




TOWN OF GRANBY

MEMORANDUM

DATE: January 2, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Town Manager's Report as of December 31, 2024**

Please accept the following summary of departmental activities underway throughout the town through the month of December 2024 as detailed to me by the various department heads.

Town Manager's Office

- Finalized work on the ARPA projects in order to obligate the funds by 12/31/24
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....
- Attended the Tree Lighting event and the Holiday Market at Holcomb Farms on 12/7
- Prepared materials for the 1st CPPAC meeting included possible Solar locations
- Held an offsite Team Building exercise – well attended
- Met with the owner of the Geissler's Plaza for a COC Meet and Greet
- Attended the first "Church" meeting to begin a business analysis of possibilities there
- Extended the IT MOU with the BOE and secured a fee sharing arrangement
- Attended the DESPP annual meeting with CJ Steiger and other Emergency Managers
- Sat on the selection panel for the Parks & Recreation Facilities/Master Plan Consultant
- Met with two Town residents on traffic and speed issues around town
- Attended the holiday lunch for all Town employees
- Attended the Fiduciant 3rd Quarter investment return meeting

Finance, Tax Office, Assessors Office

- Record and verify all Real Estate Transactions.
- Value all 12,000 MV; determine which class codes/vehicles are now exempt.
- Measure, List and value all Building Permits including the new apartments/construction.
- Review and value all Personal Property in the Town, farm equipment, computers, machinery and equipment, cables and conduits, furniture and fixtures, cell towers, etc.
- Veteran's Exemption - 100% permanently and totally disabled and service connected.
- Reviewing properties held in Trust; they may be eligible for certain exemptions.
- Review, administer and apply all exemptions for eligibility including, blind, disability, veterans, churches, state property, town property, commercial trucks, etc.
- Receive and Apply PA490 Special Assessments for Farm, Forest & Open Space. Report and file these with The Town Clerk.
- Review, adjust and value all the Motor Vehicles for the Supplemental List, which are vehicles registered between October 2, 2023-July 30, 2024.
- Adjust any motor vehicles on the Supplemental Motor Vehicle Grand List that may have been sold, totaled, registered out of state, etc.

Community Development

- The Building Official and Fire Marshal have been busy inspecting Building 7 at Station 280. It is anticipated a Certificate of Occupancy will be issued soon.
- The Emergency Management Director (EMD) submitted the Emergency Management Performance Grant. This grant partially funds the EMD position/purchase of supplies.
- The Town Engineer and Director of Community Development have been reviewing and revising stormwater guidelines in response to changes to the stormwater manual adopted by DEEP. It is expected the Planning and Zoning Commission will be considering stormwater regulation changes in the coming months.
- A kick-off meeting was held with Tighe & Bond to discuss sewer standards and policies. Tighe & Bond will be working on proposed revisions over the coming months, which will then be presented to the WPCA for further discussion and consideration.

Information Technology

- ARPA Technology Replacement Project – All ARPA technology equipment has been ordered and all invoices have been processed. Senior Center A/V Project - Public Works is in the process of removing oil tanks and shelves in the closets off of the main room so that room can be made for installation of A/V equipment. Also waiting on delivery of 2 large displays for the main room, video production server, and 2 PTZ cameras. Tristan continues to rollout individual laptop replacements.
- Attended vendor meetings regarding the technology involved with Finance Department quote for the digital document conversion project. Began work to build in-house server to host digital document software and document storage system utilizing existing equipment. Ordered SQL server software for Finance Department.
- Completed installation associated with the Town Clerk's vault camera.
- Completed installation of security camera display at Salmon Brook Park.
- Repurposed BOE server, added domain controller/file server for redundancy.
- Repurposed BOE network switch and deployed to Public Works to accommodate additional data ports needed for new office for Chris and Rich
- Ongoing work– backup, maintenance, monitoring and updates to the municipal area fiber network, communications, technology infrastructure, networking equipment, servers, computers, and software systems.
- Persistent email phishing attempts again during the month of December. The overall level of sophistication of these types of attacks has increased. We had an incident this month where a staff member's email account was compromised and in turn sending out spam emails. The issue was quickly remedied.

