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**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, NOVEMBER 6, 2023**

**TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA**

This meeting can be viewed LIVE on www.gctv16.org in "Shows in the Spotlight."

1. Pledge Of Allegiance
2. Minutes

Documents:

[BOARD OF SELECTMEN MEETING MINUTES - 10.16.2023.PDF](#)

3. Appointments

Documents:

[BOS APPOINTMENT MEMO 2023-1106.PDF](#)

4. Old Business
5. Business

- 5.I. Presentation Of Paintings From Sally Sargent Markey And Marty Wilmot
- 5.II. Presentation From Conservation Commission On Sustainable CT
- 5.III. Presentation From FVHD Director Of Health Jennifer Kertanis

5.IV. Update On ARPA Project List

Documents:

[ARPAPROJECTLISTAPPROVED62022.PDF](#)
[ARPASTATUS102323.PDF](#)
[PRELIMINARYHVACCOST.PDF](#)

5.V. Discussion And Possible Action To Reallocate Funds Between Identified Projects

Documents:

[2023-1106BOSMEMOE -
RALLOCATEFUNDSBETWEENIDENTIFIEDPROJEXTS.PDF](#)

6. Town Manager Report

Documents:

[2023-1106TMDEPARTMENTALREPORTA.PDF](#)

7. First Selectman Report

8. Selectmen Reports

9. Public Session

10. Executive Session

11. Adjournment

The next Regular Meeting is Scheduled for November 20, 2023.

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Members Present: First Selectman Mark H. Fiorentino
 Selectman Margaret Q. Chapple
 Selectman Mark C. Neumann
 Selectman Kelly O. Rome

Members Absent: Selectman Frederick A. Moffa

Others Present: Scott A. Nolan, Town Clerk
 Kimi Cheng, Finance Director
 Charles Orluk, Student Liaison
 Amber Wyzik, Director of Library Services

The Hon. Mark H. Fiorentino, First Selectman called the meeting of the Board of Selectmen to order at 7:00 p.m. in the Town Hall Meeting Room 15 North Granby Road, Granby, CT 06035.

I. PLEDGE OF ALLEGIANCE

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

II. MINUTES

A. Approval of Board of Selectmen Meeting Minutes – October 2, 2023

Selectman Mark C. Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the minutes of the Board of Selectmen meeting minutes of October 2, 2023.

The motion was seconded by Selectman Margaret Q. Chapple at which time discussion took place regarding Business item V. B (Appointment of Kimi Cheng to Serve as Interim Town Manager). First First Selectman Mark H. Fiorentino noted that section V.B should have used the word Acting Town Manager instead of Interim Town Manager explaining that per the Town Charter, there is a difference. **(4/0/0) MOTION CARRIES.**

III. APPOINTMENTS

First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that no recommendations had been received to take action on.

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IV. OLD BUSINESS

No old business took place.

V. BUSINESS

**A. Presentation from Amber Wyzik, Director of Library Services, Regarding
Cossitt Library**

Amber Wyzik, Director of Library Services gave a presentation regarding the Cossitt Library and that the mission of the Granby Public Library was to support intellectual freedom; support the right of individuals to read, learn, and gather together in a safe, friendly, and welcoming environment, provide free access to diverse ideas, resources, and experiences, strive to enhance the quality of life in our community by providing and encouraged lifelong learning through a variety of resources.

Amber Wyzik, Director of Library Services explained that the lower level of the Cossitt Library would be transformed into a "Creation Station" as a Makers Space which would be a space in which people with shared interests could gather to work on projects while sharing ideas, equipment, and knowledge. Amber Wyzik, Director of Library Services further explained that this would bring new life to the Cossitt Library and some of the equipment could include a 3D Printer, Laser Cutter, Cricut Cutter and accessories, Sewing Machines, Digitization Equipment, and Digitization Equipment. Amber Wyzik, Director of Library Services, also noted that the funding would come from grants, donations, Friends of the Granby Public Library fundraising, and Granby Library Association and that current staffing would be used.

B. Consideration of Budget Goals and Objectives

Finance Director Kimi Cheng explained to members of the Board of Selectmen that periodically the Board of Selectmen reviews and revises the goals and objectives that we hope to achieve through the budget development process and that these are high-level goals that are often multiyear in nature.

