouse/Acreage/School Rental	45%	57%
43700 Snow Plow & Grading	11,000	11,136	(136)	101%	Private Roads	0%	101%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2025**

DESCRIPTION	ADJUSTED		REVENUE	BAL DUE	%	RECE'D	REMARKS	Jan 24 % RECE'D	Dec 24 % RECE'D
	BUDGET	RECEIVED							
43710 Photocopying	90	97		(7)	108%			136%	90%
43715 Open Farm Day	2,500	1,250		1,250	50%			23%	50%
43740 Dispatch Services	16,580	16,580		0	100%		Police Bill For Dispatch Services	100%	100%
43745 Hay Rentals	38,438	18,925		19,514	49%		Northern Valley Farms	140%	49%
43760 Library	3,000	2,282		718	76%		Book Fines, Trust Investment	64%	71%
43770 Contract - Bldg. Inspection	14,000	10,500		3,500	75%		Bldg. Dept. Bills Qtrly For Services	50%	50%
43790 Driveway Permits	1,000	650		350	65%		New Const. Activity	277%	65%
43800 Police Photo/Lic/Permits	11,000	6,806		4,195	62%			44%	53%
43840 Returned Check Fee	100	45		55	45%			40%	45%
43990 Pay For Participation	42,000	19,084		22,916	45%		Received from BOE; have not received yet	62%	10%
46038 Miscellaneous	35,000	47,033		(12,033)	134%		Gov Deals Sales \$24,123; CIRMA \$12,507.57	92%	124%
46240 Communication Fees	42,722	25,243		17,479	59%			56%	44%
Local Departmental Revenues Total	813,836	1,066,862		(253,026)	131%			177%	112%
43934 Sewer Utility Fund Contribution	18,431	18,431		0	100%			0%	100%
43950 Transfer-in Fund Bal.	6,785,000	4,785,000		2,000,000	71%			100%	71%
43955 Additional Appropriations	0	0		0	0%			0%	0%
Transfers In Total	6,803,431	4,803,431		2,000,000	71%			96%	71%
Local Dept. Rev. & Transfer In Total	7,617,267	5,870,293		1,746,974	77%			146%	75%
General Fund Revenues	60,643,890	51,796,364		8,847,526	85%			89%	63%

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2025**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Jan 24 % REC'D	Dec 24 % REC'D
1001	General Administration	361,781	191,677	138,603	31,500	91%		46%	91%
1003	Legal Services	34,000	42,579	19,632	(28,211)	183%	is covered by contingency.	116%	183%
1005	Fringe Benefits	3,268,080	2,868,159	51,314	348,607	89%	\$31,711.18 was for UKS.	94%	87%
1007	Town Clerk Operations	169,217	91,437	67,782	9,998	94%		90%	94%
1009	Probate	5,390	5,614	0	(224)	104%	is covered by contingency	100%	104%
1011	Contingency & Reserve	242,900	23,014	10,666	209,220	14%		29%	14%
1013	Election Services	71,680	38,812	7,311	25,557	64%		51%	63%
1015	Boards, Reg. Prog. & Staff Dev.	66,180	41,825	7,619	16,736	75%		91%	74%
1017	Revenue Collections	143,676	78,321	56,522	8,833	94%		87%	92%
1019	Property Assessment	219,925	127,829	77,240	14,856	93%		93%	93%
1021	Finance Management	421,167	273,038	127,090	21,039	95%		97%	95%
1023	Insurance	353,544	237,536	77,887	38,121	89%	Realloc.Unemploy. pmt to HR	92%	89%
1031	Community Development	147,399	84,758	58,609	4,032	97%		94%	97%
1033	Human Resources	109,288	73,824	35,235	228	100%		89%	97%
							\$17,000 short in personnel budget, which is covered by contingency		
1035	Technology	181,902	130,520	55,256	(3,874)	102%		82%	100%
	General Government	5,796,129	4,308,944	790,767	696,417	88%		88%	86%
2001	Building Inspection	193,022	102,963	74,998	15,061	92%		86%	92%
2003	Fire Prevention	415,776	208,480	202,573	4,723	99%		99%	99%
2005	Emergency Management	12,150	9,600	0	2,550	79%		86%	79%
2007	Health Services	178,176	138,269	40,130	(223)	100%	CMED & EMED is short, which is covered by contingency	100%	100%
2009	Police Dept Administration	404,318	235,964	160,030	8,325	98%		99%	98%
2011	Police Oper. & Communications	2,035,266	1,172,793	751,533	110,940	95%		91%	93%
	Pers. & Prop. Protection	3,238,708	1,868,069	1,229,264	141,375	96%		93%	95%
3003	General & Equipment Maint.	3,592,100	1,823,629	1,320,106	448,366	88%		85%	84%
3011	Planning & Engineering	37,383	12,565	9,415	15,404	59%		60%	58%
	Public Works & Env.	3,629,483	1,836,193	1,329,521	463,769	87%		84%	84%

