Town of Granby is inviting you to a scheduled Zoom meeting.
https://us02web.zoom.us/j/83954879683?pwd=4yqP4DkYrfa4JIFC2Rezo6pDmmqMX4.1

Meeting ID: 839 5487 9683
Passcode: 192928

TOWN OF GRANBY – Board of Selectmen
Regular Meeting Agenda
Monday, August 17, 2026 – 7 p.m.
Town Hall Meeting Room

1. Pledge Of Allegiance
2. Minutes
   - 2.I. Approval Of Board Of Selectmen Regular Meeting Minutes - August 3, 2026

     Documents:

     2 AUGUST 3, 2026 BOS REGULAR MEETING ELECTRONIC VERSION.PDF
3. Resignations/Appointments
   - 3.I. None
4. Communications
   - 4.I. Pension Committee Communication - 7/1/2025 Pension And OPEB Report Summary

     Documents:

     4.1 OPEB AND PENSION 070125 VALUATION REPORT COMPARISON AND SUMMARY.PDF
5. Old Business
   - 5.I. None
6. New Business
   - 6.I. Granby Water Pollution Control Authority Cost Share Clean Water Fund Action

     Documents:

     6.1 2026-0817BOS AGENDA - CLEAN WATER BOND PAYMENTS.PDF
   - 6.II. Alcohol Waiver Approval For Salmon Brook Park Event

     Documents:

     6.2 08172026ALCOHOLWAIVER.PDF
   - 6.III. Public Works Director Job Description Changes - Approval Needed

     Documents:

6.3 PUBLIC WORKS DIRECTOR JOB DESCRIPTION.PDF

7. Town Manager Report

7.I. Town Manager's Project Activity Report

Documents:

7.1 2026GRANBYTMREPORT08172026.PDF

7.II. Monthly Budget Report - Finance Director Kimi Cheng

Documents:

7.2 26-06 BUDGET OPERATIONS.PDF
7.2 26-07 BUDGET OPERATIONS.PDF

8. First Selectman Report

9. Selectmen Reports

10. Public Session

11. Executive Session

12. Adjournment

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Tuesday September 8, 2026, in the Town Hall Meeting Room.

TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR BOARD OF SELECTMEN MEETING
AUGUST 3, 2026
MINUTES

CERTIFIED TRUE ELECTRONIC COPY
From the Records of the **Town of Granby**
as of 12:41 P.M.
August 10, 2026
Attested by:

PRESENT: Mark H. Fiorentino, First Selectman, Margaret Q. Chapple, Vice-Chairwoman; Kimberly L. Becker.

ALSO PRESENT: Michael P. Walsh, Town Manager; Jen Espinal, Town Clerk; members of the public.

REMOTE: Mark C. Neumann, Selectmen; Betsy Mazzotta, Management Assistant; and members of the public.

ABSENT: Frederick A. Moffa, Selectmen; Kimi Cheng, Director of Finance.

CALL TO ORDER
First Selectman M. Fiorentino called the Regular Meeting of the Board of Selectmen to order at 7:00 p.m. in the Town of Granby Senior Center, Granby, Connecticut.

1. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by First Selectman, Fiorentino.

2. MINUTES

2.1. Approval of Board of Selectmen Regular Meeting Minutes – July 20, 2026

ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted unanimously (4-0-0) to approve the minutes from the Board of Selectmen Regular meeting on July 20, 2026.

3. APPOINTMENTS/ RESIGNATIONS

3.1. Jessica J. Diglio Board of Education
ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted unanimously (4-0-0) to appoint Jessica J. Diglio to the Town of Granby Board of Education, effective August 3, 2026, to serve until the next Municipal Election on November 2, 2027, and until a successor elected at that election takes office.

4. COMMUNICATIONS

4.1. Referral from POCD Committee- Plan of Conservation and Development 2026-2036
The Board discussed the referral of the draft 2026–2036 Plan of Conservation and Development (POCD) from the Planning and Zoning Commission. The draft was reviewed by the Commission on July 14 and July 28, 2026, and referred to the Board of Selectmen and the Capitol Region

Council of Governments (CRCOG). A public hearing is scheduled for October 13, 2026, before the Planning and Zoning Commission, which will take final action on the plan.

The Board recognized the significant work of the POCD Committee, staff, and community members who contributed through meetings and public comments. The Board noted that the updated format improves readability and accessibility. Members also emphasized the importance of aligning future planning and zoning regulations with the adopted POCD while maintaining Granby's character and encouraging responsible growth and a sustainable tax base.

5. OLD BUSINESS (Referral to BOF vote moved from 5.1.1 to 5.1.4)

5.1. Bond Questions: 2026 Referendum Questions – Resolutions, Warning, and Questions

5.1.1. 2026 Bond Referendum Questions and Proceedings - Resolution Approval
ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted unanimously (4-0-0) to approve the Board resolutions, the warning, and the five bond questions as presented in the meeting packet, including the amendments discussed by the Board.

5.1.2. 2026 Bond Referendum Questions - Set a Town Meeting
5.1.3. 2026 Bond Referendum Questions - Set a Referendum Date

ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted unanimously (4-0-0) to approve the Public Hearing for December 1, 2026, and the referendum vote for December 8, 2026, and to direct the Town Clerk to begin the necessary process.

5.1.4. Refer Resolutions to Board of Finance
ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted unanimously (4-0-0) to refer the resolutions concerning the aforementioned projects to the Board of Finance.

5.11. Electioneering Policy Approval
The Board reviewed the redlined Electioneering Policy, which incorporates prior Board discussion and resident input. The policy was reviewed for compliance with applicable state statutes by the Town Clerk, Registrars, Moderator, and Town Attorney. The Board expressed support for the policy, noting that it formalizes existing practices while balancing election integrity and the public's ability to express views.

ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted (4-0-0) to approve and adopt the Electioneering Policy as presented, incorporating the revisions reflected in the redlined version.

6. NEW BUSINESS

6.1. FY26 Transfer of Accounts and Budget Amendments

The Board reviewed year-end FY2026 account transfers and budget amendments recommended by the Board of Finance. The adjustments include transfers totaling $91,000 for various year-end expenses, $182,000 transferred to severance, and a $177,000 transfer between the General Fund and Small Capital Fund to align lease payments with the accounts from which expenses were paid. The amendments are part of the annual year-end closing process and will allow completion of the FY2026 audit.

ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted (4-0-0) to move that the Board of Selectmen authorizes the transfer of accounts and the budget amendments as listed in the above tables.

7. TOWN MANAGER REPORT

7.1. Town Manager's Project Activity Report

The Board received the Town Manager's July Department Activity Report. Highlights included the appointment of Alan Dominy, formerly Deputy Fire Marshal, as Fire Marshal. The report provided updates on activities and ongoing projects across Community Development, Public Works, Human Services, Youth Services, and Elections. The Board was also informed of various departmental initiatives, staffing updates, infrastructure projects, community programs, and preparations for upcoming elections.

8. FIRST SELECTMAN REPORT (Mark Fiorentino)

First Selectman, M. Fiorentino, reported on the Town's 2026 Heritage Time Capsule project, including a letter prepared for Granby residents who will open the capsule in 2076. He expressed appreciation to the many volunteers whose efforts contributed to the project and emphasized the importance of preserving Granby's history, traditions, volunteerism, and community spirit for future generations.

9. SELECTMEN REPORTS (Margaret Q. Chapple, Kimberly L. Becker, Frederick A. Moffa, Mark C. Neumann; and Madeline Ayotte, Student Liaison)

P. Chapple recognized the Granby Historical Society event, noting that it was exceptionally well done and served as a meaningful tribute to members of the Granby community.

K. Becker expressed appreciation to Granby volunteers, and all their efforts.

M. Neumann reported on the burial of the Heritage Time Capsule and expressed appreciation to the Town crew and volunteers who assisted with the project. He also recognized the Salmon Brook Historical Society for its work on the time capsule as part of the America 250th anniversary projects, noting the hope that future generations will enjoy learning about Granby in 2076. Mark reminded residents that the Public Buildings Capital Projects Committee will meet on August 12 and welcomed the public to attend either in person or via Zoom. The committee will discuss preparations related to the bonding questions approved by the Board.

7. PUBLIC SESSION

M. Kramarenko, Notch Road, addressed the Board on Town regulations and their impact on residents' rights and public expression. He also raised questions regarding the use of surveillance cameras and requested information about whether such cameras are currently used by the Town and, if so, their number and locations.

