

TOWN OF CANAAN
BOARD OF SELECTMEN, REGULAR MEETING MINUTES
September 11, 2023 @ 7:00PM or immediately following the
Board of Finance meeting.
TOWN HALL, 108 MAIN STREET IN-PERSON AND VIA ZOOM
FALLS VILLAGE, CT

Members Present

Greg Marlowe, Henry Todd and David Barger – all in person

Call to order

Henry Todd called the meeting to order at 7:50pm.

Public Comment

Public comments were made however none were received in writing to be included in the minutes.

Agenda

By consensus the following were added to the agenda under New Business:

- g) Water testing at the Daycare
- h) Discussion of new ordinances/policies
- i) Falls Village Community Development Corporation

Approval of Minutes

David Barger made a motion to approve the minutes for the Board of Selectmen's meetings held on August 14, 2023, August 21, 2023, and August 28, 2023. Greg Marlowe seconded the motion; unanimous.

Henry Todd made a motion to amend the minutes dated July 11, 2023, to add the words "*Seconded by David Barger; unanimous*" to the motion to appoint Matthew Macchi to the Planning and Zoning Commission (New Business F).

Treasurer's Report

Greg Marlowe made a motion to receive the Treasurer's report as presented. David Barger seconded the motion; unanimous.

Tax Collector's Report

David Barger made a motion to table the Tax Collector's report until the next meeting. Seconded by Greg Marlowe; unanimous.

Communications (attached)

- Request from the Daycare Center to access their remaining ARPA funds for roof repair and security camera system.
- Letter from Ted Moy, Co-Chair of Recreation Commission regarding the Solar Project
- Letter from OSHA regarding update to the infractions noted during their visit. (not presented at meeting, Henry will send to Greg and David)

First Selectman's Report

Both David and Greg were present at the Board of Finance meeting which preceded this meeting. Henry did not present this report again. This is a cut and paste from the Board of Finance minutes:

- a) Appointment: The Selectmen will be appointing Michelle Hansen as Bookkeeper and Treasurer for the Town of Canaan, effective 11/8/2023.
- b) Ordinances: The Selectmen are considering ordinances and/or policies for 1) Local Bidder Process, 2) Raffles and 3) Leash laws.
- c) Town Meeting Dates: The Selectmen will be setting a date for a Public Hearing and a Town Meeting regarding the sale of 35 Railroad Street.
- d) ARPA Fund: – The Selectmen will be discussing the approval of allocating up to \$2000 from the remaining ARPA funds toward the preparation and submission of an application for Federal Funds for the Cobble Road Bridge Project.
- e) Fall Festival and Halloween: The Recreation Commission has requested use of the Town Green for the Falls Village Festival. (See attached request).
- f) Falls Village Daycare request: The daycare has requested to utilize the remainder of ARPA funds which were already allocated to the Daycare but not spent, to fix some minor repairs.
- g) Henry, on behalf of the Selectmen, expressed gratitude to all the Falls Village residents and businesses for contributing toward the success of the Historic Car Parade on 8/31/2023.
- h) EV Charger: Upgrades have been installed to the EV Charger.
- i) Solar Project: Henry requested the Board of Finance vote on the Solar Project at their October meeting. He stated the price is only guaranteed through December 31, 2023.
- j) Painting of Town Hall: Henry stated the painting of the Town Hall has been delayed due to the weather (rain). It is expected to be completed this fall.
- k) Water Testing at Daycare: Henry stated he had misunderstood the process for the mandated water testing at the Daycare. The testing is not quarterly, it is monthly. He expects it to be another \$5000 per year, plus an additional \$1000 cost caused by the gap in testing. Henry will discuss the matter with the Treasurer to get firmer numbers. Steve Dean asked about the contract signed for the quarterly testing and if in one year it could go out to bid.
- l) Tax Sale: All three properties were sold. The Town received \$114,000 from the property sales.

Old Business

- a) 35 Railroad Street Sale. Greg stated the negotiations had been finalized at full asking price of \$300,000. Parking issues are part of the negotiations and plans are moving forward. Greg stated they are ready to move forward with the Public Hearing and Town Meeting,
- b) Fiber Optic internet at Transfer Station – Frontier is putting proposals together for all Town buildings.
- c) Cyber Security – to be more fully discussed at a later date.
- d) Coordinate with Town Clerk – agendas and minutes. Admin/Email, Workshop. – to be more fully discussed at a later date.

