

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING**

Minutes

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January 6, 2025

Members Present: First Selectman Mark H. Fiorentino
 Selectman Mark C. Neumann
 Selectman Frederick A. Moffa
 Selectman Margaret Q. Chapple
 Selectman Kelly O. Rome

Others Present: Mike Walsh, Town Manager
 Scott A. Nolan, Town Clerk
 Kimi Cheng, Finance Director – Via Zoom
 Sandy Yost, Director of Human Services
 John Horr, Jr., Lost Acres Fire Department, Chief
 Scott Sansom, Police Department, Chief
 Ben LaVigne, Student Liaison
 Zainab Zafar, Student Liaison

At 7:00 p.m. First Selectman, Mark H. Fiorentino called the meeting of the Board of Selectmen to order in the Town Hall Meeting Room 14 North Granby Road, Granby, CT 06034.

I. PLEDGE OF ALLEGIANCE

First Selectman Mark H. Fiorentino led members of the Board of Selectmen in the Pledge of Allegiance. After the Pledge of Allegiance, First Selectman Mark H. Fiorentino invited members of the public for a moment of silence to observe the passing of President Jimmy Carter.

II. MINUTES

A. Approval of Board of Selectmen Regular Meeting Minutes – December 2, 2024

Selectman Mark C. Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the minutes of the Board of Selectmen meeting minutes of December 2, 2024.

The motion was seconded by Selectman Margaret Q. Chapple at which time the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES**.

III. APPOINTMENTS

First Selectman Mark H. Fiorentino informed members of the Board of Selectmen that at their next meeting members would be prepared to take action on appointments to Boards and Commissions.

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IV. OLD BUSINESS

No old business took place.

V. BUSINESS

A. Girl Scout Gold Award Proclamation Presentation

First Selectman Mark H. Fiorentino presented the Girl Scout Gold Award Proclamation which read:

WHEREAS, The Girl Scouts of the United State of America (GSUSA), commonly referred to as Girl Scouts, is a youth organization for girls in the United States and American girls living abroad and was founded by Juliette Gordon Low in 1912, and

WHEREAS, The stated mission of the Girl Scouts is to instill courage, confidence, and character to make the world a better place through activities involving camping, community service, and practical skills such as first aid, and

WHEREAS, Granby resident and recent high school graduate Mackenzie Janski a long-time and dedicated member of the Girl Scouts Salmon Brook Service Unit, recognized an increase in anxiety and depression in teens and decided to do something about it, and

WHEREAS, As part of her Gold Award project, the highest award a Girl Scout can receive, Mackenzie created a website to inform teens about these issues including signs and symptoms to look for and valuable information about local & national mental health resources available to them. In addition, Mackenzie created "Mindfulness Kits" which were assembled and distributed at several locations in town and

WHEREAS, The Town of Granby wishes to recognize Mackenzie for her years of dedication and hard work, both as a Girl Scout and Granby resident whose caring and compassion has benefited all Granby residents.

NOW THEREFORE BE IT RESOLVED THAT I, MARK FIORENTINO, by the powers vested in me as First Selectman of the Town of Granby, do hereby proclaim that MACKENZIE JANSKI

Be recognized by all residents of Granby as a distinguished citizen, deserving full praise for her accomplishments in scouting and in life.

B. Community Law Enforcement Addiction Recovery Program (CLEAR)

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Mike Walsh, Town Manager informed members of the Board of Selectmen that it is well-established that drug use and addiction is a major problem that impacts all of us on multiple levels; individuals, families, and communities bear the many ill effects that it has on our safety, health and the economy and that the alarming reality of the heroin/opiate epidemic has created an urgent need to work together to reverse these trends.

Mike Walsh, Town Manager further explained that the Community Law Enforcement Addiction Recovery Program (CLEAR) was created to address this problem and their mission is to form a collaborative network of professionals in our community who will facilitate medical intervention, improved access to treatment and recovery support for those struggling with drug addiction who seek assistance, without fear of arrest or prosecution, in order to make a positive difference in the quality of life for individuals, families and our entire community. Mike Walsh, Town Manager noted that after years of litigation, major opioid manufacturers and distributors have begun paying \$600 million in settlement funds to Connecticut over the next 20 years and those funds are intended to be allocated in ways that prevent future opioid deaths, and the Town of Granby's share of this settlement is \$30,000 per year and that we have already received \$72,000 over the last 30 months.