R. Flannigan, 24 Woodcliff Drive addressed the Board regarding Town's ordinance, particularly provisions concerning sign placement and the applicable distance requirements, election laws, enforcement, and recent state and federal policies.

N. Dethlefsen, 24 Round Hill Road, suggested that the Town consider repurposing or offering the America 250 anniversary signs to residents when they are removed, potentially through a raffle or fundraising initiative, rather than disposing of them.

10. EXECUTIVE SESSION

None

11. ADJOURNMENT

ON A MOTION DULY MADE BY P. Chapple, seconded by K. Becker, the Board voted unanimously (4-0-0) to adjourn the Board of Selectmen Regular Meeting at 7:53 p.m.

A full version of the Board of Selectmen meeting can be found at Granby Community Television https://gctv16.org.

Respectfully recorded and attested

Jen Espinal
Town Clerk
Received for Record: August 7, 2026, at 1:16 P.M.
By Jini Ruscitti, Assistant Town Clerk

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday, August 17, 2026, in the Town Hall Main Meeting Room.

TOWN OF GRANBY

MEMORANDUM **DATE:** July 29, 2026

TO: The Granby Pension Committee

FROM: Kimi Cheng, Director of Finance

REGARDING: **OPEB & Pension 7/1/25 Valuation Report Summary and Comparison**

A side-by-side comparison of July 1, 2025, actuarial valuation reports

Category	Pension Plan	OPEB (Other Post-Employment Benefits)
Total Liability	**$26.16M**	**$10.26M**
Actuarial Assets	**$24.36M**	**$5.24M**
Unfunded Liability	**$1.80M**	**$5.02M**
Funded Ratio	**93.1%**	**51.1%**
FY 2026-27 ADC	**$676,882**	**$923,338**
Active Members	50	298
Market Return	11.94%	12.27%
Actuarial Return	9.22%	5.49%

Executive Summary

Pension Plan

The pension plan is in **very strong financial condition**.

- Funded ratio improved from **90.0% to 93.1%**
- Unfunded liability declined from **$2.55 million to $1.80 million**
- Annual required contribution (ADC) **decreased** from **$701,208 to $676,882**
- Assets substantially exceeded the assumed 6.5% investment return, producing significant actuarial gains.

Overall outlook:

- Nearly fully funded
- Contributions are expected to remain stable
- Full amortization projected by **2032** if assumptions are met.

OPEB Plan

The OPEB trust is improving but remains **only about half funded**.

Positive developments include:

- Funded ratio improved from **37.2% to 51.1%**
- Unfunded liability decreased by nearly **$1.6 million**
- Assets increased from **$3.9 million to $5.2 million** (actuarial value)

However:

- The required contribution increased slightly to **$923,338**
- Healthcare inflation and updated claims experience increased liabilities
- OPEB remains much less well funded than the pension system.

Long-term projections indicate the unfunded liability could be eliminated by **2037** if annual ADCs are consistently paid.

TOWN OF GRANBY

MEMORANDUM **DATE:** August 5, 2026

TO: The Granby Board of Selectmen

FROM: Kimi Cheng, Director of Finance

REGARDING: **Consideration of Granby Water Pollution Control Authority (GWPCA) Cost Share for Wastewater Treatment Plant Clean Water Fund (CWF) Project #392C-1**

Background

The Granby Water Pollution Control Authority (GWPCA/BOS) has an agreement with the Town of Simsbury, which requires the Town of Granby to pay its proportionate share of the costs associated with the expansion and improvements of the Simsbury water pollution control facility. In return, Granby is entitled to use 9.2% of its sewer treatment capacity (380,000 gallons per day).

For many years, Granby's annual debt service payment was $116,400. In March 2021, the Town of Simsbury refinanced its Clean Water Fund Bond and secured a favorable interest rate, resulting in the following revised debt service schedule for Granby's 9.2% share:

		FY22	FY23	FY24	FY25	FY26	FY27	FY28
9.20%	Granby	112,114	111,780	111,849	111,688	111,746	111,999	24,518

The Board approved the use of the Sewer Assessment Fund and the Sewer Utility Fund to pay for the clean water debt service payments in the fiscal year 2021-22, 2022-23, and 2023-24 on its August 2, 2021, BOS meeting. The table below shows the payment schedule and its funding sources.

Fiscal Year	Due to Simsbury	Assess. Fund Use	Utility Fund Use
2021-22	$112,114	$28,029	$84,085
2022-23	$111,780	$27,945	$83,835
2023-24	$111,849	$27,962	$83,887

Moreover, the Board approved the use of the Sewer Assessment Fund to pay for the clean water debt service payments in the fiscal year 2024-25 and 2025-26 on its April 22, 2024, BOS meeting. The table below shows the payment schedule and its funding sources.

Fiscal Year	Due to Simsbury	Assess. Fund Use	Utility Fund Use
2024-25	$111,688	$111,688	$0
2025-26	$111,746	$111,746	$0

Next Steps
The Board will need to approve the funding sources for the clean water debt service payments for the fiscal years 2026-27 and 2027-28. As of 6/30/2025, the Sewer Assessment audited fund balance is $304,113 and the unaudited fund balance for FY 2025-26 is estimated to be $209,317.73.

Therefore, my recommendation is to make payments from the Sewer Assessment Fund for the fiscal years 2026-27 and 2027-28. The table below shows my recommendation for future payments:

Fiscal Year	Due to Simsbury	Assess. Fund Use
2026-27	$111,999	$111,999
2027-28	$24,518	$24,518

PROPOSED MOTION
I MOVE that the Board of Selectmen approves and appropriates the Fund Balance from the Sewer Assessment Fund for payment of the Clean Water Fund Bond obligation to the Town of Simsbury for the fiscal years 2026-27 and 2027-28 in the amounts of $111,999 and $24,518, respectively.

TOWN OF GRANBY

MEMORANDUM **DATE:** August 3, 2026

TO: Mike Walsh, Granby Town Manager

FROM: Jamie Savva, Events Specialist

REGARDING: **Alcohol Waiver for Event at Salmon Brook Park**

Background

The Granby Parks & Recreation Department has received a request to provide alcohol to her guests from Ms. Nancy Canfield. Ms. Canfield has rented the Gathering Room at Salmon Brook Park on Saturday, September 12, 2026 to host a wedding renewal of vows. The appropriate paperwork and insurance from the renter will be provided.

I have reviewed and discussed the Town's policies regarding the use of Alcohol in the Park with the Ms. Canfield. This event will be monitored by a member of the event monitor staff. Ms. Canfield understands that with approval, this allows beer and wine within the building only. Alcoholic beverages would not be allowed outside and hard alcohol is strictly forbidden. Ms. Canfield agrees that upon approval she will be required to provide liability insurance coverage for the entirety of the event.

Due to this event falling outside the date range approved in the Alcohol Permitting Policy at Salmon Brook Park, I am forwarding Ms. Canfield's request to the Board of Selectman for consideration.

Next Steps

If the Board of Selectmen is in agreement, the following motion is offered for consideration:

PROPOSED MOTION:

I move that the Board of Selectmen approve the Alcoholic Beverage Permit Application (Form B) for the Saturday, September 12, 2026 Canfield wedding renewal celebration in the Gathering Room at Salmon Brook Park.

TOWN OF GRANBY

MEMORANDUM **DATE:** August 12, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager

REGARDING: **Public Works Director – Non-Union/Exempt Job Description Approval**

Kirk Severance, Public Works Director for the Town of Granby, has announced his retirement effective September 14, 2026. Kirk's contributions to the Town are numerous, and we will miss his professionalism, can do attitude, and good cheer.

With the position open, attached please find an amended job description for the position of Public Works Director. The job description was formatted into the current Town of Granby format as well as changes made to bring the job description into better compliance with current labor law.

The position will become Non-Union/Exempt, and because of the five bond questions on a variety of infrastructure projects that may be approved by voters, this job description will have a greater focus on construction project management experience and road improvements as well as the usual management expectations of a Public Works Director.

Krista Shaffer, the Town's Human Resources Director, has worked to amend this job description to better represent the work done within the Public Works Department, including the job duties I mentioned above. This position will be added into the Town's Personnel Rules set at a Grade 11 with a salary range between $100,000 and $140,000. The current position comes with a take home vehicle, however, moving forward, the Public Works Director will have the use of a vehicle, but it will not be a take home vehicle except in certain weather events.

Please see the attached memos from Krista to better understand the changes we're seeking approval for today. As it relates to the attached job description, Charter Section 9-1 establishes the Merit System with Charter Section 9-2 establishing the Classified Service, including the creation of job descriptions. Per the Charter, job descriptions are then approved by the Board of Selectmen.

