




TOWN OF GRANBY

MEMORANDUM

DATE: July 29, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

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

Please accept the following summary of departmental activities underway throughout the town through the month of July, 2025 as detailed to me by the various department heads. Please note that some departments will provide their July and August departmental together which I will include in the September Town Manager's Report.

Town Manager's Office

- Worked on a "near final" draft of the 10-Year Town Capital Improvement Plan
- Participated in the weekly Radio Commo Project meeting to advance this initiative
- Attended the YMCA playground dedication
- Participated in an SRO agreement edit meeting with the BOE
- Participated in a service fees allocation meeting with the BOE
- Visited the Granby Community Garden
- Responded to two FOIA requests
- Held a Sewer ordinance edit meeting
- Held the STEAP Grant 2.0 kickoff meeting
- Worked with Kimi and Krista to amend the 401a and 457 Plan documents
- Attending the standing meeting with 7-Summits/New Samaritan for Kearns Housing
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....

Finance, Tax Office, Assessors Office

- Month of July spent adjusting and prorating Motor vehicles for the Tax Collector's Office on vehicles that have been sold, stolen, totaled, registered out of State, etc.
- Answering and fielding all the phone calls and questions regarding the budget, Town's Mill Rate and the New Legislation regarding MSRP Valuations for Motor Vehicles.
- Measured, Listed and Valued Buildings #5, #6 and #7 at Station 280 (Apartments). Prorated the new assessment for these last 3 newly constructed apartment buildings which generated additional taxes of \$20,402, \$42,439 and \$29,961. This project has been constructed over the last 4 years and added to the Grand List.
- Received an email that was sent to Mike Walsh from one of our Granby Citizens, commenting on the New Legislation regarding MSRP Valuations of Motor Vehicles and complimenting the Assessor's Office and the staff.

Information Technology

- Ongoing work and meetings with the Police Department and Marcus Communications pertaining to dispatch and radio project upgrades, wiring, and network reconfiguration

- Installing GCTV studio equipment and additional microphones for the senior center studio awarded through the PEGPETIA Grant.
- Attended admin training, ongoing setup /installation work and attendance of vendor / project meetings involved with Finance Department's Square 9 software project. (Paper to digital documents and workflow)
- Security camera maintenance work and calibrations throughout town.
- Assisted with repair work to telecommunication systems at Cossit Library
- Assisted finance with quotes for telecom services
- Setup iPad for timeclock system
- Replaced computer used to run zoom hybrid meetings in Town Hall
- Continue work to convert and upgrade server virtualization and operating system software on all in house servers
- Ongoing work – backup, maintenance, monitoring and updates to the municipal area fiber network, communications, technology infrastructure, networking equipment, servers, computers, and software systems
- Assisted various department with IT support requests. Support work has been steady
- Received and reported sophisticated phishing scam to CT State police

Public Works

- Holcomb Farm and SBP activity are high, requiring extra grounds and maintenance time.
- Minor repairs to doors, windows and building trims.
- Park activities high and the crew is doing what they can to keep up with their requests.
- Basin rebuilding replacement is underway on roads scheduled in road overlay program
- Roadside mowing, primarily site lines when staffing is available.
- MT RD Tower Site, core borings completed and ROW and Eversource meetings scheduled for permitting and estimates.
- A meeting with DEEP and Atlas (our contracted service provider) regarding our MS4 plan was held and confirmed that our program is in a good place. There were a few minor recommendations made that we will be following up with.
- Phase 2 of the sewer study review continues.
- Holcomb Farmhouse sewer system required additional repairs and replacements.
- Reviewing RFPs for bridge inspection services. I received 10.
- Reviewing RFQs for engineering services for the replacement of the Doherty Rd bridge replacement. 5 received and will be selected for 3 to be interviewed.
- Dispatch renovation RFP, the contractor was selected, and phase 1 will begin October.
- Hungary and Griffin, finalizing paperwork with the state for reimbursements.
- Moosehorn & Donahue – final inspection was completed, waiting for reimbursements. Both have settlements on minor concrete concerns.
- Simsbury Rd Bridge is in the design phase, expected to be replaced in 2027
- Doherty Road Bridge, time extension was submitted to the State.
- Road overlay projects are underway.
- Abby and Kevin on drainage, FOG, Sewer, drainage concerns and tower roadway.

Registrar of Voters

- At the July SOTS monthly virtual meeting Secretary Thomas stated that each town would receive a minimum of \$4000 in grant money this year for Early Voting. No paperwork has arrived yet.
- The GIS based new voter system is now slated for 2026. We have clarified our GIS information for UConn but are awaiting final verification of our data. We will continue to try out "TotalVote" using test data during "office hour" zoom sessions with the SOTS.
- Both major parties had uncontested slates at their July nominating meetings for the November ballot and completed their required paperwork by the deadline. There are 10

racers to vote on, with a total of 22 openings. Only 4 races are contested – BOS, BOF, BOE, and Town Moderator. Last chance to force a September primary is Aug 6th at 4 pm - but we consider it very unlikely.

- We will be conducting a Public Lottery for the Horizontal Placement of Nominated Candidates (determining which name is first, second, etc. on each party line) on August 6th at 4:00 pm in the Town Hall Meeting Room.
- We will begin using the new voting machines from ESS on November 4th. Use for Early Voting seems less likely at this point, as no September CGA session has been scheduled to change statute to allow it. We are still waiting to confirm an ESS training in Granby for poll workers.
- Plans for a storage area in the THMR for the ROV Department were discussed on July 16. The plan provides for fireproof storage of Early Voting ballots (suggested hardware vendor is Tractor Supply), accessible storage of voting machines (with a power source in the storage area), and consolidation of election supplies. The storage area will be built in house, with a cohesive, clean look appropriate for the public meeting room.
- The new cover for the outdoor ballot box is in!
- Tabulator batteries (for both new and old machines) must be recharged periodically. While we did that on July 16, we also did an overview of the new equipment and a status update with a portion of our poll workers. We will schedule this again in September.
- Annual maintenance of IVS machines; laptops, printers and accessories.
- We will have nine boxes of paper to be shredded by InfoShred on August 5 when the regular town office shredding is done to save money. All of the obsolete materials have been approved by the State Library.
- Our staff will attend an online class on Records Retention & Management on Aug 12
- 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.

Town Clerk

- Board/Committee establishment support: Provided administrative assistance with the formation of new boards.
- Website and Form Updates: Continued efforts to update the Town website and convert frequently used forms to accessible, user-friendly formats for residents.
- Ballot Box Surveillance Compliance: With the IT department, completed a review of the surveillance camera for the ballot drop box, fulfilling new statutory requirements.
- Professional Development: Attended Secretary of State training focused on Party Endorsements and Nominating Petitions.
- Historic Preservation Grant: Received notification from the State Records Administration that the Town's Historic Grant application has been approved.
- FY 2024–2025 Work Plan: Finalized the closeout of the FY 2024–2025 Town Clerk's Department Work Plan.
- Dog Licensing: Issued a total of 1,225 dog licenses in June and July 2025, compared to 1,246 licenses issued during the full prior fiscal year (July 1, 2024 – June 30, 2025).
- eCode Codification Project: Completed updates to the Town's ordinances, addressing required codifications dating back to 2010. The electronic, searchable eCode platform has been finalized, with townwide access to be launched soon.
- Policy and procedural improvements: ongoing work to the Boards and Commissions Guidelines and the Board of Selectmen Rules and Procedures manual.
- Staff Training: Continued internal staff training focused on newly implemented processes and procedural updates to enhance efficiency and service delivery.

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