New Business

- a) Tax Rebates
David Barger made a motion to approve the tax rebate/refund in the amount of \$61.45 as presented. Greg Marlowe seconded the motion; unanimous.
- b) Fall Festival
David Barger made a motion to approve the request from the Recreation Commission for the Fall Festival to be held on Sunday October 29 from 1-3pm on the Town Green. Greg Marlowe seconded the motion; unanimous.

c) Halloween Party

David Barger made a motion to approve the request from the Recreation Commission to hold a Halloween party to include Trick or Treating, Trunk or Treat, pizza, parade, etc., on Main Street (to be closed) with the use of constables and the FV Volunteer Fire Department. Seconded by Greg Marlowe; unanimous.

d) Appointment of Town Treasurer and Bookkeeper

David Barger made a motion to appoint Michelle Hansen as the Interim Town Treasurer and Bookkeeper effective 11/8/2023. Seconded by Greg Marlowe.

During discussion David Barger made a motion to amend the motion to appoint Michelle Hansen as Interim Bookkeeper/Treasurer effective 11/8/2023 through the first Monday in January 2024, and to appoint Michelle Hansen as Town Treasurer/Bookkeeper for a four-year term ending December 31, 2027, effective after a successful three-month working test period starting November 8, 2023. Greg Marlowe seconded the amendment; unanimous. David Barger made a motion to approve the amended motion. Greg Marlowe seconded; unanimous.

d) ARPA Fund Allocation

David Barger made a motion to approve up to \$2000 from ARPA Funds for application for Federal Funds for the Cobble Rd. Bridge Project. Seconded by Greg Marlowe; unanimous. Greg made note that a written invoice had not been received at this time.

e) Public Hearing and Town Meeting

Greg Marlowe made a motion to approve the date of September 28th, 2023, 7pm, at the Senior Center for a Public Hearing to discuss the sale of 35 Railroad Street. Seconded by David Barger; unanimous. A sign will be placed in front of the building and a Town Meeting will be held to vote on the sale of 35 Railroad Street and the easement.

f) Water Testing – **Greg Marlowe made a motion to table the discussion on the cost of the Water Testing at the daycare until further information and the contract is presented. Seconded by David Barger; unanimous.**

g) Ordinances/Policies. **David Barger presented draft proposals for policy/ordinances regarding Leashing Dogs, Raffles/Bazaars and Local Bidders. Henry Todd made a motion to table this discussion until further review. Seconded by Greg Marlowe; unanimous.**

h) Falls Village Community Development Corporation

Greg asked if there were any ties/obligations with the Falls Village Community Development Corporation now that they are under the arm of the NWCT Community Foundation and no longer has Selectmen or Board of Finance representation on their Board. Henry stated there were no obligations or liabilities to the Town.

Adjournment

Greg Marlowe made a motion to adjourn the meeting at 8:42pm. Seconded by David Barger; unanimous. Meeting adjourned.

Respectfully submitted by Recording Secretary Denise Cohn.

Attachments:

Communication from OSHA, Ted Moy and Falls Village Day Care

Tax Rebate

Draft ordinances/policies (Local Bidders, Leash/Dog, Bazaars and Raffles)

Solar Financial Analysis

Recreation Commission Request

To the Town of Canaan/Falls Village Selectmen,

I am writing to you on behalf of the Town of Canaan, Recreation Commission with an interest and concern regarding the proposed solar field project at the Recreation Center.

As you are all well-aware, the town created a plan to convert the land into a recreation hub for the community and as a commission, we've made known our intentions to pursue a version of this plan. Some of us have engaged with each of you directly to better understand the plan and some of you have expressed an interest in being a part of our process, for what appeared to be an interest in bringing this vision to life. Earlier this year, we sought permission to take our first steps toward increasing the use of the property and the Recreation Commission is now in the process of taking the next step, pursuing an update that would allow this plan to become actionable, with input and participation from the greater community.

