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TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, SEPTEMBER 21, 2020
VIA ZOOM
7:00 P.M.
AGENDA

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

A. Approval of Meeting Minutes – September 8, 2020

IV. UNFINISHED OR TABLED BUSINESS

V. BUSINESS

A. Consideration of Ordinance Banning the Feeding of Bears
B. Resignations and Appointments
   Vacancies: Conservation Commission (2)
C. Department Head Report – Kirk Severance
D. Consideration of Selectman Retreat/Workshop to Set Goals
E. Consideration of Freshie’s Café Request to Serve Beer and Liquor
F. Consideration of Town Manager Status Reports
G. Consideration of Approval of Settlement of Johnson v. Town of Granby
H. Consideration of Additional General Fund Appropriation for the Settlement of Johnson v. Town of Granby
I. Consideration of Proposal to Evaluate Town Departments
J. Consideration of Donation to Police Department

VI. TOWN MANAGER REPORTS

A. Capital Project Activity Update
B. Budget Operations – August 2020
VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

VIII. SELECTMAN REPORTS
(Glenn G. Ballard, Sally S. King, Mark C. Neumann, and Edward E. Ohannessian)

IX. ADJOURNMENT

The next regular meeting is scheduled for Monday, October 5, 2020.
TOWN OF GRANBY  
BOARD OF SELECTMEN  
MINUTES  
SEPTEMBER 8, 2020  
VIA ZOOM

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, John D. Ward Town Manager

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

Bill Regan indicated he was encouraged by the August 19th meeting in regards to Selectman Ballard’s presentation of his analysis of Agbotic. He thanked Selectman Ballard for his resourcefulness. Mr. Regan also reported he was not happy with First Selectman Kuhnly’s response to Selectman Ballard’s presentation and he felt it was unprofessional.

Anna Sogliuzzo thanked Selectman Ballard for his input at the last meeting and she is hopeful the board moves forward with this tonight. In light of the recent bear incident, Sogliuzzo reminded the Selectmen that many surrounding towns have an ordinance against feeding bears, but Granby does not. She would like an official response to this.

Selectman Ballard recommended suspending the rules to allow public conversation to take place after the presentation of Town-Owned Land at 107 East Street.

First Selectman Kuhnly replied the opportunity for individuals to speak is during Public Session.

No more public addressed the Board.

III. MINUTES

A. Approval of Minutes of Regular Meeting

Selectman Ballard indicated meeting minutes need to be accurate and written without bias. He would like to make some corrections to the minutes from the August 19th meeting. He also noted specific figures on his project spreadsheet were not properly reflected and should be corrected. Mr. Ballard requested the minutes be changed to properly reflect his request to add agenda items.

ON A MOTION BY Selectman Ballard, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to amend the minutes of August 19, 2020 to reflect the information as stated by Selectman Ballard.

Selectman Ballard also responded to First Selectman Kuhnly’s response to his analysis on Agbotic at the last meeting during Selectman Reports. He felt he was
treated unfairly. Selectman Kuhnly clarified that Selectman Ballard’s presentation was not a Selectman’s report, but a presentation of a spreadsheet he had done on Agbotic. This information should have been submitted to the Board at least 24 hours prior the meeting and added as an agenda item.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to reorder the agenda, placing item V. D. to be discussed during closed session following Selectman Reports.

IV. UNFINISHED OR TABLED BUSINESS

A. Consideration of Town-Owned Land at 107 East Street

Town Manager Ward presented the estimated taxes for Agbotic based on information from the Assessor as of August 12, 2020 as $165,000 to $180,000.

It was noted Agbotic believes the buildings and robots are exempt from taxes. Agbotic proposes to enter into Virtual Net Metering with the Town of Granby which would provide a revenue increase that is greater than the current outstanding financial obligation for 107 East Street. Upon further investigation with Eversource, they currently do not have cap space available for Virtual Net Metering projects. It is expected that space will not become available until July 2021 at the earliest and it may be dependent on new legislation being passed, which would both authorize the program and determine the cap. Currently, there are nine agricultural applications in the queue. Some questions were:

Selectman Ballard inquired to see if Agbotic would be interested in allowing a trash to energy facility on the property. They were open to the idea. Based on one estimate provided by Selectman Ballard, it was estimated it would take $8 million to get it started and it would pay for itself in eight years. The town would be required to bond the $8 million.

Selectman Kuhnly stated the proposed purchase price of $330,000 for 50 acres is a steal. The property was originally purchased for future use by the town and/or agricultural purposes. There are many potential uses for this land. Two residents provided letters regarding their views on the project.

First Selectman Kuhnly read letters from concerned residents Peggy Lareau and Bob Lindeyer. The letters are attached.

Selectman Ballard requested a timeframe to move forward.

Selectman King stated this is prime farmland. She believes the Board needs to be careful and think long and hard regarding this proposal.

Selectman Neumann stated the purchase of land was purchased approved by voters for future use by the town. The high school and middle school are located on a small parcel of land adjacent to the Department of Public Works. The town may need the
land to expand these campuses. The solicitation came to the town and the town was not looking to sell the property.

Selectman Ballard indicated the board needs to look at the total value of the offer and maybe it should be sent to the town people for a vote.

Town Manager Ward responded on the timeframe and process to make a decision. Virtual Net Metering (VNM) currently has nine VNM projects scheduled. We are still working with the State to get an answer regarding development rights and with Eversource regarding an agricultural proposal. If a trash to energy facility is part of the proposal, the town would need to hire an engineer. There are too many 'ifs' in the overall proposal: In order to move forward, an affirmative vote is needed from the Board of Selectmen and then Board of Finance before it can go to a Town Meeting for a vote. Typically a trash to energy plant would take eight to ten years to be permitted.

Selectman Kuhnly reminded everyone the Town would be gaining some money, but losing an asset. This was the purpose of purchasing the land for the Town.

Selectman Ohannessian summarized his analysis of the proposal. He repeated that the board has been unfairly accused of not being transparent and that is not the case. He noted he voted in favor of the purchase of the property. The use of this property needs to be looked at long-term. Granby is known for its open space and what future generations will need is unknown. The town is not in a distress situation and he believes the property should not be parcelled out. Although he supports the business of automated smart farms, he does not believe the sale price and a trash to energy plant is in the best interest of the town.

Selectman Ballard would like final dollar figures on property taxes and the solar project from the Assessor. He felt Agbolic may possibly be willing to add the value of the solar credits into their mortgage so the town is not at risk for a delay or reduction in the output. He felt an informed decision needs to be made.

Selectman Neumann noted it is not an appropriate use of a town asset, even at a positive cash flow.

ON A MOTION by Selectman King, seconded by First Selectman Kuhnly, the Board voted (4-1-0) to stop the consideration of the offer for this use of East Street as being not what we intended for East Street, that we not pursue it further. Selectman Ballard voted against the motion.

B. Long-Term Recovery Committee

At the May 18, 2020 Board of Selectmen meeting, the Board approved the creation of a Long-Term Recovery Committee and at their June 1st meeting, the Board of Selectmen made multiple appointments to the board. The appointment to Education sector has since been vacated. It is recommended that Mr. Taylor Wrye be appointed as the representative for education in lieu of Mr. Charles Hershon who resigned.
Selectman Ohannessian questioned if Mr Wrye is a Granby citizen. Mr. Ward was not sure, although appointments to this committee are not restricted to Granby residents. Mr. Wrye is the principal of Granby Memorial Middle School.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to appoint Mr. Taylor Wrye in lieu of Mr. Charles Hershon to the Long-Term Recovery Committee.

V. BUSINESS

A. Resignations and Appointments to be Considered

No resignations or appointments were received.

Vacancies: Conservation Commission (1)

Anyone interested in serving on a board or commission, should contact Monica Logan of the Democratic Town Committee, Mark Fiorentino of the Republican Town Committee, or the Town Manager’s Office.

B. Consideration of Neglected Cemetery Account Grant Program

Connecticut General Statute Section 19a-308b established the Neglected Cemetery Account and authorizes the Office of Policy and Management to make grants to eligible municipalities for the purpose of municipal maintenance of burial grounds and cemeteries. The maximum grant award is $2,000 and no match is required.

The Town of Granby would like to apply for a $2,000 grant to maintain cemetery property. Per guidelines, the work would be completed by the Department of Public Works outside of the regular work day and the grant money will be used to cover over-time pay. Grants are paid on a reimbursement basis.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to authorize the Town Manager to apply for and accept on behalf of the town, a grant from the Neglected Cemetery Account. In addition, the Board authorizes the Town Manager to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be awarded the grant.

C. Consideration of Amending Ordinance – Exemption for Volunteer Fire and Ambulance Personnel

The town currently has an ordinance that allows for the reduction of property taxes in the amount of $1,000 for the Town’s volunteer fire and ambulance personnel. The proposal is to increase the amount to $1,500/year and eventually to $2,000/year. At the rate of $2,000/year it would work out to be $68,000 in reduced town taxes. Mr. Ward indicated we are very fortunate to have these volunteers and this is the least the Town can do for them. They have never stopped working during Covid. This would be treated as any other ordinance. The legal notice must run for ten days and there is
not time to do this before the next BOS meeting. Mr. Ward proposed the Public Hearing be scheduled for October 5, 2020.

