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Meeting ID: 871 5766 2583

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**TOWN OF GRANBY  
BOARD OF FINANCE  
15 North Granby Road  
Granby, CT 06035**

The Granby Board of Finance will hold a special meeting on Monday, June 29, 2020, 7:30 p.m. via Zoom.

**AGENDA**

**BUSINESS**

1. Approve Minutes from Previous Meeting
2. Statement of Accounts
3. Consideration of Solid Waste Fund Appropriation for Transfer Station
4. Consideration of Holcomb Farm Improvement Fund Appropriation
5. Confirm Date of Next Meeting
6. Adjournment

Distribution: Town Clerk, BOE, BOF, BOS, Town Manager, Town Treasurer, Recording Secretary, Finance Officer, Supt. of Schools, BOE Bus. Mgr., Library, Press

**TOWN OF GRANBY  
BOARD OF FINANCE  
MEETING MINUTES  
May 26, 2020**

**PRESENT:** Michael Guarco, Chairman; William Kennedy; Frederick Moffa, OD; Kelly Rome; Alfred G. Wilke, James Tsaptsinos

**OTHERS PRESENT:** Kimi Cheng, Administration Finance Officer; Kirk Severance, Public Works Director; John D. Ward, Town Manager; Anna Robbins, Board of Education "BOE"

**CALL TO ORDER:**

Board of Finance meeting called to order by Chairman Michael Guarco at 7:40 p.m.

**APPROVAL OF MEETING MINUTES:**

- **ON A MOTION** by W. Kennedy, seconded by J. Tsaptsinos, the Board unanimously voted (6-0-1) to approve the Public Hearing minutes of April 13, 2020.
- **ON A MOTION** by K. Rome, seconded by J. Tsaptsinos, the Board unanimously voted (6-0-1) to approve the Special Meeting Minutes of April 13, 2020.

**STATEMENT OF ACCOUNTS:**

**A. Municipal**

J. Ward, Town Manager, reported highlights on the April 2020 Statement of Accounts.

Overall property taxes stand at 102% (\$38,983,774) that is \$672,217 over what was expected. The Town received 94% of the Interest & Liens and the Town received an excess of \$146,483 for Auto Supplement. Currently, the Town Hall is closed for non-emergencies and a plan is in progress to accommodate individuals who would like to pay property taxes in person. The Town received 67% of Special Education/Excess Funds and is waiting for the remaining \$157K. Education Cost Support ("ECS") received \$174,294, more than what was budgeted. Tuition from other schools is at 53% of what was expected. Municipal grant money was approved by the bond commission on April 16<sup>th</sup> and these funds will be used for road projects. State municipal stands at 66%. Town revenue is up despite the pandemic. Clerk fees are showing an excess of \$31,566. Building Permits collected shows an excess of \$125,615. The Town is expecting more in permits. Short-term investments are also doing better than expected at \$36,148. For General Administration, the town is looking for savings to cover the interim Community Director position since the full-time Community Director is on leave. Legal services are running a little bit ahead. Fringe benefits are coming in close to what was budgeted. Contingency reserves allotment of \$52K will be used for COVID related expenses. The Town has asked FEMA, as well as the state, for reimbursement. Building Fire and Emergency Management will exceed the allotted amount. There is no change with the Police Department. Overall, general expenses are at 84% of what was expected.

W. Kennedy inquired about whether or not unpaid taxes were due to hardship or delinquency. J. Ward commented that the unpaid taxes were due to delinquency.

W. Kennedy inquired about account 3170 Special Education / Excess. A. Robbins noted BOE expects a check from Hartford and it will be posted.

J. Tsaptsinos inquired about account 43590 Tuition – Other Towns and whether or not we are collecting closer to the 80% in the positive or negative. J. Ward noted that the town is expecting to collect above 80%.

J. Tsaptsinos inquired whether or not additional appropriations should be transferred from the General Fund. J. Ward noted that the appropriation was already approved; therefore, a transfer is not necessary.

J. Tsaptsinos inquired about the budget operation summary and whether or not the unencumbered column will go unspent. J. Ward noted that the majority of the budget (\$6.6M) will go to BOE. If there is a surplus of money, it would go to the police account to purchase new tasers.

K. Rome inquired about whether there were any concerns with the vendor collecting the tax bill. J. Ward noted the Reopening Committee is currently working on a plan to collect taxes in person. There was a suggestion to have individuals go to the meeting room and wait (while practicing social distancing) to pay taxes in person.

K. Rome inquired about the percentage of individuals expected to pay their property taxes via the mail vs. in person. J. Ward noted the percentages are unclear; however, approximately 45% of the mortgages are paid through escrow. It is estimated 10% of taxes will be paid in person.

