




TOWN OF GRANBY

MEMORANDUM

DATE: September 30, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

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

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

Town Manager's Office

- Emergency Management & staff practiced "preparedness" with the 9/9 Desktop Disaster
- Discuss with staff the feasibility of holding a three-day Revolutionary War Muster as part of the programs Granby 250 may offer – communicated the results to Bill De Nio
- Worked to create documents for CPPAC review and ultimate action
- Joined McLean's to celebrate their milestone anniversary of their facility
- Explored updating the Town's DB pension plan agreement and plan documents
- Attended the monthly CRCOG Policy Board
- Attended the Police Commissioner's Dinner honoring Granby Police Chief Scott Sansom
- Participated in standing meetings with the 1st Selectman, BOE, director's, staff, etc....

Finance, Tax Office, Assessors Office

- Completed audit transmittal letter and statistics tables and continued to answer questions from the auditors after the on-site audit fieldwork.
- Attended the Governor's Emergency Planning and Preparedness Initiative Exercise.
- Attended CIRMA quarterly Oper. & Underwriting and Investment Committee meetings.
- Prepared OPEB census for the valuation report and followed up on census questions.
- Closed out the 2018 LOTCIP grant.
- Completed a various retro pay calculation.
- Amended the 457 plan - part-time employees are now able to participate voluntarily.

Community Development

- The 2026 Plan of Conservation and Development Committee met for the first time on September 23rd. The Committee meets the fourth Tuesday of every month and will be planning a public workshop in the near future. Once the date is determined, it will be publicized across various platforms, so stay tuned.
- The Granby Center Advisory Committee is wrapping up work on the Granby Center plan and is tentatively planning a public workshop in November.
- Bids for 83 Salmon Brook Street and 603 Cider Lane are due on October 3rd.
- October is Fire Prevention Month. There will be a display in the Town Hall. Residents are reminded to replace the batteries in smoke detectors and to check for expired smoke detectors.

- Contractors and residents are now able to submit building permits online through City Squared. Please visit the Building Department website for the online permitting link. If submitting for the first time, users will have to register. The Building Department will continue to access hard copies of permit applications.

Information Technology

- Police Department Communications project - Ongoing consultation and meetings with Police Department, Marcus Communications, and DSET pertaining to dispatch and radio project upgrades. Some electrical and wiring work completed, fiber optic cable is being pulled from senior center to cell tower, network reconfiguration work ongoing. IT assisted in moving dispatch equipment to a temporary setup during construction, removed old data cabling from dispatch, rerouted current data wiring and coax for security cameras
- Continued work to audit phone and telecom lines and reduce cost.
- Library interactive computer displays that were awarded through the PEGPETIA grant have arrived and installation work has begun
- Assisted with adjustments to workflow programming involved with Finance Department's Square 9 software project. (Paper to digital documents and workflow)
- Updated financial system software
- Installed additional wireless microphones in Senior Center broadcast studio

Police Department

Human Resources, Training and Community Outreach, Projects

- A conditional offer of employment to a part-time dispatcher, will start 9/30/25.
- Officer Dufresne attended School Resource Officer class
- Chief Sansom received the Distinguished Chiefs Award from the Police Commissioners Association of Connecticut
- Chief Sansom participated in the Granby Hoe Down at the Holcomb Farm
- Officers visited the Granby Nature Preschool to speak about safety
- Chief Sansom, Captain LaFlamme and SRO Dufresne visited GMHS, GMMS to speak with staff about the SRO Program
- Finished the transition from old handguns to Glock handguns with red-dot sights
- Officers started yearly recertifications (medical, firearms, practical skills).
- Chief Sansom, Captain LaFlamme, and Detective Macaulay visited Litchfield Superior Court in Torrington, which will be our new court location as of 10/1/25.
- Axon new 10-year contract for Tasers, Body Worn Cameras and Dashboard Cameras.
- Granby Police Department received State Accreditation Award for all 3 Tiers
- Temporary Dispatch Center is up and operational, move was completed on 9/16/25.

Crime/Noteworthy Items

- Car vs. Pole accident on Quarry Road
- Non-fatal overdose with 2 doses of Narcan administered
- Car v building accident on Salmon Brook Street
- Detective Macaulay assisted CT Dept. of Consumer Protection, Liquor Control in compliance checks. Two establishments sold alcohol to minors. Proper enforcement action was taken by Liquor Control Agents.

