

Town of Canton - Board of Finance
Regular Meeting
Monday, July18, 2016 – 7pm
Community Center – Conference Room F

1. Call to order by Chairman.
2. Public forum
3. Board of Selectmen's Updates and Referrals
 - a. Authorization to accept and expend a Responsible Growth and Transit-Oriented Development Planning Grant from OPM in the amount \$1,297,100 for the Collinsville Streetscape Phase II improvements as approved by the Board of Selectmen on June 22, 2016.
 - b. Consideration of and possible action on authorization of an additional appropriation of \$221,500 to partially fund the replacement of a section of the roof at Cherry Brook Primary School as approved by the Board of Selectman on June 22, 2016.
 - c. Authorization to accept and expend the Historic Documents Preservation Grant in the amount of \$4,000 for the microfilming of all birth, marriage and death vital records as approved by the Board of Selectmen on July13, 2016.
4. New Business
5. Old Business
6. Approval of Minutes of the June 20, 2016 BOF Regular Meeting
7. Informational items.
 - a. Board of Selectmen minutes.
8. Next Regular Meeting Monday, August 15, 2016 at 7pm
9. Adjournment

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TOWN OF CANTON
FOUR MARKET STREET
P.O. Box 168
COLLINSVILLE, CONNECTICUT 06022-0168
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

**BOARD OF SELECTMEN MEETING AGENDA
SUBMISSION FORM**

Title of Submission: Responsible Growth and Transit-Oriented Development Grant

Date of Submission: 6/16/16

Date of Board Meeting: 6/22/16

Individual or Entity making the submission:

Neil S. Pade AICP, Director of Planning and Community Development

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Acceptance of grant award to fund improvements developed as part of the Collinsville Village Center Streetscape Master Plan

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Neil S. Pade AICP, Director of Planning and Community Development

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3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.)

The Request for Application (RFA), Responsible Growth and Transit-Orientated Development Program, Office of Policy and Management was reviewed by the Board of Selectman (BOS) on January 13, 2016. On January 27, 2016 the BOS authorized a submission from the Town of Canton. A notice of award was issued on June 9, 2016.

Proposed Project:

Continuation of streetscape, roadway and intersection improvements (in accordance with B(2), B(3), B(5), B(6), B(7), B(10), and B(11) of the RFA), as demonstrated in the attached Collinsville Village Center Streetscape Master Plan, will:

- o connect businesses on River Street and Main Street to activity at Bridge Street, the FRRT, and the Farmington River;
- o provide organized parking to support River Street and Market Street businesses, and to increase available parking for theaters and restaurants;
- o improve and expand the existing pedestrian network to provide access for those with disabilities;
- o provide way-finding signage to draw traffic into Main Street and River Street (thousands of people drive or ride by Collinsville on Bridge Street daily, and never venture onto Main Street and River Street);
- o manage increases in motorized and non-motorized traffic through the village;
- o provide streetscape investments that enhance the business and cultural environment in Collinsville that are critical to economic success;
- o continue to increase economic activity within our village center evidenced by 2015 construction;
- o support local agriculture and a regional farmers market;
- o support revitalization and redevelopment of the Collins Company complex;
- o increase connections for people who walk and bike within the village center; and
- o increase connections to transit (CT Transit Route 1 Canton-Hartford Express) to and from the village center.

The following improvements have already been constructed (2015) or are presently budgeted (2016):

- o Improvements at the intersection of Bridge Street and Main (inclusive of signal)
- o Improvements on Main Street from Bridge Street to Front Street.
- o Improvements within and surrounding the Municipal Parking lot.
- o Improvements as shown within the Collins Company property.

Budget:

- o Construction: \$1,181,100; Construction Documents and Survey: \$116,000 = \$1,297,100
 - Main Street from Front Street to River Street
 - River Street from Main to Bridge Street
 - Bridge Street from Main Street to River Street
 - Market Street and North Street
 - The Green
 - Way Finding Signage

Permitting:

- o Bridge Street: DOT District 4 encroachment permit
- o Bridge Street and North Street – Minor Site Plan approval from local zoning required for improvements at Post Office and Town controlled properties.
- o Remaining work is within town controlled right of way.

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4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Plan:

- Collinsville Village Center Streetscape Master Plan dated January 2016 attached.
http://www.townofcantonct.org/filestorage/19178/19230/28723/Collinsville_Streetscape_-_small.pdf

Award:

- June 9, 2016 award letter

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STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

June 9, 2016

Leslee Hill
First Selectman
Town of Canton
Four Market Street
PO. Box 168
Collinsville, CT 06022

Dear First Selectman Hill,

Thank you for applying to the Office of Policy and Management (OPM) for a Responsible Growth and Transit-Oriented Development Planning Grant. Governor Malloy and I are pleased to inform you that the Town of Canton has been selected for a grant award in the amount of \$1,297,100. Funding for this program was previously approved by the Bond Commission on March 24, 2016.

I have assigned Matt Pafford of OPM to administer your grant award, and he will be in contact with you or your designee shortly to develop the necessary contractual terms and conditions. Please be aware that your grant award may be assigned to another state agency to administer.

Please do not proceed with grant-funded work until the contract has been fully executed. It is anticipated that this grant will be administered on a reimbursement basis. If you have any questions in the meantime, please contact Matt at either (860) 418-6412 or matthew.pafford@ct.gov.

Governor Malloy and I look forward to working with you and other municipal and regional officials to foster responsible development within our state.

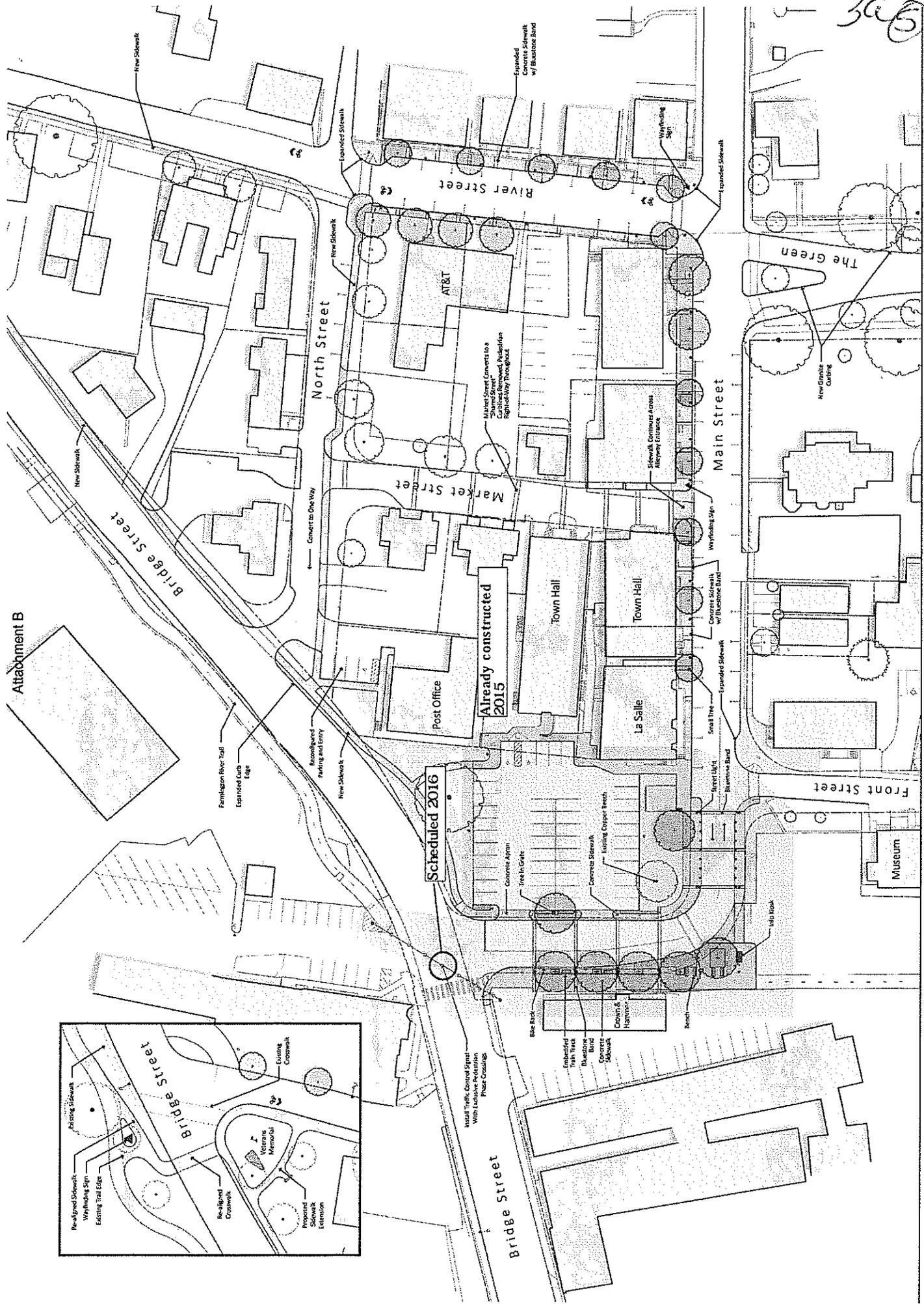
Sincerely,

A handwritten signature in black ink, appearing to read "Ben Barnes".