M. Guarco inquired about account 43715 Open Farm Day that occurs in the fall and whether or not the money is generated at the time of the event or if it is generated this fiscal year for next fall. J. Ward noted the former; the money is there for this coming year.

M. Guarco inquired about account 43170 Special Education / Excess and whether or not the town would expect the full payment. A. Robbins noted that the full amount is expected to come from the state minus any reductions. A. Robbins further noted that the district is expecting savings with transportation which will affect the grant.

M. Guarco inquired about the watch list and fringe benefits. J. Ward, noted that the town has not hired an Accounting Clerk but that this position would be funded by the Administration budget. The Town also had to lay off seven part-time workers at the library which will result in a slight savings in the Library Account.

M. Guarco inquired if there will be any further reduction in other services (i.e. social services self-funded) J. Ward noted that transportation is down; however, gasoline and diesel fuel are under contract. Even though the town has made steps to limit expenses, there will not be a huge budgetary reduction. The Town is losing revenues relative to recreation because it is not holding summer camps.

**B. Board of Education:**

A. Robbins, BOE Business Manager, reported on the April Statement of Accounts. Overall, Total General Expenditures show favorable at \$232,803. Although miscellaneous spending has been reduced in certain areas (i.e. utilities, communications, consumer supplies and travel) there was an increase in distance learning. The BOE is in contract negotiations with transportation relative to the cost of fuel. Unemployment compensation has been reduced. Facilities and maintenance increased. Quality and Diversity show favorable

due to the decrease participation in enrichment activities (i.e. bus monitors). Revenue to the town shows unfavorable. Overall, Revenue shows favorable in the amount of \$21,960. Regular tuition from other towns is unfavorable at \$40,671. Special Education Tuition from other towns is unfavorable at \$21,450. SDE Excess Cost Reimbursement show favorable at \$54,029. Building rentals show favorable for \$3,262 and Pay for Participation show favorable at \$26,790.

K. Rome inquired about the go-forward strategy for opening schools in the fall. A. Robbins noted that BOE has a special task force and will anticipate a more comprehensive guideline and educational requirements by summer.

F. Moffa inquired if the school breakfasts and lunches will continue throughout the summer. A. Robbins noted that the Food Service account will end on the last day of school which is June 16<sup>th</sup>. However, there are organizations that provide meals and the State has a funding mechanism for those in need of meals.

### **APPROPRIATIONS**

- A. J. Ward, Town Manager requested from the Board an appropriation of \$13,708 from the Solid Waste Fund balance to purchase 54 bear resistant barrels. Due to the increasing bear population in town, residents have issues keeping bears out of their trash barrels. This result in many issues, including: litter being strewn along town roads, the Paine's driver having to exit his truck to clean up the trash and straighten the barrel, and bears returning on a regular basis as they become accustomed to a food source.

**ON A MOTION** by F. Moffa, seconded by W. Kennedy, the Board unanimously voted (6-0-0) to approve the appropriation of \$13,708 to purchase 54 bear resistant barrels.

### **CONSIDERATION OF POMEROY BRACE FOUNDATION GRANT AWARD**

- A. J. Ward, Town Manager, presented to the board a proposal to approve the increases by \$28,000 in Miscellaneous Revenue and Cossitt Library Pre-Developments Studies Project and the Capital Equipment /Improvement fund budget.

The Friends of the Cossitt Library successfully applied for a grant award from Pomeroy Brace Foundation in the amount of \$28,000 to be spent on a Pre-Development Studies Project for the Cossitt Library building. The project would (1) evaluate the overall condition of the Cossitt Library; and (2) include any architectural plans and/or specifications necessary for the subsequent restoration of the building.

**ON A MOTION** by W.Kennedy, seconded by K.Rome, the Board unanimously voted (6-0-1) to approve the increase by \$28,000 in miscellaneous revenue and Cossitt Library pre-developments studies project line items in Capital Equipment /Improvement fund budget.

### **NEXT MEETING:**

The next regular Board of Finance meeting is scheduled for Monday, June 22, 2020.

