Town of Granby is inviting you to a scheduled Zoom meeting.
https://us02web.zoom.us/j/89808292159?pwd=jvwxOa0kbQy1AzNb0k41d0fvbjbUhZ.1

Meeting ID: 898 0829 2159
Passcode: 591151

TOWN OF GRANBY – Board of Selectmen
Regular Meeting Agenda
Monday, October 5, 2026 – 7 p.m.

Town Hall Meeting Room

1. Minutes

1.I. Approval Of Board Of Selectmen Regular Meeting Minutes - September 21, 2026

Documents:

1.1 SEPTEMBER 21, 2026 BOS REGULAR MEETING ELECTRONIC.PDF

2. Resignations/Appointments

2.I. Lowell C. Johnson - Board Of Assessment Appeals - Resignation

Documents:

2.1 LOWELL C. JOHNSON (R) RESIGNED 9-28-26 (TERM LEFT 11-16-2027).PDF

2.II. Kent R. McCord - Conservation Commission - Resignation

Documents:

2.2 KENT R. MCCORD CONSERVATION COMMISSION (RESIGNATION 9-30-26) (TERM LEFT 1-14-2030).PDF

2.III. Appointment Recommendation - Board Of Assessment Appeals - Karen L. Viets

Documents:

2.3 KAREN L. VIETS (R) BAA TO FILL VACANCY UNTIL 11-2-27 VACANCY FOR (LOWELL C. JOHNSON RESIGNED 9-28-2026).PDF

2.IV. Appointment Recommendation - Conservation Commission - Jeffrey A. Spence

Documents:

2.4 JEFFREY A. SPENCE CONSERVATION COMMISSION (TO FILL VACANCY FOR JAMES A. SZIPSZKY).PDF

2.V. Appointment Recommendation - Parks & Recreation Board - Jeffrey A. Gilton

Documents:

2.5 JEFFREY A. GILTON PARKS REC (TO FILL VACANCY FOR J. BILODEAU (R)) VACANT SEAT FROM THE 1-20-2026 APPT. LIST.PDF

3. Communications

3.I. CHA Town Building Envelope Scoping Reports - Titan RFP Process Discussion

Documents:

3.1 GRANBYTITANBOSCOMMO10062026.PDF

4. New Business

4.I. Board Of Selectmen 2027 Regular Meeting Schedule - Approval

Documents:

4.1 BOS ANNUAL SCHEDULE OF MEETINGS TEMPLATE.PDF

5. Town Manager Report

5.I. Town Manager's Departmental Activity Report - September

Documents:

5.1 2026GRANBYTMREPORT10062026.PDF

6. First Selectman Report
7. Selectmen Reports
8. Public Session
9. Executive Session
10. Adjournment

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday October 19, 2026, in the Town Hall Meeting Room.

TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR BOARD OF SELECTMEN MEETING
SEPTEMBER 21, 2026
MINUTES

CERTIFIED TRUE ELECTRONIC COPY
From the Records of the **Town of Granby**
as of 11:30 A.M.
September 30, 2026
Attested by:
Jen Espinal

PRESENT: Mark H. Fiorentino, First Selectman; Margaret Q. Chapple, Vice Chairwoman; Selectwoman Kimberly L. Becker; Selectman Frederick A. Moffa; Selectman Mark C. Neumann; BOS Student Liaisons Madeline Ayotte and Talia McKeen.

ALSO PRESENT: Michael P. Walsh, Town Manager; Jen Espinal, Town Clerk; members of the public.

REMOTE: Betsy Mazzotta, Management Assistant; and members of the public.

ABSENT: Kimi Cheng, Director of Finance.

CALL TO ORDER
First Selectman M. Fiorentino called the Regular Meeting of the Board of Selectmen to order at 7:00 P.M. in the Town Hall Main Meeting Room, Granby, Connecticut.

1. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by BOS Student Liaison, Ms. McKeen.

Chairman Fiorentino made a motion to amend the agenda to add Item 6.1.

ON A MOTION DULY MADE BY P. Chapple, seconded by M. Neumann, the Board voted (5-0-0) to approve the amendment to the agenda.

2. MINUTES
2.1. Approval of Board of Selectmen Regular Meeting Minutes – August 17, 2026

ON A MOTION DULY MADE BY M. Neumann, seconded by F. Moffa, the Board voted unanimously (5-0-0) to approve the minutes from the Board of Selectmen Regular meeting on August 17, 2026.

3. APPOINTMENTS/ RESIGNATIONS
3.1. Anthony M. McGovern (U): Park & Recreation (Term January 10, 2028)

ON A MOTION DULY MADE BY F. Moffa, seconded by K. Becker, the Board voted (5-0-0) to acknowledge the resignation of Anthony M. McGovern in the Town of Granby Park & Recreation Board, effective September 8, 2026.

4. COMMUNICATIONS
4.1. Lost Acres Fire Department Annual Report 2025-2026

The Board received the Lost Acres Fire Department's 2025 Annual Report. The Fire Chief provided an overview of the department's activities, staffing, and operational needs.

The Chief reported 283 calls for service during the fiscal year, including 24 fire incidents. The department continues to provide mutual aid to surrounding communities and participates in regional emergency response efforts.

The department reported approximately 40 active members, including 35 interior-qualified firefighters, and welcomed four new members during the year. The Chief highlighted ongoing recruitment and retention efforts, including the cadet program for students ages 14–18.

The Chief also discussed plans to replace two fire engines and ongoing coordination with Town Manager regarding a new funding agreement. Rising equipment costs, aging fire stations, and facility limitations were identified as challenges. The Town Manager discussed the need to develop a sustainable capital funding plan to support equipment replacement.

5. OLD BUSINESS

None

6. NEW BUSINESS

6.1. Special Council Approval

ON A MOTION DULY MADE BY P. Chapple, seconded by M. Neumann, the Board voted (5-0-0) to approve the hiring of Attorney Michael Rose and the Law Firm of Rose/Kallor to assist the Town in legal matters related to labor; and further to direct the Town Manager to execute and engagement letter with the firm.

6.2. 7 Summits - Kearns School Terms Sheet Approval

The Town selected 7 Summits through an RFP process as the preferred developer to redevelop Kearns School into senior and workforce housing. The Board was asked to approve a Terms Sheet, reviewed by Halloran Sage, which is not a development contract but demonstrates the Town's commitment and allows 7 Summits to pursue grants and funding. A formal development agreement would be negotiated if the project proves financially feasible.

Commission on Aging Chair Jean Donihee-Perron, who serves on the negotiating committee, emphasized the Town's shortage of affordable senior housing, noting that approximately 21.3% of Granby's population is over age 65, while only 81 income-based units are currently available. She stated that Kearns School is an ideal location due to its proximity to shopping, medical services, restaurants, and other amenities, and strongly encouraged approval of the Terms Sheet to advance the project.

ON A MOTION DULY MADE BY M. Neumann, seconded by K. Becker, the Board voted (5-0-0) to approve the attached Terms Sheet between 7 Summits and the Town of Granby dated August 5, 2026, and to direct the Town Manager to execute the agreement.

6.3. Granby Ambulance Amended Operating Agreement Approval

The Board reviewed an amended operating agreement with the Granby Ambulance Association (GAA), the result of several years of work. The agreement strengthens governance and oversight,

requires continued efforts to manage receivables, provides for more operationally focused financial reporting, identifies capital needs in relation to endowment funds, and clarifies ownership and use of Town-provided radio equipment. The agreement was developed collaboratively and reviewed by GAA's attorney.

ON A MOTION DULY MADE BY P. Chapple, seconded by F. Moffa, the Board voted (5-0-0) to approve the amended operating agreement between the Town of Granby and the Granby Ambulance Association and authorize the appropriate Town officials to execute the agreement.

7. TOWN MANAGER REPORTS

7.1. Town Manager's Monthly Departmental Activity Report

The Town Manager presented the August 2026 Department Activity Report, highlighting activities across Town departments, including completion of the FY2026 financial close and audit preparations, Democratic primary preparations and election training by the Town Clerk and Registrars of Voters, records preservation and microfilming projects, library programming and renovations, and Police Department staffing, training, community outreach, and public safety activities.

7.2. Town Manager's Project Activity Report

The Town Manager provided updates on major projects, including the Public Building and Capital Project Committee's review of firms, for upcoming work and the Intraboard Advisory Committee's engagement. Updates also included radio tower improvements, department-level budget meetings, sewer ordinance revisions, completion of engineering for the STEAP 2 walking path extension, the new e-bike restriction in Town parks, and capital equipment planning for Lost Acres Fire Department. The Town also received 32 applications for the Public Works Director position, with five candidates selected for interviews.

7.3. Monthly Budget Report - Finance Director Kimi Cheng

In the absence of Director of Finance, Kimi, Town Manager provided an overview of the August 2026 budget report showing collections at 1% compared with the same period last year, while general fund expenditure was 38%, consistent with the prior year. No significant trends or concerns were identified at this time.

8. FIRST SELECTMAN REPORT (Mark Fiorentino)

First Selectman, M. Fiorentino, thanked the Open Farm Day Commission, volunteers, and participants for another successful event and recognized the cooperation between the McLean Game Refuge and Granby Horse Council for a charity ride benefiting Angel Horses Foundation. Upcoming events include the 25th anniversary of the Senior Center, the Granby Artists Association's 25th anniversary celebration on October 4, and a November 14 open house on the five proposed capital projects.

9. SELECTMEN REPORTS (Margaret Q. Chapple, Vice Chairwoman; Selectwoman Kimberly L. Becker; Selectman Frederick A. Moffa; Selectman Mark C. Neumann; BOS Student Liaisons Madeline Ayotte, Sophia Cutler, and Talia McKeen.)

M. Neumann, reported on the Public Buildings and Capital Projects Committee. The next regular meeting is scheduled for October 14, with a special meeting this Wednesday to review interview scores and rankings and develop recommendations regarding firms for the proposed capital projects.

P. Chapple, congratulated Kirk Severance on his retirement.

F. Moffa, echoed the positive comments regarding Open Farm Day, noting its apparent success, and commended the McLean Game Refuge and Granby Land Trust's for their well-maintained trails and recreational opportunities.

M. Ayotte, reported upcoming school activities, including a Dolly Parton-themed celebration and book drive, with donated books going to support literacy efforts. The school is also planning its fall cabaret, presented by the drama club.

T. McKeen, a Granby junior involved in student government, clubs, and sports, introduced herself and discussed her interest in representing students. She reported on efforts to honor departing band teacher Mr. Bailey and the implementation of a new digital pass system to track student movement and improve accountability.

10. PUBLIC SESSION

R. Flannigan, 24 Woodcliff Drive addressed the Board regarding Kearns School redevelopment, bonding, insurance, and demolition procedures. He also questioned the proposed $500,000 valuation for the 33-acre property and referenced the November 14 capital projects meeting.

