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Meeting ID: 862 1215 6281

Passcode: 009907

**BOARD OF SELECTMEN  
REGULAR MEETING  
MONDAY, FEBRAURY 3, 2025  
TOWN HALL MEETING ROOM  
7:00 P.M.  
AGENDA**

1. Pledge Of Allegiance

2. Minutes

2.I. Approval Of Board Of Selectmen Special Meeting Minutes - January 21, 2025

Documents:

[BOARD OF SELECTMEN MEETING MINUTES 1.21.2025.PDF](#)

2.II. Approval Of Three Board Meeting Minutes - January 21, 2025

Documents:

[3 BOARD MEETING MINUTES - 1.21.2025.PDF](#)

3. Appointments

Documents:

[APPTS020325BOS.PDF](#)

4. Old Business

5. Business

5.I. Department Of Public Works Supervisor Job Description Approval

Documents:

[TOGPWSUPERJD02032025.PDF](#)

5.II. Outside Counsel Request

Documents:

[TOGATTORNEYSEL02032025.PDF](#)

5.III. Scott Nolan Communication

Documents:

[TOGTOWNCLERKRESIG02032025.PDF](#)

5.IV. Kearns Developer Vote

Documents:

[TOGKEARNSNEXTSTEPS02032025.PDF](#)

6. Town Manager Report

6.I. Town Manager's Department Report As Of January 29, 2025

Documents:

[TOGTMREPORT02032025.PDF](#)

7. First Selectman Report

8. Selectmen Reports

9. Public Session

10. Executive Session

11. Adjournment

The Next Regular Meeting is Scheduled for February 18, 2025.

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
SPECIAL MEETING**

**Minutes**

**Page 1**

**January 21, 2025**

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

Members Absent: Selectman Margaret Q. Chapple

Others Present: Mike Walsh, Town Manager  
Scott A. Nolan, Town Clerk  
Zainab Zafar, Student Liaison

At 6:30 p.m. First Selectman, Mark H. Fiorentino called the meeting of the Board of Selectmen to order in the Town Hall Meeting Room 15 North Granby Road, Granby, CT 06034.

**I. PLEDGE OF ALLEGIANCE**

First Selectman Mark H. Fiorentino led members of the Board of Selectmen in the Pledge of Allegiance.

**II. MINUTES**

**A. Approval of Board of Selectmen Meeting Minutes – January 6, 2025**

Selectman Mark C. Neumann 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 Board of Selectmen meeting minutes of January 6, 2025.

The motion was seconded by Selectman Frederick A. Moffa at which time the motion passed by a unanimous voice vote (4/0/0) **MOTION CARRIES**.

**B. Approval of Board of Selectmen Meeting Minutes – January 13, 2025**

Selectman Mark C. Neumann 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 Board of Selectmen meeting minutes of January 13, 2025.

The motion was seconded by Selectman Frederick A. Moffa at which time the motion passed by a unanimous voice vote (4/0/0) **MOTION CARRIES**.

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**TOWN OF GRANBY**  
**BOARD OF SELECTMEN**  
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**January 21, 2025**

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**III. APPOINTMENTS**

First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that the Democratic Town Committee and the Republican Town Committee have made recommendations to reappoint members to various boards and commissions.

Selectman Frederick A. Moffa made a motion for the adoption of the following resolution(s):

**BE IT RESOLVED**, that the Granby Board of Selectmen hereby appoints/re-appoints the following members:

That Andrew Small (R) be appointed to the Conservation Commission for a term beginning immediately and ending January 12, 2026, as recommended by the Democratic Town Committee;

That James Szipszky (D) be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 12, 2026, as recommended by the Democratic Town Committee;

That Valerie Eastwood (D) be appointed to the Park & Recreation Board for a term beginning immediately and ending January 8, 2026, as recommended by the Democratic Town Committee;

That Lynn Guelzow (D) be appointed to the Library Board for a term beginning immediately and ending January 10, 2028, as recommended by the Democratic Town Committee;

That Laurel Farrer (U) be appointed to the Library Board for a term beginning immediately and ending January 10, 2028, as recommended by the Democratic Town Committee;

That Ellen Whitlow (R) be re-appointed to the Agricultural Commission for a term beginning immediately and ending January 8, 2029, as recommended by the Republican Town Committee;

That Sara Esthus (D) be re-appointed to the Agricultural Commission for a term beginning immediately and ending January 8, 2029, as recommended by the Democratic Town Committee;

