The Board of Selectman meeting will be available to view live on Zoom. Those wishing to participate in public session may do so at the appropriate time, when called upon.

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TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, MAY 2, 2022
TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES
   A. Approval of BOS Meeting Minutes – April 18, 2022

IV. APPOINTMENTS
   • Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
   • Conservation Commission (Greg Dion)

V. OLD BUSINESS
   A. IBAC Update
   B. Strategic Plan Update

VI. BUSINESS
   A. Granby Wildflower Meadow Presentation
   B. To Consider and Take Action on Public Act 21-29 Parking Requirements for Dwelling Units
   C. To Consider and Take Action on Public Act 21-29 Accessory Apartments

VII. TOWN MANAGER REPORT
VIII. FIRST SELECTMAN REPORT (Mark Fiorentino)

IX. SELECTMAN REPORTS
   (Sally S. King, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome and John Bell, Student Liaison)

X. EXECUTIVE SESSION

   A. Consideration of Real Estate Transaction (Item Deemed Appropriate for Executive Session)

XI. ADJOURNMENT

   The next regular meeting is scheduled for May 16, 2022
TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MINUTES
April 18, 2022

PRESENT: Mark Fiorentino, First Selectman; Sally King, Vice-Chairman; Frederick Moffa, Mark Neumann, Kelly Rome, John Bell, Student Liaison; Erica Robertson, Town Manager

ALSO PRESENT: Kimi Cheng, Director of Finance; Abigail Kenyon, Director of Community Development and Sandra Yost, Director of Human Services

The Regular meeting of the Board of Selectmen was called to order by First Selectman Mark Fiorentino at 7:00 p.m.

I. PLEDGE OF ALLEGIANCE

ON A MOTION by Selectman Rome, seconded by Selectman Neumann, the Board voted (5-0-0) to reorder the agenda, moving the Public Session below Business Item VI-A.

II. MINUTES

ON A MOTION by Selectman King, seconded by Selectman Rome, the Board voted (5-0-0) to approve the minutes of the April 4, 2022 meeting as presented.

III. APPOINTMENTS

ON A MOTION by Selectman Neumann, seconded by Selectman Rome, the Board voted (5-0-0) to appoint Kelley Lawton to the Conservation Commission for the balance of the four-year term previously held by David Payton.

IV. OLD BUSINESS

A. IBAC Update

First Selectman Fiorentino reported the Intra-Board Advisory Committee has not met since the previous Board of Selectmen meeting. IBAC is scheduled to meet on Wednesday, April 27 at 8 a.m to finalize the list of potential projects to distribute to the public. A public workshop will be held on Monday, May 23 at 6:00 p.m.in the Town Hall Meeting Room for those interested in the list and providing feedback.

B. Strategic Plan Update

The First Selectman and Town Manager have met with all the boards and commissions to discuss goals for the strategic plan. A reminder about the May 1, 2022 deadline will be sent to all of the chairmen.
V. BUSINESS

A. Proclamation – Karen Hazen

First Selectman Mark Fiorentino read the Proclamation from the Town of Granby and presented it to retired Town Clerk Karen Hazen.

Representative Mark Anderson read the Proclamation from the General Assembly and presented it to retired Town Clerk Karen Hazen.

PUBLIC SESSION

Before the Public Session started, First Selectman Fiorentino addressed the rules and purpose of a public session at Town Meetings. M. Fiorentino emphasized that he and the Board encourage people to participate in the meeting and welcome feedback. However, there must be certain rules to taking input, conducting meetings and getting the job done. The rules adopted by the Board of Selectmen include a Public Session for each meeting with a limit of five minutes per speaker. This is not intended to limit comment, but rather to give everyone a chance to speak and to achieve balance running the meeting. State law must be followed if a public session is held. Residents are free to comment on any topic of interest, however there are specific constraints around such comments. The Board cannot respond to comments or questions on items that are not on the agenda since proper notice was not given to the public. These items can, however, be added to the agenda for a future meeting if appropriate.

The Board may also set up a public hearing or workshop on a specific topic. This format is more flexible and allows for more public input. The First Selectman is considering holding regular Town Hall meetings to allow people to speak on issues that are important to them. The First Selectman asked the members of the public to be patient and understand what the Board is trying to accomplish. It is important to him and the Board that residents feel they are being heard while also getting Town business done.