Public Works

- Holcomb Farm and SBP activity continue to be high requiring extra grounds and maintenance time with weddings and parties.
- Fertilizing, core aerating and overseeding.
- Road overlay program is mostly completed with only back filling curbs remaining.
- Roadside mowing, primarily site lines when staffing is available.
- Road overlay came in on budget.

- Reviewing capital purchases with Stuart and crew leader of the department effected.
- Capital projects, SBP pond, generators, mezzanine, sidewalks, bandshell and sign.
- Phase one of the dispatch renovation has started.
- Tower Site, completing plan after receiving information from Eversource and DOT ROW.
- Finalizing RFP for tower site roadway construction.
- Hungary and Griffin, finalizing paperwork with the state for reimbursements. Setting up a meeting with DOT and WMC.
- Moosehorn Bridge finalizing 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, having a struggle with a community planner (NPS)
- 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:

- Selected for '25-'26 Tai Ji Quan: Moving for Better Balance grant funding through Connecticut Community Cares (20-week program- Covers payment for instructor, program fees, offered at no cost to members)
- Nine travelers just returned from Collette tour of Switzerland, Austria, and Bavaria resulting in \$5,622.57 commission.
- A new walking group and a monthly "Paint with Nina have been started.
- Our DME Loaner Closet had a much needed clean out- Big thanks to volunteers.
- The Fresh Access program continues to put fresh produce in the hands of over 100 seniors every Thursday.
- It is Membership renewal time!

Social Services:

- Applications are now being accepted for the Connecticut Energy Assistance Program. Benefit amounts: \$295-\$645 for the 2025-2026 season, based on household size, income, and heating source. For September Granby Social Services assisted 34 applicants.

Parks & Rec:

- Fall sports are in full swing. Dozens of after-school programs and activities are offered including guitar lessons, Mad Science, art classes, My First Piggy Bank, and more. Wedding season at Holcomb Farm is also in peak season. Every weekend is booked through November.
- The Trunk or Treat event is scheduled for October 18th.

Registrar of Voters

- Granby has been allocated \$9,565.57 in grant money from the State for Early Voting. Expenses need to be submitted to the State by December 31st.
- Our ballot for November 4 has been finalized. ES&S will send someone from their staff to our office to assist us in building our memory sticks for the election tabulators, pending ES&S finishing the electronic file (expected October 2) and Atkins sending us the paper ballots. (We ordered 500 absentee ballots and 4,000 ballots for the polls, which includes early voting.)
- The local Democratic committee submitted a candidate to replace Jenny Emery, Dave Demchak on the ballot, and we have updated our website to show the Granby candidate list as of September 26.

- Early Voting starts October 20 and runs for 14 days through November 2. Staff training starts October 2, with additional sessions scheduled later in the month.
- Approximately 100 Granby students attended a registration session that we hosted at the high school in celebration of National Voter Registration Day. We immediately registered six students, who are eligible to vote in this election. Another 67 17-year-old students participated in filling out voter registration cards, so they will be ready in 2026.
- We forwarded a submission to Catherine Lanyon for the semi-annual Program Guide, slated for publication November 1.
- We will conduct absentee voting at Meadowbrook nursing home on October 6.
- One of the dens from Cub Scout Pack 325 will meet with us on October 21 as part of a citizenship badge requirement.
- We ordered three fireproof, water-resistant storage bags from Amazon to hold completed Early Voting ballots for days and times when we are open for voters, but the Town Clerk's office is closed. This will reduce payroll expense for the Town Clerk'.
- Registrars Laura Wolfe and Karen Antonucci attended the fall session of the Registrars of Voters Association of CT (ROVAC) on September 9 and 10.
- There will be an in-person training session for the new Statewide voter registration system ("TotalVote") in early December. Granby can send two people from our office to attend.

Town Clerk

- Attended CTCA Fall Conference and CCM Leadership Webinar.
- Participated in Secretary of State's monthly election-focused meeting.
- Ongoing meetings with ROV and office staff for compliance and best practices.
- Completed ES&S training; ballots prepared and ordered.
- Submitted semiannual Program Guide and FY 2024–25 Annual Report.
- Improved dog licensing system for accuracy and compliance.
- Finalized statutory changes (Liquor Permits, Abs. Ballots, Judicial Branch PA-25-91).
- Attended Plan of Conservation & Development meeting; completed swearing-in, COI, and Ethics acknowledgments for all members.
- Distributed Veterans' DD-214 filing reminder before Sept. 30 deadline.
- Advanced online credit card portal implementation.
- Updated website with current content and information.

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