

Town of Granby is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87008847134?pwd=BDrUa7EHOYb6dgQ9f9h3Fr9rTlt6zB.1>

Or dial in: +1 (929) 205-6099

Meeting ID: 870 0884 7134

Passcode: 603486

**TOWN OF GRANBY - Board of Selectmen  
Regular Meeting Agenda  
Monday, August 4, 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 - July 7, 2025

Documents:

[BOS REGULAR MEETING MINUTES 07072025.PDF](#)

2.II. Approval Of Water Pollution Control Authority Special Meeting Minutes - July 7, 2025

Documents:

[GWPCA REGULAR MEETING MINUTES 07072025.PDF](#)

3. Appointments

3.I. Resignation - Karen Richmond-Goddard, Board Of Education

Documents:

[RESIGNATION - TOG BOARD OF EDUCATION ELECTIVE OFFICE.PDF](#)

3.II. Appointment - Ann Townsend Woods, Board Of Education

Documents:

[APPOINTMENT RECOMMENDATION - TOG BOE ELECTIVE OFFICE.PDF](#)

3.III. Appointment - Martha Anne Lacrosse, Agricultural Commission

Documents:

[APPOINTMENT RECOMMENDATION - TOG AGRICULTURAL COMMISSION.PDF](#)

4. Communications

4.I. McLean Presentation - Lisa Clark And Carlene Rhea

Documents:

[MCLEAN PRESENTATION.PDF](#)  
[MCLEAN SLIDESHOW.PDF](#)

5. New Business

5.I. Finance Items (3) For Board Of Consideration And Action

Documents:

[FINANCE ITEMS \(3\) FOR BOARD CONSIDERATION AND ACTION.PDF](#)

5.II. Granby America 250 Proclamation

Documents:

[GRANBY AMERICA 250 PROCLAMATION.PDF](#)

5.III. Job Description Approval - Police Department Management Assistant/Accreditation

Documents:

[GPD JOB DESCRIPTION.PDF](#)

6. Town Manager's Report

Documents:

[TOWN MANAGER DEPARTMENTAL REPORT JULY 2025.PDF](#)

7. First Selectman Report

8. Selectmen Reports

9. Public Session

10. Executive Session

11. Adjournment

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday, August 18, 2025 in the Town Hall Meeting Room.





**TOWN OF GRANBY**  
**BOARD OF SELECTMEN**  
**REGULAR BOARD OF SELECTMEN MEETING**  
**JULY 7, 2025**  
**MINUTES**

2025 JUL -8 P 4:23

RECEIVED  
TOWN CLERK  
GRANBY, CT

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

**ABSENT:** Zainab Zafar, Student Liaison

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

**REMOTE:** Kimi Cheng, Director of Finance, Betsy Mazzota, Management Assistant, and Members of the Public.

**CALL TO ORDER**

First Selectman Mark H. Fiorentino called the Board of Selectmen Regular Meeting to order at 7:00 p.m. in the Town Hall Meeting Room, Granby, Connecticut.

**1. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Town Clerk, J. Espinal.

**2. MINUTES**

**2. I. Approval of the Board of Selectmen Regular Meeting Minutes – June 16, 2025**

**ON A MOTION** duly made by M. Neumann, seconded by F. Moffa, the Board voted unanimously (5-0-0) to approve the minutes from the Board of Selectmen Regular Meeting on June 16, 2025.

**2. II. Approval of the Board of Selectmen Public Hearing Minutes – June 16, 2025**

**ON A MOTION** duly made by M. Chapple, seconded by K. Rome, the Board voted unanimously (5-0-0) to approve the minutes from the Board of Selectmen Public Hearing on June 16, 2025.

**3. APPOINTMENTS**

3.I. None

#### **4. COMMUNICATIONS**

4.I. None

#### **5. NEW BUSINESS**

#### **6. TOWN MANAGER'S REPORT**

##### **6.I. Town Manager's Departmental Report for the month of June 2025**

Town Manager, M. Walsh, provided a consolidated overall report, of recent updates including several community and departmental developments. Updates on Public Safety, town services, administration, Elections, and grants. The full report is available as part of the Board of Selectmen Packet.

#### **7. FIRST SELECTMAN REPORT**

First Selectman, M. Fiorentino, made a few notes on some of the meaningful improvements happening in the town, and invited everyone to the Lost Acres Fire Department Car Show happening on Saturday, August 2<sup>nd</sup> from 10:00-1:00.

#### **8. SELECTMEN REPORTS**

None were provided

#### **9. PUBLIC SESSION**

None

#### **EXECUTIVE SESSION**

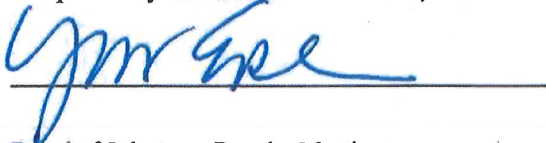
None

#### **10. ADJOURNMENT**

**ON A MOTION** duly made by M. Neumann, seconded by F. Moffa, the Board voted unanimously (5-0-0) to adjourn the Board of Selectmen Regular Meeting at 7:22 p.m.

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

Respectfully Recorded & Attested,



Board of Selectmen Regular Meeting  
July 7, 2025

Town Clerk

**Received for Record: July 8, 2025, at 4:00 P.M.**  
By Laura Milne, Assistant Town Clerk

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday, August 4, 2025, in the Town Hall Meeting Room.



**TOWN OF GRANBY**  
**WATER POLLUTION CONTROL AUTHORITY**  
**SPECIAL MEETING**

**MINUTES**  
**July 7, 2025**

2025 JUL -8 P 4: 23

RECEIVED  
TOWN CLERK  
GRANBY, CT

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

**ABSENT:** Zainab Zafar, Student Liaison

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

**REMOTE:** Kimi Cheng, Director of Finance.

**CALL TO ORDER**

First Selectman Mark H. Fiorentino called the Granby Water Pollution Control Authority Special Meeting to order for the Town of Granby, at 6:45 p.m. in the Town Hall Meeting Room, Granby, Connecticut.

**1. MINUTES**

**1. I. Approval of WPCA Special Meeting Minutes – October 21, 2024**

**ON A MOTION** duly made by M. Neumann, seconded by F. Moffa, the Board voted unanimously (5-0-0) to approve the minutes from the WPCA Special Meeting Minutes on October 21, 2024.

**1. II. Approval of WPCA Public Hearing Minutes – May 5, 2025**

**ON A MOTION** duly made by M. Chapple, seconded by K. Rome, the Board voted unanimously (5-0-0) to approve the minutes from the WPCA Public Hearing on May 5, 2025.

**2. NEW BUSINESS**

**2.I. Sewer Allocation Request for 14 Mill Pond Drive**

The Planning and Zoning Commission has approved a commercial building at 14 Mill Pond Drive. The property owner has requested a sewer connection, the Town Engineer has confirmed capacity is available to support this request. Approval is requested to proceed with the sewer allocation.

**ON A MOTION** duly made by F. Moffa, seconded by M. Neumann the Board voted unanimously (5-0-0) to approve the commercial building at 14 Mill Pond Drive sewer connection.

