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Or dial in: 1 (929) 205-6099

Meeting ID: 863 8230 4165

Passcode: 018848

TOWN OF GRANBY – Board of Selectmen Regular Meeting Agenda Monday, August 18, 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 - August 4, 2025

Documents:

[BOSMINUTES080425.PDF](#)

3. Appointments

None

4. Communications

None

5. New Business

5.I. Holcomb Farm Lease And Use Agreement Edits - Re: 87 Simsbury Road

Documents:

[HOLCOMBFARMLEASEANDUSEAGREEMENTSEDITS.PDF](#)

5.II. Local Prevention Council Grant Fund Application Approval

Documents:

[APPROVALOFLOCALPREVENTIONCOUNCILGRANTAPPLICATIONANDSPENDING.PDF](#)

5.III. Pomeroy Brace FY 26 Grant Fund Application Approval - Cossitt Library

Documents:

[APPROVALOFPOMEROYBRACELIBRARYGRANTAPPLICATIONANDSPENDING.PDF](#)

5.IV. Town Clerk State Of Connecticut Historical Grant Application And Use Approval

Documents:

[HISTORICDOCUMENTSPRESERVATIONGRANTAPPLICATIONANDSPENDING.PDF](#)

5.V. Town Manager-S Report - Project And Financials

Documents:

[TOWNMANAGERSPROJECTREPORT.PDF](#)

6. First Selectman Report

7. Selectmen Reports

8. Public Session

9. Executive Session

10. Ajournment

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Tuesday, September 2, 2025 in the Town Hall Meeting Room.



TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR BOARD OF SELECTMEN MEETING
AUGUST 4, 2025
MINUTES

2025 AUG -5 P 4: 01

RECEIVED
TOWN CLERK
GRANBY, CT

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

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

REMOTE: Frederick A. Moffa, Selectmen, Kimi Cheng, Director of Finance, Betsy Mazzota, Management Assistant, and Members of the Public.

ABSENT: Zainab Zafar, Student Liaison

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 Selectmen, M. Neumann.

2. MINUTES

2. I. Approval of the Board of Selectmen Regular Meeting Minutes – July 7, 2025

ON A MOTION DULY MADE BY M. Neumann, seconded by M. Chapple, the Board voted unanimously (5-0-0) to approve the minutes from the Board of Selectmen Regular Meeting on July 7, 2025.

2. II. Approval of the WPCA Special Meeting Minutes – July 7, 2025

ON A MOTION DULY MADE BY M. Neumann, seconded by K. Rome, the Board voted unanimously (5-0-0) to approve the minutes from the WPCA Special Meeting on July 7, 2025.

3. APPOINTMENTS

3. I. Resignation of Karen Richmond-Godard, Board of Education

ON A MOTION DULY MADE BY M. Chapple, seconded by M. Neumann, the Board voted unanimously (5-0-0) to accept the resignation of Karen Richmond-Godard (D) in the Town of Granby Board of Education effective July 17, 2025.

3. II. Appointment of Martha Anne LaCrosse to the Agricultural Commission

ON A MOTION DULY MADE BY M. Chapple, seconded by K. Rome, the Board voted unanimously (5-0-0) to appoint Martha A. LaCrosse (D) to fill the vacancy on the Town of Granby Agricultural Commission for the remainder of the unexpired term.

3. III. Appointment of Ann Townsend Woods, Board of Education

Motion of this Agenda item was made later in the agenda

4. COMMUNICATIONS

4.I. McLean Presentation

Lisa Clark and Carlene Rhea provided an overview of McLean Retirement Community in Simsbury, highlighting key benefits offered in their facility, and what is coming in 2028.

Founded through the vision of Senator George McLean, who passed away in 1932, the McLean organization began with a land donation of over 2,000 acres to create the McLean Game Refuge, now expanded to 4,400 acres (primarily in Granby, Simsbury and Canton).

McLean operates as a nonprofit life plan community offering a continuum of senior care services, including independent living (apartments, cottages, villas, and duplexes), assisted living, memory care, short-term rehab, home care and hospice, adult day services, outpatient therapy, meals on wheels, and caregiver support and community education. Outreach includes senior center meal delivery, education series ("McLean and Me"), and free community events.

McLean also owns the Hopmeadow Country Club and offers social memberships to its residents, and the Simsbury campus includes a gym with smart equipment, a performing arts center, and partnerships with institutions like UConn and CCSU for environmental research on the Game Refuge. Plans are underway to build 50 new duplex homes in the "Meadows" area by 2028 (160 people are already on the waitlist).

McLean supports individuals across various income levels, including Medicaid recipients and those needing financial assistance. Their programs serve the wider Farmington Valley, and the majority of residents live within 15 miles of McLean.

At 7:31 P.M. item 3.III., was reintroduced to address the Appointment of Ann Townsend Woods, for the Board of Education vacancy.

ON A MOTION DULY MADE BY M. Chapple, seconded by M. Neumann, the Board voted unanimously (5-0-0) 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.

5. NEW BUSINESS (FINANCE ITEMS (3) FOR ACTION)

5. I. Fiscal Year 2024-2025 Year End Transfer of Accounts

At the end of fiscal year 2024–2025, the Town of Granby completed its annual financial review and introduced several proposed budget adjustments. The town assessed its general and unassigned fund balances, noting positive contributions from both the Board of Selectmen and the Board of Education, along with grant funding related to emergency communications.

Revenue collection exceeded expectations due to conservative budgeting and strong tax collection rates. Local revenue sources such as interest, inspections, and permit fees also outperformed projections, resulting in a healthy year-end surplus. After planned allocations to stabilize the mill rate, the town's reserve levels remained in line with fiscal policy goals. Improvements were also seen in the town's medical reserve fund.

A proposal was made to create a simple quarterly financial dashboard to share key metrics—such as fund balances, bond ratings, and pension status—with the public and decision-makers. This tool would enhance transparency and support strategic planning.

The following motions were requested:

First, transfer \$299,500 within the existing FY 2025 budget from accounts with surpluses to accounts with deficits.

Second, allocate \$34,000 to wage settlements in preparation for two expected retirements.

Third, reallocate \$300,000 to the Small Capital Fund from various General Fund accounts to ease future capital funding needs.

Fourth, withhold \$300,000 from the \$2 million state grant received for the emergency communications project, pending final determination of project costs.

ON A MOTION DULY MADE BY K. Rome, seconded by M. Chapple, the Board voted unanimously (5-0-0) to approve the above requests.

5. II. Budget Amendment—Greater Together Community Funds Grant

In March 2025, Granby applied for a \$3,000 grant from the Greater Together Community Fund (Hartford Foundation for Public Giving) to support a smoke alarm program managed by the Fire Marshal's office. The grant was approved in May 2025, and the funds were added to the general fund. Since this funding was not part of the adopted FY 2026 budget, a budget amendment is required.

ON A MOTION DULY MADE BY M. Neumann, seconded by M. Chapple, the Board voted unanimously (5-0-0) to approve the amendment to the budget by increasing the Misc. Revenue and Grant Expense line items by \$3,000.

5. III. Budget Amendment —Interfund Loans

The Town of Granby issued a memorandum requesting approval for budget amendments related to two previously approved interfund loans in fiscal years 2023 and 2024 for capital equipment purchases and were approved by both the Board of Selectmen and the Board of Finance.

For the FY 2026 budget, staff mistakenly included these loans in the General Fund while trying to consolidate all loan activity for better transparency. To correct this, they are now requesting a budget amendment to properly reallocate the interfund loans from the General Fund back to the Capital Equipment/Improvement Fund.

ON A MOTION DULY MADE BY M. Chapple, seconded by K. Rome, the Board voted unanimously (5-0-0) to approve a budget amendment reallocating the interfund loans from the General Fund to the Capital Equipment/Improvement Fund, as included in the adopted FY 2025–2026 budget.

5. IV. Granby America 250 Proclamation

Granby is preparing to celebrate the 250th anniversary of the Declaration of Independence by forming the Granby America 250 Committee. This committee will focus on planning events for the July 4th weekend in 2026 and educational activities to raise awareness about historical events leading up to the Declaration. The town issued a proclamation recognizing this effort, which will be promoted on the town's website. Minor amendments to the proclamation were proposed.

ON A MOTION DULY MADE BY M. Neumann, seconded by K. Rome, the Board voted unanimously (5-0-0) to accept the Proclamation for the Granby America 250 as per agreed amendments.

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

Chief of Police, S. Sansom briefed the Board on his request to amend the current job description for the Police Management Assistant to reflect the position's expanded responsibilities.

In the Granby Police Department, this role includes extensive administrative duties typically handled by a dedicated accreditation manager in larger municipalities. Due to the smaller size of the department, these responsibilities have been incorporated into the existing Management Assistant role. The Chief is requesting approval of the revised job description, along with a salary adjustment to reflect the increased scope of work—which now includes managing hundreds of policies and standards, overseeing rigorous inspections, and maintaining ongoing documentation to ensure compliance and uphold professional standards. The updated job description formalizes and recognizes the importance of this role.

The board was asked to approve the revised job description to meet state accreditation requirements and support the department's continued excellence.

ON A MOTION DULY MADE BY K. Rome, seconded by M. Neumann, the Board voted unanimously (5-0-0) to approve the updated job description for the Granby Police Department

Management Assistant – Accreditation, as presented, to properly reflect the additional accreditation responsibilities and support the department’s compliance with state accreditation requirements.

6. TOWN MANAGER’S REPORT — PROJECTS AND FINANCIALS

6.I. Town Manager’s Departmental Report for the month of July 2025

Town Manager, M. Walsh, provided a consolidated overall report, of recent updates including several communities and departmental developments. M. Walsh gave an update on the 10-year Capital Improvement plan, developed with the Board of Education; and provided an update on the School Resource Officer, and the Emergency Preparedness drill.

The full report is available as part of the Board of Selectmen Packet.

7. FIRST SELECTMAN REPORT (Mark Fiorentino)

First Selectman, M. Fiorentino, praised local police officers for volunteering to collect non-perishable food for those in need, highlighting their dedication beyond duty. He also commended the Lost Acres Fire Department for hosting a successful auto show, noting a Yugo car as a standout attraction. Recognition was extended to the Parks and Recreation team for effectively managing challenges during a busy summer camp season, including unexpected rain and staffing issues.

Lastly, First Selectman shared an announcement from a local farm store— The Garlic Farm with an open position on Fridays, and encouraged anyone interested, including students looking for work, to consider applying.

8. SELECTMEN REPORTS (Mark C. Neumann, Margaret Q. Chapple, Kelly O. Rome, and Frederick A. Moffa.)

None were provided

9. PUBLIC SESSION

Public comment was invited. No comments were received.

10. EXECUTIVE SESSION

The Board of Selectmen entered Executive Session at 8:32 p.m. under Personnel Matters to complete the periodic performance review of Town Manager, Michael P. Walsh.

ON A MOTION DULY MADE BY M. Chapple, seconded by M. Neumann, the Board voted unanimously (5-0-0) to enter Executive Session to discuss the Personnel Matter.

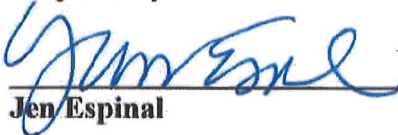
ON A MOTION DULY MADE BY M. Neumann, seconded by M. Chapple, the Board voted unanimously (5-0-0) to close the Executive Session at 8:45 p.m.

11. ADJOURNMENT

ON A MOTION duly made by F. Moffa, seconded by M. Neumann, the Board voted unanimously (5-0-0) to adjourn the Board of Selectmen Regular Meeting at 8:46 p.m.

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

Respectfully Recorded & Attested,



Jen Espinal

Town Clerk

Received for Record: August 5, 2025, at 4:01 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 18, 2025, in the Town Hall Meeting Room.



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Holcomb Farm Lease and Use Agreement Edits – 87 Simsbury Road

Attached please find the amended and restated Holcomb Farm Lease and Use Agreement for your review. This redlined document now reflects the addition of 87 Simsbury Road, formerly the United Methodist Church property.

The existing lease and use agreement is attached for your review.

The edits occurred over the last few months and included input from First Selectman Mark Fiorentino, Jenny Emery representing the Friends of Holcomb Farm, Rich Roberts, the Town's outside legal counsel, and a group of representatives from CIRMA, the Town's insurer. Comments were also taken from Chris Wardrop, the Town's outside insurance consultant.

If this amended agreement is accepted by the Board, please consider approving the following proposed motion:

PROPOSED MOTION:

To accept the attached amended and restated Holcomb Farm Lease and Use Agreement between the Town of Granby and Holcomb Farm, LLC to incorporate 87 Simsbury Road into the agreement and to direct Town Manager Mike Walsh to execute the agreement on behalf of the Town of Granby.

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

HOLCOMB FARM AMENDED AND RESTATED LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

THIS AMENDED AND RESTATED LEASE AND USE AGREEMENT (this "Lease"), is made and entered as of _____ as an amendment and restatement of that certain Lease and Use Agreement dated as of October 26, 2022 by and between the TOWN OF GRANBY, a municipal corporation having its principal address at 15 North Granby Rd., Granby, CT 06035 (the "Lessor"), and HOLCOMB FARM, INC., a Connecticut not-for-profit corporation with an address at 113 Simsbury Rd., West Granby, CT 060960 (the "Lessee"), together with the Lessor collectively referred to herein as the "Parties."

WITNESSETH:

That for and in consideration of the compensation and agreements hereinafter reserved and contained, the Lessor and Lessee hereby agree as follows:

1 Leased Premises.

Lessor does hereby lease to the Lessee, and the Lessee does hereby lease from the Lessor, the protected and excluded property, consisting of approximately three hundred and [ten (310)] fifteen (315) acres, more or less, depicted Schedule A. ~~(NOTE: JENNY TO OBTAIN A REVISED SCHEDULE A)~~ attached hereto and made a part hereof (the "Land"). However, this lease does not include the buildings and improvements collectively identified at the address 115 Simsbury Rd. West Granby, CT, (the "Campus," meaning the buildings and grounds comprising Town of Granby Assessor's account #2-57-115, and Mblu: G-30/66/94// but excluding the acreage not immediately contiguous to the buildings and parking lots: see Schedule B), not does it include the horse ring or tobacco barn to the south of the Campus. This lease ~~[does]~~ expressly includes the barn/farm store at 111 Simsbury Rd. (the "CSA Barn"), the barn and church buildings at 87 Simsbury Road (the "Church Improvements"), and any other Improvements (not otherwise excluded, above) currently located on the Land or developed after the date hereof and constructed by Lessee with Lessor's permission (collectively, the "Friends Improvements"). "Improvements" shall mean: 1) anything constructed or erected, the use of which requires permanent location on, above or under the ground, or attachment to something having a permanent location on, above or under the ground; 2) any modification to a building or other improvement located on the Leased Premises; and ~~[2)]~~ 3) the planting or sowing of any crop or plant that has a life expectancy of more than one year. The Land (excluding the Campus as depicted in Schedule B), CSA Barn, Church Improvements, and Friends' Improvements are collectively referred to as the "Leased Premises."

2 Title and Use.

Lessor warrants to Lessee that Lessor has a good and lawful right to enter into this Leased Premises subject only to the terms and restrictions of the Conservation Easement between the Lessee and the Granby Land Trust, Inc., dated October 26, 2022, and made a part of this Lease as Schedule C.

**HOLCOMB FARM AMENDED AND RESTATED LEASE AND USE AGREEMENT
BETWEEN
THE TOWN OF GRANBY AND HOLCOMB FARM, INC.**

The Lessor covenants with the Lessee that the Lessee, upon paying the compensation in the manner specified and performing the covenants and agreements herein contained, shall be entitled to use and enjoy the Leased Premises for the duration of this lease, and any extensions, unless the Parties mutually agree to termination. Lessor also represents that the Leased Premises and the Permitted Use (as defined below) are currently permitted under all certificates of occupancy and zoning rules and regulations of the Town of Granby.

