Town of Granby is inviting you to a scheduled Zoom meeting.
https://us02web.zoom.us/j/89215802572?pwd=r3N39LQtTa9OBQajYMKZiFvqBdLJQ8.1
Meeting ID: 892 1580 2572
Passcode: 790884

TOWN OF GRANBY – Board of Selectmen
Regular Meeting Agenda
Monday, October 19, 2026 – 7 p.m.
Senior Center Community Meeting Room

1. Pledge Of Allegiance

2. Minutes

2.I. Approval Of GWPCA Special Meeting Minutes And Board Of Selectman Regular Meeting Minutes - October 5, 2026

Documents:

2.1 OCTOBER 5, 2026 WPCA SPECIAL MEETING AND BOS REGULAR MEETING (E-SIGNED).PDF

3. Resignations/Appointments

3.I. None

4. Communications

4.I. Historical Analysis Of The Parks And Recreation Special Revenue Fund

Documents:

4.1 2026 GRANBY PARKS AND REC FUND ASSESSMENT.PDF

4.II. FY28 Preliminary Recommended Budget Instructions

Documents:

4.2 GRANBYBUDGETFY28INSTRUCTIONS AND CIP.PDF

4.III. Town Of Granby Purchasing Policy

Documents:

4.3 TOWN OF GRANBY PURCHASING POLICY.PDF

4.IV. Town Of Granby Capital Asset Disposal Policy

Documents:

4.4 TOWN OF GRANBY CAPITAL ASSET DISPOSAL POLICY.PDF

5. Old Business

5.I. None

6. New Business

6.I. Granby Land Trust Acquisition - 45 Mountain Road - DEEP Grant Letter Of Support

Documents:

6.1 GLT45MOUNTAINROAD.PDF

6.II. Commission On Aging By-Laws - Consideration Of Waiver Of Term Limits For Serving

Documents:

6.2 GRANBY2026COABYLAWWAIVER10192026.PDF

7. Town Manager Report

7.I. Town Manager's Project Activity Report

Documents:

7.1 2026GRANBYTMREPORT10192026.PDF

7.II. Monthly Budget Report - Director Of Finance Kimi Cheng

Documents:

7.2 26-09 BUDGET OPERATIONS.PDF

8. First Selectman Report

9. Selectmen Reports

10. Public Session

11. Executive Session

12. Adjournment

The next regular meeting of the Town of Granby Board of Selectmen is scheduled for Monday November 2, 2026 in the Senior Center Community Room.

TOWN OF GRANBY

WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING
AND
BOARD OF SELECTMEN
MINUTES
October 5, 2026

CERTIFIED TRUE ELECTRONIC COPY
From the Records of the **Town of Granby**
as of 2:20 P.M.
October 9, 2026
Attested by:

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 Sophia Cutler 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 Mark H. Fiorentino called the Granby Water Pollution Control Authority Special Meeting to order for the Town of Granby, at 6:47 p.m. in the Town Hall Main Meeting Room, Granby, Connecticut.

1. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Chairman Fiorentino.

2. MINUTES
2.1. Approval of WPCA Special Meeting Minutes – April 20, 2026

ON A MOTION DULY MADE BY M. Neumann, seconded by K. Becker, the Board voted unanimously (5-0-0) to approve the minutes from the WPCA Special Meeting Minutes on April 20, 2026.

3. NEW BUSINESS

3.1. Approval of Sewer Allocation Request - 18 Mill Pond Drive

ON A MOTION DULY MADE BY P. Chapple, seconded by F. Moffa, the Board voted (5-0-0) to approve the Water Pollution Control Authority an additional allocation of 105 gallons per day for 18 Mill Pond Drive, for a total allocation of 585 gallons per day.

ADJOURNMENT

ON A MOTION DULY MADE BY made by M. Neumann, seconded by F. Moffa, the Board voted unanimously (5-0-0) to adjourn the WPCA Special meeting at 6:49 P.M.

At 7:00 P.M. the First Selectman reconvened the Board of Selectmen meeting.

1. MINUTES

1.1. Approval of Board of Selectmen Regular Meeting Minutes – September 21, 2026

ON A MOTION DULY MADE BY P. Chapple, seconded by M. Neumann, the Board voted unanimously (5-0-0) to approve the minutes from the Board of Selectmen Regular meeting on September 21, 2026, with an edit on Page 3 to reflect collections at 1% higher than last year.

2. APPOINTMENTS/ RESIGNATIONS

2.1. Lowell C. Johnson - Board of Assessment Appeals - Resignation

ON A MOTION DULY MADE BY M. Neumann, seconded by F. Moffa, the Board voted (5-0-0) to acknowledge the resignation of Lowell C. Johnson from the Board of Assessment Appeals, effective September 28, 2026.

2.2. Kent R. McCord - Conservation Commission – Resignation

ON A MOTION DULY MADE BY F. Moffa, seconded by M. Neumann, the Board voted (5-0-0) to acknowledge the resignations of Kent R. McCord, effective September 30, 2026, from the Town of Granby Conservation Commission.

2.3. Appointment Recommendation - Board of Assessment Appeals - Karen L. Viets

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

2.4. Appointment Recommendation - Conservation Commission - Jeffrey A. Spence

ON A MOTION DULY MADE BY M. Neumann, seconded by K. Becker, the Board voted unanimously (5-0-0) to approve the appointment of 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.

2.5. Appointment Recommendation - Parks & Recreation Board - Jeffrey A. Gilton

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

It was further clarified that the recommendation came from the RTC, not the DTC.

3. Communications

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

Town Manager Michael P. Walsh summarized the energy efficiency scoping studies completed by CHA for five municipal buildings, identifying approximately $286,000 in potential capital improvements, primarily involving HVAC equipment.

Walsh explained the proposed use of Titan, a preferred CCM vendor, to facilitate procurement and pursue available Eversource grants and interest-free financing. Separate contracts are proposed for the Town and Board of Education, with the school assessments prioritizing necessary improvements and avoiding duplication with potential future middle school renovations.

The approach is intended to reduce capital costs, improve energy efficiency, and minimize future bonding needs. The item was presented for Board discussion; no formal action was indicated in the provided recording.

4. NEW BUSINESS

4.1. Board of Selectmen 2027 Regular Meeting Schedule - Approval

ON A MOTION DULY MADE BY M. Neumann, seconded by F. Moffa, the Board voted (5-0-0) to approve the list of regular schedule meeting dates for the Granby Board of Selectmen for 2027.

5. TOWN MANAGER REPORTS

5.1. Town Manager's Departmental Activity Report – September

Town Manager Walsh provided departmental updates, including Fire Prevention Week and free smoke and carbon monoxide alarm inspections; emergency operations plan revisions; Planning and Zoning applications and upcoming public hearings; cybersecurity plan updates; and recruitment for the Public Works Director position.

Human Services departments are transitioning to fall programs. Walsh reminded residents of park safety restrictions on e-bikes and e-scooters and requested compliance with leash and pet waste requirements. Social Services processed 52 elderly and disabled rent relief applications and is preparing for increased demand for energy assistance.

The Registrars of Voters welcomed a new Republican Deputy Registrar and completed poll worker training in preparation for Election Day and early voting beginning October 19.

Walsh recognized Granby Community Television for recording and providing meeting replays.

6. FIRST SELECTMAN REPORT (Mark Fiorentino)

The First Selectman answered questions from the last Board of Selectmen meeting. Clarification was provided that the Community Development Block Grant funds were not reprogramed or reallocation from the historic preservation. The approved funding remains subject to Connecticut Department of Housing approval. The project will be competitively bid, with payments made directly to the selected vendor after verification of completed work.

The First Selectman congratulated the Granby Artists Association on its 25th anniversary art show at Holcomb Farm and thanked the event co-chairs and Parks and Recreation staff for their contributions.

7. 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.)

K. Becker congratulated the Granby Artists Association on its 25th anniversary art show, praising the event as amazing and joyful.

S. Cutler, a lifelong Granby resident, introduced herself as a new participant who is excited to have a voice and making a meaningful impact. Sophia shared her experience in student government, the Student Principal Advisory Council, and several school and youth programs, including WOW, Horticulture Club, and the Young Educators Society (YES). It was also reported that Academic Bears Den offers tutoring and academic support in the school's media center. Teen Battleship and YES Club (Young Educators Society) will hold their first meetings on Wednesday, October 7.

T. McKeen reported that the pep rally and Homecoming were successful, highlighting the school's sports teams and clubs. National Honor Society initiation is scheduled for October 29 at 7:00 p.m. in the auditorium, with acceptance letters sent out. PSAT Day is October 21 for all students except seniors.

8. PUBLIC SESSION

J. Spence, 32 Heather Lane, recommended exploring geothermal heating and cooling as a potential energy-efficient alternative to high-efficiency oil boilers and propane conversions. Drawing on his more than 41 years of experience in water well and geothermal drilling, he offered to assist the town with reviewing technical information and evaluating options.

P. Lareau, 17R Reed Hill Road, requested public notice and an opportunity for comments about whether the town changes its current practice of not using rodenticide in public buildings due to potential harm to wildlife. She also proposed a 25% town subsidy for bear-resistant trash cans to reduce human-bear conflicts.

R. Flannigan, 24 Woodcliff Drive commented on the use of consultants versus local expertise, property taxes, home sales, upcoming bonding, salary increases, revaluation, and the proposed athletic field, including concerns about artificial turf. He encouraged the Board to consider these issues in its planning and spending decisions.

Due to technical difficulties with the Zoom platform, the remote public session lost connection at 8:04 p.m. Attempts were made to get the Zoom audio restarted, but the issue was not resolved. As the issues remained unresolved, the remote public session was terminated at 8:16 p.m.

9. EXECUTIVE SESSION

None

10. ADJOURNMENT

ON A MOTION DULY MADE BY P. Chapple, seconded by F. Moffa, the Board voted unanimously (5-0-0) to adjourn the Board of Selectmen Regular Meeting at 8:16 p.m.

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

Respectfully recorded and attested



Jen Espinal

Town Clerk

Received for Record: October 9, 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 19, 2026, in the Town of Granby Senior Center.

TOWN OF GRANBY

MEMORANDUM **DATE:** October 1, 2026

TO: The Members of the Granby Board of Selectmen and Board of Finance

FROM: Mike Walsh, Granby Town Manager

REGARDING: **A Historical Analysis of the Parks and Recreation Special Revenue Fund with Sustainability Recommendations**

The Parks and Recreation Fund - Background

The Parks and Recreation Fund (the Fund) is a Special Revenue Fund (Non-Major Governmental Fund) dedicated to account for the revenue and expenses associated with Parks and Recreation programs and events.

The Fund is supported through program fees paid by participants in recreational activities and programs, as well as events and facility rentals.

The program fees charged by the Town are structured to cover the cost of the programs as well as support seasonal staff and program supplies. As a result, through the Fund, the Parks and Recreation Department is partially self-sustaining to ensure those who directly benefit from recreational opportunities help sustain and enhance the quality of the services provided to the community.

It is at this point in the analysis that we should address a common community misconception about the Fund. What we can accurately say about the Fund is program revenues cover program expenses, including part-time employees hired to manage and support the programs.

As to the statement, “the Parks and Recreation Special Revenue Fund completely pays for the Parks and Recreation Department of the Town”, this is not supported by the analysis.

While this Fund may have been self-supporting (meaning total annual revenues equal or exceed total annual expenses of the Fund) at some point in time, it has not been self-supporting over the last decade, perhaps longer.

What is meant by “has not been self-supporting” begins with the understanding that not all direct expenses of the Parks and Recreation Fund have been charged to the Fund, and instead, have been charged to the General Fund.

For instance, two Public Works employees who spend a majority of their time at Salmon Brook and Ahrens Parks maintaining the parks and fields are not allocated to the Fund. Their base salaries total about $150,000, and with a benefit load of 50%, $225,000 has not been allocated to the Fund. Additional costs like fertilizer, building maintenance, electricity and propane are also not allocated to the Fund from the General Fund.