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JANUARY 2025

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Jan 24 % REC'D	Dec 24 % REC'D
4001	Library Services	629,569	369,451	198,965	61,153	90%		85%	88%
4003	Social-Senior-Youth-Services	377,561	173,820	120,661	83,079	78%		73%	77%
4005	Recreation Administration	103,961	0	0	103,961	0%	Will not fill due to re-	100%	0%
4009	Community Support	3,500	37	0	3,463	1%	organization	0%	1%
	Lib., Rec., & Soc. Services	1,114,591	543,309	319,626	251,656	77%		82%	76%
6001	Capital Improvement	7,000,000	5,000,000	0	2,000,000	71%		100%	71%
7001	Debt Service	1,746,458	955,016	0	791,442	55%	Payable in Jul/Aug & Jan/Feb	55%	21%
	Capital & Debt Service	8,746,458	5,955,016	0	2,791,442	68%		80%	61%
	Town Section	22,525,369	14,511,531	3,669,178	4,344,660	81%		86%	77%
8001	Board of Education	38,118,521	20,589,623	0	17,528,898	54%		55%	48%
	Board of Education	38,118,521	20,589,623	0	17,528,898	54%		55%	48%
	General Fund Expenses	60,643,890	35,101,154	3,669,178	21,873,558	64%		65%	59%

ARPA Report as of 2/11/26

Rec'd 6/22/2021	1,702,751.69
Rec'd 8/11/2022	585,201.77
Rec'd 10/4/2022	1,117,549.92
Total ARPA Grant Received	3,405,503.38
Allocated Fund	3,606,556.30
Earned Interests	(201,052.92)

Allocated Fund	3,606,556.30
Total spent	3,121,896.49
Remaining Unspent	484,659.81