ON A MOTION by First Selectman Kuhnly, seconded by Selectman King, the Board voted unanimously (5-0-0) to call for a Public Hearing on October 5, 2020 for the purpose of consideration of an Ordinance amendment.

Selectman Kuhnly thanked Chief John Horr and Lori D’Battisto and noted this is the least the board can do for them.

The Town Attorney will be contacted to determine whether Chief Horr and Ms. D’Battisto can make a presentation before the Public Hearing

D. Executive Session: Pursuant to Conn. Gen. Statute 1-200 (6)(b), the Board moves to go into Executive Session to discuss settlement of a claim. Town Manager John D. Ward, Administration Finance Officer Kimi Cheng and Director of Public Works Kirk Severance are invited to attend.

Reordered to follow Selectman Reports.

VI. TOWN MANAGER REPORT

Mr. Ward reported how well the Fire Department, Police Department, and the Emergency Management Department worked together during the Covid pandemic.

Mr. Ward discussed private duty pay where a third party pays for police officers performing traffic duty. The rate was revised from $70 to $100 per hour, which is a more appropriate figure.

Mr. Ward reported he received the department review proposal from Selectman Ballard, but has not reviewed it in detail as of yet.

Selectman Kuhnly asked Mr. Ward to forward Selectman Ballard’s proposal to the Board of Selectmen. There was no objection.

Mr. Ward commended the Administration Finance Officer for her work on the annual audit. The process has gone very smoothly and is scheduled to be completed soon.

There has been an increase in public interest for an ordinance against feeding bears after a bear cub was struck and killed by a motor vehicle on Mountain Road.

Selectman Kuhnly asked that this be considered as agenda item for the next Board of Selectmen meeting, with possibly Senator Witkos and a DEEP representative to provide some insight regarding the bear situation.

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

No report.
VIII. SELECTMAN REPORTS (Sally King, Vice Chairman, James Lofink, Mark Neumann, Edward Ohannessian)

Selectman Ballard reported he is trying to fulfill a campaign promise and he has made a tracking spreadsheet he wishes to introduce as a tool for the Board. The spreadsheet can be used to track comments/items from meetings and to discuss priorities. Mr. Ballard researched prior meetings and public comments to identify open issues and unfinished business.

This item was not on the agenda and First Selectman Kuhnly reminded the members that items must be added to the agenda at least 24 hours in advance. This allows the board, as well as the public, to review the documents.

Selectman Kuhnly reiterated that the Board must work together for the betterment of Granby.

IX. ADJOURNMENT

First Selectman Kuhnly recessed the meeting to closed session at 8:45 p.m.

CLOSED SESSION

First Selectman Kuhnly called the Executive Session of the Board of Selectmen to order at 8:46 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, and John D. Ward, Town Manager

The purpose of the meeting was to discuss the settlement of a claim.

The Executive Session adjourned at 8:59 p.m.

The regular meeting of the Board of Selectmen was reconvened at 9:00 p.m.

There being no further business to come before the Board, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

[Signature]

John D. Ward
Town Manager
Subject: Town Manager
Message:
Good Morning,
I read in the Selectmen report in the latest Granby Drummer this weekend and I was somewhat shocked to read about the town land on East Street potentially being developed/sold by/to Agribot.
To my knowledge the town has not put this land up for bid. I think it is preposterous to consider any offer put forth under this inappropriate methodology. I am 100% against this motion and I do not believe any motion should be entertained until the towns people request it via a vote.
Also I think the sale of this land, a 2.5+ million dollar purchase should at least break even in the event of a sale.
This land was bought as an asset for future growth for the town, such as new schools, municipal buildings, recreational area or just open space, not to be sold to private enterprise at a loss. Maybe Mr. Ballard should suggest Holcomb Farm as a site to see how the town will react to that.
Why is Mr Ballard so anxious to rob the people of Granby by selling this fabulous property. It make one ponder.
Please bring this to the attention of the members of the Board of Selectmen.
Sincerely
Bob Lindeyer
August 19, 2020
To: Board of Selectmen  Granby, Connecticut
From: Peggy Lareau 17R Reed Hill Rd. Granby
Re: 107 East ST.(former Evbson Farm)

Agbotic and other proposals

1. Please
   a) make sure to provide as much information/data to the public as possible, and make packet available on line—if need be redacting dollar values of offer;
   b) make the process entirely public as well. With Covid constraints, it is hard to get public awareness. I for one am not racing to join meetings via Zoom....yet.

2. Please begin with the general precept that Town owned land should be saved for future Town and community needs, be they 25, 50 or 100 years out. That might be Town functions, senior housing or even Town-protected ag for food to a climate challenged region or food to those in need due to pandemics or economic dysfunction.

3. Avoid sales of this parcel — insist on long term lease instead.

4. Don’t chop up this parcel, as I gathered Agbotic’s proposal would do. Why wreck it for needs, be they Town or otherwise, that need a big property?

5. Any proposal to sell which is to be seriously considered by Town if you reject #2 and #3 above should be to a tried and true food producer. I’m be very disturbed if we sell outright to a “start up” whose track record as a food producer is not proven. That was a concern to me with respect to the last offer to buy this farmland — great visions don’t always pan out. All the more reason for long-term lease.

6. I learned in a recent news segment about the vast amount of agricultural land being bought up by investors, many from overseas, who are not themselves interested in agriculture and food production. It’s all about money. I am not suggesting that Agbotic has any intent to use ag near term and then sell to investors, industry, or housing. But their success with what is now a Town resource is unpredictable. We need to protect this high quality ag land.

7. Don’t forget the report and recommendations of the Town Owned Land Committee a few years out — great surveys of public wishes, carefully thought out, good recommendations. Don’t waste all that effort.
TOWN OF GRANBY

MEMORANDUM

DATE: September 8, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM A
Consideration of Ordinance Banning the Feeding of Bears

Town Hall has received numerous complaints concerning bears being attracted to residences due to being fed. Attached is a possible ordinance provided for your discussion and consideration.
TOWN OF GRANBY
Ordinance to Prohibit the Intentional Feeding of Wildlife
ADOPTED ---------------

Purpose.
The Town of Granby, under its powers pursuant to state law, has adopted this ordinance to protect public health, safety, and welfare by prohibiting the intentional feeding of wildlife. This ordinance is intended to assist our residents, guests, and other stakeholders peacefully and safely coexist with wildlife.

Definitions.
When used in this ordinance, the following definitions apply:

a) **Authorized Enforcement Agency**: All sworn personnel of the Police Department and Animal Control Officers. Additionally, any employees or designees of the town as designated by the Town Manager to enforce this ordinance.

b) **Person**: Person shall be construed to mean and include an individual, a corporation, a partnership, a non-profit, a trust, an unincorporated organization, business organization of any kind or any other group or organization.

c) **Town**: Town means the Town of Granby.

d) **Wildlife**: Wildlife includes, but is not limited to, non-domesticated animals that due to intentional feeding have been determined to be a nuisance or threat to public health, safety, and welfare such as bears, deer, coyotes, bobcats, fisher cats, turkeys and wild birds. Wildlife does not include livestock used for agricultural purposes.

Prohibited Activity.
In recognition that these animals are wild and should be left alone for the health, safety, and welfare of both the wildlife and our residents, guests, and other stakeholders, the following is prohibited activity:

a) **Intentional Feeding of Wildlife**. Feeding, giving, placing, exposing, depositing, distributing or scattering any edible material, attractant, or other substance with the intention of feeding, attracting or enticing wildlife.

b) **Feeding Birds**. Bird feeders may not be used from April 1st through November 30th, unless the source is recognized as not being desirable to bears, such as but not limited to Nyjer or thistle.

c) **Improperly Storing Food, Refuse, or Other Wildlife Attractants**. Improperly storing food, pet food, refuse (garbage), or other attractants and substances in a manner that result in wildlife feedings.

Exceptions.

a) **Unintentional Feeding of Wildlife**. Unintentional feeding of wildlife means using or placing any material for a purpose other than to intentionally attract, entice, or feed wildlife but which
results in unintentionally attracting, enticing, or feeding of wildlife. Composting that was properly secured but unintentionally led to the feeding of wildlife is excluded.

i. Unintentional feeding will become intentional feeding if a written notice is issued by an Authorized Enforcement Agency and ignored.

b) Feeding Birds. Bird feeders may be used from December 1st through March 31st.

i. If the source is recognized as not desirable to bears, such as but not limited to Nyjer or thistle, bird feeders may be used year round.

c) Permitted Activity. This ordinance does not apply to any person with a valid permit issued by the state of Connecticut, Department of Energy and Environmental Protection.

d) Wildlife Rehabilitation. Any licensed person providing care to wildlife for the purpose of an animal’s rehabilitation due to illness or injury, as part of a recognized for-profit or non-profit entity providing for such care of wildlife.

Violations and Penalties.
Whenever the authorized enforcement agency determines that a person has violated this ordinance, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of two hundred and fifty dollars ($250.00) for each offense. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

After two or more violations of this ordinance have been cited to any person, the town may initiate a civil action in Superior Court for injunctive relief to prohibit and prevent such violation or violations and the court may proceed in the action in a summary matter.