3 Use and Occupancy of Leased Premises.

- a. Lessee may use and occupy the Leased Premises: (i) to engage in farming, passive recreation, community engagement and events, and educational and charitable activities; (ii) to engage in the public retail sale of produce grown at the Farm, and other agricultural products; (iii) to engage in the distribution of food to people in need through the Friends of Holcomb Farm's Fresh Access ("Fresh Access") program; (iv) to develop and maintain trails for public use; (v) to manage the open space, fields, meadows and woodlands, including development and maintenance of an arboretum; and (vi) such other activities as may be in furtherance of the foregoing uses and/or subsequent uses which may be mutually agreed between the Lessor and Lessee (collectively, the "Permitted Use of Land"). In carrying out the Permitted Use of the Land, and in conformance with the Conservation Easement, where applicable, Lessee agrees that it will maintain or cause the maintenance of environmentally acceptable practices. Lessee shall not lease, sublet or otherwise allow use of the Leased Premises for a fee or other compensation without prior written consent of Lessor.
- b. Lessor may use and allow the public to use the Farm (but not the CSA Barn, Church Improvements, land under active cultivation, or Friends' Improvements) in any manner consistent with the Conservation Easement, and which does not interfere with Lessee's use of the Leased Premises. Except for incidental uses done in conjunction with the use of the Campus, Lessor shall provide Lessee reasonable advance notice before conducting or allowing any Programmed Use of the Leased Premises. **A Programmed Use** is any use which requires the participants to pre-register with or pay a fee to the Lessor.

4. Maintenance and Repair; Construction of Improvements.

- a. Lessee will maintain the Leased Premises in good condition, reasonable wear and tear and casualty damage excepted.
- b. Lessor shall have the right to enter and inspect the Leased Premises at any time.
- c. Lessor shall have the right to use the two hundred and seventy-seven (277) acres preserved through the Conservation Easement, identified in Schedule D, for Programmed Uses. Lessor shall take care to not disturb the Leased Premises, including any shrubs, trees, vegetation, crops growing thereon, or any farm animals, or interfere with Lessee's Permitted Use, except to the extent necessary to inspect or perform emergency services. If Lessor's activities will necessitate any such disturbance or interference which cannot be avoided, Lessor shall notify Lessee in advance of the nature of the anticipated disturbance. Lessor shall remove any debris or refuse, whether natural or manmade, resulting from Lessor's activities and restore the Farm substantially to the condition existing as of the commencement of Lessor's activities.

the Campus, at no charge, except standard monitoring fees, up to two (2) times in any calendar year, subject to (i) availability, (ii) use is prohibited during "peak times" as determined by the Lessor's Park and Recreation Department, and (iii) all applicable rules shall govern the use of the Campus. Lessee shall also have the right to use the workshop up to twelve (12) times in any calendar year.

e. Lessee's Obligations and Agreements:

- i. Lessee agrees that it will not erect any non-removable improvements on the Land or make any Improvements without advising Lessor in advance, and receiving written approval of Lessor, such approval not to be unreasonably withheld, conditioned, or delayed. All requests for approval required pursuant to this subsection shall: 1) be in writing; 2) include plans/schematics/exhibits in sufficient detail to obtain bids, and where required, permits for the construction and completion of the proposed Improvement; 3) an estimated cost of the proposed Improvement; 4) an estimated schedule for construction and completion of the proposed Improvement; and 5) such other information as the Lessor may reasonably require. Lessor may, in its discretion, at the request of Lessor, waive or modify these requirements for a requested Improvement.
- ii. The Lessee shall be responsible for all aspects of managing and cultivating portions of the Land which are now or may be in the future utilized for agricultural purposes, and the operation of an agricultural operation thereon, including without limitation, those practices outlined in Schedule E, "Farming Conservation Provisions." Lessor may enter the Leased Premises at any reasonable time, upon prior notice and without interruption of Lessee's Permitted Use, for inspection and to conduct soil tests, make surveys to ensure compliance with erosion control requirements and environmental regulations, or for any other purpose authorized by law.
- iii. The Lessee shall also be responsible for the development and maintenance of the hiking trails, and any other Friends' Improvements such as the tree trail, arboretum, and other Improvements made as a part of its use of the Land. Lessee agrees to use its best efforts to maintain public trails that total not less than ten (10) miles.
- iv. Lessee shall develop, in consultation with the Granby Agricultural Commission, policies consistent with Lessee's business practices that promote, and with respect to the sale of any of any product not produced by Lessee, prioritize, the sale of products, goods and services produced or provided by individuals and entities that operate in Granby. Such policies, and any amendments thereto, shall be approved by Lessor, and implemented no later than May 31, 2026.
- v. Lessee will ~~provide to~~ provide to Lessor, prior to July 1 of each year, an annual ~~written report documenting~~ its operations and use of the Leased Premises. Such report shall include: 1) financial statements of Lessee for the previous year; 2) documentation detailing Lessee's operations and uses of the Leased Premises for the previous year; 3) documentation demonstrating Lessee's compliance with its obligations under the Lease; and 4) such other information as the Lessor may request or Lessee wishes to provide.

5. Compensation.

- a. In consideration of this Lease and Use Agreement, Lessee shall pay annual rent (the "**Rent**") of Four Thousand Five Hundred Dollars (\$4,500.00) payable annually in one installment, due at the inception of this Lease, and annually thereafter on each anniversary of the date hereof.

- b. Lessee also agrees to provide allocations of Fresh Access food to Town of Granby Social Services and Senior Center, at least consistent with the following amounts, subject to availability based on growing conditions: 15 CSA shares and 2,800 pounds of produce distributed through the Senior Center.
- c. If at any time there is a waiting list for CSA shares, Lessee agrees that shares will first be made available to residents of the Town of Granby.

6. Taxes and Utilities.

- a. Lessor shall pay all property taxes, assessments, sewer use charges, rates and other utility charges, general and special, ordinary and extraordinary, of any kind and nature which may be assessed on the Leased Premises, with the exception of charges described in (b) below and any charges associated with the CSA Barn, the Church Improvements, and Friends' Improvements. Lessor may charge Lessee for its proportionate share of any such taxes, assessments or charges.
- b. Lessee shall make its own contracts and pay all charges for water, gas, electricity, heat, telephone or other communication services, cleaning services, refuse removal and other utilities used, rented or supplied upon or in connection with the Permitted Use of the CSA Barn, the Church Improvements, and Friends' Improvements.
- c. Lessee shall be responsible for and shall pay or cause the payment of all taxes and assessments, if any, on its and its sublessee(s)' business and trade fixtures, machinery, equipment and all personal property.

7. Compliance with Law.

Lessee shall, during the term hereof; comply with and shall cause the Leased Premises to comply with all local, state and federal laws, regulations, ordinances and restrictions. The Lessee shall operate the Leased Premises as a tax-exempt entity and shall provide the Lessor with the applicable IRS 501(c)(3) designation letter issued by the United States Internal Revenue Service.

8. Liens.

Neither Lessee nor Lessor will suffer or permit any mechanics', vendors', laborers' or materialmen's statutory or similar liens to be filed against the Lease Premises ("Mechanics' Liens"), by reason of work, labor, services or materials supplied or claimed to have been supplied to anyone holding any interest in the Leased Premises. If any Mechanics' Lien shall be filed, the Party who engaged the lienor shall, within thirty (30) days after notice of the filing, cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise; provided that such party shall have the right to contest, with due diligence, the validity or amount of any such claimed lien.

9. Amendment and Termination.

- a. [The term of this] This Lease shall expire on October 26, 2045. [be 15 years ("Term").] Upon expiration, ~~[of the Term]~~, the Lessor agrees that this lease may be renewed, at Lessee's option, subject to mutually agreeable renewal terms. Lessee shall provide Lessor written notice of its intent to renew at least six months prior to expiration, ~~[of the Term]~~.
- b. During the term of this Lease, amendments may be made, in writing, subject to mutual agreement of the parties.
- c. In the event of any default under this Lease, Lessor may provide Lessee with a notice of default and an opportunity to correct such default. If Lessee fails to correct the default, other than a failure to pay rent or additional rent, Lessor may terminate this

rent or additional rent as specified in this Lease, Lessor may terminate this Lease by giving a 30 day written notice to Lessee. After termination of this Agreement, Lessee remains liable for any rent, additional late, costs, including costs to remedy any defaults, and damages under this Lease. If Lessee does not perform any of its obligations under this Lease, Lessee will pay Lessor the amount that Lessor has spent in performing Lessee's obligations, in addition to the Rent. Lessee also will pay Lessor interest on any amount Lessee owes Lessor which is past due. The interest will be at the rate of twelve percent (12%) per year. In the event that Lessor should require the services of an attorney, file a suit or resort to other procedures in order to compel the Lessee's compliance with the Lessee's obligations, the terms of this Lease or other applicable laws, rules or codes, the Lessee agrees to reimburse all expenses incurred by the Lessor in doing the same.

d. The parties may, by mutual agreement, terminate this Lease and Use Agreement. Should such termination be agreed to, Lessee shall, within ninety (90) days and if so requested by the Lessor, remove or cause the removal of any Friends Improvements placed by it on the Leased Premises, which the Lessor has requested be removed, its business and trade fixtures, machinery, equipment, furniture, furnishings, and all personal property {collectively, "Lessee's Property") and restore the Leased Premises to its original condition, reasonable wear and tear, permanent plantings, hiking trails and casualty damage excepted. Except as otherwise provided herein, Lessee's Property, whether or not attached to the Leased Premises, which are installed by or for the account of Lessee and can be removed without permanent damage to the Leased Premises, shall be and shall remain Lessee's property and may be removed by Lessee prior to the termination of this agreement whether or not said items are considered fixtures and attachments to real property under applicable laws; provided, however that if any of Lessee's Property is removed, Lessee shall repair, cause to be repaired, or pay the cost of repairing any damage to the Leased Premises resulting from such removal.

10. Insurance and Indemnification

a. To the fullest extent permitted by law, Lessee waives all rights of subrogation against Lessor, its elected and appointed officials, employees, agents and servants for damages caused by fire or other causes of loss, except such rights as Lessee may have to proceeds of such insurance held by Lessor as fiduciary. The Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Leased Premises resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties, and they shall also apply to any claims under or through either party as a result of any asserted right of subrogation.

b. Lessor and Lessee each agree that at its own cost and expense, each will maintain liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$1,000,000 for damage or destruction to property in any one occurrence. Lessor and Lessee each agree that it will include the other Party as an additional insured.

c. Lessee shall also maintain during the Term, the following policies of insurance:

i. Automobile coverage in an amount not less than \$1,000,000 for each leased, hired and/or owned or non-owned vehicles.

ii. Worker's compensation insurance as required by Connecticut General Statutes.

iii. Excess/umbrella coverage in an amount not less than \$2,000,000. Such coverage must be at least as broad and follow the form of the underlying

- d. ~~With respect to all policies of insurance required to be carried by Lessee~~ Lessee, the following terms and ~~consistens~~ conditions apply:
- i. All policies must provide at least thirty (30) day written notice of cancellation.
 - ii. All stated coverage amounts are minimums and Lessor shall have the benefit of any coverages carried by Lessee in excess of the stated minimums.
 - iii. All policies shall be primary and non-contributory, including with respect to any deductibles.
 - iv. Except with respect to the worker's compensation insurance, Lessor shall be a named additional insured on all policies, whether by endorsement or otherwise.
 - v. All policies must be provided by an insurer ~~licensens~~ licensed to do business in the state of Connecticut with an A.M. Best rating of "A -" or better.
- e. ~~In addition,~~ Lessor shall obtain and keep in force during the Term a policy or policies insuring against loss or damage to the Church Improvements and the CSA Barn at full replacement cost, as the same shall exist from time to time, without a coinsurance feature. Lessor's policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and earthquake unless required by a lender or included in the base premium), including coverage for any additional costs resulting from debris removal and reasonable amounts of coverage for the enforcement of any ordinance or law regulating the reconstruction or replacement of any undamaged sections of the Church Improvements and the CSA Barn required to be demolished or removed by reason of the enforcement of any building, zoning, safety or land use laws as the result of a covered loss. Lessee shall annually reimburse Lessor for Lessor's costs in providing the insurance required by this subsection for the Church Improvements.
- f. ~~[Tenant]~~ Lessee agrees that it shall procure insurance on its own personal property which may be located on the Land.
- g. Subject to subsection f. below, each Party shall indemnify and hold the other, together with their respective agents, officers and employees, harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the gross negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.
- h. In no event will either Party be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of rights or services, incidental, punitive, indirect, special or consequential damages, interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.
- i. Each Party shall provide to the other proof of such insurance in a form conforming with the terms of this Lease no later than commencement of the Lease and each subsequent year, or whenever a Party's insurance coverage changes, including a change of carrier or agent. Proof of insurance shall be sent to each Party at their address first set forth above.
- j. Lessee's compliance with the requirements of this Section is an express condition precedent to its right to occupy and use the Leased Premises.

11. Subletting; Successors and Assigns.

Lessee may not sublet the Leased Premises or mortgage, sell, assign or transfer its rights pursuant to this Lease without the written consent of Lessor.

12. Notice and Demand.

All notices or demands required or permitted hereunder or under any statute shall be in writing and hand delivered or sent, postage prepaid, by either overnight courier or first-class mail to:

LESSEE:

Holcomb Farm, Inc. 113 Simsbury Road
West Granby, CT 06060 Attention:

LESSOR:

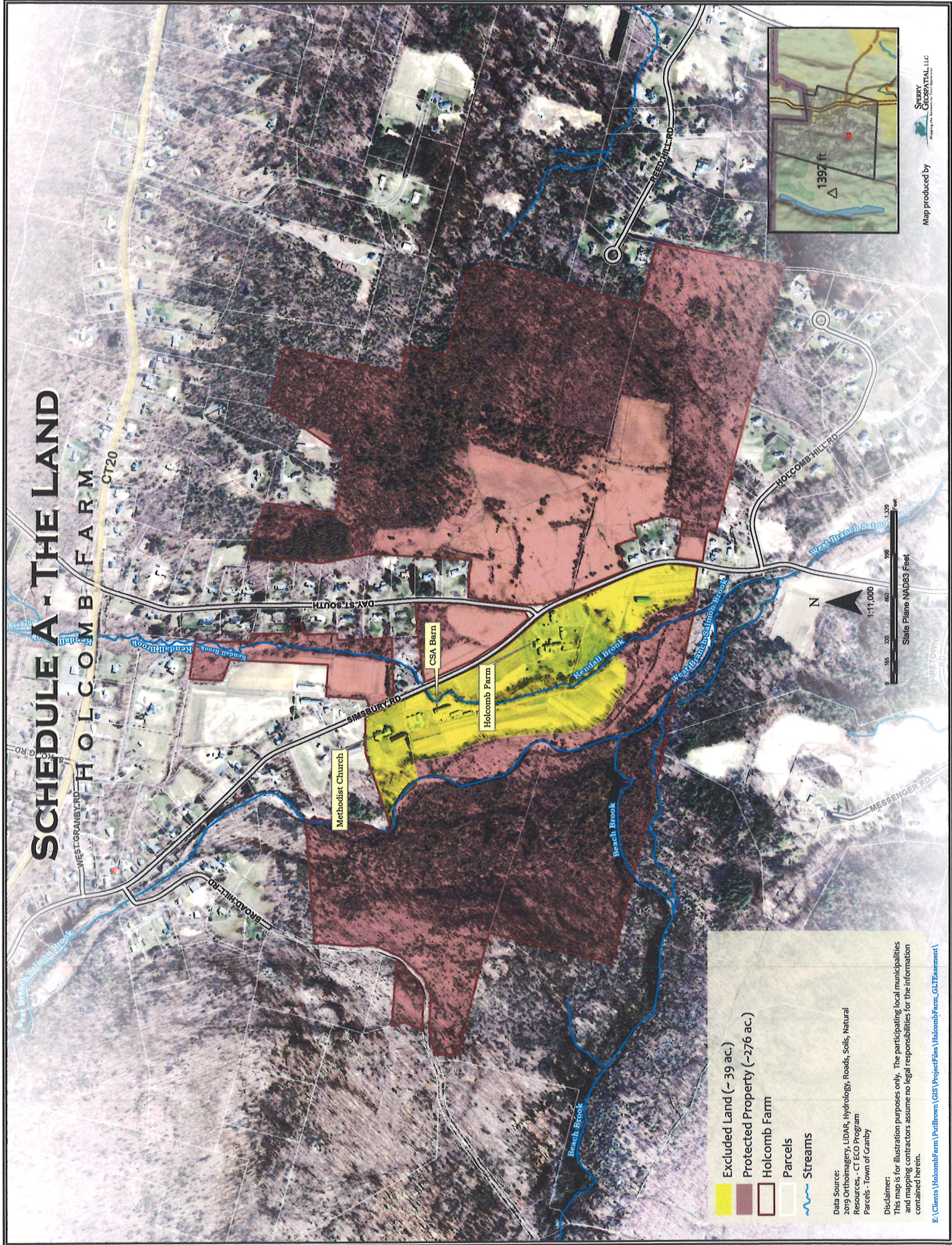
Town of Granby
15 North Granby Road
Granby, CT 06035 Attention: Town Manager

13. Miscellaneous.

The paragraph headings contained in this Lease are for reference purposes only and shall not control or affect its scope or interpretation in any respect. This Lease and its interpretation shall be governed by the laws of the State of Connecticut. The rights and obligations of the Parties hereto shall inure to the benefit of, and be binding upon, their respective heirs, successors and assigns.

