

TOWN OF CANTON BOARD OF SELECTMEN
Regular Meeting Agenda
Wednesday, January 11, 2017 at 7:00 pm
Immediately following the Town Meeting at 7:00 p.m.
Community Center, 40 Dyer Avenue, Conference Room F
Consideration of and possible action on the following items

I. PLEDGE OF ALLEGIANCE

II. PUBLIC PARTICIPATION *(3 minute time limit per speaker on any item)*

The Board of Selectmen welcomes and encourages the public to speak during the Public Participation portion of the agenda. The purpose of public participation is to communicate to the Board of Selectmen any concerns or comments that members of the public may have. The public may speak on any topic, including items mentioned on the Agenda. There is a time limit of 3 minutes per speaker for a total cumulative time of 15 minutes. The cumulative time may be extended on a case by case basis by a vote of the Board of Selectmen. The time limit cannot be yielded to another individual. In most circumstances this will be the public's only opportunity to comment. The Board of Selectmen will discuss the agenda items below with invited public officials and/or guests. It is important that the Selectmen allow this time for its exclusive use so that the agenda items can be properly presented and debated among members of the Board.

Most of the documents reviewed by the Board of Selectmen at tonight's meeting can be located at <http://www.townofcantonct.org/content/6662/default.aspx> or by scanning the QR code below.



III. PRESENTATION

- A. Presentation of the award for the Town of Canton Fire Prevention Poster Contest Winner.

IV. APPOINTMENTS / RESIGNATIONS

- A. Appointment of Anne Hunter (D) from Alternate to a Regular Member of the Economic Development Agency for a term to expire on 07/01/2020
- B. Appointment of Theresa Barger (D) from Alternate to a Regular Member of the Economic Development Agency for a term to expire on 07/01/2017
- C. Resignation of Maureen Flynn (D) as a Regular Member of the Canton Conservation Commission effective immediately.

V. ADOPTION OF CONSENT AGENDA

- A. Refund of Taxes pursuant to Connecticut General Statutes 12-129
- B. Approval of Board of Selectmen Minutes: December 14, 2016 - Regular Meeting
- Approval of Board of Selectmen Minutes: December 07, 2016 - Tri Board Meeting

VI. CONSIDERATION OF OLD BUSINESS

- A. Review Board of Selectman Goals and Objective for 2016 and discussion of 2017 Goals and Objectives.

B. Review proposal to eliminate various street lights.

VII. CONSIDERATION OF NEW BUSINESS

A. Approve grant award in the amount of \$3,020.21 from the Capital Area Substance Abuse Council.

B. Review plan from the Department of Public Works for refurbishing the Town Green.

C. Discuss possible gift of a parcel of land bounded by Route 44, Farmington River and Cherry Brook located across the street from 541 Albany Turnpike.

VIII. COMMUNICATIONS FROM THE CAO, TOWN AGENCIES, OFFICIALS AND/OR OTHER GOVERNMENTAL AGENCIES AND OFFICIALS

A. First Selectman's Report

B. CAO Report

X. REMARKS BY SELECTMEN

XI. ADJOURNMENT



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:

Award Fire Prevention Poster Contest 2016-2017

Date of Submission:

1/04/2017

Date of Board Meeting:

1/11/2017

Individual or Entity making the submission:

Fire Marshal Timothy J. Tharau

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:

Presentation of the Award for Town of Canton Fire Prevention Poster Contest Winner

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.)**

Fire Marshal Timothy J. Tharau
860-307-4123

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.)

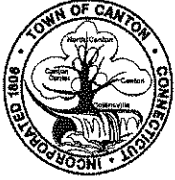
The 2016-2017 local winner of the Connecticut Fire Prevention Poster Contest is Sierra Langer. Sierra is a fifth grade student at Canton Intermediate School. Sierra's poster was selected as the best in portraying a positive fire safety message.

The Connecticut Fire Prevention Poster Contest is an annual event in which fourth and fifth grade students utilize art to portray fire safety messages. The contest is a collaborative effort of local, state and private fire safety officials.

The Office of the Fire Marshal extends its gratitude to the Shoppes at Farmington Valley for their generous prize donations. The Office also thanks Canton Intermediate School art teacher Mrs. Costello for her continued support in making this contest a success.

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:



TOWN OF CANTON
 FOUR MARKET STREET
 P.O. BOX 168
 COLLINSVILLE, CONNECTICUT 06022-0168

Appointment Confirmation

BDT

(Name of Board/Commission)

As Chairman of BDT, I would:
 (Board/Commission name)

- Recommend the appointment from Alternate to Member
 NOT recommend the appointment from Alternate to Member (please specify reason(s))

of ANNE HUNTER + Theresa Boyer
 (Name of Alternate)

Comments

Very talented and motivated members who already serve as full members.

Robert Bessell
 Signature

12/14/2016
 Date

ROBERT BESSSELL
 Printed Name

TO:

BOARD OF SELECTMEN
CANTON TOWN HALL
PO BOX 168
4 MARKET ST.
COLLINSVILLE CT 06022

FROM:

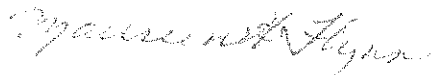
MAUREEN FLYNN
116 DUNNE AVE.
COLLINSVILLE CT 06019

Dear Selectmen:

After more than a dozen years serving on the Canton Conservation Commission, I feel I can no longer maintain my responsibilities as a member and must resign.

I have enjoyed my time working in this capacity and will have fond memories of the wonderful people I have known on the Commission.

Sincerely,



Maureen H. Flynn



2nd Half of December 2016 Tax Refunds to be Approved

REFUND TO BE SENT TO:	REFUNDED PARTY IS:	MAILING ADDRESS	NOTES	PROPERTY DESCRIP. or LAST 6 OF VIN #	BILL # / GL ACCT #	TYPE OF TAX	REASON	AMOUNT
Nissan Infiniti LT	Leasing Company	PO Box 650214 Dallas, TX 75265-0214	Bill paid prior to Certificate of Change	REG 155YMJ VIN 657948	15-03-56799 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 311.26
Nissan Infiniti LT	Leasing Company	PO Box 650214 Dallas, TX 75265-0214	Bill paid prior to Certificate of Change	REG 635YMT VIN 778422	15-03-56812 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 104.16
Hyundai Lease Titling Trust	Leasing Company	3161 Michelson Drive Ste 1900 Irvine, CA 92612	Bill paid prior to Certificate of Change	REG 0AASR9 VIN 452094	15-03-54404 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 270.52
Acar Leasing Limited	Leasing Company	4001 Embarcadero Dr Arlington, TX 76014	Bill paid prior to Certificate of Change	REG 49796 VIN 208496	15-03-50031 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 207.88
ARI Fleet LT	Leasing Company	4001 Leadenhall Rd Mount Laurel, NJ 08054	Bill paid prior to Certificate of Change	REG 9259DD VIN 267272	15-03-50253 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 215.17
VW Credit Leasing Ltd	Leasing Company	1401 Franklin Blvd. Libertyville, IL 60048	Bill paid prior to Certificate of Change	REG 835ZKH VIN 006008	15-03-59300 / 31100	Motor Vehicle	Certificate of Change made by Assessor	\$ 41.22
TOTAL								\$1,150.21

TOWN OF CANTON BOARD OF SELECTMEN
Regular Meeting Minutes - DRAFT
Wednesday, December 14, 2016
Immediately Following Town Meeting at 7:00pm
Community Center, 40 Dyer Avenue, Conference Room F
Consideration of and possible action on the following items

The regular meeting was called to order at 7:13pm, immediately following the Town Meeting. Members present were: Chair Leslee Hill, Tom Sevigny, Beth Kandrysawtz, William Canny and Larry Minichiello. Also present was Chief Administrative Officer Robert Skinner and Executive Assistant to the CAO Claudia Nardi.

I. Pledge of Allegiance: First Selectman & Chair, Leslee Hill led the pledge of allegiance.

T. Sevigny made the motion to add to the agenda under section III, Appointments and Resignations, the appointment of Kenneth Schwartz from an Alternate Member to a Regular Member of the Canton Center Historic District Commission for a term to expire on 01/01/2021. B. Kandrysawtz seconded. The vote passed unanimously.