Curtis Johnson, 1 Fielding Woods Road, asked whether a backup developer had been prequalified through the RFP process in case 7 Summits withdraws from the Kearns School redevelopment. He also requested clarification on the budget's debt service figure, its relationship to the proposed capital improvements, the timing and conditions for issuing bonds, and the potential impact of geopolitical conditions on bond rates, debt service, project costs, and taxpayers.

Ms. Flanigan, 24 Woodcliff Drive spoke regarding the Community Development Block Grant funds awarded for historic development and preservation to fund the Stony Hill Village fire alarm upgrade. Ms. Flanigan requested clarification on whether the reallocation was approved by the Connecticut Department of Housing and whether such approval would be made public.

Maureen Eberly, 37 Silkey Road, a Commission on Aging member supported moving forward with the Kearns School redevelopment and requested that the Town discuss demolition and hazardous-material removal with the developer.

11. EXECUTIVE SESSION
None

12. ADJOURNMENT

ON A MOTION DULY MADE BY P. Chapple, seconded by M. Neumann, the Board voted unanimously (5-0-0) to adjourn the Board of Selectmen Regular Meeting at 8:15 p.m.

A full version of the Board of Selectmen meeting can be found at Granby Community Television https://gctv16.org.

Respectfully recorded and attested



Jen Espinal
Town Clerk
Received for Record: September 23, 2026, at 10:16 A.M.
By Jini Ruscitti, Assistant Town Clerk

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday, October 5, 2026, in the Town Hall Main Meeting Room.

TOWN OF GRANBY

MEMORANDUM **DATE:** September 28, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager; Jen Espinal, Town Clerk

REGARDING: **Resignation — Town of Granby Board of Assessment Appeals**

By way of this memo, please accept the resignation of an Elected Official serving on the Town of Granby Board of Assessment Appeals.

Summary of Submission:

Resignation correspondence was received from **Lowell C. Johnson (R),** resigning effective **September 28, 2026,** with a term that was set to expire on November 16, 2027.

As this is an elected office, the vacancy may be filled in accordance with the Town of Granby Charter and the Connecticut General Statutes. The appointed individual will serve until the next Municipal Election on November 2, 2027, and until a successor elected at that election takes office.

Financial Impact:
None

Description of Documents on file at the Town Clerk's office:
A formal resignation letter bearing an original (wet) signature was received by the Town Clerk's office on **September 28, 2026.** The vacancy has been reported to the Secretary of the State via form ED-638.

PROPOSE MOTION

Move, to acknowledge the resignation of Lowell C. Johnson in the Town of Granby Board of Assessment Appeals, effective September 28, 2026.

CC: Laura A. Wolfe, Registrars of Voters
Karen Antonucci, Registrar of Voters

TOWN OF GRANBY

MEMORANDUM **DATE:** September 28, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager; Jen Espinal, Town Clerk

REGARDING: **Resignations — Town of Granby Conservation Commission**

Please acknowledge the resignations of an Appointed Official from the Town of Granby Conservation Commission.

Summary:
Resignation correspondence was received from **Kent R. McCord (D),** resigning effective **September 30, 2026**, with a term that was set to expire on January 13, 2030.

The positions shall be filled in accordance with the Town of Granby Charter and the Connecticut General Statutes, with the appointed replacement serving the remainder of the unexpired terms.

Financial Impact:
None

Description of Documents on file at the Town Clerk's office:
Resignation correspondence received and acknowledged by the Town Clerk's office. The vacancy has been reported to all respective parties.

PROPOSE MOTION

Move, to acknowledge the resignations of Kent R. McCord, effective September 30, 2026, from the Town of Granby Conservation Commission.

CC: Laura A. Wolfe, Registrars of Voters
Karen Antonucci, Registrar of Voters
Kara Marshall, CC Chair
Democratic Town Chairs

TOWN OF GRANBY

MEMORANDUM **DATE:** September 28, 2026

TO: Mike Walsh, Town Manager

FROM: Jen Espinal, Town Clerk

REGARDING: Appointment Recommendation – Board of Assessment Appeals (Elective Office)

By way of this memo, please accept the Appointment Recommendation to fill an Elective Office Vacancy on the Town of Granby Board of Assessment Appeals.

Summary of Submission:

An Appointment Recommendation was received by the Town Clerk's office for **Karen L. Viets (R)** as indicated on the active Town of Granby Voters List to fill an Elective Office vacancy on the **Town of Granby Board of Assessment Appeals**, created by the resignation of Lowell C. Johnson, effective September 28, 2026

Ms. Viets is recommended to serve until the next Municipal Election on November 2, 2027, and until a successor elected at that election takes office. This appointment does not constitute an automatic nomination to fill a party-endorsed vacancy under Connecticut General Statutes Section 9-428 and Connecticut General Statutes Section 9-460, and any such nomination must be made in accordance with those statutory provisions.

Financial Impact:
None

Description of Document(s) on file at the Town Clerk's office:
An Appointment Recommendation from the Town of Granby Republican Town Committee was received on September 28, 2026.

PROPOSED MOTION

Move that the Board of Selectmen approve the appointment of Karen L. Viets to fill the vacancy on the Town of Granby Board of Assessment Appeals, to serve until the next Municipal Election on November 2, 2027, and until a successor elected at that election takes office.

CC: Laura A. Wolfe, Registrar of Voters
Karen Antonucci, Registrar of Voters
Sue Altieri, Assessor

TOWN OF GRANBY

MEMORANDUM **DATE:** September 28 , 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager; Jen Espinal, Town Clerk

REGARDING: **Appointment — Town of Granby Conservation Commission**

The attached request for Appointment to the Town of Granby Conservation Commission was received on September 28, 2026.

Summary:
The Republican Town Committee recommends **Jeffrey A. Spence (R)** to fill the **Regular Member** vacancy on the **Town of Granby Conservation Commission,** created by the resignation of James A. Szipszky (D) on April 9, 2026.

The appointment shall be made pursuant to CGS § 9-167a and Town Charter §§ 6-1, 6-2, 6-4, and 6-5, and shall serve the remainder of the unexpired term through January 13, 2030, or until a successor is appointed and qualified.

The Andrew Small (R) seat was previously filled by Ruthann Zafian (D) because Andrew's seat had the shortest remaining term in months. This resulted in a swap of the Republican and Democratic seats, while maintaining the same overall number of seats for each party.

The Commission has 7 regular-member seats, with a maximum of 5 members from one party under minority representation requirements. There is currently one additional vacant Democratic seat, created by the resignation of Kent R. McCord (D), with a term expiring January 13, 2030.

Financial Impact:
None

Description of Documents Included with Submission:
Online Volunteer Form correspondence received by the Town Clerk's office and acknowledged.

PROPOSE MOTION

Move that the Board of Selectmen appoint Jeffrey A. Spence, effective immediately, to fill a vacancy on the Town of Granby Conservation Commission, for a term expiring January 13, 2030, or until a successor is appointed and qualified.

CC: Laura A. Wolfe, Registrars of Voters
Karen Antonucci, Registrar of Voters
Kara Marshall, Conservation Commission Chair

TOWN OF GRANBY

MEMORANDUM **DATE:** September 28, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager; Jen Espinal, Town Clerk

REGARDING: **Appointment — Town of Granby Parks and Recreation Board**

By way of this memorandum, please accept the following Appointment Recommendations for Appointed Offices on the Town of Granby Conservation Commission.

Summary:

The Republican Town Committee recommends **Jeffrey A. Gilton (R)** to fill a vacancy as a **Regular Member** on the **Town of Granby Parks and Recreation Board**, created by the vacancy of Jennifer P. Bilodeau (R), a Republican seat not filled on the January 20, 2026, appointments.

The appointment shall be made pursuant to CGS § 9-167a and Town Charter §§ 6-1, 6-2, 6-4, and 6-5, and shall serve the remainder of the unexpired term through January 10, 2028, or until a successor is appointed and qualified.

The Board is comprised of seven members, each serving a two-year term. Upon approval of the recommended appointment, the Board will consist of six appointed members and one vacant seat, with representation consisting of three Democratic, three Republican, and one Unaffiliated seat from Chairman McGovern's resignation.

Further, it is recommended that the Board proceed with the appointment of a Chair and Vice Chair at this time.

Financial Impact:
None

Description of Documents Included with Submission:
Recommendation submitted by the DTC.

PROPOSE MOTION

Move that the Board of Selectmen appoint Jeffrey A. Gilton effective immediately, to fill a vacancy on the Town of Granby Parks and Recreation Board, for a term expiring January 10, 2028, or until a successor is appointed and qualified.

CC: Laura A. Wolfe, Registrars of Voters
Karen Antonucci, Registrar of Voters
Parks & Recreation Board Members

TOWN OF GRANBY

MEMORANDUM **DATE:** September 28, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager

REGARDING: **Titan Energy Efficiency Bid Administration Agreement Communication**

The Town of Granby's three priorities with respect to energy conservation and efficiency include:

1. Competitively bidding electricity, diesel, gasoline, and heating oil
2. Exploring the feasibility of solar arrays via canopy or on Town buildings
3. Addressing building envelopes with energy efficiency measures

With respect to item 1, the Town has regularly completed competitive bidding on those commodities through CRCOG or CCM. With respect to item 2, the Town's assessment of canopy solar installations does not produce a financial return suitable to pursue it at this time, so the Town will continue to monitor the market periodically.

With respect the item 3, with the help of the Conservation Commission and Town resident Jim Szipszky, the Town completed energy efficiency scoping studies on five town buildings using CHA, an engineering firm paid for by Eversource.

With those scoping studies in hand (see the attached PDF of the scoping studies for each of the five buildings), the Town will use Titan, a CCM preferred vendor, to act as the Town's "Clerk of the Works" to competitively bid via Request for Proposal (RFP) the identified work.

Titan will also coordinate grants and a zero-interest loan of up to $1 million with Eversource to further reduce the Town's cost on work that is considered "inevitable" (meaning HVAC equipment that is at end of life).

The Titan engagement agreement is attached for your review.

Further, in a nod to shared services, and in order to increase the scope of the RFP Titan will issue to further drive efficiencies, four school buildings as well as the BOE Central Office will be scoped by Titan for inclusion into the bid seeking additional grants and a second pool of $1 million zero interest loan available to offset some of the costs of the work.

The benefits of this process and resulting bid if successful include:

1. Town and BOE buildings will enjoy a higher level of energy efficiency
2. Grants and zero interest loans will be secured first, reducing taxpayer replacement costs
3. Work accomplished by this process will stretch the December Middle School bonding if approved by the residents of the Town
4. Efficiency improvements completed now will capture savings today rather than in 2032
5. Work accomplished by this process will reduce the size of future bond issues

These reports and this process was recently recommended to proceed by the Intra-Board Advisor Committee (IBAC).

Because the Town's normal procurement process has been followed to secure the services of Titan, a CCM preferred vendor, who will issue the RFP while acting in the Town's best interest, no action is required of the Board of Selectmen at this time.

