

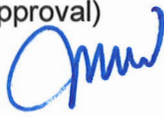


# TOWN OF GRANBY

## MEMORANDUM

DATE: October 13, 2025

**TO:** The Granby Board of Selectman  
The Granby Board of Finance (after BOS approval)

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

**REGARDING:** Salmon Brook Park Ramp Appropriation Approval – P and R Fund

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Please see the attached memo and supporting materials provided by Sandy Yost, Director of Community Services in a memo dated October 10, 2025.

I am in support of the request and propose the following motion to move this project forward:

### **PROPOSED BOARD OF SELECTMEN MOTION:**

I move that the Board of Selectmen approve an appropriation from the Parks & Recreation Fund of up to \$7,000 to support the total project cost of the installation of a permanent ramp at the Salmon Brook Park Bandshell.

### **PROPOSED BOARD OF FINANCE MOTION:**

I move that the Board of Finance approve an appropriation from the Parks & Recreation Fund of up to \$7,000 to support the total project cost of the installation of a permanent ramp at the Salmon Brook Park Bandshell.

This appropriation combined with the generous donation from Valley Brook Community Church will cover the expense of the winning bid in order for the Town to move forward and complete project.

I will be on hand at both meetings to answer any questions you may have on this issue.

CC: Kimi Cheng, Director of Finance  
Sandy Yost, Director of Community Services

**TOWN OF GRANBY**

The following information is required prior to the approval of any Board of Finance Appropriation or Transfer:

Agency Requesting Action:    Board of Selectmen      X    
    Board of Education          

Date of Requesting Agency's Action: October 20, 2025

Type of Action Requested (Check One):    Additional Appropriation      X    
    Transfer of Funds            
    Budget Amendment          

Date of Request: October 27 2025

Fiscal Year: 2025-26

Amount of Request: up to \$7,000.00

Purpose of Request (Explain briefly or attach narrative):

To support the addition of ramps to the bandshell at the Salmon Brook Park.

<u>Appropriation From:</u>	<u>Appropriation To:</u>
251 Park and Recreation Fund Balance up to \$7,000	251.40.40.4005.52108 Donations up to \$7,000

Certification: This is to certify that there is available an unappropriated and unencumbered fund balance to meet the above appropriation request(s). For the General Fund, the total appropriations for the Fiscal Year do not exceed 1-1/2% of the current levy [Charter Sec. 10-6 (e)].

\_\_\_\_\_  
 Town Manager/Date

Date of Board of Selectmen Comment Action: October 20, 2025    Approved: YES   X   NO       

Date of Board of Finance Resolution Action: October 27, 2025    Approved: YES        NO       

cc: Director of Finance & Town Treasurer



# TOWN OF GRANBY

## MEMORANDUM

DATE: October 10, 2025

**TO:** The Granby Board of Selectman

**FROM:** Sandy Yost, Director of Community Services

**REGARDING:** **Appropriation from Parks & Recreation Fund to support the installation of permanent ramps at Salmon Brook Park Bandshell**

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### BACKGROUND

1. In mid-2024, Valley Brook Community Church (VBCC) approached the Town seeking to make a donation to provide handicapped accessible access to our bandshell. VBCC uses SBP annually for their live nativity.
2. Over the summer of 2024, Town staff began exploring the issue and felt this was something we could accept that would benefit the entire community.
3. In the fall of 2024, due to the need to engineer the project and send it out to bid, it was apparent that the work could not be done in time for their live nativity in 2024.
4. Entering 2025, Town staff completed an engagement with VBCC to secure their \$15,000 donation. The VBCC donation was approved for receipt by the BOS in April (please see my memo from March which is attached)
5. With the funding in hand, the engineering began and the project put to bid. The bids returned were significantly higher than expected, so the project was reworked and the bid reissued.
6. The sole bid received on the reworked RFP was opened in late July and was \$7,000 more than the \$15,000 donation. (please see the three bid related documents detailing the work to be completed)
7. A discussion was initiated with the Parks and Rec. Board who voted at their October 2025 meeting to seek funds using the Parks and Rec. Fund to make up the difference.

### Next Steps

Approve the appropriation from the Parks & Recreation Fund of up to \$7,000 to support the total project cost of the installation of permanent ramps at the Salmon Brook Park bandshell. This combined with the generous donation from Valley Brook Community Church will cover the expense of the winning bid for the complete project.







**TOWN OF GRANBY  
52 NORTH GRANBY ROAD  
GRANBY, CT 06035**

**Sales:** Steve Morawski

**Salmon Brook Park Road Granby, Connecticut 06035  
United States-Landscape**

Salmon Brook Park Road Granby, Connecticut 06035

**Est ID:** EST5598245

**Date:** Jul-28-2025

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**Scope of Work – Salmon Brook Park Sidewalk Installation**

**Snack Shack Area to Bandshell**

The scope of work includes the preparation and installation of a new sidewalk, extending from the snack shack area to the bandshell, per provided plans and specifications.

