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Meeting ID: 833 0387 4073

Passcode: 252388

## **TOWN OF GRANBY - BOARD OF SELECTMEN**

### **Regular Meeting Agenda**

### **Monday, June 16, 2025 – 7 p.m. Town Hall**

### **Community Meeting Room**

1. Pledge Of Allegiance

2. Minutes

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

Documents:

[BOSREGULARMEETINGMINUTES0602025.PDF](#)

2.II. Approval Of Board Of Selectmen Public Hearing Minutes - June 2, 2025

Documents:

[BOSPUBLICHEARINGMINUTES060225.PDF](#)

3. Appointments

3.I. Resignation Of Heather Lombardo, Agricultural Commission - July 1, 2025

3.II. An Opening Agricultural Commission Through January 11, 2027

Documents:

[RESIGNATION GRANBYAGRICULTURALCOMMISSION.PDF](#)

4. Communications

4.I. Notary Public Policy/Procedures Communication

Documents:

[NOTARY PUBLIC SERVICES ADMINISTRATIVE POLICY.PDF](#)

5. Public Comment

5.I. Kearns School Housing Development Direction

5.II. 10-Year Town And BOE Capital Plan Approval - No Action Needed At This Time

6. Old Business

6.I. Ordinance Change - Elderly Tax Benefit Filing Period - To Biannually

Documents:

[ELDERLY AND DISABLED PERSONS EXEMPTION FILING CHANGE TO BIANNAULLY.PDF](#)

6.II. The Development Of Kearns School Housing Development Direction Approval

Documents:

[DEVELOPMENT OF KEARNS SCHOOL HOUSING NEXT STEPS.PDF](#)

6.III. 10-Year Town And BOE Capital Plan Approval

Documents:

[10 YEAR TOWN AND BOE CAPITAL PLAN APPROVAL.PDF](#)

6.IV. Holcomb Farm/United Methodist Church Reuse - Business Plan Presentation

Documents:

[FRIENDS OF HOLCOMB FARM BUSINESS PLAN APPROVAL.PDF](#)

7. New Business

7.I. Plan Of Conservation And Development - Appointment From Board Of Selectmen

Documents:

[POCD - BOS MEMBER - VOLUNTEER.PDF](#)

7.II. 83 Salmon Brook Street And 603 Cider Lane - Sale Parameters Approval

Documents:

[RFP - 603 CIDRE LAND AND 83 SALMON BROOK STREET.PDF](#)

8. Town Managers Report - Projects And Financials

Documents:

[TM REPORT FOR JUNE 16, 2025 BOS MTG.PDF](#)

9. First Selectman Report

10. Selectmen Reports

11. Public Session

12. Executive Session

13. Adjournment

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday, July 7, 2025 in the Town Hall Meeting Room.







**TOWN OF GRANBY**  
**BOARD OF SELECTMEN**  
**REGULAR BOARD OF SELECTMEN MEETING**  
**JUNE 2, 2025**  
**MINUTES**

CERTIFIED TRUE COPY FROM  
RECORDS OF THE TOWN OF  
GRANBY

ATTEST: *Jen Espinal*  
TOWN CLERK  
DATE: *June 11, 2025*

**PRESENT:** Mark C. Neumann, Vice-Chairman; Margaret Q. Chapple, Frederick A. Moffa, Kelly O. Rome, Zainab Zafar, Student Liaison.

**ABSENT:** Mark H. Fiorentino, First Selectman

**ALSO PRESENT:** Michael P. Walsh, Town Manager, Kimi Cheng, Director of Finance  
Members of the Public, Jen Espinal, Town Clerk.

**CALL TO ORDER**

Selectman, M. Neumann, called the Board of Selectmen Regular Meeting to order for the Town of Granby, Connecticut, in the Town Hall Meeting Room, at 7:00 p.m.

**1. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Selectman, M. Neumann.

**2. MINUTES**

**Approval of the Board of Selectmen Regular Meeting Minutes - May 19, 2025**

**ON A MOTION BY F. Moffa**, seconded by K. Rome, the Board voted (4-0-0) to approve the minutes from the Board of Selectmen Regular Meeting on May 19, 2025.

**3. APPOINTMENTS**

None

**4. COMMUNICATIONS**

None

**5. OLD BUSINESS**

Town Manager, M. Walsh briefed the board on the following Old Business items.

**5.I Ordinance 156.1–156.6 Elderly & Disabled Exemption**

A memorandum was presented to the board, proposing a change to the above section of the Town Ordinance, which would change the filing requirement for the Elderly & Disable Exemption from annually to every other year to align with the state program.

No motion was taken, and item will go for a Public Hearing on June 16, 2025, at 6:45 p.m.

## **5.II. Kearns Senior Housing Development**

An update was given on the Kearns Senior Housing project, and the board was informed of the next steps the Commission on Aging will take during their meeting in June.

## **5.III. 10-Year Town and BOE Capital Plan Approval**

The Capital Improvement Plan was shared for review, which the board must approve, per Town Charter before the Capital Improvement Plan goes to CPPAC.

## **5.IV. Holcomb Farm/United Methodist Church Reuse**

It was noted that at the last Board of Selectmen meeting, the Holcomb Farm presented their Annual Report, and an update was given on the plans for the United Methodist Church property. A draft of the Lease and Use Agreement is underway, ensuring that the farm remains financially independent.

## **6. NEW BUSINESS**

Town Manager, M. Walsh briefed the board on the following New Business items.

### **6.I. BOE FY25 Operations Surplus Transfer to Capital Fund**

The Board of Education has a projected operating surplus for Fiscal Year 2025, as a cause of staffing vacancies, lower outplacement tuition, and reduced transportation costs. A request was presented asking the board to approve the reallocation of the funds from the General Fund to the Capital Equipment Improvement Fund for three priority projects. The transfer requires approval from the Board of Selectmen and is intended to address capital priorities without needing additional voter approval.

**ON A MOTION BY F. Moffa**, seconded by M. Chapple, the Board voted (4-0-0) to approve to authorize a transfer of funds in the amount not to exceed \$650,000 from the Board of Education General Fund to the Capital Equipment Improvement Fund.

### **6.II. Neighborhood Assistance Act Project Approvals**

The Board of Selectmen held a Public Hearing on the Connecticut Neighborhood Assistance Act (NAA) today prior to the BOS regular meeting, in which public comments and proposals were presented and reviewed.

**ON A MOTION BY M. Chapple**, seconded by K. Rome, the Board voted (4-0-0) to approve the two proposals for the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and directed staff to proceed with the application process on or before July 1, 2025.

### **6.III. CGS 8-24 Report from P and Z - 603 Cider Lane**

603 Cider Lane, originally held for potential use in winter operations, is no longer needed. Planning and Zoning confirmed that its sale is consistent with the Town's Plan of Conservation and Development.

### **6.IV CGS 8-24 Referral to P and Z - 83 Salmon Brook Street**

83 Salmon Brook Street (Freshies), with unsuccessful lease negotiations with a restaurateur, the Town now seeks to sell the deteriorating property.

It was noted that an CGS 8-24 referral does not preclude future lease opportunities.

**ON A MOTION BY K. Rome**, seconded by F. Moffa, the Board voted (4-0-0) to approve the referral of 83 Salmon Brook Street to the Planning and Zoning Commission for consideration under CGS 8-24, and to report back to the Board of Selectmen.

## **7. TOWN MANAGER REPORT**

Town Manager, M. Walsh, provided a consolidated overall report, highlighting strong progress across departments in grant acquisition, public safety, infrastructure, recreation planning, and cybersecurity. The full report is available as part of the Board of Selectmen Packet.

## **8. FIRST SELECTMAN REPORT**

No report was submitted by First Selectman, M. Fiorentino who was not present.

## **9. SELECTMAN REPORTS**

M. Chapple commended all who worked for the success of the Memorial Day Parade.

M. Neumann attended the Touch a Truck and shared his pleasant experience.

Student Liaisons, Z. Zafar, shared her experience at the Memorial Day Parade, and noted that there was a record number of students from the band who participated in the Memorial Day Parade. Additionally, Zafar shared an update on school activities, including recent academic and arts award night. Final exams are scheduled to begin Thursday and will continue through Tuesday, June 10, which marks the last day of school for high school students. Middle and elementary school students will finish on June 11, which also serves as the makeup exam day. In sports, the Boys' Tennis team secured a win against Shepaug Valley, and the Girls' Softball team advanced to the second round of states with an 8-0 victory over Plainfield. Zafar also announced that Granby Memorial High School's graduation ceremony will be held on June 10 at 5:00 p.m.

## **10. PUBLIC SESSION**

Robert Flanigan, (24 Woodcliff Drive), raised a question regarding Cider Mill and Salmon Brook Street and the applicable state statute concerning the sale of town-owned property.

## **11. EXECUTIVE SESSION**

None

## **12. ADJOURNMENT**

ON A MOTION by K. Rome, seconded by M. Chapple, the Board voted (4-0-0) to adjourn the Board of Selectmen Regular Meeting at 7:39 p.m.

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

**Respectfully Recorded & Attested,**



**Jen Espinal**

**Town Clerk**

**Received for Record June 6, 2025, at 9:50 A.M.**

**By JEN ESPINAL, Town Clerk**

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday, June 16, 2025, in the Town Hall Meeting Room.



# **TOWN OF GRANBY BOARD OF SELECTMEN**

**PUBLIC HEARING**

**JUNE 2, 2025**

**MINUTES**

**CERTIFIED TRUE COPY FROM  
RECORDS OF THE TOWN OF  
GRANBY**

**ATTEST:**

**DATE:**

*Jim Purcino, At.*  
TOWN CLERK  
*June 11, 2025*

**PRESENT:** Mark C. Neumann, Vice-Chairman; Margaret Q. Chapple, Frederick A. Moffa, Kelly O. Rome.

**ABSENT:** Mark H. Fiorentino, First Selectman

**ALSO PRESENT:** Michael P. Walsh, Town Manager, Members of the Public, Jen Espinal, Town Clerk.

## **LEGAL CALL**

Selectman, M. Neumann, called the Board of Selectmen Public Hearing to order for the Town of Granby, Connecticut, in the Town Hall Meeting Room, at 6:45 p.m.

The purpose of the hearing was to consider the adoption of the Neighborhood Assistance Act Program, for the Town of Granby.

Selectman Neumann requested that the full reading of the Legal Call be waived, which public notice was properly published on March 25, 2025.

## **PUBLIC HEARING AGENDA ITEM BRIEFING**

Jenny Emery, (71 Loomis Street, N. Granby) representative from Friends of Holcomb Farm, spoke about their participation in the NAA (Neighborhood Assistance Act Program) grant program, specifically focusing on energy efficiency projects, which offer dollar-for-dollar tax credits to Connecticut businesses that pay corporate business taxes. Two proposals were presented related to energy upgrades as part of the church project for radiant heat installation and heat pump systems. Nonprofits can request up to \$150,000 annually, and businesses can receive tax credits up to that amount if matched.

## **PUBLIC SESSION**

Reinhard Maier, (138 Day Street, Granby), raised concerns about the liability structure of the proposed renovation projects at the old Methodist Church, initiated by Friends of Holcomb Farm, calling attention to Town's financial responsibility in the event of overruns, a defined legal relationship, and any impact on the Town budget.

Robert Flanigan, (24 Woodcliff Drive, Granby), noted the long-term stewardship of the old church property, acknowledging the existing lease agreement, suggesting that the town maintain control of the property to ensure taxpayer-funded grant money isn't relinquished.

Maureen Eberly, (37 Silkey Road, N. Granby), via zoom, inquired about solar panels and other green energy options as part of the proposals and provided feedback on radiant heat and heat pumps.

No written comments were received, and no other public comments were given.

**ADJOURNMENT**

**ON A MOTION** by M. Chapple, seconded by K. Rome, the Board voted (4-0-0) to adjourn the Public Hearing at 6:57 p.m.

A full version of the Public Hearing can be found at Granby Community Television  
<https://gctv16.org>.

Respectfully submitted & attested,

A handwritten signature in black ink, appearing to read 'Jen Espinal', written over a horizontal line.

**Jen Espinal**  
Town Clerk

Received for Record June 6, 2025, at 9:50 A.M.  
By JEN ESPINAL, Town Clerk



# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectman

**FROM:** Mike Walsh, Town Manager; Jen Espinal, Town Clerk

**REGARDING:** Resignation — Granby Agricultural Commission

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By way of this memo, attached please find the resignation of a member of the Agricultural Commission taking effect on July 1, 2025.

### Summary of Submission:

Attached is the resignation of **Heather L. Lombardo (D)**, a **Regular Member of the Granby Agricultural Commission**, effective **July 1, 2025**. The vacancy may be filled in accordance with the **Town of Granby Charter**, **Granby Agricultural Commission Ordinance**, and **Connecticut General Statutes (CGS)**. The appointed individual will serve the remainder of the term, which expires on **January 11, 2027**.

### Financial Impact:

None

### Description of Documents Included with Submission:

Email resignation from Heather L. Lombardo, received **Friday, May 30, 2025**. A request for a formal resignation letter with original (wet) signature has been requested, in accordance with CGS.

### PROPOSE MOTION

*Move, to accept the resignation of Heather L. Lombardo (D) a Regular Member of the Granby Agricultural Commission effective July 1, 2025.*

CC: Karen Antonucci & Laura Wolfe, Registrars of Voters  
Town of Granby Democratic Chairs  
Town of Granby Commission Liaison



## Jen Espinal

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**From:** heather lombardo <heather.l.lombardo@gmail.com>  
**Sent:** Friday, May 30, 2025 12:50 PM  
**To:** Jen Espinal  
**Cc:** Lynn Guelzow; Mark H. Fiorentino  
**Subject:** Ag Commission

**CERTIFIED TRUE COPY FROM  
RECORDS OF THE TOWN OF  
GRANBY**

**ATTEST:**   
TOWN CLERK

**DATE:** May 30, 2025

**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.**

Hello Jen -

I hope you're well. I'm writing to the town clerk's office as a member and current board chair of the Granby Agricultural Commission. Due to my additional responsibilities on other town boards, with my job and with my family, I will be resigning from the Ag Commission effective July, 1. I have also copied Lynn Guelzow who is the Democratic Town Committee chair and First Selectman Mark Fiorentino.

Let me know if you need any additional information from me.  
Thank you,  
Heather Lombardo



# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectman  
**FROM:** Mike Walsh, Granby Town Manager  
**REGARDING:** Notary Public Services Administrative Policy

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Attached please find a new, Town of Granby written policy with respect to providing Notary Public Services to the community.

Please accept this as a communication. While the policy is submitted as a communication from me, much thanks go to Jen Espinal for formulating and executing it here at Town Hall.

I will be on hand at the meeting to answer any questions you may have on this transaction.

CC: Jen Espinal, Town Clerk




# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** Approval Request – Town of Granby Notary Services Administrative Policy

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### **Background**

On April 17, 2025, Town Clerk Jen Espinal met with me to propose the establishment of a townwide Administrative Notarization Policy. Jen collaborated with other staff members who are appointed notaries and determined that a formal policy is necessary to streamline the notarization process to ensure consistent, effective service to residents and other patrons.

This memo serves as submission of the **Town of Granby Notary Services Administrative Policy** for your approval. The policy establishes clear procedures, limitations, and fee structures for notary services provided by the Town to officials, employees, residents, and patrons. It is designed to ensure that all services are delivered in a manner that is legally compliant, efficient, and accessible, while upholding the "Reasonable Care" standard to protect both the public and the Town.

**Applicability:** Applies to all employees and citizens engaging in notary services with the Town. All transactions will adhere to the general requirements for notarization found in section IV and section X of the policy.

**Effective Date:** Effective immediately upon approval and remains in effect until amended or rescinded.

**Appointment Policy:** Notarization services will be offered during Town Hall hours. Due to staff availability and service demand, appointments are strongly encouraged. Walk-in service will be rendered based on Notary staff availability.

**Notary Services Offered:** With general requirements outlined in the policy, and acceptable identification, the Town of Granby will offer notary services for the following items:

- Administration of Oaths
- Acknowledgements
- Affidavits
- Name Change forms (Land Records only)

**Fees:** Exclusions apply per section VII of the policy.

- \$5.00 per notarization (C.G.S. authorized)
- \$1.00 per page for copies
- \$2.00 per certification for Land Records, plus \$1.00 per page for copies

**Prohibited Transactions:** All notarizations will adhere to section VIII of the policy.

- Notaries may refuse service at their discretion and are prohibited from notarizing certain records, which can be found on the full policy.
- Employees not acting in an official Town capacity may not provide notary services using Town time or resources.

### **Next Steps**

Upon approval, a flyer will be created, which will be available on all Town platforms, and staff will begin exercising the policy.



# *Town of Granby*

15 North Granby Road  
Granby, Connecticut 06035-2125

## **TOWN OF GRANBY POLICY MEMORANDUM**

**To: All Citizens & Town Employees**

**From: Michael P. Walsh, Town Manager**

**Date: June 2, 2025**

**Subject: Notary Public Services Administrative Policy**

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### **I. Purpose**

The Town of Granby adopts the following procedures to provide notary services for use by Town officials, employees, residents, and patrons of Granby. Notary publics must observe the law and adhere to the legally required "Reasonable Care" standard to protect all parties involved.

### **II. Applicability**

All citizens and employees administering and receiving notary services are expected to comply with the provisions of this Policy.

### **III. Effective Date**

This Policy shall be effective immediately and shall remain in effect until revised or rescinded. The Town reserves the right to modify notary services as necessary and amend the Policy at any time.

### **IV. Notary Service Appointment Policy**

Due to the high demand for notarization services and limited staff availability, we kindly request that appointments be scheduled in advance. To book an appointment, please call (860) 844-5310.

#### **Town Hall Notary Service Hours**

Notary services are provided during Town Hall hours:

- Monday through Wednesday: 8:00 a.m. to 4:00 p.m.
- Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 12:30 p.m.

Please note that all appointments will be arranged for no later than half an hour before the Town Hall's closing time.

To ensure efficient service for all residents and patrons, we strongly encourage scheduling an appointment before visiting. Walk-ins without prior appointments may be asked to return if notary staff is unavailable at the time.

## **V. Notary Services**

The Town of Granby offers notarization services for the public's convenience. The following services are available:

- Administration of an Oath
- Notarize Acknowledgements
- Notarize an Affidavit
- Supply Name Change forms for Land Records only

## **VI. General Requirements for Notarization**

To provide notary services, the following statutory requirements must be met:

- The person must either be personally known to the notary public, **OR**
- Show absolute proof of identity by presenting at least two forms of identification containing the individual's signature, with at least one also having a photograph or physical description.
- Documents with expiration dates must be valid and not expired.

### **Acceptable Identifications**

#### **Primary List**

- State-issued Driver's License
- State-issued ID Card
- Signed Passport Book (not card)

#### **Secondary List**

- An identification card with a signature
- Signed Credit or Debit Card
- Voter Registration Card
- Library Card
- Company Employee ID Cards

### **Unacceptable Forms of Identification**

The following documents are not accepted as valid identification:

- Birth Certificates
- Social Security Cards
- Passport Cards
- Drive-Only Licenses (per CGS§ 3-94a (9))

### **VII. Fees for Notarization and Copy**

The notarization fee is \$5.00, as authorized by C.G.S. Copies will be charged at a rate of \$1.00 per page. Certification of Land Records at a rate of \$2.00 per certification, and a \$1.00 copy fee per page.

### **Exclusions**

There will be no charge for the following types of documents:

- Affidavit of Circulators forms for petitions for the Town of Granby
- Elected Official/Political Action Committee Financial Forms
- Town of Granby Employee Retirement/Health Forms
- Board of Education Address Verification Forms
- Documents executed in the conduct of official Town business, including but not limited to:
  - Certifications
  - Oaths
  - Contracts
  - Employee Retirement Applications
  - Other legal documents

### **VIII. Prohibited Transactions**

A Town of Granby Notary, employed by the Town, can refuse to notarize certain documents at their discretion. These include, but are not limited to:

- Conveyance of land or property, including Deeds, Land Records, and Real Estate transactions (e.g., Mortgages and Loans).
- Vital Records such as Birth, Death, or Marriage Certificates (these can be obtained from the Town Clerk's Office for a fee).
- Wills or end-of-life documents, including Living Wills, Trusts, Durable Power of Attorney, and Healthcare Power of Attorney.
- USCIS I-9 Employment Eligibility Verification forms.
- Prenuptial Agreements.
- Tax Returns.
- Military Records.

- Judicial Decrees.
- Petitions for political parties from other towns or out of state.
- Contracts and Affidavits.

Additionally, employees who are notaries but are not acting in their official capacity as Town of Granby employees cannot perform notary services during work hours or use Town resources unless it is for official Town business.

## IX. Records Management

A Notary Log of all notarial acts will be maintained by staff and kept on record for 12 months.

## X. Additional Reminders

- All signers must be physically present when the document is notarized.
- If the document requires witnesses, the signer must bring their own witnesses.
- Documents must be complete and ready for signature, but they must not be signed ahead of time. **The signer must sign the document in front of the notary, after being authenticated to be the individual and in their capacity.**
- The document must be in English, and the notary must be able to communicate with the signer in English.
- Notaries retain the right to refuse service at their discretion.

### Additional Locations to obtain Notary Service

UPS Store	54 Hazard Avenue Enfield, CT 06082 (860) 745-9511  <b>OR</b>  542 Hopmeadow Street Simsbury, CT 06070 On Route 10, 1 Mile North Of Route 185 In Simsmore Square. (860) 651-5800
Simsbury Public Library	Notary appointments are available Monday-Friday, 9:30 am-4:30 pm by appointment only. Appointments can be made by calling the Information Desk at (860) 658-7663 Ext. 2
Town of Granby Notaries (Active Notaries)	<a href="https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx">https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx</a> <b>Enter License Type:</b> Notary Public <b>License Status:</b> Active <b>State:</b> Connecticut <b>City:</b> Granby Alternatively, you can visit our Town Clerk's office and request to see the current Notary filings available to the public.



# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** Elderly & Disabled Persons Exemption Filing Change to Biannually

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As you may recall the discussion from the last two meetings, there exists an ordinance 156.1 – 156.6 that provides an exemption for Elderly and Disabled Persons. Currently, the process to file for such exemption occurs annually between February 15<sup>th</sup> and May 15<sup>th</sup>.

On June 16, 2025, the Town of Granby will hold a public hearing seeking public comment to amend the existing ordinance to change the annual filing period to biannually, or every other year.

Also, at the June 2, 2025 Board of Selectmen meeting, the Board received the “red lined” version of the ordinance.

We believe this change will better streamline the process and is in the best interest of the filers and the town and better aligns the process with the State reporting cycle. Accordingly, we are attaching a motion that if approved, will change the ordinance as requested.

### **PROPOSED MOTION:**

To approve the change in Town Ordinance 156.3 (A) changing the annual filing period to bi-annual, or every other year, as administered by the Town Assessor.

I will be on hand at the meeting to answer any questions you may have on this transaction.






# TOWN OF GRANBY

## MEMORANDUM

DATE: May 13, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** Elderly & Disabled Persons Exemption Filing Change to Biannually

---

### Background

There exists an ordinance 156.1 – 156.6 (copy attached) that provides an exemption for Elderly and Disabled Persons. Currently, the process to file for such exemption occurs annually between February 15<sup>th</sup> and May 15<sup>th</sup>.

Related to this exemption process, please see the attached e-mail communication from Sue Altieri, the Town's Assessor. Based on her recommendation, we'd like to amend the existing ordinance to change the annual filing period to biannually, or every other year.