## **PUBLIC SESSION**

No written submissions were received, and members of the public presented no oral comments.

## **ADJOURNMENT**

**ON A MOTION** duly made by K. Rome, seconded by M. Chapple, the Board voted unanimously (5-0-0) to adjourn the WPCA Special meeting at 6:48 p.m.

A full recording of the WPCA Special Meeting is available for viewing at Granby Community Television: <https://gctv16.org>.

Respectfully Recorded & Attested,

  
\_\_\_\_\_  
**Jen Espinal**  
Town Clerk

**Received for Record:** July 8, 2025, at 4:00 P.M.  
By Laura Milne, Assistant Town Clerk



# TOWN OF GRANBY

## MEMORANDUM

DATE: July 17, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** Resignation — Town of Granby Board of Education Elective Office

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By way of this memo, please accept the resignation of an appointed official serving in an elective position on the Town of Granby Board of Education.

### Summary of Submission:

Attached is the resignation of **Karen Richmond-Godard (D)**, effective **July 17, 2025**. Ms. Richmond-Godard was appointed by the Board of Selectmen to the Town of Granby Board of Education for a term beginning February 5, 2024, and set to expire on November 18, 2025.

As this is an elective office, the resulting vacancy may be filled in accordance with the Town of Granby Charter and the Connecticut General Statutes. The appointed individual will serve for the remainder of the unexpired term, ending November 18, 2025.

### Financial Impact:

None

### Description of Documents Included with Submission:

Email resignation from Ms. Karen Richmond-Godard, received **Thursday, July 17, 2025**. A formal resignation letter bearing an original (wet) signature has been requested in accordance with Connecticut General Statutes. The vacancy has been reported and acknowledged by the Secretary of the State via form ED-638.

### PROPOSE MOTION

*Move, to accept the resignation of Karen Richmond-Godard (D) in the Town of Granby Board of Education effective July 17, 2025.*

CC: Laura A. Wolfe, Registrars of Voters  
Karen Antonucci, Registrar of Voters



## Jen Espinal

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**From:** Richmond-Godard, Karen <godardk@granbyschools.org>  
**Sent:** Thursday, July 17, 2025 3:52 PM  
**To:** Jen Espinal  
**Subject:** Board of Education

**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.**

Good afternoon, Ms. Espinal. I am writing to formally resign from my position on the Granby Board of Education effective immediately. It has been a pleasure to serve my community, but the time has come to step aside. Thank you.

**IMPORTANT NOTICE:** The information contained in this e-mail, including any attachments, is privileged and confidential and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this e-mail, including any attachments, is strictly prohibited. If you received this e-mail in error, please contact the sender by reply e-mail and destroy all copies of the original message.



## TOWN OF GRANBY

### MEMORANDUM

DATE: July 28, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** Appointment Recommendation – Town of Granby BOE Elective Office

By way of this memo, please accept the attached Appointment Recommendation for an Elective Office in the Town of Granby Board of Education.

#### Summary of Submission:

The attached appointment recommendation was received by the Town Clerk's office for **Ann Townshend Woods (D)** to fill an Elective Office vacancy on the **Town of Granby Board of Education**, created by the resignation of **Karen Richmond-Godard (D)**, effective **July 17, 2025**.

Ms. Woods is recommended to serve for the remainder of the **unexpired term, until the next Municipal Election**.

#### Financial Impact:

None

#### Description of Documents Included with Submission:

The attached email, received by the Town Clerk on July 24, 2025, requests that the recommendation be submitted to the Town of Granby Board of Selectmen for approval and appointment. A follow-up email, received on July 28, 2025, confirms that the recommended appointee is to be sworn in at the Board of Selectmen meeting on August 4, 2025.

#### PROPOSE MOTION

*Move to appoint Ann T. Woods (D) to fill the vacancy on the Town of Granby Board of Education for the remainder of the unexpired term.*

CC: Laura A. Wolfe, Registrars of Voters  
Karen Antonucci, Registrar of Voters



## **Jen Espinal**

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**From:** Margaret Chapple  
**Sent:** Thursday, July 24, 2025 12:33 PM  
**To:** Jen Espinal  
**Cc:** Mark H. Fiorentino; Lynn Guelzow  
**Subject:** Vacancies

Hi Jen,

I hope all is well with you. At our next Board of Selectmen meeting, I plan to put forward the following two names for appointment to vacant positions:

Martha LaCrosse for the Agricultural Committee, and  
Ann Woods for the Board of Education (to fill the seat vacated by Karen Richmond-Godard).

Can you please make sure that these names are included in the memo to Board members re: appointments? Let me know if you have any questions or need further information.

Thank you.

Peggy Chapple



## TOWN OF GRANBY

### MEMORANDUM

DATE: July 24, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** Appointment Recommendation – TOG Agricultural Commission

By way of this memo, please find attached Appointment Recommendation to the Town of Granby Agricultural Commission.

#### Summary of Submission:

Attached is the appointment recommendation received by the Town Clerk's Office for **Martha Anne LaCrosse (D)** to fill a vacancy on the **Town of Granby Agricultural Commission**, created by the resignation of **Heather L. Lombardo (D)**, a **Regular Member of the Granby Agricultural Commission**, effective **July 1, 2025**.

Ms. LaCrosse is recommended to serve for the remainder of the **unexpired term, which expires on January 11, 2027**.

**Financial Impact:**  
None

#### **Description of Documents Included with Submission:**

The attached email was received by the Town Clerk on July 24, 2025, requesting that the recommendation be submitted to the Town of Granby Board of Selectmen for approval and appointment.

#### **PROPOSE MOTION**

*Move to appoint Martha A. LaCrosse (D) to fill the vacancy on the Town of Granby Agricultural Commission for the remainder of the unexpired term.*

CC: Laura A. Wolfe, Registrars of Voters  
Karen Antonucci, Registrar of Voters

## **Jen Espinal**

---

**From:** Margaret Chapple  
**Sent:** Thursday, July 24, 2025 12:33 PM  
**To:** Jen Espinal  
**Cc:** Mark H. Fiorentino; Lynn Guelzow  
**Subject:** Vacancies

Hi Jen,

I hope all is well with you. At our next Board of Selectmen meeting, I plan to put forward the following two names for appointment to vacant positions:

Martha LaCrosse for the Agricultural Committee, and  
Ann Woods for the Board of Education (to fill the seat vacated by Karen Richmond-Godard).

Can you please make sure that these names are included in the memo to Board members re: appointments? Let me know if you have any questions or need further information.

Thank you.

Peggy Chapple



# TOWN OF GRANBY

## MEMORANDUM

DATE: July 29, 2025

**TO:** The Granby Board of Selectmen  
**FROM:** Mike Walsh, Granby Town Manager  
**REGARDING:** McLean Presentation - Communication

A handwritten signature in blue ink, appearing to read "Mike Walsh", is written over the "FROM:" line.

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Please set aside a few minutes at the August 4, 2025 Board of Selectmen meeting to allow Lisa Clark and Carlene Rhea from McLean an opportunity to make a brief presentation on McLean.



