

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

June 12th, 2023 @ 6:30PM  
IN PERSON AND VIA ZOOM  
108 MAIN STREET, FALLS VILLAGE, CT

**Attendees:**

**In person:** Amy Wynn, Steve Dean, Eric Carlson  
Alternate Judy Jacobs

**Via Zoom:** No members via Zoom

**Absent:** Dan Silverman, Corinna Fleming, David Wilburn, Carol Staats

**Selectmen:** Greg Marlowe, David Barger and Henry Todd.

The meeting was called to order by Amy Wynn, at 6:47pm

**Seating of Alternate:**

Eric Carlson made a motion to seat Judy Jacobs for Dan Silverman. Steve Dean seconded the motion; unanimous.

**Temporary Chair:**

Judy Jacobs made a motion to seat Amy Wynn as Chair of this meeting. Seconded by Eric Carlson; unanimous.

**1)Agenda:**

Eric Carlson made a motion to correct number 7A and 7B on the agenda to replace in all places written, the year 2023, to the year 2022. Seconded by Steve Dean; unanimous.

Judy Jacobs made a motion to add to the agenda under New Business (7C) scheduling a Special Meeting of the Board of Finance for the purpose of discussing the replacement of David Wilburn's vacant alternate position. Seconded by Eric Carlson; unanimous.

Judy Jacobs made a motion to add to the agenda under New Business (7D) discussion of internal accounting transfers. Seconded by Steve Dean; unanimous.

Steve Dean made a motion to add to the agenda under New Business (7E) a discussion of the Town Garage, possible reuse. Seconded by Eric Carlson; unanimous.

**2)Public Comment** was made by several citizens.

**3) Communications:** Attached is communication received by the Board of Finance from King & King.

**4) Reports**

**a) Secretary's Report:**

Eric Carlson made a motion to approve as received the minutes for the May 8<sup>th</sup>, 2023 Regular Meeting and the May 8<sup>th</sup>, 2023 Special meeting. Seconded by Judy Jacobs. Motion carried. Judy Jacobs and Steve Dean abstained.

Eric Carlson made a motion to approve as received the minutes for the May 11<sup>th</sup>, 2023 Special meeting. Judy Jacobs seconded the motion. Motion carried. Steve Dean and Judy Jacobs abstained.

Judy Jacobs made a motion to approve as received the minutes for the May 22, 2023 Special meeting. Steve Dean seconded the motion. Motion carried. Amy Wynn abstained.

**b) Treasurer's Report:**

Eric Carlson made a motion to receive the Treasurer's Report as presented. Steve Dean seconded the motion; unanimous.

**c) Tax Collector's Report:**

Judy Jacobs made a motion to receive the Tax Collector's report as presented. Eric Carlson seconded the motion; unanimous.

**d) Board of Education Report:**

Eric Carlson made a motion to receive the Board of Education report as presented. Steve Dean seconded the motion; unanimous.

**e) First Selectman's Report:**

- 1) The Opioid Settlement Case has been settled.
- 2) Marlene Van Gulick will be appointed as an alternate to the Inlands Wetlands Conservation Commission.
- 3) The Board of Selectmen will be appointing Nikki Blass as the Waterfront Supervisor and lifeguards/summer camp workers, as requested by the Recreation Commission for the 2023 summer season (see attached list).
- 4) Henry distributed a solar proposal for the Board of Finance to consider. Henry stated the pay back period would be two and a half years, would provide a positive cash flow and over 25 years would generate over a million dollars to the Town of Canaan. Henry would like to discuss this and financing needs, at the next Board of Finance meeting.



- 5) The RFP (Request for Proposal) for the sale of 35 Railroad Street has been completed. Henry will be sending a press release to the newspapers (copy attached). The price is set at \$300,000 and the deciding factors will be highest and best use for the Town, as well as maintaining the aesthetic nature of the Village as much as possible.
- 6) Hiring of a certified water operator for the Day Care Center. Henry has reached out to three companies, two of which responded. The cost is \$375 or \$475 per month. Water testing will be handled internally, which is an additional cost. The State of Connecticut requires Daycare Centers to have a Certified Water Operator, and water testing performed each quarter. The agreement with Aquarion ended in May of 2023 so time is of the essence to replace them and remain compliant with State regulations.

## **5) Old Business**

Amy Wynn stated she had looked into the Neighborhood Assistance grant program. Unfortunately, the Town of Canaan does not qualify.

## **6) Suspense Items**

None

## **7)New Business:**

- a) **Eric Carlson made a motion to approve the minutes for meeting dates listed below, as received. Seconded by Steve Dean. Motion carried. Judy Jacobs abstained.**  
**7/12/2022, 8/8/2022, 9/12/2022, 9/19/2022 (Special meeting), 10/17/2022, 12/12/2022 and 12/12/2022 (Special Meeting).**
- b) **Steve Dean made a motion to approve the minutes as amended for the meeting held on 11/14/2022. Eric Carlson seconded the motion. Motion Carried. Judy Jacobs abstained.**
- c) **Eric Carlson made a motion to hold a Special Meeting of the Board of Finance on July 10, 2023 at 6:15pm for the purpose of discussing a possible candidate to replace David Wilburn's vacant position as an Alternate on the Board of Finance. Steve Dean seconded the motion; unanimous.**

- d) **Eric Carlson made a motion to approve the internal accounting transfers as presented and listed below. Steve Dean seconded the motion; unanimous.**

**Transfer to:**

**#1007 Board of Finance - \$1,600 – this is due to the OPEB reports that are reviewed every three years.**

**#1021 – Street lights - \$900.00**

**#1025 – Debt Interest - \$730.00**

**#4001 – Recreation - \$5,000 – this is due to salaries**

**Transfer from:**

**#1003 – Legal - \$6,000**

**#1010 – Town Clerk - \$2,230.**

- e) Greg Marlowe, on behalf of the Planning and Zoning and the Plan of Conservation of Development, stated they were looking into the possibility of moving the Town Garage and possible reuse of that property. The idea is in the discussion phase, and all are well aware of the history of the property. There is a strong push from the State of Connecticut for Affordable Housing and several possible grants to assist with the cost of moving the building. Greg stated until a decision is made, any expenses for the Salt Shed design to be located at the current Town Garage, should be put on hold. The Plan of Conservation and Development is progressing timely and on target.

Steve Dean mentioned the possibility of Affordable Housing on Warren Turnpike on property owned by Eversource. Greg stated that was also a good idea and all ideas are being considered and researched.

**8) Adjourn:**

**Eric Carlson made a motion to adjourn at 7:27pm. Seconded by Judy Jacobs; unanimous.**

Respectively submitted by Recording Secretary, Denise Cohn

**Attachments:**

Treasurer's, Tax Collector, Board of Education Report

ARPA distribution report

Solar proposal

King & King communication

Internal Transfer list

List of summer employees for the Town Pool and Summer Camp

Press release regarding the sale of 35 RR Street

Account Number	Title of Account	Balance	Date Last Funded	Purpose	Anticipated Disbursement Date
<b><u>Kellogg School Reserves:</u></b>					
1022305	Lee H. Kellogg Capital Improv	\$123,371.51	6/30/2022	Building maint	on going
1703228155	Lee H. Kellogg Technology Res.	\$18,439.87	6/30/2022	Technology upgrade	on going
<b><u>Highway Dept Reserves</u></b>					
1702301209	Heavy Equipment Reserve	\$11,257.62	8/30/2022	purchase equip for town garage	purchase excavator in 3 yrs
51001439	Truck Reserve	\$101,355.17	8/30/2022	purchase highway truck	purchase truck in 3 yrs(\$200,000)
1702646689	Bridge Maint & Repair Reserve	\$17,252.14	8/30/2022	repairs/maint required to bridges	as required by State of CT
5100144	Salt Shed Fund Reserve	\$113,455.27	8/30/2022	Anticipation of building salt shed at town garage	when mandated by State of CT
<b><u>Emergency Services Reserves</u></b>					
4020025150	Fire Truck Reserve	\$141,601.31	8/17/2021	purchase new fire truck	purchase tanker in 4 yrs
51001405	Fire Truck Reserve	\$93,543.79	8/30/2022	purchase new fire truck	purchase tanker in 4 yrs
1702838046	Ambulance Reserve	\$23,305.93	8/30/2022	purchase new ambulance	purchase in 10 yrs - 2027+/-
<b><u>Transfer Station Reserves</u></b>					
1702731852	Bulky Waste Building Reserve	\$70,854.21	8/30/2022	anticipation of building bulky waste building at TS	when mandated by State of CT
<b><u>Recreation Reserves</u></b>					
1022570	Pool Reserves	\$23,558.18	8/30/2022	improve recreation property &/or on going maint to pool	as needed
<b><u>Property Reserves</u></b>					
51001426	Environmental Cleanup Reserve	\$24,926.72	8/30/2022	anticipation of a cleanup problem	as needed
1705336856	Painting Reserve	\$48,544.16	8/30/2022	painting at 107/108 Main St. proper	as scheduled
1702630541	107/108 Main St. Prop. Reserve	\$36,768.32	8/30/2022	Major property repairs/improvement	as needed
1703579673	Tree Replacement Reserve	\$1,501.46	8/30/2022	to replace trees on Main St.	
<b><u>Office/Dept Reserves</u></b>					
1022318	Training Reserve	\$1,975.69	7/1/09*	training of town officials	as needed
51001380	Board of Assessors Reserve	\$44,987.39	8/30/2022	Revaluation (5/10 years)	every 5 & 10 years
51001431	Planning & Zoning Reserve	\$40,808.51	8/30/2022	Mandated update of plans	rewrite in 7 yrs - 2025
1022891	Registrars Capital Reserve	\$11,019.15	11/30/09*	purchase voting machine(s)	when mandated by State of CT
51001454	Computer Reserve	\$3,666.57	8/30/2022	purchase computers	as needed
1703228147	Post Employment Benefits Res.	\$27,712.66	8/30/2022	Mandated res. for retiree benefits	when applicable
<b>Total</b>		<b>\$979,905.63</b>			
* after funded date = prior to that date					

