

Zoom Link

<https://us02web.zoom.us/j/89101025942?pwd=blwwpxQjhLZXwBaeXda9Oek1447hsq.1>

Or dial in: +1 929 205 6099

Meeting ID: 891 0102 5942

Passcode: 775541

TOWN OF GRANBY - BOARD OF SELECTMEN
Regular Meeting
Monday, March 3, 2025 – 7 p.m. Town Hall Meeting Room
AGENDA

1. Pledge Of Allegiance

2. Minutes

2.I. Approval Of Board Of Selectmen Regular Meeting Minutes - February 18, 2025

Documents:

[MINUTES02 18 2025.PDF](#)

3. Appointments

4. Communications

4.I. Library Long Range Strategic Plan Presentation - Amber Wyzik

Documents:

[LIBRARYSTRATEGICPLAN.PDF](#)

4.II. Land Use Commissioner Training Notification - Abby Kenyon

Documents:

[LANDUSE.PDF](#)

4.III. Town Charter Section 10-2 - Town Manager Delivers FY Board Of Selectmen Budget

Documents:

[FY26BUDGET.PDF](#)

5. Old Business

5.I. 83 Salmon Brook Street Lease

Documents:

[83SBSTREET.PDF](#)

6. New Business

6.I. Harness Way Road Acceptance And Referral To P And Z

Documents:

[HARNESSWAY.PDF](#)

6.II. Town Charter Section 7.4 Appointments - Town Clerk

Documents:

[APPT030325.PDF](#)

6.III. Parks And Recreation Rental Request - Special Permit For Alcohol Consumption

Documents:

[PNRRENTALREQUEST.PDF](#)

7. Town Manager Report - Projects And Financials

7.I. Town Manager's Departmental Summary Report Through February 28, 2025

Documents:

[TMDEPTREPORT.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 Monday, March 17, 2025 in the Town Hall Meeting Room.

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MINUTES
February 18, 2025**

PRESENT: Mark Fiorentino, First Selectman (via Zoom); Mark Neumann, Vice- Chairman; Margaret Chapple, Frederick Moffa, Kelly Rome and Ben Lavigne, Student Liaison

ABSENT: Zainab Zafar, Student Liaison

ALSO PRESENT: Mike Walsh, Town Manager

The Regular meeting of the Town of Granby Board of Selectmen was called to order by Vice Chairman Mark Neumann at 7:00 p.m.

I. PLEDGE OF ALLEGIANCE

II. MINUTES

A. Approval of Board of Selectmen Regular Meeting Minutes – February 3, 2025

ON A MOTION by K. Rome, seconded by M. Chapple, the Board voted (5-0-0) to approve the minutes of February 3, 2025, as presented.

III. APPOINTMENTS

There were no appointments presented.

IV. COMMUNICATIONS

The Board of Selectmen presented a proclamation to recognize Deborah Kulwich and a host of people, organizations and businesses who worked together to purchase and install a new Community Clock at the entrance to Town Hall.

The Board of Selectmen also presented a proclamation to the American Legion Shannon Shattuck Post 182 for procuring a new sound system and generously donating the use of the system to the Town for the Holiday Tree Lighting Ceremony.

V. OLD BUSINESS

There was no old business to discuss.

VI. BUSINESS

A. Bond Referendum Question – Doherty Bridge

Town Manager Mike Walsh presented a bond referendum package prepared by the Town's Bond Counsel that seeks to amend the 2019 bond authorization approved by the voters to include the Doherty Bridge reconstruction.

It is recommended that the Board of Selectmen review the package and approve the resolution at their March 17, 2025, regularly scheduled meeting. This will give the

Board of Finance the opportunity to review and approve the resolution at their March 25, 2025, regularly scheduled meeting. A Town meeting will be held on Monday, April 14, 2025, and the referendum will be held on April 21, 2025. The Town Clerk will post the notice of the Town meeting and referendum on or before April 9, 2025.

Mr. Walsh will consult with the bond counsel to determine if the bond question can be addressed at the same time as the town meeting and referendum on the budget and advise the board. The time of the vote will also be confirmed to be 8:00 a.m.–8:00 p.m.

B. Public Works Garage Roof – Placement of a Solar Array

A brief discussion of solar opportunities available to the Town of Granby was held at the CPPAC meeting in late 2024. After viewing a presentation prepared by the Connecticut Greenbank, the consensus of the group was to identify one solar application and work with the Greenbank to estimate the financial benefits to the Town. As a result of that direction and corresponding work, the Public Works Department garage was selected as the site. There is a potential revenue stream of between \$323,000 to \$404,000 over 20 years available to the Town of Granby depending on how the contract is structured. The DPW garage roof is about 38 years old and eventually would need to be addressed, if the \$97,000 cost of the replacement was incorporated into the contract, the available revenue stream to the Town would be \$206,000 to \$287,000, or \$10,000 to \$15,000 of savings annually including the benefit of the new roof.

Town Manager Walsh requests the Board's approval to move forward in a more substantive way to bring an executable contract for the Board's consideration in the future through the following motion.

ON A MOTION by F. Moffa ,seconded by M. Chapple, the Board voted (5-0-0) to direct Town Manager Mike Walsh to work the with Connecticut Greenbank for the purposes of negotiating a solar agreement on 52 North Granby Road, and to return to the Board of Selectmen at a future date to consider the execution of a 20-year solar contract, including replacing the roof at that location.

C. Lease Agreement – 83 Salmon Brook Street

The Town received new information related to the necessary improvements to be made to the property at 83 Salmon Brook Street which required an amendment to the proposed lease agreement which was included in the meeting materials. A copy of the amended lease was distributed to the Board at the meeting and will be posted on the Town website. The Town Manager requested the agenda item be tabled to allow the public and the board the opportunity to review details of the changes to the terms of lease.

Changes include a 2.5% rent escalation which begins in year six, a deed restriction and an increase in the pool of funding from \$75,000 to \$125,000 for the repairs to the roof, the foundation and the mechanicals. The increased cost to the repairs is supported by quotes from contractors.

ON A MOTION by K. Rome, seconded by M. Chapple, the Board agreed (5-0-0) to table the agenda item.

D. Request for Permission to Submit a STEAP Grant Application

The Town seeks to submit a project under the State of Connecticut Small Town Economic Assistance Program Grant (STEAP) to create a new walking path at Salmon Brook Park from the parking lot near the Dog Park through the north Rover's field, as well as handicapped accessibility to Salmon Brook Park from the Route 20 overflow parking lot to the Rover's fields. The total cost of the project is estimated at between \$600,000 and \$700,000. The Town is requesting approval from the Board of Selectmen to submit the project and move forward with the process.

ON A MOTION by K. Rome, seconded by F. Moffa, the Board approved the resolution (5-0-0) to authorize Town Manager Mike Walsh to accept on behalf of the Town of Granby, a 2025 Connecticut STEAP Grant in the amount of \$700,000 for Handicapped Accessibility Access at Salmon Brook Park North Fields; and further resolved that Town Manager Mike Walsh is authorized to enter into and execute any and all agreement, contracts and documents necessary to obtain the 2025 STEAP Grant with the State of Connecticut.

E. Park & Recreation Fund Appropriation for Holcomb Farm Signage

At the June 17, 2025, Board of Selectmen meeting, the Board approved the reallocation of \$75,000 of ARPA funds for repairs, signage, sidewalks, fencing, tree removal and AV upgrades at Holcomb Farm. There is an unpaid balance for the replacement sign of \$2,297.27 which was not paid before the December 31, 2024, deadline for ARPA funds. Therefore, staff is requesting an additional appropriation from the Parks and Recreation Fund to pay the remaining balance for the new Holcomb Farm sign.

