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TOWN OF GRANBY
BOARD OF SELECTMEN
SPECIAL MEETING
THURSDAY, JULY 14, 2022
TOWN HALL MEETING ROOM
6:00 P.M.
AGENDA

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

A. Approval of Regular Meeting Minutes – June 20, 2022

IV. APPOINTMENTS

- Board of Selectmen (Sally King)
- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- Inland Wetlands and Watercourses Commission (Jason LaChance)

V. OLD BUSINESS

VI. BUSINESS

A. Consideration of Fiscal Year 2021-22 Transfer of Accounts

VII. TOWN MANAGER REPORT

VIII. FIRST SELECTMAN REPORT (Mark Fiorentino)

IX. SELECTMAN REPORTS
(Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome)

X. EXECUTIVE SESSION

XI. ADJOURNMENT

The Next Regular Meeting is scheduled for August 1, 2022 (July 18th meeting to be canceled)
WELCOME

By Charter, the Granby Board of Selectmen (BOS) serves Granby as the town’s Legislative Body. It is composed of five members elected every two years by the registered voters of the Town of Granby.

The BOS meets on the first and third Monday of each month at 7:00 p.m. in the Town Hall Meeting Room. All meeting notices are posted in the Town Clerk’s office in the Town Hall. ALL MEETINGS ARE OPEN TO THE PUBLIC. An agenda is prepared prior to the posting of the meeting. If you would like to propose an item for the agenda, please speak with the Town Manager at least one week prior to the meeting.

We encourage your involvement in town government. The Public Session section of the order of business shall be that portion of the regular Board meeting during which electors of the Town of Granby may address the Board for no more than five (5) minutes each regarding any matter not otherwise subject to Public Hearing. Further remarks or questions by the public may be allowed at the discretion of the chair. Each person speaking must give name and address and shall speak only once on the subject being addressed.

The originator of a communication or spokesman for any group whose petition or communication is included on the agenda shall be given the privilege of addressing the Board of Selectmen on the subject of the petition or communication for a period of not more than ten (10) minutes.

Each speaker is allowed one comment on an issue until all others have been heard. Please wait to be recognized by the First Selectman before speaking. Interrupting the Board or discussion of personnel issues is not permitted. Comment on issues not listed on the agenda may be made during the public session.

Citizens of Granby are also encouraged to become active in town government. Please feel free to contact a Board of Selectmen member or John D. Ward, Town Manager, to discuss ways in which you can support the Town of Granby.

TELEPHONE - (860) 844-5300

www.granby-ct.gov

BOARD OF SELECTMEN

Mark H. Fiorentino, First Selectman
Frederick A. Moffa
Mark C. Neumann
Kelly O. Rome

TOWN MANAGER

Erica P. Robertson
Members Present:  First Selectman Mark Fiorentino  
Selectman Sally King, Vice-Chairman  
Selectman Frederick Moffa  
Selectman Mark Neumann  
Selectman Kelly Rome  

Others Present: Erica P. Robertson, Town Manager  
Kimi Cheng, Director of Finance  
Kirk Severance, Director of Public Works

The Hon. Mark Fiorentino, First Selectman called the regular meeting of the Board of Selectmen to order at 7:00 p.m.

I. PLEDGE OF ALLEGIANCE

First Selectman Mark Fiorentino led members of the Board of Selectmen in the Pledge of Allegiance followed by remarks at which time he noted that Scott A. Nolan had recently been hired by the Town of Granby to serve as the Town Clerk.

II. PUBLIC SESSION

Reinhard Maier (13B Day Street) addressed members of the Board of Selectmen about the Affordable Housing plan and whether or not it had been submitted to the State of Connecticut yet, and if First Selectman Fiorentino could share the Affordable Housing Plan letter with the Granby Drummer. Mr. Maier further inquired about the appointments to various Boards and Commissions and specifically asked that an equal number of Democrats, Republicans, and Unaffiliated voters be appointed to the Charter Revision Commission as they represent the Town.

Nicholas D’amato (3 Rickwood Lane) addressed members of the Board of Selectmen and indicated that he had sent the Town a certified letter explaining that Town officials serve at the direction of the people. Mr. Domatto read his letter into the record. Mr. Damatto further explained that Town officials do not have authority over the people. Mr. Damatto further explained that he was submitting a Freedom of Information request in regard to when the Town stopped notarizing documents. Mr. Damatto further explained that he personally would not like to see the development of the Town of Granby continue.