Should you have any questions on anything contained herein, I will be available at the meeting to answer those questions. Thank you.

March 24th, 2026

Dana Mowry
Energy Efficiency Consultant
Eversource Energy
20 Barnabas Rd, Newton, CT

Town of Granby
Mike Walsh
52 N Granby Rd, Granby, CT

RE: Town of Granby - Scoping Report

Dear Dana Mowry:
CHA Consulting conducted a walkthrough at Granby Townhall Granby, CT on February 5th. During the site visit, Sharmaine Rivera and Anastasia Mello were assisted by the facilities operator, Richard. A review of the historical energy use patterns and the building's systems was completed to inform how Eversource can support the building owner in improving energy efficiency. Included in this report is a list of potential energy efficiency measures as well as savings estimates. Please note that the savings values presented in this report are meant to provide an order of magnitude savings and are not final values or guarantees for the determinations of the incentives. A measure summary is provided in Table 1.

Table 1: Summary of Energy Conservation Measures

	Energy Efficiency Measure	Savings Estimate (kWh)	Savings Estimate (therms)	Savings Estimate ($)	% Energy Cost Reduction	Cost Estimate ($)	Simple Payback (years)	Suggested Incentive Pathway**
1	Replace Existing Chiller	14,874	0.0	3,002	8%	131,580	43.8	Custom
2	Install VFD on Dual Temperature Pump	10,105	0.0	2,040	5%	14,473	7.1	Custom
3	DHW Pipe Insulation	304	0.0	61	0.15%	270	4.4	Custom
Total		25,282	0.0	5,103	13%	146,323	28.7	
% of Total Usage		17%	0%	13%				

	Other measures*	Opportunity	Suggested Incentive Pathway**
1	Door Sweeps	Low	Only one door observed, Prescriptive

** These measures are usually low payback, simple measures. The opportunity column indicates a qualitative recommendation based on the audit. See the Energy Efficiency measures section for more information.*
***Custom, custom express, or prescriptive*

General Facility Description:

+ Weatherization @ 100%

The Townhall is approximately 10,000 ft^2 building that holds a variety of spaces designed to accommodate different needs for the Town of Granby. The building has about 24 employees, with additional volunteers when needed. The building is open Monday to Wednesday 8AM – 4PM, Thursday 8AM – 6PM, and Friday 8AM – 12:30PM. There is no occupancy overnight or during weekend hours.

The building includes meeting rooms, private offices, a secure vault for town records, a kitchenette, and a large assembly space used for town gatherings. It is served by five air handling units (AHUs).

The building has one (1) natural gas fired Lochinvar 700 MBH condensing hot water boiler. This unit was installed within the last few years, has an efficiency of 93%, and was observed to be in excellent condition. At the time of the site visit, hot water supply temperature was observed to be 185 °F and return water was 168 °F. During the site visit, an existing oil-fired hot water boiler was observed in the mechanical room and appears to be abandoned in place and no longer used since the gas boiler was installed. Heating hot water is circulated by one (1) dual temperature 3 HP pump to three air handling units (AHUs), cabinet unit heaters, and radiators in the building. The building is served by a two-pipe changeover hydronic distribution system that provides either heating or cooling depending on the season. Cooling is provided by one (1) 25 ton scroll Trane chiller. This unit was installed in 2000, was observed to be in poor condition, and past its useful equipment life. Chilled water is circulated by the same dual temperature pump described previously. During the cooling system, generally April through October, changeover valves are operated to circulate chilled water to terminal unit coils. The cooling system is shut down during the winter months.

Four units are located on the second floor, and one smaller mixed-air single-zone unit (AHU-4) is installed in the first-floor kitchen ceiling space. AHU-1, AHU-2, and AHU-3, serve the east wing, central wing area, and west wing area, respectively. These three units are mixed-air systems and share a common outdoor air plenum. They each have their own exhaust fan (EF-1, EF-2, and EF-3). These units are equipped with 1.5 HP supply fans that are controlled by existing variable frequency drives (VFDs). Additionally, all three units are equipped with three-way dual temperature valves. AHU-4 serves the large assembly room adjacent to the kitchen. The fourth second-floor unit (AHU-5), located in the mechanical room, is a single-zone system serving the vault. This unit operates as a fully recirculating (100% return air) system with no dedicated outdoor air and includes a DX cooling coil with electric resistance duct heating. There is an additional fan coil unit (FCU-1) that serves the office area in the east wing.

The building HVAC systems are controlled by pneumatic controls integrated into a Schneider Electric Building Management System (BMS). All major equipment is tied into and controlled through the BMS, including the boiler, chiller, AHUs, and exhaust fans. The front-end graphics display items including hot water supply temperatures, pump status, changeover valve position, chilled water supply temperature, air temperatures, and fan speeds. Based on discussions with building staff, the boiler hot water supply temperature setpoint is adjusted based on the building heating demand and outdoor air temperature. During milder conditions, the setpoint is typically maintained around 140-150 °F, while during colder conditions it is increased to approximately 180 °F. No equipment operating schedule was observed to be implemented for the existing AHUs.

Domestic hot water (DHW) is generated by two (2) electric heaters rated at 1.65 kW and 10 gallon storage capacity. Lighting throughout the facility has been upgraded to LED fixtures. No major deficiencies were observed with respect to piping insulation. Windows are double-glazed with metal frame.

The building is managed by the Operations Manager, Stuart Young. Mr. Young has been working for the Town of Granby for over 25 years and has extensive knowledge and control of the building management system and the current HVAC. Utility data was able to be obtained and analyzed for the year of 2025.

HVAC System Overview		
	Heating System	**Cooling System**
Primary Equipment type	Natural Gas Packaged Boiler	Chilled Water Split Unit
Primary Equipment Size	1 Boiler, Capacity = 653 MBH	1 Chiller, Capacity = 25 Tons
Distribution system description	AHU-1, AHU-2, AHU-3, AHU-4, and AHU-5	AHU-1, AHU-2, AHU-3, AHU-4, and AHU-5
Approximate age and Condition of primary equipment	Good condition	2 pipe system, replace with an ASHP option
Control System		
Existing programmable controls?	BMS	BMS
Pneumatic or DDC	Pneumatic	Pneumatic
Current control sequences	-Currently scheduled on 24/7 -AHU-1 SA setpt = 79.9°F -AHU-2 SA setpt = 76.8°F -AHU-3 SA setpt = 79.4°F -AHU-4 setpt = 72°F, unocc heat setpt = 70°F -AHU-5 RA temp = 72.8°F Boiler HWS temp setpt = 180°F. HW system will be enabled when OA temp is above 60°F -FCU-1 heat cool setpt = 68°F	-Chiller is manually switched on turned on and off
Approximate age and Condition	Good condition	Good condition

Energy Usage and Rates

CHA Consulting has reviewed the historical electricity and natural gas consumption for calendar year 2025 to bracket the likely energy savings that could be achieved at this site. A high-level summary is included below:

Electric Provider	Eversource
Gas Provider	Eversource
Electric Rates	$0.20/kwh
Gas Rates	$1.32/therm

	Electric	Gas	Total	
Annual Energy Usage	144,658 kWh	8,140 Therms	1,308 MMBTU	
Annual Energy costs	$29,200	$10,725	$39,925	Typical Comparable Building*
EUI gas/electric/total	14.0 kWh/sf	0.79 Therm/sf	126.3 kBTU/SF	56.1 kBTU/SF

**Please note that this value is based on the typical national median Site Energy Use Intensity (EUI) for a Social/Meeting Hall provided by EnergyStar Portfolio Manager.*

Energy Efficiency Measures

ECM 1 – Replace Existing Chiller: The building is cooled by an existing 25 ton scroll Trane chiller utilizing R-22 refrigerant. Heat rejection is provided by a remote air-cooled condenser located outside of the building. The existing system was installed in 2000 and appeared to be in fair condition and at the end of its equipment's useful life. The existing unit has an estimated full load efficiency of 1.15 kW/ton. This measure evaluates the energy savings associated with replacing the existing 25 ton chiller with a higher efficiency unit. The new unit would operate at part load of 0.599 kW/ton and full load efficiency of 1.18 kW/ton. The new chiller will be located outside where the existing condenser is located. New chilled water piping will be installed from the chiller to the second-floor mechanical room to the existing distribution piping. The calculation methodology compares the baseline chiller efficiency and demand to the proposed chiller efficiency to determine energy savings. Electric energy savings will result from operating a higher efficiency chiller.

Please note that an air source heat pump chiller option was also evaluated as a replacement option for the existing chiller. This heat pump chiller would provide both chilled water and hot water, with the intent of offsetting existing thermal loads currently served by the existing natural gas fired condensing hot water boiler. However, based on the current building cooling load, only a single chiller module would be required. Operation of a single-module heat pump chiller introduces limitations, as the unit may enter defrost mode under certain conditions, particularly when the outdoor air temperatures approach 47F due to the coil head pressure. As a result, the heat pump chiller would have a limited operating range for hot water generation. This range is from 55F to 47F. Below this range, supplemental heating from the existing boiler system would be required. Given that the boiler would still need to operate, the heat pump chiller option was not considered as a cost-effective replacement at this time. However, this option may become more favorable in the future if the site cooling load increases, such as through the integration of adjacent buildings into the chilled water loop.

ECM 2 – Install VFD on Dual Temperature Pump: Hot and chilled water to the building is provided by one (1) 3 HP dual temperature pump. The pump was observed to have a NEMA premium efficiency motor rated at 89.5% and inverter duty rated. Hot and chilled water is circulated to AHU-1, AHU-2, AHU-3, and various other terminal units for space heating and cooling. All AHUs and terminal devices were observed to have existing three-way control valves. Electrical energy savings will result from modulating pump operating speeds based on system demand.

This measure evaluates the energy savings associated with installing variable frequency drives (VFDs) to modulate the pump motor speed based on the actual system load and differential pressure across the system loop. This measure also includes replacing the existing three-way control valves on AHU-1, AHU-2, and AHU-3 with two-way control valves. The existing three-way valves for the other terminal units will remain in the system to maintain a constant flow and prevent deadheading of the pumps. Since the flow through the existing three-way valves will remain constant, a minimum VFD speed of 50% was assumed to ensure that adequate flow is provided to all units while accommodating the fluctuating demand of the new two-way control valves.

ECM 3 – Pipe Insulation: The existing DHW piping was observed to have no insulation. The piping in the storage rooms where the existing units are located is estimated to be approximately ½ inch copper

with a total length of about 25 feet. DHW is typically supplied at 125 °F to various faucets in the building. This measure includes installing 1" pipe insulation to reduce heat loss for thermal energy savings.

Electrification – The existing natural gas fired condensing hot water boilers were installed within the last few years and appeared to be in excellent condition at the time of the site visit. As such, replacement is not recommended. However, the facility should consider long-term electrification strategies for future upgrades, which may include the installation of electric heat pump systems as the existing equipment approaches the end of its useful life.

