



TOWN OF GRANBY

MEMORANDUM

DATE: February 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Town Manager's Report as of February 28, 2025**

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

Town Manager's Office

- Viewed Governor Lamont's Budget address as Granby produces our FY26 Budget
- Joining the Chamber of Commerce for a monthly function on February 28th
- Issued the first 10% vendor payment on the Emergency Radio Project
- Prepared for the kickoff meeting with 7-Summits/New Samaritan for Senior Housing
- Judged the submissions in the GPD GMHS Coin Challenge with other panelists
- All things FY26 Budget – the budget book, workbook, PowerPoints, & backup materials
- Interviewed one candidate for the open Town Clerk position
- Worked with Catherine on her first STEAP grant submission – SBP accessibility
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....
- Attended the Fiduciant 4th Quarter investment return meeting

Finance, Tax Office, Assessors Office

- 2024 Grand List signed and completed
- The Assessor's Office is now in full swing with mailing out the notices to the Elderly, Totally Disabled and Additional Veterans as reminders to refile for their benefit
- Accepting applications/reviewing income tax returns and income submitted to determine eligibility status for the Elderly, Totally Disabled and Additional Veterans Benefits
- Receiving and reviewing all the Board of Assessment Appeal Applications
- Preparing for the Board of Assessment Meetings

Human Resources

- Office moves of HR, Fire Marshal, IT and Communications Admin completed
- Attended Leave Laws and Benefits webinar sponsored by Lockton
- Began recruitment for Town Clerk
- Took over administration of Worker's Compensation
- Rolled out Sexual Harassment training for all employees. 2-hour online course through the CT Commission on Human Rights and Opportunities
- Continued to provide guidance and training on VCS timekeeping system

Community Development

- The Building Official and Fire Marshal were busy inspecting the Station 280 development. A certificate of occupancy was issued for Building 6 last week. There is now one building under construction, along with several garages. It is anticipated that all work will be completed this spring.
- The Fire Marshal is currently working on fire investigations for the three structure fires.
- The Fire Marshal submitted a grant under the CT Fair Plan program to fund the purchase of a waterproof camera.
- The Emergency Management Director and Fire Marshal have moved offices, to the space that was formerly occupied by IT. A big thank you to Public Works for their work on moving and setting up this office.
- Draft policies have been received from Tighe & Bond for the sewer. These policies are currently under review and will be presented to the WPCA in the spring.
- Work continues with Municipity on the public portal for the building permit software to allow online permit submissions. Testing revealed some corrections that are needed. Another meeting is scheduled for mid-March to review the changes.

Information Technology

- Desktop computers are being deployed at the Police Department. Tristan is finishing up the rollout of individual laptop replacements
- Senior Center A/V Project – Wiring work complete. Equipment delivered including the video production server and PTZ cameras. A/V equipment installation started.
- Continue to attend vendor / project meetings involved with Finance Department's Square 9 software installation project. (Paper to digital documents and workflow)
- Provided technical support for 3 board meeting
- Completed server operating system update to Town's primary domain and file server computer. Added second servers refurbished and donated from BOE to Town Hall and PD. These provide redundancy and backup to existing systems.
- Completed wiring and work associated Tech support work for Town HR, Emergency Management, and IT office moves

Police Department

Human Resources, Training and Community Outreach, Projects

- Continuing to have one officer on light duty from a work-related injury; creating unbudgeted overtime expenditures.
- MOU signed for the CLEAR Program (Community and Law Enforcement for Addiction and Recovery which provides support to those who are affected by addiction.
- Detective Macaulay attended a two-day training class on Social Media Investigations
- Began annual Sex Harassment training.
- Carpets to be installed in PD HQ first week of March.
- Radio project continues. Marcus started planning the Dispatch Center. Held meeting with vendor and project manager to lock down Radio equipment.

Crime/Noteworthy Items

- An 87-year-old Alzheimer's patient walked away from Senior Center after an activity there. She was found a short time later at home
- Arrest made on an intensive firearm investigation
- Report of a male with a mask and handgun at Murtha's Way. A juvenile was found with a facsimile gun. Arrest made.
- Chimney fire on Bushy Hill Rd, house fire on Petersen Rd, house fire on Loomis St.
- Arrest made for the male who rammed a police vehicle and fought with officer
- A male suspect was at the Granby Memorial High School passing flyers about what you should do if ICE visits you or the school. Male was identified/trespassed from grounds.

