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.

Join Zoom Meeting
https://us02web.zoom.us/j/82617214901?pwd=dFBTVUE5L1ZZM1FzQlN1e1psNmR6Zz09

Or dial in: +1 (929) 205-6099

Meeting ID: 826 1721 4901
Passcode: 377123

6:45 P.M. – PUBLIC HEARING
TOWN HALL – MEETING ROOM

Neighborhood Assistance Act Program
Submission of Proposals

TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, JUNE 6, 2022
TOWN HALL MEETING ROOM
7:00 P.M. OR
IMMEDIATELY FOLLOWING THE PUBLIC HEARING
AGENDA

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

A. Approval of Public Hearing Minutes – May 16, 2022
B. Approval of Meeting Minutes – May 16, 2022

IV. APPOINTMENTS

- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- Conservation Commission (Greg Dion)
- Inland Wetlands and Watercourses Commission (Jason LaChance)

V. OLD BUSINESS

A. IBAC Update
B. Strategic Plan Update
VI. BUSINESS

A. Consideration of Proposals for Connecticut Neighborhood Assistance Tax Credit
B. Consideration of Sewer Allocation for 18 Mill Pond Drive
C. Consideration of Transfers to Suspense
D. Approval of Affordable Housing Plan
E. Consideration of MIRA Opt-Out

VII. TOWN MANAGER REPORT

See Attached

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

XI. ADJOURNMENT

The next regular meeting is scheduled for June 20, 2022.
PRESENT: Mark Fiorentino, First Selectman; Sally King, Vice-Chairman; Frederick Moffa, Mark Neumann, Kelly Rome; Erica Robertson, Town Manager; John Bell, Student Liaison

ALSO PRESENT: Abigail Kenyon, Director of Community Development

GRANBY WATER POLLUTION CONTROL AUTHORITY (GWPCA)
PUBLIC HEARING

First Selectman Mark Fiorentino called the meeting of the Granby Water Pollution Control Authority to order at 6:45 p.m. and read the Public Hearing notice.

I. Consideration of Granby Water Pollution Control Authority Setting Sewer Use Rates for 2022-23

Town Manager Erica Robertson reported there is no change in the rates from last year and this matter only pertains to individuals and businesses on the sewer line. Selectman K. Rome inquired if this is for infrastructure costs or usage and why is there a different cost for residential and commercial. E. Robertson noted it is for usage and rates are different as commercial tends to use more.

There were no comments from the public and no written communications were received.

ON A MOTION by Selectman King, seconded by Selectman Moffa, the Board voted unanimously (5-0-0) to set the 2022-23 sewer rates for residential users at a minimum of $220.00 for average gallons (55,000 gpy) used per year and $308.00 per year for commercial/industrial users (100,000 gpy). For all gallon usage (residential and commercial/industrial) above the minimum rate will be charged $.0065 per gallon.

The meeting of the Granby Water Pollution Control Authority was adjourned at 6:52 p.m.

Respectfully submitted,

[Signature]

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

ALSO PRESENT: Abigail Kenyon, Director of Community Development

First Selectman Mark Fiorentino confirmed a quorum and called the Board of Selectmen meeting to order at 7:00 p.m.

ON A MOTION by Selectman King, seconded by K. Rome, the Board voted unanimously to reorder the agenda and move Business Item A. Draft Affordable Housing Plan after Item X. Executive Session.

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

First Selectman Fiorentino asked those individuals who are present to speak on the Affordable Housing Plan or IBAC to please wait. There will be an opportunity to speak on Affordable Housing later in the meeting. There will also be an IBAC update and a Public Session will be held next Monday. Those who wish to speak on any other matter are welcome to do so.

Glenn Ballard – 289 Granville Road, distributed information to the Board members regarding the process surrounding the Affordable Housing Plan, as well as the Plan of Conservation and Development.

Jerry Ledger – 89 Bushy Hill Road, was present via Zoom. He noted he was having trouble with the audio and would have to leave the meeting.

III. MINUTES

ON A MOTION by Selectman Rome, seconded by Selectman King, the Board voted (4-0-1) to approve the minutes of the May 2, 2022 meeting as presented. Selectman Neumann abstained as he was not present at the meeting.

IV. APPOINTMENTS

There were no new appointments. There is one vacancy on the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan and one on the Conservation Commission.
V. **OLD BUSINESS**

A. **IBAC Update**

First Selectman Fiorentino reported the Inter-Board Advisory Committee is made up of three voting members. He serves as the representative for the Board of Selectmen, Sarah Thrall (BOE); and James Tsaptsinos (BOF). Jordan Grossman and Erica Robertson are ex-officio members. The committee’s charge is to look at different issues that are important to Granby. They are currently looking at the best way to utilize the ARPA funds and prioritize the list of potential projects. The committee will make a recommendation back to the Board of Selectmen. A public workshop will be held on Monday, May 23 at 6:00 p.m. in the Town Hall Meeting Room. Any input on the list or the process is welcome.

B. **Strategic Plan Update**

The boards and commissions have until May 23rd to submit their goals and the final list will be on the agenda for discussion at a meeting in June.

VI. **BUSINESS**

A. **Consideration of Capital Equipment Loan**

A memo explaining the loans and the process is enclosed in the packet. There were no questions.

**ON A MOTION** by Selectman Neumann, seconded by K. Rome, the Board voted unanimously (5-0-0) to adopt the Resolution as outlined in Item B of Section IV regarding the Capital Equipment Loans.

B. **Consideration of Budget Transfer for Gasoline, Diesel Fuel, and Recycling Collection Accounts**

First Selectman Fiorentino noted the memo in the packet explains what is needed, as well as the process. Selectman Rome stated the Town has not been charging for the second recycle barrel as they were making money. That is no longer the case and she inquired if that would change. E. Robertson explained recycling is still free and the more that is recycled results in less waste tonnage. First Selectman Fiorentino clarified the tipping fees are free but Paines, the waste hauler, is paid for their services.

**ON A MOTION** by Selectman Moffa, seconded by S. King, the board voted unanimously (5-0-0) to authorize the transfer of $49,200 from the $3.4M Bond Projects-School 3/21 expenditure line item to Gasoline, Diesel Fuel, and Recycling Collection line items in the amount of $27,000, $15,500, and $6,700 respectively and forwards this request to the Board of Finance to approve.
VII. TOWN MANAGER REPORT

Town Manager Robertson reviewed the Statement of Accounts for April noting there are no issues to report. Revenues are coming in and 102% of taxes have been collected as of April. Building Permit fees continue to bring in money. Year-to-date, 83% of the budget is expended which is typical for this time of year.

The Town Manager referenced the memo in the packet regarding solid waste and recycling. It explains a history regarding municipal solid waste. The Town will need to make a decision regarding what they will do with trash as the plant in Hartford is closing. Our trash would need to go to Torrington and Paine’s has concerns with that. E. Robertson would like to look at another trash disposal plant to use. The information was provided to the Board to read and prepare for a discussion next month.

VIII. FIRST SELECTMAN REPORT (Mark Fiorentino)

The First Selectman reported members of the Board of Selectmen will hold two open forums for individuals to talk about topics on their mind. The forums will be held at the Senior Center on June 13th from 7:30 to 9:30 a.m. and 7:00 to 9:00 p.m. A maximum of two Board members can attend, otherwise there would be a quorum. The First Selectman will always be in attendance and the Selectmen can alternate.

IX. SELECTMEN REPORTS

John Bell provided the following report:

- A few weeks ago, a junior on the girl’s lacrosse team scored her 100th goal and a sophomore is close behind. In addition, the team qualified for the State tournament. The boy’s lacrosse team is on the verge of qualifying.
- The boy’s baseball team won their last game 17-1 and will play at Dunkin’ Donuts Stadium Wednesday and Monday.
- The French/Spanish Honor Society’s crepe night went very well.

X. EXECUTIVE SESSION

None

XI. DRAFT AFFORDABLE HOUSING PLAN

Selectman Fiorentino provided a brief history of the development of the Affordable Housing Plan draft. He also provided some background around the two statutes; one that sets a target for all municipalities that 10% of housing needs to be affordable. The second requires preparation of an Affordable Housing Plan. He noted the plan created by the committee discusses things that should be looked at further and asked for comments from the public. The plan was previewed at the April 18th public meeting. It was noted the Board of Selectmen cannot adopt zoning regulations or order Planning and Zoning to do so.
1. Public Work Session

Abby Kenyon read and answered all the questions that were submitted from the Board of Selectmen regarding the plan.

Reinhard Maier, 13B Day Street – Mr. Maier is concerned the financial impact on current residents was not explained. An increase in population will have an impact on services, such as fire, police, etc. He feels residents need to know how much this will cost.

Josie Klein, 15 Harmony Hill thanked the committee for the impressive report and was impressed with the idea of a Trust Fund. She believes affordable housing is needed in Granby.

Ellen Thomas, 250 Salmon Brook Street is in support of affordable housing as well as the plan. She noted her disappointment that there is no timeline or goals for implementing the plan. She believes it is important for people who want to remain in Town but cannot afford it, to have the opportunity to stay.

Brandon Beaudon, 286 Granville Road, believes an increase in population will tax the Town emergency personnel as an increase in population increases the probability of crime. He believes there is a need to make Granby more affordable, but this is not the way to do it.

John Morrone, 15 Maple Hill Drive stated developers are not interested in affordable housing as it is not financially viable for them. The pros and cons need to be looked at closely.

Cathy Watso, 11 Evergreen Drive expressed her appreciation for all the work that has been done and noted affordable housing creates a sustainable community. She is concerned with the issue of race that has come up. She would like to see a diverse community and this is a step in the right direction.

Robert Flanagan, 24 Woodcliff Drive, was under the impression the town could not meet the 10% requirement. He noted any current subsidized housing should be counted.

Maureen Eberly, 37 Silkey Road, believes 10% for rural towns like Granby is not realistic and cannot be obtained. She recommended the committee contact legislators and request the statutes be rewritten.

Jay, who would not provide his last name, stated he lives off Route 20. Granby is too expensive for young people. The mill rate is high and zoning laws need to be redone. He believes different commercial businesses are needed, not apartment buildings.

Sean, 10 Orchard Hill Drive, believes a controlled growth plan is needed. An increase in population equates to an increase in services. The commercial base needs to be increased.

Michael Fitzgerald, 10 Strawberry Fields, thanked the committee and commended tonight’s process, as well as the thorough answering of questions. He is in support of affordable housing and the plan presented.
Glenn Ballard, 289 Granville Road, reviewed his survey results and hopes the board will take the feedback from residents and the survey information into consideration. He feels the State should be asked to provide more time to submit the plan.

Robert Lindeyer, 367 Granville Road, noted the discussion reminds him of the East Street property sale. People move to Granby for a certain lifestyle and open space. He views it as the State’s attempt to remove the town’s sovereignty.

Mark Garlasco, 23 Granby Farms Road, feels there is no vision of where the town wants to be in five to ten years and that should control development. He suggested a survey and another committee begin to create a real plan.

There were two comments on the Zoom chat box:

- Who pays for the expansion of additional sewer and water to pay for more affordable housing? Affordable housing does not have to have a direct line to sewer and water. The new apartments would, and the developer would pay.
- Allie: People will move out of Town if we have affordable housing. We live in a rural community, and most do not want that to change.

Individuals on Zoom who spoke:

- Jean Donihee-Perron, 25 Archie Lane, spoke to the gentleman who noted most people are not aware of what is happening in Town. She had concerns with that comment noting if people attend meetings and read The Drummer, they would be aware. She noted all board and commission meetings are open to the public, many meetings are held on a regular basis and information is readily available. She suggested people get out more and make themselves aware. She commended everyone on the committee, the volunteers and employees and thanked them for their efforts.

2. Discussion of Possible Action to Revise and/or Adopt Plan

First Selectman Fiorentino noted the draft plan is a set of measures to be considered and not a plan that says ‘we will do this’ by a certain deadline. The board agreed to build on the basic structure of the plan presented.

Selectman Neumann noted he was a member of the Affordable Housing Plan Committee. The committee did not view the charge to create a plan to get to 10% affordable housing in Granby but to take steps to increase the amount of affordable housing as defined by the state regulation. He believes the draft plan meets that goal and it is a good place to start.

Selectman King believes a lot of the comments were not specific to the draft plan but surrounded the proposed apartment project on Salmon Brook Street and The Grand. She concurred with Selectman Neumann and agreed with the basic structure of the plan.