Maureen Eberly (37 Silkey Road) asked about the five-year capital improvement plan and that she would like to see more stakeholders present. Maureen explained that she felt it important to have as much transparency as possible at the meeting. Maureen further explained that she would like to see both goals and objectives in the five-year plan and that we should know how we can go about

(Continued on Next Page)
achieving those goals. Maureen indicated that she felt it might be better to wait until August or in the fall to schedule meetings for the five-year plan so stakeholders and members of the public can attend.

III. MINUTES

Selectman Sally King made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the Minutes of the Public Hearing of June 6, 2022.

The motion was seconded by Selectman Kelly Rome which was passed by a unanimous voice vote. MOTION CARRIES.

Selectman Sally King made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the Minutes of the Regular Town Council Meeting of June 6, 2022.

The motion was seconded by Selectman Frederick Moffa which was passed by a unanimous voice vote. MOTION CARRIES.

IV. APPOINTMENTS

First Selectman Mark Fiorentino informed members of the Board of Selectmen that there was a vacancy to fill on the Granby Conservation Commission, at which time, Selectman Mark Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectman hereby appoints, Kara Marshall (U) to the Granby Conservation Commission for a term ending January 13, 2025.

The motion was seconded by Selectman Kelly Rome which was passed by a unanimous voice vote. MOTION CARRIES.

V. OLD BUSINESS

No report was given.

VI. NEW BUSINESS

A. To Consider and Act on the FY23 Town Manager Priorities

(Continued on Next Page)
Town Manager, Erica Robertson gave an update to members of the Board of Selectmen regarding the Town Managers’ priorities and indicated that over the last nine months Ms. Robertson has identified six areas that she believes are priorities, which include, the increase and enhancement of Town’s communication tools both for the Granby community and public safety employees and volunteers; Moving the Radio Communications project forward; Conducting negotiations for successor collective bargaining agreements; Preparing and submitting the FY24 operating budget and capital budget in accordance with Town Charter requirements; Implementing adjustments to the budget documents and other written materials to better communicate information and enhance the public’s understanding of the budget; and coordinating and implementing the Town’s capital program including projects funded by the American Rescue Plan Act (ARPA) while establishing a 5-year Capital Planning document that reflects the capital needs of the Town of Granby.

Answering questions from the Board of Selectmen, Town Manager, Erica Robertson explained that the six areas that were identified were priorities, however, there were many steps in each of these priorities. Town Manager, Erica Robertson further explained that the Radio Communications project would happen in a multi-phase process as sites were still being secured.

Selectman Mark Neumann spoke in favor of the Town Manager’s priorities and noted that if the Town Manager could find a way to better communicate the budget book that would be an achievement. Selectman Mark Neumann further explained that another goal he would like to see added as a Town Manager priority is supporting the Charter Revision Commission as it is an important goal only done once every ten years.

Selectman Sally King made a motion for the adoption of the following resolution:

**BE IT RESOLVED**, that the Granby Board of Selectmen hereby approves the Town Manager Priorities for FY 2023.

The motion was seconded by Selectman Mark Neumann which was passed by a unanimous voice vote. **MOTION CARRIES.**

**B. To Consider and Act on the IBAC recommendations for the use of American Rescue Plan Act (ARPA) Funds**

First Selectman Mark Fiorentino updated members of the Board of Selectmen regarding the recommendations for the use of American Rescue Plan Act Funds and that the IBAC committee was working on generating a list of projects that were going to be completed. First Selectman Fiorentino further explained that ARPA funds would be dispensed in three phrases and directed members of the Board of Selectmen to refer to their ARPA Project List 6-20-22 which was distributed in their packet. First Selectman Fiorentino explained that the projects in green were phase one projects that the IBAC committee felt were a priority, the projects in yellow were still a priority but were a part of phase two and may need to be reevaluated depending on how phase one went, while the projects in white were

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projects that would happen in phase three if phases one and two go according to plan. First Selectman Mark Fiorentino also indicated that while there were many projects on the ARPA Projects List there may be additional sources of funding for some of the various projects. First Selectman Mark Fiorentino invited members of the Board of Selectmen to ask questions on any of the ARPA projects. Selectman Mark Neumann acknowledged the work that members of the IBAC committee had put into developing the ARPA projects list and that he is looking forward to moving forward with all of the various projects and believes that they are in line with the ARPA Guidelines.

Selectman Sally King agrees with selectman Neumann and further expressed that the projects on the list made sense and that there had been previous discussions on the ARPA project list.

First Selectman Mark Fiorentino recommended line item #6 (Project Support) on the ARPA Project List 6-20-22 should be an item that comes from the Town contingency fund and recommended increasing the line be increased to $200,000. First Selectman Mark Fiorentino further explained that the items outlined in green were justifiable projects and noted that just because there were projects on the ARPA list doesn’t mean that the Town wouldn’t look for additional funding sources where applicable.

