

TOWN OF CANAAN  
BOARD OF SELECTMEN, SPECIAL MEETING MINUTES  
FEBRUARY 13, 2024 @ 6:00PM  
Town Hall, 108 Main Street, Falls Village, CT  
IN-PERSON AND VIA ZOOM

For a video of the meeting, please go to the following link:  
<https://www.youtube.com/watch?v=IX9b9bjgO6Y>

**Members Present:**

In person: Christopher Kinsella, David Barger, and Judy Jacobs

**Call to order** – David Barger called the meeting to order at 6:00pm.

**Agenda:** No action taken.

**Public comment**

Several individuals made public comment. None were received in writing.

**Secretary's Report**

**Judy Jacobs made a motion to approve the minutes for The Board of Selectmen's Special meetings held on January 8th, 2024 and February 8th, 2024. Chris Kinsella seconded the motion; unanimous.**

**Treasurer's and Tax Collector's Report**

**Judy Jacobs made a motion to receive the Treasurer's Report and the Tax Collector's Report. Chris Kinsella seconded the motion for discussion. During discussion Judy Jacobs made a motion to amend the motion to: Table the Treasurer's and Tax Collector's Reports until the next Board of Selectmen's meeting. Seconded by Chris Kinsella. Motion carried to table the Treasurer's Reports and the Tax Collector's Report until the next meeting; unanimous.**

**Communications:**

- 1) Written
  - a) Center on Main
  - b) DM Hunt Library
  - c) The Chore Service
  - d) Geer Village Senior Community
  - e) Housatonic Youth Service Bureau
  - f) FISH NWCT
  - g) Greenwoods Counseling and Referrals
  - h) Northwestern Connecticut Transit District
  - i) EdAdvance
  - j) Trade Secrets
  - k) Torrington Area Health District
  - l) MIRA
- 2) Oral

None noted.

All communications are attached to these minutes. No action was taken regarding these communications.

### **First Selectman's Report presented by David Barger**

- a) Torrington Area Health District: Dave Barger noted the TAHD annual assessment did not increase.
- b) MIRA: Dave Barger noted the MIRA Dissolution Authority and noted NH COG is working with all the towns on a possible solution.
- c) Board of Assessment Appeals: Assessor Kayla Johnson sent communication to Dave Barger regarding adding Board of Assessment Appeals Alternates to the Board of Assessment Appeals Commission. Once alternates are recommended, the Board of Selectmen will consider appointment.
- d) Transfer Station Report: Report attached to these minutes.
- e) Bridge/Infrastructure Committee: Chris Kinsella gave an update on the Committee. See New Business for motions passed.
- f) Spending Plans: All commissions are working on their 2024-2025 budget plans.
- g) US Department of Transportation: See attached letter
- h) Treasurer/Bookkeeper Status: The Board of Selectmen are meeting 2/14/24 to discuss.
- i) Economic Development Director/Committee: Dave will be attending a NH COG meeting next week.

### **Old Business:**

- a) Plan of Conservation and Development. **Judy Jacobs made a motion to approve and recommend to Town Meeting for approval the 2024-2034 Plan of Conservation and Development as presented by the Planning and Zoning Commission. Seconded by Chris Kinsella; unanimous.**
- b) Snow Removal in Front of FV Inn: Chris Kinsella provided an update. The shrubs have been trimmed and Tim Downs stated his machine can get through the area up to the steps. **No action taken.**

### **New Business**

- a) Tax Abatements and Suspense Items: None – **no action taken**
- b) Board of Assessment Appeals: **No action taken**
- c) Bridge/Infrastructure Committee: **Chris Kinsella made a motion to appoint Sergei Fedorjaczenko to the Bridge/Infrastructure Committee. Judy Jacobs seconded the motion; unanimous.**
- d) Solar Committee: **Chris Kinsella made a motion to establish a Solar Committee as an advisory committee to the Board of Selectmen to discuss options available for solar projects. Members will include 1 Board of Selectmen member, 1 Planning and Zoning Commission member, 1 Recreation Commission member, 2 Board of Finance members and members of the community up to a total of ten members. Seconded by Judy Jacobs; unanimous.** Dave Barger asked Chris Kinsella to be the Selectman on the committee.
- e) Planning and Zoning Appointment: **Chris Kinsella made a motion to appoint Kimberly Mahoney to the Planning and Zoning Commission to fill the vacancy of Ted Moy. The term ends June 30, 2026. Judy Jacobs seconded the motion; unanimous.**
- f) Early Voting: Susan Kelsey was asked to give an explanation of the Early Voting Plan. **No action taken.**

### **Adjournment:**

**Chris Kinsella made a motion to adjourn the meeting at 6:49pm. Judy Jacobs seconded the motion; unanimous.**

Respectfully submitted by Recording Secretary, Denise Cohn.