That Shirley Murtha (U) be re-appointed to the Agricultural Commission for a term beginning immediately and ending January 8, 2029, as recommended by the Republican Town Committee;

That Kimberly Becker (D) be re-appointed to the Commission on Aging for a term beginning immediately and ending January 11, 2027, as recommended by the Democratic Town Committee;

That Jean A. Donihee-Perron (D) be re-appointed to the Commission on Aging for a term beginning immediately and ending January 11, 2027, as recommended by the Democratic Town Committee;

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**TOWN OF GRANBY  
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That Jennifer Jalbert (R) be appointed to the Commission on Aging for a term beginning immediately and ending January 11, 2027, as recommended by the Republican Town Committee;

That Ellen Thomson (D) be re-appointed to the Commission on Aging for a term beginning immediately and ending January 11, 2027, as recommended by the Democratic Town Committee;

That Lynette M. Simpson (D) be re-appointed to the Commission on Aging for a term beginning immediately and ending January 11, 2027, as recommended by the Democratic Town Committee;

That William Madsen (U) be appointed to the Conservation Commission for a term beginning immediately and ending January 8, 2029, as recommended by the Democratic Town Committee;

That Kara R. Marshall (R) be appointed to the Conservation Commission for a term beginning immediately and ending January 8, 2029, as recommended by the Republican Town Committee;

That James K. Caldwell (R) be re-appointed to the Development Commission for a term beginning immediately and ending January 11, 2027, as recommended by the Republican Town Committee;

That Kenneth O. Kuhl (R) be re-appointed to the Development Commission for a term beginning immediately and ending January 11, 2027, as recommended by the Republican Town Committee;

That Robert J. Rome (U) be re-appointed to the Development Commission for a term beginning immediately and ending January 11, 2027, as recommended by the Republican Town Committee;

That Fran Armentano (D) be appointed to the Park & Recreation Board for a term beginning immediately and ending January 11, 2027, as recommended by the Democratic Town Committee;

That Anthony M. McGovern (U) be re-appointed to the Park & Recreation Board for a term beginning immediately and ending January 11, 2027, as recommended by the Republican Town Committee;

That Jared Barry (D) be appointed to the Park & Recreation Board for a term beginning immediately and ending January 11, 2027, as recommended by the Democratic Town Committee;

The motion was seconded by Selectman Mark C. Neumann which passed by a unanimous voice vote (4/0/0) **MOTION CARRIES.**

**IV. COMMUNICATIONS**

**A. Kearns School Update**

**(Continued on Next Page)**

**TOWN OF GRANBY  
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**January 21, 2025**

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First Selectman Mark H. Fiorentino reminded members of the Board of Selectmen that the Commission on Aging was scheduled to meet on January 22, 2025, to discuss the Kearns School developments and to come up with a list of their asks of a developer.

**V. TOWN MANAGER PROJECT UPDATE AND FINANCIALS**

Town Manager, Mike Walsh updated members of the Board of Selectmen regarding the radio project grant submission was completed and Marcus contracted was signed. Town Manager, Mike Walsh further noted that; acquisition of 229 Mountain Road is underway as we work towards a closing date, acquisition of 87 Simsbury Road was completed and the “Church” group is making a solid progress on a recommendation, continues working on a terms sheet for the Freshies property, the Plus One budget document was compiled and distributed, hired GZA for the Park Infrastructure Review/ Master Plan kickoff was on January 17<sup>th</sup>, and that recently the Town held a public presentation session on the Kearns Senior Housing concept. Further discussion took place.

Kimi Cheng, Finance Director addressed members of the Board of Selectmen regarding the December 2024 Budget Operations noting that the tax collection was higher than the prior year at 69% also noting that the expenditures were consistent with last fiscal year at 59% and that the Public Works Department overtime expense was \$36,547.59 due to rainstorms that caused wash outs and fallen trees in August. Kimi Cheng, Finance Director also noted that the Police Department’s overtime expense as of December 31, 2024, was \$95,433.38 due to the high school lockdowns, rifle training, and specific officers’ recertification. Further discussion took place.