II. Public Participation:

- a. Mr. Bob Namnoum, 146 Cherrybrook Road introduced himself as the Chair of the Energy Committee. Also introduced Nancy Miller and David Madigan and stated their presences from the Committee as well. Stated that the committee spent a great deal of time researching the Energy Audit project which included numerous meetings and time from the committee. He stated that they completely support the project as a whole and that the Town would be rewarded with the greatest savings. L. Hill thanked the Committee for all their hard work and efforts for providing a detailed and thorough project.
- b. Mr. William Olsen, 183 Bahre Corner Road introduced himself and stated that the proposed bond is too low to protect his residence. He is looking for reinstatement of easement on his property, specifically to the first building lot. There hasn't been extreme flow in the past, but is much greater now. R. Skinner stated that the easement is on the agenda and will be discussed later in the evening.

III. Appointments & Resignations

- a. Sandra Bridgeman was on the agenda for reappointment, but has since decided not to be reappointed.
- b. MOTION: move to approve the reappointment of Stuart Greacen (D) as a regular member of the Water Pollution Control Authority for a term to expire on 6/30/2021. T. Sevigny moved to appoint the reappointment of Stuart Greacen (D) as a regular member of the Water Pollution Control Authority for a term to expire on 6/30/2021. B. Kandrysawtz seconded. The vote passed unanimously.
- c. MOTION: move to approve the reappointment of Leslee Hill (R) as a regular member of the Farmington Valley Health District for a term to expire on 1/22/2020. B. Kandrysawtz moved to reappoint Leslee Hill (R) as a regular member of the Farmington Valley Health

District for a term to expire on 1/22/2020. T. Sevigny seconded. The vote passed unanimously.

- d. MOTION: move to approve reappointment of Lori Kluessendorf (U) as a regular member of the Commission on Aging for a term to expire on 01/01/2021. B. Kandrysawtz moved to reappoint Lori Kluessendorf (U) as a regular member of the Commission on Aging for a term to expire on 01/01/2021. L. Minichiello seconded. The vote passed unanimously.
- e. MOTION: move to approve the reappointment of Michie Hesselbrock (U) as a regular member of the Commission on Aging for a term to expire on 01/01/2021. B. Kandrysawtz moved to reappoint Michie Hesselbrock (U) as a regular member of the Commission on Aging for a term to expire on 01/01/2021. B. Canny seconded. The vote passed unanimously.
- f. MOTION: move to approve the appointment of Katie Villa (R) as a Regular member of the Planning & Zoning Commission for a term to expire on 6/30/2020. B. Kandrysawtz moved to appoint Katie Villa (R) as a Regular member of the Planning & Zoning Commission for a term to expire on 6/30/2020. B. Canny seconded. The vote passed unanimously. R. Skinner swore Katie Villa in as Regular Member of the Planning and Zoning Commission for a term to expire on 6/30/2020.
- g. MOTION: move to approve to appointment Kenneth Schwartz from an Alternate Member to a Regular Member of the Canton Center Historic District Commission for a term to expire on 1/01/2021. B. Kandrysawtz moved to approve the appointment of Kenneth Schwartz from an Alternate Member to a Regular Member of the Canton Center Historic District Commission for a term to expire on 1/01/2021. T. Sevigny seconded. The vote passed unanimously.

IV. Presentation of Energy Audit and Energy Conservation Measure Report

R. Skinner introduced George Wallace as the Town's Project Administrator and stated that the proposal has potential to save the Town of Canton a lot of money. Also present were representatives from HVAC vendor, David Carpenter, Eversource, Andy Brydges and two representatives from PTE Energy. David Carpenter distributed and discussed the Final Energy Audit and Energy Conservation measure Report along with an Executive Summary spreadsheet comparing energy conservation. The report included and compiled cost of eight (8) Municipal Buildings and three (3) School Buildings. (Town Hall, Community Center/Library, Police Department, Collinsville Fire Station, N. Canton Volunteer FireHouse, Canton Fire House, Parks & Recreation department, Mills Pond Pool/house, DPW, WPCA, Cherry Brook Primary, Canton Intermediate and Canton Middle/High Schools.) This compilation began eighteen (18) months ago. Mr. Carpenter discussed that the energy opportunity could possibly have a high return on investment with a payback of about four (4) years. Financing options were also discussed and mentioned that most municipalities do take advantage of the zero percent financing up to \$500,000. A. Brydges from Eversource stated that they do not get paid until the project is final and completed and that the costs in the spreadsheets do not include additional incentives. B. Canny inquired as to why the windows project was not included in this analysis and the reason for that was because the payback would have been much longer. D. Madigan stated that another great reason to move forward with the project is due to Capital renewal as another incentive. Savings on the windows would have been on the heating side, but not so much the cooling side. R. Skinner inquired about what would be included in the boiler replacements. Mr.

Carpenter answered that both the pumps and variable frequency drives would be replaced. R. Skinner also inquired about the benefits of bundling certain projects. Mr. Carpenter stated that it makes sense to bundle projects on an approval level as it doesn't prevent you from applying for future projects. There are comprehensive bonus' for bundling – up to a 10-15% in incentives. An application can be filed at any time to view the incentive amounts. G.Wallace clarified that the projects that should be included are only those that would have been done in the near future anyhow. Town should not include projects to be done if they are not needed, just so that the Town can benefit from the cost savings. B. Namnoum, Chair of Energy Committee reinforced that the Committee has been asking and inquiring the same questions for the past 18 months; the same questions that the Board of Selectman have been asking. He stated to begin to unbundle is to unravel the project. He went onto state that after four (4) years you've paid it off and have everything you need and in the past there hasn't been such a comprehensive report done such as this one that has been compiled. B. Kandrysawtz expressed that she was very appreciative of the time spent but that 1.3 million is still a lot of money to such a town as Canton especially with other projects and demands that are still outstanding such as improving Town roads. D. Madigan stated that money for energy improvements shouldn't interfere with town needs and that this audit has a ROI – return on investment in excess of 20% and that competing priorities do not have a return on investment.

L. Hill stated that next steps would be to submit an application to Eversource for bottom line numbers, but that it would not bind the Town contractually in anyway. R. Skinner stated that we need to look at the whole package, i.e., other costs, financing options. The application process would take about 6-8 weeks. D. Madigan stressed that debundling or breaking up the package/project is not what the Energy Committee has projected and now is the time to invest as energy costs are low. T. Sevigny stated that this is where the Town is going to find savings.

V. Adoption of Consent Agenda

MOTION: L. Minichiello moved to remove the minutes from the 11/22/2016 meeting from the Consent Agenda. B. Kandrysawtz seconded. The vote passed unanimously. Revisions to the minutes were as follows: on page 3 of the minutes, replacing the word in light with in lieu of and a name correction – Celmer. MOTION: move to approve the Consent Agenda. L. Minichiello moved to approve the Consent Agenda with changes. B. Kandrysawtz seconded. The vote passed unanimously.

VI. Consideration of Old Business

a. Accept Shallot Meadow Road along with associated public improvements and set the Maintenance Bond for the road and public improvements at \$78,116 for a period of one year from acceptance of the road and approve the First Amendment to Development Agreement. R. Skinner discussed the history revolving around Mr. Olson's drainage issue. R. Skinner referenced correspondence from the Town's Attorney, Hallaran & Sage – Kenneth Slater dated December 14, 2016 and correspondence from Mr. & Mrs. Olson dated December 12, 2016. The Towns Attorney and Planning and Zoning Commission stated the public improvements are all set contingent upon and shall not be effective until a fully

executed owner's title policy in the form approved by the Town Attorney is delivered to the Town together with fully executed deeds and easements from the owners of lots within the Shallot Meadow subdivision that are subject to conservation restrictions, pedestrian easements, drainage easements, or grading and sloping rights as shown on the subdivision plan. Until such time as the executed policy, deeds and easements are delivered to the Town, Shallot Meadow will continue to be private road and the owner of the road shall be responsible for all maintenance and liability for the road, including snowplowing. MOTION: B. Kandrysawtz moved to Accept Shallot Meadow Road as a town road along with all accompanying public improvements and set the Maintenance Bond for the road and public improvements at \$78,116 for a period of one year from acceptance. The acceptance of Shallot Meadow Road shall be contingent upon and shall not be effective until a fully executed owner's title policy in the form approved by the Town Attorney is delivered to the Town together with fully executed deeds and easements from the owners of lots within the Shallot Meadow subdivision that are subject to conservation restrictions, pedestrian easements, drainage easements, or grading and sloping rights as shown on the subdivision plan. Until such time as the executed policy, deeds and easements are delivered to the Town, Shallot Meadow will continue to be private road and the owner of the road shall be responsible for all maintenance and liability for the road, including snowplowing. The Board further approves and authorizes the Chief Administrative Officer to sign the First Amendment to Development Agreement which shall take effect immediately upon signing. T. Sevigny seconded. The vote passed unanimously.

b. Discuss update on the High School Window project and possibly refer to the Board of Finance a request for a Town Meeting to authorize an increase in project costs. R.