Selectman Moffa agreed that two separate issues were discussed tonight. There are properties that were already approved that have nothing to do with the charge of creating
an affordable housing plan. The plan does a particularly good job of meeting the requirements of the State.

Selectman Rome is comfortable with the plan but would like to see more detail. She did note until the completed strategic plan is available to use as a guide, it is premature to get into specifics. She agrees with the framework as is for now.

First Selectman Fiorentino supports the basic framework of the plan but wanted to review the objectives to determine if they need further study. The board then reviewed the plan and made some modifications.

ON A MOTION by M. Neumann, seconded by S. King, the Board voted unanimously (5-0-0) to make the discussed revisions to the plan and bring it back to the Board to review on their meeting of June 6, 2022.

XII. ADJOURNMENT

ON A MOTION by Selectman F. Moffa, seconded by Selectman M. Neumann, the Board voted (5-0-0) to adjourn the meeting at 10:08 p.m.

Respectfully submitted,

Erica P. Robertson
Town Manager
TOWN OF GRANBY

MEMORANDUM

DATE: June 6, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager

REGARDING: IV. - Appointments

The following positions are open. The name in parenthesis is the last person to hold the position. When appointments are ready to be made, the following motions are recommended:

That _____________ be appointed to the Lower Farmington River and Salmon Brook Wild & Scenic Management Plan (LFSWS) as an alternate for an indefinite term. (Fred Jones)

That _____________ be appointed to the Conservation Commission for the balance of a four-year term beginning immediately and ending January 13, 2025. (Greg Dion)

That _____________ be appointed to the IWWC for the balance of a four-year term beginning immediately and ending January 8, 2024. (Jason LaChance)
TOWN OF GRANBY
MEMORANDUM

DATE: June 6, 2022

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS - ITEM A
Consideration of Proposal for Neighborhood Assistance Act Tax Credit Program (NAA Program)

Background

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program is designed to provide funding for municipal and tax-exempt organizations by providing a corporation business tax credit for businesses who make cash contributions to these entities. Businesses can receive a credit of 60% of their approved contribution to certain programs (or 100% in the case of certain energy conservation programs) approved by the Department of Revenue Services.

Tax-exempt entities and municipal agencies desiring to obtain benefits submit paperwork to the town/city overseeing the implementation of the proposal. Each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality with the program proposals to the DRS on or before July 1 of each year.

Applications for the Neighborhood Assistance

Three (3) applications have been received from Holcomb Farm. Each of the requests is to complete building upgrades: barn roof replacement in advance of installation of solar panels, farmhouse heating/cooling, and greenhouse insulation and ventilation. The total request for the 3 projects is $135,000.

One application has been received from Foxfield F.A.R.M. Corp. The request is to subsidize program costs of the six-week training course offered to U.S. Veterans and First Responders with PTSD (Post Traumatic Stress Disorder). The requested amount is $5,000.

PROPOSED MOTION: To approve the four program proposals received for the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and direct staff to complete the application process on or before July 1.
Municipality: Granby

Form NAA-01

2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: Holcomb Farm, Inc.

Address: 113 Simsbury Rd. West Granby, CT 06090

Federal Employer Identification Number: 06-1384197

Program title: CSA Barn Roof

Name of contact person: Jenny Emery

Telephone number: (860) 214-0969

Email address: jemery5@gmail.com

Total NAA funding requested ($250 minimum, $150,000 maximum): $40,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

[X] Yes [ ] No

If Yes, attach a copy of the first page of your most recent return.
If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Visit us at portal.ct.gov/DRS for more information.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

[ ] Energy conservation; or
[ ] Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

[ ] Job training/education for unemployed persons aged 50 or over;
[ ] Job training/education for persons with physical disabilities;
[ ] Program serving low-income persons;
[ ] Child care services;
[ ] Establishment of a child day care facility;
[ ] Open space acquisition fund; or
[ ] Other (specify): __________________________

Description of program: _____________________________________________
The Holcomb Farm CSA barn needs a new roof in order to accommodate solar panels, which will be made available at no cost, once the roof is replaced.

Need for program: ___________________________________________________
The CSA barn - an old tobacco barn - is the heart of the Friends of Holcomb Farm's farming programs. It houses the retail farm store, accommodates the CSA share distributions, and serves as the office and workspace for the Farmer and crew. As the farming activities have increased to meet growing demand, and activities now occur virtually year round, the barn needs to begin to move toward being a 4 season facility, beginning with this new roof. In addition, to reduce the cost of electricity used for field irrigation, we have an organization that has offered to install solar panels on the roof of the barn once the roof is replaced.

Neighborhood area to be served: _______________________________________
The Holcomb Farm is located in West Granby, and serves all of Granby and beyond, into the Farmington Valley. Beyond this, Fresh Access reaches into the Hartford region.

Plan to implement the program: _______________________________________
If we are able to secure business partners to donate the necessary funds, we would seek line up the contractors and replace the roof in the spring of 2023.
Timetable:

Program start date: December 2022

Program completion date: May 2023

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested $40,000.00

Other funding sources - itemized sources:

a) __________________________________________

b) __________________________________________

c) __________________________________________

d) __________________________________________

Total Funding: $40,000.00

 Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Cost of metal roofing $20,000.00

b) Cost of insulation $5,000.00

c) Installation (contractor) $10,000.00

d) __________________________________________

Administrative expenses - itemized description:

a) Manpower oversight from Granby Public Works (100 hours $5,000.00

b) Accounting/administration by Friends' administrator (30 hours $660.00

c) Volunteer time

d) __________________________________________

Total Proposed Expenditures: $45,660.00
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: Granby

Mailing address: 15 North Granby Road Granby CT 06035

Name of municipal liaison: Sandra Yost

Telephone number: 860-844-5351

Fax number: 860-844-8848

Email address: syost@granby-ct.gov

Post-Project Audit

Is a post-project audit required for this proposal?

[X] Yes  [ ] No

If Yes, date post-project audit due:

August 2023

Date
2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal
Instructions

Complete all items on Form NAA-01, 2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal. Incomplete applications will not be accepted. For where to direct inquiries, see For Further Information below.

Part I — General Information
Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information
Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information
Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is $250, with a maximum funding of $150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures.

Expenditures must equal or exceed total funding.

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information
This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Audit: Any program receiving $25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program. This audit must be submitted to the municipality no later than three months after the program completion date.

For Further Information
Email inquiries to:
• NAAProgram@ct.gov
or call DRS Monday through Friday, 8:30 a.m. to 4:30 p.m. at:
• 860-297-5687
• 860-297-4911 (TTY, TDD, and Text Telephone users only, let the 711 relay operator know the number you wish to call and the relay operator will dial it and then communicate using a TTY.)
Municipality: Granby

Form NAA-01
2022 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: Holcomb Farm, Inc.

Address: 113 Simsbury Rd. West Granby, CT 06090

Federal Employer Identification Number: 06-1384197

Program title: Greenhouse Upgrades

Name of contact person: Jenny Emery

Telephone number: (860) 214-0969

Email address: jemery5@gmail.com

Total NAA funding requested ($250 minimum, $150,000 maximum): $ 15,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

[ ] Yes [ ] No

If Yes, attach a copy of the first page of your most recent return.
If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Visit us at portal.ct.gov/DRS for more information.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

☑ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): ____________________________

Description of program:

The Holcomb Farm farming programs contribute to energy efficiency by growing and providing local, chemical-free produce for sale to the public through CSA memberships and a retail store on-site at the farm. Given increased demand, we continue to expand into the winter months through the use of greenhouses, which need upgrading.

Need for program:

There are three greenhouses with wooden endwalls, through which much heat is lost, and repairs are needed regularly. There is also a need to upgrade the ventilation in the greenhouses; without proper air-exchange humidity builds up which can cause diseased plants.

Neighborhood area to be served:

The Holcomb Farm is located in West Granby, and serves all of Granby and beyond, into the Farmington Valley. Local food, provided to the local community: energy conservation at its finest!

Plan to implement the program:

The plan involves: 1) replacing the wooden endwalls with stainless steel framing and polycarbonate, and adding double-hung doors; and 2) the air exchange will be resolved with the installation of horizontal airflow fans, louvers, and exhaust fans.
**Timetable:**

Program start date: March 2023  
Program completion date: November 2023

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

**Part III — Financial Information**

**Program Budget:**
Complete in full. Expenditures must equal or exceed total funding.

**Sources of Revenue:**

- NAA funds requested $15,000.00
- Other funding sources - itemized sources:
  - a) Holcomb Farm, Inc. funding $14,772.00
  - b) 
  - c) 
  - d) 

**Total Funding:**

**Proposed Program Expenditures:**

Direct operating expenses - itemized description:
- a) Stainless Steel Framing and Polycarbonate for both endwa $13,260.00
- b) Double Hung Doors for both endwalls $6,852.00
- c) Horizontal Airflow Fans $3,000.00
- d) Louvers and Exhast fans $6,000.00

Administrative expenses - itemized description:
- a) Administrative expense (30 hours @$22/hr) $660.00
- b) Volunteer time
- c) 
- d) 

**Total Proposed Expenditures:** $29,772.00
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

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**Post-Project Audit**

Is a post-project audit required for this proposal?

- [ ] Yes  
- [ ] No

If **Yes**, date post-project audit due:

---

Date
2022 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal
Instructions

Complete all items on Form NAA-01, 2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal. Incomplete applications will not be accepted. For where to direct inquiries, see For Further Information below.

Part I — General Information
Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization’s most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information
Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program’s impact on the community.

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Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures.

Expenditures must equal or exceed total funding.

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

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For Further Information
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or call DRS Monday through Friday, 8:30 a.m. to 4:30 p.m. at:
• 860-297-5687
• 860-297-4911 (TTY, TDD, and Text Telephone users only, let the 711 relay operator know the number you wish to call and the relay operator will dial it and then communicate using a TTY.)
Form NAA-01
2022 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

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Part I — General Information

Name of tax exempt organization/municipal agency: Holcomb Farm, Inc.

Address: 113 Simsbury Rd. West Granby, CT 06090

Federal Employer Identification Number: 06-1384197

Program title: Energy Efficiency Upgrades to Farmhouse

Name of contact person: Jenny Emery

Telephone number: (860) 214-0969

Email address: jememry5@gmail.com

Total NAA funding requested ($250 minimum, $150,000 maximum): $ 80,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

[ ] Yes [ ] No

If Yes, attach a copy of the first page of your most recent return.
If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Visit us at portal.ct.gov/DRS for more information.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

[ ] Energy conservation; or
[ ] Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

[ ] Job training/education for unemployed persons aged 50 or over;
[ ] Job training/education for persons with physical disabilities;
[ ] Program serving low-income persons;
[ ] Child care services;
[ ] Establishment of a child day care facility;
[ ] Open space acquisition fund; or
[ ] Other (specify): __________________________

Description of program:

The historic farmhouse of Tudor and Laura Holcomb was left to the Town of Granby, along with other farm buildings and 310 acres. The Town leases the Farmhouse to Holcomb Farm, Inc. (dba Friends of Holcomb Farm) for year-round use by its Farm Manager and family, and seasonal use of the Annex by farm workers. This program would effect long-delayed energy efficiency improvements to the farmhouse.

Need for program:

While the Town of Granby owns the building, the Friends, per their licensing agreement with the Town, are currently responsible for energy upgrades and costs. As a non-profit, the Friends generate income through sales of produce grown on the farm, and through grants and donations. However, the primary focus of these resources is to support stewardship of the land for public use, and to support its Fresh Access program, which provides local produce to food insecure populations. Anything we can do to reduce expenses - in this case, the high annual cost of heating the farmhouse - and make the facilities more livable for the employees, allows us to focus on our land stewardship and food missions.

Neighborhood area to be served:

The Holcomb Farm is located in West Granby, and serves all of Granby and beyond, into the Farmington Valley. Beyond this, Fresh Access reaches into the Hartford region.

