



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

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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**

### **6.1. 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.**

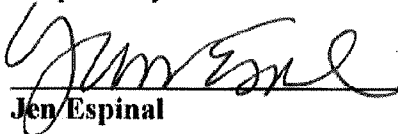
**ON A MOTION DULY MADE BY** M. Neumann, seconded by M. Chapple, the Board voted unanimously (5-0-0) to close the Executive Session at 8:45 p.m.

## **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,

  
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**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.