Accordingly, I respectfully request the following motion be approved to allow this job description to be officially accepted by the Board of Selectmen.

Proposed Motion:
I move that the Board of Selectmen approve the attached job description of the Granby Public Work Director as presented, and further, to add the job to the Town of Granby's Personnel Rules at a grade 11.

I will be on hand to answer any questions on this request.

TOWN OF GRANBY

MEMORANDUM **DATE:** August 11, 2026

TO: The Granby Board of Selectman

FROM: Krista Shaffer, Granby Human Resources Director

REGARDING: **Director of Public Works Job Description and Pay Plan Changes**

Upon the retirement of our incumbent Director of Public Works, this position will no longer be represented by the GMEA Bargaining Unit. As such, it will become a salaried exempt position and should be added to the Classification and Pay Plan that is outlined in the Personnel Rules.

The attached job description has been amended to reflect the classification change, and some of the day- to-day duties have been removed and language outlining more specific capital project focused responsibilities have been added. The duties that have been removed are largely the responsibility of the supervisors who were put in place during the last department reorganization in 2024.

I have attached the current and proposed revised job description for comparison as well as the proposed changes to the Personnel Rules. I am asking for your approval of the new job description as well as the addition of the position into the Classification and Pay Plan policies in the Personnel Rules.

Town of Granby
Director of Public Works
Job Description

Job title: Director of Public Works

Department: Department of Public Works (DPW)

FLSA Status: Salary Exempt Non-Union

Reports to: Town Manager

General Statement:

The Public Works Director provides strategic leadership and oversight of daily Public Works operations including Engineering. Through working supervisors, this position provides general direction and support when needed including: Vehicle and Equipment Maintenance, Highway/Road Maintenance including a coordinated program of milling and repaving (Road Improvement Program - RIP), Park and grounds Maintenance, Building Maintenance, Landfill, Sewer Maintenance, and administering contracted refuse and recycling programs.

Responsibilities also include overall management, preparing and administering of annual Department budget, implementing and monitoring work programs, overseeing operations, negotiating contracts, conducting long-range planning, and implementing capital improvement projects.

The Public Works Director is responsible to provide a high level of public services, promote efficient coordination between design and construction of public improvements and maintenance of those public improvements, and establish a comprehensive inventory of assets with an effective maintenance, repair and replacement plan.

Essential Duties and Responsibilities:

1. Provides overall direction, coordination, planning and supervision of the Public Works department, including engineering review and evaluations, capital improvements projects, development of Requests for Proposals, administration of bidding process, and oversight of building and facilities operations; maintenance and repairs of roads, bridges, public right-of-ways, street lights, parks and park facilities; operations and management of facilities and rolling stock for Town transit operations and support for regional transit operations; and administration of Fleet maintenance operations.
2. Oversees staffing with full- and part-time employees to meet service levels of the Public Works Department and other divisions as assigned.
3. Identifies potential grant funding sources and administers grant applications and approvals when appropriate.
4. Evaluates and monitors best practices, designs and standards in peer communities and in the industry and exercises initiative to implement best practices and innovations when appropriate.
5. Prepares high quality, comprehensive presentation materials for Board of Selectmen (BOS) and the general public; regularly attends BOS meetings and participates upon request; represents the Town of Granby on regional, state and federal efforts when appropriate; responds to citizen questions, concerns and complaints as appropriate; and provides press releases, information and content on Public Works Department operations and matters for the general public as appropriate.
6. Implements Department Goals as adopted each year; implements projects, programs and operational tasks as/when directed by the Town Manager and when directed by BOS through the Town Manager.

7. Interviews, hires and evaluates employee job performance, providing feedback and counseling where appropriate and addresses employee complaints to resolve problems in accordance with Town Employee Policies.
8. Supervises, trains, and counsels the General Foreman. Conducts performance reviews of the General Foremen and any other direct reports. When necessary assists with personnel functions for department and assures safe working conditions for employees.
9. Prepares bid specifications for the purchase of all department equipment and supplies. Prepares specifications and cost projections for all public work projects. Prepares, executes, awards and oversees service contracts, building maintenance contracts and construction contracts.
10. Prepares, develops, analyses and administers annual department operating budget. Develops and revises 10-year capital improvement plan.
11. Analyzes departmental operations and prepares narrative and statistical reports for the Town Manager. Reports progress on projects and goals attained to the Town Manager. Prepares long and short range planning for the department.
12. Performs other duties as assigned.
13. Acts as Town Tree Warden.

Education and Experience:

A Bachelor's degree in Public or Business Administration or Engineering, with a minimum of ten (10) years of progressive experience working in Public Works for a comparable or larger local governmental entity; at least seven (7) years managing a staff of five (5) or more individuals. An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be substituted. Position requires possession of a valid Commercial Driver's License and ability to pass a DOT physical examination. Employment is contingent upon successfully passing a pre-employment drug and alcohol test and may be subject to random, unannounced drug and alcohol testing as outlined in the Town's Drug & Alcohol Policy.

Experience in road management and improvement program/projects desirable

Knowledge, Ability and Skill:

1. Must have a working knowledge in all areas of Public works, including but not limited to: the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems; techniques, materials and equipment used in parks, building and grounds maintenance; tree care; road repair, construction and reconstruction operations; vehicle and equipment maintenance and repair; building design and construction. Thorough knowledge of sewer pump station maintenance operations. Extensive knowledge of municipal public works and municipal budgeting.
2. Prepare time and cost projections for capital projects and complete projects in timely manner. Prepare and administer an operating budget for department. Prepare bid specifications for public works equipment, materials and supplies. Ability to read blueprints and grade stakes.
3. Strong verbal and written communication and presentation skills.
4. Extensive knowledge of relevant federal, state and local rules, regulations, ordinances and regulatory standards related to all aspects of Public Works Department operations and activities.
5. Ability to establish and maintain effective working relationships with Town staff and other government officials, community groups and public and media representatives.
6. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.
7. Ability to communicate clearly, effectively and professionally through written and oral communication to develop and articulate departmental goals, objectives, policies and procedures
8. Ability to read and interpret plans and specifications, draw plans, and write specifications and cost estimates for parks and grounds repair and minor construction work.
9. Ability to train and develop staff in core areas, including customer service and safety
10. Ability to use office software and applications with considerable proficiency, including but not limited to: Microsoft Office Outlook, Word, Excel, PowerPoint and Teams; Adobe Acrobat; Zoom and Doodle Poll.
11. Ability to exercise exceptional governmental written communication, including but not limited to spelling, grammar, clear and concise writing style, and factual accuracy.

12. Ability to think strategically and schedule, coordinate, prioritize, and simultaneously manage multiple projects of varying degrees of difficulty, size, and complexity.
13. Ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions including the production of written documents with clearly organized thoughts.
14. Ability to make significant decisions and exercise resourcefulness and innovation in resolving new problems; adept at managing change.
15. Ability to take initiative and exercise independent judgment.
16. Ability to utilize principles of efficiency in providing and analyzing municipal operations, including the use of performance metrics.
17. Ability to provide technical advice and information to government officials, management, and staff in areas of expertise.
18. Ability to create great working relationships with employees across departments and maintain a positive, pleasant, and courteous attitude and demeanor.
19. Ability to operate a Town vehicle safely.
20. Ability to maintain confidentiality when required by Town Code of Ethics.
21. Ability to pass a background investigation.

Physical Requirements:

Work is generally performed in an office environment and involves both sitting and standing for extended periods of time; extensive computer work including repetitive motions with hands/wrist; lifting, pushing, pulling, and carrying boxes or other objects up to 25 pounds; bending; kneeling; standing; walking; climbing stairs; and moving about the office. Walking across sidewalks, lawns, unpaved trails, and unimproved mountain terrain is required due to the physically dispersed locations of Town assets. Outdoor work performance can, and often will, occur during inclement winter conditions. Subject to interruptions, including walk-ins, phone calls and emails, and requires quick prioritization of job responsibilities. This position also requires driving Town vehicles, walking within Town to perform various tasks, and working in other places in Town as may be assigned on occasion for administrative support. Work involves site visits in the field as well as visits to all Departments, all Town facilities, and all Town properties, including sloped mountain terrain and open space property, to gain first-hand knowledge of site-specific conditions and to take photographs or conduct other documentation as may be necessary and appropriate for Public Works functions and operations.