Skinner explained that the Board of Finance requested that the Town put the existing air conditioning units back on the existing windows. There will be an additional cost of \$5,000 for panels to be put back in. The Board of Finance would prefer window units, instead of split units. No additional appropriation is anticipated it's just the total cost of improvements need to be approved because the cost is higher than \$600,000. MOTION: B. Kandrysawtz moved to refer to the Board of Finance a recommendation that the project costs for the High School Window project be increased to \$725,070 with an anticipated net cost to the Town after state reimbursement of \$535,070 and set the Town Meeting date to vote on whether to increase the project cost for January 11, 2017 at 7:00pm in Room F contingent upon Board of Finance approval. B. Canny seconded. The vote passed unanimously.

c. Review and possibly approve a recommendation from the Permanent Municipal Building Committee that Accurate Door and Window be awarded the contract for removing and replacing High School windows contingent upon approved increase in project costs. R.

Skinner stated that Accurate Door and Window was the low bidder and that their references have been checked. MOTION: B. Kandrysawtz moved to approve a recommendation from the Permanent Municipal Building Committee that Accurate Door and Window be awarded the contract for removing and replacing High School windows contingent upon an approved increase in project cost. T. Sevigny seconded. The vote passed unanimously.

d. Review options for renovating or transferring the North Canton Grange.

R. Skinner discussed that he has had communications with the Boy Scouts but they are not interested in taking ownership of the Grange. Discussion was had about transferring the property and possibly turning the Grange over to the State of Connecticut. In order to transfer the property to the Connecticut State Grange, Patrons of Husbandry there will need to be an 8-24 referral to the Planning & Zoning Commission and then a Town Meeting because it will be the disposal of Town property that is greater than \$50,000 in value. MOTION: B. Kandrysawtz moved to refer the proposal to transfer ownership of the North Canton Grange to the Connecticut State Grange, Patrons of Husbandry to the Planning & Zoning Commission for a C.G.S. 8-24 review and report. B. Canny seconded. The vote passed unanimously.

e. Approve topic(s) for the Annual Town Meeting.

L. Hill stated that the Annual Town Meeting is the third Wednesday in January – January 18, 2017 at 7:00 in Town Hall Auditorium. Two topics will be discussed: Overview of Economic Development Initiatives and Overview of Mental Health Issues facing the Town of Canton. MOTION: B. Kandrysawtz moved to approve the following two topics for the Annual Town Meeting: Overview of Economic Development Initiatives and Overview of Mental Health Issues Facing the Town of Canton. T. Sevigny seconded. The vote passed unanimously.

VII. Consideration of New Business

- a. **Discuss Energy Audit and possible next steps including referring the results of the audit to Eversource to determine value of possible utility incentives.** Based on the Energy Audit presentation and discussion had, it was the consensus of the Board of Selectmen to authorize the submittal of the Energy Audit to Eversource. This will enable the Town to have a better understanding of the costs, incentives and determine the value of utility credits. MOTION: T. Sevigny moved to authorize submittal of the energy audit to Eversource to determine the value of utility credits. B. Kandrysawtz seconded. The vote passed unanimously.

- b. **Review energy efficiency measures for the Canton Police Station and refer to the Board of Finance for further review.** Mr. Carpenter stated that the Police Department Energy Audit Agreement was all set to move forward. He explained that initially there was a four (4) year payback, but it has since changed to a six (6) year payback to due to the fact that the Police Department is a 24/7 usage facility. MOTION: B. Kandrysawtz moved to refer to the Board of Finance the proposal to fund energy efficiency measures at the Canton Police Station. B. Canny second. The vote passed unanimously.

VIII. Communications

- a. **First Selectman's Report** – L. Hill went over the Board of Selectman goals briefly and asked that the Selectman review and provide comments prior to the next Board of Selectman meeting dated January 11, 2017.

- b. R. Skinner stated that the CAO office has recently hired a new part time CAO Clerk, Lisa Moulton. Her start date is December 19th. She has previous work experience with Town of Burlington Fire Department and look forward to her starting.

MOTION: B. Kandrysawtz move to adjourn the regular BOS meeting at 9:29 p.m. T. Sevigny seconded. The vote passed unanimously.

Town of Canton – Board of Finance
Tri-Board Meeting Minutes - DRAFT
Wednesday, December 7, 2016
7:00 p.m.
Community Center – Conference Room F

Members present:

BOF

Brian First, Chair
Ken Humphrey
Richard Eickenhorst
Mary Tomolonius
Arnold Goldman
David Markowitz

BOS

Leslee Hill, First Selectman
Beth Kandrysawtz
Bill Canny
Larry Minichiello

BOE

Julie Ausere, Chair
Peg Berry
Maria Bradley
David Briggs
Dana Kosior
Jack Powell
Joseph Scheidler

Also Present:

Interim Assessor, Steve Kosofsky
Finance Officer/ Treasurer, Amy O'Toole
Chief Administrative Officer, Robert Skinner
BOE Interim Director of Finance and Operations, Lisa Jones
Recording Secretary, Jennifer Scott

1. Call to Order:

Board of Finance Chair Brian First called the meeting to order at 7:02 p.m.
First Selectman Leslee Hill called the meeting to order at 7:02 p.m.
Board of Education Chair Julie Ausere called the meeting to order at 7:02 p.m.

2. Public Forum – No one from the public wished to speak.

3. Presentation and discussion by Interim Town Assessor on grand list growth: past and anticipated (Exhibit)

S. Kosofsky appeared before the members to discuss the grand list. He noted that estimating grand list growth is very difficult at this point in the year especially having only been in his current role as Interim Assessor since July. Mr. Kosofsky said that he anticipates being challenged on some of the grand list values he reports because his method is different than the old Town Assessor. He added that he feels confident that he can defend any values that may be challenged. He provided examples of some areas that will see substantially different values than in prior years. He said that he just wanted the group to be aware that there could be changes made to the grand list after the notices are sent out to the taxpayers. Based upon historic data for personal property and motor vehicles and assuming construction of 8 new homes, Mr. Kosofsky estimated that the grand list will be approximately ½ of 1% or \$5 million roughly.

He discussed state legislation passed last year that capped the maximum amount of tax that municipalities with mill rates above a certain amount could charge on motor vehicles. The applicable mill rate in the statute for next fiscal year is 29.36 mills. He said he believes that the state will vote to increase this value but as it stands, Canton may be subject to the motor vehicle cap. The Town's current motor vehicle mill rate is 29.76. Mr. Kosofsky estimated that Canton could stand to lose \$824,000 in motor vehicle revenue. He noted however, that the statute allows for municipalities to take this into consideration when they set their mill rate for personal property and real estate.

