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Passcode: 841483

TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
TUESDAY, SEPTEMBER 6, 2022
TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA

I. PLEDGE OF ALLEGIANCE

II. RECOGNITION OF SALLY KING

III. PUBLIC SESSION

IV. MINUTES

A. Approval of Regular Meeting Minutes – August 15, 2022

V. APPOINTMENTS

- Lower Farmington River and Salmon Brook Wild and Scenic Committee – Alternate (Fred Jones)
- Inland Wetlands and Watercourses Commission (Jason LaChance)
- Planning and Zoning Alternate (Matthew Peters)

VI. OLD BUSINESS

VII. BUSINESS

A. To Consider and Act on the IBAC recommendations for the use of ARPA Funds
B. Consideration of Budget Amendment for the Absentee Ballot Support Grant
C. Strategic Plan review

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

X. SELECTMAN REPORTS
   (Margaret Chapple, Frederick A. Moffa, Mark C. Neumann, Kelly O. Rome)

XI. EXECUTIVE SESSION

XII. ADJOURNMENT

   The Next Regular Meeting is Scheduled for September 19, 2022
TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING

Minutes Page 1 August 15, 2022

Members Present: First Selectman Mark Fiorentino
Selectman Frederick Moffa
Selectman Mark Neumann
Selectman Kelly Rome
Selectman Margaret Chapple

Others Present: Erica P. Robertson, Town Manager
Kimi Cheng, Director of Finance - Via Zoom

The Hon. Mark Fiorentino, First Selectman called the regular meeting of the Board of Selectmen to order at 6:00 p.m.

I. PLEDGE OF ALLEGIANCE

First Selectman Mark Fiorentino led members of the Board of Selectmen in the Pledge of Allegiance. After the Pledge of Allegiance, First Selectman Mark Fiorentino introduced Margaret Chapple as a new member of the Board of Selectmen.

II. PUBLIC SESSION

Maureen Eberly (37 Silkey Road) addressed members of the Board of Selectmen inquiring about the HVAC and whether or not the entire project has gone out to bid or not.

Lisa Gray (542 Hopmeadow St #184, Simsbury, CT 06070) executive director and founder of the non-profit “A Promise to Jordan” spoke to members of the Board of Selectmen about raising awareness of substance abuse and that they are beginning to conduct a study of Granby. Ms. Gray further explained that they were in the process of setting up focus groups to learn about substance abuse in the Town of Granby.

Bill Regan (62 Hungary Road) addressed members of the Board of Selectmen about the plan of conservation development and expressed concern about how the economy has affected local residents and that more residents seem to be waiting in foodbank lines. Mr. Regan indicated that the Town should focus on digging a little deeper to help the residents. Mr. Regan also addressed the Board of Selectmen regarding the proficiency scores in writing and math as indicated by the Board of Education.

Susan Regan (62 Hungary Road) addressed members of the Board of Selectmen about the plan of conservation development and finding new ways to increase revenue for the Town.

(Continued on Next Page)
III. MINUTES

Selectman Frederick Moffa made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the Minutes of the Public Hearing of August 1, 2022.

The motion was seconded by Selectman Mark Neumann which passed by a voice vote of 4 ayes (Selectmen Fiorentino, Moffa, Neumann, and Rome) 0 nays, and 1 abstention (Selectman Chapple). MOTION CARRIES.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby approves the Minutes of the Board of Selectmen of August 1, 2022.

The motion was seconded by Selectman Mark Neumann at which time First Selectman Mark Fiorentino asked for a correction to be made to the August 1, 2022, regular Board of Selectmen Meeting Minutes regarding the notation of Maureen Eberly’s public input comments. The motion passed by a voice vote of 4 ayes (Selectmen Fiorentino, Moffa, Neumann, and Rome) 0 nays, and 1 abstention (Selectman Chapple). MOTION CARRIES.

IV. APPOINTMENTS

First Selectman Mark Fiorentino informed members of the Board of Selectmen that there was a vacancy on the Planning & Zoning Commission due to the resignation of Margaret Chapple.