# Board of Selectmen

August 4, 2025



1

## Introductions

**Lisa Clark**  
*President of McLean*

**Carlene Rhea**  
*Vice President of Community Life*



2

2





## Welcome to McLean

- Senator George McLean
- 501(c)(3) nonprofit
- 4,400-acre McLean Game Refuge
- Life Plan Community with a full continuum of award-winning care
- 50+ year history of excellence in senior living



3

## McLean Timeline



1931



Senator George McLean's will establishes the McLean Game Refuge and creates an endowment which grows to be the McLean Health Center.

1971



McLean Health Center opens as a not-for-profit dedicated to serving senior citizens.

1979



McLean adds its first independent living residences.

1998  
2010



McLean adds more independent living residences – apartments and villas.

2022



The Goodrich opens.

2024



The next phase of McLean's Independent Living is being planned.

4

4



# There's Only One McLean.



## Independent Living

with 35,000 square feet of brand-new amenity spaces



## Boundless Wellness

Based on seven dimensions of wellness, we provide BOUNDLESS opportunities



## Hop Meadow Country Club

18-hole championship golf course, pool, restaurant



## McLean Game Refuge

4,400-acre wildlife sanctuary with 27 miles of hiking trails



## McLean Health Center

Award-winning continuum of healthcare services should you ever need it (Medicare 5-Star rating)

5

5

# Health Services



## Short-Term Rehab



## Home Care & Hospice



## Outpatient Physical Therapy



## Assisted Living Memory Care Long-Term Care

6

6



# Community Outreach



**Meals on Wheels**



**Caregiver Support  
Groups  
Community Café**



**Adult Day Program**



**Boundless Wellness**

7

7

## And So Much More...

- Education & Entertainment
- Senior Center Support

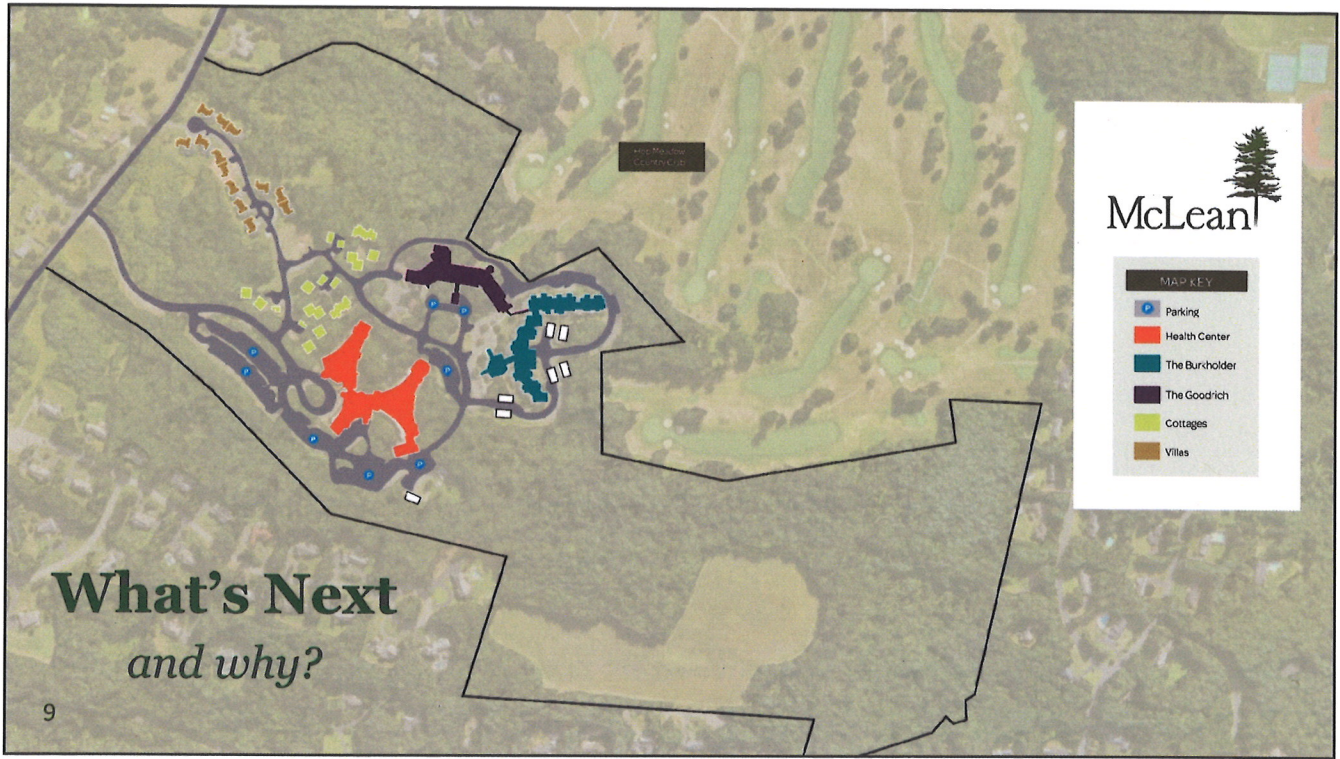


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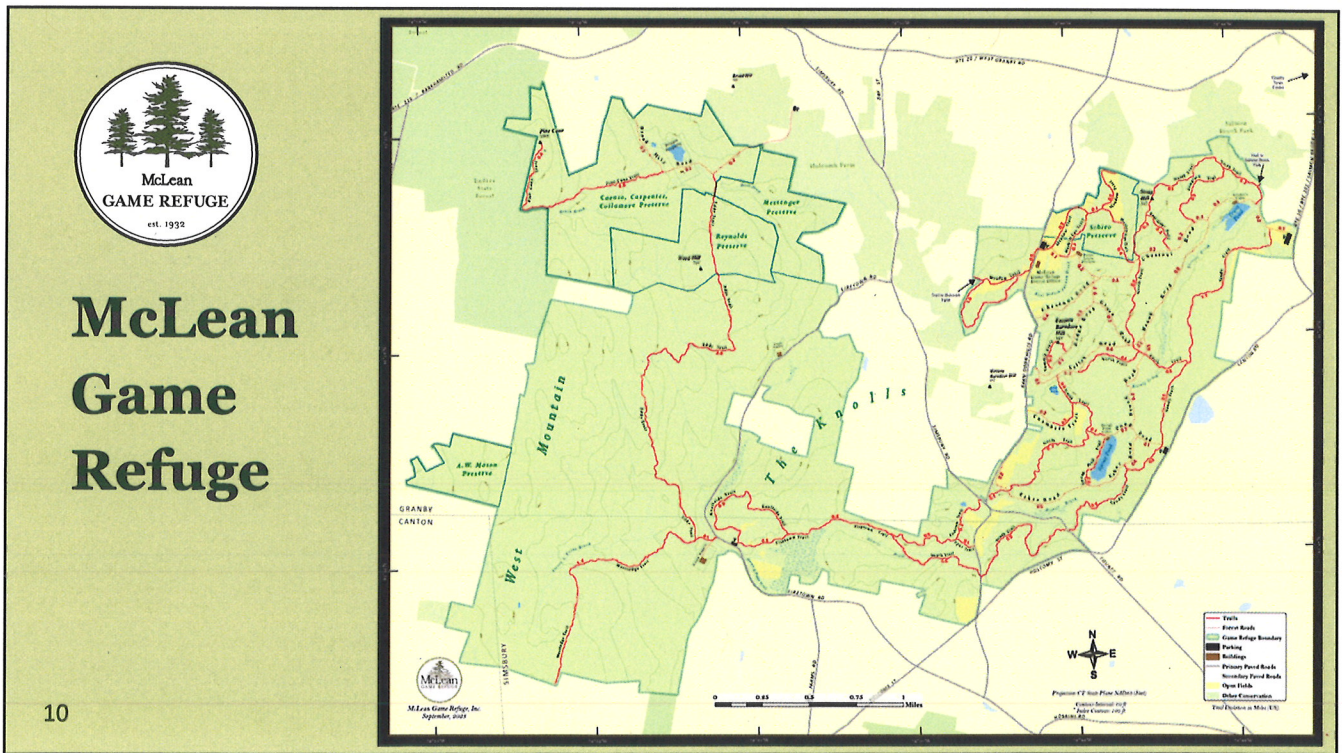