<u>ACCT#</u>	<u>ACCOUNT TITLE</u>	<u>ORIGINAL 2022 - 23 BUDGET</u>	<u>AMENDED 2022 - 23 BUDGET</u>	<u>5/1/2023 - 5/31/2023</u>	<u>7/1/2022 - 5/31/2023</u>	<u>Unexpended Balance</u>	<u>% Used</u>
1001	Selectmen Expenses	\$58,608.00	\$58,608.00	\$5,162.49	\$51,775.71	\$6,832.29	88%
1002	Town Hall Expenses	\$46,700.00	\$50,700.00	\$2,894.12	\$48,032.70	\$2,667.30	95%
1003	Legal Expenses	\$13,714.00	\$13,714.00	\$405.87	\$2,368.55	\$11,345.45	17%
1005	Board of Assessors	\$52,791.00	\$52,791.00	\$3,182.74	\$48,682.28	\$4,108.72	92%
1006	Board of Tax Review	\$1,500.00	\$1,500.00	\$900.00	\$1,003.89	\$496.11	67%
1007	Board of Finance	\$29,250.00	\$29,250.00	\$1,040.00	\$30,615.14	-\$1,365.14	105%
1008	Tax Collector	\$33,011.00	\$33,011.00	\$2,136.70	\$28,509.04	\$4,501.96	86%
1009	Treasurer	\$41,136.00	\$41,136.00	\$3,780.13	\$36,939.92	\$4,196.08	90%
1010	Town Clerk	\$51,163.00	\$57,663.00	\$4,449.92	\$45,994.35	\$11,668.65	80%
1011	Planning & Zoning	\$37,010.00	\$54,010.00	\$9,000.00	\$30,304.50	\$23,705.50	56%
1012	Zoning Board of Appeals	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	0%
1014	Registrar of Voters	\$22,960.00	\$22,960.00	\$2,678.86	\$16,539.00	\$6,421.00	72%
1015	Insurance	\$44,356.00	\$44,356.00	\$100.00	\$42,720.17	\$1,635.83	96%
1016	Benefits	\$224,450.00	\$224,450.00	\$16,135.10	\$191,265.61	\$33,184.39	85%
1017	Economic Development	\$2,100.00	\$2,100.00	\$450.00	\$2,100.00	\$0.00	100%
1018	Public Health	\$18,188.00	\$33,188.00	\$6,000.00	\$29,187.88	\$4,000.12	88%
1019	Social Services	\$45,314.00	\$45,314.00	\$3,714.32	\$41,301.47	\$4,012.53	91%
1020	Wm. Surdam Blding	\$14,100.00	\$14,100.00	\$435.61	\$11,039.46	\$3,060.54	78%
1021	Street Lights	\$7,700.00	\$7,700.00	\$959.57	\$7,806.96	-\$106.96	101%
1022	General Assistance	\$3,000.00	\$3,000.00	\$785.00	\$785.00	\$2,215.00	26%
1023	Selectmen's Fund for Non-municipal Public Benefit Activities	\$81,497.00	\$81,497.00	\$2,951.00	\$80,381.00	\$1,116.00	99%
1024	Conservation Commission	\$2,250.00	\$2,250.00	\$46.75	\$526.75	\$1,723.25	23%
1025	Debt Service - Interest	\$40,979.00	\$40,979.00	\$0.00	\$41,705.58	-\$726.58	102%
1026	Debt Service - Principal	\$132,500.00	\$132,500.00	\$0.00	\$132,500.00	\$0.00	100%
1027	General Public Safety	\$63,698.00	\$63,698.00	\$1,666.21	\$48,935.63	\$14,762.37	77%
1028	Non-Recur. Capital Accounts	\$126,000.00	\$126,000.00	\$0.00	\$126,000.00	\$0.00	100%
1202	107 Main St. Property	\$26,200.00	\$26,200.00	\$937.82	\$22,678.40	\$3,521.60	87%
1203	35 Railroad St Property	\$4,450.00	\$4,450.00	\$207.63	\$4,099.88	\$350.12	92%
2001	Fire Commission	\$105,000.00	\$105,000.00	\$4,812.98	\$65,146.92	\$39,853.08	62%
3001	Road Maintenance	\$549,180.00	\$699,180.00	\$29,950.98	\$407,953.44	\$291,226.56	58%
3002	Town Garage	\$27,575.00	\$27,575.00	\$3,105.96	\$19,713.02	\$7,861.98	71%
4001	Recreation Commission	\$72,271.00	\$72,271.00	\$1,036.97	\$75,786.84	-\$3,515.84	105%
6001	Waste Management	\$158,093.00	\$158,093.00	\$11,988.04	\$116,973.65	\$41,119.35	74%
	<b>Total</b>	<b>\$2,137,244.00</b>	<b>\$2,329,744.00</b>	<b>\$120,914.77</b>	<b>\$1,809,372.74</b>	<b>\$520,371.26</b>	<b>78%</b>

\*\*\* 92% thru fiscal year 2022-23

**Board of Finance/Town Mtg Approved:**

9/28/2022 P & Z for POCD \$17,000.00  
5/22/2023 Dog Fund #1018-105 \$ 10,000.00

**BOF approved:**

10/17/2022 1010-GR-920 \$5,500.00 State library Grant  
1010-104 \$1,000.00 State Election Assistance  
11/15/2022 3001-284 \$150,000.00 Aquarion Check  
3/15/2023 1002-ws-301 From GF \$4,000.00 Yucatech  
1018-105 From GF \$5,000.00 Dog Fund

**BOF Transfers between departments:**

		<b>Approved 2022 - 23 Revenue Budget</b>	<b>Amended 2022 - 23 Revenue Budget</b>	<b>7/1/2022 - 5/31/2023</b>	<b>Revenue Uncollected</b>	
1108-901	Current Property Tax	\$ 4,913,722.00	\$ 4,913,722.00	\$ 4,856,944.10	\$ 56,777.90	
1108-902	Prior Years Tax	\$ -	\$ -	\$ 45,572.24		\$ (45,572.24)
1108-103	Interest/Lien Fees	\$ -	\$ -	\$ 30,123.61		\$ (30,123.61)
2110-904	Conveyance Tax	\$ 14,000.00	\$ 14,000.00	\$ 24,188.35		\$ (10,188.35)
2111-912	Planning & Zoning	\$ 1,500.00	\$ 1,500.00	\$ 1,115.00	\$ 385.00	
2113-913	Building Permits	\$ 20,000.00	\$ 20,000.00	\$ 23,791.00		\$ (3,791.00)
2122-953	General Assistance	\$ -	\$ -	\$ -	\$ -	
2124-915	Inlands/Wetlands	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	
2210-920	Town Clerk Fees	\$ 8,450.00	\$ 13,950.00	\$ 12,206.00	\$ 1,744.00	
2410-951	Rental Income	\$ 23,400.00	\$ 23,400.00	\$ 18,675.00	\$ 4,725.00	
2410-951	Copy/Fax Income	\$ 1,700.00	\$ 1,700.00	\$ 1,650.00	\$ 50.00	
2410-951	Other Town Revenue	\$ 32,000.00	\$ 32,000.00	\$ 40,502.74		\$ (8,502.74)
2410-951	Recreation Fees	\$ 10,300.00	\$ 10,300.00	\$ 16,618.00		\$ (6,318.00)
2420-952	Public Works	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	
2601-922	Transfer Station Fees	\$ 43,500.00	\$ 43,500.00	\$ 45,387.05		\$ (1,887.05)
3101-939	Town Aid Road Money	\$ 169,392.00	\$ 169,392.00	\$ 169,642.61		\$ (250.61)
4110-950	Bank Dep/Investments	\$ 4,000.00	\$ 4,000.00	\$ 5,878.75		\$ (1,878.75)
5210-930	Pilot State Property	\$ 77,153.00	\$ 77,153.00	\$ 77,153.04		\$ (0.04)
5215-931	Colleges/Hospitals	\$ -	\$ -	\$ -	\$ -	
5220-932	Mashnatucket Pequot Fund	\$ 6,202.00	\$ 6,202.00	\$ 4,134.66	\$ 2,067.34	
5240-933	Elderly Relief	\$ 2,500.00	\$ 2,500.00	\$ 1,770.71	\$ 729.29	
5290-934	All Other State	\$ 44,844.00	\$ 45,844.00	\$ 69,204.84		\$ (23,360.84)
5291-935	Tel Access Line Tax	\$ 6,000.00	\$ 6,000.00	\$ 6,004.86		\$ (4.86)
5292-936	Local Capital Improv(LOCIP)	\$ 18,491.00	\$ 18,491.00	\$ 18,797.00	\$ (306.00)	
5410-937	Education Cost Sharing	\$ 125,752.00	\$ 125,752.00	\$ 125,752.00	\$ -	
5420-938	Pupil Transportation	\$ -	\$ -	\$ -	\$ -	
	Property Taxes	\$ 4,913,722.00	\$ 4,913,722.00	\$ 4,932,639.95	\$ 56,777.90	
	State & Local Revenues	\$ 609,684.00	\$ 766,184.00	\$ 812,471.61	\$ 9,894.63	
	Revenue Receivables	\$ 5,523,406.00	\$ 5,679,906.00	\$ 5,745,111.56	\$ 66,672.53	
1400-954	Approp. From Gen Fund	\$ 235,379.00	\$ 271,379.00	\$ -	\$ 271,379.00	
	Trans. from Reserve Accts				\$ -	
	Total Revenue Budget	\$ 5,758,785.00	\$ 5,951,285.00	\$ 5,745,111.56	\$ 338,051.53	