**ADJOURNMENT:**

**ON A MOTION** by K. Rome, seconded by W. Kennedy, Board voted unanimously (6-0-0) to adjourn the meeting at 8:25 p.m.

Respectfully submitted,

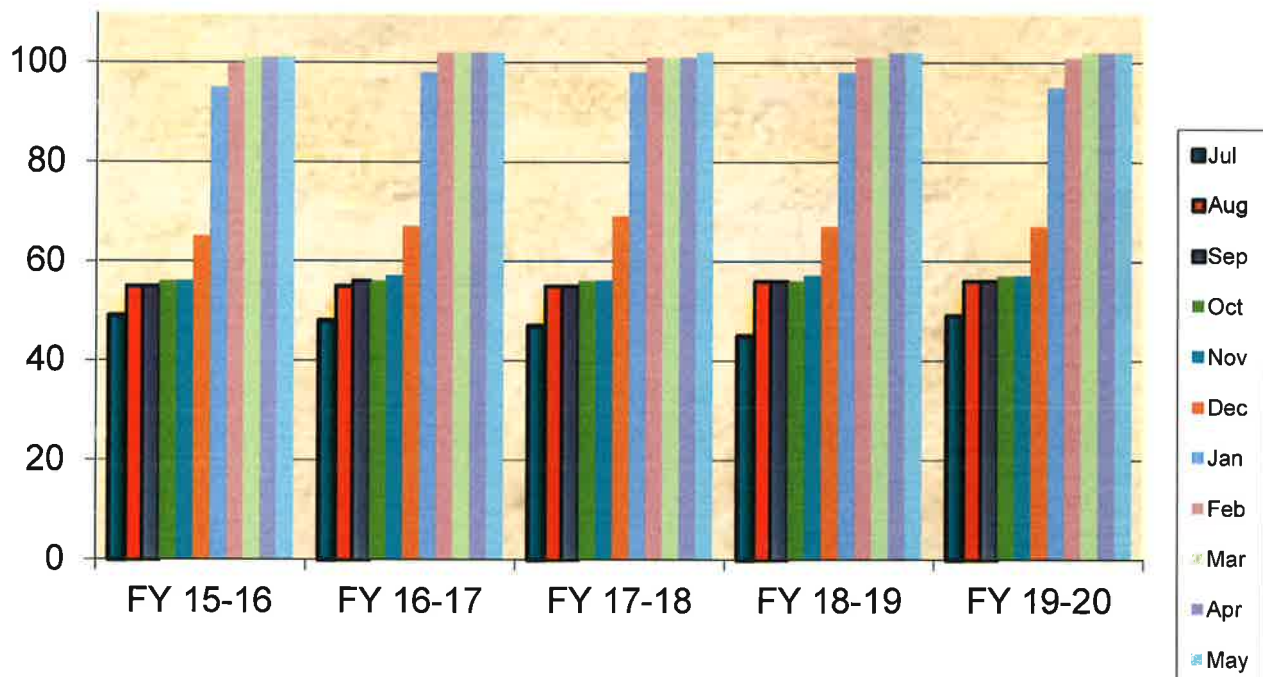
A handwritten signature in cursive script that reads "Jennifer Smith". The signature is written in black ink and is positioned above the printed name and title.

Jennifer Smith  
Recording Secretary



**BUDGET OPERATIONS  
MAY 2020**

### CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
MAY 2020**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
41010 Current Year Taxes	38,311,557	39,046,190	(734,633)	102%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	230,000	192,335	37,665	84%	
41040 Interest & Liens	130,000	128,230	1,770	99%	
41060 Auto Supplement	300,000	450,962	(150,962)	150%	Billed - December
<b>Property Taxes</b>	<b>38,971,557</b>	<b>39,817,717</b>	<b>(846,160)</b>	<b>102%</b>	
43170 Spec Ed / Excess	487,666	411,142	76,524	84%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,137,260	5,311,554	(174,294)	103%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	884,284	727,852	156,432	82%	School Bills for Activity
<b>State Education Total</b>	<b>6,509,210</b>	<b>6,450,548</b>	<b>58,662</b>	<b>99%</b>	
43110 Veterans Exempt GT	3,000	2,873	127	96%	By Assessor Appl. - Aug; Pymt. Dec.
43120 Misc - State	40,000	28,263	11,737	71%	
43130 Telecommunications	14,000	15,251	(1,251)	109%	Pymt. Due - April
43310 State Owned Property	1,061	1,061	0	100%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,000	1,327	(327)	133%	Pymt. Due - Dec.
43340 E911 PSAP Grant	45,000	36,947	8,053	82%	Paid Qtrly. - Sept., Dec., Mar., & June
<b>State Municipal Total</b>	<b>104,061</b>	<b>85,722</b>	<b>18,339</b>	<b>82%</b>	
<b>Intergovernmental Revenue</b>	<b>6,613,271</b>	<b>6,536,270</b>	<b>77,001</b>	<b>99%</b>	
43615 Town Clerk Fees	200,000	255,026	(55,026)	128%	Statutory Collections
43620 Planning & Zoning	5,000	13,628	(8,628)	273%	Application Permit Fees
43630 Zoning Bd of Appeals	1,000	582	418	58%	Application Permit Fees
43640 Building Permits	120,000	270,110	(150,110)	225%	Building Permit Fees
43660 Inland Wetlands	2,000	4,921	(2,921)	246%	Permit/Appl. Fees
43670 Short Term Investments	40,000	129,286	(89,286)	323%	
43680 Rents	28,000	29,295	(1,295)	105%	Drummer, School Rental
43690 Sale Maps & Ordinances	100	222	(122)	222%	
43700 Snow Plow & Grading	5,000	7,464	(2,464)	149%	Private Roads
43710 Photocopying	1,500	375	1,126	25%	
43715 Open Farm Day	3,000	100	2,900	3%	



