

**TOWN OF GRANBY
BOARD OF FINANCE
MEETING MINUTES
March 27, 2023**

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

ABSENT: William Kennedy

OTHERS PRESENT: Kimi Cheng, Director of Finance; Jordan Grossman, Superintendent of Schools; Anna Robbins, BOE Business Manager; Board of Selectmen members: Margaret Chapple, Fred Moffa, Mark Neumann, and Kelly Rome; Board of Education members: Chairman Sarah Thrall, Kristina Gilton, Monica Logan, Donna Nolan, David Peling, Whitney Sanzo and Rosemarie Weber

CALL TO ORDER:

The meeting was called to order by Chairman Michael Guarco at 7:00 p.m.

1. APPROVAL OF MEETING MINUTES FROM JANUARY 23, 2023

ON A MOTION by J. Emery, seconded by A. Wilke, the Board voted (5-0-0) to approve the meeting minutes of February 15, 2023.

2. STATEMENT OF ACCOUNTS

Kimi Cheng, Director of Finance, reported on the highlights of the February 2023 Statement of Accounts.

- Tax collection is slightly lower at 99% versus 101% at the same time last year. The difference is attributed to the shortfall in the Motor Vehicle Property Tax Cap.
- Collections on prior year taxes is estimated to be \$30,000 lower than the budgeted amount. The budgeted amount may be reached if a tax sale is done in the spring.
- STIF interest rates continue to be strong at a daily rate of 4.64% and a 7-day yield of 4.64% which is much higher than last year. Interest earned in February was about \$66,000.
- Total year to date February general fund expense is the same as last year at 73%.
- Library department expense percentage decreased from last month due to the release of the Director of Library Services position which is currently vacant.

Anna Robbins, BOE Business Manager reported on the BOE February 2023 Statement of Accounts:

- The full year forecast shows an anticipated over budget condition of \$789K which is \$135K worse than the previous month. The favorable forecast for regular education of \$23K is \$12K worse than last month. Projected savings in salaries and benefits, transportation and other areas offset overbudget conditions in substitutes, electricity and software.
- Special Education is over budget by \$812K which is \$123K 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 \$642K which is \$209K favorable compared to last month. The full year forecast shows a \$551K favorable variance in the Special Education Excess Cost Grant and a \$91K favorable variance in revenues from special education tuition charged to other towns as well as regular education tuitions billed.
- The Quality and Diversity Fund is stable and continues to trend positively for this year and for the five-year forecast.

3. CONSIDERATION OF BUDGET AMENDMENT FOR CT FAIR PLAN GRANT

The Fire Marshal's office received a grant in the amount of \$105 from the Connecticut Fair Plan Anti-Arson Committee. The grant is designed to subsidize the cost of equipment related to the prevention, investigation or prosecution of arson fires.

Since the grant will increase both the Miscellaneous Revenue and Grant Expense line items in the General Fund, which were not included in the FY 2022-23 adopted budget, a budget amendment is required according to the Town Charter. At its February 21, 2023 meeting, the 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 authorize an increase to the Miscellaneous Revenue and Grant Expense line items in the General Fund budget by \$105 to purchase needed equipment relating to the prevention, investigation or prosecution of arson fires.

4. CONSIDERATION OF BUDGET AMENDMENT FOR DONATION TO THE DOG FUND

The Animal Control Officer received a generous donation of \$1,000 from a Granby resident who requested the donation be used for the well-being of animals in the care of the ACO.

Since the grant will increase both the Donations and Kennel Supplies line items in the Dog Fund, which were not included in the FY 2022-23 adopted budget, a budget amendment is required according to the Town Charter. At its February 21, 2023 meeting, the Board of Selectmen commented favorably upon this request.

ON A MOTION by K. Hobson, seconded by A. Wilke, the Board voted (5-0-0) to authorize an increase to the Donations and Kennel Supplies line items in the Dog Fund budget by \$1,000 to purchase items and services to be used for the well-being of animals in the care of the Granby Animal Control Officer.