We believe this change will better streamline the process, and is in the best interest of the filers and the town and better aligns the process with the State reporting cycle.

### Next Steps

If the Board of Selectmen agree to this change, Charter Section 4.5 details the process to change an ordinance which includes setting a public hearing with 10 days notice by placing a newspaper advertisement, and after BOS approval, another legal advertisement shall be placed in the newspaper detailing the change with the change effective 20 days after such publication.

The following motion is needed to begin the process to change the ordinance.

### PROPOSED MOTION:

I move that the Board of Selectmen shall set a Public Hearing for 6:45 p.m. on June 16, 2025 to hear public comment on the proposal to move the annual filing cycle for the Elderly Tax Exemption Program to biannually, or every other year, as administered by the Town's Assessor.

I will be on hand at the meeting to answer any questions you may have on this transaction.



Outlook

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## Local Elderly / Bi-Annual Filing

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From Sue Altieri <sjaltieri@granby-ct.gov>

Date Fri 4/25/2025 10:15 AM

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

Hi Mike,

As a follow up to our conversations regarding aligning the Local Elderly/Totally Disabled with the State Elderly/Totally Disabled and Bi-annual Filing Requirements.

As a background the Assessor's Office receives, reviews, and implements over 295 elderly applications between February 1<sup>st</sup> and May 15<sup>th</sup> every year. The State Elderly program requires a Bi-Annual Filing and there are approximately 120 residents on this program, and it's broken up of about 60 applicants a year. On the other hand, the Town's Local Elderly Option has approximately 175 residents eligible for the program and these applications must be filed annually. The State Statutes for the State Elderly filing of applications are required on a Bi-Annual Basis while our Local Elderly Ordinance requires an annual filing, thus creating an extra burden on our Elderly citizens and an extra cost to the Town due to the additional mailing requirements. I'm asking that the Local Elderly Ordinance be changed and adopted to match and coincide with the State Requirements to file an application on a Bi-Annual Basis. It would be more convenient for our Elderly Citizens, more uniform, efficient, and cost effective. The Assessor's Office, by Statute, is required to mail and notify everyone on the program in the beginning of February and then again, send out a 2<sup>nd</sup>, certified mailing and letter in the middle of April. A Bi-Annual filing for the Local Ordinance would also be a cost savings to the Town, cutting down on the required yearly mailings and be more efficient.

Thanks,

*Susan Altieri, CCMA II, CRA*

*Assessor*

*Granby Town Hall*

*15 North Granby Road*

*Granby, Connecticut 06035*

*(860) 844-5312*

[www.granby-ct.gov](http://www.granby-ct.gov)

**TOWN OF GRANBY**

**Office Hours:**

**Monday - Wednesday 8:00 am - 4:00 pm**

**Thursday 8:00 am - 6:00 pm || Friday 8:00 am - 12:30 pm**

## **Chapter 156**

### **TAXATION**

**[HISTORY: Adopted by the Board of Selectmen of the Town of Granby as indicated in article histories. Amendments noted where applicable.]**

#### **GENERAL REFERENCES**

Payment of taxes — See Ch. 159.

#### **ARTICLE I**

##### **Exemption for Elderly and Disabled Persons**

**[Adopted 11-16-1987; amended in its entirety 4-15-1991]**

##### **§ 156-1. Purpose.<sup>1</sup>**

The purpose of this article is to provide property tax relief for residence property of the elderly and totally disabled to supplement the amount provided by the State of Connecticut in accordance with C.G.S. §§ 12-129b to 12-129d, inclusive, and §§ 12-170aa to 12-170cc, inclusive.

##### **§ 156-2. Qualifications.**

Any person who owns real property located in the Town of Granby or who is liable for the payment of taxes thereon under C.G.S. § 12-48 and occupies that property as his or her principal residence shall be entitled to tax relief in accordance with this article, provided:

##### **A. Age or disability requirement.**

- (1) Such person is 65 years of age or over; or whose spouse, living with him or her, is 65 years of age or over; or who is 60 years of age or over and the surviving spouse of a taxpayer qualified for relief under this article at the time of his or her death; or
- (2) Such person is under 65 years of age and eligible in accordance with applicable federal regulations to receive permanent total disability benefits under social security; or has not been engaged in employment covered by social security and accordingly has not qualified for benefits thereunder, but has become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teachers' retirement plan, in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirements under social security.

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<sup>1</sup>. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- B. Such person or spouse has been a real property taxpayer of Granby for one year immediately preceding the receipt of tax benefits.
- C. The property for which tax relief is claimed is the principal residence of such person.

**§ 156-3. Application.**

- A. An application must be filed with the Granby Assessor annually not earlier than February 15 or later than May 15 to obtain property tax relief under this article for taxes assessed on the list of October 1 of the preceding calendar year. *Bi-annually*
- B. Prior to filing an application in accordance with this article, an application for tax relief under any state statute for which such person is eligible must be filed. If such person is not eligible for tax relief under any state statute, he or she must certify his or her ineligibility, under oath, on a form acceptable to the Assessor.

**§ 156-4. Form and amount of tax relief.**

- A. The amount of tax relief granted hereunder shall be that percentage of the tax due corresponding to the applicable qualifying income shown on the schedule hereto attached and incorporated herein. "Qualifying income" means total adjusted gross income for purposes of the federal income tax plus any other income not included in such adjusted gross income in the calendar year ending immediately preceding the date of the application for benefits under this article, except that, for any taxpayer born before 1910 who had qualified for the state Freeze Program but has been disqualified therefrom, "qualifying income" shall mean total taxable income for purposes of the federal income tax plus any other income not included in such taxable income in such calendar year. The amounts of qualifying income shown on the schedule hereto attached and incorporated herein shall be adjusted annually in a uniform manner to reflect the annual inflation adjustment in social security income as determined by the Secretary of the Office of Policy and Management pursuant to C.G.S. § 12-170aa(b)(2).
- B. Notwithstanding any provision herein to the contrary, no tax relief under this article shall be in an amount which, combined with any tax relief for which the taxpayer may be eligible in accordance with C.G.S. §§ 12-129b to 12-129d, inclusive, and 12-170aa, exceeds in the aggregate 75% of the property tax for which such taxpayer would be liable but for the benefits under this article and any of the foregoing sections of the Connecticut General Statutes.<sup>2</sup>

**§ 156-5. Death of taxpayer.**

- A. If any person entitled to the tax credit pursuant to this article dies prior to June 15, unless his or her spouse is otherwise qualified, no tax credit shall be given for the next fiscal year. If such person dies on or after June 15, the tax credit for which such person applied prior to this death shall be granted, but no additional tax credit

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<sup>2</sup>. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

shall be allowed for his or her interest in the property for any fiscal years thereafter, unless his or her spouse is otherwise qualified.

- B. If any person entitled to the tax credit pursuant to this article sells the property on which the tax credit is granted, no additional tax credit shall be allowed for his or her interest in the property for any fiscal years commencing after the date of the sale of the property, and provided further that the purchaser of such property shall pay the Town a prorated share of the tax credit as provided by § 12-81a of the Connecticut General Statutes.

**§ 156-6. Deferral as further relief for certain taxpayers.**

- A. In addition to tax relief under § 156-4 of this article, a person qualified under § 156-2 of this article who has owned and occupied the property for which the tax relief is claimed as his or her residence for a minimum continuous period of five years preceding the date of his or her application in accordance with § 156-3 of this article, may be granted a deferral of the payment of that portion of the tax levied against the property calculated in accordance with Subsection B hereof until the earlier of his or her death or the sale or transfer of the property except as otherwise provided in Subsection C hereof. Taxes so deferred, together with interest at the rate of 0.75% per month shall constitute a lien on the property until such deferred taxes become due. Interest on such taxes once due until they are paid shall be at the rate provided in the General Statutes for interest on delinquent municipal real property taxes generally.
- B. The amount of tax which may be deferred hereunder is that amount due from the taxpayer which exceeds the amount due from the taxpayer on the assessment list immediately preceding the assessment list on which he or she first qualified for relief hereunder except that no taxes deferred hereunder shall be in an amount which, combined with any tax relief for which the taxpayer may be eligible in accordance with C.G.S. §§ 1-129b to 12-129d, inclusive, and 12-170aa, and § 156-4 of this article, exceeds in the aggregate 75% of the property tax for which such taxpayer would be liable but for the benefits under this article and any of the foregoing sections of the Connecticut General Statutes.<sup>3</sup>
- C. Notwithstanding any provision herein to the contrary, the failure of the taxpayer to pay any taxes actually due when they are required to be paid shall render all taxes deferred hereunder, together with interest thereon, immediately due and payable.
- D. Notwithstanding any provision herein to the contrary, no taxpayer whose qualifying income, as defined in § 156-4 of this article, is 15 times the actual taxes due from him or her or more in any year shall be eligible for the deferral of any taxes in that year.

**ARTICLE II**  
**Exemption for Ambulance-Type Vehicles**  
**[Adopted 4-30-1990]**

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<sup>3</sup>. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).




# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** The Development of Kearns School Housing – Next Steps

---

Back on May 19, 2025 at the regularly scheduled Board of Selectmen meeting, a PowerPoint presentation on repurposing Kearns School was presented to the community. This was after the presentation was presented to the Commission on Aging at their May 12<sup>th</sup> meeting.

The presentation was a summary of the progress to date the Town has made with the developer, 7Summits/New Samaritan. That presentation and communication from the May 19, 2025 meeting is attached for your reference.

Since that meeting, the Commission on Aging has taken up the discussion of this development and at their June 9, 2025 meeting has recommended 80 senior units and 40 workforce housing units as their development preference.

In order for the project to move forward, the Board of Selectmen should consider the recommendation of the Commission on Aging and then provide their own preference for this development. Accordingly, a motion is proposed below for the board to consider.

### **PROPOSED MOTION:**

To direct Town Manager Mike Walsh and the Town Administration Development Team to continue negotiations with 7Summits/New Samaritan in order to complete a development at Kearns School which results in 80 units of Senior Housing and 40 units of Workforce Housing in two buildings; and further, to work with the developer to compile a terms sheet and contract in order to return to the Board of Selectman at a future date for approval.

I will be on hand to answer any questions you may have on this item. Thank you.




# TOWN OF GRANBY

## MEMORANDUM

DATE: May 13, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** The Development of Kearns School Housing – An Update

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Attached please find a PowerPoint presentation on repurposing Kearns School. As you may recall, the Town of Granby issued a Request for Proposal in 2024 and in partnership with the Commission on Aging, interviewed a total of four developers who each had a housing plan for the reuse of Kearns School.

The COA and Board of Selectman interviewed the top three developers and selected 7 Summits/New Samaritan as a working partnership to explore the possibilities of Senior and Workforce Housing at the Kearns School.

To that end, please set aside a few minutes for a presentation by First Selectman Mark Fiorentino in order to share the progress that has been made as the Town works toward a meaningful and financially appropriate development at that site.

This presentation was delivered to the Commission on Aging on Monday, May 12<sup>th</sup> at their regularly scheduled meeting. They will provide their thoughts on the various plans after their June meeting.

Accordingly, no action is being asked of the Board of Selectmen tonight, or at your regularly scheduled meeting on June 2, 2025. However, after the Commission on Aging provides their input, your guidance will be needed on or about June 16, 2025 in order for the project to advance.

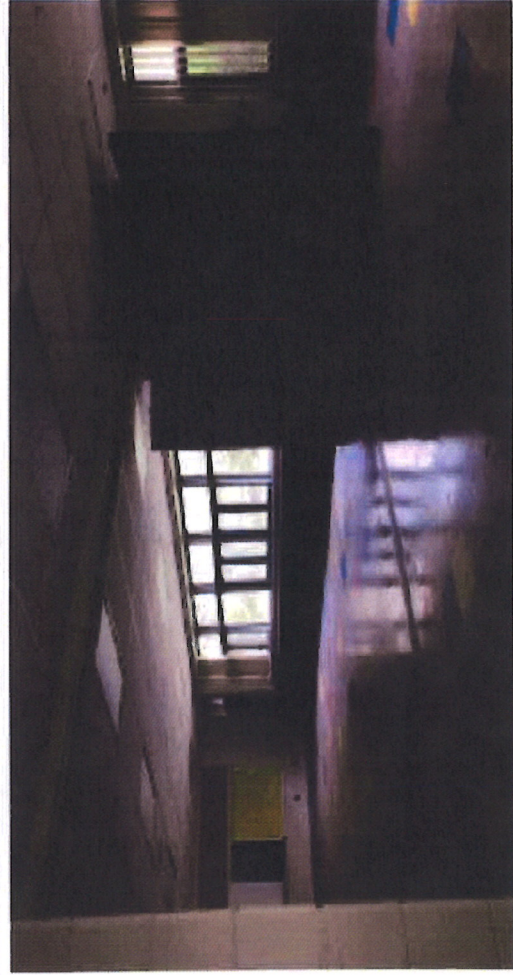
I will be on hand to answer any questions you may have on this item. Thank you.





# Repurposing Kearns School Community Update

## The Current Situation



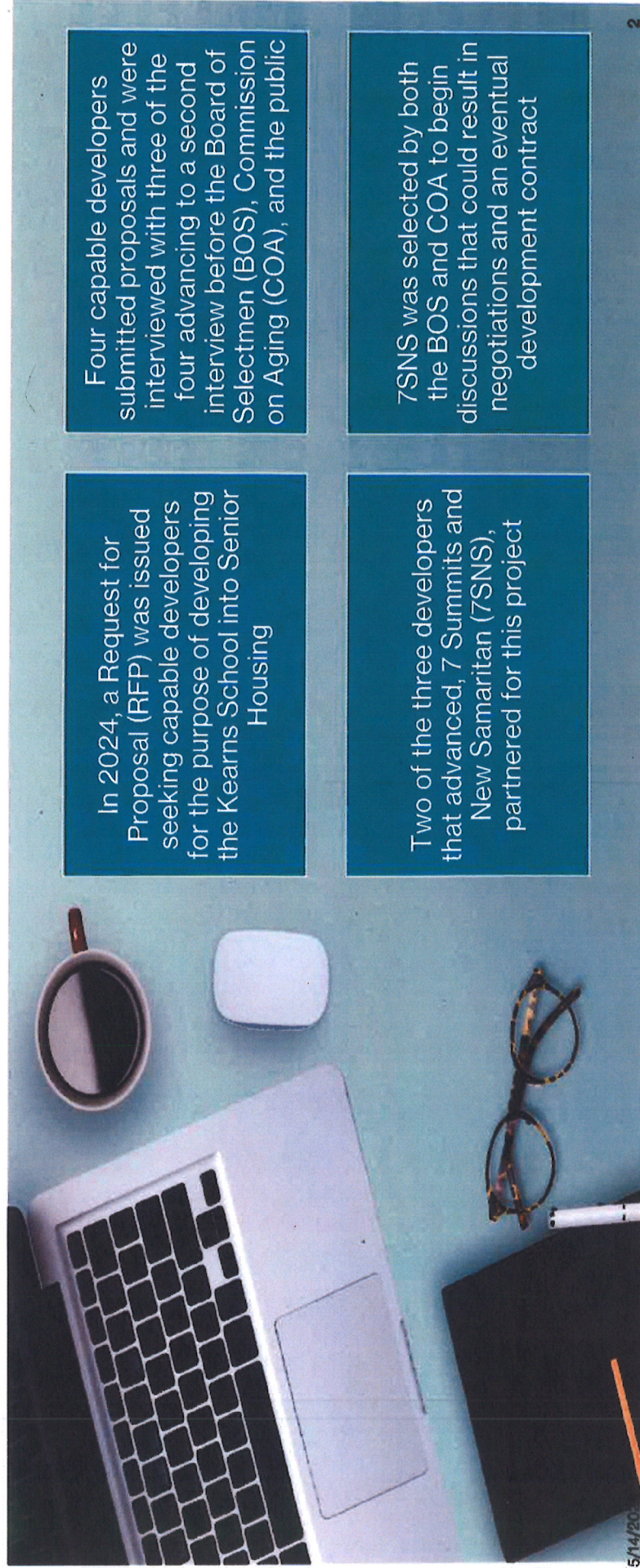
5/14/2025





# Repurposing Kearns School Community Update

## The Process Followed



In 2024, a Request for Proposal (RFP) was issued seeking capable developers for the purpose of developing the Kearns School into Senior Housing

Four capable developers submitted proposals and were interviewed with three of the four advancing to a second interview before the Board of Selectmen (BOS), Commission on Aging (COA), and the public

Two of the three developers that advanced, 7 Summits and New Samaritan (7SNS), partnered for this project

7SNS was selected by both the BOS and COA to begin discussions that could result in negotiations and an eventual development contract

5/14/2025 2





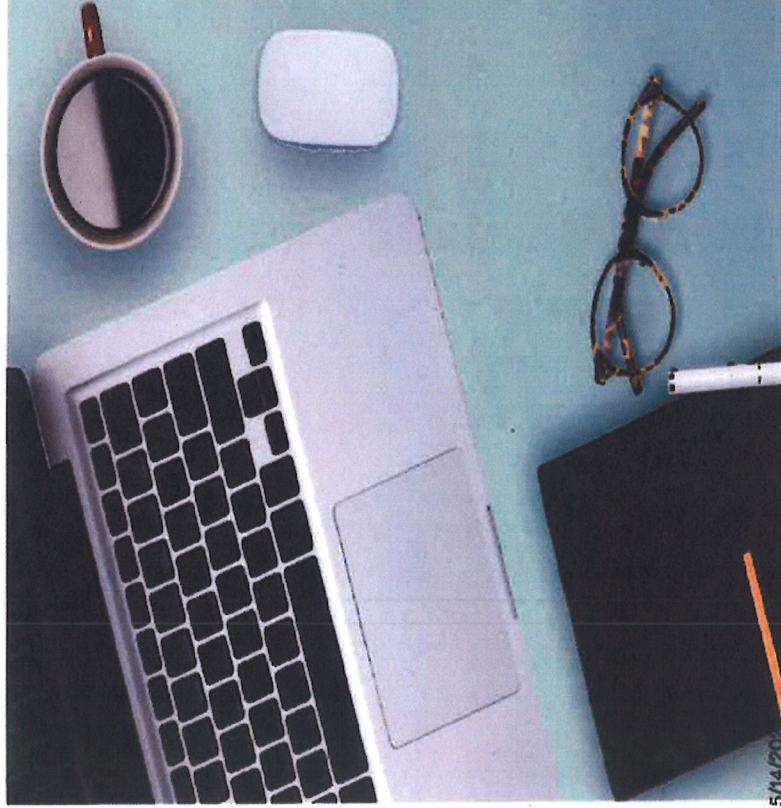
# Repurposing Kearns School Community Update

## What the COA Wants



### COA Kearns Project Priorities

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







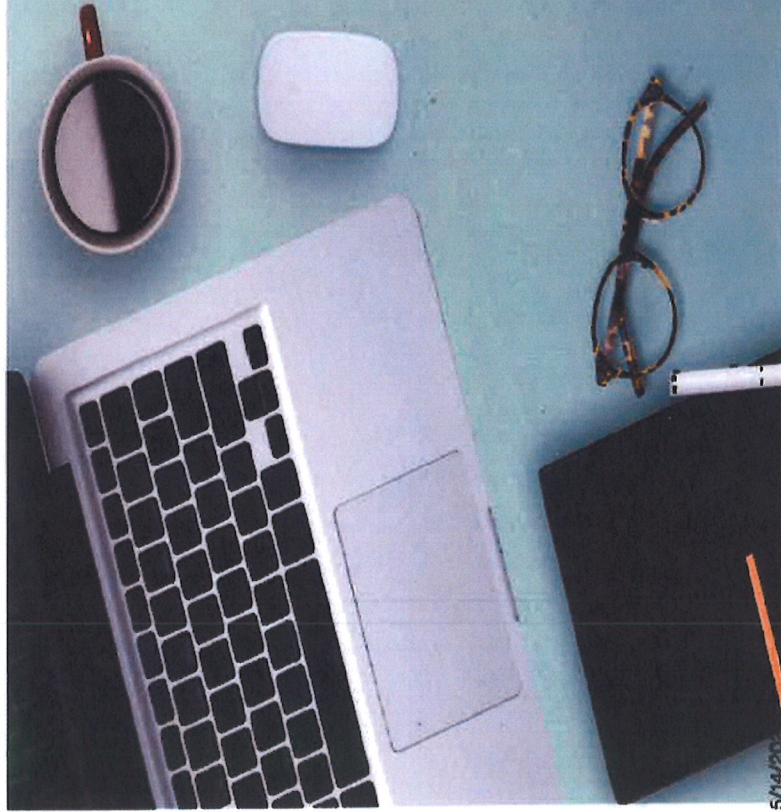
# Repurposing Kearns School Community Update

## The Choices to Consider



After preliminary discussions, with a focus on a “financially solvent project”, the Town asked 7SNS to provide proposals including:

1. 60 Units of Senior Housing / 60 Units of Workforce Housing
2. 70 Units of Senior Housing / 50 Units of Workforce Housing
3. 80 Units of Senior Housing / 40 Units of Workforce Housing
4. Townhouses/Condos\*



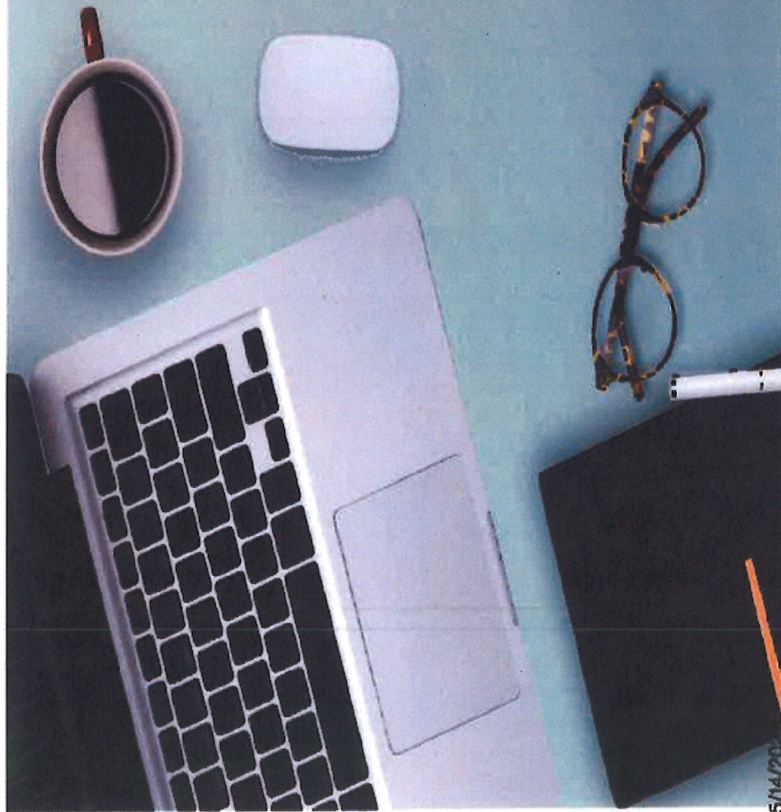
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# Repurposing Kearns School Community Update