Selectman Mark C. Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby adopts the following budget goals and objectives for the fiscal year 2025 budget and beyond:

- Deliver and maintain excellent Town services that benefit all residents while budgeting in a conservatively and fiscally responsible manner.
- Explore alternative methods of providing services and ways to expand revenue sources to minimize property tax increases.

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- Explore methods for creating efficiency and reducing costs.
- Provide appropriate funding to maintain all Town assets and to meet the long-term capital needs of the Town. Examine the current process for developing the Capital Improvement Program.
- Explore alternatives to note payable direct borrowing, including cash purchases from the Capital Equipment/ Improvement Fund, where appropriate and advisable.
- Develop a multi-year plan to maintain unassigned fund balance reserves at a minimum of fifteen percent.
- Continually strive to improve and fund communication strategies with 4 residents and businesses in all areas of government.

The motion was seconded by Selectman Margaret Q. Chapple et al. which passed by a unanimous voice vote (4/0/0) **MOTION CARRIES.**

C. Responses to Cultivation of Town Land RFP

First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that there are three current Town-owned properties that are currently licensed to agriculture users and that they expire at the end of this year and that an RFP was put together. First Selectman Mark H. Fiorentino further explained that they are five-year license agreements with initial annual payments with a 3% increase each year in the five-year period. First Selectman Mark H. Fiorentino took an opportunity to thank Abigail Kenyon our Community Development Director who led the process and did the bulk of the work. First Selectman Mark H. Fiorentino noted that the agreements were in place and that North Valley Farms, Inc. was the highest bidder on all three of the sites.

VI. TOWN MANAGER'S REPORT

First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that Finance Director Kimi Cheng had put together the highlights report of revenues and expenditures, Budget Operations report for September 2023, and the American Rescue Plan Act Report and inquired if there were any questions.

VII. FIRST SELECTMAN REPORT

First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that he had attended the Granby Land Trust annual meeting and that they had received an award from the Connecticut Land Trust Council due to their efforts for the permanent preservation of the Holcomb Farm and the preservation of Wilcox Farm.

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First Selectman Mark H. Fiorentino also informed members of the Board of Selectmen that stakeholders would begin presenting to the Board of Selectmen regularly and that this will start with the Conservation Commission on November 6, 2023. First Selectman Mark H. Fiorentino also informed members of the Board of Selectmen that at the November 6, 2023, Board of Selectmen meeting a presentation from the Farmington Valley Health District would be given regarding mental health initiatives that they are working on. First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that on November 20, 2023, a presentation on the Granby Racial Reconciliation group regarding how their year went and some of the challenges they see coming forward.

VIII. SELECTMAN REPORTS

Charles Orluk, Student Liaison informed members of the Board of Selectmen that this past Saturday was homecoming and that this week was Spirit Week and events include crazy Hat Day, USA, anything but a backpack, and students dressed as teachers and teachers dressed as students.

IX. PUBLIC SESSION

No Public Input was offered.

X. EXECUTIVE SESSION

At 7:28 p.m. Selectman Kelly O. Rome made a motion to go into Executive Session which was seconded by Selectman Mark C. Neumann and passed by a unanimous voice vote (4/0/0) **MOTION CARRIES.**

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XI. ADJOURNMENT

There being no more business to come before the meeting, Selectman Mark C. Neumann made a motion to adjourn the Board of Selectmen meeting at 7:55 p.m., which was seconded by Selectman Kelly O. Rome and passed by a unanimous voice vote. **(4/0/0) MOTION CARRIES.**

Respectfully submitted & attested,



Scott A. Nolan
Town Clerk

Received for Record October 22, 2023, at 11:21 AM
By SCOTT A. NOLAN, Town Clerk

TOWN OF GRANBY

MEMORANDUM

DATE: November 6, 2023

TO: Board of Selectmen

FROM: Mark H. Fiorentino, First Selectman

REGARDING: III. - Appointments

The following positions are open. The name in parenthesis is the last person to hold the position. When appointments are ready to be made, the following motions are recommended:

That _____ be appointed to The Lower Farmington River and Salmon Brook Wild & Scenic Committee as an alternate for an indefinite term. (Fred Jones)

That _____ be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 8, 2024. (Kelley Lawton)

ARPA PROJECT LIST APPROVED – 6-20-22

	Project	Description	Estimate	Status as of 10/23/23
1	GMHS HVAC	Music, Commons, Vo-Tech	\$ 700,00	1
2	Town Technology infrastructure and equipment upgrades	Network Switches, Routers, Firewalls, redundancy equipment, PC's, WIFI access points, data cabling. Software packaging and equipment to provide more efficient services, including remote services.	\$ 525,000	2
3	Town Hall Campus HVAC	Upgrade heating/cooling systems. Modernize electronic components and building automation system to gain efficiency. Includes design work from mechanical engineering firm.	\$ 400,000	3
4	Library Renovations	Address indoor air quality, productivity needs and energy efficiency in a building that has not had significant upgrades in over two decades. Provide post pandemic library services with better ability to clean surfaces, enhance air flow and ventilation for patrons and staff, and upgrade to reduce the appearance of a "dirty" library with work and aging FFE.	\$ 353,000	4
5	Wells Rd HVAC	Add HVAC in old section of the school that currently has no circulation.	\$ 325,000	5
6	Project Support	Assistance with project development and implementation	\$ 175,000	6
7	Police CAD/RMS System	Replacement computer aided dispatch and records management system.	\$ 165,000	7
8	Communications Upgrade	Enhance the Town's ability to stream and record public meetings in multiple locations. Streamline infrastructure required to broadcast public meetings. Review and enhance communication tools such as the Town of Granby website.	\$ 100,000	8
9	Support to Health District	Allocate funds to assist the Farmington Valley Health District perform essential public health functions as our regional health department. Funds will be used for staff training, IT infrastructure upgrades, a district vehicle, communication enhancements and community and mental health coordination of the district.	\$ 45,000	9
10	AXON Fleet Cruiser	This would replace our aging Watch Guard dash cams. They would integrate with our newly purchased body cameras.	\$ 42,000	10
11	Kearns	Explore and implement projects to follow for limited portions of the building to open for public use.	\$ 500,000	
12	Apparatus	Ambulance fully equipped and outfitted	\$ 240,000	
13	Tall Hall Interior Upgrades	Address indoor air quality, workplace productivity, and energy efficiency in a building that has not seen significant upgrades in over 20 years.	\$125,000	
14	Transfer Station Office	Currently employees are using a jail cell that was purchased 20 years ago as an office. Provide staff a workspace that can accommodate current needs such as proper hearing and ventilation, as well as workplace comfort for staff.	\$ 95,000	
15	Apparatus	ATV with trailer for rescue and recovery in hard-to-reach locations. Needed for cell tower sites.	\$ 75,000	