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**VI. ADJOURNMENT**

There being no more business to come before the meeting, Selectman Frederick A. Moffa made a motion to adjourn the Board of Selectmen meeting at 6:49 p.m., which was seconded by Selectman Mark C. Neumann and passed by a unanimous voice vote. **(4/0/0) MOTION CARRIES.**

Respectfully submitted & attested,

  
Scott A. Nolan  
Town Clerk

Received for Record January 22, 2025, at 10:38 AM  
By SCOTT A. NOLAN, Town Clerk

**TOWN OF GRANBY**  
**THREE BOARD MEETING**  
**Board of Selectmen, Board of Finance, &**  
**Board of Education**  
**SPECIAL MEETING**

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Members Present: First Selectman Mark Fiorentino  
Selectman Mark Neumann  
Selectman Kelly Rome -Via Zoom  
Selectman Frederick Moffa  
Monica Logan, Board of Education, Chairperson  
Cheri P. Burke, Superintendent of Schools  
Donna Nolan, Board of Education  
Heather Lombardo, Board of Education  
Liz Barlow, Board of Education  
Karen Richmond-Godard, Board of Education  
Michael B. Guarco, Jr. Board of Finance, Chairperson  
Jenny P. Emery, Board of Finance  
Kevin F. Hobson, Board of Finance  
William J. Kennedy, Board of Finance

Others Present: Scott A. Nolan, Town Clerk  
Kimi Cheng, Finance Director  
Kirk A. Severance, Public Works Director  
Amber Wyzik, Library Director – Via Zoom  
Sandy Yost, Director of Human Services – Via Zoom  
Jon Lambert, Information Technology  
Abigail Kenyon, Director of Community Development – Via Zoom  
Scott Sansom, Chief of Police  
Krista Shaffer, Human Resources  
Zainab Zafar, Student Liaison

At 7:03 p.m. First Selectman Mark H. Fiorentino called the Special Three Board meeting to order in the Granby Town Hall Meeting Room per Chapter 4, Section 4-7 of the Granby Town Charter.

**I. Pledge Of Allegiance**

Selectman Mark C. Neumann led members in the pledge of allegiance.

**II. Opening Remarks – Mark Fiorentino, First Selectman**

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**TOWN OF GRANBY**  
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First Selectman Mark Fiorentino gave an overview of the purpose of the meeting and explained that it was important to hear from the administrative teams and for the three various boards to hear from each other.

**III. Mark H. Fiorentino**

**1. Review of Plus-One Budget (Board of Selectmen) <sup>1</sup>**

First Selectman Mark H. Fiorentino explained that the Town of Granby works within a budget process that includes a call for a “Plus-One Budget and that this budget requires that the Board of Selectmen and the Board of Education meet with the Board of Finance to review expenditure needs and fund balance expectations for the upcoming fiscal year. First Selectman Mark H. Fiorentino further explained that the Plus-One budget is a high-level view of big-ticket items such as contractual obligations, anticipated benefits and insurance costs, utilities, and other mandated expenses and that both the Board of Selectmen and the Board of Education Plus-One Budgets are presented to the Board of Finance at the “Three Board Meeting” held in mid-January. First Selectman Mark H. Fiorentino noted that the management team developed a Plus-One Budget that outlines budget expectations for salary and wages for employees, preliminary cost estimates for employee benefits, and items that are contractual in nature or that are deemed important to maintain operations adequately. First Selectman Mark H. Fiorentino further explained that the Plus-One Budget also addresses items that we believe are important to both maintaining service levels and addressing issues identified in our strategic goals and objectives which include regular full-time salaries, medical benefits, retirement benefits, general government items, capital funding, lease funding, debt service bonds, and other items. Further discussion took place.

**IV. Monica Logan, Chairman**

**1. Review of the Plus-One Budget (Board of Education)<sup>2</sup>**

Monica Logan, Chairman of the Board of Education gave a brief overview of the Board of Education budget and thanked Cheri P. Burke, Superintendent of Schools, along with members of the Board of Education for all of their hard work preparing the budget. Chairman Logan further noted that the proposed increase for the Board of Education was 5.67% which includes a school resource officer, expansion of In-District Special Education Programming, Replacing Tutors with a certified reading intervention teacher, additional grounds and maintaining personnel, unfunded mandates which

<sup>1</sup> A copy of the presentation is recorded hereafter the meeting minutes.

<sup>2</sup> A copy of the presentation is recorded hereafter the meeting minutes.