4. Medical Insurance Update and Outlook

- a. **Review Exhibits – Current Year; Past 3 years actual vs expected (Exhibits)** – A. O’Toole discussed the exhibits provided. She noted that the 5 year comparative indicates that their estimates have been pretty accurate and that self-insurance has worked really well for the Town. She said that her analysis revealed that the Town had saved millions of dollars by self-insuring. She reported that we are at 100% through October for the current year. Ms. O’Toole remarked that the broker had advised her to expect increases in medical costs by low double digit percentages at renewal. She said that they will be assuming a 9% increase for next year’s budget.
 - b. **Update from CAO on HSA Participation Rates for Town & BOE employees – annual figures since HSA Option introduced including historical deductible amount and employer levels to covering cost of deductibles** – R. Skinner stated that the HSA participation rate is 92% for the Town employees and 93% for the BOE. He added that the deductibles are currently \$2,000 / \$4,000 for single / family of which the Town covers 50%. There are also some contracts that provide for a 17% employee contribution to the total premium. L. Jones stated that deductibles for the BOE employees are the same at \$2,000 / \$4,000 for single / family and the BOE incurs 50% of that cost. Ms. Jones added that once contract negotiations are complete, they hope to move the secretaries over to the HSA plan as well.
5. **Pension Annual Required Contribution FY 2017-2018 – BOE and BOS (Exhibits)** – Ms. O’Toole said that employer contribution is dependent on how many people retire. She said the more people you have retire, the better off your year is going to be. The BOE saw the benefit of having more retirees last year which is illustrated by a decrease in employer contribution over the current year by \$78,546 or 16.34%. On the Town side, there was only one retiree which resulted in an increased employer contribution of \$31,504 or 5.25%. Overall, the Hooker & Holcombe valuation report shows a \$47,042 decrease over the prior year. Ms. O’Toole added that she is looking into a way to stop the swings and noted that there are only 27 employees (combined BOS and BOE) left participating in this plan. She said that the values she will use for the upcoming budget will be \$632,085 for the BOS and \$402,156 for the BOE.
6. **GASB 43 / 45 Annual Required Contribution FY 2017-2018 – BOE** – A. O’Toole said she recently received the valuation report and will distribute it once she has had an opportunity to thoroughly review it.
7. **Review of Financial Condition**
 - a. **Estimate of undesignated general fund balance (Exhibits)** – A. O’Toole directed the group to the Fund Balance Analysis FY 2016-2017 Exhibit. She said that the Fund Balance used in the audit was \$6,024,855. She reviewed the three appropriations approved this year including (1) \$150,000 used to help lower the mill rate, (2) \$221,500 for the second half of the Cherry Brook Primary School roof, and (3) \$102,000 for a street light purchase and update to LED (not yet voted on by the public). She said the available Fund Balance is \$5,551,355 which is about 14.78% of 2016-2017 budgeted expenditures. She said that the second half of the analysis is for information only and shows the effect on the fund balance should \$700,000 be deducted for the CHS window / air conditioning project. She said that if this allocation was made, the fund balance would drop to \$4.8 million and 12.92% of 2016-2017 budgeted expenditures. Mr. First said that the BOF prefers to maintain a Fund Balance over 10% of expenditures. Ms. O’Toole commented that the auditors and bond rating agencies like to see the Fund Balance at about 15% of expenditures. The group discussed when funds can be shifted within the budget versus utilizing the fund balance to cover unanticipated expenditures.
 - b. **Review of debt service schedule and borrowing capacity (Exhibit)** – B. First explained that the debt service schedules provide an outlook view with the inclusion of the DPW Facility project. Ms. O’Toole added that the values included for the DPW Facility are her “best guess” as the rates change daily and the project is not anticipated to begin until next fall. Mr. First said that the Town’s borrowing capacity is much greater than what is being utilized.

- c. **Review of preliminary revenue estimates for FY 2016-2017 (Exhibit)** – Ms. O’Toole said that tax revenues are in line with the budget. She noted that they are beginning to see an increase in investment income. She said they have brought in approximately \$57,000 and have almost made budget for the year.
- d. **Review of updated long-range planning spreadsheet (Exhibit)** – A. O’Toole pointed out that the budget projection shows a mill rate increase of 3.52% to 30.81. Mr. First recapped last year’s mailer that was distributed to the residents.

Mr. Skinner explained recent legislation that was passed by the state that imposes a spending cap on municipalities limiting any increase in expenditures to 2.5% or less over the prior year. The law takes effect this coming fiscal year. If the legislation moves forward in its current format, the budget projection shows that 2017-2018 expenditures will be \$365,424 over the cap. He said that the penalty is 50% of the revenue sharing which is projected to be approximately \$365,000 for next year.

8. Review of the Capital Improvement Plans – BOE and BOS

- a. **Summary from CAO on publics requested input on Capital Expenditures** – R. Skinner reviewed the feedback he received after the Town’s request for public input on capital improvement projects. He said that this year the majority of the comments received were for the installation of permanent lighting at the CHS track field (22 out of 27 responses). Other capital projects requested included river access and the installation of public bathrooms in Collinsville. He also stated that many of the responses included a request to use grant funding (STEAP) to help fund the CHS track lighting project.
- b. **Update on CHS Window/AC Project** – Mr. Skinner stated that the low bid for the CHS window/air conditioning project was \$470,000 but it does not include soft costs. The BOF approved a total project cost not to exceed \$600,000. Mr. Skinner said that the total project cost will go beyond \$600,000 once the options, soft costs, and contingencies are added to the low bid value. He said that he will be recommending that the BOS refer this to the BOF to request a Town Meeting to approve the overage. He added that once the state reimbursement is factored in, the total project cost to the Town will be less than the \$600,000 that has been appropriated. He estimated the total project cost to the Town being somewhere around \$550,000. Mr. Skinner said that they received 4 bids with the highest being \$1.1 million including the add-ons.
- c. **Updated view of CIP – timing of any expected close-outs and surplus amounts? (Exhibit)** – Ms. O’Toole said that the Exhibit provided shows a breakdown of CIP expenditures for FY 2016-2017 as of 9/30/16. She said the next update will be provided in January.
- d. **Confirm working group approach between Boards to prioritize large CIP items** – B. First restated the BOF’s recommendation on a working group approach between the boards to prioritize large CIP items in the budget.

9. Review and discussion of Board of Education long-range budget issues and impacts

- a. **Contract negotiations and current contract status – estimated percentage and \$ impact (Exhibit)** – L. Jones said that they are working to come to an agreement with the secretaries and non-union employees on their contracts. She commented that they hope to move these groups to the HSA plan from their existing plan. She advised that the Exhibit provided shows a \$550,000 salary impact to the 2017-2018 budget based on the known contractual increases.
- b. **Review and discuss status and potential impact of current and future grants (Exhibit)** – Ms. Jones reviewed the 2013-2018 Grant Trends Exhibit that was distributed to the group. She remarked that there were a number of surprises this past year including the Open Choice Academic Support Grant totaling \$70,000 being cut and a reduction in the Teachers Early

Beginnings Grant by about \$4,500. She said that based on what we know at this present time, they are cautiously projecting the grants to be the same next year as they were this year.

- c. **Discuss any expected changes in accounting practices, fees/revenue, etc.** – Ms. Jones said that they do not anticipate any changes as this time.
- d. **Discussion of any plans for newly created positions or position consolidations, changes to classroom size targets, approach to Open Choice, etc.** – J. Ausere advised that the BOE adopted a new class size policy that brings the district more in line with the class size policies of the neighboring districts. She noted that the current class sizes are already in accordance with this policy.

10. Review and discussion of Board of Selectmen long-range budget issues and impacts

- a. **Contract negotiations and current contract status – estimated percentage and \$ impact (Exhibit)** – R. Skinner said that the police and dispatch union contracts were negotiated this year and they will begin negotiations with DPW this coming spring. He said that the 2017-2018 budget impact from the police and dispatch salary increases will be 2.5% or \$35,000.
- b. **Review and discuss status and potential impact of current and future grants** – Mr. Skinner said that most of the grants the Town receives could be in jeopardy next year in order to cover the state debt. He shared that they applied for a \$500,000 grant for Lawton Road Park which was denied.
- c. **Discuss any expected changes in accounting practices, fees/revenue, etc.** – Ms. O'Toole said they will need to do additional disclosures for the OPEB.
- d. **Discussion of any plans for newly created positions or position consolidations** – R. Skinner said they continue to search for a permanent Town Assessor which has proved to be difficult. He said that he is anticipating requests in the new budget for a paid full-time fire chief, an additional police officer, full-time teen librarian and an increase in the building official's hours from 15 to 25 hours.

11. Review and discussion of Board of Finance budget considerations – Mr. First said there is considerable uncertainty as they go into the budget planning season. He remarked on the need to budget conservatively in the face of this uncertainty and possible financial hardships of our citizens while not neglecting the needs of the Town and its aging infrastructure. He also reminded the group to consider the 2.5% state cap on expenditure increases. He stated that the directive from the BOF would be that next year's budget remains flat when compared to FY 2016-2017.

12. Review of Board roles and authorities under Town Charter in establishing the annual budget – Mr. First referenced the relevant portions of the Town Charter that were provided that detail the responsibilities of each of the Boards in developing the Town budget. He also reviewed some upcoming key budget preparation dates.