**\*\* General Fund Appropriations Amendments:**

9/28/2022	Town meeting:	
	P & Z for POCD	\$17,000.00
10/17/2022	BOF approved:	
	2210-GR-920 - State library Gr	\$5,500.00
	5290-934- State Election Ass't	\$1,000.00
11/15/2022	BOF approved:	
	2420-952 - Aquarion Check	\$150,000.00
3/15/2023	BOF approved:	
	1002-ws-301	\$4,000.00
	Dog Fund	\$5,000.00
5/22/2023	Town meeting:	
	Dog Fund	\$ 10,000.00

**General Fund Accounts:**

<u>Bank</u>	<u>Account</u>	<u>Type</u>	<u>Balance</u>	
Nat'l. Iron	Main Account	Money Market	\$ 885,736.67	Int Rate .02%
Nat'l. Iron	Regular Account	Checking	\$ 2,889.45	
Salisbury B&T	Municipal Account	Savings	\$ 533,115.87	Int Rate - 3.0%
Salisbury B & T	Board of Education	Checkings	\$ 10,251.60	
Litchfield Bancorp	Savings	Cert. of Deposit	\$ 198,197.60	Rate - 2.05% mat-2/3/2024
Salisbury Bank	Savings	Money Market	\$ 132,834.14	3.00%
<b>General Fund Total</b>			<b>\$ 1,763,025.33</b>	
<b>Committed Funds:</b>				
<b>GF commitment</b>			<b>\$ 271,379.00</b>	
<b>Total Designated Funds:</b>			<b>\$ 271,379.00</b>	
<b>Net General Funds Total:</b>			<b>\$ 1,491,646.33</b>	
<b>Cash Requirement for FY 22-23</b>			<b>\$ 608,111.79</b>	
<b>Kellogg Accounts Payable</b>				
<b>Projected General Fund - 6/30/23</b>			<b>\$ 883,534.54</b>	
<b>Capital Reserve Accounts:</b>				
Torrington Savings		Savings, CDs, MM	\$ 838,304.32	3/31/2023
Salisbury Bank		Cert. of Deposit	\$ 141,601.31	3/31/2023
<b>Total Reserve Accounts:</b>			<b>\$ 979,905.63</b>	

**Summary of Budgets:**

	<u>Approved Budget</u>	<u>Amended Budget</u>	<u>Year to Date Activity</u>	<u>Unexpended/ Uncollected Balance</u>	<u>% Used</u>
Revenue Receipts	\$ 5,523,406.00	\$ 5,679,906.00	\$ 5,745,111.56	\$ 66,672.53	101.15%
Municipal Budget	\$ 2,137,244.00	\$ 2,329,744.00	\$ 1,809,372.74	\$ 520,371.26	77.66%
Bd of Education	\$ 3,621,541.00	\$ 3,621,541.00	\$ 3,195,748.94	\$ 425,792.06	88.24%
Approved GF Approp.	\$ 235,379.00	\$ 271,379.00	\$ -	\$ 271,379.00	
<b>Cash Requirement for FY 22-23</b>				<b>\$ (608,111.79)</b>	
<b>Amount Received</b>			<b>Expensed</b>	<b>Balance</b>	
ARPA/CRF Grant	311,635.96		\$ 224,457.10	\$ 87,178.86	



**Canaan Board of Education**  
**Profit & Loss Budget vs. Actual 2022-23**  
July 2022 through May 2023

OE May 2023 Cash Report

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
100 - Salaries				
Certified Salaries				
1111120 - Severance	7,023.30	7,023.00	0.30	100.0%
1201101 - Substitutes Salary	29,965.90	15,000.00	14,965.90	199.77%
1111105 - Title One Teacher	59,056.20	80,273.00	-21,216.80	73.57%
1111104 - Extra Pay/Extra Duty	5,788.39	10,981.00	-5,192.61	52.71%
1111100 - Teachers Salary	544,114.56	727,401.00	-183,286.44	74.8%
1112410 - Principal's Salary	109,915.08	119,000.00	-9,084.92	92.37%
Total Certified Salaries	755,863.43	959,678.00	-203,814.57	78.78%
Non Certified Salaries				
1122213 - Paraprofessional 2	15,570.21	11,643.00	3,927.21	133.73%
1122223 - Library Manager	29,507.71	36,609.00	-7,101.29	80.8%
1122134 - Nurse Salary	45,070.26	47,768.00	-2,697.74	94.35%
1122630 - Summer Custodian	5,220.00	4,635.00	585.00	112.62%
1122112 - Paraprofessional 1	28,896.45	30,033.00	-1,136.55	96.22%
1122411 - Office Administrator	53,826.00	54,240.00	-414.00	99.24%
2400130 - Overtime Secretary	540.02			
1122312 - Board Clerk Salary	11,604.96	12,572.00	-967.04	92.31%
1122810 - Custodian Salary	54,705.29	57,178.00	-2,472.71	95.68%
1132610 - Overtime Custodian	6,095.19	4,793.00	1,302.19	127.17%
1122620 - Evening Custodian	6,784.70	11,632.00	-4,847.30	58.33%
Total Non Certified Salaries	257,820.79	271,103.00	-13,282.21	95.1%
Total 100 - Salaries	1,013,684.22	1,230,781.00	-217,096.78	82.36%
200 - Benefits				
Health Benefits				
2102621 - Non-Certified Dental	2,909.39	6,478.00	-3,568.61	44.91%
2101102 - Certified Dental	11,874.11	13,414.00	-1,539.89	88.52%
2101101 - Health Insuranc Certified Staff	204,537.03	246,205.00	-41,667.97	83.08%
2102620 - Health Insurance Non-Certified	45,000.81	74,889.00	-29,888.19	60.09%
Total Health Benefits	264,321.34	340,986.00	-76,664.66	77.52%
Social Security				
2202100 - Social Sec. Other	18,869.12	18,106.00	763.12	104.22%
Total Social Security	18,869.12	18,106.00	763.12	104.22%
Medicare				
2211101 - Medicare Certified Staff	14,015.40	16,933.00	-2,917.60	82.77%
Total Medicare	14,015.40	16,933.00	-2,917.60	82.77%
Pension/Annuities				
2401101 - Reimbursement Graduate Credits	3,370.50	4,400.00	-1,029.50	76.6%
2302100 - Pension - Libraria	0.00	2,563.00	-2,563.00	0.0%
2302110 - Pension Paraprofessionals	0.00	901.00	-901.00	0.0%
2302120 - Pension Nurse	0.00	3,344.00	-3,344.00	0.0%
2302130 - Pension Office Administrator	0.00	3,797.00	-3,797.00	0.0%
2302140 - Pension Custodian	0.00	4,002.00	-4,002.00	0.0%
Total Pension/Annuities	3,370.50	19,007.00	-15,636.50	17.73%
Insurance				
2502310 - Unemployment Insurance	0.00	500.00	-500.00	0.0%
2602310 - Workers' Compensation Insurance	5,660.67	6,692.00	-1,031.33	84.59%
2701100 - Life Insurance	1,940.20	2,489.00	-548.80	77.95%
Total Insurance	7,600.87	9,681.00	-2,080.13	78.51%
Total 200 - Benefits	308,177.23	404,713.00	-96,535.77	76.15%
300 - Educational Services				
Educational Services				
3222283 - Inservice Learning	2,359.68	15,000.00	-12,640.32	15.73%
3231005 - Middle School Sports & Act.	5,295.78	13,825.00	-8,529.22	38.31%
3051100 - LHK Yearbook	0.00	600.00	-600.00	0.0%
3211102 - Outdoor Education	889.62	2,000.00	-1,110.38	44.48%
3211103 - Assembly Programs	2,166.71	2,000.00	166.71	108.34%
3221100 - Staff Development	7,364.81	6,457.00	907.81	114.06%
Total Educational Services	18,076.60	39,882.00	-21,805.40	45.33%
Professional & Tech. Services				
3402210 - Telecommunication/Internet	935.50	2,940.00	-2,004.50	31.82%
3092620 - Environmental Testing Services	580.00	1,000.00	-420.00	58.0%
3222210 - Professional Services	1,904.20	8,000.00	-6,095.80	23.8%
3402211 - Technical Support Services	31,815.50	37,692.00	-5,876.50	84.41%
Total Professional & Tech. Services	35,235.20	49,632.00	-14,396.80	70.99%
Total 300 - Educational Services	53,311.80	89,514.00	-36,202.20	59.56%
400 - Property Services				
Utilities				
4112620 - Water	1,718.44	2,000.00	-281.56	85.92%
Total Utilities	1,718.44	2,000.00	-281.56	85.92%
Maintenance Services				
4302400 - Copier/Lease	4,713.72	4,867.00	-153.28	96.85%
4242630 - Lawn Care	4,070.25	5,400.00	-1,329.75	75.38%
4302620 - Equipment Maintenance	6,079.80	3,186.00	2,893.80	190.83%
4302610 - Septic Tank Maintenance	0.00	880.00	-880.00	0.0%
4302640 - Facility Maintenance	16,095.49	14,334.00	1,761.49	112.29%
4302630 - Building Improvements	5,168.99	9,000.00	-3,831.01	57.43%
Total Maintenance Services	36,128.25	37,667.00	-1,538.75	95.92%
Total 400 - Property Services	37,846.69	39,667.00	-1,820.31	95.41%
500 - Purchased Services				