The fund has sufficient funds to cover this appropriation, with a balance of \$560,297 as of June 30, 2024. The Board of Finance will hear this request as well.

ON A MOTION by F. Moffa, seconded by K. Rome, the Board voted (5-0-0) to approve a \$2,297.27 appropriation from the Parks and Recreation Fund for the Holcomb Farm replacement sign and forwards this request to the Board of Finance for approval.

F. KCE Possible Appeal

The KCE Battery Project proposed for Granby was recently approved by the Connecticut Siting Counsel over the objection of the Town of Granby. As a result of that approval, the Town wanted to explore all options including an appeal and directed the Town Manager to identify a qualified attorney specializing in such an appeal. Attorney David Sherwood from the firm of Moriarty, Paetzold & Sherwood who has brought similar appeals was selected and has agreed to represent the Town through the appeal process at a rate of \$400/hour.

ON A MOTION by M. Chapple, seconded by K. Rome, the Board voted (5-0-0) to ratify the filing of the appeal of the KCE Battery Project approval by the Connecticut Siting Council and further to periodically provide an update on the status of the appeal to the Board of Selectmen.

VII. TOWN MANAGER REPORT – PROJECTS AND FINANCIALS

The Town Manager provided an update of ongoing projects highlighting the following:

- FY26 budget preparation is in full swing in anticipation of the March workshops. Each board member will receive a budget book, a budget workbook and a PowerPoint for each department in advance of the first budget workshop.
- The Town has hit the reset button on the Kearns senior housing development project and no decisions on the site or legal decisions with the respect to the developer have been made at this point. The partnership of 7 Summits Reality and New Samaritan has earned the right to discuss the project with the Town. The negotiating team will be transparent with community and will work in the best interests of the town to negotiate a great project for Granby. Weekly development meetings will be held to determine the scope and design of the project based on all the input. This process is expected to several months. Once that is completed the Town and the developer will research next steps including financing of the development.
- Salmon Brook Park including the dog park is closed due to dangerous icing conditions. The park is expected to reopen on Monday, February 24, 2025, or earlier if the weather improves.
- The FY25 year-to-date January budget summary and Phase I and II ARPA report compiled by Director of Finance Kimi Cheng was included in the meeting materials.

VIII. FIRST SELECTMAN REPORT (MARK FIORENTINO)

None.

IX. SELECTMAN REPORTS

(Margaret Chapple, Frederick Moffa, Mark Neumann, Kell Rome, and Ben Lavigne and Zainah Zafar, Student Liaisons)

Ben LaVigne provided an update on the activities at the high school including Singing Valentines, Empty Bowls and the drama production of Legally Blonde.

X. PUBLIC SESSION

Tony King, 80 Donahue Road spoke to clear up what he considers a misunderstanding on the type of battery that was approved for the KCE Battery Project. It has been presented as a lithium-ion battery when it is a lithium iron phosphate battery which is different than what has been depicted in the media at the Moss Landing fire in California.

Robert Flanigan, 24 Woodcliff Drive spoke in favor of selling the property at 83 Salmon Brook Street rather than leasing it.

XI. EXECUTIVE SESSION

None.

XII. ADJOURNMENT

ON A MOTION by K. Rome, seconded by F. Moffa, the Board voted (5-0-0) to adjourn the meeting at 8:20 p.m.

The next regular meeting of the Board of Selectmen is scheduled for Monday, March 3, 2025.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B. Mazzotta", is written in a cursive style.

Betsy Mazzotta
Recording Secretary



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Library Long Range Strategic Plan Presentation -
Library Director Amber Wyzik

Please set aside some time on your March 3, 2025 Agenda to allow Library Director Amber Wyzik an opportunity to deliver the Library Long Range Strategic Plan Presentation.

A cover memo from Amber as well as the Strategic Plan is attached for your review.



TOWN OF GRANBY

MEMORANDUM

DATE: February 20, 2025

TO: The Granby Board of Selectman

FROM: Amber Wyzik, Director of Library Services

REGARDING: Granby Public Library- Long Range Strategic Plan

The Granby Public Library Strategic Planning Committee is excited to present our newly established long-range strategic plan. A committee comprised of library staff, board members, Friends members and residents has been working on this plan for the last 9 months, collecting data that would help guide a framework that aligns library services with the expanding community and it's changing needs and interests. This presentation will outline key priorities, goals, and proposed initiatives with long-term objectives.

I have attached the completed strategic plan here for your review. This plan has been developed with input from many key stakeholders and reflects a comprehensive approach to addressing the current and future Library Service needs (and wants) for the Town of Granby. Please let me know if any additional information is required prior to the meeting.

CC: Mike Walsh, Granby Town Manager



The Next Chapter!



Granby Public
Library

Strategic Plan
2025-2029

Strategic Planning Committee

Amber Wyzik- Director of Library Services

Laurel Farrer

Judy Guarco

Susan Hackett

Audrey Mydosh

Brittany Saunders

Aubrey Schulz

Ellen Thomson

Brian Tomasino



Library Board Members

Judy Guarco- Library Board Chairperson

Ellen Thompson

Robert Donna

Hillary Peterson

Kristal Fiorentino

Paul Willis

Cathy Watso

Sandra Fischer

Laurel Farrer

Lynn Guelzow

The Process

The development of the Granby Public Library's Strategic Plan followed a structured, inclusive, and data-driven process to ensure alignment with community needs and library best practices. Each step was designed to gather valuable input, analyze feedback effectively, and establish actionable priorities for the future.



1. **Strategic Planning Committee Formation** -- A diverse committee brainstormed survey questions to uncover community needs and aspirations for the library.
2. **Survey Development** -- Surveys were created in digital and physical formats, with guidance from a data consultant to ensure clarity and actionable insights.
3. **Community Engagement** -- Feedback was collected via interviews, focus groups, social media, and street-intercept surveys, ensuring broad representation.
4. **Data Consolidation** -- Responses were analyzed to identify and prioritize key community themes and requests.
5. **Strategic Priorities Defined** -- Feedback was grouped into three strategic priorities, each tied to actionable goals.
6. **Roadmap Creation** -- Library staff and the committee collaborated to develop measurable objectives based on community input and operational insights.

This process ensures the library remains responsive and impactful in serving the Granby community.

Introduction

The Granby Public Library's Strategic Planning Committee set out to develop a guiding framework that aligns library services with the expanding community and its changing needs and interests. This plan highlights the necessity for a larger physical space to accommodate growth. Through this plan, we will celebrate and support readers, writers, artists, and makers, offering a welcoming space for individuals of all ages, abilities, and backgrounds to create, collaborate, and learn. The library will remain the community's heart, honoring the town's history while embracing the future and providing something for everyone.



Library Values

- Serve the informational and recreational needs of the community through its various collections and online resources.
- House and provide access to a quality collection of materials that reflects and responds to the interests and needs of the residents of Granby.
- Be a community resource center where residents of all ages can find information, materials, and a variety of programs.
- Provide a safe, friendly atmosphere for study, a quiet, comfortable space for in-library reading and computer use, a place for residents to exhibit and view collections of interest to the general population and a place where residents can gather to exchange ideas.

Mission Statement

The Granby Public Library supports intellectual freedom and the right of individuals to read, learn, and gather together in a safe, friendly, and welcoming environment. The Library provides free access to diverse ideas, resources, and experiences and strives to enhance the quality of life in our community by providing and encouraging lifelong learning through a variety of resources.