## The Existing Site Layout



5/14/20

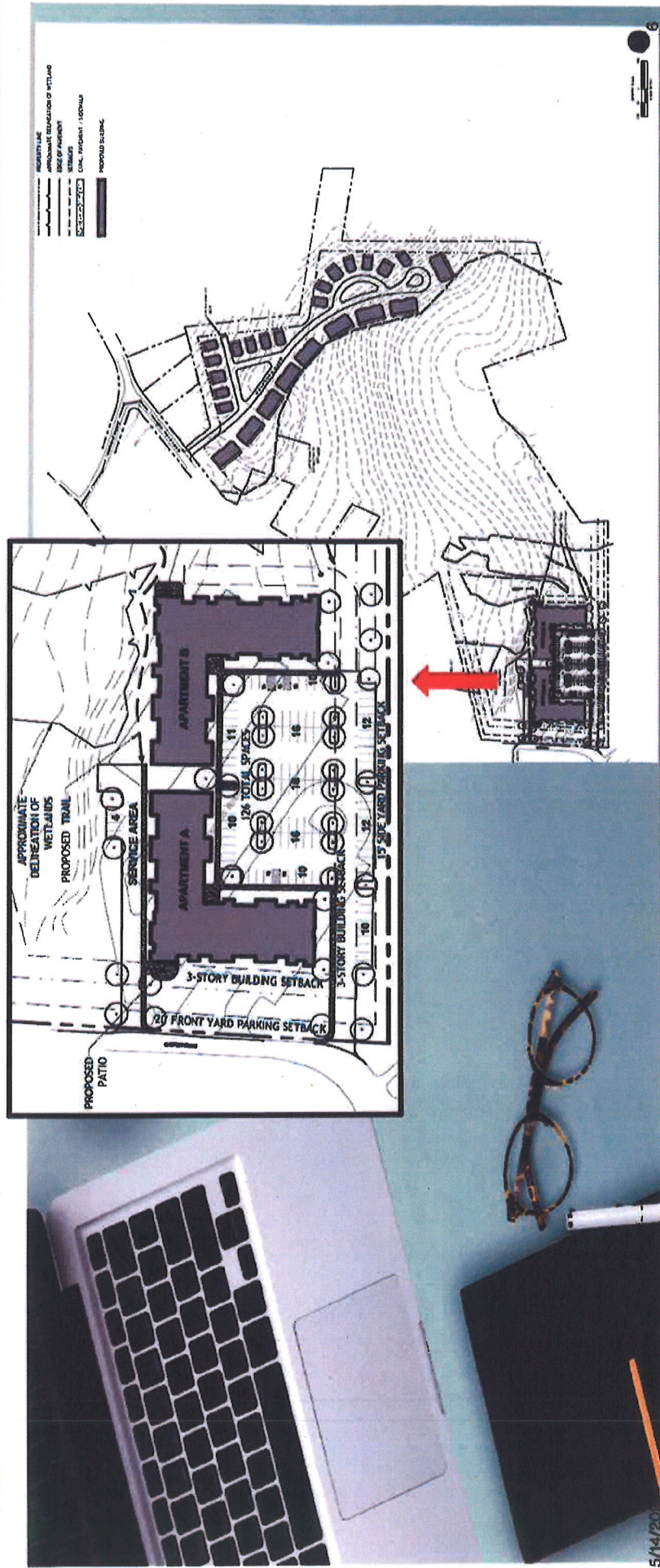
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# Repurposing Kearns School Community Update

## One Possible Site Layout







# Repurposing Kearns School Community Update

What it May Cost - Investment



	Development Cost	Cost / Unit
60 Units Senior Housing	\$27,267,035	\$454,451
60 Units Workforce Housing	\$21,459,411	\$357,657
Total	\$48,726,446	
70 Units Senior Housing	\$30,214,672	\$431,638
50 Units Workforce Housing	\$18,886,071	\$377,721
Total	\$49,100,743	
80 Units Senior Housing	\$34,644,720	\$433,059
40 Units Workforce Housing	\$16,435,749	\$410,894
Total	\$51,080,469	





# Repurposing Kearns School Community Update

## The Varying Rents and Income Levels



	Senior Units			Workforce Units			Senior Units			Workforce Units		
	# Units	Rent (1-bd / 2-bd)		# Units	Rent (1-bd / 2-bd)		# Units	Rent (1-bd / 2-bd)		# Units	Rent (1-bd / 2-bd)	
30-50% AMI	6	\$712 / \$855		-	-		8	\$712 / \$855		-	-	
60% AMI	20	\$1,425 / \$1,710		12	\$1,424 / \$1,709		22	\$1,425 / \$1,710		8	\$1,424 / \$1,709	
80% AMI	22	\$1,900 / \$2,280		20	\$1,899 / \$2,279		26	\$1,900 / \$2,280		18	\$1,899 / \$2,279	
100% AMI	-	-		-	-		-	-		-	-	
120% AMI	12	\$2,700 / \$3,285		28	\$2,848 / \$3,418		14	\$2,700 / \$3,285		24	\$2,848 / \$3,418	
Total Units	60			60			70			50		

AMI	1-person	2-person
30%	\$26,610	\$30,390
50%	\$44,350	\$50,650
60%	\$53,220	\$60,780
80%	\$70,960	\$81,040
100%	\$88,620	\$101,280
120%	\$106,344	\$121,536

Sources: 2025 Income Limit Area Definitions Connecticut Metropolitan & Non-Metropolitan Areas (updated 2025 limits expected soon) and DOH 2025 Combine Income Limits.  
[https://www.chfa.org/assets/7/6/2024\\_CT\\_MTPSP\\_Income\\_Limits\\_for\\_LHIC\\_developments.pdf](https://www.chfa.org/assets/7/6/2024_CT_MTPSP_Income_Limits_for_LHIC_developments.pdf)  
<https://portal.ct.gov/doh/doh/additional-program-pages/rent-and-income-limits>

Note: Build for CT Program for the proposed workforce housing has slightly different income limits, 60% : \$53,172 / \$60,768; 80%: \$70,896 / \$81,024 1- / 2-person household.  
<https://portal.ct.gov/doh/doh/programs/build-4-c>





# Repurposing Kearns School Community Update

Potential Financial Impacts to the Town



	Tax Abatement	Taxes	Building Permit Fee	1st Year Benefit	2-10 Year Return	Total 10 Year Benefit
60 Units Senior Housing	80%	\$101,296	\$266,280	\$367,576	\$911,664	
60 Units Workforce Housing	0%	\$385,024	\$221,357	\$606,381	\$3,465,216	
Total		\$486,320	\$487,637	\$973,957	\$4,376,880	\$5,350,837.00
70 Units Senior Housing	80%	\$112,399	\$295,466	\$407,865	\$1,011,591	
50 Units Workforce Housing	20%	\$266,303	\$191,378	\$457,681	\$2,396,727	
Total		\$378,702	\$486,844	\$865,546	\$3,408,318	\$4,273,864.00
80 Units Senior Housing	80%	\$129,563	\$340,584	\$470,147	\$1,166,067	
40 Units Workforce Housing	40%	\$169,974	\$162,869	\$332,843	\$1,529,766	
Total		\$299,537	\$503,453	\$802,990	\$2,695,833	\$3,498,823.00



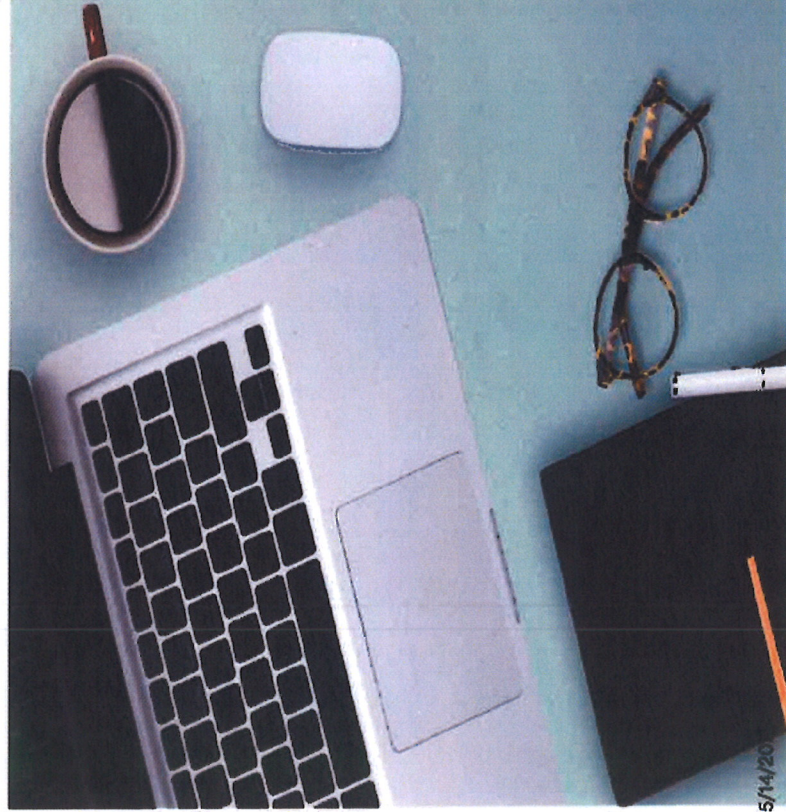


# Repurposing Kearns School Community Update

## Next Steps



- ☐ Coalesce around a design and cost
- ☐ Negotiate a Terms Sheet
- ☐ Execute a Development Agreement
  - Terms for Sale of Kearns
  - Concept Plan, Construction Timing
  - Extensive Town Protections
- ☐ Execute a Tax Setting Agreement
  - To make rents affordable
  - Allows the project to be feasible
- ☐ Developer secures loans and grants



5/14/20




# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** The 10-Year Town and BOE Capital Plan Approval

---

Back on May 19, 2025, at the regularly scheduled Board of Selectmen meeting, a 10-Year Capital Plan for the Town and BOE was provided to the Board of Selectmen. A copy of that plan and communication is provided again for your reference.

Also attached is the Library Expansion presentation taken from the April Board of Selectmen meeting and a memo from Granby Library Board of Trustees. Taken together, the Library Trustees are recommending a \$7 million Library Expansion.

In order for the plan to move forward to be considered by CPPAC, the Board of Selectmen should consider approval of the document.

Accordingly, a motion is proposed below for the board to consider.

**PROPOSED MOTION:**

Consistent with the Town of Granby Charter, Chapter 10-2, Section (d), the board hereby approves of the attached Town of Granby Town and BOE 10-Year Capital Plan; and further, to forward this plan to the CPPAC to allow that commission to begin their work.

I will be on hand to answer any questions you may have on this item. Thank you.






# TOWN OF GRANBY

## MEMORANDUM

DATE: May 13, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** Town of Granby Town and BOE 10-Year Capital Plan Approval

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Please accept the Town of Granby's 10-Year Capital Plan for the Town and Board of Education. The Town Capital Plan totals \$36,279,000 while the Board of Education Capital Plan totals \$33,518,325, for a grand total of \$69,797,325.

These documents are being provided to you for the purpose of communicating the plan and related priorities so that the Board of Selectmen can approve the list consistent with Town of Granby Charter, Chapter 10-2, Section (d).

The capital priorities of each organization are detailed below:

### The Town of Granby Capital Priorities:

- |  |               |
|--|---------------|
| 1. Sewer Pump/Infrastructure Replacement                                       | \$250,000     |
| 2. Bridge Replacement/Inspection Program<br>(Exclusive of State Reimbursement) | \$2.6 million |
| 3. Rolling Stock (PD and PW continued regular replacement)                     | \$650,000     |
| 4. GAA 2 <sup>nd</sup> Ambulance Replacement                                   | \$122,500     |
| 5. RIP – Annual Road Improvement Program                                       | \$1.1 million |
| 6. Public Library Expansion Discussion   | \$4.0 million |

### The Town of Granby Board of Education Capital Priorities:

- |   |                |
|---|----------------|
| 1. District Safety and Security Program         | \$ 1.2 million |
| 2. GMHS Turf Track and Field replacement        | \$ 4.0 million |
| 3. GMMS Renovate to New                         | \$ TBD         |
| 4. Board of Education Building Roof Replacement | \$100,000      |
| 5. District Facility Storage                    | \$200,000      |

Based on the process the Town has traditionally followed, once the Board of Selectmen approve of the attached list, they will be forwarded to the CPPAC for further review and discussion.

I will be on hand at your meeting to answer any questions you may have on the documents or the process. Thank you.

**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Public Works Capital Items</b>												
	<b>Roads, Curbing, Sidewalks, Bridges, and Other Infrastructure</b>												
2026-001	Annual Road Improvement Program - subject to updated road ratings		Good	No	-	1,100,000	1,100,000	1,200,000	2,500,000	2,700,000	4,200,000	5,000,000	17,800,000
2026-002	Curbing, Sidewalks, Other Road Related Infrastructure		Good	No	-	25,000	25,000	25,000	50,000	50,000	75,000	-	250,000
2026-100	Bridge 18 - Doherty Road - Salmon Brook - 1956		Good	Yes	-	2,300,000	-	-	-	-	-	-	2,300,000
2026-101	Bridge 04517 - Silver Street - E. Salmon Brook - 1969		Good	Yes	-	300,000	-	-	-	-	-	250,000	550,000
2026-102	Unidentified Culverts/Drainage		Good	No	-	50,000	50,000	50,000	100,000	100,000	150,000	-	500,000
2026-103	Bridge Inspections		Good	Yes	-	15,000	15,000	15,000	30,000	30,000	45,000	-	150,000
2026-104	Bridge 06196 - Thornebrook Dr. - Higley Brook - 1990		Good	Yes	-	-	20,000	80,000	-	-	-	250,000	350,000
2026-105	Bridge 04518 - East Street - E. Salmon Brook - 1937		Good	Yes	-	-	20,000	80,000	-	-	-	-	100,000
2026-106	Bridge 04519 - Wells Road - E. Salmon Brook - 1956		Good	Yes	-	-	-	-	4,000,000	-	-	-	4,000,000
2026-107	Bridge 04523 - Simsbury Road - Bissell Brook - 1956		Good	Yes	-	-	-	-	4,000,000	-	-	-	4,000,000
2026-108	Bridge 04526 - Board Hill Road - W. Salmon Brook - 1956		Good	Yes	-	-	-	-	-	-	-	-	4,000,000
2026-109	Bridge 04525 - Simsbury Road - W. Salmon Brook - 1956		Good	Yes	-	-	-	-	-	-	-	3,000,000	3,000,000
2026-110	Bridge CDOT SPN 55-144 Moosehorn 2019		Good	Yes	-	-	-	-	-	-	-	2,050,000	2,050,000
2026-111	Bridge CDOT 055002 Griffin Road 2019		Good	Yes	-	-	-	-	-	-	-	1,170,000	1,170,000
2026-112	Bridge CDOT 05010 Hungary Road 2019		Good	Yes	-	-	-	-	-	-	-	950,000	950,000
2026-113	Bridge CDOT SPN 55-146 Donahue 2019		Good	Yes	-	-	-	-	-	-	-	900,000	900,000
2026-114	Bridge 04520 - East Street - Bradley Brook - 1937		Good	Yes	-	-	-	-	-	-	-	250,000	250,000
2026-115	Bridge 04521 - Mechanicsville - E. Salmon Brook - 1969		Good	Yes	-	-	-	-	-	-	-	250,000	250,000
2026-116	Bridge 04524 - Barn Door Hills - W. Salmon Brook - 1956		Good	Yes	-	-	-	-	-	-	-	250,000	250,000
2026-117	Bridge 04530 - Doherty Road - Carson Pond Brook - 1956		Good	Yes	-	-	-	-	-	-	-	250,000	250,000
2026-118	Bridge 04531 - Meadowbrook - Bradley Brook - 1956		Good	Yes	-	-	-	-	-	-	-	250,000	250,000
2026-119	Bridge 06197 - Northwoods Road - E. Salmon Brook - 1982		Good	Yes	-	-	-	-	-	-	-	250,000	250,000



**TOWN OF GRANBY  
CAPITAL IMPROVEMENT PLAN (Excluding the BOE)  
FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Public Works Capital Items</b>												
	<b>Rolling Stock</b>												
2026-201	Dump Truck with Plow and Sander - 6 Wheeler - Truck 4		Good	No	-	-	-	-	-	-	-	300,000	300,000
2026-202	Dump Truck with Plow and Sander - 6 Wheeler - Truck 6 - FWD		Good	No	-	345,000	-	-	-	-	-	-	345,000
2026-203	Pickup Truck - Mid-size - Truck 19		Good	No	-	160,000	-	-	-	-	-	-	160,000
2026-204	Van - Senior Transport		Good	Yes	-	100,000	-	-	-	-	-	-	100,000
2026-205	Dump Truck with Plow and Sander - 6 Wheeler - Truck 1		Good	No	-	-	335,000	-	-	-	-	-	335,000
2026-206	Loader - #23		Good	No	-	-	95,000	-	-	-	-	-	95,000
2026-207	Pickup Truck - Mid-size - Truck 12		Good	No	-	-	90,000	-	-	-	-	-	90,000
2026-208	Dump Truck with Plow and Sander - 6 Wheeler - Truck 5		Good	No	-	-	-	305,000	-	-	-	-	305,000
2026-209	Loader - #20		Good	No	-	-	-	-	-	-	-	-	750,000
2026-210	Backhoe - #22		Good	No	-	-	-	-	750,000	-	-	-	190,000
2026-211	Pickup Truck - Mid-size - Truck 14		Good	No	-	-	-	-	190,000	-	-	-	90,000
2026-212	Roller - 1 Ton - #64		Good	No	-	-	-	-	20,000	-	-	-	20,000
2026-213	Dump Truck with Plow and Sander - 6 Wheeler - Truck 17		Good	No	-	-	-	-	-	400,000	-	-	400,000
2026-214	Dump Truck with Plow and Sander - 6 Wheeler - Truck 18		Good	No	-	-	-	-	-	400,000	-	-	400,000
2026-215	Pickup Truck - Mid-size - Truck 11		Good	No	-	-	-	-	-	90,000	-	-	90,000
2026-216	Pickup Truck - Mid-size - Truck 130		Good	No	-	-	-	-	-	85,000	-	-	85,000
2026-217	Pickup Truck - Mid-size - Truck 13		Good	No	-	-	-	-	-	65,000	-	-	65,000
2026-218	Pickup Truck - Mid-size - Truck 15		Good	No	-	-	-	-	-	65,000	-	-	65,000
2026-219	Trailer - #38		Good	No	-	-	-	-	-	10,000	-	-	10,000
2026-220	Trailer - #34		Good	No	-	-	-	-	-	8,000	-	-	8,000
2026-221	Trailer - #37		Good	No	-	-	-	-	-	8,000	-	-	8,000
2026-222	Backhoe - #23		Good	No	-	-	-	-	-	-	195,000	-	195,000
2026-223	Excavator - #25		Good	No	-	-	-	-	-	-	145,000	-	145,000
2026-224	Pickup Truck - Mid-size - Truck 16		Good	No	-	-	-	-	-	-	90,000	-	90,000
2026-225	Director vehicle		Good	No	-	-	-	-	-	-	65,000	-	65,000
2026-226	Roller - 3 Ton - #60		Good	No	-	-	-	-	-	-	30,000	-	30,000
2026-227	Trailer - #31		Good	No	-	-	-	-	-	-	20,000	-	20,000
2026-228	Trailer - #32		Good	No	-	-	-	-	-	-	15,000	-	15,000
2026-229	Trailer - #33		Good	No	-	-	-	-	-	-	8,000	-	8,000
2026-230	Dump Truck with Plow and Sander - 6 Wheeler - Truck 2		Good	No	-	-	-	-	-	-	-	400,000	400,000
2026-231	Dump Truck with Plow and Sander - 6 Wheeler - Truck 3		Good	No	-	-	-	-	-	-	-	400,000	400,000
2026-232	Sweeper - #62		Good	No	-	-	-	-	-	-	-	-	335,000
2026-233	Dump Truck with Plow and Sander - 10 Wheeler - Truck 7		Good	No	-	-	-	-	-	-	-	-	100,000
2026-234	Skid steer - #8		Good	No	-	-	-	-	-	-	-	-	90,000
2026-235	Pickup Truck - Mid-size - Truck 10		Good	No	-	-	-	-	-	-	-	-	65,000
2026-236	Trailer - #35		Good	No	-	-	-	-	-	-	-	-	65,000

**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Public Works Capital Items</b>												
	<b>Operating Equipment</b>												
2026-250	Portable Pipe Cleaner		Good	No	-	20,000	-	-	-	-	-	-	20,000
2026-251	Traffic Counter		Good	No	-	8,000	-	-	-	-	-	-	8,000
2026-252	Paving Box - #39		Good	No	-	-	300,000	-	-	-	-	-	300,000
2026-253	Roadside Mower - #24		Good	No	-	-	125,000	-	-	-	-	-	125,000
2026-254	Mower - #50		Good	No	-	-	80,000	-	-	-	-	-	80,000
2026-255	Roadside Mower Head		Good	No	-	-	-	60,000	-	-	-	-	60,000
2026-256	Mower - #51		Good	No	-	-	-	25,000	-	-	-	-	25,000
2026-257	Tractor - #21		Good	No	-	-	-	-	65,000	-	-	-	65,000
2026-258	Portable welder/generator - #48		Good	No	-	-	-	-	5,000	-	-	-	5,000
2026-259	Screening Plant - #28		Good	No	-	-	-	-	-	40,000	-	-	40,000
2026-260	Mower - #52		Good	No	-	-	-	-	-	30,000	-	-	30,000
2026-261	Curbing Machine - #69		Good	No	-	-	-	-	-	8,000	-	-	8,000
2026-262	Roadside Mower Head		Good	No	-	-	-	-	-	-	195,000	-	195,000
2026-263	Wood Chipper - #27		Good	No	-	-	-	-	-	-	60,000	-	60,000
2026-264	Tractor - #55		Good	No	-	-	-	-	-	-	30,000	-	30,000
2026-265	Mower - #53		Good	No	-	-	-	-	-	-	30,000	-	30,000
2026-266	Mower - #54		Good	No	-	-	-	-	-	-	30,000	-	30,000
2026-267	Road Saw - #61		Good	No	-	-	-	-	-	-	30,000	-	30,000
2026-268	Lift - #68		Good	No	-	-	-	-	-	-	15,000	-	15,000
2026-269	RTV - #57		Good	No	-	-	-	-	-	-	-	125,000	125,000
						-	-	-	-	-	-	30,000	30,000



**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Town Hall Capital Items</b>												
	<b>Miscellaneous Furniture, Fixtures, and Equipment</b>												
2026-300	Capital Contribution to GAA (1/3 of two new ambulances)		Good	No	-	122,500	-	-	-	-	-	-	122,500
2026-301	Servers		Good	No	-	30,000	30,000	-	-	60,000	60,000	-	180,000
2026-302	Furn., Fixtures, & Equipment		Good	No	-	10,000	10,000	10,000	25,000	25,000	25,000	-	105,000
2026-303	Wifi Access Points		Good	No	-	-	-	49,500	-	-	-	49,500	99,000
2026-304	Security Camera Equipment and Storage		Good	No	-	-	-	10,000	-	10,000	-	10,000	30,000
2026-305	Townwide PCs and Monitors		Good	No	-	-	-	-	127,500	-	-	127,500	255,000
2026-306	Townwide Laptops		Good	No	-	-	-	-	100,000	-	100,000	-	200,000
2026-307	Network Switches		Good	No	-	-	-	-	75,000	75,000	-	150,000	300,000
2026-308	Redundant Firewalls		Good	No	-	-	-	-	40,000	-	40,000	-	80,000
2026-309	Town Phone System		Good	No	-	-	-	-	-	-	-	75,000	75,000
2026-310	Avaya Phone System J179 2023		Good	No	-	-	-	-	-	-	-	50,000	50,000