**Canaan Board of Education**  
**Profit & Loss Budget vs. Actual 2022-23**  
July 2022 through May 2023

OE May 2023 Cash Report

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Transportation Services</b>				
5102700 · Transportation / Bus Contract	128,736.00	128,736.00	0.00	100.0%
5102710 · Field Trips / Bus	3,299.83	5,682.00	-2,382.17	58.08%
<b>Total Transportation Services</b>	132,035.83	134,418.00	-2,382.17	98.23%
<b>Insurance</b>				
5213200 · Physicals-Students	0.00	150.00	-150.00	0.0%
5222620 · Cyber Insurance	7,180.00	5,250.00	1,930.00	136.76%
5202620 · Property/Liability Insurance	16,382.00	17,379.00	-997.00	94.26%
5212620 · Student Insurance	0.00	250.00	-250.00	0.0%
<b>Total Insurance</b>	23,562.00	23,029.00	533.00	102.31%
<b>Communication</b>				
5312400 · Telephone	3,333.26	3,240.00	93.26	102.88%
5302410 · Postage	31.55	1,400.00	-1,368.45	2.25%
5502540 · Printing & Advertising	765.03	500.00	265.03	153.01%
<b>Total Communication</b>	4,129.84	5,140.00	-1,010.16	80.35%
<b>Tuitions</b>				
5601401 · Summer School	5,806.06	7,000.00	-1,193.94	82.94%
<b>Total Tuitions</b>	5,806.06	7,000.00	-1,193.94	82.94%
<b>Travel</b>				
5801101 · Travel -Staff	525.49	1,200.00	-674.51	43.79%
5801102 · Travel- Principal	89.05	800.00	-710.95	11.13%
<b>Total Travel</b>	614.54	2,000.00	-1,385.46	30.73%
<b>Total 500 · Purchased Services</b>	166,148.27	171,587.00	-5,438.73	96.83%
<b>600 · Supplies</b>				
<b>Supplies</b>				
4012400 · Professional Publications	230.46	600.00	-369.54	38.41%
6122410 · Graduation/Awards	278.66	1,700.00	-1,421.34	16.39%
6102310 · Accounting Services/Supplies	2,029.41	1,400.00	629.41	144.96%
6101105 · Student Testing Services	41.99	500.00	-458.01	8.4%
6101106 · Science Supplies	281.72	3,100.00	-2,818.28	9.09%
6101104 · Athletic Supplies	802.18	1,600.00	-797.82	50.14%
6101103 · Music Supplies	1,632.28	1,300.00	332.28	125.56%
6101102 · Art Supplies	1,377.91	1,250.00	127.91	110.23%
6102223 · Library Software	2,016.33	1,890.00	126.33	106.68%
6101100 · Board of Educ Office Supplies	201.00	250.00	-49.00	80.4%
6102134 · Nurse's Supplies	1,687.36	1,500.00	187.36	112.49%
6102410 · Office Supplies	674.37	800.00	-125.63	84.3%
6101101 · Instructional Supplies	2,937.65	15,000.00	-12,062.35	19.58%
6102224 · Technology Applications	16,585.85	16,002.00	583.85	103.65%
2223104 · Library Supplies	394.36	850.00	-455.64	46.4%
6102225 · Technology Supplies	1,560.35	997.00	563.35	156.51%
6132620 · Custodial Supplies	5,808.33	13,000.00	-7,191.67	44.68%
<b>Total Supplies</b>	38,540.21	61,739.00	-23,198.79	62.42%
<b>Energy</b>				
6222620 · Electricity	11,717.58	23,588.00	-11,870.42	49.68%
6242622 · Propane Gas	12,191.97	32,000.00	-19,808.03	38.1%
6242620 · Fuel Oil	18,577.09	12,870.00	5,707.09	144.34%
6242621 · Diesel Fuel	14,932.27	8,430.00	6,502.27	177.13%
<b>Total Energy</b>	57,418.91	76,888.00	-19,469.09	74.68%
<b>Books</b>				
6401101 · Textbooks	13,057.35	13,500.00	-442.65	96.72%
6412222 · Library Periodicals	0.00	500.00	-500.00	0.0%
6402222 · Library Books	244.83	2,700.00	-2,455.17	9.07%
<b>Total Books</b>	13,302.18	16,700.00	-3,397.82	79.65%
<b>Total 600 · Supplies</b>	109,261.30	155,327.00	-46,065.70	70.34%
<b>700 · Property Equipment</b>				
<b>Equipment</b>				
5902540 · Technology Hardware	670.82	14,897.00	-14,226.18	4.5%
7302520 · Non-Instructional Equipment	3,158.54	1,200.00	1,958.54	263.21%
7301101 · Instructional Equipment	5,058.07	0.00	5,058.07	100.0%
<b>Total Equipment</b>	8,887.43	16,097.00	-7,209.57	55.21%
<b>Total 700 · Property Equipment</b>	8,887.43	16,097.00	-7,209.57	55.21%
<b>800 · Dues</b>				
<b>Dues &amp; Fees</b>				
2082213 · Ed Advance	0.00	300.00	-300.00	0.0%
1012310 · Dues & Fees	1,176.00	1,299.00	-123.00	90.53%
<b>Total Dues &amp; Fees</b>	1,176.00	1,599.00	-423.00	73.55%
<b>Total 800 · Dues</b>	1,176.00	1,599.00	-423.00	73.55%
<b>900 · Capital</b>				
0015200 · Technology Capital Fund	0.00	5,000.00	-5,000.00	0.0%
0005200 · Building Capital Fund	0.00	10,000.00	-10,000.00	0.0%
<b>Total 900 · Capital</b>	0.00	15,000.00	-15,000.00	0.0%
<b>950 · Region One Tuition Assessments</b>				
<b>Region One Tuition Assessments</b>				
5605201 · HVRHS Tuition	1,033,384.00	1,033,384.00	0.00	100.0%
5605202 · Pupil Services Tuition	360,378.00	360,378.00	0.00	100.0%
5605203 · RSSC Tuition	103,494.00	103,494.00	0.00	100.0%
<b>Total Region One Tuition Assessments</b>	1,497,256.00	1,497,256.00	0.00	100.0%
<b>Total 950 · Region One Tuition Assessments</b>	1,497,256.00	1,497,256.00	0.00	100.0%
<b>Total Expense</b>	3,195,748.94	3,621,541.00	-425,792.06	88.24%
<b>Net Ordinary Income</b>	-3,195,748.94	-3,621,541.00	425,792.06	88.24%
<b>Net Income</b>	<u>-3,195,748.94</u>	<u>-3,621,541.00</u>	<u>425,792.06</u>	<u>88.24%</u>

# **COLLECTION INFORMATION AS OF MAY 31, 2023**

## **MEMO FROM TAX COLLECTOR'S OFFICE**

### **2021 Grand List Collection Information**

Beginning Tax Levy	4,930,152.41
Adjusted Tax Levy (as of month end)	4,903,490.60
Current Year Collections (as of month end)	4,866,172.03
Current year collection rate - collected vs. tax levy =	99.24%

Total collections (as of month end)	4,916,289.76
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Refunds paid or due	
Total collections less refunds	7,063.55
	4,909,226.21

### **2020 Grand List Collection Information**

Beginning Tax Levy	4,835,387.12
Adjusted Tax Levy (as of month end)	4,817,383.73
Current Year Collections (as of month end)	4,773,831.91
Current year collection rate - collected vs. tax levy =	99.10%

### **Prior Three Years Collection Rates**

2019 GL Collection rate - year to date collection rate vs. tax levy =	99.40%
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2018 GL Collection rate - year to date collection rate vs. tax levy =	96.53%
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2017 GL Collection rate - year to date collection rate vs. tax levy =	98.39%
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**2022/2023  
TOWN OF CANAAN  
TAX COLLECTOR'S REPORT  
FOR YEAR TO DATE**