Adding base salaries of $150,000, a benefit load of $75,000, and these estimated $75,000 in costs as an allocation to the Fund brings the support from Public Works and the General Fund to $300,000.

Further, the benefit load associated with the three full-time Parks and Recreation employees paid from the Fund is estimated at $100,000 and that too is not allocated to the Fund from the General Fund. All in General Fund unallocated costs from both sources total $400,000.

This historical Granby funding structure (a partially self-supporting Special Revenue Fund to provide Parks and Recreation services) is particularly unique compared to other municipalities.

A more common budget approach used in a majority of other Connecticut municipalities is to fully fund the Parks and Recreation Department out of the General Fund which would see all employees, expenses, and program and other revenues recorded in the General Fund.

Please see the attached policy document dated July 10, 2025 which outlines this fund narrative.

The Issue

Even without $400,000 of General Fund costs being allocated to the Fund, material annual fund deficits of $128,000 and $147,000 in FY25 and FY26 respectively, point to an unstainable trajectory that needs to be addressed.

Further, with a pending $500,000 Parks and Recreation bond question that, if approved, would add $35,000 of annual debt service for 20 years to the expenses of the Fund, changes to the Fund need to be made to return it to sustainability.

Historical Financial Condition Based on Fund Activities

The following exhibit details the net change in the Fund by year, and the Fund Balance at June 30 by year (pre-Covid and then post-Covid).

Pre-Covid

Fiscal Year Ended 6/30	2005	2010	2015	2016	2017	2018	2019
Revenue	310,315	299,323	434,591	571,260	630,617	545,181	665,714
Expenses	305,551	311,356	382,559	465,870	536,534	492,424	505,826
Surplus (Deficit)	4,764	(12,033)	52,032	105,390	94,083	52,757	159,888
Fund Balance	147,670	133,010	249,180	354,570	448,653	501,410	661,298

Post-Covid

Fiscal Year Ended 6/30	2020	2021	2022	2023	2024	2025	2026
Revenue	383,763	536,326	759,410	897,094	997,802	906,580	781,793
Expenses & Transfers	585,156	506,306	743,270	916,381	924,283	1,034,466	928,839
Surplus (Deficit)	(201,393)	30,020	16,140	(19,287)	73,519	(127,886)	(147,046)
Fund Balance	459,905	489,925	506,065	486,065	560,297	432,411	285,365

The Activities Recorded in the Fund

Revenue Sources

The Parks & Recreation Fund is funded through program fees paid by participants in recreational activities and programs, as well as events and facility rentals. Revenue types include fees from youth sports, clinics and activities; adult activities fees; Holcomb Farm weddings and events; trip fees, summer camp tuition and Salmon Brook Park fees and usage.

Expense Sources

Funds from this account are used to conduct a variety of programs, events and facility enhancements. Expenditures include Holcomb Farm building maintenance; special events; staff training; trip expenses; program costs and debt service on bonds. Salaries for dedicated full-time staff are also paid from this fund, but $100,000 of costs related to the benefit load are not.

Further, as mentioned above, Public Works maintenance employee and benefit costs, building maintenance and improvements, parks maintenance and improvements, as well as utilities are part of the Department of Public Works General Fund budget and total approximately $300,000 annually, but are not allocated to the Fund.

A detailed breakdown of budgeted revenues and expenses for the FY27 year compared to the actual activity of the Fund in FY25 (before most of these changes took place) is attached for your review.

Notable Changes to the Fund Expenses Over Time; Focusing on FY25 Forward

The Parks and Recreation Department Reorganization

For a period of years, the cost of the Parks and Recreation Director, with an approximate annual salary of $100,000, was paid from the General Fund. Conversely, the Parks and Recreation support staff (three full-time individuals) who staff programs and provide services was paid out of the Fund.

In mid-2024, with the departure of the Parks and Recreation Director, the Town of Granby was presented with an opportunity to reduce headcount as a cost saving measure. With this reduction in staff, the General Fund saved $100,000 annually moving forward.

In a negotiation with the GMEA Union, the Town added the responsibilities of the departing director to the remaining staff at an estimated cost of $50,000 annually, providing pay raises commensurate with each employee's new responsibilities. These staff were paid from the Fund.

To reiterate, the effect of this reorganization was General Fund costs were reduced by $100,000 while $50,000 of new costs were added to the load shouldered by the Fund.

It should be further noted that recently, a $25,000 allocation from the General Fund to the Fund was made to recapture 20% of the salary cost of Community Services Director who now oversees the Parks and Recreation Department post reorganization. The total impact of all reorganization changes to the Fund is $75,000.

Labor Market Changes

Based on the settlement of the GMEA labor contract, 3% raises were added to each employee's base each year. Additionally, part-time employees who support the programs offered, saw their earnings increase proportionate to the increase in the minimum wage. For example, the minimum wage in Connecticut in 2019 was $11.00. Today, the minimum wage is $16.94, or an increase of $5.95 per hour, or 54% cumulatively, or about a 9% increase per year on average.

Granby Nature Preschool

Up until 2025, the Town of Granby was effectively in a business partnership with Granby Nature Preschool. The Town of Granby held the license for their preschool operation which supports 8-15 children during the school year.

The revenue stream from that partnership saw the Town receive $25,000 to $28,000 annually. In a decision to eliminate the risk associated with such a partnership, the Town instead offered Granby Nature Preschool a space lease which brings in $9,000 per year of rental income. With the change in composition of the organizational relationship between the school and the Town, an annual loss of revenue of $20,000 was recognized.

Two Coyotes

The Town of Granby hosted a local group called Two Coyotes who used the abutting land for activities and occasionally the Main Barn area when weather required shelter. They paid the Town of Granby $19,000 annually. Effective July 1, 2026, they have moved to the CSA barn, an extension of the Friends of Holcomb Farm operation. With this change, the Town recognizes a loss of $19,000 of revenue annually.

Events (Weddings and Business Rentals)

The Town of Granby offers the North Barn out as a rental facility for events, primarily weddings. In FY25, $175,000 of rental income was secured by the Town and deposited into the Fund. The venue is a popular destination and the Parks and Rec. staff does an excellent job promoting the site and supporting events with great care and support.

Programs

The Town of Granby provides a variety of programs to the community through the Fund. Support staff and part-time salaries to operate the programs safely are paid from this Fund. Editorially, the Town is seeing a trend of a lower number of participants in programs we offer through Parks and Recreation, and as an extension, lower program revenues.

Summary of Changes (driving the recurring deficit before additional GF allocations):

The Reorg ($50,000 wages/$25,000 cost shift)	$ 75,000
Labor Market Changes/Higher Part-time Staffing Levels	75,000
Granby Nature Preschool	20,000
Two Coyotes	19,000
Events (Weddings and Business Rentals)	Volatile
Programs	Volatile
Total	**$189,000**
General Fund Allocations Benefitting the Fund (but that are not allocated)	**$400,000**
Total Recurring Deficit Total (including General Fund allocations not made)	**$589,000**

Budget Allocations from the General Fund to All Special Revenue Funds

The following allocations of salary and costs from the General Fund to a variety of Special Revenue Funds are detailed below and are presented as part of the discussion on recommendations to stabilize the Fund.

Fund to Fund Allocations In Place For FY27				
From	**Amount $**	**To**	**Amount $**	**Description**
General Fund	15,000	Sewer Use Fund	15,000	Public Works Director Salary - 10%
General Fund	25,000	Parks and Recreation Fund	25,000	Community Services Director - 20%
General Fund	5,000	Sewer Use Fund	5,000	Collector of Revenue - 5%

Proposed for FY28				
From	**Amount $**	**To**	**Amount $**	**Description**
General Fund	15,000	Sewer Use Fund	15,000	Public Works Director Salary - 10%
General Fund	-	Parks and Recreation Fund	-	Community Services Director - 20%
General Fund	5,000	Sewer Use Fund	5,000	Collector of Revenue - 5%
General Fund	10,000	Sewer Use Fund	10,000	Public Works Supervisor 1 Salary - 10%
General Fund	9,000	Sewer Use Fund	9,000	Public Works Supervisor 2 Salary - 10%
General Fund	15,000	Sewer Use Fund	15,000	Town Manager's Office Overhead
Parks and Recreation Fun	50,000	General Fund	50,000	Restore GF Support for P and R Fund
Parks and Recreation Fun	34,000	General Fund	34,000	Net Transfer from GF for P and R Fund

Parks and Recreation Fund Immediate Sustainability Recommendations
(To mitigate $125,000 to $150,000 of annual deficits on a going forward basis)

1. Return to the FY25 configuration with the General Fund providing $100,000 of expense relief funding transferred to the Fund (net $125,000 = transfer from the General Fund of $100,000 and $25,000 related to current transfer to the General Fund eliminated)

2. Adopt the FY28 proposed allocation grid from above. The impact of the above eliminates the $25,000 charge from the General Fund for 20% of the Community Services Director Salary, increases the allocation from the General Fund (moved to the Sewer Use Fund) by $34,000 due to the added work from the sewer pump bond referendum and continued support by Public Works responding to pump issues and sewer overflows.

   Additionally, an allocation from the Town Manager's Office is reflective of the efforts to plan, present, and pass the sewer pump bond question as well as a rewrite of Town Ordinance 138 – Sewer Use regulations.

   The additional transfers from the General Fund to the Sewer Use Fund lowers the General Fund cost burden and provides resources to net fund $34,000 to help stabilize the Fund.

   Finally, $50,000 is the reorganization cost that was shorted from the General Fund to the Fund, so this amended allocation grid restores that amount, with the General Fund shouldering $75,000 more, the Sewer Use Fund shouldering $34,000 more, and the Fund enjoying $109,000 of "restored" support.

3. Eliminate the Fund moving all activity and fund surplus to the General Fund

The adoption of any of the aforementioned recommendations addresses the immediate issue in the Fund, and can be implemented as part of the FY28 budget preparation efforts. Adopting recommendation 1 or 2 will provide financial resources to support the $35,000 of new annual debt service should the voters approve of the year-round bathroom and pickleball courts.

In any case, if the Fund remains operational, a review of the Fund every couple of years with a report back to the Board of Selectmen and Board of Finance should be completed. On a long-term basis, the following items should be carefully considered.

Parks and Recreation Fund Long-Term Sustainability Recommendations

1. If not selected above in the short term, eliminate the Fund moving all activity to the General Fund.

2. Review individual programs offered and support staffing to ensure sustainability.

3. Adjust fees charged to provide the programs to participants; including events.

4. Budget capital investments and bond costs in the General Fund.

While the Fund doesn't need to be 100% self-supporting, as currently configured, the Fund is only partially self-supporting requiring substantial support from the General Fund.

In closing, due to fluctuating revenues and program participants, as well as rising labor and other costs, how we approach the Fund moving forward needs to change completely, or at least incrementally in the short term as we seek out fiscal sustainability in a more efficient manner.

I look forward to questions on this analysis as those decisions are made. Please let me know if you have any questions on any of the aforementioned information. Thank you.

TOWN OF GRANBY

MEMORANDUM **DATE:** October 12, 2026

TO: All Granby Directors and Supervisors

FROM: Mike Walsh, Town Manager

REGARDING: **FY28 Preliminary Recommended Budget Instructions**

As we move into autumn, the annual budget cycle is upon us once again! As you know, in FY26, the Town of Granby implemented ClearGov, and in FY27, introduced both the ClearGov Capital Budget Reporting Module and the budget book at the category (account) level. All of these things were done to improve transparency for the residents.

With most of the conversion work behind us, the good news is the process for creating the FY28 budget document is now much easier. The bad news is an uncertain economic environment coupled with rising costs makes the construction of this budget more complex, and the reality of securing taxpayer approval that much more difficult.