Plan to implement the program:

If we are able to secure business partners to donate the necessary funds, we would seek to purchase and install the energy efficiency items outlined in the fall/winter of 2022-23.
Timetable:

Program start date: November 2022  
Program completion date: March 2023  

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:  
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

<table>
<thead>
<tr>
<th>NAA funds requested</th>
<th>$80,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other funding sources - itemized sources:</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

Total Funding: $80,000.00

Proposed Program Expenditures:

<table>
<thead>
<tr>
<th>Direct operating expenses - itemized description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a) purchase/install two electric mini-splits</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>b) purchase/install energy efficient furnace and hot water heat</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>c) Install new insulation throughout</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>d) Update the electrical (to support mini-splits)</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative expenses - itemized description:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>a) Manpower oversight from Granby Public Works (100 hours</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>b) accounting/administration by Friends' administrator (30 hours</td>
<td>$660.00</td>
</tr>
<tr>
<td>c) volunteer time</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

Total Proposed Expenditures: $85,660.00
Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: __________________________
Granby

Mailing address: _________________________________________________________________
15 North Granby Road Granby CT 06035

Name of municipal liaison: Sandra Yost

Telephone number: 860-844-5351

Fax number: 860-844-8848

Email address: syost@granby-ct.gov

Post-Project Audit

Is a post-project audit required for this proposal?

[X] Yes  [ ] No

If Yes, date post-project audit due:

June 2023

Date
2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on Form NAA-01, 2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal. Incomplete applications will not be accepted. For where to direct inquiries, see For Further Information below.

Part I — General Information
Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization’s most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information
Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program’s impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information
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Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is $250, with a maximum funding of $150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. Expenditures must equal or exceed total funding.

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information
This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Audit: Any program receiving $25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program. This audit must be submitted to the municipality no later than three months after the program completion date.

For Further Information
Email inquiries to:
• NAAProgram@ct.gov
or call DRS Monday through Friday, 8:30 a.m. to 4:30 p.m. at:
• 860-297-5687
• 860-297-4911 (TTY, TDD, and Text Telephone users only, let the 711 relay operator know the number you wish to call and the relay operator will dial it and then communicate using a TTY.)
Municipality: Granby

Form NAA-01

2022 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form must be completed and submitted to your municipality for approval. All items must be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. Do not submit this form directly to the Department of Revenue Services.

Part I — General Information

Name of tax exempt organization/municipal agency: Foxfield F.A.R.M. Corporation

Address: 62 Hungary Rd, Granby, CT 06035

Federal Employer Identification Number: 81-2430850

Program title: Subsidize equine groundwork program for Military (Active Duty and Separated) and First Responder families

Name of contact person: Susan Regan

Telephone number: (860) 844-0121

Email address: foxfield@cox.net

Total NAA funding requested ($250 minimum, $150,000 maximum): $5,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☐ Yes  ☒ No

If Yes, attach a copy of the first page of your most recent return.
If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Visit us at portal.ct.gov/DRS for more information.
Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

☐ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☒ Other (specify): Active and retired Military and First Responders

Description of program:

Education/vocational training & organic healing for US Military and First Responders suffering from PTSD and other occupational mental stress. A carefully structured, trademarked program consisting of an introduction to the synergy between horse and human that produces confidence, self-esteem, relief from anxiety and reestablishes the participants’ quality of life. The program is a six week training course in the care, maintenance and heath including a session with our veterinarian.

Need for program:

Equine Groundwork Training Program for U.S Veterans with PTSD incurred through military service. Similar programs throughout the U.S. have proven to be successful in support of Veteran’s transition from the battlefield to the home front and an improved quality of life. Our Foundation has also identified that First Responders are subject to similar PTSD effects due to the trauma they encounter on the job.

Neighborhood area to be served:

Hartford County

Plan to implement the program:

This is an indoor program from April 1 through October 31.
Timetable:

Program start date: April 1

Program completion date: October 31

The program completion date must not be more than two years from the program start date. A certified post-project audit is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving $25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:
Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

<table>
<thead>
<tr>
<th>NAA funds requested</th>
<th>$5,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other funding sources - itemized sources:</td>
<td></td>
</tr>
<tr>
<td>a) Private donations</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>b) Private foundations</td>
<td>$7,500.00</td>
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<tr>
<td>c) fundraising sources</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>d) Self</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total Funding:</strong></td>
<td><strong>$25,000.00</strong></td>
</tr>
</tbody>
</table>

Proposed Program Expenditures:

Direct operating expenses - itemized description:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Feed/hay/vetinarian/farrier services</td>
<td>$14,500.00</td>
</tr>
<tr>
<td>b) facility operation/utilities/insurance</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>c) Maintenence/syables supplies</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

Administrative expenses - itemized description:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Publicity/printed materials</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>b) professional services</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>c) Memberships and sponsorships</td>
<td>$500.00</td>
</tr>
<tr>
<td>d)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Proposed Expenditures:** $25,000.00
**Part IV — Municipal Information**

To be completed by the municipal agency overseeing implementation of the program

<table>
<thead>
<tr>
<th>Name of municipal agency overseeing implementation of the program:</th>
<th>Granby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address:</td>
<td>15 North Granby Road Granby CT 06035</td>
</tr>
<tr>
<td>Name of municipal liaison:</td>
<td>Sandra Yost</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>860-844-5351</td>
</tr>
<tr>
<td>Fax number:</td>
<td>860-844-8848</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:syost@granby-ct.gov">syost@granby-ct.gov</a></td>
</tr>
</tbody>
</table>

---

**Post-Project Audit**

Is a post-project audit required for this proposal?

- [ ] Yes
- [x] No

If Yes, date post-project audit due:

---

Date
2022 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal
Instructions

Complete all items on Form NAA-01, 2022 Connecticut Neighborhood Assistance Act (NAA) Program Proposal. Incomplete applications will not be accepted. For where to direct inquiries, see For Further Information below.

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Visit us at portal.ct.gov/DRS for more information.
DATE: June 6, 2022

TO: Granby Water Pollution Control Authority

FROM: Erica Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM B
Consideration of Sewer Allocation for 18 Mill Pond Drive—BOS to convene as the Granby Water Pollution Control Authority (GWPCA)

At their meeting on May 10, 2022, the Planning and Zoning Commission approved the construction of a 4,800 square foot building, including 1,800 square feet of retail space and 3,000 square feet of storage space at 18 Mill Pond Drive. The property owner has requested the building be connected to the sewer system. The property owner’s engineer estimated there would be 480 gallons per day discharged into the sewer system. The Town Engineer reviewed the request and has determined the allocation request is sufficient for the project and furthermore, there is capacity to accommodate the requested.

Under our agreement with the Town of Simsbury, the Town of Granby currently has 380,000 gallons per day available; 262,685 gallons per day have been allocated so far. If this allocation is approved, 116,835 gallons per day would remain. This would still allow for future connections along the sewer line for commercial, industrial, and residential developments.

If the Granby Water Pollution Control Authority is in agreement, approval of the sewer allocation for 18 Mill Pond Drive is requested.

Proposed Motions:

Move to recess as the Board of Selectmen and convene as the Granby Water Pollution Control Authority.

Move to approve a sewer allocation of 480 gallons per day for 18 Mill Pond Drive.

Move adjourn as the GWPCA and reconvene as the Board of Selectmen.
TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM C
Consideration of Transfers to Suspense

BACKGROUND
Every year a certain number of tax accounts are deemed uncollectible and the Collector of Revenue requests that they be put on the “suspense” list. All avenues for collection are exhausted before an account would be placed on the suspense list. The average amount of accounts that move to the suspense list is valued at $25,425. The total amount for 2022 is $23,596.63

It is important to note that the Collector of Revenue continue to work on collecting these tax accounts. They are deemed uncollectable for accounting purposes but can still be collected. For example, this fiscal year we have collected $7,600. We didn’t get any suspense collection in FY 21. On average we usually get about $1,500 a year.

PROPOSED MOTION(S)
To approve the attached list of accounts to be transferred to the Suspense List.
Town of Granby

MEMORANDUM

May 31, 2022

To: Erica Robertson, Town Manager
    Board of Selectmen, Town of Granby

From: Lauren C. Stuck, Collector of Revenue

I am submitting the attached list of accounts for review by the Board of Selectmen, so that they may be transferred to the Suspense List.

All Suspense Pending accounts (except those discharged under bankruptcy law) were sent to a collection agency or the state marshal and remain unpaid despite all demands for payment. Suspense accounts are deemed uncollectible for accounting purposes but can be collected should the opportunity arise.

The total amount on the suspense pending list for 2022 is $23,596.63.

Historical Summary:

2021  $26,677.87
2020  $29,589.40
2019  $25,787.52
2018  $20,887.42
2017  $26,010.65
Town of Granby
Suspense List

To: Town Manager, Erica Robertson and the Board of Selectmen

The attached list of uncollected taxes is respectfully submitted for your examination and approval for transfer to the suspense book. I hereby certify that to the best of my knowledge and belief, each tax in the attached statement has not been paid, is uncollectable, and should be transferred to the suspense book.

Dated at Granby, Connecticut, the 31st day of May 2022.

Respectfully Submitted

[Signature]

Lauren C. Stuck, Collector of Revenue

To: The Collector of Revenue:

A detailed examination has been made of the attached statement, dated the 31st day of May, recommending the transfer of certain uncollected taxes to the suspense tax book. The total of such taxes is $23,596.63. The taxes listed in such statement are numbered and believed to be uncollectable. Pursuant to Section 12-165 of the General Statutes, authority is hereby given you to transfer such taxes, in accord with law, to the suspense tax book.

Dated at Granby, Connecticut, the _____ day of _____ 2022

[Signature]

Erica Robertson, Town Manager
<table>
<thead>
<tr>
<th>Bill #</th>
<th>Dst Name</th>
<th>Code</th>
<th>Reason</th>
<th>Date</th>
<th>Town Due/Susp</th>
<th>Dist Due/Susp</th>
<th>Sewer Due/Susp</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>2013-04-0400202</td>
<td>BULL LEONARD M</td>
<td>40</td>
<td>UNCOLLECTIBLE</td>
<td>05/09/2022</td>
<td>300.00</td>
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<tr>
<td>2013-04-0400203</td>
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<td></td>
<td></td>
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<td>2014-02-0200384</td>
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<td>05/09/2022</td>
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<td>PERSONAL PROPERTY</td>
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<td>2014-03-0301343</td>
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<td>UNCOLLECTIBLE</td>
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<td>2014-03-0301344</td>
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<td>UNCOLLECTIBLE</td>
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<tr>
<td>2015-02-0200023</td>
<td>ARNOTT PATRICK</td>
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**MOTOR VEHICLE**

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**TOTAL:** 4,601.95  936.65

**YR : 2018**

**TOTAL : 5,605.02**

| # Of Acct: 2 |

| PERSONAL PROPERTY | # Of Acct: 2 |

| # Of Acct: 3 |

| 2019-02-0200097 | 05/10/2022 | 45 | OUT OF BUSINESS | 11.49 |
| 2019-02-0200363 | 05/10/2022 | 43 | UNABLE TO LOCATE | 254.31 |

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Grand Total: 120

23,596.63
MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM D
Approval of Affordable Housing Plan

BACKGROUND
The Affordable Housing Plan Committee has completed their charge. At their meeting on April 7, 2022, the committee voted to forward the Town of Granby Affordable Housing Plan to the Board of Selectmen for consideration. The committee worked hard for many months to complete the plan.

This plan is a State of Connecticut requirement. Section 8-30j of the Connecticut General Statutes requires that each municipality in the State of Connecticut prepare and adopt an affordable housing plan. Each town and city must prepare a plan that specifies how the municipality intends to increase the number of affordable developments. Once adopted, the plan is to be updated at least once every five years.

The Board of Selectmen received the draft Affordable Housing Plan at their April 18, 2022, meeting. A public hearing was held on May 16, 2022. At the public hearing residents were able to voice their questions and concerns with the plan.

After the May 16, 2022 meeting revisions were made to address comments and concerns from both the public and the BOS. These revisions can be seen in the attached draft plan, which show additions in yellow and deletions with a strikethrough. If the BOS is satisfied with the changes made, a vote on the entire Affordable Housing Plan would be appropriate.

PROPOSED MOTION(S)
To adopt the Affordable Housing Plan in accordance with CGS 8-30j
Affordable Housing Plan Committee

Christine Chinni, Chair
Anna Sogiuzzo, Vice Chair
Monica Logan
Rose Mouning
Mark Neumann
Patricia Sansone

Board of Selectmen

Mark Fiorentino, First Selectman
Sally King, Vice Chair
Frederick Moffa, O.D.
Mark Neumann
Kelly Rome

Town Staff Liaisons

Abby Kenyon, Director of Community Development
Sandra Yost, Director of Human Services
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(Update table of contents once text is finalized)
Introduction

Community Values Statement

Granby values its beautiful open spaces, its thriving farms, and the welcoming nature of our town, our "neighborliness". Granby is a rural town that prides itself on its agricultural roots and its respect for its natural environment. A wealth of protected open spaces are treasured and used on a regular basis by many in our community. Award-winning schools reflect the Town’s commitment to a high quality education and make Granby a top choice for young families seeking good schools and a healthy lifestyle. Granby retains a “small town” feel, there is a strong sense of community and volunteers can be found running boards and commissions, non-profit groups and clubs providing services that enrich the lives of the residents.