Resolution Appointing Matthew Peters (D) as a member of the Planning & Zoning Commission for a term ending November 07, 2023.

Selectman Margaret Chapple made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby appoints Matthew Peters (D) to the Granby Planning & Zoning Commission for a term ending November 18, 2025.

The motion was seconded by Selectman Kelly Rome which passed by a unanimous voice vote (5/0/0) MOTION CARRIES.
V. OLD BUSINESS

A. Strategic Plan Update – See Agenda Item VI D

First Selectman Mark Fiorentino updated members of the Board of Selectmen that the various Boards and Commissions have been asked to provide the Board of Selectmen with goals and objectives in order to begin working on the Town’s Strategic Plan and that the goals and objectives would be discussed later in the meeting.

VI. NEW BUSINESS

A. Consideration of Use of ARPA Funds for HVAC at GMHS and Wells Road School

Updating members of the Board of Selectmen Anna Robins, speaking on behalf of the Board of Education explained the request to advance the HVAC projects at the Granby Memorial High School and Wells Road school. Ms. Robins further explained that these requests are #1 and #5 in the ARPA listing projects and that the original estimate was for a combined cost of $1,025,000 and that the current estimate is now for $1,135,166, or an additional $110,166. Ms. Robins explained to members of the Board of Selectmen that the scope of the GMHS HVAC project is to deliver air conditioning to the Technical Education, Culinary Arts, Choral Instruction, Band and Instruction classrooms as well to the cafeteria and kitchen. Ms. Robins specified that currently, the media center is the only large instructional space with air conditioning.

Anna Robins further explained the request for the use of ARPA funds updated members of the Board of Selectmen about the Wells Road Intermediate School Heating Ventilation and Air Conditioning (HVAC) project and informed members that there is currently no HVAC in the oldest part of Wells Road Intermediate School and that introducing fresh air and monitoring air quality in schools is a contemporary professional standard that is currently not being met in these areas.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes the Town Manager to expend funds for projects #1 (GMHS HVAC) and #5 (Wells Rd HVAC) on the ARPA project list for a total of $1,135,166.

The motion was seconded by Selectman Frederick Moffa which passed by a unanimous voice vote (5/0/0) MOTION CARRIES.

(Continued on Next Page)
B. Consideration of Simsbury/Granby Chamber of Commerce Celebrate the Valley Request – Approval of Use of Alcohol During Their Event

Town Manager, Erica P. Robertson updated members of the Board of Selectmen on behalf of the Simsbury/Granby Chamber of Commerce, Sally Rider, Chairperson for Celebrate the Valley, requests permission for the sale of alcohol at their event on September 22nd – September 24, 2022, with Zen Catering & Thomas Hooker Brewery providing catering services with alcohol.

Town Manager, Erica P. Robertson indicated that the Chairperson is taking the necessary steps to ensure that all State laws relating to the sale or consumption of alcoholic beverages will be strictly complied with and that the alcohol will be in a self-contained fenced-in area.

Selectman Frederick Moffa made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby authorizes to approve the Simsbury/Granby Chamber of Commerce’s request for the sale of alcohol at their event, Celebrate the Valley, on September 22nd – September 24, 2022, at Salmon Brook Park.

The motion was seconded by Selectman Mark Neumann which passed by a unanimous voice vote (5/0/0) MOTION CARRIES.

C. Consideration of Election of Vice Chairman

First Selectman Mark Fiorentino informed members of the Board of Selectmen that due to the resignation of selectman Sally King, the Board of Selectmen was in need of a new Vice-Chairperson. First Selectman Mark Fiorentino explained that a Vice-Chair is typically elected by the Board of Selectmen for their 2-year term. On December 6, 2021, Sally King was reelected as Vice-Chair, however, due to her resignation, a new vice chair was needed at which time, First Selectman Mark Fiorentino called for the nomination of a new Vice-Chairperson.