**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Public Works Buildings and Infrastructure</b>												
	<b>Public Works</b>												
2026-310	Pumping Station - 166 Salmon Brook Street		Good	No	-	108,000	-	-	-	-	-	-	108,000
2026-311	Pumping Station - Route 189		Good	No	-	87,000	-	-	-	-	-	-	87,000
2026-312	Pumping Station Generator - 166 Salmon Brook Street		Good	No	-	54,000	-	-	-	-	-	-	54,000
2026-313	DPW Interior Drainage Repairs		Good	No	-	16,000	-	-	-	-	-	-	16,000
2026-314	DPW Install Stairway from Mezzanine to Ground		Good	No	-	15,000	-	-	-	-	-	-	15,000
2026-315	DPW Garage Roof Replacement		Good	No	-	11,000	100,000	-	-	-	-	-	111,000
2026-316	DPW Overhead/Passage Doors/Doors		Good	No	-	8,000	8,000	8,000	14,000	12,000	68,000	-	118,000
2026-317	DPW Fuel Pump Station Concrete Repairs		Good	No	-	-	10,000	-	-	-	-	-	10,000
2026-318	DPW Salt Storage Repairs		Good	No	-	-	-	18,000	-	-	-	-	18,000
2026-319	DPW Furnace/AC Replmt.		Good	No	-	-	-	15,000	-	15,000	-	-	30,000
2026-320	DPW Furniture/Fixtures/Apparatus		Good	No	-	-	-	5,000	5,000	-	-	-	10,000
2026-321	DPW Cold Storage Renovation/Build		Good	No	-	-	-	-	50,000	-	-	-	50,000
2026-322	DPW Window Replacement		Good	No	-	-	-	-	18,000	-	-	-	18,000
2026-323	DPW Ceiling Tiles/Duct Cleaning/Painting		Good	No	-	-	-	-	8,000	-	-	-	8,000
2026-324	DPW Salt Shed		Good	No	-	-	-	-	-	-	-	315,000	315,000
2026-325	Transfer Station - 7 Sheds		Good	No	-	-	-	-	-	-	-	108,000	108,000
2026-326	Transfer Station Building Replacement		Good	No	-	-	-	-	-	-	-	100,000	100,000
2026-327	DPW Generator		Good	No	-	-	-	-	-	-	-	54,000	54,000
2026-328	DPW Exterior Building Repairs & Roof		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-329	DPW Garage Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-330	Transfer Station Rebuild/Repair Sheds		Good	No	-	-	-	-	-	-	-	40,000	40,000
2026-331	DPW Garage HVAC Replacement		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-332	DPW Garage Window/Door Replacement		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-333	DPW Garage Plumbing Repairs		Good	No	-	-	-	-	-	-	-	5,000	5,000



**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Public Works Buildings and Infrastructure</b>												
	<b>Police Department</b>												
2026-350	Police Station HVAC Replacement		Good	No	-	10,000	10,000	10,000	-	-	-	2,700,000	2,730,000
2026-351	Police Station Repointing and Masonry Repairs		Good	No	-	5,000	-	-	-	-	-	250,000	255,000
2026-352	Police Station Roof Replacement		Good	No	-	-	-	-	-	-	-	250,000	250,000
2026-353	Police Station Window/Doors Replacement		Good	No	-	-	-	-	-	-	-	150,000	150,000
2026-354	Police Station Plumbing Repairs		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-355	Animal Shelter HVAC Replacement		Good	No	-	-	-	-	-	-	-	15,000	15,000
2026-356	Animal Shelter Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	15,000	15,000
2026-357	Animal Shelter Roof Replacement		Good	No	-	-	-	-	-	-	-	15,000	15,000
2026-358	Animal Shelter Window/Door Replacement		Good	No	-	-	-	-	-	-	-	10,000	10,000
2026-359	Animal Shelter Plumbing Repairs		Good	No	-	-	-	-	-	-	-	5,000	5,000

**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	Public Works Buildings and Infrastructure												
	Library Department												
2026-400	Main Library Expansion												
2026-401	GPL Generator		Good	Yes		4,000,000	-	-	-	-	-	-	4,000,000
2026-402	GPL Hang French Door to Reading Rm		Good	No	-	65,000	-	-	-	-	-	-	65,000
2026-403	GPL Automatic Entry Doors Replacement		Good	No	-	20,000	-	-	-	-	-	-	20,000
2026-404	GPL Book Drops Replacement		Good	No	-	15,000	-	-	-	-	-	-	15,000
2026-405	GPL New Library Signage		Good	No	-	12,000	-	-	-	-	-	-	12,000
2026-406	GPL Rear Staff Entrance & Parking, ADA Compliance		Good	No	-	-	10,000	-	-	-	-	-	10,000
2026-407	GPL EV Charging Stations		Good	No	-	-	-	25,000	-	-	-	-	25,000
2026-408	Cossitt Library Downstairs Entrance		Good	Yes	-	-	-	-	37,000	-	-	-	37,000
2026-409	Cossitt Library Septic System		Good	No	-	-	-	-	20,000	-	-	-	20,000
2026-410	Main Library HVAC Replacement		Good	No	-	-	-	-	10,000	-	-	-	10,000
2026-411	Main Library Roof Replacement		Good	No	-	-	-	-	-	-	-	4,100,000	4,100,000
2026-412	Main Library Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	250,000	250,000
2026-413	Main Library Window/Door Replacement		Good	No	-	-	-	-	-	-	-	125,000	125,000
2026-414	Cossitt Library Window/Door Replacement		Good	No	-	-	-	-	-	-	-	75,000	75,000
2026-415	Cossitt Library HVAC Replacement		Good	No	-	-	-	-	-	-	-	45,000	45,000
2026-416	Cossitt Library Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-417	Cossitt Library Roof Replacement		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-418	Main Library Plumbing Repairs		Good	No	-	-	-	-	-	-	-	20,000	20,000
2026-419	Cossitt Library Plumbing Repairs		Good	No	-	-	-	-	-	-	-	20,000	20,000

**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description Public Works Buildings and Infrastructure	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	<b>Town Hall</b>												
2026-450	TH Town Clerk Land Record Book Shelving			No	-	30,000	-	-	-	-	-	-	30,000
2026-451	TH Town Clerk Vault Door Replacement		Good	No	-	20,000	-	-	-	-	-	-	20,000
2026-452	Town Hall Window/Door Replacement		Good	No	-	15,000	15,000	15,000	15,000	-	-	250,000	310,000
2026-453	TH Town Clerk Central Filing System		Good	No	-	-	50,000	-	-	-	-	-	50,000
2026-454	TH Town Clerk Non-combustible Flooring		Good	No	-	-	25,000	-	-	-	-	-	25,000
2026-455	Town Hall HVAC Replacement/Town Clerk Vault HVAC		Good	No	-	-	15,000	30,000	-	-	-	4,100,000	4,145,000
2026-456	Town Hall Roof Replacement		Good	No	-	-	-	-	-	-	-	250,000	250,000
2026-457	83 Salmon Brook Street Building (Freshies)		Good	No	-	-	-	-	-	-	-	75,000	75,000
2026-458	Town Hall Generator		Good	No	-	-	-	-	-	-	-	54,000	54,000
2026-459	Town Hall Plumbing Repairs		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-460	Town Hall Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-461	Gazebo - Town Center		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-462	Drummer Building - 11 North Granby Road		Good	No	-	-	-	-	-	-	-	10,000	10,000



**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY35	Beyond FY 35	TOTAL
	<b>Public Works Buildings and Infrastructure</b>												
2026-500	Community Services (Senior, Youth, Parks and Recreation)												
2026-501	SBP Bathroom (Renovation or additional)		Good	No	-	100,000	-	-	-	-	-	-	100,000
2026-502	SBP Storage Garage		Good	No	-	50,000	-	-	-	-	-	40,000	90,000
2026-503	SC Furniture		Good	No	-	40,000	-	-	-	-	-	-	40,000
2026-504	SBP Stairlift for Storage		Good	No	-	10,000	-	-	-	-	-	-	10,000
2026-505	SBP Ductless Air Spills		Good	No	-	10,000	-	-	-	-	-	-	10,000
2026-506	SBP Lifeguard Chair replacement		Good	No	-	8,500	-	-	-	-	-	-	8,500
2026-507	HF - Stone Dust Path		Good	No	-	5,000	-	-	-	-	-	-	5,000
2026-508	SBP Swim Building Rebuild		Good	No	-	-	-	100,000	-	-	-	-	100,000
2026-509	SC Carpet Replacement		Good	No	-	-	-	25,000	-	-	-	-	25,000
2026-510	Senior/Youth Center HVAC Replacement		Good	No	-	-	-	-	-	-	-	2,300,000	2,300,000
2026-511	Holcomb Farm Roof Replacement		Good	No	-	-	-	-	-	-	-	250,000	250,000
2026-512	Holcomb Farm Window/Door Replacement		Good	No	-	-	-	-	-	-	-	250,000	250,000
2026-513	Senior/Youth Center Roof Replacement		Good	No	-	-	-	-	-	-	-	175,000	175,000
2026-514	SBP Main Office Building Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	150,000	150,000
2026-515	SBP Small Playground Replacement		Good	No	-	-	-	-	-	-	-	150,000	150,000
2026-516	Senior/Youth Center Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	150,000	150,000
2026-517	SBP Band Shell Roof Replacement		Good	No	-	-	-	-	-	-	-	100,000	100,000
2026-518	Senior/Youth Center Window/Door Replacement		Good	No	-	-	-	-	-	-	-	75,000	75,000
2026-519	Senior/Youth Center - Generator		Good	No	-	-	-	-	-	-	-	54,000	54,000
2026-520	Pond Dredging		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-521	Holcomb Farm Dwelling HVAC Replacement		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-522	Holcomb Farm Dwelling Window/Door Replacement		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-523	Holcomb Farm HVAC Replacement		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-524	Holcomb Farm Plumbing Repairs		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-525	Holcomb Farm Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-526	SBP Main Office Building HVAC Replacement		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-527	SBP Main Office Building Window/Door Replacement		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-528	SBP Rec Building Roof Repair		Good	No	-	-	-	-	-	-	-	30,000	30,000
2026-529	Generator for SBP Parkhouse		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-530	Generator for NB Pavilion		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-531	Bathhouse Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-532	Bathhouse Roof Replacement		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-533	Holcomb Farm Dwelling Plumbing Repairs		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-534	Holcomb Farm Dwelling Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-535	Holcomb Farm Dwelling Roof Replacement		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-536	SBP Main Office Building Plumbing Repairs		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-537	SBP Pond Dock Replacement		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-538	Senior/Youth Center Plumbing Repairs		Good	No	-	-	-	-	-	-	-	25,000	25,000
2026-539	Digital Sign SBP Entrance		Good	No	-	-	-	-	-	-	-	15,000	15,000
2026-540	Bathhouse Window/Door Replacement		Good	No	-	-	-	-	-	-	-	15,000	15,000
2026-541	Bathhouse Plumbing Repairs		Good	No	-	-	-	-	-	-	-	5,000	5,000
2026-542	SBP Band Shell Plumbing Repairs		Good	No	-	-	-	-	-	-	-	5,000	5,000
2026-543	SBP Band Shell Window/Door Replacement		Good	No	-	-	-	-	-	-	-	5,000	5,000
2026-544	Bathhouse HVAC Replacement		Good	No	-	-	-	-	-	-	-	-	-
2026-545	SBP Band Shell HVAC Replacement		Good	No	-	-	-	-	-	-	-	-	-
2026-546	SBP Band Shell Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	-	-	-



**TOWN OF GRANBY**  
**CAPITAL IMPROVEMENT PLAN (Excluding the BOE)**  
**FY27 - FY36**

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	Beyond FY 36	TOTAL
	Police Department Capital Items												
	Rolling Stock and Equipment												
2026-551	Police Cruiser VID #20		Good	No	-	70,000	-	-	-	-	-	-	70,000
2026-552	Police Cruiser VID #10		Good	No	-	65,000	-	-	-	-	-	-	65,000
2026-553	PD Fire Alarm Panel Replacement		Good	No	-	11,000	-	-	-	-	-	-	11,000
2026-554	PD Window Security Protection		Good	No	-	7,000	-	-	-	-	-	-	7,000
2026-555	Police Mobile Data Terminal (MDT) x6		Good	No	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	35,000
2026-556	PD Stairway Replacement		Good	No	-	90,000	-	-	-	-	-	-	90,000
2026-557	Police Cruiser VID #40		Good	No	-	70,000	-	-	-	-	-	-	70,000
2026-558	Police Cruiser VID #30		Good	No	-	65,000	-	-	-	-	-	-	65,000
2026-559	PD Impound Lot Upgrades		Good	No	-	20,000	-	-	-	-	-	-	20,000
2026-560	PD AEDs for Cruisers		Good	No	-	5,000	5,000	5,000	5,000	5,000	5,000	10,000	35,000
2026-561	Police/TH Video Security System		Good	No	-	5,000	5,000	-	5,000	-	5,000	-	15,000
2026-562	PD Electric Bicycles		Good	No	-	3,000	3,000	-	-	3,000	-	-	6,000
2026-563	Police Cruiser VID #60		Good	No	-	-	-	70,000	-	-	-	-	70,000
2026-564	Police Cruiser VID #50		Good	No	-	-	-	65,000	-	-	-	-	65,000
2026-565	PD Office Furniture/Storage		Good	No	-	-	-	20,000	-	-	-	-	20,000
2026-566	PD Storage Shed		Good	No	-	-	-	15,000	-	-	-	-	15,000
2026-567	PD Speed Trailers		Good	No	-	-	-	10,000	-	10,000	-	10,000	30,000
2026-568	M4 Rifle Suppressors		Good	No	-	-	-	-	70,000	-	-	-	70,000
2026-569	Police Cruiser VID #90		Good	No	-	-	-	-	70,000	-	-	-	70,000
2026-570	Police Cruiser VID #86		Good	No	-	-	-	-	65,000	-	-	-	65,000
2026-571	Police Cruiser VID #70		Good	No	-	-	-	-	65,000	-	-	-	65,000
2026-572	Police Cruiser VID #95		Good	No	-	-	-	-	15,000	-	-	-	15,000
2026-573	PD Variable Message Board		Good	No	-	-	-	-	-	-	-	-	-
2026-574	Police Cruiser VID #100		Good	No	-	-	-	-	70,000	-	-	-	70,000
2026-575	Police Cruiser VID #97		Good	No	-	-	-	-	65,000	-	-	-	65,000
2026-576	Police Cruiser VID #110		Good	No	-	-	-	-	65,000	-	-	-	65,000
2026-577	Police Station Generator		Good	No	-	-	-	-	-	-	-	50,000	50,000
2026-578	PD Carpet Replacement		Good	No	-	-	-	-	-	-	-	27,000	27,000
<b>TOTALS</b>													<b>77,850,000</b>

**FOR**Page 5



**BOE  
CAPITAL IMPROVEMENT PLAN  
FY25 - FY34**

Ref #	Project Description	Funding Source	BOF App Rec.	BOE Rec.	Sept. Rec.	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	WR Rubber floor replacement					0	0	0	0	0	0	0	0	0	60,000	60,000
	WR Wood floor replacement					0	0	0	0	0	0	0	0	0	125,000	125,000
	WR Shed					0	0	0	0	0	0	0	0	0	15,000	15,000
	WR Ventilation & Building Management System					0	0	0	0	0	0	0	0	0	1	1
	WR Water heaters (see H2O Sheet)					0	0	0	0	0	0	0	0	0	0	0
	WR Window Replacement (just affected areas)					0	0	0	0	0	0	0	0	0	0	0
	Pavilion 20'x40' (Cement slab and Piers)					0	0	0	0	0	30,000	0	0	0	0	30,000
	Cafeteria and stage renovation					0	0	0	0	0	0	0	0	0	150,000	150,000
	Wells Road Intermediate School Total					0	2,461,316	0	0	1,438,000	600,000	0	0	0	78,200	600,000
	Granby Memorial Middle School					0	0	0	0	0	0	0	0	0	1,821,981	5,413,671
	Renovate to NEW entire MS, age is 32 years old (\$20,000,000)					0	0	0	0	0	0	0	0	0	0	0
	Otherwise all of the following will be needed:					0	0	0	0	0	0	0	0	0	0	0
	Fire rated doors (50)					0	300,000	0	0	0	0	0	0	0	0	300,000
	Modernize Instructional Spaces (for study)					0	0	0	0	0	0	0	0	0	0	0
	Security, fire panel, and equipment upgrade					0	250,000	0	0	0	0	0	0	0	0	250,000
	Window replacement					0	80,000	0	0	0	0	0	0	0	0	80,000
	Replace all bathroom fixtures (cost per bathroom)					0	100,000	0	0	0	0	0	0	0	0	100,000
	HVAC controls upgrade					0	100,000	0	0	0	0	0	0	0	0	100,000
	Ceiling tiles					0	100,000	0	0	0	0	0	0	0	0	100,000
	MS Bleachers					0	50,000	0	0	0	0	0	0	0	0	50,000
	MS Ecology Center maintenance and upgrades					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen Equipment (Renovation List)					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen: Lighting					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen: Paint					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen: Dishwasher					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen: Fridge and Freezer rehab					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen: Hood relocation					0	0	0	0	0	0	0	0	0	0	0
	MS Kitchen: Equipment Relocation					0	0	0	0	0	0	0	0	0	0	0
	MS Parking Lot resurfacing (combined with HS total 1,327,667)					0	0	0	0	0	0	0	0	0	0	0
	MS Roll-off Trailer (s)/Storage Containers and all systems operate with AC					0	0	0	0	0	0	0	0	0	0	0
	RTU 1					0	0	0	0	0	0	0	0	0	0	0
	RTU 2					0	0	0	0	0	0	0	0	0	0	0
	RTU 3					0	0	0	0	0	0	0	0	0	0	0
	RTU 4					0	0	0	0	0	0	0	0	0	0	0
	RTU 5					0	0	0	0	0	0	0	0	0	0	0
	RTU 6					0	0	0	0	0	0	0	0	0	0	0
	RTU 7					0	0	0	0	0	0	0	0	0	0	0
	MS Shed					0	0	0	0	0	0	0	0	0	0	0
	MS Sprinkler System - Updating					0	0	0	0	0	0	0	0	0	0	0
	MS Water heaters: Electric					0	0	0	0	0	0	0	0	0	0	0
	Gas Tankless (MS Kitchen)					0	0	0	0	0	0	0	0	0	0	0
	Pavilion 20'x40' (Cement slab and Piers)					0	0	0	0	0	40,000	0	0	0	0	40,000
	MS Elevator (in ground cylinder replacement 75,000 per elevator)					0	0	0	0	0	15,000	0	0	0	0	15,000
	Granby Memorial Middle School Total					0	182,000	0	0	50,000	0	0	0	0	75,000	75,000
						0	2,643,316	0	0	1,488,000	600,000	0	0	0	3,086,981	4,263,516

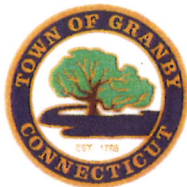
**BOE  
CAPITAL IMPROVEMENT PLAN  
FY25 - FY34**

Ref #	Project Description	Funding Source	BOF App	BOE Rec.	Supt. Rec.	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	Granby Memorial High School															
	Storage space - Auditorium & Drama					150,000										150,000
	Interior Fire Door Replacement (Fire Code)					150,000										150,000
	HS Community Gym Bleachers															35,750
	HS Main Gym Bleachers															98,750
	HS Corridor Tile Replacement (All Buildings)															250,000
	HS Fencing															70,000
	HS Irrigation System															75,000
	HS MS Parking Lot resurfacing															1,327,857
	HS Water heaters (see H2O Sheet)															40,000
	HS RTU Top Unit Replacement (include air handlers and all systems upstairs) with A/C															1,327,857
	HS RTU Replacement #15															1
	HS RTU Replacement #14															350,000
	HS RTU Replacement #13															350,000
	HS RTU Replacement #12															350,000
	HS RTU Replacement #11															350,000
	HS RTU Replacement #10															350,000
	HS RTU Replacement #1															350,000
	HS RTU Replacement #2															350,000
	HS RTU Replacement #3															350,000
	HS RTU Replacement #4															350,000
	HS RTU Replacement #5															350,000
	HS RTU Replacement #6															350,000
	HS RTU Replacement #7															350,000
	HS RTU Replacement #7															350,000
	HS RTU Replacement #8															350,000
	HS RTU Replacement #9															350,000
	Pavilion 20'x40' (Cement slab and Piers)															350,000
	HS Elevator (in ground cylinder replacement 75,000 per elevator)															75,200
	Granby Memorial High School Total					850,000					40,000				225,000	2,100,000
	Maintenance Vehicles															0
	Ford F-450 4x4															1
	Ford F-350 4x4 Sheside															60,000
	Ford F-350 4x4															60,000
	Ford E150 Cargo Van															40,000
	Ford E-150 Cargo Van															40,000
	Maintenance Trailer															1
	Ford Full Size Van															40,000
	Maintenance Trailer															1
	Ford Full Size Van															1
	Trailer 6 x 12															1
	Robotics Trailer															10,000
	Ford F-450 4x4															8,000
	Maintenance Trailer															1
	Maintenance Vehicles Total														250,000	250,000



**BOE  
CAPITAL IMPROVEMENT PLAN  
FY25 - FY34**

Ref #	Project Description	Funding Source	BOF App	BOE Rec.	BOE Supl. Rec.	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	TOTAL
	<b>Athletics</b>															
	HS Roll-off Trailer (s)/Storage Containers					0	0	0	0	0	0	0	0	0	10,000	10,000
	HS Sheds - Turf Field (2)					0	0	0	0	0	0	0	0	0	500,000	500,000
	HS Snack Shack- Booster club supported					0	0	0	0	0	0	0	0	0	1	1
	HS Softball Shed					0	0	0	0	0	0	0	0	0	10,000	10,000
	HS Stadium Bleachers					0	0	0	0	0	0	0	0	0	500,000	500,000
	HS Tennis Court Replacement					0	0	0	0	0	0	0	0	0	240,000	240,000
	HS Track Resurface Only					0	0	0	0	0	0	0	0	0	400,000	400,000
	HS Track Replacement					0	0	0	0	0	0	0	0	0	1,200,000	1,200,000
	HS Synthetic Turf Replacement:					0	0	0	0	0	0	0	0	0	1	1
	Stadium Field					0	0	0	0	0	0	0	0	0	600,000	600,000
	Turf Field 2					0	0	0	0	0	0	0	0	0	500,000	500,000
	HS Bleachers Community Gym					0	0	0	0	0	0	0	0	0	45,000	45,000
	HS Bleachers Main Gym					0	0	0	0	0	0	0	0	0	105,000	105,000
	New softball/baseball turf fields					0	0	0	0	0	0	0	0	0	1,500,000	1,500,000
	<b>Athletics Totals</b>					0	0	0	0	0	0	0	0	0	5,610,000	5,610,000
	<b>Board of Ed / Central Services</b>															
	Roof					75,000	0	0	0	0	0	0	0	0	0	75,000
	Office reconfiguration					0	0	0	0	0	0	0	0	0	40,000	40,000
	<b>Board of Ed / Central Services Total</b>					75,000	0	0	0	0	0	0	0	0	40,000	115,000
	<b>School Busses</b>															
	Bus Year 2024					0	0	0	1	0	0	0	0	0	0	1
	Bus Year 2025					0	0	0	0	0	0	0	0	0	0	1
	Bus Year 2026					0	0	0	0	0	1	0	0	0	0	1
	Bus Year 2027					0	0	0	0	0	0	0	0	0	0	1
	Bus Year 2028					0	0	0	0	0	0	0	0	0	0	1
	Bus Year 2029					0	0	0	0	0	0	0	0	0	0	1
	Bus Year 2030					0	0	0	0	0	0	0	0	0	0	1
	<b>School Busses Total</b>					0	0	0	1	0	1	0	0	0	0	7
	<b>District</b>															
	Facilities Storage					0	150,000	0	0	0	0	0	0	0	0	150,000
	District Waterless Urinals					0	0	0	0	0	0	0	0	0	- 50,000	50,000
	District Wide Lighting Upgrades-Energy efficiency					0	0	0	0	0	0	0	0	0	450,000	450,000
	Keying/Alarm System System					0	0	0	0	0	0	0	0	0	3,000,000	3,000,000
	<b>District Total</b>					0	150,000	0	0	0	0	0	0	0	3,500,000	3,500,000
	<b>BOE CAPITAL IMPROVEMENT PROGRAM TOTAL</b>					225,000	6,862,800	0	378,750	0	1,618,000	675,000	0	0	23,561,941	33,514,325



# TOWN OF GRANBY

## MEMORANDUM

DATE: June 9, 2025

**TO:** The Granby Board of Selectman

**FROM:** Granby Library Board of Trustees

**REGARDING:** Recommendation for use of Capital Improvement Funds

---

### Background

The Granby Public Library has served as a cornerstone of education, enrichment, and connection for residents of all ages. However, the building is now over 43 years old and does not adequately support the evolving needs of our patrons or the delivery of modern library services. A comprehensive facility study conducted throughout 2024 identified multiple areas of concern, including:

- Insufficient space for programming, collections, and seating
- Inadequate meeting and study room space for public use
- Aging infrastructure and mechanical systems
- Unsatisfactory storage for both the Library and FOGPL

### Next Steps

On June 9, 2025, at the monthly Library Board meeting, S. Fischer moved that the Granby Library Board of Trustees, having completed a thorough review, evaluation, and discussion of the current and future needs of the Granby Public Library, hereby strongly recommends that the Granby Board of Selectmen allocate at least **\$7 million** from Capital Improvement funds to support a comprehensive expansion and renovation of the Granby Public Library. Seconded by L. Guelzow. The board voted (7-1-0) (H. Peterson was not present for the vote) and the motion was approved.

