

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
FEBRUARY 16, 2016**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:30 p.m.

**PRESENT: B. Scott Kuhnly, Sally King, James Lofink, Mark Neumann, Edward Ohannessian, William F. Smith, Jr., Town Manager, and Student Liaison Mark McDermott**

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC SESSION**

Drake Klotzman and two other representatives from the Granby Lions Club presented a proposal to fully fund and install a gazebo on the town green, including site preparation. The structure would be similar to the gazebo currently at Cossitt Library in North Granby. The proposed structure would be a 14 foot octagonal gazebo, with vinyl construction, asphalt shingle roof, bench seats, and would have two entrances. Placement would be adjacent to Park Place and midway between the Veterans and Civil War monuments.

Selectman Ohannessian questioned whether Jim Hall has been contacted about this project, as he has been very involved with the placement of monuments on the town green. We don't want to encroach on the War monuments. Mr. Klotzman indicated he has spoken with Kirk Severance about this project. Town Manager Smith indicated there are underground utilities in that location and obviously "Call Before You Dig" is in order. Also, maintenance issues would have to be considered. Town Manager Smith indicated Jim Hall should be contacted so that placement can be coordinated. He would be willing to do that or someone from the Lions Club should call him. Student Liaison Mark McDermott asked if the gazebo would be accessible by wheelchair. It was noted and would be considered. April is a suggested start time, with the project to be completed before the Memorial Day Parade. The Selectmen agreed that this is a great concept. To move forward it was decided to add this as an agenda item at tonight's meeting so it could be voted on.

ON A MOTION by Selectman Neumann, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to add agenda item V. D. Consideration of Town Green Gazebo Proposal.

Director of Library Services Kelly Marszycki gave an update on the Granby Public Library System. Both Granby Public Library and Cossitt Library have 69,430 items in combined collections. There are 6.14 books per capita. The national average is 2.5. Consortium Holds borrowed by our patrons were 7,192, which is about a 185% increase under the old State Library system during the previous year. There are free online digital resources and databases, which include Zinio digital magazines that were added in 2014, OverDrive shared Ebooks with the Consortium, and OverDrive Advantage Ebooks for Granby Patrons only. Also, OneClick Ebooks and Eaudiobooks for Granby Patrons only, Mango Foreign Languages, Universal Learning, Job and Career Database, and Ancestry Genealogy Database to name a few. Last year's libraries' visitors numbered 63,275 people. This is 5.6 visits per capita and the national average is 4.7. Public computer usage was 4,492 times and database usage was 5,075. Total number of transactions for

Fiscal Year 2014-15 was 268,030. Card holders were 8,172 and new registered patrons were 368.

As a member of the Consortium, purchasing power will enable us to add more resources such as expanding Ebook offerings through OverDrive and OneClick Digital; as well as instituting a monthly Enewsletter and expanding digital magazines. The facilities will be enhanced with the new reading terrace at the main library and the reconfiguration of the main room at Cossitt Library for better use as an Events and Program Center. The library will be upgrading their computer equipment using Consortium grant funds. A position has been changed from Library Assistant – Head of Circulation to Public Program and Outreach Coordinator to explore other methodologies for reaching out to the Granby community. The goal is to ensure that our libraries are deliberate destination points within our residents daily lives.

Town Manager Smith thanked Ms. Marszycki and recognized her for all her accomplishments in the almost four years she has been here. He also shared a letter that was received from an out-of-town patron, praising the Granby Library and their staff for her pleasant visit.

Ms. Marszycki responded she is thankful to have such good support from the town.

### **III. MINUTES**

ON A MOTION by Selectman Ohannessian, seconded by Selectman King, the Board voted 4-0-1 (abstention Selectman Neumann) to approve the minutes of the regular meeting of February 1, 2016 with the correction by Selectman Lofink that the appointment of Peter Jalbert incorrectly stated his party affiliation as Democrat and it should be Unaffiliated.

### **IV. UNFINISHED OR TABLED BUSINESS**

No unfinished or tabled business was before the Board.

### **V. BUSINESS**

#### **A. Resignations and Appointments to be Considered**

Town Manager Smith reported he received a letter of resignation from Steve Muller, a member of the Conservation Commission.

ON A MOTION by Selectman Neumann, seconded by Selectman Lofink, the Board voted unanimously (5-0-0) to reappoint Mark Lockwood to the Greater Hartford Transit District.