Vision Statement

In a growing community that is striving to preserve its small-town individuality, we are committed to becoming the community crossroads where all generations can meet to freely exchange ideas and information, where technology and resources support the search for knowledge, where services and collections enrich the lives of residents, and where the library system is a leader in cooperation with other town services, schools, businesses, and organizations. The library system is often the heart of a community, and a well-supported library is generally a sign of an intellectually healthy population. A growing community needs an adaptive library.

Strategic Priorities

- **Space and Facilities**
- **Programming**
- **Community Connections**



Priority: Space and Facilities

Turning a New Page

The Granby Public Library takes pride in being a hub for enriching activities, a gateway to global learning, and a space for research and creativity. Our library connects the community through traditional printed materials, digital resources, and cutting-edge tools available for both loan and on-site use.

It is a gathering place for students from our exemplary public schools to meet and collaborate, a haven for community members to explore the written word for entertainment and education, and a creative space featuring state-of-the-art tools in our Makerspace. Here, children are introduced to the joys of books and reading, and local non-profit organizations come together to plan activities that reflect and enhance our shared values.

This is the space we are committed to enhancing, ensuring it continues to support and serve the diverse and growing needs of our community.

Goal:

By 2029, the Granby Public Library will complete a building renovation and expansion to create a vibrant, modern, and innovative facility that enhances functionality, sustainability and inclusivity ensuring it meets the evolving needs of the community.



Priority: Space and Facilities

Turning a New Page

Objectives:

Enhance Accessibility

- Ensure ADA compliance throughout the building.
- Create clear wayfinding systems and improve lighting for better navigation.

Modernize Infrastructure

- Upgrade HVAC and electrical systems to improve energy efficiency and sustainability.
- Add additional self-check out stations
- Addition of computer workstations to meet State Standards.

Expand Spaces

- Add space based on State Library Best Standards for Libraries and a 50% increased population from initial building construction in 1981.
- Multi-purpose rooms for community events, workshops, meeting spaces and programs.
- Increase seating and study areas for both collaborative and individual use to diversify library clientele.
- Create a dedicated teen space.
- Design a new Children's Room with dedicated program/craft space, large play area and room for collection growth.



Priority: Space and Facilities

Turning a New Page

Promote Sustainability

- Use eco-friendly materials.
- Incorporate energy-efficient lighting and other green building practices
- Develop outdoor spaces to connect the library with nature
- Evaluate current and potential energy saving measures

Enhance Collection

- Expand digital and physical collections
- Increase Library of Things offerings

Foster Community Engagement

- Create welcoming gathering spaces for all age groups and cultural backgrounds.
- Incorporate input from community members and stakeholders throughout the design process.



Priority: Programming

Expanding Community Engagement

The Granby Public Library is committed to strengthening its role as a vibrant community hub. Guided by survey feedback and engagement metrics, we aim to ensure our offerings reflect the diverse needs and aspirations of our residents. Whether through enhanced access to resources or programming tailored to community interests, this initiative will create more opportunities for meaningful engagement and connection. Together, we will foster a library that continues to inspire, educate, and unite Granby for years to come.

Goal:

By 2028, increase community participation in library programs by 25% through targeted initiatives to improve accessibility, raise awareness via outreach campaigns, and align programs with community interests based on survey feedback and engagement metrics.

Objectives:

Enhance Program Promotion

- Support a town-wide digital calendar.
- Submit publicity to school's digital backpack.

Expand Program Offerings

- Offer hybrid and virtual programming options to accommodate different schedules and preferences.



Priority: Programming

Expanding Community Engagement

Improve Accessibility

- Adjust program schedules to include evenings, weekends and family-friendly times.

Build Partnerships

- Partner with school administrators to include promotions within weekly school newsletters.



Priority: Community Awareness

Something for Everyone

The Granby Public Library is dedicated to ensuring that all members of our community are aware of the rich array of programs and services we offer. By strengthening connections within our community and leveraging innovative communication channels, we aim to reach more residents than ever before. Whether it's discovering new programs, accessing valuable resources, or participating in enriching events, our goal is to ensure that every individual in Granby knows the library is here to support, inspire, and connect them. Together, we will create a stronger, more engaged community.

Goal:

By 2028, increase awareness of the Granby Public Library's programs and services by 30% through the implementation of targeted outreach strategies, fostering community and business partnerships, and enhancing visibility through digital marketing and in-person engagement efforts.

Objectives:

Expand Digital Outreach

- Cross promotion with community/business partners.
- Apply for and implement Google Ads for Non-profits.
- Increase access of Library Website.
- Add events to Facebook Events.



Priority: Community Awareness

Something for Everyone

Strengthen Community Partnerships

- Expand the Library's presence at town-wide events and local activities.
- Develop a group of community influencers and organizations. Leverage these groups to spread the word about events.
- Collaborate with local schools, businesses, and non-profits to co-host events and reach wider audiences.

Increase Accessibility

- Provide free and flexible space.

Enhance On-Site Visability

- Offer guided tours and open houses to familiarize patrons with library resources and spaces.
- Add sandwich board to town green.



Key Accomplishments

2023

- Winner of CLA's Publicity Award for Trail Map Challenge Program
- First Annual Children's Book Festival
- Created and implemented Curbside Service, Library of Things and Memory Kits
- Winner of the CLA Faith Hektoen Award for Outstanding Children's Programming for Children's Book Festival
- Opening of Granby's Makerspace at the historic F.H. Cossitt Library, 170% increase in foot traffic in the first month

2024

- Second Annual Children's Book Festival- Over 1,000 participants
- Recognized by community for excellence in customer service
 - (Strategic Planning Survey Data)
- Program participation increase in Children's and Teen Programming
- Created and implemented Homebound Delivery Service
- Implemented Teen Bookish Bundles Subscription Boxes
- Replaced all computers with grant support





Granby Public
Library



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Land Use Commissioner Training Memo – Abby Kenyon

Attached please find a memo from Community Development Director Abby Kenyon dated March 3, 2025 which seeks to update the Board of Selectmen on the statutorily required training for all current Planning and Zoning and Zoning Board of Appeals members.

Abby and I will be on hand at your March 3, 2025 meeting to answer any questions on this memo. Thank you.



TOWN OF GRANBY

MEMORANDUM

DATE: March 3, 2025

TO: The Granby Board of Selectmen

FROM: Abby Kenyon, Director of Community Development

REGARDING: Land Use Commissioner Training

Background

State Statute requires all members of the Planning and Zoning Commission and the Zoning Board of Appeals to complete four hours of land use training. Specifically, any member serving as of January 1, 2023 shall complete such initial training by January 1, 2024 and shall complete any subsequent training every other year thereafter. Any member elected or appointed after January 1, 2023, shall complete training not later than one year after election and shall complete any subsequent training every other year thereafter. The training must include at least one hour focused on affordable and fair housing policies and the other hours may consist of process and procedural matters; Freedom of Information Act; interpretation of site plans; the impact of zoning on the environment, etc. Per the statute, no later than March 1, 2024 and annually thereafter, a statement shall be submitted to the Board of Selectmen affirming compliance with this training requirement.

Pursuant to these requirements, this memo is to affirm that all current PZC and ZBA members have completed the required training.

Next Steps

No action is required.