Taking a step back, you'll see the entire budget process is about justifying/asking for operating and capital resources (funding) now, so that on July 1, you can continue to deliver the services residents expect or to repair aging infrastructure to maintain the quality of life for which the Town of Granby is known.

Please read the information presented below to see what you need to do to complete the FY28 budget submission.

Budget Preparation Overview – Targets

Here is the "theme" for your FY28 presentation:

1. You will prepare this budget using Zero Based Budgeting (ZBB). ZBB is simply a way of saying "we're going to disclose every penny that we want to spend by providing the granular details of our spending". Simply adding a % to an existing number isn't going to work. We must build the budget from the ground up by disclosing to the public how we intend to spend their money.

2. You will soon receive an e-mail from ClearGov under Betsy's name inviting you to begin your budget journey.

3. Except for contractual obligations (labor and otherwise) you will request the same amount of funding in any line as the current year budget. If a non-labor budget line must increase, please be prepared to have the discussion with me ***prior*** to increasing it.

4. The budget will be prepared in equal parts Operating and Capital. You will be equally responsible for compiling a budget to operate your department and you will need to verify that the 10-year Capital Plan (attached) is accurate. For capital items, Kimi and I will provide the funding vehicle once you provide the rationale for replacement.

Now the Process

1. You will access the ClearGov platform the same way as last year using the same ID and password. If you are unable to get into ClearGov, or need help with your ID, please contact Betsy Mazzotta.

    a. The ClearGov system will be available on October 16 with the Town data preloaded for you to view and edit.
    b. The link to access the platform is https://cleargov.com/

2. We are asking you to again use the three forms you created last year with the NI focusing on operating initiatives and a new form (you'll get from Kimi) which will allow you to input capital items directly into the ClearGov module for consideration. First update them for this coming year and then resubmit them electronically to Betsy.

The forms are as follows:

    a. Form 1 – Services you provide and statutory functions you staff
    b. Form 2 – Goals and Objectives for the coming budget year
    c. Form NI – New ***operating*** initiatives you want us to consider
    d. ClearGov Form – New ***capital*** initiatives you want us to consider

3. We are asking you to update and refresh the PowerPoint slide presentation you prepared for FY27. The format is the same as follows:

    a. Cover page – Department Name
    b. Page 1 – Organization chart and a Form 1 summary of functions you staff
    c. Page 2 – Noteworthy items handled/accomplished for the BOS
    d. Page 3 – Goals and Objectives from Form 2
    e. Page 4 – The department budget overview by the numbers
    f. Page 5 – A future looking narrative/where you want your department to go
    g. Page 6 – Just a page that seeks questions
    h. Please add a page of departmental metrics to illustrate your mission

4. Two pertinent due dates to remember:

    a. October 30, 2026 – Your submission should be submitted in hard copy
    b. Early November 2026 – Kimi and Betsy will meet to discuss your submission; I will join a few of the meetings as necessary

Closing Thoughts:

As you prepare your documents and exhibits, please keep in mind that the budget is the single most important document that we prepare because it explains what we do and how we do it to taxpayers, elected officials, and employees.

Accordingly, please take this opportunity to create a budget document that supports the mission that your department provides to the community. Thank you!