Glenn Ballard, 289 questioned the qualifications of the members of the Affordable Housing Plan Committee and commented on areas of the report he feels are lacking. Mr. Ballard recommended a survey be conducted to obtain more information. First Selectman Fiorentino encouraged Mr. Ballard to conduct the survey if he was willing to be responsible for the distribution and tabulating the results.

BUSINESS (cont’d)

B. To Consider and Take Possible Action on the Town of Granby Affordable Housing Plan

M. Fiorentino thanked the Affordable Housing Plan Committee for their work and complimented the format of the draft plan. The First Selectman reiterated that the plan was done in response to state law and the Board has no authority to make or change zoning regulations. The plan provides a list of options and recommendations that can be prioritized and worked on together. An email address has been set up to collect written comments from the public.
Chris Chinni, Chairman of the Affordable Housing Plan Committee and Abigail Kenyon, Director of Community Development presented the highlights of the Town of Granby Affordable Housing Plan to the Board. The complete plan document is posted on the Town website.

Committee members in attendance thanked their colleagues and especially Abigail Kenyon for her work and leadership on the project.

ON A MOTION by Selectman Moffa, seconded by Selectman Neumann, the Board voted (5-0-0) to set a Public Hearing on the Town of Granby Affordable Housing Plan at 7:00 p.m. on May 16, 2022 in the Town Hall Meeting Room.

C. Consideration of Budget Amendment for Library Enrichment Grant
The Library received a grant in the amount of $1,998.00 to enhance the 2022 Summer Reading Program, “Read Beyond the Beaten Path” with additional enrichment opportunities by providing library-led programs and activities that spark creativity and productivity, engage individuals and benefit the community. Since the grant award will increase an expenditure line in the General Fund, which was not budgeted in the Fiscal Year 2021-22 adopted budget, a budget amendment is required according to the Town Charter.

ON A MOTION by Selectman King, seconded by Selectman Rome, the Board voted (5-0-0) to approve increases of Miscellaneous Revenue and Grant Expense line items in the General Fund budget by $1,998.00 and forward this request to the Board of Finance to approve.

VI. TOWN MANAGER REPORT

Town Manager Robertson provided her report noting:
- Budget Operations will be presented for March and April at the next meeting.
- The office is working on getting the word out to encourage residents to vote in the Budget Referendum on Monday, April 25.
- Postcards were mailed to all residents and signage was placed around Town about the vote.
- Spring projects are starting.

VII. FIRST SELECTMAN REPORT (Mark Fiorentino)

- The High School Robotics Team made the New England Regional Finals and finished one point short of the World Finals in Houston.
- Regular Town Hall Meetings will be set up to give people the opportunity to tell the Board what is important to them. Details on time, place and frequency will be finalized soon.

VIII. SELECTMEN REPORTS
Student Liaison John Bell noted students are back from break and AP testing starts in two weeks. Renovations were completed and AC was installed in some areas. Spring sports are off to a pretty good start.

Selectman Moffa had two residents ask about the black “Target” tarps in the center. He assured them it was part of the center project and not the store.

IX. EXECUTIVE SESSION

None.

X. ADJOURNMENT

ON A MOTION by Selectman King, seconded by Selectman Moffa, the Board voted (5-0-0) to adjourn the meeting at 8:12 p.m.

Respectfully submitted,

[Signature]

Erica P. Robertson
Town Manager
TOWN OF GRANBY

MEMORANDUM

DATE: May 2, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM B
To Consider and Take Action on Public Act 21-29 Parking Requirements for Dwelling Units

BACKGROUND
Public Act 21-29 was passed last year. It contains a provision which states zoning regulations shall not “require more than one parking space for each studio or one-bedroom dwelling unit or more than two parking spaces for each dwelling unit with two or more bedrooms, unless the municipality opts out”.

Granby’s current Zoning Regulations do not comply with the state requirement; the regulations require 1.5 spaces for a one-bedroom unit and 2 spaces for two-bedrooms or more.

The Planning and Zoning Commission held a public hearing at their meeting on April 26, 2022 to opt out of the state requirement. Due to the lack of other transportation options in Granby, many people rely on cars. Therefore, the Commission determined an adequate number of parking spaces are needed on sites to accommodate cars to prevent both overflow parking on adjacent properties and on-street parking, which may cause safety issues. The Commission approved the opt-out unanimously, 6-0-0.