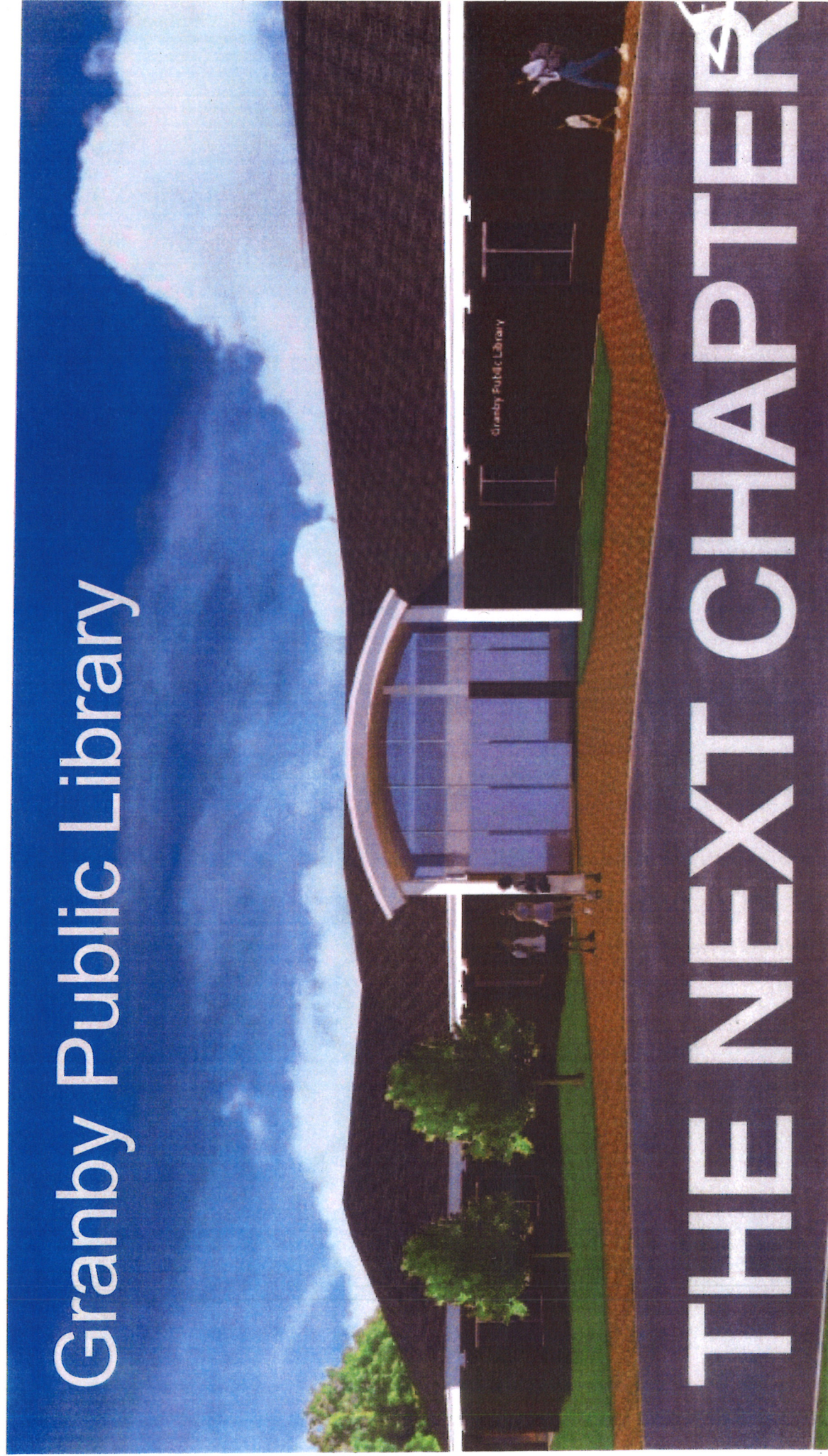
While this amount will not fully address all the deficiencies previously identified, it represents a critical investment in ensuring the library can take a significant step toward meeting the evolving needs and expectations of the Granby community. This allocation will help preserve and enhance one of the town's most vital civic institutions. An investment in the Granby Public Library is an investment in Granby's future.

We respectfully urge the Board of Selectmen to endorse this recommendation and to work collaboratively with us to bring this transformative vision to life.

CC: Mike Walsh, Granby Town Manager  
Mark Fiorentino, First Selectmen  
Amber Wyzik, Director of Library Services



# Granby Public Library



# THE NEXT CHAPTER



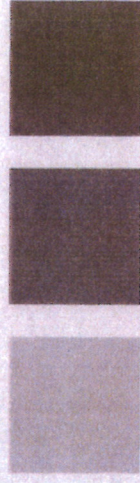
# State LIBRARY STANDARDS

The Best Practices document is a voluntary framework endorsed by the Connecticut State Library Board to assist libraries in self-evaluation and service enhancement.

This tool is structured around five key areas:

1. Facilities
2. Finances
3. Governance
4. Resources and Services
5. Staffing

1.1 Physical Space- Library space is designed to support the current and future needs of the community	Did not meet benchmark	Essential= .8 sq ft/capita or 9,100 sq ft Enhanced=1.25 sq ft/capita or 12,271 sq ft Exemplary= 1.7 sq ft/capita 19,337 sq ft
Essential- .8 ft/capita Exemplary- 1.25 ft/capita	.67 7,733 sq ft public space	





# Feasibility SPACE STUDY

---

September 2023 through December 2024, Northeast  
Collaborative Architects;

- assessed the current use of library space
- identified functional needs
- explored options for improvement or expansion
- evaluated structural and mechanical systems
- analyzed user traffic patterns and community survey data
- gathered input from stakeholders
- followed the CT state libraries Space Planning guide and Best Practices of Public Libraries

The final study included;

- conceptual designs
- renderings
- cost estimates
- phased implementation recommendations
- tools for library leadership to make informed decisions about renovations, reconfigurations, or the possibility of expansion to enhance usability and meet future demands.





# Space PLANNING

Recommended sq  
ft

Collection Space and User Seating

7,883

Public Workstations

810

Staff Workspace

1,650

Program/Meeting Room Space

3,500

Special -Use Space (displays, cafe, FOGPL, etc.)

1,556

Non -Assignable Space

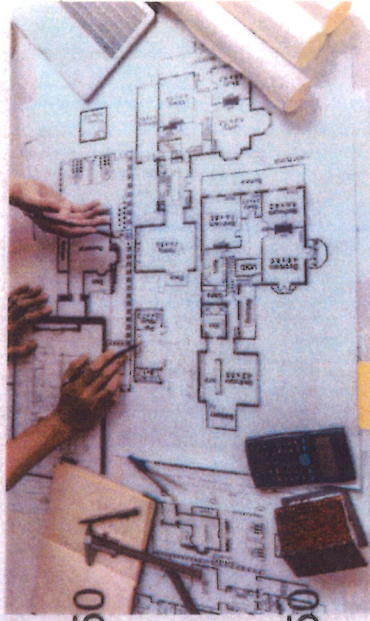
3,850

Total

19,249

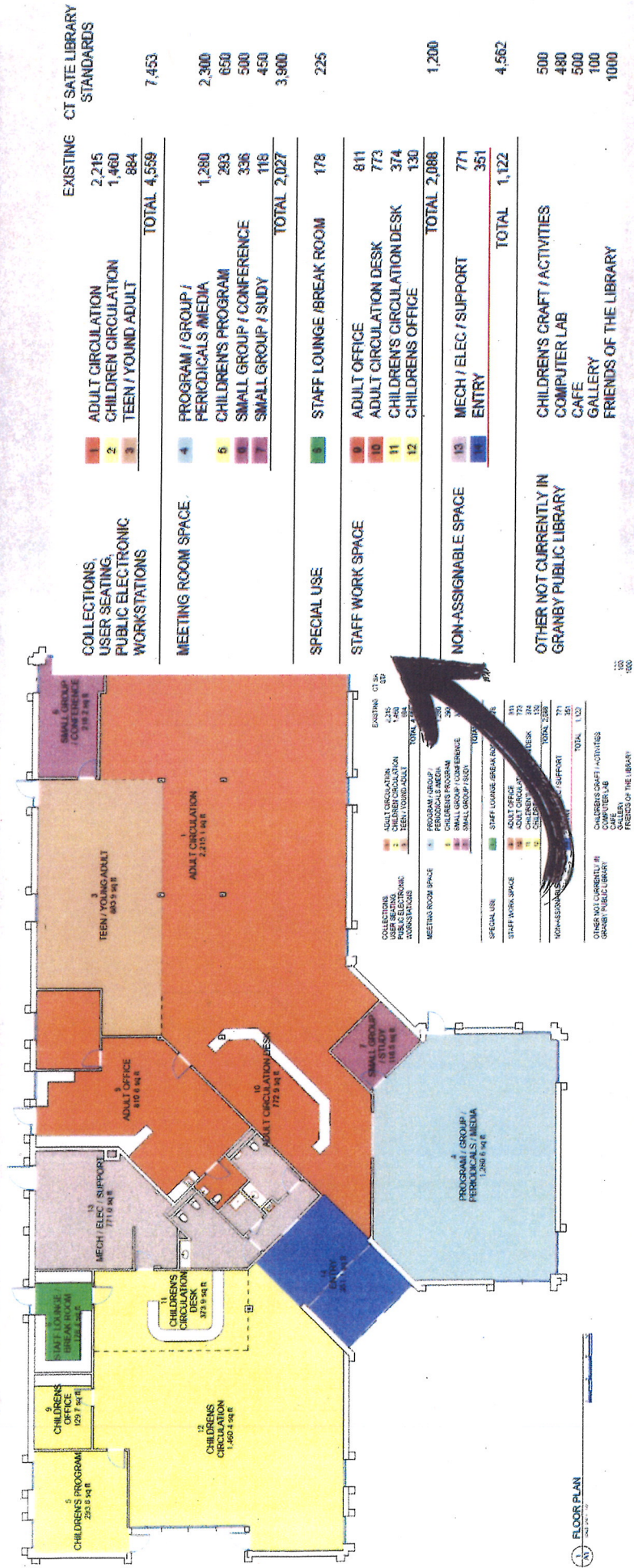
Square Feet per Service Population

1.5





# Current LAYOUT





# Study PRIORITIES

---



1

Expanded Children's Department with active play area, quiet areas and program room

2

Dedicated Teen Room

3

Large Multipurpose Program Space

4

Increase available study/meeting rooms

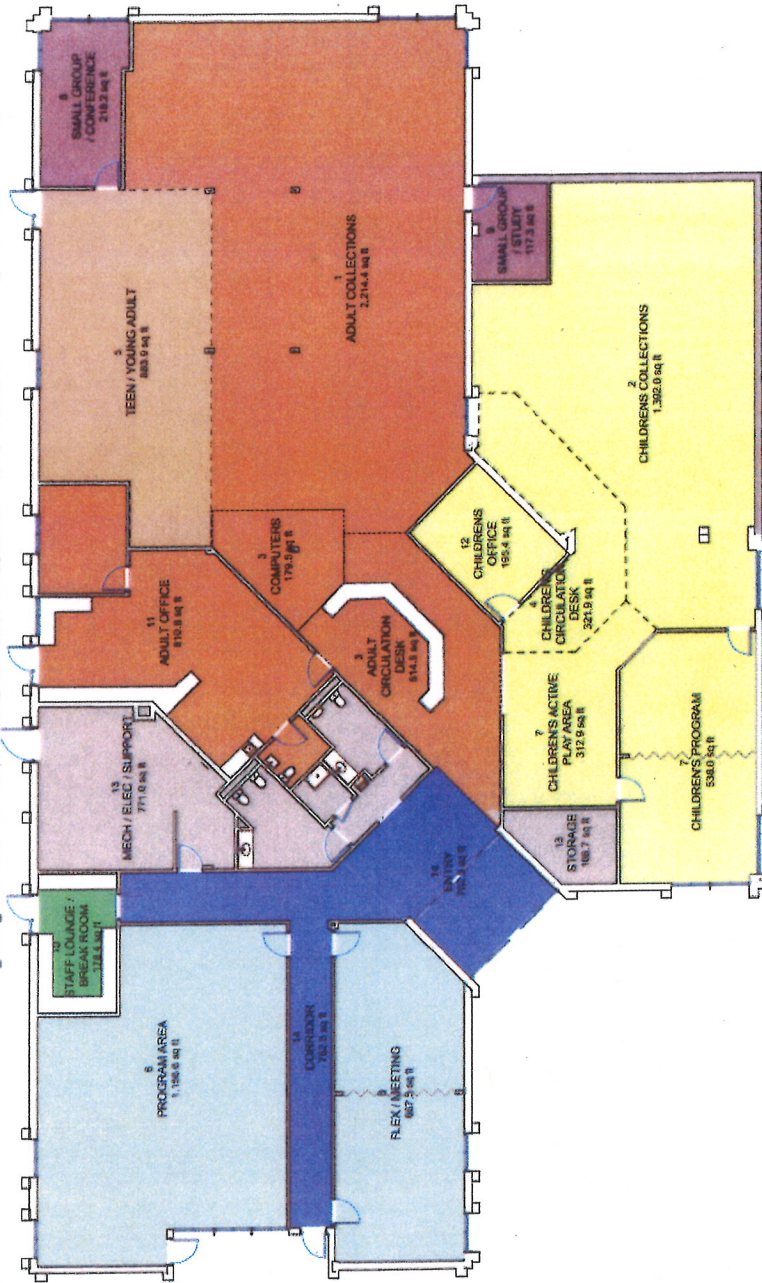
5

Storage for both Library and FOGPL, gallery space, cafe, Computer Lab



# Floor Plan OPTION 1

Approx. \$6 million



**Adds**

- Larger Children's Room
- Program Room
- 1 Study Room
- 1 Meeting room

**Missing**

- Dedicated Teen Space
- Kids Bathroom
- Storage (No FOGPL)
- Computer Lab
- Adult/Teen Collection Space



Doesn't Meet Needs of Growing Community  
Doesn't Meet Requirement for State Grant



Lowest cost of construction  
Limited Site Impact  
Minor Reno of Existing building



# Floor Plan OPTION 1

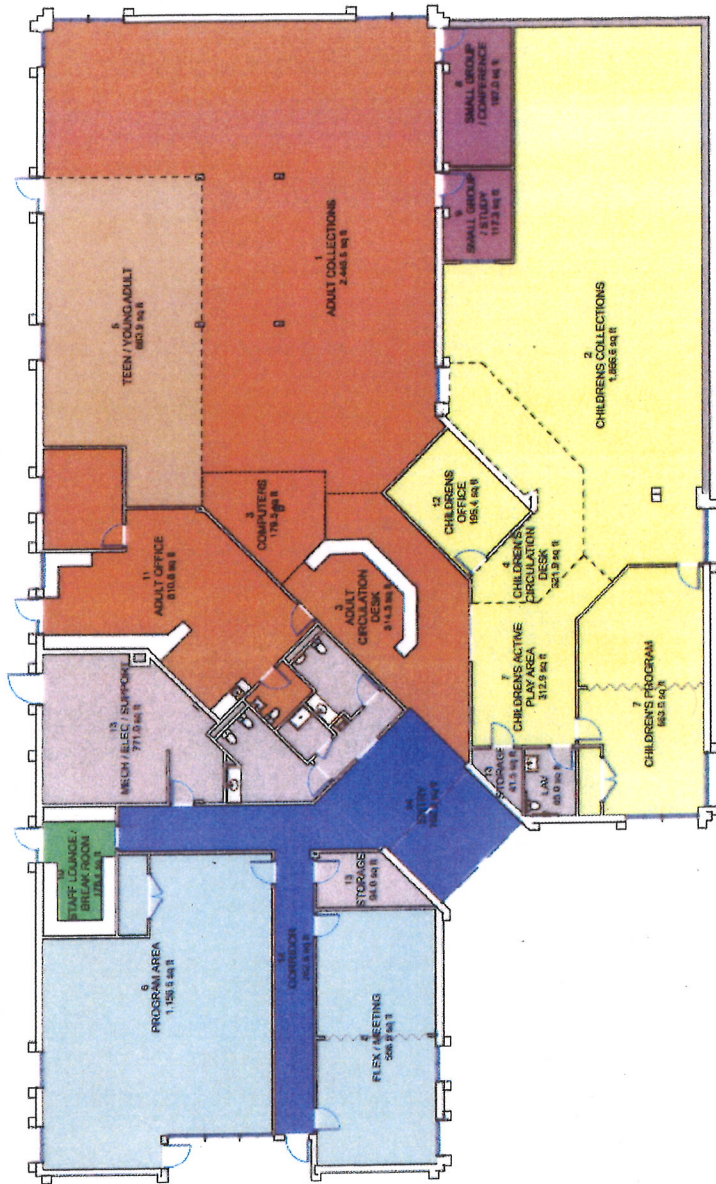
Approx. \$6-7 million

## Adds

Larger Children's Room  
Program Room  
1 Study Room  
1 Meeting room  
Kids Bathroom

## Missing

Teen Space  
Storage (No FOGPL)  
Computer Lab  
Adult/Teen Collection  
Space



FLOOR PLAN - OPTION 1 REVISED

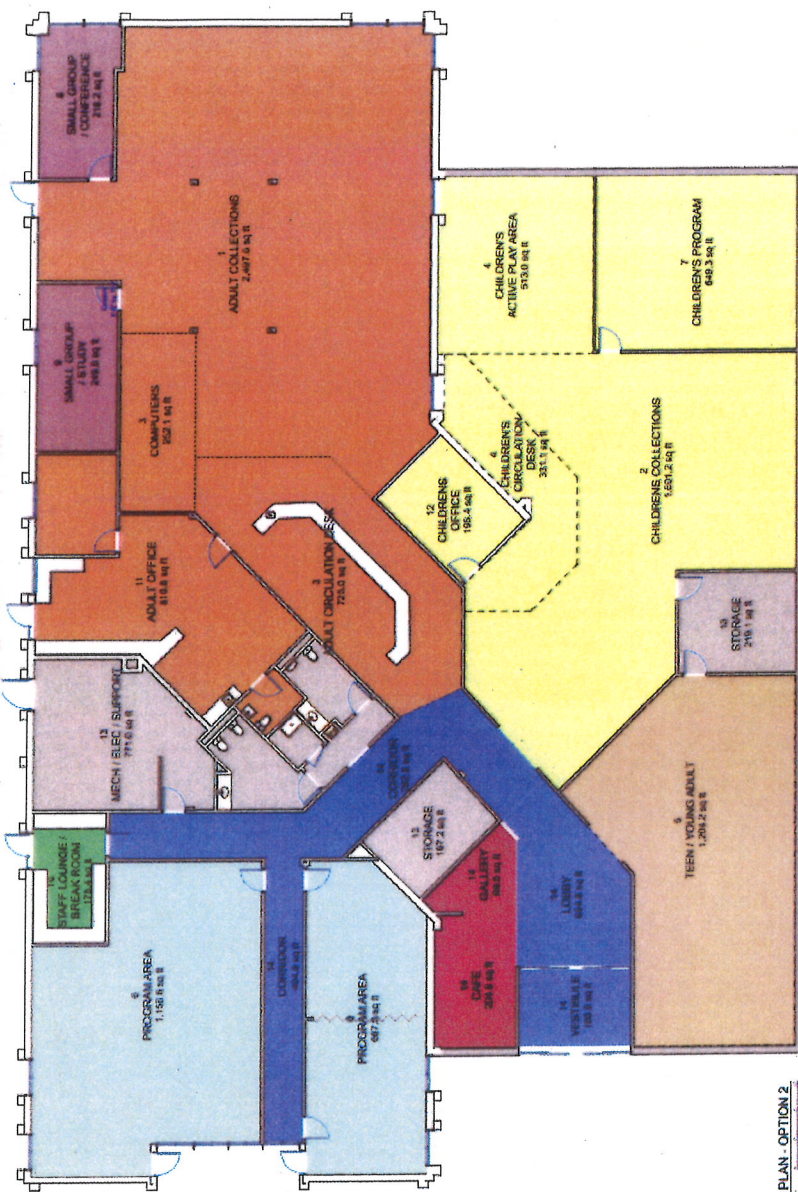
**REVISED**



Approx. \$7 million

**Adds**  
**Larger Children's Room**  
**Program Room**  
**Cafe**  
**Gallery**  
**Dedicated Teen Space**  
**1 Meeting room**