SCHEDULE A - THE LAND

HOLCOMB FARM



- Excluded Land (~39 ac.)
- Protected Property (~276 ac.)
- Holcomb Farm
- Parcels
- Streams

Data Source:
2009 Orthoimagery, LIDAR, Hydrology, Roads, Soils, Natural Resources, CT ECO Program
Parcels - Town of Granby

Disclaimer:
This map is for illustration purposes only. The participating local municipalities and mapping contractors assume no legal responsibilities for the information contained herein.

E:\Clients\HolcombFarm\Pub\Browns\GIS\ProjectFiles\HolcombFarm_GLT\Tasement\

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

THIS LEASE AND USE AGREEMENT (this "**Lease**"), is made and entered as of October 26, 2022 by and between the TOWN OF GRANBY, a municipal corporation having its principal address at 15 North Granby Rd., Granby, CT 06035 (the "**Lessor**"), and HOLCOMB FARM, INC., a Connecticut not-for-profit corporation with an address at 113 Simsbury Rd., West Granby, CT 06060 (the "**Lessee**"), together with the Lessor collectively referred to herein as the "**Parties.**"

WITNESSETH:

That for and in consideration of the compensation and agreements hereinafter reserved and contained, the Lessor and Lessee hereby agree as follows:

1. Leased Premises.

Lessor does hereby lease to the Lessee, and the Lessee does hereby lease from the Lessor, the protected and excluded property, consisting of three hundred and ten (310) acres, more or less, depicted Schedule A attached hereto and made a part hereof (the "**Land**"). However, this lease does not include the buildings and improvements collectively identified at the address 115 Simsbury Rd. West Granby, CT, (the "**Campus**," meaning the buildings and grounds comprising Town of Granby Assessor's account #2-57-115, and Mblu: G-30/66/94// but excluding the acreage not immediately contiguous to the buildings and parking lots: see Schedule B). This lease does include the barn/farm store at 111 Simsbury Rd. (the "**CSA Barn**") and any other Improvements currently located on the Land or developed after the date hereof and constructed by Lessee with Lessor's permission (collectively, the "**Friends Improvements**"). "**Improvements**" shall mean: 1) anything constructed or erected; the use of which requires permanent location on, above or under the ground, or attachment to something having a permanent location on, above or under the ground; and 2) the planting or sowing of any crop or plant that has a life expectancy of more than one year. The Land (excluding the Campus as depicted in Schedule B), CSA Barn, and Friends' Improvements are collectively referred to as the "**Leased Premises.**"

2. Title and Use.

Lessor warrants to Lessee that Lessor has a good and lawful right to enter into this Leased Premises subject only to the terms and restrictions of the Conservation Easement between the Lessee and the Granby Land Trust, Inc., dated October 26, 2022, and made a part of this Lease as Schedule C. The

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

Lessor covenants with the Lessee that the Lessee, upon paying the compensation in the manner specified and performing the covenants and agreements herein contained, shall be entitled to use and enjoy the Leased Premises for the duration of this lease, and any extensions, unless the Parties mutually agree to termination. Lessor also represents that the Leased Premises and the Permitted Use (as defined below) are currently permitted under all certificates of occupancy and zoning rules and regulations of the Town of Granby.

3. Use and Occupancy of Leased Premises.

a. Lessee may use and occupy the Leased Premises: (i) to engage in farming, passive recreation, community engagement and events, and educational and charitable activities; (ii) to engage in the public retail sale of produce grown at the Farm, and other agricultural products; (iii) to engage in the distribution of food to people in need through the Friends of Holcomb Farm's Fresh Access ("Fresh Access") program; (iv) to develop and maintain trails for public use; (v) to manage the open space, fields, meadows and woodlands, including development and maintenance of an arboretum; and (vi) such other activities as may be in furtherance of the foregoing uses and/or subsequent uses which may be mutually agreed between the Lessor and Lessee (collectively, the "Permitted Use of Land"). In carrying out the Permitted Use of the Land, and in conformance with the Conservation Easement, where applicable, Lessee agrees that it will maintain or cause the maintenance of environmentally acceptable practices.

b. Lessor may use and allow the public to use the Farm (but not the CSA Barn, land under active cultivation, or Friends' Improvements) in any manner consistent with the Conservation Easement, and which does not interfere with Lessee's use of the Leased Premises. Except for incidental uses done in conjunction with the use of the Campus, Lessor shall provide Lessee reasonable advance notice before conducting or allowing any Programmed Use of the Leased Premises. A **Programmed Use** is any use which requires the participants to pre-register with or pay a fee to the Lessor.

4. Maintenance and Repair; Construction of Improvements.

a. Lessee will maintain the Leased Premises in good condition,

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

reasonable wear and tear and casualty damage excepted.

b. Lessor shall have the right to enter and inspect the Leased Premises at any time.

c. Lessor shall have the right to use the two hundred and seventy-seven (277) acres preserved through the Conservation Easement, identified in Schedule D, for Programmed Uses. Lessor shall take care to not disturb the Leased Premises, including any shrubs, trees, vegetation, crops growing thereon, or any farm animals, or interfere with Lessee's Permitted Use, except to the extent necessary to inspect or perform emergency services. If Lessor's activities will necessitate any such disturbance or interference which cannot be avoided, Lessor shall notify Lessee in advance of the nature of the anticipated disturbance. Lessor shall remove any debris or refuse, whether natural or manmade, resulting from Lessor's activities and restore the Farm substantially to the condition existing as of the commencement of Lessor's activities.

d. Notwithstanding the foregoing, Lessee shall have the right to use the North Barn at the Campus, at no charge, up to two (2) times in any calendar year, subject to (i) availability, (ii) use is prohibited during "peak times" as determined by the Lessor's Park and Recreation Department, and (iii) all applicable rules shall govern the use of the Campus. Lessee shall also have the right to use the workshop up to twelve (12) times in any calendar year.

e. Lessee's Obligations and Agreements:

- i. Lessee agrees that it will not erect any non-removable improvements on the Land or make any Improvements without advising Lessor in advance, and receiving written approval of Lessor, such approval not to be unreasonably withheld, conditioned or delayed.
- ii. The Lessee shall be responsible for all aspects of managing and cultivating portions of the Land which are now or may be in the future utilized for agricultural purposes, and the

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

operation of an agricultural operation thereon, including without limitation, those practices outlined in Schedule E, "Farming Conservation Provisions." Lessor may enter the Leased Premises at any reasonable time, upon prior notice and without interruption of Lessee's Permitted Use, for inspection and to conduct soil tests, make surveys to ensure compliance with erosion control requirements and environmental regulations, or for any other purpose authorized by law.

- iii. The Lessee shall also be responsible for the development and maintenance of the hiking trails, and any other Friends' Improvements such as the tree trail, arboretum, and other Improvements made as a part of its use of the Land. Lessee agrees to use its best efforts to maintain public trails that total not less than ten (10) miles.
- iv. Lessee will provide to Lessor, prior to July 1 of each year, an annual written report documenting its operations and use of the Leased Premises. Such report shall include: 1) financial statements of Lessee for the previous year; 2) documentation detailing Lessee's operations and uses of the Leased Premises for the previous year; 3) documentation demonstrating Lessee's compliance with its obligations under the Lease; and 4) such other information as the Lessor may request or Lessee wishes to provide.

5. Compensation.

a. In consideration of this Lease and Use Agreement, Lessee shall pay annual rent (the "Rent") of Four Thousand Five Hundred Dollars (\$4,500.00) payable annually in one installment, due at the inception of this Lease, and annually thereafter on each anniversary of the date hereof.

b. Lessee also agrees to provide allocations of Fresh Access food to Town of Granby Social Services and Senior Center, at least consistent with the following amounts, subject to availability based on growing conditions: 15 CSA shares and 2,800 pounds of produce distributed

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

through the Senior Center.

c. If at any time there is a waiting list for CSA shares, Lessee agrees that shares will first be made available to residents of the Town of Granby.

6. Taxes and Utilities.

a. Lessor shall pay all property taxes, assessments, sewer use charges, rates and other utility charges, general and special, ordinary and extraordinary, of any kind and nature which may be assessed on the Leased Premises, with the exception of charges described in (b) below and any charges associated with the CSA Barn and Friends' Improvements. Lessor may charge Lessee for its proportionate share of any such taxes, assessments or charges.

b. Lessee shall make its own contracts and pay all charges for water, gas, electricity, heat, telephone or other communication services, cleaning services, refuse removal and other utilities used, rented or supplied upon or in connection with the Permitted Use of the CSA Barn and Friends' Improvements.

c. Lessee shall be responsible for and shall pay or cause the payment of all taxes and assessments, if any, on its and its sublessee(s)' business and trade fixtures, machinery, equipment and all personal property.

7. Compliance with Law.

Lessee shall, during the term hereof; comply with and shall cause the Leased Premises to comply with all local, state and federal laws, regulations, ordinances and restrictions. The Lessee shall operate the Leased Premises as a tax-exempt entity and shall provide the Lessor with the applicable IRS 501(c)(3) designation letter issued by the United States Internal Revenue Service.

8. Liens.

Neither Lessee nor Lessor will suffer or permit any mechanics', vendors', laborers' or materialmen's statutory or similar liens to be filed against the Lease Premises ("Mechanics' Liens"), by reason of work, labor, services or materials supplied or claimed to have been supplied

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

to anyone holding any interest in the Leased Premises. If any Mechanics' Lien shall be filed, the Party who engaged the lienor shall, within thirty (30) days after notice of the filing, cause the same to be discharged of record by payment, deposit, bond, order of a court of competent jurisdiction or otherwise; provided that such party shall have the right to contest, with due diligence, the validity or amount of any such claimed lien.

9. Amendment and Termination.

- a. The term of this Lease shall be 15 years ("Term"). Upon expiration of the Term, the Lessor agrees that this lease may be renewed, at Lessee's option, subject to mutually agreeable renewal terms. Lessee shall provide Lessor written notice of its intent to renew at least six months prior to expiration of the Term.
- b. During the term of this Lease, amendments may be made, in writing, subject to mutual agreement of the parties.
- c. In the event of any default under this Lease, Lessor may provide Lessee with a notice of default and an opportunity to correct such default. If Lessee fails to correct the default, other than a failure to pay rent or additional rent, Lessor may terminate this Lease by giving a 60 day written notice. If the default is Lessee's failure to timely pay rent or additional rent as specified in this Lease, Lessor may terminate this Lease by giving a 30 day written notice to Lessee. After termination of this Agreement, Lessee remains liable for any rent, additional late, costs, including costs to remedy any defaults, and damages under this Lease. If Lessee does not perform any of its obligations under this Lease, Lessee will pay Lessor the amount that Lessor has spent in performing Lessee's obligations, in addition to the Rent. Lessee also will pay Lessor interest on any amount Lessee owes Lessor which is past due. The interest will be at the rate of twelve percent (12%) per year. In the event that Lessor should require the services of an attorney, file a suit or resort to other procedures in order to compel the Lessee's compliance with the Lessee's obligations, the terms of this Lease or other applicable laws, rules or codes, the Lessee agrees to reimburse all expenses incurred by the Lessor in doing the same.
- d. The parties may, by mutual agreement, terminate this Lease and Use Agreement. Should such termination be agreed to, Lessee shall, within ninety (90) days and if so requested by the Lessor, remove or

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

cause the removal of any Friends Improvements placed by it on the Leased Premises, which the Lessor has requested be removed, its business and trade fixtures, machinery, equipment, furniture, furnishings, and all personal property (collectively, "**Lessee's Property**") and restore the Leased Premises to its original condition, reasonable wear and tear, permanent plantings, hiking trails and casualty damage excepted. Except as otherwise provided herein, Lessee's Property, whether or not attached to the Leased Premises, which are installed by or for the account of Lessee and can be removed without permanent damage to the Leased Premises, shall be and shall remain Lessee's property and may be removed by Lessee prior to the termination of this agreement whether or not said items are considered fixtures and attachments to real property under applicable laws; provided, however that if any of Lessee's Property is removed, Lessee shall repair, cause to be repaired, or pay the cost of repairing any damage to the Leased Premises resulting from such removal.

10. Insurance and Indemnification.

- a. The Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Leased Premises resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, or either of them. These waivers and releases shall apply between the Parties, and they shall also apply to any claims under or through either party as a result of any asserted right of subrogation.
- b. Lessor and Lessee each agree that at its own cost and expense, each will maintain liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$1,000,000 for damage or destruction to property in any one occurrence. Lessor and Lessee each agree that it will include the other Party as an additional insured.

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

c. In addition, Lessor shall obtain and keep in force during the Term a policy or policies insuring against loss or damage to the CSA Barn at full replacement cost, as the same shall exist from time to time, without a coinsurance feature. Lessor's policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and earthquake unless required by a lender or included in the base premium), including coverage for any additional costs resulting from debris removal and reasonable amounts of coverage for the enforcement of any ordinance or law regulating the reconstruction or replacement of any undamaged sections of the CSA Barn required to be demolished or removed by reason of the enforcement of any building, zoning, safety or land use laws as the result of a covered loss.

d. Tenant agrees that it shall procure insurance on its own personal property which may be located on the Land.

e. Subject to subsection f. below, each Party shall indemnify and hold the other, together with their respective agents, officers and employees, harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the gross negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents.

f. In no event will either Party be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of rights or services, incidental, punitive, indirect, special or consequential damages, interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

g. Each Party shall provide to the other proof of such insurance in a form conforming with the terms of this Lease no later than commencement of the Lease and each subsequent year, or whenever a Party's insurance

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

coverage changes, including a change of carrier or agent. Proof of insurance shall be sent to each Party at their address first set forth above.

11. Subletting; Successors and Assigns.

Lessee may not sublet the Leased Premises or mortgage, sell, assign or transfer its rights pursuant to this Lease without the written consent of Lessor.