### **Attachments:**

All Communication as noted above.

Transfer Station Report

Treasurer's and Tax Collector's Reports are attached to the 2.13.24 Board of Finance Minutes

Dear Board of Selectmen,

On behalf of the Board of Directors of The Center on Main, I'm writing to respectfully request \$10,000 in municipal funding in 2024.

We are proud of the major steps forward we've taken in 2023 including hiring the first paid staff for the organization, enabling us to professionalize and engage in many new activities such as producing and hosting the candidates' forum, partnering with the town to produce the fall festival and the tree lighting reception, offering a collaborative art project with Project SAGE to highlight their essential work in our community. two productions of The Falls Village Childrens Theater, an Open House and performance, a new music program for toddlers, financially accessible and innovative music lessons for all ages, over 10 open mic nights, and a variety of other community arts events. We've received multiple new grants from the state and local foundations as well as our base of donors.

We appreciate that this request represents a significant increase for the funding we've received in the past, and we know that this is funding that would be very well allocated for the town. This would make a tangible difference in the lives of our citizens. We intend to significantly increase our services in 2024, including moving forward on building restoration and improving the appearance of the building, and we can't do that without increased municipal investment.

This is an opportunity to invest in the future of excellence in Falls Village, rather than accepting status quo as good enough. We look forward to making a presentation to the BOS at your invitation.

With gratitude for your leadership and dedication,

Adam Sher  
President, Board of Directors

The Center On Main  
The Falls Village Children's Theater

David M. Hunt Library  
63 Main Street  
Falls Village, CT 06031

February 1, 2024

Town of Canaan Board of Selectmen  
Town of Canaan Board of Finance  
108 Main Street  
Falls Village, CT 06031

To the members of The Board of Selectmen and Board of Finance,

Every year, the generous taxpayers of Falls Village/Town of Canaan support the David M. Hunt Library by making a grant from the Town's coffers. As the budget cycle for the coming fiscal year begins, we respectfully ask the Board of Selectmen and Board of Finance to consider increasing the Town's support for Hunt Library to \$75,000 for the next fiscal year. We understand that this is a significant increase over last year's grant, but we believe that our increased service to the Falls Village community warrants a substantial increase in taxpayer support.

Currently, more than half of the library's \$169,000 annual budget is funded by charitable donations (51%) and a small withdrawal from our endowment which, combined, make up 70% of our operating income. We use 83% of our income to pay our staff and operate our building, leaving only \$28,369 a year to fund the purchase of books and other circulating materials; all programming for kids and adults; and repairs and maintenance of our historic building. According to the CT State Library Statistical Profile of all state libraries (published January 19, 2024) the average municipality contributes to its city or town library 85% of the library's operating income, and the median municipal contribution is 95%. In Falls Village, taxpayers fund only 30% of Hunt Library's operating income. Our public library is an essential Town resource, and Hunt Library is the hub of cultural and community life in Falls Village. We are the only cultural and educational institution in Falls Village that serves every single resident. We believe that increasing our annual grant to \$75,000, to 44% of our annual operating budget—still only half of what other most cities and towns do for their libraries—is warranted.

At Hunt Library we are perpetually fundraising, conducting an average of 33 fundraisers per year, including monthly book sales, ArtWall shows, pop-up markets, an annual appeal and two major fundraisers—large community social gatherings which also strengthen the social fabric of Falls Village. All of these fundraisers require a big time commitment by our many volunteers who spend hundreds of hours making them happen. On average, most libraries in the state count on fundraising for only 14% of their operating income, but at Hunt Library 51% of our operating income comes from donations. In the fiscal year ended June 30, 2023, Hunt Library raised \$138.05 per resident, more than all of our peer libraries in the Northwest Corner and \$130.00 above the median fundraising per capita of all libraries in the state—most libraries raise on average only \$8.71 per capita. Furthermore, the donations that fund so much of our budget come from about 138 households out of the 445 households in town. We serve everyone in Falls Village, and we believe that taxpayers in the town we serve can more generously fund the budget of their public library.

The Hunt Library makes the most of every dollar to serve our community. For the first time in many years, Hunt Library is now open five consecutive days a week, Tuesday through Saturday.