**Missing**  
**Kids Bathroom**  
**Storage (No FOGPL)**  
**Computer Lab**  
**Additional Adult Collection Space**



## COOR PLAN - OPTION 2



## Doesn't Meet Needs of Growing Community



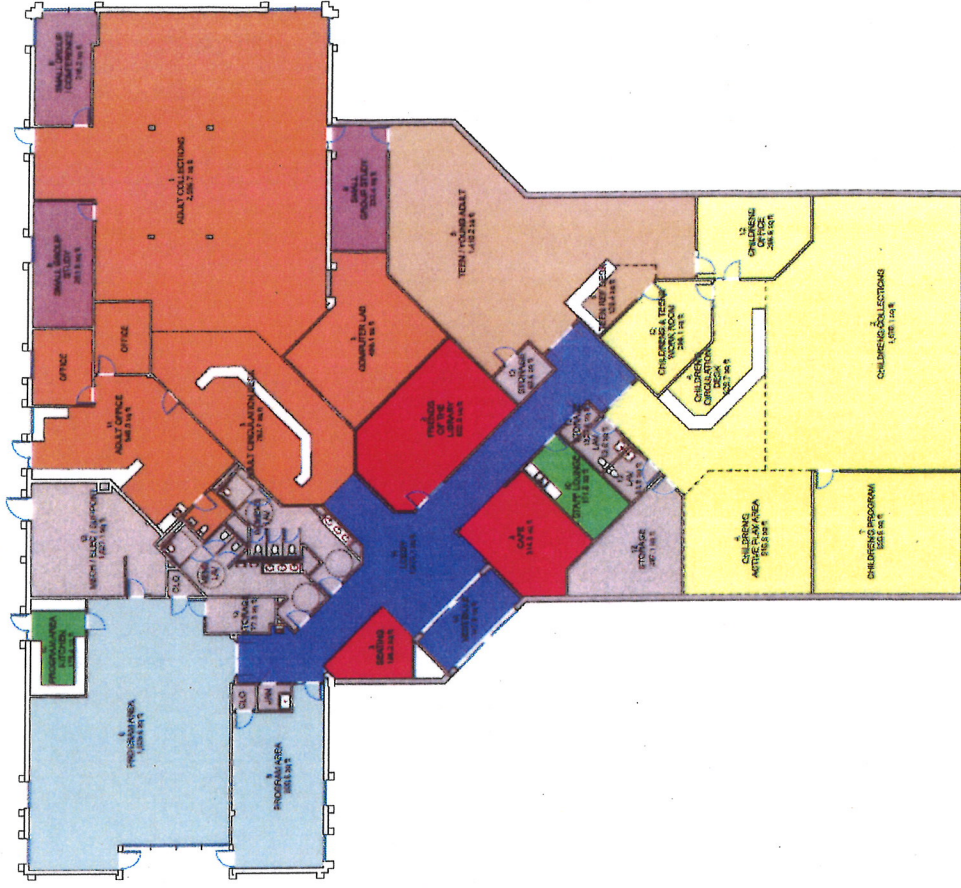
**Limited Site Impact**  
**Minor Reno of Existing building**



# Floor Plan

## OPTION 3

Approx. \$11-12 million



### Adds

Larger Children's Room  
Program Room  
Cafe  
Gallery

Dedicated Teen Space  
2 Meeting rooms  
1 Study room  
Kids Bathroom  
Storage  
Computer Lab

### Missing

Additional Adult Collection Space  
Square Footage for State  
Standards



Moderate Provisions  
for Needs

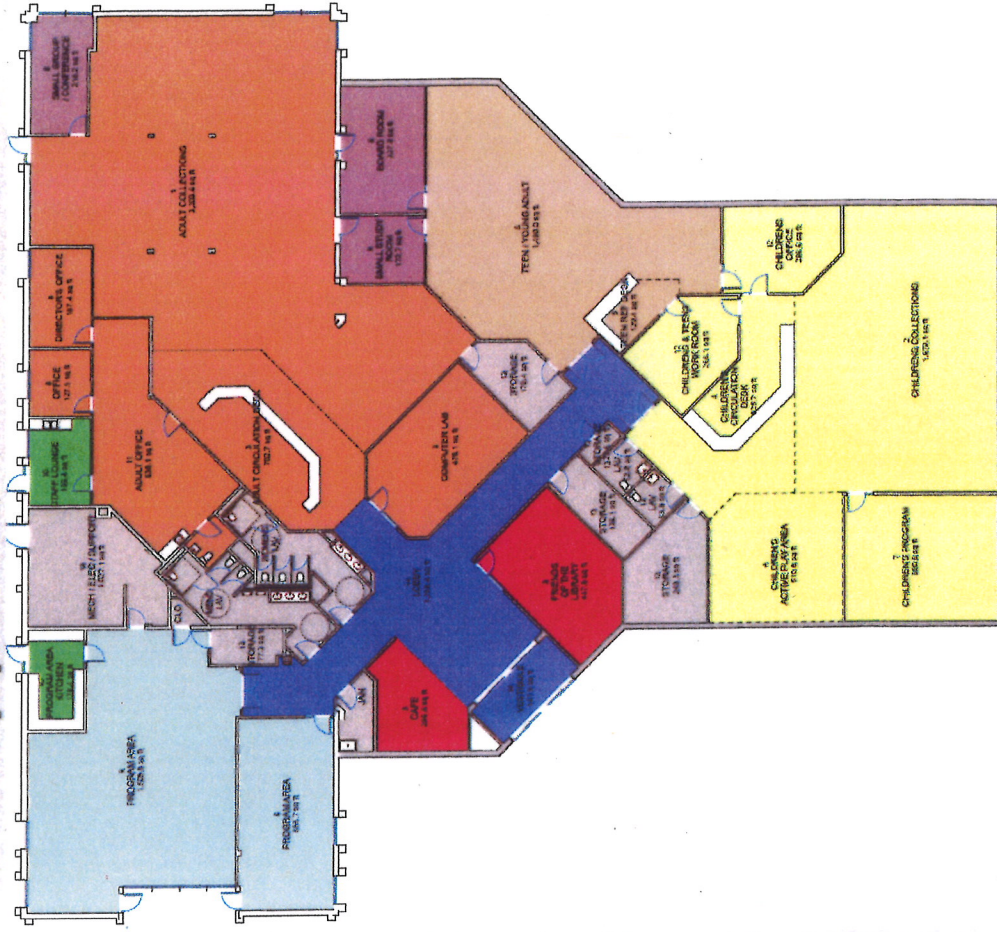


Doesn't Meet Needs of Growing  
Community  
Major Renovations of Existing  
Building  
Phasing Required



# Floor Plan OPTION 4

Approx. \$14 million



## Adds

Larger Children's Room  
Program Room

Cafe

Gallery

Dedicated Teen Space

3 Meeting rooms

Kids Bathroom

Lots of Storage

Computer Lab

Adult Collection Space

Missing

Makerspace?

More Collection Space



Most Effectively Meets  
Community Needs, Now and  
Into Future  
Meets State Space Planning  
Requirements



Highest Cost  
Major Reno  
Phasing Required



# Space PLANNING



	Recommended sq ft	Option 4
Collection Space and User Seating	7,883	7,687
Public Workstations	810	656
Staff Workspace	1,650	1,500
Program/Meeting Room Space	3,500	3,371
Special - Use Space (displays, cafe, FOGPL, etc.)	1,556	1,625
Non - Assignable Space	3,850	5913,
Total	19,249	18,430
Square Feet per Service Population	1.5	1.7







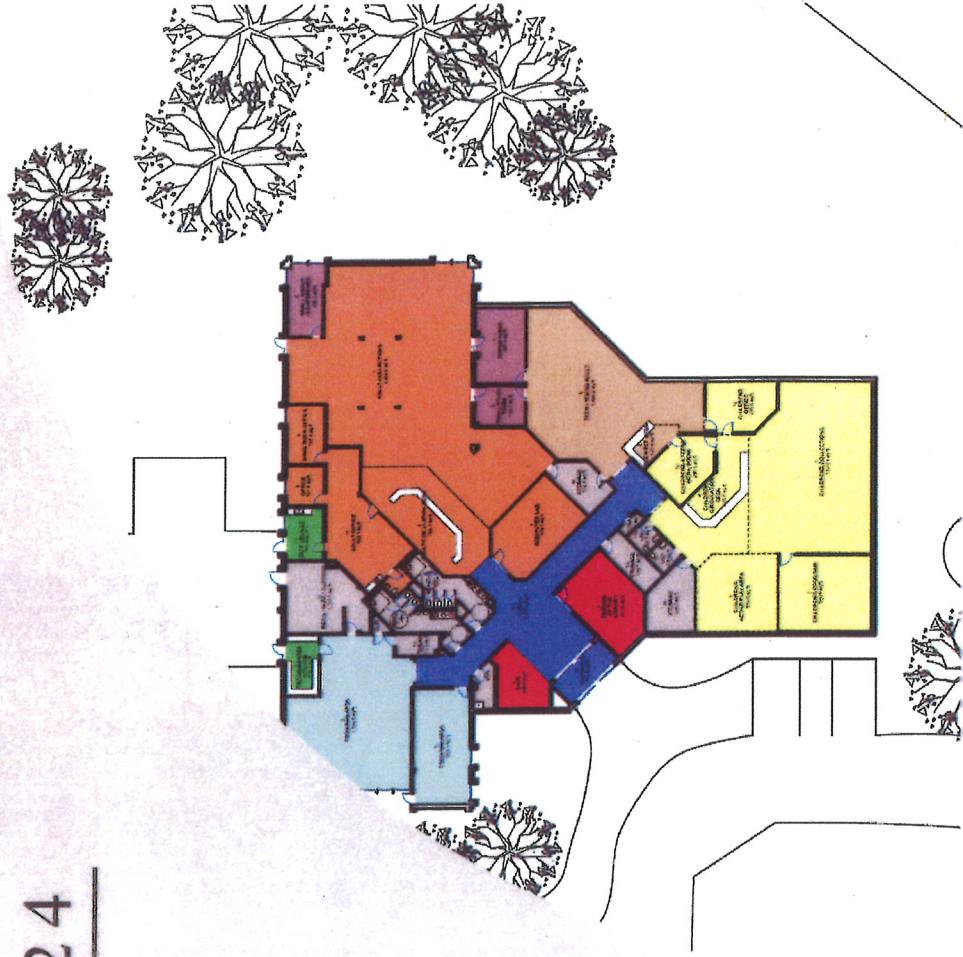




# Estimated BUDGET

October 11, 2024

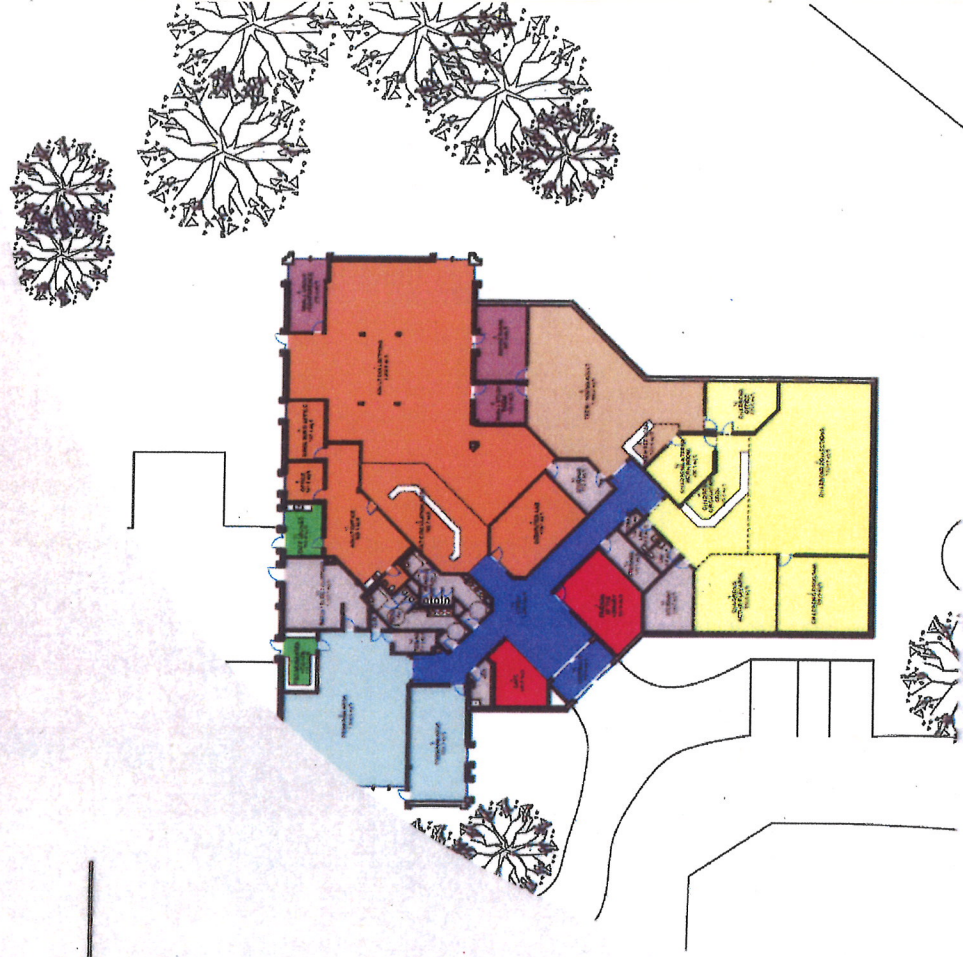
BUILDING AREA-NEW ADDITION	\$6,132,084
BUILDING AREA-RENOVATION	\$3,801,379
DEMO & PROT	\$88,113
HAZ-MAT ALLOWANCE	\$122,809
SUB TOTAL	\$10,144,384
DESIGN & ESTIMATING CONTINGENCY	\$1,014,438
SUBTOTAL	\$11,158,823
ESCALATION TO MIDPOINT (10%)	\$1,115,882
TOTAL CONSTRUCTION COST OCT 2024	<del>\$12,274,705</del>
TOTAL CONSTRUCTION COST UPDATED MARCH 2025	\$14,000,000





# Estimated FUNDING

CAPITAL CAMPAIGN/FUNDRAISING	\$5,000,000
GRANTS	\$2,500,000
CAPITAL IMPROVEMENT FUNDS	\$2,500,000
BOND REFERENDUM	\$4,000,000
TOTAL	\$14,000,000





# QUESTIONS






# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** Friends of Holcomb Farm Business Plan Approval

---

Back on May 19 at the regularly scheduled Board of Selectmen meeting, the Friends of Holcomb Farm presented their business plan for the reuse of 87 Simsbury Road, the site of the former United Methodist Church. That plan is attached for reference.

A vote to accept or reject this plan should be taken by the Board in order to move this process forward.

If the vote is to accept the plan, the Town will begin negotiations to adjustment the existing agreement with the Friends to incorporate this business plan into their agreement with the Town. A proposed motion is provided.

### **PROPOSED MOTION:**

To accept the business plan as presented by the Friends of Holcomb Farm for the reuse of 87 Simsbury Road, and to direct Town Manager Mike Walsh and the Town Administration to amend the existing Holcomb Farm Lease and Use Agreement between the Town of Granby and Holcomb Farm LLC to incorporate this parcel and buildings into that agreement, and further, to return to the Board of Selectmen at a future date to seek approval of that amended agreement.

I will be on hand to answer any questions you may have on this item. Thank you.





# TOWN OF GRANBY

## MEMORANDUM

DATE: May 12, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** 87 Simsbury Road – Friends of Holcomb Farm Business Plan

---

As you may recall, in the fall of 2024, the Town of Granby made a concerted and successful effort to acquire 87 Simsbury Road, the former United Methodist Church property.

With the property acquired, the Friends of Holcomb Farm, under the leadership of Jenny Emery, were asked to construct a business plan to put the building and land to a constructive reuse without the need for Town of Granby taxpayer support.

With that background, by way of this memo, please accept that business plan from the Friends of Holcomb Farm for your review and consideration.

Jenny Emery will introduce this plan with a short presentation and take any questions you may have. The Board of Selectmen is not being asked for any formal action tonight.

However, a vote to accept or reject this plan should be taken by the Board at a future date. If the vote at that time is to accept the plan, I will begin negotiations to adjustment the existing agreement with the Friends to incorporate this business plan into their agreement with the Town.

I will be on hand to answer any questions you may have on this item. Thank you.



## **87 Simsbury Rd., West Granby: Proposal for the Long-Term Use and Maintenance of the Premises and the Improvements Located Thereon**

### **BACKGROUND AND EXECUTIVE SUMMARY**

The Friends of Holcomb Farm (FOHF or the Friends), informed by analysis and recommendation of the Church Task Team (CTT)<sup>1</sup>, request approval from the Granby Board of Selectmen to amend its Lease and Use Agreement (L&U) with the Town of Granby to incorporate the property and buildings at 87 Simsbury Rd., West Granby.

In September 2024, the Town worked with the Hartford Foundation for Public Giving to repatriate this property to the Town's Holcomb Farm, at no cost, for the stated purpose of strengthening FOHF and its mission: "To preserve, promote, and utilize an historic New England farm, for the benefit of the community." The five acres and barn fit easily into the current farming operations. The question was whether retaining the church building itself was also a benefit to FOHF. The CTT was formed, and assessments undertaken, the result of which is this recommendation to retain the building for use by the Friends.

Pursuant to the Use and Occupancy Agreement, dated October 2024, this document serves as the "Required Plan." Specifically, in that agreement, FOHF agreed to "undertake structural inspections, financial analysis or any other due diligence that it may deem appropriate or necessary to formulate a written plan or proposal for the long-term use and maintenance of the Premises and the Improvements." Substantial completion of that effort informs this report.

In its evaluation, the CTT and FOHF identified five key questions. After completing due diligence, including inspection of the building, review of historic documents related to the cost of operation,

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<sup>1</sup> Members of the Church Task Team: Jenny Emery (President, FOHF); Eric Lukingbeal (FOHF Board); Mark Lockwood (Chairman, P&Z); Betsy Mazzotta (Town Project Manager); John Oates (former church member); Joe O'Grady (FOHF Managing Farmer); Steve Perry (FOHF Board); Mike Walsh (Granby Town Manager); Dana Warren (FOHF member and commercial architect)



contemplation of various options, and review and projection of farming financial results, the response(s) below were developed. Additional detail is included in the remainder of this report.

1. Question: What is the structural and functional status of the buildings?

Both the barn and the church building appear structurally sound. Visual evaluation and environmental testing found minimal hazardous material exposure, which can be reasonably abated during renovation. The barn can be immediately incorporated into existing farming operations.

Answer: The building is functionally adaptable to the needs of FOHF.

2. Question: Is it feasible to repurpose the former church building to meet FOHF's needs, without creating a burden on the Town and taxpayers?

Currently, FOHF operates the farm and stewards the land for public benefit at no cost to the taxpayers.<sup>2</sup> The most pressing needs of its farming programs were identified in a Five-Year Business Plan in 2021.<sup>3</sup> In addition to the need for land, which is being addressed through increased access to adjacent Granby Land Trust properties, this study identified two infrastructure-related priorities: 1) year-round temperature-controlled space to serve as a break and lunchroom for the staff; and 2) increased year-round space for cold storage and winter produce processing. In short, the farm needs indoor facilities to support operations outside of the traditional summer months. Winter sales are in high demand and positively drive net income. Adding space to accommodate winter vegetable processing and farm operations is strategically important to the long-term sustainability of today's farming programs. The evaluation of the church building has determined it can meet both needs, even as it presents additional opportunities for strengthening FOHF, and therefore its positive impact on the community.

Answer: Yes, it is feasible to repurpose and operate the former church property without creating a burden on the Town and taxpayers.

3. Question: What are the carrying costs of the building and can FOHF afford to absorb these into its operations?

The two largest annual carrying costs include insurance and electricity (which includes heat). The current annual estimate for this is \$25,000. (Other operating costs are comparable to current operations, and therefore not incremental to adding this building, and reducing the cost of utilities will be a priority in pursuing this opportunity.) We conservatively project net income from expanded winter sales will exceed \$30,000 annually.

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<sup>2</sup> The L&U agreement includes a rent obligation of FOHF to the Town of \$4500 annually, as well as certain Fresh Access food contributions to the Town through Social Services.

<sup>3</sup> The Friends intend to undertake a new farming business plan in 2026.

Answer: FOHF projects that the anticipated average annual net income from the expanded production and sales possible through use of the building will more than cover the expected annual carrying costs.

4. Question: What capital costs are required to put the building into use by the FOHF, and where will the money come from?

Costs to begin to utilize the building for expanded food storage and winter processing – the drivers for increasing net revenue from farming – are estimated to be \$200,000. These costs are expected to be addressed through existing FOHF reserves, donations, and grants. Additional renovations are required to fully utilize the building, maximize the benefit to the community, and support the programs of FOHF. FOHF will look for grants (several opportunities are being reviewed), fund-raising, and other sources that may be available to support Holcomb Farm. In total, over the next two to three years, an estimated \$400,000 to \$500,000 could be expended to fully repurpose the building. The project can be staged, over time, to align with available funding.

Answer: Initial and immediate capital costs are estimated to be \$200,000. Up to an additional \$300,000 is estimated to be required to fully repurpose the entire space as envisioned.

5. Question: What are the risks of retaining the building, and can they be mitigated?

One risk is that the financial results will not improve sufficiently to cover the building's carrying cost. Financial volatility is always a risk – one FOHF currently addresses by diversifying its crop mix (to increase the likelihood of success of at least some crops each year), utilizing a variety of distribution channels, holding reasonable operating reserves, and practicing good fiscal management. The assessment concludes that utilizing the building will more likely than not *reduce* financial variability, as the net income opportunity from winter sales is greater than from traditional seasonal sales. Much of the cost of winter produce is incurred in the summer, and market competition is much lower in the winter. The repurposed building positions the Friends to “weather the weather” more effectively.

The other major risk relates to raising the funds needed to implement this plan. This risk will be mitigated through a staged approach to the repurposing. No money will be borrowed, and no costs will be incurred until the funding is secured. By focusing first on the most immediate income-producing renovations, the project can be scaled over time.

Answer: There is greater risk in not seizing this opportunity than in pursuing it.

In conclusion, the repurposing of the church building offers increased income through the expansion of current farming activities. This increased income is sufficient to justify absorbing the building's carrying costs. The building benefits FOHF through improved working conditions and the community, through increased access to Holcomb Farm produce (and, as will be explained below, access to other local producers' products). FOHF respectfully requests approval from the Board of Selectmen to enter



negotiations that will outline and detail the roles and responsibilities related to the incorporation of the land, barn, and building into the L&U agreement.

## **FULL REPORT**

The remainder of this report offers detail on the findings and recommendations for the Town to retain ownership of the former church building, and for FOHF to assume responsibility for and comprehensive utilization of the building for the benefit of the community. The report is as follows:

- I. THE VISION FOR THE BUILDING**
- II. The Post-Harvest Processing Center**
- III. The (new) Holcomb Farm CSA and Farm Store and Kitchen**
- IV. Home base for FOHF crew, staff and board**
- V. Additional space**
- VI. Financial analysis**
- VII. Conclusion**

## I. THE VISION FOR THE BUILDING

The building is immediately adjacent to the farm, separated from the existing CSA Barn by greenhouses.