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager

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

REGARDING: Communication of the FY26 Board of Selectmen Budget Materials

The Town of Granby Charter Section 10-2 outlines the duties of the Town Manager on the budget. Accordingly, please find the following materials related to the FY26 Board of Selectmen budget:

1. The Town of Granby Board Selectmen Fiscal Year 2025-26 Recommended Budget Book
2. The Town of Granby Fiscal Year 2025-26 Budget Workbook including
 - a. a tab for each individual department including (in most cases):
 - i. Form 1 – Summary of Services and Functions
 - ii. Form 2 – Statement of Goals and Objectives
 - iii. Form NI – New Operating and Capital Initiatives for Discussion
 - iv. Personnel Position Budget Report
 - v. Detailed Departmental Expenditure Report
 - vi. Departmental PowerPoint including Org Chart and Noteworthy Items

Please note that a PDF copy of the budget book, as well as each individual departmental PowerPoint has been loaded onto the Town's website under the Finance Department for residents to view in order to follow as the budget hearings get underway.

I want to thank each department director for their efforts as we moved to the ClearGov platform in an effort to provide additional transparency on the budget operations of the Town.

Special thanks go out to Finance Director Kimi Cheng and APMO Betsy Mazzotta for their extensive work setting up ClearGov, to Kathy Kane who provided the administrative support on the budget workbook, and to Social Media Coordinator Catherine Lanyon who placed the materials on the website for public consumption.

I will be on hand at your March 3, 2025 meeting to answer any questions. Thank you.



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen
FROM: Mike Walsh, Town Manager 
REGARDING: Amended Lease Agreement – 83 Salmon Brook Street (aka Freshies)

As you may recall, the Town issued a request for proposal (RFP) in 2024 seeking a sale or lease of the property located at 83 Salmon Brook Street (aka Freshies).

The Town received two proposals for reuse of the property, and selected the proposal that represented the highest and best use in order to negotiate a sale or lease of the property.

Over the last six months, negotiations with the preferred submitter included securing two appraisals of the building and also allowing contractors to walk the building to identify and estimate needed repairs.

We return to you tonight to update the Board of Selectmen and the community on the status of the process, and additionally to seek your approval of the attached lease agreement as drafted by Rich Roberts, the Town's Attorney.

I would direct your attention to an attached memo dated February 18, 2025 prepared by Community Development Director Abby Kenyon where she discusses four possible outcomes related to the building – each with various pros and cons. As you read and digest that content, please recognize that the Town purchased this building years ago for approximately \$90,000 and has not invested in the repair of the property to any great degree. As result, a new roof, significant water proofing of the foundation, and new mechanicals are needed.

In order to move forward and update the property for necessary repairs while allowing it to become an income source to the Town, we are recommending that the Town enter into a 10-year lease with an option to buy at fair market value at anytime during the lease.

Accordingly, I respectfully request the following motion be approved to allow the Town to move this process forward:

Proposed Motion:

Move that the Board of Selectmen direct Town Manager Mike Walsh to execute the attached lease agreement for 83 Salmon Brook Street (aka Freshies) with a 10-year term beginning on April 1, 2025.



TOWN OF GRANBY

MEMORANDUM

DATE: February 18, 2025

TO: The Granby Board of Selectmen

FROM: Abby Kenyon, Director of Community Development

REGARDING: 83 Salmon Brook Street, Options

Background

The Town purchased 83 Salmon Brook Street in 2011 for \$90,000. The purchase of the property provided the Town control over future development of the area, including access to the rear property. At the time of purchase, the building needed extensive improvements. In 2012, the Town issued a Request for Proposals (RFP) and was able to negotiate an arrangement where Peppermill Country Deli & Bakery agreed to make all the improvements and maintain the property. The lease was signed in April 2012 and was to expire December 31, 2018, with an additional option to extend. In 2018, the Town authorized the sub-lease of the property to Freshies Café. The agreement with Freshies Café terminated December 31, 2023 and the property has been unoccupied since.

In the winter of 2024, the Board of Selectmen authorized issuance of an RFP for a commercial real estate broker to assist in the marketing of the property. It was expected that the selected broker would provide advice and guidance as to whether a lease, sale or some other arrangement was the most beneficial to the Town. There were no responses received to the RFP.

In the spring of 2024, an RFP was issued for the sale or lease of the property. Respondents were asked to provide information about the intended use of the property and to indicate if a sale or lease was preferred. There were two walk-throughs held with a total of eleven parties in attendance. Two responses were received, and town staff has been in discussions with one of the respondents in more detail since then.

A draft lease agreement has been prepared for consideration. To assist the Board in evaluating this agreement, we thought it would be helpful to provide the Board with an outline of four potential outcomes for this property. Refer to the following:

Options

- 1) Do Nothing: The first option is to do nothing with the property. Under this option, the building would continue to sit unoccupied. The Town could issue another RFP for the sale or lease of the property to see if there was interest by other parties. While there was

interest when the first RFP was issued as demonstrated by the number of walk-throughs, only two responses were received. It is unknown if re-issuing the RFP would yield better results at this time. Given the amount of time it would take to re-issue the RFP and evaluate the responses, and considering the repairs that are needed, under this option the building would continue to deteriorate.

- 2) Demolish the building: Considering the repairs that are needed to the building, the Town could decide to demolish the building. There would then be a vacant property that the Town could either hold for the time being and allow the parking lot to be used by bike trail users, or the Town could list the property for sale. Funds would be needed for the demolition and it is unknown how long it would take to market and sell the property.
- 3) Sell: The Town could sell the property. Both respondents proposed a purchase of the property as an option and the Town also obtained an appraisal. The appraisal was based on an extraordinary assumption that issues with the basement would be remediated. Therefore, unless the Town funds repairs in advance of a sale, it is expected that a sales price would be greatly reduced to account for the work that is needed.
- 4) Lease: The Town could lease the property. Again, due to the repairs needed to the building to be operational, any lease would have to take into account the cost of these repairs. Similar to when the Town first purchased the building and the rent was reduced to account for repairs, a potential tenant would likely expect the same. Under this lease option, the building would be repaired and occupied; personal property taxes would be collected on the equipment; and the Town would retain ownership. This would allow for a future sale.

Next Steps

As noted in the memo from the Town Manager, a proposed lease agreement (option 4) is presented for consideration.

LEASE

THIS LEASE, made as of the 1st day of April, 2025, by and between the TOWN OF GRANBY, a municipal corporation organized and existing under the laws of the State of Connecticut and having its territorial limits in the County of Hartford in said State, acting herein by Michael P. Walsh, its Town Manager, hereunto duly authorized (hereinafter the Lessor) and _____, of the Town of Granby, County, of Hartford and State of Connecticut (hereinafter the Lessee).

WITNESSETH:

Demised Premises:

In consideration of the terms herein reserved and of the covenants and agreements herein contained to be paid, performed and observed on the part of the Lessee, the Lessor does hereby demise and lease unto the Lessee, and the Lessee does hereby take and hire, upon and subject to the conditions hereinafter expressed, those certain premises known as and located at No. 83 Salmon Brook Street in the Town of Granby, including all buildings and improvements thereon, being shown as a parcel containing 65,443 square feet or 1.503 acres on a certain map entitled: "Parcel Map prepared for Upstream Properties, LLC Salmon Brook St. & Canton Rd. Granby, Connecticut," Scale 1"=100', Dated 3/21/18, Revised 3/19/20, Sheet No. 1 of 1, Prepared by Denno Land Surveying & Consulting, LLC, 2 Tunxis Rd. Ste. 203, Tariffville, CT 06081, which map is filed with the Town of Granby, Town Clerk as Map Number 2938-1.

Term:

The term of this Lease shall commence on April 1, 2025, and end on March 31, 2035, unless sooner terminated as herein provided.