Mike Walsh, Town Manager further indicated that in light of the addiction issue and the settlement funding to be programmed, Police Chief Scott Sansom, Social Services Director Sandy Yost, and he support the Town of Granby's entrance into the CLEAR Program, and respectfully request support with the McCall Behavioral Health Network, as well as a resolution in support of this regional approach to addiction and recovery.

Selectman Frederick A. Moffa made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the attached Memorandum of Understanding with McCall Behavioral Health Network, the attached program resolution including any related documents, and we further approve of the use of Opioid Settlement Funds not to exceed \$28,000 in any fiscal year, in order to establish the Regional CLEAR Program in the Town of Granby.

The motion was seconded by Selectman Kelly O. Rome at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES**.

C. Finance Job Description Approval

Mike Walsh, Town Manager informed members of the Board of Selectmen one of the projects the Town continues to work on is the update of job descriptions, as necessary, to reflect new job responsibilities, or to bring the job descriptions into better compliance with current labor law. Mike

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Walsh, Town Manager explained that over the last few months, the Board of Selectmen has approved amended job descriptions for the GMEA and Public Works Unions as some of the bargaining unit positions were directly impacted by the reorganization of departments and that additionally, at the last meeting, this Board approved five Finance related job descriptions.

Mike Walsh, Town Manager noted that today he asks for your approval of an attached job description covering the duties performed by the Senior Accountant within the Finance Department of the Town of Granby. Mike Walsh, Town Manager explained that Krista Shaffer, the Town's Human Resources Director, and Kimi Cheng, the Town's Finance Director, have worked cooperatively to amend this job description to better represent the work done within the Finance Department today. Mike Walsh, Town Manager also noted that as it relates to the attached job descriptions, Charter Section 9-1 establishes the Merit System with Charter Section 9-2 establishing the Classified Service, including the creation of job descriptions, and that per the Charter, job descriptions are then approved by the Board of Selectmen.

Selectman Mark C. Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the attached job description for the Senior Accountant for the Finance Department as presented in the December 31, 2024, memo from the Town Manager.

The motion was seconded by Selectman Kelly O. Rome at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES**.

D. "Plus-One" General Fund FY26 Budget Narrative

Mike Walsh, Town Manager informed members of the Board of Selectmen that the "Plus-One" General Fund FY26 Budget for the period beginning July 1, 2025, through June 30, 2026, and the purpose of the "Plus One" Budget is to provide a snapshot of the condition of the town, as well as the direction that the budget is moving based on preliminary estimates. Mike Walsh, Town Manager further noted that the "Plus One" budgets are prepared by the Town and BOE, adopted by their respective boards, and submitted to the Board of Finance at the "Three Board Meeting" in mid-January and that the Board of Finance then provides preliminary budget guidance at the end of January which is then finalized in February when better revenue and expenditure information is available. Further discussion took place.

D.1 Board of Selectmen Approval

D.2 Call For Three Board Meeting to Review All Plus Ones

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Mike Walsh, Town Manager reminded members of the Board of Selectmen that at the December 2, 2024, Board of Selectmen Meeting, the Board received as a communication, the Town's Plus One Budget narrative for the FY26 budget year and as part of the annual budget process, after receipt of the Town's Plus One Budget and approval, the Board of Selectmen calls for a Three Board Meeting to review both the Town and BOE Plus One Budget narratives with the Board of Finance. Mike Walsh, Town Manager further explained the Three Board Meeting includes the Board of Selectmen, the Board of Education, and the Board of Finance and is proposed for Tuesday, January 21, 2025, at 7:00 p.m. in the Town Hall Meeting Room.

Selectman Kelly O. Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves as presented the Town's Plus One Budget narrative as detailed in the November 30, 2024, memo from the Town Manager Mike Walsh, and to further set a Three Board Meeting including the Board of Selectmen, the Board of Education, and the Board of Finance for January 21, 2025, at 7:00 p.m. in the Town Hall Meeting Room.

