



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Approval of Pomeroy Brace Library Grant Application & Spending**

Please see the attached request from Amber Wyzik, Library Director with respect to the Pomeroy Brace Grant application for needed work at the Cossitt Library.

Next Steps

In order to apply for these grant funds, Catherine Lanyon will work with Amber Wyzik as necessary to prepare an application/request for the grant in the amount of \$28,000. If we are successful in securing the grant, the Finance Department will record the grant in its own account and then allow the expenditure to close out the account, thereby completing the grant transaction.

These two actions require Board of Selectmen approval. In most cases, Grants are recorded as Special Revenue and do not impact the General Fund.

Please understand that the Town's 10-Year Capital Plan does have several lines listed for capital needs at the Cossitt Library. More specific details of the capital needs of this historic building were summarized in a report completed a few years ago. That summary is attached and totals \$517,300.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for approval, and request the following motion be made to allow the Town to accept and expend these grant funds consistent with the terms of the grant.

PROPOSED MOTION:

I move that the Board of Selectmen direct Town administration to apply for the Pomeroy Brace Grant in the amount of \$28,000, and if the application is successful, to approve the corresponding expenditure of funds to support capital needs at the Cossitt Library as listed on the Town's 10-Year Capital Improvement Plan consistent with the intent of the grant.

I will be on hand at the meeting to answer any questions you may have on this transaction.

CC: Kimi Cheng, Director of Finance
Amber Wyzik, Library Director
Catherine Lanyon, Grants Administrator