Selectman Kelly Rome inquired about items #16 & 20 (Town Center Study) and the (Electronic Sign Board) and asked why they had been moved down the list.

Answering questions from the Board of Selectmen, Town Manager, Erica Robertson explained that items were ordered by dollar amount on the list and not in any particular order.

Selectman Frederick Moffa spoke in favor of the ARPA projects and inquired about item #9 (Support to Health District) and asked about their needs. Town Manager, Erica Robertson explained that item #9 was the Town’s portion of the ask from the Health District and that they were looking to make technology and infrastructure upgrades, along with some additional staff training.

First Selectman Mark Fiorentino asked members of the Board of Selectmen for recommendations on how the group would like to proceed going forward and suggested that members of the board authorize those items in the green ARPA Project List 6-20-22 to move forward along with the necessary scoping resources that are needed to move forward.

Town Manager, Erica Robertson explained to members of the Board of Selectmen that there were two projects that she would like to see move forward as soon as possible which included software that would allow the building department to be more accessible and online allow for applicants to apply for permits online. The software allows for the migration of the current Building’s official data to be migrated into the database. The Capital Region Council of Governments has a partnership with Municity Integrated Parcel Management and recommends them as a vendor. Town Manager, Erica Robertson further noted that the implementation of this system has a base cost of roughly $55,000

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along with an annual subscription fee of $14,000 and in total is expected to cost somewhere between $55,000 and $62,360.

Town Manager, Erica Robertson informed members of the Board of Selectmen about the second item that she would like to move forward with as soon as possible which is the Nexgen Public Safety Solution and Grey Matter software that is used in the Police Department. This project will replace the current outdated computer-aided dispatch and records management system in the Police Department. The base cost for the Nexgen Public Safety Solutions and Grey Matter upgrades would cost roughly $166,182.95. Town Manager, Erica Robertson explained to members of the Board of Selectmen that the current quotes were going to expire soon and that she would like permission to move forward with them.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes the Town Manager to expend up to $62,360.00 for projects related to the Muncity Integrated Parcel Management system.

The motion was seconded by Selectman Frederick Moffa which was passed by a unanimous voice vote. MOTION CARRIES.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes the Town Manager to expend up to $166,183.00 for projects related to the Next Gen Public Safety Solutions CAD/RMS System.

The motion was seconded by Selectman Mark Neumann which was passed by a unanimous voice vote. MOTION CARRIES.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the American Rescue Plan Act (ARPA) Phase 1 proposal list (projects shaded in green) and authorizes the Town Manager to move forward with implementing and scoping those projects.

The motion was seconded by Selectman Sally King which was passed by a unanimous voice vote. MOTION CARRIES.

C. To Consider and Act on the Next Steps in the Strategic Planning Process

First Selectman Mark Fiorentino explained to members of the Board of Selectmen that at this time Strategic Planning sessions would take place in the month of August to allow members of the various

(Continued on Next Page)
boards and commissions an opportunity to speak to the Board of Selectmen. First Selectman Mark Fiorentino further explained that he would like to have a dedicated email address for members of the public to be able to make public comments to the strategic planning committee. Selectman Frederick Moffa made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the next steps in the strategic planning process and authorizes the Town Manager to move forward with the compilation of goals and coordination of the August meetings.

The motion was seconded by Selectman Kelly Rome which was passed by a unanimous voice vote. MOTION CARRIES.

D. Solicitation of Interest to Serve on the Charter Revision Commission

First Selectman Mark Fiorentino explained to members of the Board of Selectmen that he would like to begin soliciting volunteers and members of the public to be a part of the Charter Revision Commission and that in the Town Manager’s memo instructions on how residents can put forward their interest to serving on the Charter Revision Commission.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes the Town Manager to move forward with a process to solicit interest from residents to serve on a Charter Revision Commission.

The motion was seconded by Selectman Sally King which was passed by a unanimous voice vote. MOTION CARRIES.

E. To Authorize the Town Manager to Award and Execute a Contract for Municipal Solid Waste and Acceptable Recyclables Disposal to F&G Recycling, LLC, Enfield, CT Effective July 1, 2022

Town Manager, Erica Robertson explained to members of the Board of Selectmen that garbage is becoming a big issue in the State of Connecticut and the most favorable rate is coming from Murphy Road Recycling or one of its subsidiaries. Town Manager, Erica Robertson indicated that MIRA may not exist much longer and that Paynes would be responsible for shipping Granby’s municipal solid waste to Murphy Road Recycling Suffield location.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

(Continued on Next Page)
BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes the Town Manager to award and execute a contract for Municipal Solid Waste and Acceptable Recyclables disposal to F&G Recycling, LLC, Enfield, CT effective July 1, 2022.