**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
MAY 2020**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE (EXCESS)	% REC'D	REMARKS
43740 Dispatch Services	30,050	30,500	(450)	101%	Police Bill For Dispatch Services
43745 Hay Rentals	10,000	20,830	(10,830)	208%	Haying - \$10,000
43760 Library	14,000	7,071	6,929	51%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	7,575	2,525	75%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	300	220	80	73%	New Const. Activity
43800 Police Photo/Lic/Permits	8,000	6,948	1,052	87%	
43840 Returned Check Fee	250	120	130	48%	
43990 Pay For Participation	54,615	27,825	26,790	51%	Received from BOE
46038 Miscellaneous	32,899	44,526	(11,627)	135%	CIRMA rebate
<b>Local Departmental Revenues Total</b>	<b>565,814</b>	<b>856,624</b>	<b>(290,810)</b>	<b>151%</b>	
43920 Cossitt Library Fund	30	30	0	100%	By Transfer-Interest From Fund
43931 Police-Engrg Contractor Pymt. Fund	18,500	18,500	0	100%	
43950 Transfer-in Fund Bal.	600,000	600,000	0	100%	By Transfer
43955 Additional Appropriations	129,931	129,931	0	100%	
<b>Transfers In Total</b>	<b>748,461</b>	<b>748,461</b>	<b>0</b>	<b>100%</b>	
<b>Local Dept. Rev. &amp; Transfer In Total</b>	<b>1,314,275</b>	<b>1,605,085</b>	<b>(290,810)</b>	<b>122%</b>	
<b>General Fund Revenues</b>	<b>46,899,103</b>	<b>47,959,071</b>	<b>(1,059,968)</b>	<b>102%</b>	

**Granby Board of Education  
 FY 2019-2020  
 Statement of Accounts  
 for the period ended  
 May 31, 2020  
 Assuming Financial Impact of Distance Learning**

<u>Description</u>	<u>Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Expended &amp; Encumbered</u>	<u>Balance</u>	<u>% Enc/Exp</u>	<u>Anticipates Distance Learning through FY20</u>
<b>Certified Salaries:</b>							
Administration	1,673,719	1,511,169	139,845	1,651,014	22,705	98.64%	17,083
Regular Education	10,721,894	8,705,557	1,858,072	10,563,629	158,265	98.52%	154,480
Special Education	1,740,035	1,472,797	278,087	1,750,884	(10,850)	100.62%	(10,589)
<b>Total</b>	<b>14,135,647</b>	<b>11,689,523</b>	<b>2,276,004</b>	<b>13,965,527</b>	<b>170,119</b>	<b>98.80%</b>	<b>160,974</b>
<b>Substitute/Tutor/Support Salaries</b>							
Substitutes	8,000	5,071	0	5,071	2,929	63.39%	2,929
Sped Support (Speech, O.T. & P.T)	410,583	372,474	44,994	417,468	(6,885)	101.68%	(6,794)
Tech Support	230,410	213,062	20,349	233,411	(3,002)	101.30%	(3,002)
Tutors - Regular Education	21,110	16,746	2,244	18,989	2,120	89.96%	2,095
Tutors - Special Education	23,616	14,706	0	14,706	8,910	62.27%	7,910
<b>Total</b>	<b>693,718</b>	<b>622,059</b>	<b>67,587</b>	<b>689,646</b>	<b>4,072</b>	<b>99.41%</b>	<b>3,138</b>
<b>Teaching Assistant Salaries:</b>							
Regular Education TA	284,889	239,980	30,288	270,269	14,620	94.87%	14,623
Special Education TA	1,081,299	933,543	120,452	1,053,995	27,304	97.47%	27,202
<b>Total</b>	<b>1,366,188</b>	<b>1,173,523</b>	<b>150,740</b>	<b>1,324,263</b>	<b>41,924</b>	<b>96.93%</b>	<b>41,824</b>
School Secretaries' Salaries	615,682	542,320	73,847	616,167	(486)	100.08%	(382)
Central Office Salaries	532,735	473,616	68,753	542,369	(9,634)	101.81%	(9,427)
Custodial & Maintenance Salaries	1,293,756	1,142,373	145,614	1,287,987	5,769	99.55%	6,280
<b>Total Salaries</b>	<b>18,637,725</b>	<b>15,643,415</b>	<b>2,782,545</b>	<b>18,425,960</b>	<b>211,765</b>	<b>98.86%</b>	<b>202,407</b>
<b>Employee Benefits</b>	<b>5,001,350</b>	<b>4,690,739</b>	<b>185,180</b>	<b>4,875,919</b>	<b>125,431</b>	<b>97.49%</b>	<b>96,471</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>23,639,075</b>	<b>20,334,154</b>	<b>2,967,725</b>	<b>23,301,879</b>	<b>337,196</b>	<b>98.57%</b>	<b>298,878</b>