CC: All directors

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Capital Items											-
	Roads, Curbing, Sidewalks, Bridges, and Other Infrastructure											
2027-001	Annual Road Improvement Program (includes sidewalks/drainage) - subject to updated road ratings	FY27 GF Bud/LOCIP/TAR	Good	No	1,100,000	1,100,000	1,100,000	1,200,000	2,500,000	2,700,000	4,200,000	12,800,000
2027-002	Bridge Inspections	FY27 GF Budget	Good	Yes	15,000	15,000	15,000	15,000	30,000	30,000	45,000	150,000
2027-003	Unidentified Culverts/Drainage (now included in the RIP)		Good	No	-	50,000	50,000	50,000	100,000	100,000	150,000	500,000
2027-004	Curbing, Sidewalks, Other Road Related Infrastructure		Good	No	-	25,000	25,000	25,000	50,000	50,000	75,000	250,000
2027-005	Bridge 04517 - Silver Street - E. Salmon Brook - 1969		Good	Yes	-	-	300,000	-	-	-	-	300,000
2027-006	Bridge 06196 - Thornebrook Dr. - Higley Brook - 1990		Good	Yes	-	-	20,000	80,000	-	-	-	100,000
2027-007	Bridge 04518 - East Street - E. Salmon Brook - 1937		Good	Yes	-	-	20,000	80,000	-	-	-	100,000
2027-008	Town Center Study - sidewalks north side of East Granby Road	LOTCIP Application	Good	Yes	-	-	-	120,000	-	-	-	120,000
2027-009	Bridge 04519 - Wells Road - E. Salmon Brook - 1956		Good	Yes	-	-	-	-	4,000,000	-	-	4,000,000
2027-010	Bridge 04523 - Simsbury Road - Bissell Brook - 1956		Good	Yes	-	-	-	-	4,000,000	-	-	4,000,000
2027-011	Bridge 04526 - Board Hill Road - W. Salmon Brook - 1956		Good	Yes	-	-	-	-	4,000,000	-	-	4,000,000
2027-012	POCD - sidewalks to connect from Route 20 Parking Lot to Town Hall	LOTCIP Application	Good	Yes	-	-	-	-	-	-	250,000	250,000
	Sub Total				**1,115,000**	**1,190,000**	**1,530,000**	**1,570,000**	**14,680,000**	**2,880,000**	**4,720,000**	**26,570,000**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Capital Items											
	Rolling Stock											
2027-100	Dump Truck with Plow and Sander - 6 Wheeler - Truck 6 - FWD	Capital Equipment Lease	Good	No	345,000	345,000	-	-	-	-	-	345,000
2027-101	Van - Senior Transport	FY27 GF Budget	Good	Yes	140,000	140,000	-	-	140,000	-	-	280,000
2027-102	Van - Mid-size - Truck 14	Capital Equipment Lease	Good	No	90,000	90,000	-	-	-	-	-	90,000
2027-103	Trailer - #31	Capital Equipment Lease	Good	No	15,000	15,000	-	-	-	-	-	15,000
2027-104	Pickup Truck - Mid-size - Truck 19		Good	No	-	160,000	-	-	-	-	-	160,000
2027-105	Dump Truck with Plow and Sander - 6 Wheeler - Truck 1		Good	No	-	-	335,000	-	-	-	-	335,000
2027-106	Loader - #23		Good	No	-	-	95,000	-	-	-	-	95,000
2027-107	Pickup Truck - Mid-size - Truck 12		Good	No	-	-	90,000	-	-	-	-	90,000
2027-108	Roller - 3 Ton - #60		Good	No	-	-	30,000	-	-	-	-	30,000
2027-109	Dump Truck with Plow and Sander - 6 Wheeler - Truck 5		Good	No	-	-	-	305,000	-	-	-	305,000
2027-110	Excavator - #25		Good	No	-	-	-	150,000	-	-	-	150,000
2027-111	Loader - #20		Good	No	-	-	-	-	750,000	-	-	750,000
2027-112	Backhoe - #22		Good	No	-	-	-	-	190,000	-	-	190,000
2027-113	Roller - 1 Ton - #64		Good	No	-	-	-	-	20,000	-	-	20,000
2027-114	Dump Truck with Plow and Sander - 6 Wheeler - Truck 17		Good	No	-	-	-	-	-	400,000	-	400,000
2027-115	Dump Truck with Plow and Sander - 6 Wheeler - Truck 18		Good	No	-	-	-	-	-	400,000	-	400,000
2027-116	Pickup Truck - Mid-size - Truck 11		Good	No	-	-	-	-	-	90,000	-	90,000
2027-117	Pickup Truck - Mid-size - Truck 130		Good	No	-	-	-	-	-	85,000	-	85,000
2027-118	Pickup Truck - Mid-size - Truck 13		Good	No	-	-	-	-	-	65,000	-	65,000
2027-119	Pickup Truck - Mid-size - Truck 15		Good	No	-	-	-	-	-	65,000	-	65,000
2027-120	Trailer - #38		Good	No	-	-	-	-	-	10,000	-	10,000
2027-121	Trailer - #34		Good	No	-	-	-	-	-	8,000	-	8,000
2027-122	Trailer - #37		Good	No	-	-	-	-	-	8,000	-	8,000
2027-123	Dump Truck with Plow and Sander - 6 Wheeler - Truck 2		Good	No	-	-	-	-	-	-	400,000	400,000
2027-124	Dump Truck with Plow and Sander - 6 Wheeler - Truck 3		Good	No	-	-	-	-	-	-	400,000	400,000
2027-125	Sweeper - #62		Good	No	-	-	-	-	-	-	400,000	400,000
2027-126	Dump Truck with Plow and Sander - 6 Wheeler - Truck 4		Good	No	-	-	-	-	-	-	335,000	335,000
2027-127	Dump Truck with Plow and Sander - 10 Wheeler - Truck 7		Good	No	-	-	-	-	-	-	335,000	335,000
2027-128	Backhoe - #23		Good	No	-	-	-	-	-	-	195,000	195,000
2027-129	Skid steer - #8		Good	No	-	-	-	-	-	-	100,000	100,000
2027-130	Pickup Truck - Mid-size - Truck 16		Good	No	-	-	-	-	-	-	90,000	90,000
2027-131	Pickup Truck - Mid-size - Truck 10		Good	No	-	-	-	-	-	-	90,000	90,000
2027-132	Director vehicle		Good	No	-	-	-	-	-	-	65,000	65,000
2027-133	Trailer - #35		Good	No	-	-	-	-	-	-	65,000	65,000
2027-134	Trailer - #32		Good	No	-	-	-	-	-	-	15,000	15,000
2027-135	Trailer - #33		Good	No	-	-	-	-	-	-	8,000	8,000
	Sub Total				**590,000**	**750,000**	**550,000**	**455,000**	**1,100,000**	**1,131,000**	**2,498,000**	**6,484,000**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Capital Items											
	Operating Equipment											
2027-200	Portable Pipe Cleaner	NIP Funds	Good	No	20,000	20,000	-	-	-	-	-	20,000
2027-201	Roadside Mower 24 Boom	Capital Equipment Lease	Good	No	12,000	12,000	-	-	-	-	-	12,000
2027-202	Traffic Counter		Good	No	-	8,000	-	-	-	-	-	8,000
2027-203	Paving Box - #39		Good	No	-	-	300,000	-	-	-	-	300,000
2027-204	Roadside Mower - #24		Good	No	-	-	125,000	-	-	-	-	125,000
2027-205	Mower - #50		Good	No	-	-	80,000	-	-	-	-	80,000
2027-206	Mower - #51		Good	No	-	-	-	25,000	-	-	-	25,000
2027-207	Tractor - #21		Good	No	-	-	-	-	65,000	-	-	65,000
2027-208	Portable welder/generator - #48		Good	No	-	-	-	-	5,000	-	-	5,000
2027-209	Screening Plant - #28		Good	No	-	-	-	-	-	40,000	-	40,000
2027-210	Mower - #52		Good	No	-	-	-	-	-	30,000	-	30,000
2027-211	Curbing Machine - #69		Good	No	-	-	-	-	-	8,000	-	8,000
2027-212	Roadside Mower		Good	No	-	-	-	-	-	-	195,000	195,000
2027-213	Lift - #68		Good	No	-	-	-	-	-	-	125,000	125,000
2027-214	Wood Chipper - #27		Good	No	-	-	-	-	-	-	60,000	60,000
2027-215	Tractor - #55		Good	No	-	-	-	-	-	-	30,000	30,000
2027-216	Mower - #53		Good	No	-	-	-	-	-	-	30,000	30,000
2027-217	Mower - #54		Good	No	-	-	-	-	-	-	30,000	30,000
2027-218	RTV - #57		Good	No	-	-	-	-	-	-	30,000	30,000
2027-219	Road Saw - #61		Good	No	-	-	-	-	-	-	15,000	15,000
	Sub Total				**32,000**	**40,000**	**505,000**	**25,000**	**70,000**	**78,000**	**515,000**	**1,233,000**
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TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Town Hall Capital Items											
	Miscellaneous Furniture, Fixtures, and Equipment											
2027-250	Revaluation	FY27 GF Budget	Good	No	50,000	50,000	30,000	-	-	-	-	80,000
2027-251	Servers/Technology Upgrades and Replacements	FY27 GF Budget	Good	No	25,000	25,000	30,000	-	-	60,000	60,000	175,000
2027-252	Furn., Fixtures, & Equipment		Good	No	-	10,000	10,000	10,000	25,000	25,000	25,000	105,000
2027-253	Oil Boilers and Tanks Equipment Removal		Good	No	-	-	150,000	-	-	-	-	150,000
2027-254	Capital Contribution to GAA (1/3 of two new ambulances)		Good	No	-	-	122,500	-	-	-	-	122,500
2027-255	Wifi Access Points		Good	No	-	-	-	49,500	-	-	49,500	99,000
2027-256	Security Camera Equipment and Storage		Good	No	-	-	-	10,000	-	10,000	10,000	30,000
2027-257	Townwide PCs and Monitors		Good	No	-	-	-	-	127,500	-	127,500	255,000
2027-258	Townwide Laptops		Good	No	-	-	-	-	100,000	-	100,000	200,000
2027-259	Network Switches		Good	No	-	-	-	-	75,000	75,000	150,000	300,000
2027-260	Redundant Firewalls		Good	No	-	-	-	-	40,000	-	40,000	80,000
2027-261	Avaya Phone System J179 2023		Good	No	-	-	-	-	-	-	50,000	50,000
	Sub Total				**75,000**	**85,000**	**342,500**	**69,500**	**367,500**	**170,000**	**612,000**	**1,646,500**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Buildings and Infrastructure											
	Public Works											
2027-300	DPW Overhead/Passage Doors/Doors	FY27 GF Budget	Good	No	50,000	50,000	-	-	-	-	-	50,000
2027-301	DPW Interior Drainage Repairs	FY27 GF Budget	Good	No	30,000	30,000	-	-	-	-	-	30,000
2027-302	Cemetary fencing	FY27 GF Budget	Good	Yes	15,000	15,000						15,000
2027-303	DPW Garage Roof Replacement		Good	No	-	11,000	100,000	-	-	-	-	111,000
2027-304	DPW Fuel Pump Station Concrete Repairs		Good	No	-	-	10,000	-	-	-	-	10,000
2027-305	DPW Salt Storage Repairs		Good	No	-	-	-	18,000	-	-	-	18,000
2027-306	DPW Furnace/AC Replcmt.		Good	No	-	-	-	15,000	-	15,000	-	30,000
2027-307	DPW Furniture/Fixtures/Apparatus		Good	No	-	-	-	5,000	5,000	-	-	10,000
2027-308	DPW Cold Storage Renovation/Build		Good	No	-	-	-	-	50,000	-	-	50,000
2027-309	DPW Window Replacement		Good	No	-	-	-	-	18,000	-	-	18,000
2027-310	DPW Ceiling Tiles/Duct Cleaning/Painting		Good	No	-	-	-	-	8,000	-	-	8,000
2027-311	DPW Salt Shed		Good	No	-	-	-	-	-	-	315,000	315,000
2027-312	Transfer Station - 7 Sheds		Good	No	-	-	-	-	-	-	108,000	108,000
2027-313	Transfer Station Building Replacement		Good	No	-	-	-	-	-	-	100,000	100,000
2027-314	DPW Generator		Good	No	-	-	-	-	-	-	54,000	54,000
2027-315	DPW Exterior Building Repairs & Roof		Good	No	-	-	-	-	-	-	50,000	50,000
2027-316	DPW Garage Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	50,000	50,000
2027-317	DPW Garage HVAC Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-318	DPW Garage Window/Door Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-319	DPW Garage Plumbing Repairs		Good	No	-	-	-	-	-	-	5,000	5,000
	Sub Total				**95,000**	**106,000**	**110,000**	**38,000**	**81,000**	**15,000**	**732,000**	**1,082,000**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Buildings and Infrastructure											
	Police Department											
2027-350	Police Station HVAC Replacement		Good	No	-	10,000	10,000	10,000	-	-	2,700,000	2,730,000
2027-351	Police Station Repointing and Masonry Repairs		Good	No	-	5,000	-	-	-	-	250,000	255,000
2027-352	Police Station Roof Replacement		Good	No	-	-	-	-	-	-	250,000	250,000
2027-353	Police Station Window/Doors Replacement		Good	No	-	-	-	-	-	-	150,000	150,000
2027-354	Police Station Plumbing Repairs		Good	No	-	-	-	-	-	-	50,000	50,000
2027-355	Animal Shelter HVAC Replacement		Good	No	-	-	-	-	-	-	15,000	15,000
2027-356	Animal Shelter Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	15,000	15,000
2027-357	Animal Shelter Roof Replacement		Good	No	-	-	-	-	-	-	15,000	15,000
2027-358	Animal Shelter Window/Door Replacement		Good	No	-	-	-	-	-	-	10,000	10,000
2027-359	Animal Shelter Plumbing Repairs		Good	No	-	-	-	-	-	-	5,000	5,000
	Sub Total				**-**	**15,000**	**10,000**	**10,000**	**-**	**-**	**3,460,000**	**3,495,000**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Buildings and Infrastructure											
	Library Department											
2027-400	Cossitt Library Exterior Painting, Repointing, and Repairs	FY27 GF Budget	Good	Yes	30,000	60,000	-	-	-	-	-	60,000
2027-401	GPL Hang French Door to Reading Rm		Good	No	-	20,000	-	-	-	-	-	20,000
2027-402	GPL Automatic Entry Doors Replacement		Good	No	-	15,000	-	-	-	-	-	15,000
2027-403	GPL Book Drops Replacement		Good	No	-	12,000	-	-	-	-	-	12,000
2027-404	GPL New Library Signage		Good	No	-	-	10,000	-	-	-	-	10,000
2027-405	GPL Rear Staff Entrance & Parking: ADA Compliance		Good	No	-	-	-	25,000	-	-	-	25,000
2027-406	GPL EV Charging Stations		Good	Yes	-	-	-	-	37,000	-	-	37,000
2027-407	Cossitt Library Downstairs Entrance		Good	No	-	-	-	-	20,000	-	-	20,000
2027-408	Cossitt Library Septic System		Good	No	-	-	-	-	10,000	-	-	10,000
2027-409	Main Library HVAC Replacement		Good	No	-	-	-	-	-	-	4,100,000	4,100,000
2027-410	Cossitt Historically Based Capital Replacement Items (please see the detailed list)		Good	Yes	-	-	-	-	-	-	493,500	493,500
2027-411	Main Library Roof Replacement		Good	No	-	-	-	-	-	-	250,000	250,000
2027-412	Main Library Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	125,000	125,000
2027-413	Main Library Window/Door Replacement		Good	No	-	-	-	-	-	-	75,000	75,000
2027-414	Cossitt Library Window/Door Replacement		Good	No	-	-	-	-	-	-	45,000	45,000
2027-415	Cossitt Library HVAC Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-416	Cossitt Library Roof Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-417	Main Library Plumbing Repairs		Good	No	-	-	-	-	-	-	20,000	20,000
2027-418	Cossitt Library Plumbing Repairs		Good	No	-	-	-	-	-	-	20,000	20,000
	Sub Total				**30,000**	**107,000**	**10,000**	**25,000**	**67,000**	**-**	**5,178,500**	**5,387,500**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Buildings and Infrastructure											
	Town Hall											
2027-450	TH Town Clerk Non-combustible Flooring	FY27 GF Budget	Good	No	25,000	25,000	-	-	-	-	-	25,000
2027-451	TH Town Clerk Land Record Book Shelving	Historical Grant	Good	Yes	5,000	30,000	-	-	-	-	-	30,000
2027-452	Town Hall Window/Door Replacement		Good	No	-	15,000	15,000	15,000	15,000	-	250,000	310,000
2027-453	TH Town Clerk Central Filing System		Good	No	-	-	50,000	-	-	-	-	50,000
2027-454	Town Hall HVAC Replacement/Town Clerk Vault HVAC		Good	No	-	-	15,000	30,000	-	-	4,100,000	4,145,000
2027-455	Town Hall Roof Replacement		Good	No	-	-	-	-	-	-	250,000	250,000
2027-456	83 Salmon Brook Street Building (Freshies)		Good	No	-	-	-	-	-	-	75,000	75,000
2027-457	Town Hall Generator		Good	No	-	-	-	-	-	-	54,000	54,000
2027-458	Town Hall Plumbing Repairs		Good	No	-	-	-	-	-	-	50,000	50,000
2027-459	Town Hall Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	50,000	50,000
2027-460	Gazebo - Town Center		Good	No	-	-	-	-	-	-	25,000	25,000
2027-461	Drummer Building - 11 North Granby Road		Good	No	-	-	-	-	-	-	10,000	10,000
	Sub Total				**30,000**	**70,000**	**80,000**	**45,000**	**15,000**	**-**	**4,864,000**	**5,074,000**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Public Works Buildings and Infrastructure											
	Community Services (Senior, Youth, Parks and Recreation)											
2027-500	HF - Farm Store Parking Lot and Crescent Entrance	HF Trust	Good	No	85,000	85,000	-	-	-	-	-	85,000
2027-501	HF - Siding	HF Trust	Good	Yes	50,000	50,000	-	-	-	-	-	50,000
2027-502	SC Furniture and Wallpaper	FY27 GF Budget	Good	No	25,000	40,000	-	-	-	-	40,000	80,000
2027-503	SBP Stairlift for Storage	FY27 GF Budget	Good	No	10,000	10,000	-	-	-	-	-	10,000
2027-504	SBP Ductless Air Splits	FY27 GF Budget	Good	No	10,000	10,000	-	-	-	-	-	10,000
2027-505	SBP Lifeguard Chair replacement	FY27 GF Budget	Good	No	8,500	8,500	-	-	-	-	-	8,500
2027-506	HF - Stone Dust Path		Good	No	-	5,000	-	-	-	-	-	5,000
2027-507	SBP Swim Building Rebuild		Good	No	-	-	-	100,000	-	-	-	100,000
2027-508	SC Carpet Replacement		Good	No	-	-	-	25,000	-	-	-	25,000
2027-509	Senior/Youth Center HVAC Replacement		Good	No	-	-	-	-	-	-	2,300,000	2,300,000
2027-510	Parks Master Plan - SBP - Skatepark		Good	Yes	-	-	-	-	-	-	1,000,000	1,000,000
2027-511	Parks Master Plan - Ahrens - Pump Track		Good	Yes	-	-	-	-	-	-	1,000,000	1,000,000
2027-512	Parks Master Plan - SBP - Relocation of Ballfields 3 and 5		Good	Yes	-	-	-	-	-	-	600,000	600,000
2027-513	Parks Master Plan - SBP - Playground ages 5-12		Good	Yes	-	-	-	-	-	-	600,000	600,000
2027-514	Parks Master Plan - SBP - Upgraded Ballfields		Good	Yes	-	-	-	-	-	-	600,000	600,000
2027-515	Parks Master Plan - Ahrens - Playground		Good	Yes	-	-	-	-	-	-	600,000	600,000
2027-516	Parks Master Plan - SBP - Natureplay Playscape		Good	Yes	-	-	-	-	-	-	500,000	500,000
2027-517	Parks Master Plan - Ahrens - Pickleball Counts		Good	Yes	-	-	-	-	-	-	500,000	500,000
2027-518	Parks Master Plan - SBP - Exercise Stations		Good	Yes	-	-	-	-	-	-	400,000	400,000
2027-519	Parks Master Plan - Ahrens - Football Field Lighting		Good	Yes	-	-	-	-	-	-	400,000	400,000
2027-520	Parks Master Plan - SBP - Splashpad		Good	Yes	-	-	-	-	-	-	350,000	350,000
2027-521	Parks Master Plan - SBP - New Parking Lot		Good	Yes	-	-	-	-	-	-	350,000	350,000
2027-522	Parks Master Plan - SBP - Route 20 Parking Lot Renovations		Good	Yes	-	-	-	-	-	-	350,000	350,000
2027-523	Parks Master Plan - Ahrens - Expanded Parking		Good	Yes	-	-	-	-	-	-	350,000	350,000
2027-524	Parks Master Plan - Ahrens - Paved Walking Path		Good	Yes	-	-	-	-	-	-	300,000	300,000
2027-525	Holcomb Farm Roof Replacement		Good	No	-	-	-	-	-	-	250,000	250,000
2027-526	Holcomb Farm Window/Door Replacement		Good	No	-	-	-	-	-	-	250,000	250,000
2027-527	Parks Master Plan - Reconfigure Public Works Parking for Greater Utilization		Good	Yes	-	-	-	-	-	-	250,000	250,000
2027-528	Parks Master Plan - SBP - 3 Way Stop Intersection		Good	Yes	-	-	-	-	-	-	200,000	200,000
2027-529	Parks Master Plan - SBP - Accessible Walkways, including Band Shell		Good	Yes	-	-	-	-	-	-	200,000	200,000
2027-530	Senior/Youth Center Roof Replacement		Good	No	-	-	-	-	-	-	175,000	175,000
2027-531	SBP Main Office Building Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	150,000	150,000
2027-532	SBP Main Office Building Roof Replacement		Good	No	-	-	-	-	-	-	150,000	150,000
2027-533	SBP Small Playground Replacement		Good	No	-	-	-	-	-	-	150,000	150,000
2027-534	Parks Master Plan - Ahrens - Hiking Trails		Good	Yes	-	-	-	-	-	-	100,000	100,000
2027-535	Senior/Youth Center Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	100,000	100,000
2027-536	SBP Band Shell Roof Replacement		Good	No	-	-	-	-	-	-	75,000	75,000
2027-537	Senior/Youth Center Window/Door Replacement		Good	No	-	-	-	-	-	-	75,000	75,000
2027-538	Senior/Youth Center - Generator		Good	No	-	-	-	-	-	-	54,000	54,000
2027-539	Parks Master Plan - SBP - Seating along Walking Path		Good	Yes	-	-	-	-	-	-	50,000	50,000
2027-540	Parks Master Plan - SBP - Landscaped Entrances, Memorials		Good	Yes	-	-	-	-	-	-	50,000	50,000
2027-541	Holcomb Farm Dwelling HVAC Replacement		Good	No	-	-	-	-	-	-	50,000	50,000
2027-542	Holcomb Farm Dwelling Window/Door Replacement		Good	No	-	-	-	-	-	-	50,000	50,000
2027-543	Holcomb Farm HVAC Replacement		Good	No	-	-	-	-	-	-	50,000	50,000
2027-544	Holcomb Farm Plumbing Repairs		Good	No	-	-	-	-	-	-	50,000	50,000
2027-545	Holcomb Farm Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	50,000	50,000
2027-546	SBP Main Office Building HVAC Replacement		Good	No	-	-	-	-	-	-	50,000	50,000
2027-547	SBP Main Office Building Window/Door Replacement		Good	No	-	-	-	-	-	-	30,000	30,000
2027-548	SBP Rec Building Roof Repair		Good	No	-	-	-	-	-	-	25,000	25,000
2027-549	Generator for NB Pavilion		Good	No	-	-	-	-	-	-	25,000	25,000
2027-550	Bathhouse Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	25,000	25,000
2027-551	Bathhouse Roof Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-552	Holcomb Farm Dwelling Plumbing Repairs		Good	No	-	-	-	-	-	-	25,000	25,000
2027-553	Holcomb Farm Dwelling Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	25,000	25,000
2027-554	Holcomb Farm Dwelling Roof Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-555	SBP Main Office Building Plumbing Repairs		Good	No	-	-	-	-	-	-	25,000	25,000
2027-556	SBP Pond Dock Replacement		Good	No	-	-	-	-	-	-	25,000	25,000
2027-557	Senior/Youth Center Plumbing Repairs		Good	No	-	-	-	-	-	-	25,000	25,000
2027-558	Bathhouse Window/Door Replacement		Good	No	-	-	-	-	-	-	15,000	15,000

