

**TOWN OF GRANBY
BOARD OF SELECTMEN
BUDGET WORKSHOP
REGULAR MEETING**

Minutes

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March 16, 2023

Members Present: First Selectman Mark H. Fiorentino – Via Zoom
 Selectman Mark C. Neumann
 Selectman Kelly O. Rome
 Selectman Margaret Q. Chapple
 Selectman Frederick A. Moffa – Via Zoom

Others Present: Erica P. Robertson, Town Manager
 Kimi Cheng, Finance Director
 Scott A. Nolan, Town Clerk
 Michael B. Guarco, Jr., Board of Finance, Chairman
 Kevin F. Hobson, Board of Finance
 Kirk A. Severance, Public Works Director
 Sandy Yost, Director of Human Services
 Paul Willis, Republican Registrar of Voters
 Laura Wolfe, Democratic Registrar of Voters
 Lauren Stuck, Collector of Revenue
 Susan Altieri, Assessor

I. CALL TO ORDER.

Vice-Chair Selectman Mark C. Neumann, called the meeting of the Board of Selectmen to order at 5:00 p.m. in the Town Hall Meeting Room.

II. PLEDGE OF ALLEGIANCE

Selectman Mark C. Neumann led members of the Board of Selectmen in the Pledge of Allegiance.

III. DEPARTMENT BUDGET PRESENTATIONS

A. General Administration

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the general administration's proposed budget (page D-57 of the Proposed Annual Town Budget) giving an overview of the proposed changes noting that this section of the budget combines the Legislative, Executive, and Legal/ Judicial function of the Town services and that the areas of service cannot easily be directly broken down into specialized categories due to their general application to the town as a whole.

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B. Legal Services

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Legal Services proposed budget (page D-60 of the Proposed Annual Town Budget) explaining that the Town Charter requires that the Board of Selectmen appoint a Town Attorney for a two-year term and that the municipal attorney is the town's corporation counsel and is paid hourly.

C. Fringe Benefits

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Fringe Benefits proposed budget (page D-62 of the Proposed Annual Town Budget) explaining that the large increase in the Incentive Plan was due to an increase of town employees being enrolled in educational programs.

D. Town Clerk Operations

Town Clerk, Scott A. Nolan addressed members of the Board of Selectmen about the Town Clerk Operations proposed budget (page D-64 of the Proposed Annual Town Budget) explaining that the Town Clerk's Office is a bustling hub of local government activity and that the Office is heavily governed by Connecticut General Statute. Town Clerk, Scott A. Nolan further explained that the measurable activity in the budget included a wage adjustment to the Assistant Town Clerks.

E. Probate Office

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Probate Office proposed budget (page D-66 of the Proposed Annual Town Budget) explaining that the Probate budget supports the regional court, and the fees/ budget is based on population size.

F. Contingency and Reserve

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Contingency and Reserve proposed budget (page D-68 of the Proposed Annual Town Budget) explaining that this budget is used for minor unforeseen occurrences during the fiscal year which gives some flexibility to address where under budgeting may occur. Town Manager, Erica P. Robertson, noted that procedurally, the account is also used as a transfer account for anticipated contract settlements and that in the event budgeted items become over-expended or if needs arise during the fiscal year.

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G. Election Services

Laura Wolfe, Democratic Registrar of Voters, and Paul Willis, Republican Registrar of Voters addressed members of the Board of Selectmen about the Town Clerk Operations proposed budget (page D-70 of the Proposed Annual Town Budget) explaining that the duties of the office are set by Connecticut General Statute and that the office is made up of two part-time Registrars and two part-time Deputy Registrar of Voters. Paul Willis, Republican Registrar of Voters further indicated that there are multiple early voting bills that are being considered by the Connecticut State Legislator which may have a significant impact on the local Registrars budget, however, we will need to wait and see what the new early voting bill laws include. Laura Wolfe, Democratic Registrar of Voters further explained that the major change in their department budget is due to an increase in the minimum wage for part-time workers.

H. Revenue Collections

Collector of Revenue, Lauren Stuck addressed members of the Board of Selectmen about the Revenue Collections proposed budget (page D-76 of the Proposed Annual Town Budget) explaining that one of the measurable changes was the salary line item explaining that a portion of the line will be paid for by the sewer budget as she splits her time between both departments. Collector of Revenue, Lauren Stuck went on to further explain that inflation was affecting the Revenue Collections office just like every other budget.