NEXT STEPS
Now that the Planning and Zoning Commission voted to opt out of the state provision, the Board of Selectmen must also vote to opt out to complete the process. A two-thirds vote is required.

The following motion is offered for consideration:

PROPOSED MOTION
Move to opt out of the parking requirements as outlined in subdivision (9) of subsection (d) of section 8-2 of the general statutes, as amended by Public Act 21-29.
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM C
To Consider and Take Action on Public Act 21-29 Accessory Apartments

BACKGROUND
Public Act 21-29 was passed last year. It establishes a provision that allows the construction of accessory apartments on all lots with a single-family home unless a municipality chooses to opt out by January 1, 2023. In any town where the regulations conflict with the new State requirement and who do not opt out by January 1, 2023, the State provision will override any conflicting local requirement.

In addition to allowing accessory apartments on any lot with a single-family home, PA 21-29 outlines other parameters including:

- The accessory apartment may be attached to or located within the single-family home, or detached from the home.
- The regulation must allow a maximum accessory apartment size of at least 1,000 square feet or 30% of the size of the primary structure, whichever is smaller. The regulation may allow for a larger floor area.
- The regulation shall not require accessory apartments to have an exterior door, be connected to the primary structure, or have more than one parking space.
- Approval process shall not require a public hearing, special permit or special exception; and decisions must be rendered within 65 days of application.

Over the last several months, the Planning and Zoning Commission discussed the issue in detail to determine if they would like to adopt the state requirement, opt out, or opt out and make changes to the current regulation. The Commission decided to opt out of the state provision but to also revise the current regulation.

The Commission held a public hearing at their meeting on April 26, 2022 to opt out of the state requirement. The Commission had concerns allowing all accessory apartments as of right, particularly detached apartments. On smaller lots, there was a concern that detached apartments may not be compatible with the neighborhood and parking and access may be more difficult. The Commission decided such apartments would be best regulated through a Special Permit process. The Commission approved the opt-out unanimously, 6-0-0.
NEXT STEPS
Now that the Planning and Zoning Commission voted to opt out of the state provision, the Board of Selectmen must also vote to opt out to complete the process. A two-thirds vote is required.

The following motion is offered for consideration:

PROPOSED MOTION
Move to opt out of the accessory apartment requirements as outlined in section 6 of Public Act 21-29.
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

RE: VII. TOWN MANAGER REPORT

DATE: May 2, 2022

Tonight’s Town Manager report includes information I hope you find of interest. My staff and I are dedicated to working hard each day for the betterment of our community.

Police Update
We have onboarded two new employees in the Police Department. A new Patrol Officer and a full time Communications Dispatcher. On Friday, April 29th, Ram Martinaj was sworn in as a Granby Police Officer. Ram comes to us from the Waterbury Police Department. He is leaving Waterbury after about 3 ½ years. He is an Army veteran. Ram lives in New Hartford with his wife Leona. He has two children, three-year-old Arian and one year old Arla. Ram’s parents live in Granby. Today, May 2nd, Golda Appah started her full-time dispatcher career in Granby. She lives in Rocky Hill. Golda has a bachelor’s degree in Criminal Justice from the University of New Haven and she is working on her master’s degree. Please welcome these new Town of Granby Police employees.

Community Development Update
We have had two staffing changes in the department over the last month. Our new Emergency Management Director, Kyle Botteron, started on April 21st. Kyle took over the position from Eric Vincent who retired from the State of Connecticut and has a new nine-to-five full time position. Kyle works full time for the Bradley Airport Fire Department. His schedule allows him to work part time as Granby’s EMD. AnneMarie Winsor, Administrative Assistant for Building/Community Development/Fire Marshal Offices, is retiring on May 6th. We thank her for her dedication and hard work. A Land Use Coordinator for the Building/Community Development/Fire Marshal Offices, Renee Deltenre, has been hired. Renee held the same position in Canton. She is a Granby resident and begins on May 11th. Best wishes to Eric and AnnMarie. Welcome Kyle and Renee.

