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

Meeting ID: 835 6039 5374

Passcode: 323479

TOWN OF GRANBY - BOARD OF SELECTMEN

Regular Meeting Agenda

Monday, June 2, 2025 – 7 p.m. Town Hall

Community Meeting Room

1. Pledge Of Allegiance

2. Minutes

3. Appointments

4. Communications
None

5. Old Business

5.I. Ordinance Change - Elderly Tax Benefit Filing Period - To Biannually - Red Line Copy

Documents:

[ORDINANCECHANGEREDLINEVERSION.PDF](#)

5.II. Kearns Senior Housing Development - No Action Needed At This Time

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

5.IV. Holcomb Farm/United Methodist Church Reuse - No Action Needed At This Time

6. New Business

6.I. BOEFY25 Operations Surplus Transfer To Capital Fund

Documents:

[BOEFY25OPERATINGSURPLUSTRANSFERTOCAPITALFUNDS.PDF](#)

6.II. Neighborhood Assistance Act Submission Approvals - Two

Documents:

[NEIGHBORHOODASSISTANCEFUNDCTPROJECTAPPROVALS.PDF](#)

6.III. 8-24 Report From P And Z - 603 Cider Lane

Documents:

[REFERALBACKFROMPANDZ603CIDERLANE.PDF](#)

6.IV. 8-24 Report From P And Z - 83 Salmon Brook Street

Documents:

[REFERALTOPANDZ-83SALMONBROOKSTREET.PDF](#)

7. Town Manager Report - Projects And Financials

Documents:

[TMREPORTASOFMAY312025.PDF](#)

8. First Selectman Report

9. Selectmen Reports

10. Public Session

11. Executive Session

12. Adjournment

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



TOWN OF GRANBY

MEMORANDUM

DATE: May 29, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Elderly & Disabled Persons Exemption Filing Change to Biannually
Red Line Version

As you may recall the discussion from the last meeting, 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 15th and May 15th.

At the last Board of Selectmen meeting, because we'd like to amend the existing ordinance to change the annual filing period to biannually, or every other year, the Board requested the "red lined" version of the ordinance which is attached.

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.

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

Chapter 156 TAXATION HISTORY:

ARTICLE I

Exemption for Elderly and Disabled Persons

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

§ 156-1. Purpose. 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.

1. 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 bi-~~
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.

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.²

§ 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

2. 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.³

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.



TOWN OF GRANBY

MEMORANDUM

DATE: May 29, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Board of Education FY25 Operating Surplus Transfer to Capital Fund

Background

As a result of several favorable budget issues which are more fully explained in the attached memo from Nickie Stevenson, BOE Director of Finance and Operations, the BOE would like to transfer \$650,000 of projected operations surplus from the FY 25 budget to the Town's Capital Fund.

The purpose of the transfer will allow the BOE to use the surplus funds for priority capital items including a replacement roof on the BOE administration building, new bleachers at the high school, and as an additional contribution toward the overall school security plan (there is already \$440,000 in place today, so this will get the BOE closer to their \$1.2M need)

Next Steps

The BOE and the BOF have already acted favorably on these transfers, so the Board of Selectmen now has an opportunity to consider this transfer.

Please see the attached memo from Finance Director Kimi Cheng and accompanying motion, which if approved, will facilitate both the transfer and the corresponding spending on those items.

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

CC: Kimi Cheng, Director of Finance

GRANBY PUBLIC SCHOOLS

BUSINESS OFFICE

15-B North Granby Road

Granby, CT 06035

(860) 844-5253

stevensonn@granbyschools.org

To: Cheri P. Burke, Superintendent of Schools

From: Nickie Stevenson, Director of Finance & Operations

Re: April 2025 Budget Expense Report

Date: May 16, 2025

Please find attached the April 2025 budget expense report for this fiscal year encompassing transactions through 5/15/2025.

Personnel and Program Accounts

The overall budget remains aligned with projected annual expenditures. As is typical, during the school year both realized and anticipated savings, are identified to support both unplanned needs and yearend initiatives, while maintaining fiscal responsibility. Unspent funds may be returned to the Town for future educational use or deposited into the BOE Non-Lapsing Education Fund, reinforcing our commitment to Granby's public education.

As yearend progresses, fund transfers will increase to support key purchases and initiatives, including covering negative account balances via line-item transfers. Transfer requests requiring Board pre-approval are included at the end of this memo.

Currently, the personnel unallocated line has a balance of approximately \$267,000 due to staffing changes, vacancies, and leaves. These funds are no longer needed for FY 2025 personnel expenses. Additional program savings, particularly in special education, are also expected. Please note that invoices for goods and services received in May and June will continue to be processed through July.