Row Labels	BOS Approval Date	Sum of Total BOS Approved	Sum of Total Spent	Sum of Remaining	Unencumbered Encumbered	Unencumbered Balance	Notes
52656.GRANT EXPENSES-P&R	Apr 19, 2021	36,114.19	36,114.19	0.00		0.00	✓ Completed
67000.AP Digitization (plus 2 years maintenance)	June 17, 2024	47,013.00	4,651.00	42,362.00	42,362.00	0.00	Contract signed. Implementation stage
67000.Ayaya	Feb 5, 2024	8,778.17	8,778.17	0.00		0.00	✓ Completed
67000.Budget Digitization (plus 2 years	June 17, 2024	46,180.09	46,180.09	0.00		0.00	✓ Completed
67000.Folder/Inserter Machine	June 17, 2024	4,930.00	4,930.00	0.00		0.00	✓ Completed
67000.GIS System	Apr 3, 2023	10,890.00	10,890.00	0.00		0.00	✓ Completed
67000.Municipality Integrated Parcel Mgmt System	Jun 20, 2022	66,978.23	49,168.70	17,809.53	3,750.00	14,059.53	It is live internally for the Building Dept. The live date for the public is estimated to be in this spring.
67000.Plotter	Apr 3, 2023	9,855.50	9,855.50	0.00		0.00	✓ Completed
67000.RedNMX System (Fire Inspection Software)	Apr 3, 2023	5,950.00	5,950.00	0.00		0.00	✓ Completed
67000.SC Dept Header Page	June 17, 2024	3,819.73	3,819.73	0.00		0.00	✓ Completed
67000.SC Main Hall Audio Visual upgrade	June 17, 2024	87,343.20	87,343.20	0.00		0.00	All equipment has arrived. Wiring work complete. IT is in the process of installing and configuring equipment.
67000.TH Computer Equipment	June 17, 2024	215,125.14	215,125.14	0.00		0.00	Wiring and mounting work complete. Waiting on power cords for speakers. ETA on completion of project is 2/14.
67000.TH Meeting Room Sound System	June 17, 2024	18,984.02	18,984.02	0.00		0.00	✓ Completed
67000.VPN	Feb 5, 2024	1,102.00	1,102.00	0.00		0.00	✓ Completed
67000.WiFi Access Point and Network	9/6/22 & 12/4/23	217,893.18	217,893.18	0.00		0.00	✓ Completed
67000A.Axon Fleet Cruiser Cameras	9/6/22 & 5/1/23	59,997.90	59,997.90	0.00		0.00	✓ Completed
67000A.NexGen Public Safety Solutions CAD/RMS System	Jun 20, 2022	163,882.95	163,882.95	0.00		0.00	✓ Completed
67001.GMHS HVAC	Aug 15, 2022	848,957.00	848,957.00	0.00		0.00	✓ Completed
67002.Wells Road HVAC	Aug 15, 2022	286,208.24	286,208.24	0.00		0.00	✓ Completed
67003.Communications Upgrades: Website Update	Sept 6, 2022	44,300.00	44,300.00	0.00		0.00	✓ Completed
67004.FVHD	Sept 6, 2022	44,449.00	44,449.00	0.00		0.00	✓ Completed
67005.Town Hall Complex HVAC	Apr 17, 2023	49,860.00	49,860.00	0.00		0.00	✓ Completed
67006.Library Renovation Space Study	Nov 6, 2023	18,500.00	9,450.00	9,050.00	7,550.00	1,500.00	Awaiting renderings, expected by the end of February 2025.
67007.AEDs	Dec 4, 2023	12,160.18	12,160.18	0.00		0.00	✓ Completed
67008.Emergency Communication System	Dec 18, 2023	19,867.00	19,867.00	0.00		0.00	✓ Completed
67009.Drummer Roof Replacement	June 17, 2024	5,093.05	5,093.05	0.00		0.00	✓ Completed
67009.GPS for PW equipment plus monitoring	June 17, 2024	49,979.00	49,979.00	0.00		0.00	✓ Completed
67009.Mini Sweeper (MS4 compliance assistance)	June 17, 2024	184,492.37	184,492.37	0.00		0.00	✓ Completed
67009.PW Electronic Sign Boards (2)	June 17, 2024	30,970.32	30,970.32	0.00		0.00	✓ Completed
67009.Snow Plow Replacement	June 17, 2024	13,580.00	13,580.00	0.00		0.00	✓ Completed
67010.SBP Basketball Courts Renovation	June 17, 2024	110,752.84	90,752.84	20,000.00	20,000.00	0.00	Painting and line striping will be done until the spring when the temperature rises.
67011.SBP Walking Trail	June 17, 2024	188,670.05	23,525.84	165,144.21	165,144.21	0.00	✓ Completed
67012.Library Renovation	June 17, 2024	133,739.18	133,739.18	0.00		0.00	Contract signed. Main area carpets and staff office flooring has been installed. 50% of painting is complete. Estimated 3 weeks to completion.
67013.PD HQ Improvement	June 17, 2024	114,844.90	90,383.70	24,461.20	24,461.20	0.00	Need carpet install (schedule for Mar 3-5); Need High density evidence storage system installed (Mar/Apr installation)
67014.HF Improvement	June 17, 2024	89,040.09	89,040.09	0.00		0.00	✓ Completed
67015.Town Center Consultant	June 17, 2024	75,000.00	22,500.00	52,500.00	52,500.00	0.00	Contract signed. Estimated 10 months timeline for completion.
67016.P&R Study	Oct 21, 2024	25,000.00	0.00	25,000.00		25,000.00	Contract signed.
67017.Road Repaving	June 17, 2024	7,027.12	28,744.25	(21,717.13)		(21,717.13)	✓ Completed
67018.Tow Behind Trailer/Grass Flail	Oct 21, 2024	39,786.24	39,786.24	0.00		0.00	✓ Completed
67019.Wastewater Facilities Plan	Nov 4, 2024	33,400.00	8,350.00	25,050.00	25,050.00	0.00	Contract signed.
67020.Library Capital Campaign Consultant	Nov 4, 2024	40,000.00	15,000.00	25,000.00	25,000.00	0.00	Contract has been signed, internal audit interview requests have been sent out and will take place on January 29 & 30. Estimated completion is 6 months.
67021.TH Space Recovery Initiative	Nov 4, 2024	8,645.83	8,645.83	0.00		0.00	✓ Completed
67022.Animal Shelter	Sept 16, 2024	27,395.59	27,395.59	0.00		0.00	✓ Completed
67023.Contribution to BOE for ARPA IT Projects	Dec 31, 2024	100,000.00	0.00	100,000.00	50,000.00	50,000.00	Transfer 50% in FY25 and 50% in FY26
Grand Total		3,606,556.30	3,121,896.49	484,659.81	415,817.41	68,842.40	