**Granby Board of Education  
FY 2019-2020**

**Statement of Accounts  
for the period ended  
May 31, 2020**

Assuming Financial Impact of Distance Learning

<b>Description</b>	<b>Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Expended &amp; Encumbered</b>	<b>Balance</b>	<b>% Enc/Exp</b>	<b>Anticipates Distance Learning through FY20</b>
<b>Purchased Services:</b>							
Instructional Purchased Service	530,572	469,819	75,307	545,126	(14,554)	102.74%	(25,000)
Administration Purchased Service	425,618	305,018	22,011	327,029	98,589	76.84%	103,589
Maintenance Purchased Service	101,483	60,550	15,966	76,515	24,967	75.40%	31,000
<b>Total</b>	<b>1,057,672</b>	<b>835,386</b>	<b>113,284</b>	<b>948,670</b>	<b>109,002</b>	<b>89.69%</b>	<b>109,589</b>
Legal Services	55,000	27,110	27,891	55,000	0	100.00%	10,000
<b>Repairs &amp; Maintenance:</b>							
Instructional Repairs & Maintenance	74,599	60,307	7,537	67,843	6,756	90.94%	6,756
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500
Maintenance Repairs & Maintenance	462,698	317,324	28,557	345,880	116,818	74.75%	73,954
<b>Total</b>	<b>545,797</b>	<b>377,630</b>	<b>36,093</b>	<b>413,724</b>	<b>132,073</b>	<b>75.80%</b>	<b>89,210</b>
<b>Transportation:</b>							
Transportation Regular Education	852,106	520,254	313,528	833,781	18,325	97.85%	80,341
Transportation Special Education	662,900	405,617	264,662	670,279	(7,379)	101.11%	37,830
Transportation Vocational Tech	92,674	42,434	36,687	79,121	13,553	85.38%	16,263
<b>Total</b>	<b>1,607,680</b>	<b>968,305</b>	<b>614,876</b>	<b>1,583,181</b>	<b>24,499</b>	<b>98.48%</b>	<b>134,434</b>
Insurance Property & Liability	102,700	94,888	0	94,888	7,812	92.39%	7,812
Communications	99,281	72,867	12,390	85,257	14,024	85.87%	13,000
<b>Tuition:</b>							
Tuition Special Education	1,451,252	1,406,257	231,319	1,637,575	(186,323)	112.84%	(186,323)
Tuition Adult Education	10,467	9,927	0	9,927	540	94.84%	540
<b>Total</b>	<b>1,461,719</b>	<b>1,416,184</b>	<b>231,319</b>	<b>1,647,502</b>	<b>(185,783)</b>	<b>112.71%</b>	<b>(185,783)</b>
Conference & Travel Expense	73,497	42,587	5,445	48,032	25,465	65.35%	25,465
<b>General Supplies:</b>							
General Supplies Regular Education	297,040	228,370	55,089	283,459	13,581	95.43%	35,000
General Supplies Special Education	26,416	22,124	2,008	24,132	2,284	91.35%	2,284
General Supplies Administration	81,176	68,612	13,728	82,340	(1,164)	101.43%	(3,224)
General Supplies Maintenance	142,372	93,574	9,287	102,861	39,511	72.25%	35,000
<b>Total</b>	<b>547,004</b>	<b>412,680</b>	<b>80,111</b>	<b>492,791</b>	<b>54,213</b>	<b>90.09%</b>	<b>69,060</b>