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10





11

# Thank you

Any questions for us?



12




# TOWN OF GRANBY

## MEMORANDUM

DATE: July 29, 2025

**TO:** The Granby Board of Selectmen

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

**REGARDING:** Finance Items (3) for Board Consideration and Action

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Please accept the following three Finance related items as prepared by Finance Director Kimi Cheng for consideration and action at your August 4, 2025 meeting.

The items are as follows:

1. Fiscal Year 2024-2025 Year-End Transfer of Accounts
2. Budget Amendment for Greater Together Community Funds Grant
3. Budget Amendment for Interfund Loans

Each of the items are detailed on an attached memo with a suggested motion at the bottom of the communication.

Additionally, Kimi has prepared a Preliminary Surplus and Fund Balance Analysis for the June 30, 2025 year-end. While the audit is set to be released later in the fall and will provide final numbers, this summary is a good indication of where the Town landed with respect to its financial position.

Both Kimi and I will be on hand at the meeting to answer any questions you may have on these items.

**TOWN OF GRANBY  
PRELIMINARY SURPLUS AND FUND BALANCE ANALYSIS  
PRELIMINARY ESTIMATE FOR 6/30/25**

<b>General Fund Balance @ June 30, 2024</b>	<b>\$14,993,708</b>
Less - FB Nonspendable FY 2022-23 Advanced Loan	(550,597)
Less - FB Nonspendable FY 2023-24 Advanced Loan	(471,000)
Less - FB Designated for Encumbrances	(285,753)
Less - FB Designated for FY 2024-25 Budget	(6,785,000)
Undesignated Fund Balance @ June 30, 2024	<u>6,901,358</u>

Less Additional Appropriations - FY25

Board of Selectman - to CNEF  
Board of Education - to small cap

Add'l. Approp. Total	0
Less - FY 2024-25 Advanced Loan	0
Sub-Total	<u>\$6,901,358</u>

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

Expenditures:	
Bd. of Selectmen Expenditures	50,000
Bd. of Education Expenditures	157,000
Xfer to Emergency Communication Fund Saving	<u>1,700,000</u>
	1,907,000
Revenues:	
Current Taxes	830,000
Prior Years Taxes	30,000
Interest and Liens	52,000
Auto Supplement	102,400
Education Grants	(197,100)
Municipal State Grants	31,300
Local Revenues	<u>1,092,000</u>
	1,940,600

Results of FY25 Operations Total	<u>3,847,600</u>
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<b>Estimated Undesignated General Fund Balance @ June 30, 2025</b>	<b>\$10,748,958</b>	<b>18.58%</b>
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Appropriation to 2025-26 Budget	<u>(2,185,000)</u>
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<b>Estimated Undesignated General Fund Balance @ July 1, 2025</b>	<b>\$8,563,958</b>	<b>14.80%</b>
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Agency Budgets FY26

Town Budget	18,445,571
Board of Education Budget	<u>39,418,142</u>
Total Town	57,863,713

Fund Balance at 5%:	2,893,186
at 10%:	5,786,371
at 15%:	8,679,557





# TOWN OF GRANBY

## MEMORANDUM

DATE: July 22, 2025

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

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** Fiscal Year 2024-25 Transfer of Accounts

### Background

At the end of each fiscal year, funds need to be transferred between departments to cover over-budget conditions in specific departments for audit purposes.

We are recommending the following transfers for the fiscal year 2024-25:

Transfer From		Transfer To		Comment
Contingency-Payroll Regular	\$136,600	Legal Services	\$52,300	To cover legal fees (Sherwood \$22K; UKS \$48K)
Contingency-Payroll Temp/PT	\$6,000	Town Clerk-Payroll OT	\$2,500	Didn't budget OT. For the new Town Clerk to catch up on work
Contingency-Misc. Expense	\$51,400	Contri to Simsbury Probate	\$300	Didn't budget enough
Kearns and Misc.	\$13,900	Rev Coll-Payroll Regular	\$5,000	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept.
Life Insurance	\$6,500	Rev Coll-Temp/PT	\$3,800	Hired a new employee to cover the retirement transition
FICA & Medicare	\$8,800	Rev Coll-Postage	\$2,000	To cover postage for MVS and tax bills
Incentive Plan	\$7,900	Prop Assessment-Payroll Regular	\$8,600	One-time stipend pay and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Election-PR Temp/PT	\$8,200	Comm Deve-Payroll Regular	\$4,000	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Annual & NE Conf	\$3,500	HR-Prof Services	\$1,500	To cover the unemployment claims \$19.1K
Building-Software App	\$14,200	IT-Temp/PT	\$5,100	Budgeted 20 hours/week, but worked 30 hours/week
SC.-Temp/PT	\$36,000	IT-Contri to BOE for IT Serv	\$6,500	Discrepancy in 3% increase interpretation based on the IT MOU
Admin-Prof Deve	\$1,500	Building-Payroll Regular	\$3,800	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept
Admin-Copy Machine Rental	\$5,000	CMED & EMED Prog	\$300	Didn't budget enough
		PD-Payroll OT	\$85,000	Due to school lockdowns, recertification trainings, school traffic assistance, and shift coverage
		DPW-Payroll OT	\$49,500	Rainstorms in the summer; Snow seasons started in Dec.; Reorganization increased the hourly rates, and the department manager went over 40hrs./wk.
		Planning & Engineering Services	\$2,400	To cover Clark Engineering service fees
		IWWC Consultant	\$6,000	To cover IWWC consultant fees
		Lib.-Payroll Regular	\$16,900	The union contract was in negotiation, so we budgeted the increase in the Contingency Dept