12. Notice and Demand.

All notices or demands required or permitted hereunder or under any statute shall be in writing and hand delivered or sent, postage prepaid, by either overnight courier or first-class mail to:

LESSEE:

Holcomb Farm, Inc.
113 Simsbury Road
West Granby, CT 06060
Attention:

LESSOR:

Town of Granby
15 North Granby Road
Granby, CT 06035
Attention: Town Manager

13. Miscellaneous.

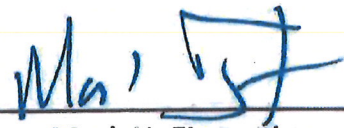
The paragraph headings contained in this Lease are for reference purposes only and shall not control or affect its scope or interpretation in any respect. This Lease and its interpretation shall be governed by the laws of the State of Connecticut. The rights and obligations of the Parties hereto shall inure to the benefit of, and be binding upon, their respective heirs, successors and assigns.

**HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN
THE TOWN OF GRANBY AND HOLCOMB FARM, INC.**

HOLCOMB FARM, INC.

TOWN OF GRANBY

By 
Name Robert Pysromish
Title President
Duly Authorized

By 
Name: Mark H. Fiorentino
Title: First Selectman
Duly Authorized

HOLCOMB FARM LEASE AND USE AGREEMENT BETWEEN THE TOWN OF GRANBY AND HOLCOMB FARM, INC.

DOCUMENTS TO BE APPENDED:

Schedule A: Map depicting whole of Holcomb Farm (approximately 310 acres)

Schedule B: Map outlining the buildings, parking areas, and proximate land intended to remain in full control of the Town, as "the Campus."

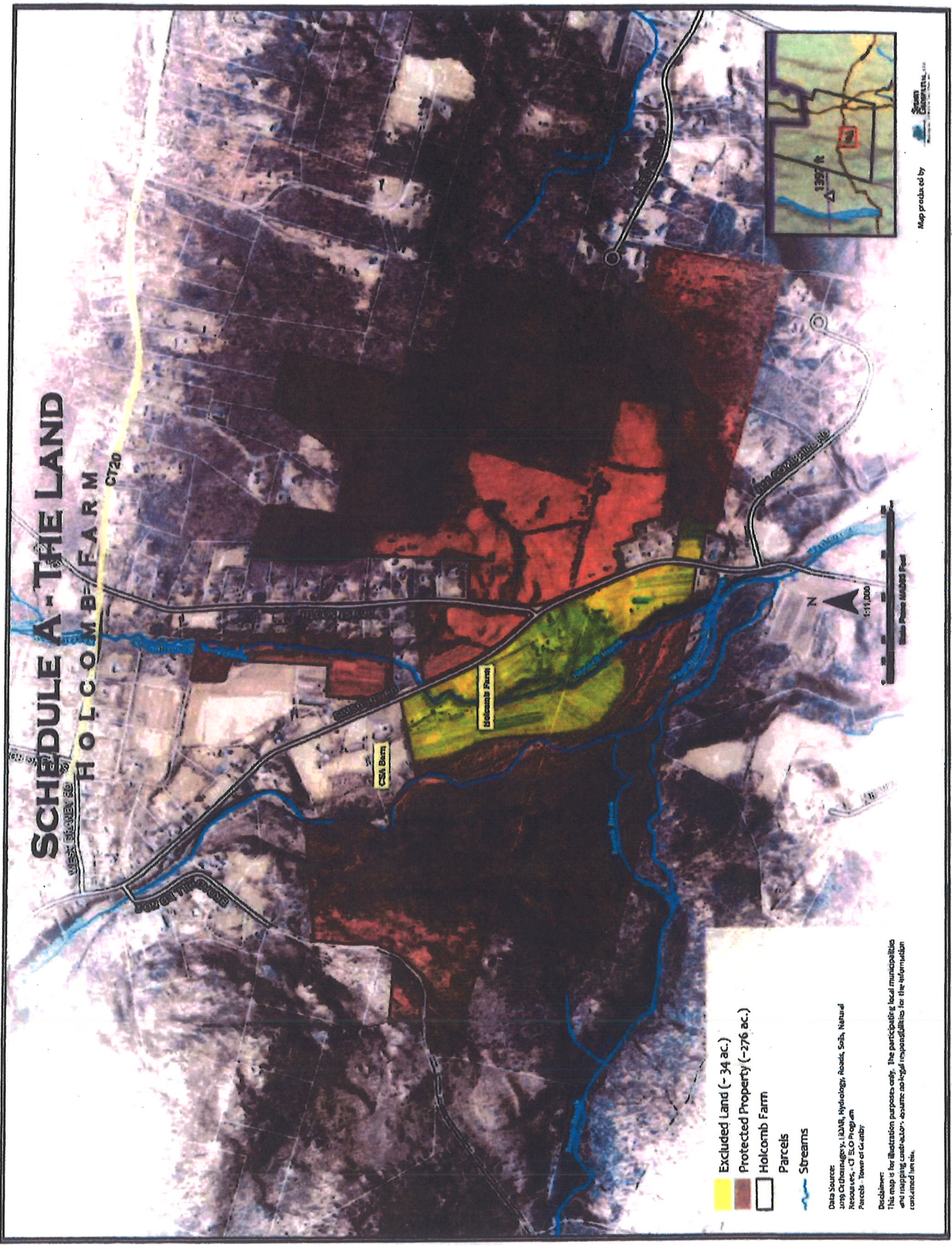
Schedule C: Executed Conservation Easement on Protected Land (approximately 277 acres)

Schedule D: Map of Conserved Land (separate from "Excluded Land")

Schedule E: Farming Conservation Practices

SCHEDULE A - THE LAND

HOLCOMB FARM



- Excluded Land (~34 ac.)
- Protected Property (~276 ac.)
- Holcomb Farm
- Parcels
- Streams

Data Source:
 1998 Orthophotography, LIDAR, Hydrology, Roads, Soils, Natural Resources, CT SLO Program
 Parcels - Town of Granby

Disclaimer:
 This map is for informational purposes only. The participating local municipalities and planning commission assume no legal responsibilities for the information contained herein.

Map produced by
 Salem County Planning Board

SCHEDULE B - THE CAMPUS

PART OF THE EXCLUDED LAND



- Excluded Land (~34 ac.)
- Parcels
- Holcomb Farm
- Holcomb Farm Campus
- Streams

Data Source:
 Planning Commission, LIDAR, Hydrology, Roads, Soils, Natural Resources, CT CED Program
 Period: Town of Granby

Disclaimer:
 This map is for illustration purposes only. The participating local municipalities and mapping contractors assume no legal responsibility for the information contained herein.



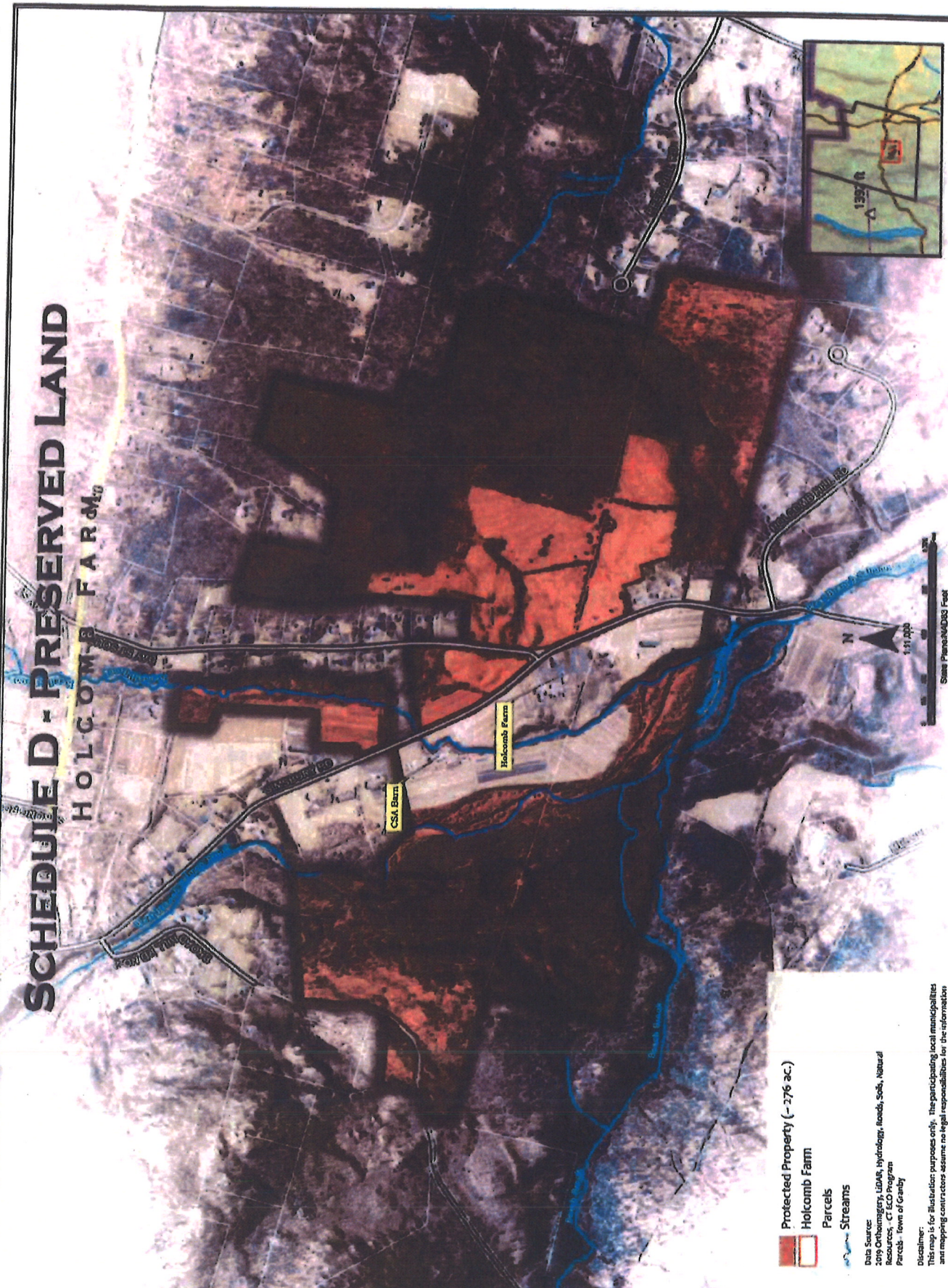
Map produced by
 State of Connecticut
 Department of Transportation



See
Draft Conservation
Easement

SCHEDULE D - PRESERVED LAND

HOLCOMB FARM



- Protected Property (~276 ac.)
- Holcomb Farm
- Parcels
- Streams

Data Source:
2019 Orthomosaic, LIDAR, Hydrology, Roads, Soils, Natural Resources, CT ECHO Program
Parcels - Town of Granby

Disclaimer:
This map is for illustration purposes only. The participating local municipalities and mapping contractors assume no legal responsibilities for the information contained herein.

Map produced by
Spartan Geospatial, LLC

Schedule E: Conservation Provisions for Farmed Portions of Leased Land

- Keep the lease premises neat and orderly.
- Prevent noxious weeds from going to seed on said premises, destroy the same and keep the weeds and grass cut.
- Prevent all unnecessary waste, loss and/or damage to the property of the landlord.
- Keep the buildings, fences and other improvements in as good repair and condition.
- Comply with pollution control and environmental protection requirements as required by local, state and federal agencies.
- Implement water conservation and soil erosion control practices to comply with the soil loss standards mandated by local, state and federal agencies.
- Generally follow NRCS and Farm Service Agency recommendations and maintain all other requirements necessary to qualify current and future farm operators for participation in federal farm programs.
- Haul and spread manure on appropriate fields at times and in quantities consistent with environmental protection requirements.
- Take proper care of all trees, vines and shrubs, and prevent injury to the same.
- Do not plow permanent pasture or meadowland unless otherwise permitted.
- Protect waterways, water bodies and riparian areas.
- Lessee shall not establish or maintain a commercial feedlot, which is defined for the purposes of this lease as a confined area or facility within which the land is not grazed or cropped at least annually, and which is used primarily to receive and hold livestock that has been raised off the premises.
- Lessee shall carefully control livestock access to surface water, including rivers, streams, lakes and ponds other than those constructed for the purpose of livestock watering.
- Lessee and Lessor recognize the possibility that weeds may result from certain practices that promote the conservation and long-term productivity of the leased premises and will take this into account in maintaining the attractive appearance of the farm.
- Lessee will use mechanical and non-chemical means as primary methods of

controlling weeds on crop ground.

- Lessee agrees to minimize use of herbicides by employing integrated weed strategies as the primary means of weed control.
- Lessee will mow road ditches and field edges in accordance with local, state and federal law and will not mow ditches, field edges, grass waterways, set-aside acres and other areas of vegetation until after the nesting period for game birds and songbirds has passed.
- Lessee will employ contour farming on any slopes that will experience soil erosion if farmed another way, even if classified as non-highly erodible land.
- If fieldwork is done in the fall, at least two-thirds of the soil will be left covered with crop residue.
- If such programs are implemented, Lessee agrees to haying and/or grazing plans approved by NRCS or the Lessor.
- Lessee agrees to test the soil periodically for residual nitrogen and phosphorus.
- Lessee will compute credits for manure and previous legume crops before applying additional nutrients.
- Lessee agrees to minimize the use of insecticides by employing pest management strategies as the primary means of pest control.
- Fields shall be conservation tilled and planted on the contour or no-tilled on erodible ground.
- A cover crop shall be seeded on corn ground harvested for silage.
- Lessee will not plant genetically modified crops on any of the lease premises.



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Approval of Local Prevention Council Grant Application & Spending**

Please see the attached request from Sandra Yost, Director of Community Services with respect to the Local Prevention Council (LCP) Grant application.

Next Steps

In order to apply for these grant funds, Catherine Lanyon will work with Sandy Yost to prepare an application for a two-year grant. If we are successful in securing the grant, the Finance Department will record the grant in its own account and then allow the expenditure to close out the account, thereby completing the grant transaction.

These two actions require Board of Selectmen approval. In most cases, Grants are recorded as Special Revenue and do not impact the General Fund.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for approval, and request the following motion be made to allow the Town to accept and expend these LCP grant funds consistent with the terms of the grant.

PROPOSED MOTION:

I move that the Board of Selectmen direct Town administration to apply for the Local Prevention Council Grant, and if the application is successful, to approve the corresponding expenditure of funds to support programs consistent with the intent of the grant.

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

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



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: Mike Walsh, Town Manager
Kimi Cheng, Director of Finance

FROM: Sandra Yost, Director of Community Services

REGARDING: LPC (Local Prevention Council) Grant Application

Background

Connecticut Department of Mental Health and Addiction Services' (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs), annually funds over 150 community-based Local Prevention Councils (LPCs). LPCs build local capacity to plan and implement substance use/misuse prevention strategies to reduce problem behaviors and associated negative outcomes for all ages.

Granby Youth Service Bureau works with its Youth Services Bureau Advisory Board (YSBAB) to identify emergent related substance use/misuse. Recent example is the Youth Action Council, High School student group, providing opportunities for younger students to participate in engaging activities that have anti-vaping messaging – "Be Smart. Don't Start" vaping.

Request

The FY25-26 grant allocation is \$3,020.21 for Granby. This grant period allows applicants to apply for a one year or for a two-year grant. The department will apply for the two-year option: 7/1/2025-6/30/2027. Applications are due Monday September 15, 2025.

Action required

I request that you forward the request to the Board of Selectmen for approval to apply for the 2025 Connecticut Mental Health & Addiction Services grant program to support the services of local substance use disorder prevention (Local Prevention Councils).