Rental:

Subject to the further provisions of this Lease, the Lessee shall pay the Lessor, by the first day of each month that rent is due, the sum of Three Thousand Dollars (\$3,000.00) per month.

Annually beginning on April 1, 2030 and continuing through the term of the lease, the rent shall be increased by 2.5%.

It is the intention of the Lessor and the Lessee that the rent herein specified shall be net to the Lessor in each year during the term of this Lease; that all costs, expenses and obligations of every kind relating to the leased premises which may arise or become due during the term of this Lease shall be paid by the Lessee, and that the Lessor shall be indemnified by the Lessee against such costs, expenses and obligations. Such costs, expenses and obligations include, but are not limited to, the costs of all improvements to be made by the Lessee, the cost of any required building permits or other governmental permits, the cost of casualty insurance coverage as hereinafter required, the cost of all utilities serving the premises and the cost of all expenses for property maintenance, including the maintenance of any structures upon the premises.

It is further agreed that the rents herein provided for are in lieu of all municipal real estate taxes which might otherwise be assessed against the leased premises and the Lessor will hold the Lessee harmless from any such assessments during the initial and any extended lease term. Notwithstanding the foregoing, Lessee shall pay any and all personal property taxes attributable to the leased premises and its occupancy thereof. Further, Lessee shall be responsible for arranging for and payment of any and all utilities serving the leased premises.

In the event any payment of rent hereunder is not received within ten (10) days of the date on which it becomes due, the Lessee shall pay a late charge equal to five percent (5%) of such rent payment.

Deferral of Rent Payments; Capital Improvements and Repairs:

Notwithstanding anything in this Lease to the contrary, the Lessor and the Lessee acknowledge that the leased premises are in need of substantial capital repairs and replacements. The Lessor is willing to defer or reduce some of the monthly rental payments due hereunder in consideration of the Lessee's agreement to make certain of those capital repairs which shall include, without limitation, the roof of the structure, water infiltration into the basement and other repairs needed to the foundation, and repair or replacement of the walk-in cooler. The Lessor and the Lessee shall jointly determine the items requiring repair or replacement and the preliminary budget and schedule for making such repairs. Thereafter, the Lessee shall be solely responsible for ensuring that those repairs or replacements are conducted in a workmanlike manner. The Lessee shall notify the Lessor when any such repairs or replacements are to be conducted and the Lessor shall review and inspect any such work when it has been completed.

Subject satisfactory compliance with the provisions of this section and observance of the remaining terms of this Lease, the Lessor shall abate the rent due hereunder as follows: During the first ~~thirteen (13)~~eighteen (18) months of the term of the Lease, the rent due shall be zero dollars. During the following ~~thirty-five~~ ~~twelve (12)~~ (35) months of the term of the Lease, the rent each month shall be One Thousand Dollars (\$1,000.00). During the following ~~one~~ ~~twelve (12)~~ (1) months of the term of the Lease, the rent ~~each month~~ shall be Two Thousand Dollars (\$2,000.00). This schedule of abatement is subject to future adjustment based on mutually

acceptable changes to the budget and schedule for repairs and replacements, but in no event shall the Lessor be obligated to abate rent in an amount in excess of ~~One Hundred Twenty Five Seventy-Five~~ Thousand Dollars (\$~~127~~5,000.00) in the aggregate.

The Lessee shall also provide the Lessor with complete invoices marked "PAID" for any repair or replacement work covered by this section. The Lessee shall be responsible for ensuring that there are no mechanics' liens placed on the leased premises and shall promptly cause any such liens to be released.

In the event the Lessee shall fail to make the required repairs or replacements substantially in accordance with the budget and ~~by March 31, 2026~~~~schedule then in effect~~, the Lessor's agreement to abate the rent as provided herein may be terminated upon thirty (30) days' prior written notice to the Lessee. In the event the Lessee shall have expended less on repairs and replacements than the Lessor shall have granted in rent abatements at the time of such default, the Lessee shall pay such shortfall to the Lessor in five equal installments together with each of the next five rent payments in the required amount of \$3,000.00 each.

Quiet Enjoyment:

The Lessor covenants that it has good right and lawful authority to enter into this Lease and that, subject to all of the provisions of this Lease and any easements or restrictions to which the premises may be subject, and further subject to municipal zoning and inland wetlands regulations, the Lessee shall have the quiet and undisturbed possession of the demised premises so long as the Lessee shall not be in default hereunder.

Repairs and Maintenance:

The Lessee covenants that, throughout the term of this Lease, at the sole cost and expense of the Lessee, to take good care of the buildings and improvements now or at any time erected on the demised premises, the fixtures thereon, the sidewalks, curbs, parking spaces and landscaping and to make all necessary repairs thereto. "Repairs" shall be deemed to include replacements or renewals when necessary, and all such repairs shall, to the extent feasible, be equal in quality and class to the original work. The Lessee shall keep and maintain the premises in a clean and orderly condition, free of accumulated dirt and rubbish and shall keep sidewalks, driveways, parking areas and similar areas free from snow and ice. All improvements and alterations of the premises and all fixtures (other than kitchen and cooking appliances such as stoves, ovens, refrigerators and sinks) made or installed by the Lessee on the premises shall immediately, upon the completion or installation thereof, be and become the property of the Lessor.

Compliance with Law, Ordinances and Regulations:

The Lessee covenants throughout the term of this Lease to comply with and conform to all of the laws of the United States and the State of Connecticut and the ordinances and regulations of the Town of Granby, including but not limited to, those relating to health, nuisance, fire, highway, sidewalks and zoning, insofar as the demised premises may be concerned and insofar as such may be applicable to the Lessee as occupant of the demised premises, and to save the Lessor harmless from all fines, penalties and costs for violation or non-compliance with the same.

Surrender upon Termination:

The Lessee shall on the last day of the term (or upon the earlier termination) peaceably and quietly surrender the leased premises to the Lessor in a broom-clean condition, including all

buildings, alterations, replacements, changes or additions placed by the Lessee thereon in as good condition and repair as at the commencement of the term, and as any new buildings, structures, replacements, additions or improvements, constructed, erected, added or placed thereon by the Lessee are when completed, with the natural wear and tear thereof excepted.

Default and Remedies:

If the Lessee shall make default in payment of the rents due hereunder for a period of ten days after any of the same shall become due and payable, or if default shall be made by the Lessee in any of the other covenants and agreements herein contained to be kept and fulfilled on the part of the Lessee for a period of ten days after written notice of such default is given by the Lessor without action by the Lessee to remedy such default to conclusion with reasonable diligence; or if the Lessee shall file a voluntary petition in bankruptcy or take the benefit of any insolvency act or be dissolved pursuant thereto, or if a receiver is appointed for the Lessee's business or assets; or if the Lessee makes an assignment for the benefit of creditors; or if the Lessee's interests herein shall be sold under an execution; then and thereafter the Lessor shall have the right at its option and without prejudice to any other rights it may have hereunder to terminate the Lease and to re-enter and take possession of the premises, or without such re-entry, may recover possession of the premises in the manner prescribed by the statutes relating to summary process, and any demand for rent, re-entry for condition broken, and any and all notice to quit or other formalities of any nature to which the Lessee may be entitled, in such event, are specifically waived; and that after default is made in any of the covenants contained herein, the acceptance of rent or failure to reenter and take possession shall not be held a waiver of the Lessor's right to terminate this Lease and to re-enter and take possession of the premises.