16	Town Center Study	Investigate potential economic development in Granby's core. Residential and commercial.	\$30,000	
17	Roadside Portable Traffic Device	Operates by remote control – goal is to have one employee doing traffic control instead of two. Features a drop bar and red and green lights.	\$ 28,000	
18	Digital Recording System Replacement	Replace system that records all calls and radio traffic. Current system is almost ten years old and has been failing.	\$ 16,000	
19	Animal Shelter Facility Upgrade	Repairs and renovations needed, such as lighting, signage, security upgrades.	\$15,000	
20	Electronic Sign Board	Purchase electronic sign board to enhance communication with the public.	\$15,000	
21	GPS Units	Install GPS units in Town vehicles for emergency tracing	\$ 8,000	
22	Walking path at SBP	Paved, ADA accessible walking path around SBP	\$ 482,400	
23	Splashpad or Spray Park	Enhancement to Salmon Brook Park Summer programming	\$ 425,000	
24	Sewer study and upgrades	Evaluate three lift stations and review for I&I. Upgrades to repair as required and to reduce I&I.	\$ 285,000	
25	Senion Center kitchen upgrade	Request would upgrade the kitchen in the Senior Center to a commercial kitchen. The project would improve sanitizing capabilities with a commercial grade dishwasher, 3-compartment sink and great interceptor.	\$ 90,000	
30	Portable Ice Skating Rink	No fee charged. Open skate at Salmon Brook Park. It would be open throughout the cold weather as designated area in the park.	\$ 25,000	
31	Holcomb Farm FFE Replacement	Needs additional tables and chairs. Because of COVID, many of the events on site had our own tables and chairs outside. They have become very worn down and in need of replacement. If we are to keep our wedding venue up to wedding standards, these need to be purchased. The intent is to keep our current older tables and chairs and continue to use them outside for necessary social distancing for all future events.	\$ 19,000	
32	Police Facility Upgrades	20 year old building – replace flooring, paint, etc.	\$ 15,000	
33	Enhancement of Dining Services	Returning to opportunities to reduce social isolation in older adults, post pandemic requires improved dining services options. Current demand for Elderly Nutrition Program has waned over the course of the last 4 years (including pre-pandemic). Quality of food, freshness and healthy variety are noted as reasons. Funds to pilot a partnership with Fresh Access and Healing Meals to provide a healthier, fresher meal once per week include staff time: additional 4 hours per week (\$3,500/year) and materials cost: food (\$11,000).	\$ 14,500	
34	Rebranding of Senior Center	Marketing consultant fees to review and design logo and marketing material to drive senior center image in the community	\$ 8,000	
35	Holcomb Farm replacement equipment	Refrigerator and Ice Machine	\$ 3,000	

STATUS AS OF 10/23/2023

1. Completed.
2. Partially complete. The project generally includes three phases:

Phase 1: Background infrastructure includes firewalls, cabling, access points, etc. This phase is mostly complete. Expected final completion by year end.

Phase 2: Replacement of phone system. Most of the cost of this phase is funded outside of ARPA, but there may be some minor crossover. Most phones are installed and are being tested. Transition plan is being implemented and expect completion by the end of 2023.

Phase 3: Replacement of computer hardware. Preliminary assessment of needs completed. Expect to complete needs assessment and obtain pricing by end of first quarter of 2024.
3. BOS approved \$59,200 to retain HVAC consultant to: 1). Analyze existing systems in Town Hall, Library, Police Services and Senior Center; 2). For each building, provide recommendations on improvements, both “optimal” and “least expensive” options; 3). Create RFP and construction documents for all buildings; and 4). Provide inspection services for all projects we proceed with. The first two tasks have been completed, so it is time for the town to identify which projects to pursue.

See attached spreadsheet of very preliminary estimates. Amber Wyzik, Kirk Severance and I recommend that we reallocate approximately \$338,000 from Library Renovations (Line 4) to Town Hall Campus HVAC (Line 3) for use on Town Hall and Library HVAC improvements. Kirk will then make recommendations to the Board on which HVAC projects to pursue.
4. Current cost estimates to complete the project significantly exceed the original estimate (by approximately \$100,000). There is also a concern that work done as originally contemplated may need to be redone during HVAC improvements. Amber Wyzik, Director of Library Services, has solicited a proposal to do a space needs and feasibility study to help guide decisions related to non-HVAC library renovations to ensure they are done thoughtfully and efficiently and that they contemplate future expected needs. The cost of the study should not exceed \$15,000. Accordingly, Amber and I recommend that we reallocate the funds set aside for renovations as follows:
 - Not to exceed \$15,000 to remain in Library Renovation (Line 4) to do space needs/feasibility study.
 - Remainder (approximately \$338,000) reallocated to the Town Hall campus HVAC project (Line 3).
5. Completed.
6. This line was intended to allow for contingency funds to cover situations where project cost more than originally estimated.
7. Completed.