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include reading program, teacher evaluation plan, and athletics. Monica Logan, Chairman of the Board of Education further noted that 72% of the budget supports salaries & benefits which is an increase of 4.96% to meet the demand of the salary contract rates in FY25-26 noting there is a high demand for qualified teachers, along with U.S. inflation is up 2.7% impacting the cost of supplies and services. Monica Logan, Chairman of the Board of Education also explained that special education was up 1.82% going into more detail regarding the breakdown of students in the district, the B.E.A.R. transition academy costs analysis, and the small capital plan. Further discussion took place.

**V. Michael Guarco, Chairman<sup>3</sup>**

**1. Board of Finance Comments**

Michael Guarco, Chairman of the Board of Finance noted that for the past decade, the budget has continued to improve and that this opportunity allows the Board of Finance an early opportunity to get a sense of what is coming. Chairman Guarco explained the worksheet that was presented at last FY's budget time and noted that the current sheet shows a mill rate change. Chairman Guarco further explained that the Grand List was due at the end of January and what the Town of Granby can expect for revenue.

**VI. Discussion and Items of Interest Concerning the 2025-26 Budget and Consideration of Public Comment**

No public comment was offered.

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<sup>3</sup> A copy of the presentation is recorded hereafter the meeting minutes.

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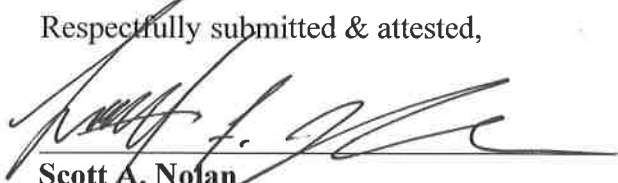
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**VII. ADJOURNMENT**

There being no more business to come before the Special Three Board Meeting, Selectman Mark C. Neumann made a motion to adjourn the meeting at 9:25 p.m., which was seconded by Selectman Frederick A. Moffa and passed by a unanimous voice vote. **(4/0/0) MOTION CARRIES.**

Respectfully submitted & attested,

  
**Scott A. Nolan**  
Town Clerk

Received for Record January 25, 2024 at 5:58 PM  
By SCOTT A. NOLAN, Town Clerk



# TOWN OF GRANBY

## MEMORANDUM

DATE: February 3, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Scott A. Nolan, Town Clerk

**REGARDING:** Appointments

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There are currently no open positions to fill.




# TOWN OF GRANBY

## MEMORANDUM

DATE: January 27, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Granby Town Manager 

**REGARDING:** Department of Public Works Supervisor Job Description - Approval

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As you are aware, the Public Works Department was reorganized on July 30, 2024. Related to this initiative, the Deputy Director was eliminated and in its place, five supervisor positions were created by adding supervisory responsibilities to five existing job descriptions.

These new positions provide for supervisors of General, Fleet, Grounds, Roads, and Facilities.

The purpose of this reorganization was to flatten the organizational structure, provide more training and promotional opportunities, create smaller spans of control with direct supervision provided by existing employees, and to enhance daily communication and autonomy.

Recently, the Town completed a competitive interview to fill the last of the five positions which was the Facilities Supervisor. As a result, I'm happy to report that Rich Thoms has been promoted to the Facilities Supervisor position. Please join me in congratulating Rich.

As it relates to the attached job descriptions, 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 new supervisor job description for Facilities as provided in the attached memo from Human Resources Director Krista Shaffer dated January 16, 2025.

**Town Manager's Office**

CC: Betsy Mazzotta, APMO  
Kathy Kane, Admin/Purchasing/Risk Coordinator  
Kirk Severance, Director of Public Works  
Krista Shaffer, Director of Human Resources



# TOWN OF GRANBY

## MEMORANDUM

DATE: January 16, 2025

**TO:** The Granby Board of Selectman

**FROM:** Krista Shaffer, Granby Human Resources Director

**REGARDING:** DPW Facilities Job Description

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Per the MOU with UPSEU Local 424, dated July 29, 2024, 5 supervisor positions were created. All but one position was filled. The Facilities Supervisor position was put on hold until January 2025.

The job description for the position has been created and approved by the Union. It is attached for your review and approval.



## Town of Granby Facilities Supervisor/Maintainer IV Job Description

**Job title:** Facilities Supervisor/Maintainer IV

**Department:** Department of Public Works (DPW)

**FLSA Status:** Hourly/non-exempt

**Reports to:** General DPW Supervisor (day-to-day). Director of Public Works (major projects; performance management)

**Position Summary:** Administrative, technical, and supervisory work in managing the maintenance, repair, renovation and construction of Town buildings and facilities; all other related work as required. Performs varied responsible duties which require the exercise of considerable judgment and initiative in planning and implementing programs, determining the scope and scheduling of projects, managing facilities, and dealing with various departments, contractors and the general public.