Selectman Kelly Rome made a motion for the adoption of the following resolution:

BE IT RESOLVED, that the Granby Board of Selectmen hereby appoints Selectman Selectman Mark Neumann as the Board of Selectmen Vice Chairman for the remainder of the term.

The motion was seconded by Selectman Frederick Moffa which passed by a unanimous voice vote (5/0/0) MOTION CARRIES.

(Continued on Next Page)
D. Board and Commission Strategic Plan Discussion

First Selectman Mark Fiorentino explained to members of the public that as part of the Board of Selectmen’s strategic planning process each Granby Board and Commission was asked to submit strategic objectives to the Board of Selectmen.

Presenting for the Board of Education, Dr. Jordan Grossman, Superintendent of Schools, informed members of the Board of Selectmen that the Board of Education has worked over the course of the previous year and a half on its own strategic goals. Dr. Grossman explained that many of the goals that the Board of Education has developed are goals that should be in the Town of Granby’s Strategic Plan. Dr. Grossman presented the goals/ objectives on behalf of the Board of Education which include:

1. Collaborate with the Board of Selectmen, Board of Finance, and Board of Education to identify and prioritize large capital projects.
2. Foster and maintain open communication between town agencies while working toward the integration of resources to support all stakeholders including parents/guardians, children, and the Granby community.

Presenting for the Library Board, Kristal Fiorentino updated members of the Board of Selectmen regarding the importance of the library and the various resources they offer, and all they do. Mrs. Fiorentino further explained that the library was so much more than a building, but a place to exchange ideas, access resources, and access Town services. Ms. Catherine Watso and Mrs. Fiorentino presented the goals/objections on behalf of the Library Board of Directors which include:

1. Collectively, the Granby Public Library Board and staff of the GPL system agree that our physical buildings lack sufficient space to host larger programs/meetings and author talks for all ages. We respectfully submit the objective of the Board is to review all town properties for the purpose of discovering where larger spaces exist within the Town and the steps that need to be taken to share such space.
2. An adjunctive objective to discovering additional programs and meeting space is to invest in a consultant to access all Town of Granby buildings to determine where gathering places already exist and ADA-compliant entrances and restroom facilities. Additionally, the consultant could investigate other similar empty meeting spaces within Granby that might be available as occasional rental spaces for large meetings/programs/author talks and/or used book sale space to support the successful annual fundraiser for the Friends of Granby Public Library.

Presenting for Youth Services Board, Michele Psutka presented the goals/ objectives of the Youth Services Board which include:

1. Serving as a community prevention resource assisting in outreach.

(Continued on Next Page)
2. Provide education and improve awareness with the community relating to prevalent topics that impact our youth today.
3. Offer community-based programming through the Youth Services Bureau to create social opportunities and prevention education for Granby youth and families.
4. Though the Youth Services Bureau, offer individualized youth and family counseling support to improve the overall health and wellness of Granby youth and their families.

Presenting for Park & Rec Commission, Suzanne Yucha presented the goals/ objectives of the Park & Rec commission which include:

1. Development of a 10-year capital improvement plan aligned with asserted priorities based on the voice of Granby and non-resident patrons
2. Pursuit of capital funding allocation(s) from the Town or alternative funding sources (grants) to execute on the capital improvement plan (i.e., ADA-accessible walking paths throughout Salmon Brook Park)
3. Maintenance and general upkeep of existing parks and facilities
4. Performance of existing and new recreational programs and services and their fit/ alignment to the mission
5. Recognition of the talent of the department inclusive of optimizing the funding alignment of the department to ensure the department talent is fully incented to focus on the long-range goals

VII. TOWN MANAGERS REPORT

Town Manager, Erica Robertson reported to members of the Board of Selectmen that the Library finished their Summer Library Celebration, as well as the mostly IMLS grant-funded Trail Map Challenge in which in total over 900 people signed up along with visitors attending programs, checking out materials, and spending time in the libraries air-conditioned spaces.