Attachment: 2025 Connecticut Mental Health & Addiction Services grant program to support the services of local substance use disorder prevention (Local Prevention Councils)



2025

**GRANT PROGRAM TO SUPPORT THE SERVICES
OF LOCAL SUBSTANCE USE DISORDER
PREVENTION
(LOCAL PREVENTION COUNCILS)**



I. Background and Purpose

The CT Department of Mental Health and Addiction Services' (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs), annually funds over 150 community-based Local Prevention Councils (LPCs). These community-based coalitions build local capacity to plan and implement substance use/misuse prevention strategies to reduce problem behaviors and associated negative outcomes for all ages.

II. Grant Requirements

A. The Local Prevention Council

A LPC must be established to lead this grant. LPCs bring together a diverse group of community key stakeholders who represent multiple sectors including, but not limited to, businesses, health and behavioral healthcare, schools (private/public), local government, youth serving organizations, civic groups, and others (see below). LPC members work collaboratively on the identified problem substance priorities. LPC membership should strive to include at minimum the sectors noted in the wheel below.



- *Experienced LPCs* should review membership and identify what expertise and resources are needed to implement strategies to address the priority substance problems.
- *New/Novice LPCs* must first focus on building coalition capacity through identification and engagement of key stakeholders to join the LPC. Then they may begin addressing the statewide and local priority substance problems.

B. The Strategic Prevention Framework

The federal Substance Abuse Mental Health Services Administration's (SAMHSA) [Strategic Prevention Framework](#) (SPF) guides all DMHAS' Prevention and Health Promotion Division initiatives to ensure data-driven decision making, planning, implementation, and continuous improvement to best address existing needs and gaps whether across the state, in a region or community, a specific setting, or of a particular population. All funded initiatives must utilize the SPF model, which is comprised of five elements: needs assessments, capacity building, planning, implementing evidenced based strategies, monitoring and evaluation, and also accounts for sustainability and cultural sensitivity to meet the unique needs of prioritized populations and communities. The RBHAOs provide support and guidance on use of the SPF to the LPCs.



C. Priority Problem Substances

Each LPC must collaborate with its RBHAO to:

- Identify Alcohol, Tobacco and Other Drug (ATOD) prevention needs within the community.
- Develop targeted strategies to address identified gaps while considering LPC capacity.
- Leverage opportunities to address and mitigate shared risk factors associated with poor mental health and suicide.

D. Strategic Guidance and Goals

LPCs must reference the [Regional Priority Report\(s\)](#) (2023 & 2025) to align programming with key recommendations. Collaborate with RBHAOs to identify relevant data sources is required to inform priority substances and populations. **See Appendix A.**

Each LPC must develop two priority goals:

- Substance Use Prevention Goal: Define the priority problem substance, target population, and desired outcomes.
- Capacity-building Goal: Strengthen LPC infrastructure and long-term sustainability efforts.

E. Funding Levels

- Grant awards range from \$2,2265.16 - \$10,356.82 per community, determined by population data. (US Census 2022). **See Appendix B.**
- LPCs may be eligible to apply for either one year or two-year funding. Reach out to the RBHAO in your respective region for further information.
 - **One year funding period** is 07/01/2025-06/30/26 or **two-year** funding period is for 07/01/2025-06/30/2027.

F. Performance Expectations & Deliverables

1. LPCs must submit deliverables according to the following schedules based on whether they receive one or two-year grants.

LPCs funded for One Year		
Reporting Period	Report Type	Due Date
Year 1: July 1, 2025 – June 30, 2026		
07/01/2025-09/30/2025	Data, programmatic update, budget status report submission.	10/15/2025
10/01/2025-12/31/2025	Data, programmatic update, budget status report submission.	01/15/2026
01/01/2026-03/31/2026	Data, programmatic update, budget status report submission	04/15/2026
04/01/2026-06/30/2026	Data, final report, budget status report submission.	06/15/2026

LPCs Funded for Two Years		
Reporting Period	Report Type	Due Date
Year 1: July 1, 2025 – June 30, 2026		
07/01/2025-09/30/2025	Data, programmatic update, budget status report submission	10/15/2025

10/01/2025-12/31/2025	Data, programmatic update, budget status report submission	01/15/2026
01/01/2026-03/31/2026	Data, programmatic update, budget status report submission	04/15/2026
04/01/2026-06/30/2026	Data, annual programmatic report, budget status report submission	06/15/2026
Year 2: July 1, 2026 – June 30, 2027		
07/01/2026-09/30/2026	Data, programmatic update, budget status report submission	10/15/2026
10/01/2026-12/31/2026	Data, programmatic update, budget status report submission	01/15/2027
01/01/2027-03/31/2027	Data, programmatic update, budget status report submission	04/15/2027
04/01/2027-06/30/2027	Data, final programmatic report, budget status report submission	06/15/2027

2. Conduct at least four LPC meetings annually.
3. Implement a minimum of two CSAP prevention strategies. *Note: Intervention and Treatment Services are **not eligible** for funding.*
 - a. Required activities must include information dissemination and capacity-building strategies. **See Appendix C.** – required activities are identified by asterisks and are in bold.
4. Actively engage in the DMHAS/RBHAO Priority Planning Process utilizing recommendations from the [Regional Priority Report\(s\)](#).
5. Attend RBHAO meetings and learning opportunities.
6. Participate in a mid-year check-in with the RBHAO by January 31.
7. Submit a workplan for RBHAO approval before implementation.

G. Funding Parameters and Eligibility Criteria

To qualify for funding, applicants must:

- Be a municipal-based entity or partnering community-based organization (CBO) designated by local government leadership. Application must be signed by the official municipal signatory (e.g. Town Manager, Finance Director, Mayor or First Selectman)
- If partnering with a Community-Based Organization, the LPC must have a town representative in good standing to ensure town commitment and capacity development (examples of appropriate town representatives can be human services, youth services, health departments, school district level, town leadership).
- Applicants may apply individually or submit a collaborative proposal with other municipalities. If two or more towns choose to apply jointly, an award equal to the total of the individual town allocations will be made. Joint applications must include:
 - Letters of collaborations and commitment from the chief elected official(s) of all participating towns.
 - Clear indication of the fiduciary entity responsible for the fund management and deliverables.
 - Each collaborating municipality must assign a designated representative to the coalition to ensure alignment with LPC Deliverables.

Allowable and Restricted Expenses

- Administrative costs: May not exceed 15% of total funding and not allowed to support direct service costs.
- Eligible expenses: This includes materials, supplies, equipment rentals.
 - Food expenses: Are limited to 5% of the total budget.
 - Honorariums: Capped at \$500 per individual.
- Reimbursement rates: Contractor reimbursement must comply with CT government salary guidelines (see [OPM Salaries and Wages Guidance for CT](#)).
- **Note:** Direct costs include salary, fringe, office supplies, equipment needed to provide services (e.g. computer, software), print materials, local travel, postage. *Indirect* costs typically a percentage applied to the direct that includes overhead like telephone and rent.
- Receipts must be maintained as you may need to submit them upon request.
- Restricted: Direct services for intervention or treatment are **not permissible**.

H. Application Process and Deadlines

- Submission Deadline: Proposals must be submitted by Monday, September 15th, 2025. Extensions may be granted upon request with the RBHAO.
- Review Process: Applications will undergo RBHAO review within *14 business days*, with potential follow-up.
- Project Start Date: Implementation begins 14 business days upon application approval.
Funding Utilization:
 - One Year Grants: Funds must be expended by June 30, 2026. Any expenses after this date will not be covered.
 - Two Year Grants: Funds must be expended by June 30, 2027. Any expenses after this date will not be covered.
- See the Deliverables table for important deadlines related to data submission, budget status reports and final reports.

I. Submission Instructions

- Proposals must be developed with LPC member input.
- Complete all items using only the Funding Application Form (electronic submission required).
- For joint applications, submit one consolidated proposal.

Appendix A: Regional Behavioral Health Action Organizations (RBHAO)**Region 1-Southern:**

Janice Anderson, Director of Operations, Catalyst CT
Giovanna Mozzo, Director
Catalyst CT | The hub
 2470 Fairfield Avenue, 3rd floor
 Bridgeport, CT 06605
 Ph. 203-579-2727
 Email jandersen@catalystct.org; gmozzo@catalystct.org
 Website www.catalystct.org/the-hub
 Towns: Bridgeport, Darien, Easton, Fairfield, Greenwich, Monroe, New Canaan, Norwalk, Stamford, Stratford, Trumbull, Weston, Westport, Wilton

Region 2-Southcentral:

Pamela A. Mautte, Director
Alliance for Prevention & Wellness (APW) |
A Program of BHcare
 127 Washington Ave. 3rd Fl. West
 North Haven, CT 06483
 Ph. 203-736-8566
 Email pmautte@bhcare.org
 Website www.apw-ct.org
www.facebook.com/apwct
www.twitter.com/apwct
 Towns: Ansonia, Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Derby, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford, New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Seymour, Shelton, Wallingford, Westbrook, West Haven, Woodbridge.

Region 3-Eastern:

Mark Irons, Executive Director
Jennifer Buckley, Assistant Director
Southeastern Regional Action Council (SERAC)
228 West Town St.
Norwich, CT 06360
 Ph. 860-848-2800
 Email miron@seracct.org; jbuckley@seracct.org
 Website www.secracct.org
 Towns: Ashford, Bozrah, Brooklyn, Canterbury, Chaplin, Colchester, Columbia, Coventry, East Lyme, Eastford, Franklin, Griswold, Groton, Hampton, Killingly, Lebanon, Ledyard, Lisbon, Lyme, Mansfield, Montville, New London, North Stonington, Norwich, Old Lyme, Plainfield, Pomfret, Preston, Putnam, Salem, Scotland, Sprague, Sterling, Stonington, Thompson, Union, Voluntown, Waterford, Willington, Windham, Woodstock.

Region 4-Northcentral:

Allyson Nadeau, Executive Director
Amplify, Inc.
 178 Oakwood Drive
 Glastonbury, CT 06033
 Ph. 860-267-5439
 Email anadeau@amplifyct.org
 Website www.amplifyct.org
 Towns: Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Kensington, Manchester, Marlborough, New Britain, Newington, Plainville, Plymouth, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, Windsor Locks.

Region 5-Western:

Allison A. Fulton, Executive Director
Western CT Coalition
 27 Siemon Company Drive, Suite 304 West
 Watertown, CT 06795
 Ph. 203-743-7741
 Email afulton@WCTCoalition.org
 Website www.WCTCoalition.org
 Towns: Barkhamsted, Beacon Falls, Bethel, Bethlehem, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Naugatuck, New Fairfield, New Hartford, New Milford, Newtown, Norfolk, North Canaan, Oxford, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott, and Woodbury.

Appendix B: Grant Award Amounts

Towns: Southern CT	Region	Census	Range	SFY2024 Award (\$)
Bridgeport	1	144,229	Over 130,000	10356.82
Darien	1	20,732	17,001-22,000	4152.79
Easton	1	7,490	4,501-8,000	2875.5
Fairfield	1	59,404	40,001-75,000	7141.55
Greenwich	1	61,171	40,001-75,000	7141.55
Monroe	1	19,479	17,001-22,000	4152.79
New Canaan	1	19,738	17,001-22,000	4152.79
Norwalk	1	85,603	75,001-130,000	8972.55
Stamford	1	122,643	75,001-130,000	8972.55
Stratford	1	51,384	40,001-75,000	7141.55
Trumbull	1	36,018	30,001-40,000	5662.9
Weston	1	10,179	8,001-12,000	3020.21
Westport	1	26,391	22,001-30,000	5342
Wilton	1	18,062	17,001-22,000	4152.79
Towns: Southcentral CT	Region	Census	Range	SFY2024 Award
Ansonia	2	19,249	17,001-22,000	4152.79
Bethany	2	5,563	4,501-8,000	2875.5
Branford	2	28,026	22,001-30,000	5342
Chester	2	3,994	1-4500	2265.16
Clinton	2	13,260	12,001-17,000	4152.79
Cromwell	2	14,005	12,001-17,000	4152.79
Deep River	2	4,629	4,501-8,000	2875.5
Derby	2	12,902	12,001-17,000	4152.79
Durham	2	7,388	4,501-8,000	2875.5
East Haddam	2	9,126	8,001-12,000	3020.21
East Hampton	2	12,959	12,001-17,000	4152.79
East Haven	2	29,257	22,001-30,000	5342
Essex	2	6,683	4,501-8,000	2875.5
Guilford	2	22,375	22,001-30,000	5342

LOCAL PREVENTION COUNCILS

2025 - 2026

Haddam	2	8,346	8,001-12,000	3020.21
Hamden	2	60,960	40,001-75,000	7141.55
Killingworth	2	6,525	4,501-8,000	2875.5
Madison	2	18,269	17,001-22,000	4152.79
Meriden	2	60,868	40,001-75,000	7141.55
Middlefield	2	4,425	1-4500	2265.16
Middletown	2	47,648	40,001-75,000	7141.55
Milford	2	52,759	40,001-75,000	7141.55
New Haven	2	130,660	Over 130,0000	10356.82
North Branford	2	14,407	12,001-17,000	4152.79
North Haven	2	24,093	22,001-30,000	5342
Old Saybrook	2	10,242	8,001-12,000	3020.21
Orange	2	13,956	12,001-17,000	4152.79
Portland	2	9,508	8,001-12,000	3020.21
Seymour	2	16,540	12,001-17,000	4152.79
Shelton	2	40,999	40,001-75,000	7141.55
Wallingford	2	45,135	40,001-75,000	7141.55
West Haven	2	55,564	40,001-75,000	7141.55
Westbrook	2	6,938	4,501-8,000	2875.5
Woodbridge	2	8,990	8,001-12,000	3020.21
Towns: Eastern CT	Region	Census	Range	SFY2024 Award
Ashford	3	4,317	1-4500	2265.16
Bozrah	3	2,627	1-4500	2265.16
Brooklyn	3	8,210	8,001-12,000	3020.21
Canterbury	3	5,132	4,501-8,000	2875.5
Chaplin	3	2,305	1-4500	2265.16
Colchester	3	16,068	12,001-17,000	4152.79
Columbia	3	5,485	4,501-8,000	2875.5
Coventry	3	12,435	12,001-17,000	4152.79
East Lyme	3	19,159	17,001-22,000	4152.79
Eastford	3	1,749	1-4500	2265.16
Franklin	3	1,922	1-4500	2265.16

LOCAL PREVENTION COUNCILS

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Griswold	3	11,951	8,001-12,000	3020.21
Groton	3	40,115	40,001-75,000	7141.55
Hampton	3	1,863	1-4500	2265.16
Killingly	3	17,370	17,001-22,000	4152.79
Lebanon	3	7,308	4,501-8,000	2875.5
Ledyard	3	15,051	12,001-17,000	4152.79
Lisbon	3	4,338	1-4500	2265.16
Lyme	3	2,406	1-4500	2265.16
Mansfield	3	26,543	22,001-30,000	5342
Montville	3	19,571	17,001-22,000	4152.79
New London	3	27,620	22,001-30,000	5342
North Stonington	3	5,297	4,501-8,000	2875.5
Norwich	3	40,493	40,001-75,000	7141.55
Old Lyme	3	7,603	4,501-8,000	2875.5
Plainfield	3	15,405	12,001-17,000	4152.79
Pomfret	3	4,247	1-4500	2265.16
Preston	3	4,726	4,501-8,000	2875.5
Putnam	3	9,584	8,001-12,000	3020.21
Salem	3	4,151	1-4500	2265.16
Scotland	3	1,726	1-4500	2265.16
Sprague	3	2,984	1-4500	2265.16
Sterling	3	3,830	1-4500	2265.16
Stonington	3	18,545	17,001-22,000	4152.79
Thompson	3	9,458	8,001-12,000	3020.21
Union	3	854	1-4500	2265.16
Voluntown	3	2,603	1-4500	2265.16
Waterford	3	19,517	17,001-22,000	4152.79
Willington	3	6,041	4,501-8,000	2875.5
Windham	3	25,268	22,001-30,000	5342
Woodstock	3	7,964	4,501-8,000	2875.5
Towns: Northcentral CT	Region	Census	Range	SFY2024 Award
Andover	4	3,303	1-4500	2265.16

