Participation in the 4/20/2020 Board of Selectmen Meeting is only available through Zoom. You can access the meeting through your computer or dial in by phone. You will be prompted for the meeting id and password for both options.

Link from a computer to join Zoom Meeting: https://zoom.us/j/93790966729?pwd=QTIb9ONC9FSpWRJZnxWFIndz09

OR Dial in by phone: 1 (929)205-6099 US (New York)

6:45 P.M. – PUBLIC HEARING
TOWN HALL – MEETING ROOM
Granby Water Pollution Control Authority (GWPCA)
Setting Sewer Use Rates 2020-2021

TOWN OF GRANBY
BOARD OF SELECTMEN
MEETING
MONDAY, APRIL 20, 2020
TOWN HALL MEETING ROOM
15 NORTH GRANBY ROAD
7:00 P.M.
AGENDA

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES
   A. Approval of Workshop Meeting Minutes – March 12, 2020
      Meeting Minutes – April 6, 2020
   B. Correction to Meeting Minutes – February 18, 2020

IV. UNFINISHED OR TABLED BUSINESS
   A. Consideration of Authorizing a Tax Deferment Program and/or a Low Interest Program

V. BUSINESS
   A. Resignations and Appointments
      Vacancies: Conservation Commission (1)
   B. Consideration of Granby Water Pollution Control Authority (GWPCA) Setting Sewer Use Rates for 2020-21
   C. Consideration of Granby Water Pollution Control Authority (GWPCA) Approval of Sewer Allocation for Development at 276 and 280 Salmon Brook Street
   D. Consideration of Modification of Existing Lease for 83 Salmon Brook Street
   E. Acceptance of Land with Parking Lot Improvements Adjacent to Freshies Café (portion of 91 Salmon Brook Street, .514 acres)
   F. Consideration of Resolution and Compliance Statement Supporting Fair Housing
   G. Consideration of Interest in Town Owned Land at 107 East Street
H. EXECUTIVE SESSION - Pursuant to Connecticut General Statutes 1-200(2), the Board of Selectmen motion to enter into Executive Session to discuss a personnel matter.

VI. TOWN MANAGER REPORTS
   A. Town Manager’s Report
   B. Budget Operations – March 2020

VII. FIRST SELECTMAN REPORT (B. Scott Kuhnly)

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

IX. ADJOURNMENT

   The next regular meeting is scheduled for Monday, May 4, 2020.
WELCOME

By Charter, the Granby Board of Selectmen (BOS) serves Granby as the town’s Legislative Body. It is composed of five members elected every two years by the registered voters of the Town of Granby.

The BOS meets on the first and third Monday of each month at 7:00 p.m. in the Town Hall Meeting Room. All meeting notices are posted in the Town Clerk’s office in the Town Hall. ALL MEETINGS ARE OPEN TO THE PUBLIC. An agenda is prepared prior to the posting of the meeting. If you would like to propose an item for the agenda, please speak with the Town Manager at least one week prior to the meeting.

We encourage your involvement in town government. The Public Session section of the order of business shall be that portion of the regular Board meeting during which electors of the Town of Granby may address the Board for no more than five (5) minutes each regarding any matter not otherwise subject to Public Hearing. Further remarks or questions by the public may be allowed at the discretion of the chair. Each person speaking must give name and address and shall speak only once on the subject being addressed.

The originator of a communication or spokesman for any group whose petition or communication is included on the agenda shall be given the privilege of addressing the Board of Selectmen on the subject of the petition or communication for a period of not more than ten (10) minutes.

Each speaker is allowed one comment on an issue until all others have been heard. Please wait to be recognized by the First Selectman before speaking. Interrupting the Board or discussion of personnel issues is not permitted. Comment on issues not listed on the agenda may be made during the public session.

Citizens of Granby are also encouraged to become active in town government. Please feel free to contact a Board of Selectmen member or John D. Ward, Town Manager, to discuss ways in which you can support the Town of Granby.

TELEPHONE - (860) 844-5300

www.granby-ct.gov

BOARD OF SELECTMEN

B. Scott Kuhnly, First Selectman
Sally S. King, Vice-Chairman
Glenn G. Ballard
Mark C. Neumann
Edward E. Ohannessian

TOWN MANAGER

John D. Ward
TOWN OF GRANBY

LEGAL NOTICE

WATER POLLUTION CONTROL AUTHORITY

NOTICE OF PUBLIC HEARING

The Granby Water Pollution Control Authority (Board of Selectmen) will hold a Public Hearing on Monday, April 20, 2020 at 6:45 p.m. at the Town Hall Meeting Room, 15 North Granby Road, Granby, CT 06035 for the purpose of setting the sewer use rates for 2020-2021.

The Sewer Authority will hear comments and accept written communication from users concerning proposed sewer use charges. The recommendation of the Town Manager is to charge residential users a minimum of $200.12 per year for the cost of the average residential gallons used per year (55,000 gallons); commercial/industrial users are recommended to be charged a minimum of $280.04 per unit for up to 100,000 gallons. All gallon usage (residential and commercial/industrial) above the minimum is recommended to be charged $.0055 per gallon. All residential users must be metered by water or sewer meter, unless they pay a surcharge for not having a meter at 50% above the minimum charge. All commercial properties must have a water or sewer meter or a use analysis performed by the town’s engineer.

Dated: April 7, 2020
John D. Ward
Town Manager
First Selectman Kuhnly called the meeting to order at 6:00 p.m.

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

Also present: Kimi Cheng, Administration Finance Officer, Mike Guarco, Chairman Board of Finance and William Kennedy, Frederick Moffa, Kelly Rome, and James Tsaptsinos Board of Finance Members

First Selectman Kuhnly opened the meeting and explained the new process for the Workshop Meeting. Department Heads will give their presentation. The Board of Selectmen will then have the opportunity to ask questions, followed by the Board of Finance, and then public comment.

Lost Acres Fire Department Chief John Horr reported so far this year they have had one brush fire and two mutual aid calls. They will soon be needing help from the town for capacity equipment needs. They have some vehicles that are getting on age and will need replacing. Their insurance and Dispatch Services are paid out of their budgeted Contract and Maintenance Service for LAFD which is $311,834. They have 35 firefighters and 16 cadets and have the same problems as other towns, i.e. dwindling volunteers, radio system failures, etc. First Selectman Kuhnly responded he and Town Manager Ward want to take the radio system issue to CPPAC sooner rather than later. The matter of regionalization was discussed again and it was mentioned money from the State is needed to make that happen. Selectman Neumann asked Chief Horr if the town is meeting their capital needs. At this time, yes but next year may be different. The discussion of full-time people came about. It seems to be a trend and it may come to that in the near future. He mentioned some of the upgrades to their stations that have been done in the last couple of years and also the upgrades being done to Enders State Park that the state has been working on. They have greatly improved the access for emergency vehicles, as well as for emergency personnel. Selectman Kuhnly thanked Chief Horr and all the volunteers for their service.

Collector of Revenue Lauren Stuck reported she is the only full-time person in her office. She has one part-time staff person, in addition to a floater on an as-needed basis. She met with the Finance Director recently and was able to get some funds added back to her Services & Supplies: $1,000 for Postage and $1,000 for Envelopes/Bills. These funds are needed to adequately send out bills, which equates to revenue for the town. She also received a slight increase to data processing and is also outsourcing some of her mailings. Selectman Ballard inquired what duties her part-time staff person is responsible for. That position does a lot of the same duties as the Collector, i.e. deposits, coding, on-line payments, etc. The Collector is responsible for billing and collection for all town tax revenue. In addition, the department is a collection point for all other town revenue and it must keep an orderly record of deposits. A lot of daily work of balancing, depositing, and posting is required of the department, whether done by the Collector or her Assistant. Board of Finance Kelly Rome inquired about online payments and the cost. Anyone can pay with a credit card or debit card with a fee of 2.95%. An ACH payment can be done for $0.95 and the money is transferred immediately.
There is an increase of sewer bills as a result of the new apartments and homes on Salmon Brook Street. Board of Finance member Fred Moffa inquired if private information can be seen with outsource billing. Collector Stuck responded it is all public information and there is no private information involved. There would be no license plate information as well.

Assessor Sue Alteri reported it is her responsibility to measure, list, and value all personal property and real estate in town. It is the taxable portion of this list, combined with state and federal revenue that the town's mill rate is developed and monies are generated to fund the operations of the town. There is one full-time Assessor and one full-time Assistant Assessor. The Assistant was hired without a certification. They are required by the State to attend education classes and to be certified. In addition, the Assessor and Assistant need to continue their education and also be regularly re-certified. The increase in Professional Affiliation and Publication and Education reflects the cost of education needed for certification. The increase in Temp/Part-Time is to help cover the office when both are taking educational classes as required every year. Also reported is the correct figure for Data Processing ($6,171) that was not available before the requested budget was due. It is an increase of $571. The question was asked if they subcontract any of their inspections for re-evaluation? Yes, as there are too many for the office to handle. If they don't measure and list all the property, the Grand List doesn't go up. Another question is did any other non-profit organization apply for tax exemption other than the one received last year. The answer was, just the one.

Town Clerk Karen Hazen reported the department has one full-time Town Clerk and two part-time Assistant Town Clerks. Both assistants work 17½ hours per week. There are no significant changes to report. Significant Measures of Activity for the upcoming year is the issuing of Absentee Ballots, predicting possibly 800 or more. A total of 652 were issued during the last Presidential election in 2016. Services and Supplies show no significant changes, with an increase of 0.4%. The Clerk reported she inadvertently forgot to include supplies for the August Primary in the budget, which would be approximately $1,200. That line item was also cut by $560. Professional Affiliation increase is a result of the increasing costs of education and conferences. Education is an ongoing requirement to keep up the Town Clerk certification as well as to educate a fairly new assistant to eventually receive her certification. Contract and Maintenance Services increased slightly for Index and Microfilm Records ($183) and Machine Service Contracts ($145). Overall total increase for the department is 1.2%. Selectman Ballard asked about the duties of the part-time assistants. Town Clerk Hazen reported the assistants do just about everything the Clerk does. There are so many different responsibilities in the Town Clerk’s Office beyond recording land records, issuing dog licenses and issuing certified copies of vital records. Some things are done only once a year or even less, but staff must remember all of the duties and be able to perform them efficiently. Ms. Hazen noted when she was new to the position she began writing down all the duties and how to do them, step by step. To this day, additions are made to the notebook and each assistant has one at her desk. This is comforting to know all or most of the duties of the Clerk can be performed in the event of an absence.