Town Manager, Erica Robertson reported that the Granby Public Library now has an App you can download on your smartphone or device called “Library Connection Mobile”. The app will allow you to access your library account, search for items in the collection and register for events with ease.

Town Manager, Erica Robertson also reported to members of the Board of Selectmen that there had been several changes to the Granby Police Department including the swearing-in of a new Police Officer along with 2 promotions. Town Manager, Erica Robertson congratulated Danny McCauley on being sworn in on July 18, 2022, as a new Granby Police Officer along with Officer Michael Joseph and Officer Michael Camilleri being promoted within the Department to the rank of Sergeant.

(Continued on Next Page)
TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING

Minutes

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Town Manager, Erica Robertson also reported to members of the Board of Selectmen regarding the Highlights of Revenues and Expenditures as reported by the Director of Finance and indicated that the first month of tax collection is consistent with the previous years at 47%.

VIII. FIRST SELECTMAN REPORT

First Selectman Mark Fiorentino thanked members of the men's and women's breakfast group for hosting their BBQ. First Selectman Mark Fiorentino also updated members of the Board of Selectmen regarding the Charter Revision and that many good and qualified candidates have expressed interest in serving.

IX. SELECTMAN REPORTS

Selectman Kelly Rome reported to members of the Board of Selectmen that she had an opportunity to observe many of our Granby Police officers out around town this past weekend and in popular places of high rate of speed. Selectman Kelly Rome thanked them for their service.

X. EXECUTIVE SESSION

Selectman Mark Neumann made a motion to go into executive session at 8:57 p.m. to discuss a real estate discussion and invited the Town Manager, Erica Robertson, and members of the Board of Selectmen into executive session. The motion was seconded by Selectman Frederick Moffa which passed by a unanimous voice vote (5/0/0) MOTION CARRIES.
XI. ADJOURNMENT

There being no more business to come before the meeting, Selectman Mark Neumann made a motion to adjourn the Regular Board of Selectman Meeting at 9:30 p.m., which was seconded by Selectman Kelly Rome and passed by unanimous voice vote. (5/0/0) MOTION CARRIES.

Respectfully submitted & attested,

[Signature]
Scott A. Nolan
Town Clerk

Received for Record August 22, 2022
By SCOTT A. NOLAN, Town Clerk
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager

REGARDING: IV. - Appointments

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

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

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

That __________ be appointed to the Planning and Zoning Commission as an Alternate for the balance of a two-year term beginning immediately and ending November 8, 2023. (Matthew Peters)
MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS - ITEM A
To Consider and Act on the IBAC recommendations for the use of ARPA Funds

BACKGROUND
This request is the third of what will be several action items to move our American Rescue Plan Act (ARPA) funded projects forward. In June, the Board of Selectmen (BOS) approved two technology projects, the CAD/RMS system for the Police Department and the online permitting system for the Community Development Department. In August, the BOS approved HVAC projects at Granby Memorial High School and Wells Road School. We have continued to scope and price phase one projects.

Currently, I am requesting to advance a part of the Town technology infrastructure and equipment upgrades project (#2), a part of the Communications Upgrades project (#8), support to the Farmington Valley Health District (#9), and the AXON Fleet Cruiser cameras for the Police Department (#10).

Town Technology
Granby requires upgrades to the core network, which is the backbone that effectively runs the day-to-day operations of the Town. The network hardware supports equipment such as computers, printers, wireless equipment, HVAC controls and Police Department equipment. Our networking equipment is more than a decade old, and most of the hardware was purchased as used equipment. The equipment is no longer supported and is out of warranty. It is very difficult to obtain replacement parts when needed. Without this upgrade we will not be able to have other new technology function at its best. Some new technology will not even be able to be installed. For example, a new telephone system is needed. Some funding has previously been allocated for this, but these network upgrades must be completed to install a new phone system. Upgrades to the WiFi network is also required. What we have today is either out of date or absent altogether.

