

TOWN OF CANAAN - **BOARD OF FINANCE, REGULAR MEETING**

MONDAY, SEPTEMBER 13, 2021 @ 6:30PM

108 MAIN STREET, FALLS VILLAGE, CT

Attendees: Dick Heinz, Joel Jones, Lou Timolat, Steve Dean, Dan Silverman. Alternates: Daly Reville, Eric Carlson, Corinna Fleming. Board of Selectmen: Henry Todd, Dave Barger, Greg Marlowe & residents of the community.

Call to order 6:31 by Co-chair Dick Heinz

**MOTION BY Jones, seconded by Dean/Silverman to seat Eric Carlson in place of regular member John Allyn; unanimous.**

**AGENDA**

Public Comment – Jandi Hanna, Colter Rule

Communications - Laura Werntz, letter attached

Interdepartmental Informational Communications - none

**Reports**

Secretary's Report: **MOTION by Timolat, seconded by Dean to accept as presented the minutes of the August 9, 2021 Regular Meeting Minutes; Amended MOTION by Timolat, seconded by Jones to receive as corrected the minutes of August 9, 2021 Regular Meeting Minutes with the following correction: BOF requested BOS to get a cost of Attorney fees in relation to CD grant; unanimous.**

Treasurer Reports: **MOTION by Timolat, seconded by Jones to accept as presented the Annual Treasurers report for FT 20/21; This report does not reflect the sale of the Water Co & it is noted that the State & local revenue came in higher than budgeted; unanimous. MOTION by Jones, seconded by Carlson to accept the August treasurers report as presented; unanimous.**

Tax Collector's Report: **MOTION by Timolat, seconded by Dean, to accept the August Tax Collectors report; unanimous.**

Board of Education's Report: **No reports this month.**

First Selectman's Report

- Use of ARPA funds plan, survey of town residents for ideas, distillation of same, creating a plan, discussion within the town, but recognizing that any ideas are advisory and that the final decision rests with the BOS with consultation with the BOF. Survey itself is an expense of the special govt. fund set-aside. All funds are held in a separate account by Federal mandate. Received 155K to date. Must use funds w/in four years.
- Resignation of Tracey Wilson. Position to be advertised with a listing of duties.
- Start looking for candidates for Mary's Town Clerk position, again advertised with a listing of duties, recognizing that this may take a long time to fill the position.
- Fixing our IT.
- Request for a rental agreement renegotiation for the 107 Main St cafe lease from Szabina and Adam.
- Consideration of Timolat's request to be given at BOF Meeting (New business #2)
- School project request by Robin Faust(New Kellogg Principal) in consideration of the 20th anniversary of 9/11. Kristin Panzer resigned and Laura Wadsworth has taken over as secretary.
- Posted Tufts study of aging on town website
- Resident request to extend ventilation on 107 Main to redirect venting away from residents property.

**Old Business**

1. Discuss and act on proposal by Selectmen and Treasurer on how the Board of Finance would like the Town of Canaan to handle recharacterization of amounts and purposes within Departmental sub-lines.

**MOTION by Heinz, seconded by Timolat to table Old Business till October Regular meeting; unanimous.**

**Suspense Items**

**New Business**

1. Approve Treasurers Report for July 1 2020 – June 30, 2021 – approved above

**\*\*Agenda Addition & Action:**

MOTION by Timolat, seconded by Jones to add to the agenda, State Library Grant to Town Clerk budget; unanimous.

**MOTION by Timolat, seconded by Jones to amend Town Clerk Budget, #2210-GR-920 (revenue side) in the amount of \$5,500 for State of CT Library Grant received and #1010-GR-452 (expense side) in the amount of \$5,500.00 for same grant; unanimous.**

2. Selectmen's response to Board of Finance request that the Town of Canaan Board of Selectmen engage Town Counsel to advise unequivocally as to whether or not the Town of Canaan is under any "General Obligation" as to the security or re-payment of any financial instrument of obligation assumed or assigned to the Falls Village Housing Trust or its "successors or assigns"

**MOTION by Timolat, seconded by Silverman to move that the BOF form a committee to consist of Dick Heinz & Dan Silverman to draft recommendation to be presented to the BOS an agreement with the Housing Trust that would provide for protection for the Town of Canaan; unanimous.**

MOTION by Timolat, seconded by Dean, meeting adjourned at 7:10pm  
Respectfully submitted, Rebecca Juchert-Derungs, recording secretary.