We envision Granby continuing to be a vibrant, growing community and are committed to encouraging a diverse, affordable, and equitable housing stock that meets the needs of existing and new residents regardless of race, color, national origin, religion, sex (including gender, gender identity, and sexual orientation), familial status, or disability. We strive to provide a diverse mix of housing opportunities, including a range of affordable housing options, from small footprint apartments to larger footprint houses, for people to upsize or downsize within the community. By providing a range of affordable housing choices, Granby can provide opportunities to remain in the community when economic or familial circumstances change and opportunities to join the community.

Challenges/Constraints

There are a number of challenges to increasing affordable housing developments in Granby. Specifically, limited public infrastructure, including public water and sewer service, reduces the development potential for housing. Few public transportation options also present challenges for residents who may require such transportation to reach employment centers and other important destinations. And lastly, with approximately 40% of Granby’s land area permanently preserved open space combined with few vacant developable parcels, including those with access to public infrastructure, there are limited areas where housing may be constructed. These barriers will make it difficult, if not impossible, to achieve the 10% threshold for affordable housing under Connecticut General Statutes Section 8-30g. Granby is nevertheless committed to both increasing the diversity of housing types available and making units in all housing types more affordable for all residents and potential residents.

What is Affordable Housing?

Affordable housing is generally used to refer to housing which is priced so that persons and families earning 80% or less of the area median income pay 30% or less of their annual income on housing. This calculation is based on household size and incomes are adjusted annually. In Granby, as of 2021, a family of four making less than $83,440 or an individual making less than $58,408 could qualify for affordable housing. Refer to income limits below on the following page.
Table 1: 80% Area Median Income based on Household Size

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Source: Department of Housing, Development Program Income Limits based on HUD Median Incomes, 2021 Income Limits

There are different types of affordable housing. The first type is housing which is encumbered in some way to sell or rent at an affordable level. An example would be deed restrictions. The second type is naturally occurring affordable housing. This is market-rate housing that sells or rents at an affordable rate. Connecticut General Statutes Section 8-30g, Affordable Housing Appeals Procedure, only considers the first type of affordable housing, which is housing encumbered in some way. Examples of encumbered housing are government assisted housing developments, units occupied by tenants receiving rental assistance, units financed by the Connecticut Housing Finance Authority (CHFA) mortgages or United States Department of Agriculture mortgages, or housing units subject to deed restrictions, which limit prices so households earning 80% or less of the area median income pay 30% or less of their income on housing. This Affordable Housing Plan (Plan) will consider both types of affordable housing.\(^1\)

As this Plan will address housing that is affordable to households earning 80% or less of the area median income, with affordability calculations based on the 80% threshold, it does not specifically address housing costs for those who make less than this and are considered very low- and extremely low-income.\(^2\) While there is certainly a need for affordable housing for households in these income levels, this is beyond the scope of this Plan. However, some of the proposed recommendations outlined later in this Plan may very well benefit households of other income levels.

---

\(^1\) Section 8 housing, which is known as the Housing Choice Voucher Program, is not specifically addressed in this Plan. While this type of housing counts toward a municipality’s 10% affordable housing requirement under Connecticut General Statutes Section 8-30g, the voucher program is a federal program and falls outside municipal purview.

\(^2\) The current minimum wage in Connecticut is $14 per hour. For someone earning minimum wage in Granby and working 40 hours a week, this equates to an annual income of $29,120 and they could afford to spend $728 per month on housing. While this Plan does not specifically address affordable housing for lower income brackets, it is important to acknowledge as Granby strives to increase housing options and grow the number of affordable units, there is a need to address housing options for the benefit of those employed in Granby who may also want to live here but are unable to afford to.
CGS Section 8-30g, Affordable Housing Land Use Appeals Procedure

In 1989, Connecticut passed a law to promote the construction of affordable housing. In municipalities where less than 10% of housing meets the statute’s definition of affordable housing, developers may seek approval for affordable or mixed income housing developments even if the development does not comply with the local zoning regulations. To win an appeal of a denial, the burden of proof is on the municipality to show that 1) the denial was necessary to protect substantial public health, safety or other matters which the Commission may legally consider; such public interests clearly outweigh the need for affordable housing; and such public interests cannot be protected by making reasonable changes to the application; or 2) the development is not receiving government housing assistance funds and is located in an industrial zone that does not permit residential uses. If a municipality’s housing stock is more than 10% affordable, the municipality is exempt from CGS 8-30g.

While this Plan will focus exclusively on affordable housing in Granby, it is important to recognize that the need to plan and provide for affordable housing is not new. The statutory authority to enact zoning regulations includes the requirement that such regulations shall “....encourage the development of housing opportunities....” and “....promote housing choice and economic diversity in housing, including housing for both low and moderate income households....” (Connecticut General Statutes Section 8-2). Every ten years, municipalities are also required to amend and adopt a Plan of Conservation and Development (POCD). Connecticut General Statutes Section 8-23 outlines what must be included in a POCD. “In preparing such plan, the commission or any special committee shall consider the....need for affordable housing” and “such plan of conservation and development shall....G) make provision for the development of housing opportunities, including opportunities for multifamily dwellings....(H) promote housing choice and economic diversity in housing, including housing for both low and moderate income households....”

The Town of Granby’s most recent POCD was adopted in 2016. In accordance with State Statute, housing opportunities and affordable housing are outlined in several areas. The full POCD is available on the Town’s website, relevant excerpts are below.

The Ten Year Vision in Granby includes the following statements:
That the Town Center becomes a more vibrant commercial and mixed-use area with:
- A greater mix of new housing units, particularly multifamily and rental units.
That Granby homes continue to be primarily owner occupied, single family, with:
- New opportunities for homes on smaller lots, consistent with existing or improved infrastructure.
- An expansion in the number of rental units.
- Increased housing opportunities for a more diverse group of residents.
- A significant growth in housing opportunities for the elderly.
- The continued increase in the number of accessory apartments.
In the Housing Section, the following goals are outlined:

- Provide the opportunity for the construction of multi-family homes where appropriate.
- Encourage the construction of active adult and elderly housing.
- Encourage the construction of new affordable housing.
- Establish a zone that will provide for higher-density single family housing where soils and infrastructure will support such density.
- Establish a zone that allows for the construction of new homes on lots of less than 30,000 square feet.

The following implementation strategies are recommended:

- Flexible Residential Development (FRD) Density Revisions
  - Consider a density bonus within FRD for the construction of affordable housing for low or moderate income persons.

- Two-Family Structures
  - Consider an amendment to the Zoning Regulations, which would allow the construction of two-family structures or a mix of one and two-family structures in compatible areas where public sewer and/or public water are available and in areas with soil conditions that can accommodate such structures in compliance with the Public Health Code.

- Increased Opportunities for Accessory Apartments
  - Continue to allow accessory apartments. Consider amending the regulations to allow accessory apartments in buildings that are not attached to the primary residence.

- Diversifying the Town’s Housing Base
  - With demographic changes, construction innovations and the desire to further diversify the Town’s housing base, the Town should now endeavor to reduce the current minimum lot size of vacant and underutilized properties, where public water and sewer exists.

In the Granby Center Section, the following goal is outlined:

- Obtain a greater mix of new housing units, particularly multi-family and rental units.

The following implementation strategy is recommended:

- Housing Opportunities
  - Provide opportunities for a greater number and mix of new housing units, particularly multi-family units, rental units and single-family units on reduced size lots. An increase in the number of residents who live in the Center will ultimately result in a more vibrant, pedestrian friendly Center.

In many ways, it is the vision outlined in the POCD and the goals, recommendations, and strategies that form the foundation of this Affordable Housing Plan.
What is multi-family housing?

Multi-family housing will be mentioned throughout this Plan so it is important to understand what constitutes multi-family housing. The Granby Zoning Regulations define multi-family housing as a dwelling containing two (2) or more dwelling units. It is also any property that has more than one dwelling unit located on it. Multi-family housing can range from single-family homes located on one lot, two-family structures/duplexes or triplexes, all the way to developments with 30 or more units. The recently constructed Grand Apartments, Greenway Village, and Copper Brook Village developments are all examples of multi-family housing. Later in the Plan, there may be recommendations for specific types of multi-family housing.

Plan Development and Process

The Connecticut State Legislature passed Connecticut General Statutes Section 8-30j, which requires each municipality in the State to prepare and adopt an affordable housing plan. The plan shall specify how the municipality intends to increase the number of affordable housing developments. All municipalities must have a plan adopted by June 2022. Once adopted, the plan is to be updated at least once every five years.

In August 2021, the Granby Board of Selectmen voted to establish an Affordable Housing Plan Committee and appointed members. The Committee was charged with preparing an Affordable Housing Plan pursuant to the State requirements and to present the plan to the Board of Selectmen for review and approval to enable adoption prior to the June 2022 deadline.

The Affordable Housing Plan Committee met for the first time in September 2021. This Plan was developed over a seven-month period.

To develop this Plan, the Committee reviewed current documents and regulations, including the Town’s POCD and Zoning Regulations, retrieved and analyzed the most recent data available from the U.S. Census, gathered information on public utilities including water and sewer, and invited guest speakers to address the Committee, including a housing developer and a land use professional who provided information about the financial feasibility and economics of affordable housing developments. Throughout the process, all meetings were open to the public and agendas, minutes, and presentation material were posted on the Committee’s website for public review.

What does affordable housing look like?

There may be a misconception that affordable housing consists of high-density residential development. This is not the case. Affordable housing can come in many different forms. It can be a single-family home, a townhome, duplex, or an apartment located in an apartment building. It can be privately owned or rented. There are many different styles for affordable housing and it can be designed to be indistinguishable from surrounding market-rate housing units.
Demographic Data and Housing Inventory

To better understand Granby’s housing needs, the Committee first assessed demographic and population information. The Committee then examined Granby’s current housing stock and housing costs to determine what type of housing may be needed and how much residents can afford to spend. To identify barriers to affordable housing, the Committee concluded by assessing the current Zoning Regulations and infrastructure locations. The resultant strategies and recommendations are outlined in the next section. Below are the Committee findings.

Demographics and Population Information

Granby’s population grew steadily from 1960 to 2010, increasing from 4,968 to 11,282 people. However, based on the recent 2020 Census, over the last ten years there was a population decrease of 621 people. Granby’s current population is 10,603. Population projections from the Connecticut Data Collaborative show the population may continue to decline slightly over the next ten years to 10,496 people in 2025 and 10,071 people in 2030.

Figure 1: Granby Population Change

![Granby Population Graph]

There are more older Granby residents than there are in the surrounding region and state. The American Community Survey 2015-2019 5-year estimates (ACS) reported the median age in Granby is 46.2 years compared to 40.4 in Hartford County and 41.0 in Connecticut and 21.9% of Granby’s population is 62 years or older, compared to 16.8% in Hartford County and 20.7% in Connecticut. Granby’s aging population will have different housing needs and preferences than younger residents and families. While Granby has an older median age and a higher percentage of the population over 62 compared to both Hartford County and the state, it should be noted Granby has a greater percentage of residents under 18 compared to the county and the state, with 22.6% under 18 compared to 21.2% in Hartford County and 20.8% in Connecticut. However, this segment
of the population is declining. Based on State Data Center population projections, Granby’s percent of population under 19 will decline from 23.62% today, before recovering to 23.34% in 2035. During this same timeframe, the population over 65 is projected to steadily increase from 18.44% to 22.37%.