The motion was seconded by Selectman Frederick Moffa which was passed by a unanimous voice vote. MOTION CARRIES.

F. To Set a Public Hearing on August 1, 2022, at 7:00 pm, Concerning Changes to Chapter 144, Solid Waste

Town Manager, Erica Robertson addressed members of the Board of Selectmen regarding the proposed garbage ordinance and noted that the current ordinance is very detailed and that a copy of the ordinance will be ready and available for public inspection prior to the August 1st public hearing.

Selectman Sally King made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby sets Monday, August 1, 2022, at 6:45 p.m. in the Selectmen Chambers of the Granby Town Hall, 15 North Granby Road, Granby, Connecticut as the time and place for a Public Hearing to receive citizen input on the proposed amendment to Chapter 144, the Solid Waste Ordinance.

The motion was seconded by Selectman Mark Neumann which was passed by a unanimous voice vote. MOTION CARRIES.

VII. TOWN MANAGERS REPORT

Town Manager, Erica Robertson was pleased to report to members of the Board of Selectmen and asked members to join her in welcoming Scott Nolan as the new Town Clerk of Granby and that he started on June 13, 2022. Town Manager, Erica Robertson noted that Scott had previously served as Town Clerk for Windsor Locks and served as Clerk of the Council for the Town of South Windsor.

Town Manager, Erica Robertson reported to members of the Board of Selectmen that the Parks and Recreation Department received a grant for the summer camp programming and that she wanted to highlight that only 30 municipal programs were awarded the CSDE Summer Enrichment Grant and that Granby had received $67,500 for a variety of camp enhancements, including, extended field trips, specialized programmers, nature specialist, sports specialist, and arts & crafts specialist.

Town Manager, Erica Robertson reported to members of the Board of Selectmen that the budget report for May was looking good and that the Town was on track with revenue collection and is consistent with last year at 102%. Town Manager, Erica Robertson reported to members of the Board of Selectmen that the total billed for auto supplement was $620456.79 and that the total collected was $570,631 as of May 31, 2022, which brings the collection rate for the auto supplement budget

(Continued on Next Page)
to 159%. Town Manager, Erica Robertson reported to members of the Board of Selectmen that the Building Permit Fees revenue line item continues to grow strong and better than last year for the same period of 307% vs 150%. Town Manager, Erica Robertson reported to members of the Board of Selectmen that the total revenue collected and received is at 102%, which is $1,085,614 over budget.

VIII. FIRST SELECTMAN REPORT

First Selectman Mark Fiorentino thanked members of the public who attended the Board of Selectmen open form and for all of those who participated. First Selectman Mark Fiorentino explained that both Selectman Frederic Moffa and Sally King were invited to come but could not attend in order to not have a quorum for a meeting.

First Selectman Mark Fiorentino thanked members of the public who attended the Juneteenth celebration and observation event that took place on the Town Green and apologized that he was unable to attend the event as he was out of town.

IX. SELECTMAN REPORTS

Selectman Kelly Rome reported to members of the Board of Selectmen that she thought the Juneteenth celebration was a huge success and that weather didn’t damper residents’ spirits. Selectman Kelly Rome further noted that she enjoyed the conversations that took place at the Board of Selectmen open house and that there was a lot of conversation regarding planning & zoning, affordable housing, and expanding senior housing. Selectman Kelly Rome also mentioned that there was a COVID emergency committee that was put in place, and they may have some suggestions on how ARPA money can be used.

Selectman Mark Neumann reported that he also enjoyed the Board of Selectman’s open house and there was some great discussion. Selectman Mark Neumann hopes that in the future the group will continue to hold open forms to allow discussion with members of the public and the Board of Selectmen.

Selectman Frederick Moffa reported that a resident had reached out to Selectman Frederick Moffa about gun safety as it is now a public safety concern.

X. EXECUTIVE SESSION

No executive session took place.