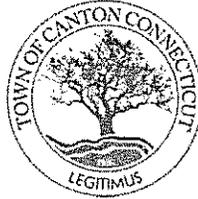
Benjamin Barnes
Secretary

Cc: Neil Pade, Director of Planning and Community Development
Lyle Wray, Executive Director CRCOG
Garrett Eucalitto, OPM

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Collinsville Village Center Streetscape
Main Street Master Plan



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168
OFFICE OF THE PROJECT ADMINISTRATOR
MEMO

To: Robert Skinner, Chief Administrative Officer

From: George M. Wallace, P.E., Project Administrator

Date: June 15, 2016

Re: Cherry Brook Primary School – Phase II Roof Replacement [new addition] & Canton Intermediate School- Slate Roof Replacement.

At the Board of Selectmen meeting of November 24th, 2015 a resolution was passed that referred to the Permanent Municipal Building Committee the school roofs project as amended to include all school roofs [that may be in need of replacement or repair in the near future] and to report back any recommendations.

The PMBC at its meeting of April 5th, 2016 made the following recommendations to the Board of Education and the Board of Selectmen for consideration:

I. Cherry Brook Primary School – Phase II Roof Replacement [new addition]

The PMBC found that roof on the new addition [completed in 1995] of the Cherry Brook Primary School is in a somewhat more urgent need of repair which should be completed during the 2017 summer school vacation. Recommended estimates on the roof replacement, which includes both shingle roofing and flat roofing, were varied and ranged from \$318,723 [based on Architect’s recommended costs] to \$570,492 [based on using the contractor’s bid costs for the Phase I portion of the roof that was

completed in 2015]. The PMBC recommended using a project cost estimate of \$543,400 which would result in a projected State reimbursement [39.64% for 2016] of \$215,400 and a corresponding Town share of \$328,000 of which \$128,000 would be covered by the remaining roofing project bond funds from the four (4) roof projects [Canton Junior/Senior High School, Canton Intermediate School, Cherry Brook Primary School, and the Community Center] leaving a need for an additional

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(860)693-7855

3b(2)

appropriation of \$200,000 to complete the Phase II portion of the Cherry Brook Primary School Roof Project.

The original portion of the Cherry Brook Primary School roof was replaced during the summer of 2015. That roofing project was one of four (4) roof projects [Canton Junior/Senior High School, Canton Intermediate School, Cherry Brook Primary School, and the Community Center] that were bonded for. After investigating the remainder of the Cherry Brook Primary School roof, that was not included in the original project that was completed over that summer; it was determined that the age of the portion that was not replaced [which was over the new addition to the school that was construction in 1995] was the same and/or close to the age of the roof sections that were replaced. As mentioned; the entire Cherry Brook Primary School roof was replaced in 1995 as part the construction of the new addition [addition roofed in 1995, old portion of school building reroofed through an “add” alternate which was included in the contract for the addition]. The DAS Office of School Facilities has a date for the roof on the new school addition as 1998 which seems to be in error but will need to be rectified. For reference, the building permit for the addition was dated June 22, 1994 and the Certificate of Occupancy is dated 7/31/96 while the plaque in school lobby lists the date of the addition as 1995.

The Board of Education at its May 10th, 2016 meeting approved a request to the Board of Selectmen for additional funding to complete the Cherry Brook Primary School Roof Replacement Project.

As a result, it is requested that the Board of Selectmen authorize the expenditure of an additional \$200,000 for a Phase II – Cherry Brook Primary School reroofing project. If it is not possible to get the roof date changed [to 1995 or 1996] the amount of the State reimbursement [\$215,400] may be reduced by 10% [\$21,500] for reroofing of the addition one (1) year prematurely [2017 (reroofing date) v. 2018 (State allowed reroofing date)].

II. Canton Intermediate School – Slate Roof Replacement:

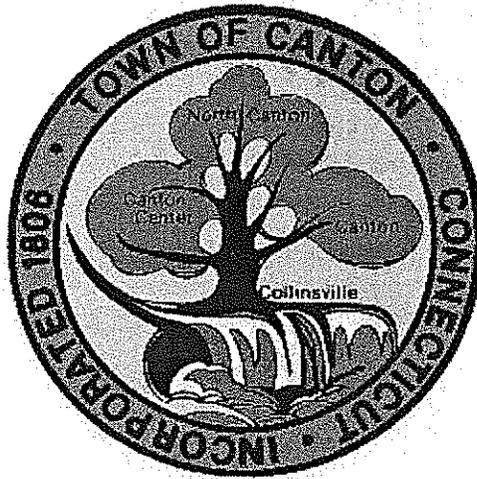
The PMBC found that the existing slate roof on the Canton Intermediate School is down to its last five (5) years of life and as such should be included in a Capital Improvement Project for completion within the next five (5) years. The cost of replacing the slate roof was estimated at \$213,663 for synthetic slate shingles and \$416,885 for real slate shingles

Cherry Brook Primary School

Roof Evaluation and Replacement Recommendations

4 Barbourtown Road,
Canton, Connecticut 06019

November 5, 2015



Prepared by:



Silver Petrucelli & Associates, Inc.
Architects / Engineers / Interior Designers
3190 Whitney Avenue
Hamden, CT 06518
P: (203) 230-9007
F: (203) 230-8247

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SECTION I EXECUTIVE SUMMARY

This report is the result of a study commissioned by the Town of Canton, Connecticut to assess the current condition of the remainder of shingled & flat roof areas at the Cherry Brook School and to seek professional recommendations for roof replacements including, but not limited to; opinions of probable cost for roof replacement, analysis of costs including the sloped shingle and flat roof areas, probable life remaining for each roof system and urgency for replacement.

In addition, the architects have developed a roof key plan and inventory for the entire school, based upon to State's Office of School Construction Grants (SCG) guidelines for school roof projects. These documents are intended to serve as record documents for the town and state, and to assist the town during future roof replacement projects.



Birdseye View of the Cherry Brook School

Process

This report was prepared by Silver Petrucelli & Associates, Inc. (S/P+A) of Hamden, Connecticut, an architecture and engineering firm specializing in municipal and school programming, planning and design, feasibility analyses and building condition investigations. This report was developed with the frequent and insightful input from the officials of the School District and the Municipal Government.

The information contained in this report was gathered by S/P+A via interviews and meetings with George Wallace, the Town of Canton's Project Administrator, observations of the existing roof condition and materials, examination of the most recent construction drawings and historical data of previously completed school roof replacement project at the Cherry Brook School during the summer of 2015. The collected data was organized and appears in various sections of this report.

Findings

The remainder of roof areas yet to be completed at the Cherry Brook School roof consist of one large area of ballasted Built up Roofing (BUR) as well as a large portion of sloped asphalt shingles.



The Cherry Brook School was originally constructed in 1941, with a renovation and addition project completed in 1994. The original 1941 flat and shingle roof areas of the facility received a complete roof replacement as part of the 1994 renovation and addition project. The one-story facility's construction consists of a wood superstructure with wood decking beneath the sloped shingle roof areas, and the flat roof areas consist of a metal super structure with metal roof decking. The wood and metal roof decks were observed at random locations from below and did not show any signs of significant staining that would indicate prolonged exposure to water. Without extensive demolition, it would not be possible to perform a full inspection of the existing decks, but due to the age of the roof, it is possible that small sections of the wood and metal roof decking may need to be replaced at the time of the roof replacement. The most conservative and recommended approach would be to provide an allowance for a percentage of wood and metal deck replacement as part of the overall roof replacement project.