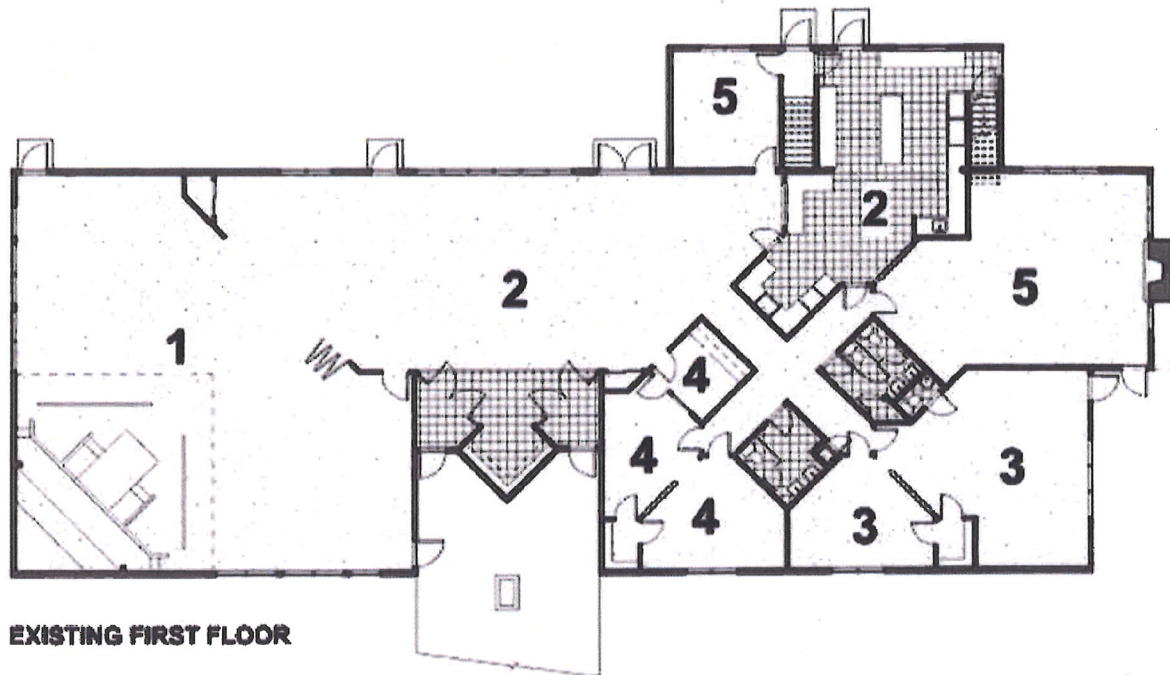


We anticipate fully utilizing the barn to augment the overcrowded CSA barn. We also expect that the available land behind the church building will be the home of future greenhouses, as these are needed to offer more protection from increasingly frequent and excessive rains. The front of the building will be



landscaped to support the new purpose – the new home of the Holcomb CSA and Farm Store – and with respect for the historic West Granby district in which this place is situated. Pick-your-own will be expanded to this area, to continue the enhanced customer experience.

The footprint of the current building lends itself to a ready understanding of how it can be repurposed to meet FOHF's varied needs.



The former sanctuary (1), which comprises the southern 1/3rd of the building, is well-situated to serve as a post-harvest storage and processing facility. The center third of the building (2) is positioned to serve as the CSA pick-up and public farm store, carrying products from Holcomb Farm and from other local producers, with the kitchen upgraded to a commercial kitchen, allowing for processing value-added products on site. Several existing smaller rooms will provide offices (4), and a staff break room and lockers (3). The former "Ross Parlor," along with the former pastor's office (5), may be leased to other partners, and/or utilized for Board meetings and educational events. This vision allows the building to meet current and opportunistic needs, with minimal construction.

## II. THE POST HARVEST PROCESSING CENTER (1 on the floorplan)

Currently, as the vegetables are harvested, they are brought to the CSA barn for cleaning and packaging outside, with no protection from the elements. Limited cold storage is available but is insufficient for winter vegetables needed to expand the winter CSA and retail sales. The former sanctuary, repurposed into a post-harvest processing center, is the key to the financial feasibility of repurposing the building,

and, longer-term, to the economic sustainability of the farm, which is the revenue engine of the non-profit FOHF.<sup>4</sup> Quite simply, when we can process and sell food in the November through March timeframe, we can reliably generate positive net income from farming. While we do some shoulder-month production now, it is constrained by the absence of heated space for the crew to operate, and for the customers to visit.

The former sanctuary area would be emptied and stripped to its cement slab and otherwise retrofitted to serve as the space where farm crew can offload, store, clean, and pack produce, protected from the elements in both the heat of summer and the cold of winter. Floor drains would carry the “veg water” out into nearby fields. A loading dock would be added in the back to allow for ease of handling – both unloading for processing and storage, and re-loading for delivery to Fresh Access partners.

We continue to assess whether and how to utilize the existing three-story “tower.” It offers a sense of space and light but creates significant energy inefficiency. At this writing, it remains a “TBD.” The plan does include retaining the moveable/folding wall that separates the current sanctuary from the future Holcomb Harvest store, allowing the members and public to continue to view and engage with the crew, as they do now in the CSA barn.

### III. THE HOLCOMB FARM CSA AND FARM STORE AND KITCHEN (2 on the floorplan)

Our current farm store, where CSA members pick up their shares and they and others can shop for other local products is the front of the unheated CSA barn, limited in space and temperature control. The central area in the church building lends itself well to an expanded farm store, to support CSA pickups and retail sales. The rear of the church offers paved parking, far superior to the parking available at the CSA barn. Importantly, we will be able to carry more products from other local producers. With over 550 summer CSA members visiting the store weekly, and an anticipated 300 winter CSA members (once the processing center is available), this space will prove an attractive distribution outlet for many of the local agricultural producers in and around Granby – and “one-stop local food shopping” for the public.

We are also in discussion with local crafts people and artists, as we hope to support their product displays and sales. The Holcomb Farm CSA and Farm Store is initially anticipated to be open four days per week in the summer, and one to two days in the winter.

Currently, turning the produce into value-added products such as crushed tomatoes and pesto requires sending the produce out to another vendor. With kitchen renovations, which would come in a second or third phase of re-purposing (depending on funding), value-added processing can be accomplished on-site, at lower cost. We are also discussing with local chefs their potential use of the space for events and demonstrations. In addition, we are aware of the demand for commercial kitchen space for use by other producers. Once our own needs are fully understood and met, creating access for others can be explored.

### IV. HOME BASE FOR FOHF CREW, STAFF, AND BOARD (3 and 4 on the floorplan)

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<sup>4</sup> Renovations to the CSA barn to improve its viability as a full-purpose “home” for the farming operations, have been explored, but appear difficult and cost-prohibitive.



A small, heated portion of the CSA barn currently serves as the office, crew room and storage for the FOHF organization, and is woefully inadequate. The former church has several small and mid-sized rooms used as offices and classrooms and is easily repurposed to support our needs. Current plans include:

- A private break room and lockers for the farm crew;
- An office for the Managing Farmer, and separate space for bookkeeping and the part-time FOHF Administrator;
- A small office space in support of the Holcomb Farm CSA and Farm Store; and
- Two fully equipped public bathrooms.

#### V. ADDITIONAL SPACE (5 on the floorplan)

A 550 square-foot meeting room (the former “Ross Parlor”) remains available and is envisioned for intermittent day-use, and for FOHF for board meetings and member events. The former pastor’s office also remains available and offers the opportunity for another organization to lease the space, with access to the board meeting space as a part of the offering. Preliminary discussions regarding both possibilities have begun and offer the possibility of additional financial support to share in the overhead expense of the facility. Importantly, no such revenue is included in assessing the immediate financial feasibility of FOHF assuming this building. Feasibility is based on generating enough additional revenue through expanding current operations to cover the building’s carrying costs.

#### VI. FINANCIAL ANALYSIS

An analysis of the financial results of the past five years of FOHF farming operations (before overhead) has been completed. The objective was to build on actual past results to conservatively project results with the post-harvest processing center operational, and then also with the Holcomb CSA and Farm Store open to the public.

Here are the relevant highlights from the financial analysis.

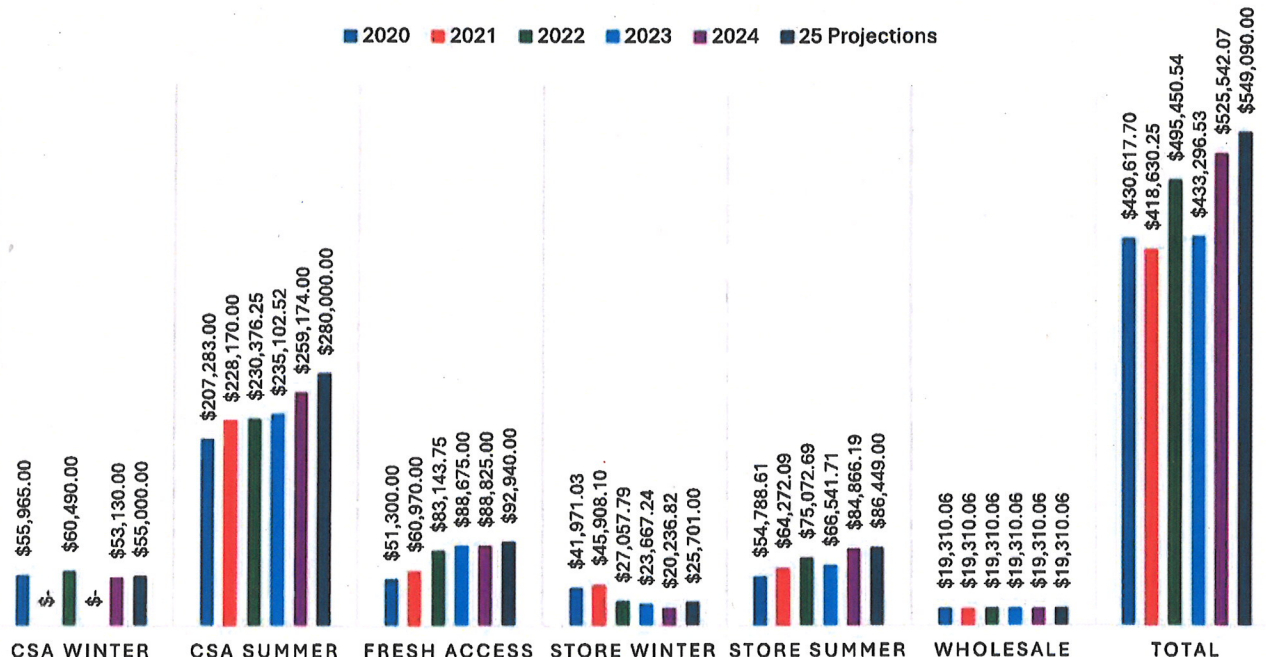
- In anticipation of utilizing the post-harvest processing center over the 2025-26 winter, we estimate offering double the number of CSA winter shares offered in 2024-25. The limiting factor in 2024-25 was not the amount of food available, but the indoor space to operate. This doubling of the available winter CSA shares will generate (on average) \$60,000 in additional revenue, with \$34,000 in additional expense (“cost of goods sold”), or \$26,000 in new net income – more than enough to cover anticipated carrying costs for the building. This is presented as a baseline, conservative number. Demand is high in the winter, and there is little competition; working to increase local food access benefits the whole agricultural community, as it increases awareness and thereby grows demand overall. Most of the food sold in the winter is grown in the summer, and the actual results will vary. When summer production is high, and with expanded storage and processing capabilities, net income will be greater. When production wanes (due to bad growing conditions), arrangements made with other producers

will allow purchases and trades to support the variety that a CSA share demands, reducing net income in that year but stabilizing the market.<sup>5</sup> Taking all of this into account, the projection used in this analysis is considered conservative.

- Of note, the Fresh Access program is the largest single “customer” of the farm, and for purposes of this analysis, we are not projecting any increase in this program, as it is dependent on donations and grants. However, as FOHF is strengthened, our ability to raise funds to expand Fresh Access also grows.
- By the summer of 2026, subject to successful fundraising, we expect to have the new Holcomb CSA and Farm Store open. Conservative assumptions about increased sales of products from other producers generates new net income of \$5000, which will grow as the customer and product bases grow over time.
- The kitchen renovations are not planned until the harvest of 2026, producing new revenue in 2027, at the earliest. We are not projecting new revenue from this yet, pending the development of a more complete plan.

This chart contains the recent history of revenue from the diverse sales channels we use, and demonstrates that while summer revenues – CSA, farm store, and Fresh Access – have seen relatively consistent growth, the volatility in winter sales has undermined results.

## FIVE YEAR REVENUE BY TYPE



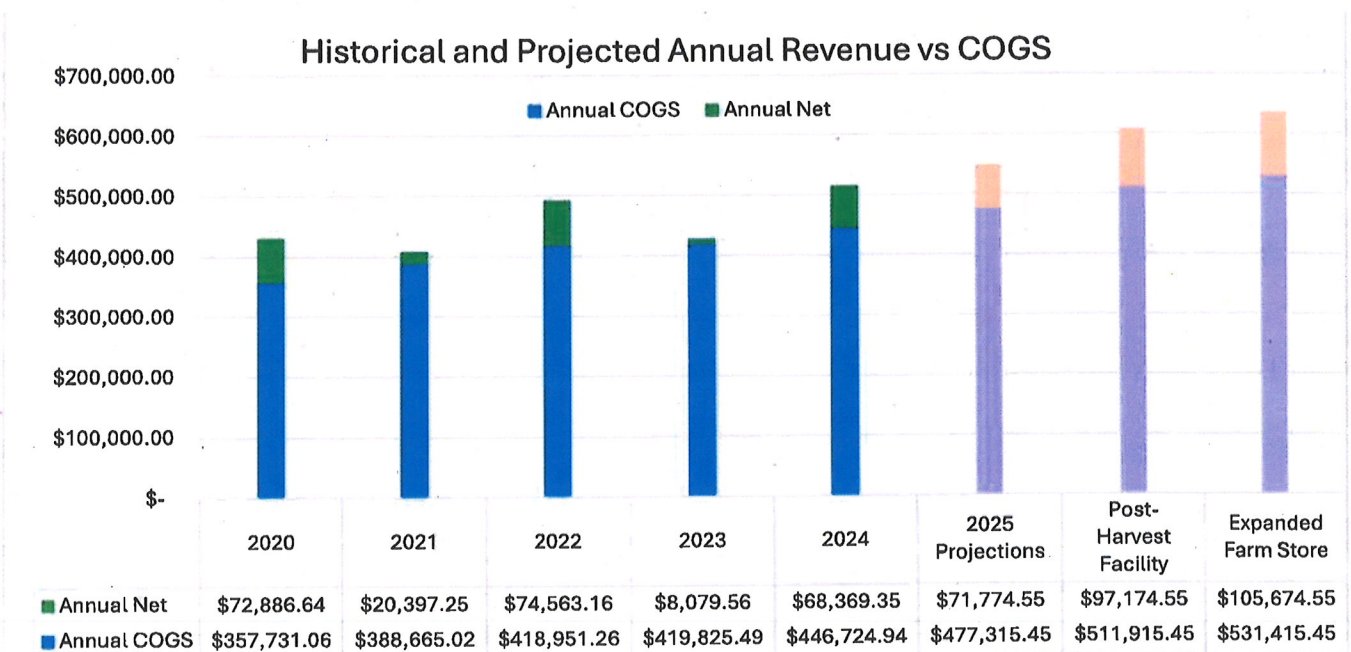
<sup>5</sup> The “CSA Winter” results show the impact of offering no Winter Share in 2021 and 2023. With the benefit of hindsight, our managing farmer has concluded that cancelling the shares was as much a reaction to the difficult winter working environment as it was to the growing results, and that varied growing results can be managed, with the new facility, without cancelling the winter CSA.



The table below shows actual farming revenue, cost of goods sold, and net farming revenue (before organizational overhead) over the past five years. 2025 is a projection as budgeted. As discussed, the bottom two lines are projected based on 1) increased winter sales through operation of the post-harvest facility, and 2) a conservative estimate of winter farm store sales increases. These are conservative estimates, in that they do not anticipate material changes in our operations – the amount of land farmed, the number of greenhouses, or even the number of staff (although increased staff time in the winter is accounted for). It simply estimates the revenue and net revenue opportunity available through acceptable winter working and sales conditions.

	ANNUAL TOP LINE	ANNUAL COGS	ANNUAL NET
2020	\$ 430,618	\$ 357,731	\$ 72,887
2021	\$ 409,062	\$ 388,665	\$ 20,397
2022	\$ 493,514	\$ 418,951	\$ 74,563
2023	\$ 427,905	\$ 419,825	\$ 8,080
2024	\$ 515,094	\$ 446,725	\$ 68,369
2025 PROJECTIONS	\$ 549,090	\$ 477,315	\$ 71,775
POST-HARVEST FACILITY OPERATING	\$ 609,090	\$ 511,915	\$ 97,175
EXPANDED FARM STORE	\$ 637,090	\$ 531,415	\$ 105,675

The chart below illustrates the constraints on and volatility of net farming revenue. The primary goal of the post-harvest production facility is to stabilize results at a reasonable level of net revenue, producing at least enough to address the building carrying costs.



Not included in the financial analysis are two other potential sources of revenue:

- Leases of the extra office, meeting room, and space in the former CSA barn, freed up through the move to the new property, can reasonably be expected to generate **\$10,000 to \$15,000 in annual revenue** to contribute to overhead costs, and as a part of a planned maintenance fund for the building
- The new roof on the church, and the relatively new metal roof on the barn are potentially attractive locations for a “buy-all-sell-all” solar leasing arrangement that is projected to generate at least **\$6000/annually for 20 years**. This opportunity is separate and distinct from an owned solar array on a separate part of the roof to address the electrical needs for the building, further reducing operating costs. (Note that there is no plan to put solar panels on the front roof of the building, in the interest of optimizing the curb appeal of the property.)

## VII. CONCLUSION

The Friends Board of Directors and the Church Task Team have concluded that pursuing the repurposing of the church in support of our farming programs is a transformative opportunity that will benefit the community. We recommend moving forward with an amendment to the L&U agreement to incorporate the land, barn and building into the Friends' operations.






# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** Plan of Conservation and Development – BOS Member/Volunteer

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Please see the attached e-mail from Abby Kenyon, Director of Community Development with respect to work that the Planning and Zoning Commission (P and Z) is undertaking on the Plan of Conservation and Development (POCD).

In brief, P and Z is seeking a Board of Selectmen appointment/volunteer to participate in their POCD update meetings/workshops as necessary.

A motion is provided below in the event the board chooses to make such an appointment.

### **PROPOSED MOTION:**

To appoint \_\_\_\_\_, Board of Selectmen member to participate with the Planning and Zoning Commission as they work to update the Town's Plan of Conservation and Development.

I will be on hand to answer any questions you may have on this item. Thank you.

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**Fw: POCD Committee, BOS representative**

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**From** Mark H. Fiorentino <mfiorentino@granby-ct.gov>

**Date** Sat 5/31/2025 8:19 AM

**To** Mike Walsh <mwalsh@granby-ct.gov>

Please add this to our June 16 agenda.

Mark Fiorentino  
First Selectman

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**From:** Abigail Kenyon <akenyon@granby-ct.gov>

**Sent:** Friday, May 30, 2025 9:08 AM

**To:** Mark H. Fiorentino <mfiorentino@granby-ct.gov>

**Subject:** POCD Committee, BOS representative

Hi Mark,

I sent emails to Heather of AG Commission, Kara Conservation Commission, Mike BOF, and Marty Development Commission regarding the POCD update and looking for one representative from each group to volunteer. PZ would also like a BOS member to participate. The Committee will meet the fourth Tuesday of the month at 7 PM, with the first meeting scheduled for September 23<sup>rd</sup>. In addition to the monthly meeting, it is anticipated that there will be public workshops that may require attendance. I have asked the other groups to let me know by July who is interested in joining. That will coincide with when PZ will be reviewing the resident applications and making decisions. Can you let me know who from BOS may want to volunteer for this?

Related to that, PZ finalized the resident application on Tuesday and it has been posted on the Community Development webpage. It is on the right side under '2026 POCD Update'. And as we discussed earlier, there is an article in the June Drummer and I coordinated with Catherine so it will be posted to the website and an e-blast will go out Monday.

Let me know if you have any questions.

Thanks!  
Abby






# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** Request for Proposal - 603 Cider Lane and 83 Salmon Brook Street

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Please see the attached memo dated June 11, 2025 from Abby Kenyon, Director of Community Development with respect to 83 Salmon Brook Street.

This property was referred to the Planning and Zoning Commission (P and Z) who was asked to opine if the sale of the parcel would be consistent with the Town's Plan of Conservation and Development (POCD). They have found that such a sale would be consistent.

At this juncture, with P and Z finding the sale of both 83 Salmon Brook Street and 603 Cider Lane as being consistent with the POCD, we are returning to the board seeking approval to offer each parcel for sale via a request for proposal process.

In order to expedite the sale of each, direction from the board by setting a minimum bid for each site seems like a prudent direction to follow. Accordingly, please see the attached e-mail from Abby Kenyon on the sale of 603 Cider Lane with respect to recent comparable sales within town. Based on the data, we recommend a floor bid of \$30,000 per acre for this parcel.

With respect to 83 Salmon Brook Street, we have a recent appraisal that cites a value of \$300,000 less necessary required work to the roof, foundation drainage, and mechanicals which we estimate to be \$125,000. Based on the condition of the building, we recommend a floor of \$225,000 as a sale price "as is".

Should the RFP produce bona fide offers, we would return to the board for approval and per Charter Section 11-3 (a)(3), a Town meeting must be held for "any sale of real estate in fee simple of the Town used or reserved for Town purposes;"

A motion is provided below in the event the board approves of the sales by RFP of these two parcels.

### **PROPOSED MOTION:**

To approve the sale by Request for Proposal of 603 Cider Lane with a floor bid of \$30,000 per acre and 83 Salmon Brook Street with a floor bid of \$225,000. And further, to return to the Board of Selectmen after the RFP process is completed and the results are known to consider approval and to plan for any additional actions that may be necessary.

I will be on hand to answer any questions you may have on this item. Thank you.

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**BOS memo re: 83 Salmon Brook Street**

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From Abigail Kenyon <akenyon@granby-ct.gov>

Date Wed 6/11/2025 9:01 AM

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

 1 attachment (5 MB)

BOS Memo 83 Salmon Brook St\_PZ Report.docx;

Hi Mike-

PZ acted last night and found the sale of 83 SBS to be consistent with the POCD. Attached is the memo for the BOS.

In terms of 603 Cider Lane, below are the other vacant lots in the neighborhood that sold within the past few years:

- 37 Cider Mill Heights, sold 4/24/2025 for \$215,000, 7.34 acres
- 44 Cider Lane, sold 11/7/2024 for \$175,000, 2.34 acres
- 33 Cider Mill Heights, sold for 4/29/2022 \$130,000, 8.53 acres

\*29,292 per Acre  
\$74,786 per Acre  
\$15,240 per Acre

Other vacant lots in town:

- 14 Peck Orchard Road, sold 1/22/2025 for \$185,000, 6.19 acres
- 9 Clemons, sold 3/27/2024 for \$150,000, 7.14 acres
- 24 Peck Orchard, sold 9/30/2024 for \$175,000, 5.49 acres

\$29,887 per Acre  
\$21,008 per Acre  
\$31,876 per Acre

For reference, 603 Cider Lane is 1.85 acres and the property card lists the appraised value at \$54,400.

\*29,405 per Acre.

Sue might have a better idea of what the starting point should be.

Let me know if you need anything else.

Abby

Abigail St. Peter Kenyon, AICP  
Director of Community Development  
Granby Town Hall  
15 North Granby Road  
Granby, CT 06035  
(860) 844-5319





# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Abby Kenyon, Director of Community Development

**REGARDING:** CGS §8-24 Referral Report from the Planning and Zoning Commission,  
Sale of 83 Salmon Brook Street

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### **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.

An RFP was issued last year seeking either a lease or sale. Two responses were received, and the Town engaged in further discussion with one of the respondents. After several months of discussing a lease arrangement, the respondent did not respond to a final offer by the Town.

At its meeting in June, the Board of Selectmen referred the sale of 83 Salmon Brook Street to the Planning and Zoning Commission for a report under Connecticut General Statutes Section §8-24. The Commission discussed this referral at its meeting on June 10, 2025. The Commission found that the sale would be consistent with the Plan of Conservation and Development.

### **Next Steps**

The Board of Selectmen is asked to consider authorizing Town Staff to move forward with the sale of 83 Salmon Brook Street.

# Property Aerial








# TOWN OF GRANBY

## MEMORANDUM

DATE: June 9, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Town Manager 

**REGARDING:** **Town Manager's Report for the June 16, 2025 BOS Meeting**

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

Also attached is the FY25 year-to-date May budget summary as compiled by Finance Director Kimi Cheng.