Risk of Loss:

The Lessee shall maintain full replacement coverage casualty insurance on the premises which shall name the Lessor as an additional insured. Such insurance shall be of the type and in the amounts required by the Lessor, with an insurance company with an AM Best Rating of A-, VIII or better, licensed to write insurance in the State of Connecticut. In the event of destruction or damage to the leased premises or any portion thereof by fire or other covered casualty, the proceeds of such insurance shall be payable to the Lessor and the Lessee as their interests shall appear and be used to replace, repair or restore the premises, and the Lessee shall not be entitled to surrender possession of the leased property, to terminate the Lease, to violate any of its provisions or to cause any rebate or abatement in rent then due or thereafter becoming due under the terms hereof. The Lessee shall procure such other insurance coverages, including without limitation workers compensation coverage, in such amounts and on such terms as the Lessor may reasonably require. The Lessee shall provide evidence of compliance with the requirements herein contained on the Lessor's reasonable periodic request therefor.

Condemnation:

If the whole of the demised premises are taken by any public or other authority under any power of eminent domain or condemnation, then this lease shall forthwith terminate when title passes to said public or other authority, and the Lessee shall have no claim or interest in or to any award for damages to the Lessor on account of said taking. If a material portion of the demised premises is so taken and such taking shall prevent the Lessee from conducting business substantially in the manner currently conducted, the Lessee shall have the option to cancel and

terminate this Lease upon notice thereof within thirty days of such taking. If the Lessee shall not elect to so terminate, the Lease shall remain in full force and effect. In no event shall the Lessee be entitled to any portion of the award judgment or settlement received by the Lessor on account of such partial taking.

Condition of the Premises:

The demised premises are leased to the Lessee "as is." The Lessee represents that it is fully familiar with the physical condition of the premises and acknowledges that the Lessor has made no warranties or representations regarding the condition of the same.

Attorney's Fees:

The Lessee covenants and agrees, after any default by the Lessee, to pay all legal costs and charges, including attorneys' fees, lawfully and reasonably incurred by the Lessor in securing any of the Lessor's rights against the Lessee, including regaining possession of the premises, or in enforcing any covenant or agreement of the Lessee contained in this Lease.

Assignment and Subletting:

The Lessee shall not assign this Lease nor sublet the demised premises or any portion thereof without the prior written consent of the Lessor, provided however, that in the event of such assignment or sublease with the consent of the Lessor, the Lessee shall remain primarily liable for the fulfillment of the covenants of the Lessee under this Lease, so that, thereafter, the obligations of the Lessee and any such assignee or sublessee shall be the joint and several obligations of each.

Recording:

Lessee shall not record this Lease but will execute a Notice of Lease for recordation by the Lessor on the Land Records.

Lessee's Intention:

The Lessor and the Lessee acknowledge that the Lessee will operate a restaurant on the leased premises and that the use will not change without the prior consent of the Lessor. The Lessee is authorized to make substantial improvements to the premises, including landscaping, which will require the consent and approval of Lessor, which consent and approval will not be unreasonably withheld.

Lessee's Option to Purchase:

Provided that no event of default shall exist hereunder, at any time during the ~~first four~~ ~~years of the~~ term of this Lease the Lessee may notify Lessor in writing that Lessee wishes to exercise its option to purchase the demised premises. Absent a contrary agreement between Lessor and Lessee, the purchase price shall be the Fair Market Value as determined in accordance with this section.

Purchase of the demised premises shall be subject to a deed restriction in favor of the Lessor requiring, in perpetuity, use of the demised premises to be in conformity with all local codes, ordinances, rules, policies and procedures in place at the time of the purchase.

Each of Lessor and Lessee shall engage a licensed MAI appraiser employed by an appraisal firm of recognized competence in the northern Connecticut area with not less than ten

(10) years' experience in appraising and valuing properties of the general type, location and character as the demised premises. The two appraisers shall meet within ten (10) days after they are designated in an attempt to agree upon the Fair Market Value and, if within twenty (20) days after they shall have been designated, they do not agree upon the Fair Market Value, then each shall within ten (10) days thereafter deliver a written report to both Lessor and Lessee setting for their determination of the Fair Market Value. If the appraisals are within ten percent (10%) of each other, they shall be averaged and that shall be the Fair Market Value. If the appraisals are not within ten percent (10%) of each other, the two appraisers shall jointly select a third appraiser who shall also provide a determination of the value of the demised premises. If the determination of the Fair Market Value of any two of the appraisers shall be identical, that shall be deemed to be the Fair Market Value. If the determinations of all three appraisers shall be different in amount, then the average of the two nearest in amount shall be deemed the Fair Market Value. Each party shall bear the cost of their own appraiser and the cost of the third appraiser shall be split equally.

Following the determination of the purchase price, the Lessor shall initiate the approval processes necessary to convey the demised premises to the Lessee. The obligation of the Lessor to convey the demised premises to the Lessee shall be conditioned upon Lessor's receipt of all necessary governmental approvals, including, without limitation, approval by a special town meeting. Upon the satisfaction of all such conditions, the sale shall take place in the office of the Town Manager on the thirtieth (30th) calendar day following receipt of the final approval.

Entire Agreement:

This Lease sets forth the entire agreement and understanding between the parties, all prior conversations and writings between them being merged herein and extinguished. No subsequent

amendment to this Lease shall be binding upon the parties unless reduced to writing and signed on their behalf.

IN WITNESS WHEREOF the parties have caused these premises to be signed on the ____ day of _____, 2025, at Granby, Connecticut.

Signed in the Presence of:

TOWN OF GRANBY, Lessor

By _____
Michael P. Walsh
Town Manager

_____, Lessee

By _____



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Harness Way Road Acceptance and Referral to Planning and Zoning**

Attached please find a memo from Community Development Director Abby Kenyon dated March 3, 2025 which discusses Harness Way and the Town's acceptance of it as a road.

Additionally, Abby is seeking a referral to Planning and Zoning so that they may complete their work on this road acceptance.

Abby and I will be on hand at your March 3, 2025 meeting to answer any questions on this memo. Thank you.



TOWN OF GRANBY

MEMORANDUM

DATE: March 3, 2025

TO: The Granby Board of Selectmen

FROM: Abby Kenyon, Director of Community Development

REGARDING: Harness Way Road Acceptance: Referral to Planning and Zoning Commission