Respectfully Submitted by Laura Werntz, to the Board of Finance, Town of Canaan/Falls Village for Public Comment, September 13,2021

The Town of Canaan/Falls Village has applied for a Community Development Block Grant from the Department of Housing for \$725,800 for site clearing, earth moving, gravel for trenches, sub-base courses for paving and storm drainage. The CDBG grant application, Project Information (Exhibit 00.5) identifies River Road Homes as the Project Name and **The Town of Falls Village, CT** as both the **Responsible Entity** and the **Grant Recipient**. The **Certifying Officer** Name and Title is listed as **Henry Todd**, First Selectmen. The document concludes with the signature of the Responsible Entity Official. This document was signed by Henry Todd, First Selectmen, Town of Canaan, CT on June 16, 2021. Chapter 2 of the CDBG Small Cities Grants Management Manual defines The Responsible Entity as follows,

“Under 24 CFR Part 58, the term responsible entity (RE) means the grantee under the state CDBG Program. The responsible entity must complete the environmental review process. **Environmental review responsibilities have both legal and financial ramifications.** As part of the assurances and agreements signed by the responsible entity, the Chief Executive Officer of the responsible entity agrees to assume the role of “responsible federal officer” under the provision of the provisions of the National Environmental Policy Act (NEPA). This means that if someone brings suit against the responsible entity in federal court on environmental grounds, the CEO will be named as the defendant. **There may be financial implications associated with any lawsuit and, of course, fines, judgements or settlements that may result.** The State of Connecticut accepts no responsibility or liability for the quality or accuracy of the local environmental review process.”

Both of the documents cited are public documents. The CDBG Small Cities Grants Management Manual is available on the Department of Housing website. The CDBG application is also a public document and a Citizen Participation Plan is included in and is a requirement of the application.



U.S. Department of Housing and Urban  
Development  
451 Seventh Street, SW  
Washington, DC 20410  
www.hud.gov

espanol.hud.gov

**Environmental Review for Activity/Project that is Categorically  
Excluded Subject to Section 58.5  
Pursuant to 24 CFR 58.35(a)**

**Project Information**

**Project Name:** River Road Homes

**Responsible Entity:** Town of Falls Village, CT

**Grant Recipient** (if different than Responsible Entity): Same

**State/Local Identifier:** State of Connecticut / Town of Canaan / 021

**Preparer:** David Berto, Housing Enterprises, Inc.

**Certifying Officer Name and Title:** Henry Todd, First Selectman

**Grant Recipient** (if different than Responsible Entity): Same

**Consultant** (if applicable):

**Direct Comments to:** Cathy Petracone at [cpetracone@housignenterprises.com](mailto:cpetracone@housignenterprises.com)

**Project Location:** 0 Lime Rock Station Road, Falls Village, CT

**Description of the Proposed Project** [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Proposed scope of work at the proposed River Road Homes project site as indicated by the CDBG grant will include site clearing, earth moving, gravel for trenches, sub-base courses for paving and storm drainage.

**Level of Environmental Review Determination:**

Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5:

*Cotter Rule  
Public Comment*

*QUESTION (6)*

*→ HOW DOES THIS BENEFIT OUR NEIGHBORHOOD?  
EXHIBIT 1.1 / PROGRAM DESCRIPTION?  
SITE NOT YET PURCHASED / BENEFITS HABITAT!*

## ARPA

1. The plan is described in the attached memo.
2. The procedure that is to be followed is listed below:
  - a. We will send out a survey to all residents within the town to solicit suggestions on use of the funds. Because of the continued threat of Covid, we believe it would be prudent to go this route instead of a public forum. After the surveys have been received, we will prepare for a town forum to consider ideas.
  - b. The amount of the funds available for use was \$311,600 approximately of which the town has received the first tranche of \$155,817.98. The second tranche will be received in the second quarter of 2022, probably in May or June. We have spent \$42,011 on the Septic system for 107 Main of the first tranche, leaving a balance of \$269,589.
  - c. The money must be used within 4 years.
  - d. Note that the Town Selectmen, in conjunction with the Board of Finance, has the final authority to choose where the funds will be spent. The surveys and the subsequent town forum, either public or by Zoom depending on the COVID situation, are only advisory in nature.

Henry W. Todd

First Selectman for the Board of Selectmen

September 13, 2021

# DRAFT - American Rescue Plan Act (ARPA) for Canaan/Falls Village

Congress has passed the ARPA funding plan to help American cities and towns recover from pandemic related hardships, but also to *build back better* and infuse funding that will future-proof our county.