Appeals.
Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk’s Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk’s Office. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer may be appealed to Superior Court.
EMAILS TO THE TOWN MANAGER FROM THE PUBLIC RE: WILDLIFE ORDINANCE

-----Original Message-----

From: Toby Scheel [mailto:tscheel@cox.net]
Sent: Thursday, September 10, 2020 2:42 PM
To: John Ward; skuhnly@granby-ct.gov
Subject: Bears

I live in North Granby and the current situation of bears roaming freely is a serious problem for My area and the whole town. It is time to address and pass an ordinance prohibiting the feeding of and/or activities intended to attract wild bears to our town. Apparently there are people who are attracting bears, which should be prohibited.
Toby Scheel

-----Original Message-----
From: cmsmailer@civicplus.com [mailto:cmsmailer@civicplus.com]
Sent: Tuesday, September 08, 2020 1:49 PM
To: John Ward
Subject: [Granby CT] Bear baiting on Mountain Road (Sent by Ronald Mills, millsies@att.net)

Hello jward,

Ronald Mills (millsies@att.net) has sent you a message via your contact form (https://www.granby-ct.gov/user/783/contact) at Granby CT.

Does someone have to loose their life before you folks do something about the bear baiting in your town? I personally live in East Hartland, but travel Mountain Rd. all the time. Between my wife and I we have personally seen NINE bears crossing Mountain Rd. at the same spot in the past few years and on one occasion was unfortunate enough to hit a youngster with my truck. You know where it is! Just in case the person who’s baiting these animals is somehow related to a town official, the least you could do is put up a couple of bear crossing signs! Thanks for your time,Ron Mills
-----Original Message-----
From: Monica Cegelka [mailto:franticmom3@cox.net]
Sent: Tuesday, September 08, 2020 4:50 PM
To: John Ward
Subject: Dead bear cub

Mr. Ward, although I am a resident of Hartland, the bear baiting property on Mountain Rd. in Granby has a direct negative effect on me and other residents in our community. The hit and run death of yet another baby bear cub near the property is deplorable in and of itself, but let us not forget the traffic hazard caused by bears being baited and crossing the Granby portion of Mountain Rd. I am writing to ask you to address this unnatural situation being billed as a nature reserve. It isn’t. It is a threat to our bears and our citizens.

Sincerely,
Monica Cegelka
53 Homewood Rd.
East Hartland, CT. 06027

-----Original Message-----
From: LAURA STEVENS [mailto:iistevens@sbcglobal.net]
Sent: Tuesday, September 08, 2020 4:47 PM
To: John Ward
Subject: Bear 🐻 Baiter Mt rd. N. Granby

To John Ward,
Again last night on Mountain Road Granby Yet another bear cub was hit and run. Killed
This is the second cub this year and there were three cubs last spring
Adult bears Have been hit on Mountain Road Ass well and all of these are in generally the same area of Mountain Road.
Both our communities are aware of a homeowner on Mountain Rd. That will not cease Baiting Bears.
Granby needs to end this.
Please contact me and let me know your thoughts.
Laura Stevens
Hello jward,

Kristen Wagoner (kwag77@cox.net) has sent you a message via your contact form (https://www.granby-ct.gov/user/783/contact) at Granby CT.

Good morning,

Can you please share where the town is related to passing an ordinance against feeding bears and other large wildlife? I heard that another bear cub died on Mountain Rd recently, near the house that has been purposefully feeding bears for years. While I live on Silver St, my children split their time between our house and the house they share with their dad on Mountain Rd. I'm sure you understand the concern I have for my children and the other people who live in the neighborhood.

Thanks in advance for your reply,
Kristen Wagoner
253 Silver St.
North Granby

-----Original Message-----

From: Cori Griswold [mailto:griswoldcori@gmail.com]
Sent: Thursday, September 17, 2020 10:26 AM
To: John Ward; B. Scott Kuhnly
Subject: wildlife feeding ordinance

As residents of Granby, we would like to express our support of a wildlife feeding ordinance in our town, similar to what our neighbors in Hartland and Simsbury have done. Citizens have been asking for this for a long time and it is time to take action on this issue.

Marc and Corinne Griswold
Hello!
My name is Sara Ryan and I am again writing in support of the wildlife feeding ordinance for our town.
As we all know, feeding wildlife is dangerous and having this ordinance will give DEEP, Jennifer our wonderful animal control officer, and other police officers the ability to impose fines when someone is PURPOSEFULLY feeding a wild animal.
I believe without this ordinance our town may be at risk, as soon we will be the only in our immediate area without one. Making us a target for those who are looking to partake in this dangerous activity.
I appreciate your time!

Sara Ryan
15 Halwood Dr.
September 16, 2020

Board of Selectmen Members
Granby Town Hall
15 North Granby Road
Granby, CT 06035

Dear First Selectman Kuhnly and Selectmen King, Neumann, Ohannessian and Ballard:

The Granby Land Trust, a 501(c)(3) non-profit founded in 1972 and nationally-accredited in 2014 by the Land Trust Alliance, seeks to preserve Granby’s natural heritage, which includes protecting wildlife and its habitat. The Land Trust owns or holds conservation easements on numerous properties in town, totaling more than 2600 acres.

Some of our properties have extensive marked hiking trails and parking areas for the public. The Mary Edwards Mountain Property on Mountain Road, and the Seth & Lucy Holcombe Preserve on Silver Street, are just two examples.

We have recently become aware of increasing numbers of sightings of black bears on our trails. We are concerned that some of this increase is caused by the feeding of bears by abutting or nearby private landowners. Feeding bears on private land is not illegal in Connecticut; it is only illegal on state and federal land. The Connecticut Department of Energy and Environmental Protection (DEEP) has for many years sought authority from the state legislature to prohibit feeding of bears on private land, but the legislature has not seen fit to act. So, all the DEEP can do is warn of the serious risks to people and to bears.

Information posted on the DEEP website makes it quite clear that feeding bears is dangerous to both humans and the bears, as it reduces the bears’ natural fear of humans (see Hartford Courant September 15 article attachment). There have been fatalities in other nearby states. A bear that loses its fear of humans may become a nuisance and may even enter homes. This has happened in Connecticut. When this happens, the DEEP is sometimes forced to trap and euthanize the bear. It cannot be relocated, as no state will accept a nuisance bear.

We have discussed the issue with DEEP. They have confirmed that there is an unusual amount of bear activity near the Mary Edwards Mountain Property. According to the DEEP, ten bears have been killed by cars near one residence whose land directly abuts the Mary Edwards Property. According to DEEP, the owner of that residence has refused, despite attempts by DEEP to acquaint her with the danger, to stop putting out food which attracts bears. Since DEEP lacks
enforcement authority, the situation has not been corrected, and the potential for serious injury to both humans and bears remains.

The Granby Land Trust wishes to preserve open spaces and trails for the public to enjoy and also protect the wildlife that lives on them. We now ask that the BOS enact an ordinance prohibiting the feeding of bears, consistent with DEEP’s published guidance. We suggest that the ordinance provide for substantial fines, and that the fines escalate with subsequent violations. Three towns in the area — Simsbury, Barkhamsted and Hartland—have recently enacted and enforced such an ordinance. Copies are attached.

The Granby Land Trust stands ready to assist the Town in drafting an appropriate ordinance, if assistance is requested, as we are committed to protecting the wildlife on these properties and averting a tragic bear vs. human encounter.

Respectfully,

Rick Orluk
President
Granby Land Trust

Cc: John Ward, Town Manager
    Jason Hawley, DEEP

Attachments: Town of Simsbury Ordinance
              Town of Hartland Ordinance
              Town of Barkhamsted Ordinance
              Hartford Courant “Record Numbers of Bears” Article
DEEP warns numbers will continue to rise this fall as they seek food in preparation for the winter. Bears entering homes this year...
Should a person encounter a bear in your yard or while hiking, DEEP officials suggested yelling or making other noises. If the bear does not retreat, slowly leave the area and return to the house. Garage or other structure if

vehicles,” Dickson said.

public safety,” the neighborhood of property damage, and the possibility that the bears may be hit and killed by

bears that are rewarded by easy meals spend more time in neighborhoods and near people, increasing risks to

bears entering homes in June alone — as many reports as there in all of 2019, bears entering homes when bears enter homes or Gravelly Infirmary pets. There were 17 reports of

been serious, including those instances when bears and bears have

encounters between people, their pets and bears near homes

Although most bear sightings have been harmless, some encounters between people, their pets and bears have

closer they will come, potentially posing new risks to human property and the bears’ safety, DEEP officials said.

The more often bears find food in human neighborhoods, the more conditioned they are to humans’ presence and

searching for easy fast food from their human neighbors like birdseed, trash and pet food.

The state’s black bear population has grown for several years without any natural predators or a bear hunt to limit

habitats. "It’s important to remember to keep your grill clean and garbage secured and indoors until collection day to avoid

bears that are attracted to homes by easily accessible foods lose their fear of humans. It is

Saying bears should never be fed — either intentionally or unintentionally,” said DEEP Wildlife Division Director

hungrily visiting.

limiting encounters with bears by eliminating any possible outdoor food sources that might attract the big

DEEP officials asked residents to be extra cautious going into the fall and observe the state’s basic rules for

bears began to seek out even more easy-to-find food as they prepare for winter.

Environmental Protection warned Monday that the already unusually high number will only grow this fall, when

In addition to the 42 total reports of bears entering homes through Sept. 10, the Department of Energy and

Connecticut continues to skyrocket in 2020.