**Sidewalk Installation:**

Excavate and prepare the proposed sidewalk area (approx. 475 square feet) as shown on the drawings.

Furnish and install approximately 475 SF of Ideal Boston Colonial **Pavers** in Vineyard Blend.

Install 8–10 inches of compacted aggregate base material, compacted in lifts.

Screed a 1" leveling layer of 1/4" chip stone over the base.

Install pavers per manufacturer's specifications, ensuring consistent pattern and alignment.

Sweep and compact polymeric sand into all paver joints.

Install a mortar-set edge restraint along all exposed paver edges to ensure stability.

**Masonry Wall Construction:**

Construct a new concrete block wall, approximately 16 feet in length, per plans.

Dowel into the existing concrete pad to secure the new block wall and provide structural integrity.

All block work to be square, level, and built to dimensions and details outlined in the project plans.

**Pipe Rail Installation:**

furnish and install a steel pipe handrail atop the completed block wall as detailed in the project documents.

Handrail work to be coordinated and completed after the masonry wall installation.

**Site Restoration:**

Topsoil and hydroseed all lawn areas disturbed during the course of construction to ensure full restoration.



**Sidewalk****\$19,563.69**

3/4" Crushed Stone

1/4" Chip Stone

Ideal Boston Colonial Paver Square  
Vineyard Blend (104.42 sq. ft.pallet)Manufactured Hardscape Products Ideal  
Concrete Pavers

Catch Basin Block

Mortar - Type S - Bagged

9 sq. ft. per bag

Rebar - 20' lengths

Screened Topsoil Bulk (per cu. yd.)

Bulk Mulches Soils and Soil Amendments  
Bulk Soils Planting Mixes Container Mixes

Hydroseed

Alliance Gator Xtreme Edge 50 lb. Bag  
(56 bagpallet)

Alliance Gator Edging Pins

Techniseal HP NextGel Polymeric Sand  
Urban Grey 50 lb. Bag

Polymeric Sand and Cements Sand

**Hand Railing****\$2,000.00**

1 each

Custom Hand Rail Fabrication

**Subtotal****\$21,563.69****Taxes****\$0.00****Estimate Total****\$21,563.69**

The signed representative hereby authorizes D.W. Burr Landscape & Design, Inc. to proceed and to complete the scope of services as described.

A service charge of 1.5% per month will be added to all balances not paid within thirty (30) days of invoice. This represents an annual rate of 18%. In addition to all service charges there shall also be paid the reasonable costs of collection including attorney's fees and court costs.

D.W. Burr Landscape & Design, Inc. is not responsible for any above or underground damage to existing conditions due to machine travel, excavation and completion of proposed services. This includes all utilities. D.W. Burr will contact Connecticut CBYD prior to project commencement.

D.W. Burr Landscape & Design, Inc.  
P.O. Box 761 123 West St.  
Simsbury, CT  
06070

P.860-408-9798

dwburr.com  
tburr@dwburr.com

page 2 of 3

**Contractor:** \_\_\_\_\_  
Steve Morawski

**Client:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_  
07/29/2025

**Signature Date:** \_\_\_\_\_

**Email:** smorawski@dwburr.com



# TOWN OF GRANBY

## MEMORANDUM

DATE: March 24, 2024

**TO:** Mike Walsh, Granby Town Manager  
**FROM:** Sandra Yost, Director of Community Services  
**REGARDING:** Valley Brook Community Church – Donation

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### BACKGROUND

Valley Brook Community Church has been utilizing the bandshell at Salmon Brook Park for the past several years to host their Live Nativity. The event takes place annually in December and the production includes many participants and live animals.

Access to the stage is limited. Each year the Church has supplied portable ramps to allow for access to the stage apron from the front sides. Recognizing their need, and the potential need from other groups, Valley Brook has suggested the addition of access ramps to the bandshell.

### REQUEST

Valley Brook Community Church, in consultation with Granby staff, has researched the cost of adding ramps to the existing bandshell. Based on this information the Church has made a generous donation of \$15,000 to move the project forward.

Because the addition of the ramps would be beneficial for all groups utilizing the bandshell at Salmon Brook Park acceptance of the donation is appropriate. The donation is recommended to be deposited into the Parks & Recreation Salmon Brook Park line item 251.04.41.0000.43625. All related expenses for the project will be charged to this account.

### ACTION

Submit an agenda item for the next Board of Selectmen meeting to approve acceptance of Valley Brook Community Church's check #13871 in the amount of \$15,000 with stipulation that the funds are set aside for the installation of bandshell ramps at Salmon Brook Park.