




TOWN OF GRANBY

MEMORANDUM

DATE: August 25, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Town Manager's Report as of August 31, 2025

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

Town Manager's Office

- Worked on a "near final" draft of the 10-Year Town capital improvement plan
- Worked on the Holcomb Farm Lease and Use Agreement edits
- Walked the Town Hall Complex HVAC rooms with Jim Szipszky seeking energy savings
- Creating a uniform tuition reimbursement policy for contracts & the Personnel Rules
- Planning with CJ for the 9/9 Emergency Management Desktop Disaster
- Was the "Mystery Reader" at the Library - "Duck for President" was the book
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....

Finance, Tax Office, Assessors Office

- Completed all requests from the auditors. Final fieldwork the week of August 25, 2025.
- Completed two retro-pay calculations for IBPO employees.
- Reconciled project cost for the SBP sidewalk project and bridge projects.
- Provided FY25 in-kind service spreadsheet to BOE.
- Assisted BOE with the FY25 audit.
- Reconciled Dog Fund and filed Dog Fund Report to the State.
- Performed one retirement and two termination payout calculations.
- Detected and reported a fault in the unemployment claim to CT DOL.
- Completed FY25 estimated year-end fund balance for self-insurance fund.
- Completed 7/1/25 pension census data request, sent to Milliman for valuation report.
- Continued Global Search implementation. Administrator training is completed, and the first end-user training will be completed in July.
- Amazon e-shopping module in I-Vision is live. Thank you, Jon and Jennifer from the BOE, for their assistance. Individual training is provided to the supervisors/managers.
- Assisted HR with the FY26 HRA plan setup, completed two retro-pay calculations for GMEA and UPSEU-Dispatchers employees, assisted an employee with an estimated PTO calculation, and deactivated employees from the Delta Dental plan.
- Prepared year-end adjusting entries and FY25 preliminary estimate.
- Prepared BOS and BOF agenda memos.
- Met with Mission Square for possible changes in the 457 Plan to include PT employees.

- 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 an online account with the financial institution.
- Assisted the Town Clerk in setting up Invoice Cloud.
- Conversation with Frank regarding phone provider change to save fees.
- Completed 2025 PCORI Filing.
- Assisted BOE in reconciling the 1049-F form for the HS Roof project.
- Worked with BOE to reconcile interfund accounts.
- Calculated FY24 compensated absences per new GASB 101.

Community Development

- The Fire Marshal oversaw the fireworks show at High Meadow.
- The Building Official inspected the last house under construction at the Harness Way development. Once a C/O is issued, the development will be fully built-out
- The Emergency Management Director submitted the reimbursement request for the Emergency Management Performance Grant.
- Site work on Cider Mill Heights continues - 10-lot single family house subdivision.

Information Technology

- Ongoing consultation and meetings with Police Department, Marcus Communications, and DSET pertaining to dispatch and radio project upgrades. Electrical wiring work completed, fiber optic cable is being pulled from senior center to cell tower, network reconfiguration work in progress
- Continued work with Finance Department to audit phone and telecom lines and billing. Gathering quotes from various vendors in an attempt to reduce cost when the Town's COX and Frontier Communications contracts expire
- GCTV studio equipment, Town Hall meeting room A/V closet equipment, and additional microphones for the senior center studio awarded through the PEGPETIA grant arrived. Upgrades to the A/V closet in town hall have begun
- Assisted Library with purchase of 2 displays awarded through the PEGPETIA grant
- Assisted with workflow programming and installation work involved with Finance Department's Square 9 software project. (Paper to digital documents and workflow)
- Continued work to convert and upgrade server virtualization and operating system software on in house servers
- Work to upgrade email system security approved in the FY26 budget has begun

Police Department

Human Resources, Training and Community Outreach, Projects

- Officer Dzierzgowski was injured during a confrontation with an emotionally disturbed person and placed on short term light duty.
- Conducted Interviews for new Dispatcher position vacancy
- First Responders Youth Camp – 3-day camp with Police, EMS, and Fire
- Ongoing transfer from old handguns to new handguns with red-dot sights
- Officer Dufresne attended School Resource Officer certification class
- Officer Tanucci attended Field Training Officer certification class
- Temporary Dispatch Center buildout is continuing

Crime/Noteworthy Items

- Several motor vehicle accidents involving Car vs Pole

Public Works

- Holcomb Farm and SBP activity are high, requiring extra grounds and maintenance.
- Road overlay program is well underway.

- Roadside mowing, primarily site lines when staffing is available.
- Stuart is following up with DEEP and Atlas on recommendations after their site visit.
- Reviewing and creating bid documents for facilities projects.
- Road overlay projects are underway.
- Phase 2 of the sewer study review continues.
- Dispatch renovation, temporary area is being set up in the community room. Renovation is scheduled to begin in September.
- Completing site plan (Mountain Rd) after receiving info from Eversource & DOT.
- Hungary and Griffin, finalizing paperwork with the state for reimbursements.
- Moosehorn final inspections have been completed, waiting reimbursements.
- Donahue will need to set up a meeting with CDOT, M&J Engineering and Arborio (or the company that purchased them) to close out the project.
- Simsbury Rd Bridge, is in the design phase, expected to be replaced in 2027
- Doherty Rd bridge replacement. Three companies are scheduled to be interviewed in September for the purpose of design, inspections and submittals.