(Continued on Next Page)
XI. **ADJOURNMENT**

There being no more business to come before the meeting, Selectman Kelly Rome made a motion to adjourn the Regular Board of Selectman Meeting at 8:37 p.m., which was seconded by Selectman Mark Neumann and passed by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,

Scott A. Nolan  
Town Clerk

Received for Record June 27, 2022  
By SCOTT A. NOLAN, Town Clerk
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager

REGARDING: IV. - Appointments

The following positions are open. The name in parenthesis is the last person to hold the position. When appointments are ready to be made, the following motions are recommended:

That ____________ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) as an alternate for an indefinite term. (Fred Jones)

That ____________ be appointed to the IWWC for the balance of a four-year term beginning immediately and ending January 8, 2024. (Jason LaChance)

That ____________ be appointed to the Board of Selectmen for the balance of a two-year term beginning immediately and ending November 21, 2023. (Sally King)
MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM A
Fiscal Year 2021-22 Transfer of Accounts

Background

The Town budgeted personnel increases under the Contingency Department in the Fiscal Year 2021-22 Adopted Budget as all union contracts were being negotiated. The following table identifies the transfer of accounts based on the approved and signed union contracts.

<table>
<thead>
<tr>
<th>Transfer From:</th>
<th>Transfer To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency Payroll Regular 88,000.00</td>
<td>Administration Payroll Regular 20,300.00</td>
</tr>
<tr>
<td>Contingency Payroll Temp/PT 5,000.00</td>
<td>Town Clerk Payroll Regular 12,300.00</td>
</tr>
<tr>
<td>PD Ops Payroll Regular 19,700.00</td>
<td>Town Clerk Payroll Temp/PT 5,200.00</td>
</tr>
<tr>
<td>Library Payroll Temp/PT 11,800.00</td>
<td>Revenue Collections Payroll Regular 980.00</td>
</tr>
<tr>
<td>SSYS Payroll Regular 7,560.00</td>
<td>Property Assessment Payroll Regular 4,710.00</td>
</tr>
<tr>
<td>Community Development Payroll Regular 1,590.00</td>
<td>Community Development Payroll Temp/PT 12,590.00</td>
</tr>
<tr>
<td>Building Inspection Payroll Regular 22,500.00</td>
<td>Building Inspection Payroll Temp/PT 510.00</td>
</tr>
<tr>
<td>PD Administration Payroll Regular 17,750.00</td>
<td>PW Administration Payroll Regular 13,400.00</td>
</tr>
<tr>
<td>Gen &amp; Equip. Maintenance Payroll Regular 3,800.00</td>
<td>PW Maintenance Payroll Regular 1,280.00</td>
</tr>
<tr>
<td>PW Maintenance Payroll Temp/PT 8,040.00</td>
<td>PW Maintenance Payroll-Overtime 5,880.00</td>
</tr>
<tr>
<td>Recreation Admin. Payroll Regular 1,230.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: 132,060.00

Total: 132,060.00
Additionally, we are requesting the following transfer due to the monthly IT contracts that negotiated after the adopted budget and the additional legal fees for unforeseeable cases.

<table>
<thead>
<tr>
<th>Transfer From</th>
<th>Transfer To</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency-Misc. Expense</td>
<td>Administration-IT</td>
<td>For IT Services (total spent $78,600, but budgeted $41,500)</td>
</tr>
<tr>
<td></td>
<td>Operations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$40,300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$37,100</td>
<td></td>
</tr>
<tr>
<td>Contingency-Kearns and Misc.</td>
<td>Legal Services</td>
<td>To cover legal fees (PZ case $6,500, CHRO case $1,500, radio contract $2,000)</td>
</tr>
<tr>
<td></td>
<td>$1,600</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$4,800</td>
<td></td>
</tr>
<tr>
<td>Total: $41,900</td>
<td>Total: $41,900</td>
<td></td>
</tr>
</tbody>
</table>

Lastly, we never budgeted for compensated absences in the past. With the upcoming anticipated retirements, we are requesting the following transfers to wage settlement line item:

<table>
<thead>
<tr>
<th>Transfer From</th>
<th>Transfer To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension &amp; ICMA</td>
<td>$14,500</td>
<td>Wage Settlement/Sev</td>
</tr>
<tr>
<td>FICA &amp; Medicare</td>
<td>$47,000</td>
<td>$125,800</td>
</tr>
<tr>
<td>Business Package</td>
<td>$21,800</td>
<td></td>
</tr>
<tr>
<td>Workmen’s Compensation</td>
<td>$42,500</td>
<td></td>
</tr>
<tr>
<td>Total: $125,800</td>
<td>Total: $125,800</td>
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Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

**PROPOSED MOTION:** The Board of Selectmen authorizes the transfer of accounts in the amount of $299,760 from the Contingency, Police Operations & Communications, Library Services, Social-Senior-Youth Services, Fringe Benefits, and Insurances Departments to various Departments listed in the above tables and forwards this request to the Board of Finance to approve.

ERP/kc
pc: Kimi Cheng, Director of Finance