Print Employee Name:

Employee signature: Date:

DIRECTOR OF PUBLIC WORKS

Position Purpose:

The purposes of this position are to supervise, plan and direct the operations and work of the Public Works Department which includes: Vehicle and Equipment Maintenance, Highway, Park Maintenance, Building and Grounds Maintenance, Landfill, and Sewer Maintenance, administering contracted refuse and recycling programs. To handle responsibilities of Public Works Foreman – Building & Grounds or Road Construction position in their absence.

Supervision:

Supervision Scope: Performs a wide variety of technical, administrative and supervisory responsibilities requiring an extensive knowledge of public works functions such as: road construction, park maintenance, vehicle maintenance, solid waste management and sewer maintenance

Supervision Received: Works under the general direction of the Town Manager; works independently, receives specific assignments or requests for information.

Supervision Given: Supervises Public Works Foreman, Administrative Secretary. May supervise Maintainers, Custodians and Mechanics on an as needed basis. Daily provides general objectives and initial instructions.

Job Environment:

Administrative work is performed in a moderately noisy office; occasionally position is required to perform inspections of work crews which could be a very loud situation, under prevailing weather conditions, including extreme hot and cold and the hazardous and very noisy conditions associated with road construction or building maintenance and vehicle repair.

Requires the operation of an automobile, light truck, telephones, computers, copiers, facsimile machines, and other standard office equipment. May be assigned to be on call for 24 hours or more.

Makes occasional contact with Town staff, elected officials, state regulatory officials, general public, contractors, suppliers, sales representatives, school staff and community organizations using parks facilities; communication is frequently in person, by telephone, fax, e-mail and standard memos; contacts require a high level of patients to explain projects.

Errors in judgment or omissions could result in personal injury or loss, injury to employees, delays in service, monetary loss and rework by others, damage to town buildings and equipment, and legal ramifications.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Plans, organizes, supervises and directs the operations of the Public Works Department including roads, bridges, buildings, and grounds projects and personnel.

Administers, directs and oversees all public works highway construction and reconstruction projects, the installation and repair of storm drainage systems; repair and cleaning of catch basins; seasonal maintenance activities such as road repair and reconstruction, road grading and street patching; and ice control and snow plowing operations; and sewer and pumping station maintenance and collection system.

Administers and directs transfer station, bulky item pickup, and oversees and coordinates the contracted refuse and recycling programs for the Town and associated fees.

Administers and directs: the street lighting program and follow-up of installation by the power company; the preventative maintenance programs for all Town vehicles and equipment including heavy equipment and police vehicles; all building, grounds, and park maintenance activities including those for Town facilities including libraries, cemeteries, monuments, and park and recreation equipment. Schedules interdepartmental requests for service.

Sets policy and procedure for construction, repair and maintenance of Public Works related activities. Review and enforce DEP, EPA, OSHA and other public safety and health directives, mandates, regulations and ordinances.

Supervises, trains, counsels and evaluates employees. Under direction of Town Manager assists with personnel functions for department. Assures safe working conditions for employees.

Coordinates the budget requisition and purchase of supplies, equipment and utilities for all Town buildings.

Prepares bid specifications for the purchase of all department equipment, supplies. Prepares specifications and cost projections for all public work projects. Prepares, executes, awards and oversees service contracts, building maintenance contracts and construction contracts.

Investigates citizen complaints as needed and takes or oversees corrective action as appropriate.

Prepares, develops, analyses and administers annual department operating budget. Develops and revises 10 year capital improvement plan.

Analyzes departmental operations and prepares narrative and statistical reports for the Town Manager. Reports progress on projects and goals attained to the Town Manager. Prepares long and short range planning for the department.

Acts as Town Tree Warden.

Other Functions:

Performs related work as required.
Handles inventory of regulatory signs and replacements as needed.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Civil Engineering or related field and five years increasingly responsible work in public works administration, construction and maintenance activities including three years in a supervisory capacity; OR an equivalent combination of experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the methods, materials and equipment used in the maintenance and construction of municipal roads and drainage systems. Thorough knowledge of the methods, techniques, materials and equipment used in parks, building and grounds maintenance; tree care; road repair, construction and reconstruction operations; and vehicle and equipment maintenance and repair. Thorough knowledge of sewer pump station maintenance operations. Knowledge of municipal public works and municipal budgeting.

Ability: Ability to read blue prints and grade stakes. Ability to prepare time and cost projections for public works projects and complete projects in timely manner. Ability to plan, direct and evaluate the work of subordinates. Ability to plan, organize and direct departmental projects. Ability to prepare and present effectively, oral and written information and recommendations relating to activities of the department. Ability to establish and maintain effective working relationships with subordinates, other Town officials, and the general public. Ability to prepare and administer an operating budget for department. Ability to prepare bid specifications for public works equipment, materials and supplies. Ability to plan, organize and direct seasonal maintenance programs as well as emergency response programs.

Skill: Verbal and written communication skills; aptitude for working with drawings; aptitude for working with construction projects. Skill in using the above mentioned office equipment. Skills associated with the supervision and training of staff.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing

the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear; occasionally requires use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee may be required to access all levels of a construction site and traverse uneven terrain. Employee may be required to climb and kneel to inspect construction progress. The employee must seldom lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator and light truck. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

CLASSIFICATION PLAN

The Town Manager shall establish a classification plan according to union contracts/agreements and appropriate personnel practices. The Town Manager shall review the classification plan on a yearly basis.

The classifications are as follows:

Non-union, non-classified

This classification shall include all paid appointees of the Board of Selectmen. Such employees shall serve at the pleasure of the Board and shall receive such salaries and have such conditions of employment as shall be set by the Board of Selectmen.

The following position examples shall be included in this grade:

Town Manager
Town Attorney
Town Treasurer

Non-union classified

This classification shall include the following employees:

Exempt	
Director of Finance	Grade 12
Police Chief	Grade 12
Director of Public Works	Grade 11
Police Captain	Grade 9
Deputy Director of Finance	Grade 8
Human Resources Director	Grade 8
Admin. Project Management Office (PMO)	Grade 8
Management Assistant/Accreditation Manager– Police	Grade 8

These non-union, classified employees are salary exempt, meaning not subject to wage and hour rules and do not earn overtime or compensatory time.

PAY PLAN

It is the Town's policy to provide equitable compensation for each employee based on the responsibilities of the individual's position and performance. Non-union salaries are established by the Town Manager on an annual basis and are based on the education and experience required to perform the duties and the responsibilities of the position and how those responsibilities relate to those responsibilities of other Town positions.

The Town recognizes its responsibility to fairly compensate its employees for the work they perform. The pay plan will be designed and operated in such a way to recognize that as

employees have an opportunity to learn their jobs, their effectiveness will increase. Because of this, the pay plan provides regular salary increments to cover that initial period of employment where the employee's learning process can normally be expected to result in an increase in the employee's effectiveness. These increases may be withheld at the discretion of the employee's supervisor or the Town Manager, if the employee's skills are not progressing normally.

FY 27 Pay Plan

Position	Grade	Minimum	Midpoint	Maximum
Director of Finance	12	$126,600	$144,200	$162,740
Police Chief	12	$125,000	$142,000	$162,740
Director of Public Works	11	$100,000	$120,000	$140,000
Police Captain	9	$111,240	$123,600	$135,960
Deputy Director of Finance	8	$ 85,490	$ 95,790	$107,410
Human Resources Director	8	$ 85,490	$ 95,790	$107,120
Admin. PMO	8	$ 85,490	$ 95,790	$107,120
Management Assistant/Accreditation Manager	8	$ 85,490	$ 95,790	$107,120
Sen. Acct/Analyst/Proj. Coord.	7	$ 82,400	$ 90,640	$ 98,880
Payroll/Accounting Specialist	5	$ 55,620	$ 70,040	$ 84,460

TOWN OF GRANBY

MEMORANDUM **DATE**: August 12, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: **Town Manager's Project Update Report**

Provided below please find an update of ongoing Town of Granby projects as well as commentary on noteworthy items you may find of interest.