During the most recent Recreation Commission meeting (8/9), news of the solar project was brought to the attention of the Commission by a member of the community. We learned that the Selectmen were investigating the viability of installing a solar field in the Recreation Center property and that an information session was planned for the following Monday, 8/14. A member of the Recreation Commission was able to attend the Monday information session and shared their observations with the Commission.

Even as of 8/28 (the day this letter was printed), no information about this project has been officially shared with the Recreation Commission. We are dismayed by the fact that we were only clued in on this plan by the best intentions of a member of the community, rather than through a direct communication from the Selectmen. We would hope that the Selectmen would seek input from the Recreation Commission, as our intentions to use the land are already known. That we have not received official information about this project is troubling. At best, we can accept this as a series of accidental oversight(s), at worst, this is a deceptive tactic to ensure your solar field plan goes through, disregarding the long-established vision set by members of the community dating back to January of 2001.

In the spirit of cooperation and a desire to facilitate the growth of the town, we would like to collaborate in the planning of this project. The Recreation Commission would like to ensure that should this project move forward, it does not impact our ability to materialize the vision of a beautiful and engaging Falls Village Recreation Center.

Sincerely,

Edward Moy

Co-Chair, Town of Canaan / Falls Village Recreation Commission



**FALLS VILLAGE
DAYCARE**

Falls Village Day Care Center

35 Page Road

Falls Village, Connecticut 06031

Phone: 860-824-0882 / Fax 860-824-8195

email: fvdccdiretor@gmail.com

TO: The Canaan Board of Selectmen – Henry, Dave and Greg

Town of Canaan Treasurer Linda Paviol

FROM: Pat Mechare, Chairman-The Falls Village Day Care Center, Inc. Board of Directors

RE: Remaining ARPA Funds Designated to the Falls Village Day Care Center for Capital Projects

DATE: August 22, 2023

Good Day Everyone:

I wanted to follow-up on my conversation with Dave about three weeks ago regarding the remaining ARPA Funds of \$4967 designated for the Center.

It was discovered about two weeks ago that the director's office was experiencing some water damage on the ceiling. This led to the conclusion that there might be a leak on that section of the roof. That section was the original building before the infant/toddler and after school spaces were added about twenty-three years ago.

We had local roofing contractor Roy Wilcox and his son, Matthew, assess the problem. While they were on site we also had them assess the roof of that section on the back and its connection to the addition on both sides. It was determined that the back of that section and the connections to the additions had a remaining life of several years.

At the same time we discovered that our security system was found to be inoperable due to a lightning strike. We sought an estimate for replacement from Kevin Haisch, our technology advisor. This system is a necessity for the Center and we will be moving as quickly as possible for replacement.

The estimate for the replacement of that section of roof described previously was \$2,400. Given that we were concerned about the integrity of the roof, we asked the Wilcoxes to repair it as soon as they could. That is being done this week.

The estimate for the replacement of the security system from KES Tech Services (Kevin Haisch) is \$3000, with an additional cost of the rewiring, which will likely be done by Sharon Electric as they are familiar with the Center's system.

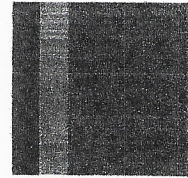
We respectfully request the remaining funds be forwarded to the Center so that we can move forward to pay the roofer – Roy Wilcox Handyman and Sons LLC and a portion of the security system replacement to KES Tech Services. We understand that any amount that exceeds our remaining ARPA funds of \$4967 will be our responsibility.

Roy Wilcox Handyman and Sons LLC.

35 High Street Canaan CT

860-309-1823

Fully insured LIC. #0615560



This is an estimate for falls village daycare it is to remove and tear off all the old shingles on the front side section closest to the new edition and we will repair what repairs needs to be repaired that we notice before tare off any extra repair will be extra. Then remove siding to ice and water up the wall and to install new step flashing then install a new timberline GAF architectural shingle that matches the rest of the building as the best we can

Total price \$2,400

Estimate 2

This estimate is for part of the back side of estimate one . We will be removing all the old shingles. Then remove siding so we can ice and water shield, new flashing and shingle and blend it in the best we can with the existing roof that's there because of the fact it all goes into one roof for a total of \$2,800 due to the extra shingles needed to blend in.