The existing sloped asphalt shingle roof areas do not contain any rooftop mechanical equipment or exhaust fans, and the existing ballasted roofs also do not contain any rooftop mechanical equipment or exhaust fans, however there are multiple vent stack locations throughout the roof area. The roofs at the Cherry Brook School consist of one large sloped asphalt shingle roof area totaling 22,753 SF., and one large area of BUR roof area totaling 11,587 SF. The existing drainage system has been constructed with an existing slope within the structure of the flat roof that empty's on to the sloped shingle roof areas. The sloped asphalt shingle roofs then empty into a metal gutter system that is piped to an external underground drainage system.



SECTION II OBSERVATIONS

Sloped Roof Construction and Condition

The Asphalt Shingle Roofs at the Cherry Brook School are generally in poor condition and showing signs of accelerated wear, while the shingle roof areas appear to be vented properly, with soffit vents located at the eave of the roofs and with a continuous ridge vent located at the top of the roofs. The existing three tab shingles appear to be reaching the end of their useful life & will need to be replaced soon. This is evident by the shingles discoloration in areas that have received the most sun exposure as well as having become brittle indicating that the asphalt shingle roofs have reached the end of their useful life. There are a few areas, where patching has occurred in order to prevent water penetration into the building. These are signs that the ability of the asphalt shingle roofing system to consistently stop water infiltration into the building's interior has been compromised.



Flat Roof Construction and Condition

The ballasted (BUR) within the flat areas of the roof, SP&A observed the asphalt based roofing material beginning to blister. This reaction is a result of prolonged exposure from the elements, the age of the roof and the constant expansion and contraction that happens naturally with the change of the seasons. The BUR roof will continue to deteriorate rapidly in direct sunlight and in the presence of standing water. There does not appear to be areas of direct failure which would be indicated by noticeable repair work, however we feel that the flat areas have reached the end of their useful life and are in need of replacement.



SECTION III RECOMMENDATIONS

Sloped Roof Replacement Recommendations

Based upon the current age and condition of the **Sloped Roof Areas**, SP&A recommends the complete removal of aging three tab asphalt shingles down to the existing wood decks, followed by the installation of ice and water shield 36" up the width of the roof, 18" up all sides and each side of the valleys, with the remainder of existing exposed wood decking covered with a 30lb building paper product. SP&A also recommends the installation of new architectural asphalt shingles with a lifetime warranty of the same color used during the previous 2015 roof replacement project. Upon observation of the internal attic space, SP&A discovered blown-in insulation. SP&A feels that the observed 1'-0" of existing blown in insulation has achieved the required R-24 value per code. The sloped roof areas currently contain a positive air ventilation system, with an existing ridge vent located at the peak of the roof that allows air to vent out of the attic space, as well as an existing air vent channel located at the lowest portion of the slope of the roof.



Flat Roof Replacement Recommendations

It is recommended that a complete removal of all existing **Flat BUR** roof down to the existing roof deck, as well as the removal of all existing perimeter metal flashings. SP&A also recommend that the town consider using the same white EPDM product constructed on top of a polyiso roof insulation system as previously specified during the 2015 roof replacement project. This system can be installed while the building is occupied and is less offensive to the nearby neighbors with regards to smell as opposed to hot applied systems. We recommend a roofing system with a minimum 20 year warranty, non-pro-rated for labor and materials. The warranty will cover leaks caused by the manufacture's materials and contractor's workmanship failures as long as proper maintenance and good roofing practices are performed. A one or two year warranty from the installing contractor will cover any issues created by construction operations.

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SECTION IV OPINION OF PROBABLE COST

Sloped and Flat Roofs

We have reviewed the costs of our most recently completed shingle roof and flat roof projects, including the sloped shingle and flat roof areas completed during the Cherry Brook School roof replacement project completed in 2015, as a result we have compiled a conservative average estimated value of roughly \$6 per square foot for the sloped asphalt shingle portion of replacement only. The total square footage for the remainder of the sloped asphalt shingle roofs that need to be replaced is approximately 22,753 +/-, which would equal a shingle roof project construction cost of roughly \$136,518. We have also compiled an average cost per square foot for the flat roof consisting of 11,587 square feet. We determined that as a result of the minimal roof penetrations, the conservative average estimated value of roughly \$15 per square foot would apply for the flat roof areas resulting in an estimated flat roof only replacement cost of \$173,805. If the Town of Canton chooses to complete both the sloped asphalt shingle and flat EPDM roof areas as a single combined roof replacement project, the total sloped and flat areas will equal a total square footage of 34,340 +/- . SP&A feels the conservative estimated value of the combined cost for both the sloped and flat roof projects would cost roughly \$310,000+/-.

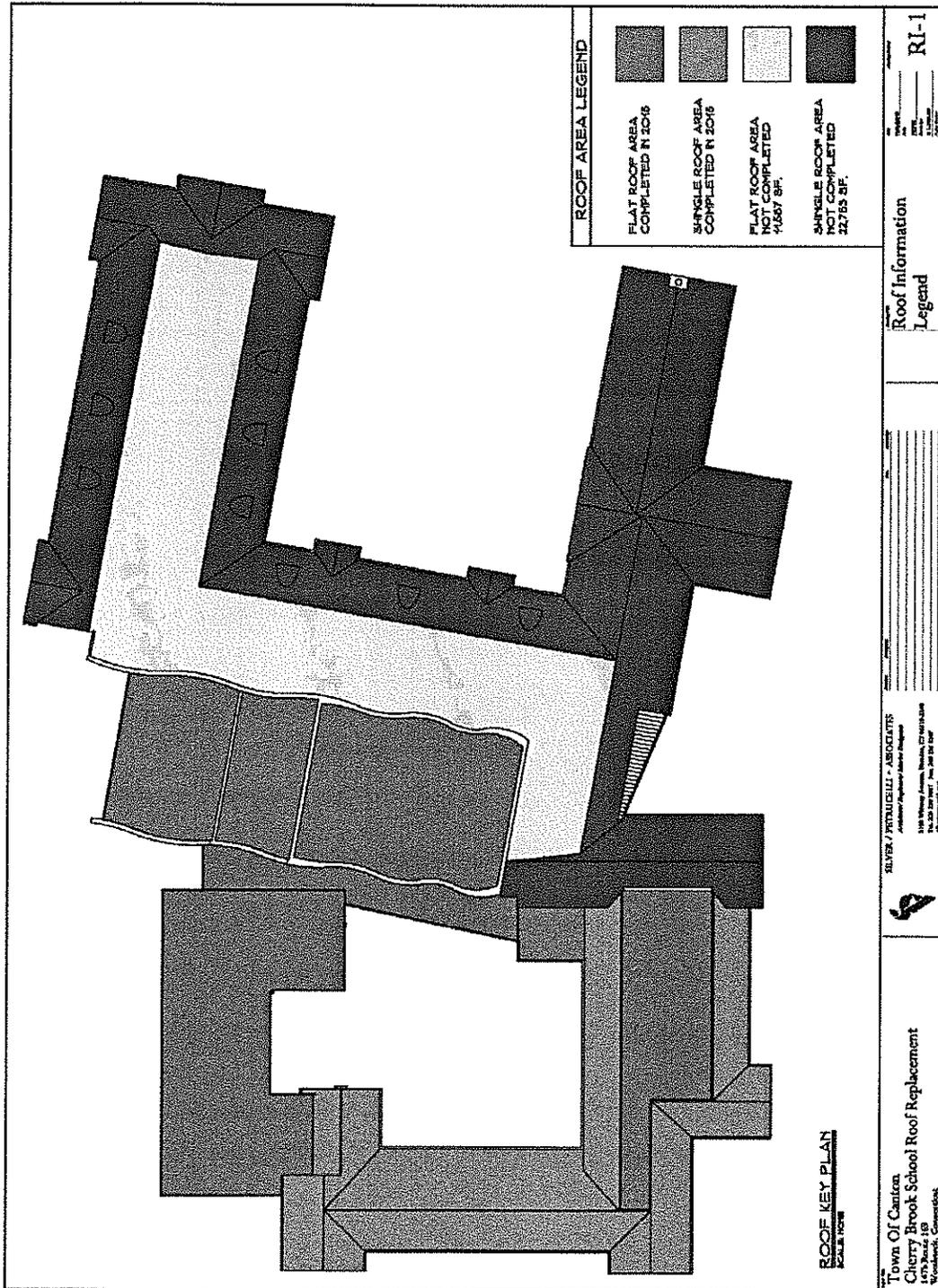
Conclusion

In summation, both the shingle and BUR roofs have reached over twenty years of age, typically in our experience we tend to see failure of both types of roofing systems at this point. It is difficult to predict the remainder of time that both the sloped and flat roof areas will continue to function properly, this is due to unforeseen elements and factors that may persist such as weather related incidents i.e. falling debris or even human negligence. However, if a single portion, either the sloped vs. flat area were to be constructed first than SP&A recommends the completion of the sloped shingle areas first. In the event the existing asphalt shingles begin to fail and water infiltration is detected within the interior of the building, it is in our opinion the repair work to the sloped areas will be difficult to perform, and once completed difficult to maintain. If water infiltration does occur on the existing flat areas the repair work would be a far simpler task as well as a far superior asphalt based patching material will be used. In the event the installation of new architectural shingles is chosen as a priority separate project, it is also in our opinion that this work will improve the appearance of the school aesthetically in part because the entire sloped region of the Cherry Brook School will be of one new shingle style/ color.