Town Manager's Commentary on Projects/Noteworthy Items

- Attended the monthly CRCOG Policy Board
- Prepared the 11 engineering RFP responses for the 8/12/2026 Public Building and Capital Project Committee Meeting (PBCPC)
- Coordinated the top three vendor interviews for the shared services RFP for the Intra-Board Advisory Committee (IBAC) for the 8/10/2026 meeting
- Locked down the 2026 Bond timelines, proceedings, and five bond questions as we work toward the December 8 referendum.
- The weekly Radio Communication Project meeting was held with steady progress made and a completion in the later part of 2026 is still expected
- Re: Kearns School - resent an edited Terms Sheet back to the developer for final sign off. Once the executed copy is received, the Board of Selectmen will be asked to approve it in order for the developer to begin in earnest the securing of grants and loans to achieve an assessment of financial viability
- Met with East Granby as we work toward filing other RPIP Grants with OPM
- Joined the Lions and participated in their annual outing
- Met with Barkhamsted First Selectwoman Meaghan Cook to discuss the Granby Emergency Radio Communications Project benefits and the SBA tower issue
- Met with the Farmington Town Manager discussing items of mutual interest
- Held the quarterly Pension Committee Meeting and the quarterly Employee Benefits Medical Reserve/Insurance Committee meeting.
- Began the discussion with Titan Energy, a preferred CCM vendor, about solar canopies as well as building envelope energy savings projects for RFP issuance.

If you have any questions on the aforementioned, I will be on hand at your next meeting to answer any questions. Thank you.

TOWN OF GRANBY

MEMORANDUM **DATE:** August 12, 2026

TO: The Granby Board of Selectmen
The Granby Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: **June 2026 Budget Operations Report**

Financial Highlights

Revenues

Tax Collections:

As of June 30, 2026, total tax collections remained consistent with prior years at 103%, compared to 102% at the same time last year. It should be noted that the Town received $127,715 and $234,038 in conveyance tax revenue from Broadleaf Solar in March 2026. For reference, 1% of the Current Tax Levy budget is approximately $460,564.

Short-Term Investment Fund (STIF):

As of June 30, 2026, interest earned from the STIF account totaled approximately $744.3K, representing 61% of the Town's total interest earnings of $1,220,890.41. Of the total interest earned, $844,073 was recorded in the General Fund, while $376,817.12 was reallocated in various other funds, primarily the Small Capital Fund ($146K) and the Self-Insurance Fund ($165K).

State Education Grant:

Received $843,924.73 for tuition from other towns in August 2026, which was recorded as June 2026 revenue. This brought the total tuition – other towns for the fiscal year to $1,540,332, or $6,884 under budget.

Additional Appropriation:

An additional appropriation of $690,000 from the General Fund balance to the Small-Cap Fund, as approved by the BOS and BOF, was recorded in June 2026.

Expenditures

As of June 30, 2026, total General Fund expenditures were at 99%, compared to 96% for the same period last year.

Public Works Department (DPW) Overtime:
As of June 30, 2026, DPW overtime expenditures totaled $230,617.78, representing an increase of $56,067.04 or 32.12%, over $174,550.74 for the same period in the prior fiscal year. June 2026 overtime expenditures were $6,168.81, an increase of $626.31, or 11.30%, compared to $5,542.50 in June of the prior year. The DPW overtime budget ended the fiscal year with an unfavorable variance of $105,472.78. This variance was mitigated within the DPW operating budget and offset by available contingency and fringe benefits accounts.

Year-to-month spending trends and the percentage of the budget utilized are detailed in the tables below, by month and by fiscal year.

Year-To-Month	Jul-Sept	Oct-Dec	Jan	Feb	Mar	Apr	May	Jun
FY24	8,813.79	25,603.68	41,430.58	70,469.15	73,211.48	77,022.39	80,440.68	88,490.37
FY25	20,875.62	67,493.56	45,928.58	126,078.42	156,773.63	162,403.32	169,008.24	174,550.74
FY26	21,905.89	90,382.93	112,002.02	171,664.62	214,468.90	219,820.35	224,448.97	**230,617.78**

% to budget	Jul-Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY24	3.78%	5.57%	7.65%	8.95%	35.87%	61.01%	63.39%	66.69%	69.65%	76.62%
FY25	8.75%	11.99%	12.73%	29.20%	36.70%	100.75%	125.27%	129.77%	135.05%	139.48%
FY26	9.77%	14.38%	17.58%	40.27%	89.50%	137.17%	171.38%	175.65%	179.35%	**184.28%**

Police Department (PD) Overtime:
As of June 30, 2026, PD overtime expenses totaled $255,597.14, compared to $197,072.77 for the same period last year. Overtime expenditures for June 2026 totaled $32,893.73, compared to $28,021.99 in June of the prior year. The PD overtime budget ended the fiscal year with an unfavorable variance of $51,266.14. However, this variance was more than offset by a $130,142.83 surplus in the regular payroll account, primarily due to a mid-year hiring delay and a vacant police officer position during the fiscal year.

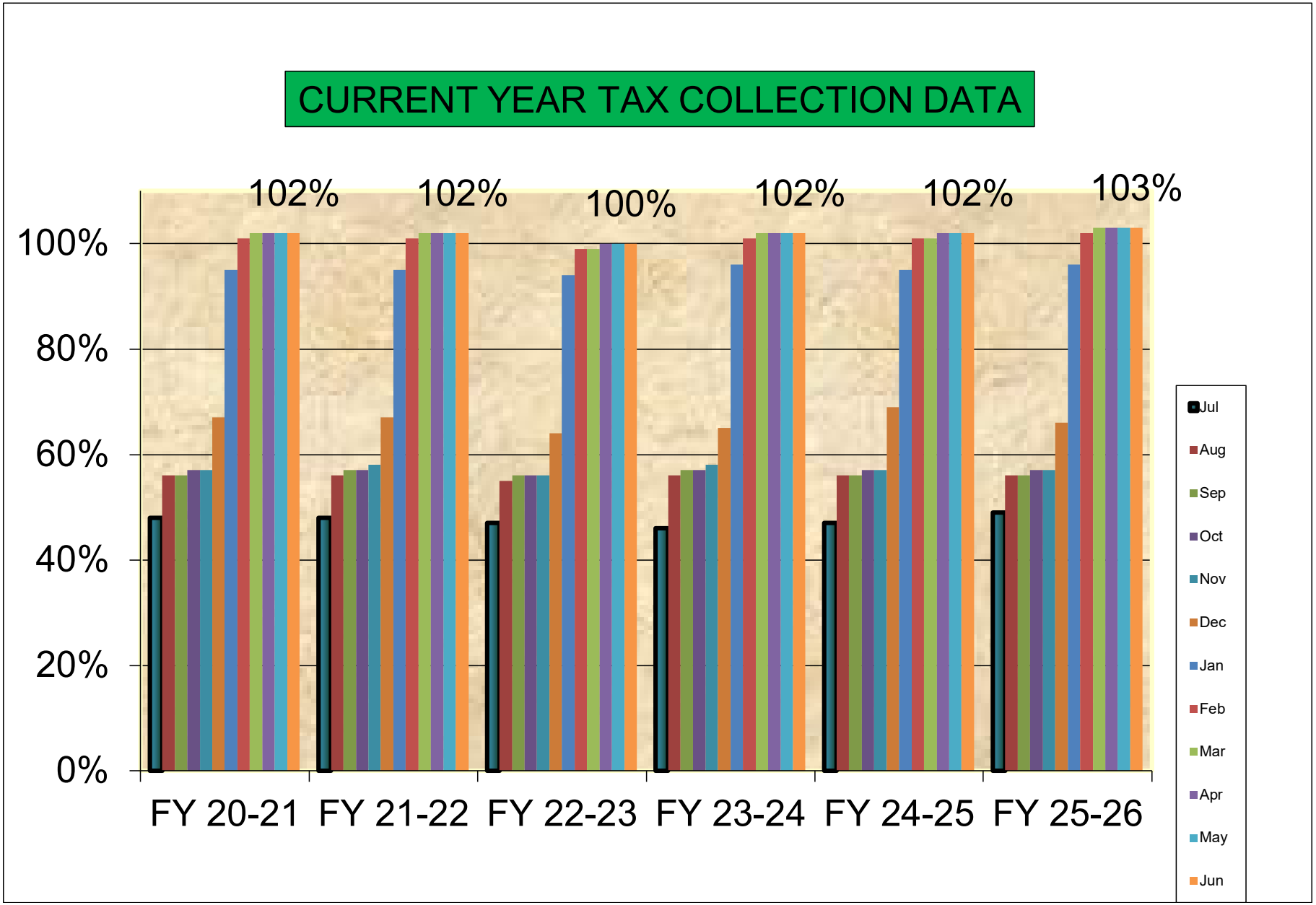
Year-to-month spending trends and the percentage of the budget utilized are detailed in the tables below, by month and by fiscal year.