Background

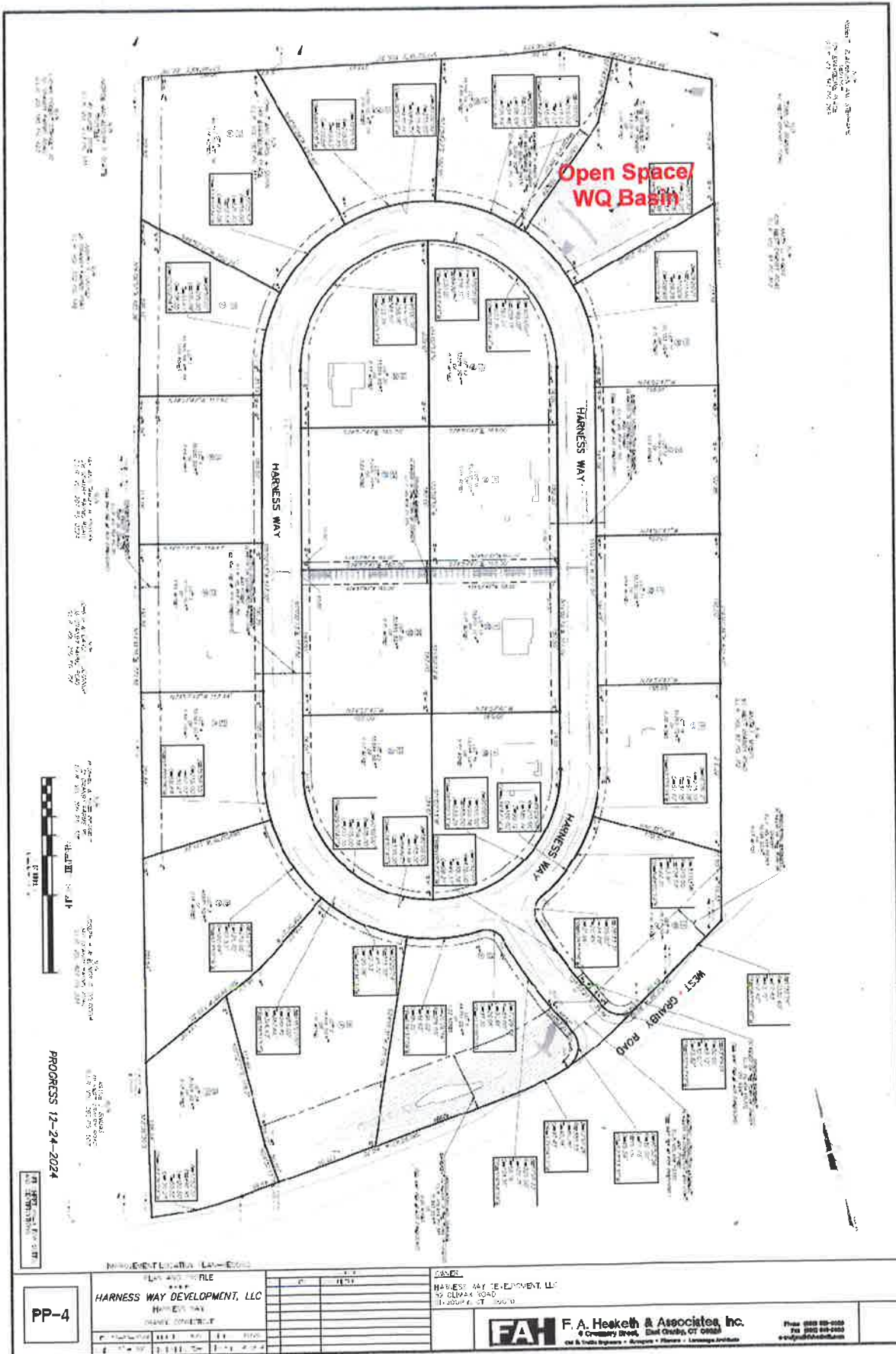
In 2021, the Planning and Zoning Commission approved a 24-lot, single-family residential subdivision for property located at 76 West Granby Road. The approved plans included a road, known as Harness Way that is 2,468 linear feet, and a .96 acre parcel shown as "open space" where one of the water quality basins is located.

Over the past several years, the developer has been working on this development and the work is now substantially complete. The developer is requesting that the Town accept the public improvements. It should be noted that \$10,000 will be retained by the Town to cover final site stabilization (lawn establishment) and final adjustments to the infiltration system, both of which can't be completed at this time due to weather. This bond will be returned to the developer in the spring once the work has been finished.

Section 8-24 of the Connecticut State Statutes requires that prior to the acceptance of any street, the Board of Selectmen refer it to the Planning and Zoning Commission for a report.

Next Steps

The Board of Selectmen is asked to refer this matter to the Planning and Zoning Commission for consideration under CGS Section 8-24. It is anticipated that the Planning and Zoning Commission could consider this referral at their meeting on March 11th and report back to the Board of Selectmen for action at the Board's meeting on March 17th.



PP-4

HARNESS WAY DEVELOPMENT, LLC
HARNESS WAY
HARNESS WAY

NO.	DATE	DESCRIPTION
1	12-24-2024	PROGRESS

CASE:
HARNESS WAY DEVELOPMENT, LLC
12 OAKLEY ROAD
DUBLIN, CT 06034

FAH F.A. Heaketh & Associates, Inc.
Civil & Traffic Engineers • Surveyors • Planners • Landscape Architects

Phone 860-59-0000
Fax 860-59-0000
e: fah@fahandassociates.com



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen
FROM: Mike Walsh, Granby Town Manager
REGARDING: Charter Section 7-4 - Appointments

The Town of Granby Charter Section 7-4 related to appointments allows the Town Manager to appoint, with the approval of the Board of Selectmen, a Town Clerk.

As you are aware, Scott Nolan was the Town Clerk but resigned his position for another opportunity with his last day being February 18, 2025.

The Town advertised for the open position and over the course of a month, received a handful of applicants who signaled interest in the position. One such applicant stood out and her name is Jen Espinal. Jen currently holds the title of Assistant Town Clerk for the Town of Simsbury.

Jen is a State Certified Town Clerk and brings a number of strengths to the position including leadership, a desire to deliver exceptional customer service, and a desire to be part of municipal management team. Jen's references were all strong.

Based on the aforementioned, I respectfully request the following motion be considered to allow the Town to continue to move forward and fill the open Town Clerk position.

Proposed Motion:

Move that the Board of Selectmen direct Town Manager Mike Walsh to extend an offer of employment to Jen Espinal for the Town of Granby Town Clerk position.



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen
FROM: Mike Walsh, Granby Town Manager 
REGARDING: SBP Gathering Room – Alcohol Permit Request

Attached please find a memo from Director of Human Services Sandra Yost dated February 10, 2025 requesting approval of an alcohol permit at the Salmon Brook Park gathering Room for an event on May 10, 2025 from 12:30 p.m. to 4:30 p.m.

I support the request and direct your attention to a proposed motion that Sandy has incorporated into her memo.

I will be on hand at your March 3, 2025 meeting to answer any questions on this memo. Thank you.



TOWN OF GRANBY

MEMORANDUM

DATE: February 10, 2025

TO: Mike Walsh, Granby Town Manager
FROM: Sandra Yost, Director of Human Services
REGARDING: Reservation Special Request– Alcohol Permit

Background

Granby Parks & Recreation Department has received a request from Karen and Bernard Giampetruzzi to host a baby shower in the Gathering Room at Salmon Brook Park. This event will take place on Saturday, 5/10/25 from 12:30pm – 4:30pm. A formal request has been placed for alcohol consumption at Salmon Brook Park. The appropriate paperwork, permit, and insurance from the renter will be provided.

Jamie Savva, Events Coordinator, reviewed and discussed the Town's policies regarding the use of Alcohol in the Park with the Giampetruzzis. They have agreed to stay within the Gathering Room with their beverages for the duration 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 this request to the Board of Selectmen for consideration.

Next Steps

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

PROPOSED MOTION

I MOVE the Board of Selectmen approve this party's formal request for alcohol consumption during event rental on Saturday, May 10, 2025 from 12:30pm – 4:30pm.



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Town Manager's Report as of February 28, 2025**

Please accept the following summary of departmental activities underway throughout the town through the month of February, 2024 as detailed to me by the various department heads.