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SECTION V

ROOF KEY PLAN





CT State Library
Office of the Public Records Administrator

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June 29, 2016

Town Clerk Linda Smith
Town of Canton
4 Market Street
PO Box 168
Collinsville, CT 06022

RE: Historic Documents Preservation Grant # 023-PC-17, Cycle 1, FY 2017

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant Application for the **Town of Canton** in the amount of **\$4,000.00** has been approved.

To receive the grant, the municipality must now enter into a contract with the State Library.

Please find the following documents enclosed:

1. **Targeted Grant Contract**
2. **Instructions for Returning the Grant Contract**

The Grant Contract must be signed by the Municipal CEO and returned no later than **July 27, 2016**. After it is signed by the State Librarian, copy of the fully executed contract will be returned to the municipality.

Grant work and expenditures may begin only **after** the municipality has received its copy of the fully executed contract.

Grant award payments will be processed within **30 days** after the contract has been fully executed.

Grant work and expenditures must be completed by **June 30, 2017**. The final report should be submitted immediately upon completion of the grant. For complete grant administration requirements, including amendment procedures, see the *FY 2017 Grant Guidelines*.

If you have questions or need assistance, please contact Kathy Makover at kathy.makover@ct.gov or (860) 566-1100 ext. 303.

Sincerely,

LeAnn R. Power, CRM
Public Records Administrator

Enclosures (2)

cc: First Selectman Leslee Hill

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Historic Documents Preservation Program
Connecticut State Library
Hartford, Connecticut 06106

GRANT CONTRACT

Targeted Grant FY 2017, Cycle 1 — Grant #023-PC-17

This contract made between the State of Connecticut, Connecticut State Library (hereinafter "State Library") and the **Town of Canton** (hereinafter "Contractor") pursuant to C.G.S. §§ 11-8i through 11-8n, inclusive.

WHEREAS, the State Library's Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program ("Program") for the purpose of preserving and managing historic documents;

WHEREAS, all Connecticut municipalities are eligible to apply for a Targeted Grant ("Grant") from this Program; and

WHEREAS, the Contractor is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

- 1. The State Library hereby authorizes a Grant for an amount not to exceed **\$4,000.00** (hereinafter "Grant Funds"), for the following (hereinafter referred to as the "Project") as approved in the municipality's Targeted Grant Application on **June 29, 2016**, on file at the State Library:

- A. Microfilming project for public records.**
- B. Purchase of archival supplies for the preservation of public records.**

- 2. The approved Project Budget is as follows:

	Expense Type	Funds Approved
1.	Consultants/Vendors	\$ 3,000.00
2.	Equipment	\$
3.	Supplies	\$ 1,000.00
4.	Town Personnel Costs	\$
5.	Other (specify)	\$
6.	TOTAL	\$ 4,000.00

The Contractor is responsible for any Project expenses greater than the Grant Funds.

- 3. **Contract Period.** The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2016, or the date of approval of this contract by the State Librarian or, if applicable, the Connecticut Attorney General, whichever is later, through June 30, 2017.** Any Grant Funds remaining unexpended on **June 30, 2017**, must be returned to the State Library with the *Project Evaluation/Expenditure Report*.
- 4. **Payment.** The State of Connecticut shall assume no liability for payment of services under the terms of this contract until the Contractor is notified that this contract has been approved. Payment to the

Contractor shall be processed upon approval of this contract or upon the first day of this contract period, whichever is later.

5. **Contract Amendment.** To request approval for a change to the Grant's purpose, methodology, budget and/or completion deadline, the Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two (2) months prior to the then-current end of the contract period. (a) The State Library must approve any changes to the Grant's purpose and/or methodology which are deemed significant by the State Library. (b) The State Library must approve any budget reallocation that exceeds ten percent (10%) of the total Grant Funds. The Contractor may reallocate up to ten percent (10%) of the total Grant Funds among line items contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. (c) The State Library must approve any extension to the completion deadline. The Contractor must notify the State Library immediately if difficulties arise that could affect the timely completion of all grant work and expenditures. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.
6. **Final Report.** The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at www.ctstatelibrary.org, for receipt at the State Library by **September 1, 2017**. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the Grant and the requirement that the Contractor return the full Grant Funds, as well as loss of eligibility for the next grant cycle. This filing deadline shall not be extended.
7. **Insurance.** The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the State Library prior to the performance of services.
8. **Indemnification.** The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.
9. **Audit Requirements for State Grants.** For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the State Library for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.
10. **Inspection of Work Performed.** (a) The State Library or its authorized representative shall at all times have the right to enter into the Contractor's or subcontractor's premises, or such other places where duties under this Contract are being performed, to inspect, to monitor or to evaluate the work being performed in accordance with C.G.S. § 4e-29 to ensure compliance with this contract. The Contractor and all subcontractors must provide all reasonable facilities and assistance to State Library representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. Written evaluations pursuant to this paragraph shall be made available to the Contractor. (b) The Contractor must incorporate this section verbatim into any contract it enters into with any subcontractor providing services under this contract.
11. **Refund.** The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within thirty (30) days from the notice in writing by the State. In the event that the Contractor fails to make such refund, the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.

12. Governing law. This contract and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.
13. Assignment. The Contractor shall not assign any of its rights or obligations or sublet under this contract, voluntarily or otherwise, in any manner without the prior written consent of the State Library. The State Library may void any purported assignment in violation of this paragraph and declare the Contractor in breach of contract. Any cancellation by the State Library for a breach is without prejudice to the State Library or the State's rights or possible claims.
14. Claims against the State. The sole and exclusive means for the presentation of any claim against the State arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
15. Executive Orders. This contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the contract as if they had been fully set forth in it. This contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. At the Contractor's request, the State Library shall provide a copy of these Executive Orders to the Contractor.
16. Termination. The State may terminate this contract upon thirty (30) days written notice to the Contractor if the Contractor fails to comply with this contract or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.
17. Sovereign Immunity. The parties acknowledge and agree that nothing in this contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this contract. To the extent that this section conflicts with any other section, this section shall govern.
18. Entire Agreement. This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the State Library. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General, if applicable. This contract shall be binding upon and shall inure to the benefit of the Contractor and its successors.

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IN WITNESS WHEREOF, the parties have executed this Contract by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

Municipality:

Signature of Municipal CEO, duly authorized

Date

Name (Print Clearly)

Title (Print Clearly)

Municipality Name and Mailing Address (Print Clearly)

Connecticut State Library:

Kendall F. Wiggin, State Librarian

Date

CONNECTICUT ATTORNEY GENERAL approved as to form:

X This contract, prepared on a template previously reviewed and approved by the Connecticut Attorney General, is therefore exempt from individual review and approval pursuant to a Memorandum of Agreement between the Connecticut State Library and the Connecticut Attorney General on **June 10, 2014**; or

_____ This contract template has been modified and therefore is subject to review and approval by the Connecticut Attorney General.

