



# TOWN OF GRANBY

## MEMORANDUM

DATE: February 25, 2025

**TO:** The Granby Board of Selectmen  
**FROM:** Mike Walsh, Granby Town Manager  
**REGARDING:** Charter Section 7-4 - Appointments

The Town of Granby Charter Section 7-4 related to appointments allows the Town Manager to appoint, with the approval of the Board of Selectmen, a Town Clerk.

As you are aware, Scott Nolan was the Town Clerk but resigned his position for another opportunity with his last day being February 18, 2025.

The Town advertised for the open position and over the course of a month, received a handful of applicants who signaled interest in the position. One such applicant stood out and her name is Jen Espinal. Jen currently holds the title of Assistant Town Clerk for the Town of Simsbury.

Jen is a State Certified Town Clerk and brings a number of strengths to the position including leadership, a desire to deliver exceptional customer service, and a desire to be part of municipal management team. Jen's references were all strong.

Based on the aforementioned, I respectfully request the following motion be considered to allow the Town to continue to move forward and fill the open Town Clerk position.

**Proposed Motion:**

Move that the Board of Selectmen direct Town Manager Mike Walsh to extend an offer of employment to Jen Espinal for the Town of Granby Town Clerk position.