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
2027-559	Parks Master Plan - Ahrens - Lacrosse Fields Addition		Good	Yes	-	-	-	-	-	-	10,000	10,000
2027-560	Bathhouse Plumbing Repairs		Good	No	-	-	-	-	-	-	5,000	5,000
2027-561	SBP Band Shell Plumbing Repairs		Good	No	-	-	-	-	-	-	5,000	5,000
2027-562	SBP Band Shell Window/Door Replacement		Good	No	-	-	-	-	-	-	5,000	5,000
2027-563	SBP Band Shell Repointing and Masonry Repairs		Good	No	-	-	-	-	-	-	5,000	5,000
2027-564	Bathhouse HVAC Replacement		Good	No	-	-	-	-	-	-	-	-
2027-565	SBP Band Shell HVAC Replacement		Good	No	-	-	-	-	-	-	-	-
	Sub Total				**188,500**	**208,500**	**-**	**125,000**	**-**	**-**	**13,144,000**	**13,477,500**

TOWN OF GRANBY
CAPITAL IMPROVEMENT PLAN
FY27 - FY36

Ref #	Project Description	Funding Source	Estimate Confidence	Other Funding	Recom.	FY27	FY28	FY29	FY30 & FY31	FY32 & FY33	FY34 - FY36	TOTAL
	Police Department Capital Items											
	Rolling Stock and Equipment											
2027-575	Police Cruiser VID #20	Capital Equipment Lease	Good	No	70,000	70,000	-	-	-	-	-	70,000
2027-576	Police Cruiser VID #10 and Electric Bike	Police Contractors Fund	Good	No	70,000	70,000	-	-	-	-	-	70,000
2027-577	M4 Rifles with suppressors (estimated at 12)	FY27 GF Budget	Good	No	30,000	30,000	-	-	-	-	-	30,000
2027-578	Police Mobile Data Terminal (MDT) x6		Good	No	-	5,000	5,000	5,000	5,000	5,000	5,000	30,000
2027-579	PD Stairway Replacement		Good	No	-	-	90,000	-	-	-	-	90,000
2027-580	Police Cruiser VID #40		Good	No	-	-	70,000	-	-	-	-	70,000
2027-581	Police Cruiser VID #30		Good	No	-	-	65,000	-	-	-	-	65,000
2027-582	PD Impound Lot Upgrades		Good	No	-	-	20,000	-	-	-	-	20,000
2027-583	PD AEDs for Cruisers		Good	No	-	-	5,000	5,000	5,000	5,000	15,000	35,000
2027-584	Police/TH Video Security System		Good	No	-	-	5,000	-	5,000	-	5,000	15,000
2027-585	Police Cruiser VID #60		Good	No	-	-	-	70,000	-	-	-	70,000
2027-586	Police Cruiser VID #50		Good	No	-	-	-	65,000	-	-	-	65,000
2027-587	PD Office Furniture/Storage		Good	No	-	-	-	20,000	-	-	-	20,000
2027-588	PD Storage Shed		Good	No	-	-	-	15,000	-	-	-	15,000
2027-589	PD Speed Trailers		Good	No	-	-	-	10,000	-	10,000	10,000	30,000
2027-590	Police Cruiser VID #90		Good	No	-	-	-	-	70,000	-	-	70,000
2027-591	Police Cruiser VID #96		Good	No	-	-	-	-	70,000	-	-	70,000
2027-592	Police Cruiser VID #70		Good	No	-	-	-	-	65,000	-	-	65,000
2027-593	Police Cruiser VID #95		Good	No	-	-	-	-	65,000	-	-	65,000
2027-594	PD Variable Message Board		Good	No	-	-	-	-	15,000	-	-	15,000
2027-595	Police Cruiser VID #100		Good	No	-	-	-	-	-	70,000	-	70,000
2027-596	Police Cruiser VID #97		Good	No	-	-	-	-	-	65,000	-	65,000
2027-597	Police Cruiser VID #110		Good	No	-	-	-	-	-	65,000	-	65,000
2027-598	Police Station Generator		Good	No	-	-	-	-	-	-	50,000	50,000
2027-599	PD Carpet Replacement		Good	No	-	-	-	-	-	-	27,000	27,000

TOWN OF GRANBY

MEMORANDUM **DATE:** October 13, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: **Communication – The Town of Granby Purchasing Policies**

Provided below please find the Town of Granby Purchasing Policies amended as of June 30, 2026.

Town of Granby procurement follows these policies in order to achieve the lowest cost that is in the best interest of the Town when spending taxpayer or grant funds.

If you have any questions on the aforementioned, I will be on hand at your next meeting to answer any questions. Thank you.

THE TOWN OF GRANBY, CONNECTICUT – PURCHASING POLICIES

FOR ALL PURCHASES AND PUBLIC WORKS CONTRACTS

STATEMENT IN SUPPORT OF A PURCHASING DEPARTMENT:

Municipal government for the Town of Granby desires to procure goods and services in the most cost-effective and efficient method available to arrive at the best value to the residents of Granby.

THE PRIMARY PURCHASING PATH

Recognizing the Town of Granby does not have the buying power of larger municipalities or bulk buyers like Costco, Sam's Club, or BJ's, nor does the Town have a dedicated Purchasing Agent, the Town must therefore rely predominately on preexisting purchasing avenues or the issuance of a request for proposal.

Preexisting purchasing avenues (sometimes called "Piggybacking") include, but are not limited to the following, where the Town of Granby can secure equal to or better pricing on both commodity items and professional service contacts:

1. The State of Connecticut Department of Administrative Services
2. The Capitol Region Council of Governments
3. The Connecticut Conference of Municipalities
4. Any Regional Governmental Entity serving several or more towns like the MDC
5. Any Purchasing Cooperatives like Sourcewell
6. Any similarly sized or larger local governmental entity that issued a Request for Proposal

THE SECONDARY PURCHASING PATH

In the event these various agencies do not support a unique purchase of goods or professional services using an existing contract in place, then the Town of Granby shall issue a Request for Proposal (RFP) to secure those unique goods or professional services.

THE RULES FOR PURCHASING GOODS AND PROFESSIONAL SERVICES

The following guidelines must be followed regarding purchases.

1. Purchases of goods having a dollar value up to $5,000 should follow the Primary Purchasing Path (find a similar existing contract already in place) as noted above with the final purchasing selection thoroughly documented for support and transparency.

   If the Primary Purchasing Path does not produce a supportable and transparent purchase, then three quotes are acceptable, or the Town Manager may consider a waiver.

2. Purchases of goods having a dollar value of $5,000 or more, or Professional Services having a dollar value of $25,000 or more, should follow the Primary Purchasing Path (find a similar existing contract already in place) as noted above with the final purchasing selection thoroughly documented for support and transparency.

   If the Primary Purchasing Path does not produce a supportable and transparent purchase, the Secondary Purchasing Path must be followed (issue and RFP).

THE PURCHASING PROCESS FROM AN ACCOUNTING POINT OF VIEW (See attached notes)

A Purchase Order (PO) is required for the purchase of all goods or services.

The guidelines below should be followed regarding all purchases, no matter the funding source.

Any "new" item to be purchased over $1,000 should be approved by the Town Manager prior to ordering. All PO's should be set up and reviewed for sufficiency by April 30 of every fiscal year.

Any goods or services ordered after May 1st of each year must have a preapproved purchase order.