Estimate 3

This estimate is to strip off the whole back side ice and water shield everything new boots over pipes new step flashing for a total of 4900.00

Any extra repair needed that we can see without removing existing roof will be Extra

Too redo the section in the back and the front will be a total of \$7300.00

Thank you, Roy Wilcox handyman and sons LLC



Date:	Quote #
8/17/2023	23024

Falls Village Day Care
35 Page Rd
Falls Village, CT. 06031

Description	Qty	Amount
Installation, System Setup & Configuration 8 camera system		1,000.00
8 camera 16 channel 4K HD surveillance system.		2,000.00
Expandable to 16 cameras. Listen in audio. 3 year warranty.		
Electrician will need to run CAT-6 wire from the office to each camera location.		
Total:		\$3,000.00

THANK YOU FOR YOUR BUSINESS!

Refunds BOS
7 BATCH# 3001
PAGE: 1
ILLS
9-11-23

9-11-23

RECEIPT TOTAL	-61.45	
CASH TOTAL	0.00	
CHANGE TOTAL	0.00	

CASH BALANCE	0.00	
CHECK TOTAL	0.00	
CREDIT TOTAL	0.00	
DEBIT TOTAL	0.00	
DEPOSIT TOTAL	-61.45	*** (EXCLUDE CREDIT AND DEBIT CARD)

GRAND TOTAL	-61.45	

LOCAL BIDDER PREFERENCE

TOWN BASED BUSINESS

The term **TOWN BASED BUSINESS** shall mean a business with a principal business located within the Town of Canaan. A business shall not be considered a **TOWN BASED BUSINESS**, unless evidence is submitted by said business to establish that said business has a bona fide place of business in the Town of Canaan. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in the performance of the bid.

LOWEST RESPONSIBLE BIDDER

On any project, the lowest responsible bidder shall be determined in the following order:

- A. Provided that such a **TOWN BASED BUSINESS** bidder has met all other requirements as set forth in this ordinance (policy), any **TOWN BASED BUSINESS** bidder which has submitted a bid no higher than (5%) higher than the lowest most responsible bid may be awarded the bid, provided such **TOWN BASED BUSINESS** bidder agrees to accept the award of the at the amount of the lowest most responsible bid.
- B. If more than one **TOWN BASED BUSINESS** bidder has submitted a bid not more than (5%) higher than the lowest responsible bid, the lowest responsible bidder shall be the one of the **TOWN BASED BUSINESS** bidders which has submitted the lowest bid.

IMPLEMENTATION OF TOWN BUSINESS BASED BIDDER PREFERENCE

Any **TOWN BASED BUSINESS** bidder meeting the requirements as set forth in this ordinance (policy) responding to a bid solicitation shall be required to submit a *Local Bidder Affidavit Form* signed by an authorized representative of the bidder with the bid submittal. Failure to submit such form, approved by the Town of Canaan Board of Selectmen, may result in disqualification as a **TOWN BASED BUSINESS** bidder and ineligible for the contract award.

RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This ordinance (policy) shall not apply in those instances where the bid requested involves a cooperative purchasing agreement between the Town, other municipalities (e.g. Northwest Hills Council of Governments) or the State of Connecticut

TOWN OF CANAAN
LOCAL BIDDER AFFIDAVIT FORM

(It is not necessary to submit this form unless you are a Town of Canaan Town Based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a "Town Based Business", pursuant to those conditions as delineated in the Town of Canaan Ordinance providing for Local Bidder Preference.

Name of Local Bidder
(Please Print)

Signature of Local Bidder

Date

AN ORDINANCE REGARDING ALLOWING DOGS
ON PROPERTY OTHER THAN OWNER'S

1. No owner or keeper of any dog shall allow such dog to be upon the property of another unless:
 - a. The owner of the land has given the owner or keeper permission to have the dog so present;
 - b. On public or quasi public property the dog is properly on a leash of no more than ten (10) feet in length securely held by the owner or keeper of the dog
2. Owners and keepers of dogs shall be responsible for the immediate removal of any feces discharged by said dog when such discharge occurs off the owner's or keeper's property, this includes but is not limited to sidewalks, public street, median dividers within public streets, grass or paved strips between streets and sidewalks, public parks and other public property.
 - a. This provision of the ordinance shall not apply to any visually impaired person by a guide dog or any physically handicapped person who under the circumstances is unable to comply with this ordinance
3. Any violation of this ordinance shall be punishable by a fine of no more than twenty five dollars (\$25) for the first offense and fifty dollars (\$50) for the second offense
4. This Ordinance shall be enforced by the Town of canaan Animal Control Officer.

