




TOWN OF GRANBY

MEMORANDUM

DATE: December 30, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

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

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

Town Manager's Office

- Continued work to create documents/analysis for CPPAC review and ultimate action
- Prepared a comparative analysis on the Town's Senior Tax Credit Benefit Program
- Continued work on the FY27 Budget and related narratives/PowerPoints
- Attended the Town Meeting for the sale of 603 Cider Lane; now heading to close
- The \$4.6M Radio Communication Project financials were reconciled
- Finalized the GAA budget analysis; will release for the 1/20/2026 Three Board Meeting
- Attended the Tree Lighting, Menorah Lighting, Team Building, and employee lunch
- Had extensive discussions on the FY27 OPEB Budget impact with impacted parties

Finance, Tax Office, Assessors Office

- Meetings attended: CIRMA, CCM, CTGFOA, and Anthem Utilization
- Worked with the IT department for PRI to SIP conversion
- Received final 2025 Federal Single Audit Report
- Worked with USI and the IT department and successfully obtained a cyber liability policy
- Reviewed, adjusted, and valued all the Motor Vehicles for the Supplemental List, which are vehicles registered between October 2 and September 30. Then, uploaded Supplemental Motor Vehicle bills into QDS and mailed bills for December 26, 2025
- Confirmed tax sale date of February 24, 2026, at 2 pm in the Town Hall meeting room.
- Sent legal notice dates for 2nd installment to the Hartford Courant
- Sent alias tax warrants to the State Marshal on several delinquent personal property accounts with a warrant expiration of January 31, 2026
- Value approximately 12,000 motor vehicles for the upcoming Grand List
- Settled the court case for 10 Hartford Ave from the 2022 Townwide Revaluation.
- To ensure our Granby Veterans receive their Exemption, as a courtesy, we researched and notified all the 100% Permanently and Totally Serviced Connected Veterans that the State Statute has been changed again this year, and they need to apply annually

Community Development

- The Granby Center Advisory Committee adopted the Granby Center Town Study. The Study is posted on the Committee's and on the Community Development page
- The POCD Committee issued an online survey. Just over 150 responses were received. The survey will close December 31 and any comments can go to pocd@granby-ct.gov
- Staff is reviewing Bill 8002 (Housing Growth) and is preparing a summary
- Staff began reviewing the LOTCIP guidelines and is considering a submission for sidewalks/streetscape improvements that align with the Granby Center Town Study
- The Planning and Zoning Commission (PZ) approved a text amendment to allow mixed-use buildings by special permit in the T1 Zone. An application has now been submitted for a mixed-use building at 83 Salmon Brook Street, which is the town-owned property. The applicant is proposing a restaurant on the first floor and one-bedroom apartment on the second floor. PZ will be hearing the application in January. If the use is approved by PZ, the process to sell the town-property will continue
- The first building permit was issued for the Breezy Meadow subdivision, which is a 7-lot residential subdivision approved on Day Street / North Granby Road
- The first building permit is under review for Cider Lane, which is a 10-lot residential subdivision that is part of the Cider Mill Heights development
- The Building Department has received positive feedback on the online building permit software. About 1/3 of permits received are received through the online portal
- Shepherds Way, a private road, has been paved and bond funds were released

Information Technology

- Phone System Audit Project - Changed phone system carriers at the town complex from Cox communications to IPitomy. Cox monthly bill was around \$600/month, with IPitomy the bill will be reduced to around \$200/month saving roughly \$4800 annually. We also increased service from 16 outgoing lines to 20 in order to keep up with call volume. Still in progress – Migration from Frontier to IPitomy. Frontier is currently the carrier used for fire/alarm lines. Current bill is over \$1660/month. When completed reoccurring costs should be under \$600/month saving over \$12,000/year
- Renewed Town & Police Department firewall and cruiser software license subscriptions
- Working with AT&T and Electrician to get all wiring installed and tested in order to migrate out of the EOC and back into the new dispatch space. Furniture was installed last week. Electrical work is mostly complete

Police Department

Human Resources, Training and Community Outreach, Projects

- Officer Wilkins graduated Hartford police academy, starts field training program
- Hired retired Simsbury Sgt. Tracey Dunne as a Part Time Dispatcher
- Hired Certified Police Officer Carlos Montanez, a retired Hartford Police Detective
- Sergeant Doreen Mikan (33 years of service) announced she will be retiring
- Winter Food Drive Geissler's Supermarket
- Toy Drive at Holcomb Farm
- Participated in "Toys for Tots" with other agencies.
- Recertification Training in West Hartford
- Radio Project coming along with workstations and monitors installed.

Crime/Noteworthy Items

- Numerous vehicles broken into and two stolen vehicles overnight. Suspects appeared to be armed with a handgun. Arrest made.
- M/V accident on West Granby Road, minor injuries and (1) pole broken.