		Lib.-Temp/PT	\$5,200	Didn't budget enough for the pay increase
		Lib.-Payroll OT	\$300	Didn't budget
				Pay increase for the reorganization; and the union contract was in negotiation, so we budgeted the increase in the Contingency Dept
		SC.-Payroll Regular	\$38,500	
<b>Total:</b>	<b>\$299,500</b>	<b>Total:</b>	<b>\$299,500</b>	

The Boards approved the transfers of \$200,000 in July 2023 and \$70,000 in August 2024 to the Wage Settlement/Sev account for anticipated retirements in the fiscal year 2025. As of June 30, 2025, the account has a balance of \$130,673.84. We recommend keeping the balance in the account and transferring additional funds to the wage settlement account due to two known retirements and other potential retirements in the fiscal year 2025-26. Here is the table for this transfer:

Transfer From		Transfer To	
Payroll Regular - Admin	\$13,400	Wage Settlement/Sev	\$34,000
Pension & MissionSquare	\$20,600		
<b>Total:</b>	<b>\$34,000</b>	<b>Total:</b>	<b>\$34,000</b>

In addition, due to the significant increase in the forecast of the 10-yr Capital Equipment/Improvement Fund budget, a transfer of \$300,000 from the fiscal year 2025 general fund surplus to the Capital Equipment/Improvement Fund is recommended.

Transfer From		Transfer To	
KEARNS AND MISC.	\$15,800	PAYMENT FROM GENERAL FUND (SMALL CAP FUND)	\$300,000
BUSINESS PACKAGE	\$48,400		
WORKMEN'S COMPENSATION	\$14,400		
DPW-PAYROLL REGULAR	\$61,200		
ROAD CONSTRUCTION MATERIALS	\$3,500		
DIESEL FUEL	\$3,000		
FUEL OIL	\$11,000		
ROAD MAINTENANCE CONTRACTS	\$5,000		
TOWN/SCHOOL TIPPING FEE	\$9,000		
MID-CT TIPPING FEE	\$24,800		
P&R-PAYROLL REGULAR	\$103,900		
<b>Total:</b>	<b>\$300,000</b>	<b>Total:</b>	<b>\$300,000</b>

Lastly, we budgeted \$4.6 million to fund the Emergency Communication project in the FY25 budget, which was adopted in April 2024. Since we were awarded an Urban Grant in the amount of \$2 million from the State Municipal Grant Program, which will be managed by the Department of Emergency Services and Public Protection (DESPP). Staff recommends transferring \$300,000 from the general fund to the Emergency Communication Fund to cover the potential overage on the project.

Transfer From		Transfer To	
TRANSFER TO EMERGENCY COMMUNICATION FUND (Curr BAL of \$2.0M)	\$300,000	PAYMENT FROM GEN'L (EMER. COMM. FUND)	\$300,000

Pursuant to section 10-6(e) of the Granby Town Charter, the Board of Selectmen and the Board of Finance approvals are required.

**PROPOSED MOTION for the 7/28/25 BOF meeting:**

I move that the Board of Finance authorizes the transfer of accounts as listed in the above tables.

**PROPOSED MOTION for the 8/4/25 BOS meeting:**

I move that the Board of Selectmen authorizes the transfer of accounts as listed in the above tables.





	001.40.40.4001.51404 Payroll Overtime \$300 001.40.40.4003.51401 Payroll Regular \$38,500
001.10.10.1011.52441 Kearn and Misc. \$15,800 001.10.10.1023.54497 Business Package \$48,400 001.10.10.1023.54498 Workmen's Comp \$14,400 001.30.30.3003.51401 Payroll Regular \$61,200 001.30.30.3003.52613 Road Construction Materials \$3,500 001.30.30.3003.52624 Diesel Fuel \$3,000 001.30.30.3003.52630 Fuel Oil \$11,000 001.30.30.3003.54448 Road Maint. Contract \$5,000 001.30.30.3003.54559 Town/School Tipping Fees \$9,000 001.30.30.3003.54605 Mid-CT Tipping Fee \$24,800 001.40.40.4005.51401 Payroll Regular \$103,900	001.60.60.6001.53707 Transfer to Cap. Equip./Impvt. Fund
<u>Transfer From:</u>	<u>Transfer To:</u>
001.60.60.6001.53707 Transfer to Cap. Equip./Impvt. Fund \$300,000	237.09.99.0000.49400 Payment from General Fund \$300,000
001.10.10.1005.51810 Pension & MissionSquare \$20,600 001.10.10.1001.51401 PR Regular \$13,400	001.00.00.0000.22390 Wage Settlement/Severance \$34,000
001.60.60.6001.53709 Transfer to Emer. Comm. Fund \$300,000	380.09.99.0000.49400 Payment from General Fund \$300,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

\_\_\_\_\_  
Town Manager/Date

Date of Board of Selectmen Comment Action: August 4, 2025

Approved: YES \_\_\_\_ NO \_\_\_\_

Date of Board of Finance Resolution Action: July 28, 2025

Approved: YES \_\_\_\_ NO \_\_\_\_





# TOWN OF GRANBY

## MEMORANDUM

DATE: July 22, 2025

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

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** Consideration of Budget Amendment for Greater Together Community Funds Grant

---

### **Background**

In March 2025, staff submitted a grant application in the amount of \$3,000 to the Greater Together Community Fund provided by the Hartford Foundation for Public Giving for the smoke alarm program, which will be administered by the Fire Marshal's office. In May 2025, the grant application was approved by the committee, and a check in the amount of \$3,000 was received and recorded in the general fund.

### **Next Steps**

Since the grant will increase revenue and expenditure line items in the General Fund, which were not budgeted in the FY26 adopted budget, a budget amendment is required according to the Town Charter.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request for the board's approval.

### **PROPOSED MOTION for the 7/28/25 BOF meeting:**

I move that the Board of Finance approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

### **PROPOSED MOTION for the 8/4/25 BOS meeting:**

I move that the Board of Selectmen approves a budget amendment to increase Misc. Revenue and Grant Expense line items by \$3,000 in the fiscal year 2025-26 adopted general fund budget for the smoke alarm program.

Enclosure: Appropriation #2026-004





# TOWN OF GRANBY

## MEMORANDUM

DATE: July 22, 2025

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

**FROM:** Kimi Cheng, Director of Finance

**REGARDING:** Consideration of Budget Amendment for Interfund Loans

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### Background

On May 1, 2023, the Board of Selectmen approved an advanced interfund loan for the FY23 capital equipment purchases in the amount of \$669,000, and on May 22, 2023, the Board of Finance approved it.

On June 17, 2024, the Board of Selectmen approved another advanced interfund loan, but for the FY24 capital equipment purchases in the amount of \$426,000, and on July 22, 2024, the Board of Finance approved it. For both interfund loans, the Capital Equipment/Improvement Fund has to repay the General Fund the principal and interest yearly until the loan is paid off.

For the FY26 adopted budget, the staff inadvertently budgeted these two interfund loans in the general fund when we tried to move all existing loans into the general fund for the purposes of transparency and easily identify the actual capital purchases in the Capital Equipment/Improvement Fund for the fiscal year.