By: _____

Title

Date: _____

For STATE LIBRARY Use Only:

Fund	Department	SID	Program	Account	Project	Budget Ref.
12060	CSL66094	35150	73001	55070	CSL_Non. Proj.	2017

DRAFT Minutes – Subject to Corrections
Town of Canton – Board of Finance
Regular Meeting
Monday, June 20, 2016
7:00 p.m.
Community Center – Conference Room F

1. Call to Order by Chairman – Dr. Goldman called the meeting to order at 7:02 p.m.

Present – Dr. Arnold Goldman, Richard Eickenhorst, Ken Humphrey, Mary Tomolonius, and David Markowitz

Absent – Brian First

Also Present – Chief Administrative Officer Robert Skinner, First Selectman Leslee Hill, Superintendent of Schools Kevin Case, Tax Collector Erin Johnson, Finance Officer Amy O’Toole, and Recording Secretary Jennifer Scott

****D. Markowitz arrived at 7:05 p.m.*

2. Public Forum - None

3. Monthly Report – Finance Officer/Treasurer

a. Year-to-Date Revenues – including Recreation, EMS, Transfer Station, WPCA and Sewer Assessment Special Revenue Funds – May 2016

A. O’Toole stated that the reporting indicates an overage of \$460,000 but that there is a pending \$497,000 deduction for excess costs for special education that is coming. She anticipates that at year end, revenues will be close to what was budgeted even with the \$435,000 of additional appropriations.

b. Investment Income Reports – May 2016

Ms. O’Toole said that investment income was over budget for the first time in a long time. The overage was slight, but an improvement nonetheless.

c. Cash and Investment Account Balances – May 2016

Ms. O’Toole reported that the STIF accounts totaled \$9,720,000 which is mostly made up of General Fund and Self-Insurance money.

d. Tax Collection Report – May 2016

A. O’Toole said that we remain significantly over budget in this area.

e. Year-to-Date Expenditure Reports – BOS – May 2016

Ms. O’Toole said that as of now, we have spent 90% of the budget. She anticipates ending the year with a surplus, but not a significant one.

f. Year-to-Date Expenditure Reports – BOF – May 2016

No comments.

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g. Year-to-Date Expenditure Reports – Special Revenue Funds – May 2016

Ms. O'Toole said that the most significant item to note was the EMS account. This account is over spent by about \$30,000 with another \$36,000 coming for purchase orders that are already encumbered. She added that the EMS revenues look like they will also come in over budget making the net overage less substantial. The excess expenses in this category are primarily due to the need to outsource for advanced level EMT service. Mr. Skinner said that next year we should not see the overages we're seeing this year as the town moves to paramedic level service. Ms. O'Toole added that this is the only special revenue fund where a deficit is anticipated at year end.

h. Year-to-Date Expenditure Reports – BOE – May 2016

Mr. Case said he anticipates that overall the BOE will end the year with a surplus. He said that much of the excess will be in the salary account due to savings they have had throughout the year. He reported that there will be a deficit in the Special Education account. He added, however, that they will only need to request \$417,000 of the total \$497,000 in state funding to cover the deficit in Special Education. Finally, Mr. Case advised the group that they are still awaiting a check for Hartford tuition.

i. Self-Insurance Fund – Claims and Administration Expense Report

No comments.

4. Board of Selectmen's Updates and Referrals

- a. Authorization to accept and expend the Canton Community Health Fund Grant in the amount of \$750 to the Canton Police Department and BOE for the purchase of self-administering tourniquets for overall school safety as approved by the Board of Selectmen on June 8, 2016.**

Mr. Skinner said that the funding from this grant will be used to purchase self-administering tourniquets to be utilized by the Police Department and the BOE in the case of an emergency event at the schools.

MOTION: M. Tomolonius moved to accept and expend the Canton Community Health Fund Grant in the amount of \$750 to the Canton Police Department and BOE for the purchase of self-administering tourniquets for overall school safety as approved by the Board of Selectmen on June 8, 2016. K. Humphrey seconded the motion which passed unanimously, 5-0-0.

- b. Authorization to accept and expend the Canton Community Health Fund Grant in the amount of \$5,000 to the Canton Parks & Recreation Department for the purchase of a second shade structure for Mills Pond Pool as approved by the Board of Selectmen on June 8, 2016.**

Mr. Skinner said that the funding from this grant will used to purchase a shade structure at the Mills Pond Pool to be installed alongside the existing shade structure.

MOTION: M. Tomolonius moved to accept and expend the Canton Community Health Fund Grant in the amount of \$5,000 to the Canton Parks & Recreation Department for the purchase of a second shade structure for Mills Pond Pool as approved by the Board of Selectmen on June 8, 2016. R. Eickenhorst seconded the motion which passed unanimously, 5-0-0.

- c. Authorization to accept and expend the Canton Community Health Fund Grant in the amount of \$1,000 to the Canton Senior & Social Services Department for the purchase of a media projector and cart as approved by the Board of Selectmen on June 8, 2016.**

Mr. Skinner stated that this grant will fund the purchase of a media projector and cart to be utilized by the Canton Senior & Social Services Department for their health and activity related programs.

MOTION: M. Tomolonius moved to accept and expend the Canton Community Health Fund Grant in the amount of \$1,000 to the Canton Senior & Social Services Department for the purchase of a media projector and cart as approved by the Board of Selectmen on June 8, 2016. D. Markowitz seconded the motion which passed unanimously, 5-0-0.

d. Authorization to accept and expend FY 17 Department of Transportation Elderly Disabled Demand Response Grant in the amount of \$20,464 as approved by the Board of Selectmen on June 8, 2016.

Mr. Skinner said that this is a grant that is applied for every year. He said that it partially funds the Dial-A-Ride program and partially funds medical trips and some recreational trips.

MOTION: M. Tomolonius moved to accept and expend FY 17 Department of Transportation Elderly Disabled Demand Response Grant in the amount of \$20,464 as approved by the Board of Selectmen on June 8, 2016. K. Humphrey seconded the motion which passed unanimously, 5-0-0.

e. Authorization to accept and expend the Canton Community Health Fund Grant in an amount up to \$1,350 to the Canton CERT for safety training as approved by the Board of Selectmen on June 8, 2016.

Mr. Skinner stated that this grant will fund First Aid training for the Canton Community Emergency Response Team (CERT).

MOTION: M. Tomolonius moved to accept and expend the Canton Community Health Fund Grant in an amount up to \$1,350 to the Canton CERT for safety training as approved by the Board of Selectmen on June 8, 2016. D. Markowitz seconded the motion which passed unanimously, 5-0-0.

Mr. Skinner advised the members that the town has received a DOT Transit-Oriented Development Grant for \$1.3 million to complete Phase II of the Streetscape Improvements in Collinsville. Phase II would include Main Street, River Street, Market Street and part of the sidewalk on Bridge Street. He said that there is not a match component included with this grant although it does require a 10% contribution from the town. Mr. Skinner noted that this contribution requirement has already been fulfilled as part of the Phase I improvement work.

Ms. Hill reported that the consultant that has been obtained for the Tax Increment Financing (TIF) project for the axe factory will be coming to Canton on June 28th and meeting with various stakeholders throughout the day. There will also be a TIF Steering Committee meeting which is open to the public. A public presentation will be held later in the evening for the consultant to explain the process and educate the public on what the product they are putting together will look like.

Ms. Tomolonius shared her concerns about the overgrown shrubs along the sidewalks on Dowd Avenue. She also asked if the town has considered extending the sidewalks on Dowd Avenue. She said that the shrubs in the areas without sidewalks are so overgrown that people are forced into the roads which has created a potentially hazardous situation. Mr. Skinner said that they are aware of the sidewalk gap on Dowd Avenue and they have actually had DOT out to look at the possibility of completing the sidewalks down to the Town Green.

Mr. Skinner reported on the status of the Town Garage project. He said that more than a year ago, the BOS inquired about rebuilding the Town Garage at its existing site. After a thorough review, it

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was determined that they could mitigate the flood plain and build a 15,000 square foot garage at the existing site. After the BOS and the Land Use Agencies evaluated the proposal, it was sent to PMBC for their review. PMBC did not support the proposal to build the Town Garage on the river for a number of different reasons. The BOS held a Public Hearing where most of the people in attendance voiced their opposition to having the Town Garage built on the river. He said that right now the BOS is still considering the existing site as well as one additional site at 674 Albany Turnpike as possible options for the Town Garage. They are working towards the goal of bringing a proposal to the public for a vote in the November election.

5. Board of Education Updates and Referrals

Mr. Case reported that contract negotiations were settled with the custodial staff last week and they are moving closer to settling with the secretarial staff. He also advised the members that the state has approved the reimbursable grant for the window replacement project at the middle school/ high school. This entitles the BOE to 39% of the \$600,000 approved estimate for the project which equates to \$231,000 in reimbursement. He said that the grant is good for two years which means they must begin the project by June of 2018.

6. New Business

Tax Suspense List

Tax Collector Erin Johnson explained to the members the methods that are employed to track down individuals listed as "unable to locate" on the Tax Suspense List. She said that once these accounts are sent to collections there is a small possibility that they will be still be able to collect but it's unlikely.