8. Website upgrade completed. Evaluating whether other contemplated projects are warranted.
9. Completed.
10. Completed.



Section VIII

Preliminary Cost Estimate:

Preliminary Cost Summary Per Building

Project Name & Location		Professional Mechanical Engineering Services for Town of Granby. 15 N Granby Rd Granby, CT 06035					
	Location						
	Town Hall	Police Services	Library	Senior Center			
Priority		1	2	3	4	Total Cost	
HVAC	Optimal	\$496,000	\$246,000	\$291,000	\$276,000		
	Least Expensive Option	\$55,000	\$87,000	\$55,000	\$64,000		
Electrical	Optimal	\$50,000	\$47,000	\$50,000	\$48,000		
	Least Expensive Option	\$10,000	\$18,000	\$10,000	\$10,000		
Total Cost Per Building	Optimal	\$546,000	\$293,000	\$341,000	\$324,000		\$1,504,000
	Least Expensive Option	\$65,000	\$105,000	\$65,000	\$74,000		\$309,000

TOWN OF GRANBY

MEMORANDUM

DATE: November 6, 2023

TO: Board of Selectmen

FROM: Mark H. Fiorentino, First Selectman

REGARDING: V. BUSINESS – ITEM E

Discussion and Possible Action to Reallocate Funds Between Identified Projects

Pursuant to the ARPA update provided in Agenda Item D, Amber Wyzik, Kirk Severance and I recommend reallocating funds identified for Library Renovations (Line 4) to be reallocated as follows:

- Utilize not to exceed \$15,000 to do a space needs/feasibility study for the main library.
- Move the remainder (approximately \$338,000) to the Town Hall Campus HVAC (Line 3)

PROPOSED MOTION:

I move to: 1) reallocate funds identified on the ARPA project list as outlined above: and 2) authorize the Director of Library Services and/or the Town Manager to utilize up to \$15,000 to obtain a space needs/feasibility study for the main library.

TOWN OF GRANBY

MEMORANDUM

DATE: November 6, 2023

TO: Board of Selectmen

FROM: Mark H. Fiorentino, First Selectman

REGARDING: VI. TOWN MANAGER REPORT - ITEM A
Departmental Report

Tonight's Town Manager report includes information I hope you find of interest.

Assessor

The Assessor's Office has begun the process of gathering information in preparation of the Grand List.

Finance

The fiscal year 2023 audit is completed. The 2023 Town of Granby Annual Comprehensive Financial Report is available on the Town website @ <https://www.granby-ct.gov/Archive.aspx?AMID=36>

We are in the training phase for the new phone system, so the new phone system should be live by the end of the month.

Parks & Recreation

Special Events:

- Howl-o-Ween and Trunk-or-Treat were cancelled due to heavy rain.

Upcoming Events:

- As of October 25th, approximately 125 tickets have been sold for Comedy Night.
- The booking of vendors for the Holiday marketplace continues. Coffee and cocktails will be for sale during the event.
- Breakfast with Santa: Partnering with Coffeeology for food service/sponsorship. Planning for kids crafts, Santa and friends, photos, and live music from Martocchio.

Programs:

- All fall programs are up and running. Have begun posting new winter and spring programs.
- Winter Basketball Program – both Travel and in-house program registration is up. Travel tryouts have ended, and teams are being formed. Parks & Recreation is taking over administration of the Travel Basketball Program.
- The After School Care Program just completed its second full month and is going well.
- The booking of programs for summer 2024 has begun.

Facilities:

- Holcomb Farm had 18 tours between September 21st and October 25th.
- As of October 26th, there are 19 upcoming events at Holcomb Farm and Salmon Brook Park between 2023 and 2025. An additional wedding was scheduled for 2023, 13 for 2024 and one for 2025.
- A total of 11 events and two weddings were held in October.

Social Media:

- Holcomb Farm Instagram has 160 followers (up 64 since March)
- Granby Rec Instagram has 494 followers (up 172 since February)
- Concessions at Salmon Brook Park are closed. The contract with Four Dads Pub will not be renewed.
- The Park Board is working on a presentation for the Board of Selectmen and on building usage policies.

Police Department

- The Granby Police Department has appointed a new Chief of Police, Scott M. Sansom.
- Safety Meetings were conducted at Wells Road and Kelly Lane Schools with the annual drills (lockdown and fire) in progress.
- The bi-annual Drug Take Back Day was held on October 28th.
- Officers participated in a safety day at Valley Preschool on October 18th.

Public Works

Road assignments include tree removal, trimming, roadside mowing, sign replacements, backfilling curbs with topsoil, removing debris from waterways, and shimming areas with our paving box.

