




TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: The Granby Board of Selectman

FROM: Mike Walsh, Granby Town Manager 

REGARDING: **Historic Documents Preservation Grant Application & Spending**

Please see the attached request from Jen Espinal, Town Clerk with respect to the State of Connecticut's Historic Documents Preservation Grant application.

Next Steps

In order to apply for these grant funds, Catherine Lanyon will work with Jen Espinal as necessary to prepare an application/request for the grant. 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.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for approval.

Please see the motion as prepared by Town Clerk Jen Espinal. If approved, it will allow the Town to accept and expend these grant funds consistent with the terms 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
Jen Espinal, Town Clerk
Catherine Lanyon, Grants Administrator



TOWN OF GRANBY

MEMORANDUM

DATE: August 11, 2025

TO: Mike Walsh, Granby Town Manager
FROM: Jen Espinal, Granby Town Clerk

REGARDING: Approval to Apply for FY 2026 Cycle 1 Historic Documents Preservation Program Grant and increase in General Fund expenditures not included in the TOG adopted FY 2025–2026 budget.

Background

Each year, grant funding is made available through the Connecticut State Library's Historic Documents Preservation Program. This program benefits Connecticut's citizens, historians, genealogists, title searchers, and attorneys by supporting municipal efforts to preserve and manage government records. The program has helped towns across the state make significant progress in protecting their most valuable documents.

The Granby Town Clerk's office continues to face limited vault space and a growing volume of permanent records. This year's project aims to optimize existing storage for better organization, security, and long-term preservation. In consultation with archival experts, the Town will improve the vault's functionality to meet both current and future records storage needs.

Next Steps

As the grant award represents an increase in General Fund expenditures for \$5,000, not included in the adopted FY 2025–26 budget, an approval to apply, sign contract, and spend the grant is necessary pursuant to Section 10-6(e) of the Granby Town Charter. I am submitting this request to the Board of Selectmen. The request will then be forwarded to the Board of Finance for final approval.

PROPOSED MOTION: *Move that the Board of Selectmen authorizes Michael P. Walsh, Town Manager, and Jen Espinal, Town Clerk, to apply for the FY 2026 Historic Documents Preservation Program Grant. The Board further approves an amendment to the adopted FY 2026 General Fund budget by increasing appropriations and revenues by \$5,000 to support this program. Additionally, the Board authorizes the Town Manager to sign and execute all contracts related to this grant, including agreements with Dupond Storage. This request shall be forwarded to the Board of Finance for final approval.*

CC: Kimi Cheng, Director of Finance