MOTION: D. Markowitz moved to approve the Tax Suspense List as presented. M. Tomolonius seconded the motion which passed unanimously, 5-0-0.

CAFR Award

The Government Finance Officers Association has awarded Canton with the Certificate of Achievement for Excellence in Financial Reporting (CAFR). On behalf of the BOF, Dr. Goldman recognized and congratulated Ms. O'Toole for this noteworthy achievement.

Latest CT State Budget Developments

Dr. Goldman said that the funding for Canton remains unchanged following the latest reports on the state budget.

July Meeting

The members decided not to cancel the July meeting as has been done in previous years. They anticipate that there will be some business needing to be addressed.

7. Old Business

Review / Discuss OPEB Valuation RFP Results and Select Firm

As requested at last month's meeting, Ms. O'Toole presented the members with a pricing comparison for the CT based candidates. The members discussed the benefits and drawbacks associated with each of the remaining four candidates and the proposals they presented. They agreed that all of the candidates were qualified and saw no reason not to select The Segal Company who submitted the lowest bid.

MOTION: D. Markowitz moved that The Segal Company be selected for a 3 year commitment to complete the Town's OPEB Valuation. M. Tomolonius seconded the motion which passed unanimously, 5-0-0.

8. Approval of Minutes of the May 16, 2016 Regular Meeting

MOTION: M. Tomolonius moved to approve the minutes of the May 16, 2016 Regular Meeting as presented. D. Markowitz seconded the motion. The motion passed unanimously, 5-0-0.

9. Informational Items -

- a. Board of Selectmen minutes
- b. Board of Education minutes

10. Upcoming Meetings: BOF Regular Monthly Meeting, July 18, 2016 7:00pm

11. Adjournment

MOTION: M. Tomolonius moved to adjourn the Regular Meeting of the Board of Finance at 7:49 p.m. K. Humphrey seconded the motion. The motion passed unanimously, 5-0-0.

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DRAFT MINUTES

Canton Board of Selectmen Meeting
Community Center Room F
40 Dyer Avenue Canton, CT
Wednesday, June 8, 2016 7:00pm

Regular Meeting
Minutes

The meeting commenced at 7:03pm. Members present were: First Selectman Leslee Hill, Thomas Sevigny, Larry Minichiello, William Canny, and Beth Kandryasawtz. Chief Administrative Officer Robert Skinner was also present.

I. Pledge of Allegiance: Chair Leslee Hill led the Pledge of Allegiance.

B. Kandryasawtz moved to add to the Agenda Section XI “Executive Session for Personnel Matter Connecticut General Statutes §1-200(6)(a) Building Official. W. Canny seconded. The vote passed unanimously.

II. Public Participation:

- a. Gil Small, 315 East Hill Road, opposes the River Road site for the new town garage and considers it fiscally irresponsible. Mr. Small is concerned that there will not be enough room for expansion, and is also opposed for aesthetic reason and because the town would be losing a valuable asset. Other sites would be preferable.
- b. David Sinish, 20 Dyer Avenue, wants to keep the board up to date on the activities he has been doing to raise local support for any site the board choose except the one on River Road. The board will see lawn signs around town informing people and Mr. Sinish is building a database of people who can communicate and lobby for the town. In the past, people tried to lobby but it was too small and too late to be successful. Mr. Sinish was before the Board of Selectmen to offer his assistance.

III. Appointments/Resignations:

- a. Appointment of Michael Pendell (D) as a regular member of the Conservation Commission for a term to expire on June 30, 2020: **B. Kandryasawtz moved to approve the appointment of Michael Pendell (D) as a regular member to the Conservation Commission for a term to expire on June 30, 20120. T. Sevigny seconded. The vote passed unanimously.** Mr. Pendell was not present and will be sworn in at a later date.
- b. Reappointment of Keith August (R) as a regular member of the Planning and Zoning Commission for a term to expire on June 30, 2020: Keith August e-mailed his resignation from the Planning and Zoning Commission to First Selectman Leslee Hill. The vacancy will be advertised.

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- c. Reappointment of Nancy Donoghue (D) as a regular member of the Canton Public Library Board of Trustees for a term to expire on July 1, 2020: **B. Kandrysawtz moved to reappoint Nancy Donoghue (D) as a regular member to the Canton Public Library Board of Trustees for a term to expire on July 1, 2020. T. Sevigny seconded. The vote passed unanimously.**
- d. Reappointment of Beverly Schott (D) as a regular member of the Canton Public Library Board of Trustees for a term to expire on July 1, 2020: **B. Kandrysawtz moved to reappoint Beverly Schott (D) as a regular member of the Canton Public Library Board of Trustees for a term to expire on July 1, 2020. T. Sevigny seconded. The vote passed unanimously.**
- e. Reappointment of Brian Miller (D) as a regular member of the Parks and Recreation Commission for a term to expire on July 1, 2020: **B. Kandrysawtz moved to reappoint Brian Miller (D) as a regular member of the Parks and Recreation Commission for a term to expire on July 1, 2020. W. Canny seconded. The vote passed unanimously.**
- f. Reappointment of Ronald Dymicki (D) as a regular member to the Permanent Municipal Building Committee for a term to expire on July 1, 2020. **B. Kandrysawtz moved to reappoint Ronald Dymicki (D) as a regular member to the Permanent Municipal Building Committee for a term to expire on July 1, 2020. T. Sevigny seconded. The vote passed unanimously.**
- g. Reappointment of David Madigan (U) as a regular member of the Permanent Municipal Building Committee for a term to expire on July 1, 2020: **B. Kandrysawtz moved to reappoint David Madigan (U) as a regular member of the Permanent Municipal Building Committee for a term to expire on July 1, 2020. W. Canny seconded. The vote passed unanimously.**

IV. Adoption of Consent Agenda:

- a. Refund of taxes pursuant to Connecticut General Statutes §12-129.
- b. Approval of Board of Selectmen Minutes: May 25, 2016 Special Meeting
- c. Approval of Board of Selectmen Minutes: May 25, 2016 Regular Meeting
- d. Request from Police Chief Arciero to dispose of old microwave units that were replaced Pursuant to Section 6.05(e) of the Town Charter

B. Kandrysawtz moved to approve the Consent Agenda. W. Canny seconded. The vote passed unanimously.

V. Consideration of Old Business:

- a. Review options for Canton Public Works Facility: L. Hill put forth the idea of a survey to gather opinions concerning the Public Works facility. The survey company L. Hill contacted would charge \$1,200; however, the Board of Education has used Survey Monkey and recommends it. Survey Monkey would be less expensive, and the Town of Canton already has an annual contract with them. L. Hill passed around of list of preliminary questions for consideration. L. Minichiello was concerned about people abusing the system and taking the survey multiple times so to skew the results, and wondered if there was a way to keep track of ip addressed that the participants are using. L. Hill did comment that names and address can be asked for. B. Skinner suggested asking for names and

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addresses but not making them mandatory so people who felt uncomfortable with putting their name and address would have the option not to. T. Sevigny was for the idea of a survey. L. Hill would like to narrow the options to three sites for the public. Discussion occurred about the sites and which were currently still an option and which were not. The present site and 674 Albany Turnpike are still options. 325 Commerce Drive has a proposal on the table from another party and has been voted down previously twice at referendum. One of the sites addressed previously has already been sold. The Cherry Brook Drive site would be difficult to build on due to wetlands and it is also in a residential area. The private site next to 325 Commerce is small and it would be difficult to expand on it. W. Canny would like all possible information to be available for each site that the board feels should still be a consideration, including possible purchase price. R. Skinner said every possible site has now been studied repeatedly and it would not be difficult to gather the necessary information. R. Skinner will gather the necessary information on the other properties that are still considered contenders before the next meeting.