Town Manager's Office

- Viewed Governor Lamont's Budget address as Granby produces our FY26 Budget
- Joining the Chamber of Commerce for a monthly function on February 28th
- Issued the first 10% vendor payment on the Emergency Radio Project
- Prepared for the kickoff meeting with 7-Summits/New Samaritan for Senior Housing
- Judged the submissions in the GPD GMHS Coin Challenge with other panelists
- All things FY26 Budget – the budget book, workbook, PowerPoints, & backup materials
- Interviewed one candidate for the open Town Clerk position
- Worked with Catherine on her first STEAP grant submission – SBP accessibility
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....
- Attended the Fiduciant 4th Quarter investment return meeting

Finance, Tax Office, Assessors Office

- 2024 Grand List signed and completed
- The Assessor's Office is now in full swing with mailing out the notices to the Elderly, Totally Disabled and Additional Veterans as reminders to refile for their benefit
- Accepting applications/reviewing income tax returns and income submitted to determine eligibility status for the Elderly, Totally Disabled and Additional Veterans Benefits
- Receiving and reviewing all the Board of Assessment Appeal Applications
- Preparing for the Board of Assessment Meetings

Human Resources

- Office moves of HR, Fire Marshal, IT and Communications Admin completed
- Attended Leave Laws and Benefits webinar sponsored by Lockton
- Began recruitment for Town Clerk
- Took over administration of Worker's Compensation
- Rolled out Sexual Harassment training for all employees. 2-hour online course through the CT Commission on Human Rights and Opportunities
- Continued to provide guidance and training on VCS timekeeping system

Community Development

- The Building Official and Fire Marshal were busy inspecting the Station 280 development. A certificate of occupancy was issued for Building 6 last week. There is now one building under construction, along with several garages. It is anticipated that all work will be completed this spring.
- The Fire Marshal is currently working on fire investigations for the three structure fires.
- The Fire Marshal submitted a grant under the CT Fair Plan program to fund the purchase of a waterproof camera.
- The Emergency Management Director and Fire Marshal have moved offices, to the space that was formerly occupied by IT. A big thank you to Public Works for their work on moving and setting up this office.
- Draft policies have been received from Tighe & Bond for the sewer. These policies are currently under review and will be presented to the WPCA in the spring.
- Work continues with Municipality on the public portal for the building permit software to allow online permit submissions. Testing revealed some corrections that are needed. Another meeting is scheduled for mid-March to review the changes.

Information Technology

- Desktop computers are being deployed at the Police Department. Tristan is finishing up the rollout of individual laptop replacements
- Senior Center A/V Project – Wiring work complete. Equipment delivered including the video production server and PTZ cameras. A/V equipment installation started.
- Continue to attend vendor / project meetings involved with Finance Department's Square 9 software installation project. (Paper to digital documents and workflow)
- Provided technical support for 3 board meeting
- Completed server operating system update to Town's primary domain and file server computer. Added second servers refurbished and donated from BOE to Town Hall and PD. These provide redundancy and backup to existing systems.
- Completed wiring and work associated Tech support work for Town HR, Emergency Management, and IT office moves

Police Department

Human Resources, Training and Community Outreach, Projects

- Continuing to have one officer on light duty from a work-related injury; creating unbudgeted overtime expenditures.
- MOU signed for the CLEAR Program (Community and Law Enforcement for Addiction and Recovery which provides support to those who are affected by addiction.
- Detective Macaulay attended a two-day training class on Social Media Investigations
- Began annual Sex Harassment training.
- Carpets to be installed in PD HQ first week of March.
- Radio project continues. Marcus started planning the Dispatch Center. Held meeting with vendor and project manager to lock down Radio equipment.

Crime/Noteworthy Items

- An 87-year-old Alzheimer's patient walked away from Senior Center after an activity there. She was found a short time later at home
- Arrest made on an intensive firearm investigation
- Report of a male with a mask and handgun at Murtha's Way. A juvenile was found with a facsimile gun. Arrest made.
- Chimney fire on Bushy Hill Rd, house fire on Petersen Rd, house fire on Loomis St.
- Arrest made for the male who rammed a police vehicle and fought with officer
- A male suspect was at the Granby Memorial High School passing flyers about what you should do if ICE visits you or the school. Male was identified/trespassed from grounds.

- Two motor vehicle accidents in snowstorm. Minor injuries reported.
- RPO (Red Flag Law) was applied for and issued.
- Severely injured dog rescued from icy hillside after fall. Dog taken to animal hospital

Public Works

- H/R, Fire Marshal have been moved/minor repairs and painting to be done.
- SBP was closed to all from 2/19 through 2/23 due to extreme icing conditions on the roadways and the roof of the building. The roadway to the right of the Y may remain closed for an additional week to ensure the safety of the public.
- Tree trimming and removal due to storm damage.
- To date (2/21), we have had 14 snow/ice events.
- Juniper Drive drainage $\frac{3}{4}$ completed.
- Snow mixed with rain has resulted in extreme icing in many areas throughout the town roads, sidewalks and buildings that has required many extra hours of effort.
- Create RFP for land clearing and building a roadway to Mountain Road tower after plans are drawn. The survey is completed. Now waiting on Deed details.
- Hungary and Griffin, finalizing paperwork with the state for reimbursements.
- Moosehorn & Donahue – final inspection was completed, waiting for money.
- Simsbury Rd Bridge, test borings are underway. Replacement expected in 2027
- Doherty Road Bridge, replacement on hold with commitment from the town.
- All 2026 capital purchases/needs being assessed in preparation of the budget.
- Road overlay estimates for work to be done over the next 3 years is in place. 10-year overlay is on paper and subject to changes as conditions may change.

Library

- The ARPA Library renovation is complete! Swing by the library to see our refreshed space with new carpet, new paint, some new furniture, bright new lights, and more!
- The Seed Library at F. H. Cossitt Branch Library is being restocked for the 2025 growing season with vegetable, fruit, flower and herb seeds donated by Ocean State Job Lot and distributed by the Hartford County Extension Service. The Seed Library kicks off its fourth year April 1, 2025
- The Granby Public Library's Strategic Planning Committee has successfully established a 4-year long range strategic plan that will guide us forward with our mission and vision.
- Shout out to Rich and the DPW crew for all their hard work getting the library open and ready for patrons on all the crazy weather days! That ice was relentless!
- Our Capital Campaign consultant is busy working on our internal audit inventory. Thank you to all the BOS members that sat down with them to discuss the future of the library.
- The library is proud to offer a new service- "Homebound Delivery". This service is available to all Granby residents that have difficulty leaving their homes permanently or temporarily due to disability, health issues, inability to drive, and similar reasons. Residents of local care facilities, primary caregivers of homebound patrons and new mothers/fathers home with a newborn are also eligible! Thank you to our volunteers for helping make this an option for our patrons.

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

- Granby Youth Action Council is hosting the Sweetheart Dance for Granby kids (grades K-2) and their grown up on February 23. Pizza, dancing, and crafts with a Valentine theme will keep everyone entertained. As a part of the Local Prevention Council funding requirement, Youth Services Bureau is conducting an online survey. Information gathered will assist the YSB in targeting the prevention education and prevention resources needed to reduce risks for our residents.
- February highlights at the Senior Center include the Valentine Luncheon. 80 people were served heart shaped ravioli by our friends, the Flying Yankees of 103rd Airlift Wing

and were entertained by Freddie Marion. SAFE (Situational Awareness for Empowerment) training is a 2-hour self-defense class designed for seniors to be more aware and able to defend themselves (20 empowered people attended). Way of Listening: Consoling Beauty is a music appreciation class exploring a great masterpiece by Beethoven. Horizon Wing Birds is an educational program featuring live raptors. Sold out trip to the CT Flower Show had folks ready for Spring. Terrarium building and Origami folding also gave seniors a reason to come out and enjoy activities at the Center.

- Parks & Recreation held a two-day Scrapbooking event, dog training classes, and basketball sessions. Planning for the upcoming **Camp season, including selection of concession vendor is well underway.**

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