Special Education

As previously mentioned at various times throughout the year, special education expenses are trending well below budget due to a variety of reasons. Such reasons consist of three (3) main contributing factors comprising of certified personnel, tuition and transportation.

- HS Psychologist (certified salary) – this employee resigned during the school year and due to the unique needs of this position, the district was unable to fill this position in FY 2025.
- Outplacement Tuition – throughout the course of the year three (3) students changed placement where they returned to in-district from their initial out-of-district placements. Additionally, there were four (4) students who withdrew from their outplaced program for various reasons (i.e., moved out of Granby, homeschooling, etc.)
- Transportation – there were significant savings this year in transportation due to a renegotiated daily contract rate, as well as the reduction of transportation for outplacements. As students leave outplacements as referenced above, transportation also ceases, which also garners savings. Finally, our special education department has been diligent in creating cost savings by alleviating

solo riders when possible and arranging ride shares. All-in-all, this year the district saved \$490,000 in special education transportation alone.

Please take note this type of surplus in special education is uncommon and can drastically change at what seems like a moment's notice. However, at this point in time we do not foresee any major shifts or changes prior to June 30th.

Quality and Diversity Fund (Q&D)

The forecast for the Q&D fund continues to remain consistent and positive. The fund is expected to end the year with a balance of approximately \$200,000.

BOE Reimbursements to the Town

The total reimbursement revenue to the Town for FY 2025 is anticipated to be \$2,327,563, which is \$165,588 less than originally budgeted. Even though the district experienced a large decrease (\$587,815) in the expected special education excess cost grant, tuition reimbursements as a whole increased \$422,227, thereby offsetting the decreased grant revenue. Most monies have been received, with the exception of tuition revenue from Hartford. However, we do fully expect to receive those funds by June 30th.

Transfer Requests

We request the following transfers from other line items with available program balances (e.g., utilities) to cover current supply line items with negative balances. Any supply line items that cannot be covered with other available supply accounts, require transfers from other categories. This type of transfer requires Board pre-approval. The accounts that require such transfers are listed below.

- \$12,000 for custodial and maintenance supplies
- \$60,197 for the purchase of the K-3 reading program and French textbooks

Additionally, as the fiscal year progresses and comes to a close, additional savings will accumulate. Given the substantial number of accounts (over 650), even the slightest amounts in each account can rapidly accumulate. Therefore, we request that additional yearend balances and unallocated funds first be transferred to balance all accounts as needed through June 30th. As FY 2025 comes to a close, the numbers for the board of education budget are highly favorable, where spending was less than the budgeted amount, demonstrating efficiency and effectiveness of current operations.

Therefore, in continued collaboration with the Town Board of Finance and the Board of Selectman, it is suggested to utilize a substantial portion of any remaining general fund monies (not to exceed \$650,000), for BOE small capital projects. Such designated funds, with the amount to be finalized after the closing of the fiscal year on 6/30/25, will be deposited into the BOE small capital fund and thereby requires approval from the Board of Education. This transfer of funds would create an appropriation for the following projects.

\$100,000 – BOE Central Office Roof
\$130,000 – GMHS Main Gym Bleachers
\$420,000 – Safety and Security*
\$650,000 – Total

*Please note, this amount could fluctuate depending upon final yearend expenses, as well as Board approval of any non-lapsing fund deposits. Any amount deposited in the small capital fund for the purpose of safety and security will be coupled with the current FY25 appropriated amount of \$439,603.



TOWN OF GRANBY

MEMORANDUM

DATE: May 29, 2025

TO: The Granby Board of Selectmen

FROM: Kimi Cheng, Director of Finance

REGARDING: Consideration of Transfer of Funds from BOE General Fund to Capital Equipment/Improvement Fund

Background

The Board of Education is expecting approximately \$650,000 unexpended surplus from its general fund budget due to a \$250K saving on the transportation contract that was successfully re-negotiated, a few special education students that were able to take back within the district, and a decrease in the out-of-district students because they moved out of the town or homeschooling.

Recognizing the funding need for the Board of Education capital projects, the Board of Education recommends transferring the BOE general fund surplus to the Capital Equipment/Improvement Fund to support the following projects:

\$100,000 for the BOE Central Office Building Roof Replacement
\$130,000 for the Granby Memorial High School Gymnasium Retractable Blenders Replacement project
\$420,000 for the BOE Safety and Security project

Note that the actual transfer amount will be determined and finalized after the closing of FY25.

This transfer request was approved by the Board of Education at its May 21, 2025 meeting and by the Board of Finance at its May 27, 2025 meeting. The Board of Selectmen approval is required.