13. Budget Preparation Key Dates

- 2-6-17 BOS Budget Meeting @ 6pm – Gen Gov't, Finance & Public Safety
- 2-7-17 BOS Budget Meeting @ 6pm – Public Works & Community Services
- 2-7-17 Superintendent Budget Presentation to BOE @ 7pm
- 2-8-17 BOS Budget Meeting @ 6pm – Community Planning & Development, Ins, EE Benefits, CIP, WPCA & General Fund Revenues
- 2-22-17 BOE Budget Public Hearing @ 7pm
- 3-7-17 BOE Adopts Budget
- 3-20-17 BOS Budget Presentation to BOF @ 6pm
- 3-22-17 BOE Budget Presentation to BOF @ 6pm
- 3-27-17 BOF Budget Public Hearing @ 7pm

4-3-17 BOF Budget Workshop @ 6pm
5-8-17 Annual Budget Meeting @7pm

14. Adjourn

M. Tomolonius moved that the BOF adjourn the meeting at 8:29 p.m. K. Humphrey seconded the motion which passed unanimously, 6-0-0.

B. Kandrysawtz moved that the BOS adjourn the meeting at 8:29 p.m. B. Canny seconded the motion which passed unanimously, 4-0-0.

J. Scheidler moved that the BOE adjourn the meeting at 8:29 p.m. P. Berry seconded the motion which passed unanimously, 7-0-0.

BOS GOALS AND OBJECTIVES 2016

MAINTAINING INFRASTRUCTURE

It shall be the goal of the Board of Selectmen to maintain infrastructure including roads, recreational fields, grounds, and buildings in good condition so that infrastructure remains functional, is aesthetically pleasing, and is preserved through routine maintenance.

OBJECTIVES:

1. Feasibility review of possible locations for DPW facility (priority in next round of bonding).
2. Complete Lawton Road field project (pending STEAP grant approval)
3. Continue implementation of Pavement Management Plan
4. Review improvements to fire department facilities with emphasis on possible consolidation (pending study)

ENVIRONMENTAL STEWARDSHIP

It shall be the goal of the Board of Selectmen to seek ways to use all resources wisely, to explore alternative energy options, and to protect and enhance the town's natural environment and open space.

OBJECTIVES:

1. Research energy conservation options for town buildings
2. Continue consideration of Hydro project (pending negotiations with developer and state)
3. Draft and adopt Open Space Plan (refer to Conservation Commission)

BUILT ENVIRONMENT

It shall be the goal of the Board of Selectmen to encourage a predictable, fair, and cost effective land use process that is consistent with the POCD

OBJECTIVES:

1. Develop and implement a cloud based electronic land use application process that would be available to both the staff and citizens

ECONOMIC DEVELOPMENT

Through collaboration and partnership with other public and private entities, it shall be the goal of the Board of Selectmen to support economic development efforts that attract, retain, and create quality jobs, ensure a diverse economic base, and create a resilient and growing town tax base.

OBJECTIVES:

1. Finalize marketing studies and analysis to promote Canton as a place to do business, and to promote tourism
2. Explore expansion of utility services to support town residents, businesses and economic development interests of the town
3. Explore Tax Increment Finance Master Plan (pending with grant funds)

CIVIC ENGAGEMENT

It shall be the goal of the Board of Selectmen to effectively communicate with residents and government officials, ensure that all citizens are treated fairly and with dignity and respect, and encourage participation of citizens and private and public entities in the affairs of the community.

OBJECTIVES:

1. Improve reporting of information to the BOS.
2. Invite agency chairs to meet periodically with BOS to give status update
3. Hold annual super-board meeting

TOWN SERVICES

It shall be the goal of the Board of Selectmen to support core services that proactively ensure the health, education, recreation, and welfare of our citizens.

POLICIES AND PROCEDURES

It shall be the goal of the Board of Selectmen to maintain personnel policies that utilize current human resource practices and establish a work environment characterized by diversity and absent of intimidation, harassment or retaliation, and to ensure that all town policies and easily accessible to both the public and employees.

OBJECTIVES:

1. Update town personnel policies
2. Codification of BOS and CAO policies

EMERGENCY SERVICES

It shall be the goal of the Board of Selectmen to provide for the public's safety through the coordinated and professional delivery of emergency services and to protect the citizen of Canton from the effects of disasters and emergencies through a comprehensive emergency management program of mitigation, preparedness, response and recovery.

OBJECTIVES:

1. Implement upgrade to paramedic service

Adopted January 13, 2016
Board of Selectmen



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:

Street Light Audit

Date of Submission:

1-6-17

Date of Board Meeting:

1-11-17

Individual or Entity making the submission:

Robert Skinner - CAO

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:

Review results of the Street Light Audit by the Traffic Control Authority and make recommendations for determining which lights should be removed.

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.)**

Robert Skinner - CAO

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 Town recently approved a proposal to purchase from Eversource the street lights in Canton that the Town is currently paying for. The street lights will then be converted to LED resulting in a substantial savings to the Town over time. As part of this process Town Officials have been reviewing whether any of these street lights can be removed. There are numerous street lights that are located on straightaways or according to legend, were connected with farming operations long ago abandoned. There is also no consistency with spacing between lights or which intersections have lights and which ones do not. There are also a number of lights that have been out for extended periods of time and to the best of our knowledge no one has been requesting that they be turned back on. The advantages to removing lights are that it saves electricity and maintenance costs along with limits light pollution. The disadvantage is that people or property directly under or near the light may be less visible at night. This may be somewhat mitigated by the strength of headlights in modern vehicles. Obviously areas of high pedestrian traffic would be of particular concern.

Attached is the complete list of streetlights identified by street and pole number. The Chief of Police and Captain reviewed all the lights and have recommended the removal of about 24% of the lights based on whether they are required for safety purposes. The next step is whether the Board of Selectmen is comfortable in removing that many streetlights and if not which ones would they want to remain.

One possible option would be that the Town could publicize the list and allow the public to comment on whether they believe a particular light marked for removal should stay or go. The Town could also receive comments on whether there are lights not marked for removal that people believe are unnecessary and should be removed. Obviously this can be somewhat subjective and the final decision should be made by the local Traffic Control Authority (Chief of Police) after taking into consideration general direction given by the Board of Selectmen and public comment. There would be some administrative work involved in publicizing the location of the lights since currently they are only identified by pole number and therefore a map would need to be created indicating the approximate location of each light.

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:

Street Light Audit

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
ALBANY TPKE	536		X-straightaway
ALBANY TPKE	538		
ALBANY TPKE	558		X-not posted at motel
ALBANY TPKE	2295		
ALBANY TPKE	2298		
ALBANY TPKE	2326		
ALBANY TPKE	2636		
ALBANY TPKE	6613		
ALBANY TPKE	6635		
ALBANY TPKE	6640		X-at CVS
ALBANY TPKE	6644		
ALBANY TPKE	6645		
ALBANY TPKE	6647		
ALBANY TPKE	6650		
ALBANY TPKE	6654		
ALBANY TPKE	6657		
ALBANY TPKE	6675		
ALBANY TPKE	6676		
ALLEN PL	2409		X-straightaway
ALLEN PL	2412		
ALLEN PL	2416		
ATWATER RD	2288		
ATWATER RD	3559		
BARBOURTOWN RD	278		
BARBOURTOWN RD	279		
BARBOURTOWN RD	2548		
BIRCH KNOLL RD	1512		
BREEZY HILL RD	1722	X	
BRIDGE ST	2224		
BRIDGE ST	2225		
BRIDGE ST	2262		
BRIDGE ST	2264	X	
BRIDGE ST	2400		
BRIDGE ST	3165		
BRIDGE ST	4652		
BRIDGE ST	4666		

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
BRIDGE ST	8780		
BRISTOL DR	1700	X	X-straightaway
BRISTOL DR	1704		
BRISTOL DR	1712		X
BRISTOL DR	1716		X
BRISTOL DR	2059		X
BRISTOL DR	3653		X
CANTON SPRING RD	1394		X-straightaway
CANTON SPRING RD	3666		
CANTON VALLEY CIR	1590		X-spacing
CANTON VALLEY CIR	1591		X-spacing
CANTON VALLEY CIR	1791		X-straightaway
CANTON VALLEY CIR	1796		X-straightaway
CASE ST	329		X- at Granby line
CEMETERY RD	963	X	
CENTER ST	2190		
CENTER ST	2192		X-walkway at framing shop
CENTER ST	2193		
CHERRY BROOK RD	128	X	
CHERRY BROOK RD	132	X	X-straightaway(near Humphrey)
CHERRY BROOK RD	136		
CHERRY BROOK RD	140		
CHERRY BROOK RD	145	X	
CHERRY BROOK RD	153	X	
CHERRY BROOK RD	169		
CHERRY BROOK RD	175	X	X-straightaway(Meadow Rd)
CHERRY BROOK RD	178	X	
CHERRY BROOK RD	186		X-straightaway
CHERRY BROOK RD	197		X-straightaway
CHERRY BROOK RD	217		
CHERRY BROOK RD	239		X-straightaway(472/Scoville)
CHERRY BROOK RD	254		X-straightaway(514)
CHERRY BROOK RD	258		
CHERRY BROOK RD	260		
CHERRY BROOK RD	264		
CHERRY BROOK RD	274		