The motion was seconded by Selectman Margaret Q. Chapple at which time the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES**.

E. Proposed Amendment to CPPAC Voting Membership

E.1 Town Treasurer

First Selectman Mark H. Fiorentino reminded members of the Board of Selectmen that at the November 4, 2024 Board of Selectmen meeting, various motions were approved to redeploy the Capital Program Priority Advisory Committee (CPPAC), to appoint voting and non-voting members, and to set the meeting dates to allow the committee to begin their work and that he is respectfully asking the Board of Selectmen to approve the following proposed motion which appoints the Town Treasurer as a voting member of CPPAC.

Selectman Mark C. Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the Town Treasurer be appointed to CPPAC as a full voting member with all rights and privileges as all other full voting members.

The motion was seconded by Selectman Margaret Q. Chapple at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES**.

E.2 Report on CPPAC Meeting

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First Selectman Mark H. Fiorentino updated members of the Board of Selectmen regarding CPPAC including a short pause on their meeting schedule while CPPAC gets organized. Further discussion took place.

F. Cemetery Rights Transfer Relinquishment Request

Mike Walsh, Town Manager informed members of the Board of Selectmen that an ancient cemetery (.65 acres) dating back to 1788 was deeded to Suffield and Granby and in order for the Town of Suffield to allow a local group called the Mountain Burying Ground Association to better maintain the cemetery, transfer of Suffield's and Granby's burial rights should be made. Mike Walsh, Town Manager indicated that he was supportive of the request and Abigail Kenyon, Community Development Director 's memo which outlines the issue in more detail. Mike Walsh, Town Manager also communicated with Town Attorney Rich Roberts on the request and he sees no issues. Mike Walsh, Town Manager further notes that with the 8-24 hearing results back from P and Z, the following proposed motion is presented to the BOS for approval.

Selectman Margaret Q. Chapple made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby relinquish its rights/transfer its interests in the cemetery on Phelps Road in Suffield, located between 3453 and 3493 Phelps Road, which was deeded to Suffield by Elijah Phelps in 1788 for the purposes of providing burial plots to inhabitants of Suffield & North Granby. And to further authorize the Town Manager to execute any documents necessary to fully effectuate this transaction.

The motion was seconded by Selectman Kelly O. Rome at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES**.

G. Neglected Cemetery Account Grant Program

Mike Walsh, Town Manager informed members of the Board of Selectmen that in 2023, the Town received a Notice of Grant Award in the amount of \$5,000 for the Neglected Cemetery Account Grant, and at its meeting in April 2023, the Board authorized the First Selectman to enter into and execute any and all agreements, contracts and documents necessary for the grant award. Mike Walsh, Town Manager noted that work under the grant has been completed and Town Manager Mike Walsh recently signed off on the grant reimbursement paperwork, which was then submitted to the State. Mike Walsh, Town Manager further indicated that following submission, staff were notified by the State that a new resolution is required showing that the new authorized signer for this grant award is Mike Walsh, the Town Manager.

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Selectman Mark C. Neumann made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes the Town Manager, Michael P. Walsh, to enter into and execute any and all agreements, contracts and documents necessary for the 2023 Neglected Cemetery Account Grant Program.

The motion was seconded by Selectman Frederick A. Moffa at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES.**

H. Park & Recreation Study Appropriation Request

Mike Walsh, Town Manager reminded members of the Board of Selectmen that at the October 21st Board of Selectmen meeting, after a request from the Park and Recreation Board, the BOS approved adding a \$25,000 ARPA allocation to pay for an analysis of the Salmon Brook and Ahrens Parks with respect to future facility improvements. Mike Walsh, Town Manager explained that recently, noise complaints from abutting property owners related to the playing of pickleball at the tennis courts at Salmon Brook Park were received by the Town and Park and Recreation Board, and on September 3rd approximately 40 people joined in a discussion at the Park and Recreation Board Meeting about solutions to the issue with an overwhelming majority supporting pickleball.