Jim Lofink, resident, inquired about the reduction in election supplies, in light of the fact that it is a Presidential Election year with an anticipated increase of absentee ballots being issued. It was noted that area of the budget was cut.

Town Registrar of Voters Laura Wolfe reported they have a very small budget. They are assisted by temporary workers during elections and voter sessions. There is no increase in Temp/Part-Time. Typically, most of the temporary workers for elections are volunteers, which is
a savings to the town, and not seen in other towns. Services and Supplies show an increase due to the upcoming Presidential election. A slight decrease in Contract and Maintenance Service is due to not maintaining the polling machines. It was explained they take very good care of their machines and it is felt they did not need any maintenance. An overall increase is shown at 2.4%. Selectman Ballard inquired about changing the voting hours for referendums to be the same as regular elections, meaning opening polls at 6 a.m. instead of 12 noon. The answer was it is charter driven. Registrar Wolfe indicated the earlier opening may only affect 15 to 20 people. They could vote absentee if that is the only time they could be available to vote. The issue of the Coronavirus was brought up. She hopes to know more information next week. Registrar Wolfe indicated they should purchase a new voting booth, but have not done so yet. She was asked how many voting machines does the town have. The answer is 5. Mostly we use 2 and have 3 as spares.

Town Manager Ward reported for Administration and noted significant changes include GIS & Software-for GIS consultant $3,400. Administrative Assistant I – new hire savings include $6,300 for the Administrative Assistant I position and $7,000 for the Deputy Finance Officer position. There are four full-time staff on the regular payroll, including the Community Development Director. Services & Supplies shows an increase of $2,900 for Professional Affiliations. That includes a Conference to GFOA for Town Manager Ward, also conferences for the Finance Director and Director of Community Development. Contract and Maintenance Service shows IT Operations at $25,000, which is a change in the process. The Copy machine rental/purchase as shown raised questions by the Selectmen. Town Manager Ward would get back to them with the answers. An overall increase is 9.4%.

Legal Services shows a significant change at a cost of $6,000 for four union contract negotiations. Ward was asked if he was satisfied with our Legal Service. His response was, very satisfied.

Fringe Benefits were reported by Finance Director Kimi Cheng. Significant changes reported were:

Health Plan w/Stop Loss – 7.5% increase in health plan and ADC OPEB for FY19 was $121,138. Cost - $163,634.

Pension & ICMA – 10% increase in Pension and 3% in ICMA - $47,750
St. Treas./FICA – 3% increase - $15,857

Services & Supplies shows an increase for Life Insurance and Pension & ICMA. An overall increase for Fringe Benefits at 9.1%

Contingency and Reserve showed significant changes with Agreement Settlements for anticipated contracts at $52,375. Miscellaneous Expense ($10,000), Kearns and Misc. shows an increase of $9,100. Corrected numbers for Personnel Services were noted at $158,000. Overall total proposed numbers were corrected at $213,000 or 16.1% increase.

Kimi Cheng Finance Director reviewed Finance Management showing significant changes of $20,000 for a Deputy Finance Officer and ($15,800) for Administration Finance Officer new hire. Overall increase for the department is 1.9% It was noted the $51,215 for audit is for a flat 3 year agreement.
Capital Budget was reviewed by Town Manager Ward. Changes were made to activity resulting in Culverts, Bridges, and Drainage eliminated from the list. Property Evaluation/Acquisition and Economic Development numbers were changed to $75,000. Public Facilities and Re-Roofing numbers were changed to $55,000. Total for all activity changed to $2,276,890.

Expenditures for 2020-21 were reviewed. Highlights include Administration +7.5%, CNEF Levy +100% and Debt Service at $2,089,875, -24.8%. General government total $15,937,766, 2.0%. It was noted some old bonds were paid off. It is a favorable market for us now to bond. A referendum would be required to do that.

Other Funds include Dog Fund, Recreation Program Events Fund, Sewer Utility Fund, Capital Equipment/Improvement Fund, Education Quality & Diversity Fund, and Solid Waste Fund. The balance of other funds is approximately $3.8 million. There was an inquiry as to how much there is in the other funds, not including these six funds. A figure of $4.2 million was mentioned.

There was discussion amongst the Selectmen about continuing the workshop meeting on Monday March 16, 2020 prior to the Board of Selectmen meeting. More information and time for discussion is needed before a vote is considered.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to continue the workshop on Monday at 6:00 p.m. to review changes being supplied by Town Manager Ward.

Items of concern were DPW over-time. The hire of a Deputy Finance Officer, this is not the right time. The way the Park & Recreation events fund is spent and reported needs to be cleaned up. The Director's salary should come out of that money. Town Manager Ward indicated it can't be done, but he would look into that. Also, the IT operations in General Administrations and Audit dollars in Finance Administration need more explanation.

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

Respectfully submitted,

[Signature]

John D. Ward
Town Manager
TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
APRIL 6, 2020

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

First Selectman Kuhnly welcomed everyone to the first virtual meeting of the board.

I. PLEDGE OF ALLEGIANCE

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to reorder the agenda placing V.E. to discuss leases, (Item Deemed Appropriate for EXECUTIVE SESSION); V.F. to discuss leases, (Item Deemed Appropriate for EXECUTIVE SESSION); V.G. to discuss a personnel matter (Item Deemed Appropriate for EXECUTIVE SESSION) to follow VIII SELECTMEN REPORTS.

II. PUBLIC SESSION

No public addressed the Board.

III. MINUTES

A. Approval of Minutes of Regular Meeting

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the minutes of the Workshop meeting of March 16, 2020 with a corrected motion on page 3 to read, the Board voted (4-1-0) to move the budget along with the adjustments discussed in Town Budget Table 1 & 11. Selectman Ballard voted no.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the minutes of the meeting of March 16, 2020 with a corrected motion on page 3 to remove the word ‘unanimously’ and read, the Board voted (4-1-0) to adopt and forward to the Board of Finance the budget as we approved it at the workshop earlier today. Selectman Ballard voted no.

IV. UNFINISHED OR TABLED BUSINESS

No unfinished or tabled business was before the Board.

V. BUSINESS

A. Resignations and Appointments to be Considered

No resignations or appointments were received.

Vacancies: Conservation Commission (1)
There is one vacancy on the Conservation Commission. If anyone is interested, they should contact Christine Chinni, Chairman of the Democratic Town Committee or Mark Neumann, Chairman of the Republican Town Committee.

B. Consideration of Awarding of the Griffin and Hungary Road Bridges to the Firm WMC

Town Manager Ward thanked the Town Bridges Building Advisory Committee and Mr. Severance for overseeing the project. The Committee has met several times since January and recently drafted a Request for Proposals (RFP) to solicit proposals from interested firms for engineering and design services for the replacement/rehabilitation of the two bridges. The recommendation was to find one firm to do both bridges. Seven firms sent in proposals and three were chosen for interviews: Milone & MacBroom, GM2 Associates, Inc., and Wengell, McDonnell & Costello, Inc. (WMC). After an extensive interview process to quantify and qualify the proposals, the Committee recommended WMC to be retained. They have had extensive experience and were deemed to offer the best quality for the amount of services they are going to perform. The expected cost for the design work and inspection during construction of the two bridges is $280,000. The firm has done over 180 bridges in CT alone and they were the firm that did the design and construction inspection for the Silver Street bridge. This would be paid for with the bond money and is subject to 50% reimbursement by the state under the state local bridges program.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to authorize the Town Manager to award and execute the engineering design services contract for Hungary and Griffin Road bridges to the firm of Wengell, McDonnell & Costello.

C. Consideration of the Authorizing the Board of Finance to Adopt the Budget and Set the Mill Rate

On March 21, 2020, Governor Lamont signed Executive Order 7-1 that changes Granby's budget process and dictated our normal procedure by charter for adoption of the budget could not be followed. In other words, adoption of the budget by referendum could not proceed. Instead, Paragraph 13 of Executive Order 7-1 dictates the Board of Selectmen to authorize the financial body, the Board of Finance, to adopt a budget and mill rate. This order supersedes the Town Charter which otherwise requires the town to hold a Budget Referendum on the last Monday in April.

Town Manager Ward indicated there will still be a Public Hearing on April 13, 2020. The Board of Finance will have the option to adopt the budget that night or at a later date.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to authorize the Board of Finance to adopt a budget for fiscal Year 2020-2021 and set a mill rate for the same fiscal year on or before April 27, 2020.

First Selectman Kuhnly indicated the mill rate will stay the same as last year. Selectman Neumann expressed having a public hearing and a referendum is a better
way for the town to get input from all our citizens to adopt a budget for the town. It is only due to these extraordinary measures set by the Governor because of the pandemic that the process changed this year. First Selectman Kuhlny noted it is a directive from State of Connecticut and it is not an option for towns to make the decision on their own.

D. Consideration of Authorizing a Tax Deferment Program and/or a Low Interest Program

On April 1, 2020, Governor Lamont signed Executive Order 7-S that requires all municipalities to adopt a 90 Day Tax Deferral Program and/or a Low Interest Rate Program.

The Deferment Program: Municipalities that participate in this program shall offer to eligible taxpayers, businesses, nonprofits, and residents a 90-day waiting period on any taxes, assessments, water bills and sewer bills that are due between March 10 and July 1, 2020. The taxpayer or rate payer would have an additional 90 days to make payment. This relief would be for those that have been significantly impacted economically by COVID-19. Eligibility guidelines have not yet been issued from the Office of Policy and Management (OPM).

Low Interest Rate Program: The delinquent portion of the principal of any taxes shall be subject to interest at the rate of 3% instead of 18%. This would be for ninety days from the time when it became due and payable from March 10 through and including July 1, 2020. After the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established. Town Manager Ward indicated that would not have a significant impact on the town. The town has until April 25, 2020 to let OPM know which way we will go. We still have another meeting before the deadline and the suggestion is to study the options and discuss at the next meeting and make a decision then. There may be more guidance from OPM by then as to who would qualify.