**Granby Board of Education  
 FY 2019-2020  
 Statement of Accounts  
 for the period ended  
 May 31, 2020  
 Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Anticipates Distance Learning through FY20
Electricity	397,049	330,940	71,091	402,031	(4,981)	101.25%	0
Fuel/Natural Gas	156,352	166,778	20,019	186,797	(30,445)	119.47%	(10,000)
Textbooks/Workbooks	157,746	125,181	4,707	129,888	27,858	82.34%	25,000
Library/Media Center	62,118	56,579	2,141	58,720	3,398	94.53%	3,302
Software	304,544	292,151	37,569	329,720	(25,176)	108.27%	(25,176)
Dues & Fees	54,598	38,317	1,130	39,447	15,151	72.25%	9,000
<b>Replacement Equipment:</b>							
Replacement Equip Instructional	0	0	0	0	0	0.00%	0
Replacement Equip Administration	2,500	2,135	0	2,135	365	85.40%	365
Replacement Equip Maintenance	24,000	6,081	0	6,081	17,919	25.34%	12,000
<b>Total</b>	<b>26,500</b>	<b>8,216</b>	<b>0</b>	<b>8,216</b>	<b>18,284</b>	<b>31.00%</b>	<b>12,365</b>
Student Activities	786,287	574,376	84,092	658,468	127,819	83.74%	120,000
<b>Total General Fund</b>	<b>31,134,619</b>	<b>26,174,327</b>	<b>4,309,884</b>	<b>30,484,211</b>	<b>650,408</b>	<b>97.91%</b>	<b>706,156</b>
SPED	5,480,361					SPED	(199,060)
GEN ED	25,654,258					GEN ED	905,216
<b>Quality &amp; Diversity</b>	<b>1,082,731</b>	<b>862,440</b>	<b>94,879</b>	<b>957,319</b>	<b>125,412</b>	<b>88.42%</b>	<b>89,454</b>

**Granby Board of Education  
 FY 2019-2020  
 Statement of Accounts  
 for the period ending  
 May 31, 2020  
 For Selected Special Education Accounts  
 Assuming Financial Impact of Distance Learning**

<b>II. Expenditures</b>	<b>1-2020 Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Expended &amp; Encumbered</b>	<b>Balance</b>	<b>May 2020 Forecast</b>	<b>Anticipates Distance Learning through FY20</b>
Legal Expense	27,500	20,078	7,423	27,500	0	0	0
Special Education Certified Staff	1,740,035	1,472,797	278,087	1,750,884	(10,850)	(8,720)	(10,589)
Teacher Assistants	1,081,299	933,543	120,452	1,053,995	27,304	22,350	27,202
Special Education Tutors	23,616	14,706	0	14,706	8,910	7,168	7,910
Evaluation, Therapy & Contracted Services	83,176	127,933	52,223	180,156	(96,980)	(68,295)	(68,295)
Sped Support (Speech, O.T., & P.T.)	410,583	372,474	44,994	417,468	(6,885)	(7,639)	(6,794)
Special Ed Transportation	662,900	405,617	264,662	670,279	(7,379)	7,643	37,830
Out of District Tuition	1,451,252	1,406,257	231,319	1,637,575	(186,323)	(188,830)	(186,323)
<b>Total Selected Special Education Accounts</b>	<b>5,480,361</b>	<b>4,753,404</b>	<b>999,160</b>	<b>5,752,564</b>	<b>(272,203)</b>	<b>(236,323)</b>	<b>(199,060)</b>

**Granby Board of Education  
 FY 2019-2020  
 Statement of Accounts  
 for the period ending May 31, 2020  
 Assuming Financial Impact of Distance Learning**

<b>I. Revenue</b>	<b>FY 2019-2020 Budget</b>	<b>Currently Anticipated</b>	<b>Received To Date</b>	<b>May Forecast Anticipates Distance Learning through FY20</b>
<b>Reg. Tuition from other Towns</b>	494,560	535,231	522,265	40,671
<b>SPED Tuition from other Towns</b>	389,724	411,174	205,587	21,450
<b>SDE Excess Cost Reimbursement</b>	487,666	411,142	411,142	(76,524)
<b>Rental Fees</b>	16,157	12,895	12,895	(3,262)
<b>Pay for Participation</b>	54,615	27,825	27,825	(26,790)
<b>Sub Total</b>	<u>1,442,722</u>	<u>1,398,267</u>	<u>1,179,714</u>	<u>(44,455)</u>

# TOWN OF GRANBY

## MEMORANDUM

DATE: June 29, 2020

TO: Board of Finance

FROM: John D. Ward, Town Manager



**REGARDING: BUSINESS – 3**

Consideration of Solid Waste Fund Appropriation for Transfer Station

The following projects are recommended to maintain and improve the Town's Transfer Station:

1. New Gates: The current gates are showing their age and should be replaced. We have received a quote for the sliding gates in the amount of \$6,000.00.
2. Removal of Trees: The trees have grown to the entire top of the transfer station and should be cut down; but we do not have the equipment to do it in a timely fashion. The estimated cost for the removal of trees is \$5,000.00.
3. Grinding out the brush: This was done last year and it is time to grind the brush again this year. The estimated cost for this project is \$7,000.00.