Once you create a Purchase Requisition (PR), it should be forwarded through the system for approval. Once approved the requisition will be assigned a Purchase Order number after the Finance Office receives it from the Town Manager.

Do not include reference to invoice numbers in the Description Section, as the PR should be done before invoices are received.

If you go to Costco's for supplies, a PO should be created before you go by estimating the amount you want to spend.

If an event is planned, the PO should be done at the time the contract is signed and not the week the event is scheduled.

If you estimate too high, the funds will be released when the PO is closed. If you estimate too low, the accounting system allows us to overpay a PO by 10%.

On rare occasions, quick purchases for doing PR's ahead of time but should be completed as soon as possible after the purchase, i.e. first aid supplies at the pharmacy, meals for prisoners, library book that you happen to see on sale, or special parts for a vehicle as it's being repaired.

These types of purchases should be the exception and not the rule. If you need to add a note to the Purchase Requisition for finance to properly handle the payment, please put it in PO notes, i.e. Return check to department for processing, please see new remit address, etc.

Finance does not have access to internal notes when processing an invoice so that is better used for department heads if they want to return a PR to their staff for a change or for Finance to return a requisition because of a wrong account number or some other question before being approved as a PO.

To pay an invoice, the Purchase Order number must be written on the invoice, initialed by the department head, and forwarded to the Finance Office for payment. The amount to pay must be clear. Either circle the amount due or write the amount if you are making a partial payment or the invoice was incorrect for some reason.

Do not write on the return portion of the bill. Departments should try not to "bunch up" PO's, as it takes longer to process requisitions through the accounting system. If you are doing your PO's in a timely fashion, this should not be a problem.

The town will no longer issue Request for Payment forms.

PURCHASING DEFINITIONS

For the purposes of this Article the following terms, phrases, words and their derivations shall have the meanings given herein:

"Outside Vendor" shall mean any person, except Town personnel, who provides a service to the Town.

"Public Works" shall mean any project constructed with public funds that adds to or improves the infrastructure of the town, including, but not limited to, improvements and/or additions to buildings, parks, roads and utilities. "Public Works" shall not include those projects undertaken by the Board of Education.

"Professional Services" shall mean the furnishing of judgment, expertise, designs, advice or efforts by persons other than Town officials or employees. The term shall include consulting, professional, legal, financial, personal and technical services delivered by professionals including, but not limited to, architects, auditors, attorneys, physicians and other health care professionals, real estate appraisers, actuaries, engineers, computer programmers, and other data processing specialists.

Purchasing Manual

The Town Manager and the Director of Finance shall prescribe rules, regulations, and procedures in a written administrative purchasing manual and all purchases shall be made pursuant thereto.

The manual shall be given to all departments with instructions regarding its use. Such purchasing manual and any and all amendments thereto shall be included on the Board of Selectmen Agenda to be officially accepted into the minutes.

On-Call Service Contracts

The Town may enter into on-call service contracts for a period of not more than five years.

As used in this section, "on-call service contract" shall mean any contract for professional services including, but not limited to, architectural, engineering, computer, legal, real estate appraisal, plumbing, electrical and financial services, where the contractor agrees to provide services at an agreed upon rate, over a specified period of time as requested by the town.

Bidding Procedures Only if primary purchasing path not available?

Purchases of professional services estimated to cost twenty-five thousand dollars or more shall be subject to the following requirements:

The director requiring professional services shall prepare a Request for Proposal (RFP) defining the specific services to be delivered by the professional, requiring those responding to set out their professional qualifications, experience and ability to deliver such services, as well as the fee to be charged and containing such other information as may be required by the director.

A Request for Qualifications (RFQ) containing a list of services to be provided, requiring those responding to set out their professional qualifications, experience and ability to deliver such services as well as the rates to be charged for each service and containing such other information as may be required by the director may be issued in lieu of an RFP.

In either case, the director of the department issuing the RFP/RFQ shall appoint a committee of three persons, each of whom shall be qualified to judge such proposals by having knowledge, expertise and background in the field or subject matter addressed in the proposals. The committee shall review and evaluate such proposals and may, on behalf of the Town, negotiate specific terms, rates and prices with any person who submits a proposal.

The appointed committee shall, after reviewing such proposals, submit its report and recommendations to the Town Manager along with copies of the proposals.

The Town Manager may accept the committee's recommendation, select one of the other proposals, or reject all proposals.

If the Town Manager selects one of the other proposals or rejects all proposals, he/she shall document his reason for doing so in writing.

Requests for Proposals or Request for Qualifications shall be published on the Town's website and on the DAS Procurement system. No legal notice is required to be published in the newspaper unless specially required.

The Town Manager may waive the requirements of publication whenever he/she deems that such waiver is in the best interests of the Town.

Bids to be Sealed; Security Deposit; Opening; Records Required

All bids shall be submitted sealed to the Town Manager and, when deemed necessary by him/her, shall be accompanied by security in the form and in such amounts as shall be prescribed in the RFP. The bids shall be opened in public at the time and place stated in the RFP.

The Town Manager shall confer with the Director of Public Works and the Town Engineer at the time the bid specifications are written to determine if a guarantee of performance will be required.

If a guarantee of performance will be required, such information shall be included in the RFP. The guarantee of performance may take the following forms, but is not limited thereto: performance bond, certified check or letter of credit.

Awarding a Contract

The Town Manager shall accept the lowest responsible bid that is in the Town's best interest. In determining the successful bidder, the Town Manager shall consider, but is not limited to, the following factors: price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.

The Town Manager shall have the power to reject any or all bids or the bid for any one or more commodities or contractual services thereby and to advertise again for bids.

A contract shall be awarded only in accordance with the specifications given in the notice of invitation to bid. If prior to the award of any contract, the bid specifications are altered and are consequently different from those specifications listed in the notice of invitation to bid, the Town Manager shall reopen competitive bidding and, in so doing, shall follow the notice requirements.

The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns an interest is delinquent in tax obligations to the Town.

All bidders certify upon acceptance of a bid by virtue of their signature on that bid, that they have read, understood and will comply with the Town's Plan of Affirmative Action and Equal Opportunity, as it may hereafter be amended, relating to contractual and purchasing procedures. All vendors agree to cooperate fully should the Town choose to audit this compliance.

Dividing Transactions Restricted

No transaction which is essentially a unit shall be divided for the purpose of evading the intent of this Article.

Committee of Award

For all equipment purchases for which the bid amount exceeds $100,000, a Committee of Award, consisting of the Town Manager, the Director of Public Works, the Director of the requisitioning department, and the Director of Finance is hereby established and shall function as detailed below.

Any member of the Committee of Award may designate a representative to attend any meeting of the Committee of Award which the designator is unable to attend; such representative shall have the same authority to vote on matters coming before the Committee of Award as would his/her designator.

The following procedures shall be adhered to: The Town Manager shall, on the basis of specifications prepared by the Director of Public Works and approved by the head of the department or agency concerned, provide for competitive bidding on public works by issuing an RFP and receiving bids.

He shall open and tabulate the same and present the results to the Town of Granby. The Committee of Award shall either accept the lowest responsible bid or reject all bids; the Town Manager shall present the results of the competitive bidding and his recommendations thereon to the Committee of Award.

The Committee of Award shall either accept the lowest responsible bid or reject all bids.

Written Contract Required; Approval of Form

Where services are to be provided to the town by outside vendors, purchases of such services shall be made by written contract.

All contracts required shall be reviewed and approved by the Town Manager and as needed, by the Town's Corporation Counsel as assigned by the Town Manager.

TOWN OF GRANBY

MEMORANDUM **DATE:** October 13, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: **Communication – The Town of Granby Capital Asset Disposal Policy**

Provided below please find the Town of Granby Capital Asset Disposal Policy created as of September 30, 2026.

The Town of Granby Capital Asset Disposal Policy is followed in order to apply a consistent and transparent method for disposing of Town assets.

If you have any questions on the aforementioned, I will be on hand at your next meeting to answer any questions. Thank you.

TOWN OF GRANBY

Capital Asset Disposal Policy

1. Purpose

The purpose of this policy is to establish a consistent process for the disposal of vehicles, equipment, furniture, and other capital assets that are no longer needed, are no longer functional, are unsafe, or have reached the end of their useful life. This policy is intended to ensure that Town and Board of Education (BOE) assets are disposed of in an appropriate manner, with proper authorization and accountability.

2. Scope

This policy applies to all vehicles, equipment, furniture, and other capital assets owned by the Town or the Board of Education.

3. Assets With No Value

When a vehicle, piece of equipment, or furniture is no longer working, is broken, unsafe, obsolete, or otherwise determined to have no reasonable value, the department head responsible for and controlling the asset shall recommend an appropriate method of disposal.

For BOE assets, the recommendation shall be submitted to the Superintendent of Schools for approval.

For Town assets, the recommendation shall be submitted to the Town Manager for approval.

Upon approval, the asset may be disposed of using the approved method, which may include recycling, disposal as scrap, destruction, or another appropriate method.

4. Disposal of Vehicles

4.1 Trade-In Preferred

When a vehicle is being replaced, trade-in shall be the preferred method of disposal when it is determined to provide the best value to the Town or BOE.
The department head responsible for and controlling the vehicle shall evaluate the trade-in option and make a recommendation to:

- The Superintendent of Schools for BOE vehicles; or
- The Town Manager for Town vehicles.

Upon approval, the vehicle may be traded in as part of the acquisition of a replacement vehicle.

4.2 Vehicles Not Traded In

If a vehicle is not traded in, the department head responsible for and controlling the vehicle shall recommend an alternative method of disposal.

The recommendation shall be submitted to:

- The Superintendent of Schools for BOE vehicles; or
- The Town Manager for Town vehicles.

Upon approval, the vehicle may be sold through auction or another approved method of disposal.

Any proceeds from the disposal of a BOE vehicle shall be returned to the BOE. Any proceeds from the disposal of a Town vehicle shall be returned to the Town.

5. Equipment and Furniture with Value

When equipment or furniture is no longer needed by the department but is determined to have resale or other monetary value, the department head responsible for and controlling the asset shall recommend an appropriate method of disposal.

The recommendation shall be submitted to:

- The Superintendent of Schools for BOE equipment or furniture; or
- The Town Manager for Town equipment or furniture.

Upon approval, the equipment or furniture may be sold through auction or another approved method of disposal.

Any proceeds from the disposal of BOE equipment or furniture shall be returned to the BOE. Any proceeds from the disposal of Town equipment or furniture shall be returned to the Town.

6. Documentation and Removal from Asset Records

The responsible department shall provide sufficient documentation to support the disposal of each capital asset. Documentation should include, as applicable:

- A description of the asset;
- Original cost and acquisition date, if available;
- Reason for disposal;
- Recommended method of disposal;
- Required approval;
- Date of disposal;
- Amount of any proceeds received; and
- Supporting documentation, including trade-in, auction, sale, recycling, or disposal records.

Upon completion of the disposal, the asset shall be removed from the applicable capital asset inventory and accounting records.

7. Compliance With Other Requirements

The disposal of assets acquired with grant funds or subject to other legal, contractual, or regulatory restrictions shall comply with all applicable requirements before the asset is disposed of.

Nothing in this policy shall prohibit the Town Manager or Superintendent of Schools or the Finance Office from requiring additional review or approval when appropriate, based on the nature, value, or condition of the asset.

TOWN OF GRANBY

Capital Asset Disposal Authorization Form

Asset Information

Department: _____

Responsible Department Head: _____

Asset Type:

- ☐ Vehicle
- ☐ Equipment
- ☐ Furniture
- ☐ Other: _____

Asset Description: _____

_____

Make/Manufacturer: _____ **Current Location:** _____

Model: _____ **Year Acquired:** _____

Serial Number/VIN: _____**Original Cost:** $_____

Reason for Disposal

Please check all that apply:

- ☐ No longer operational
- ☐ Broken beyond reasonable repair
- ☐ Unsafe
- ☐ Obsolete
- ☐ No longer needed
- ☐ Replacement acquired or planned
- ☐ Other: _____

Estimated Value

- ☐ Asset has no reasonable value.
- ☐ Asset has estimated resale or trade-in value.