### Next Steps

Staff is requesting the approvals of the following budget amendments to reallocate the interfund loans from the General Fund to the Capital Equipment/Improvement Fund for the fiscal year 2025-26 adopted budget.

**PROPOSED MOTION for the 7/28/25 BOF meeting:**

I move that the Board of Finance approves the budget amendments for the two interfund loans with the accounts indicated in the table below for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

<u>Budget Amendment (Dec. In Exp):</u>	<u>Budget Amendment (Inc. In Exp):</u>	<u>Amount</u>
001.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	237.60.60.6001.64587 2022-23 DUMPTRK/PICKUPTRK/PLOW/VEHLIFT	\$86,391
001.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	237.60.60.6001.65514 2022-23 BUSES (INTERFUND LOAN)	\$24,053
001.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	237.60.60.6001.65534 2022-23 DUMPBODY/SANDER (INTERFUND LOAN)	\$7,595
001.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65568 2022-23 TECHNOLOGY (INTERFUND LOAN)	\$47,851
001.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTEFUND LOAN)	237.60.60.6001.64588 2023-24 SENIORVAN/TRKPLOW (INTEFUND LOAN)	\$39,919
001.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBBER/TRAILER (INTERLOAN)	237.60.60.6001.65535 2023-24 F350 W.PLOW/SCRBBBER/TRAILER (INTERLOAN)	\$16,020
001.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	237.60.60.6001.65569 2023-24 TECHNOLOGY (INTERFUND LOAN)	\$49,701

**PROPOSED MOTION for the 8/4/25 BOS meeting:**

I move that the Board of Selectmen approves the budget amendments for the two interfund loans with the accounts indicated in the table above for the fiscal year 2025-26 adopted general fund and capital equipment/improvement fund budget.

Enclosure: Appropriation #2026-003








# TOWN OF GRANBY

## MEMORANDUM

DATE: July 29, 2025

**TO:** The Granby Board of Selectmen

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

**REGARDING:** Granby America 250 Committee Proclamation

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Attached please find a Town of Granby Granby America 250 Committee Proclamation.

As you may recall, the Board of Selectmen recently created the Granby America 250 Committee which is Chaired by Mark Neumann. That group has been working diligently on a variety of events that will allow the Town of Granby and its residents to appropriately celebrate America's 250<sup>th</sup>.

This proclamation is intended to highlight the work that is occurring locally, across the state, and the country as we move toward July 4, 2026.

If this proclamation is acceptable to the board, a motion to approve it is recommended.

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

**The Town of Granby**  
**Granby America 250 Committee Proclamation**  
**August 4, 2025**

**WHEREAS**, the 250th anniversary of the signing of the Declaration of Independence and the formation of the United States of America will occur on July 4, 2026; and

**WHEREAS**, the Town of Granby was founded in 1786 and has contributed proudly and significantly to the history of our nation and our state for more than 239 years; and

**WHEREAS**, in 2016 the United States Congress established by Joint Resolution the America 250 Commission to encourage observance of the 250 years of our nation's existence; and

**WHEREAS**, the Governor established Connecticut's Semiquincentennial Commission with Executive Order 22-02, and the Commission has determined its mission and purpose is to develop, encourage, and execute an inclusive celebration, commemoration, and observance of the 250th anniversary of the Declaration of Independence through civic, cultural, and historical education events and programming; and

**WHEREAS**, the Commission will enhance tourism, economic development, history and civic education, historic preservation, and outdoor recreation within the state; and

**WHEREAS**, America 250 | CT will engage Connecticut residents in all 169 municipalities through local 250th committees and affiliate organizations through its culmination in 2028; and

**WHEREAS**, preserving, studying, and enjoying state history strengthens communities, builds pride, and forges bonds between Connecticut residents as we work together toward the goal of equality, and recognition of the unalienable rights of life, liberty, and the pursuit of happiness; and

**WHEREAS**, it is appropriate that the Town of Granby engages fully with our past and looks toward a shared future; and

**WHEREAS**, the Board of Selectmen of the Town of Granby thus encourage its citizens to create and participate in programs that will commemorate the history of our town, our state, and our nation; and

**NOW, THEREFORE**, be it resolved that I, Mark Fiorentino, First Selectman, do hereby proclaim that the Town of Granby will fully engage in commemorative activities leading up to and through July 4, 2026.

I urge all community members to take advantage of the resources available from the America 250 Commission, the Connecticut Semiquincentennial Commission, and the Town of Granby America 250 Committee to observe the 250th anniversary of the signing of the Declaration of Independence by coordinating commemorative events, planning historical activities, providing opportunities for public discourse, creating new scholarship around Connecticut's complete history, creating new educational opportunities, and by seeking opportunities for historic preservation. The Town of Granby pledges to uplift, support, and generate commemorative opportunities.

Signature and Seal \_\_\_\_\_

**PROCLAIMED/ADOPTED** this 4<sup>th</sup> day of August, 2025






# TOWN OF GRANBY

## MEMORANDUM

DATE: July 30, 2025

**TO:** The Granby Board of Selectmen

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

**REGARDING:** GPD Job Description–Management Assistant/Accreditation Approval

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One of the projects the Town continues to work on is the update of job descriptions, as necessary, to reflect new job responsibilities, or to bring the job descriptions into better compliance with current labor law.

Today we ask for your approval of one attached job description covering the duties performed by the Granby Police Department Management Assistant as we add accreditation duties to the existing position.

Krista Shaffer, the Town's Human Resources Director, and Police Chief Scott Sansom have worked cooperatively to amend this job description to better represent the work done within the Police Department today, including new job duties related to accreditation.

Please see the attached memos from the Krista and the Chief to better understand the changes we're seeking approval for today.

As it relates to the attached job description, Charter Section 9-1 establishes the Merit System with Charter Section 9-2 establishing the Classified Service, including the creation of job descriptions. Per the Charter, job descriptions are then approved by the Board of Selectmen.

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

**Proposed Motion:**

I move that the Board of Selectmen approve the attached job description of the Granby Police Department Management Assistant/Accreditation as presented.





# TOWN OF GRANBY

## MEMORANDUM

DATE: July 30, 2025

**TO:** The Granby Board of Selectman

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

**REGARDING:** **Position Reclassification**

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Through the review of current job descriptions for Town employees, it was found that the description for the Management Assistant in the Police Department did not accurately reflect the current expectations and actual duties of the position. This role has changed considerably over the last several years, taking on additional responsibilities, specifically related to the accreditation process. I have attached Chief Sansom's request for reclassification of the position based on the revised position description.

After reviewing the job description, I am recommending that the Management Assistant position change to Management Assistant/Accreditation Manager as well as reclassification of the position from Grade 4, non-exempt, to Grade 8, exempt. The description is attached for your approval.



# TOWN OF GRANBY

## MEMORANDUM

DATE: July 28, 2025

**TO:** Krista Shaffer Human Resource Manager

**FROM:** Scott Sansom, Chief of Police

**REGARDING:** Job position re-classification (Management Assistant - Police)

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After conducting a review of the Management Assistant – Police Grade 4 position, I believe the position needs to be reclassified based on the increased duties and responsibilities of the position that have increased over the past several years. This current position grade manages the Office of the Chief of Police, which provides core administrative support, police accreditation management, as well as all fiscal duties of the police department. When this position was first created the position was only responsible for traditional clerical support for the Police Chief.