5. RECEIVE THE FY 2023-24 BUDGET PROPOSALS FROM THE BOARD OF SELECTMEN AND BOARD OF EDUCATION

Board of Selectmen

Vice Chairman Mark Neumann presented the proposed municipal budget, noting that the Board of Selectman proposed FY 2023-24 Town Operations budget reflects an increase of 3.77% which is below the guideline set by the Board of Finance. Below is a summary of the municipal budget:

| GENERAL FUND | FY 2023 ADOPTED | FY 2024 PROPOSED | INCREASE/ (DECREASE) | % CHANGE |
|-----------------|---------------------|---------------------|----------------------|--------------|
| Town Operations | \$12,599,318 | \$13,074,913 | \$475,595 | 3.77% |
| Debt Service | \$ 1,742,393 | \$ 1,695,078 | (\$47,315) | -2.72% |
| Capital Budget | \$ 1,850,000 | \$ 2,150,000 | \$300,000 | 16.22% |
| TOTAL | \$16,191,711 | \$16,919,991 | \$728,280 | 4.50% |

The Town Operations budget increased by 3.77%, primarily due to these increases:

| EXPENDITURES | AMOUNT |
|------------------------------|------------------|
| Salaries & Wages | \$211,555 |
| Fringe Benefits | \$ 59,866 |
| Waste Collection | \$ 54,214 |
| Water | \$ 35,176 |
| LAFD | \$ 30,262 |
| Winter Materials | \$ 24,000 |
| Recycling Collection | \$ 23,184 |
| Diesel Fuel | \$ 7,900 |
| Fuel Oil/Natural Gas/Propane | \$ 7,300 |
| TOTAL | \$453,457 |

Board of Education

Chairman Sarah Thrall presented the proposed Board of Education budget, noting that the operating budget request of \$36,085,291 is an increase of 4.88% which is below the guideline set by the Board of Finance. Below is a summary of the budget:

| | |
|--|---------------------|
| Operating Budget Request | \$36,085,291 |
| Quality and Diversity Fund | \$ 1,085,711 |
| Small Capital Fund | \$ 1,000,000 |
| Administrative Budget Appropriation Request | \$38,171,002 |

The following objectives and highlights were noted:

- Maintain class size guidelines
- Maintain core instructional and student intervention programs
- Post-Secondary Transition Program for 18–22 year-old students
- Continue expansion of strings program to 7th grade
- K-2 Early Intervention Specialist at Kelly Lane School
- Intervention Tutors at Kelly Lane and Wells Road Schools
- Reduce staff by one classroom teacher at Kelly Lane School
- New course offerings at the high school: Applied Geometry and Psychology of Happiness

Highlights of the Small Capital Fund:

| | |
|------------------------------------|------------|
| Transportation & Equipment | \$ 186,116 |
| Building Maintenance & Improvement | \$ 440,216 |
| Furniture & Equipment | \$ 99,305 |
| Technology | \$ 274,363 |

6. CONSIDER ACTION ON FY2023-24 PROPOSED BUDGET TO BE PRESENTED AT THE APRIL 10TH PUBLIC HEARING FOR PUBLIC REVIEW AND COMMENT (7:00 P.M. GRANBY MEMORIAL HIGH SCHOOL AUDITORIUM)

Chairman Guarco thanked the Board of Selectmen and Board of Education and commended them for their hard work in developing the budgets presented.

M. Guarco reviewed two versions of the BOF worksheet (FY24-F & FY24-G) noting the updated budget numbers and impact on the mill rate. The second version (FY24-G) of the worksheet included an increase of \$50,000 to the Capital Offset Line to cover the increase in health insurance costs. After a recommendation by J. Emery and further discussion, the board reached a consensus to increase the amount to \$100,000. The board also agreed to use the reserves rather than increasing the mill rate to avoid burdening taxpayers during difficult economic times.

ON A MOTION by A. Wilke, seconded by J. Emery, the Board voted (5-0-0) to accept and forward the budget requests of the Board of Selectmen and the Board of Finance to public hearing as outlined in worksheet FY24-G with an additional \$50,000 added to the Capital Offset line to cover the increase in health insurance costs.

7. CONFIRM DATE OF NEXT MEETING

The next meeting of the Board of Finance will be immediately following the Public Hearing on Monday, April 10, 2023 in the Commons of Granby Memorial High School.

8. ADJOURNMENT:

ON A MOTION by A. Wilke, seconded by J. Emery, the Board voted (5-0-0) to adjourn the meeting at 8:26 p.m.

Respectfully submitted,



Betsy Mazzotta
Recording Secretary