Other Measures

ECM 1 – Replace Door Seals and Sweeps: This measure evaluates the energy savings with replacing existing door sweeps with new sweeps to minimize air leakage at door thresholds. Reducing air infiltration will decrease heating and cooling loads, resulting in energy savings and improved comfort.

Additional Considerations

Implement Unoccupied Shutdown and Temperature Setbacks: Based on discussions with the building staff and a review of the existing Building Management system, the AHUs in the building are operating 24/7, regardless of occupancy. This measure evaluates the energy savings associated with implementing an occupied/unoccupied schedule to turn the AHU-1, AHU-2, and AHU-3 "off" during unoccupied hours. An unoccupied cooling setpoint of 75F and a heating setpoint of 65F are proposed. The unit will cycle as needed to maintain these setback temperatures during unoccupied periods. The proposed operating hours are Mon to Fri 6AM to 7PM and shut "off" during the weekends. This measure assumes schedule changes can be made through the existing Schneider BMS. Implementing an operating schedule for the AHUs will reduce unnecessary runtime during unoccupied hours, resulting in fan, cooling energy, and heating energy savings.

Please note that this measure is not eligible for incentives through Eversource's Energy programs, however, it is recommended for implementation to achieve energy and cost savings for the Town of Granby.

Next Steps:

CHA Consulting and Eversource would like to meet with to discuss this report. The goal of the meeting is to determine which, if any, of the suggested ECMs are to be acted upon in the near to intermediate future.

March 24th, 2026

→ Cooling coals in AHU
→ No chiller.

Dana Mowry
Energy Efficiency Consultant
Eversource Energy
20 Barnabas Rd, Newton, CT

Town of Granby
Mike Walsh
52 N Granby Rd, Granby, CT

RE: Town of Granby - Scoping Report

Dear Dana Mowry:
CHA Consulting conducted a walkthrough at the Senior and Youth Center in Granby, CT on February 5th. During the site visit, Sharmaine Rivera and Anastasia Mello were assisted by the facilities operator, Richard. A review of the historical energy use patterns and the building's systems was completed to inform how Eversource can support the building owner improve energy efficiency. Included in this report is a list of potential energy efficiency measures as well as savings estimates. Please note that the savings values presented in this report are meant to provide an order of magnitude savings and are not final values or guarantees for the determinations of the incentives. A measure summary is provided in Table 1.

Table 1: Summary of Energy Conservation Measures

	Energy Efficiency Measure	Savings Estimate (kWh)	Savings Estimate (therms)	Savings Estimate ($)	% Energy Cost Reduction	Cost Estimate ($)	Simple Payback (years)	Suggested Incentive Pathway**
1	Install VFDs on two (2) Hot Water Pumps	8,870	0.0	1,856	4%	25,605	13.8	Custom
2	Install VFDs on AHU-1 and AHU-2	34,730	0.0	4,032	10%	37,981	5.2	Custom
3	HW Pipe Insulation	0.0	12.0	12	0.04%	123	7.8	Custom
Total		43,600	12.0	9,140	22%	63,709	7.0	
% of Total Usage		27%	0.20%	22%				

Other measures*		Opportunity	Suggested Incentive Pathway**
1	Door Sweeps	Low	Only main entrance doors, Prescriptive

** These measures are usually low payback, simple measures. The opportunity column indicates a qualitative recommendation based on the audit. See the Energy Efficiency measures section for more information.*
***custom, custom express, or prescriptive*

General Facility Description

The Senior Center and Youth Department is approximately 9,000 ft^2 facility. The building employs approximately 20 employees and is open to the public Monday through Thursday 8AM to 4PM, and Friday 8AM to 1PM.

The building includes a community room with an attached commercial-grade kitchen that operates twice weekly (Tuesdays and Thursdays) for scheduled events. The maximum occupancy of the community hall is 325 people. The remainder of the building consists of activity rooms and office spaces.

The building has one (1) natural gas fired Lochinvar 700 MBH condensing hot water boiler. This unit was installed within the last few years and has an efficiency of 93%. At the time of the site visit, the boiler was in alarm, required maintenance, and was not operational. During the site visit, an existing oil-fired hot water boiler was observed in the mechanical room and appears to be abandoned in place and no longer used since the gas boiler was installed. Heating hot water is circulated by two (2) 3 HP hot water pumps to two air handling units (AHUs), cabinet unit heaters, and radiators in the building.

AHU-1 serves the community room and is a mixed-air unit equipped with a hot water coil and direct expansion (DX) coil served by an outdoor air-cooled condenser. The unit is a constant air volume (CAV) system with a constant speed supply fan and is equipped with a three-way hot water control valve. AHU-2 is located above the ceiling in the storage closet adjacent to the community room. This unit is a mixed-air, constant air volume (CAV) system serving twelve (12) VAV terminal boxes distributed throughout the activity rooms and office areas. Each VAV box has a reheat valve that can be controlled by the building management system (BMS). Similar to AHU-1, AHU-2 does not have a supply fan VFD and utilizes a three-way control valve for coil control within a constant-flow hydronic loop. Additionally, all existing piping was well insulated and appeared to be in good condition in the main mechanical room. Some hot water piping for the AHUs was observed to be uninsulated.

The building HVAC systems are controlled by a full direct digital control (DDC) integrated into a Schneider Electric Building Management System (BMS). All major equipment is tied into and controlled through the BMS, including the boiler, AHUs, VAV boxes, and exhaust fans. The front-end graphics display items including hot water supply temperatures, pump status, air temperatures, and fan status. No equipment operating schedule was observed to be implemented for the existing AHUs.

An indirect fired hot water heater with a storage capacity of 67 gallons is served by the hot water boiler described above. Lighting throughout the facility has been upgraded to LED fixtures. Windows are double-glazed with a metal frame throughout the building.

The building is managed by the Operations Manager, Stuart Young. Mr. Young has been working for the Town of Granby for over 25 years and has extensive knowledge and control of the building management system and the current HVAC. Utility data was able to be obtained and analyzed for the year of 2025.

HVAC System Overview		
	Heating System	**Cooling System**
Primary Equipment type	Natural Gas Packaged Boiler	Outdoor Condensing Unit
Primary Equipment Size	1 Boiler, Capacity = 700 MBH	Estimated 10 Tons of Cooling
Distribution system description	AHU-1 serves the community room. AHU-2 serves 12 VAV boxes.	AHU-1 serves the community room. AHU-2 serves 12 VAV boxes.
Approximate age and Condition of primary equipment	Boiler is new, good condition.	AHUs from 2001, discontinued but in good condition.
Control System		
Existing programmable controls?	BMS	BMS
Pneumatic or DDC	DDC	DDC
Current control sequences	-Scheduled on 24/7 AHU-1: -DX enabled when OAT is above 60°F. -Cooling setpt = 72°F -Unocc Heating setpt = 73°F -Reheat SAT Setpt = 71.1°F -SA temp setpt = 82.1°F AHU-2: --DX enabled when OAT is above 60°F. -Cooling setpt = 67°F -Unocc Heating setpt = 65°F -SA temp setpt = 73.2°F Boiler: HWS temp setpt = 160.5°F	MF-16: Cooling setpt = 65°F, unocc cooling sept = 68°F MF-17: Cooling setpt = 70°F, unocc cooling sept = 72°F MF-18: Cooling setpt = 70°F, unocc cooling sept = 72°F MF-15: Cooling setpt = 72°F, unocc cooling sept = 85°F MF-20: Cooling setpt = 71°F, unocc cooling sept = 85°F MF-19: Cooling setpt = 72°F, unocc cooling sept = 80°F
Approximate age and Condition	Good condition	Good condition

Energy Usage and Rates

CHA Consulting has reviewed the historical electricity and natural gas consumption for calendar year 2025 to bracket the likely energy savings that could be achieved at this site. A high-level summary is included below:

Electric Provider	Eversource
Gas Provider	Eversource
Electric Rates	$0.21/kwh
Gas Rates	$1.27/therm

	Electric	Gas	Total	
Annual Energy Usage	159,260 kWh	6,206 Therms	1,164 MMBTU	
Annual Energy costs	$33,330	$8,298	$41,627	Typical Comparable Building*
EUI gas/electric/total	18.57 kWh/sf	0.72 Therm/sf	135.7 kBTU/SF	56.1 BTU/SF

**Please note that this value is based on the typical national median Site Energy Use Intensity (EUI) for a Social/Meeting Hall provided by EnergyStar Portfolio Manager.*

Energy Efficiency Measures

ECM 1 – Install VFDs on two (2) Hot Water Pumps: Hot water to the building is provided by two (2) 2 HP pumps. The pumps were observed to have two (2) standard efficiency motors rated at 85.5% each. Hot water is circulated to AHU-1, AHU-2, and various other terminal units for space heating. All AHUs and terminal devices were observed to have existing three-way control valves.

This measure evaluates the energy savings associated with installing variable frequency drives (VFDs) to modulate the pump motor speeds based on the actual system load and differential pressure across the system loop. This measure also includes replacing the existing three-way control valves on AHU-1 and AHU-2 with two-way control valves. The existing three-way valves for the other terminal units will remain in the system to maintain a constant minimum flow. Since the flow through the existing three-way valves will remain constant, a minimum VFD speed of 50% was assumed to ensure that adequate flow is provided to all units while accommodating the fluctuating demand of the new two-way control valves. Electrical energy savings will result from modulating pump operating speeds based on system demand.

ECM 2 – Install VFDs on AHU-1 and AHU-2: AHU-1 serves the community room and AHU-2 serves various VAVs throughout the building. The existing 5 HP supply fan motors each have an existing motor efficiency of 87.5%. Please note the return fan motors were not accessible at the time of the site visit so motor nameplate information could not be collected. The return fan motor size is estimated based on discussions with the existing equipment representative. This measure evaluates the energy savings associated with installing variable frequency drives on the existing fans to modulate the airflow based on the system demand. Additionally, the existing fan motors will be replaced with premium efficiency, inverter duty rated motors. AHU-1 supply fan VFD will be controlled based on space temperature in the community room. AHU-2 supply fan VFD will be controlled based on static pressure setpoint.

ECM 3 – Pipe Insulation: Some of the existing hot water piping near the control valve for AHU-1 and AHU-2 was observed to have no insulation. The piping in the storage rooms where the existing units are located is estimated to be approximately 1 inch with a total length of about 10 feet. This measure includes installing 1" Polyethylene foam tube pipe insulation to reduce heat loss for thermal energy savings.

Electrification – The existing natural gas fired condensing hot water boilers were installed within the last few years and appeared to be in excellent condition at the time of the site visit. As such, replacement is not recommended. However, the facility should consider long-term electrification

strategies for future upgrades, which may include the installation of electric heat pump systems as the existing equipment approaches the end of its useful life.

Other Measures

ECM 1 – Replace Door Seals and Sweeps: This measure evaluates the energy savings with replacing existing door sweeps with new sweeps to minimize air leakage at door thresholds. Reducing air infiltration will decrease heating and cooling loads, resulting in energy savings and improved comfort.