Black bears have entered more than 40 Connecticut homes this year, shuttering records and putting the state on

By Zach Murdock Hartford Courant
Zach Murdock can be reached at zmurdock@countymail.com.

Avoid placing meat scraps or sweet foods, such as fruit and fruit peels, in compost piles.

Keep barbecues clean. Store grills inside a garage or shed.

Use electricieren to protect bees, ant, and other livestock.

Do not leave pet food outdoors or feed pets outside.

Might be perceived as a threat to a bear or its cubes.

Supersede does at all times when outside. Keep does on a short leash when walking and hiking. A roaming dog will not be tolerated in the area.

Do not store harvested berries or vegetables in a porch or screened sunroom as bears can smell these items and will rip screens to get at them.

Carribean for picking should be put outside the morning of collection and not the night before.

Reduce odors that attract bears and periodically clean garbage cans with ammonia to reduce residual odor.

Store garbage in secure, air-tight containers inside a garage or storage area.

Ground when feeding over the winter months.

Do not feed birds in the spring (starting in late March) summer and early fall. Clean up spilled seed from the yard

DEEP offered the following additional tips to keep bears away:

The Wildlife Division at 860-424-3333.

If you see a bear, call the DEEP’s 24-hour dispatch line at 860-424-3333. If the bear still persists, go on the offensive by shouting, waving arms and throwing sticks or rocks to convince the bear to leave. In the rare instance when a bear appears to be aggressive toward people, residents should immediately contact DEEP’s 24-hour dispatch line at 860-424-3333.
PURSUANT TO SECTION 7-148(b) OF THE CONNECTICUT GENERAL STATUTES REGARDING THE ORDINANCE POWERS GRANTED TO A MUNICIPALITY;

In recognition that black bears and other wildlife that pose potential risk to humans are wild animals and should be left alone for the welfare and safety of both the animals and our residents and guests, it is hereby enacted by the Town of Barkhamsted.

FEEDING OF BEARS

1. No person shall:

   A. Feed, give, place, expose, deposit, distribute or scatter any edible material or other attractant with the intention of feeding, attracting or enticing a bear; or store any pet food, including birdseed, garbage or other bear attractants in a manner that will result in bear feeding or baiting ("attracting").

   B. Subsection (A) above shall not apply in the case of unintentional attraction of a bear. "Unintentional attraction" means using or placing any material for a purpose other than to attract or entice bears, but which results in the attraction or enticement of a bear;

      a. However, if a person is unintentionally attracting bears and is notified by town officials to cease activities that are attracting and habituating bears, such unintentional feeding will thereafter be reclassified as intentional attracting.

      b. Growing of agricultural products and/or raising of livestock, for example, but not limited to chickens, goats, pigs, vegetables, berries and fruit trees, for farming or personal use, shall be considered an exception to this subsection, and shall not be considered to be intentional attracting under this ordinance.

2. Any person who violates the provisions of Section 1.A. of this ordinance shall be liable to a civil penalty of up to $100 for each offense, which will increase incrementally by $25 per offense thereafter, if the feeding does not stop. No person shall be assessed a civil penalty pursuant to Section 2 unless the person has first been issued a prior written warning for a violation of Section 1.A.

3. The Town of Barkhamsted Board of Selectmen is hereby authorized and empowered to mitigate a claim for a penalty under Section 2 in such amount, which in the sole discretion of the Board of Selectmen, may appear appropriate and equitable after consideration of the circumstances;

4. The provisions of this ordinance shall be enforced by the Barkhamsted Citation Hearing Officer, Barkhamsted Animal Control Officer, the Connecticut State
Police Troop “B” (Resident State Trooper), other duly authorized police officers, and enforcement officers with the Department of Energy and Environmental Protection (DEEP), as allowed by State Statute.

5. Nothing in this ordinance shall be construed to restrict in any way the attraction, capture or taking of bears, by or at the direction of DEEP for management, population control or research purposes. As appropriate, or in the event that the State allows bear hunting or bear baiting for hunting or control purposes, the revised State regulations shall override the provisions of this ordinance.

6. The Town may institute a civil action in a court of competent jurisdiction to enforce the provisions of this ordinance against any person who violates said provisions, including an action to collect any civil penalties imposed hereunder and an action for injunctive relief to prohibit and prevent a violation of this ordinance.

The provisions of this ordinance shall apply to all persons except those with a valid permit issued by the State of Connecticut, Department of Energy and Environmental Protection.
PURSUANT TO SECTION 7-148(b) OF THE CONNECTICUT GENERAL
STATUTES REGARDING THE ORDINANCE POWERS GRANTED TO A
MUNICIPALITY:

A MAJOR PORTION OF THE TOWN LAND CONSISTS OF HEAVILY
FORESTED AREAS, HOME TO AN EVER-INCREASING NUMBER OF BLACK
BEARS AND OTHER WILDLIFE. THIS ORDINANCE IS ADOPTED IN AN
EFFORT TO ASSIST OUR RESIDENTS AND GUESTS IN PEACEFULLY
COEXISTING WITH THESE WILD ANIMALS. ALSO, THIS ORDINANCE IS
INTENDED TO ENHANCE FREEDOM AND SAFETY OF MOVEMENT IN
PUBLIC AREAS OF THE TOWN.

IN RECOGNITION THAT THESE ANIMALS ARE WILD AND SHOULD BE
LEFT ALONE FOR THE WELFARE AND SAFETY OF BOTH THE ANIMALS
AND OUR RESIDENTS AND GUESTS, IT IS HEREBY ENACTED BY THE
TOWN OF HARTLAND;

FEEDING OF BEARS

1. NO PERSON SHALL:

A. FEED, GIVE, PLACE, EXPOSE, DEPOSIT, DISTRIBUTE OR SCATTER
ANY EDIBLE MATERIAL OR ATTRACTANT WITH THE INTENTION
OF FEEDING, ATTRACTING OR ENTICING A BEAR; OR STORE ANY
PET FOOD, GARBAGE OR OTHER BEAR ATTRACTANTS IN A
MANNER THAT WILL RESULT IN BEAR FEEDINGS WHEN BEAR
ARE KNOWN TO FREQUENT THE AREA.

B. SUBSECTION (A) SHALL NOT APPLY IN THE CASE OF
UNINTENTIONAL FEEDING OF A BEAR. "UNINTENTIONAL
FEEDING" MEANS USING OR PLACING ANY MATERIAL FOR A
PURPOSE OTHER THAN TO ATTRACT OR ENTICE BEARS BUT
WHICH RESULTS IN THE ATTRACTION OR ENTICEMENT OF A
BEAR.
2. ANY PERSON WHO VIOLATES THE PROVISIONS OF SECTION 1(A) OF THIS ORDINANCE SHALL BE LIABLE TO A CIVIL PENALTY OF UP TO $250.00 FOR EACH OFFENSE. IF THE VIOLATION IS OF A CONTINUING NATURE, EACH DAY DURING WHICH IT CONTINUES SHALL CONSTITUTE AN ADDITIONAL, SEPARATE AND DISTINCT OFFENSE. NO PERSON SHALL BE ASSESSED A CIVIL PENALTY PURSUANT TO SECTION 2 UNLESS THE PERSON HAS FIRST BEEN ISSUED A PRIOR WRITTEN WARNING FOR A VIOLATION OF SECTION 1(A).

3. THE TOWN OF HARTLAND BOARD OF SELECTMEN IS HEREBY AUTHORIZED AND EMPOWERED TO MITIGATE A CLAIM FOR A PENALTY UNDER SECTION 2 IN SUCH AMOUNT WHICH, IN THE SOLE DISCRETION OF THE BOARD OF SELECTMEN, MAY APPEAR APPROPRIATE AND EQUITABLE UNDER ALL OF THE CIRCUMSTANCES.


5. NOTHING IN THIS ORDINANCE SHALL BE CONSTRUED TO RESTRICT IN ANY WAY THE ATTRACTION, CAPTURE OR TAKING OF BEARS BY OR AT THE DIRECTION OF DEEP FOR MANAGEMENT OR RESEARCH PURPOSES.

6. THE TOWN MAY INSTITUTE A CIVIL ACTION IN A COURT OF COMPETENT JURISDICTION TO ENFORCE THE PROVISIONS OF THIS ORDINANCE AGAINST ANY PERSON WHO VIOLATES SAID PROVISIONS, INCLUDING AN ACTION TO COLLECT ANY CIVIL PENALTIES IMPOSED HEREUNDER AND AN ACTION FOR INJUNCTIVE RELIEF TO PROHIBIT AND PREVENT A VIOLATION OF THIS ORDINANCE.

THE PROVISIONS OF THIS ORDINANCE SHALL APPLY TO ALL PERSONS EXCEPT THOSE WITH A VALID PERMIT ISSUED BY THE STATE OF CONNECTICUT, DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION (DEEP).
TOWN OF SIMSBURY
Ordinance to Prohibit the Intentional Feeding of Wildlife
Dated July 13, 2020

Purpose.
The Town of Simsbury, under its powers pursuant to state law, has adopted this ordinance to protect public health, safety, and welfare by prohibiting the intentional feeding of wildlife. This ordinance is intended to assist our residents, guests, and other stakeholders peacefully and safely coexist with wildlife.