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

Senior Services:

- In addition to on-going programming, exercise classes, health clinics, excursions and meal program; Mah-Jongg lessons have been added.

Social Services:

- There were three evictions handled, one homeowner and two renters. CLEAR program has been a well-received asset to the Police Department.

Youth Services:

- Juvenile Review Boards (JRB) are now called Youth Diversion Teams (YDT). Connecticut Youth Services Association (CYSA) has issued a new 214-page manual outlining the Trauma-Informed Restorative Diversion Standard Protocols and Procedures. Our Youth Counselor will attend the 3-day training.

Parks & Rec:

- Summer is peak season for P&R. I am proud to report that Salmon Brook Day Camp 2025 was a great success. It means our office staff carefully selected the right people, that our Camp Director and their Assistant ran a great program, and that our Waterfront Team provided a safe environment.

Registrar of Voters

- The August 6 deadline has passed for potential major party candidates to petition for a September primary - so, Granby will not have a municipal primary in 2025.
- August 6 was also the date we held a public lottery to determine the horizontal placement of nominated candidates (within the parties). The results were posted on our website and also sent to the Drummer. Because Early Voting for the November election will begin on October 20, the Drummer is planning to include election information in their October issue, a month earlier than in the past.
- We anticipate an update from Secretary of State Thomas on Tuesday 8/26 regarding the status of the \$4000 grant for Early Voting. *(We will send you a quick update Tuesday afternoon.)*
- The CT General Assembly has yet to schedule a special session, let alone whether they will consider updating the procedure for Early Voting. It is increasingly unlikely that we will be allowed to use the new ESS voting machines for Early Voting, but we will be using them on November 4. We were not able to schedule an ESS training session for our staff in Granby, but three of us attended a training session in New Britain.
- We are putting together our volunteer list to staff the 240 Early Voting shifts, which run from Sunday, October 20 to Sunday, November 2.

- We had a meeting to discuss the plan for our new storage area in the THMR. Construction will begin late this year. We won't have a "gun safe" fireproof storage area in time for the November election, so we anticipate buying a small, portable fireproof case to hold ballots during Early Voting times when the Town Clerk's office is not open.
- Several staff members and the Town Clerk attended a virtual webinar on Records Retention and Management, sponsored by the CCM, on Aug 12.
- No news on 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

- Our Mystery and Mayhem Summer Reading Program was a great success. It kicked off on June 12, featuring music and dancing by DJ Red Supreme, and ended with a Bingo Bonanza Finale on August 1st.
 - 456 Patrons registered; Total Children (birth through age 18 yrs): 259, Total Adults: 227 (19 yrs. and up) 77 programs offered; 1,768 people attended
- Program Highlights:
 - Kindergarten Bootcamp: two sessions were provided (one morning, one evening) to help children prepare for this fall's Kindergarten. Children listened to stories, engaged in hands-on activities to help with motor skills, following directions, as well as Social Emotional Learning and mindfulness techniques to help them feel ready for attending school.
 - Mystery-Themed Escape Rooms: Race Against Time (families, children ages 8 & up), Spellbound: The Wicked Escape and The Sweet Revenge (Teens)
 - Presenters: Riverside Reptiles: Senses & Defenses, The Poop Museum, Magic by George, and Snow Sisters (Frozen)
- Summer Reading Survey Response Highlights from Granby Library Patrons
 - *What, if anything, do you like most about your library?*
 - "My son and I did summer reading together 1st time for both (not knowing before adult was an option) it was so much fun and more motivating to do this together"
 - "The amount of programs for kids and adults. The makerspace, library things. Always something new!"

Town Clerk

- Attended Town Clerk Election Certification professional development course to stay current with election administration standards.
- Continuing education courses in: Records Retention & Ethics and FOI Compliance
- Participated in the Secretary of State's Monthly Meeting, which addressed: Voter fraud prevention strategies, Cybersecurity in elections, and Procedures for primary petitions.
- Completed the Municipal Election Nominee Endorsement Process for 2025 Municipal Election and submitted necessary reports to the LEAD.
- Prepared and submitted the FY2025 Project Evaluation Report for the OPRA Records Retention Grant received in Spring 2025.
- Continued internal efforts to improve the dog licensing system, ensuring up-to-date data.
- Finalized statutorily required reporting to the Department of Agricultural Commission.
- Continued implementation of the online payment portal, expanding the range of services available for credit card payments and focus on modernization.
- Ongoing training for office staff in various office software to improve efficiency.

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