Additional Considerations

Implement Unoccupied Shutdown and Temperature Setbacks: Based on discussions with the building staff and a review of the existing Building Management system, the AHUs in the building are operating 24/7, regardless of occupancy. This measure evaluates the energy savings associated with implementing an occupied/unoccupied schedule to turn the AHU-1 and AHU-2 "off" during unoccupied hours. An unoccupied cooling setpoint of 75 °F and a heating setpoint of 65 °F are proposed. The unit will cycle as needed to maintain these setback temperatures during unoccupied periods. The proposed operating hours are Mon to Fri 5 AM to 8 PM and shutdown during the weekends. This measure assumes schedule changes can be made through the existing Schneider BMS. Implementing an operating schedule for the AHUs will reduce unnecessary runtime during unoccupied hours, resulting in fan, cooling energy, and heating energy savings.

Please note that this measure is not eligible for incentives through Eversource's Energy programs, however, it is recommended for implementation to achieve energy and cost savings for the Town of Granby.

Next Steps:

CHA Consulting and Eversource would like to meet with to discuss this report. The goal of the meeting is to determine which, if any, of the suggested ECMs are to be acted upon in the near to intermediate future.

March 24th, 2026

Dana Mowry
Energy Efficiency Consultant
Eversource Energy
20 Barnabas Rd, Newton, CT

Town of Granby
Mike Walsh
52 N Granby Rd, Granby, CT

RE: Town of Granby - Scoping Report

Dear Dana Mowry:
CHA Consulting conducted a walkthrough at the Granby Police Department in Granby, CT on February 5th. During the site visit, Sharmaine Rivera and Anastasia Mello were assisted by the facilities operator, Richard. A review of the historical energy use patterns and the building's systems was completed to inform how Eversource can support the building owner in improving energy efficiency. Included in this report is a list of potential energy efficiency measures as well as savings estimates. Please note that the savings values presented in this report are meant to provide an order of magnitude savings and are not final values or guarantees for the determinations of the incentives. A measure summary is provided in Table 1.

Table 1: Summary of Energy Conservation Measures

	Energy Efficiency Measure	Savings Estimate (kWh)	Savings Estimate (therms)	Savings Estimate ($)	% Energy Cost Reduction	Cost Estimate ($)	Simple Payback (years)	Suggested Incentive Pathway**
1	Install VFDs on AHU-4	15,308	0.0	3,062	8%	17,034	5.6	Custom
2	Implement DCV on ACU-1	520	199	357	1%	7,359	20.6	Custom
Total		15,828	199	3,419	9%	24,393	7.1	
% of Total Usage		10%	4%	9%				

	Other measures*	Opportunity	Suggested Incentive Pathway**
1	Door Sweeps	Low	Prescriptive
2	Replace Existing 30-Gal Electric DHW Heater with Heat Pump Heater	Low	Low usage, Prescriptive

** These measures are usually low payback, simple measures. The opportunity column indicates a qualitative recommendation based on the audit. See the Energy Efficiency measures section for more information.*
***custom, custom express, or prescriptive*

General Facility Description

The Granby Police Department is approximately 9,000 ft^2 building that was built in 1959. The building employs 23 full-time staff, and 6 part-time staff. The station's dispatch station operates Monday through Sunday, 24/7.

The building includes a newly constructed dispatch office, locker rooms for patrol officers, administrative offices for the Chief of Police and staff, and holding cell areas. The dispatch area

The building has one (1) natural gas fired Lochinvar 700 MBH condensing hot water boiler. This unit was installed within the last few years, has an efficiency of 93%, and was observed to be in excellent condition. At the time of the site visit, hot water supply temperature was observed to be 182 °F and the return water was 175 °F. During the site visit, an existing oil-fired hot water boiler was observed in the mechanical room and appears to be abandoned in place and no longer used since the gas boiler was installed. Heating hot water is circulated by two (2) 1 HP constant speed pumps that operate in a lead/lag manner. Hot water is provided to various air handling units (AHUs), cabinet unit heaters, and radiators in the building. All existing piping was well insulated and appeared to be in good condition. No major deficiencies were observed with respect to piping insulation.

The facility is served by four mixed-air air handling units (AHUs) located in the upper-level mechanical space. These units are each equipped with a direct expansion (DX) cooling coil and a hot water (HW) coil. AHU-1 serves the community room, AHU-2 serves the booking area, AHU-3 serves the dispatch area, and AHU-4 serves the remainder of the building. AHU-4 serves fourteen (14) variable air volume (VAV) boxes throughout the building. An additional dedicated ductless mini-split system serves the server room to provide continuous cooling. Each unit is connected to an outdoor air-cooled condensing unit.

The building HVAC systems are controlled by direct digital controls (DDC) integrated into a Schneider Electric Building Management System (BMS). All major equipment is tied into and controlled through the BMS, including the boiler, chiller, AHUs, and exhaust fans. The front-end graphics display items including hot water supply temperatures, pump status, air temperatures, and fan speeds.

Domestic hot water (DHW) is generated by a 4.5 kW electric heater, and indirect fired hot water heater with a storage capacity of 67 gallons is served by the hot water boiler described above. Based on discussions with the facility operator, the electric DHW heater serves the adjacent locker rooms. Lighting throughout the facility has been upgraded to LED fixtures. Windows are double-glazed with a metal frame throughout the building.

The building is managed by Stuart Young, head of Operations. Mr. Young has been working for the Town of Granby for over 25 years and has extensive knowledge and control of the building management system (BMS) and the current HVAC. Utility data was able to be obtained and analyzed for the year of 2025.

HVAC System Overview		
	Heating System	**Cooling System**
Primary Equipment type	Natural Gas Packaged Boiler	Outdoor Condensing unit, Mini-Split
Primary Equipment Size	1 boiler, Capacity = 701 MBH	Mitsubishi Condensing Unit, Capacity = 36,000 BTU/H
Distribution system description	AHU-1, AHU-1, AHU-3, AHU-4	AHU-1, AHU-1, AHU-3, AHU-4, DX coil inside AHUs
Approximate age and Condition of primary equipment	Various, good condition	Various, good condition
Control System		
Existing programmable controls?	BMS, thermostats	BMS, thermostats
Pneumatic or DDC	DDC	DDC
Current control sequences	- Scheduled on 24/7 - AHU-1: Heating Setpt = 73°F, Unocc Heating Setpt = 70°F - AHU-2: Heating Setpt = 73°F, Unocc Heating Setpt = 65°F - AHU-3: Unocc Heating Setpt = 75.5°F - AHU-4: SA Temp Setpt = 78.8°F - Boiler & pumps set to be enabled when OAT is below 60°F - HWS Temp = 172°F	- Scheduled on 24/7 - AHU-1: Cooling Setpt = 70°F - AHU-2: Cooling Setpt = 68°F - AHU-3: No Cooling Setpt added - AHU-4: Cooling Setpt = 68°F - DX will be enabled in AHUs when OAT is above 55°F
Approximate age and Condition	Good condition	Good condition

Energy Usage and Rates

CHA Consulting has reviewed the historical electricity and natural gas consumption for calendar year 2025 to bracket the likely energy savings that could be achieved at this site. A high-level summary is included below:

Electric Provider	Eversource
Gas Provider	Eversource
Electric Rates	$0.20/kWh
Gas Rates	$1.27/therm

	Electric	Gas	Total	
Annual Energy Usage	155,465 kWh	5,042 Therms	1,035 MMBTU	
Annual Energy costs	$31,093	$6,403	$37,496	Typical Comparable Building
EUI gas/electric/total	17.4 kWh/sf	0.57 Therm/sf	116 kBTU/SF	63.5 kBTU/SF

**Please note that this value is based on the typical national median Site Energy Use Intensity (EUI) for a Police Station Hall provided by EnergyStar Portfolio Manager.*

Energy Efficiency Measures

ECM 1 – Install VFDs on AHU-4: AHU-4 serves VAV boxes located throughout the building. The unit is equipped with a constant speed 3 HP supply fan. This measure evaluates the energy savings associated with installing variable frequency drives on the existing fans to modulate the airflow based on the system demand. Additionally, the existing fan motors will be replaced with premium efficiency, inverter duty rated motors. The fan VFD will be controlled based on static pressure setpoint.

ECM 2 – Implement DCV for ACU-1: ACU-1 serves the community room (training area) in the building. While most of the building operates on a continuous 24/7 schedule, the community room is utilized on an intermittent basis for meetings, training, and events. As a result, the space is not continuously occupied. This measure evaluates the energy savings associated with implementing demand-controlled ventilation (DCV) for ACU-1 which will modulate the outside air intake based on the actual occupancy levels in the space while maintaining required minimum ventilation rates. This will decrease the volume of outside air that needs to be conditioned and will result in a reduction of heating and cooling energy. A return air CO2 sensor will be installed as part of this measure.

Electrification – The existing natural gas fired condensing hot water boilers were installed within the last few years and appeared to be in excellent condition at the time of the site visit. As such, replacement is not recommended. However, the facility should consider long-term electrification strategies for future upgrades, which may include the installation of electric heat pump systems as the existing equipment approaches the end of its useful life.

Other Measures

ECM 1 – Replace Door Seals and Sweeps: This measure evaluates the energy savings with replacing existing door sweeps with new sweeps to minimize air leakage at door thresholds. Reducing air infiltration will decrease heating and cooling loads, resulting in energy savings and improved comfort.

ECM 2 – DHW is generated by an existing 4.5 kW electric heater with a storage capacity of 30 gallons. This measure proposes replacing the existing electric DHW heater with a heat pump DHW heater. The proposed system will utilize a heat pump to generate hot water and will have higher efficiency compared to electric resistance heating. Energy savings are achieved through higher coefficient of performance (COP) of the heat pump, resulting in reduced electrical consumption.

Additional Considerations

Optimize Supply Air Temperature Setpoint: AHU-1, AHU-2, AHU-3 and AHU-4 serve various areas in the building. The units operate 24/7 as most areas are unoccupied all the time. Based on a review of the BMS, the average supply air temperature was observed to be 76 F for heating. The cooling temperature setpoint was observed to be 68 F. This measure evaluates the energy savings with adjusting the heating setpoint to 72 F and cooling to 74 F. It is assumed the temperature adjustments can be made on the existing Schneider Electric BMS.

Please note that this measure is not eligible for incentives through Eversource's Energy programs, however, it is recommended for implementation to achieve energy and cost savings for the Town of Granby.

Next Steps:

CHA Consulting and Eversource would like to meet with to discuss this report. The goal of the meeting is to determine which, if any, of the suggested ECMs are to be acted upon in the near to intermediate future.