Town Manager Ward indicated we need to choose one or the other or both. Selectman King indicated it makes sense to defer, maybe in two weeks we will have more information for the next meeting.

Town Manager Ward indicated he has already had two inquiries from citizens about this sort of thing. Ward indicated the 90 day option would be more helpful. The tax rate would be less meaningful to people. Selectman Ohannessian clarified that with the 90 day extension, taxes would be due October 1, 2020 which would mean people have until October 31, 2020. Town Manager Ward stated there will be qualifications set by OPM.

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to table the motion until the next meeting, April 20, 2020.

E. EXECUTIVE SESSION – Pursuant to Connecticut General Statutes 1-200(6) D, the Board of Selectmen motion to enter into Executive Session to discuss leases.
Reordered to follow VIII. Selectmen Reports.

F. EXECUTIVE SESSION – Pursuant to Connecticut General Statutes 1-200(6) D, the Board of Selectmen motion to enter into Executive Session to discuss leases.

Reordered to follow VIII. Selectmen Reports.

G. EXECUTIVE SESSION – Pursuant to Connecticut General Statutes 1-200(6) D, the Board of Selectmen motion to enter into Executive Session to discuss a personnel matter.

Reordered to follow VIII. Selectmen Reports.

VI. TOWN MANAGER REPORT

Town Manager Ward reviewed the long list of the COVID-19 responses administration has taken for the safety of Granby’s citizens and employees. Some of the responses include the closure of town hall to foot traffic. All work is encouraged to be done online and through email. There is a locked box just inside the front door to drop off things for the Town Clerk, Building Department, the Assessor, and the Tax Collector. Playgrounds are closed as well as playing fields. Park and Recreation has been hosting some programs online. Building inspections are done outside only. The Library and Senior Center are closed to foot traffic as well and also have online programs. Emergency Management Director Eric Vincent is working hard to get needed supplies. It is hoped that incurred expenses will be reimbursed by FEMA. In order to minimize exposure, employee schedules at DPW, as well as town hall, are staggered. The Police Department has adopted new protocols for the constantly changing situations.

First Selectman Kuhnly noted we are in a state of emergency and trying our best to provide services and maintain social distancing. Stay home and stay safe. For questions or concerns you may contact him at kuhnly@granby-ct.gov or contact the Town Manager’s office.

Town Manager Ward reminded everyone the budget adopted by the Board of Finance is on the town website. There is a special email address budget2021@granby-ct.gov for people to leave their comments or questions so they don’t have to wait until the meeting on April 13, 2020.

VII. FIRST SELECTMAN REPORT (B. Scott Kuhnly)

First Selectman Kuhnly reported all dates in relation to the upcoming Budget are on the town website under NEWS.

Budget Books for the Public Hearing are available at Town Hall by appointment and online starting at 12 noon on April 6th.

The Board of Finance Public Hearing will be April 13th at 7:00 p.m. It is available to the public online via Zoom. We encourage everyone to log in to participate.
VIII. **SELECTMAN REPORTS** (Sally King, Vice Chairman, Glenn Ballard, Mark Neumann, Edward Ohannessian)

No reports.

IX. **ADJOURNMENT**

First Selectman Kuhnly recessed the meeting to EXECUTIVE SESSION at 7:40 p.m.

**EXECUTIVE SESSION**

First Selectman Kuhnly called the EXECUTIVE SESSION of the Board of Selectmen to order at 7:42 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 leases and a personnel matter.

The executive session adjourned at 8:22 p.m.

The regular meeting of the Board of Selectmen was reconvened at 8:24 p.m.

There being no further business to come before the Board, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

[Signature]

John D. Ward
Town Manager
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; and Student Liaison Jillian Thrall

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

Bill Regan, 62 Hungary Road, addressed the Board with a request of giving the public access to the information packets used during the meetings. He is requesting them to be online before the next scheduled BOS meeting.

Susan Patricelli Regan, 62 Hungary Road, addressed the Board with a request to have the Budget workshops video-taped on Granby Community Television (GCTV).

III. MINUTES

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to approve the minutes of the regular meeting of February 3, 2020

IV. UNFINISHED OR TABLED BUSINESS

A. Report Back on POCD

The Plan of Conservation and Development Implementation Committee has reviewed all goals and tasks outlined in the Plan. A lead entity has been assigned for each task with acknowledgement of partnering entities within the process. Priorities were also discussed and determined for the completion of each task. The work of the Implementation Committee culminated with the creation of the Granby Plan of Conservation and Development Implementation Plan.

A list of tasks which were taken directly from the Plan of Conservation and Development document were presented to the Board listing the Board of Selectmen as lead entity for all tasks and partnered with other Boards in some instances. Each task was listed with its priority, anywhere from zero to six years to ongoing. The different groupings were Environmental, Budgeting and Taxation, Transportation, Commercial and Industrial Development, Granby Center, Open Space and Recreation, Agriculture, Government Services and Public Facilities. The thought was to continue to the next meeting so the Board has time to review the information.

First Selectman Kuhnly asked the Board to review the chart and be ready for discussion at the next board meeting.

B. Consideration of Developments in the Area of Municipal Solid Waste

In follow-up to the discussion during the February 3, 2020 board meeting, Town Manager Ward made inquiries in regard to how other towns were handling the
removal of their municipal solid waste and recycling. Specifically, inquiries were made
to four towns that were not part of the Materials Innovation and Recycling Authority
("MIRA") consortium. It seems two of the four towns contacted have expiring
contracts. Suffield looks to have an excellent contract with USA Hauling. There was
a lengthy discussion amongst the Board with no real answers. The thirty-year
commitment MIRA is looking for is not something they feel they want to get into or can
even legally do. That would have to be researched. The signing of the non-binding
Statement of Interest would be a place holder for the town if no other alternative is
found. The new tipping fees are scheduled to be announced February 28, 2020. The
town has 30 days after the announcement to make the decision to sign with MIRA or
opt-out.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board
voted unanimously (5-0-0) to authorize Town Manager Ward to submit the requested
and non-binding Statement of Interest, indicating that the Town of Granby is
interested in committing to MIRA. The Board also authorizes Town Manager Ward to
issue an RFP for methods of disposing of municipal solid waste.

V. BUSINESS

A. Resignations and Appointments to be Considered

No resignations were received. Vacancies: Conservation Commission (1)

ON A MOTION by Selectman Neumann, seconded by Selectman Ohannessian, the
Board voted unanimously (5-0-0) to accept the following reappointments:

Parks and Recreation: Sheri Litchfield (R) and Jennifer Bilodeau (R) for a two-year
term through January 10, 2022.

Development Commission: Martin Schwager (R) for a two year term through January
10, 2022.

B. Consideration of Recreation and Leisure Services Granby Bluegrass, Brews
and BBQ Festival – Closing of the Park and Approval of Alcohol Use During
Their Event

On behalf of the Recreation and Leisure Services Department, Director Kristine
Vincent is requesting permission to close Salmon Brook Park at certain times to all
other activities on Saturday, July 11, 2020.

Festival structures will be set-up in the multi-purpose field during the day on Friday
July 10, 2020 and removed on Sunday July 22, 2020. The entire park will be closed
to all activities after 12:00 p.m. on Saturday, July 11, 2020. Permission is requested
for a general overall use of alcohol throughout the day to operate a beer garden area
during the festival from 2:00 to 9:00 p.m. on Saturday July 11, 2020 in accordance
with state law and the Ordinance Authorizing Promulgation of Rules and Regulations
of Parks. Director Vincent is taking necessary steps to ensure that all state laws
relating to the sale or consumption of alcoholic beverages will be strictly adhered with.
The beer garden will be operated by Thomas Hooker Brewery of Bloomfield.
ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the closing of Salmon Brook Park at certain times to all other activities for the Granby Bluegrass, Brews and BBQ Festival on Saturday July 11, 2020 and to approve the general overall use of alcohol throughout the day to be operated in a beer garden area during the festival from 2:00 to 9:00 p.m.

Town Manager Ward indicated he will notify the Police Department, Fire Department, and other safety officials and user groups of this event.

C. **Consideration of Resolutions for Board of Education Grant Application for Granby Memorial Middle School Roof Replacement**

The Board of Education is in the process of preparing all of the necessary documentation for the grant application to the Commissioner of Administrative Services for the Granby Memorial Middle School Gym Roof Replacement project which was authorized by the Board of Selectmen in May 2019.

In order to apply for the grant, the Board of Selectmen has to adopt the Resolution.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (5-0-0) to adopt the Resolutions for Board of Education Grant Application for Granby Memorial Middle School Roof Replacement.

1. **RESOLVED**, that the Town of Granby Board of Selectman authorizes the Granby Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the GMMS Gym Roof Replacement at the Granby Memorial Middle School.

2. **RESOLVED**, that the School Project Building Committee is hereby established as the building committee with regard to the GMMS Gym Roof Replacement at the Granby Memorial Middle School.

3. **RESOLVED**, that the Town of Granby Board of Selectman hereby authorizes at least the preparation of schematic drawings and outline specifications for the GMMS Gym Roof Replacement at the Granby Memorial Middle School.

VI. **TOWN MANAGER REPORTS**

A. **Town Manager Report**

No reports.

B. **Budget Operations**

Town Manager Ward reviewed Budget Operations for January 2020. Collections are at 95% and expected to increase monthly. Payment for Education Cost Sharing was received with a balance due in April. Planning & Zoning application permit fees are at 228% due to the proposed apartments. Everything is on target.
Selectman Ohannessian noted it has been a while since there has been a report from Holcomb Farm. Town Manager Ward reported he and First Selectman Kuhnly are scheduled to meet with them a week from Friday.

Selectman Ohannessian also inquired about the status of Kearns School. There is an entity that has expressed interest. The Town Attorney is reviewing the RFP and it should be back in thirty days.

VII. **FIRST SELECTMAN REPORTS** (B. Scott Kuhnly)

No reports

VIII. **SELECTMAN REPORTS** (Sally King, Vice Chairman; Glenn Ballard, Mark Neumann, Edward Ohannessian and Student Liaison Jillian Thrall)

Jillian reported winter sports are in championship season and spring sports are gearing up.

IX. **ADJOURNMENT**

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to adjourn the meeting at 7:48 p.m.