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<tr>
<td>15 - 19</td>
<td>855</td>
<td>723</td>
<td>581</td>
<td>521</td>
<td>569</td>
</tr>
<tr>
<td>20 - 24</td>
<td>526</td>
<td>504</td>
<td>398</td>
<td>356</td>
<td>387</td>
</tr>
<tr>
<td>25 - 29</td>
<td>525</td>
<td>581</td>
<td>563</td>
<td>471</td>
<td>424</td>
</tr>
<tr>
<td>30 - 34</td>
<td>440</td>
<td>606</td>
<td>720</td>
<td>710</td>
<td>606</td>
</tr>
<tr>
<td>35 - 39</td>
<td>419</td>
<td>477</td>
<td>663</td>
<td>813</td>
<td>805</td>
</tr>
<tr>
<td>40 - 44</td>
<td>551</td>
<td>463</td>
<td>529</td>
<td>744</td>
<td>922</td>
</tr>
<tr>
<td>45 - 49</td>
<td>886</td>
<td>657</td>
<td>537</td>
<td>598</td>
<td>829</td>
</tr>
<tr>
<td>50 - 54</td>
<td>1,058</td>
<td>854</td>
<td>636</td>
<td>517</td>
<td>572</td>
</tr>
<tr>
<td>55 - 59</td>
<td>1,047</td>
<td>962</td>
<td>770</td>
<td>570</td>
<td>472</td>
</tr>
<tr>
<td>60 - 64</td>
<td>892</td>
<td>876</td>
<td>792</td>
<td>626</td>
<td>462</td>
</tr>
<tr>
<td>65 - 69</td>
<td>641</td>
<td>697</td>
<td>667</td>
<td>586</td>
<td>440</td>
</tr>
<tr>
<td>70 - 74</td>
<td>501</td>
<td>511</td>
<td>551</td>
<td>514</td>
<td>440</td>
</tr>
<tr>
<td>75 - 79</td>
<td>349</td>
<td>422</td>
<td>411</td>
<td>443</td>
<td>406</td>
</tr>
<tr>
<td>80 - 84</td>
<td>281</td>
<td>307</td>
<td>366</td>
<td>368</td>
<td>396</td>
</tr>
<tr>
<td>85+</td>
<td>248</td>
<td>257</td>
<td>277</td>
<td>316</td>
<td>319</td>
</tr>
</tbody>
</table>

Table 2: Granby Population Projections

Census data show Granby is predominately white; 98.4% of the population identifies as one race and 1.6% two or more races. Of those who identify as one race, 95.5% of the population is white and 0.4% black or African American. This compares to Hartford County and Connecticut where 96.4% and 96.7% identify as one race, respectively, and 70.7% white and 13.8% black or African American in Hartford County and 75.9% white and 10.7% black or African American in Connecticut.

When looking at the median household income, which impacts how much can be spent on housing, Granby has a much higher median household income compared to Hartford County and the state. The median household income in Granby is $121,250 compared to $75,148 in Hartford County and $78,444 in Connecticut.

**Existing Housing Stock**

Based on the most recent data available from the ACS, there are 4,398 housing units in Granby. The majority of these units, 90.5%, are single-family detached homes and only 4.2% have two or
more units. These units are largely owner-occupied, with 90.2% of all units owner-occupied and 9.7% renter-occupied.

Figure 2: Current Housing Stock

It should be noted in recent years there have been several multi-family housing developments approved in Granby that may not be reflected in the data above. A total of 474 apartment units have been approved. Of these approved projects, 184 units have been constructed and are currently occupied. The remaining units are either under construction or are in the planning stages.

With the exception of the recent multi-family housing development approvals noted above, housing construction has slowed considerably since 1999.

<table>
<thead>
<tr>
<th>Year structure built</th>
<th># of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 to 2019</td>
<td>81</td>
</tr>
<tr>
<td>2000 to 2009</td>
<td>483</td>
</tr>
<tr>
<td>1990 to 1999</td>
<td>726</td>
</tr>
<tr>
<td>1980 to 1989</td>
<td>531</td>
</tr>
<tr>
<td>1970 to 1979</td>
<td>839</td>
</tr>
<tr>
<td>1960 to 1969</td>
<td>467</td>
</tr>
<tr>
<td>1950 to 1959</td>
<td>578</td>
</tr>
<tr>
<td>1940 to 1949</td>
<td>278</td>
</tr>
<tr>
<td>1939 or earlier</td>
<td>415</td>
</tr>
</tbody>
</table>

The majority of the housing units that have been constructed have three or more bedrooms.
Table 4: Size of Structure

<table>
<thead>
<tr>
<th>Total housing units</th>
<th>4,398</th>
</tr>
</thead>
<tbody>
<tr>
<td>No bedroom</td>
<td>30</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>222</td>
</tr>
<tr>
<td>2 bedrooms</td>
<td>452</td>
</tr>
<tr>
<td>3 bedrooms</td>
<td>2,019</td>
</tr>
<tr>
<td>4 bedrooms</td>
<td>1,327</td>
</tr>
<tr>
<td>5 or more bedrooms</td>
<td>348</td>
</tr>
</tbody>
</table>

Given the age of the housing units in Granby and their size, it is important to acknowledge that these housing units may not meet the needs of residents. As Granby’s population ages, it is likely residents will be seeking smaller homes that are more accessible, including ranch style homes or units with the main bedroom on the first floor. They will also likely want a lower maintenance property, which would require a smaller lot size. The homes that these residents are looking to move out of may suit younger families with children.

**Housing Costs**

Following an assessment of Granby’s demographic data and the type of housing units that are available, the Committee explored housing costs to determine if these housing units are affordable.

Based on the ACS, the median house value in Granby is $310,600 and only 11% of homes are less than $199,999.

Table 5: Granby House Value

<table>
<thead>
<tr>
<th>Median House Value</th>
<th>$310,600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $50,000</td>
<td>45</td>
</tr>
<tr>
<td>$50,000 to $99,999</td>
<td>30</td>
</tr>
<tr>
<td>$100,000 to $149,999</td>
<td>65</td>
</tr>
<tr>
<td>$150,000 to $199,999</td>
<td>301</td>
</tr>
<tr>
<td>$200,000 to $299,999</td>
<td>1,321</td>
</tr>
<tr>
<td>$300,000 to $499,999</td>
<td>1,405</td>
</tr>
<tr>
<td>$500,000 to $999,999</td>
<td>564</td>
</tr>
<tr>
<td>$1,000,000 or more</td>
<td>13</td>
</tr>
</tbody>
</table>

For those renting, the gross rent, which is the contract rent plus the estimated average cost of utilities, is $1,100. The majority of renters pay less than $1,499 a month. It should be noted these rents likely reflect older rental units that were built prior to 1999. Rents in the multi-family developments that have been recently constructed range from $1,750 to $2,500 or more and are not included in the ACS data below on the following page.
Table 6: Gross Rent

<table>
<thead>
<tr>
<th>Gross Rent</th>
<th>$1,100</th>
</tr>
</thead>
<tbody>
<tr>
<td>No cash paid</td>
<td>9</td>
</tr>
<tr>
<td>Less than $500</td>
<td>34</td>
</tr>
<tr>
<td>$500 to $999</td>
<td>120</td>
</tr>
<tr>
<td>$1,000 to $1,499</td>
<td>181</td>
</tr>
<tr>
<td>$1,500 to $1,999</td>
<td>12</td>
</tr>
<tr>
<td>$2,000 to $2,499</td>
<td>47</td>
</tr>
<tr>
<td>$2,500 or more</td>
<td>0</td>
</tr>
</tbody>
</table>

What is considered affordable housing in Granby?

Based on the household size, the table below shows what is considered an affordable monthly payment for housing.

Table 7: Affordable Monthly Housing Cost based on Household Size

<table>
<thead>
<tr>
<th>Household Size</th>
<th>80% AMI</th>
<th>30% Share for Housing</th>
<th>Monthly Housing Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$58,408</td>
<td>$17,522</td>
<td>$1,460</td>
</tr>
<tr>
<td>2</td>
<td>$66,752</td>
<td>$20,025</td>
<td>$1,668</td>
</tr>
<tr>
<td>3</td>
<td>$75,096</td>
<td>$22,523</td>
<td>$1,877</td>
</tr>
<tr>
<td>4</td>
<td>$83,440</td>
<td>$25,032</td>
<td>$2,086</td>
</tr>
<tr>
<td>5</td>
<td>$90,115</td>
<td>$27,034</td>
<td>$2,252</td>
</tr>
<tr>
<td>6</td>
<td>$96,790</td>
<td>$29,037</td>
<td>$2,419</td>
</tr>
<tr>
<td>7</td>
<td>$103,466</td>
<td>$31,039</td>
<td>$2,586</td>
</tr>
<tr>
<td>8</td>
<td>$110,141</td>
<td>$33,042</td>
<td>$2,753</td>
</tr>
</tbody>
</table>

For rental units, if it is assumed the number of bedrooms needed for a household is one less than the size of the household, the following can be used as the maximum gross rent, which includes utilities.

Table 8: Affordable Gross Rent

<table>
<thead>
<tr>
<th>Studio</th>
<th>Maximum Gross Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,460</td>
<td></td>
</tr>
<tr>
<td>1 bedroom</td>
<td>$1,668</td>
</tr>
<tr>
<td>2 bedrooms</td>
<td>$1,877</td>
</tr>
<tr>
<td>3 bedrooms</td>
<td>$2,086</td>
</tr>
<tr>
<td>4+ bedrooms</td>
<td>$2,252+</td>
</tr>
</tbody>
</table>

Based on gross rent data and the monthly housing cost, the majority of existing rental units are considered affordable. As reported by the ACS as noted above, 344 units (85%) have a gross rent of $1,499 or less. When comparing the gross rent to the monthly housing costs, this is slightly above what would be considered affordable for a one-person household and within the affordable range for a household with two or more people. As it is unlikely all 344 units are studios, based on the maximum gross rent by bedroom count, it can be assumed that Granby rents based on bedroom count fall within what would be considered an affordable range. However, as previously noted, the majority of these units were built prior to 1999 and may not meet the needs of current residents. The newer rental units are renting for rates that exceed what would be considered affordable. As
many of these rental units are only recently constructed and occupied, they are not included in the ACS data presented above.

**What is the 30% Rule?**

The most common rule to determine how much a person can reasonably afford to spend on housing and still have enough money left over for every day expenses is that it should not be more than 30% of a person’s gross monthly income. For renters, the 30% includes rent and utilities. If a person owns their own home, it should include homeowner’s insurance, property taxes and utilities, in addition to the mortgage.

For owner-occupied units, the monthly housing cost can also be roughly translated to a maximum purchase price based on the standard that someone can comfortably afford to spend approximately three times their annual gross income on a housing unit.

Table 9: Affordable Purchase Price

<table>
<thead>
<tr>
<th>Household Size</th>
<th>80% AMI</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$58,408</td>
<td>$175,000</td>
</tr>
<tr>
<td>2</td>
<td>$66,752</td>
<td>$200,000</td>
</tr>
<tr>
<td>3</td>
<td>$75,096</td>
<td>$225,000</td>
</tr>
<tr>
<td>4</td>
<td>$83,440</td>
<td>$250,000</td>
</tr>
<tr>
<td>5</td>
<td>$90,115</td>
<td>$270,000</td>
</tr>
<tr>
<td>6</td>
<td>$96,790</td>
<td>$290,000</td>
</tr>
<tr>
<td>7</td>
<td>$103,466</td>
<td>$310,000</td>
</tr>
<tr>
<td>8</td>
<td>$110,141</td>
<td>$330,000</td>
</tr>
</tbody>
</table>

In Granby, given there are 2.71 people per household (ACS), for the purpose of determining the amount of naturally occurring affordable housing, a purchase price under $225,000 will be used. Based on information from the Assessor’s database of estimated market values (appraisal), adjusted for inflation to 2021 figures, there are about 900 units with an estimated market value of $225,000 or less, out of a total of 4,148 units. This is considered the amount of naturally occurring affordable housing (ownership, not rental).
While this indicates there may be a significant number of naturally occurring affordable housing units, it does not mean that these units are necessarily available for people looking to purchase a home. An examination of recent sale prices reveals in the last year (from December 2020 to December 2021), there were 192 sales. Sale prices ranged from $60,000 to over $1 million. Of these, 26 units sold for under $225,000; however, only 16 of these units (8% of total sales within this time period) were considered qualified sales. This means these sales were an arm’s-length transaction of a property between unrelated parties who were not under duress to buy the property, which was offered on the open market. For the 16 qualified sales, the units ranged in size from 804 square feet to 1,680 square feet, with a median size of 1,160 square feet. These units were built anywhere from 1800 to 1981, with the majority of them built in the 1950s. While these smaller units could be suitable for Granby’s aging population, based on the year when they were built, they are likely in need of updates to suit current needs. Furthermore, these smaller unit sizes would likely not accommodate families in need of affordable housing who may require additional bedrooms and overall more square footage.