March 24th, 2026

Dana Mowry
Energy Efficiency Consultant
Eversource Energy
20 Barnabas Rd, Newton, CT

Town of Granby
Mike Walsh
52 N Granby Rd, Granby, CT

RE: Town of Granby - Scoping Report

Dear Dana Mowry:
CHA Consulting conducted a walkthrough at the Department of Public Works in Granby, CT on February 5th. During the site visit, Sharmaine Rivera and Anastasia Mello were assisted by the facilities operator, Richard. A review of the historical energy use patterns and the building's systems was completed to inform how Eversource can support the building owner improve energy efficiency. Included in this report is a list of potential energy efficiency measures as well as savings estimates. Please note that the savings values presented in this report are meant to provide an order of magnitude savings and are not final values or guarantees for the determinations of the incentives. A measure summary is provided in Table 1.

Table 1: Summary of Energy Conservation Measures

	Energy Efficiency Measure	Savings Estimate (kWh)	Savings Estimate (Fuel Oil)	Savings Estimate ($)	% Energy Cost Reduction	Cost Estimate ($)	Simple Payback (years)	Suggested Incentive Pathway**
1	Replace Existing Fuel-Oil-Fired Furnace with Heat Pump	-17,282	1,477	483	2%	20,899	43.3	Custom
2	Replace Existing Electric DHW Heater with Heat Pump	1,396	0.0	349	2%	6,825	19.6	Custom
3	DHW Pipe Insulation	182	0.0	4.50	0.2%	135	3.0	Custom
Total		-15,704	1,477	877	4%	27,886	31.8	
% of Total Usage		-32%	100%	4%				

Other measures*		Opportunity	Suggested Incentive Pathway**
1	Wall Insulation in Garage	Low	Prescriptive

** These measures are usually low payback, simple measures. The opportunity column indicates a qualitative recommendation based on the audit. See the Energy Efficiency measures section for more information.*
***custom, custom express, or prescriptive*

General Facility Description

The Department of Public Works (DPW) is approximately 16,000 ft^2 building. The garage has 16 workers and operates 7AM – 4PM. There is no overnight or weekend production time.

The building consists primarily of a large garage area with fourteen (14) overhead doors, in addition to a few office spaces. The garage space is separated into four sections, with the last section being a recent addition. This newest bay has two overhead doors separated by a partition wall to create an isolated vehicle washing station. Supplemental heating within the garage is provided by four suspended unit heaters and two waste propane burners. The existing overhead garage doors are scheduled for replacement in July 2026.

The office section of the building is heated by a fuel oil-fired furnace equipped with a direct expansion (DX) cooling coil. The unit was observed to be in poor condition and original to the building. The furnace is controlled by a local programmable thermostat located in the front office area. An occupancy schedule has been programmed based on the building occupancy hours. Domestic hot water (DHW) is generated by an electric heater rated at 4.5 kW with a storage capacity of 50 gallons. The heater was installed in 2011 and is past its equipment useful life. The DHW piping was observed to be uninsulated.

Lighting throughout the facility has been upgraded to LED fixtures.

The building is managed by the Operations Manager, Stuart Young. Mr. Young has been working for the Town of Granby for over 25 years and has extensive knowledge of the building management system (BMS) and the current building HVAC. The BMS is currently programmed to operate continuously (24/7). According to Mr. Young, he will manually go into the system to adjust temperature setpoints where necessary. During the shoulder months a schedule is implemented. Fuel oil consumption data was obtained and analyzed for 2025.

HVAC System Overview		
	Heating System	**Cooling System**
Primary Equipment type	Fuel Oil-Fired Furnace, Propane-Fired Unit Heaters	DX coil within furnace and outdoor condenser
Primary Equipment Size	126,000 BTU/HR (1 Furnace), 4 Unit Heaters	Furnace Cooling Capacity: 5 Tons (60 MBH)
Distribution system description	Fuel oil fired furnace	DX Cooling Coil within Furnace
Approximate age and Condition of primary equipment	Original to building, poor condition	Original to building, poor condition
Control System		
Existing programmable controls?	Programmable Thermostat	Programmable Thermostat
Pneumatic or DDC	N/A	N/A
Current control sequences	Schedule	Schedule

Approximate age and Condition	Original to building, fair condition	Original to building, fair condition

Energy Usage and Rates

CHA Consulting has reviewed the historical electricity and natural gas consumption for calendar year 2025 to bracket the likely energy savings that could be achieved at this site. A high-level summary is included below:

Electric Provider	Eversource
Fuel Provider	N/A
Electric Rate	$.25/kWh
Propane Rate	$2.11/gal
#2 Fuel Oil Rate	$3.25/gal

	Electric	Propane	Fuel Oil	Total	
Annual Energy Usage	48,520 kWh	1,882 Gallons	1,477 Gallons	542 MMBTU	
Annual Energy costs	$12,279	$3,972	$5,144	$21,395	Typical Comparable Building*
EUI gas/electric/total	3.06 KWh/sf	0.12 Gallons/sf	0.09 Gallons/sf	34.2 kBTU/SF	40.1 kBTU/SF

**Please note that this value is based on the typical national median Site Energy Use Intensity (EUI) for an Other – Public Services provided by EnergyStar Portfolio Manager.*

Energy Efficiency Measures

ECM 1 – Replace Oil Fired Furnace with Heat Pump: The DPW contains one (1) existing oil fired furnace with a heating capacity of 126 MBH and a cooling capacity of 60 MBH. This measure evaluates the energy savings associated with replacing the existing furnace with an electric heat pump furnace. The proposed system will provide heating via an air-source heat pump utilizing R-32 and will require the installation of a new outdoor condensing unit.

The heat pump will serve as the primary heating source under typical operating conditions, with electric resistance heat providing supplemental or backup heat during low ambient conditions. This will result in a fuel conversion from fuel oil to electric and eliminate the requirement for fuel oil. Energy savings are expected from higher system efficiency, as the heat pump delivers more heating output per unit of energy input compared to fuel oil combustion.

ECM 2 – Replace Existing Electric DHW Heater with Heat Pump Heater: DHW is generated by an existing 4.5 kW electric heater with a storage capacity of 50 gallons. This measure proposes replacing the existing electric 50 gallon DHW heater with a heat pump DHW heater. The proposed system will utilize a heat pump to generate hot water and will have higher efficiency compared to electric resistance heating. Energy savings are achieved through higher coefficient of performance (COP) of the heat pump, resulting in reduced electrical consumption.

ECM 3 – DHW Pipe Insulation: The existing DHW piping was observed to have no insulation. The piping in the mechanical room where the existing unit is located is estimated to be approximately ½ inch copper with a total length of about 15 feet. DHW is typically supplied at 125 °F to various faucets in the building. This measure includes installing 1" pipe insulation to reduce heat loss for thermal energy savings.

Other Measures

ECM 1 – Wall Insulation in Garage: This measure evaluates adding insulation to the walls of the open high bay garage area to reduce heat loss, improve the thermal performance, and result in thermal propane savings.

Next Steps:

CHA Consulting and Eversource would like to meet with to discuss this report. The goal of the meeting is to determine which, if any, of the suggested ECMs are to be acted upon in the near to intermediate future.

March 24th, 2026

Dana Mowry
Energy Efficiency Consultant
Eversource Energy
20 Barnabas Rd, Newton, CT

Town of Granby
Mike Walsh
52 N Granby Rd, Granby, CT

RE: Town of Granby - Scoping Report

Dear Dana Mowry:
CHA Consulting conducted a walkthrough at Granby Public Library in Granby, CT on February 5th. During the site visit, Sharmaine Rivera and Anastasia Mello were assisted by the facilities operator, Richard. A review of the historical energy use patterns and the building's systems was completed to inform how Eversource can support the building owner improve energy efficiency. Included in this report is a list of potential energy efficiency measures as well as savings estimates. Please note that the savings values presented in this report are meant to provide an order of magnitude savings and are not final values or guarantees for the determination of the incentives. A measure summary is provided in Table 1.

Table 1: Summary of Energy Conservation Measures

	Energy Efficiency Measure	Savings Estimate (kWh)	Savings Estimate (therms)	Savings Estimate ($)	% Energy Cost Reduction	Cost Estimate ($)	Simple Payback (years)	Suggested Incentive Pathway**
1	Install VFDs on AHU-1 and AHU-2	25,261	0.0	5,810	19%	24,165	4.2	Custom TA Study
Total		25,261	0.0	5,810	19%	24,165	4.2	
% of Total Usage		25%	0%	19%				

Other measures*		Opportunity	Suggested Incentive Pathway**
1	Door Sweeps	Low	Prescriptive

** These measures are usually low payback, simple measures. The opportunity column indicates a qualitative recommendation based on the audit. See the Energy Efficiency measures section for more information.*
***custom, custom express, or prescriptive*

General Facility Description

The Granby Public Library is approximately 10,500 ft^2 facility. The library employs approximately 30 employees Monday to Thursday from 10AM - 7PM, Friday and Saturday from 10AM – 2PM, and Sunday from 1PM – 4PM. There are no overnight hours.

The building has two main spaces, the main library and the activity space. The activity space holds the children's section, and the main library has a separate area for quiet rooms and workspaces. There are designated computer areas open for public use during library hours, and two main circulation desks.

The building has one (1) natural gas fired Lochinvar 700 MBH condensing hot water boiler. This unit was installed within the last few years and has an efficiency of 93%. At the time of the site visit, the boiler was in alarm, required maintenance, and was not operational. During the site visit, an existing oil-fired hot water boiler was observed in the mechanical room and appears to be abandoned in place and no longer used since the gas boiler was installed. Heating hot water is circulated by three (3) fractional HP hot water pumps to two air handling units (AHUs), cabinet unit heaters, and radiators in the building.

AHU-1 serves the children's area and AHU-2 serves the main library. Both units are mixed-air systems equipped with outdoor air intake dampers, return air dampers, hot water coils, and DX cooling coils. Cooling is provided via direct expansion (DX) coils within each AHU. Each unit is connected to an outdoor air-cooled condensing unit located at the rear of the building. Both units have constant speed fans and three-way hot water control valves.

The building HVAC systems are controlled by a full direct digital control (DDC) integrated into a Schneider Electric Building Management System (BMS). All major equipment is tied into and controlled through the BMS, including the boiler, AHUs, and exhaust fans. The front-end graphics display items including hot water supply temperatures, pump status, supply air temperatures, and fan status. No equipment operating schedule was observed to be implemented for the existing AHUs.

An indirect fired hot water heater with a storage capacity of 67 gallons is served by the hot water boiler described above. All existing piping was well insulated and appeared to be in good condition. No major deficiencies were observed with respect to piping insulation. Lighting throughout the facility has been upgraded to LED fixtures. Windows are double-glazed metal frame.

The building is managed by the Operations Manager, Stuart Young. Mr. Young has been working for the Town of Granby for over 25 years and has extensive knowledge and control of the building management system (BMS) and the current HVAC. Utility data was able to be obtained and analyzed for the year of 2025.