Currently the position is a Management Assistant- PD Grade 4 \$52,000-\$76,000. I request the current position be upgraded to a new position equal to a Grade 8 \$83,000-\$104,000. The new position would be identified as a Police Management Assistant/Accreditation manager.

Over the past several years, the position has taken on several additional tasks and duties. I reviewed the current job description and quickly determined that the current employee in the position at a minimum completes all the general duties required of a Management Assistant-Police Grade 4, to include the following:

- Provides secretarial and clerical services to the chief of police.
- Involved with communications with other municipal departments, community agents, other law enforcement agencies, vendors, and others as required.
- Assists in the preparation of the department's annual budget and report.
- Responsible for preparation of billing for the Police Department and payroll.
- Reviews and processes permitting bingos, raffles and firearms.

Additionally, the position requires the employee to be a full-time Police Accreditation Manager and not just assist with the clerical functions of Police Accreditation. The position requires extensive knowledge of Accreditation Standards both national and local, police culture, departmental procedures, court policies, compiling statics, and

several other complex police related functions. State law now requires all police departments to be Tier III State Accredited.

Because of these additional required duties, responsibilities and functions, the job classification should require a Bachelor's degree and/or extensive police administration experience with a concentration in police policy development and accreditation.

Currently, Trish Tappenden is assigned to the Management Assistant – Police Grade 4 position. Even though this upgrade is about the position duties and responsibilities the current employee in this job qualifies for the reclassification. Trish has a strong work ethic as demonstrated by her successful completion of numerous projects and daily responsibilities. She is thorough and completes tasks in a timely manner. Trish has worked in different positions within the Police department and other town departments. She does have a Bachelor's degree and has demonstrated she is qualified for this position reclassification. In her current position she has already reaccredited the department to national CALEA accreditation and is currently working to obtain Tier III State of Connecticut accreditation.

Lastly, this reclassification will bring this job classification in line with the average salary of a Connecticut Police Accreditation manager.

I highly recommend this position for an upgrade. Thank you for your time and consideration.

CC: Town Manager



## **Management Assistant/Accreditation Manager Police Department**

**Title:** Management Assistant/Accreditation Manager  
**Department:** Police

**Grade:** 8  
**Classification:** Non-Union  
Exempt

### **Position Purpose:**

This position provides critical administrative assistance to the Office of the Chief of Police. This position is also responsible for the development of administrative systems to ensure that the Police Department is compliant with police accreditation. This position performs a wide range of duties including assisting with the development of policy and procedures, records maintenance, and conducting administrative inspections and audits. Performs a full range of professional activities relating to Police Accreditation and administration including budget preparation, annual reports, employment records management, payroll, accounts payable/receivable and quartermaster.

### **Supervision:**

*Supervision Scope:* Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of police services.

*Supervision Received:* Works under the general direction of the Chief of Police and Police Captain.

*Supervision Given:* None

### **Essential Job Functions:**

Work involves responsibility for timely and accurate completion of administrative duties and administrative procedures in confidence. Duties include carrying out administrative procedures, typing, filing, receiving visitors and calls, scheduling appointments, and handling confidential information.

Receives assignments and sets work priorities, coordinating police accreditation tasks to meet deadlines to assure an efficient workflow throughout the agency. Assigns, directs and coordinates accreditation work groups to achieve plans of action, recommendations to the police chief, or complete other accreditation goals. Keeps abreast of the accreditation process, including proposed changes or amendments to the standards, transition policies, or process changes. Maintains police accreditation files using power DMS assessment tool software to track accreditation activities. Performs other related work.

Prepares and analyzes the department's annual budget and year-end report.

Prepares and controls purchase/payment processes.

## **Management Assistant/Accreditation Manager Police Department**

Assists the finance department with processing Police Department payroll.

Compose routine and specialized correspondence and documents from written notes and verbal discussions on behalf of the Chief including correspondence and documents of a confidential nature.

Duties include carrying out administrative functions and conducting research and management analysis for various projects, programs, and policies.

Maintains files and filing systems, files documents. Assists in the maintenance of personnel, labor and other confidential files.

Answers telephone and directs callers, takes messages, including those in confidence, or answers procedural questions. Screens, greets, directs and announces visitors.

Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted administrative practice. Prepares materials for meetings and legal requirements, including confidential materials.

Compiles activity reports.

Schedules routine and special meetings, including confidential meetings.

Assists in contract negotiations and human resource activities through data collection and other report writing. Assists in the preparation of excel spreadsheets to determine contract steps and salary increases.

Participates in policy development, researches and drafts policies and procedures.

Assists in new hire orientations and on-boarding of new employees, reviews paperwork submitted by new employees and performs follow-up as necessary

Note: The above task and responsibility are illustrative only. The description does not include every task or responsibility.

### **Knowledge, Ability and Skill:**

Thorough knowledge of general office procedures, record keeping and police administration.

Considerable ability to organize, implement and coordinate complex, multi-phase projects and tasks.

Considerable skills of advanced word processing, desktop publishing, spread sheet

## **Management Assistant/Accreditation Manager Police Department**

design (Excel) and database applications and ability to learn software applications. Considerable ability in oral communications and written communications.

Thorough ability to learn the operations of the Office of the Chief of police.

Considerable ability to establish and maintain effective working relationships with coworkers, town officials, representatives of other agencies, and the general public.

### **Job Environment:**

Administrative work is performed in a moderately noisy office.

### **Minimum Required Qualifications:**

A Bachelor's Degree in Criminal Justice, Political Science/Public Administration, or equivalent preferred plus three years of progressively responsible administrative experience including public contact or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Experience in police accreditation, administration, general accounting/budgeting and policy writing is preferred.

### **Physical and Mental Requirements:**

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects; and reach with hands and arms and talk or hear; occasionally required to stand, kneel and walk. The employee must occasionally lift and or move up to 30 lbs. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguished sound as voice patterns and communicate through human speech.

### **LICENSES OR CERTIFICATION:**

Notary Public  
Police Accreditation Manager Certification






# TOWN OF GRANBY

## MEMORANDUM

DATE: July 29, 2025

**TO:** The Granby Board of Selectmen

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

**REGARDING:** Town Manager's Report as of July 30, 2025

---

Please accept the following summary of departmental activities underway throughout the town through the month of July, 2025 as detailed to me by the various department heads. Please note that some departments will provide their July and August departmental together which I will include in the September Town Manager's Report.

### Town Manager's Office

- Worked on a "near final" draft of the 10-Year Town Capital Improvement Plan
- Participated in the weekly Radio Commo Project meeting to advance this initiative
- Attended the YMCA playground dedication
- Participated in an SRO agreement edit meeting with the BOE
- Participated in a service fees allocation meeting with the BOE
- Visited the Granby Community Garden
- Responded to two FOIA requests
- Held a Sewer ordinance edit meeting
- Held the STEAP Grant 2.0 kickoff meeting
- Worked with Kimi and Krista to amend the 401a and 457 Plan documents
- Attending the standing meeting with 7-Summits/New Samaritan for Kearns Housing
- Participated in standing meetings with the 1<sup>st</sup> Selectman, BOE, director's, staff, etc....