Bazaars, Raffles, Bingo

Section 1: Authorization

The Town of Canaan hereby adopts the provisions of Connecticut General Statutes, Section 7-169 to 7-186, inclusive, as amended by Public Act No 17-231, effective January 1, 2018. Terms as defined in the Connecticut General Statutes, as amended by the Public Act, are hereby incorporated by reference.

Section 2: Bingo Games, Bazaars and Raffles

The Town of Canaan hereby confirms its prior authorization of bingo games, bazaars and raffles within the municipality, subject to the provisions of the Connecticut General Statutes, as amended by Public Act No. 17-231

Section 3: Application Forms, Permit Fees

The Town of Canaan hereby authorizes the use of the applications forms modeled upon those forms previously used by the Commissioner or Consumer Protection and adopts the maximum permit fees authorized by the Connecticut General Statutes, as amended by Public Act No 17-231, and as may subsequently be amended by future legislation.

Section 4: Administration

The First Selectman, the Chief Executive Officer of the Town of Canaan, is hereby authorized to administer the provisions of the Connecticut General Statutes applicable to bingo games, bazaars and raffles previously administered by the Commissioner of Consumer Protection and now delegated to the municipality pursuant to Public Act No 17-231, effective January 1, 2018.

Town Farm Solar Financial Analysis

	Date	Amount	
General Fund	7/1/2023	702,000	
Tax Sale Proceeds	9/7/2023	114,000	
Potential 35 RR ST Sale net	Oct-23	290,000	Estimated after closing costs
Subtotal net GF	10/31/2023	1,106,000	Approximately 19%-of annual budget
Town Farm Solar Cost		600,000	Includes 20 year maintenance
Federal IRA Subsidy		180,000	
Cost to Town		420,000	
Net, if paid in cash, of GF	11/30/2023	686,000	Approximately 12% of budget
Normal budget surplus	6/30/2024	100,000	
Total 7/1/24		786,000	Approximately 13% of budget
Cost of Cobble Road Project		\$300,000	
Finance at 6% inerest for 20 yrs		\$33,000	Cost first year
Other Debt			
Emergency Services Center		\$1,251,450	Payoff in 2034
Water ST bridge/Kellogg Roof		\$134,864	Payoff in 2030 4 years early
Total		\$1,386,334	

From: recreation Recreation <recreation@canaanfallsvillage.org>
Date: August 31, 2023 at 3:03:08 PM EDT
To: Selectmen Selectmen <selectmen@canaanfallsvillage.org>, david barger <davidbarger77@gmail.com>, Greg Marlowe <gregm@bondedconcrete.com>
Subject: Halloween and Falls Village Fall Festival- For approval

Good afternoon,

The Recreation Commission and the DM Hunt Library are pairing up to collaborate on a Fall Festival for Falls Village this year. We would like to use the town green on Sunday October 29th from 1:00 - 3:00 for this event. The event will include: live folk music, hayrides, crafts, games, petting zoo, face painting, and more. We are asking local businesses and organizations to be a part of this community event as well, pending your approval.

For Halloween night this year, the Recreation Commission will be bringing back the indoor Halloween Party with complimentary pizza and cider for families before sending everyone off trick-or-treating. I can ask the FVVFD and town constables for traffic control for the safety of this event, also pending your approval.

Please let me know if you have any questions or concerns, and I hope that these two events can be added to your upcoming meeting agenda for your approval.

Thank you!

Emily

--

Emily E. Peterson, Recreation Director
Town of Canaan / Falls Village

Recreation Commission | Canaan / Falls Village, CT
(canaanfallsvillage.org)<<https://www.canaanfallsvillage.org/entities/recreation-commission>>