- Missing mother and 3 children, Granby officers located them using FLOCK camera system, FBI and Georgia Police. They were located safe in Georgia and taken into custody by DCF.
- Stolen Vehicle overnight, recovered in the morning with 3 individuals arrested

Public Works

- Roadside ditching to open waterways completed
- Six storm events required treatment and plowing
- Drummer building ventilation system was cleaned and disinfected
- New England Aquatics continues SBP pond dredging project
- SBP, steel building contractor, has been chosen and work is being scheduled. DPW will be completing the site work
- Generators for various locations came in higher than expected, reviewing options
- Working with Eversource options for power to the Rovers area
- Creating specifications for a pickle ball court
- Reviewing options for sewer pumping station upgrades
- Midstate Construction building an access road to the Mountain Rd. tower site.
- Dispatch (new area) furniture and cabinets have been installed
- Doherty Rd bridge replacement. Preliminary work is underway
- Simsbury Rd. Preliminary work is underway

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

Youth Services:

- The Snowman Shuffle for children in 5th grade was held on December 5. Our Youth Action Council, made up of High School students, hosted the event with dancing, crafts, and lots of good cheer to start the season off.

Senior Center:

- Annual Holiday Dinner on December 10 was sold out with 120 guests. The evening's success was due to bright cheery decorations, a wonderful meal catered by Tucker's, festive holiday music, and the return of the Flying Yankees to assist with service.
- Men's and Women's Breakfast held their first annual combined breakfast with a performance by the High School Chorale and an ugly sweater contest.
- Transportation services provided shopping excursions to Old Mill Pond Village and Super WalMart, two Dine & Drive trips, and special outing to Wadsworth Atheneum for the Festival of Trees.
- Lifelong Learning options included Origami Boxes and presentations of Pearl Harbor and the Surprise Puzzle and What You Need to Know About Preventing Heart Attacks.

Social Services:

- Holiday Sponsorship program paired families in need with generous sponsors who fulfilled specific wish lists to ensure children receive their most desired holiday wishes.
- In addition, vouchers are issued for families to purchase their holiday meal needs at our local grocery stores.

Parks & Recreation:

- The 9th Annual Holiday Marketplace was the biggest ever! The two-day event the first weekend of December had vendors in the North Barn, Main Barn, and the Workshop. The dusting of snow added to the festive feeling as shoppers were able to find unique items to fulfill their lists.
- To assist with maintaining zen during the hectic season, a mandala workshop was held on December 11. Santa made an appearance at the three seatings of more than 100 guests per seating at Breakfast with Santa on December 20. Parks & Rec Board

members were on hand to assist with meal service and high school volunteers ran the craft station.

Town Clerk

- Attended the TotalVote Secretary of State training for the new Elections Management System scheduled for implementation in 2026. This training provided an overview of system enhancements and future requirements to ensure election readiness
- Participated in the monthly Secretary of State Town Clerk meeting, which focused on preparations for the 2026 State Elections, Town Committee Party Endorsements due in January, and a review of upcoming election dates and deadlines.
- Began preparation for rolling over all departmental systems to 2026, ensuring continuity, accuracy, and readiness for the upcoming year and future election cycles
- Provided staff support and professional development training, with emphasis on effective communication, fostering a supportive team environment, and encouraging the use of positive and constructive feedback to strengthen teamwork and performance
- Staff began working on the newly released 2025 PA-490 list, ensuring properties are properly identified and tracked. This work is critical to confirm that any applicable penalties are collectable when a property no longer qualifies for the exemption
- Made a strong push to clean up Boards and Commissions records, including reviewing expiring and current terms, correcting term discrepancies, ensuring all members are properly sworn in, collecting required Conflict of Interest (COI) forms and contact information sheets, and processing reappointments to maintain compliance and records
- Sought a quote for the replacement of the vault locking mechanism, which has failed and requires immediate replacement to maintain security and compliance
- Supported the Town Manager in several townwide events, including the 2025 Tree Lighting, Holiday Team Building Event for Directors and Staff, and the Townwide Holiday Luncheon, contributing to community engagement and employee morale.

Registrar of Voters

- Laura and Karen attended a TotalVote training session on December 1 in Hartford. The system (which will replace CVRS - the CT Voter Registration System) is now scheduled to go live on February 23. The schedule calls for CVRS to go offline on Feb 13 - meaning no voter registration additions or changes can be input for a ten-day period.
- Laura, Karen and Dan attended the Special Town Meeting held on December 3 to discuss and vote on the sale of property at 603 Cider Lane, which passed unanimously.
- The annual house-to-house canvass of registered voters begins on January 1. In Granby, we perform this duty via mail, using the National Change of Address System, which requires that we complete the canvass by March 31.
- The biennial Town Committee caucuses are to be held between January 6 and 13. Petition forms for people desiring to oppose party-endorsed candidates for town committee must be available from the registrar of voters beginning on the day following the party's endorsement of candidates.
- The Registrars are required to send written notice to each registered voter with permanent absentee ballot status in January of each year.
- Registrars from both major parties are required to be in the office on January 28 from 1-4 pm to accept petitions from opposition candidates for town committees.
- The ROR removed 37, changed 56, and added 89 new registered voters in December. We now have 8,507 registered voters in Granby (not including the 52 17-yr-olds we recruited in September, who will become eligible to vote before the November election) .

Please let me know if you have any questions on the aforementioned summary. Thank you.