Police Department

Human Resources, Training and Community Outreach, Projects

- Police Department upgraded their scheduling software to latest version (Maverick)
- Officers attended the American Legion breakfast & Food Drive at Geissler's
- Small World Daycare visited the PD for the holidays and sang songs to officers
- Officer Mui and Officer Kupchik attended Valor Training-Officer Safety and Wellness
- Chief Sansom and Capt. LaFlamme attended Local Traffic Authority (LTA) cert training
- Capt. LaFlamme assisted in the schools "SAFE Assessment" with Homeland Security
- New desk in Detectives office arrived
- Ongoing renovations at the Animal Shelter (painting, new lights, cleaning, rodent control, plumbing and cameras)

Crime

- Ofc. Deloy stopped a vehicle due to a driving complaint which the vehicle fled from the stop. Vehicle was later found in Southwick and the driver was charged accordingly.

- Arrest of a male for Violation of Probation where he was uncooperative and unruly throughout the process and until he was arraigned
- Took a suspect into custody for Ohio extraditable serious felony warrant
- Suicidal suspect rammed a cruiser, injuring an officer (minor) and disabling the cruiser
- Evading car verse bicycle accident-minor injuries reported
- A customer at a vape shop assaulted the employee after the employee stated they do not sell marijuana and asked him to leave

Public Works

- Preparation for the tree lighting and Holcomb Farm Market Place events.
- Removal of old tables and chairs for the North Barn Pavilion and the unpackaging and distributing of new ones.
- Ditching, debris removal from drainage areas, tree trimming various locations.
- To date, we have had three minor snow events.
- Create RFP for land clearing and building a roadway to Mountain Road tower.
- Three bridges were submitted to the state for replacement; 100% grant program.
- Doherty Rd Bridge replacement on hold, commitment from the Town needed.
- All 2026 capital items are being assessed in preparation of the budget.
- Drainage study, FOG Program, Sewer Study and tower roadway project ongoing.

Library

- Welcomed the new Makerspace Tech, Christopher Kerr, to the Cossitt Branch Library.
- Saw a record-breaking number of visitors to the Main library in November 2024 - 9,195!
- Held a Gingerbread House Program with 125 participants including patrons of all ages!
- Selected a Capital Campaign Consultant to complete a feasibility study for a potential future Capital Campaign initiative towards a library building expansion and renovation.
- Prepared for library carpet and paint removal/installation project coming in January

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

- Holiday Marketplace had 40 vendors. There was steady foot traffic for the duration of the event. Vendor feedback was very positive: "Best event for my entire year!"
- Breakfast with Santa sold out two seatings. Third seating was added and sold out.
- Fall After School programs wrapped up a successful season. New January opportunities
- 30 events are booked for 2025, 16 of which are weddings.
- October 2026 is fully booked for weddings on Fridays and Saturdays.
- Park Study consultant hired with anticipated start in January.
- Programs: Secrets Your Parents Never Told You – History of Christmas Carols, Trip to Fascia's Chocolates, Holiday Dinner sold out. meal catered by Tuckers, entertainment by the Elderly Brothers, Coping with the Holidays. This program recognizes that, for some, it is not the happiest time of year.
- Helping Granby residents with the holidays and with keeping warm with the Holiday Sponsorship Program assisted 17 families by fulfilling 38 children's wishes with gifts. (All through donations and community sponsorship); 107 families and seniors were provided with Holiday Food vouchers to purchase their Holiday meal. (No taxpayer dollars); Handled a dozen fuel assistance appointments, and followed up on many phone calls on the status of energy assistance applications.
- YAC (Youth Action Council) is working with the schools, police and EMS to host a mock accident prior to Prom season