Respectfully submitted,

John D. Ward
Town Manager
TOWN OF GRANBY

MEMORANDUM

DATE: April 20, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: IV. UNFINISHED BUSINESS – ITEM A
Consideration of Authorizing a Tax Deferment Program and/or a Low Interest Program

Background
As discussed at the April 6, 2020 Board of Selectmen Meeting, Executive Order 7-S signed by Governor Lamont on April 1, 2020, requires Granby to enter into a 90 Day Tax Deferral Program and/or a Low Interest Program for delinquent accounts. (See attached memo dated April 6 from John D. Ward to the Board of Selectmen).

On April 7, the office of Policy and Management (“OPM”) issued guidelines. To be eligible for the Tax deferral program, a resident must attest that they have lost twenty percent (20%) of their income due to COVID-19. In addition, landlords must prove that they are providing commensurate forbearance to their tenants.

A few points. I was incorrect at the last meeting when I indicated the interest free payment period would extend from July 31 to October 31. Rather, the grace period will only extend until October 1. In effect, the Deferral of the Tax Payment is only providing an additional sixty days, not ninety.

In regard to the Interest Rate Reduction, the Town’s vendor that helps with billing, QDS, has updated their software to handle the period of the lower interest rate. That will make the Lower Interest Payment Program easier to administer and will require less paperwork.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES THE BOARD OF FINANCE TO ADOPT A TAX DEFERRAL AND/OR LOW INTEREST PROGRAM
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Offered Program</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td>Ashford</td>
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<td>Only those negatively impacted financially by the COVID-19 pandemic</td>
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<td>Bethlehem</td>
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<td>Bolton</td>
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</tr>
<tr>
<td>Bridgeport</td>
<td>Low Interest program</td>
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</tr>
<tr>
<td>Bristol</td>
<td>Deferment</td>
<td>All taxpayers</td>
</tr>
<tr>
<td>Brookfield</td>
<td>Low Interest program</td>
<td>NA</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>Both</td>
<td>All taxpayers</td>
</tr>
<tr>
<td>Canterbury</td>
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</tr>
<tr>
<td>Chaplin</td>
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</tr>
<tr>
<td>Chester</td>
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<td>Colchester</td>
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<tr>
<td>Coventry</td>
<td>Low Interest program</td>
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<td>East Hartford</td>
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<td>East Windsor</td>
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</tr>
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<td>Mansfield</td>
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<td>Cromwell</td>
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<td>All taxpayers</td>
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<tr>
<td>Municipality</td>
<td>Governor Lamont's Executive Order 7S requires municipalities to offer residents a property tax deferment or low interest program. Municipalities are required to select one or both of these, and to notify OPM of their selections by April 25. Will your municipality be offering the deferment, low interest program, or both?</td>
<td>If your municipality is offering the deferment, will you be offering the tax deferment to all taxpayers or only those taxpayers that have been negatively impacted financially by the COVID-19 pandemic?</td>
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<td>Pomfret</td>
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<td>Union</td>
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<td>Washington</td>
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<tr>
<td>West Hartford</td>
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<td>Only those negatively impacted financially by the COVID-19 pandemic.</td>
</tr>
<tr>
<td>Windsor</td>
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<tr>
<td>Windsor Locks</td>
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<tr>
<td>Woodbridge</td>
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</tbody>
</table>
TOWN OF GRANBY

MEMORANDUM

DATE: April 20, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS - ITEM B
Consideration of Granby Water Pollution Control Authority (GWPCA) Setting Sewer Use Rates for 2020-2021

Each year the Granby Water Pollution Control Authority must assess users for the cost of sewer use. These user costs cannot be passed on to general taxpayers.

A public hearing notice was published for tonight’s meeting held at 6:45 p.m. The Board should recess their Board of Selectmen meeting and sit as the GWPCA and should move to approve setting the sewer use rates for 2020-21.

Based on estimates needed for the year and our meter readings, I have determined that we should charge residential users a minimum of $200.12 for average gallons (55,000 gpy) used per year and $280.04 per year for commercial/industrial users (100,000 gpy). For all gallon usage (residential and commercial/industrial) above the minimum rate, it is recommended to be charged $.0065 per gallon. These rates are the same since 2016-2017.

A motion to approve the rates for 2020-21 should be made by the GWPCA.

pc: Lauren Stuck, Collector of Revenue
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM C
Consideration of Granby Water Pollution Control Authority Approval (GWPCA) of Sewer Allocation for Development at 276 and 280 Salmon Brook Street

Background
At its meeting on February 11, 2020, the Planning and Zoning Commission approved a 235 unit multi-family development at 276 and 280 Salmon Brook Street. The developer proposes to connect the development to the sanitary sewer system. As is common practice with developments that are to be connected to sewer, during the development process, the developer requested a sewer allocation (gallons per day) that will be utilized by the development. The Town Engineer reviewed the allocation to evaluate whether or not there is capacity to serve the proposed project. Following the Town Engineer’s review, it was noted should the Planning and Zoning Commission approve the application, formal approval from the Water Pollution Control Authority would then be needed.

Now that the development at 276 and 280 Salmon Brook Street has been approved by the Planning and Zoning Commission, the sewer allocation request is presented before the Water Pollution Control Authority for approval. Specifically, the developer has requested an allocation of 44,800 gallons per day. Under our agreement with the Town of Simsbury, the Town of Granby currently has 380,000 gallons per day available; 212,345 gallons per day have been allocated so far. If the allocation for 276 and 280 Salmon Brook Street is approved, 122,855 gallons per day would remain. This would allow for future connections within the sewer service area for commercial, industrial, and residential developments.

The Town Engineer has reviewed the request and determined the allocation requested is sufficient for the development and furthermore, there is capacity to accommodate the request.

PROPOSED MOTION: THE WATER POLLUTION CONTROL AUTHORITY HEREBY APPROVES THE SEWER ALLOCATION OF 44,800 GALLONS PER DAY FOR THE DEVELOPMENT AT 276 AND 280 SALMON BROOK STREET.

Following this action, the GWPCA should adjourn and the Board of Selectmen meeting should reconvene.
MEMORANDUM

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS – ITEM C
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The Town Engineer has reviewed the request and determined the allocation requested is sufficient for the development and furthermore, there is capacity to accommodate the request.

PROPOSED MOTION: THE WATER POLLUTION CONTROL AUTHORITY HEREBY APPROVES THE SEWER ALLOCATION OF 44,800 GALLONS PER DAY FOR THE DEVELOPMENT AT 276 AND 280 SALMON BROOK STREET.

Following this action, the GWPCA should adjourn and the Board of Selectmen meeting should reconvene.
TOWN OF GRANBY

MEMORANDUM          DATE: April 20, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. NEW BUSINESS – ITEM D
Consideration of Modification to Existing Lease for 83 Salmon Brook

Background
In 2012, the Town entered into a lease with Jennifer Girard regarding the rental of the Town owned property located at 83 Salmon Brook Street. Ms. Girard operated the establishment known as the Peppermill. In September of 2018, the lease was modified to allow Ms. Girard to sub-let the building to Fabiola Bowles, who renovated the space and operated it as the restaurant Freshies Café.

As a result of the Governor’s order closing restaurants, Freshies Café lost a significant portion of its income. In March, Ms. Bowles asked if the Town would be willing to waive the rent while the COVID-19 crisis was ongoing. Said rent is $1,600 per month.

It is the Administration’s recommendation that the rent be waived for April, May, and June, unless the Governor rescinds the ban on restaurants. The waiver would terminate upon the termination of the Executive Order.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES THE TOWN MANAGER TO MODIFY THE EXISTING LEASE AND SUB-LEASE TO WAIVE THE RENT FOR THE MONTHS OF APRIL, MAY AND JUNE 2020 OR UNTIL THE BAN ON RESTAURANTS IS LIFTED, WHICHEVER OCCURS FIRST.
TOWN OF GRANBY

MEMORANDUM

DATE: April 20, 2020

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. NEW BUSINESS – ITEM E
Acceptance of Land with Parking Lot Improvements Adjacent to Freshies Café (portion of 91 Salmon Brook Street, .514 acres)

Background
When the Planning and Zoning Commission approved the Special Permit for a multi-family development at 83, 85R, 87R, 89R and 91 Salmon Brook Street (The Grand apartment development), one of the conditions of approval was as follows:
“The Granby Board of Selectmen shall determine the specific wording and details of the access and utility easements over the Town’s property at 83 Salmon Brook Street. The Board of Selectmen shall also determine which, if any of the properties offered to the Town by the applicant will be accepted.”

Following the Planning and Zoning Commission’s approval, an access and utility easement was executed. In exchange for providing the easement over 83 Salmon Brook Street, one of the conditions within the access and utility easement document was as follows:

“Upstream shall, prior to the final Certificate of Occupancy related to the construction of one hundred and thirty (130) apartments that are to be built on the premises known as 3 Murtha’s Way, Granby, Connecticut, donate to the Town a parcel of land....Upstream agrees to fully construct the parking lot in accordance with this Agreement. Final transfer of the property shall be by warranty deed...”

The developer will be seeking a Certificate of Occupancy for the last apartment building. Therefore in accordance with the access and utility easement agreement, the parking lot is to be turned over to the Town at this time.

The parking lot is located on .514 acres (currently part of 91 Salmon Brook Street, refer to map on following page). It has been fully constructed with the final course of pavement, striping, lighting, and associated drainage infrastructure installed. An as-built has been prepared and reviewed by the Town Engineer. The Town Attorney has also reviewed all required documents for the land transfer.
In accordance with CGS Section 8-24, which states no municipality shall acquire land until the proposal has been referred to the Planning and Zoning Commission for a report, the proposal was referred to the Commission at their meeting on April 14, 2020. The Planning and Zoning Commission voted to recommend acceptance of the property.

Next Step

If the Board of Selectmen is in agreement, it is recommended the Board vote to accept a portion of 91 Salmon Brook Street, .514 acres, and its associated improvements.