The response from the community has been enthusiastic and we plan to continue our increased open hours for as long as we can afford to. The average per capita library visits statewide last year was 3.36 visits per year, but Falls Villagers visited Hunt Library 9.57 times per year—an annual total of 10,344 visits to the library in a town of only 1,100 people. In addition, we offer “off hours” programming—programs during hours when the library is not open. In the past year, we have also significantly increased the services we offer, including initiating after school and half day programs for Kellogg students and parents which have resulted in more than a dozen Kellogg students engaging with the library regularly for the very first time. We have increased visits to the library by Kellogg classes, for example the entire kindergarten class came to the library to get their first library cards and early readers are now among our regular patrons. We have also increased programming for adults—from 1-2 programs a month to 4-6 programs a month. We are collaborating with the Recreation Commission and the Historical Society on programming and events, including the Falls Village Fall Festival and the Cemetery Tour. With increased funding we can keep these services and programming going and do even more for our community.

Additional open and program hours require additional heat and electricity use, as well as staff time and supplies, so our operating costs have increased. As you are aware, we are housed in an historic 1889 building—one of the most significant and beautiful in town—which requires substantial maintenance on an ongoing basis. Currently we need \$20,000 to make major repairs to correct water issues in the basement, \$18,000 for exterior painting to preserve the structure, and \$2,600 to replace our outdated fire and sprinkler alarm system. But because we rely primarily on donations, we have very limited funds to operate, repair, and maintain our building. An increase in our Town grant will help us afford these and other ongoing repairs and keep our doors open and our facility safe and secure for those 10,000+ annual visits.

An increase in our grant will also help us adequately compensate our capable and committed employees. Hunt Library now has a staff of four, including the Executive Director, Assistant Director and Youth Services Programming Coordinator, Library Assistant, and Circulation Assistant. Only the Executive Director is a full-time employee with benefits. The average full-time salary—for all library employees statewide—is \$59,724 with additional annual benefits of \$33,199. At Hunt Library, our Executive Director’s salary is \$49,657 and annual benefits paid are only about \$5,896. Our part-time employees average hourly salary is \$17.58 and our hourly employees have only one floating paid holiday and no benefits. The minimum wage in Connecticut is \$15.69 per hour; we have a two-year employee who is paid \$15.75, barely above minimum wage. In order to attract and retain staff to serve the long-term interests of this community, and to deliver the programming our town needs and wants, we need to increase salaries to pay our employees commensurate with their skills and experience and to offer them benefits on par with their peers at other Connecticut libraries.

Hunt Library offers a wide variety of services to the community. In addition to offering books, periodicals, and DVDs, we would like to be able to offer more such as subscriptions to *The New York Times* and/or the *Wall Street Journal*, which many Falls Villagers have requested because otherwise they have no access to them. We cannot afford streaming service subscriptions which would allow Falls Villagers access to music, tv, movies, and magazines which they otherwise might not be able to afford. Our children’s books and large print books collections are in great need of updating, but we cannot afford to buy additional volumes on a regular basis. Many Connecticut libraries also offer passes for patrons to receive free or reduced admission to museums and area attractions, a significant benefit to families and seniors, but we

cannot afford to offer more than three of those, either. An increase in our Town grant will enable us to offer services our residents have asked for but which we currently cannot afford to provide.

In the past year, we completed a community needs assessment as part of developing our Strategic Plan and as part of our partnership with Libraries Without Borders. The detailed assessment is available on our website at [huntlibrary.org](http://huntlibrary.org). People from all over Falls Village participated and offered input about the library and our community needs. There are two important things that the assessment made clear: First, to the townspeople of Falls Village, Hunt Library is one of the most important and loved institutions in our town. Second, there are Falls Villagers of all ages who are underserved by Hunt Library, and we want to remedy that. We need resources to offer home delivery for elderly and homebound Falls Village residents. We need resources to develop a book borrowing program with the Senior Center so we can deliver books to the Seniors' lunch on a regular basis. We need resources to collaborate with Kellogg School and Adamah on school and outdoor/garden learning and summer reading programs. We need resources to create a full partnership with the third and fourth grade classes at Kellogg and the Falls Village Daycare Center to provide book borrowing to those classrooms. We need resources to increase our outreach to local homeschool families and provide programming for them.

For all of these reasons, we ask the Town of Canaan to grant \$75,000 to David M. Hunt Library in the Town's 2024/2025 Fiscal Year budget. We commit to putting these funds to good use on behalf of the residents of Falls Village.