LOCAL PREVENTION COUNCILS

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Avon	4	18,098	17,001-22,000	4152.79
Berlin	4	19,866	17,001-22,000	4152.79
Bloomfield	4	20,486	17,001-22,000	4152.79
Bolton	4	4,980	4,501-8,000	2875.5
Bristol	4	60,477	40,001-75,000	7141.55
Burlington	4	9,301	8,001-12,000	3020.21
Canton	4	10,292	8,001-12,000	3020.21
East Granby	4	5,148	4,501-8,000	2875.5
East Hartford	4	51,252	40,001-75,000	7141.55
East Windsor	4	11,162	8,001-12,000	3020.21
Ellington	4	15,602	12,001-17,000	4152.79
Enfield	4	44,654	40,001-75,000	7141.55
Farmington	4	25,340	22,001-30,000	5342
Glastonbury	4	34,427	30,001-40,000	5662.9
Granby	4	11,282	8,001-12,000	3020.21
Hartford	4	124,775	75,001-130,000	8972.55
Hebron	4	9,686	8,001-12,000	3020.21
Manchester	4	58,241	40,001-75,000	7141.55
Marlborough	4	6,404	4,501-8,000	2875.5
New Britain	4	73,206	40,001-75,000	7141.55
Newington	4	30,562	30,001-40,000	5662.9
Plainville	4	17,716	17,001-22,000	4152.79
Plymouth	4	12,243	12,001-17,000	4152.79
Rocky Hill	4	19,709	17,001-22,000	4152.79
Simsbury	4	23,511	22,001-30,000	5342
Somers	4	11,444	8,001-12,000	3020.21
South Windsor	4	25,709	22,001-30,000	5342
Southington	4	43,069	40,001-75,000	7141.55
Stafford	4	11,928	8,001-12,000	3020.21
Suffield	4	15,735	12,001-17,000	4152.79
Tolland	4	15,052	12,001-17,000	4152.79
Vernon	4	29,179	22,001-30,000	5342

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West Hartford	4	63,268	40,001-75,000	7141.55
Wethersfield	4	26,668	22,001-30,000	5342
Windsor	4	29,044	22,001-30,000	5342
Windsor Locks	4	12,498	12,001-17,000	4152.79
Towns: Western CT	Region	Census	Range	SFY2024 Award
Barkhamsted	5	3,799	1-4500	2265.16
Beacon Falls	5	6,049	4,501-8,000	2875.5
Bethel	5	18,584	17,001-22,000	4152.79
Bethlehem	5	3,607	1-4500	2265.16
Bridgewater	5	1,727	1-4500	2265.16
Brookfield	5	16,452	12,001-17,000	4152.79
Canaan	5	1,234	1-4500	2265.16
Cheshire	5	29,261	22,001-30,000	5342
Colebrook	5	1,485	1-4500	2265.16
Cornwall	5	1,420	1-4500	2265.16
Danbury	5	80,893	75,001-130,000	8972.55
Goshen	5	2,976	1-4500	2265.16
Hartland	5	2,114	1-4500	2265.16
Harwinton	5	5,642	4,501-8,000	2875.5
Kent	5	2,979	1-4500	2265.16
Litchfield	5	8,466	8,001-12,000	3020.21
Middlebury	5	7,575	4,501-8,000	2875.5
Morris	5	2,388	1-4500	2265.16
Naugatuck	5	31,862	30,001-40,000	5662.9
New Fairfield	5	13,881	12,001-17,000	4152.79
New Hartford	5	6,970	4,501-8,000	2875.5
New Milford	5	28,142	22,001-30,000	5342
Newtown	5	27,560	22,001-30,000	5342
Norfolk	5	1,709	1-4500	2265.16
North Canaan	5	3,315	1-4500	2265.16
Oxford	5	12,874	12,001-17,000	4152.79
Prospect	5	9,405	8,001-12,000	3020.21

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Redding	5	9,158	8,001-12,000	3020.21
Ridgefield	5	24,638	22,001-30,000	5342
Roxbury	5	2,262	1-4500	2265.16
Salisbury	5	3,741	1-4500	2265.16
Sharon	5	2,782	1-4500	2265.16
Sherman	5	3,581	1-4500	2265.16
Southbury	5	19,904	17,001-22,000	4152.79
Thomaston	5	7,887	4,501-8,000	2875.5
Torrington	5	36,383	30,001-40,000	5662.9
Warren	5	1,461	1-4500	2265.16
Washington	5	3,578	1-4500	2265.16
Waterbury	5	110,366	75,001-130,000	8972.55
Watertown	5	22,514	22,001-30,000	5342
Winchester	5	11,242	8,001-12,000	3020.21
Wolcott	5	16,680	12,001-17,000	4152.79
Woodbury	5	9,975	8,001-12,000	3020.21

Appendix C: Prevention Strategies and Service Type Codes

- Alternative Activities: STA
- Capacity Building: STC
- Education: STE
- Information Dissemination: STN
- Environmental Strategies: STV

Note: *Bold items are required activities

Service Type	Code	Definition	Count Method	Suggested Activities
Youth/Adult Leadership Function	STA07	This is a structured, prevention service that uses adults to provide guidance, support, and other risk reduction activities for youth or adults.	Number of participants	Examples are tutoring programs; coaching activities; mentoring programs; and adult-led youth groups.
Accessing Services and Funding	STC01	This service increases or improves the prevention or health promotion capacity of a community by developing resources to support services.	Number of grants/budgets submitted	Examples are accessing and coordinating Federal, state, and local grants; developing and maintaining a listing of Federal, state, and local funding sources; or developing program budgets. (All budgets-no matter source.)
Focus Group	STC011	This is a structured interview of groups of 6-10 people at the same time in order to gather information, support local data collected, or collect input on new ideas.	Number of people in the group	Participants can include youth, parents, people in recovery, etc.
Coalition Building	*STC013	This is a service designed to build or enhance coalition resources or membership through <u>outreach and engagement</u> .	Number of new people or organizations committing to support coalition efforts	Outreach to secure sector representation.
Coalition Capacity Building	*STC014	This is participation in training or other meetings related to the implementation of DMHAS funded programs at the community level.	Number of people in the coalition (count yourself)	Examples are grantee meetings; learning communities; and receiving training or TA to address specific readiness and capacity needs.
Monitoring and Evaluation	*STC015	<u>Collection, analysis, or reporting of data.</u>	Number of people involved in the process	Examples are collection of required process or outcome data in your quarterly and final reports.

LOCAL PREVENTION COUNCILS

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Service Type	Code	Definition	Count Method	Suggested Activities
Assessing Community Needs	*STC02	This is a formal assessment of prevention needs and response capacity that describes data and information about substance use and related problems and identifies prevention priorities and at-risk and high-risk populations.	Number of people involved in the process	Assessment of local conditions: school infractions, community surveys, school surveys, access and availability (environmental scan, # of retail outlets, etc.), current ordinances in existence, promotion of community readiness survey.
Community/ Volunteer Services - Training	STC03	This is a structured service intended to impart information to individuals or community groups. It may include the teaching of organizational development skills	Number of people who received the training	Examples could be training peer leaders, or coalition volunteers; (SPF, Compliance Check, CADCA /Coalition Academy, Shoulder Taps, Youth to Youth Conference, New England School of Prevention Studies, etc.) *funds can be used for registration costs only & prior approval required
Community Team Activities/ Coalition Meetings	*STC05	This is the work of a coalition or other formal community team that fosters, supports, enhances, or advocates for prevention and health promotion.	Number of participants	Required to hold a minimum of 4 LPC meetings per year Examples are <u>coalition meetings that ideally involve 12+ sector representation and to provide prevention services.</u>
Training Services	STC06	This is the delivery of structured prevention training intended to develop professional proficiency in prevention program design, development, and delivery.	Number of people trained	Examples are conducting prevention training programs; or other formal skill- building services. This can include: Professional development about the identified problem substance, local pediatricians offices about screening their patients, educating local sports coaches, and empowering parents.

LOCAL PREVENTION COUNCILS

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Service Type	Code	Definition	Count Method	Suggested Activities
Coalition Planning Activity	STC10	Coalition planning activity to address identified problem substance, coordinating activities with coalition partners, and planning for additional funding.	Number of participants	Development of logic model, work plan, strategic plan
Classroom Educational Services	STE02	This is a service that is part of the delivery of a recognized prevention curriculum in a school.	Number of participants	Examples are curricula listed in <u>federal registries of evidence-based programs or recurring substance abuse education to students specific to the identified problem substance.</u>
Educational Service for Youth Groups	STE03	This is a service that is part of a <u>structured multi-session substance abuse prevention program for youth groups</u>	Number of participants	(children, teens, young adults) and youth organizations, such as Boys or Girls Clubs, Scouts or organizations serving youth. Specific to the identified problem substance.
Parenting/Family Education	STE04	substance abuse program designed to assist parents and families in addressing substance abuse risk factors, implementing protective factors, and learning about the effects of substance abuse on individuals and families.	Number of participants	Programs that address parenting skills related to communication around priority substance including identification, family norms, prevention and intervention.

LOCAL PREVENTION COUNCILS

2025 - 2026

Service Type	Code	Definition	Count Method	Suggested Activities
Small Group Sessions	STE06	This is a psycho educational group for youth of not more than 16 members focused on the identified priority substance.	Number of participants	Diversion from punitive consequences (JRB / school referral) i.e. Stanford Curriculum i.e. Southington Steps Program **cessation programs at not allowable
Health Fairs	STN02	This is participation in a school or community gathering to disseminate written materials and information on identified problem substance and related issues.	Number of attendees	Examples are school health education fairs; health education programs in shopping malls; church fairs; or public health events.
Audiovisual Material Disseminated	STN10	This is dissemination of original audiovisual material related to substance abuse, its effects on individuals, schools, families, and communities.	Number of materials disseminated	Examples are videos, DVDs, or multimedia websites. This includes Clearinghouse Library Loan Services. (For social media count number of followers)
Material Disseminated	*STN11	This is dissemination of materials designed to inform individuals, schools, families, and communities about the effects of the identified problem substance, approaches to prevention, and available services.	Number of people given the material	Examples are brochures; flyers; fact sheets; posters; or website content. (For social media count / follower / web site hit count number)

LOCAL PREVENTION COUNCILS

2025 - 2026

Service Type	Code	Definition	Count Method	Suggested Activities
Curriculum Disseminated	STN12	This is dissemination of a course of study in prevention that includes all the <u>materials</u> needed for the course to be replicated, including learning goals and objectives, materials, evaluation, etc.	Number of people given the curriculum	Examples are purchasing and providing a curriculum to a school system.
Public Service Announcement Disseminated	STN14	This is dissemination of a Public Service Announcement (PSA), a media message disseminated through television, radio, or a website, designed to inform and educate audiences about identified problem substance and its effects on individuals, schools, families, and communities.*PSA concept requires prior approval by RBHAO).	Number of people listening to or viewing the PSA	A PSA on your local cable station or school TV station.
Mass Media Campaign Distributed	STN16	A media campaign uses social marketing and public education principles to deliver substance abuse prevention or health promotion messages designed to change social norms on the identified problem substance. <u>This is a series of messages, based on careful research and knowledge about the intended audience so that they are consistent with their values, attitudes, and motivations. concept requires prior approval by RBHAO).</u>	Census of the "community" impacted by the campaign	Using print, broadcast and web-based media, or a combination of newspaper ads, web content, and the distribution of signs, postcards, bumper stickers, posters, etc.
Speaking Engagement	STN17	This is a speech, news conference, briefing, classroom presentation, assembly presentation, hearings, or volunteer speaker's bureau assignment to impart information about the identified problem substance, prevention and related issues. (Single occurrence). *Payment / honorariums not to exceed \$500.00).	Number of attendees	A staff speaks at an event, or hosts a speaker for the community.

LOCAL PREVENTION COUNCILS

2025 - 2026

Service Type	Code	Definition	Count Method	Suggested Activities
Preventing Sale of ATOD/vape products to Underage Youth	STV02	This is a service designed to prevent the sale of ATOD/vape products to minors.	Number of merchants or police	Retailer compliance checks; merchant education; police partnerships.
Establishing Policies	STV04	This is the establishment of school, workplace, or community policies regarding use, including establishment of drug-free school zones or workplaces; and development of school or business use policies and procedures.	Number of people impacted	ATOD/Vape free parks / public spaces Review school / workplace policies
Changing Codes, Ordinances, Regulations, and Legislation	STV05	This is a service designed to <u>change codes, ordinances, regulations, or other laws</u> to reduce access and availability.	Number of people impacted	Zoning ordinances to prohibit new ATOD/vape outlets or reduce the number of existing outlets; ATOD/vape-in-public ordinances; regulations; efforts aimed at legislators or city officials
Enforcement of public policy	STV06	This is a service designed to support public policy.	Number of people impacted by the policy	Campaigns to engage relevant partners to carry out policy enforcement



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Approval of Pomeroy Brace Library Grant Application & Spending**

Please see the attached request from Amber Wyzik, Library Director with respect to the Pomeroy Brace Grant application for needed work at the Cossitt Library.

Next Steps

In order to apply for these grant funds, Catherine Lanyon will work with Amber Wyzik as necessary to prepare an application/request for the grant in the amount of \$28,000. If we are successful in securing the grant, the Finance Department will record the grant in its own account and then allow the expenditure to close out the account, thereby completing the grant transaction.

These two actions require Board of Selectmen approval. In most cases, Grants are recorded as Special Revenue and do not impact the General Fund.

Please understand that the Town's 10-Year Capital Plan does have several lines listed for capital needs at the Cossitt Library. More specific details of the capital needs of this historic building were summarized in a report completed a few years ago. That summary is attached and totals \$517,300.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for approval, and request the following motion be made to allow the Town to accept and expend these grant funds consistent with the terms of the grant.

PROPOSED MOTION:

I move that the Board of Selectmen direct Town administration to apply for the Pomeroy Brace Grant in the amount of \$28,000, and if the application is successful, to approve the corresponding expenditure of funds to support capital needs at the Cossitt Library as listed on the Town's 10-Year Capital Improvement Plan consistent with the intent of the grant.