PROPOSED MOTION:

I move that the Board of Selectmen authorizes a transfer of funds in the amount not to exceed \$650,000 from the Board of Education line item from the General Fund to the Building Maintenance and Improvement line item in the Capital Equipment/Improvement Fund.



TOWN OF GRANBY

MEMORANDUM

DATE: May 29, 2025

TO: The Granby Board of Selectman
FROM: Mike Walsh, Granby Town Manager 
REGARDING: Neighborhood Assistance Act Project Approvals

Background

Please see the attached memo from Grants Administrator Catherine Lanyon on the Neighborhood Assistance Act.

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program is designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses who make cash contributions to these entities.

Businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services.

Tax-exempt entities and municipal agencies desiring to obtain benefits submit paperwork to the town/city overseeing the implementation of the proposal.

Each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality with the program proposals to the DRS on or before July 1 of each year.

Applications for the Neighborhood Assistance

Two (2) applications have been received from Holcomb Farm and are attached for your review.

PROPOSED MOTION:

To approve the two program proposals received for the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and direct staff to complete the application process on or before July 1, 2025.

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

CC: Sandy Yost, Director of Community Services
Catherine Lanyon, Grants Administrator



TOWN OF GRANBY

MEMORANDUM

DATE: May 27, 2025

TO: Mike Walsh, Town Manager

FROM: Catherine Lanyon, Town Manager's Office, Grants Administrator

REGARDING: Consideration of Proposals for Neighborhood Assistance Act Tax Credit Program (NAA)

Background:

The current grant opportunity for discussion, the Neighborhood Assistance Act Tax Credit Program, is provided by the Connecticut Department of Revenue Service.

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program is designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses who make cash contributions to these entities. Businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services.

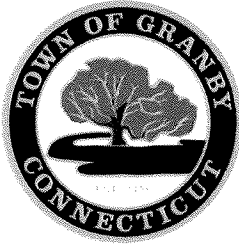
Tax-exempt entities and municipal agencies desiring to obtain benefits submit paperwork to the town/city overseeing the implementation of the proposal. Each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality with the program proposals to the DRS on or before July 1 of each year.

Applications received for Neighborhood Assistance:

Two (2) applications have been received from Holcomb Farm. The request is to continue energy efficient upgrades: radiant heat for the new production facility; and energy efficient heat for the new farm store. The total request for the 2 projects is \$123,000.00

Next Steps:

Please seek approval for the 2 program proposals received for the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and direct staff to complete the application process on or before July 1.



TOWN OF GRANBY

Incorporated 1786

15 NORTH GRANBY ROAD
GRANBY, CONNECTICUT 06035-2125
860-844-5240

Granby to participate in Neighborhood Assistance Act Program

Granby, CT – March 25, 2025

The Connecticut Department of Revenue Services (DRS) has announced the 2025 Connecticut Neighborhood Assistance Act Program Proposal. This program provides tax credits to non-profit 501(c)(3) businesses that make cash investments in qualifying community non-profit programs. Past approved projects have come from public service departments such as police, fire, and ambulance; health service agencies, land trusts, and more. Requests have included energy saving measures such as new windows, boiler replacement, and fuel-efficient vehicles; programs for youth, parents and seniors; and more.

To be considered, community organizations must submit an application to Catherine Lanyon, Grants Administrator, Town of Granby, 15 N. Granby Road, Granby, CT 06035, by May 26, 2025. Applications and information about the NAA Tax Credit Program can be found on the DRS website at www.ct.gov/DRS, searchable by entering "Neighborhood Assistance Act." Granby's Board of Selectmen will then have a public hearing on June 2, 2025, to approve proposals for submittal to the Department of Revenue Services by July 1, 2025.

For assistance with the process, please call Catherine Lanyon at 860-844-5306, or email clanyon@granby-ct.gov.

Municipality: GRANBY

Form NAA-01

2025 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
HOLCOMB FARM, INC

Address: 113 SIMSBURY RD. WEST GRANBY, CT 06090

Federal Employer Identification Number: 0 6 1 3 8 1 9 7

Program title: RADIENT HEAT FOR NEW PRODUCTION FACILITY

Name of contact person: JENNY EMERY

Telephone number: (860) 214-0969

Email address: JPEMERY5@GMAIL.COM

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 50,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☐ Other (specify): _____

Description of program: _____

We are converting a former church sanctuary into an indoor produce processing and storage facility. The old, inefficient electric heat will be replaced with radiant heat in the concrete floor, efficiently warming the workers without the need to heat all of the airspace.