The ground crew continues to mow, line athletic fields for sports events, clean flower beds, prune trees, and oversee various other projects. Work also included building parking areas, grubbing trees, and installing a fence at Cooley Cemetery. All irrigation systems have been flushed and closed for the winter.

Building maintenance is an ongoing effort with cleaning, setting up for events/meetings, and minor carpentry repairs. Russell & Dawson, a mechanical HVAC consultant firm, submitted

their recommendations for upgrading the Town Hall complex buildings to improve heating/cooling and gain efficiency as part of the ARPA funds.

The Moosehorn Road Bridge project punch list items are almost completed. One of the main items is the railing's vertical supports which were not accepted due to paint preparation flaws. They are currently being built and should be arriving within the next few weeks.

Donahue Road was closed to all traffic effective July 10th. Brunalli Construction has repaired the headwalls and installed the I-beams for the deck. The road is expected to be open to all traffic by Thanksgiving.

New plans for the total replacement of Simsbury Road Bridge are being drawn up. The changes will include the bridge to be wider and longer with a full span. This will eliminate the pillar bearing wall below. In the past, debris would accumulate on the wall, causing erosion. Planning is underway, and the replacement is expected to begin in the spring of 2025.

The Doherty Road Bridge submittal to the state under the State/Local bridge program was rejected for the second time due to the considerable number of requests they received. Marc Burns of the DOT bridge replacement program will try and fit the replacement into next year's plan. The current estimated cost is \$2.5M at 50% reimbursement. The bridge does not qualify for the state/fed program of 100% reimbursement as it is under 20 feet in length.

The replacement of the Salmon Brook Park sewer pumping station is currently out to bid. Results are due by the beginning of November.

Tighe & Bond submitted the preliminary sewer flow study that is under review by town staff.

Human Services

Social Services:

The Elderly and Disabled Renters Rebate program closed on October 1st. A total of 47 applicants collectively received \$23,413.30 in rebate funds through OPM. The CT Energy Assistance Program opened for applications on September 1st. This program helps low-income households pay their primary heat source bills. To date, 53 applications have been completed. Social Services is preparing for the upcoming holidays. Through collected donations, the department provides food vouchers for both a Thanksgiving and December Holiday meal to families identified as low-income. In addition, the department coordinates a holiday sponsorship program for children (up to age 16). The families submit their children's wish lists that are then fulfilled by volunteer sponsors. This long-running program typically serves over 25 families and over 50 children.

Youth Services:

Master-level student interns from CCSU are currently assisting with the Love & Logic evidence-based parenting program. "The Love and Logic" approach to parenting is built around the science of caring and respectful relationships. "An authentic, loving connection between parents and their children forms the foundation of good behavior and healthy decision making."

The Farmington Valley Health District (FVHD) presented its initiative to make access to Mental Wellbeing resources as easy as possible. The CredibleMind online platform brings together expert-rated and vetted videos, podcasts, apps, online programs, books, and articles all in one easy-to-use place to support Mental Wellbeing. (fvhd.crediblemind.com)

Senior Services:

The Aging Mastery Program is well underway and is at full capacity. The program empowers older adults to improve well-being, add stability to life, and strengthen ties to the community. The Elder Fraud, Medicare Made Perfectly Clear, and Stonewall Speakers presentations were well attended. In addition, the Farmington Valley VNA held two Flu Clinics at the center.

Town Clerk

One of the goals and initiatives the Town Clerk's Office has been working towards is making the property maps/surveys on file in the Clerk's Office digital. Thanks to the American Rescue Plan Act monies appropriated by the Board of Selectmen, a large format printer/scanner/copier machine was purchased and has allowed the Clerk's Office to print full-size 24 x 36 map plan sets in-house. In addition, the department can now scan and save large surveys and maps electronically and immediately upload them into our electronic database. These maps are available online for local attorneys and for title searches.

With these resources, the Town Clerk's Office has also been using the machine to back scan and electronically index older maps, which makes them more accessible and preserves our historical documents. To date, property surveys and maps are electronically archived and indexed beginning January 1, 1986, to present, some 1,750 maps with ~600 being manually uploaded since purchasing the printer/scanner/copier machine.