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
CHURCH ST	2244		
CHURCH ST	2246		
CHURCH ST	CNV2662		
COLLINS RD	2266	X	
COLLINS RD	2268		
COLLINS RD	2271	X	
COLLINS RD	2274		
COLLINS RD	2277		
COLONY RD	8720		X-straightaway
COLONY RD	8722		X-straightaway
COLONY RD	8725		cul-de-sac
DAYNARD DR	1414		X
DAYNARD DR	1479		X
DAYNARD DR	1535		X
DOWD AVE	298		
DOWD AVE	300		
DOWD AVE	304	X	
DOWD AVE	306		
DOWD AVE	308		
DOWD AVE	311		
DOWD AVE	326		
DOWD AVE	328		
DOWD AVE	399		
DUNNE AVE	2248		
DUNNE AVE	2250		
DUNNE AVE	2252		
DUNNE AVE	2254		
DUNNE AVE	2258		
DUNNE AVE	2260		
DYER AVE	373		
DYER AVE	375		
DYER AVE	377		
DYER AVE	379		
DYER AVE	384		
DYER AVE	386		
DYER AVE	390		

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
DYER AVE	1578		
DYER AVE	1671		
DYER AVE	1738		X-near another light #1671
DYER AVE	2359		
DYER AVE	2401		
DYER AVE	2456		
E HILL RD	908		
E HILL RD	936		
E HILL RD	985		
E HILL RD	2906		
E MOUNTAIN RD	373	X	X at Cherry Brook Rd
E MOUNTAIN RD	1073	X	
E MOUNTAIN RD	1076		X-straightaway
E MOUNTAIN RD	1866	X	X-straightaway
E MOUNTAIN RD	8823	X	X-not posted
EAST ST	2387	X	
FOREST LN	3581		
FOREST LN	3585		
FOREST LN	3588		
FOREST LN	6822		
FREEDOM DR	1808		
FREEDOM DR	1841		
FREEDOM DR	1846		X- straightaway
FREEDOM DR	2008		
FREEDOM DR	2012		X- straightaway
GILDERSLEEVE AVE	144	X	
GILDERSLEEVE AVE	1418		
GILDERSLEEVE AVE	2330		
GILDERSLEEVE AVE	2498		
GILDERSLEEVE AVE	2503		
GILDERSLEEVE AVE	2506		
GILDERSLEEVE AVE	3090		
HIGH ST	2203		
HIGH ST	2205		
HIGH ST	2208		
HIGH ST	2210		

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
HIGH ST	2211	X	X-spacing
HIGH ST	2213		
HIGH ST	2215		X-straightaway
HIGH ST	2217		X-straightaway
HIGH ST	2220		
HIGHFIELD DR	1783		X-straightaway
HUCKLEBERRY HILL RD	324		
HUCKLEBERRY HILL RD	327		
INDIAN HILL RD	840	X	
LAWTON RD	1101	X	
LOVELY ST	3288		X-straightaway(Best Cleaners)
LOVELY ST	3297		
LOVELY ST	3305		X-straightaway
LOVELY ST	3307		X-straightaway
LOVELY ST	3313		
MAIN ST	334		
MAIN ST	1954		
MAIN ST	2197	X	
MAPLE AVE	337	X	X-straightaway
MAPLE AVE	339		
MAPLE AVE	343		
MAPLE AVE	355		
MAPLE AVE	359	X	
MAPLE AVE	360	X	
MAPLE AVE	361		
MAPLE AVE	362		X
MAPLE AVE	363	X	X-spacing
MAPLE AVE	364	X	
MAPLE AVE	366		
MAPLE AVE	564		
MAPLE AVE	877	X	
MAPLE AVE	3053		
MARKET ST	461		
MOHAWK DR	1474	X	
N MOUNTAIN RD	1398		
N MOUNTAIN RD	2130	X	X-straightaway

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
NEW RD	707		
NORTH ST	2392		
NORTH ST	2396		
NORTH ST	2398		
OLD ALBANY TPKE	2612	X	X-straightaway
OLD ALBANY TPKE	2617		
OLD RIVER RD	27		
OLD RIVER RD	29		
OLD RIVER RD	6573		
OLD RIVER RD	6573		
RIDGE RD	1140		X-straightaway
RIVER RD	12		X-straightaway (south of PD)
RIVER RD	35	X	X-straightaway(Trinity Church)
RIVER RD	38		
RIVER RD	41		
RIVER RD	63		X- Masonic Hall
RIVER RD	2240		
RIVER RD	2241		X- FD parking lot
RIVER ST	3		
RIVER ST	1953		
SECRET LAKE RD	3441		
SECRET LAKE RD	3446		X-straightaway
SECRET LAKE RD	3450		
SECRET LAKE RD	3455	X	
SECRET LAKE RD	3459		
SECRET LAKE RD	3463		
SILVER MINE ACRES RD	1815		
SILVER MINE ACRES RD	2123		X-straightaway
SIMONDS AVE	56	X	
SIMONDS AVE	139		
SIMONDS AVE	393	X	
SIMONDS AVE	396		
SIMONDS AVE	2375		
SIMONDS AVE	2538		
SIMONDS AVE	2540		
SOUTH ST	331		

Town of Canton Street Light Audit 2016

Street Name	Pole No	Not Working at time of audit	Consider for Removal
SOUTH ST	2156		
SOUTH ST	2159		
SOUTH ST	2200		X-straightaway
SPRING ST	2154		
SUNSET TER	701		
SUNSET TER	704		
SWIMMING POOL RD	561		X-straightaway
SWIMMING POOL RD	562		X-straightaway
THAYER AVE	580		
THAYER AVE	584	X	X-straightaway
TORRINGTON AVE	476		
TORRINGTON AVE	478		
TORRINGTON AVE	480		
TORRINGTON AVE	482		
TORRINGTON AVE	485		
TORRINGTON AVE	494		
TORRINGTON AVE	499		X-straightaway
TORRINGTON AVE	1312		X-sraightaway
TORRINGTON AVE	1316		
TORRINGTON AVE	1803		
TORRINGTON AVE	2140		
TORRINGTON AVE	2321		
TORRINGTON AVE	2323		
TOWN BRIDGE RD	402		
TRAILSEND DR	1756	X	X at Rte. 44
TRAILSEND DR	1767		
TRAILSEND DR	1859		
WASHBURN RD	1445		X-straightaway
WEST RD	617		
WESTVIEW DR	2474		X-cul-de-sac
WOODCHUCK HILL RD	1339		
WRIGHT RD	1866		
WRIGHT RD	2430		
TOTAL			



www.casac.org

**CONTRACT BETWEEN
CAPITAL AREA SUBSTANCE ABUSE COUNCIL
and
The Town of Canton**

Board of Directors

Donna Zaharevitz, Peer
Counselor, Connecticut
Council on Problem Gambling
President

Steve Dexter, President-CEO
Russell International
Vice President

Peter Black, Canton Citizen
Treasurer

Denise Bracero,
Police Officer, Windsor

Philip Janes,
Granby Citizen

John Mancini, Licensed
Professional Counselor,
The Essential Path
Family Center

Lydia Tedone,
Simsbury Citizen

Staff

Thomas J Steen
Executive Director

Wende A Cooper
Prevention Coordinator

SERVING THE TOWNS OF
Avon
Bloomfield
Canton
East Granby
Farmington
Granby
Hartford
Hartland
Newington
Rocky Hill
Simsbury
Suffield
West Hartford
Wethersfield
Windsor
Windsor Locks

Congratulations on receiving the Local Prevention Grant award in the amount of \$3,020.21. By accepting this award you will be a subcontractor for CASAC and you will be required to accept the following terms of this agreement so that CASAC can produce a report for the Department of Mental Health and Addiction Services (DMHAS) outlining what was accomplished with this grant.