The Planning and Zoning Commission has been reviewing the possibility of cannabis establishments in Granby. The Commission solicited public comments regarding cannabis establishments at their April 12th meeting. The Commission decided to move forward and explore drafting regulations to regulate the use. The Commission will be extending the moratorium on such establishments for another year to give them time to thoroughly evaluate and draft regulations.
Library News
The library partnered with the Farmington Valley Health District during March and April to hand out Radon test kits. The free kits allowed our citizens the ability to check radon levels in their homes and connect with the right resources if they had concerns. Our program was so successful that we ended up receiving additional kits from other communities that were not as connected with their libraries. In total, over 50 test kits were distributed to Granby Public Library patrons.

Granby Public Library’s Children’s Librarian, Joan Beatson retired on Thursday, April 28th. Joan worked for the Town for the past ten years, helping children learn to love reading, books, and the library.

Human Services
We have received a Grant Award from the Hartford Foundation for Public Giving Pomeroy Brace grant funds to perform upgrades at the Durable Medical Equipment Loaner Closet. The grant award is in the amount of $19,600.

The Loaner Closet serves the Farmington Valley by taking in gently used durable medical equipment and making it available, at no cost, to those who need it. This program is run by volunteers. Funds are necessary to make safety and comfort improvements at the facility. The garage the Closet is housed in on the Holcomb Farm campus is in need of replacement garage doors and windows. In addition, the space needs insulation, climate control (heat and cooling) and improved lighting.

We have received a donation pledge from the Granby Lions. The Lions have pledged $2,000 toward the Granby Senior Van service in support of the purchase of the lift equipped minivan. We continue to be grateful for our partnerships with community organizations. Donations such as this make significant positive impacts on the services we offer our residents.

Sandy Yost continuously searches for new grants to apply for. Recently she has submitted a grant application to the North Central Area Agency on Aging (NCAAA) for funds to support mental health services for the elderly. The Healthy Minds program will provide counseling for seniors with our Marriage and Family Therapist.

Finance Update
Year to date budget expenditures and revenues are consistent with prior years. The tax collection rate through March is consistent with the previous year at 102%. The Auto supplement collection is at 153%. The Finance Office was able to find short-term investment opportunities other than the current low CD rates, so short-term investments stand at 133% vs 74% from last year for the same period. The Town has received all expected hay rentals for this fiscal year from Northern Valley Farms, Rockwood Farm, and Stanley Hayes.

Nip Funds
In 2021 Connecticut Public Act 21-58 became law. Known as the modernization of the “Bottle Bill” the Act addresses many environmental concerns, including the issue of litter caused by the careless disposal of 50ml alcohol beverage containers commonly known as “nips”. Section 10 of the Act mandated that, effective October 1, 2021, all wholesaler distributors of “nips” collect a
five cent per “nip” environmental fee on each “nip” sold to all Connecticut package stores. These environmental fees collected by each wholesaler shall be tracked and documented so that every six months, in April and October of each year commencing in 2022, each wholesaler shall remit to every town wherein a “nip” was sold, 5 cents per “nip” sold within that town’s borders, during the preceding 6 months. (October 1 - March 31st and April 1st - September 30th).

The first six-month period has concluded and wholesalers remitted checks to all eligible municipalities. Granby received $6,366.50. It was the intent and clear language of Public Act 21-58, Section 10 that ‘All payments received by any municipality shall be expended by such municipality on environmental measures intended to reduce the generation of solid waste in such municipality or reduce the impact of litter caused by such solid waste, including, but not limited to, the hiring of a Recycling Coordinator, the installation of storm drain filters designed to block solid waste and beverage container debris or the purchase of a mechanical street sweeper, vacuum or broom that removes litter, including, but not limited to, such beverage containers and other debris from streets, sidewalks and abutting lawn and turf areas.”

We have deposited this money into the Solid Waste Fund to be used in accordance with the Public Act.

Capital Project Highlights
The following is a brief overview of major capital projects that are ongoing in Granby.

Granby Center Project Update
As you can see when driving through town, the Center project is in full force. There has been a lot of activity this month. Project contractors are working on drainage in the center, which will involve cutting the pavement. There will be a traffic person controlling traffic. Also, people will see silt fence has been installed throughout the project area. Work on relocating the water line near the Stony Hill Village/Small World Daycare driveway was completed. The contractor will be setting new utility poles and once the poles are set, the utilities will begin shifting the overhead wires. Drainage work will continue in Granby Center. They will be working primarily on Hartford Avenue from Salmon Brook Street/Route 10 toward Cumberland Farms. There will likely be alternating traffic in this area while the work is underway. Work will also continue with the overhead utilities, shifting the lines to the new poles.