None of these amounts were budgeted in the Fiscal Year 2019-20 Adopted Budget. Accordingly, I am requesting an additional appropriation from the Solid Waste Fund balance in the amount of \$18,000.00 to fund these projects. There are sufficient funds in the Solid Waste Fund to cover this appropriation.

At its June 1, 2020 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to the Town of Granby Charter 10-6-(e), I am forwarding this request to the Board of Finance for your consideration. Also, pursuant to the Town of Granby Charter 10-6(e), I am certifying that there are funds sufficient to support this appropriation in the unassigned and unallocated portion of the Solid Waste Fund.

**PROPOSED MOTION:** THE BOARD OF FINANCE APPROVES AN APPROPRIATION OF \$18,000.00 FROM SOLID WASTE FUND BALANCE TO FUND THREE TRANSFER STATION'S PROJECTS, WHICH ARE REPLACEMENT OF CURRENT GATES, REMOVAL OF TREES AND GRINDING OUT THE BRUSH.

pc: Kimi Cheng, Administration Finance Officer

**TOWN OF GRANBY**

The following information is required prior to approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action (Attach Motion): Board of Selectmen   X    
 Board of Education           

Date of Requesting Agency's Action: June 1, 2020

Type of Action Requested (Check One): Additional Appropriation   X    
 Transfer of Funds             
 Budget Amendment           

Date of Request: June 1, 2020

Fiscal Year: 2019-20

Amount of Request: \$18,000.00

Purpose of Request (Explain briefly or attach narrative):

To maintain and improve the Town's Transfer Station by funding three projects. They are replacement of current gates, removal of trees and grinding out the brush.

See attached excerpt from June 1, 2020 BOS meeting minutes.

<u>Appropriation From:</u>	<u>Appropriation To:</u>
225 Solid Waste Fund Balance \$18,000.00	225.30.30.3005.54622 Drop Site Recycling Activity \$18,000.00

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

\_\_\_\_\_  
 Town Manager/Date

Date of Board of Selectmen Comment Action: June 1, 2020      Approved: YES   X   NO     

Date of Board of Finance Resolution Action: June 29, 2020      Approved: YES      NO     

cc: Administration Finance Officer & Town Treasurer



**TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
JUNE 1, 2020  
VIA ZOOM**

**C. Consideration of Solid Waste Fund Appropriation for Transfer Station**

Town Manager Ward reported Kirk Severance is recommending some maintenance be done to improve the Town's Transfer Station.

Gates are showing their age and should be replaced. He has a quote for sliding gates in the amount of \$6,000.

Trees have grown to the entire top of the transfer station and should be cut down. They do not have the equipment in order to do this in a timely fashion. Estimated cost for the removal of trees is \$5,000.

It is time to grind out the brush again this year. Estimated cost to do this is \$7,000.

None of these were budgeted in the fiscal year 2019-20 adopted budget. An appropriation from the Solid Waste Fund balance in the amount of \$18,000 to fund these projects is requested.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to authorize an appropriation of \$18,000 from the Solid Waste Fund Balance to fund three Transfer Station projects and forward this request to the Board of Finance to approve.

# TOWN OF GRANBY

## MEMORANDUM

DATE: June 29, 2020

TO: Board of Finance

FROM: John D. Ward, Town Manager



**REGARDING: BUSINESS - 4**

Consideration of Holcomb Farm Improvement Fund Appropriation

The interior of the Holcomb Farm Farmhouse, including the annex, was scraped and painted to remove all areas containing lead paint. The lead removal cost was \$45,708.15 and Holcomb Farm Inc. paid half (\$22,854.08).

The town hired Andrew Miller, owner of CT Lead Paint Solutions, to create the abatement program, oversee the project, take dust samples, and submit all required paperwork to the State of Connecticut and The Farmington Valley Health District (FVHD). This contract totaled \$1,840 and Holcomb Farm Inc. paid half (\$920.00).

