



TOWN OF GRANBY

MEMORANDUM

DATE: July 1, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager

REGARDING: Town Manager's Report as of June 30, 2025

Please accept the following summary of departmental activities underway throughout the town through the month of June, 2025 as detailed to me by the various department heads.

Town Manager's Office

- Reviewed the past practice for issuing debt and leases with Phoenix Advisors
- Participated in several discussions related to the library expansion project sizing
- Met with the Salmon Brook Water Company and the McLean's Game Refuge
- Contemplating organizational changes and program guide changes for FY27
- Worked on a "near final" draft of the 10-Year Town capital improvement plan
- Attending the standing meeting with 7-Summits/New Samaritan for Kearns Housing
- Attended the annual meeting of the CTGFOA with Finance Director Kimi Cheng
- Met with Tom Grimaldi, an East Granby official on paving/road reclamation strategies
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....

Finance, Tax Office, Assessors Office

- Attended a meeting with Phoenix's advisor regarding long-term financial tools.
- Assisted Catherine and PD in applying for COPS grant, including creating an account in grants.gov and the DOJ system, calculating fringe benefit percentage for three years, answering questions from the grant application, and reviewing the grant application.
- Implemented the E-shopping module into the I-Vision, which automates the PO generation process from accepted vendors. BOE also implemented it.
- Estimated monthly pension benefits for an employee, assisted a retiree's family with a change in the retiree's account, and assisted retirees in creating online accounts.
- Prepared and emailed the 6/30/25 deposit and year-end payroll memos to departments.
- Attended quarterly CIRMA Operations and Underwriting Committee.
- Submitted a drawdown from the OPEB Trust for the retirees' medical claims.
- Prepared and submitted the FY26 Finance department work plan.

Community Development

- Volunteer applications for the POCD were received. P and Z will be reviewing them.
- Tree clearing has begun at Cider Mill Heights for the 10-lot residential development.

Information Technology

- Ongoing work and meetings with police department and Marcus Communications pertaining to dispatch and radio project upgrades and wiring

- In the process of purchasing GCTV studio equipment and additional microphones for the senior center studio awarded through the PEGPETIA Grant. \$41,991.85 was awarded
- Ongoing setup and installation work and attendance of vendor / project meetings involved with Finance Department's Square 9 software project.
- Installed new exit gate security camera at the transfer station
- Installed new recording equipment and 4 security cameras at the public library
- Assisted finance with quotes for telecom services
- Assisted finance department with audit requirements

Police Department

Human Resources, Training and Community Outreach, Projects

- An oral board was held for a new police officer position. Academy will start on June 30th.
- Posting was opened for Full Time/Part Time Dispatcher and Certified Police Officer
- Officer Dufresne was announced as the new School Resource Officer
- James Wilkins, a Granby Police Dispatcher, was sworn in as new Police Officer.
- Granby Memorial Day parade was held with Granby Officers working the detail.
- Officer Martinaj was present at the Touch-a-Truck in Salmon Brook Park
- Officer Deloy worked the Autism Awareness M/V Stop demonstration in Simsbury
- Officers have been referring individuals to the CLEAR program with success.
- Animal Shelter was inspected by the State of Connecticut and passed with no problems

Crime/Noteworthy Items

- Two Jet Skis were stolen overnight on Day Street
- Motor vehicle accident on Wells Road, car vs pole, driver arrested for DWI
- Motor vehicle accident on West Granby Road, car vs car and pole
- Motor vehicle accident on Salmon Brook Street, car vs guiderail
- Motor vehicle accident on West Granby Road, car vs car into house
- Untimely death investigation with CSP Major Crimes
- DWI accident during the same time as untimely death investigation
- Elderly male fell down a flight of stairs. Life Star responded to transport to the hospital

Public Works

- Holcomb Farm and SBP activity are high, requiring extra grounds and maintenance time.
- Basin rebuilding replacement is underway on roads scheduled in road overlay program
- Four speed bumps were installed at the SBP.
- Bids for an electrician were received for Town owed sites.
- Clearing of trees is underway for the MT RD Tower Site
- MS4 Storm water report was received requiring two minor site clean ups.
- 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 and pricing may change.

Human Resources

- I was on the interview committee for the SRO
- Facilitated the onboarding of all the seasonal Parks & Rec summer staff.