Priority Level 1 = within 1 Yr; Level 2 = 2-5 Yrs; Level 3 = 5-10 Yrs	Category	Project	Initial Estimate	Notes	2025- 40% Increase in cost
Level 1	Exterior Facades & Roofing	Replace new metal door @ vestibule entrance to lower level with appropriate wood door with glass lights	\$ 2,000.00		\$ 2,800.00
Level 1	Exterior Facades & Roofing	Inspect all gutters & leaders on a routine basis at least twice yearly & after extreme- climate events. Secure all leaders to their bases to storm- drain boot and secure all drainage- system connections. Repair and adjust any observed deficiencies.	\$ 2,000.00		\$
Level 1	Exterior Facades & Roofing	Install gutters on north portions of East Elevation of East Addition	\$ 2,000.00	Complete-	\$
Level 1	Exterior Facades & Roofing	Increase overhang on North Elevation of the East Addition	\$ 6,000.00		\$ 8,400.00
Level 1	Exterior Facades & Roofing	Provide slope away from building on brick- clad buttresses metal covers. Install base flashing extending under wood trim at juncture of metal covers to the wood install sealant at all junctures of flashing with wood trim or other building elements.	\$ 8,000.00		\$ 11,200.00
Level 2	Exterior Facades & Roofing	Carefully remove all masonry coatings and efflorescence from brick walls, brick chimney and concrete foundation walls.	\$ 20,000.00		\$ 28,000.00
Level 2	Exterior Facades & Roofing	Repair or replace all displaced, damaged, or missing bricks, specifically at base of wall.	\$ 5,000.00	Completed Clerestory, Lower Level Remaining	\$ 7,000.00
Level 2	Exterior Facades & Roofing	Repaint all missing or damaged mortar joints to match example of original pointing visible in Storage Area under West Entrance Vestibule.	\$ 4,000.00	Completed Clerestory, Lower Level Remaining	\$ 2,800.00
Level 2	Exterior Facades & Roofing	Install liner in brick chimney. Repair metal chimney cap as necessary.	\$ 5,000.00	Completed Clerestory, Lower Level Remaining	\$ 3,500.00
Level 2	Exterior Facades & Roofing	Carefully remove all loose and flaking paint and all sealant from wood siding (clapboard and shingles) and trim so as not to damage historic material.	\$ 10,000.00	Completed Clerestory, Lower Level Remaining	\$ 7,000.00
Level 2	Exterior Facades & Roofing	Replace all damaged, deteriorated and missing wood elements with wood to match original in appearance and with same species of wood, if possible.	\$ 20,000.00		\$ 14,000.00
Level 2	Exterior Facades & Roofing	Prepare wood to receive appropriate primer, prime and apply two coats of appropriate paint in color determined by finish analysis. Paint any unpainted elements of the Lower Level Entrance enclosure to match selected paint on wood on original portions of building.	\$ 25,000.00		\$ 35,000.00
Level 2	Exterior Facades & Roofing	Install sealant at all joints and gaps whether wood to wood, wood to metal, wood to masonry, or wood to windows.	\$ 10,000.00		\$ 14,000.00
Level 2	Exterior Facades & Roofing	Repair or replace to match original and properly secure all damaged decorative cast iron grills on the vent openings at the base of the brick wall.	\$ 2,000.00		\$ 2,800.00
Level 2	Exterior Facades & Roofing	Repair any damaged elements, scrape, prime and paint. metal railing at steps to parking area.	\$ 1,000.00		\$ 1,400.00
Level 3	Exterior Facades & Roofing	Replace screen doors at entrance to upper level with new storm/screen doors to match the screen doors visible in historic photographs including visually appropriate hardware.	\$ 3,000.00		\$ 4,200.00
Level 3	Exterior Facades & Roofing	On the two pair of wood doors at the West, Upper Level Entrance, replace the existing brass replacement doorknobs with replica knobs to match the original.	\$ 1,000.00		\$ 1,400.00
Level 3	Exterior Facades & Roofing	Fabricate and install replacement transom window above Lower Level Entrance door to match original, including the word, "HALL", but sized to fit the altered opening size. New window shall be double-glazed for thermal efficiency	\$ 2,000.00		\$ 2,800.00
Level 3	Exterior Facades & Roofing	Replace white metal louver vent on East Elevation of East Addition with more appropriate, yet functional element.	\$ 2,000.00		\$ 2,800.00
Level 1	Interior	Fill gap between concrete floor slab & building well in Lower Level Entrance Vestibule, repairing any damaged masonry as necessary.	\$ 1,000.00		\$ 1,400.00
Level 1	Interior	Treat building to eliminate all insects & nests.	\$ 1,000.00		\$ 1,400.00
Level 1	Interior	Install screens over light fixtures to prevent accumulation of insects & deris. Periodically inspect & clean fixtures.	\$ 1,000.00		\$ 1,400.00
Level 2	Interior	Repair damaged gypsum board at Lower Level ceiling beam and any other locations of damage to match adjacent finishes.	\$ 2,000.00		\$ 2,800.00
Level 3	Interior	Conduct historic finish analysis of exterior and interior surface materials.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Carefully remove all damaged plaster to facilitate repairs. Install new plaster to match original, adjacent plaster surfaces in composition, color, and finish.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Paint plaster on walls and ceilings based upon finishes analysis.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Paint all damaged, flaking and unfinished wood and masonry elements inside the Lower Level Entrance Vestibule in same manner as directed above.	\$ 2,000.00		\$ 2,800.00
Level 3	Interior	Carefully clean all interior woodwork and cabinetry in the Upper Level, original library space of any scuffs or other surface stains and refinish as necessary based on finish analysis.	\$ 5,000.00		\$ 7,000.00
Level 3	Interior	Strip and re-stain risers on interior stairs to match existing.	\$ 3,000.00		\$ 4,200.00
Level 3	Interior	Remove existing vinyl tile flooring in the boiler room, clean and repair floor as necessary and install new vinyl flooring.	\$ 2,000.00		\$ 2,800.00
Level 2	Interior	Restore all damaged clerestory window woodwork based upon historic finishes analysis	\$ 10,000.00		\$ 14,000.00
Level 1	Life Safety	Install new addressable smoke and heat detectors and emergency interior and exterior lighting with self-contained battery back-up.	\$ 5,000.00		\$ 7,000.00