Parcel to be deeded to the Town
Improvements on Portion of Land (Parking Lot)
MEMORANDUM

TO: Board of Selectmen

FROM: John D. Ward, Town Manager

REGARDING: V. BUSINESS - ITEM F
Consideration of Resolution and Compliance Statement Supporting Fair Housing

Abigail Kenyon, Director of Community Development, has informed us that as a recipient of Small Cities, Community Development Block Grant funding, it is a Connecticut Department of Housing Program requirement that Granby actively evidence its commitment to and take specific actions to support the principles and practices of Fair Housing and Equal Opportunity.

As background information, the town received its first Small Cities Funding Grant in 1990 and has been participating ever since. April is designated as Fair Housing Month and as such, is an ideal time for the Town of Granby to reaffirm its commitment to Fair Housing and Equal Opportunity. The Granby Office of Community Development will be undertaking a variety of measures to demonstrate such commitment and asks that the Board of Selectmen adopt the following Resolution, Statements, and Policies to further demonstrate the town’s overall commitment to Fair Housing and Equal Opportunity.

In an effort to reaffirm the town’s commitment to fair housing and equal opportunity, I recommend that the Board of Selectmen re-adopt the following Fair Housing Resolution, Fair Housing Policy Statement, and Compliance with Title VI of the Civil Rights Act of 1964, as shown below:

FAIR HOUSING RESOLUTION

WHEREAS, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, creed, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful course of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing relate opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the Town of Granby is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice,

NOW THEREFORE, BE IT RESOLVED, that the Town of Granby hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, and obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, that the Town Manager of the Town of Granby or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of illegal discriminatory housing practices in the Town of Granby and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organization to protect his or her right to equal housing opportunities.

Encs.: Fair Housing Policy Statement
       Compliance with Title VI of the Civil Rights Act of 1964
       Affirmative Action Policy Statement
       Municipal Grievance Procedure
       ADA Notice

pc: Abigail Kenyon
Fair Housing Policy Statement

It is the policy of the Town of Granby to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Granby must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Granby or any of sub-recipient of the Town of Granby will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Granby.

The Municipality’s Department of Community Development is responsible for the enforcement and implementation of this policy. The Director of Community Development, Abigail St. Peter Kenyon, may be reached at (860) 844-5319 or akenyon@granby-ct.gov.

Complaints pertaining to discrimination in any program funded or administered by the Town of Granby may be filed with Department of Community Development. The municipality’s Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neil, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney’s fees and costs.

A copy of this policy statement will be given annually to all Town of Granby employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Granby.

Date

John D. Ward, Town Manager
Compliance with Title VI of the Civil Rights Act of 1964

The Town of Granby does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Granby seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Granby Fair Housing Plan and is fully implemented to ensure compliance by the Town of Granby as the recipient, and by sub-recipients. The cooperation of all personnel is required.

John D. Ward, Town Manager ___________________ Date ___________________

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Abigail St. Peter, 15 North Granby Road, Granby, CT 06035, (860) 844-5319.
Affirmative Action Policy Statement

As Town Manager of the Town of Granby, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Granby’s workforce or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O’Neill on January 3, 1984, I further state that this Town of Granby will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Granby will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Granby will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Granby to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Granby will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso’s Executive Order Number 11, Governor O’Neill Executive

This policy statement will be given annually to all Town of Granby employees and will also be posted throughout the Town of Granby. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Granby will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Abigail St. Peter Kenyon, Director of Community Development, (860) 844-5319, akenyon@granby-ct.gov.

____________________________  John D. Ward, Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING (860) 844-5318.
Municipal Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs or benefits by the Town of Granby.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem.
Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/designee as soon as possible, but no later than 60 calendar days after the allege violation to:

James Koplar
(860) 844-5318
15 North Granby Road, Granby, CT 06035

Within 15 calendar days after receipt of the complaint, James Koplar will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, James Koplar will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of the Town of Granby and offer options for substantive resolution of the complaint.

If the response by Town of Granby does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the Town Manager or his or her designee.

Within 15 calendar days after receipt of the appeal, the Town Manager or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Town Manager or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by James Koplar, appeals to the Town Manager or his or her designee, and responses from the ADA coordinator and mayor or his or her designee will be kept by James Koplar for at least three years.

Date

John D. Ward, Town Manager
ADA Notice

The Town of Granby does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Granby does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Town of Granby’s designated ADA Compliance Coordinator.

Name: James Koplar

Title: ADA Compliance Coordinator

Office Address: 15 North Granby Road, Granby, CT 06035

Phone Number: (860) 844-5318

Email Address: jkoplar@townofgranby-ct.gov

Days/Hours Available: 8:00 AM to 4:00 PM Monday, Tuesday and Wednesday; 8:00 AM to 6:00 PM Thursday; and 8:00 AM to 12:30 PM Friday.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Granby are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

Date

John D. Ward, Town Manager
MEMORANDUM

TO: Board of Selectmen
FROM: John D. Ward, Town Manager
REGARDING: V. NEW BUSINESS – ITEM G
Consideration of Interest in Town Owned Land at 107 East Street.

Background
The firm of Agbotive, Inc. is a farming company, headquartered in Sackets Harbor, New York that grows organic plants in robotic greenhouses. Each greenhouse is fully automated, with all seed planting, watering, harvesting, etc. controlled by computers and robots. Computers monitor growth and feed data back into the system to make adjustments accordingly. They market their products under the GoodHealthy Brand and sell them to Whole Foods, Gramercy Tavern, among other retailers.

Agbotive is looking to expand the number of their farms across North America. They approached the Town about using the East Street property. In addition to constructing greenhouses on the property for their farming operation, they would also plan to install solar panels or a fuel cell to offset their energy consumption.

This land was purchased by the Town in 2012 for two point four seven million dollars ($2,470,000). The most recent appraisal done in 2018, opined that the land was worth one point five million dollars ($1,500,000) in its entirety and six hundred and seventy five thousand dollars ($675,000) without the development rights. There is a current license for use of the land held by Northern Valley Farms, Inc. for a fee of $13,130 per year through the year 2023. It does contain an option for the Town to terminate the license at the end of the calendar year.

They are looking at other towns in CT and would be seeking tax abatement. Granby does not have a tax abatement policy, however, Connecticut General Statute 12-65b provides a framework.

Mr. John Prete, who sits on the Board of Directors, will be making the presentation.
The World's Smartest Farms

INFORMATIONAL DECK FOR THE TOWN OF GRANBY

For property located at:
107 East Street  Granby, CT

April 20, 2020
1
# Table of Contents

1. What is a ‘Smart Farm’ and who is Agbotic  
   1. Overview  
   2. Present Farm in NY - Pictures, Products  
   3. Partnership w the Town of Granby  

2. The 107 East Street  
   1. Location of proposed Smart Farm  
   2. Pictures & description  

3. Proposed Smart Farm  
   1. Location and improvements  
   2. Site layout  
   3. All present ‘operations’ stay or enhanced  

4. Greenhouse and structure details  
   1. Greenhouse design  
   2. Solar design  
   3. Fuel Cell  

Slides 3-7

Slides 8-10

Slides 11-14

Slides 15-17
About Agbotic --- We are the leaders in Smart Farms

Agbotic is an agricultural technology company, thought leader and first-mover — digitizing a new architecture for distributed & sustainable Precision Smart Farms that make better food, heal the environment, and generate attractive margins

We've reimagined data-driven automation for controlled environment agricultural (CEA). Our robotic, organic soil-based greenhouses integrate with real farms to create a holistic model for automated farming.

Our Smart Farm outperforms the field and defines a model for significant scale:

- Advanced technology → Year-round production with just 14% of the labor and improving
- Premium organic plants in soil → 100% sales closure with category leaders
- Sustainable farming model → 10% of the water consumption and 5,300 tons of carbon offset annually
- Cleans air, water, and soil → Energy provided by Solar and/or Fuels Cells
- Establishes acres of habitat for frogs, birds, bees, monarchs
Each Greenhouse is 50’W by 360’L by 24’ H tied to a central 30’ corridor for efficiencies
The Smart Farm @ Sacketts Harbor, NY

12 - 14 growing cycles a year

22 days from seed-to-pick
The Smart Farm @ Sacketts Harbor, NY — some of our products — Best in the World

GoodHealthy.

Early Recurring Revenue with Category Leaders
Collaborating to transform food supply chains...

See more at:
Agbotic.com
Or agboticfarms on facebook or instagram
A ‘Smart partnership’ between The Town of Granby & Agbotic

Work together to create a "World Class" operation

- A Farm Stand where town residents get a discount on year-round organic produce
- Partner with town restaurants - real Farm to table
- Create 15 very skilled positions
- Education and training for all ages – tours & field visits for town schools/classes
- Internships for HS/college students
- Possible creation of a “micro-Grid”... heating for the school, electricity in power outages
  - Potential large Increase in tax revenue, more than offset present payments
107 East Street, Granby -- 125 Acres

**PARCEL DESCRIPTION**

<table>
<thead>
<tr>
<th>Land Area</th>
<th>125.00 Acres (more or less) held as per approved parcel plan signed by Raymond R. and Steven S. Estabrook, Trustees dated 9/2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel Frontage</td>
<td>0.40 of 523.00 ft. of frontage on the southern side of East Street consisting of sections 295, 296, 128, 129, and 125.02 fronting west to east.</td>
</tr>
<tr>
<td>Use</td>
<td>Agriculture. 100 acres of the land is under a 5-year lease agreement with the town for use local farmers to grow corn and hay.</td>
</tr>
<tr>
<td>Shape</td>
<td>Irregular with a depth of about 2,000 ft. and width ranging from 1000 ft. to 2,000 ft.</td>
</tr>
<tr>
<td>Topography</td>
<td>The land slopes gently downward in a southwesterly direction from an elevation of about 600 ft. at the street line to a low point of about 240 ft. in the southeastern corner of the parcel. The character of the land is level and rolling with an easterly trend to the southeast corner. Although the land is primarily level, there are various sections with relatively flat terrain that add distinctive views across the property, as well as some rolling hills and mountains.</td>
</tr>
<tr>
<td>Drainage</td>
<td>The land drains toward a stream in the west central section of the parcel, southward towards small streams and wetlands along the east property line and southeasterly towards a second pond, a stream, and a small area of wetlands near the southeast corner of the parcel.</td>
</tr>
<tr>
<td>Access</td>
<td>The parcel has access from three sections of road frontage along the southern side of East Street. A farm road, which breaks the land in a southwesterly direction, provides good interior access.</td>
</tr>
</tbody>
</table>

**Soils**

The majority of the soils on the subject are characterized by relatively sandy soils with about 44 acres, thornhill gravelly sandy loam with about 25 acres and Sumner & Tolbert sandy soils with about 21 acres. There are also about 11 acres of bottom fine sandy loam 9 acres of Willamette Fine sandy loam, and 7 acres each of Eau Claire fine sandy loam and Rapoold silty loam. The remainder of the subject is comprised of Stilson loam, thornhill fine sandy loam, and Sumner & Tolbert sandy loam, all with very low, 1 or less.