Town Clerk

- The Town Clerk's Office has been busy preparing for 2025, and I wanted to update members of the Board of Selectmen regarding just a few new laws that become effective
- Video Recording of Ballot Boxes

Public Act 24-148 amends Connecticut General Statute §9-140b to require municipalities by July 1, 2025, to install a video recording device to record each absentee ballot drop box within the municipality. Video recording must begin on the day absentee ballots are issued and continue until the Clerk empties the drop box at the close of the polls at an election or primary. Recordings must capture the location of each drop box and include evidence of the video's date and time. Municipalities must make these recordings public as soon as practicable but no later than five days after the last absentee ballot retrieval. Municipalities must retain these records for at least 12 months unless ordered to retain the recording by the State Elections Enforcement Commission (SEEC) or a court. Working with the IT department I am happy to report that we have met this requirement.

- **Changes to Absentee Ballot Applications**

Public Act 24-148 amends Connecticut General Statute § 9-140c to require Town Clerks to record on the outer envelope how an absentee ballot was returned (became effective July 1, 2024). Specifically, Town Clerks must record whether an absentee ballot was returned by one of the following methods: In the mail, in a drop box, in person by the elector, or in person by an immediate family member or designee of the elector for any absentee ballot returned in a drop box, the Town Clerk must record the drop box location. The Town Clerk shall also now as soon as practicable after the polls close at an election or primary, file a report with the Secretary of the State detailing the total count of all absentee ballots and a breakdown of how they were returned. The act also amends Connecticut General Statute § 9-140 to prohibit Town Clerks from giving a person five or more absentee ballot applications for public distribution earlier than 90 days before the date when absentee ballots are issued. By law, the Town Clerk must maintain a log of individuals who have requested applications, their names, and addresses, and how many applications they have requested. In order to meet this requirement, the Town clerk's office has purchased special stamps that can be affixed to the outside of an absentee ballot envelope.

- **Changes to the Connecticut Online Voter Registration System (CVRS)**

Public Act 24-148 mandates by law, the jury administrator must annually compile a list of all qualified jurors in the state along with their corresponding information, such as address and birthdate. The act amends CGS §9-19k and requires the jury administrator to make the list available to the Secretary of State, within 30 days after creating it for the purpose of verifying information contained in the Connecticut Online Voter Registration System. The Secretary of the State will cross-reference the information to attempt to further verify voters. The act amends CGS § 9-21a to require, rather than allow the Secretary of State to check the CT Voter Registration System (CVRS) for duplicate voter registrations across the state and within each town. Under the act, the Secretary must check CVRS and share the list at least annually.

- **Trade Name Certificates**

Several new changes are coming in 2025 and 2026 that will affect trade name certificates which will continue to be filed with local Town Clerks. Town Clerks are now required to use the universal Trade Name applications created by the Secretary of State's Office. The act clarifies who can file a trade name and breaks the filers into 3 groups: One Natural Person (e.g. a sole proprietorship); Two or more natural persons (e.g. an unincorporated association); A business organization (e.g. a corporation, non-profit, LLC, LLP, LP, or Statutory Trust). The new law also fills gaps in the old law, particularly whether a trade name expires, can be canceled, and whether it can be amended after it has been filed. The old law was silent on these topics, leading to confusion over whether a trade name filed decades earlier remained active. The new law fills these gaps by establishing a trade name that can be amended and canceled prior to expiration.

The goal of the new law is to begin the process of establishing a statewide Connecticut Trade Name Registry, searchable by the general public on business.ct.gov. The new law also helps ensure that trade name data is more accurate by requiring renewal every 5 years clarifying the process for Town Clerks and ensuring uniform applications in all 169 towns.

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

CC: Betsy Mazzotta, APMO
Kathy Kane, Admin/Purchasing/Risk Coordinator
All Directors