Level 2	Life Safety	Install new state-of-the-art building-wide NFPA 13-approved fire-suppression sprinkler system.	\$	50,000.00	\$	70,000.00
Level 2-3	Mechanical/Electrical/Plumbing	Upgrade the electrical service to a 3-phase, 4-wire service with increased amperage.	\$	10,000.00	\$	14,000.00
Level 2	Mechanical/Electrical/Plumbing	Install new distribution, panel boards, switches and receptacles throughout the building.	\$	25,000.00	\$	35,000.00
Level 2	Mechanical/Electrical/Plumbing	Replace/upgrade existing restroom plumbing fixtures to meet all current ADA requirements	\$	5,000.00	\$	7,000.00
Level 2-3	Mechanical/Electrical/Plumbing	Installing new modern central multi-zone air-conditioning/heating system with the capability to bring in and condition outside air and exhaust spent air at rates prescribed by code. (2-3)	\$	75,000.00	\$	105,000.00
Level 3	Mechanical/Electrical/Plumbing	Install new septic system.	\$	10,000.00	\$	14,000.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Maintain slope away from building and maintain height of the mulch adjacent to building at least 8 inches below any building material.	\$	3,000.00	\$	4,200.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Patch all damaged locations in the concrete sidewalk and concrete parking lot steps to match the existing, surrounding material. Level any portions of sidewalk which could present a tripping hazard.	\$	3,000.00	\$	4,200.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Redesign area between parking area and Lower Level entrance so that handicapped access is more direct and ADA-compliant, using historically compatible material.	\$	10,000.00	\$	14,000.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Install pedestrian crossing including appropriate signage on East Street between parking area across East Street and Library parking lot.	\$	3,000.00	\$	4,200.00
Level 1	Site, Landscaping & Site-Related ADA-Access	Install additional exterior lighting at the Lower Level Vestibule Entrance door and as needed along sidewalks, pathways, and parking areas with lighting compatible with the historic environment.	\$	5,000.00	\$	7,000.00
Level 1	Universal Access	Install automatic door opener at both the Lower Level entrance door and the door leading from the Lower Level Vestibule into the Children's Room.	\$	6,000.00	\$	8,400.00
Level 1	Universal Access	Lower the height of the masonry threshold at the Lower Level Entrance for ADA compliance.	\$	1,000.00	\$	1,400.00
Level 1	Universal Access	If increased or full ADA compliance is desired, engage services of a professional architect knowledgeable in historic preservation to develop a design to provide full ADA-compliance.	\$	10,000.00	\$	14,000.00
Total Project			\$		\$	517,300.00



TOWN OF GRANBY

MEMORANDUM

DATE: July 8, 2025

TO: The Granby Board of Selectman

FROM: Amber Wyzik, Granby Town Manager

REGARDING: Consideration of Pomeroy Brace FY26 Grant Funds

Background

The Pomeroy-Brace Fund was established by Seth Pomeroy Holcombe and Lucy Eaton Holcombe, long-time North Granby residents, to honor their legacy of community service. This fund is administered through the Hartford Foundation for Public Giving to support Granby-focused nonprofits. In recent years, the Friends of the Granby Public Libraries have been awarded this grant to work on a variety of projects for the library including preservation and restoration efforts of the F.H. Cossitt Library in North Granby.

Award History:

Year	Details	Add. Contribution	Grant Award
2017	Children's Room Upgrades: Furniture, technology, shelving		\$25,997 (returned \$3,306.80 unspent funds)
2020	Cossitt Restoration Needs Assessment	FOGPL- \$3,199.59	\$28,000
11/2021	Cossitt Restoration: Phase 1: Part 1 Exterior Repairs- Clerestory on the North and East Sides	FOGPL- \$7,375 TOG- \$10,000	\$28,000
4/2023	Cossitt Restoration: Phase 1: Part 2 Exterior Repairs- Clerestory on the South and West Sides	FOGPL- \$4,814 TOG- \$13,000	\$28,000

The Pomeroy Brace grant will begin a new funding cycle this August (2025). The Friends of the Granby Public Libraries would like to apply for it to continue the Cossitt Restoration project. This grant submission would be in the amount of \$28,000 and would allow for continuing the restoration of F.H. Cossitt Library with Phase 1: Part 3- Exterior Repairs of the lower-level North and East

Sides, removal of and installation of new gutters and downspouts. At this time, it would not require any matching funds.

Next Steps

The grant application window will close September 2025. If all goes as planned and the grant is awarded, the Friends of the Granby Public Libraries will immediately donate awarded funds to the Granby Public Library/Town of Granby. This award would increase an expenditure line item in the Capital Equipment/Improvement Fund, which was not budgeted in the adopted FY26 budget, and would require a budget amendment according to the Town Charter. This grant would increase the Miscellaneous Revenue line item in Capital Equipment/Improvement Fund by \$28,000.00 and would necessitate the creation of a Cossitt Restoration line to track spending of the project.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

CC: Mike Walsh, Granby Town Manager
Kimi Cheng, Director of Finance