### Finance, Tax Office, Assessors Office

- Month of July spent adjusting and prorating Motor vehicles for the Tax Collector's Office on vehicles that have been sold, stolen, totaled, registered out of State, etc.
- Answering and fielding all the phone calls and questions regarding the budget, Town's Mill Rate and the New Legislation regarding MSRP Valuations for Motor Vehicles.
- Measured, Listed and Valued Buildings #5, #6 and #7 at Station 280 (Apartments). Prorated the new assessment for these last 3 newly constructed apartment buildings which generated additional taxes of \$20,402, \$42,439 and \$29,961. This project has been constructed over the last 4 years and added to the Grand List.
- Received an email that was sent to Mike Walsh from one of our Granby Citizens, commenting on the New Legislation regarding MSRP Valuations of Motor Vehicles and complimenting the Assessor's Office and the staff.

### Information Technology

- Ongoing work and meetings with the Police Department and Marcus Communications pertaining to dispatch and radio project upgrades, wiring, and network reconfiguration

- Installing GCTV studio equipment and additional microphones for the senior center studio awarded through the PEGPETIA Grant.
- Attended admin training, ongoing setup /installation work and attendance of vendor / project meetings involved with Finance Department's Square 9 software project. (Paper to digital documents and workflow)
- Security camera maintenance work and calibrations throughout town.
- Assisted with repair work to telecommunication systems at Cossit Library
- Assisted finance with quotes for telecom services
- Setup iPad for timeclock system
- Replaced computer used to run zoom hybrid meetings in Town Hall
- Continue work to convert and upgrade server virtualization and operating system software on all in house servers
- Ongoing work – backup, maintenance, monitoring and updates to the municipal area fiber network, communications, technology infrastructure, networking equipment, servers, computers, and software systems
- Assisted various department with IT support requests. Support work has been steady
- Received and reported sophisticated phishing scam to CT State police

### **Public Works**

- Holcomb Farm and SBP activity are high, requiring extra grounds and maintenance time.
- Minor repairs to doors, windows and building trims.
- Park activities high and the crew is doing what they can to keep up with their requests.
- Basin rebuilding replacement is underway on roads scheduled in road overlay program
- Roadside mowing, primarily site lines when staffing is available.
- MT RD Tower Site, core borings completed and ROW and Eversource meetings scheduled for permitting and estimates.
- A meeting with DEEP and Atlas (our contracted service provider) regarding our MS4 plan was held and confirmed that our program is in a good place. There were a few minor recommendations made that we will be following up with.
- Phase 2 of the sewer study review continues.
- Holcomb Farmhouse sewer system required additional repairs and replacements.
- Reviewing RFPs for bridge inspection services. I received 10.
- Reviewing RFQs for engineering services for the replacement of the Doherty Rd bridge replacement. 5 received and will be selected for 3 to be interviewed.
- Dispatch renovation RFP, the contractor was selected, and phase 1 will begin October.
- Hungary and Griffin, finalizing paperwork with the state for reimbursements.
- Moosehorn & Donahue – final inspection was completed, waiting for reimbursements. Both have settlements on minor concrete concerns.
- Simsbury Rd Bridge is in the design phase, expected to be replaced in 2027
- Doherty Road Bridge, time extension was submitted to the State.
- Road overlay projects are underway.
- Abby and Kevin on drainage, FOG, Sewer, drainage concerns and tower roadway.

### **Registrar of Voters**

- At the July SOTS monthly virtual meeting Secretary Thomas stated that each town would receive a minimum of \$4000 in grant money this year for Early Voting. No paperwork has arrived yet.
- The GIS based new voter system is now slated for 2026. We have clarified our GIS information for UConn but are awaiting final verification of our data. We will continue to try out "TotalVote" using test data during "office hour" zoom sessions with the SOTS.
- Both major parties had uncontested slates at their July nominating meetings for the November ballot and completed their required paperwork by the deadline. There are 10



racers to vote on, with a total of 22 openings. Only 4 races are contested – BOS, BOF, BOE, and Town Moderator. Last chance to force a September primary is Aug 6th at 4 pm - but we consider it very unlikely.

- We will be conducting a Public Lottery for the Horizontal Placement of Nominated Candidates (determining which name is first, second, etc. on each party line) on August 6th at 4:00 pm in the Town Hall Meeting Room.
- We will begin using the new voting machines from ESS on November 4th. Use for Early Voting seems less likely at this point, as no September CGA session has been scheduled to change statute to allow it. We are still waiting to confirm an ESS training in Granby for poll workers.
- Plans for a storage area in the THMR for the ROV Department were discussed on July 16. The plan provides for fireproof storage of Early Voting ballots (suggested hardware vendor is Tractor Supply), accessible storage of voting machines (with a power source in the storage area), and consolidation of election supplies. The storage area will be built in house, with a cohesive, clean look appropriate for the public meeting room.
- The new cover for the outdoor ballot box is in!
- Tabulator batteries (for both new and old machines) must be recharged periodically. While we did that on July 16, we also did an overview of the new equipment and a status update with a portion of our poll workers. We will schedule this again in September.
- Annual maintenance of IVS machines; laptops, printers and accessories.
- We will have nine boxes of paper to be shredded by InfoShred on August 5 when the regular town office shredding is done to save money. All of the obsolete materials have been approved by the State Library.
- Our staff will attend an online class on Records Retention & Management on Aug 12
- No news on these potential changes to registration and voting requirements. As far as we are aware, the U.S. Senate has not yet begun discussion of the SAVE Act.

### **Town Clerk**

- Board/Committee establishment support: Provided administrative assistance with the formation of new boards.
- Website and Form Updates: Continued efforts to update the Town website and convert frequently used forms to accessible, user-friendly formats for residents.
- Ballot Box Surveillance Compliance: With the IT department, completed a review of the surveillance camera for the ballot drop box, fulfilling new statutory requirements.
- Professional Development: Attended Secretary of State training focused on Party Endorsements and Nominating Petitions.
- Historic Preservation Grant: Received notification from the State Records Administration that the Town's Historic Grant application has been approved.
- FY 2024–2025 Work Plan: Finalized the closeout of the FY 2024–2025 Town Clerk's Department Work Plan.
- Dog Licensing: Issued a total of 1,225 dog licenses in June and July 2025, compared to 1,246 licenses issued during the full prior fiscal year (July 1, 2024 – June 30, 2025).
- eCode Codification Project: Completed updates to the Town's ordinances, addressing required codifications dating back to 2010. The electronic, searchable eCode platform has been finalized, with townwide access to be launched soon.
- Policy and procedural improvements: ongoing work to the Boards and Commissions Guidelines and the Board of Selectmen Rules and Procedures manual.
- Staff Training: Continued internal staff training focused on newly implemented processes and procedural updates to enhance efficiency and service delivery.

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