Questions have come up about the Granby Road Race in May. This date has been communicated to DOT and their contractor and the Town has been assured the intersection work will not interfere with the race. The Memorial Day Parade requirements have also been communicated to the contractor.

Bridge Update
Despite the amount of Spring precipitation, Hungary Road Bridge is moving along on schedule. For the most part, all the concrete work is completed and weather permitting they will be paving soon. Moosehorn Bridge replacement has changed from a one-year project to a two-year project. Donahue will be going out to design later this year with replacement scheduled for 2023. Simsbury Road Bridge is still on the schedule for replacement in 2024. Additionally, we will need to hire an engineering firm to handle all bridge inspections of bridges under twenty feet in
length as the State no longer does it. Once inspections are complete, we will need to work on minor concrete repairs and scouring concerns.

Holcomb Farm STEAP Grant
The Holcomb Farm STEAP grant project is progressing nicely. The bathroom project includes new men and women restrooms, a bridal suite and new hallway flooring. The walls have been constructed and sheet rocked. Flooring and fixtures are scheduled to be completed in the next couple of weeks. The project is on target to be completed by May 1st. Once the bathroom and bridal suite work is completed, phase two will focus on the farmhouse. We currently have an architect working on bid documents for needed repairs such as painting.

Granby Memorial High School Phase I
The School Projects Building Committee marketed a Request for Proposal for interior renovations to the Cafeteria and Music Areas at Granby Memorial High School. At the April 4, 2022 BOS Meeting, Nutmeg Companies, Inc. was awarded the $3,717,107 project. This bid was within budget. Phase I of the GMHS renovations focus on the Commons (cafeteria), music, and industrial arts. The contractor has been charged with selective demolition, new construction, including concrete work, and new floors, walls, ceilings, doors and frames and aluminum storefront. The project also includes new finishes and acoustical treatments, kitchen equipment and fire sprinklers, plumbing, HVAC, and electrical. Limited sitework includes excavation and backfill, concrete paving, concrete block retaining wall, fencing and new propane storage tanks.

The project started over the spring break when students were out of school. Thus far, everything is on schedule and the contractor, and the school administration are working together nicely.

Radio Communications Project
The first responder services in the Town of Granby, (Granby Ambulance Association (GAA), Granby Police Department (including dispatch center, GPD), Lost Acres Fire Department (LAFD) and Granby Department of Public Works (DPW) all use radio systems of different types and frequencies to perform their daily tasks. These systems include communication among each service (trucks, cars, portables, pagers), between the services and between other dispatch and first responder services in Connecticut and Massachusetts. These systems are required to provide effective communications to ensure information is shared and first responder safety is maintained. These systems are designed to operate 24x7x365 in all forms of weather conditions and must be able to continue to operate in extreme situations, (fire, flood, power outages, extreme weather conditions, etc.).

A review of our radios systems was conducted by our consultant, including all equipment and infrastructure. It was found to be very outdated (>30 years), performing marginally and in dire need of replacement. Our current systems do not perform well, especially at a portable level in large areas of town, driving safety concerns and limiting these services to adequately perform.

Our consultant review of our current infrastructure also included an analysis of the most preferred layout of major radio towers and required equipment. This review included providing a framework for the optimum radio systems from a performance and cost perspective. Minimizing
the number of sites that are needed and ensuring those sites can be “seen” by each other (straight line of site), allows a design whose life cycle costs are the lowest over the life of the system.

This design recommended the following four locations for us to use:

- Metacomet Ridge (East Granby) — This is the ridge with the airport marker lights. The middle light tower is currently used by several first responder services including GAA. This site is under the control of the Connecticut Airport Authority (https://ctairports.org).
- 229 Mountain Rd (Granby) — This is a mostly abandoned existing tower site used by ham radio operators and other such services.
- 44 Gavitt Rd (Barkhamsted) — This is an existing cellular tower owned and operated by American Tower.
- 8 Upper Meadow Lane (Granby) — This is an existing cellular tower owned and operated by American Tower.

The Committee is working on developing bid specification(s). We expect to publish and evaluate bidder responses for potential solutions by early summer. We are also working to secure tower access rights. Without these rights, our plans would have to be completely reevaluated.