Need for program: _____

This new facility will allow us to store and process the produce we grow year-round, which will strengthen the financial foundation of our non-profit.

Neighborhood area to be served: _____

We serve all of Granby, as well as the greater Hartford region.

Plan to implement the program: _____

We will be raising other funds throughout 2025 and plan to undertake the renovations, including replacing the old electric heat with the new, in 2026.

Timetable:

Program start date: 01-01-2026
MM - DD - YYYY
Program completion date: 12-31-2027
MM - DD - YYYY
Post-project audit due date: 03-31-2027
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date. Additionally, the program completion date must not extend beyond December 31, 2027.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	\$50,000.00
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) REMOVE AND REPLACE CEMENT FLOOR	\$15,000.00
b) INSTALL RADIANT HEAT IN FLOORING	\$35,000.00
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures:

\$50,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: _____

Fax number: _____

Email address: _____

Post-Project Audit

Is a post-project audit required for this proposal?

☒ Yes

☐ No

If **Yes**, date post-project audit due:

03-31-2027

Date

2025 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2025 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, name, telephone number, and email address of the contact person.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures.

Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to have a post-project audit prepared by a certified public accounting firm and submitted for certification, to the municipality overseeing the program, no later than three months after the program completion date. For further information on the post-project audit requirements, please refer to Conn. Gen. Stat. § 12-637a.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Municipality: GRANBY

Form NAA-01

2025 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
HOLCOMB FARM, INC

Address: 113 SIMSBURY RD. WEST GRANBY, CT 06090

Federal Employer Identification Number: 0 6 1 3 8 1 9 7

Program title: ENERGY EFFICIENT HEAT FOR NEW FARM STORE

Name of contact person: JENNY EMERY

Telephone number: (860) 214-0969

Email address: _____

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 73,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☐ Other (specify): _____

Description of program: _____
we are repurposing a building with electric heat installed in 1975, which is very inefficient and expensive. the plan is to replace the old system with energy efficient electric heat pumps.

Need for program: _____
This renovated building will allow the Friends of Holcomb Farm to operate year-round, serving the local population and providing a distribution outlet for other local farmers.

Neighborhood area to be served: _____
We serve all of Granby, as well as the greater Hartford region.

Plan to implement the program: _____
We will be raising other funds throughout 2025 and plan to undertake the renovations, including replacing the old electric heat with the new, in 2026.

Timetable:

Program start date: 01-01-2026
MM - DD - YYYY
Program completion date: 12-31-2027
MM - DD - YYYY
Post-project audit due date: 03-31-2027
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date. Additionally, the program completion date must not extend beyond December 31, 2027.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	\$73,000.00
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Funding:**Proposed Program Expenditures:**

Direct operating expenses - itemized description:	
a) SUPPLY AND INSTALL 2 5-TON HEAT PUMPS	\$73,000.00
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

Total Proposed Expenditures:

\$73,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: _____

Fax number: _____

Email address: _____

Post-Project Audit

Is a post-project audit required for this proposal?

☒ Yes

☐ No

If **Yes**, date post-project audit due:

03-31-2027

Date

2025 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2025 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, name, telephone number, and email address of the contact person.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program. This amount may not exceed the total proposed expenditures.

Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to have a post-project audit prepared by a certified public accounting firm and submitted for certification, to the municipality overseeing the program, no later than three months after the program completion date. For further information on the post-project audit requirements, please refer to Conn. Gen. Stat. § 12-637a.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.



TOWN OF GRANBY

MEMORANDUM

DATE: May 29, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager 

REGARDING: CGS 8-24 Report Back from P and Z – 603 Cider Lane
CGS 8-24 Referral to P and Z – 83 Salmon Brook Street

Background

Section 8-24 of the Connecticut General Statutes requires that prior to the acquisition or sale of any town property, the Board of Selectmen refer the proposal to the Planning and Zoning Commission for a report.

The Commission is to evaluate the proposal for its consistency with the Plan of Conservation and Development (Plan) and report their findings to the Board of Selectmen.

With respect to 603 Cider Lane, the Board of Selectman previously referred this property to P and Z and that report is back. Please see the memo dated June 2, 2025 from Director of Community Development Abby Kenyon where Abby reports back that P and Z found that the proposed sale would be consistent with the Plan of Conservation and Development.

With respect to the 83 Salmon Brook Street, please see the memo dated June 2, 2025 also from Director of Community Development Abby Kenyon seeking to refer that property to P and Z seeking an 8-24 report as well.

The intention on the Town is issue an RFP seeking the separate sale of both parcels.

Next Steps

The Board of Selectmen is asked to refer the acquisition of 83 Salmon Brook Street to the Planning and Zoning Commission for consideration under CGS 8-24 by approving the following motion.