Year-To-Month	Jul-Sept	Oct-Dec	Jan-Mar	Apr	May	Jun
FY25	85,984.59	241,660.05	366,871.86	145,550.18	169,050.78	197,072.77
FY26	106,174.40	332,979.59	482,514.41	203,761.72	222,703.41	**255,597.14**

% to budget	Jul-Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY25	29.77%	43.26%	54.23%	63.62%	72.63%	82.01%	89.94%	97.03%	112.70%	131.38%
FY26	30.68%	46.19%	54.16%	62.61%	69.85%	79.15%	87.15%	99.72%	108.99%	**125.09%**



BUDGET OPERATIONS
JUNE 2026


CURRENT YEAR TAX COLLECTION DATA
102%
102%
100%
102%
102%
103%
100%
80%
60%
40%
20%
0%
FY 20-21
FY 21-22
FY 22-23
FY 23-24
FY 24-25
FY 25-26
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JUNE 2026

	DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jun 25 % REC'D	May 26 % REC'D
41010	Current Year Taxes	46,056,383	47,637,218	(1,580,835)	103%	Pymts. Due - July & Jan. $361,753 Conveyance tax from Broadleaf Solar	102%	103%
41020	Prior Years Taxes	210,000	252,514	(42,514)	120%		114%	116%
41040	Interest & Liens	130,000	202,666	(72,666)	156%		140%	149%
41060	Auto Supplement	400,000	557,755	(157,755)	139%	Billed - December $581.8K	126%	138%
	Property Taxes	**46,796,383**	**48,650,153**	**(1,853,770)**	**104%**		**102%**	**104%**
43170	Spec Ed / Excess	587,858	770,836	(182,978)	131%	Pymts. Due - Feb. 75% - June Bal.	50%	131%
43200	Educ Cost Sharing	5,460,668	5,470,583	(9,915)	100%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	99%	100%
43590	Tuition - Other Towns	1,547,216	1,540,332	6,884	100%	School Bills for Activity	127%	45%
43591	B.E.A.R. TRANS. ACAD. TUITION	84,737	55,578	29,159	66%		N/A	66%
43592	GRANBY ALTERNATIVE PROGRAM (GAP)	0	28,020	(28,020)	N/A		N/A	N/A
	State Education Total	**7,680,479**	**7,865,349**	**(184,870)**	**102%**		**97%**	**91%**
43110	Veterans Exempt GT	2,400	1,813	587	76%	By Assessor Appl. in Aug but rec Pymt. in Dec.	99%	76%
43120	Misc - State	35,332	38,079	(2,747)	108%	Motor vehicle violations 475; Rev Shar Grant 1.9K	142%	108%
43130	Telecommunications	13,000	61,075	(48,075)	470%	Pymt. Due - April	296%	470%
43140	State Revenue Sharing	0	0	0	N/A		N/A	N/A
43310	Tiered Pilot	13,399	13,438	(39)	100%	Pymt. Due Oct.	100%	100%
43320	SS Dist Tax Relief	1,500	1,522	(22)	101%	Pymt. Due - Dec.	120%	101%
43380	MRSA Motor Vehicle	96,029	96,026	3	100%		N/A	100%
	State Municipal Total	**161,660**	**211,953**	**(50,293)**	**131%**		**94%**	**131%**
	Intergovernmental Revenue	**7,842,139**	**8,077,302**	**(235,163)**	**103%**		**97%**	**92%**
43615	Town Clerk Fees	220,000	298,553	(78,553)	136%	Statutory Collections	127%	118%
43620	Planning & Zoning	3,000	7,011	(4,011)	234%	Application Permit Fees	218%	135%
43630	Zoning Bd of Appeals	1,010	2,828	(1,818)	280%	Application Permit Fees;	233%	240%
43640	Building Permits	150,000	356,802	(206,802)	238%	Building Permit Fees.	226%	213%
43660	Inland Wetlands	4,000	4,234	(234)	106%	Permit/Appl. Fees	170%	62%
43670	Short Term Investments	414,500	844,073	(429,573)	204%	Quarterly Reallocation to various funds	454%	187%

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JUNE 2026

	DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jun 25 % REC'D	May 26 % REC'D
43680	Rents	18,800	19,400	(600)	103%	Drummer/GLT/Farmhouse/Acreage/School Rental	102%	96%
43700	Snow Plow & Grading	11,000	11,154	(154)	101%	Private Roads	101%	101%
43710	Photocopying	100	144	(44)	144%		190%	141%
43715	Open Farm Day	2,500	1,000	1,500	40%		50%	40%
43740	Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services	100%	100%
43745	Hay Rentals	39,613	39,613	0	100%	Northern Valley Farms	100%	100%
43760	Library	3,000	3,918	(918)	131%	Book Fines, Trust Investment	135%	125%
43770	Contract - Bldg. Inspection	14,000	14,000	0	100%	Bldg. Dept. Bills Qtrly For Services	100%	100%
43790	Driveway Permits	1,000	1,600	(600)	160%	New Const. Activity	155%	145%
43800	Police Photo/Lic/Permits	11,000	11,396	(396)	104%		109%	85%
43840	Returned Check Fee	100	65	35	65%		45%	65%
43990	Pay For Participation	42,000	57,703	(15,703)	137%	Received from BOE	125%	86%
46038	Miscellaneous	56,778	510,035	(453,257)	898%	CIRMA WC check $13.1K;Intern donation $3K;PEGPETIA Def Rev $7.3K;PD Extra Duty Rev $6.9K;CIRMA member equity $29.9K;Advanced Loan Interest $33K;GovDeals $51.8K;lia claims reim $6K; CiderMill $101K; 83SB $245K; FY25 unused AP 7K;PD Vest $1.7K	371%	799%
46240	Communication Fees	44,988	56,988	(12,000)	127%		105%	116%
	Local Departmental Revenues Total	**1,053,969**	**2,257,095**	**(1,203,127)**	**214%**		**233%**	**192%**
43950	Transfer-in Fund Bal.	2,185,000	2,185,000	0	100%		100%	100%
43955	Additional Appropriations	690,000	690,000	0	0%		71%	0%
	Transfers In Total	**2,875,000**	**2,875,000**	**0**	**100%**		**71%**	**100%**
	Local Dept. Rev. & Transfer In Total	**3,928,969**	**5,132,095**	**(1,203,127)**	**131%**		**88%**	**130%**
	General Fund Revenues	**58,567,491**	**61,859,551**	**(3,292,060)**	**106%**		**100%**	**104%**

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JUNE 2026

ACCT. #	DESCRIPTION	ADOPTED BUDGET	ADJUSTED BUDGET	EXPENSED	AVAILABLE BAL	% EXP.	REMARKS	Jun 25 % EXP.	May 26 % EXP.	Adj - Adopted
1001	General Administration	383,572	383,572	373,116	10,456	97%	Saving from Retirement position	98%	90%	0
1003	Legal Services	40,000	53,800	52,992	808	98%	Sherwood $24.3K	99%	148%	13,800
1005	Fringe Benefits	3,180,161	3,180,424	3,164,157	16,267	99%		100%	98%	263
1007	Town Clerk Operations	179,543	187,743	183,015	4,728	97%	YTD OT $7.8K	97%	100%	8,200
1009	Probate	5,953	5,953	5,953	0	100%		99%	100%	0
1011	Contingency & Reserve	82,500	16,844	16,367	477	97%		129%	18%	-65,656
1013	Election Services	79,852	71,852	66,833	5,019	93%		94%	95%	-8,000
1015	Boards, Reg. Prog, & Staff Dev.	64,319	64,319	54,490	9,829	85%		77%	94%	0
1017	Revenue Collections	148,938	148,938	148,228	710	100%		100%	100%	0
1019	Property Assessment	231,183	231,183	228,859	2,324	99%		99%	100%	0
1021	Finance Management	419,456	419,456	397,285	22,171	95%		98%	99%	0
1023	Insurance	346,733	346,733	337,132	9,601	97%		100%	89%	0
1031	Community Development	155,629	155,629	151,395	4,234	97%		100%	98%	0
1033	Human Resources	135,821	135,821	132,101	3,720	97%	unemployment saving	100%	82%	0
1035	Technology	214,712	207,712	204,896	2,816	99%		98%	99%	-7,000
	General Government	**5,668,372**	**5,609,979**	**5,516,818**	**93,160**	**98%**		**99%**	**94%**	**-58,393**
2001	Building Inspection	187,383	187,383	185,661	1,722	99%		100%	100%	0
2003	Fire Prevention	421,702	421,702	421,190	512	100%		100%	100%	0
2005	Emergency Management	13,180	13,180	13,067	113	99%		88%	99%	0
2007	Health Services	180,625	180,625	180,624	1	100%		100%	100%	0
2009	Police Dept Administration	418,469	422,469	421,866	603	100%	a promotion in PD costs $7.3K	99%	102%	4,000
2011	Police Oper. & Communications	2,380,429	2,380,429	2,282,106	98,323	96%	PR Reg, hired in mid-year	100%	98%	0
	Pers. & Prop. Protection	**3,601,788**	**3,605,788**	**3,504,514**	**101,274**	**97%**		**100%**	**95%**	**4,000**
3003	General & Equipment Maint.	3,673,481	3,738,481	3,716,230	22,251	99%		100%	103%	65,000
3011	Planning & Engineering	37,150	37,150	33,956	3,194	91%		100%	100%	0
	Public Works & Env.	**3,710,631**	**3,775,631**	**3,750,186**	**25,445**	**99%**		**100%**	**102%**	**65,000**