Grand List	Uncollected Taxes	Current	Lawful Corrections		Transfers to Suspense	Adjusted Taxes Collectible	Collections			Uncollected Taxes w/o Refunds	Prior F/Y's Refunds	Over-payments	Refunds		Refunds due	
			Additions	Deductions			Taxes	Interest	Total				Adjustment Generating	Credit Transfers Writeoffs		Paid
Year	July 1, 2022	Levy								31-May-23						
2020		4,930,152.41	11,136.19	35,182.36	-	4,906,106.24	4,856,944.10	13,198.98	4,870,143.08	51,222.38	-	-	2,060.24	-	1,061.30 998.94	
2019	46,958.88		673.33	3,691.85	-	43,940.36	28,968.93	6,191.81	35,160.74	14,971.43	4,565.59	-	-	-	902.94 3,662.65	
2018	20,627.31		-	43.70	-	20,583.61	12,141.11	3,866.83	16,007.94	8,442.50	2,071.16	-	-	-	1,148.09 923.07	
2017	12,479.77		-	174.66	-	12,305.11	5,687.12	1,507.66	7,194.78	6,792.65	148.29	-	174.66	-	174.66 148.29	
2016	7,748.42		-	-	-	7,748.42	1,903.94	496.03	2,399.97	5,844.48	-	-	-	-	- -	
2015	5,034.54		-	-	-	5,034.54	-	-	-	5,034.54	-	-	-	-	- -	
2014	4,539.75		-	-	-	4,539.75	175.92	200.55	376.47	4,363.83	-	-	-	-	- -	
2013	3,606.08		-	0.26	-	3,605.82	708.81	952.71	1,661.52	2,897.01	-	-	-	-	- -	
2012	2,941.18		-	0.01	-	2,941.17	401.41	601.95	1,003.36	2,539.76	-	-	-	-	- -	
2011	2,062.68		-	-	-	2,062.68	110.30	192.57	302.87	1,952.38	-	-	-	-	- -	
2010	2,171.35		-	-	-	2,171.35	82.83	161.52	244.35	2,088.52	-	-	-	-	- -	
2009	2,171.35		-	-	-	2,171.35	-	-	-	2,171.35	-	-	-	-	- -	
2008	1,318.39		-	-	-	1,318.39	-	-	-	1,318.39	-	-	-	-	- -	
2007	-		-	-	-	-	169.86	412.76	582.62	(169.86)	-	-	-	-	- -	
2006	-		-	-	48.22	48.22	247.43	643.60	891.03	(199.21)	-	-	-	-	- -	
	-		-	-	-	-	-	-	-	-	-	-	-	-	- -	
Total	111,659.70	4,930,152.41	11,809.52	39,092.84	48.22	5,014,577.01	4,907,541.76	28,426.97	4,935,968.73	109,270.15	6,785.04	-	2,234.90	-	3,286.99 5,732.95	
COLLECTION FEES									201.95	201.95						
TRANSFER STATION									30,539.04	30,539.04						
DMV FEES									949.40	949.40						
LIEN FEES									-	528.00	528.00	-	-	-	- -	
							4,907,541.76	32,218.39	4,968,187.12							
															3,286.99	5,732.95



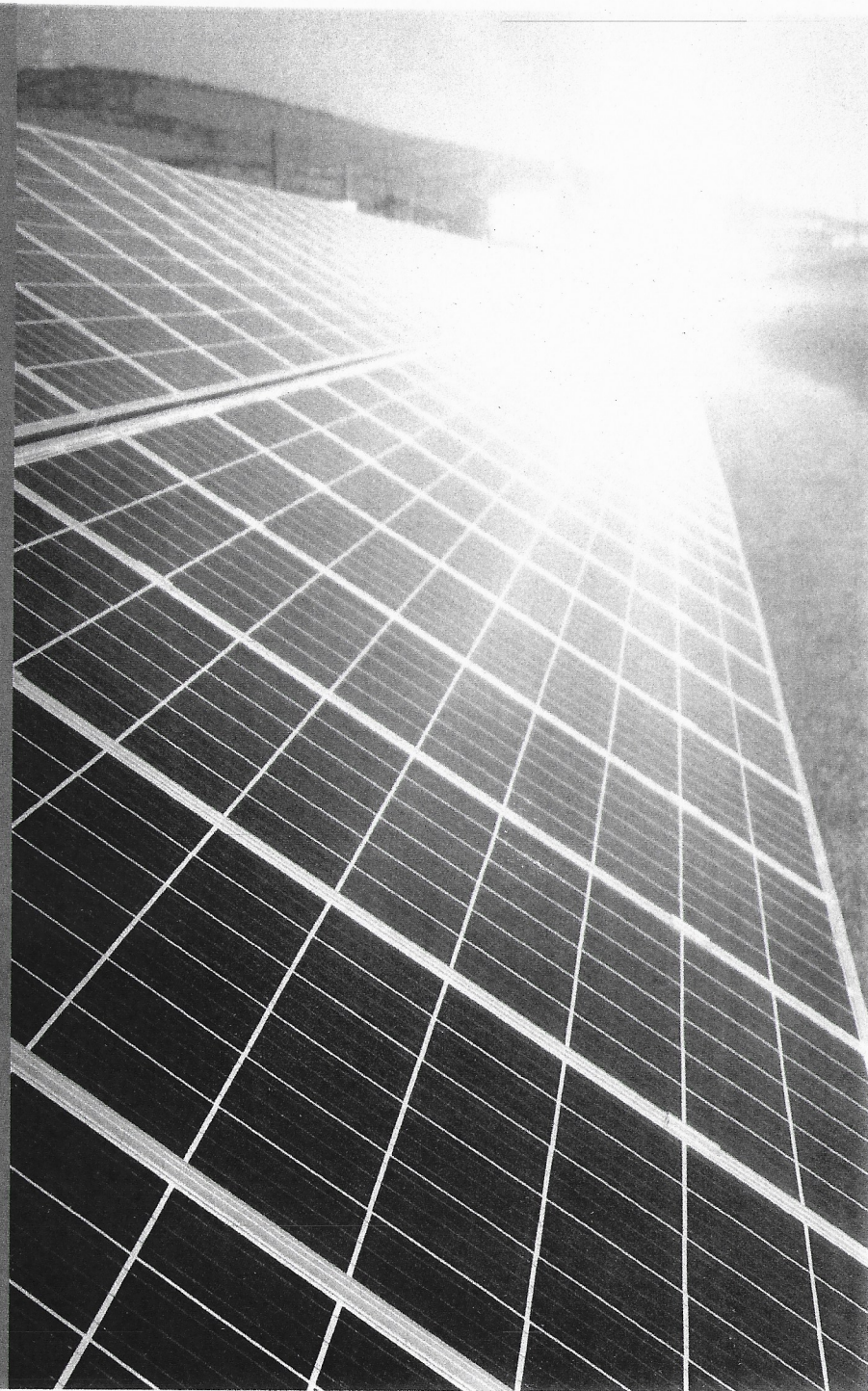
# Greenleaf Energy Solutions

**Renewable &  
Energy Efficiency Solutions**

Prepared for:

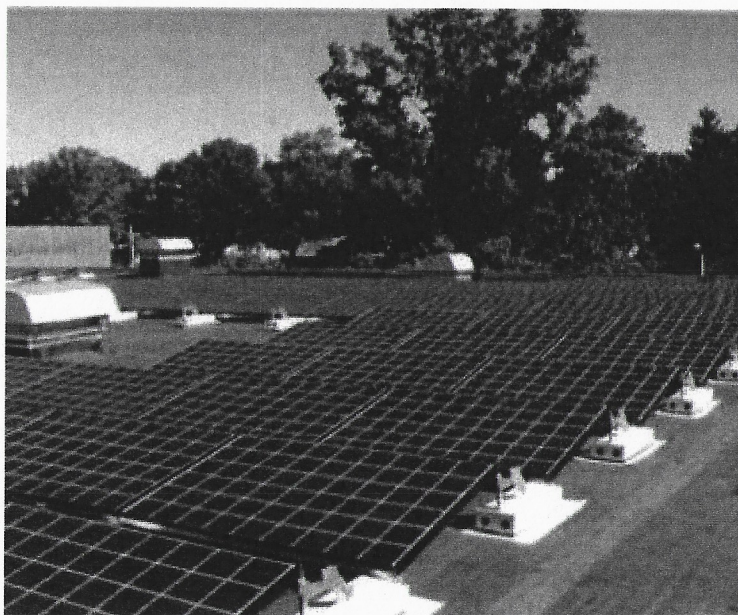
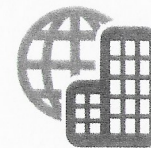
**Falls Village**

May 15, 2023





# About the Company



Through our alliances with utility companies, manufacturers, and financial institutions, we design and execute energy efficiency upgrades to provide our customers with the most technologically innovative and sustainable products available. We offer a high level of customer care in the industry with an exclusive five-year warranty that is unsurpassed.

Greenleaf Energy Solutions is dedicated to delivering practical energy solutions one customer at a time.