### **Essential Duties and Responsibilities:**

- Provides for the repair and maintenance of all Town buildings, facilities, and related equipment, structural, electrical, plumbing, HVAC, and sewage disposal systems; oversees cleaning, maintenance and repair of all municipal facilities including capital repair program.
- Lead crew and participate in performing a wide variety of maintenance tasks such as, removal of snow from facilities and public roads, repairing and maintaining public buildings and facilities, and maintaining public infrastructure.
- Monitors preventive maintenance schedules; ensuring that periodic inspections, repairs and maintenance are carried out in a timely manner. Ensures compliance with federal, state, and local codes and regulations, coordinates annual safety inspections; maintain records for all insurance inspections.
- Assists in the training, and evaluation of maintenance and custodial staff. Provides performance feedback and input into performance reviews.
- Assists the Sr./General Supervisor in coordinating work schedules with other town departments and local public utilities and ensuring that all projects are completed with high quality and in a timely manner.
- Prioritizes responses to building issues, equipment breakdowns and other emergency situations and responds with promptness, efficiency, courtesy and attention to the needs of the individuals involved.
- Assists with development and administration of operating and capital budgets relating to the maintenance of buildings and facilities, prepares the appropriate sections of the annual report of the department, purchases equipment and supplies within budgetary allotment. monitors expenditures supplies throughout the year and orders when needed.
- Prepares or reviews specifications for contracts relating to the repair, renovation and construction of municipal buildings and facilities.
- Prepares activity reports as required; prepares other reports or documents necessary for

TOG – Facilities Supervisor Job Description

Originated: January 2025

Revised:

the orderly management of public procurement as it relates to buildings and facilities.

- Monitors and tracks water usage at parks pond.
- Coordinates climate control and custodian coverage with event coordinator for venues and special events held within public buildings.
- Acts as staff liaison to boards and committees as requested by the Director.
- Works cooperatively with all departments to assure safe, effective and efficient municipal operations and administration.
- Performs similar or related work as required, directed or as situation dictates.

**Education and/or Work Experience Requirements:**

- Minimum 5 years experience in building and facilities maintenance; previous supervisory experience strongly preferred.
- Must demonstrate ability in understanding best practices in construction and maintenance techniques. Sound judgement and decision-making skills.
- A valid CDL class B or A license in good standing.
- Good interpersonal skills including the ability to work effectively in a team environment.
- Fluent and knowledgeable in MS Office (Word, Excel, PowerPoint).
- Be able to read and interpret maps, etc.
- High school diploma or equivalent required; specialized training and certification in a trade preferred.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Regularly required to talk or hear.
- Frequently is required to use hands or fingers, handle or feel objects, tools, or controls.
- Frequently required to stand; walk; sit; and reach with hands and arms.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities include: close vision, distance vision, and the ability to adjust focus.
- Frequently required to work outside in all weather conditions.
- Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, and moderate physical effort when supervising work in the field.

**Print Employee Name:**

**Employee signature:**

**Date:**






# TOWN OF GRANBY

## MEMORANDUM

DATE: January 27, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Granby Town Manager 

**REGARDING:** Charter Section 6-6 (b) Town Attorney/Special Counsel - Approval

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As you are aware, the KCE Battery Project was recently approved by the Connecticut Siting Counsel over the objections of the Town of Granby.

The Town desires to explore all its options including an appeal of the approval. Time is of the essence. Accordingly, in order to fully explore our rights and assess our ability to successfully prevail, the Town needs to seek a qualified attorney/law firm who specializes in such an appeal.

Accordingly, I respectfully request the following motion be approved to allow the Town to begin that search.

**Proposed Motion:**

Move that the Board of Selectmen approve the hiring of an attorney/law firm to assist the Town in legal matters related to the possible appeal of the KCE Battery Project matter and to direct Town Manager Mike Walsh to execute an engagement letter with the firm that is in the best interest of the Town of Granby and further, report back to the Board of Selectmen on the progress of this initiative at the February 18th meeting.