HVAC System Overview		
	Heating System	**Cooling System**
Primary Equipment type	Natural Gas Packaged Boiler	Outside Condensing Unit
Primary Equipment Size	1 boiler, assuming 399 MBH	2 outdoor units, Capacity ~120MBH
Distribution system description	AHU-1 and AHU-2	DX cooling coil inside AHU-1 and AHU-2

Approximate age and Condition of primary equipment	New, good condition	Good condition
Control System		
Existing programmable controls?	BMS	BMS
Pneumatic or DDC	DDC	DDC
Current control sequences	- Currently scheduled on 24/7 - HW Supply temp = 136.1°F	- DX will be enabled when OAT is > 70°F - AHU-1: cooling setpt is 72°F, unocc heat setpt is 74°F - AHU-2: cooling setpt is 74°F, unocc heat setpt is 73°F
Approximate age and Condition	Good condition	Good condition

Energy Usage and Rates

CHA Consulting has reviewed the historical electricity and natural gas consumption for calendar year 2025 to bracket the likely energy savings that could be achieved at this site. A high-level summary is included below:

Electric Provider	Eversource
Gas Provider	Eversource
Electric Rates	$0.23/kwh
Gas Rates	$1.28/therm

	Electric	Gas	Total	
Annual Energy Usage	102,144 kWh	5,277 Therms	876.2 MMBTU	
Annual Energy costs	$23,697	$7,482	$31,179	Typical Comparable Building*
EUI gas/electric/total	9.8 kWh/sf	.51 Therm/sf	84.0 kBTU/SF	71.6 kBTU/SF

**Please note that this value is based on the typical national median Site Energy Use Intensity (EUI) for a Library provided by EnergyStar Portfolio Manager.*

Energy Efficiency Measures

ECM 1 – Install VFDs on AHU-1 and AHU-2: AHU-1 serves the main area of the library and AHU-2 serves the children's area. The units have constant speed supply and return fans. Please note the supply and return fan motors were not accessible at the time of the site visit so motor nameplate information could not be collected. The return fan motor size is estimated based on discussions with the existing equipment representative. This measure evaluates the energy savings associated with installing variable frequency drives on the existing fans to modulate the airflow based on the system demand. Additionally, the existing fan motors will be replaced with premium efficiency, inverter duty rated motors. Electric energy savings will result from the fans modulating based on system demand.

Electrification – The existing natural gas fired condensing hot water boilers were installed within the last few years and appeared to be in excellent condition at the time of the site visit. As such, replacement is not recommended. However, the facility should consider long-term electrification strategies for future upgrades, which may include the installation of electric heat pump systems as the existing equipment approaches the end of its useful life.

Other Measures

ECM 1 – Replace Door Seals and Sweeps: This measure evaluates the energy savings with replacing existing door sweeps with new sweeps to minimize air leakage at door thresholds. Reducing air infiltration will decrease heating and cooling loads, resulting in energy savings and improved comfort.

Additional Considerations

Implement Unoccupied Shutdown and Temperature Setbacks: Based on discussions with the building staff and a review of the existing Building Management system, the AHUs in the building are operating 24/7, regardless of occupancy. This measure evaluates the energy savings associated with implementing an occupied/unoccupied schedule to turn the units "off" based on the building operating schedule. An unoccupied cooling setpoint of 75F and a heating setpoint of 65F are proposed. The unit will cycle as needed to maintain these setback temperatures during unoccupied periods. The proposed operating hours are Mon to Thurs 8AM to 8 PM, Fri and Sat 8AM to 4PM, and Sun 12PM to 5PM. This measure assumes schedule changes can be made through the existing Schneider BMS. Implementing an operating schedule for the AHUs will reduce unnecessary runtime during unoccupied hours, resulting in fan, cooling energy, and heating energy savings.

Please note that this measure is not eligible for incentives through Eversource's Energy programs, however, it is recommended for implementation to achieve energy and cost savings for the Town of Granby.

Next Steps:

CHA Consulting and Eversource would like to meet with to discuss this report. The goal of the meeting is to determine which, if any, of the suggested ECMs are to be acted upon in the near to intermediate future.

ENERGY EFFICIENCY BID ADMINISTRATION AGREEMENT

This Agreement ("Agreement") dated and effective as of _____ (the "Effective Date") is entered into by and between Titan Solutions, LLC ("Titan") and **Town of Granby** ("Town" or "Client"). Titan and Client may hereinafter be referred to individually as a "Party" and collectively as the "Parties". This Agreement provides the general terms under which Titan shall serve as bid administrator for the energy efficiency project(s) described herein.

Bid Administration Services (the "Services")

- Titan shall serve as Town's bid administrator for the energy efficiency projects at the facilities listed on Exhibit A (the "Projects"), and shall interface with Client and Client's engineering resources to finalize the scope of the Projects.
- For each Project listed on Exhibit A, Titan shall design and prepare a scope of work and issue it to prospective bidding contractors as the basis for their competitive bids.
- Titan shall solicit and contact qualified contractors for competitive installation bids related to the Projects and shall coordinate and attend Project site visits with prospective contractors.
- Titan shall collect, review, and communicate contractor bids and proposed installation timelines to Client, and shall aid Client in contractor selection.
- Titan shall coordinate and oversee Project installation on Client's behalf.
- With data provided by engineering resources and the selected contractor(s), Titan shall work in conjunction with such resources to file applicable utility and/or state incentive applications on behalf of Client.

Client Responsibilities

Client shall provide Titan with the information and documentation reasonably required for Titan to perform the Services, including but not limited to copies of utility bills, facility blueprints, environmental documentation, and other necessary forms. Titan shall not have any obligations related to agreements entered into directly between Client and contractors.

Exclusivity

Client shall work exclusively with Titan for bid administration Services relating to the Projects during the term of this Agreement.

Term

The term of this Agreement commences on the Effective Date and terminates the later of one (1) year from the Effective Date or upon completion of the Projects. Prior to commencement of construction of the Projects, Client may terminate this Agreement upon thirty (30) days' written notice. If Client terminates this Agreement prior to commencement of construction, Client shall pay Titan a termination fee of $10,000.

Fee

Titan's compensation shall be structured as outlined on Exhibit B.

Confidentiality

Neither Party shall, during the term of this Agreement and within two (2) years after its expiration, disclose any proprietary or confidential information relating to the Services, this Agreement, or the other Party's business or operations without the prior written consent of the other Party, except as required by the Connecticut Freedom of Information Act or other applicable law.

Law Governing

This Agreement shall be governed by the laws of the State of Connecticut. Any dispute among the Parties relating to the terms of this Agreement shall be adjudicated in the Courts of the State of Connecticut at the Hartford Judicial District.

Limited Warranties and Disclaimers

Titan hereby disclaims any and all warranties, express or implied, with respect to the Services rendered hereunder, including without limitation any implied warranty of merchantability or fitness for a particular purpose and warranties arising by statute or otherwise in law or from a course of dealing or use of trade, as to any matter. Without limiting the generality of the foregoing, the Services are provided "as is," as available, and with all faults, and Titan does not warrant that the Services will meet all of Client's requirements or that the provision of the Services will be uninterrupted, error-free, or free from defects.

Titan's liability to Client for any action in contract or tort, including without limitation negligence or strict liability, for any loss or injury arising out of, connected with, or resulting from the performance or breach of this Agreement shall not exceed the compensation actually received by Titan in the twelve (12) months immediately preceding the loss or injury. In no event shall Titan be liable to Client for any indirect, incidental, punitive, or other consequential damages arising out of or in connection with this Agreement.

Insurance

Titan shall be responsible for maintaining insurance coverage in force for the life of this Agreement with an insurance company(ies) with an AM Best Rating of A-VII or better, licensed to write such insurance in the State of Connecticut and acceptable to Client. Each contractor or installer selected for a Project shall also maintain insurance coverage acceptable to Client.

Non-Appropriation

Client's obligations under this Agreement are subject to the annual appropriation of funds by the applicable Connecticut municipal budgetary process. Nothing in this Agreement shall be construed as obligating Client to expend, or as a pledge of, funds not yet appropriated for this purpose.

Notice

To Titan:

Titan Energy

750 Main Street

Suite 1000

Hartford, CT 06103

To Client:

Town of Granby

Attn: Town Manager

15 North Granby Road

Granby, CT 06035

Entire Agreement

This Agreement constitutes the entire Agreement between Client and Titan. Any modification or additions to this Agreement must be in writing and signed by all Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed by their authorized representatives as of the dates shown.

Town of Granby	Titan Solutions, LLC
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____

Exhibit A – Projects

The following Town of Granby facilities are included within the scope of this Agreement:

- Town Hall
- Granby Senior Center
- Granby Police Department
- Granby Public Works Department
- Frederick H. Cossitt Library

Exhibit B – Fee

The following shall be added to contractor bids and paid to Titan upon milestones to be mutually agreed upon:

- Project Management & Overhead: 15% of Project Cost
- Project Profit: 5% of Project Cost

TITAN SOLUTIONS, LLC — BID ADMINISTRATION AGREEMENT

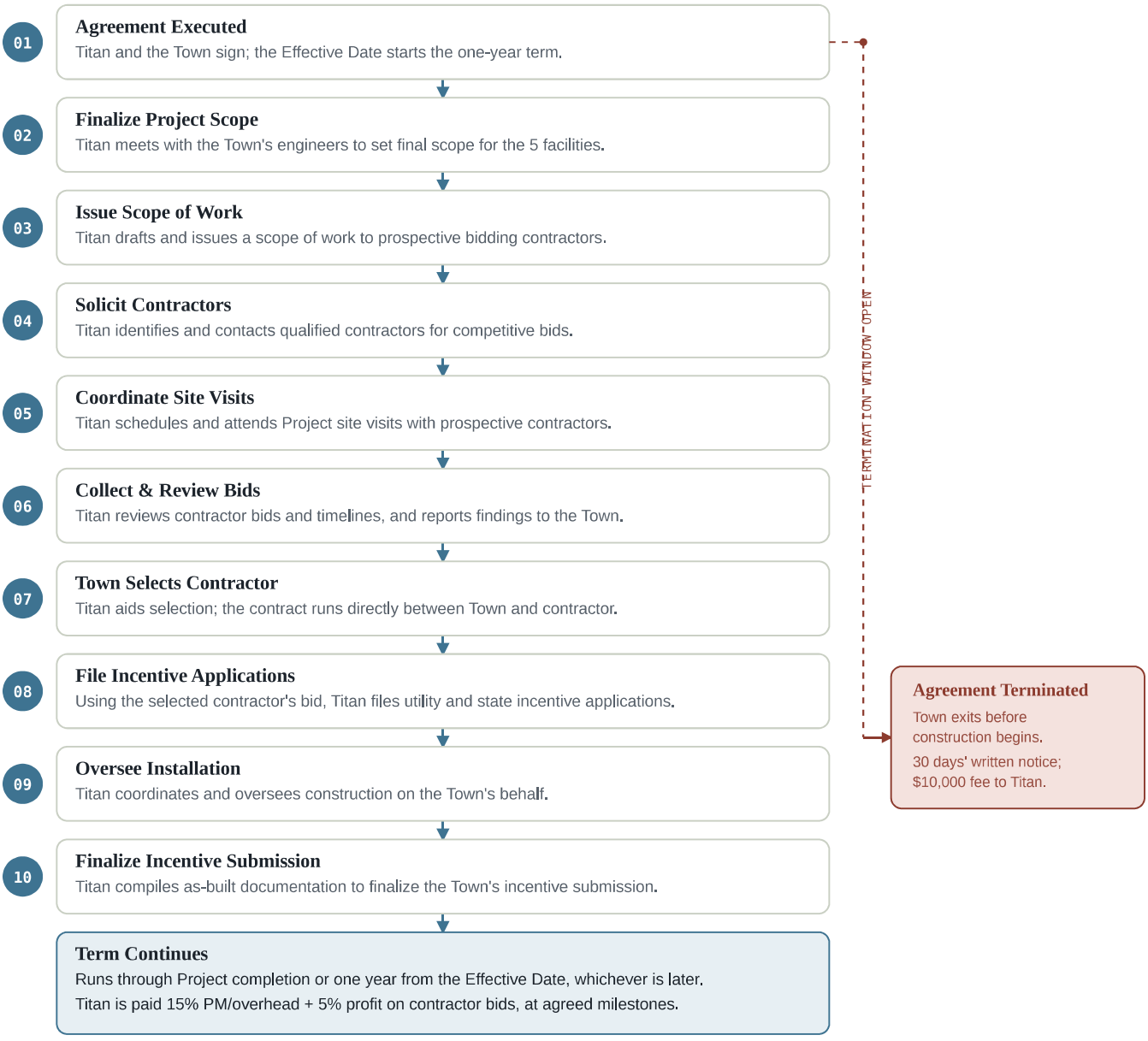
Next Steps: Town of Granby Bid Administration