Mike Walsh, Town Manager further explained that the Park and Recreation Board, working in partnership with the Town Manager's Office, voted to "engage an outside firm" for the purpose of creating a master plan to prioritize any future investment in the parks. A Request for Proposal has been created and an allocation of \$25,000 will allow us to identify a vendor to create a planning vision for the parks for 2030, 2040, and 2050. Mike Walsh, Town Manager further explained with the RFP issued, the Town received two qualified respondents and has selected GZA GeoEnvironmental, Inc. with a local office in Springfield to proceed with the analysis at a cost of \$39,500.

Mike Walsh, Town Manager also noted that Anthony McGovern, Chair of the Parks and Recreation Board, Sandy Yost, Director of Community Services, Terri Ziemnicki, Supervisor of Parks and Recreation, and himself participated in the selection panel interviews. Mike Walsh, Town Manager explained that via this background and request, we respectfully ask for an appropriation of \$14,500 from the Parks and Recreation Special Revenue Fund to marry to the ARPA allocation so the firm's work can begin. Mike Walsh, Town Manager explained that the Parks and Recreation Fund has sufficient funds to cover this appropriation, with a balance of \$560,297 as of June 30, 2024, and that pursuant to section 10-6(e) of the Granby Town Charter, he is forwarding the request to the Board of Selectmen.

Selectman Frederick A. Moffa made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves a \$14,500 appropriation from the Parks and Recreation Special Revenue Fund to provide funding

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for the GZA GeoEnviromental, Inc. Recreation Facilities Analysis and forward this request to the Board of Finance to approve.

The motion was seconded by Selectman Mark C. Neumann at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES.**

I. Radio Communication's System Agreement Approval

Mike Walsh, Town Manager reminded members of the Board of Selectmen that in February of 2018, the Town of Granby Radio System Committee was created, and the charge of the committee was to provide an assessment of the Emergency Radio System that the Granby Police, Lost Acres Fire Department, Granby Public Works, Granby Ambulance, and Granby CERT all rely on. Mike Walsh, Town Manager explained that based on the committee's work, it was determined that the existing emergency radio system experiences coverage issues, that in many cases we're relying on obsolete equipment, and in general, the system has reached its useful life and needs to be replaced. Mike Walsh, Town Manager noted that this assessment and determination spanned over several years, different administrations, and different administrators, but substantial progress was made with Lost Acres Fire Chief John Horr, Jr. leading the project. Mike Walsh, Town Manager also explained that in May of 2021, based on the results of a Town of Granby issued Request for Quotations (RFQ), Marcus Communications was engaged to begin the formal assessment of the radio communications system in order to identify a preferred replacement option. Mike Walsh, Town Manager further noted that this review/assessment process lasted for two years, or into early 2023, and in May of 2023, a Request for Proposal (RFP) was issued to replace the radio communications system, and the RFP was based on the technical proposal specification work completed by the Town from 2021 to 2023.

Mike Walsh, Town Manager went into further detail that at the same time, Federal Engineering, based on a separately issued RFP and due to the sophisticated technical nature of the project, was hired to assist the Town with the analysis of the bids received to replace the radio communications system. Federal Engineering is a technical consulting firm specializing in the engineering and design of radio communications equipment. Mike Walsh, Town Manager noted after extensive analysis by the Town, assisted by Federal Engineering, Marcus Communications was selected as the provider of the various emergency communications equipment and installation at an estimated cost of \$4.6 million. Mike Walsh, Town Manager indicated that in April of 2024, the voters of the Town of Granby favorably approved of the allocation of capital monies set aside within Fund Balance to allow the Town of Granby to execute a contract with Marcus Communications and with funding in place, the contract negotiation between the Town of Granby and Marcus Communications was completed by Lost Acres Fire Chief John Horr, Jr. Mike Walsh, Town Manager further explained that the contract was reviewed by Attorney Joseph Fortner from the firm of Halloran and Sage and in order for the Town of Granby to move forward and execute the contract between the Town and Marcus Communications, several motions were needed.

Selectman Margaret Q. Chapple made a motion for the adoption of the following resolution:

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BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the Communications System Agreement between the Town of Granby and Marcus Communications, LLC in the amount of \$3,977,306.22 and direct the Town Manager to execute all documents necessary to facilitate the agreement.