On a separate project, one-half of the house roof was replaced by Barret Builders, who were hired by Connecticut Interlocal Risk Management Agency (CIRMA). The half that was replaced was determined to have enough damage to warrant the job, due to the hail storm that came through town in May of 2018. Even though the entire roof was in poor condition, they only agreed to replace the side where the storm came in from. Barrett Builders submitted an estimate of \$9,875 to replace the remaining portion not covered by CIRMA. Holcomb Farm Inc. verbally agreed to pay \$1,225.92 to the town upon completion of the roof. With your approval, I would like to schedule the remaining half with Barret Builders.

None of these amounts were budgeted in the Fiscal Year 2019-2020 adopted budget. Accordingly, I am requesting an additional appropriation from the Holcomb Farm Improvement Fund balance in the amount of \$32,423.15 to fund these projects. There are sufficient funds in the Holcomb Farm Improvement Fund to cover this appropriation.

At its June 15, 2020 meeting, the Board of Selectmen commented favorably upon this request. Pursuant to the Town of Granby Charter 10-6-(e), I am forwarding this request to the Board of Finance for your consideration. Also, pursuant to the Town of Granby Charter 10-6(e), I am certifying that there are sufficient funds to support this appropriation in the Holcomb Farm Improvement Fund.

**PROPOSED MOTION:** THE BOARD OF FINANCE APPROVES AN APPROPRIATION OF \$ 32,423.15 FROM THE HOLCOMB FARM IMPROVEMENT FUND BALANCE TO FUND THE INTERIOR LEAD ABATEMENT AND ROOF PROJECTS.

**TOWN OF GRANBY**

The following information is required prior to approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action (Attach Motion): Board of Selectmen   X    
 Board of Education       

Date of Requesting Agency's Action: June 15, 2020

Type of Action Requested (Check One): Additional Appropriation   X    
 Transfer of Funds         
 Budget Amendment       

Date of Request: June 15, 2020

Fiscal Year: 2019-20

Amount of Request: \$32,423.15

Purpose of Request (Explain briefly or attach narrative):

To fund the interior lead abatement and roof projects at Holcomb Farm.

See attached excerpt from June 15, 2020 BOS meeting minutes.

<u>Appropriation From:</u>	<u>Appropriation To:</u>
681 Holcomb Farm Improvement Fund Balance \$32,423.15	681.60.60.6022.54759 General Improvements \$32,423.15

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

\_\_\_\_\_  
 Town Manager/Date

Date of Board of Selectmen Comment Action: June 15, 2020      Approved: YES   X   NO       

Date of Board of Finance Resolution Action: June 29, 2020      Approved: YES        NO       

cc: Administration Finance Officer & Town Treasurer

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
JUNE 15, 2020  
VIA ZOOM**

**B. Consideration of Holcomb Farm Fund for Holcomb Farmhouse Improvement Funds**

Earlier this year, work was done on the interior of the Holcomb Farm Farmhouse. It was scraped and painted to remove all areas containing lead paint. The removal cost was \$45,708.15. Town Manager Ward thanked the Friends of Holcomb Farm Inc. for generously offering to pay half (\$22,854.08).

Connecticut Lead Paint Solutions was hired to create the abatement program, as well as to oversee the project and to submit all the paperwork to the State of Connecticut and the Farmington Valley Health District. The contract totaled \$1,840 and again, the Friends of Holcomb Farm Inc. paid half (\$920).

On a separate project, Barrett Builders was hired by CIRMA to replace half of the house roof that was determined to have enough damage to warrant the job due to the hail storm of May 2018. Even though the entire roof was in poor condition, only the side where the storm came from was agreed to be replaced. Barrett Builders submitted an estimate of \$9,875 to replace the remaining portion not covered by CIRMA. Holcomb Farm Inc. verbally agreed to pay \$1,225.92 to the town upon completion of the roof. Town Manager Ward would like to schedule the remaining half with Barrett Builders.

None of these amounts were budgeted in the Fiscal Year 2019-2020 adopted budget. Town Manager Ward is requesting an additional appropriation from Holcomb Farm Improvement Fund balance in the amount of \$32,423.15 to fund these projects. He indicated there are sufficient funds in the Holcomb Farm Improvement Fund to cover this appropriation.

In the future, the Town Manager would like to apply for STEEP funds to do other work. The exterior of the farmhouse needs work but there is not funding at the time.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to authorize an appropriation of \$32,423.15 from the Holcomb Farm Improvement Fund balance to fund the interior lead abatement and roof projects and forwards this request to the Board of Finance to approve.

ON A MOTION BY Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to reorder the agenda, placing items Business Items C, D., and E. to be discussed during closed session following Selectmen Reports.