**Town Manager's Office**

CC: Betsy Mazzotta, APMO


Kathy Kane, Admin/Purchasing/Risk Coordinator



# TOWN OF GRANBY

## MEMORANDUM

DATE: January 27, 2025

**TO:** The Granby Board of Selectmen  
**FROM:** Mike Walsh, Granby Town Manager   
**REGARDING:** Resignation Letter – Town Clerk Scott Nolan

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By way of this memo, attached please find the resignation letter from Town Clerk Scott Nolan dated January 22, 2025.

Scott has informed me that he has accepted an amazing opportunity, and as a result, he has tendered his resignation with his last day in Granby being February 18, 2025.

It goes without saying that we will miss Scott and his attention to detail, professionalism, and work ethic. But at the same time, we support Scott in his decision and wish him well in his future endeavors.

Please join me, on behalf of the Town of Granby, in thanking Scott for the time he spent in Granby and for the way he approached the job as he will be missed!

### Town Manager's Office

CC: Betsy Mazzotta, APMO

Kathy Kane, Admin/Purchasing/Risk Coordinator



# TOWN OF GRANBY

15 North Granby Road Granby, CT 06035

Tel: (860) 844-5308

Fax: (860) 6534769

Email: [Snolan@Granby-ct.gov](mailto:Snolan@Granby-ct.gov)

OFFICE OF THE TOWN CLERK  
**SCOTT A. NOLAN**  
TOWN CLERK  
REGISTRAR OF VITAL STATISTICS

**Mr. Mike P. Walsh**, Town Manager  
15 North Granby Road  
Granby, CT 06035

Wednesday, January 22, 2025

**RE: SCOTT A. NOLAN – *Letter of Resignation***

**Dear Town Manager, Walsh,**

After a great deal of consideration, I must tender my letter of resignation as *Town Clerk* for the Town of Granby, Connecticut.

While my time working for the residents of Granby has been short, it has certainly been both enjoyable and rewarding. In a short amount of time, I was able to quickly become a part of an amazing team of municipal leaders, town staff, and a member of truly dedicated public servants - - which has made my decision to leave all the more difficult!

I would like to extend my utmost appreciation to Assistant Town Clerks Jini Ruscitti and Laura Milne, along with First Selectman Fiorentino, and members of the Board of Selectmen, and the Town Hall staff for this rewarding opportunity to serve the residents of Granby for which I am genuinely grateful.

While my decision to leave is a personal one, it is not out of any ill will or discontent, but rather an unexpected personal career opportunity that I simply could not have anticipated. Therefore, I must resign effective **Tuesday, February 18, 2025.**

I wish members of the Board of Selectmen and the Town staff the best of luck in all future endeavors and am confident that the more than 11,000 Granby residents they serve are in good hands under their leadership!

With all good wishes,

**Scott A. Nolan**, Town Clerk  
Granby, Connecticut

CC: First Selectman, Mark H. Fiorentino  
Board of Selectmen, Members  
Krista Shaffer, Human Resources  
Office of the Connecticut Secretary of State



# TOWN OF GRANBY

## MEMORANDUM

DATE: January 27, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Granby Town Manager

A handwritten signature in blue ink, likely belonging to Mike Walsh, the Town Manager.

**REGARDING:** Next Steps – Kearns School Conversion to Senior Housing

As you are aware, the Town of Granby issued an RFP in mid-2024 seeking interested developers of the Kearns School site for the purpose of Senior Housing.

On January 13, 2025, two capable developers gave detailed presentations to the Board of Selectmen, the Commission on Aging, and the residents of the Town who participated in person or via Zoom.

In a Special Meeting held by the Commission on Aging the week of January 20<sup>th</sup>, 2025, they voted in support (seven in favor, one abstention) to proceed to work with New Samaritan/7 Summits in search of an agreement to develop the Kearns School as Senior Housing. The commission also provided a list of priorities that should be considered for any final agreement which is attached.

In light of this information, consistent with the intent of the process, the Board of Selectmen should weigh in on their preferred developer and priorities at this time.

Accordingly, I respectfully request the following motion be approved to allow the Town to begin the process of working toward a development agreement including the preferred priorities of the Commission on Aging and Board of Selectmen.

**Proposed Motion:**

Move that the Board of Selectmen direct Town Manager Mike Walsh to begin work with \_\_\_\_\_ in order to create a development agreement for the Kearns School Senior Housing Initiative with an emphasis on the listed priorities as provided by the Commission on Aging and the Board of Selectmen; and further to return to the Board of Selectmen no later than April 30, 2025 to prove either an update of the progress on the development agreement or an agreement for the Board of Selectmen to consider for approval.