Definitions.
When used in this ordinance, the following definitions apply:

a) Authorized Enforcement Agency: All sworn personnel of the Police Department and Animal Control Officers. Additionally, any employees or designees of the town as designated by the Town Manager to enforce this ordinance.

b) Person: Person shall be construed to mean and include an individual, a corporation, a partnership, a non-profit, a trust, an unincorporated organization, business organization of any kind or any other group or organization.

c) Town: Town means the Town of Simsbury.

d) Wildlife: Wildlife includes, but is not limited to, non-domesticated animals that due to intentional feeding have been determined to be a nuisance or threat to public health, safety, and welfare such as bears, deer, coyotes, bobcats, fisher cats, turkeys and wild birds. Wildlife does not include livestock used for agricultural purposes.

Prohibited Activity.
In recognition that these animals are wild and should be left alone for the health, safety, and welfare of both the wildlife and our residents, guests, and other stakeholders, the following is prohibited activity:

a) Intentional Feeding of Wildlife. Feeding, giving, placing, exposing, depositing, distributing or scattering any edible material, attractant, or other substance with the intention of feeding, attracting or enticing wildlife.

b) Feeding Birds. Bird feeders may not be used from April 1st through November 30th, unless the source is recognized as not being desirable to bears, such as but not limited to Nyjer or thistle.

c) Improperly Storing Food, Refuse, or Other Wildlife Attractants. Improperly storing food, pet food, refuse (garbage), or other attractants and substances in a manner that result in wildlife feedings.

Exceptions.

a) Unintentional Feeding of Wildlife. Unintentional feeding of wildlife means using or placing any material for a purpose other than to intentionally attract, entice, or feed wildlife but which results in unintentionally attracting, enticing, or feeding of wildlife. Composting that was properly secured but unintentionally led to the feeding of wildlife is excluded.
i. Unintentional feeding will become intentional feeding if a written notice is issued by an Authorized Enforcement Agency and ignored.

b) Feeding Birds. Bird feeders may be used from December 1st through March 31st.
   i. If the source is recognized as not desirable to bears, such as but not limited to Nyjer or thistle, bird feeders may be used year round.

c) Permitted Activity. This ordinance does not apply to any person with a valid permit issued by the state of Connecticut, Department of Energy and Environmental Protection.

d) Wildlife Rehabilitation. Any person providing care to wildlife for the purpose of an animal’s rehabilitation due to illness or injury, as part of a recognized for-profit or non-profit entity providing for such care of wildlife.

Violations and Penalties.
Whenever the authorized enforcement agency determines that a person has violated this ordinance, the authorized enforcement agency is authorized to issue a fine to the violator in the amount of two hundred and fifty dollars ($250.00) for each offense. Any violation continued more than one (1) day shall constitute a separate offense for each day such violation continues.

After two or more violations of this ordinance have been cited to any person, the town may initiate a civil action in Superior Court for injunctive relief to prohibit and prevent such violation or violations and the court may proceed in the action in a summary matter.

Appeals.
Any person receiving a fine may appeal the determination of the authorized enforcement agency. The notice of appeal must be received in writing and filed with the Town Clerk’s Office within ten (10) business days from receipt of the notice of the fine. The appeal shall be deemed received by the Town on the first business day following the day it is filed with and received by the Town Clerk’s Office. Hearing on the appeal before the Hearing Officer shall take place within thirty (30) business days from the date of receipt of the notice of appeal. The decision of the Hearing Officer may be appealed to Superior Court.
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM D
Consideration of Selectmen Retreat / Workshop to set Goals

The Selectmen may choose to have a retreat to discuss Goals or Strategies for the upcoming year. This workshop or retreat could be on Town Property, such as Holcomb Farm or on private property. Regardless of the location, it would have to be open to the public, both in person (if the meeting is in person) and digitally.

Possible Topics Include:
1. Budget Goals for FY21-22
2. Agenda Goals for 2021
3. Change in Town Policies
MEMORANDUM

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM E

Consideration of Freshie’s Café Request to Serve Beer and Wine

The Town of Granby leases 83 Salmon Brook Street, which is currently occupied by Freshies Café. Fabiola Bowles of Freshies Café contacted the Town about serving beer and wine in the restaurant. As explained to staff, when outdoor dining is no longer an option due to the weather, in order to maintain social distance indoors, the capacity of the restaurant will be reduced by half. In an effort to compensate for lost revenue due to the reduced capacity, Ms. Bowles would like to serve beer and wine.

If the request is approved, Ms. Bowles will pursue a liquor license from the State of Connecticut. The Town will also verify the insurance policy is modified to best protect the Town; CIRMA will be contacted to ensure the proper coverage is in place.
TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM F
Consideration of Town Manager Status Report

Currently, in addition to the biweekly Town Manager Report submitted for each meeting, I submit a Monthly Project Update for the second meeting of the month. (See your packet for this month's report). It updates the Board on the status of all of the current capital projects. It is also sent to the BOE, the Town Department Heads and is placed on the Town Website.

Also submitted for the second meeting of the month are Management Notes from the Department Heads and the Budget Operations report for the prior month. These items are on the website as part of the BOS packets.

In the past, I also included in my Town Manager Report, specific updates on non-capital, but recurring agenda items, such as Kearn’s School. If it is the wish of the Board for me to do so, I would be happy to do so again.
TOWN OF GRANBY

MEMORANDUM

DATE: September 21, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM G

Consideration of Settlement of Claim Johnson v Town of Granby

A Resident of Granby made a claim that road salt infiltrated her well, causing damage to her appliances and causing a negative impact on the quality of water. The residence, 41 Woodcliff, abuts both a town road and a state road. The Town investigated the claim and in turn made a claim with the Connecticut Interlocal Risk Management Agency (“CIRMA”), our insurance carrier. CIRMA in turn sent the claim to their Pollution underwriter CHUBB. The adjuster for CHUBB investigated the claim and proposed a settlement of thirty thousand dollars ($30,000). The recommendation for the claim is based on the expected engineering and legal fees of contesting the claim without the ability to bring the State of Connecticut in as a party defendant. This settlement would not be an admission of wrong doing or fault.

As the deductible on Pollution Claims is seventy five thousand dollars ($75,000), the settlement would be paid with Granby funds. (The request for funding is the subject of a separate agenda item). No other claims of a similar nature are known or expected.

PROPOSED MOTION: THE BOARD OF SELECTMEN HERBY APPROVES THE FULL AND FINAL SETTLEMENT OF THE CLAIM JOHNSON V TOWN OF GRANBY IN THE AMOUNT OF THIRTY THOUSAND DOLLARS.
TO:   Board of Selectmen

FROM:  John D. Ward, Town Manager

REGARDING: V. BUSINESS – Item H
Consideration of Additional General Fund Appropriation for the Settlement of
Johnson v. Town of Granby

Under the Town’s Liability-Auto-Property Insurance with CIRMA, there is a $75,000 deductible
on Pollution claims, therefore the Town is responsible for paying the full settlement. Since the
settlement was an unforeseeable incident, it was not budgeted in the Fiscal Year 2020-21
Adopted Budget. Accordingly, I am requesting an additional appropriation from the General
Fund Balance in the amount of $30,000.00 to fund the settlement. There are sufficient funds in
the General Fund to cover this appropriation.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for
comment. The Board of Finance will then hear this request for comment as well.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES AN
ADDITIONAL APPROPRIATION OF $30,000.00 FROM GENERAL FUND BALANCE
TO FUND THE SETTLEMENT OF JOHNSON V. TOWN OF GRANBY AND
FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

pc: Kimi Cheng, Administration Finance Officer
TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM I
Consideration of Request to Evaluate Town Departments

Selectman Ballard has reiterated his proposal to evaluate the various town departments with an eye on improving efficiency and possibly reducing costs. Attached to this memorandum is his proposal.

I thank Selectman Ballard for his initiative and his desire to improve Town Operations. I have no reason to disagree with an attempt to improve our effectiveness in serving the public. I would suggest, however, a slightly different approach. I would propose that such a review start with approximately two departments to ensure that the work is likely to produce a benefit that exceeds the cost in time and money. Secondly, in order to avoid any confusion or clash between roles and responsibilities, I would recommend that an outside vendor be used.
Granby Board of Finance
August 24, 2020

“TIS THE SEASON” FOR AN IMPROVED UNDERSTANDING OF MUNICIPAL OPERATIONS

It is possible to reduce expenses without cutting services/quality – but it requires specific expertise and a commitment to a culture that expects as much. With a small investment in focused measurement and improvement techniques, we can both improve our annual budgeting process as well as ongoing monitoring/reporting activities:

- **Activity analysis / Unit costing (60 to 90-minute interview with department head)**

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<th>DEPARTMENT</th>
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<th>JOB TITLE 1</th>
<th>NON-LABOR EXP 1</th>
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Not starting from scratch, however, many of the "activities" listed in the Town Budget Book are not true activities.