The following motion is needed from the Board of Selectmen:

I move that the Board of Selectmen refer parcel 83 Salmon Brook Street to the Planning and Zoning Commission for consideration under CGS 8-24 and report back to the Board of Selectmen with their findings.



TOWN OF GRANBY

MEMORANDUM

DATE: June 2, 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 603 Cider Lane

Background

In 2005, the Planning and Zoning Commission approved a Special Permit application for a Flexible Residential Development for Cider Mill Heights. The approval included ten lots on Cider Lane, which would be a town road, and five lots on Cider Barrel Way, which would be a private road. At the time of approval, a need was expressed to have additional town property in the area that could be used by the Department of Public Works to store materials so that snowplows would not have to return to the Public Works garage to refill. Therefore, the application was approved subject to a lot being deeded to the Town that could be used for this purpose. The lot deeded to the Town was 603 Cider Lane. It is 1.85 acres and has frontage on both the existing Cider Mill Heights and Cider Lane, which will be constructed in the near future.

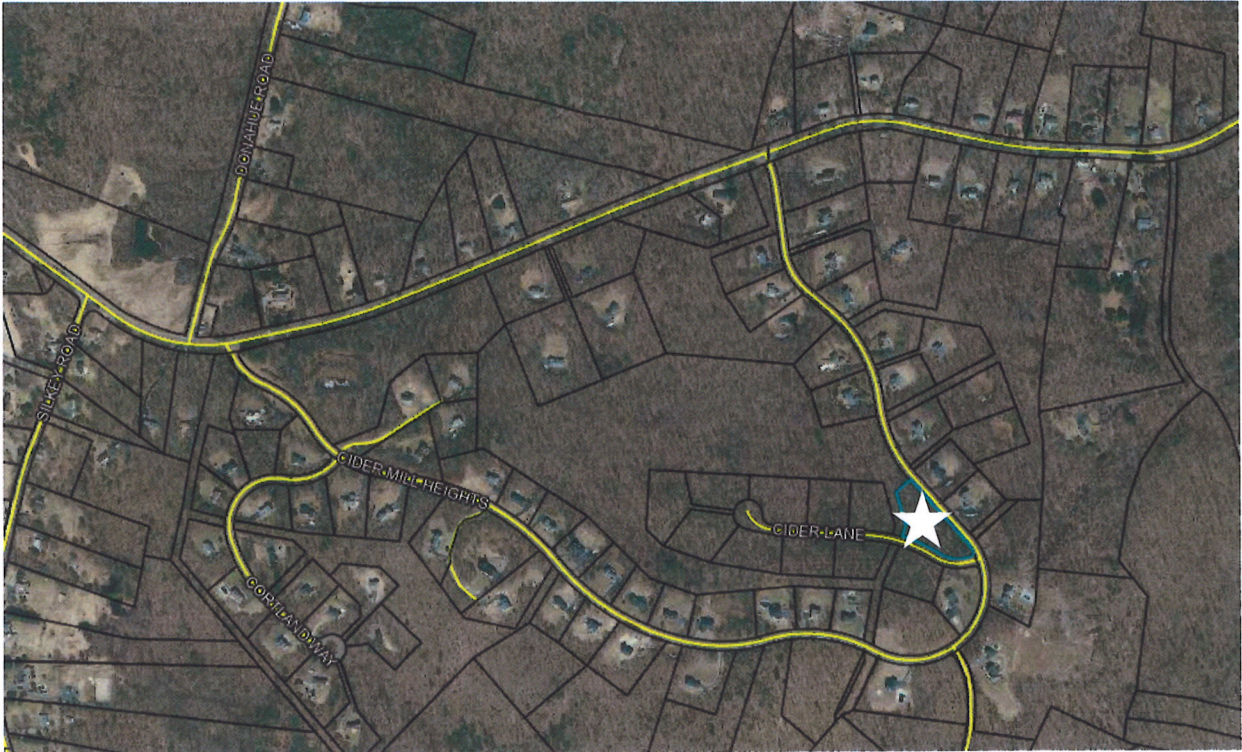
Over the years, inquiries about the status of this lot and if the Town would be open to selling it, have been received. Given that this lot has remained unused since it was deeded to the Town and it is not anticipated the Town will need this lot in the future for municipal purposes, the Town may want to consider selling it.

At its meeting in May, the Board of Selectmen referred the sale of 603 Cider Lane 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 May 13, 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 603 Cider Lane.