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

CC: Kimi Cheng, Director of Finance
Amber Wyzik, Library Director
Catherine Lanyon, Grants Administrator

Priority Level 1 = within 1 Yr; Level 2 = 2-5 Yrs; Level 3 = 5-10 Yrs	Category	Project	Initial Estimate	Notes	2025- 40% Increase in cost
Level 1	Exterior Facades & Roofing	Replace new metal door @ vestibule entrance to lower level with appropriate wood door with glass lights	\$ 2,000.00		\$ 2,800.00
Level 1	Exterior Facades & Roofing	Inspect all gutters & leaders on a routine basis at least twice yearly & after extreme- climate events. Secure all leaders to their bases to storm drain boot and secure all drainage system connections. Repair and adjust any observed deficiencies.	\$ 2,000.00		\$
Level 1	Exterior Facades & Roofing	Install gutters on north portion of East Elevation of East Addition	\$ 2,000.00	Complete	\$
Level 1	Exterior Facades & Roofing	Increase overhang on North Elevation of the East Addition	\$ 6,000.00		\$ 8,400.00
Level 1	Exterior Facades & Roofing	Provide slope away from building on brick-clad buttresses metal covers. Install base flashing extending under wood trim at juncture of metal covers to the wood install sealant at all junctures of flashing with wood trim or other building elements.	\$ 8,000.00		\$ 11,200.00
Level 2	Exterior Facades & Roofing	Carefully remove all masonry coatings and efflorescence from brick walls, brick chimney and concrete foundation walls.	\$ 20,000.00		\$ 28,000.00
Level 2	Exterior Facades & Roofing	Repair or replace all displaced, damaged, or missing bricks, specifically at base of wall.	\$ 5,000.00	Completed Clerestory, Lower Level Remaining	\$ 7,000.00
Level 2	Exterior Facades & Roofing	Repaint all missing or damaged mortar joints to match example of original pointing visible in Storage Area under West Entrance Vestibule.	\$ 4,000.00	Completed Clerestory, Lower Level Remaining	\$ 2,800.00
Level 2	Exterior Facades & Roofing	Install liner in brick chimney. Repair metal chimney cap as necessary.	\$ 5,000.00	Completed Clerestory, Lower Level Remaining	\$ 3,500.00
Level 2	Exterior Facades & Roofing	Carefully remove all loose and flaking paint and all sealant from wood siding (clapboard and shingles) and trim so as not to damage historic material.	\$ 10,000.00	Completed Clerestory, Lower Level Remaining	\$ 7,000.00
Level 2	Exterior Facades & Roofing	Replace all damaged, deteriorated and missing wood elements with wood to match original in appearance and with same species of wood, if possible.	\$ 20,000.00		\$ 14,000.00
Level 2	Exterior Facades & Roofing	Prepare wood to receive appropriate primer, prime and apply two coats of appropriate paint in color determined by finish analysis. Paint any unpainted elements of the Lower Level Entrance enclosure to match selected paint on wood on original portions of building.	\$ 25,000.00		\$ 35,000.00
Level 2	Exterior Facades & Roofing	Install sealant at all joints and gaps whether wood to wood, wood to metal, wood to masonry, or wood to windows.	\$ 10,000.00		\$ 14,000.00
Level 2	Exterior Facades & Roofing	Repair or replace to match original and properly secure all damaged decorative cast iron grills on the vent openings at the base of the brick wall.	\$ 2,000.00		\$ 2,800.00
Level 2	Exterior Facades & Roofing	Repair any damaged elements, scrape, prime and paint metal railing at steps to parking area.	\$ 1,000.00		\$ 1,400.00
Level 3	Exterior Facades & Roofing	Replace screen doors at entrance to upper level with new storm/screen doors to match the screen doors visible in historic photographs including visually appropriate hardware.	\$ 3,000.00		\$ 4,200.00
Level 3	Exterior Facades & Roofing	On the two pair of wood doors at the West, Upper Level Entrance, replace the existing brass replacement doorknobs with replica knobs to match the original.	\$ 1,000.00		\$ 1,400.00
Level 3	Exterior Facades & Roofing	Fabricate and install replacement transom window above Lower Level Entrance door to match original, including the word, "HALL", but sized to fit the altered opening size. New window shall be double-glazed for thermal efficiency.	\$ 2,000.00		\$ 2,800.00
Level 3	Exterior Facades & Roofing	Replace white metal louver vent on East Elevation of East Addition with more appropriate, yet functional element.	\$ 2,000.00		\$ 2,800.00
Level 1	Interior	Fill gap between concrete floor slab & building well in Lower Level Entrance Vestibule, repairing any damaged masonry as necessary.	\$ 1,000.00		\$ 1,400.00
Level 1	Interior	Treat building to eliminate all insects & nests.	\$ 1,000.00		\$ 1,400.00
Level 1	Interior	Install screens over light fixtures to prevent accumulation of insects & debris. Periodically inspect & clean fixtures.	\$ 1,000.00		\$ 1,400.00
Level 2	Interior	Repair damaged gypsum board at Lower Level ceiling beam and any other locations of damage to match adjacent finishes.	\$ 2,000.00		\$ 2,800.00
Level 3	Interior	Conduct historic finish analysis of exterior and interior surface materials.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Carefully remove all damaged plaster to facilitate repairs. Install new plaster to match original, adjacent plaster surfaces in composition, color, and finish.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Paint plaster on walls and ceilings based upon finishes analysis.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Paint all damaged, flaking and unfinished wood and masonry elements inside the Lower Level Entrance Vestibule in same manner as directed above.	\$ 2,000.00		\$ 2,800.00
Level 3	Interior	Carefully clean all interior woodwork and cabinetry in the Upper Level, original library space of any scuffs or other surface stains and refinish as necessary based on finish analysis.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Strip and re-stain risers on interior stairs to match existing.	\$ 3,000.00		\$ 4,200.00
Level 3	Interior	Remove existing vinyl tile flooring in the boiler room, clean and repair floor as necessary and install new vinyl flooring.	\$ 2,000.00		\$ 2,800.00
Level 2	Interior	Restore all damaged clerestory window woodwork based upon historic finishes analysis.	\$ 10,000.00		\$ 14,000.00
Level 1	Life Safety	Install new addressable smoke and heat detectors and emergency interior and exterior lighting with self-contained battery back-up.	\$ 5,000.00		\$ 7,000.00

Level 2	Life Safety	Install new state-of-the-art building-wide NPFA 13-approved fire-suppression sprinkler system.	\$	50,000.00	\$	70,000.00
Level 2-3	Mechanical/Electrical/Plumbing	Upgrade the electrical service to a 3-phase, 4-wire service with increased amperage.	\$	10,000.00	\$	14,000.00
Level 2	Mechanical/Electrical/Plumbing	Install new distribution, panel boards, switches and receptacles throughout the building.	\$	25,000.00	\$	35,000.00
Level 2	Mechanical/Electrical/Plumbing	Replace/upgrade existing restroom plumbing fixtures to meet all current ADA requirements	\$	5,000.00	\$	7,000.00
Level 2-3	Mechanical/Electrical/Plumbing	Installing new modern central multi-zone air-conditioning/heating system with the capability to bring in and condition outside air and exhaust spent air at rates prescribed by code. (2-3)	\$	75,000.00	\$	105,000.00
Level 3	Mechanical/Electrical/Plumbing	Install new septic system.	\$	10,000.00	\$	14,000.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Maintain slope away from building and maintain height of the mulch adjacent to building at least 8 inches below any building material.	\$	3,000.00	\$	4,200.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Patch all damaged locations in the concrete sidewalk and concrete parking lot steps to match the existing, surrounding material. Level any portions of sidewalk which could present a tripping hazard.	\$	3,000.00	\$	4,200.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Redesign area between parking area and Lower Level entrance so that handicapped access is more direct and ADA-compliant, using historically compatible material.	\$	10,000.00	\$	14,000.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Install pedestrian crossing including appropriate signage on East Street between parking area across East Street and Library parking lot.	\$	3,000.00	\$	4,200.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Install additional exterior lighting at the Lower Level Vestibule Entrance door and as needed along sidewalks, pathways, and parking areas with lighting compatible with the historic environment.	\$	5,000.00	\$	7,000.00
Level 1	Universal Access	Install automatic door openers at both the Lower Level entrance door and the door leading from the Lower Level Vestibule into the Children's Room.	\$	6,000.00	\$	8,400.00
Level 1	Universal Access	Lower the height of the masonry threshold at the Lower Level Entrance for ADA compliance.	\$	1,000.00	\$	1,400.00
Level 1	Universal Access	If increased or full ADA compliance is desired, engage services of a professional architect knowledgeable in historic preservation to develop a design to provide full ADA-compliance.	\$	10,000.00	\$	14,000.00
Total Project			\$		\$	517,300.00



TOWN OF GRANBY

MEMORANDUM

DATE: July 8, 2025

TO: The Granby Board of Selectman

FROM: Amber Wyzik, Granby Town Manager

REGARDING: Consideration of Pomeroy Brace FY26 Grant Funds

Background

The Pomeroy-Brace Fund was established by Seth Pomeroy Holcombe and Lucy Eaton Holcombe, long-time North Granby residents, to honor their legacy of community service. This fund is administered through the Hartford Foundation for Public Giving to support Granby-focused nonprofits. In recent years, the Friends of the Granby Public Libraries have been awarded this grant to work on a variety of projects for the library including preservation and restoration efforts of the F.H. Cossitt Library in North Granby.

Award History:

Year	Details	Add. Contribution	Grant Award
2017	Children's Room Upgrades: Furniture, technology, shelving		\$25,997 (returned \$3,306.80 unspent funds)
2020	Cossitt Restoration Needs Assessment	FOGPL- \$3,199.59	\$28,000
11/2021	Cossitt Restoration: Phase 1: Part 1 Exterior Repairs- Clerestory on the North and East Sides	FOGPL- \$7,375 TOG- \$10,000	\$28,000
4/2023	Cossitt Restoration: Phase 1: Part 2 Exterior Repairs- Clerestory on the South and West Sides	FOGPL- \$4,814 TOG- \$13,000	\$28,000

The Pomeroy Brace grant will begin a new funding cycle this August (2025). The Friends of the Granby Public Libraries would like to apply for it to continue the Cossitt Restoration project. This grant submission would be in the amount of \$28,000 and would allow for continuing the restoration of F.H. Cossitt Library with Phase 1: Part 3- Exterior Repairs of the lower-level North and East

Sides, removal of and installation of new gutters and downspouts. At this time, it would not require any matching funds.

Next Steps

The grant application window will close September 2025. If all goes as planned and the grant is awarded, the Friends of the Granby Public Libraries will immediately donate awarded funds to the Granby Public Library/Town of Granby. This award would increase an expenditure line item in the Capital Equipment/Improvement Fund, which was not budgeted in the adopted FY26 budget, and would require a budget amendment according to the Town Charter. This grant would increase the Miscellaneous Revenue line item in Capital Equipment/Improvement Fund by \$28,000.00 and would necessitate the creation of a Cossitt Restoration line to track spending of the project.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

CC: Mike Walsh, Granby Town Manager
Kimi Cheng, Director of Finance



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Historic Documents Preservation Grant Application & Spending

Please see the attached request from Jen Espinal, Town Clerk with respect to the State of Connecticut's Historic Documents Preservation Grant application.

Next Steps

In order to apply for these grant funds, Catherine Lanyon will work with Jen Espinal as necessary to prepare an application/request for the grant. If we are successful in securing the grant, the Finance Department will record the grant in its own account and then allow the expenditure to close out the account, thereby completing the grant transaction.

These two actions require Board of Selectmen approval. In most cases, Grants are recorded as Special Revenue and do not impact the General Fund.

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

Please see the motion as prepared by Town Clerk Jen Espinal. If approved, it will allow the Town to accept and expend these grant funds consistent with the terms of the grant.

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

CC: Kimi Cheng, Director of Finance
Jen Espinal, Town Clerk
Catherine Lanyon, Grants Administrator



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: Mike Walsh, Granby Town Manager
FROM: Jen Espinal, Granby Town Clerk

REGARDING: Approval to Apply for FY 2026 Cycle 1 Historic Documents Preservation Program Grant and increase in General Fund expenditures not included in the TOG adopted FY 2025–2026 budget.

Background

Each year, grant funding is made available through the Connecticut State Library's Historic Documents Preservation Program. This program benefits Connecticut's citizens, historians, genealogists, title searchers, and attorneys by supporting municipal efforts to preserve and manage government records. The program has helped towns across the state make significant progress in protecting their most valuable documents.

The Granby Town Clerk's office continues to face limited vault space and a growing volume of permanent records. This year's project aims to optimize existing storage for better organization, security, and long-term preservation. In consultation with archival experts, the Town will improve the vault's functionality to meet both current and future records storage needs.

Next Steps

As the grant award represents an increase in General Fund expenditures for \$5,000, not included in the adopted FY 2025–26 budget, an approval to apply, sign contract, and spend the grant is necessary pursuant to Section 10-6(e) of the Granby Town Charter. I am submitting this request to the Board of Selectmen. The request will then be forwarded to the Board of Finance for final approval.

PROPOSED MOTION: *Move that the Board of Selectmen authorizes Michael P. Walsh, Town Manager, and Jen Espinal, Town Clerk, to apply for the FY 2026 Historic Documents Preservation Program Grant. The Board further approves an amendment to the adopted FY 2026 General Fund budget by increasing appropriations and revenues by \$5,000 to support this program. Additionally, the Board authorizes the Town Manager to sign and execute all contracts related to this grant, including agreements with Dupond Storage. This request shall be forwarded to the Board of Finance for final approval.*

CC: Kimi Cheng, Director of Finance



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager 

REGARDING: Town Manager's Report for the August 18, 2025 BOS Meeting

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

Also attached is the FY26 year-to-date July budget summary as compiled by Finance Director Kimi Cheng.

Town Manager's Commentary on Projects/Noteworthy Items

- Public Works staff opened up the entrance of 229 Mountain Road as preliminary site work to locate a new radio tower began.
- Working to review the Sewer Ordinance edits with Town Staff
- Working to review the annual edits to the Town's Personnel Rules
- Working on consolidating all departmental work plans into one master work plan.
- Beginning to review the ACO function to update cost changes for our member towns
- Working to create a Medical and OPEB analysis to forecast fund changes proactively
- Continued pursuing an appeal of the CT Siting Council KCE decision.
- Working on editing a Draft Terms Sheet on the Kearns Senior Housing Development
- Working to provide the BOS an executable SRO agreement
- Editing the 10-year capital plan for BOS approval and referral to CPPAC
- Worked on edits of the Lease and Use agreement for Holcomb Farm to include 87 Simsbury Road with a focus on Town insurance requirements.
- Received the final Parks Master Plan Report. The Parks and Rec. Board will forward their priorities over after their special meeting this month.
- Continued to work through questions and edits on updated agreements with Granby Ambulance, Granby Community TV, and The Lost Acres Fire Department.

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



TOWN OF GRANBY

MEMORANDUM

DATE: August 12, 2025

TO: The Granby Board of Selectmen and Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: July 2025 Budget Operations Report

Highlights for Revenues:

As of 7/31/25, the total tax collection was favorable compared to the prior years at 49% (vs. 47% last year). 1% increase in tax collection represents approximately \$460K in tax revenue.

As of 8/10/25, the daily rate for STIF was 4.40%, or a 7-day yield was 4.39%. In July, interest earned from the STIF account was approximately \$45K.

Various fund transfers per adopted budget were completed and dated in July.

Highlights for Expenditures:

As of 7/31/25, the total general fund expenditure was consistent with the last fiscal year at 34% (vs. 32% last year).