- **Data collection / observation (1-4 hours per ACTIVITY prioritized as improvement candidate)**

**IMPROVEMENT STRATEGIES**
- Automate work
- Minimize errors/rework
- Remove delays
- Eliminate non-value-added activity
- Combine / re-order tasks
- Move work
- Align staffing with workload

- **Summary/Recommendations**

An “action plan” with specific goals, timetables, and accountabilities (we don’t have to do it all at once)

*We could use the CPPAC modeling tool as a goal-setting device to help residents understand scenarios and impacts of other items (debt, capital projects, school, etc.), and reformat the Town Manager’s monthly report in order to monitor activity, costs, and improvements.*
August 28, 2020

TOWARDS A SUSTAINABLE MODEL FOR MUNICIPAL SERVICES
Project Proposal

Background

Granby, Connecticut is a rural-residential town (roughly 92% of the Grand List is “Residential”) with a stable population of approximately 11,000. Of the 35-40 Connecticut towns (excluding Fairfield County) that are similar (89.9-96.2% Residential), Granby has the fourth highest “tax index” (a measure that equalizes mill rates across towns with different average home values) (Figure 1).

![Figure 1: “Tax Index” vs. Municipal Expenses per capita, 2017 CT Municipal Fiscal Indicators](image)

While the overall tax burden is a combination of education spending, municipal operations, debt service and capital expenditures, preliminary comparisons with similar Connecticut town budgets suggest there may be opportunity to reduce departmental expenditures. Furthermore, economic, legislative and other environmental uncertainties require that the Town of Granby be ready to respond to dramatic changes in funding levels, service mandates, etc. over the near horizon.

Approach

Strategic cost management can be thought of as addressing two types of cost drivers: structural (scale, scope, experience, technology and service complexity), and execution (Figure 2).

In the short term, our focus would be on tactical, functional improvements through increased productivity, automation and streamlining of work. In the longer term, there is opportunity to redefine job roles and relationships, physical plant, and even the overall model for providing services to town residents.
Figure 2: Execution cost drivers (Shank and Govindarajan, 2008)

The following is a description of a focused, 7-week effort to analyze departmental operations in preparation for the Town’s annual budget process beginning in November. To be clear, this would be an effort to determine whether and how existing services can be preserved, or even enhanced, at a lower unit cost.

Typically, performance improvement projects go through three sequential phases:

[2] Redesign
[3] Implementation and Monitoring

This proposal addresses the initial **opportunity analysis and identification** phase for the Town of Granby, which will consist of tasks such as:

- gather and analyze background data (strategic planning, budgets, operating reports, organization charts, current activity volumes and performance measures)
- interview management/staff regarding current operations, performance issues, and enablers/barriers to change
- observe selected workflows and associated system functionality, to determine functional improvement opportunities
- develop “departmental relationship” maps to show collaboration/dependencies
- survey town residents to solicit feedback on services, satisfaction

The **deliverables** to the Town Manager and Board of Selectmen would include:

- inventory of departmental activities (Figure 3) – *building on existing Budget Book info*
- estimated labor/non-labor costs per unit
- summary of performance issues / short-term improvement opportunities
- technology matrix relating information systems to departmental activities
- organization model showing Town relationships with suppliers, customers, other stakeholders

**IMPROVEMENT STRATEGIES**
- Automate work
- Minimize errors/rework
- Remove delays
- Eliminate non-value-added activity
- Combine / re-order tasks
- Move work
- Align staffing with workload
Detailed workflow documentation where observed

Quantitative process redesign targets/recommendations (Figure 4)

Estimated timeframe and resource requirements for redesign/implementation work

Recommended modifications to annual budget worksheets

Timing

The project as proposed should take no more than seven weeks to complete, with major steps and estimated durations shown in Figure 5. The timetable assumes availability of Town resources and proactive project sponsorship. Project status reporting and communications activities will be defined and agreed upon during the "Project kickoff" activity with the Town Manager and other parties as desired.
DATA REQUEST

Much of the Town background information is already publicly available: organization charts, departmental budgets, CAFRs, monthly management notes / operational reporting, etc. Some examples of required additional documentation could include:

- Current budget worksheet format
- Detailed job descriptions
- Departmental policies/procedure documentation (as needed)
- Facility diagrams
- Web inquiry, phone call, other customer contact statistics

INTERVIEWS

Improvements can often be found by breaking through artificial barriers between departments/functions: encouraging collaboration, and identifying relationships between activities. To that end, it’s critical that the analysis of activities and performance concerns covers the entire scope of municipal operations at the beginning – later, particular areas or activities can be prioritized for a more detailed analysis based on stakeholder input and/or other factors. An initial list of interviewees would therefore include:

- Town Manager
- Administrative Finance Officer
- Assessor
- Director, Community Development
- Collector
- Town Clerk
- Chief of Police
- Director/Deputy Director, Public Works
- Director, Human Services
- Director, Recreation
- Director, Library Services
TOWN OF GRANBY

MEMORANDUM

DATE: September 21, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM J
Consideration of Donation to the Police Department

A Granby citizen has donated one thousand dollars ($1,000.00) to the Granby Police Department in gratitude for their services.

PROPOSED MOTION: THE GRANBY BOARD OF SELECTMEN HEREBY APPROVES THE DONATION OF ONE THOUSAND DOLLARS.
Town Manager Report

September 21, 2020

1. One proposal for the broker for Kearns was received. It is being reviewed by Staff.

2. DEEP and Municipal Leaders Announce Connecticut Coalition for Sustainable Materials Management to Pursue Waste Reduction Strategies

3. The Long Term Recovery Committee has prepared a survey for Town Residents that will be released shortly. They are soliciting data to determine the needs and concerns of the populace.

4. Administration is conducting interviews for Building Official.

CoVid19 Update

1. Fire Marshall Harold Holmes was appointed Municipal Designee for enforcing the DECD Sector Rules for CoVid for facilities not governed by the Farmington Valley Health Department.

2. On September 1, 2020, Governor Lamont renewed the March 10, 2020 declaration of public health and civil preparedness emergencies and extended the Governor's Executive Orders five months to February 9, 2021.

3. On Wednesday, September 16, 2020, the Governor issued Executive Order 9B, which empowers the Municipalities to fine people for: not wearing masks when required by Executive Order 7NNN or DECD Sector Rules ($100); attends a gathering in excess of what is permitted ($250); and for staging an event with an attendance in excess of the regulations ($ 500).
REGARDING:  Capital Project Activity Update in Granby as of September 17, 2020

STATE PROJECTS

State Project 55-141: Roundabout on Route 10/202 at East Street and Notch Road

Construction continues on the Roundabout on Route 10/202 at East Street and Notch Road. The contractor continues to work on a mountable truck apron to allow tractor trailers to maneuver through the roundabout. The mountable apron will allow the truck’s back tires to mount the curb and onto the concrete truck apron. Barrels are in place to keep the trucks away from the granite curb until the area is paved. The Welcome to Granby sign that will be installed in the center of the roundabout will soon be completed and is scheduled to be installed following completion of the landscaping.

State Project 55-142: Major Intersection Improvements US 202/Route 10 at Route 20 and Route 189:

The State continues design and engineering work on the intersection improvements in Granby Center. Test pits were recently completed to identify the exact location of underground utilities. The Department of Transportation has also initiated outreach with some affected property owners as the design moves forward.

Bridges:

Griffin: The firm of WMC was chosen as the design engineer through competitive bidding for the Griffin and Hungary Road bridges. They have begun the design work which they hope to finish in 2020.

Hungary: See above.

Moosehorn: The State has finished the design. The Bridge will be reconstructed to a width of 22 feet. A Public Hearing was held on September 10, 2020. Any interested parties who missed it may see it again on the DOT website. Construction is targeted to begin in April of 2022.

Donahue: The state has begun developing design concepts for the reconstruction. Design work will begin in 2021. Construction is likely to begin in spring of 2023.

Simsbury: Design work will begin in 2021. Construction likely in 2022 or 2023.

SCHOOL PROJECTS:

Granby Memorial Middle School

Gutter System: The Granby Memorial Middle School gutter system has been completed.
Replacement of the Low slope roof over the gym:
This section is twenty-seven years-old and has exceeded its useful life. Northeast Collaborative Architects was chosen to perform architectural services. The architect, John Scheib of NCA developed the scope and plans for the construction. The project has been approved by DAS. The contracting work went out to bid and was awarded to United Roofing & Sheet Metal, Inc. who has begun the work. Completion is expected to be done shortly.

Granby Memorial High School

Building #1 Staircase and Science Classroom:
Building #1 Staircase and Science Classroom projects were considered as the next priority. Both projects will improve safety and accessibility for all occupants of the building. Northeast Collaborative Architects was chosen to perform architectural services.

Other High School Projects
The Architectural Firm of Drummey, Rosanne Anderson, Inc. (“DRA”) has been selected through the Quality Based Selection Process retained to perform architectural work on the following Granby High School Projects. The Building Committee is drafting questions and guidance to provide DRA.

1. College and Career Ready Rooms
2. Performing Arts Storage Space
3. Instrument Assembly Room
4. Library Media
5. High School Kitchen Facilities

High School Roof: The Granby Memorial High School roof replacement timeline is dictated by the State. This grant will be considered in November 2021. School roof top unit replacements will be considered at a later date as part of an energy conservation program.

Remaining Projects: Architectural Services for remaining projects, i.e. athletic fields and bathrooms will be obtained at a future date.