## I. SOME THINGS TO NOTE:

- Funding will be awarded based on population and will be disbursed in two payment cycles. There will be an additional funding awarded for schools and infrastructure projects. Although towns are encouraged to use some of the ARP funds to make larger infrastructure projects “shovel ready”.
- There are three general areas in which funds can be used.
  1. **Responding to the negative impacts of the COVID pandemic.** This includes assistance to households, small businesses and nonprofits, as well as aid to affected industries such as tourism, travel and hospitality.
  2. **Providing government services previously cut due to pandemic related revenue shortfalls**
  3. **Making needed investments in water, sewer or broadband infrastructure**
- Eligible uses are separated into 5 categories: (Please see full toolkit for details)
  - a) Support public health response
  - b) Address negative economic impact
  - c) Investment in water and sewer
  - d) Broadband Infrastructure
  - e) Replace loss revenue
- Towns have 4-years to spend the money
- Communities are asked to work Equity and Inclusion into their proposed projects such as affordable housing, childcare and pre-K programs and municipal Equity training.
- Projects that support Economic Development are favored.
- Significant accounting and reporting will be necessary to ensure compliance and the statutory eligible uses will need to be verified. However, it is allowable to use some of the ARPA funding to hire employees or consultants to assist with the planning, administration and reporting.
- Towns may use ARPA funding to hire a coordinator to support ARPA activities or other consultants.

## II. COMMUNITY INPUT IS ENCOURAGED (Although not required):

- Some communities are creating a new committee or using their Economic Development Commission or Committee to coordinate community outreach.
- A survey is recommended as tool to get quantifiable data/input and be more inclusive.

# DRAFT - American Rescue Plan Act (ARPA) for Canaan/Falls Village

## III. POSSIBLE FALLS VILLAGE ARPA PROJECTS:

### 1) DOWNTOWN ECONOMIC DEVELOPMENT -

- a) Revitalize blighted Historic Firehouse on Railroad Street to a 1-br affordable housing rental unit and retail business space below with public parking. This would require some “infrastructure” work and extension of sidewalks. The overall improvement to the downtown area would be significant, and the rental income would support long-term town sustainability.
- b) Consider using some of the ARPA funding to assist existing town non-profits with Board Development and Strategic Planning.
- c) Consider an in-town grant program that will award grants to local non-profits that provide Arts and Culture programming. Inclusive in the grant application would be a) How this project serves the community for the long-term and b) How you intend to validate the goals have been achieved.

### 2) CHILDCARE – use a portion of the money to improve the building and grounds at the FV Childcare Center, and perhaps “capacity building” with an extra staff person. Additional staff would allow for additional children. This may contribute to building a plan to make the FV CCC sustainable and self-funding. This would fulfill both allocating money to childcare services and improving future sustainability.

### 3) AFFORDABLE HOUSING -

- a) Investigate possibility of putting a duplex or triplex on any municipal owned property by using ARPA funding for perk and pre-development engineering. If viable, use ARPA funding for infrastructure and pre-fabricated construction.
- b) Fund a study to establish affordable housing in other municipally owned buildings.
- c) Consider using part of ARPA to hire consultant to work with P&Z to help create an incentive program that will encourage affordable housing as part of all new development in exchange for property tax incentives.

### 4) CLIMATE RESILLIANCE & DISASTER PREVENTION:-

- a) Consider using part of ARPA funding for engineering a Watershed & Drainage Plan to combat flooding during storms which seriously impact certain areas of our town and currently have no mechanism for funding
- b) Consider using part of ARPA to assess and replace non-functional culverts to prevent flooding

### 5) INFRASTRUCTURE-

- a) Consider using part of ARPA funding to make Cobble Road Bridge Project “Shovel Ready” and eligible for the larger ARPA Infrastructure Grant funding. Not sure this use qualifies.
- b) Consider using part of ARPA funding for a septic and water system for business area on Railroad Street

## **DRAFT - American Rescue Plan Act (ARPA) for Canaan/Falls Village**

- c) Consider a using infrastructure dollars to accelerate Affordable Housing on town owned land.

### **6) CAPACITY BUILDING-**

- Consider using part of ARPA funding to implement a review of job descriptions and salaries at Town Hall (with outside contractor) and bring current jobs to market rate to insure long-term sustainability.
- Consider using part of ARPA funding to bring on any new positions that past budget constraints have prevented. Some positions to consider would be Economic Development, Communications and IT.

### **7) BROADBAND –**

### **8) PARKING-**

- Consider using funds for a long-term plan for reducing congestion in town through the addition of parking lots.