**Town Manager's Office**

CC: Abby Kenyon, Community Development Director  
Betsy Mazzotta, APMO  
Kathy Kane, Admin/Purchasing/Risk Coordinator

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**COA's Kearns Project Priorities**

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From jeandp80 <jeandp80@cox.net>

Date Sun 1/26/2025 5:04 PM

To Mike Walsh <mwash@granby-ct.gov>

 1 attachment (15 KB)

Kearns Project Priorities.docx;

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Mike,

The Commision on Aging (COA) held our meeting last week to discuss which developer we would recommend and establish our priorities for the Kearns project. There was good discussion, albeit, frustrating at times, we worked through the issues.

A straw poll was taken at the beginning of the meeting to see where we stood. With eight members in attendance, one via Zoom, 6 voted in favor of New Samaritan/7 Summits, 1 undecided and 1 did not want to vote until a visit was made to both developers completed projects. At the conclusion of the meeting a vote was taken, 7 for New Samaritan/ 7Summits and 1 maintained the need for site visits.

Attached you will find the priorities established at the meeting. The priorities are not ranked in order of importance.

In addition to the above, the COA also questioned the ramifications that this development will have on our public safety services. Two of the members of the COA are involved with the Granby Ambulance Association. They reported that the GAA is struggling financially and will not be able to meet the needs of the community in the years to come. The COA will be supporting the GAA with their efforts to increase funding from the town and other resources to insure the future of the GAA. The elderly residents of this development and the community as a whole will need continued EMS with short wait times.

The COA looks forward to continued involvement in this project.  
Please contact me if you have any questions or concerns.

Thanks,

## COA Kearns Project Priorities

The priorities are unranked:

- Architectural design will be compatible with the area
- On-site LCSW and maintenance team
- All residential units to be ADA complaint
- Building safety/security
- Continuity of ownership or succession planning
- Greatest number of elderly affordable housing units as possible




# TOWN OF GRANBY

## MEMORANDUM

DATE: January 29, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Granby Town Manager 

**REGARDING:** **Town Manager's Report for the February 3, 2025 BOS Meeting**

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Please accept the following summary of departmental activities underway throughout the town through the month of January 2025 as detailed to me by the various department heads.

### Town Manager's Office

- Obligate all ARPA funds by the 12/31/24 deadline.
- The "Church" meetings are ongoing with possible uses of the building being explored.
- Held the kickoff meeting with GZA (the P&R Facilities/Master Plan Consultant).

### Finance, Tax Office, Assessors Office

- The Assessor's Office is working on the Grand List; looking to Finalize it for January 31<sup>st</sup>.
- We've also been creating reports and working with the Connecticut Assessor's Association (CAAO) to try and get funding to the Municipalities for the new Veteran's Legislation for the 2024 Grand List. Revenue loss estimated at \$165,000.
- CAAO is supplying supportive documentation to the State of Connecticut so the Legislators know the "real" cost / impact to the Municipalities.

### Community Development

- The Building Official and Fire Marshal have final inspections scheduled for Building 6 at Station 280. It is anticipated that a C/O will be issued soon for this building. After this building, six of the seven buildings will have a C/O.
- Work on the Granby Center Master Plan with consultant BFJ Planning Group continues. BFJ held a meeting in early January with property owners in Granby Center. There will be a public workshop on Thursday April 3<sup>rd</sup> at 7 PM in the Senior Center.

### Information Technology

- ARPA Technology Replacement Project – Desktop computers are being deployed at the Police Department. Town Hall A/V project completed. Tristan is finishing up the rollout of individual laptop replacements.
- Senior Center A/V Project – Wiring work almost complete. A/V equipment work beginning. Waiting on delivery of video production server, and 2 PTZ cameras.
- Attended vendor / project meetings involved with Finance Department's Square 9 software installation project. (Paper to digital documents and workflow).
- Completed server update to police department's system software.
- Jon, Frank & Tristan completed Criminal Justice Information System training.



## **Police Department**

### **Human Resources, Training and Community Outreach, Projects**

- An officer sustained minor injuries while on duty.
- Granby Police Challenge Coin competition was established through Granby Memorial High School with a scholarship for the winner.
- Officer Abalan and Officer Deloy rescued an owl after being struck by a vehicle.
- Sergeant Joseph and Sergeant Kreimes attended Internal Investigation class.
- Detective's office and kitchen/dayroom painting were completed.
- Chief's conference table moved to the Town Hall Meeting Room.