## Who We Are

Greenleaf Energy Solutions (GES) is a leading national provider of turnkey LED lighting, HVAC energy conservation services and Solar/Storage Engineering, with a track record of success.

With Offices in **CT (Corporate), VT, FL and TX**, GES has for over 20 years provided our customers operational and environmental benefits that have improved their facilities and reduced their energy use saving them a significant amount of money. Our experience staff of energy professionals have expertise in lighting, energy efficiency, energy management, and solar. With over 5000 installed projects GES is a leader in energy solutions nationwide.

## Our Core Values

### Customer satisfaction drives all of our behavior.

Attention to details - large and small - is a pillar of GES' core values. We consistently develop and implement practical solutions in a timely and ethical fashion, earning customers' trust and establishing mutually rewarding, long-term relationships.

### Greenleaf is committed to becoming exemplary stewards of the world around us.

Every project completed, materials are properly disposed and recycled as it is our responsibility to use natural resources carefully and carry out our business with environmental, economic, and social sustainability in mind.



# About **Scope** And Warranties



## Inclusions

- Structural Engineering
- Electrical Engineering
- Town Permitting
- Utility Permitting
- Commissioning of System
- Post-install ZREC certification process, if applicable
- Access to Online System Monitoring
- Existing Roof Warranty Continuation, if applicable
- Stepdown Transformer

## Additional Services

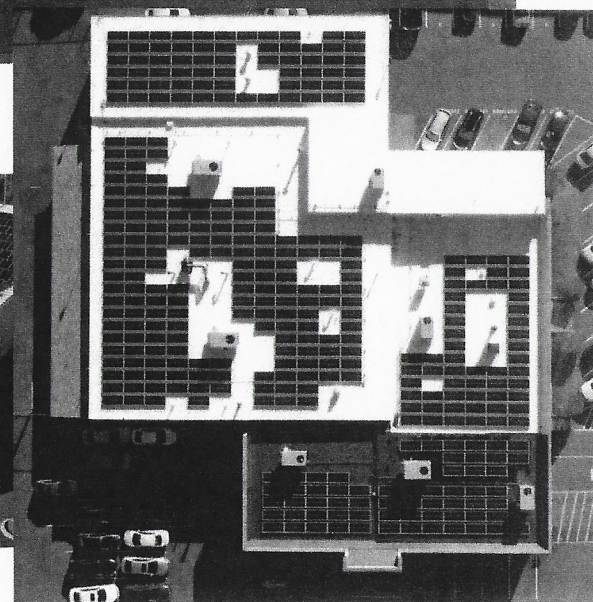
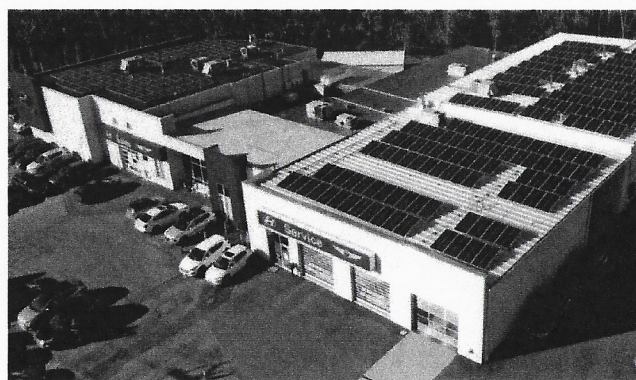
- Energy Efficiency Upgrades
- Structural Reinforcement
- Utility Upgrades
- Roofing Work
- Yearly Maintenance
- Snow Guards
- Battery Storage

## Warranties

- Solar Panels – 25 Years
- Batteries/System – 10-20 Years
- Racking - 20 Years
- Inverters – 12 Years w/options to extend to 20 or 25 Years
- Installer Workmanship – 15 Years

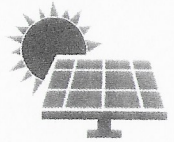
## Solar Life Expectancy Can Exceed 30 years

Today's solar equipment exceeds ASHRAE life expectancy and efficiency. Most Tier One equipment manufacturers will extend warranties up to 25 years giving you peace of mind that your system is covered and can be expected to operate as intended well beyond financial models.





# Project Investment-Grade Design & Layout



## System Metrics

Design	Aerocompact - single Phase 224.1DC 180AC - GM
Module DC Nameplate	224.1 kW
Inverter AC Nameplate	180.0 kW Load Ratio: 1.24
Annual Production	277.3 MWh
Performance Ratio	81.6%
kWh /kWp	1,237.7
Weather Dataset	TMY, HARTFORD BRADLEY INTL AP, NSRDB (tmy3, I)
Simulator Version	281 79409b0-e97228905f-dee8ce9e64- bbf3497f23

## Components

Component	Name	Count
Inverters	Primo 15.0-1 (Fronius)	12 (180.0 kW)
AC Home Runs	1/0 AWG (Aluminum)	12 (14,803.6 ft.)
Strings	10 AWG (Copper)	55 (4,377.7 ft.)
Module	Hanwha Q Cells, Q.P. Peak DUO XL- G10.3/BFG 485 (485W)	462 (224.1 kW)



# Project Summary – Direct Purchase



Project Specifications	
System Size (KWs) DC	224.1
First Year kWh production	277,300
Utility kWh cost or Tariff	\$ 0.2010
Gross Project Cost	\$ 546,490
Total Tax Credits and Depreciation	\$ 163,947
First Year Tariff Benefit	\$ 55,729
Net Solar PV System Cost after Incentives	\$ 326,814

25 Year Operating Income Increase	
\$	888,120

Year	System Cost	System Production	Tariff Rate	Tariff Revenue	Other Incentives (RECs)	Income Tax Credit	Federal Depreciation	State Depreciation	Total Annual Increase	Cumulative
1	(546,490)	277,300	\$ 0.2010	\$ 55,729	\$ -	\$ 163,947	\$ -	\$ -	\$ 219,676	\$ (326,814)
2		275,941	\$ 0.2010	\$ 55,456	\$ -		\$ -	\$ -	\$ 55,456	\$ (271,358)
3		274,589	\$ 0.2010	\$ 55,184	\$ -		\$ -	\$ -	\$ 55,184	\$ (216,174)
4		273,244	\$ 0.2010	\$ 54,914	\$ -		\$ -	\$ -	\$ 54,914	\$ (161,260)
5		271,905	\$ 0.2010	\$ 54,645	\$ -		\$ -	\$ -	\$ 54,645	\$ (106,616)
6		270,572	\$ 0.2010	\$ 54,377	\$ -		\$ -	\$ -	\$ 54,377	\$ (52,239)
7		269,247	\$ 0.2010	\$ 54,110	\$ -				\$ 54,110	\$ 1,872
8		267,927	\$ 0.2010	\$ 53,845	\$ -				\$ 53,845	\$ 55,717
9		266,614	\$ 0.2010	\$ 53,582	\$ -				\$ 53,582	\$ 109,299
10		265,308	\$ 0.2010	\$ 53,319	\$ -				\$ 53,319	\$ 162,618
11		264,008	\$ 0.2010	\$ 53,058	\$ -				\$ 53,058	\$ 215,675
12		262,714	\$ 0.2010	\$ 52,798	\$ -				\$ 52,798	\$ 268,473
13		261,427	\$ 0.2010	\$ 52,539	\$ -				\$ 52,539	\$ 321,012
14		260,146	\$ 0.2010	\$ 52,282	\$ -				\$ 52,282	\$ 373,294
15		258,871	\$ 0.2010	\$ 52,025	\$ -				\$ 52,025	\$ 425,319
16		257,603	\$ 0.2010	\$ 51,770	\$ -				\$ 51,770	\$ 477,089
17		256,341	\$ 0.2010	\$ 51,517	\$ -				\$ 51,517	\$ 528,606
18		255,085	\$ 0.2010	\$ 51,264	\$ -				\$ 51,264	\$ 579,871
19		253,835	\$ 0.2010	\$ 51,013	\$ -				\$ 51,013	\$ 630,884
20		252,591	\$ 0.2010	\$ 50,763	\$ -				\$ 50,763	\$ 681,647
21		251,353	\$ 0.1579	\$ 39,677	\$ -				\$ 39,677	\$ 721,324
22		250,122	\$ 0.1618	\$ 40,470	\$ -				\$ 40,470	\$ 761,794
23		248,896	\$ 0.1658	\$ 41,278	\$ -				\$ 41,278	\$ 803,073
24		247,676	\$ 0.1700	\$ 42,103	\$ -				\$ 42,103	\$ 845,176
25		246,463	\$ 0.1742	\$ 42,944	\$ -				\$ 42,944	\$ 888,120
<b>Totals</b>	<b>(546,490)</b>	<b>6,539,778</b>		<b>\$ 1,270,663</b>	<b>\$ -</b>	<b>\$ 163,947</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 888,120</b>	<b>\$ 888,120</b>

Pricing is valid for 60 days from proposal date - 5/15/23



# Project Summary – Financing – Year 2 Buydown



Project Specifications	
System Size (KWs) DC	224.1
First Year kWh production	277,300
Utility kWh cost or Tariff	\$ 0.2010
Financed Amount (with closing fees)	\$ 557,420
Total Tax Credits and Depreciation	\$ 163,947
First Year Tariff Benefit	\$ 55,729
Roof Cost	\$ -
Net Solar PV System Cost after Incentives	\$ 337,744