This is a contract by and between the Town of Canton, Youth Services Bureau, 4 Market Street, Collinsville, Connecticut, 06022, and the Capital Area Substance Abuse Council (CASAC), Inc., 200 Day Hill Road, Windsor, Connecticut, 06095, for the contract year July 1, 2016 through June 30, 2017.

TERMS AND CONDITIONS

1. **SERVICE:** For the sum of \$3020.21, the Town of Canton, Youth Services Bureau, shall establish and maintain a local, municipal-based alcohol, tobacco and other drug prevention council in Town of Canton. Such council shall facilitate the development of prevention initiatives at the local level with the support of the Chief Elected Official of the municipality.
 - A. The Town of Canton shall meet the following requirements in the operation of the Local Prevention Council Program (LPCP):
 1. establish a council comprised of representatives from all sectors of the community including, but not limited to, chief elected officials, police, school, social service agencies, businesses, parents, media, youth, minorities, and clergy;
 2. hold meetings at least 4 times per contract period;
 3. implement local projects based on two or more of the six (6) prevention strategies; and,
 4. commit 25% of the LPC's efforts to alcohol and 25% to tobacco; and 50% to other addictive substances and risky behaviors;
 5. demonstrate an understanding of Cultural Competence as it relates to the application process and all activities sponsored under the Grant;
 6. demonstrate a diverse composition of the Council collaborative, or in lieu of some elements of diversity identify how Cultural Competency factors are being considered and represented in the Grant activities;
 7. designate member representation at a minimum of two (2) Prevention Committee meetings;
 8. include Capital Area Substance Abuse Council's name on flyers, brochures, and/or advertising for events that are funded either fully or in-part with LPC dollars;
 9. all flyers, brochures and/or advertising to be sent electronically before the event;
 10. submission of a mid-year report due by January 31, 2017.
 - B. the Town of Canton shall provide the activities described in the attached funding application as part of this contract;
 - C. The Town of Canton shall provide services to the populations described in the attached funding application as part of this contract.

REPORTING REQUIREMENTS:

The Town of Canton shall submit a final report including both program and financial narratives by July 15, 2017.

2. MANNER OF PAYMENT: The Capital Area Substance Abuse Council, Inc., agrees to make a payment of \$3,020.21 to the Town of Canton for the services outlined above within 14 days of receipt of this signed contract.

3. TERMS OF CONTRACT:

A. The Town of Canton agrees to abide by the state and federal lobbying laws, and further specifically agrees not to include in any claim for reimbursement any expenditures associated with activities to influence, directly or indirectly, legislation pending before Congress or the CT General Assembly or any administrative or regulatory body unless required by this contract.

B. The Capital Area Substance Abuse Council will not knowingly do business or make awards to any individual or organization that has been found to have discriminated against any person or group on the basis of race, color, religious creed, age, marital status, national origin, sex, mental retardation or mental or physical disability.

C. The source of these funds are "Federal-SAPT," Fed. CFDA#93.959, SID 829. The Town of Canton shall comply with the State and Federal Single Audit Acts. If, based upon the level of federal and state funding your agency receives, you are exempt from the audit requirements of the A133 or the State Single Audit Act. The Town of Canton shall notify the Capital Area Substance Abuse Council of this fact in writing in order to satisfy CASAC's audit reporting requirements.

D. Continued funding for services under this contract is subject to allocation of LPCP funds from the Department of Mental Health and Addiction Services to the Capital Area Substance Abuse Council.

4. CANCELLATIONS: There shall be no modification of the terms agreed upon unless approved in advance in writing by the Town of Canton and CASAC.

The parties herein have entered into this agreement, and acknowledge its effectiveness. By signing this agreement, the contractor acknowledges that he/she has the corporate authority to enter into this contract.

ACCEPTANCES AND APPROVALS:

By the Contractor:

Town of Canton

Contractor (Legal Name of Contractor)

[Signature]

Signature (Authorized Official)

10-30-16

Date

Robert H. Skinner

Printed Name of Signatory

CAO

Title

APPROVED BY:

The Capital Area Substance Abuse Council, Inc.

[Signature]

Signature (Authorized Official)

11/30/16

Date

Thomas J. Steen

Printed Name of Signatory

Executive Director

Title



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:

Town Green Renovation

Date of Submission:

January 4, 2017

Date of Board Meeting:

January 11, 2017

Individual or Entity making the submission:

Robert J. Martin
Director of Public Works

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:

Town Green Renovation work consisting of tree removal, stump grinding, tree pruning, tree planting and replacing "Welcome to Canton" sign.

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.)**

Robert J. Martin
Director of Public Works

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.)

See attached Memo, Photo and Plans.

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:

Memo
Photo
Plans

Town of Canton

50 Old River Road, PO BOX 168 Collinsville, CT 06022
(860) 693-7863 (Office) (860) 693-7864 (Fax)



Office of Department of Public Works

To : Robert Skinner, Chief Administrative Officer
From : Robert J. Martin, Director of Public Works
Date : January 4, 2017
Re : **Town Green Renovation Memo**

The Canton Public Works Department's motto is "Serving the Community with Pride". The department's goal is to search for improved ways to perform their jobs. With this thought in mind, the department has identified several areas at the Town Green to better the appearance and enhance the natural beauty of this significant space.

For 2017 I recommend the following changes:

1. Replace sign with new composite Welcome to Canton sign. Current sign is made out of wood that is cracked and weathered (see attached photo). The town meeting and special events features are no longer used and the BOE will be replacing the "Town of Champions" feature with a new sign to be located at another site to allow for improved capability to read the sign to recognize the accomplishments of the teams.
2. Remove several diseased and invasive species trees. Replace with cultivars appropriate for this space (see plan). Reason to remove tree:
 - Blue Spruce – Infested with spruce spider mites that currently has led to 60% dieback of the tree
 - Crab Apples – Diseased with fire blight, a bacterial canker disease that has infected the trunk and branches of the trees
 - Red Oak – Crowding the row of oaks causing branch stunting and poor appearance
 - Norway Maple – On CT Invasive Species list, fast growing tree that will cause branch failure around bandstand
 - Catalpa Tree – Diseased with verticillium wilt that will lead to trees death in 2-3 yearsTrees to be planted:
 - Valley Forge American Elm - medium to large, vase-shaped, deciduous tree, typically growing to 60-80' tall with a broad-rounded crown. It is native to eastern and central North America. The 'Valley Forge' variety has an excellent resistance to Dutch elm disease
 - Sugar Maple - native tree which will typically grow 40' to 80' tall with a dense, rounded crown. This tree is one of the trees which are most responsible for giving New England its reputation for spectacular fall color.
3. Prune remaining trees to allow for proper crown growth to occur.

Once approved, work would begin this winter with the removal of the designated trees and necessary pruning of the remaining trees. In the spring, tree stumps would be ground, new trees would be planted along with the installation of the new composite sign.

Future renovation work will include connecting sidewalk to the existing walk on Route 44 side of the Green and also include installation of an irrigation system to allow for proper watering of plantings and turf.