**Flood Zone**

The flood insurance rate map is effective for a period of 10 years, and a flood risk map, dated September 26, 2000, as of the year 2000, shows that the majority of the subject is in Zone X, areas determined to be outside of the 1% annual chance floodplain. There is a small area in the northwestern section of the subject in Flood Zone A1, a special flood hazard area subject to inundation by the 1% annual chance flood event. There is also a section in the southeastern section that is in Flood Zone A, a special flood hazard area subject to inundation by the 1% annual chance flood event where no flood elevations have been determined.

**Wetlands**

The USDA wetland map shows approximately 15 acres of wetlands with 12% of the parcel's total land area. The majority of the wetlands soils are in the northwestern and southeastern sections of the parcel adjacent to the western property line. The parcel also has two points with surface water and a stream running through the northeastern section of the parcel.

**Assessments**

A priori, no one assessments that currently affect the property. A title search was not provided but it is recommended that a title search be conducted to determine if there are any restrictions, agreements, and easements that may impact the appraised property.

A conversation with the appraiser is summarized in the Introduction section of this report is recommended to review the property when the land is valued under the hypothetical condition that it is unrestricted by any special easements.
107 East Street, Granby -- 125 Acres -- little contour, slopes higher to lower from East street

40 Ft elevation change, street to GH

Generally Flat at elevation 260
107 East Street, Granby -- 125 Acres – approximate location of Greenhouses and solar / FC (B)
107 East Street, Granby -- **125 Acres -- wetlands**
107 East Street, Granby -- 125 Acres -- 88 Prime, 20 Statewide Important Farmland Acres (86%)
107 East Street, Granby -- DG hosting capability 3-5MW

Legend

<table>
<thead>
<tr>
<th>Location Hosting Capacity (MW)</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.05</td>
<td>-0.05</td>
</tr>
<tr>
<td>&gt;0.05 to 1</td>
<td>0.05</td>
</tr>
<tr>
<td>1 to 2</td>
<td>1</td>
</tr>
<tr>
<td>2 to 3</td>
<td>2</td>
</tr>
<tr>
<td>3 to 5</td>
<td>3</td>
</tr>
<tr>
<td>5 to 10</td>
<td>5</td>
</tr>
</tbody>
</table>

DG Hosting Info:

- Section ID: 1775439B
- Circuit Name: 43F3
- Voltage (kV): 23
- Substation Name: NE_SIMSBURY_43F
- Substation Type: Bulk
- Substation Voltage (kV): 115-23
- Bulk Circuit Name: 43F
- Bulk Substation Name: NE_SIMSBURY_43F
- Bulk Substation Voltage (kV): 5.00
- Location Hosting Capacity (MW): 15.88

E&J HRF, Garmin, SafeGraph, MFTI/NASA, USGS, EPA, NP...
107 East Street- Greenhouse Design details

Characteristics of each greenhouse:
1. 52ft wide by 360ft long by ~24ft high
2. Minimal below ground disruption
3. Leading Polydress outside film
4. 18-inch planting bed, native soil on-site
5. State-of-the-art thermal bed under plant bed for sustainable energy efficiency
6. High efficiency LED lightning for year-round growing
7. Sustainable groundwater heating and cooling

Calculations of GH Project square footage

<table>
<thead>
<tr>
<th>Width(ft)</th>
<th>Length(ft)</th>
<th>Total(sf)</th>
<th>W/ 10 GH(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GH</td>
<td>50</td>
<td>360</td>
<td>18,000</td>
</tr>
<tr>
<td>Corridor</td>
<td>30</td>
<td>500</td>
<td>15,000</td>
</tr>
<tr>
<td>Central Barn</td>
<td>40</td>
<td>170</td>
<td>6,800</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>39,800</td>
</tr>
<tr>
<td>Total Acre</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10 greenhouse cluster dimensions

- Dimensions:
  - 50' wide
  - 350' long
  - 23'3" high

- Polydress LED lighting
- Air bubble greenhouse film
- R-value: 1.7
- Light direct: ca. 83%
- Light diffuse: ca. 65-75%

- 6" tile drain pipe, 4' center, that is connected to GH peak through a manifold and blower
- 9" of crushed stone pipped with 6" tile drain pipe, 4' center, that is connected to GH peak through a manifold and blower
1. Central Barn Facility/Other:
1. Wash & pack, bathroom and office facility
   a) ~ 7,000sqft, one level
   b) PreFab for minimal disruption
2. Rainwater re-claiming for all GH’s

2. Solar
1. Estimated 5MW solar facility for 100% usage and farm sustainability
2. “Supports” for the solar panels are non-evasive, requiring “screw-type” or driven structures
3. Supports are easily removed

3. Fuel Cell
1. Up to a 2.8MW solar facility for 100% usage and farm sustainability
2. Foundation pad, less than 70’ by 45’
3. Sound – standard 72dba at 10 ft
   • Located +300 ft from P/L
   • +1,000ft from house

High Efficiency, Clean & Quiet Combined Heat & Power (CHP)
Fuel cells emit water vapor rather than pollutants as they use chemistry to generate power from a fuel instead of burning. Fuel Energy fuel cell plants generate electricity and usable high-quality heat or steam from the same unit of fuel, supporting sustainability and economics. The heat or steam generated from this 90% highly efficient configuration, referred to as combined heat & power (CHP), can be used for heating greenhouses and meeting hot water needs, and the steam can be used for cooling using conventional absorption chilling equipment.
A ‘Smart partnership’ between The Town of Granby & Agbotic

Work together to create a “World Class’ operation

- A Farm Stand where town residents get a discount on year-round organic produce
- Partner with town restaurants - real Farm to table
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- Possible creation of a “micro-Grid”… heating for the school, electricity in power outages
  - Potential large Increase in tax revenue, more than offset present payments
## TOWN OF GRANBY
### BUDGET OPERATIONS SUMMARY
#### MARCH 2020

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>Adjusted Budget</th>
<th>Revenue Received</th>
<th>Bal Due (Excess)</th>
<th>% Rec'd</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>41010 Current Year Taxes</td>
<td>38,311,557</td>
<td>38,911,150</td>
<td>(599,693)</td>
<td>102%</td>
<td>Pymts. Due - July &amp; Jan.</td>
</tr>
<tr>
<td>41020 Prior Years Taxes</td>
<td>230,000</td>
<td>177,394</td>
<td>52,606</td>
<td>77%</td>
<td></td>
</tr>
<tr>
<td>41040 Interest &amp; Liens</td>
<td>130,000</td>
<td>111,812</td>
<td>18,188</td>
<td>86%</td>
<td></td>
</tr>
<tr>
<td>41060 Auto Supplement</td>
<td>300,000</td>
<td>432,896</td>
<td>(132,896)</td>
<td>144%</td>
<td>Billed - December</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>38,971,557</td>
<td>39,633,252</td>
<td>(661,695)</td>
<td>102%</td>
<td></td>
</tr>
<tr>
<td>43170 Spec Ed / Excess</td>
<td>487,666</td>
<td>328,018</td>
<td>159,648</td>
<td>67%</td>
<td>Pymts. Due - Feb. 75% - June Bal.</td>
</tr>
<tr>
<td>43590 Tuition - Other Towns</td>
<td>884,284</td>
<td>271,666</td>
<td>612,618</td>
<td>31%</td>
<td>School Bills for Activity</td>
</tr>
<tr>
<td>State Education Total</td>
<td>6,509,210</td>
<td>3,264,792</td>
<td>3,244,418</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>43110 Veterans Exempt GT</td>
<td>3,000</td>
<td>2,873</td>
<td>127</td>
<td>96%</td>
<td>By Assessor Appl. - Aug; Pymt. Dec.</td>
</tr>
<tr>
<td>43120 Misc - State</td>
<td>40,000</td>
<td>11,060</td>
<td>28,941</td>
<td>28%</td>
<td></td>
</tr>
<tr>
<td>43130 Telecommunications</td>
<td>14,000</td>
<td>15,251</td>
<td>(1,251)</td>
<td>109%</td>
<td>Pymt. Due - April</td>
</tr>
<tr>
<td>43310 State Owned Property</td>
<td>1,061</td>
<td>1,061</td>
<td>0</td>
<td>100%</td>
<td>Pymt. Due Oct.</td>
</tr>
<tr>
<td>43320 SS Dist Tax Relief</td>
<td>1,000</td>
<td>1,327</td>
<td>(327)</td>
<td>133%</td>
<td>Pymt. Due - Dec.</td>
</tr>
<tr>
<td>43340 E911 PSAP Grant</td>
<td>45,000</td>
<td>25,324</td>
<td>19,676</td>
<td>56%</td>
<td>Paid Qtrly. - Sept., Dec., Mar., &amp; June</td>
</tr>
<tr>
<td>State Municipal Total</td>
<td>104,061</td>
<td>56,894</td>
<td>47,167</td>
<td>55%</td>
<td></td>
</tr>
<tr>
<td>Intergovernmental Revenue</td>
<td>6,613,271</td>
<td>3,321,686</td>
<td>3,291,585</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>43615 Town Clerk Fees</td>
<td>200,000</td>
<td>205,727</td>
<td>(5,727)</td>
<td>103%</td>
<td>Statutory Collections</td>
</tr>
<tr>
<td>43620 Planning &amp; Zoning</td>
<td>5,000</td>
<td>12,790</td>
<td>(7,790)</td>
<td>256%</td>
<td>Application Permit Fees</td>
</tr>
<tr>
<td>43630 Zoning Bd of Appeals</td>
<td>1,000</td>
<td>582</td>
<td>418</td>
<td>58%</td>
<td>Application Permit Fees</td>
</tr>
<tr>
<td>43640 Building Permits</td>
<td>120,000</td>
<td>231,736</td>
<td>(111,736)</td>
<td>193%</td>
<td>Building Permit Fees</td>
</tr>
<tr>
<td>43660 Inland Wetlands</td>
<td>2,000</td>
<td>4,531</td>
<td>(2,531)</td>
<td>227%</td>
<td>Permit/Appl. Fees</td>
</tr>
<tr>
<td>43670 Short Term Investments</td>
<td>40,000</td>
<td>71,023</td>
<td>(31,023)</td>
<td>178%</td>
<td></td>
</tr>
<tr>
<td>43680 Rents</td>
<td>28,000</td>
<td>26,295</td>
<td>1,705</td>
<td>94%</td>
<td>Drummer, School Rental</td>
</tr>
<tr>
<td>43690 Sale Maps &amp; Ordinances</td>
<td>100</td>
<td>222</td>
<td>(122)</td>
<td>222%</td>
<td></td>
</tr>
<tr>
<td>43700 Snow Plow &amp; Grading</td>
<td>5,000</td>
<td>7,464</td>
<td>(2,464)</td>
<td>149%</td>
<td>Private Roads</td>
</tr>
<tr>
<td>43710 Photocopying</td>
<td>1,500</td>
<td>343</td>
<td>1,158</td>
<td>23%</td>
<td></td>
</tr>
<tr>
<td>43715 Open Farm Day</td>
<td>3,000</td>
<td>100</td>
<td>2,900</td>
<td>3%</td>
<td></td>
</tr>
</tbody>
</table>
# TOWN OF GRANBY