This request therefore focuses on the core networking infrastructure of the Town’s technology platform. We will purchase new networking hardware (switches and routers) for the Parks and Recreation Office, Public Works Garage, Senior Center, Library, Police Department and Town Hall. Two new firewalls will also be purchased for the Town Hall and the Police Department. We will also ensure redundancy in our system, something that is required, especially for police department compliance with federal government standards. The WiFi network will be overhauled. Cost $200,000
Website Update

A major component of the Communications Upgrade project is a refresh and update of the Town’s webpage, www.granby-ct.gov. Web pages should be reviewed and updated every few years. This project will engage our current website vendor, CivicPlus, to give Granby a new webpage design and a hard look at content development, configuration for usability and accessibility, as well as dedicated training of staff. Trends change often and we must continually analyze different ways to ensure that our website is easier to use by staff and to view by the public. We want to make sure that it is more user friendly for residents to navigate.

An exciting new tool within CivicPlus is CivicSend. “CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity. Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication - There is no limit to the number of emails you can send (text messaging rates do apply).
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your CivicEngage website, including the ability to select multiple lists.”

Cost $44,300

FVHD

There are ten towns in the Farmington Valley Health District. Working through the Board of Directors for the district, an ARPA funding proposal of $448,544 was requested from member towns. Granby’s portion of the request is $44,449. Funds will be used to obtain a Community Outreach Coordinator, advance the district’s technology plan, provide staff training, secure a communication consultant, and purchase a vehicle for the district.

- Community Outreach Coordinator- The Community Health Outreach Coordinator effectively identifies and addresses community health needs by building and enhancing community/public health partnerships. Duties for this position include serving as a liaison between existing partners and performing outreach to identify and create new partnerships to address significant public health issues, including mental health and addiction, advocating for the needs of individuals, the community and the health department, facilitating meetings for multi-disciplinary groups, and identifying and applying for grant opportunities. Grant writing will be a component of the job duties and will be used to gradually ease this position into the operating budget. Considering the current mental health crisis, there should be multiple grant opportunities available.
- Technology Plan - To enhance and/or replace aging IT infrastructure including computers, laptops, remote access, and software.
- Staff Training - To support workforce development and trainings.
- Communication Consultant - Communication expertise to increase the outreach of the District and understanding of the role and responsibility of the Health District and assist in building the communication capacity of the District.
- Vehicle - Cargo van for transportation of supplies and materials necessary to support mass vaccination clinics and community outreach materials.

Cost $44,449

Axon Fleet Cruiser Cameras

The Police Department has an in-car video camera system. These predate the current Police Accountability Act requirements, but are a requirement nonetheless. Our current system is old and in need of updating. We also want to make sure that the in-car video system matches with the body camera system. Therefore, the Police Department
intends to purchase the Axon Fleet 3 in-car video system. The system consists of two cameras for each of the Police Department’s six marked police vehicles and includes the hardware, software, on-line storage, licensing, and warranty. There is also a fee for modems that will be purchased from AT&T. This allocation will include funds to pay a portion of the annual charges going forward. **Cost $42,026**

Staff will be available at the meeting to answer questions from the BOS.