Property Aerial





TOWN OF GRANBY

MEMORANDUM

DATE: June 2, 2025

TO: The Granby Board of Selectmen

FROM: Abby Kenyon, Director of Community Development

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

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 this time, the Board of Selectmen is asked to authorize Town Staff to move forward with the sale of the property. Prior to doing so, the matter must be referred to the Planning and Zoning Commission for consider under CGS §8-24.

Next Steps

The Board of Selectmen is asked to refer this matter to the Planning and Zoning Commission for consideration under CGS §8-24.



TOWN OF GRANBY

MEMORANDUM

DATE: May 29, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager 

REGARDING: CGS 8-24 Report Back from P and Z – 603 Cider Lane
CGS 8-24 Referral to P and Z – 83 Salmon Brook Street

Background

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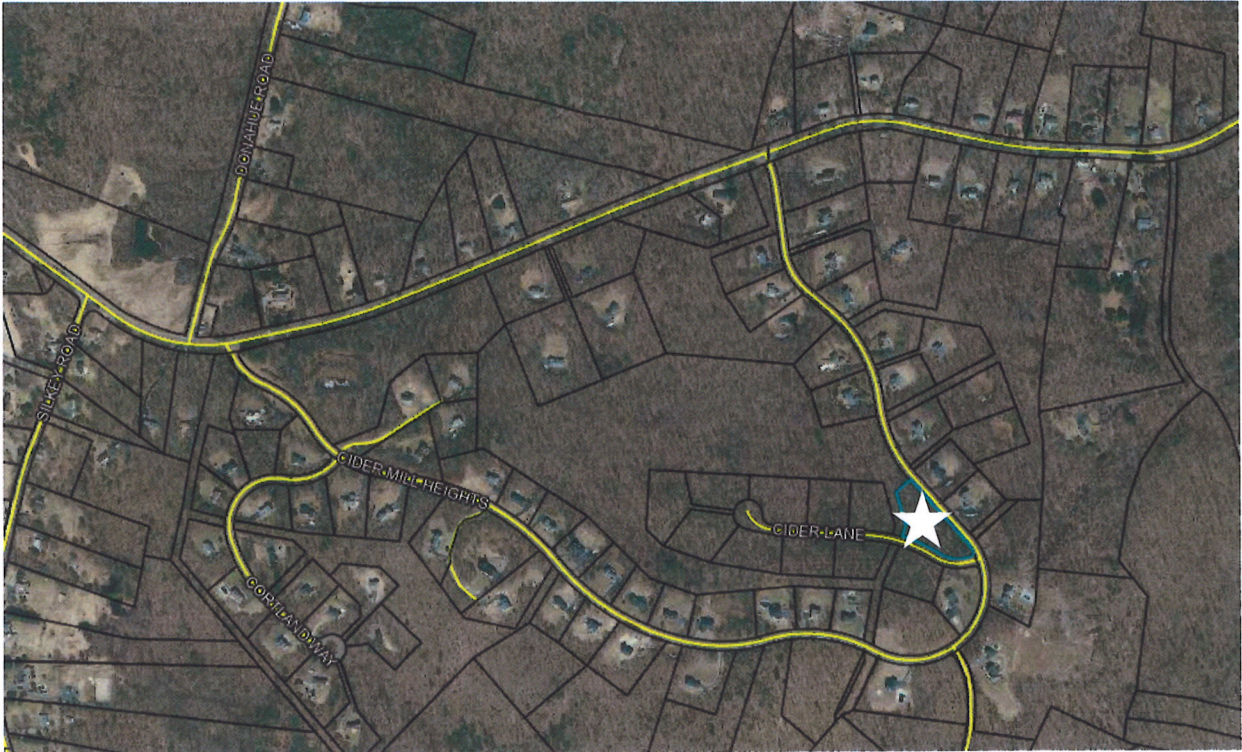
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Property Aerial





TOWN OF GRANBY

MEMORANDUM

DATE: June 2, 2025

TO: The Granby Board of Selectmen

FROM: Abby Kenyon, Director of Community Development

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

Background

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Next Steps

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TOWN OF GRANBY

MEMORANDUM

DATE: June 1, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Town Manager's Report as of May 31, 2025**

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

Town Manager's Office

- Received word that Granby was awarded a 2025 STEAP Grant totaling \$580,000
- 229 Mountain Road was acquired by the Town for the Radio Control Tower
- The Parks Study Public Session Two is being held June 3 at 6 p.m. at the Park House
- Held the first meeting with GAA to discuss the parameters of a working MOU
- Attended the COC Annual meeting - Joe O'Grady, Business Person of the Year
- Attended the May Park and Rec. Board Meeting
- Worked on Capital Planning and the upcoming CPPAC meetings
- Met with the BOE and BOF on FY 25 BOE operating surplus transfers
- Attended the Spring Marketplace at Holcomb Farm
- Visited 16 Barn Door Hills Road with Kate Bednaz and Doug Baggot
- Attended the WWII Veteran Recognition with the American Legion and Moe Brassard
- Attended a Simsbury desktop cyber security exercise – sobering!
- Attending the standing meeting with 7-Summits/New Samaritan for Kearns Housing
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....