VI. Consideration of New Business:

- a. Review and possibly approve the Canton Community Health Fund Grant in the amount of \$740 to purchase self-administering tourniquets and refer to the Board of Finance for final approval. **B. Kandrysawtz moved to approve the Canton Community Health Fund Grant in the amount of \$750 to purchase self-administering tourniquets and refer to the Board of Finance for final approval. T. Sevigny seconded. The vote passed unanimously.**
- b. Review and possibly approve the Canton Community Health Fund Grant in the amount of \$5,000 for a shade structure at the Mills Pond Pool and refer to the Board of Finance for final approval. **B. Kandrysawtz moved to approve the Canton Community Health Fund Grant in the amount of \$5,000 for a shade structure at the Mills Pond Pool and refer to the Board of Finance for final approval. W. Canny seconded. The vote passed unanimously.**
- c. Review and possibly approve the Canton Community Health Fund Grant in the amount of \$1,000 to purchase a media projector, cart and HDMI and refer to the Board of Finance for final approval. **B. Sevigny moved to approve the Canton Community Health Fund Grant in the amount of \$1,000 to purchase a media projector, cart and HDMI and refer to the Board of Finance for final approval. T. Sevigny seconded. The vote passed unanimously.**
- d. Review and possibly approve grant funds in the amount of \$20,464 from the Department of Transportation Elderly/Disabled Demand Responsive Transportation Grant and refer to the Board of Finance for final approval. **B. Kandrysawtz moved to approve the grant funds in the amount of \$20,464 from the Department of Transportation Elderly/Disabled Demand Responsive Transportation Grant and refer to the Board of Finance for final approval. T. Sevigny seconded. The vote passed unanimously.**
- e. Review and possibly approve grant funds in the amount of \$1,350 from the Canton Community Health Fund to provide CERT volunteers with

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CPR/AED/First Aid training and refer to the Board of Finance for final approval
B. Kandrysawtz moved to approve grant funds in the amount of \$1,350 from the Canton Community Health Fund to provide CERT volunteers with CPR/AED/First Aid training and refer to the Board of Finance for final approval. T. Sevigny seconded. The vote passed unanimously.

f. Review and possible approve a transfer of funds from the Contingency Account to various salary and hourly wage accounts in accordance with Town Charter 6-4(b) for non-union and department head salary increases for fiscal year 2015-2016. **B. Kandrysawtz moved to approve a transfer of funds from the Contingency Account to various salary and hourly wage accounts in accordance with Town Charter 6-4(b) for non-union and department head salary increases for fiscal year 2015-2016. T. Sevigny seconded. The vote passed unanimously**

VII. Communications from the CAO, Town Agencies, officials, and/or other governmental agencies and officials:

- a. First Selectman:
 - i. L. Hill handed out a copy of board goals that was adopted in January. These will be discussed at the next meeting
 - ii. L. Hill discussed with the Nutmeg TV director the possibility of video recording future Board of Selectmen meeting for public viewing. Canton in the only town in the district not televising their Board of Selectmen meetings. Nutmeg TV would provide the camera, all that would be needed is a volunteer to run the camera.
- b. Chief Administrative Officer Robert Skinner:
 - i. A press release was sent out stating the town of Canton received a TOD grant of \$1.3 million which will be put to complete the Collinsville Main Street project.
 - ii. Traffic light for Collinsville – Everything went out to bid, R. Skinner sat down with the developer. The biggest argument is the Collinsville Historic Society wants an 8-sided decorative pole and the Department of Transportation wants a regular pole. Because of delays in certification for Department of Transportation work on the pole will start in September.
 - iii. TIF Tax Increment – there will be a meeting on June 28th to meet with the owner of the factory then to meet with merchants to explain what TIF is.
 - iv. UCONN paramedics have agreed to do back-up service for Canton on a needed-as basis and will bill accordingly instead of charging the regular full service amount.
 - v. CROG is offering a reverse auction pool for energy needs and needs to know if Canton wants to participate in green (clean) energy or brown energy (non-clean) energy. Last year there was a 20% savings with the green energy. The town will not know if there is a savings this year until CROG puts out the bidding. The Board of Selectmen felt the green option was a good option if the price is not much larger than the other option.
 - vi. Collinsville Hot will take place July 16th from 9am to 11pm.

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vii. Union negotiations have begun with the police department and will begin with the dispatch shortly.

VIII. Remarks by Selectmen: None

IX. Executive Session: **B. Kandrysawtz moved to adjourn the regular meeting of the Board of Selectmen at 9:08pm and move to Executive Session. T. Sevigny seconded. The vote passed unanimously.**

The Board of Selectmen came out of Executive Session at 9:25pm. **B. Kandrysawtz moved to add Wage Increase for Building Official to an amount not to exceed \$48.00 an hour for fiscal year 2016/2017 to the agenda. W. Canny seconded. The vote passed unanimously.**

X. Wage Increase for Building Official: **B. Kandrysawtz moved that the Building Official's hourly rate increased to an amount not to exceed \$48.00 an hour for the fiscal year 2016/2017. T. Sevigny seconded. The vote passed unanimously.**

XI. Adjournment: **B. Kandrysawtz moved to adjourn the meeting at 9:30pm. T. Sevigny seconded. The meeting was adjourned.**

Recorded By:
Kimberly A. Cyr

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DRAFT MINUTES

Canton Board of Selectmen Meeting
Community Center Room F
40 Dyer Avenue Canton, CT
Wednesday, June 22, 2016 7:00pm

Regular Meeting
Minutes

The meeting commenced at 7:00pm. Members present were: First Selectman Leslee Hill, Thomas Sevigny, William Canny, and Beth Kandrysawtz. Chief Administrative Officer Robert Skinner was also present. Larry Minichiello arrived at 7:01pm

- I. Pledge of Allegiance: Chair Leslee Hill led the Pledge of Allegiance.
- II. Public Participation: There was no public participation.
- III. Appointments/Resignations:
 - a. Reappointment of Jay Kaplan (D) as a regular member to the Conservation Commission for a term to expire on July 1, 2020. **B. Kandrysawtz moved to reappoint Jay Kaplan (D) as a regular member to the Conservation Commission for a term to expire on July 1, 2020. W. Canny seconded. The vote passed unanimously.**
 - b. Reappointment of Amy Parchen (R) as a regular member to the Economic Development Agency for a term to expire on July 1, 2020. **B. Kandrysawtz moved to reappoint Amy Parchen (R) as a regular member to the Economic Development Agency for a term to expire on July 1, 2020. T. Sevigny Seconded. The vote passed unanimously.**
 - c. Appointment of Ryan O'Donnell (R) as a regular member to the Planning and Zoning Commission for a term to expire on July 31, 2020. Ryan O'Donnell was not present. Since this is a new appointment the appointment of Ryan O'Donnell will be placed on the next agenda so Mr. O'Donnell can be present.
 - d. Appointment of Tim Healy (I) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. **W. Canny moved to approve Tim Healy (I) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. L. Minichiello seconded. The vote passed unanimously.** Mr. Healy had submitted an application for the position. There were no questions from Mr. Healy to the board or from the board addressed to Mr. Healy. Robert Skinner swore Mr. Healy in at the conclusion of the Appointments/Resignations, June 22, 2016 at 7:05pm.

- e. Appointment of Donald Tarinelli (D) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. **B. Kandrysawtz moved to appoint Donald Tarinelli (D) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. L. Minichiello seconded. The vote passed unanimously.** Larry Minichiello commented that he has had the opportunity to work with Mr. Tarinelli before and he will be a great addition to the committee. Robert Skinner swore Mr. Tarinelli in at the conclusion of the Appointments/Resignations, June 22, 2016 at 7:05pm.
- f. Appointment of Robert Celmer (R) as a temporary member to the Permanent Municipal Building Committee for a term to expire at the conclusion of the Public Works Highway Garage Project. Mr. Celmer was not present. Since this is a new appointment Mr. Celmer needed to be present. The appointment was moved to the next agenda.
- g. Resignation of Diana Boorjian (D) as a regular member from the Economic Development Agency effective July 1, 2016. Chair Leslee Hill acknowledged Diana Boorjian's resignation.
- h. Resignation of Karen Richards (D) as an alternate from the Commission on Aging effective July 31, 2016. Chair Leslee Hill acknowledged Karen Richards' resignation.

IV. Adoption of Consent Agenda:

- a. Refund of Taxes pursuant to Connecticut General Statutes §12-129.
- b. Approval of Board of Selectmen Minutes: June 8, 2016 Regular Meeting
- c. Accept a donation in the amount of \$15,000 from The Friends of the Canton Public Library to the Canton Public Library gift fund.
B. Kandrysawtz moved to approve the Consent Agenda. T. Sevigny seconded. The vote passed unanimously.

V. Consideration of Old Business:

- a. Review possible options for relocating the Public Works Facility. Robert Skinner previously sent maps and a memo to the board. The 674 and 684 Albany Turnpike property is about 39 acres. Mr. Skinner approached the owners with a possible lease with option to purchase where the owners could build a garage and lease with an option to purchase to the town both the property and the garage. The cost would be significantly higher because of interest rates for the developer would be higher than for the Town. There were three options put forward for the purchase of the property only:
 - i. Purchase the garage site approximately 4 acres of land
 - ii. Purchase the entire flat area approximately 9-10 acres of land
 - iii. Purchase the whole property, which would be offered at \$1.2 million. The owners responded by saying they will only sell the entire site (39 acres) for 1.2 million.