**PROPOSED MOTION**
To authorize the Town Manager to expend funds to advance a part of the Town technology infrastructure and equipment upgrades project (#2), a part of the Communications Upgrades project (#8), support to the Farmington Valley Health District (#9), and the AXON Fleet Cruiser cameras for the Police Department (#10) for a total allocation of $330,775.
<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Description</th>
<th>Estimate</th>
<th>Actual</th>
<th>Variance</th>
<th>Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GMHS HVAC</td>
<td>Music, Commons, Votech</td>
<td>$700,000</td>
<td>$848,957</td>
<td>$148,957</td>
<td>8/15/22 848,957.31</td>
</tr>
<tr>
<td>2</td>
<td>Town Technology infrastructure and equipment upgrades</td>
<td>Network Switches, Routers, Firewalls, redundancy equipment, PC's, WIFI access points, data cabling, Software packages and equipment to provide more efficient and effective services including remote services</td>
<td>$525,000</td>
<td>$62,360</td>
<td></td>
<td>6/20/22 Municity Integrated Parcel Management System approved to spend up to $62,360.</td>
</tr>
<tr>
<td>3</td>
<td>Town Hall Campus HVAC</td>
<td>Upgrade heating/cooling systems. Modernize electronic components and building automation system to gain efficiency. Includes design work from mechanical engineering firm.</td>
<td>$400,000</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Library Renovations</td>
<td>Address indoor air quality, productivity needs and energy efficiency in a building that has not had significant upgrades in over two decades. Provide post pandemic library services with better ability to clean surfaces, enhance air flow and ventilation for patrons and staff, and upgrade to reduce the appearance of a “dirty” library with worn and aging EEE.</td>
<td>$353,000</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Wells Rd HVAC</td>
<td>Add HVAC in old section of the school that currently has no circulation</td>
<td>$325,000</td>
<td>$286,208</td>
<td>$(38,792)</td>
<td>8/15/22 286,208.24</td>
</tr>
<tr>
<td>6</td>
<td>Project Support</td>
<td>Assistance with project development and implementation and a small reserve</td>
<td>$175,000</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Police CAD/RMS System</td>
<td>Replacement computer aided dispatch and records management system</td>
<td>$165,000</td>
<td>$166,183</td>
<td>$1,183</td>
<td>6/20/22 approved to expend up to $166,183.</td>
</tr>
<tr>
<td>8</td>
<td>Communications Upgrades</td>
<td>Enhance the Town’s ability to stream and record public meetings in multiple locations. Streamline infrastructure required to broadcast public meetings. Review and enhance communication tools such as the Town of Granby website.</td>
<td>$100,000</td>
<td>$44,300</td>
<td></td>
<td>9/6/22 Website update - $44,300</td>
</tr>
<tr>
<td>9</td>
<td>Support to Health District</td>
<td>Allocate funds to assist the Farmington Valley Health District perform essential public health functions as our regional health department. Funds will be used for staff training, IT infrastructure upgrades, a district vehicle, communication enhancements and community and mental health coordination for the district.</td>
<td>$45,000</td>
<td>$44,449</td>
<td>$(51)</td>
<td>9/6/22 $44,449</td>
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<td>10</td>
<td>AXON Fleet Cruiser cameras</td>
<td>This would replace our aging Watch Guard dash cams. They would integrate with our newly purchased body cameras.</td>
<td>$42,000</td>
<td>$42,026</td>
<td>$26</td>
<td>9/6/22 $42,026</td>
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<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>$2,830,000</td>
<td>$1,494,484</td>
<td>$110,824</td>
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</table>
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica Robertson, Town Manager

REGARDING: V. BUSINESS – ITEM B
Consideration of Budget Amendment for the Absentee Ballot Support Grant

Background

On Tuesday, August 16, 2022, Secretary of the State Mark Kohler Announced $1 Million in Grants to Support the 2022 General Election in November. Absentee Ballot Support Grant money will be made available to Town Clerks in order to provide additional resources for a potentially larger number of absentee ballot requests.

The federally funded Absentee Ballot Support Grant will be given to towns so Town Clerks will have the resources they need to process, mail, and count what is expected to be a high number of absentee ballots returned in 2022. Each Connecticut Municipality received a minimum of $1,000.00 of Grant money.

Grant money is being allocated in accordance with 2018 & 2020 absentee ballots received and the percentage or total absentee ballots received. In a report from the Secretary of State’s Office, the Town of Granby received up to $4,297.46.

Town Clerk, Scott Nolan has begun working with the Registrar of Voters in order to prepare for the November 2022 election to ensure that the Town of Granby is well prepared.

Next Steps

Since the grant award will increase an expenditure line item in the General Fund, which was not budgeted in the Fiscal Year 2022-23 adopted budget, a budget amendment is required according to the Town Charter. The grant check will increase both the Miscellaneous Revenue and Elections line items in the General Fund by $4,297.46.