25 Year Operating Income Increase	
\$	739,866

Year	Capital Needed	System Production	Utility Cost/Tariff	Revenue Benefit	Other Incentive (RECs)	Loan Payment	Income Tax Credit	State/Fed Depreciation	Total Annual Increase	Cumulative
1	0	277,300	\$ 0.2010	\$ 55,729	\$ -	\$ (72,188)		\$ -	\$ (16,459)	\$ (16,459)
2	\$ (163,947.08)	275,941	\$ 0.2010	\$ 55,456	\$ -	\$ (50,957)	\$ 163,947	\$ -	\$ 4,499	\$ (11,960)
3		274,589	\$ 0.2010	\$ 55,184	\$ -	\$ (50,957)		\$ -	\$ 4,228	\$ (7,732)
4		273,244	\$ 0.2010	\$ 54,914	\$ -	\$ (50,957)		\$ -	\$ 3,957	\$ (3,775)
5		271,905	\$ 0.2010	\$ 54,645	\$ -	\$ (50,957)		\$ -	\$ 3,688	\$ (87)
6		270,572	\$ 0.2010	\$ 54,377	\$ -	\$ (50,957)		\$ -	\$ 3,420	\$ 3,333
7		269,247	\$ 0.2010	\$ 54,110	\$ -	\$ (50,957)			\$ 3,154	\$ 6,487
8		267,927	\$ 0.2010	\$ 53,845	\$ -	\$ (50,957)			\$ 2,889	\$ 9,376
9		266,614	\$ 0.2010	\$ 53,582	\$ -	\$ (50,957)			\$ 2,625	\$ 12,001
10		265,308	\$ 0.2010	\$ 53,319	\$ -	\$ (50,957)			\$ 2,362	\$ 14,363
11		264,008	\$ 0.2010	\$ 53,058	\$ -	\$ -			\$ 53,058	\$ 67,421
12		262,714	\$ 0.2010	\$ 52,798	\$ -	\$ -			\$ 52,798	\$ 120,219
13		261,427	\$ 0.2010	\$ 52,539	\$ -	\$ -			\$ 52,539	\$ 172,758
14		260,146	\$ 0.2010	\$ 52,282	\$ -	\$ -			\$ 52,282	\$ 225,039
15		258,871	\$ 0.2010	\$ 52,025	\$ -	\$ -			\$ 52,025	\$ 277,065
16		257,603	\$ 0.2010	\$ 51,770	\$ -	\$ -			\$ 51,770	\$ 328,835
17		256,341	\$ 0.2010	\$ 51,517	\$ -	\$ -			\$ 51,517	\$ 380,352
18		255,085	\$ 0.2010	\$ 51,264	\$ -	\$ -			\$ 51,264	\$ 431,616
19		253,835	\$ 0.2010	\$ 51,013	\$ -	\$ -			\$ 51,013	\$ 482,629
20		252,591	\$ 0.2010	\$ 50,763	\$ -	\$ -			\$ 50,763	\$ 533,393
21		251,353	\$ 0.1579	\$ 39,677	\$ -	\$ -			\$ 39,677	\$ 573,070
22		250,122	\$ 0.1618	\$ 40,470	\$ -	\$ -			\$ 40,470	\$ 613,540
23		248,896	\$ 0.1658	\$ 41,278	\$ -	\$ -			\$ 41,278	\$ 654,818
24		247,676	\$ 0.1700	\$ 42,103	\$ -	\$ -			\$ 42,103	\$ 696,921
25		246,463	\$ 0.1742	\$ 42,944	\$ -	\$ -			\$ 42,944	\$ 739,866
Totals	0	6,539,778		\$ 1,270,663	\$ -	\$ (530,797)	\$ 163,947	\$ -	\$ 903,813	\$ 739,866

Pricing is valid for 60 days from proposal date - 5/15/23



# Project Summary – Financing - No Buydown



Project Specifications	
System Size (KW's) DC	224.1
First Year kWh production	277,300
Utility kWh cost or Tariff	\$ 0.2010
Financed Amount (with closing fees)	\$ 557,420
Total Tax Credits and Depreciation	\$ 163,947
First Year Tariff Benefit	\$ 55,729
Roof Cost	\$ -
Net Solar PV System Cost after Incentives	\$ 337,744

25 Year Operating Income Increase	
\$	712,726

Year	Capital Needed	System Production	Utility Cost/Tariff	Revenue Benefit	Other Incentive (RECs)	Loan Payment	Income Tax Credit	State/Fed Depreciation	Total Annual Increase	Cumulative
1	0	277,300	\$ 0.2010	\$ 55,729	\$ -	\$ (72,188)	\$ 163,947	\$ -	\$ 147,488	\$ 147,488
2		275,941	\$ 0.2010	\$ 55,456	\$ -	\$ (72,188)		\$ -	\$ (16,733)	\$ 130,755
3		274,589	\$ 0.2010	\$ 55,184	\$ -	\$ (72,188)		\$ -	\$ (17,004)	\$ 113,751
4		273,244	\$ 0.2010	\$ 54,914	\$ -	\$ (72,188)		\$ -	\$ (17,275)	\$ 96,476
5		271,905	\$ 0.2010	\$ 54,645	\$ -	\$ (72,188)		\$ -	\$ (17,544)	\$ 78,932
6		270,572	\$ 0.2010	\$ 54,377	\$ -	\$ (72,188)		\$ -	\$ (17,812)	\$ 61,121
7		269,247	\$ 0.2010	\$ 54,110	\$ -	\$ (72,188)			\$ (18,078)	\$ 43,043
8		267,927	\$ 0.2010	\$ 53,845	\$ -	\$ (72,188)			\$ (18,343)	\$ 24,700
9		266,614	\$ 0.2010	\$ 53,582	\$ -	\$ (72,188)			\$ (18,607)	\$ 6,093
10		265,308	\$ 0.2010	\$ 53,319	\$ -	\$ (72,188)			\$ (18,869)	\$ (12,777)
11		264,008	\$ 0.2010	\$ 53,058	\$ -	\$ -			\$ 53,058	\$ 40,281
12		262,714	\$ 0.2010	\$ 52,798	\$ -	\$ -			\$ 52,798	\$ 93,079
13		261,427	\$ 0.2010	\$ 52,539	\$ -	\$ -			\$ 52,539	\$ 145,618
14		260,146	\$ 0.2010	\$ 52,282	\$ -	\$ -			\$ 52,282	\$ 197,899
15		258,871	\$ 0.2010	\$ 52,025	\$ -	\$ -			\$ 52,025	\$ 249,925
16		257,603	\$ 0.2010	\$ 51,770	\$ -	\$ -			\$ 51,770	\$ 301,695
17		256,341	\$ 0.2010	\$ 51,517	\$ -	\$ -			\$ 51,517	\$ 353,212
18		255,085	\$ 0.2010	\$ 51,264	\$ -	\$ -			\$ 51,264	\$ 404,476
19		253,835	\$ 0.2010	\$ 51,013	\$ -	\$ -			\$ 51,013	\$ 455,489
20		252,591	\$ 0.2010	\$ 50,763	\$ -	\$ -			\$ 50,763	\$ 506,253
21		251,353	\$ 0.1579	\$ 39,677	\$ -	\$ -			\$ 39,677	\$ 545,930
22		250,122	\$ 0.1618	\$ 40,470	\$ -	\$ -			\$ 40,470	\$ 586,400
23		248,896	\$ 0.1658	\$ 41,278	\$ -	\$ -			\$ 41,278	\$ 627,678
24		247,676	\$ 0.1700	\$ 42,103	\$ -	\$ -			\$ 42,103	\$ 669,781
25		246,463	\$ 0.1742	\$ 42,944	\$ -	\$ -			\$ 42,944	\$ 712,726
<b>Totals</b>	<b>0</b>	<b>6,539,778</b>		<b>\$ 1,270,663</b>	<b>\$ -</b>	<b>\$ (721,884)</b>	<b>\$ 163,947</b>	<b>\$ -</b>	<b>\$ 712,726</b>	<b>\$ 712,726</b>

