

**TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
DECEMBER 7, 2015**

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, and William F. Smith, Jr., Town Manager

**I. PLEDGE OF ALLEGIANCE**

**II. PUBLIC SESSION**

No public addressed the Board.

**III. MINUTES**

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to approve the minutes of the regular meeting of November 16, 2015 as presented.

**IV. UNFINISHED OR TABLED BUSINESS**

No unfinished or tabled business was before the Board.

**V. BUSINESS**

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

No resignation or appointments were received.

First Selectman Kuhnly reported there are several vacancies. Agricultural Commission (2); Commission on Aging (1); Conservation Commission (2); Inland Wetlands and Watercourses Commission (1).

**B. Presentation by John Latella – CERT Activity**

John Latella presented some information residents should know about preparing for a disaster, including: in case of an emergency, a contact person and phone number should be programmed into one's cell phone. Create a family disaster plan. Some supplies that should be on hand might include:

- Shelter, with supplies in place
- Disaster Kit (buy before disaster)
- First aid kit
- Personal sanitation supplies (soap, toothpaste, etc.)
- One gallon of water per person per day.
- Non-perishable food
- Basic hand tools (manual can opener, hammer, screwdriver, etc.)
- Pet supplies
- Medications
- Matches

- ID, Insurance information, house deed, (sealed in water tight plastic bag)
- Money

Know your generator safety instructions and fill vehicles with fuel before a disaster hits. Everyone in town is hooked up to the Everbridge warning system if they have a landline. If a cell phone is used, you can go to [www.ct-alert.gov](http://www.ct-alert.gov) to sign up to the Everbridge warning system.

Town Manager Smith thanked Mr. Latella for his presentation and reminded residents there are signs around Town Hall and throughout town reminding them of the three steps that help save hundreds of lives each year; be aware, plan, and prepare.

### **C. Presentation by Kirk Severance – Public Works Activity**

Kirk Severance presented to the Board some comparisons of how the Public Works Department (DPW) was in 1980 and how the department is today.

Today there are three more full time employees, one more part time, three seasonal workers, and three part-time employees that work at the transfer station. Building maintenance then was approximately 25,000 sq. ft. of buildings. Today there is slightly over 83,000 sq. ft. of buildings to maintain. Grounds to maintain were roughly 20 acres. Today there is just over 85 acres of mowing, 58 of which are town parks. Some areas have irrigation installed that is maintained as well. Roads to maintain then were approximately 74 miles and today it is approximately 94 miles. Equipment was outdated, run down, and pieced together. Today, the department has a good fleet of equipment ranging from string trimmers to a large loader with a plow. The two sewer system pump stations maintained today are showing their age. Alarm systems will give a warning in the event there is a sewer pump system failure. The old landfill was capped and converted to a transfer station. A private contractor now is responsible for both refuse and recycling. The Public Works Department handles all communication regarding trash and recycling. Winter plowing is done with a fleet of powerhouse vehicles compared to what was used 35 years ago. It is a safer and more reliable system of snow removal.

The DPW works with the BOE to save money on contracts and purchasing equipment. The department also works with local towns sharing equipment and resources. The increase in the square footage without appropriate staffing additions has resulted in a staff that is stretched thin as they work to maintain town buildings and grounds in a proactive manner. Recent projects have resulted in a backlog of roadwork that normally would be done annually. The department's biggest shortfall is staffing.

First Selectman Kuhnly thanked Mr. Severance for his presentation. Selectman Lofink praised Mr. Severance for a great job with all the extra work the department has done around town, including the parks and Holcomb Farm.

### **D. Consideration for Review of Board of Selectmen Rules of Procedure**

Town Manager Smith reported the Selectmen typically review the Rules of Procedure biennially. First Selectman Kuhnly added the Pledge of Allegiance to the agenda last

election time. None of the Selectmen had any suggestions or comments at this time. First Selectman Kuhnly indicated that the Board should review the Procedures for discussion at the next meeting.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to add to the Agenda, V. Item F. Consideration of Resolution of the Governing Body.

**E. Consideration of Plus-One Budget 2016-17**

Town Manager Smith presented his preliminary Plus-One Budget that shows requirements that will sustain town operations. It includes budget expectations for salary and wages for employees, including step increases; preliminary cost estimates for employee benefits, and items of a contractual nature or deemed important to properly maintain existing operations. Also added are items from a plan previously presented to the Board of Selectmen called "Add-Backs". These are from cut backs done several years ago. It is recommended that the Board of Finance restore as many of these as possible to the budget. The minimum requirement for existing town operational needs in fiscal year 2016-2017, is \$392,900. The department budgets have not yet been submitted, therefore this amount is preliminary and somewhat in line with the adopted Plus-One budget guideline process.

First Selectman Kuhnly commented that the budget process begins its review early in the Fiscal Year. Budget workshops are held usually in March. The Board of Education and Board of Selectmen present their budgets to the Board of Finance before April 4, 2016 and the Board of Finance will hold a public hearing on April 11, 2016. Annual Budget machine vote will take place on April 25, 2016.

**F. Consideration of Resolution of the Governing Body**

The State of CT Department of Housing is requiring a renewed contract between the Town of Granby and the Owner (Granby Homes for Senior Citizens, Inc.). This is a Tax Abatement Master Assistance Agreement for Stony Hill Village. This requires that Town Manager William F. Smith, Jr. is authorized to sign the applicable documents.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to approve that Town Manager William F. Smith, Jr. be authorized to sign all documents for Conn. Gen. Stat. Section 8-216, state reimbursement for tax abatements.

**VI. TOWN MANAGER REPORTS**

**A. Budget Operations – November 2015**

Town Manager Smith reported everything is good. Collections are on target, as well as expenditures.

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

First Selectman Kuhnly announced there will be a Special Town Meeting on December 14, 2015 at Granby Memorial High School Auditorium, 315 Salmon Brook Street, at 7:30 p.m. to discuss and vote upon an appropriation of \$800,000 for the cost of renovations and repairs to certain schools including Kelly Lane, Wells Road, and Granby Memorial Middle School.

There will be Koffee with Kuhnly on December 21, 2015 at 9 a.m. in the Town Hall Meeting Room.

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

No reports.

**IX. ADJOURNMENT**

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (4-0-0) to adjourn the meeting at 8:33 p.m.

Respectfully submitted,

William F. Smith, Jr.  
Town Manager