The motion was seconded by Selectman Mark C. Neumann at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES.**

Selectman Margaret Q. Chapple made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby directs the Town Manager to extend the January 30, 2024 Consulting Agreement with Federal Engineering at the same terms and conditions of the original agreement with a not to exceed amount of \$50,000 in order to continue to rely on their technical expertise and experience as the Town begins the process to replace the townwide emergency communications system with an anticipated completion date of May 2026.

The motion was seconded by Selectman Frederick A. Moffa at which time discussion took place. After a brief discussion, the motion passed by a unanimous voice vote (5/0/0) **MOTION CARRIES.**

VI. TOWN MANAGERS REPORT

Mike Walsh, Town Manager addressed members of the Board of Selectmen regarding the various town departments noting that; the Town Managers office has finalized work on the ARPA projects in order to obligate the funds by 12/31/2024, attended the tree lighting event at the holiday market at Holcomb farms on December 7th 2024, attended the first church meeting to begin a business analysis of possibilities there, noted that the veterans exemption 100% permanently and totally disabled in service connected is due to the assessors office, reviewed, adjusted the 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 Supplemental Motor Vehicle Grand List that may have been sold, totaled, registered out of state, noted that the Building Official and Fire Marshal have been busy inspecting Building 7 at Station 280 and its anticipated certificate of occupancy will be issued soon, noted that all ARPA technology equipment has been ordered and all invoices have been processed including the installation associated with the Town Clerk's vault camera and security cameras at Salmon Brook Park, noted that police officers attended the American legion breakfast & food drive at Geissler's and Small World Daycare visited the PD for the holidays and sang songs to officers, noted that public works is doing debris remove from drainage areas and tree trimming in various locations, noted that the library saw a record-breaking number of visitors to the Main library in November 2024 and that the Library selected a Capital Campaign consultant to complete a feasibility study and prepared carpet and paint removal/ installation coming in January, noted that Human

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Services had the Holiday Market and traffic was steady, breakfast with Santa sold out two seatings with a third added, helped Granby residents with the holidays, and noted the Town Clerks office is preparing for new legislation effecting the office for 2025 including Ballot Box recordings, election changes, and Trade Name updates.

VII. FIRST SELECTMAN REPORT

First Selectman Mark H. Fiorentino updated members of the public that the Siting Council team has been doing a good job advocating our testimony and that the hearings have been closed. Further discussion took place.

First Selectman Mark H. Fiorentino also reminded members of the Board of Selectmen that next Monday, January 14, 2025, at 6:00 p.m. the Board of Selectmen was meeting with the Commission on Aging regarding the RFP's for Kearns School.

First Selectman Mark H. Fiorentino also reminded members of the Board of Selectmen that the Three Board Meeting was scheduled for Tuesday, January 21, 2025, at 7:00 p.m. and that he would like to hold a Special Board of Selectmen meeting at 6:15 p.m. just prior to discuss Boards/ Commission appointments.

VIII. SELECTMAN REPORTS

Zainab Zafar, Student Liaison informed members of the public about the activities happening at the High School which include midterms starting on Tuesday, boys & girls basketball playing against East Granby, job shadowing day coming up, and tryouts for the school play are in the works.

Ben LaVigne, Student Liaison informed members of the public that students are just returning back from Winter break and that NHS had a successful stocking drive, sports are in full swing, and that the girls' and boys' basketball teams are doing fantastic.

IX. PUBLIC SESSION

No Public Input was offered.

X. EXECUTIVE SESSION

No Executive Session took place

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XI. ADJOURNMENT

There being no more business to come before the meeting, Selectman Margaret Q. Chapple made a motion to adjourn the Board of Selectmen meeting at 8:21 p.m., which was seconded by Selectman Frederick A. Moffa and passed by a unanimous voice vote. **(5/0/0) MOTION CARRIES.**

Respectfully submitted & attested,


Scott A. Nolan
Town Clerk

Received for Record January 8, 2025, at 3:13 PM
By SCOTT A. NOLAN, Town Clerk