1010178

Remove - Catalpa Tree

Remove - Norway Maple

Replant - American Elm

Remove - Red oak

Prune - Red oaks

Remove - Blue Spruce

Replant - Sugar Maple

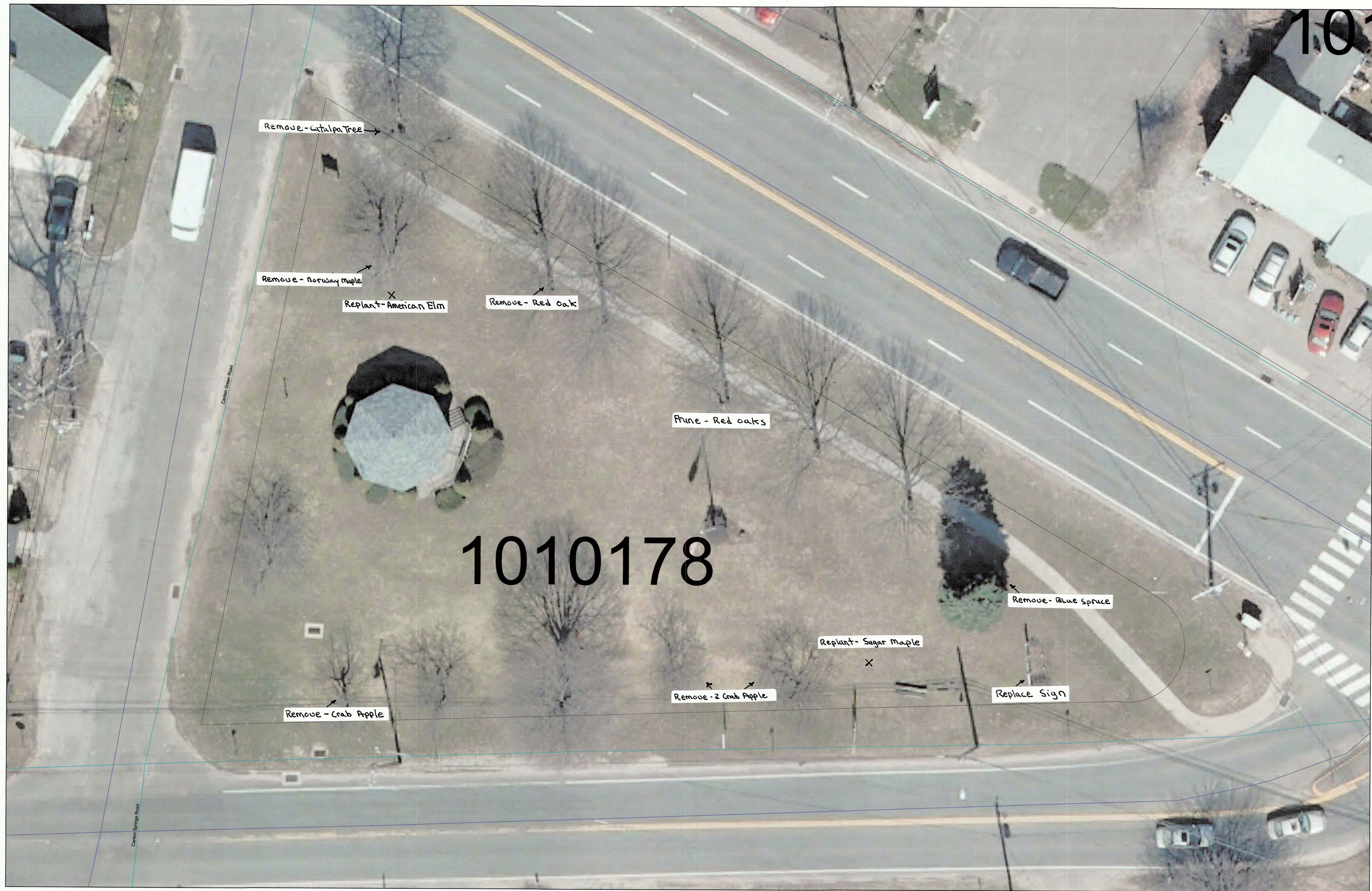
Remove - 2 Crab Apple

Replace Sign

Remove - Crab Apple

Carbon Green Road

Carbon Springs Road





Welcome To

CANTON

"Town of Champions"

TOWN MEETING

SPECIAL EVENTS

HIGH SCHOOL CLASS "S"

FIELD HOCKEY

SOFTBALL

BOYS SOCCER

BOYS TENNIS

• 1991 •

• 1991 •

• 1995 •

• 1998 •

• 1992 •

• 2009 •

• 2003 •

• 1995 •

BOYS TRACK

• 1997 •

• 2010 •

• 1998 •

• 2011 •

• 1999 •



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:

Gift of Land

Date of Submission:

1-6-17

Date of Board Meeting:

1-11-17

Individual or Entity making the submission:

Robert Skinner - CAO

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:

Review possible gift of a parcel of land bounded by Route 44, Farmington River and Cherry Brook located across the street from 541 Albany Turnpike.

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.)**

Robert Skinner - CAO

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.)

Town Officials have been approached by the Attorney that represents the owners of Bristol Farm (541 Albany Turnpike) to determine whether the Town would want to accept a gift of property located on the Farmington River and bounded by Route 44, Farmington River and Cherry Brook located across the street from 541 Albany Turnpike.

Currently on Town maps it indicates that the property is owned by the State of Connecticut. The Attorney for the owners of the property has provided documents indicating that they are actually the owners of the property. The property is a narrow strip that goes between Route 44 and the Farmington River and ends where Cherry Brook meets the Farmington River. There are numerous utility easements on the property including, electrical, gas and water. The area has been maintained and has an unimproved road that traverses the length of the narrow strip. At the end of the property near Cherry Brook there is a flat area that would provide both access to Cherry Brook and the Farmington River. There is also a possible location for limited parking.

If the Board of Selectmen is interested in accepting the property the next step would be to perform a title search. Depending on the results of the title search the following step would be to request a C.G.S. 8-24 review from Planning & Zoning.

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:

Letter and maps provided by owners' Attorney
GIS map of property



Virginia L. Ramsey
ATTORNEY AT LAW

11 EMILY ROAD
MARLBOROUGH, CT 06447-1546
TELEPHONE (860) 295-0552
FAX (860) 295-0554

November 10, 2008

Maria L. Hampton
Attorney At Law
P.O. Box 1101
220 Albany Tpke., Bldg. 1
Canton, CT 06019-1101

Re: Bristol Farm
541 Albany Avenue, Canton, CT

Dear Attorney Hampton:

Pursuant to your request, I have acted as special title counsel to you in connection with various title questions about portions of the Bristol Farm located on Albany Turnpike in the Town of Canton, County of Hartford and State of Connecticut.

You have requested my opinion with respect to the property located across Albany Turnpike from the Bristol Farm, which property is situated between the Turnpike on the northeast and the Farmington River on the southwest, on the northerly side of where Cherry Brook empties into the Farmington River (the "Property").

In the course of my research into this matter, I have examined the documents your clients, provided to you with regard to the Bristol Farm in Canton, as well as documentation contained in the Canton Land Records, the Canton Assessor's Office and the Canton Engineering Office, which I deemed necessary in connection with the opinion set forth below.

1. The southeasterly portion of the strip of property on the southwest side of Albany Turnpike, the beginning of which is across Albany Turnpike from Sterling Road, and running southeasterly to the point where Cherry Brook empties into the Farmington River, is owned by the owners of Bristol Farm (See Schedule A attached). This piece is shown in pink on the enclosed copy of the map entitled "Right of Way and Track Map Hartford and Connecticut Westerly RR Co. Operated By Central New England Railroad Co. from Hartford to N.Y. State Line" dated June 30, 1916, and being V59 62/25 of said map, and on the copy of the Canton Assessor's Map No. 6-6.

The title for this parcel is to be found in a Deed from Orville Case and Hellen M. Case in favor of the Connecticut Western Railroad Company dated July 15, 1870 and recorded October 3, 1870 in Volume 8 Page 433 of the Canton Land Records. This deed

Maria L. Hampton, Esq.

Bristol Farm

contains the following use restriction and reversion language: "...the estate hereby conveyed being the right to use, occupy and enjoy said land for the purposes of their Railroad, and a portion of it for a Highway, in the same manner and to the same extent, in all respects, as if said land was & should be taken and appropriated, in all respects, under and in furtherance of the provisions of the State of Connecticut authorizing such taking, upon the appraisal, and with the same reversions to the grantors, in case of abandonment or discontinuance...". The land between the Turnpike and the Farmington River automatically reverted to the owners of the Orville Case parcel (see Map entitled "Map to accompany Deed of Oliver H. Bidwell to the Connecticut Western Railroad Company Scale 100 Feet to an Inch" recorded in Canton as Map 30A) upon discontinuance of the use of same for railroad purposes. No deed of conveyance into the Bristol's was found, but none was needed. In 1919, when the discontinuance map was drawn, Anson W. Bristol was the owner of the Case property. In 1939 when the Hartford and Connecticut Western Railroad Company conveyed out surrounding parcels to the MDC (Volume 35 Page 225 of the Canton Land Records, Sterling W. Bristol was the owner of the Case property.

One problem has arisen with regard to this parcel. I note that none of the conveyances of the farm property, during the time it has been in the Bristol family, include this piece. All the deed descriptions bound the property by the Turnpike, not the Farmington River. The next time this property is conveyed, this parcel should be conveyed as a separate parcel by Quit Claim Deed with reference to the above deed (i.e. Volume 8 Page 433).

The Canton Assessor's Map 6-6 shows this parcel as being part of the MDC property on the other side of Cherry Brook, but that is incorrect. Your clients have informed me that the Town of Canton acknowledges that this piece is a part of the Bristol Farm. I did not get into this discussion with the Canton Assessor's office in order to maintain confidentiality.