When determining housing affordability, housing costs can be compared to income. A household is considered cost burdened if more than 30% of their income goes toward housing costs. Overall, 918 or 22% of Granby households are spending more than 30% of their monthly income on housing. As shown in the chart below, housing costs pose a significant burden for low- and moderate-income households; the lower the household income, the greater the likelihood the household is considered cost burdened.
Table 10: Cost Burdened Households by Income Bracket

<table>
<thead>
<tr>
<th>Household Income</th>
<th>Number of Occupied Housing Units</th>
<th>Number of households that spend 30% or more on housing</th>
<th>Percent of households that spend 30% or more on housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $20,000</td>
<td>176</td>
<td>156</td>
<td>88.6%</td>
</tr>
<tr>
<td>$20,000 to $34,999</td>
<td>165</td>
<td>134</td>
<td>81.8%</td>
</tr>
<tr>
<td>$35,000 to $49,999</td>
<td>304</td>
<td>242</td>
<td>79.6%</td>
</tr>
<tr>
<td>$50,000 to $74,999</td>
<td>444</td>
<td>115</td>
<td>25.9%</td>
</tr>
<tr>
<td>$75,000 or more</td>
<td>3,026</td>
<td>271</td>
<td>8.9%</td>
</tr>
<tr>
<td>Zero or negative income</td>
<td>23</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>No cash rent</td>
<td>9</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Current Affordable Housing Under CGS Section 8-30g**

Based on 2020 data released from the Connecticut Department of Housing, Granby has 143 affordable housing units. This means 3.28% of Granby’s housing stock is considered affordable. The majority of these affordable units are located in government assisted housing developments, including the Salmon Brook Housing and Stony Hill Village developments. These housing developments are age-restricted or an applicant must have a disability to be eligible, therefore younger residents or residents with children would not qualify to live there. These developments also have an extensive waiting list. Stony Hill Village has approximately 100 people waiting for a housing unit and the wait list is about two years. Salmon Brook Housing is similar, with about a two-year waiting list as well.

Table 11: Current Affordable Housing Units

<table>
<thead>
<tr>
<th></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governmentally Assisted</td>
<td>85</td>
</tr>
<tr>
<td>Tenant Rental Assistance</td>
<td>2</td>
</tr>
<tr>
<td>CHFA/USDA Mortgages</td>
<td>51</td>
</tr>
<tr>
<td>Deed Restricted Units</td>
<td>5</td>
</tr>
</tbody>
</table>

**Summary of Findings**

Below is a summary of key findings based on the information presented above:

- Data show the gross rents in Granby are affordable, however there are only 344 rental units.
- New rental units are not reflected in the data. The rental rate for these units exceeds the gross rent and as a result, these new units are not affordable for many residents.
- There may be naturally occurring affordable housing but this housing may not fit current needs given the year the structure was built and the unit size, as they tend to be smaller. This housing may also not be occupied by those needing affordable housing and there is no guarantee it will remain affordable in the future. (Please refer to page 1 for the definition of naturally occurring affordable housing.)
- Granby’s naturally occurring affordable housing may not be available/come on the market frequently; only 8% of units sold in the past year were considered affordable.
- As 22% of Granby households are cost burdened, there is a mismatch between the amenities and housing features that residents need/want and what can be obtained at an affordable price point.
- Only 143 housing units (3.28% of Granby’s total housing stock) are considered affordable under CGS 8-30g.

Does Granby need additional affordable housing? Examples from Social Services case files:

**Example 1:** An elderly Granby resident is looking to downsize after the loss of spouse and wishes to remain in Granby. The sale of the house provides savings to draw from for a few years. The resident applies for a reduced rate apartment at the Grand Luxury Apartments. Based on income, which is limited to social security benefit, the rent will not be affordable (more than 30% of income will be spent on rent). As there are limited downsizing options in Granby, the resident decides to rent a unit despite affordability concerns. After three years, the savings have run out and the elderly resident can no longer afford the rent. Public assistance for fuel and use of the Granby Food Bank do not offer enough relief. Elderly/Disabled subsidized housing units in Granby are not a viable option as the wait lists are approximately two years long.

**Example 2:** A two-parent household with two children in the Granby school system suffers a financial setback when one parent becomes disabled. The single income is not enough to meet the monthly rent expense. An application for social security disability benefits typically takes several months to process through the system. Public assistance (including State energy assistance, Supplemental Nutrition Assistance Program (SNAP), State insurance, and the Granby Food Bank) eases the financial burden but is inadequate to enable the family to remain in Granby.

**Example 3:** A single, working mother with a student attending the Granby schools through the Open Choice Program wishes to move into Granby. The student is performing well academically and through both school and athletics, has developed positive relationships with fellow students and teammates. However, the family is unable to find affordable housing to realize their desire to join the community.
Regulatory and Infrastructure Assessment

Granby Zoning Regulations Assessment

The Town is divided into different zoning districts (zones). These zones are as follows: Business (C2), Industrial (I), Rural Conservation (R4A), Rural Residential (R2A), Rural Residential (R50), Residential (R30), Planned Development Multifamily (PDM), Neighborhood and Commercial Transition (T1), Economic Development (ED) and the Granby Center which consists of three specific zones, the Commercial Center (COCE), Center Commons (CC), and Center Edge (CE). Refer to the zoning map on the following page. There are various uses allowed as-of-right and by Special Permit in each zone (refer to the complete Zoning Regulations posted on the Town’s website). The Committee reviewed the Zoning Regulations to determine where and what type of residential uses are allowed. Below is a summary of the Committee findings:

1. Residential uses are allowed in all zones (either by Special Permit or permitted as-of-right). There are two exceptions: the C2 and I only allow a caretaker’s apartment when associated with the commercial use on the property.

Single-Family Housing

2. Single-family housing is permitted as-of-right in the R4A, R2A, R50, R30, PDM, T1, CC, and CE.
3. Single-family houses must be at least 1,000 square feet.
4. Each zone has the following required lot size:
   a. R4A: 4 acres
   b. R2A: 2 acres
   c. R50: 50,000 square feet (1.15 acres)
   d. R30: 30,000 square feet (.68 acres)
   e. PDM: 5 acres
   f. T1, CC and CE: 30,000 square feet (.68 acres)

Multi-Family Housing

5. Multi-family housing is permitted as-of-right in the CC Zone.
6. Multi-family housing is permitted by Special Permit in the PDM, T1, COCE and CE Zones.
7. The density for multi-family housing depends on the Zone.
   a. PDM: 8 units/developable acre allowed.
      Density can be increased to 10 units for elderly housing. A 20% density increase is allowed for elderly and affordable housing.
   b. T1: 8 units/acre.
   c. COCE, CC and CE: 15 units/acre.
8. The lot size required for multi-family units depends on the zone.
   a. PDM: 5 acres
   b. T1: 4 acres
   c. CC and CE: 8 acres
   d. COCE: no minimum lot size specified for multi-family.
9. Multi-family units must be a minimum of 450 square feet for an efficiency, 575 square feet for a 1-bedroom, 700 square feet for a 2-bedroom, and 150 square feet must be added for each additional room.
10. Must be served by public water and sewer.

Accessory Apartment
11. Accessory apartments must be associated with a single-family house.
12. Special Permit approval from the Planning and Zoning Commission is required.
13. If detached from the house, a minimum lot size of 2 acres is needed.
14. The apartment must be between 450 and 1,200 square feet.

Active Adult Residential Development
15. Active adult residential developments (55+) are allowed by Special Permit in the R30, PDM, ED, and T1 Zones.
16. Minimum lot size is 10 acres.
17. Dwelling unit must be at least 1,000 square feet.
18. 5 units/developable acre permitted. A 20% density increase may be allowed in exchange for the provision of affordable units.
19. The development must be served by public water and sewer.

As-of-right and Special Permit Uses

As-of-right uses, also called by right, are uses that are specifically allowed in a given zone. Often there will be criteria outlined in the Zoning Regulations and provided the proposed use complies with the criteria, the use is allowed without further consideration. There are situations where even if a use is considered as-of-right, a Site Plan application through the Planning and Zoning Commission may be needed. When making a decision on a Site Plan application, the Commission acts in a ministerial capacity. In other words, the Commission has no independent discretion other than determining if a Site Plan application complies with the applicable regulations. If a development proposal complies with the regulations, it is to be approved.

Special Permit uses are uses which are generally compatible with uses in the zone but because of the nature of the proposed use, special attention is given to its proposed location and operation. When considering a Special Permit use, the Planning and Zoning Commission may impose additional conditions to protect the public health and safety. Under State Statute, all Special Permit applications are subject to a public hearing process. Special Permit uses may also require a Site Plan application be submitted simultaneously for the Commission’s consideration.
Town of Granby Zoning Map:
Infrastructure Assessment

As it is not uncommon for affordable housing to rely on increased density for a project to be financially feasible, the location of public utilities can affect the location and type of housing that can be developed. The Committee reviewed the location of existing utilities.

The majority of Granby properties have septic systems and wells. A very small portion of the town (about 5% of its land area) has access to public water or sewer. The map below shows the location of utilities relative to the total land area.

Infrastructure Location Map:
Granby is served by two water companies, Aquarion Water Company and Salmon Brook District Water. Aquarion Water Company provides water service to the southeastern part of town, primarily along Salmon Brook Street (Route 10) and Canton Road, south of the Salmon Brook to the Simsbury town line (shown in green on map below). Salmon Brook District Water provides water service to the Granby Center area (shown in blue). Any property located outside of these areas is on a private well. Below is a map showing the water service location.

*Water Service Location Map:*
Sewer

Sewer service in Granby is relatively limited, with sewer lines mainly concentrated in Granby Center. The sewer runs from Granby Center south along Salmon Brook Street (Route 10) to the Simsbury town line. Due to failing septic systems, the sewer line was expanded several years ago to provide service just to the west of Salmon Brook Street to several properties on Burleigh Drive, Archie Lane, and Canton Road. With that exception, there have been no other recent expansions of the system.

The sewer system is owned by Granby and the Town has an agreement with the Town of Simsbury to discharge all waste to their wastewater treatment facility. Under the agreement, Granby is allocated 380,000 gallons per day. As of the writing of this Plan, a total of 260,400 gallons per day have been committed to existing or planned developments, which includes about 500 residential and commercial users. All other properties in Granby have septic systems.

The sewer service area encompasses the land inside the yellow border shown in the map below. The sewer lines are shown in red.

*Sewer Service Location Map:*
Transportation

Access to transportation also plays an important role in someone's decision where to live, impacting how easy or difficult it is to reach important destinations, including employment centers, medical appointments, educational facilities, and grocery stores. In Granby, where the majority of residents rely on their personal vehicle, it can be challenging for folks who may not have access to reliable transportation. Locating housing closer to where public transportation is available can help residents who may not have a car or who may be unable to drive. Furthermore, it is important public transportation is offered both at times and to locations that will best meet people's needs.

Granby is served by CTtransit. There are no local bus routes in Granby, only express bus service, which travels to/from downtown Hartford. This means there are limited stops and times when bus service is available, and limited locations a rider can travel to without transferring in Hartford. For example, in Granby, there are two morning routes that travel through town around 6:30 AM and 7:30 AM. Afternoon service is more frequent, with a bus arriving approximately on the hour from 1 PM to 7 PM. The bus route is limited to stops along Salmon Brook Street and North Granby Road, where service extends as far north to the park and ride lot at First Congregational Church. Based on future housing developments, additional bus stops or routes may be needed.

In addition to public transportation, a robust sidewalk and bike path network can also provide alternative transportation options for residents. While the sidewalk network has recently been expanded from the Town Green south to Salmon Brook Park, sidewalks continue to be concentrated in Granby Center. It may be possible to extend the sidewalk south of the Center along Salmon Brook Street, connecting residents to Granby Center and destinations along the way.
Economics and Financial Feasibility

There are many factors that determine if an affordable housing development will be economically and financially feasible, which in turn affects whether or not it will be constructed. Therefore, to identify ways to increase affordable housing, it is important to first understand the economics and finances behind developing affordable housing.3

When developing and managing an affordable housing project, or any housing project, there are many associated costs. For a multi-family development for example, this includes the cost of the land, permitting fees (including land use application fees and building permit fees), labor costs, site development costs, utility connection fees, utility user fees, financing interest rates, and tax rates. Each of these variables affects the initial development costs and longer-term operating costs. Developers assess these costs and measure them against what they can expect to receive in rent. If the expected total rent in a development is projected to cover the expenses associated with the project, it is deemed financially feasible.