Finance, Tax Office, Assessors Office

- Evaluated the departmental copiers/printers; analyzed purchasing or leasing options
- Renewal process, including liability and worker's compensation insurance, stop loss insurance, medical and dental insurance, and cafeteria plan
- Requested interest rate quotes for the small capital equipment yearly loan and worked with the approved financing institution to complete loan documents
- Prepared preliminary year-end estimate & year-end transfer of funds to Small Cap
- Filed Municipal Spending Cap Report and FY26 Adopted Budget to OPM
- Prepared and completed 21 requested items from the auditors for the audit fieldwork
- Prepared cyber insurance application with Jon Lambert and sent it to USI for review
- All Prorated Assessments for New Construction have been added, completed and Tax Bills created to be sent and mailed to the owners for Tax Collector
- Update Maps, transfer property splits, and value all new parcels and subdivisions, etc.
- Send in State Reports to insure proper reimbursement to The Town, M-13
- Prepare for pretrial with court and Town Attorney for 10 Hartford Ave Assessment
- Coordinate and order Appraisal for the Town for 10 Hartford Ave Court Appeal

Community Development

- The Building Official and Fire Marshal conducted inspections on Building 5 at the Station 280 development in preparation for a certificate of occupancy. This is the last building
- Staff had a pre-construction meeting with the developer for the 10-lot residential development on Cider Lane and it is expected that site work will begin soon
- The Planning and Zoning Commission is looking for resident volunteers to serve on the 2026 Plan of Conservation and Development Committee. Applications are posted on the Community Development webpage and are due June 23rd. The Commission will review and notify applicants in July. Committee meetings will start in September
- Staff received draft sewer ordinances/policies from Tighe & Bond for review. These will be reviewed and will eventually be forwarded to the WPCA for further discussion

Information Technology

- Ongoing work with GPD pertaining to dispatch and radio project upgrades and wiring
- Continue to work with GCTV to tweak video/broadcasting equipment at Senior Center
- Involved with Finance Department's Square 9 software project (paper to digital)
- Updated firewall configuration for Town and PD
- Assisted Finance Department with cyber insurance app & internal IT audit requirements
- Continue work to upgrade server virtualization software on all in house servers
- Email phishing attempts have been persistent. Warning staff to stay vigilant and to pass on suspect emails to IT for analysis prior to any response

Police Department

Human Resources, Training and Community Outreach, Projects

- One officer out from a work-related injury, possible return of mid-August
- A Sergeant was out for two weeks due to a medical condition
- Chief Sansom and Captain LaFlamme attended Career Day at the GMHS
- Chief Sansom and Captain LaFlamme visited Whiting Forensic Hospital and met the CEO who explained the process of holding and releasing patients.
- Chief Sansom, Captain LaFlamme and Sergeant Joseph attended a CPCA Risk Management training day
- Fours officers attended CLEAR Training (Opioid response training).
- New police vehicle pick-up truck is getting upfitted to be a new line car
- Numerous site visits for the radio project including Canton PD and South Windsor EOC

Crime/Noteworthy Items

- Complaint of a car passing a school bus on Quarry Road. Investigation led to vehicle and driver being identified and proper enforcement was completed
- Granby Police helped organize and prepare a strategic operations plan for the Granby Road Race. The race was successful with no major incidents reported
- Bear was found deceased, DEEP is investigating the incident with GPD assisting
- Car verses Building pillar at 15 Hartford Avenue, minimal damage
- Granby Officers with the assistance of numerous other State Agencies conducted a series of compliance checks with Vape/Smoke shops in Granby. Labor Violations were found at 4 stores by the Dept of Labor. One store was selling marijuana products, 17.9 pounds seized, and an arrest was made
- A vehicle and three dirt bikes were stolen from a residence on Case Street. The vehicle was recovered in Hartford and the Detective processed the vehicle for fingerprints/DNA
- Three Warrants received for the arrest of individuals involved in Granby stolen MV