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

- The second community input session for the Park Study was held on June 3. GZA presented preliminary plans for both Salmon Brook Park and Ahrens Park and the results of the Park Study Survey were shared. Final report to be issued soon
- SBP Day Camp was off to a HOT start on June 23! Temperatures soared past the 100-degree mark. Our Camp Director, Counselors, and Waterfront Staff rose to the occasion and kept the campers entertained, hydrated, and happy. The addition of the speed

bumps, the electronic sign advising visitors to proceed with caution, and the walking path has helped alleviate the concern for accidents involving pedestrians and vehicles.

- Continuing to provide engaging, interesting, and topical programs for our seniors the following opportunities were presented: AI's Evolution and Future in Media, 36 Questions Workshop (how to build closer relationships in adulthood), Eat Right for the Summer, and Goodyear: The Story of a Connecticut Native. In addition, the Fresh Access Program distribution started up again. Friends of Holcomb Farm gift organizational CSA share to the Senior Center to connect seniors with fresh produce
- Transportation Services brought another driver on board to fill in the gaps in service.
- The CLEAR Program is working. Our partners, McCall Behavioral Health, held an outreach event with the GPD using their Mobile Wellness Van at Waste Not Want Not.
- GYSB officially welcomes our former student intern as a member of the counseling staff. They successfully completed their program and earned their degree from CCSU.

Registrar of Voters

- The Secretary of State's transition team underestimated the transition to a GIS based new voter system. On a positive note, we have been able to try out "TotalVote".
- The expected start date for the system to go live will likely be pushed back to 2026.
- We will use the new voting machines in August if we have a September primary, but more likely not until the early voting period for the November municipal election.
- None of the early voting "fixes" bills to address implementation costs passed this session, there is a possibility of a correction passing in a special session this fall.
- Paul Willis is leading the first draft plans for the Election storage closet proposed for the Town Hall Meeting Room. If we succeed in creating a fireproof ballot storage space, considerable saving will accrue as we eliminate the back-and-forth handoffs to the vault between us and the Town Clerk staff, much of which is beyond their normal office hours.
- We completed organizing twelve boxes of old Election materials, filed the appropriate reports with the State Library and will be shredding nine boxes.
- Karen Antonucci is continuing to take the state mandated Registrar Certification courses.
 - Election reform still on hold: The Presidential Executive Order (EO) of 3/25 and the "SAVE Act" - No news on these potential changes to registration and voting requirements. As far as we are aware, the U.S. Senate has not yet begun discussion of the SAVE Act. The Secretary of State's office has instructed us to continue registering people as we have been doing, and potential registrants can still initiate the process themselves without appearing in person.

Library

- Summer Reading at the Library has begun! Join us for Mystery and Mayhem at the library all summer long. We kicked off with a DJ dance party on June 12 that featured dancing and music for over 100 people. Library patrons will be reading and attending programs all summer to earn raffle tickets for a chance at one of our amazing summer reading prizes- many of which were donated by local retailers!
- The Friends Annual Book Sale is gearing up! Donations are now being accepted, and the sale will take place on July 25, 26 and 27 at Holcomb Farm. All proceeds from this event will go to support programs and materials for the library.
- We are so excited to welcome our summer intern to the Granby Library, Hannah. She joins us as an incoming Junior at UCONN focusing on Psychology, Human Development and Family Studies. She has been an excellent addition, and we are very lucky to have her. This position is generously donated by the Friends of Granby Public Libraries and the Granby Library Association.

Town Clerk

- **Expanded Online Services:** Launched online dog licensing and credit card payment capabilities to streamline and modernize resident services. Continued efforts to expand the Town Clerk's digital presence by enhancing the online portal for greater ease of doing business.
- **Public Outreach & Communication:** Increased awareness of new services through mass communication channels, encouraging greater resident engagement and utilization of online tools.
- **Notarization Policy Implementation:** Developed of the internal administrative policy to standardize notarization procedures ensuring consistent, efficient, and legally compliant service delivery.
- **Legislative Compliance & System Updates:** Completed necessary software updates in preparation for the implementation of Public Act #25-168 (effective July 1, 2025), ensuring full compliance with updated Land Records procedures and CGS Sections 411–413.
- **Professional Development:** Attended Secretary of the State training focused on Municipal Elections and primary petition processes to ensure preparedness and up-to-date knowledge ahead of upcoming election events.

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