## BUDGET OPERATIONS SUMMARY

### MARCH 2020

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ADJUSTED BUDGET</th>
<th>REVENUE RECEIVED</th>
<th>BAL DUE (EXCESS)</th>
<th>% REC'D</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>43740 Dispatch Services</td>
<td>30,050</td>
<td>30,500</td>
<td>(450)</td>
<td>101%</td>
<td>Police Bill For Dispatch Services</td>
</tr>
<tr>
<td>43745 Hay Rentals</td>
<td>10,000</td>
<td>20,230</td>
<td>(10,230)</td>
<td>202%</td>
<td>Haying - $10,000</td>
</tr>
<tr>
<td>43760 Library</td>
<td>14,000</td>
<td>5,270</td>
<td>8,730</td>
<td>38%</td>
<td>Book Fines, Trust Investment</td>
</tr>
<tr>
<td>43770 Contract - Bldg. Inspection</td>
<td>10,100</td>
<td>7,575</td>
<td>2,525</td>
<td>75%</td>
<td>Bldg. Dept. Bills Qtrly For Services</td>
</tr>
<tr>
<td>43790 Driveway Permits</td>
<td>300</td>
<td>150</td>
<td>150</td>
<td>50%</td>
<td>New Const. Activity</td>
</tr>
<tr>
<td>43800 Police Photo/Lic/Permits</td>
<td>8,000</td>
<td>6,662</td>
<td>1,338</td>
<td>83%</td>
<td></td>
</tr>
<tr>
<td>43840 Returned Check Fee</td>
<td>250</td>
<td>120</td>
<td>130</td>
<td>48%</td>
<td></td>
</tr>
<tr>
<td>43990 Pay For Participation</td>
<td>54,615</td>
<td>21,950</td>
<td>32,665</td>
<td>40%</td>
<td>Received from BOE</td>
</tr>
<tr>
<td>46038 Miscellaneous</td>
<td>32,899</td>
<td>44,076</td>
<td>(11,177)</td>
<td>134%</td>
<td>CIRMA rebate</td>
</tr>
</tbody>
</table>

**Local Departmental Revenues Total** | 565,814 | 697,346 | (131,532) | 123% |

| 43920 Cossitt Library Fund  | 30              | 30              | 0            | 100%    | By Transfer-Interest From Fund               |
| 43931 Police-Engr Contractor Pymt. Fund | 18,500       | 18,500          | 0            | 100%    |                                              |
| 43950 Transfer-in Fund Bal. | 600,000        | 600,000         | 0            | 100%    | By Transfer                                  |

**Transfers In Total** | 618,530 | 618,530 | 0 | 100% |

**Local Dept. Rev. & Transfer In Total** | 1,184,344 | 1,315,876 | (131,532) | 111% |

**General Fund Revenues** | 46,769,172 | 44,270,814 | 2,498,358 | 95% |
## TOWN OF GRANBY
### BUDGET OPERATIONS SUMMARY
#### MARCH 2020

<table>
<thead>
<tr>
<th>ACCT.</th>
<th>DESCRIPTION</th>
<th>ADJUSTED BUDGET</th>
<th>EXPENSED</th>
<th>ENCUMBERED</th>
<th>UNENCUMBERED ALLOTMENT</th>
<th>% EXP.</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>General Administration</td>
<td>399,916</td>
<td>318,070</td>
<td>80,428</td>
<td>1,418</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>1003</td>
<td>Legal Services</td>
<td>19,000</td>
<td>4,753</td>
<td>11,248</td>
<td>3,000</td>
<td>84%</td>
<td></td>
</tr>
<tr>
<td>1005</td>
<td>Fringe Benefits</td>
<td>2,507,216</td>
<td>861,710</td>
<td>162,566</td>
<td>1,482,940</td>
<td>41%</td>
<td>Payment to Health Fund at end of the year.</td>
</tr>
<tr>
<td>1007</td>
<td>Town Clerk Operations</td>
<td>160,126</td>
<td>109,680</td>
<td>36,310</td>
<td>14,135</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td>1009</td>
<td>Probate</td>
<td>4,400</td>
<td>4,325</td>
<td>0</td>
<td>75</td>
<td>18%</td>
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</tr>
<tr>
<td>1011</td>
<td>Contingency &amp; Reserve</td>
<td>96,366</td>
<td>26,025</td>
<td>10,650</td>
<td>59,691</td>
<td>38%</td>
<td></td>
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<tr>
<td>1013</td>
<td>Election Services</td>
<td>43,880</td>
<td>24,395</td>
<td>3,698</td>
<td>15,787</td>
<td>64%</td>
<td></td>
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<tr>
<td>1015</td>
<td>Boards, Reg. Prog. &amp; Staff Dev.</td>
<td>64,903</td>
<td>50,704</td>
<td>1,575</td>
<td>12,623</td>
<td>81%</td>
<td></td>
</tr>
<tr>
<td>1017</td>
<td>Revenue Collections</td>
<td>129,976</td>
<td>89,729</td>
<td>24,384</td>
<td>15,863</td>
<td>65%</td>
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</tr>
<tr>
<td>1019</td>
<td>Property Assessment</td>
<td>190,718</td>
<td>136,669</td>
<td>35,292</td>
<td>18,757</td>
<td>90%</td>
<td></td>
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<tr>
<td>1021</td>
<td>Finance Management</td>
<td>340,809</td>
<td>243,081</td>
<td>47,740</td>
<td>49,988</td>
<td>85%</td>
<td></td>
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<tr>
<td>1023</td>
<td>Insurance</td>
<td>347,390</td>
<td>323,188</td>
<td>972</td>
<td>23,231</td>
<td>93%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>General Government</strong></td>
<td><strong>4,304,699</strong></td>
<td><strong>2,192,328</strong></td>
<td><strong>414,863</strong></td>
<td><strong>1,697,508</strong></td>
<td><strong>61%</strong></td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>Building Inspection</td>
<td>160,398</td>
<td>119,031</td>
<td>39,792</td>
<td>1,576</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Fire Prevention</td>
<td>353,433</td>
<td>329,107</td>
<td>10,514</td>
<td>13,811</td>
<td>96%</td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>Emergency Management</td>
<td>6,800</td>
<td>6,000</td>
<td>0</td>
<td>800</td>
<td>88%</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Health Services</td>
<td>153,760</td>
<td>129,608</td>
<td>9,150</td>
<td>15,002</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>Police Dept Administration</td>
<td>346,412</td>
<td>257,501</td>
<td>76,836</td>
<td>12,075</td>
<td>97%</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>Police Oper. &amp; Communications</td>
<td>1,853,608</td>
<td>1,272,880</td>
<td>420,434</td>
<td>180,294</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Pers. &amp; Prop. Protection</strong></td>
<td><strong>2,874,412</strong></td>
<td><strong>2,114,127</strong></td>
<td><strong>556,726</strong></td>
<td><strong>203,558</strong></td>
<td><strong>93%</strong></td>
<td></td>
</tr>
<tr>
<td>3001</td>
<td>Public Works Administration</td>
<td>198,366</td>
<td>146,919</td>
<td>47,083</td>
<td>4,365</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td>3003</td>
<td>General &amp; Equipment Maint.</td>
<td>1,390,324</td>
<td>972,877</td>
<td>269,652</td>
<td>147,996</td>
<td>89%</td>
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</tr>
<tr>
<td>3005</td>
<td>Solid Waste &amp; Recycling</td>
<td>849,100</td>
<td>548,501</td>
<td>267,600</td>
<td>32,999</td>
<td>96%</td>
<td></td>
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<tr>
<td>3011</td>
<td>Planning &amp; Engineering</td>
<td>31,400</td>
<td>17,223</td>
<td>9,887</td>
<td>4,289</td>
<td>86%</td>
<td></td>
</tr>
<tr>
<td>3013</td>
<td>Infrastructure Maintenance</td>
<td>685,244</td>
<td>444,591</td>
<td>174,033</td>
<td>66,619</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Public Works &amp; Env.</strong></td>
<td><strong>3,154,434</strong></td>
<td><strong>2,129,911</strong></td>
<td><strong>768,256</strong></td>
<td><strong>256,267</strong></td>
<td><strong>92%</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Page # 4*
## TOWN OF GRANBY
### BUDGET OPERATIONS SUMMARY
### MARCH 2020