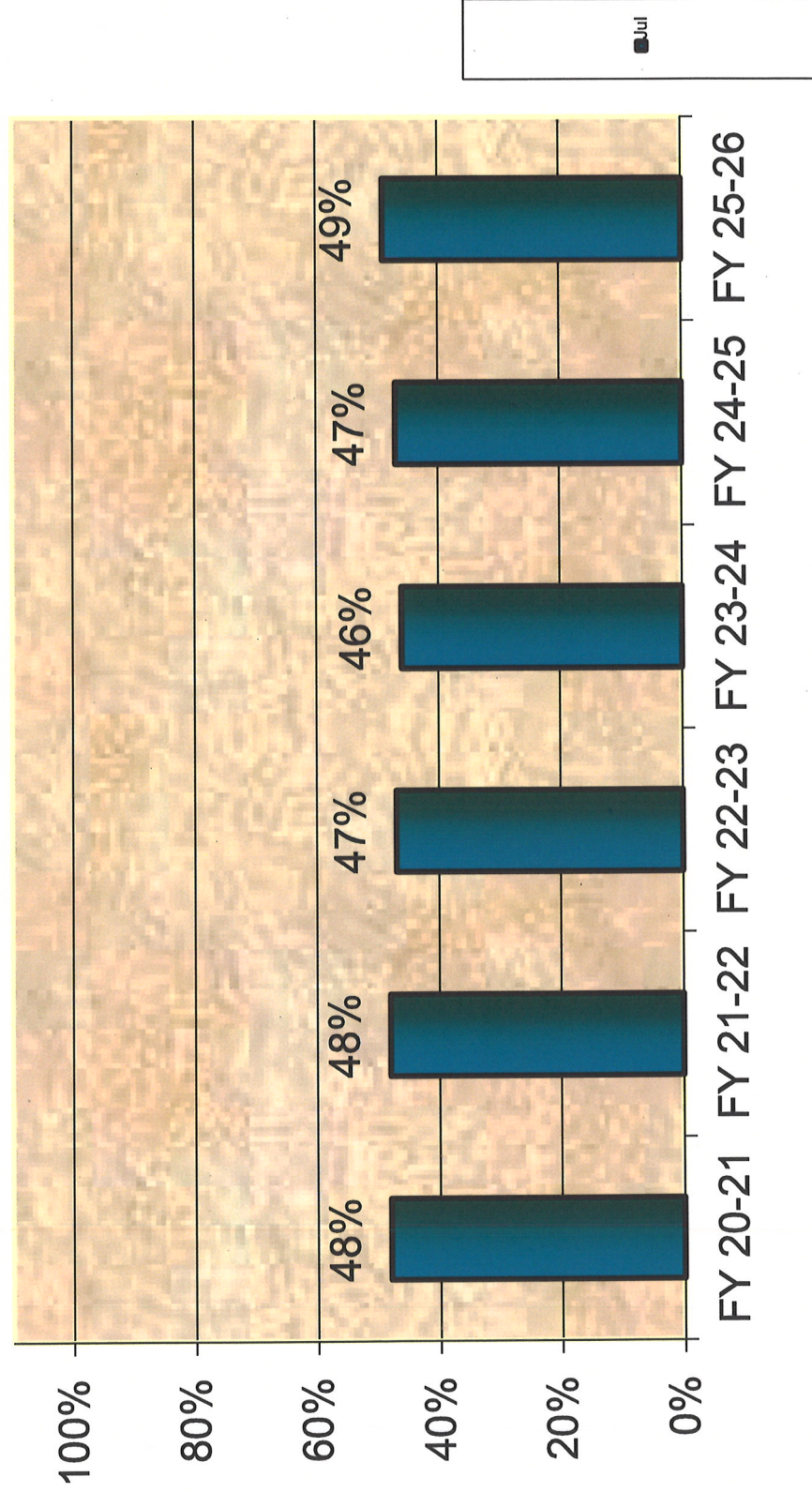
The Public Works Department's overtime expense as of July 31, 2025, was \$2,813.17 (vs. \$1,255.59 last year).

The Police Department's overtime expense as of July 31, 2025, was \$11,270.63 (vs. \$16,228.05 last year).



**BUDGET OPERATIONS
JULY 2025**

CURRENT YEAR TAX COLLECTION DATA



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

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE (EXCESS)	% REC'D	REMARKS	Jul 24 % REC'D
41010 Current Year Taxes	46,056,383	22,566,745	23,489,638	49%	Pymts. Due - July & Jan.	47%
41020 Prior Years Taxes	210,000	39,894	170,106	19%		28%
41040 Interest & Liens	130,000	10,856	119,144	8%		7%
41060 Auto Supplement	400,000	5,987	394,013	1%	Billed - December	1%
Property Taxes	46,796,383	22,623,482	24,172,901	48%		46%
43170 Spec Ed / Excess	587,858	0	587,858	0%	Pymts. Due - Feb. 75% - June Bal.	0%
43200 Educ Cost Sharing	5,460,668	0	5,460,668	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	0%
43590 Tuition - Other Towns	1,547,216	0	1,547,216	0%	School Bills for Activity	0%
43591 B.E.A.R. TRANS. ACAD. TUITION	84,737	0	84,737	0%		N/A
State Education Total	7,680,479	0	7,680,479	0%		0%
43110 Veterans Exempt GT	2,400	0	2,400	0%	By Assessor Appl. in Aug but rec Pymt. in Dec.	0%
43120 Misc - State	35,332	0	35,332	0%		0%
43130 Telecommunications	13,000	0	13,000	0%	Pymt. Due - April	0%
43140 State Revenue Sharing	0	0	0	N/A		N/A
43310 Tiered Pilot	13,399	0	13,399	0%	Pymt. Due Oct.	0%
43320 SS Dist Tax Relief	1,500	0	1,500	0%	Pymt. Due - Dec.	0%
43380 MRSA Motor Vehicle	96,029	0	96,029	N/A		N/A
State Municipal Total	161,660	0	161,660	0%		0%
Intergovernmental Revenue	7,842,139	0	7,842,139	0%		0%
43615 Town Clerk Fees	220,000	23,114	196,886	11%	Statutory Collections	11%
43620 Planning & Zoning	3,000	0	3,000	0%	Application Permit Fees	0%
43630 Zoning Bd of Appeals	1,010	404	606	40%	Application Permit Fees	100%
43640 Building Permits	150,000	32,801	117,199	22%	Building Permit Fees.	26%
43660 Inland Wetlands	4,000	202	3,798	5%	Permit/Apppl. Fees	0%
43670 Short Term Investments	414,500	45,479	369,021	11%		40%

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2025

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE (EXCESS)	% REC'D	REMARKS	Jul 24 % REC'D
43680 Rents	18,800	1,300	17,500	7%	Drummer/GLT/Farmhouse/Acreage/School Rental	5%
43700 Snow Plow & Grading	11,000	0	11,000	0%	Private Roads	0%
43710 Photocopying	100	25	75	25%		33%
43715 Open Farm Day	2,500	0	2,500	0%		0%
43740 Dispatch Services	16,580	16,580	0	100%	Police Bill For Dispatch Services	100%
43745 Hay Rentals	39,613	0	39,613	0%	Northern Valley Farms	0%
43760 Library	3,000	339	2,661	11%	Book Fines, Trust Investment	11%
43770 Contract - Bldg. Inspection	14,000	0	14,000	0%	Bldg. Dept. Bills Qtrly For Services	0%
43790 Driveway Permits	1,000	50	950	5%	New Const. Activity	5%
43800 Police Photo/Lic/Permits	11,000	580	10,420	5%		13%
43840 Returned Check Fee	100	0	100	0%		20%
43990 Pay For Participation	42,000	0	42,000	0%	Received from BOE	0%
46038 Miscellaneous	43,000	12,608	30,392	29%	CIRMA WC check \$6K; Intern donation \$3K	46%
46240 Communication Fees	44,988	4,749	40,239	11%		2%
Local Departmental Revenues Total	1,040,191	138,231	901,960	13%		22%
43950 Transfer-in Fund Bal.	2,185,000	2,185,000	0	100%		32%
43955 Additional Appropriations	0	0	0	0%		0%
Transfers In Total	2,185,000	2,185,000	0	100%		32%
Local Dept. Rev. & Transfer In Total	3,225,191	2,323,231	901,960	72%		31%
General Fund Revenues	57,863,713	24,946,713	32,917,000	43%		38%

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

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED D ALLOTMENT	% EXP.	REMARKS	Jul 24 % REC'D
1001	General Administration	383,572	25,211	340,461	17,899	95%		91%
1003	Legal Services	40,000	0	19,000	21,000	48%		90%
1005	Fringe Benefits	3,180,161	2,366,398	71,083	742,681	77%		79%
1007	Town Clerk Operations	179,543	7,853	123,228	48,462	73%		88%
1009	Probate	5,953	5,953	0	0	100%		100%
1011	Contingency & Reserve	82,500	540	4,700	77,260	6%		6%
1013	Election Services	79,852	1,728	1,497	76,628	4%		31%
1015	Boards, Reg. Prog. & Staff Dev.	64,319	12,919	37,199	14,201	78%		69%
1017	Revenue Collections	148,938	9,077	111,366	28,495	81%		80%
1019	Property Assessment	231,183	29,951	178,090	23,142	90%		91%
1021	Finance Management	419,456	62,988	312,894	43,574	90%		92%
1023	Insurance	346,733	80,018	243,975	22,740	93%		89%
1031	Community Development	155,629	11,764	134,670	9,194	94%		93%
1033	Human Resources	135,821	6,599	79,433	49,789	63%		77%
1035	Technology	214,712	6,198	98,598	109,916	49%		68%
General Government		5,668,372	2,627,198	1,756,194	1,284,980	77%		78%
2001	Building Inspection	187,383	9,752	172,353	5,278	97%		92%
2003	Fire Prevention	421,702	1,859	412,479	7,364	98%		99%
2005	Emergency Management	13,180	10,630	0	2,550	81%		79%
2007	Health Services	180,625	78,181	102,444	0	100%		100%
2009	Police Dept Administration	418,469	40,981	364,956	12,532	97%		94%
2011	Police Oper. & Communications	2,380,429	144,575	1,670,894	564,960	76%		83%
Pers. & Prop. Protection		3,601,788	285,978	2,723,125	592,685	84%		88%
3003	General & Equipment Maint.	3,673,481	242,482	2,675,061	755,938	79%		73%
3011	Planning & Engineering	37,150	0	0	37,150	0%		0%
Public Works & Env.		3,710,631	242,482	2,675,061	793,088	79%		73%

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2025

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED D ALLOTMENT	% EXP.	REMARKS	Jul 24 % REC'D
4001	Library Services	698,716	65,043	390,269	243,404	65%		76%
4003	Social-Senior-Youth-Services	427,196	16,431	250,764	160,002	63%		66%
4009	Community Support	2,500	0	0	2,500	0%		0%
	Lib., Rec., & Soc. Services	1,128,412	81,474	641,033	405,905	64%		65%
6001	Capital Improvement	2,605,000	2,110,881	0	2,605,000	0%		34%
7001	Debt Service	1,731,368	282,809	0	1,448,559	16% Payable in Jul/Aug & Jan/Feb		16%
	Capital & Debt Service	4,336,368	2,393,690	0	4,053,559	55%		31%
	Town Section	18,445,571	5,630,821	7,795,413	7,130,218	73%		60%
8001	Board of Education	39,418,142	6,205,539	0	33,212,603	16%		15%
	Board of Education	39,418,142	6,205,539	0	33,212,603	16%		15%
	General Fund Expenses	57,863,713	11,836,360	7,795,413	40,342,821	34%		32%

ARPA Report as of 6/30/25

Rec'd 6/22/2021	1,702,751.69		
Rec'd 8/11/2022	585,201.77		
Rec'd 10/4/2022	1,117,549.92		
Total ARPA Grant Received	3,405,503.38	Allocated Fund	3,612,365.83
Allocated Fund	3,612,365.83	Total spent	3,523,384.77
Earned Interests	(206,862.45)	Remaining Unspent	88,981.06

Row Labels	BOS Approval Date	Sum of Total BOS Approved	Sum of Total Spent	Sum of Remaining	Encumbered	Unencumbered Balance
52656.GRANT EXPENSES-P&R	Apr 19, 2021	36,114.19	36,114.19	0.00		0.00
67000.AP Digitization (plus 2 years maintenance)	June 17, 2024	47,013.00	47,013.00	0.00		0.00
67000.Avaya	Feb 5, 2024	8,778.17	8,778.17	0.00		0.00
67000.Budget Digitization (plus 2 years	June 17, 2024	46,180.09	46,180.09	0.00		0.00
67000.Folder/Inserter Machine	June 17, 2024	4,930.00	4,930.00	0.00		0.00
67000.GIS System	Apr 3, 2023	10,890.00	10,890.00	0.00		0.00
67000.Municipality Integrated Parcel Mgmt System	Jun 20, 2022	68,478.23	50,668.70	17,809.53	3,750.00	14,059.53
67000.Plotter	Apr 3, 2023	9,855.50	9,855.50	0.00		0.00
67000.RedNMX System (Fire Inspection Software)	Apr 3, 2023	5,950.00	5,950.00	0.00		0.00
67000.SC Dept Header Page	June 17, 2024	3,819.73	3,819.73	0.00		0.00
67000.SC Main Hall Audio Visual upgrade	June 17, 2024	87,343.20	87,343.20	0.00		0.00
67000.TH Computer Equipment	June 17, 2024	215,125.14	215,125.14	0.00		0.00
67000.TH Meeting Room Sound System	June 17, 2024	18,984.02	18,984.02	0.00		0.00
67000.VPN	Feb 5, 2024	1,102.00	1,102.00	0.00		0.00
67000.WiFi Access Point and Network	9/6/22 & 12/4/23	217,893.18	217,893.18	0.00		0.00
67000A.Axon Fleet Cruiser Cameras	9/6/22 & 5/1/23	59,997.90	59,997.90	0.00		0.00
67000A.NexGen Public Safety Solutions CAD/RMS System	Jun 20, 2022	163,882.95	163,882.95	0.00		0.00
67001.GMHs HVAC	Aug 15, 2022	848,957.00	848,957.00	0.00		0.00
67002.Wells Road HVAC	Aug 15, 2022	286,208.24	286,208.24	0.00		0.00
67003.Communications Upgrades: Website Update	Sept 6, 2022	44,300.00	44,300.00	0.00		0.00
67004.FVHD	Sept 6, 2022	44,449.00	44,449.00	0.00		0.00
67005.Town Hall Complex HVAC	Apr 17, 2023	49,860.00	49,860.00	0.00		0.00
67006.Library Renovation Space Study	Nov 6, 2023	15,181.25	15,181.25	0.00		0.00
67007.AEDs	Dec 4, 2023	12,160.18	12,160.18	0.00		0.00
67008.Emergency Communication System	Dec 18, 2023	19,867.00	19,867.00	0.00		0.00
67009.Drummer Roof Replacement	June 17, 2024	5,093.05	5,093.05	0.00		0.00
67009.GPS for PW equipment plus monitoring	June 17, 2024	49,979.00	49,979.00	0.00		0.00
67009.Mini Sweeper (MS4 compliance assistance)	June 17, 2024	184,492.37	184,492.37	0.00		0.00
67009.PW Electronic Sign Boards (2)	June 17, 2024	30,970.32	30,970.32	0.00		0.00
67009.Snow Plow Replacement	June 17, 2024	13,580.00	13,580.00	0.00		0.00
67010.SBP Basketball Courts Renovation	June 17, 2024	110,752.84	110,752.84	0.00		0.00
67011.SBP Walking Trail	June 17, 2024	174,581.20	168,459.67	6,121.53	6,121.53	0.00
67012.Library Renovation	June 17, 2024	133,739.18	133,739.18	0.00		0.00
67013.PD HQ Improvement	June 17, 2024	114,844.90	114,844.90	0.00		0.00
67014.HF Improvement	June 17, 2024	89,040.09	89,040.09	0.00		0.00
67015.Town Center Consultant	June 17, 2024	75,000.00	67,500.00	7,500.00	7,500.00	0.00
67016.P&R Study	Oct 21, 2024	25,000.00	25,000.00	0.00		0.00
67017.Road Repaving	June 17, 2024	28,744.25	28,744.25	0.00		0.00
67018.Tow Behind Trailer/Grass Flail	Oct 21, 2024	39,786.24	39,786.24	0.00		0.00
67019.Wastewater Facilities Plan	Nov 4, 2024	33,400.00	33,400.00	0.00		0.00
67020.Library Capital Campaign Consultant	Nov 4, 2024	40,000.00	32,450.00	7,550.00	7,550.00	0.00
67021.TH Space Recovery Initiative	Nov 4, 2024	8,645.83	8,645.83	0.00		0.00
67022.Animal Shelter	Sept 16, 2024	27,396.59	27,396.59	0.00		0.00
67023.Contribution to BOE for ARPA IT Projects	Dec 31, 2024	100,000.00	50,000.00	50,000.00	0.00	50,000.00
Grand Total		3,612,365.83	3,523,384.77	88,981.06	24,921.53	64,059.53