#### **B. Consideration of Application and Resolution for the Regional Performance Incentive Grant Program Project**

The state has provided the Capitol Region Council of Governments (CRCOG) an opportunity to obtain funding for approved multi-town projects. This is referred to as

the Regional Performance Incentive Grant Program. It is recommended that we participate in the following projects:

1. Stop Loss Captive Insurance
2. Anchor Institution and Neighborhood Engagement in TOD – Implementation of Next Steps
3. Regional Computer Forensics Laboratory
4. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield, and Tolland
5. Regional Service Management (CRM) System
6. Code Enforcement Software
7. Call Handling and Response Triage

Town Manager Smith indicated that CRCOG is looking for endorsements from several towns to participate in these projects. We can benefit by the regionalism. After a brief discussion, it was noted that CRCOG determines the projects that best suit the region and Town Manager Smith would keep the Selectmen updated on this program. An approval of the resolution to participate in the program is needed.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the following resolution:

**WHEREAS,** Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

**WHEREAS,** the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

**WHEREAS,** on November 24, 2015 and January 27, 2016 the Policy Board of CRCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

**WHEREAS,** the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

**WHEREAS,** the Town of Granby has expressed an interest in taking part in the project proposal(s) entitled:

1. Stop Loss Captive Insurance
2. Anchor Institution and Neighborhood Engagement in TOD – Implementation of Next Steps
3. Regional Computer Forensics Laboratory

4. Economic Development Grant for the Towns of Bolton, Coventry, Mansfield, and Tolland
5. Regional Service Management (CRM) System
6. Code Enforcement Software
7. Call Handling and Response Triage

**NOW THEREFORE BE IT RESOLVED** that the Granby Board of Selectmen does hereby endorse the above referenced Regional Performance Incentive Grant Program project proposal and authorizes the Town Manager, William F. Smith, Jr., to sign all necessary agreements and take all necessary actions to allow for the town's participation in this program.

**C. Discussion of FY Budget 2016-17**

First Selectman Kuhnly reviewed the budget process. He stated this is continuous throughout the year and the more formal process begins in mid-fall with a distribution of new budget request forms sent from the Town Manager to all town departments and budget supported agencies. A review of existing obligations, community expectations, facility needs and responsibilities, and changes in operations is requested.

Goals and Objectives are: to continue to maintain or increase the effectiveness and the efficiency of town services; attempt to hold the line with full-time and part-time employees without sacrificing the quality of service; payments for debt service are to be met by budgeting from the town's capital reserve set-aside fund. This set-aside fund is designed to meet future capital project costs, pay by cash when appropriate for some capital expenditures or phase-in to combine the impact of some capital projects over two or more fiscal years, and equipment lease purchases, and continue to update the town's long-range operating and capital forecast models.

Town Manager Smith reported maintaining these goals and objectives are challenging and cannot always be met. Attracting and retaining quality employees within a competitive employment labor environment and addressing changes that occur in the federal or state grant funding process, along with other mandates that are very often outside our ability to control, creates a situation where it is becoming increasingly difficult to meet the guideline set by the Board of Finance without making major cuts. It was previously noted, that to maintain present services we would need to increase our budget by 4% over last year. Again this year we are asked to hold at a 2.5% increase. We have not added staff in years and the Department of Public Works position that was cut years ago has still not been added back. We are cutting back every year and we can't continue to hold the line and still maintain services at this level. Morale has become a concern. Town Manager Smith asked the Selectmen for some guidance. After some discussion it is recommended that Town Manager Smith present to the Board the budget with the 2.5% increase and show where the decrease in services would be. Selectman King expressed that services and wages are under contract, some still being in negotiations and a lot depends on the funds from the state that are going to be cut or eliminated, which has not been determined yet.

**D. Consideration of Acceptance of Granby Lions Gazebo Proposal**

ON A MOTION by Selectman Ohannessian, seconded by Selectman Lofink, the Board voted unanimously (5-0-0) to accept the Gazebo proposal for the town green from the Granby Lions Club.

**VI. TOWN MANAGER REPORTS**

**A. Budget Operations – January 2016**

Town Manager Smith reported collections to be at 99%. The Spec. Ed./Excess account still shows 0% received because the first payment isn't due until the end of February. Questions were asked about the Tuition – Other Towns account and why it is so low. Town Manager Smith responded the money goes to the Board of Education and we don't have the latest report. There are also fewer students from Hartland than in previous years. Everything else is doing well.

**VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)**

**A. "Koffee with Kuhnly"**

The next session of "Koffee with Kuhnly" will be held on Monday, February 22, 2016 from 9:00 a.m. – 10:00 a.m. at the Town Hall Meeting Room.

**VIII. SELECTMAN REPORTS (Sally King, Vice Chairman; James Lofink, Mark Neumann, Edward Ohannessian, and Student Liaisons Alex Domanico and Mark McDermott)**

No reports.

**IX. ADJOURNMENT**

ON A MOTION by Selectman Lofink, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:35 p.m.

Respectfully submitted,

William F. Smith, Jr.  
Town Manager