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

**PROPOSED MOTION:** The Board of Selectmen hereby authorizes increases of Miscellaneous Revenue and Elections line items in the General Fund budget by $4,297.46 to support the November 2022 general election and forward this request to the Board of Finance to approve.

EPR/kc/sn

pc: Kimi Cheng, Director of Finance
Scott Nolan, Town Clerk
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen

FROM: Erica P. Robertson, Town Manager

REGARDING: VI. BUSINESS – ITEM C
Strategic Plan Review

BACKGROUND
Several months ago, the Board of Selectmen (BOS) began its strategic planning process by soliciting input and goal recommendations from various stakeholders, including staff, elected boards, and commissions. In our August meetings, the BOS heard from the Town’s boards and commission members about their submitted objectives. From those submittals we have attempted to create a draft set of goals along with a vision and mission statement for Granby.

The following draft is offered for consideration:

**Vision Statement**
Granby will be a Town that provides excellent public services, while balancing our tradition and heritage with the evolving needs of the community.

**Mission Statement**
The Town of Granby is dedicated to providing equitable and quality services in a responsive and cost-effective manner through careful planning, collaborative community partnerships, and professional management.

**Goal Statements**
*Promote sustainable growth in the grand list through programs and processes designed to encourage business retention, expansion and attraction while maintaining the character of the community and minimizing the burden on the residential tax base.*

- Continue the improvement and enhancement of Granby Center.
- Review the economic development potential in areas where public infrastructure exists.
- Complete a sewer capacity study.
- Consider a town center study.

*Operate with financial stability to meet both near- and long-term needs of the Town.*

- Encourage collaboration between the BOE and the Town of Granby for short- and long-term capital planning.
- Review financial policies to ensure that Granby maintains a stable mill rate and its impact on residents and businesses.
Effectively manage and function as stewards of Town infrastructure, facilities, and properties.
- Examine all lease and license agreements Granby.
- Develop an inventory list of Town owned properties.
- Evaluate the use and/or potential disposal options for town property.

Enhance opportunities to allow Granby to be a safe and livable community for all.
- Implement the Affordable Housing Plan.
- Review the vision statement for the Commission on Aging and the Youth Service Board.
- Enhance collaboration between various evaluating services
- Review elements of a safe streets program.
- Maximize available resources for mental health services.

Promote the long-term sustainability of agriculture and agrotourism.
- Evaluate the potential passage of a right to farm ordinance.
- Permanent Preservation of Holcomb Farm.

Ensure that the providers of Senior, Social, Library, and Recreation services have sufficient resources and facilities to accomplish their missions.
- Evaluate space needs to enhance customer experiences and programing demands.

Evaluate conservation and sustainability measures that support the ability to meet Granby's mission.
- Pursue Sustainable CT certification.

Promote assorted communication opportunities to ensure that the community is well informed about their Town.
- Review and refresh the Town webpage.
- Establish a stronger social media presence.
- Submit news when appropriate to local publications.

Recognize, maximize, and coordinate the contributions of Granby non-profit and volunteer organizations.
- Seek out opportunities to collaborate and partner collectively.

PROPOSED MOTION: To direct the Town manager to submit the draft Strategic Plan to Granby Boards and Commissions as well as the public for their review and to obtain feedback within 30 days’ time.
TOWN OF GRANBY

MEMORANDUM

TO: Board of Selectmen
FROM: Erica P. Robertson, Town Manager
RE: VII. TOWN MANAGER REPORT

DATE: September 6, 2022

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

**Police Department**

The Police Department has been busy this summer. The department worked with the Board of Education on security and access control during the summer break to prepare for the new school year. The Police Department and the school system continue to enjoy a strong working relationship.

There have been two positive officer involved incidents in Town. The North Central Municipal Emergency Services Team (NCMEST) recently assisted with a domestic assault situation. The incident was successfully resolved after roughly eight hours with voluntary surrender of the suspect. In another incident, Granby Officers successfully used naloxone to revive an overdosing motorist who had just been in an accident.