I. Boards, Regional Programs, and Staff Development

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Boards, Regional Programs and Staff Development proposed budget (page D-72 of the Proposed Annual Town Budget) explaining that in this budget there was a cost savings as several of the recording secretaries for the boards and commissions were now being done by town employees as a part of their jobs rather than a separate responsibility. Further discussion took place regarding the various line items.

J. Property Assessment

Assessor Susan Altieri addressed members of the Board of Selectmen about the Property Assessment proposed budget (page D-72 of the Proposed Annual Town Budget) explaining all of the responsibilities that the Assessor's office is charged with. Assessor Susan Altieri further explained that there were minimal significant changes to the proposed budget and was mostly contractual.

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K. Financial Management

Finance Director Kimi Cheng addressed members of the Board of Selectmen about the Financial Management proposed budget (page D-80 of the Proposed Annual Town Budget) explaining that the Finance office is responsible for the centralized accounting and treasury management service of the Town. Finance Director Kimi Cheng informed members of the Board of Selectmen about the staffing levels further explaining notable changes which included a change to the payroll temp. line item as new software will help the office be more efficient.

L. Insurances

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Insurances proposed budget (page D-82 of the Proposed Annual Town Budget) explaining that the insurance coverage attempts to provide the Town with general liability, umbrella, public officials bonds, unemployment compensation, and fire insurance on Town buildings. Town Manager, Erica P. Robertson explained that the notable change in the budget was a 2.2% decrease in the Workers' Compensation area.

M. Human Resources

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Human Resources proposed budget (page D-87 of the Proposed Annual Town Budget) explaining that there were very minimal changes to the department budget.

N. Technology

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Technology proposed budget (page D-90 of the Proposed Annual Town Budget) explaining that there were very minimal changes to the department budget and further explained the IT Operations, Machine Maintenance, and Copy Machine Maintenance breakdown of the line item.

O. Capital Budget & Debt Service

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the proposed Capital Budget (page D-135 of the Proposed Annual Town Budget) explaining that there are several capital improvement projects for the upcoming FY 2023-2024 and that many major expenditures the town faces are anticipated. Town Manager, Erica P. Robertson, further explained that all capital activity runs out of the Capital Equipment/ Improvement Fund, with \$1,850,000 budgeted from the General Fund to support activity for the FY 2022-23 capital fund and FY 2023-

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24 an amount of \$2,300,000 is recommended. Town Manager, Erica P. Robertson gave an overview and a breakdown of each of the capital improvement projects scheduled for the upcoming year. Public Works Director Kirk A. Severance gave an update on the plan to pave roads in Town and how the road plan of which roads need to be repaved is generated. Further discussion took place regarding the capital improvement projects and the appropriate allocations needed to fund the capital improvement projects.

P. Debt Service

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the proposed Debt Service budget (page D-139 of the Proposed Annual Town Budget) explaining that the debt activity of the town provides payments of annual bond maturity and interest costs on bonded and short-term borrowings. Town Manager, Erica P. Robertson, noted that there was a decrease of roughly ~\$50,000.

Q. Other Funds

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Other Funds proposed budget (page D-168 of the Proposed Annual Town Budget) explaining that the town establishes certain funds and accounting groups to report its financial position and that the Dog Fund is established as a special revenue fund and is maintained outside of the towns general fund.

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the Sewer Utility proposed budget (page D-172 of the Proposed Annual Town Budget) explaining that one of the proposed changes was to add the cost of the Collector of Revenue and the Director of the Public Works resources within this budget as both employees spend some of their resources on Sewer Utilities. Further discussion took place regarding the budget request from the Town of Simsbury regarding the fees for the use of the sewer station.

Town Manager, Erica P. Robertson, addressed members of the Board of Selectmen about the proposed Capital Equipment/ Improvement budget (page D-176 of the Proposed Annual Town Budget) explaining that this budget is used when money is appropriated out of the fund and a schedule is approved by the Board of Selectmen for items as part of the Capital Budget.

IV. PUBLIC COMMENT

No public comment was offered.

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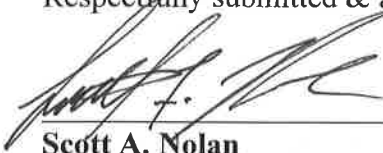
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V. ADJOURNMENT

There being no more business to come before the meeting, Selectman Kelly O. Rome made a motion to adjourn the Board of Selectmen Meeting at 9:05 p.m., which was seconded by Selectman Margaret Q. Chapple and passed by a unanimous voice vote. **(5/0/0) MOTION CARRIES.**

Respectfully submitted & attested,



Scott A. Nolan
Town Clerk

Received for Record March 30, 2023, at 12:18 PM
By SCOTT A. NOLAN, Town Clerk