Estimated Value: $_____

Recommended Method of Disposal

For Vehicles

- ☐ Trade-in **(preferred when it provides the best value)**
- ☐ Public auction
- ☐ Other approved method: _____

For Equipment and Furniture with Value

- ☐ Public auction
- ☐ Other approved method: _____

For Assets With No Value

- ☐ Recycling
- ☐ Scrap
- ☐ Disposal/destruction
- ☐ Other approved method: _____

Department Head Recommendation

I certify that the information provided on this form is accurate and that the recommended method of disposal is appropriate based on the condition and estimated value of the asset.

Department Head Name: _____

Signature: _____

Date: _____

Approval

Town Assets

Town Manager Approval

- ☐ Approved
- ☐ Denied
- ☐ Approved with modifications, as noted below:

Town Manager Signature: _____ **Date:** _____

Disposal Completion

Actual Method of Disposal: _____

Date of Disposal: _____

Trade-In Allowance or Sale Proceeds: $_____

Disposition of Proceeds:

- ☐ Deposited to the Town
- ☐ No proceeds received

Supporting Documentation Attached:

- ☐ Trade-in documentation
- ☐ Auction or sale documentation
- ☐ Proof of recycling or disposal
- ☐ Other: _____

Finance/Asset Record Update

Asset Removed from Capital Asset Inventory:

- ☐ Yes
- ☐ Not Applicable

Processed By: _____ **Date:** _____

Signature: _____

Memorandum

Date: October 8, 2026

To: Board of Selectmen

From: Mark Fiorentino

Re: Granby Land Trust Acquisition of 45 Mountain Road: Proposed Support of DEEP Grant Application

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The Granby Land Trust (GLT) is considering the acquisition of 45 Mountain Road in North Granby, and is seeking a Connecticut Department of Energy and Environmental Protection Open Space and Watershed Land Acquisition (OSWA) grant to help fund the purchase. GLT has asked me to submit a letter in support of its application.

I am happy to do so in my individual capacity. I can also submit it as First Selectman, on behalf of the Board of Selectmen, if the Board so desires.

I have attached a draft letter and a map showing the location of the Mountain Road property and surrounding area.

If the Board wants me to the sign the letter in my capacity as First Selectman, the following motion is appropriate.

Proposed Motion: I move that the Board of Selectman authorize the First Selectman to sign, place on Town letterhead, and submit the attached letter.



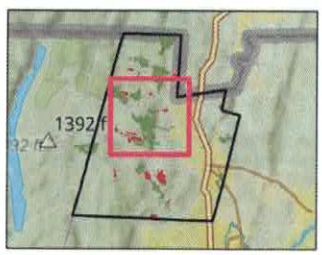
Granby Land Trust Easement
Granby Land Trust Ownership
Town of Granby
State Property

GRANBY LAND TRUST

45 Mountain Rd Overview

N

0 0.15 0.3 0.6 Miles



GRANBY Land Trust
Preserving Granby's Natural Heritage
GranbyLandTrust.org • Granby, CT

Source:
Parcel data obtained from the State of CT. Planimetrics, open space data and 2023 LiDAR obtained from CT DEEP.

Disclaimer:
This map is for illustration purposes only. The Granby Land Trust, participating local municipalities and its mapping contractors assume no legal responsibilities for the information contained herein.

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Print Date: 3/21/2026 2:12 PM

SPERRY GEOSPATIAL, LLC

October 8, 2026

Connecticut Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106

Re: Open Space and Watershed Land Acquisition (OSWA) Application for 45 Mountain Road, North Granby, CT

To Whom it May Concern:

I am writing on behalf of the Granby Board of Selectmen to support the Granby Land Trust's OSWA Grant application for the purchase of 45 Mountain Road in North Granby, Connecticut.

The Granby Land Trust (GLT) has long been a valuable partner in conserving, preserving and stewarding open space in Granby. In the many years we have worked together, GLT has always operated with the upmost professionalism, integrity and dedication. Simply put, our community would not be what it is without the work of GLT.

GLT's acquisition of 45 Mountain Road is another example of the commitment and thoughtful approach that we have come to rely on.

The property at 45 Mountain Road is adjacent to hundreds of acres of land that already are owned and stewarded by GLT. As such, it presents a valuable opportunity to expand and strengthen an existing conservation corridor, forming a large, contiguous block of forested habitat and increasing the conservation value of the surrounding protected lands. A beautiful trail system extends through some of the adjacent property, and we understand GLT is considering extending that trail into this property in the future.

Acquisition of the property also directly and meaningfully supports Granby's Plan of Conservation and Development (Plan). The Plan, which was developed through a process that utilized substantial community input, identifies the Town's rural character and commitment to open space preservation as among the values most important to residents. The Plan specifically encourages the protection of Granby's open spaces, scenic landscapes, agricultural heritage, and rural character.

For these reasons, the Board of Selectmen supports the preservation of 45 Mountain Road and recommends approval of GLT's OSWA application.

If you have any questions, or need anything further, please contact us.

Sincerely,

Mark Fiorentino
First Selectman
Town of Granby

TOWN OF GRANBY

MEMORANDUM **DATE:** October 13, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: **Commission on Aging By-Laws – Consideration of Waiver of Terms**

At the request of First Selectmen Mark Fiorentino, please consider the attached motion with respect to the waiver of term limits for member who serve on the committee.

Proposed Motion:
Move that the Board of Selectmen waive the Commission on Aging's by-laws that limits members of the commission to two consecutive terms.

If you have any questions on the aforementioned, I will be on hand at your next meeting to answer any questions. Thank you.

TOWN OF GRANBY

MEMORANDUM **DATE**: October 13, 2026

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Town Manager

REGARDING: **Town Manager's Project Update Report**

Provided below please find an update of ongoing Town of Granby projects as well as commentary on noteworthy items you may find of interest.

- Related to the Public Building and Capital Project Committee Meeting (PBCPC)
  - Worked to select Benesch as the Town's "On-Call" Engineer
  - Worked to select PhLow as the Town's Sewer Engineer
  - Worked with the chair and compiled an agenda for their 10/14 meeting
  - Held a site visit with three qualified engineering firms who are submitting proposals for the engineering work on the athletic fields
  - Held a site visit with two qualified MEP engineering firms who are submitting proposals for the engineering work on the Middle School
- Related to the Intra-Board Advisory Committee (IBAC)
  - Cancelled the 10/12 meeting due to the State holiday
  - Held the kick-off meeting with CLA – employee interviews scheduled in October
- Radio Communication Project – working to solve tower contract issues
- The Town's Public Works Director interviews (7) were held by a panel of seven to arrive at a list of three. That list is in my hands to review for next steps
- Attention to a handful of labor issues was provided throughout the month
- The Capital Asset Disposition Policy was communicated to the Board of Selectmen
- The amended Purchasing Policies were communicated to the Board of Selectmen
- The FY28 Budget instructions were communicated to the Board of Selectmen
- The Parks and Recreation Historical Analysis was distributed to the Board of Selectmen
- Reviewing the draft of the FY26 CLA audit
- Reviewing the draft of the Phoenix Bonding Process PowerPoint

If you have any questions on the aforementioned, I will be on hand at your next meeting to answer any questions. Thank you.

TOWN OF GRANBY

MEMORANDUM **DATE:** October 13, 2026

TO: The Granby Board of Selectmen
The Granby Board of Finance

FROM: Kimi Cheng, Director of Finance

REGARDING: **September 2026 Budget Operations Report**

Financial Highlights

Revenues
Tax Collections:
As of September 30, 2026, total tax collections remained consistent with prior years, with 58% of the budget collected, compared to 56% at the same time last year. Each 1% of the current tax levy budget represents approximately $471K in tax revenue.

Short-Term Investment Fund (STIF):
As of October 12, 2026, the daily rate was 3.96%, and the 7-day yield was 3.96%, which was a 0.25% increase from last year due to the increase in the federal reserve. Interest earned from the STIF account was approximately $68K.

Grant:
Received $655,539 for the supplemental education grant, $40,940 for the Pequot grant, and $10,638 for the Tiered Pilot grant.

Expenditures
As of September 30, 2026, total General Fund expenditures were at 43%, compared to 43% for the same period last year.

Public Works Department (DPW) Overtime:
As of September 30, 2026, year-to-month DPW overtime expenditures totaled $16,328.06, representing an increase of $4,103.54 or 33.57%, compared with $12,224.52 for the same period in the prior fiscal year. DPW overtime expenditures for September 2026 totaled $5,579.60, an increase of $223.28, or 4.17%, compared with $5,356.32 in September of the prior year.

Year-to-month spending trends and the percentage of the budget utilized are detailed in the tables below, by month and by fiscal year.

Yr-To-Month	Jul	Aug	Sept
FY25	1,255.59	8,666.47	10,953.56
FY26	2,813.17	6,868.20	12,224.52
FY27	5,838.95	10,748.46	16,328.06

% to budget	Jul	Aug	Sept
FY25	1.00%	6.93%	8.75%
FY26	2.25%	5.49%	9.77%
FY27	4.28%	7.88%	11.97%

Police Department (PD) Overtime:
As of September 30, 2026, year-to-month PD overtime expenditures totaled $47,832.65, representing a decrease of $14,854.80 or 23.70%, compared with $62,687.45 for the same period in the prior fiscal year. PD overtime expenditures for September 2026 totaled $17,801.77, a decrease of $12,109.85, or 40.49%, compared with $29,911.62 in September of the prior year.

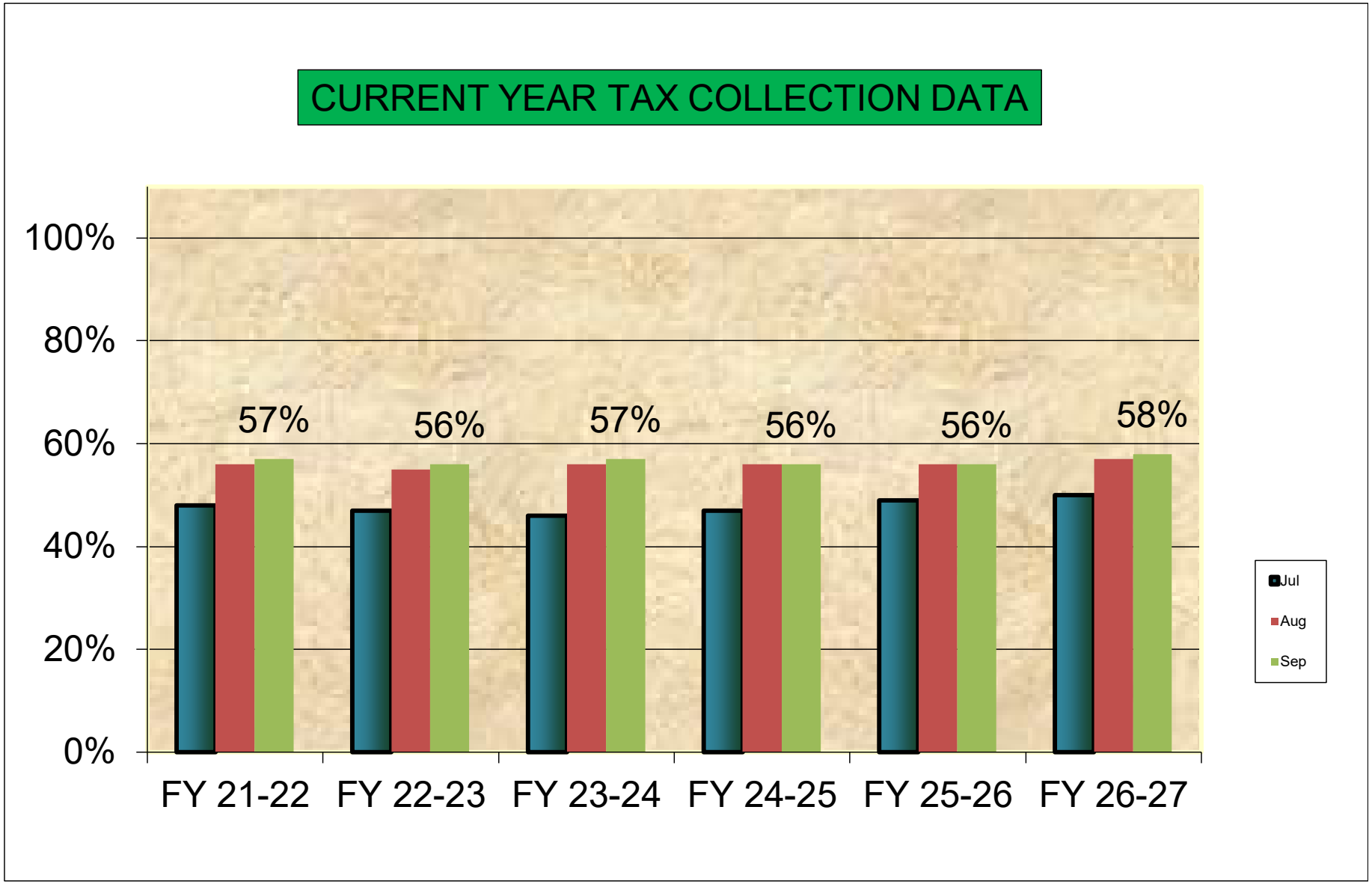
Year-to-month spending trends and the percentage of the budget utilized are detailed in the tables below, by month and by fiscal year.