<table>
<thead>
<tr>
<th>ACCT. #</th>
<th>DESCRIPTION</th>
<th>ADJUSTED BUDGET</th>
<th>EXPENSED</th>
<th>ENCUMBERED</th>
<th>UNENCUMBERED ALLOTMENT</th>
<th>% EXP.</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>4001</td>
<td>Library Services</td>
<td>557,327</td>
<td>404,805</td>
<td>118,536</td>
<td>33,986</td>
<td>94%</td>
<td></td>
</tr>
<tr>
<td>4003</td>
<td>Social-Senior-Youth-Services</td>
<td>331,348</td>
<td>169,656</td>
<td>55,768</td>
<td>105,923</td>
<td>68%</td>
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<tr>
<td>4005</td>
<td>Recreation Administration</td>
<td>96,111</td>
<td>73,162</td>
<td>21,949</td>
<td>1,000</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>4009</td>
<td>Community Support</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Lib., Rec., &amp; Soc. Services</td>
<td>987,786</td>
<td>647,624</td>
<td>196,253</td>
<td>143,909</td>
<td>85%</td>
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<tr>
<td>6001</td>
<td>Capital Improvement</td>
<td>1,535,867</td>
<td>1,450,000</td>
<td>0</td>
<td>85,867</td>
<td>94%</td>
<td></td>
</tr>
<tr>
<td>7001</td>
<td>Debt Service</td>
<td>2,777,355</td>
<td>2,767,355</td>
<td>0</td>
<td>10,000</td>
<td>100%</td>
<td>Payable in August and February</td>
</tr>
<tr>
<td>Capital &amp; Debt Service</td>
<td>4,313,222</td>
<td>4,217,355</td>
<td>0</td>
<td>95,867</td>
<td>98%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Section</td>
<td>15,634,553</td>
<td>11,301,346</td>
<td>1,936,098</td>
<td>2,397,110</td>
<td>85%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8001</td>
<td>Board of Education</td>
<td>31,134,619</td>
<td>22,080,324</td>
<td>0</td>
<td>9,054,295</td>
<td>71%</td>
<td></td>
</tr>
<tr>
<td>Board of Education</td>
<td>31,134,619</td>
<td>22,080,324</td>
<td>0</td>
<td>9,054,295</td>
<td>71%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund Expenses</td>
<td>46,769,172</td>
<td>33,381,670</td>
<td>1,936,098</td>
<td>11,451,405</td>
<td>76%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. **Update on COVID-19 Responses.**

2. The Town continues to expand the employees working from home in order to allow social distancing at the Town Offices.

3. Thank you to Senator Witkos for dropping off one hundred surgical masks to the Police Department.

4. Thank you to Eileen Berry for making and bringing twenty-five masks to Town Hall for the employees and an additional dozen for the Senior Center. Also, the In-Stitches Mission Group from North Canton Community United Methodist Church who made and donated 20 masks.

5. Parks and Recreation continues to plan for a regular or shortened summer camp series. Unfortunately, the second annual Bluegrass Festival was cancelled due to the likelihood that the social gathering restrictions will not be sufficiently lifted by July.

6. The Senior Center is partnering with the United Way to assist residents during this health crisis.

**Other News**

1. The State Bond Commission met on April 16 and authorized the following Municipal Aid:
   
   a. Town Aid Road - $60 million (Granby will receive $257,294)
   b. Municipal Projects – $76 million (Granby will receive $35,332)

2. The Federal Census is still ongoing. Granby’s response rate is currently at 55%. All residents are encouraged to go online at my2020census.gov to sign up.
MANAGEMENT NOTES – April 20, 2020 Meeting

Assessor:

- Apply Active Military Exemptions and take in applications.
- Process all Motor Vehicle Pro Rates on sold, stolen, registered out of State, totaled, etc. vehicles.
- Process all Certificates of Correction for Tax Collector prior to bills being mailed.
- Identify, Mail and remind all eligible Taxpayers regarding their Elderly Tax Relief, Disability and Additional Veterans Benefit.
- Take in, process, review, determine eligible benefit and apply proper benefit, both state and local benefit.
- Record and process address changes and name changes for the Tax collector on Motor Vehicles so the bills will be sent to the correct address and owner.
- Accepting and verifying all State and Local Elderly Applications and Income for benefits for State Compliance
- Accepting and Verifying Additional Veterans Applications and Income for benefits and State Statute Compliance

Community Development:

DOT will be starting construction on the roundabout at Notch Road/East Street/Salmon Brook Street the first week of May. Construction will continue through the summer and fall and is expected to be completed by November.

Library:

- The Library closed its doors due to the coronavirus pandemic on March 16th. Library services continue via telephone, email, and social media weekdays from 10 a.m. to 4:30 p.m.
- The Director is working with area libraries and the Farmington Valley Health District to create regional reopening plans for the time when it is safe to reopen.
- The library has pivoted its services to try and maintain as much access to resources and information as possible. Free access to a number of additional resources has been obtained for our community members. All resources are being posted to the library webpage and in our Facebook feed.
- Online library card registration has been established for community members who did not yet have a library card at the time the library closed. These temporary cards will be available for use throughout the closure period and can be validated/made permanent once we reopen.
- All library fines, fees, and expirations are suspended during the time the library is closed.
- The library staff is assisting the Senior Center in doing wellness calls to seniors within our community.
- Members of the library staff are currently learning how to do story time, book groups, and (eventually) lectures online via social media and Zoom. There have already been several posts on Facebook showcasing our two “story time librarians” and they have been viewed well over 500 times.
- The Granby Public Library has been awarded a PURA grant for $64,700 to be used to begin the process of connecting the Cossitt Branch Library to the town CEN (internet).
Police Department:

The Granby Police Department is currently staffed at the authorized level of 16 sworn officers; however, one supervisor and one officer are on workers comp leave. One officer is working on a light duty status and expected to return to full duty in a week. A part-time dispatcher resigned on March 20th.

The police department has made some operational changes in response to the COVID-19 pandemic in order to protect the public and our employees. The changes are to minimize the chance of spreading or contracting the disease, to comply with the Governors orders, and to adapt to changes in operational procedures with other state and municipal agencies. One officer has tested negative for COVID-19.

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

March 17, 2020: Two people were arrested for burglarizing a Canton Road home. The couple had previously been evicted from the house and returned. They were charged with burglary, criminal mischief, and drug possession (heroin).

April 4, 2020: Officers responded to a medical call for assistance on Hungary Road. An 87 year old man had died in his home.

Officers responded to a medical call for assistance on Cooley Road. An 85 year old man had died in his home.

April 5, 2020: Officers responded to a Salmon Brook Road home for a medical assist. They found a 75 year old man coughing to the point of bringing up fluid or phlegm. This was a possible COVID-19 case.

April 12, 2020: Officers investigated a domestic disturbance. One person was arrested for disorderly conduct.

Public Works:

Building Maintenance:

- All town buildings are disinfected on a daily basis.
- As time permits, Kearns School is monitored for building maintenance and concerns.
- Protective polygalas dividers have been built and installed in town hall offices to create a separation between employees and residents.

Road Work:

- Tree work continues, although time has become very limited due to staff reduction and the amount of time spent disinfecting buildings. Private contractors have assisted the staff with very large trees, as well as those that are near wires.
- Pothole patching is ongoing as needed.
- Removal of broken curbs and repairs to lawns due to winter operations are underway.
- Estimates are being put together for bridge repairs and road overlay projects.
Equipment and Maintenance:

- Repairs are ongoing to police vehicles, senior vans, and DPW equipment.

Grounds:

- Aerating, seeding, and fertilizing are underway on all town grounds.

Special Notes:

- DPW staff continue to meet the everyday needs but are hampered by the amount of time spent disinfecting vehicles and buildings.
- We are currently operating with half of the staff working while the other half is off. This is putting us behind when it comes to roadside cleanup operations and all maintenance tasks.
- The bear garbage barrels will be delivered on April 14th and over thirty residents have requested them.
- In November 2019, OSHA was contacted to conduct a site visit of the DPW building and review employee procedures and operations. The benefit of doing this is two-fold; first is for the employee’s safety and second is to eliminate any potential fines should they conduct a random site visit. Since this time, one employee has been dedicated to updating our procedures, training, and policies.

Recreation and Leisure Services:

- The Twilight Egg Hunt that was scheduled for April 9 was cancelled due to Covid-19. The Bark ’N Dash Family Dog 5K run/walk scheduled for May 3 and after school programs have been cancelled as well. The National Scrapbooking and Craft Weekend will be rescheduled in the fall. All programs scheduled to take place in the near future have been cancelled. Account credits were issued. It is anticipated many more refunds will be issued for cancelled programs into late April and May.
- A daily department meeting is held via Zoom.
- The Program Coordinator participated in the webinar for the Youth Sports Administrator Certification.
- Invoices are being processed from after school programs that finished up before Covid-19 came along. A few adjustments had to be made on some of the programs that weren’t quite finished.
- Due to Covid-19, wedding and other rental inquiries have slowed down. At this time tours are still available if requested.
- There is a very nice Letter to the Editor in this month’s Granby Drummer complementing the department. Many compliments and positive feedback from our residents have been received regarding our virtual programming.
- The Recreation Supervisor and Program Coordinator are currently preparing for the CPRP certification examination.
- The Program Coordinator is teaching daily classes on Facebook with the assistance of Program Supervisor
- A Fitness Trail was put together at SBP

Social Services:

- Shopping service for elderly developed with assistance from CERT
- Calls to elderly and at-risk individuals continues to ensure needs are being met
- Agreement with United Way to access COVID-19 Response Fund signed
• Access to hand sewn face masks secured through partnership with local organization
• Collecting information on all available Federal, State, and local COVID-19 related relief sources in anticipation of resident questions and needs

Staffing:
• One part-time and one full-time employee are out on eFMLA
• One full-time employee working from home
• Part-time Social Services employee working as needed
• Part-time Youth Counselors working via TeleHealth
• Director/Van Driver/Youth Counselor reporting daily to the office

Youth Services:
• Counseling via Telehealth continues
• Love and Logic Parenting Program is available via Zoom
• Webpage has been updated
• Next in the podcast series is under development

Senior Services:
• Violin lessons via Zoom start this week
• Tai Ji Quan Movement for Better Balance classes via Zoom start next week
• All programs and events have been rescheduled with the anticipation of starting no earlier than June 1
• Daily trivia via Facebook continues with enthusiasm
• Training materials for enhanced Volunteer Program have been developed
• Drive-thru meal services and delivery with Elderly Nutrition Program is held every Tuesday
• Senior Van available for grocery trips and medical appointments only