Pricing is valid for 60 days from proposal date - 5/15/23

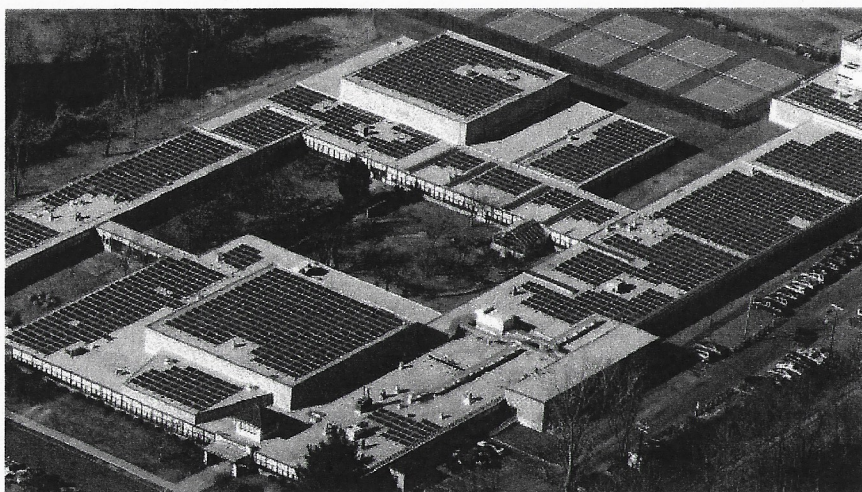


# Solar

## Benefits and Site Use Offset



Project Specifications	
System Size (KW's) DC	224.1
First Year kWh Production	277,300
Gross Project Cost	\$ 546,490
Projects Assumptions	
Avoided Utility Cost	0.096334206
Additional Incentive \$/MWh	\$ -
Aggregated Savings	
Year One Total Revenue	\$ 55,729
Additional Incentive Gross Income	\$ -
Federal & State Combined Depreciation (@87% Value)	\$ -
Income Tax Credit (30% of System Cost)	\$ 163,947
25 Year Revenue Minus Investment	\$ 888,120
10 Year IRR	7%
IRR - Term Purchase	13%



Environmental Benefits
Installation of energy efficient measures identified for this project will save an estimated 6,539,778 kWh over 20 years of solar production
Greenhouse Gases Avoided
10,071,258 Pounds of Carbon Dioxide (CO2)
19,619 Pounds of Nitrogen Oxides (NOx)
39,239 Pounds of Sulfur Dioxide (SO2)
By reducing greenhouse gas emissions and other harmful environmental pollutants, this project will reduce air pollution and improve air quality.
This is equivalent to:
4,888,960 Pounds of coal not burned
1,249 Acres of forestation (trees) added
878 Cars removed from road
547 Homes provided with electricity
Environmental Impact calculations are estimates based on the 2007 Energy Star Campaign Facts and Assumptions Sheet & EPA Clean Energy Calculations & References Guide.

Monthly PV Production Offset			
Month	Current Usage kWh	Estimated PV Production kWh	Percentage of Use
January	72,589.00	11,774.30	16%
February	76,680.00	14,534.40	19%
March	38,760.00	22,553.70	58%
April	21,318.00	27,904.90	131%
May	11,119.00	31,368.50	282%
June	15,309.00	32,600.70	213%
July	6,938.00	32,973.00	475%
August	2,555.00	30,587.90	1197%
September	3,036.00	26,064.60	859%
October	1,059.00	20,202.80	1908%
November	115.00	15,006.00	13049%
December	25.00	11,764.30	47057%
<b>Total</b>	<b>249,503.00</b>	<b>277,335.10</b>	<b>111%</b>



# Next Steps & Project Timeline



## Preliminary Design & LOI

- *Collect Utility Bills -Done*
- *Budgetary Proposal - Done*
- Sign Letter of Intent (LOI)
- 15 Minute Interval Data from Utility
- Conduct Site Visit
- Preliminary Engineering Design & Final Proposal

## Development: 3 - 6 Months

- Submit for Incentives
- Finalize Design and Sign Contract
- Utility Interconnection Application
- Permits and Town Approvals
- Order Equipment

## Construction: 3 - 5 Months

- Receive All Permits & Utility Approvals
- Install Solar Array (Racking, Modules, Inverters, etc.)
- Perform System Inspection & Commissioning
- Final Utility Approval and Energize System





May 19, 2023

Board of Finance  
Town of Canaan  
P. O. Box 47  
108 Main Street  
Falls Village, CT 06031

**CLIENT COPY**

We are pleased to confirm our understanding of the services we are to provide for the Town of Canaan for the year ended June 30, 2023.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the Town of Canaan as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Canaan's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Canaan's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance.

The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Town's Proportionate Share of Net Pension Liability – Teachers' Retirement System
- 3) Schedules of Proportionate Share of Net OPEB Liability – Teachers' Retirement System and Town Plan
- 4) Schedule of Changes in the Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Canaan's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal and State Financial Assistance

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- 2) Combining and Individual Fund Financial Statements
- 3) Budgetary Schedules
- 4) Report of the Property Tax Collector
- 5) Schedule of Debt Limitation

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state awards that could have a direct and material effect on each major program in accordance with the Connecticut State Single Audit Act.

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance, and the Connecticut State Single Audit Act, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and the Connecticut State Single Audit Act, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting



on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- The majority of Town revenues come through the tax department. This large volume of transactions and dollar value could potentially lead to a material misstatement if the proper controls are not in place.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and



other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, and the Connecticut State Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the Connecticut State Single Audit Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and the Connecticut State Single Audit Act.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Canaan's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance, and the Connecticut State Single Audit Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Canaan's major programs. For federal and state programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town of Canaan's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance, and the Connecticut State Single Audit Act.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of the Town of Canaan in conformity with accounting principles generally accepted in the United States of America, the Uniform Guidance, and the Connecticut State Single Audit Act based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial



statements, the schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

We will perform procedures included in the Connecticut State Department of Education review package, which were agreed to by the State Department of Education (SDE)'s solely to assist the SDE in evaluating certain school year grant data as printed in the SDE's internet application in connection with education reimbursements submitted by the Town of Canaan for the year ended June 30, 2023.

Additional work outside the scope of the audit will be billed at standard rates, which currently range from **\$95 - \$205** per hour depending on the level of expertise required for their performance. Please keep in mind that the occasional phone calls and assistance will not be billed and will be considered part of the services we provide the Town as auditors.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal and state awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, and the Connecticut State Single Audit Act; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually



and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, and the Connecticut State Single Audit Act, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance, and the Connecticut State Single Audit Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on, the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance, and the Connecticut State Single Audit Act; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance, and the Connecticut State Single Audit Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives



discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarize our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal and state audit clearinghouses. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Canaan; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of King, King and Associates, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of Policy and Management or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of King, King and Associates, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Office of Policy and Management. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Christopher King, CPA, CGMA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates and is not expected to exceed **\$33,400.00**. The Town will be billed **\$14,500.00** for the Financial Audit, **\$3,500.00** for the State Single Audit, and the Board of Education will be billed **\$7,500.00**. The Board of Education will also be billed **\$3,400.00** for the EFS procedures. The Town will also be billed **\$4,500.00** for the Federal Single Audit, if necessary. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we may prepare additional invoices at our hourly rates.



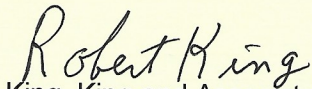
## Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Board of Finance of the Town of Canaan. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance and the Connecticut State Single Audit Act report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the Connecticut State Single Audit Act. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town of Canaan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



King, King and Associates, CPAs

### RESPONSE:

This letter correctly sets forth the understanding of the Town of Canaan.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the Board of Finance of the Town of Canaan. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

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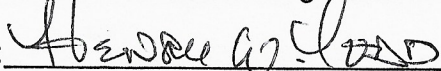
We appreciate the opportunity to be of service to the Town of Canaan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

  
King, King and Associates, CPAs

## RESPONSE:

This letter correctly sets forth the understanding of the Town of Canaan.

Management signature: 

Title: FIRST SELECTMAN

Date: 10/12/2023

Agenda additions per Linda for June 12, 2023 meeting:

**Transfer to:**

#1007 Board of Finance - \$1,600 – this is due to the OPEB reports that are reviewed every three years.

#1021 – Street lights - \$900.00

#1025 – Debt Interest - \$730.00

#4001 – Recreation - \$5,000 – this is due to salaries

**Transfer from:**

#1003 – Legal - \$6,000

#1010 – Town Clerk - \$2,230.



Falls Village Recreation Commission  
Recommendation for Hire, Summer  
June 7th, 2023

Dear Board of Selectmen,

Below is a list of recommendations to the Selectmen for seasonal employment for the Falls Village Town Pool and the Youth Summer Program (Creative Kidz Club.)

Below is a recommendation to the Selectmen for employment for the Lifeguards, both full time and part time:

- **Aman Egan**
- **Kaitlin Lopes**
- **Molly Menniges**
- **Haley Simmons**
- **Landon Good**
- **August Dekker**
- **Matthew Lopes**
- **Bernice Boyden (Pending completion of certification.)**
- **Tessa Dekker (Pending completion of certification.)**

Below is a recommendation for employment of substitute lifeguard:

- **Maddie Dekker**

Below is a recommendation for employment for returning Water Fitness Instructor:

- **Louise Levy**

Below is a recommendation for employment for a Youth Program Director for the Creative Kidz Club Summer program:

- **Kristi Spear**

Please feel free to contact us for any further information.

Sincerely,

Ted Moy, Chairman

Dan Carr, Chairman

Emily Peterson, Recreation Director

## Notice for Request for Proposal from the Town of Canaan

The Town of Canaan is proposing the sale of the Old Firehouse, located at 35 Railroad Street in the Town of Canaan, (Falls Village), CT. Details of the RFP can be found on our website [canaanfallsvillage.org](http://canaanfallsvillage.org) and can be directly downloaded and printed for free. Packets are available at Town Hall for a fee of \$50. RFP's must be received at the Town Hall by July 13, 2023 at ~~12 Noon~~.

~~3 PM~~