Yr-To-Month	Jul	Aug	Sept
FY25	12,783.39	28,549.25	44,651.95
FY26	10,711.12	32,775.83	62,687.45
FY27	9,064.79	30,030.88	47,832.65

% to budget	Jul	Aug	Sept
FY25	8.52%	19.03%	29.77%
FY26	5.24%	16.04%	30.68%
FY27	3.86%	12.78%	20.35%



BUDGET OPERATIONS
SEPTEMBER 2026


CURRENT YEAR TAX COLLECTION DATA
100%
80%
60%
40%
20%
0%
57%
56%
57%
56%
56%
58%
FY 21-22
FY 22-23
FY 23-24
FY 24-25
FY 25-26
FY 26-27
Jul
Aug
Sep

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
SEPTEMBER 2026

	DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS	Sept 25 % REC'D	Aug 26 % REC'D
41010	Current Year Taxes	47,097,854	27,171,249	19,926,605	58%	Pymts. Due - July & Jan.	56%	57%
41020	Prior Years Taxes	210,000	68,224	141,776	32%		35%	24%
41040	Interest & Liens	130,000	36,669	93,331	28%		33%	19%
41060	Auto Supplement	400,000	17,624	382,376	4%	Billed - December	3%	3%
	Property Taxes	**47,837,854**	**27,293,766**	**20,544,088**	**57%**		**56%**	**57%**
43170	Spec Ed / Excess	905,000	0	905,000	0%	Pymts. Due - Feb. 75% - June Bal.	0%	0%
43200	Educ Cost Sharing	5,647,238	0	5,647,238	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.	0%	0%
43250	Supplemental Education SID17119	0	655,539	(655,539)	N/A		N/A	N/A
43590	Tuition - Other Towns	1,539,432	0	1,539,432	0%	School Bills for Activity	0%	0%
43591	B.E.A.R. TRANS. ACAD. TUITION	104,527	0	104,527	0%		N/A	0%
43592	GRANBY ALTERNATIVE PROGRAM (GAP)	120,000	0	120,000	0%		N/A	0%
	State Education Total	**8,316,197**	**655,539**	**7,660,658**	**8%**		**0%**	**0%**
43110	Veterans Exempt GT	2,500	0	2,500	0%	By Assessor Appl. in Aug but rec Pymt. in Dec.	0%	0%
43120	Misc - State	35,332	555	34,777	2%	For motor vehicle violations	1%	2%
43130	Telecommunications	13,000	0	13,000	0%	Pymt. Due - April	0%	0%
43140	State Revenue Sharing	0	0	0	N/A		N/A	N/A
43300	Pequot Indian Fund	0	40,940	(40,940)	N/A		N/A	N/A
43310	Tiered Pilot	10,618	10,638	(20)	100%	Pymt. Due Oct.	0%	0%
43320	SS Dist Tax Relief	1,800	0	1,800	0%	Pymt. Due - Dec.	0%	0%
43380	MRSA Motor Vehicle	245,632	245,632	0	100%	Pymt. Due July/Aug	100%	100%
	State Municipal Total	**308,882**	**297,765**	**11,117**	**96%**		**60%**	**80%**
	Intergovernmental Revenue	**8,625,079**	**953,304**	**7,671,775**	**11%**		**1%**	**3%**
43615	Town Clerk Fees	220,000	95,370	124,630	43%	Statutory Collections	40%	31%
43620	Planning & Zoning	3,000	1,616	1,384	54%	Application Permit Fees	40%	20%
43630	Zoning Bd of Appeals	1,010	404	606	40%	Application Permit Fees	80%	20%
43640	Building Permits	150,000	107,589	42,411	72%	Building Permit Fees.	67%	57%
43660	Inland Wetlands	4,000	1,255	2,745	31%	Permit/Appl. Fees	22%	24%
43670	Short Term Investments	350,000	176,950	173,050	51%		61%	30%

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
SEPTEMBER 2026

43680	Rents	18,800	3,000	15,800	16%	Drummer/GLT/Farmhouse/Acreage/School Rental	19%	11%
43700	Snow Plow & Grading	11,000	0	11,000	0%	Private Roads	0%	0%
43710	Photocopying	100	11	89	11%		64%	1%
43715	Open Farm Day	2,500	750	1,750	30%		40%	20%
43740	Dispatch Services	16,580	0	16,580	0%	Police Bill For Dispatch Services	100%	0%
43745	Hay Rentals	40,802	0	40,802	0%	Northern Valley Farms	49%	0%
43760	Library	3,000	998	2,002	33%	Book Fines, Trust Investment	30%	19%
43770	Contract - Bldg. Inspection	14,000	3,500	10,500	25%	Bldg. Dept. Bills Qtrly For Services	25%	25%
43790	Driveway Permits	1,000	1,200	(200)	120%	New Const. Activity	50%	75%
43800	Police Photo/Lic/Permits	11,000	2,616	8,384	24%		21%	13%
43840	Returned Check Fee	100	25	75	25%		0%	0%
43990	Pay For Participation	42,000	0	42,000	0%	Received from BOE	0%	0%
46038	Miscellaneous	35,000	2,014	32,986	6%	GovDeal 1,627; Burn permit 75	144%	1%
46240	Communication Fees	44,988	14,247	30,741	32%		32%	21%
	Local Departmental Revenues Total	**968,880**	**411,545**	**557,335**	**42%**		**55%**	**29%**
43950	Transfer-in Fund Bal.	1,925,000	1,925,000	0	100%		100%	100%
49720	Additional Appropriations	455,539	455,539	0	100%		N/A	0%
43955	FOX FUND TRANSFER	60,000	0	60,000	0%		0%	0%
	Transfers In Total	**2,440,539**	**2,380,539**	**60,000**	**98%**		**100%**	**98%**
	Local Dept. Rev. & Transfer In Total	**3,409,419**	**2,792,084**	**617,335**	**82%**		**85%**	**78%**
	General Fund Revenues	**59,872,352**	**31,039,153**	**28,833,199**	**52%**		**50%**	**50%**

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
SEPTEMBER 2026

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS	Sept 25 % REC'D	Aug 26 % REC'D
1001	General Administration	326,680	67,256	228,039	31,385	90%		95%	90%
1003	Legal Services	40,000	856	29,145	10,000	75%		80%	75%
1005	Fringe Benefits	3,094,007	2,052,473	102,783	938,751	70%		81%	67%
1007	Town Clerk Operations	188,672	32,029	110,718	45,925	76%		85%	75%
1009	Probate	6,411	6,411	0	0	100%		100%	100%
1011	Contingency & Reserve	88,500	1,054	3,896	83,550	6%		15%	6%
1013	Election Services	85,082	21,602	6,502	56,978	33%		18%	22%
1015	Boards, Reg. Prog, & Staff Dev.	65,309	26,176	26,137	12,996	80%		81%	76%
1017	Revenue Collections	145,081	31,797	80,124	33,159	77%		95%	67%
1019	Property Assessment	237,514	61,718	154,597	21,199	91%		90%	87%
1021	Finance Management	487,333	144,115	273,587	69,631	86%		92%	84%
1023	Insurance	356,493	176,224	158,695	21,574	94%		94%	94%
1031	Community Development	159,873	34,141	116,720	9,012	94%		94%	94%
1033	Human Resources	133,181	20,420	68,667	44,095	67%		66%	66%
1035	Technology	220,086	32,502	85,807	101,777	54%		50%	53%
	General Government	**5,634,222**	**2,708,773**	**1,445,418**	**1,480,031**	**74%**		**81%**	**72%**
2001	Building Inspection	207,723	38,625	163,172	5,927	97%		98%	97%
2003	Fire Prevention	426,780	8,854	377,571	40,355	91%		99%	90%
2005	Emergency Management	13,718	11,168	0	2,550	81%		82%	81%
2007	Health Services	250,711	103,021	147,691	0	100%		100%	100%
2009	Police Dept Administration	442,633	113,952	316,775	11,907	97%		99%	97%
2011	Police Oper. & Communications	2,500,593	480,924	1,525,981	493,688	80%		80%	79%
	Pers. & Prop. Protection	**3,842,158**	**756,543**	**2,531,189**	**554,427**	**86%**		**86%**	**85%**
3003	General & Equipment Maint.	3,796,875	702,153	2,215,834	878,888	77%		86%	75%
3011	Planning & Engineering	42,000	3,408	20,593	18,000	57%		100%	57%
	Public Works & Env.	**3,838,875**	**705,560**	**2,236,427**	**896,888**	**77%**		**86%**	**75%**

TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
SEPTEMBER 2026

4001	Library Services	724,630	169,439	364,675	190,516	74%	73%	71%
4003	Social-Senior-Youth-Services	436,921	78,533	247,670	110,718	75%	64%	74%
4009	Community Support	2,500	0	0	2,500	0%	0%	0%
	Lib., Rec., & Soc. Services	**1,164,051**	**247,972**	**612,346**	**303,734**	**74%**	**69%**	**72%**
6001	Capital Improvement	3,152,000	2,740,832	0	411,168	87%	81%	87%
7001	Debt Service	1,234,073	387,661	0	846,412	31% Payable in Jul/Aug & Jan/Feb	20%	31%
	Capital & Debt Service	**4,386,073**	**3,128,493**	**0**	**1,257,580**	**71%**	**56%**	**71%**
	Town Section	**18,865,379**	**7,547,341**	**6,825,379**	**4,492,660**	**76%**	**77%**	**75%**
8001	Board of Education	40,391,434	10,912,292	0	29,479,142	27%	28%	20%
	Board of Education	**40,391,434**	**10,912,292**	**0**	**29,479,142**	**27%**	**28%**	**20%**
9001	Transfer to OPEB Trust Fund	615,539	615,539	0	0	100%	N/A	100%
	Transfer	**615,539**	**615,539**	**0**	**0**	**100%**	N/A	**100%**
	General Fund Expenses	**59,872,352**	**19,075,171**	**6,825,379**	**33,971,802**	**43%**	**43%**	**38%**