When constructing a mixed income development, which is a mix of market-rate and affordable units, or an all-affordable development, the profit margins shrink and can even disappear. The rent for market-rate units in a development must offset the lower rents collected on the affordable units. The difference can become so wide that the market-rate unit rents will not make up for the affordable unit rents. At this point, the project is not financially feasible.

Developments that are comprised of entirely affordable units can be even more challenging. Developers typically must seek loans, grants, and other funding sources for a project to be financially feasible. For example, a multi-family rental development in another town relied on a variety of funding sources, including a grant through the Federal Home Loan Bank Affordable Housing Program, Low-Income Housing Tax Credits, funding through the Connecticut Department of Housing’s Competitive Housing Assistance for Multifamily Properties (CHAMP) initiative, energy efficiency rebates, and a deferred developer fee.

In addition to direct costs, sometimes an unpredictable land use approval process for a multi-family development can make underwriting a project more difficult and in turn affect the feasibility of the project. When a development proposal requires Special Permit approval, this means an applicant must appear before the Planning and Zoning Commission for a public hearing. The Commission can determine whether or not to approve the application and may also assign conditions of approval. While this process has the benefit of allowing public input and gives the Commission the ability to assign conditions to mitigate potential concerns, it adds a certain degree of risk for a developer. Prior to even appearing before the Commission, hundreds of thousands of dollars can be expended on engineering plans, traffic studies, stormwater analyses, and other studies. And there is no guarantee that the development plan will be approved. This is not to mention the time it often takes to obtain approval. If a development that requires Special Permit approval is expected

3 The economic and financial feasibility of a specific housing development would be determined either prior to or at the time of application submission to the town.
to be met with community opposition, this may be enough for a developer to decide to explore other locations.

Proof of these challenges to building affordable housing is apparent right here in Granby; no recently approved multi-family development projects include affordable units. When development applications have been presented to the Planning and Zoning Commission and the applicants were asked about the provision for affordable units, often the response was it was not financially feasible.

## Objectives and Recommendations

In accordance with CGS 8-30j, to increase the number of affordable housing developments in Granby, there should be a concerted effort to both increase housing options and to reduce financial and economic barriers to the development of affordable housing. This will in turn facilitate the development of housing units of different price points and varying amenities that will best serve a diverse range of residents. To achieve this, Granby will conduct a collaborative process to prioritize, examine, and potentially implement the following strategies the following objectives and recommendations are proposed. While these objectives and recommendations will require further study and analysis, they are presented here to provide other Boards and Commissions with ideas and options to consider. It may then be decided which ones are best to pursue to increase affordable housing in Granby.

1. **Reduce restrictions for accessory apartments**

   Accessory apartments can provide additional housing options for residents who may not desire a single-family house or who may not want to live in a large apartment complex. Often these are smaller units either contained within an existing single-family dwelling or they are located on the same lot as a single-family house in a detached structure, such as over a detached garage. Due to their smaller size, they are often less expensive than the rent for an apartment in a large multi-family rental development. Not only do these apartments provide additional housing options, but they can help current residents stay in their homes by providing supplemental income which can offset their own housing costs. Under the current Zoning Regulations, detached accessory apartments require Special Permit approval and there are specific criteria that must be met. Attached accessory apartments are allowed as of right, subject to specific criteria. Recognizing that these units are an important tool to both diversify Granby’s housing stock and help residents, the following strategies are recommended:

   a. Monitor the recently amended Zoning Regulations regarding accessory apartments to determine if any further changes to the approval process for detached and attached apartments are needed. Remove the requirement that all accessory apartments seek Special Permit approval from the Planning and Zoning Commission. Allow accessory apartments
to be approved at the staff level provided the application complies with the Zoning Regulations.  

b. Consider allowing detached apartments on lots smaller than 2 acres.  
c. Eliminate the minimum square footage required for an accessory apartment and instead require that the unit size comply with that required by the Building Code.  
d. Consider financial incentives for the construction of accessory apartments that are deed-restricted affordable, such as a tax incentive.

2. **Encourage Examine the regulations governing the development of multi-family housing**

   Multi-family housing is only allowed by right in the Center Commons (CC) Zone. In any other zone that allows multi-family developments, Special Permit approval is required. Further, the standards for development of multi-family housing (density limits, minimum lot sizes, etc.) vary between the different zones where such housing is allowed. Due to the time, expense, and unpredictable nature of seeking Special Permit approval from the Planning and Zoning Commission, this can be a deterrent for the development of multi-family housing. Such developments also must comply with density maximums, or the number of units allowed per acre, and often there is a minimum lot size needed for the developments, which is in excess of the minimum lot size required in the zone. There are may be opportunities to modify the Zoning Regulations to provide more consistency and to encourage the development of multi-family housing:

   a. In addition to the CC Zone, examine other zones with access to public infrastructure where multi-family development is currently allowed and consider allowing the use by right, instead of by Special Permit approval. This could include two-family structures/duplexes, triplexes, or larger scale multi-family developments, depending on further study and a determination of the appropriateness of the development size. Site Plan approval may still be required from the Planning and Zoning Commission.

   b. Consider other zones with access to public infrastructure where multi-family developments may be appropriate. For example, the majority of Granby is zoned R2A, which requires a 2-acre minimum lot size. Where suitable soils exist, some lots in this zone may be able to accommodate two-family structures/duplexes.

   c. In the PDM Zone, a density bonus is allowed for the development of elderly housing, and there is an additional density bonus where elderly and affordable housing is provided. Expand the zones with access to public infrastructure where a density bonus is allowed and allow such a bonus for construction of any affordable unit, not just for elderly and affordable.

   d. Assess the current density allowed for a multi-family use and consider an increase in density depending on the suitability of the site and access to public infrastructure.

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4 Public Act 21-29 allows the construction of accessory dwelling units, which are also referred to as accessory apartments, on lots accompanying a single-family house unless a municipality chooses to opt out. As of the writing of this Plan, the Planning and Zoning Commission is considering opting out of this provision. However, the Commission will be considering changes to the current regulation and may decide to allow attached apartments as of right. Detached apartments may still require Special Permit approval through the Commission.
e. In zones where the minimum lot size required for multi-family developments exceeds the minimum lot size in the underlying zone, consider a reduction in the required minimum lot size for multi-family developments.

f. Consider a change to the Zoning Regulations to require a certain percentage of units constructed in a multi-family development be deed-restricted affordable; this is known as inclusionary zoning. If a developer is unable to comply with the requirement, consider a provision that would allow payment into a housing trust fund. The funds could then be used for the development of affordable housing.

g. Explore establishment of a housing trust fund (see 2.f.).

h. Consider financial incentives for the construction of affordable multi-family housing developments, such as a tax abatement, reduced building permit fees, reduced sewer connection fees, or other incentives.

3. Encourage the development of single-family affordable housing

The majority of Granby requires a 2-acre minimum lot size, with some areas requiring a 4-acre lot (4A Zone). The larger the lot size, the less economically feasible it is to construct affordable housing. Density restrictions also limit the number of units that may be constructed. In some areas of Granby with access to public infrastructure or where there are suitable soils, modifications may be made to the Zoning Regulations to encourage the construction of single-family affordable homes:

a. Where public water and sewer exist, or in other locations where there are suitable soils, consider the allowing a reduction of the minimum lot size by either Special Permit approval or another mechanism, such as an overlay zone; smaller lot sizes would reduce the overall cost of the house/property, increasing the financial feasibility of developing affordable housing.

b. Consider a density bonus within Flexible Residential Developments (FRD) for the construction of affordable housing.

c. Consider a modification to the Zoning Regulations to require the set-aside of a certain number of affordable housing units in any planned residential subdivision. Similar to the aforementioned recommendation (see 2.c.), if a developer is unable to comply with the requirement, consider a provision that would allow payment into a housing trust fund. The funds could then be used for the development of affordable housing.

d. Explore establishment of a housing trust fund (see 3.c.).

4. Promote the modest expansion of public infrastructure

As stated previously in this Plan, much of Granby lacks sewer and water service. This limits the density of housing units that can be constructed in many areas in town, particularly where the soils may not be suitable to support septic systems. Much of Granby also lacks access to public transportation, which can affect where people decide to live if they do not have reliable transportation. The location of public infrastructure and transportation options should be examined and the Town should support expansion where appropriate. The following is recommended:
a. Examine capacity of existing sewer and water systems to determine whether additional capacity is achievable and sustainable.

b. It is recommended that Examine whether the sewer service area map should be modified to allow for an expansion of the service area north and south of Floydville Road to the East Granby town line, and eliminate the areas north of Crest Road, along North Granby Road.

c. Request regular updates from the water and natural gas companies, which are not Town-owned, on their infrastructure plans for Granby.

d. Monitor bus routes and propose changes as may be needed to better serve Granby residents. If there is an increased need for bus transportation based on future housing plans, the town should pursue additional bus routes or stops with CTTransit as needed.

e. Promote sidewalk connections and additional bike paths.

5. Actively seek partnerships with affordable housing developers

The Town owns land that may be appropriate for the development of affordable housing. This land ranges from smaller properties that may be suitable for one or two homes to larger properties that could accommodate a greater number of housing units. Some of these properties also have access to public infrastructure that would allow for an increase in density, or the number of units per developable acre.

a. Study Town-owned land and determine which properties will likely not be needed by the Town for future municipal facilities or uses. Of the properties that remain, determine which ones may be best suited for residential development.

b. Explore partnerships with affordable housing developers and non-profit entities with experience in affordable housing development to facilitate residential development on Town-owned land where appropriate.

What is a Flexible Residential Development (FRD)?

A flexible residential development (FRD) arranges homes closer together in groups on smaller lots than those normally required by the Zoning Regulations. FRD permits a reduction in lot size and a variation in shape and location without increasing the overall density, following the approval of a Special Permit. All land within the R30, R50 and R2A Zones is eligible for a Special Permit for a FRD.

Conclusion

In recent years there have been efforts to diversify Granby’s housing stock, as evidenced by the recent approval and construction of several multi-family housing developments. As of the writing of this Plan, the Planning and Zoning Commission is also reviewing the Accessory Apartment Zoning Regulation. While this demonstrates progress in providing additional housing options, more needs to be done to provide a range of housing types to meet the needs of current and future residents. Progress is also needed to provide affordable housing options so that both current
residents may stay in town as circumstances change and there are opportunities for new residents to move here. Further analysis of the objectives and strategies outlined in this Plan, as well as additional community input, will be an important step in determining how to implement this Plan and increase affordable housing in Granby.

References/Sources for Additional Information

Census Data
https://www.census.gov/data.html

CTtransit
https://www.cttransit.com/

Connecticut State Department of Housing: Rent and Income Guidelines

Connecticut State Department of Housing: Affordable Housing Appeals Listing
https://portal.ct.gov/DOH/DOH/Programs/Affordable-Housing-Appeals-Listing

Connecticut General Statutes Chapter 126a Affordable Housing Land Use Appeals (CGS 8-30g and 8-30j)

Granby Plan of Conservation and Development

Granby Zoning Regulations

Granby Assessor’s Database

U.S. Department of Housing and Urban Development, Housing Choice Voucher Program
https://www.hud.gov/topics/housing_choice_voucher_program_section_8
TOWN OF GRANBY
MEMORANDUM

DATE: June 6, 2022

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM E
Consideration of MIRA Opt-Out

Background

Over the last several months, Kirk Severance and I have been reviewing Granby’s Municipal Solid Waste (MSW) and recycling disposal program and its relationship with the Materials Innovation & Recycling Authority (MIRA). As you may know, trash disposal in Connecticut is changing drastically and it affects most towns and cities across the state.

At the last Board of Selectmen meeting, I included in my manager’s report a detailed memorandum updating the Board Selectmen on what is happening with MIRA and how it affects Granby. After digestion of this information, we are asking that the Board decide on Granby’s Municipal Services Agreement (MSA) with MIRA.

In 2012, the Town entered into a fifteen-year agreement with MIRA for refuse and recycling disposal. The MSA is set to expire on June 30, 2027. The MIRA Board of Directors sets the “tip fee” each March for the upcoming fiscal year for refuse disposal. Recycling is accepted at no cost. The tip fee for the current fiscal year is $105.00/ton. The tip fee for FY 2023 is $116/ton. The Town budget is based on approximately 4,000 tons at a disposal rate of $117/ton. The MIRA rate was not set at the time the budget was put together. For FY 2023 we are anticipating spending about $453,500 in tip fees to MIRA.