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JUNE 2026

ACCT. #	DESCRIPTION	ADOPTED BUDGET	ADJUSTED BUDGET	EXPENSED	AVAILABLE BAL	% EXP.	REMARKS	Jun 25 % EXP.	May 26 % EXP.	Adj - Adopted
4001	Library Services	698,716	701,887	691,987	9,900	99%		99%	99%	3,171
4003	Social-Senior-Youth-Services	427,196	427,196	352,924	74,272	83%		100%	99%	0
4009	Community Support	2,500	2,500	2,500	0	100%		72%	100%	0
	Lib., Rec., & Soc. Services	**1,128,412**	**1,131,583**	**1,047,411**	**84,171**	**93%**		**99%**	**88%**	**3,171**
6001	Capital Improvement	2,605,000	3,295,000	3,292,923	2,077	100%		77%	100%	690,000
7001	Debt Service	1,731,368	1,731,368	1,714,380	16,988	99%	Payable in Jul/Aug & Jan/Feb	100%	99%	0
	Capital & Debt Service	**4,336,368**	**5,026,368**	**5,007,303**	**19,065**	**100%**		**81%**	**94%**	690,000
	Town Section	**18,445,571**	**19,149,349**	**18,826,233**	**323,116**	**98%**		**92%**	**95%**	**703,778**
8001	Board of Education	39,418,142	39,418,142	39,343,323	74,819	100%		98%	83%	0
	Board of Education	**39,418,142**	**39,418,142**	**39,343,323**	**74,819**	**100%**		**98%**	**83%**	**0**
	General Fund Expenses	**57,863,713**	**58,567,491**	**58,169,556**	**397,934**	**99%**		**96%**	**87%**	**703,778**

TOWN OF GRANBY

MEMORANDUM **DATE:** August 11, 2026

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: **July 2026 Budget Operations Report**

Financial Highlights

Revenues

Tax Collections:

As of July 31, 2026, total tax collections remained consistent with prior years, with 50% of the budget collected, compared to 49% at the same time last year. Each 1% of the current tax levy budget represents approximately $471K in tax revenue.

Short-Term Investment Fund (STIF):

As of August 10, 2026, the daily rate was 3.73%, and the 7-day yield was 3.74%. Interest earned from the STIF account was approximately $35K.

Fund Transfers:

Various fund transfers included in the adopted budget were completed and recorded in July.

Expenditures

As of July 31, 2026, total General Fund expenditures were at 35%, compared to 34% for the same period last year.

Public Works Department (DPW) Overtime:

July 2026 overtime expenditures totaled $8,168.35, an increase of $5,335.18 or 190.36%, compared to $2,813.17 in July of the prior year. The significant increase was primarily attributable to overtime associated with the July 4th America 250 Celebration and parade at Salmon Brook Park ($3,779.64 would be covered by the 250th celebration donation), cleanup on Lost Acres Road following the sawdust dumping incident, multiple instances of downed trees, and additional road work.

Year-to-month spending trends and the percentage of the budget utilized are detailed in the tables below, by month and by fiscal year.

Year-To-Month	Jul
FY25	1,255.59
FY26	2,813.17
FY27	8,168.35

% to budget	Jul
FY25	1.00%
FY26	2.25%
FY27	5.99%

Police Department (PD) Overtime:
July 2026 overtime expenditures totaled $9,064.79, a decrease of $1,646.33 or 15.37%, compared to $10,711,12 in July of the prior year.

Year-to-month spending trends and the percentage of the budget utilized are detailed in the tables below, by month and by fiscal year.

Year-To-Month	**Jul**
FY25	12,783.39
FY26	10,711.12
FY27	9,064.79

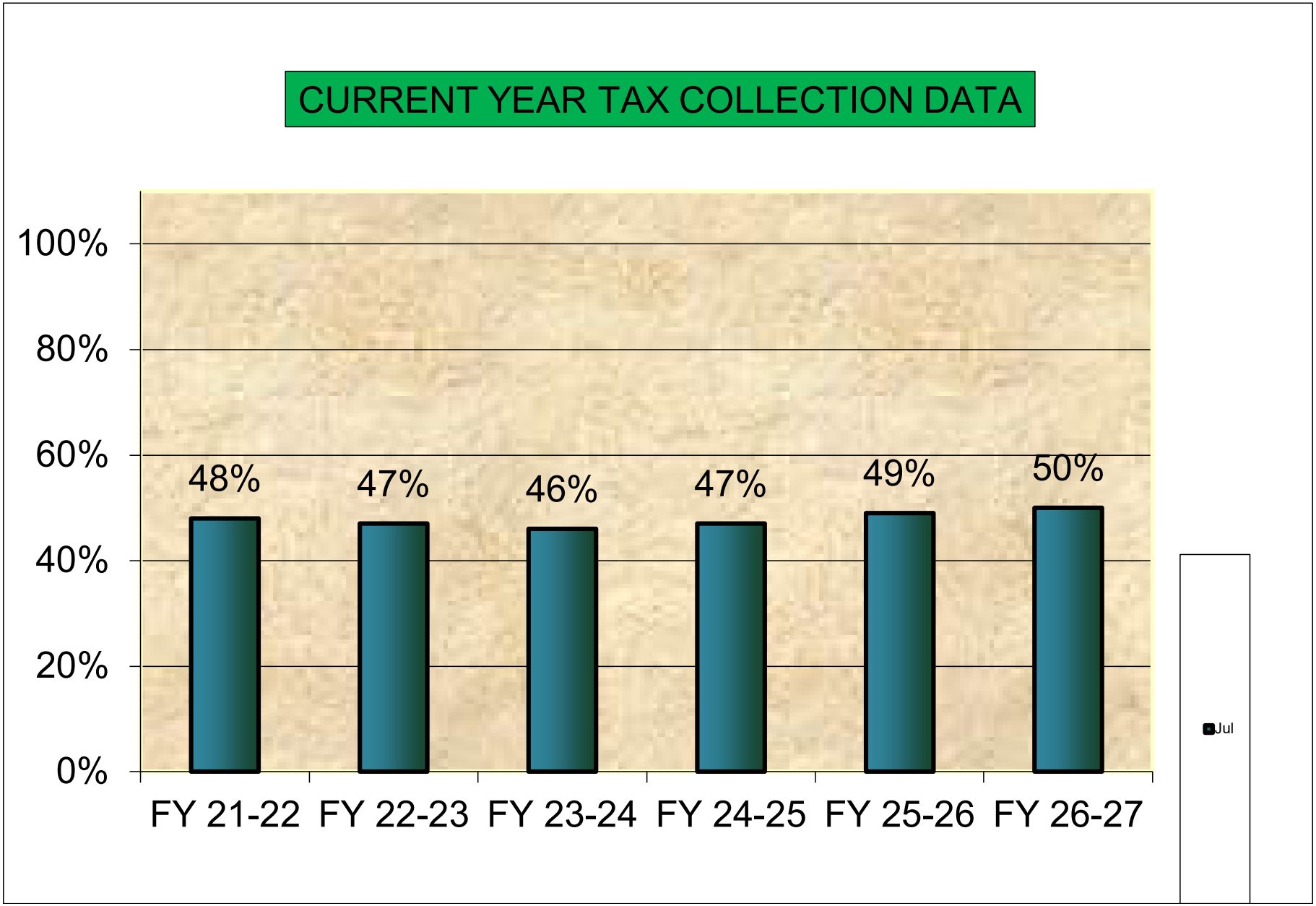
% to budget	**Jul**
FY25	8.52%
FY26	5.24%
FY27	3.86%

OPEB:
In July 2026, a total of $905,549 was wired to the OPEB Trust Fund from FY27 budget:

FY27 Town OPEB ADC	44,489.00
FY27 BOE OPEB ADC	245,521.00
FY27 Adopted BOE Budget OPEB Transfer	160,000.00
FY27 Additional Appropriation	455,539.00