### **Crime**

- Granby Police received multiple "Crime Tips" from NYPD and the FBI who stated a resident had bomb making explosives in his residence. Due to the complexity of the incident and the possibility of Federal charges, the FBI was requested. Approximately 30 FBI members, which included SWAT, EOD (Explosives) and Evidence Recovery Team, responded. A 29-Year-old male was taken into custody and charged with Illegal Possession of Assault Weapons, Illegal Possession of Explosives, Illegal Procurement of Explosives and Violation of Lower Receiver/Frame Restrictions.
- Lockdown at the High School for a report of a weapon on school grounds. Two students were arrested for Breach of Peace and Falsely Reporting an Incident.
- A 44-year-old female overdosed and was administered Narcan. Refused transportation.
- Officers made an arrest on a lengthy juvenile sexual assault investigation which they charged the suspect with Sexual Assault in the Third Degree by warrant.
- Officers responded to a garage fire that spread to the residence. The residence is not habitable. No injuries reported.
- Officers responded to a female who overdosed from fentanyl and cocaine in the Stop and Shop parking lot. She survived.

## **Public Works**

- Kitchen cabinets were painted at the Senior Center with a specialized epoxy paint.
- Over 400 Christmas trees were picked up and removed from curb side.
- To date (1/21), we have had eight minor snow events.
- On January 12, DPW received a call to a report of a sewer back up from Bank Street to RT 10. Small Town septic was called to remove approximately 10,000 gallons from a manhole up stream of the clog. After removal we made a few attempts to unclog the pipe from the entrance nearest Starbuck to manhole by the Food Bag. After having no success, we called Simsbury's sewer department for their jet truck. They were successful clearing the line; grease aided by nips was the cause.
- Create RFP for land clearing and building a roadway to Mountain Road tower after plans are drawn. The survey is completed and now waiting on Deed details out.
- Simsbury Rd Bridge, preliminary meeting was held, and scope of project was agreed between the State and Town. Replacement expected to be in 2027.
- All 2026 capital purchases and needs are being assessed.

## **Library**

- The library renovation is complete! New paint, carpet and light in the adult area and Fox meeting room plus new flooring at the main desk and in staff offices.
- The library was closed to the public for 2 weeks for the renovation project but during that time still had 172 people utilize our curbside service.
- Cossitt library has a new Makerspace technician, Christopher Kerr, who is working hard to bring Granby's makerspace to the next level.



### **Human Resources**

- Assisted with roll-out of the VCS timekeeping system; provided training and guidance.
- Attended a sick leave webinar sponsored by ConnPELRA to gain a better understanding of the new sick leave law and how it works with other sick leave policies/laws.
- Working with IT and Facilities to coordinate office moves scheduled in February.

### **Human Service: Youth Services, Parks and Recreation, Senior Services, Social Services**

- Notable from Community Services is the issue of the RFP for Concessions at SBP.
- The kickoff of the Park Study with GZA.
- New at the Senior Center is an Estate Planning Seminar, Acupressure Facelift event, and the upcoming AARP Tax-Aide Program.

### **Town Clerk**

- One of the goals and initiatives the Town Clerk's Office has been working towards is making the property maps/ surveys on file in the Clerk's Office digital. Thanks to the American Rescue Plan Act monies appropriate by the Board of Selectmen we were able to purchase a large format printer/scanner/copier machine which has allowed the Clerk's Office to print full-size map plan sets (24 x 36) in-house. Almost more importantly though, it has allowed us to scan and save large surveys and maps electronically and immediately upload them in our electronic database with our vendor RecordHub making these maps available online for title searches and local attorneys.
- Now that we have the resources, the Town Clerk's Office has also been using the printer/scanner/copier machine to back scan and electronically index our older maps, making them more accessible and preserving our historical documents. To date, property surveys and maps are electronically archived and indexed beginning December 4, 1959, to present, some 3,008 maps with ~1,132 being manually uploaded since purchasing the printer/scanner/copier machine.

If you have any questions on the aforementioned summary, I will be on hand to answer any questions. Thank you.

CC: Betsy Mazzotta, APMO  
Kathy Kane, Admin/Purchasing/Risk Coordinator  
All Directors