Public Works

- A partial water line fix has been completed at the SBP. Restrooms and buildings have water but repairs to a drinking fountain still needs to be completed
- Four speed bumps were installed at the SBP
- DPW open house was a great success with parents and their children. Many residents utilized the paper shredding and textiles program. Many thanks to the Lions Club for sponsoring the paper shredding
- Five employees worked on the Memorial Day celebration. One drove a truck in the parade and the others assisted the Police Department with traffic control
- Bids were received from contractors for building a sidewalk ramp off the bandshell.
- Phase 2 of the sewer study review continues
- Created an RFP for land clearing and building a roadway to Mountain Road tower
- Dispatch renovation RFP project is currently out to bid with a due date of July 9th
- Simsbury Rd Bridge, test borings are underway. Replacement expected in 2027
- Doherty Road Bridge letter of commitment was submitted for their final approval
- Road overlay estimates for work to be done over the next 3 years is in place. 10-year overlay is on paper and subject to changes as conditions and pricing may change
- Revising/updating capital buildings and equipment needs

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

- Granby Senior Center is proud to honor Veterans in May. Our Veterans' Liaison, Jennifer Kielbasa, along with a contingent from American Legion Post 182 attended the Connecticut WWII Veterans Recognition Ceremony in support of Moe Brassard, long-time Granby resident
- The Veterans Luncheon was held on May 21. Veterans and their supporters (75 in total) turned out for a nice meal served by our friends, the Flying Yankees
- Women's Work in WWII presentation highlighted the incredible efforts of the women of the 1940s who transformed the course of the war effort and forever reshaped the employment landscape
- Parks & Rec Park Study results will be presented on June 3. Our consultants from GZA took the feedback gained from telephone interviews with stakeholders and the April 1 Public Session to compile a recommendation for our parks' future

Registrar of Voters

- The staff and several of our volunteers have participated in an online training course for the new statewide computerized voter registration system ("Total Vote"). We are able to access the program and do some minimal testing of it on our own schedules. The expected start date for the system to go live is now after the November election
- We will be using the new voting machines from ESS in August if we have a primary (unlikely), or not until the early voting period for the November municipal election
- There are still outstanding bills in the CT General Assembly that could affect us, including the number of days and the processing of early voting ballots for the November election. The last day of the 2025 legislative session is June 4
- Tristan was installed 3 new computers in our office, and they are up and running
- We are investigating the costs and space requirements for fireproof ballot storage. Currently, the ballots – both from past elections and for unprocessed ballots during elections - are stored in the vault at the Town Clerk's office. The early voting requirements have amplified the personnel cost of our current arrangement, because of the back-and-forth handoffs between us and the Town Clerk staff, much of which is beyond their normal office hours
- We are continuing our efforts to reorganize paperwork and compile materials to be shredded. Some of the shredding requires approval from the State before proceeding

- Election reform update: The Presidential Executive Order (EO) of 3/25 and the "SAVE Act"
 - 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. Our understanding is that passage in the Senate would require 60 Yes votes, and so it is unlikely to ever become law in its current form
 - The Secretary of State's office has instructed us to continue registering people as we have been doing, and potential registrants can still initiate the process themselves without appearing in person

Town Clerk

- Completed the 2025 Statistics for the Connecticut State Registrar & Manual
- Assisted Registrars of Voters with Records Retention efforts
- Requested a review of the Absentee Ballot Drop Box security system to ensure compliance with SOS regulations effective July 1, 2025
- Worked on implementing the General eCode for Town Ordinances
- Completed an inspection of the Vault with the Fire Marshal to ensure compliance with CGS Sec. 11-8-2, Sec. 7-27, and Sec. 11-8-11
- Prepared the List of Offices for the Secretary of State for the November 4, 2025, Municipal Election; the list was accepted and certified
- Prepared endorsement packets and office lists for Republican and Democratic Chairs
- Reconciled open invoices in preparation for year-end for FY 2024-25
- Finalized the Notary Public Policy & Notary Public Flyer
- Completed the defined job description and compensation review for Assistants
- Participated in the CTCA Legislative Social with state representatives
- Proposed items for inclusion in the Capital Improvement Plan for FY 27-FY36
- Updated Dog Licensing Forms for FY 2025 and requested website updates
- Added an article for the Drummer on Dog Licensing
- Assisted with a departmental review of copiers and printers
- Implemented a streamlined process for obtaining a Marriage License in Granby
- Continued the framework of submission of Agendas and Minutes for Boards and Commissions, consistent with state statutes; roll out of process in the next weeks
- Began reviewing Board of Selectmen Rules and Procedures, last updated in 2010
- Made progress on implementing the Cott Host system, which began in February 2025
- Attended meetings with ROV, CTCA, CCM, the Secretary of State, and Total Vote
- Held weekly staff meetings to ensure uniformity in administrative processes; continued the cross-training, and provided education on statutory requirements that our office needs to adhere

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