Most importantly, the agreement contains an “opt-out” provision that allows the Town to unilaterally terminate its MSA with MIRA should the tip fee reach a certain monetary threshold. The deadline to opt-out of the agreement for FY 2023 was April 8, 2022. For towns that elect to sign the MSA amendment, the tip fee was set at $111.00/ton. For towns that chose not to sign the MSA amendment, the tip fee was set at $116.00/ton. Granby did not sign the amendment. Due to the large number of municipalities that have opted out of their MSA, MIRA recently informed us that they will be closing the South Meadows to all disposals. Our contractor, Paine’s will now have to take Granby’s trash and recycling to Torrington. In conversation with Paine’s, they will be overburdened by this change. Considering the mass exodus from MIRA, Granby requested, and
the Board of Directors approved, Granby’s request for an extension on the Opt-out deadline to June 10, 2022.

**Recommendation**

My recommendation is for Granby to Opt-out of the MIRA MSA for FY 2023. This would allow the Town to enter a new disposal contract with a lower tip fee than is being offered by MIRA. It would also allow the Town to release Paine’s from any obligation to bring refuse to a disposal site in Torrington. Essentially, we would find a solution that is financially advantageous for Granby and our taxpayers. Based on bid results shared by communities that have already run procurements for this service this year, I expect to secure a contract that is advantageous to the Town. It is expected that the tip fee will be reduced to $110/ton. This is an approximate saving of $33,500. (For FY 2024, a MIRA tipping fee could be as high as $143/ton.)

There are also changes to be made to Chapter 144 of the Granby Code. These changes need to be made but are not required to be completed before opting out of MIRA.

**Proposed Motion**

To Opt-out of the Town of Granby’s Tier-1 Long Term Municipal Solid Waste Management Agreement (MSA) with MIRA, effective June 30, 2022, and;

Direct the Town Manager to conduct a procurement process to secure a contract with a refuse and recycling disposal site, effective July 1, 2022, and;

Direct the Town Manager to develop recommended amendments to Chapter 144, “Solid Waste” to update the ordinance to current circumstances.

**Note** – A recommendation for a refuse and recycling disposal site as well as recommended changes to Chapter 144 will be on the June 20, 2022, agenda.
MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

RE: VII. TOWN MANAGER REPORT

DATE: June 6, 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.

Public Works
The grounds crew is fully staffed now with summer help and is working diligently to keep up with all the growth and summer activities.

Road projects are well underway, culverts are being replaced on Loomis Street, Strong and Higley Roads. Several areas of black top have been removed and replaced with process material covered with bituminous asphalt. The Cossitt Library parking lot was repaired and paved by our town crew. Parking lines were repainted in several of our parking lots.

Hungary Road Bridge replacement is complete and now is open to all traffic. Moosehorn Bridge replacement has changed from a one-year project to a two-year project and the inspection and contractor to replace the bridge have been chosen. 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.

Public Works hosted a Shredding event with the Granby Lions Club on May 21st at the Public works Department. The event was a great success. The second of our Household Hazardous Waste collections will be on Saturday, June 11th in Simsbury at 66 Town Forest Road.

One of our greatest concerns is the constant changing of material costs and the availability of them. Because of this dilemma, we continue to modify our scheduled summer projects.

Human Services
The Summer Program Guide has been delivered to Granby households. Senior Services has a range of programs including history classes, crafting opportunities, exercise classes, hiking excursions, health clinics and fun social events. Our new Program Coordinator, Jennifer Kielbasa, is quickly picking up the programming and planning for additional exercise opportunities and evidence based programming in partnership with Connecticut Healthy Living Collective. These programs, fall prevention and the Aging Mastery Program, will be made
available to Granby Senior Center at no cost. The first of the Collette travel tours, trip to the National Parks, was successful with a total of 13 participants completing the trip. The next scheduled trip is to Iceland in October with 22 travelers booked. Big projects for this summer are the renovations on the Medical Equipment Loaner Closet at Holcomb Farm with Hartford Foundation grant funds ($19,600) and planning for the Senior Center kitchen upgrades. Staff is scheduled for CPR training on June 8.

Youth Services’ anti vaping campaign includes posters with vaping facts. These were displayed at the Middle School for the students to then enter a contest to test their knowledge. State Energy Assistance program has closed for the heating season. Granby completed 104 applications, a 20% increase over last year.

**Police Update**

The police department hosted a Freedom of Information training session for area communities on April 1st. Five other agencies participated. On May 26th, the police department worked with Starbucks to host a “Coffee with a Cop” event. Officers and residents had the opportunity to meet for a cup of coffee and some informal conversation. The event was well received and will be repeated. The police department participated in a “Touch a Truck” event on June 4th at the First Church. The church collected food for the Granby Food Bank.

The Town’s Emergency Operations Center (EOC) in the police department was opened for a statewide emergency planning drill on May 24th. The drill was coordinated by our Emergency Management Director (EMD) and involved Town of Granby officials working with the State emergency planning team to simulate a hurricane striking our area.

**Library Update**

Registration is open for the Summer Library Celebration! Patrons can sign up to participate by visiting the Library website under “Program Information.” Library users of all ages are invited to participate. Win prizes and have fun at the library this summer! Every time you visit either branch of the library from June 15 through August 6, you can earn a ticket to enter our prize drawings. Participate in the Library’s “Trail Map Challenge” to be eligible for even MORE chances to win and to connect with your community!

The Library is currently exploring a partnership with the Food Bank to operate as another pick-up location for people who need a little extra help meeting their household food needs.

The Friends of the Library are collecting donations for their annual Book Sale at Holcomb Farm on Mondays and Wednesdays beginning June 6. Their annual sale raises thousands of dollars each year that are given to the Granby Public Library to fund library programs, Museum Passes, craft supplies, and the Annual Summer Library Celebration. This funding support allows the Library to provide excellent services and opportunities for the community without increasing the Town’s Library Budget. Supporting the Friends through donations and through your purchases at the sale help the Library thrive!
Parks & Recreation
The staff of the Parks & Recreation department received positive press this month in the June edition of the Granby Drummer. It was a very nice article and echoes my thoughts about the dedication and enthusiasm the recreation staff have. We are truly lucky to have Daphne Shinder, Terri Ziemnicki and Kristine Vincent working each day for the Granby community. I have included the most recent Program Guide for your review. In this you will find a host of activities and programs that are sponsored through the Parks & Recreation Department, Human Services, and the Library. Residents of all ages can certainly find something fun to do or something new to learn this summer!

Information about Granby’s Sewer System
There has been recent activity with new sewer connections. Once such connection is on the agenda for this meeting, 18 Mill Pond. Several meetings ago it was requested that the BOS, who act as the Granby Water Pollution Control Authority, receive more background information on the sewer system in Granby. Below please find a series of common questions about the sewer system that we have answered. I hope that this helps the BOS have a better understanding. Of course, we can have further discussion on any of the topics raised in this information piece.

Where is sewer service available?
Sewer service is available as far east as Bank Street in Granby Center, as far north on Salmon Brook Street as Meadow Brook of Granby, and as far west on North Granby Road as the High School/Public Works facility. The service then extends south along Salmon Brook Street to the Simsbury Town Line. In 2009, due to failing septic systems, there was an extension to allow properties along Archie Lane, Burleigh Drive, and Canton Road to connect to the system. There are two pump stations, one located by the Department of Public Works on North Granby Road and the second near the dog pound on Salmon Brook Street. The sewer service area (yellow) and sewer line (red) are shown on the map below:
When was the sewer first installed?
The sewer lines in Granby Center were first installed in the late 1960s. The line extended along Salmon Brook Street just south of Pendleton Road where it discharged to a treatment plant. The Salmon Brook Street sewer line was extended in 1980 to the Simsbury town line when the town’s sewer system was connected to the Simsbury water pollution control facility.

Where does the sewer system discharge?
The Town of Granby has an agreement with the Town of Simsbury to hook into their system and our wastewater is treated at the plant in Simsbury. The original agreement was executed in 1979 and updated in 2002. Under the 2002 agreement, Granby is allocated 380,000 gallons per day that we can send Simsbury to be treated.

How much has been allocated to date?
As of May 2022, 262,685 gallons per day (gpd) have been allocated.
Under the Town’s sewer reserve policy, a total of 77,325 gpd are reserved for future uses. Of the total reserve, 26,650 gpd are reserved for future commercial development, 20,000 gpd for future industrial, 10,000 gpd for other residential development along the sewer corridor, 12,925 for sewer expansion along sewer corridor but outside of immediate frontage, and 7,750 gpd for sewer expansion north and west. The total allocated and reserved equals 340,010 gpd. This leaves 39,990 gpd uncommitted.

**How much do we pay Simsbury?**
Granby pays Simsbury a percentage of the total operating cost of the treatment plant based on our use. For example, for FY2023, the estimated total average daily flow is 1.995 MGD and Granby’s estimated flow is 0.130 MGD or 6.5% of the total flow. The total operating cost is approximately $3,000,000. Which means the estimated cost for Granby for FY2023 is approximately $200,000, or 6.5% of $3,000,000.

**How much does the Town charge annually for the sewer use fee?**
Each year, usually in May, the Board of Selectmen act as the Granby Water Pollution Control Authority, to set the year’s sewer use rates. The 2022 rates are as follows:

- **Residential:** $220 for up to 55,000 gallons per year. Anything over 55,000 is charged $.0065 per gallon.
- **Commercial:** $308 for up to 100,000 per year. Anything over 100,000 is charged $.0065 per gallon.

Because Granby properties do not have sewer meters, the usage readings come from the water companies (Salmon Brook Water District and Aquarion Water Company). There are a few properties that are still on wells. Since there are no water readings for these properties, they are assessed a 50% surcharge on the base fee ($330 per year for residential property).

Sewer Use bills are due on June 1 each year and are payable in one installment.

**How much do we have in the sewer fund?**
Any time a sewer connection fee, assessment, or sewer use bill is paid, the money is deposited into the sewer fund to support the operating expenses for the sewer system. As of June 30, 2021, the audited fund balance for the sewer utility fund was $913,551.69.

**What is Granby responsible for?**
The town is responsible for maintaining all of the main sewer lines and the two pump stations. Individual property owners are responsible for the sewer lateral, this is the pipe that runs from the individual home or business to the sewer line located in the right of way.

The town is also responsible for monitoring and ensuring there are no illicit discharges to the sewer system. This includes unauthorized connections or disposal of materials into the sewer system. As part of this, in the near future, the town will be implementing a fats, oils, and grease (FOG) program. This will require restaurants and other businesses register with the town and provide information about their grease trap. Documentation will be requested verifying proper maintenance of the grease trap to ensure materials are properly captured and disposed of in order to prevent them from entering the sewer system, which can lead to clogs and back-ups.
What is the process for a sewer allocation to be approved?
When a new development is proposed to the Planning and Zoning Commission, the applicant’s design engineer will present information to the Town Engineer outlining how many gallons per day are expected to be discharged from the development. The estimate is based on the proposed use. The Town Engineer reviews the request and determines first, if the requested discharge is an appropriate estimate based on the proposed use and two, if there is capacity to accommodate the request.

Once the Town Engineer confirms the allocation request is appropriate and there is capacity, a letter will be issued to the applicant stating such. Following Planning and Zoning Commission approval, town staff prepares a memo outlining the request. This is presented to the Water Pollution Control Authority (WPCA) for action. Under Town Ordinance, WPCA action is needed for all sewer allocation/connection requests.

How much do we charge for sewer connections?
The sewer connection fee varies depending on the proposed development. A residential development is charged $1,000 per unit to connect and a commercial or industrial development $1,900 per 2,500 square feet to connect. The sewer connection fee is paid when a building permit is submitted for the development.

In addition to the sewer connection fee, if a property is located on the sewer line and has not previously paid an assessment charge, a one-time assessment charge also applies. For residential properties this is $800 per lot and for commercial or industrial properties, this is $1,200 per lot. An inventory of surrounding towns indicates these fees may be low in comparison. Staff will be looking into this further and may propose an increase in the future for WPCA consideration.

How many users are connected to the system?
As of May 2022, there are 740 residential units and 99 commercial units connected to the sewer system.

Who is responsible for connecting to the sewer?
The property owner pays a licensed professional to install the sewer lateral and connect to the town’s sewer line. There are standards and specifications that must be met. Town staff reviews the information submitted with the sewer connection permit to ensure compliance. When the sewer lateral is installed and connected to the sewer line, town staff is notified to inspect the installation and connection. An as-built plan of the lateral is then submitted and filed in the Building Department.