### **Town Manager's Commentary on Projects/Noteworthy Items**

- The transfer of 229 Mountain Road is complete
- Continued pursuing an appeal of the CT Siting Council KCE decision
- Awaiting direction on the Kearns Senior Housing development
- Produced an updated 10-year capital plan for BOS approval and referral to CPPAC
- Awaiting direction on the reuse of 87 Simsbury Road
- The Parks Master Plan draft was presented to the public on 6/3. Awaiting the final report
- Received Sewer Use ordinance updates from the outside engineer; need to review
- Met with Granby Ambulance; requested additional information to understand their needs

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



# TOWN OF GRANBY

## MEMORANDUM

DATE: June 11, 2025

**TO:** The Granby Board of Selectmen  
**FROM:** Kimi Cheng, Director of Finance  
**REGARDING:** May 2025 Budget Operations Report

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### Highlights for Revenues:

As of 5/31/25, the total tax collection was consistent with the prior years at 102% (vs. 102% last year).

As of 6/10/25, the daily rate for STIF was 4.38%, or a 7-day yield was 4.38%. In May, interest earned from the STIF account was approximately \$79.8K.

### Highlights for Expenditures:

As of 5/31/25, the total general fund expenditure was consistent with the last fiscal year at 85% (vs. 89% last year).

The Public Works Department's overtime expense as of May 31, 2025, was \$169,008.24 (vs. \$173,242.35 last year) due to many rainstorms that caused washouts and fallen trees in August. Staff had to work late to accommodate needs on the road overlay program with traffic control and supervision and for coverage at the Celebrate the Valley event. We had no snow until January last year, when we started the snow season in December of this year. The February OT of \$80K was \$50K more than last February and March OT of \$31K was \$28K more than last March. Moreover, additional responsibilities were assigned to Supervisors and Director after the re-organization in the DPW. As a result, we are estimated to be around \$57K over the DPW OT budget of \$125,145 if no other emergency occurs that require OT hours from DPW in the remaining months.

The Police Department's overtime expense as of May 31, 2025, was \$169,050.78 (vs. \$200,645.16 last year) due to the high school lockdowns, rifle training, specific training for officers' recertification, school traffic assistance, community policing, and shift vacancy coverage due to PTO and injury lost time. We are estimated to have a similar overtime overage as the last fiscal year, but we should have enough funds from the other department unfilled position to cover this overage. Note that these OT numbers exclude holiday pay, special pay, premium pay, and holiday premium pay.



Note that many departments have deficits due to the raises for the FY25 salaries/wages were budgeted in the contingency department when the union contracts were still in negotiations last March.

**Preliminary Estimate for FY25:**

Est'd. Favorable (Unfavorable) Results of FY25 Operations

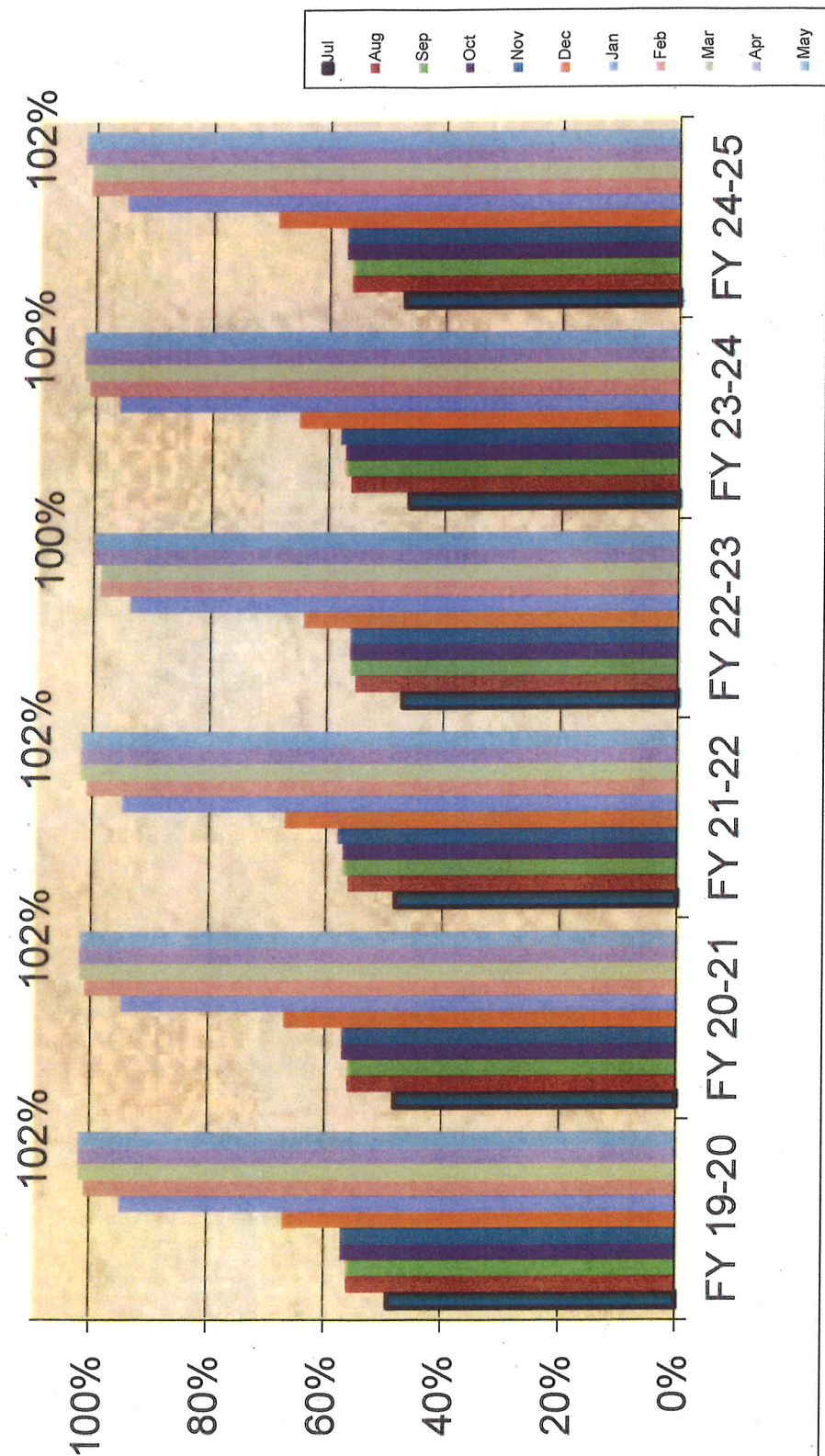
Expenditures:		
Bd. of Selectmen Expenditures	305,000	
Bd. of Education Expenditures	600,000	
Xfer to Emergency Communication Fund Saving	<u>1,700,000</u>	2,605,000
Revenues:		
Current Taxes	806,900	
Prior Years Taxes	10,400	
Interest and Liens	35,500	
Auto Supplement	92,600	
Education Grants	(197,300)	
Municipal State Grants	30,900	
Local Revenues	<u>901,000</u>	1,680,000
Results of FY25 Operations Total: Favorable		<u><u>4,285,000</u></u>



**BUDGET OPERATIONS  
MAY 2025**



# CURRENT YEAR TAX COLLECTION DATA





**TOWN OF GRANBY**  
**BUDGET OPERATIONS SUMMARY**  
**MAY 2025**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	May 24 % REC'D	Apr 25 % REC'D
41010 Current Year Taxes	44,492,129	45,298,825	(806,696)	102%	Pymts. Due - July & Jan.	102%	102%
41020 Prior Years Taxes	210,000	228,056	(18,056)	109%		129%	103%
41040 Interest & Liens	130,000	168,760	(38,760)	130%		126%	122%
41060 Auto Supplement	400,000	491,748	(91,748)	123%	Billed - December	116%	121%
<b>Property Taxes</b>	<b>45,232,129</b>	<b>46,187,389</b>	<b>(955,260)</b>	<b>102%</b>		<b>102%</b>	<b>102%</b>
43170 Spec Ed / Excess	1,167,286	507,206	660,080	43%	Pymts. Due - Feb. 75% - June Bal.	53%	43%
43200 Educ Cost Sharing	5,278,314	5,246,896	31,418	99%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	100%	99%
43590 Tuition - Other Towns	1,283,865	797,586	486,279	62%	School Bills for Activity	56%	60%
43591 B.E.A.R. TRANS. ACAD. TUITION	0	77,033	(77,033)	N/A		N/A	N/A
<b>State Education Total</b>	<b>7,729,465</b>	<b>6,628,722</b>	<b>1,100,743</b>	<b>86%</b>		<b>85%</b>	<b>85%</b>
43110 Veterans Exempt GT	2,500	2,485	15	99%	By Assessor Appl. in Aug but rec Pymt. in Dec.	84%	99%
43120 Misc - State	38,743	9,086	29,657	23%	Pymt. @June; \$3,411.10 from Early Voting Grant; and \$5K for 2023 Neglected cemetery	25%	23%
43130 Telecommunications	13,000	38,463	(25,463)	296%	grant reim; remaining is for motor veh violation.	184%	296%
43140 State Revenue Sharing	0	0	0	N/A	Pymt. Due - April	N/A	N/A
43310 Tiered Pilot	12,897	12,897	0	100%	Pymt. Due Oct.	107%	100%
43320 SS Dist Tax Relief	1,300	1,557	(257)	120%	Pymt. Due - Dec.	76%	120%
43380 MRSA Motor Vehicle	0	0	0	N/A		100%	N/A
<b>State Municipal Total</b>	<b>68,440</b>	<b>64,337</b>	<b>3,953</b>	<b>94%</b>		<b>123%</b>	<b>94%</b>
<b>Intergovernmental Revenue</b>	<b>7,797,905</b>	<b>6,693,059</b>	<b>1,104,696</b>	<b>86%</b>		<b>90%</b>	<b>86%</b>
43615 Town Clerk Fees	220,000	256,213	(36,213)	116%	Statutory Collections	109%	106%
43620 Planning & Zoning	3,000	3,030	(30)	101%	Application Permit Fees	99%	81%
43630 Zoning Bd of Appeals	606	1,414	(808)	233%	Application Permit Fees	168%	200%
43640 Building Permits	150,000	302,235	(152,235)	201%	Building Permit Fees. \$27.3K for SB; \$23K	373%	187%
43660 Inland Wetlands	4,000	6,284	(2,284)	157%	Harness Way; \$14.5K Clemons Spring	497%	116%
43670 Short Term Investments	200,000	812,323	(612,323)	406%	Permit/Appl. Fees	825%	372%



**TOWN OF GRANBY**  
**BUDGET OPERATIONS SUMMARY**  
**MAY 2025**

DESCRIPTION	ADJUSTED REVENUE		BAL DUE	%	REMARKS	May 24 % REC'D	Apr 25 % REC'D
	BUDGET	RECEIVED					
43680 Rents	18,800	18,200	600	97%	Drummer/GLT/Farmhouse/Acreage/School Rental	68%	91%
43700 Snow Plow & Grading	11,000	11,136	(136)	101%	Private Roads	136%	101%
43710 Photocopying	90	118	(28)	131%		129%	131%
43715 Open Farm Day	2,500	1,250	1,250	50%		40%	50%
43740 Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services	100%	100%
43745 Hay Rentals	38,438	38,438	0	100%	Northern Valley Farms	140%	100%
43760 Library	3,000	3,706	(706)	124%	Book Fines, Trust Investment	117%	109%
43770 Contract - Bldg. Inspection	14,000	14,000	0	100%	Bldg. Dept. Bills Qtrly For Services	75%	100%
43790 Driveway Permits	1,000	1,350	(350)	135%	New Const. Activity	463%	125%
43800 Police Photo/Lic/Permits	11,000	11,200	(200)	102%		78%	91%
43840 Returned Check Fee	100	45	55	45%		65%	45%
43990 Pay For Participation	42,000	30,409	11,591	72%	Received from BOE	71%	72%
Gov Deals Sales \$24K; CIRMA \$12.5K; HF ck \$11K; WC wages \$17K; Anthem reim. for EAP							
46038 Miscellaneous	40,424	97,171	(56,747)	240%	\$2.5K; ARPA Rural Reim Grant \$11.7K	121%	188%
46240 Communication Fees	42,722	40,239	2,483	94%		92%	85%
Local Departmental Revenues Total	819,260	1,665,343	(846,082)	203%		290%	186%
43934 Sewer Utility Fund Contribution	18,431	18,431	0	100%		100%	100%
43950 Transfer-in Fund Bal.	6,785,000	4,785,000	2,000,000	71%		100%	71%
43955 Additional Appropriations	0	0	0	0%		0%	0%
Transfers In Total	6,803,431	4,803,431	2,000,000	71%		100%	71%
Local Dept. Rev. & Transfer In Total	7,622,691	6,468,774	1,153,918	85%		216%	83%
General Fund Revenues	60,652,725	59,349,221	1,303,504	98%		103%	93%

**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
MAY 2025**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED D ALLOTMENT	% EXP.	REMARKS	May 24 % REC'D	Apr 25 % REC'D
1001	General Administration	361,781	307,259	25,351	29,171	92%		61%	92%
1003	Legal Services	34,000	77,676	30,240	(73,916)	317%	is covered by contingency. UKS:		
1005	Fringe Benefits	3,268,507	3,144,537	40,898	83,072	97%	\$47.9K; Sherwood: \$12.6K	169%	317%
1007	Town Clerk Operations	169,217	141,727	21,071	6,419	96%		95%	96%
1009	Probate	5,390	5,614	0	(224)	104%	is covered by contingency	95%	97%
1011	Contingency & Reserve	246,311	28,339	7,297	210,675	14%		98%	104%
1013	Election Services	71,680	53,603	1,999	16,078	78%		33%	14%
1015	Boards, Reg. Prog. & Staff Dev.	66,180	46,033	5,744	14,402	78%		86%	73%
1017	Revenue Collections	143,676	128,883	21,914	(7,121)	105%	is covered by contingency	95%	78%
1019	Property Assessment	219,925	199,065	24,732	(3,872)	102%	is covered by contingency	98%	105%
1021	Finance Management	421,167	381,812	34,379	4,977	99%		100%	101%
1023	Insurance	353,544	290,518	4,462	58,564	83%	Realloc. Unemploy. pmt to HR	98%	98%
1031	Community Development	147,399	136,278	13,633	(2,511)	102%	is covered by contingency	92%	90%
1033	Human Resources	109,288	103,982	6,406	(1,100)	101%	is covered by contingency	98%	102%
1035	Technology	181,902	176,565	15,728	(10,391)	106%	\$17,000 short in personnel budget;	92%	100%
	<b>General Government</b>	<b>5,799,967</b>	<b>5,221,890</b>	<b>253,854</b>	<b>324,224</b>	<b>94%</b>	is covered by contingency	<b>101%</b>	<b>105%</b>
2001	Building Inspection	193,022	164,557	13,896	14,568	92%		87%	92%
2003	Fire Prevention	415,776	318,893	96,077	806	100%		100%	100%
2005	Emergency Management	12,150	10,728	0	1,422	88%		94%	88%
2007	Health Services	178,176	163,334	15,065	(223)	100%	covered by contingency	100%	100%
2009	Police Dept Administration	404,318	370,789	31,125	2,404	99%		99%	99%
2011	Police Oper. & Communications	2,035,266	1,844,773	261,255	(70,762)	103%	OT, covered by position not fill	101%	99%
	<b>Pers. &amp; Prop. Protection</b>	<b>3,238,708</b>	<b>2,873,073</b>	<b>417,418</b>	<b>(51,784)</b>	<b>102%</b>		<b>99%</b>	<b>99%</b>
3003	General & Equipment Maint.	3,592,100	3,048,011	484,326	59,764	98%		93%	98%
3011	Planning & Engineering	37,383	27,534	9,446	404	99%		111%	99%
	<b>Public Works &amp; Env.</b>	<b>3,629,483</b>	<b>3,075,545</b>	<b>493,771</b>	<b>60,167</b>	<b>98%</b>		<b>94%</b>	<b>98%</b>



**TOWN OF GRANBY  
BUDGET OPERATIONS SUMMARY  
MAY 2025**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED D ALLOTMENT	% EXP.	REMARKS	May 24 % REC'D	Apr 25 % REC'D
4001	Library Services	634,566	583,779	51,928	(1,141)	100%	covered by contingency	96%	99%
4003	Social-Senior-Youth-Services	377,561	280,050	26,755	70,756	81%		75%	80%
4005	Recreation Administration	103,961	0	0	103,961	0%	Will not fill due to re-organization	69%	0%
4009	Community Support	3,500	2,537	0	963	72%		0%	1%
	<b>Lib., Rec., &amp; Soc. Services</b>	<b>1,119,588</b>	<b>866,366</b>	<b>78,683</b>	<b>174,539</b>	<b>84%</b>		<b>86%</b>	<b>83%</b>
6001	Capital Improvement	7,000,000	5,000,000	0	2,000,000	71%		100%	71%
7001	Debt Service	1,746,458	1,737,916	0	8,542	100%	Payable in Jul/Aug & Jan/Feb	99%	100%
	<b>Capital &amp; Debt Service</b>	<b>8,746,458</b>	<b>6,737,916</b>	<b>0</b>	<b>2,008,542</b>	<b>77%</b>		<b>100%</b>	<b>77%</b>
	<b>Town Section</b>	<b>22,534,204</b>	<b>18,774,790</b>	<b>1,243,726</b>	<b>2,515,688</b>	<b>89%</b>		<b>95%</b>	<b>88%</b>
8001	Board of Education	38,118,521	31,690,491	0	6,428,030	83%		85%	74%
	<b>Board of Education</b>	<b>38,118,521</b>	<b>31,690,491</b>	<b>0</b>	<b>6,428,030</b>	<b>83%</b>		<b>85%</b>	<b>74%</b>
	<b>General Fund Expenses</b>	<b>60,652,725</b>	<b>50,465,281</b>	<b>1,243,726</b>	<b>8,943,719</b>	<b>85%</b>		<b>89%</b>	<b>79%</b>

**ARPA Report as of 6/10/2025**

Rec'd 6/22/2021	1,702,751.69	
Rec'd 8/11/2022	585,201.77	
Rec'd 10/4/2022	1,117,549.92	
Total ARPA Grant Received	<b>3,405,503.38</b>	Allocated Fund 3,610,603.39
Allocated Fund	3,610,603.39	Total spent 3,486,357.99
Earned Interests	(205,100.01)	Remaining Unspent 124,245.40

Row Labels	BOS Approval Date	Sum of Total BOS Approved	Sum of Total Spent	Sum of Remaining	Encumbered	Unencumbered Balance
52656.GRANT EXPENSES-P&R	Apr 19, 2021	36,114.19	36,114.19	0.00		0.00
67000.AP Digitization (plus 2 years maintenance)	June 17, 2024	47,013.00	47,013.00	0.00		0.00
67000.Avaya	Feb 5, 2024	8,778.17	8,778.17	0.00		0.00
67000.Budget Digitization (plus 2 years maintenance)	June 17, 2024	46,180.09	46,180.09	0.00		0.00
67000.Folder/Insertor Machine	June 17, 2024	4,930.00	4,930.00	0.00		0.00
67000.GIS System	Apr 3, 2023	10,890.00	10,890.00	0.00		0.00
67000.Municipality Integrated Parcel Mgmt System	Jun 20, 2022	68,478.23	50,668.70	17,809.53	3,750.00	14,059.53
67000.Plotter	Apr 3, 2023	9,855.50	9,855.50	0.00		0.00
67000.RedNMX System (Fire Inspection Software)	Apr 3, 2023	5,950.00	5,950.00	0.00		0.00
67000.SC Dept Header Page	June 17, 2024	3,819.73	3,819.73	0.00		0.00
67000.SC Main Hall Audio Visual upgrade	June 17, 2024	87,343.20	87,343.20	0.00		0.00
67000.TH Computer Equipment	June 17, 2024	215,125.14	215,125.14	0.00		0.00
67000.TH Meeting Room Sound System	June 17, 2024	18,984.02	18,984.02	0.00		0.00
67000.VPN	Feb 5, 2024	1,102.00	1,102.00	0.00		0.00
67000.WiFi Access Point and Network	9/6/22 & 12/4/23	217,893.18	217,893.18	0.00		0.00
67000A.Axon Fleet Cruiser Cameras	9/6/22 & 5/1/23	59,997.90	59,997.90	0.00		0.00
67000A.NexGen Public Safety Solutions CAD/RMS System	Jun 20, 2022	163,882.95	163,882.95	0.00		0.00
67001.GMHS HVAC	Aug 15, 2022	848,957.00	848,957.00	0.00		0.00
67002.Wells Road HVAC	Aug 15, 2022	286,208.24	286,208.24	0.00		0.00
67003.Communications Upgrades: Website Update	Sept 6, 2022	44,300.00	44,300.00	0.00		0.00
67004.FVHD	Sept 6, 2022	44,449.00	44,449.00	0.00		0.00
67005.Town Hall Complex HVAC	Apr 17, 2023	49,860.00	49,860.00	0.00		0.00
67006.Library Renovation Space Study	Nov 6, 2023	15,181.25	15,181.25	0.00		0.00
67007.AEDs	Dec 4, 2023	12,160.18	12,160.18	0.00		0.00
67008.Emergency Communication System Consultant	Dec 18, 2023	19,867.00	19,867.00	0.00		0.00
67009.Drummer Roof Replacement	June 17, 2024	5,093.05	5,093.05	0.00		0.00
67009.GPS for PW equipment plus monitoring	June 17, 2024	49,979.00	49,979.00	0.00		0.00
67009.Mini Sweeper (MS4 compliance assistance)	June 17, 2024	184,492.37	184,492.37	0.00		0.00
67009.PW Electronic Sign Boards (2)	June 17, 2024	30,970.32	30,970.32	0.00		0.00
67009.Snow Plow Replacement	June 17, 2024	13,580.00	13,580.00	0.00		0.00
67010.SBP Basketball Courts Renovation	June 17, 2024	110,752.84	110,752.84	0.00		0.00
67011.SBP Walking Trail	June 17, 2024	188,670.05	155,172.89	33,497.16	33,497.16	0.00
67012.Library Renovation	June 17, 2024	133,739.18	133,739.18	0.00		0.00
67013.PD HQ Improvement	June 17, 2024	114,844.90	114,844.90	0.00		0.00
67014.HF Improvement	June 17, 2024	89,040.09	89,040.09	0.00		0.00
67015.Town Center Consultant	June 17, 2024	75,000.00	60,000.00	15,000.00	15,000.00	0.00
67016.P&R Study	Oct 21, 2024	25,000.00	20,180.00	4,820.00	4,820.00	0.00
67017.Road Repaving	June 17, 2024	12,892.96	28,744.25	(15,851.29)		(15,851.29)
67018.Tow Behind Trailer/Grass Flail	Oct 21, 2024	39,786.24	39,786.24	0.00		0.00
67019.Wastewater Facilities Plan	Nov 4, 2024	33,400.00	23,380.00	10,020.00	10,020.00	0.00
67020.Library Capital Campaign Consultant	Nov 4, 2024	40,000.00	31,050.00	8,950.00	8,950.00	0.00
67021.TH Space Recovery Initiative	Nov 4, 2024	8,645.83	8,645.83	0.00		0.00
67022.Animal Shelter	Sept 16, 2024	27,396.59	27,396.59	0.00		0.00
67023.Contribution to BOE for ARPA IT Projects	Dec 31, 2024	100,000.00	50,000.00	50,000.00	0.00	50,000.00
<b>Grand Total</b>		<b>3,610,603.39</b>	<b>3,486,357.99</b>	<b>124,245.40</b>	<b>76,037.16</b>	<b>48,208.24</b>