

**TOWN OF GRANBY  
BOARD OF FINANCE  
MEETING MINUTES  
JANUARY 23, 2023**

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

**OTHERS PRESENT:** Kimi Cheng, Director of Finance; Anna Robbins, BOE Business Manager and Erica Robertson, Town Manager

**ABSENT:** William Kennedy

**CALL TO ORDER:**

The meeting was called to order by Chairman Michael Guarco at 7:30 p.m.

**1. APPROVAL OF MEETING MINUTES FROM NOVEMBER 28, 2022**

ON A MOTION by A. Wilke, seconded by K. Hobson, the Board voted (3-0-2) to approve the meeting minutes of November 28, 2022. J. Emery and J. Tsaptsinos abstained.

**2. STATEMENT OF ACCOUNTS**

Erica Robertson, Town Manager, reported on the highlights of the December 2022 Statement of Accounts.

- Tax collection is slightly lower at 64% versus 67% at the same time last year. The difference is attributed to the shortfall in the Motor Vehicle Property Tax Cap.
- Total year to date December general fund expense is consistent at 61% (60% last year).
- STIF interest rates continue to be strong at a daily rate of 4.5% and a 7-day yield of 4.49% which is much higher than last year. Interest earned in December was about \$78,000.

Anna Robbins, BOE Business Manager reported on the BOE December 2022 Statement of Accounts:

- The full year forecast shows an anticipated over budget condition of \$696K which is worse than the previous month by \$82K. The favorable forecast for regular education of \$71K is \$31K better than last month. The change is due primarily to the increased need for purchased instructional services offset by savings in salaries. The cost of fuel for the buses has also decreased.
- The District has locked in on a heating oil rate of \$3.26/gallon for the remainder of FY23 at Kelly Lane and Wells Road schools.
- Special Education is over budget by \$767K which is \$113K worse than last month. The shift is primarily due to changes in out-of-district tuition and transportation. The over-budget conditions continue to reflect multiple changes in student placements since the budget was developed and in specific individual needs that have contributed to additional costs.

- Revenue to the Town is expected to be favorable at \$443K due to the projected increase over budget in the Special Education Excess Cost Grant and revenues from special education tuition charged to other towns.

**3. CONSIDERATION OF ADDITIONAL APPROPRIATION FROM THE SEWER UTILITY FUND FOR COMPLETION OF TIGHE & BOND WASTEWATER STUDY**

The Granby Water Pollution Control Authority recently issued a request for engineering services to determine the projected wastewater flow within the sewer district for a 20-year planning period and to determine if a detailed inflow and infiltration study is necessary. The wastewater flow study is the first phase of a multiphase project and will inform future studies and improvements to the sewer system if required.

Four proposals were received and after review, it is recommended that Tighe & Bond be selected to complete the study for a cost of \$38,500. Since the flow study was not budgeted in the FY 2022-23 adopted budget, an additional appropriation is required according to the Town Charter. At its December 15, 2022 meeting, the Granby Water Pollution Control Authority/Board of Selectmen commented favorably upon this request.

ON A MOTION by J. Emery, seconded by A. Wilke, the Board voted (5-0-0) to approve an additional appropriation of \$38,500 from the Sewer Utility Fund Balance to fund the Wastewater Flow Study Project.

**4. CONSIDERATION OF BUDGET AMENDMENT FOR THE HISTORIC DOCUMENTS PRESERVATION PROGRAM GRANT CONTRACT FY2023, CYCLE 2**

Grant money is available annually through the Connecticut State Library Historic Documents Preservation Program to support municipalities in the preservation and management of their most valuable records. The Town has been awarded \$5,500 and will partner with Cott Systems to provide the services to electronically capture and catalog images for access via Cott's Resolution3 Search.

The grant award will increase both the Miscellaneous Revenue and Grant Expense line items in the General Fund by \$5,500 which was not budget in the FY 2022-23 adopted budget. A budget amendment is required according to the Town Charter. At its January 3, 2023 meeting, the Board of Selectmen commented favorably upon this request.

ON A MOTION by J. Tsaptsinos, seconded by J. Emery, the Board voted (5-0-0) to approve a budget amendment to increase the Miscellaneous Revenue and Grant Expense line items in the General Fund by \$5,500.

**5. CONSIDERATION OF FORMAL CLOSE OUT OF VARIOUS FUNDS**

E. Robertson reviewed a list of funds that the auditors recommended closing out as the projects associated with them are essentially complete. The remaining balance is to be

transferred to the Capital Nonrecurring Expense Fund, which was created to set aside funding for economic development and major capital projects.

At its January 17, 2023 meeting, the Board of Selectmen commented favorably upon this request.

ON A MOTION by J. Emery, seconded by J. Tsaptsinos, the Board voted (5-0-0) to approve the close out of the Sidewalk & Beautification Fund, the Communications Fund, the Small Cities – Salmon Brook Elderly Housing Fund, the Small Cities – Stony Hill Village Fund and the Bridge Program 2002 Fund and approves the transfer of the remaining balances to the Capital Nonrecurring Expense Fund with \$55,000 designated to the new telephone system that was previously approved by both boards.

## **6. CONSIDERATION OF TOWN CHARTER REVISION INPUT FOR COMMISSIONS**

The Board reviewed and came to consensus on the following potential charter revisions to forward to the Town Charter Revision Commission. Additional recommendations from the Board can be sent to Chairman Guarco or directly to the Charter Revision Commission.

### Section 10-6(e): Expenditures and Accounting

Consider proposal to increase the limit of all appropriations made by the Board of Finance during the same fiscal year from 1.5% to 2% of the current tax levy.

### Section 11-3: When a Town Meeting is Required

Consider proposal to change references from 3% of the Grand Levy to 4% of the Grand Levy.

### Section 10-5: Annual Budget Process

Consider proposal to allow for flexibility in the scheduling of the public hearing.

(The full text of the charter sections can be found in the meeting materials or on the town website.)

## **7. REVIEW OF PLUS ONE BUDGETS AND TENTATIVE OPERATING BUDGET GUIDELINES**

Chairman Guarco reviewed the Plus One Budgets from the Town and from the BOE. The Plus Ones show proposed increases for the Town and BOE of 4.98% and 5.94%, respectively. Updated versions of the BOF Budget Worksheet were also discussed showing the effects of the increases on the mill rate. The tentative Operating Budget Guidelines are projected to be below 4% on the municipal side and below 5% for education. All board members agreed that the tentative guidelines are reasonable. Board members will have an opportunity to ask more specific questions when the budgets are presented.

The Board will meet in February to finalize the operating budget guidelines after the Grand List is finalized and the Governor's budget is released.

**8. CONFIRM DATE OF NEXT MEETING**

The next Board of Finance meeting will be held on Wednesday, February 15, 2023 at 5:00 p.m. in the Police Department Community Room.

**9. ADJOURNMENT:**

ON A MOTION by J. Emery, seconded by J. Tsaptsinos, the Board voted (5-0-0) to adjourn the meeting at 9:25 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "B. Mazzotta". The signature is written in a cursive, flowing style.

Betsy Mazzotta  
Recording Secretary