Robert Skinner spoke to Jay Kaplan about the Canton Conservation Trust contributing funds to the purchase. Mr. Kaplan responded if the town wanted to

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make a formal request there might be some funding, however, there would be a couple of concerns including access to the river and additional uses of the flat area near route 44.. The only access to the river is in New Hartford. The next step would be to have an appraisal done of the property. Mr. Skinner suggested the time line would be tight for a referendum in November and suggested possibly only placing the purchase of the property on the referendum for November and the construction of the garage on a separate ballot the following November. The purchase could possibly be done without bonding. Mr. Skinner spoke to Jim Calciano who did a previous appraisal for the town and could do a restricted appraisal which would be less expensive and would be adequate for negotiation purposes with the owners of the Albany Turnpike properties. A Standard appraisal would be \$3,000 or more. Flat areas of the property on Albany Turnpike is the only land that a recreational field could be put on. Robert Skinner said that would be up to the board, the back acreage is difficult to access so a recreational field would be better placed on the front 9 acres. Beth asked how successful the town has been with the state concerning open space grants. Neil Pade answered the town has a very successful track record going after those grants. R. Skinner states that professional services, engineering and possibly architectural would be necessary to move forward with the 50 Old River Road site. The services would be necessary to draft a site plan, analyze flood plain mitigation, perform a cost estimate and draw renderings of the site improvements. L. Minichiello asked if this would be required for the Albany Turnpike property as well. Robert responded yes at some point it would be necessary if the property is chosen. Chair Leslee Hill was concerned about having something for the voters concerning the Old River Road if the Albany Turnpike property would not be voted through. **T. Seigny moved to authorize the CAO to hire a land appraiser to appraise the property located at 674 and 684 Albany Turnpike in an amount not to exceed \$2,000. B. Kandrysawtz seconded. The vote passed unanimously.** Authorization for the CAO to contract for professional services concerning the Old River Road site was tabled until the next meeting. Draft survey questions were handed out concerning the survey for input on the possible town garage sites. Chair Leslee Hill has spoken to people in the public. Survey Monkey is still available to post the survey questions on. The survey could be posted this week. Questions on 325 Commerce Drive are on the survey for the purpose of getting an idea of why the public voted that site down previously. 325 Commerce will not be pursued at this time. Beth suggested removing question 5 concerning Commerce Drive suggesting just question 6 would be adequate. Robert Skinner suggested having the option of numbering people's preferences on question 6 instead of just having them circle one choice. Beth suggested the option of check all that apply. There will also be hard copies available at the library and senior center. L. Minichiello does not support the questionnaire on Survey Monkey and would rather just bring a survey to the transfer station and talk to people.

Tag

VI. Consideration of New Business:

- a. Review Annual Report by the POCD Implementation Subcommittee: Town Planner Neil Pade presented the report.
 - i. There are a total of 136 implementation measures. There is a 70% yearly progress (97 implementations).
 - ii. Part A (0-4 years): 18 have been successfully implemented to date, which is a substantial increase from last year.
 - iii. 10 are in the development stage, 3 on hold and 2 were unsuccessful. Neil felt there needs to be an additional category of "partially successful".
 - iv. Part B implementations (2-7 years) - 7 have been successfully implemented.
 - v. Part C (4-10 years) – will not be implemented until year 4 onwards.

Robert Skinner asked if the town wanted to do an update of the POCD who would actually do the change. Neil said the Board of Selectmen would ultimately decide, but the Planning Commission would draft it and bring it to the Board of Selectmen. R. Skinner suggested amending the POCD now and then again in 3-4 years, instead of replacing it every 10 years. L. Hill discussed dates for a Super-board Meeting. The suggestion of a Special Meeting instead of trying to schedule it into a Regular Board of Selectmen Meeting was given. R. Skinner will have staff in his office review dates that do not have any board or committee meetings scheduled in September and the board will discuss them at the July meeting.

- b. Accept the Connecticut Department of Transportation Transit Orientated Development Grant in the amount of \$1,297, 100 to fund Phase II of the Collinsville Streetscape Project and refer to the Board of Finance: **B. Kandrysawtz moved to approve the Connecticut Department of Transportation Transit Orientated Development Grant in the amount of \$1,297,100 to fund Phase II of the Collinsville Streetscape Project and refer to the Board of Finance. T. Sevigny seconded. W. Canny and L. Minichiello opposed. The vote passed 3.2.0.** Neil Pade discussed the Phase II plans, Phase I has been completed. Tom Sevigny asked if this money will cover both Phase II and Phase III of the plan. Neil answered once the town receives construction estimates the cost will change and there may be additional costs. William Canny commented he is all for beautifying Collinsville but the state is in such a disaster fiscally, and yet Canton is receiving almost \$1.3 million for this project. Larry Minichiello agreed, and would like to see what the Town of Canton could financially support that deals with safety and present-ability for visitors.
- c. Review and possibly take action on the request by the Canton Board of Education to replace part of the roof on the Cherry Brook Elementary School: **B. Kandrysawtz moved to request funding in the amount of \$221, 500 from the undesignated fund balance for the purpose of partially funding the replacement of a section of the roof on the Cherry Brook Elementary School and refer to the Board of Finance for further consideration. T. Sevigny seconded. The vote passed unanimously.** There may be a 10% reduction in state reimbursement fees because the roof is not 20 years old. If Canton waits for 2018 to replace the roof and has no reduction, the bond money for the roof will be lost. The bond money expires next summer.

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- d. Review status of the Town Bridge Project: The bridge will remain a one-lane bridge after reconstruction which means it will be considered functionally deficient but structurally sound. The \$416,000 consulting fee has been reduced to \$375,000. DOT wants to start construction on next June. Robert Skinner suggested bringing the project to an informal hearing this September or October. \$2.8 million is budgeted for the project right now plus and additional \$400,000. \$6,000,000 was originally budgeted for the project, but since it will remain a one-lane bridge the total will be below that amount.
- e. Discuss granting an easement for the benefit of the owner at 90 Bunker Hill Road: The house on 90 Bunker Hill Road is literally feet from the town road. The house has been in the same family for years. When the family went to transfer the title of the house they were told it would be a problem to get financing because of the house's proximity to the road. The easement would require an 8-24 referral from Planning & Zoning. **T. Seigny moved to authorize the CAO to have an easement drafted granting approval for a structure at 90 Bunker Hill Road to exist within the town right-of-way subject to Board of Selectmen final review and approval. W. Canny seconded. The vote passed unanimously.**
- f. Review progress on the Board of Selectmen Annual Goals for 2016: Chair Leslee Hill stated progress is being made on all the goals.
 - i. Maintaining Infrastructure – A town meeting was held concerning the Town Garage. The Boy Scouts are interested in contributing to the old Grange building to make it usable for a variety of groups. Larry asked if they would be interested in buying the building. Legally the town can not sell the building or give it away, it would have to revert back to the State Grange Association.
 - ii. Economic Development - The adoption of marketing materials and a new Town Seal.
 - iii. Civic Engagement – New reporting formats have been implemented. There have been two super-board meetings. There are more recorded meetings available on the website. Using the Public Access channel to air board and commission meetings is being looked into.

VII. Communications from the CAO, Town Agencies, officials, and/or other governmental agencies and officials:

- a. First Selectman:
 - i. The First Selectman is continuing her discussions about the opioid crisis and spoke to the Superintendent about putting on an educational forum to engage the schools more.
 - ii. The garage survey will be compiled using Survey Monkey.
 - iii. One person submitted an application to be on the Canton Historic District Committee, however he did not live in the Historic District and he ended up withdrawing his application for personal reasons. Right now if someone needs a certificate of compliance from the Canton Historic District Committee there is no committee to oversee it. Possibilities concerning the committee, including merging it with the Collinsville Historic Committee will be added to next month's agenda.

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b. Chief Administrative Officer Robert Skinner: No report

VIII. Remarks by Selectmen: Tom Sevigny asked if paramedics will be ready to start in July. Robert Skinner replied yes, he has sent the contract to Vintech.

IX. Adjournment: **T. Sevigny moved to adjourn the meeting at 8:55pm. B. Kandrysawtz seconded. The meeting was adjourned.**

Recorded By:

Kimberly A. Cyr