DISTRIBUTION LIST
Board of Selectmen
Board of Finance
Building Committees
Dr. Jordan Grossman, Superintendent of Schools
Anna Robbins, Board of Education Business Manager
Town Department Heads
Town Website – Current Projects
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<td><strong>Building Permits Fees</strong></td>
<td>33%</td>
<td>203</td>
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<td><strong>Application Permit Fees</strong></td>
<td>24%</td>
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<tr>
<td><strong>Permit/Permit Fees</strong></td>
<td>20%</td>
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<tr>
<td><strong>Pam &amp; Pmt. Due - Apr.</strong></td>
<td>4%</td>
<td>14.00</td>
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<tr>
<td><strong>Pmt. Due - Jun</strong></td>
<td>1%</td>
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<tr>
<td><strong>Pmt. Due - Oct</strong></td>
<td>4%</td>
<td>10.01</td>
</tr>
<tr>
<td><strong>Pmt. Due - Dec。</strong></td>
<td>1%</td>
<td>1.06</td>
</tr>
<tr>
<td><strong>Pmt. Due - Mar</strong></td>
<td>1%</td>
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<tr>
<td><strong>Pmt. Due - Feb</strong></td>
<td>2%</td>
<td>50.91</td>
</tr>
<tr>
<td><strong>End of Bill Year</strong></td>
<td>55%</td>
<td>335.00</td>
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<tr>
<td><strong>Total Municipal Revenue</strong></td>
<td>20%</td>
<td>87.36</td>
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**Budget Operations Summary**

**August 2020**

**Town of Granby**
<table>
<thead>
<tr>
<th>Description</th>
<th>Budget Adjusted Revenue</th>
<th>Remarks</th>
<th>Adjusted Revenue Bal Due %</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>NEW CONCT ACTIV</td>
<td>160 0 40 200</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>% Book Fines, Trust Investment</td>
<td>0 0 0 8,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Hayng, - $10,000</td>
<td>0 0 10,000 0</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>% Police Bill for Dispatch Services</td>
<td>0 0 31,000 0</td>
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<tr>
<td>LOCAL DEPT Rev &amp; Transfer In Total</td>
<td>444,788 504,726 444,000 444,000</td>
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<tr>
<td>TRANSFERS In Total</td>
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<tr>
<td>43960 Transfers In Fund Bal</td>
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<tr>
<td>43980 CEF Fund</td>
<td>60,728</td>
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<tr>
<td>474280 Reimbursements Miscellaneous</td>
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<td>43840 Reimburse Check Fee</td>
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<td></td>
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<td>43700 Police Fire Services</td>
<td>8,000 0 2,140 10,000</td>
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<tr>
<td>43700 Contract - Bling Inspection</td>
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<tr>
<td>43749 Hay Rents</td>
<td>0 0 0 0</td>
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<tr>
<td>43740 Dispatch Services</td>
<td>31,000 0 0 0</td>
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<tr>
<td>28% CEF R寺庙 &amp; Reserve (51,1702)</td>
<td>14,810 0 0 0</td>
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<tr>
<td>28% Local Departmental Revenues Total</td>
<td>444,788 504,726 444,000 444,000</td>
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<tr>
<td>474280 Local Departmental Revenues Total</td>
<td>174,287 622,800 0 0</td>
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<td>474280 General Fund Revenues</td>
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<td>474280 Transfer to CEF Fund</td>
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<td></td>
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</tr>
<tr>
<td>474280 Transfer in Fund Bal</td>
<td>444,000</td>
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<td></td>
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<tr>
<td>474280 Budget Adjusted Revenue</td>
<td>0 0 60,728 60,728</td>
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August 2020
Budget Operations Summary
Town of Granby
<table>
<thead>
<tr>
<th>Dept/Program</th>
<th>%</th>
<th>EXP 1</th>
<th>EXP 2</th>
<th>EXP 3</th>
<th>EXP 4</th>
<th>EXP 5</th>
<th>EXP 6</th>
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<td>Revenue Collection</td>
<td>85%</td>
<td>362</td>
<td>242</td>
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<td>Insurance</td>
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<td>240</td>
<td>150</td>
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<td>Fire Prevention</td>
<td>75%</td>
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<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
</tr>
<tr>
<td>Building Inspection</td>
<td>70%</td>
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<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
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<tr>
<td>Energy Management</td>
<td>65%</td>
<td>350</td>
<td>240</td>
<td>150</td>
<td>90</td>
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<td>Police Department Administration</td>
<td>60%</td>
<td>350</td>
<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
</tr>
<tr>
<td>Health Services</td>
<td>55%</td>
<td>350</td>
<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
</tr>
<tr>
<td>Communications</td>
<td>50%</td>
<td>350</td>
<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
</tr>
<tr>
<td>Police Operations</td>
<td>45%</td>
<td>350</td>
<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
</tr>
<tr>
<td>General Government</td>
<td>40%</td>
<td>350</td>
<td>240</td>
<td>150</td>
<td>90</td>
<td>54</td>
<td>33</td>
</tr>
</tbody>
</table>

**Total:** 1750.00

**Payment to Health Fund in Aug:** 92.00

**Remarks:**

**Budget:** $1,750.00

**Expensed:** $92.00

**Encumbered:** $92.00

**Unencumbered:** $1,658.00

**% Exp.:** 5.3%

**Remarks:**

**Description:**

**# Acct.:**

**UNEXPENDED:** $1,658.00

**Adjusted:** $1,658.00

**Town of Granby**

**August 2020**

**Budget Operations Summary**

**Town of Granby**
<table>
<thead>
<tr>
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<tr>
<td>Board of Education</td>
<td>26.005</td>
<td>78.2</td>
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<td>0</td>
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<td>32.43</td>
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<td>16.0</td>
<td>30.9</td>
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<td>2.298</td>
<td>1.289</td>
<td>6.334</td>
<td>3.485</td>
<td>4.395</td>
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<td>Capital &amp; Debt Service</td>
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<td>1.750</td>
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<td>0.000</td>
<td>0.000</td>
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<tr>
<td>Club, Rec. &amp; Soc. Services</td>
<td>3.000</td>
<td>0.000</td>
<td>1.820</td>
<td>1.820</td>
<td>76.0</td>
<td>1.976</td>
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<tr>
<td>Library Services</td>
<td>33.1</td>
<td>8.2</td>
<td>10.6</td>
<td>7.7</td>
<td>33.1</td>
<td>8.2</td>
<td>10.6</td>
<td>7.7</td>
<td>33.1</td>
<td>8.2</td>
<td>10.6</td>
</tr>
</tbody>
</table>

**Remarks**

**August 2020**

Budget Operations Summary

Town of Granby
MANAGEMENT NOTES – September 21, 2020 Meeting

Assessor:

Customers and residents have been complimentary and thankful for the Assessor’s Office customer service during the Covid-19 pandemic. The office has been able to provide services via e-mail, fax, telephone calls, mail, the town drop box, and through our website. Although it has been a challenging time, we have been able to perform our statutory duties while serving the needs of our citizens in an efficient and timely manner.

Library:

- The library reopened to the public on August 11th with reduced hours. In all, just under 150 people came through on day one, never more than a few at a time, and that number has held steady ever since. Appointments for families visiting the Children’s Room have also been steady.
- Curbside Pickup is still popular and patrons continue to request items to maintain social distancing.
- Digital circulation remains high with over 1,415 eBooks, eAudio Books, and eMagazines circulated in August.
- In August, Public Works scraped and re-painted the soffit along the front of the library, making the entrance even more welcoming to patrons as they return.
- In August, a UV light was installed in the library’s HVAC system to help eliminate viruses and bacteria in the air. Cossitt Library’s HVAC will also be upgraded.
- The summer reading program, which ended on August 8th, was enhanced by donations and discounts provided by a number of local supporters, including: The Friends of Granby Public Library, Friends of Cossitt Library, Granby Girl Scout Troop #66007, Stop and Shop, Granby Auto Wash, Beman Hardware, Flowers 'n' Such, and Grass Roots.

Cossitt Branch:

- The Cossitt branch remains closed to the public, however, materials are being brought down by request to the main branch for patron checkouts which allows the collection to be fully available to the public. In addition, magazines that are only available at Cossitt have been brought to GPL so patrons can easily access them.
- The original “Hall” window that was thought to be lost has been located at the Salmon Brook Historical Society.
- In regard to the Cossitt Restoration/Renovation project, the committee has forwarded some additional questions to the architects and plans to meet with them the week of September 14th to review next steps.

Programming:

- In August, a new program, Story Stroll, was introduced. Families visiting the library can follow a story across the library lawn. By following the signs in order, they can read an entire book from start to finish. It allows families to spend some time together outdoors while maintaining social distancing.
In August, the library continued to post "virtual story times" to their Facebook account. The videos from "Miss Joan" and "Miss Heather" continue to attract many views and positive comments from the community.

The "curbside crafts" continued in August as well. A number of the most popular crafts were provided by Girl Scout Troop #66007. In July & August, nearly 400 people took advantage of the program.

In September, patrons are encouraged to check out the book "The Martian" by Andy Weir in preparation of the new virtual Book Club (Plan "B"). The first online meeting will be held the first week of October.

Several more online Zoom programs were offered in August; however, large audiences were not expected as it is traditionally a slow month for programming. A total of 14 people attended these programs. In September, planned programs include: Coyotes (9/9), Retirement Finance (9/29), and a program on Herbal Tea (9/23).

Police Department:

The Granby Police Department is currently staffed at the authorized level of 16 sworn officers; however, one supervisor is working on a light duty status due to a back injury and one officer is out of work due to an off duty shoulder injury. Sergeant Gary Charette, a Granby Police Department veteran officer has retired after 33 years of service. This will effectively make the department short staffed by three.

