



# TOWN OF GRANBY

## MEMORANDUM

DATE: September 10, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Granby Town Manager

**REGARDING:** FY26 Work Plan Departmental Initiatives

On an annual basis, after the budget is approved by the voters, each department head is asked to prepare a Work Plan of departmental initiatives they plan to complete using the approved funding put into place through the budget approval process.

The contents of each Work Plan then becomes an ongoing discussion with each department head during their monthly one on one meeting with me enabling the Town to track their actual results against their plan.

The Work Plan focuses on the things over and above the daily operations with the overarching goal to “move the Town forward”. As I mentioned in the past, in addition to “moving the Town forward”, the intent of the constant review of annual Work Plans is also to introduce resiliency, redundancy, and efficiency into the existing operations of the Town.

Accordingly, please accept the following brief summary of departmental initiatives that the FY26 budget funded and is intended to support as detailed to me by each department head.

### **Town Manager's Office (including Projects, Grants, Risk Mgmt. & Commo functions)**

- Using the EOP in place, exercise the partial operation of the EOC with ICS processes
- Seek to formalize relationships with the LAFD, GAA, and GCTV via written MOUs
- Work to update the Town's Sewer Ordinances, including pump station capital needs and the introduction of a Fats, Oils, and Grease program to reduce sewer overflows
- Work to develop the abandoned Kearns School for Senior and Workforce Housing
- Continuous review of staffing and workflows to reduce costs/increase efficiency
- Begin to meet to create plans to match the \$580K STEAP Grant submission approval
- Work on the execution of the \$4.6 Million Emergency Radio Communications Project
- Partner with the Friends of Holcomb Farm to support their renovation of the former United Methodist Church to expand Fresh Access and introduce a Farm Store
- Work closely with CPPAC to move the 10-Year Capital Plan toward capital funding
- Program Guide – issue two program guides (& single page supplement) instead of three
- Space and storage assessment and solutions rollout
- Police Dispatch Center Renovation completion
- The addition of one solar array to test the savings assumption
- Issue Board and Commission guidelines in partnership with the Town Clerk
- Issue written Fund Policies for the seven major funds

**Human Resources**

- Reformat and revise all job descriptions as necessary
- Amend the Personnel Rules to reflect labor contracts and current practices
- Work on uniform hiring and onboarding practices
- Provide all employees with required training, including newly appointed supervisors
- Performance Management – roll out a new annual evaluation form
- Annual license and background checks for Public Works and Parks and Rec. staff
- Benefits administration

**Community Development**

- Implementation of new/updated software for Building Permits, GIS, and Fire Marshall
- Plan of Conservation and Development – 10-Year Update
- Regulation updates for P and Z, IW, while aligning Town ordinances with State statutes
- Work toward the sale of the Freshies property
- Continue to advance the Town Center Project to realize its vision and potential
- Community Risk Reduction Program (smoke detector program)
- Work to update the Town's Sewer Ordinances, including pump station capital needs and the introduction of a Fats, Oils, and Grease program to reduce sewer overflows

**Finance, Tax Collection, and Assessment**

- Work to integrate the Tax Collection and Assessment functions into Finance
- Oversee the implementation of the ClearGov software into the FY27 capital process
- Work to implement the Accounts Payable automation software
- Oversee the overhaul of the Town's Purchasing Ordinances

**Information Technology**

- Continue to be vigilant on cybersecurity threats and defense strategies
- Backup and disaster recovery planning including incident response plan revisions

**Police Department**

- Work to obtain Tier III Connecticut Law Enforcement accreditation
- Review and refresh critical policies
- Establish a School Resource Officer Program with the BOE
- Hire one new Granby Police Officer and one new Police Dispatcher
- Oversee the implementation of the CLEAR Program
- Overhaul firearms – new pistols with red dot sights and new security holsters
- Complete an evidence audit
- Axon Equipment contact consolidation
- Support the Emergency Radio Communications project and dispatch installations
- Create Lead Dispatcher position

**Public Works**

- Separate Operations from Capital Projects – Support CPPAC decision making
- Road maintenance planning included execution of mill and overlay processes
- 800 Basins cleaned and 45 miles of sweeping operation
- Emergency Radio Communications Project including dispatch renovation
- Sewer capital investment specific to the pump systems
- Simsbury Road and Doherty Road Bridge renovations/replacement
- Dredge the swimming pond



**Library**

- Continue to plan for the future of the library identifying space needs
- Capital Campaign Study implementation
- State Construction Grant submission – Library Expansion
- Update job descriptions of part time staff
- Grants – PEGPITIA and Pomeroy Brace Grant for Cossitt Renovations
- Implement the new Library Management System
- Library Board onboarding program
- Expand program offering to suit the Town's needs, outreach for school visits/field trips
- Participate in the Strategic Planning Committee, working toward implementation
- Working toward better ways to provide outreach to homebound patrons
- Kid's book fest, ramp up Library publicity
- Community wide calendar, employee digital bulletin board, library awareness services

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

- Senior Center 25<sup>th</sup> Anniversary celebration
- Complete the renovation of the Community Room and associated furniture replacement
- Review and revise existing Youth Service guidelines to align with YSB Grant goals
- Participation in the regional CLEAR program using Opioid Grant funding
- STEAP Grant – Planning Phase 2 of the SBP Walking Path/handicapped accessibility
- Support recommendations of the Parks Master Plan – CPPAC to consider capital items
- Dredge the swimming pond; consider swim building improvements
- Holcomb Farm stone dust path consideration
- Picnic table and umbrella replacement at the Salmon Brook Park patio area
- Sunshield/sails for the Salmon Brook Park patio area

**Town Clerk**

- Statutory Compliance for Town Clerk's Department Staff
- Town Clerk's Best Practices
- Digitization & Indexing of property maps and surveys
- Online Dog License Renewal/ Credit Card/ Other Online Services
- eRecording
- Electronic Vital Records Index
- Cleanup/ review of Town Vault Records
- Boards and Commissions Guide
- Property Check
- Email Notifications to Residents & Constituents

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