BUDGET OPERATIONS
JULY 2026


CURRENT YEAR TAX COLLECTION DATA
100%
80%
60%
40%
20%
0%
48%
47%
46%
47%
49%
50%
FY 21-22
FY 22-23
FY 23-24
FY 24-25
FY 25-26
FY 26-27
Jul

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2026

	DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jul 25 % REC'D
41010	Current Year Taxes	47,097,854	23,415,757	23,682,097	50%	Pymts. Due - July & Jan.	49%
41020	Prior Years Taxes	210,000	20,242	189,758	10%		19%
41040	Interest & Liens	130,000	8,511	121,489	7%		8%
41060	Auto Supplement	400,000	4,639	395,361	1%	Billed - December	1%
	Property Taxes	**47,837,854**	**23,449,149**	**24,388,705**	**49%**		**48%**
43170	Spec Ed / Excess	905,000	0	905,000	0%	Pymts. Due - Feb. 75% - June Bal.	0%
43200	Educ Cost Sharing	5,647,238	0	5,647,238	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	0%
43590	Tuition - Other Towns	1,539,432	0	1,539,432	0%	School Bills for Activity	0%
43591	B.E.A.R. TRANS. ACAD. TUITION	104,527	0	104,527	0%		0%
43592	GRANBY ALTERNATIVE PROGRAM (GAP)	120,000	0	120,000	0%		N/A
	State Education Total	**8,316,197**	**0**	**8,316,197**	**0%**		**0%**
43110	Veterans Exempt GT	2,500	0	2,500	0%	By Assessor Appl. in Aug but rec Pymt. in Dec.	0%
43120	Misc - State	35,332	555	34,777	2%	MV Violations Fees	0%
43130	Telecommunications	13,000	0	13,000	0%	Pymt. Due - April	0%
43140	State Revenue Sharing	0	0	0	N/A		N/A
43310	Tiered Pilot	10,618	0	10,618	0%	Pymt. Due Oct.	0%
43320	SS Dist Tax Relief	1,800	0	1,800	0%	Pymt. Due - Dec.	0%
43380	MRSA Motor Vehicle	245,632	245,632	0	100%		N/A
	State Municipal Total	**308,882**	**246,187**	**62,695**	**80%**		**0%**
	Intergovernmental Revenue	**8,625,079**	**246,187**	**8,378,892**	**3%**		**0%**
43615	Town Clerk Fees	220,000	20,476	199,524	9%	Statutory Collections	11%
43620	Planning & Zoning	3,000	404	2,596	13%	Application Permit Fees	0%
43630	Zoning Bd of Appeals	1,010	0	1,010	0%	Application Permit Fees	40%
43640	Building Permits	150,000	32,594	117,406	22%	Building Permit Fees.	22%
43660	Inland Wetlands	4,000	906	3,094	23%	Permit/Appl. Fees	5%
43670	Short Term Investments	350,000	26,802	323,198	8%	Quarterly reallocation to various funds	11%

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2026

	DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Jul 25 % REC'D
43680	Rents	18,800	1,000	17,800	5%	Drummer/GLT/Farmhouse/Acreage/School Rental	7%
43700	Snow Plow & Grading	11,000	0	11,000	0%	Private Roads	0%
43710	Photocopying	100	0	100	0%		25%
43715	Open Farm Day	2,500	0	2,500	0%		0%
43740	Dispatch Services	16,580	0	16,580	0%	Police Bill For Dispatch Services	100%
43745	Hay Rentals	40,802	0	40,802	0%	Northern Valley Farms	0%
43760	Library	3,000	436	2,564	15%	Book Fines	11%
43770	Contract - Bldg. Inspection	14,000	3,500	10,500	25%	Bldg. Dept. Bills Qtrly For Services	0%
43790	Driveway Permits	1,000	300	700	30%	New Const. Activity	5%
43800	Police Photo/Lic/Permits	11,000	825	10,176	7%		5%
43840	Returned Check Fee	100	0	100	0%		0%
43990	Pay For Participation	42,000	0	42,000	0%	Received from BOE	0%
46038	Miscellaneous	35,000	24	34,976	0%	CIRMA rebate; Interfund loans interests	29%
46240	Communication Fees	44,988	4,749	40,239	11%		11%
	Local Departmental Revenues Total	**968,880**	**92,015**	**876,865**	**9%**		**13%**
43950	Transfer-in Fund Bal.	1,925,000	1,925,000	0	100%	By Transfer	100%
43955	Additional Appropriations	455,539	455,539	0	0%		0%
49720	FOX FUND TRANSFER	60,000	0	60,000	0%		N/A
	Transfers In Total	**2,440,539**	**2,380,539**	**60,000**	**98%**		**100%**
	Local Dept. Rev. & Transfer In Total	**3,409,419**	**2,472,554**	**936,865**	**73%**		**72%**
	General Fund Revenues	**59,872,352**	**26,167,890**	**33,704,462**	**44%**		**43%**

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2026

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Jul 25 % REC'D
1001	General Administration	326,680	21,306	273,756	31,618	90%		95%
1003	Legal Services	40,000	0	30,000	10,000	75%		48%
1005	Fringe Benefits	3,094,007	1,947,380	76,723	1,069,905	65%		77%
1007	Town Clerk Operations	188,672	7,768	130,984	49,920	74%		73%
1009	Probate	6,411	0	0	6,411	0%		100%
1011	Contingency & Reserve	88,500	0	4,700	83,800	5%		6%
1013	Election Services	85,082	3,203	3,690	78,189	8%		4%
1015	Boards, Reg. Prog, & Staff Dev.	65,309	13,065	22,786	29,458	55%		78%
1017	Revenue Collections	145,081	13,906	97,394	33,781	77%		81%
1019	Property Assessment	237,514	22,269	184,439	30,805	87%		90%
1021	Finance Management	487,333	68,727	332,762	85,845	82%		90%
1023	Insurance	356,493	83,026	251,893	21,574	94%		93%
1031	Community Development	159,873	11,754	138,513	9,606	94%		94%
1033	Human Resources	133,181	6,827	81,559	44,796	66%		63%
1035	Technology	220,086	19,095	94,275	106,717	52%		49%
	General Government	**5,634,222**	**2,218,325**	**1,723,474**	**1,692,424**	**70%**		**77%**
2001	Building Inspection	207,723	9,328	192,444	5,952	97%		97%
2003	Fire Prevention	426,780	2,002	377,621	47,157	89%		98%
2005	Emergency Management	13,718	11,168	0	2,550	81%		81%
2007	Health Services	250,711	103,021	105,418	42,273	83%		100%
2009	Police Dept Administration	442,633	46,323	379,379	16,931	96%		97%
2011	Police Oper. & Communications	2,500,593	119,395	1,808,463	572,735	77%		76%
	Pers. & Prop. Protection	**3,842,158**	**291,237**	**2,863,324**	**687,597**	**82%**		**84%**
3003	General & Equipment Maint.	3,796,875	215,086	2,649,979	931,810	75%		79%
3011	Planning & Engineering	42,000	0	0	42,000	0%		0%
	Public Works & Env.	**3,838,875**	**215,086**	**2,649,979**	**973,810**	**75%**		**79%**

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2026

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Jul 25 % REC'D
4001	Library Services	724,630	70,267	418,977	235,387	68%		65%
4003	Social-Senior-Youth-Services	436,921	25,335	292,484	119,102	73%		63%
4009	Community Support	2,500	0	0	2,500	0%		0%
	Lib., Rec., & Soc. Services	**1,164,051**	**95,602**	**711,461**	**356,988**	**69%**		**64%**
6001	Capital Improvement	3,152,000	2,740,832	0	411,168	87%		81%
7001	Debt Service	1,234,073	348,561	0	885,512	28%	Payable in Jul/Aug & Jan/Feb	16%
	Capital & Debt Service	**4,386,073**	**3,089,393**	**0**	**1,296,680**	**70%**		**55%**
	Town Section	**18,865,379**	**5,909,642**	**7,948,239**	**5,007,499**	**73%**		**73%**
8001	Board of Education	40,391,434	6,401,779	0	33,989,655	16%		16%
	Board of Education	**40,391,434**	**6,401,779**	**0**	**33,989,655**	**16%**		**16%**
9001	Transfer to OPEB Trust Fund	615,539	615,539	0	0	100%		N/A
	Transfer	**615,539**	**615,539**	**0**	**0**	**100%**		N/A
	General Fund Expenses	**59,872,352**	**12,926,960**	**7,948,239**	**38,997,154**	**35%**		**34%**