A sampling of some of the cases responded to or investigated by the Granby Police Department since the last report is highlighted below:

August 14, 2020: One juvenile was referred to Juvenile Court after an altercation in Salmon Brook Park. An argument between youths led to one juvenile displaying a folding knife.

August 23-25, 2020: Two vehicles were stolen; one from a driveway and one that was left running at Cumberland Farms. One of the vehicles was located in Hartford with three bullet holes. Five other unlocked vehicles were entered overnight.

August 29, 2020: A car was stolen overnight from an Old Field Road home and recovered the following morning in the neighborhood. Simsbury police reported that they had three vehicles stolen this same weekend.

August 31, 2020: A woman received a pop-up window on her computer saying her computer had been hacked and gave her a phone number to call. The woman called the number and allowed a man to remotely access her computer. The man told the victim that her account and credit card had been hacked and she needed to pay $11,700 in charges. The man told her to get gift cards from CVS and Price Chopper and not tell friends or the police. She was also told to tell any store employee questioning the transaction that it was for her grandchildren. One store did question the transaction and she did tell them it was for her grandchildren. She was ultimately scammed out of $4,000.

September 5, 2020: At about 2:30 a.m., an officer found a car parked in the back of Ahrens Park with the lights off. The officer found marijuana in the car and issued an infraction ticket to the occupant.
September 6, 2020: At 12:30 a.m., an officer saw a vehicle traveling 80 mph northbound on Salmon Brook Street approaching the area of the roundabout. The road has a 40 MPH speed limit. The officer stopped the car and found marijuana. The operator was cited for the speeding violation and possession of marijuana.

September 9, 2020: At 2:20 a.m., a Washington Road man captured a video of two people trying to enter his cars. Fortunately, the cars were locked. No entry was made and nothing was stolen.

At 3:25 a.m., an officer found two purses on Salmon Brook Street. The officer located a car that had been entered in a driveway and was able to return the stolen items before the theft was reported.

Two cars were stolen overnight from a Copper Brook Circle garage. The residents accidentally left the overhead garage door up. Two locked vehicles were in the garage. The suspects entered the house through an unlocked adjoining door and opened a number of kitchen drawers until finding keys and taking both vehicles. Residents were sleeping in bedroom, along with a dog, and were not woken.

Public Works:

Building Maintenance:

- All town buildings continue to be disinfected twice daily throughout the week and the police department is cleaned once a day on weekends.
- Protective Plexiglas dividers have been built and installed in all town hall offices to create a separation between employees and residents. We are also building additional dividers for the upcoming election.

Road Work:

- The Road Overlay program has been completed for this calendar year. Crest, Lost Acres, Harvey, Donahue, Heather, Nestor, Elizabeth and Acorn were all part of the overlay program which totaled 5.3 miles. All residents that live on these streets were notified by way of a flyer prior to the starting of the overlay program.
  - Lost Acres, Harvey, Donahue, Crest and Elizabeth were first shimmed with bituminous asphalt to level them out.
  - This year, all of the roads were then chip sealed so the cracks were filled-in with an emulsion and stone that holds the roads together.
  - All the roads were then coated with a microchip, which is an emulsion with stone that creates a protective barrier (much like putting a hard cover over your smart phone). It takes a few months before all the roughness begins to smooth out. Many call this the ugly period.
  - Mechanicville Road had this same process done three years ago and is holding up very well.
  - After the final applications were completed, driveway aprons were installed and curbs were back filled.
  - Eighteen basins were repaired and tops replaced as part of this overlay program.
Currently, crews are replacing and repairing basins in several locations where deterioration had been found.
- Pothole patching is ongoing as needed.
- Roadside mowing to cut back on site lines and vegetation growth is done on an as needed basis.
- Estimates are being put together for bridge repairs that are under twenty feet in length. There are 11 of these bridges out of the 27 that the town is responsible for.
- Road line striping has been completed.

Equipment and Maintenance:
- Repairs are ongoing to police, senior vans, and DPW equipment. Winter equipment inspections are also being completed.

Grounds:
- Soccer fields are lined and maintained on a weekly basis.

Special Notes:
- After Storm Isaias and when the area was deemed safe, crews worked with Eversource tree trimming crews to remove trees. There were also several locations where trees were not in the wires. DPW crews cut and chipped brush to make roads passable. Tree debris was brought to the transfer station.
- The transfer station was opened on August 7th, 10th, and 12th from 8 a.m. until noon for residents to drop off storm debris free of charge. During our regular Saturday hours (8:00 a.m. to 3:00 p.m.) over 100 cars came through with storm debris.
- For the next several weeks the transfer station is open to the public on Wednesday from 8:00 a.m. to 12:00 p.m.
- Over 40 bear barrels have been sold and delivered to residents.
- Moosehorn Bridge replacement plans are in the development stages. On September 10, 2020, a public awareness meeting via Microsoft Teams was held for all interested parties. There were approximately 25 people on-line for the presentation. Approximately the same number of questions were raised and answered with the understanding that more details will follow as we get closer to the April 2022 replacement date.
- A meeting was held with town emergency services to coordinate efforts to keep the residents of the Moosehorn bridge area safe while construction and replacement are under way.

Registrar of Voters:

Focus remains on preparation for the election:
- The office is currently working on assigning and training volunteers.
- Another productive meeting was held with the Moderators last week. Similar meetings will continue every other week to go over preparations.
- A virtual Registrar conference was held last week and a few key new pieces of information were revealed
• Confirmation from the Secretary of State (SOTS) was received stating polls are considered an essential government function and are not subject to the indoor limit of 25 people.
• Additional Plexiglass shields will be added due to the anticipated traffic.
• A new Assistant Registrar, Stephanie McGuire, has been acquired who to assist with registrations.
• Staff will assist the Town Clerk with Absentee Ballots due to the high volume projected to be requested.
• Three label makers have been set up in the Registrar's Office, as well as a new timestamp machine. This results in three workstations to process absentee ballots applications.
• The additional days allowed for Absentee Ballot sorting and cross-off will ensure no one votes twice.
• The agenda for the October 7th logistics meeting is being prepared.
• There will be one way traffic on Election Day unless enough absentee ballots have been cast that we are assured of a small turnout. (The law has been changed, all ballots received by the Town Clerk will be counted as of 5 pm November 2nd. If there are 5,500 ballots in the vault, this step could be omitted).
• The police chief will be contacted to ensure coverage at both entrances to handle traffic issues.
• Another SOTS Region 1 Registrar meeting is scheduled September 18th.

Social Services:

• The Energy Assistance program opens for appointments in October.

Human Services Notes:

• Staffing: Current open positions are for a Marriage and Family Therapist (15 hours/week) and Meal Preparer (7 hours/week).
• Two Flu Clinics by the Farmington Valley VNA are scheduled at the Senior Center/Youth Services building on Thursday, October 15 from 2 p.m. to 5 p.m. and on Saturday, October 24th from 9:30 a.m. to 12 p.m.

Senior Services:

• Foot Care services will resume in October.
• On-line programming continues through December.

Youth Services:

• Groups for the fall season will begin in October include WOW, Youth Action Council, OWL (Our Whole Lives) and anxiety/study skills groups.
Recreation & Leisure Services:

Special Events:
- 5K Pumpkin Run: 3rd Annual

Fall Programs:
- Yoga for Strength, Gentle Yoga
- TAZ Fitness Challenge, TAZ Low Impact Sr Fitness
- Yoga for all at Holcomb Farm
- Beginner Dog Training Classes, Intermediate Dog Training Classes
- Fall Soccer
- Soccer Referee Meeting/Management
- Youth Field Hockey League: Farmington Valley
- First Aid/CPR Training Classes
- Basic Life Support Classes
- After School Spike Volleyball, Soccer Shots, Running Classes, Circuit Lab, Art Ventures, Food Explorers
- Columbus Day Basketball Skills Clinics
- Columbus Day Food Explorers
- Super Soccer Sundays; 3-5 years olds, Mini Toddlers Soccer Sundays; 2 year olds

Facility Rentals/Holcomb Farm:
- 7 Inquiries
- 3 weddings booked
- 2 showers booked
- 3 bride meetings
- 4 tours

Other Notables:
- Big wedding at Holcomb this past weekend. Our first Covid wedding. Went very well. Held outside under rented tents, dance floor, etc. Catered by Z Catering. Issue with toilet in ladies room.....constant issue with it getting clogged at events. Monitor there to fix, but this is an ongoing issue.
- Director is facilitating a roundtable for State of CT Parks & Recreation Professionals on what departments are doing during the fall for programming.
- Director is working on small playground design at Salmon Brook Park.
- STEAP Grant has been submitted and we are waiting on the results.
- Recreation Department will be applying for the Community Connectivity Grant for a pedestrian/bicycle pathway around Salmon Brook Park.
- Met with Friends of Holcomb Farm to facilitate their fall special event, however the event has been cancelled.
- Met with David Allen Hospitality about marketing the Holcomb Farm.
- Director attended CT Parks Association Fall meeting.
- Recreation Supervisor attended Ski Sundown meeting for winter program. Department is undecided if we are offering this program as we are still waiting on answers to some questions we have regarding COVID.