Along with the start of the school year for our students, the training season starts for police officers. Officers must attend a minimum of one week of training each year. Officers are scheduled through June 2023. With the promotion of two officers to supervisory (sergeant) positions, additional training is required. The Police Department is currently trying to fill one police officer vacancy.

**Social Services**

Elderly & Disabled Renter's Rebate closes at the end of September. We are on track to assist the same number of people as last year. Energy Assistance opens for applications in September. With the request for appointments coming in, including first time applicants, this will be a very busy season. We have received the benefit levels from the State and they are half of the dollar award amount from last year. Our Granby Private Fuel Bank has a healthy balance and I am confident we will be able to ensure no one is cold.

**Senior Services:**

September is National Senior Center and Fall Prevention month. We will be hosting our second annual Senior Day on Wednesday, September 28 with 16 senior serving agencies. Information on senior living, health care and more will be available. Partnering with the Farmington Valley Health District to conduct Fall Risk Assessments covers us for Fall Prevention month. The highly successful Aging Mastery Program also launches in September.
Through membership in the American Society of Aging, our Program Coordinator is enrolled in the online course, Fundamentals of Gerontology, with the University of Southern California Davis School of Gerontology.

Youth Services:
Our CCSU Marriage and Family Therapist (MFT) practicum student has successfully completed their requirements and is now officially our student intern. This enables the agency to offer additional counseling services for youth and their families.

The anti-vaping campaign funded through Amplify (Behavioral Health agency serving North Central CT) provides resources and information to the community on the dangers, costs, and consequences of vaping device usage.

Public Works:
Public Works continues to be busy. The summer construction season continues until the asphalt plants close for the season or our funding is expended. Loomis Street in its entirety, twenty-three hundred feet of Quarry Road, and three quarters of Kelly Lane were overlayed in August. Shimming and securing the road for the winter will soon be done on Sakrisson and Quarry Roads.

Moosehorn Bridge replacement has changed from a one-year project to a two-year project and the inspection and construction contractors have been chosen. Between the engineering groups there is some debate whether there will be a need to close the road for a weekend as originally planned. In the meantime, preliminary work around the bridge has begun. Wetlands permitting is under way on Donahue Road and will be going out for design later this year with replacement scheduled for 2023. Simsbury Road Bridge is still on the schedule for replacement in 2024.

We continue to watch several areas of the budget for market fluctuations. Fortunately, fuel prices are going down, but not by much. We are under contract for gasoline until December and will continue to price shop when ordering diesel fuel. Snow and ice control materials has increased in price. Winter treated material came in 28% higher than expected which could leave this account short by $27,000. As always, we will monitor the budget closely to manage these unexpected cost increases. Looking forward on our bridge program for future budgeting purposes, Doherty Road Bridge was inspected and determined that it should be replaced at the estimated cost of $2.5M at 50% reimbursement. As the bridge is under twenty feet in length, it does not qualify for the State’s new program.

Eversource, Distinctive Tree, Holcomb Farm Inc. and Granby DPW removed several ash trees from the east side of Holcomb Farm on August 10th and 11th. These trees were damaged by the emerald ash borer. This project was a very nice example of community and business cooperation in Town.

The third of the Household Hazardous Waste collections will be held on Saturday, October 15th in Simsbury at 66 Town Forest Road. Paper shredding is available at this event.

Town Manager
Donna Moody has retired from Granby. Donna served as our Payroll Coordinator for 27 years. We wish her well in her retirement and thank her for all the hard work she provided over the years. She will be missed!

Abby Kenyon, Director of Community Development, has returned from maternity leave. We are happy to have her back and look forward to some exciting projects soon from her department.
Susan Magoon-Klein recently started in the Finance Department. She has taken on the payroll function with Donna’s retirement. Susan comes to us with experience in municipal and private section payroll experience. Please welcome Susan to Granby!