- Two motor vehicle accidents in snowstorm. Minor injuries reported.
- RPO (Red Flag Law) was applied for and issued.
- Severely injured dog rescued from icy hillside after fall. Dog taken to animal hospital

Public Works

- H/R, Fire Marshal have been moved/minor repairs and painting to be done.
- SBP was closed to all from 2/19 through 2/23 due to extreme icing conditions on the roadways and the roof of the building. The roadway to the right of the Y may remain closed for an additional week to ensure the safety of the public.
- Tree trimming and removal due to storm damage.
- To date (2/21), we have had 14 snow/ice events.
- Juniper Drive drainage $\frac{3}{4}$ completed.
- Snow mixed with rain has resulted in extreme icing in many areas throughout the town roads, sidewalks and buildings that has required many extra hours of effort.
- Create RFP for land clearing and building a roadway to Mountain Road tower after plans are drawn. The survey is completed. Now waiting on Deed details.
- Hungary and Griffin, finalizing paperwork with the state for reimbursements.
- Moosehorn & Donahue – final inspection was completed, waiting for money.
- Simsbury Rd Bridge, test borings are underway. Replacement expected in 2027
- Doherty Road Bridge, replacement on hold with commitment from the town.
- All 2026 capital purchases/needs being assessed in preparation of the budget.
- Road overlay estimates for work to be done over the next 3 years is in place. 10-year overlay is on paper and subject to changes as conditions may change.

Library

- The ARPA Library renovation is complete! Swing by the library to see our refreshed space with new carpet, new paint, some new furniture, bright new lights, and more!
- The Seed Library at F. H. Cossitt Branch Library is being restocked for the 2025 growing season with vegetable, fruit, flower and herb seeds donated by Ocean State Job Lot and distributed by the Hartford County Extension Service. The Seed Library kicks off its fourth year April 1, 2025
- The Granby Public Library's Strategic Planning Committee has successfully established a 4-year long range strategic plan that will guide us forward with our mission and vision.
- Shout out to Rich and the DPW crew for all their hard work getting the library open and ready for patrons on all the crazy weather days! That ice was relentless!
- Our Capital Campaign consultant is busy working on our internal audit inventory. Thank you to all the BOS members that sat down with them to discuss the future of the library.
- The library is proud to offer a new service- "Homebound Delivery". This service is available to all Granby residents that have difficulty leaving their homes permanently or temporarily due to disability, health issues, inability to drive, and similar reasons. Residents of local care facilities, primary caregivers of homebound patrons and new mothers/fathers home with a newborn are also eligible! Thank you to our volunteers for helping make this an option for our patrons.

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

- Granby Youth Action Council is hosting the Sweetheart Dance for Granby kids (grades K-2) and their grown up on February 23. Pizza, dancing, and crafts with a Valentine theme will keep everyone entertained. As a part of the Local Prevention Council funding requirement, Youth Services Bureau is conducting an online survey. Information gathered will assist the YSB in targeting the prevention education and prevention resources needed to reduce risks for our residents.
- February highlights at the Senior Center include the Valentine Luncheon. 80 people were served heart shaped ravioli by our friends, the Flying Yankees of 103rd Airlift Wing

and were entertained by Freddie Marion. SAFE (Situational Awareness for Empowerment) training is a 2-hour self-defense class designed for seniors to be more aware and able to defend themselves (20 empowered people attended). Way of Listening: Consoling Beauty is a music appreciation class exploring a great masterpiece by Beethoven. Horizon Wing Birds is an educational program featuring live raptors. Sold out trip to the CT Flower Show had folks ready for Spring. Terrarium building and Origami folding also gave seniors a reason to come out and enjoy activities at the Center.

- Parks & Recreation held a two-day Scrapbooking event, dog training classes, and basketball sessions. Planning for the upcoming **Camp season, including selection of concession vendor is well underway.**

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