CLIENT **Town of Granby** ADMINISTRATOR **Titan Solutions, LLC** SCOPE **5 facilities — Exhibit A**

PREPARED **September 1, 2026**

Town Hall | Granby Senior Center | Granby Police Department | Granby Public Works Department | Frederick H. Cossitt Library

01 Process Flow



Summarizes the process described in the Bid Administration Agreement between **Titan Solutions, LLC** and the **Town of Granby**, for internal planning only — not a substitute for the executed Agreement.

TOWN OF GRANBY

MEMORANDUM

To: Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: Board of Selectmen Adopted 2027 Regular Meeting Schedule

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The **Granby Board of Selectmen** holds regularly scheduled meetings on the **first and third Monday of each month at 7:00 P.M.** When a regularly scheduled meeting falls on a legal holiday, the meeting is rescheduled to the following day, Tuesday.

Accordingly, presented below is the **2027 regular meeting schedule for the Granby Board of Selectmen**, which will be filed with the Office of the Town Clerk upon approval by the Board.

To comply with the **Connecticut General Statutes** requiring municipalities to file and publish the dates of regular meetings at least thirty (30) days in advance of the first meeting of the year, the following motion is presented for the Board's consideration and approval of the 2027 regular meeting schedule.

*** Special Board of Selectmen meetings for Budget related meetings are not included***

PROPOSED MOTION:

To approve the list of regular schedule meeting dates for the Granby Board of Selectmen for 2027**.**

BOARD OF SELECTMEN ADOPTED 2027 REGULAR MEETING SCHEDULE

First and Third Monday of each month at 7:00 P.M. in the Town Hall Main Meeting Room

****Location subject to change****

January
- Monday, January 4, 2027
- Tuesday, January 19, 2027 — rescheduled from Monday, January 18 (Martin Luther King Jr. Day)

February
- Monday, February 1, 2027
- Tuesday, February 16, 2027 — rescheduled from Monday, February 15 (Presidents Day)

March
- Monday, March 1, 2027
- Monday, March 15, 2027

April
- Monday, April 5, 2027
- Monday, April 19, 2027

May
- Monday, May 3, 2027
- Monday, May 17, 2027

June
- Monday, June 7, 2027
- Monday, June 21, 2027

July
- Tuesday, July 6, 2027 — rescheduled from Monday, July 5 (Independence Day)
- Monday, July 19, 2027

August
- Monday, August 2, 2027
- Monday, August 16, 2027

September
- Tuesday, September 7, 2027 — rescheduled from Monday, September 6 (Labor Day)
- Monday, September 20, 2027

October
- Monday, October 4, 2027
- Tuesday, October 12, 2027 — rescheduled from Monday, October 11 (Columbus Day)

November
- Monday, November 1, 2027
- Monday, November 15, 2027

December
- Monday, December 6, 2027
- Monday, December 20, 2027

2028
January
- Monday, January 3, 2028
- Tuesday, January 18, 2028 — Rescheduled from Monday, January 17 (Martin Luther King Jr. Day)

Signed _____ **Date** _____

TOWN OF GRANBY

MEMORANDUM **DATE:** September 30, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager

REGARDING: **Town Manager's Report as of September 30, 2026**

Please accept the following summary of departmental activities underway throughout the town through the month of September 2026 as detailed to me by the various department heads.

Community Development

- Fire Prevention Week is October 4th – 10th. Please see the following key smoke alarm safety tips and guidelines from the Fire Marshal's Office:
    1. Install smoke alarms in every bedroom, outside each separate sleeping area (like a hallway), and on each level (including the basement) of the home.
    2. Make sure smoke alarms meet the needs of all family members, including those with sensory or physical disabilities.
    3. Test smoke alarms at least once a month by pushing the test button.
    4. Replace all smoke alarms when they are 10 years old.
    5. The Granby Fire Marshal's Office offers **FREE** inspection of Smoke and Carbon Monoxide Alarms for one- & two-family homes in our town. There is no cost or obligation involved. We can supply replacement smoke alarms to homeowners. Help us keep you and your family safe. Contact the office at 860-844-5321 or firemarshal@granby-ct.gov
- The Emergency Management Director is working on the update to the Local Emergency Operations Plan. The update is due to DEMHS in November.
- The Planning and Zoning Commission approved an 8-lot residential subdivision on Harmony Hill Road. The approved maps were filed on the land records.
- The public hearing on the adoption of the 2026-2036 Plan of Conservation and Development is scheduled for the Planning and Zoning Commission's meeting on October 13th. The meeting is at 7 PM in the Town Hall Meeting Room.
- An application for the Salmon Brook Park walking path extension that was awarded funding under STEAP has been submitted to the IWWC. A decision is expected at the IWWC's October meeting. Staff will then work on finalizing the bid package.
- Staff attended a meeting at CRCOG regarding the Housing Growth Plan required under State Statute. OPM is currently working to establish state and regional housing growth targets. Based on the regional housing growth target, CRCOG will then work with members to develop a Regional Housing Needs Assessment. This Needs Assessment will be used to establish recommended affordable housing goals for municipalities in the region. This is expected by June 1, 2027. At that time, municipalities can then decide to opt-in to CRCOG's regional plan or draft their own plan.
- The Development Commission started work on the Granby Center Study implementation

Information Technology

- Updated cybersecurity Incident Response Plan
- Phone System audit /cost reduction project completed
- Reconfiguration of town networking equipment to increase speed and reliability, additional upgrades planned for the Town and PD
- Firewall upgrades at transfer station, Cossitt Library, & Holcomb Farm. Equipment EOL.
- Salmon Brook Park exterior Wi-Fi dish and network switch upgrade to increase network speeds and reliability. Equipment is end of life
- Updated VPN software on employee laptops
- Power surge protectors added to several areas
- Attended training to "self-maintain" key FOB system equipment in house
- In process – replacement of oldest security cameras
- In process – reconfiguration and upgrades to backup equipment
- In process – FY28 budget work

Public Works

- Working to hire a DPW Director – 32 applications; six invited to interview this week
- Road Overlay Program: The 2026 road overlay program is underway.
- Drainage improvements completed on Evangeline Place in the cul-de-sac
- Receiving bids for West Granby Cemetery fence
- Issued RFP for HF Main Barn siding project, DPW repairs
- Doherty Rd bridge replacement. Preliminary work is underway
- Simsbury Rd. Preliminary work is underway.
- Scheduling meeting with BETA representative, Stuart and Keven
- RFP's for MS4/Tier 2 and Generator servicing contract renewals underway.

Human Service: Youth Services, Parks and Recreation, Senior Services, Social Services
Parks & Rec:

- After a successful Summer Camp season Parks & Rec is focusing on its fall programming and working on making sure park goers have a positive experience. Due to safety concerns, it was necessary to implement a ban on e-bikes and e-scooters at the parks. Our dog walkers are encouraged to pick up after their pets and reminded that dogs must be always leashed at the parks.

Senior Center:

- September was National Senior Center month. In addition to our long list of programs, exercise classes and activities the Senior Center held two important events: the Live Well Expo and 25th Anniversary Open House. Visitors to the Live Well Expo were able to meet with local vendors, participate in health screenings, and learn about community services designed to support wellness, independence, and active aging. At the 25th Anniversary Open House all things happening at the Senior Center/Youth Services building were celebrated. Participants enjoyed seeing all the historical photographs posted throughout the building. We've come so far and are well positioned.

Social Services:

- Applications for the Renters Rebate program close at the end of September. This season 52 applications for the Elderly/Disabled Rent Relief Program were handled. Connecticut Energy Assistance Program has opened for applications. For qualifying applicants, this program provides financial assistance with home heating bills. With the price of fuel oil reaching unprecedented highs, I expect a very busy and difficult season ahead. Donations to Granby Private Fuel Bank are welcome.

Youth Services

- Youth groups WOW and YAC have started.

Registrar of Voters

- Bob Schackner was sworn in as the new Republican Deputy Registrar effective 9/22. Our thanks go out to outgoing deputy Paul Willis, who we are convinced will frequently still be seen around our office and Town Hall in general
- We are preparing for Election Day and the 14 days of Early Voting that begin on 10/19. ES&S has the information needed to prepare programming for us. Adkins has our layout for printing our ballots. (The Town Clerk needs those ballots by 10/2 to begin issuing)
- Our training materials have been updated to incorporate changes the State has made to election requirements. Our poll worker training sessions for this election cycle is on 9/30
- The State requires us to conduct a voter registration drive at the high school twice a year. We manned a table with registration information on 9/22 during all lunch waves.
- We've received permission from the State to shred 8 boxes of election materials on 9/29.
- KNOWiNK hosted an all-day training session for TotalVote on 9/21 in Hartford. All four staff members of our department attended. (TotalVote is the statewide online voter registration system scheduled to replace CVRS after the November election)
- Held a preliminary voter registration session for the November election on 9/29.
- We submitted articles for the annual report / town calendar and for the semi-annual "Granby at a Glance" booklet this month

Please let me know if you have any questions on the aforementioned summary. Thank you.