Respectfully,

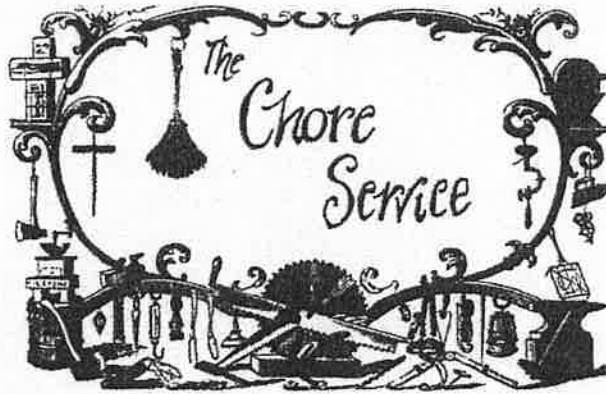


Roxann Steinberg Whitaker  
President, Board of Director  
David M. Hunt Library



Meg Sher  
Executive Director  
David M. Hunt Library

Dolores Perotti, *President*  
David Becker, *Salisbury*  
Patricia Chamberlain, *Sharon*  
Dinny Greene, *Cornwall*  
Carla Herman, *Cornwall*  
Priscilla McCord, *Lakeville*  
Janell Mullen, *Sharon*  
Judy Sheridan, *Kent*  
Michael Voldstad, *Salisbury*  
Lea Davies, *President Emeritus*  
Jane MacLaren, *Executive Director*



*Serving The Towns Of:*  
Canaan  
Cornwall  
Falls Village  
Kent  
Norfolk  
Salisbury/Lakeville  
Sharon

January 26<sup>th</sup>, 2024

To: Falls Village Board of Selectmen  
Falls Village Board of Finance

Re: Chore Service  
Assistance Requested: \$3,500

***"Without my chore worker, I couldn't stay in my home. My worker is so good and does a lot more for me than anyone has."***

For the past 32 years, Chore Service has helped seniors and people with disabilities live safely and independently at home while providing part-time work to residents in the community. The need for Chore's services to Falls Village residents increases as the population ages without extended family to assist them. Those we serve often live on limited incomes, choosing between food, heating oil, medications, gasoline, etc. Our clients want to live independently in their homes, so they request help with activities they find challenging or impossible. Chore provides a worker to help regardless of their ability to pay for services. Because of their lack of financial resources, Chore is often the provider of last resort.

Chore recognizes how vital our services are to older people in our region. Therefore, we have been exploring how to strengthen our capacity in the next year and ensure these services reach as many people as possible in need. That will likely include partnering with another organization and strengthening our organization's ability to provide these vital services. We are also exploring how we can provide services to people on a broader scale than in the past.

This year, our federal grant from the Western CT Area Agency on Aging has been reduced by 33% and will cover just six months of service. Last year, our federal funding was 20% of our income, and client contributions were 8%. Both help cover expenses for direct services to clients. This funding cut significantly impacts our budget, as does the increased cost of paying our dedicated workers a competitive wage. We ask all towns to consider increasing their annual contribution for these reasons. Please refer to the attached key information page summarizing Chore and Falls Village data.

P.O. Box 522, Lakeville, CT 06039  
Telephone: (860) 435-9177 • Fax: (860) 492-0730  
chore@choreservice.org

In addition to serving eleven Falls Village clients last fiscal year, Chore employed an independent contractor to provide lawn mowing and snow plowing services to one Falls Village resident who could not otherwise afford to pay for these services. These essential services are needed to ensure the safety of our clients, but this expense is not covered under our federal grant, and the cost of service continues to increase.

Chore is grateful that each town served can provide some monies from its annual budget for services. Without that support, Chore could not continue providing these necessary services, increasing the financial burden on the towns.

I welcome the opportunity to discuss Chore's initiatives and funding request with you in the near future. Our goal remains to ensure that people in Falls Village and neighboring towns can stay in their homes safely and enjoy the quality of life that is the hallmark of our region.

With appreciation,

A handwritten signature in cursive script, appearing to read 'Jm', is positioned above the printed name.

Jane MacLaren  
Executive Director

cc: Dolores Perotti, Board President, North Canaan



# **Chore Service, Inc.**

## **Key Information**

### **Services Provided**

- Household Chores: laundry, vacuuming, dusting, washing dishes, cleaning bathrooms, changing bedding, organizing, washing windows, cleaning closets, moving things
- Outdoor Chores: lawn mowing, raking leaves, weeding and gardening, stacking firewood, snow removal
- Cooking: meal preparation, grocery shopping
- Errands: shopping, driving to medical appointments, picking up medications and mail, taking items to transfer station
- Companionship
- Handyman repairs
- Technology assistance
- Services temporary or ongoing

### **Financial Data (based on FY23)**

- Cost of service: Approximately \$45.00 per hour
  - 86% of Chore's expenses are for direct services
- Average client contribution: \$6.69 per hour
- Funding:
  - 7% town contributions
  - 7% client contributions
  - 18% grants (includes ARPA)
  - 16% Western Connecticut Area Agency on Aging (WCAAA)
  - 52% donations

### **Falls Village Data – FY23**

Number of Falls Village clients served	11
Number of workers residing in Falls Village	2
Earnings by the above workers	\$8,224
Client hours provided in Falls Village	267
Total client contributions for services in Falls Village	\$3,140
WCAAA Grant (5% prorated for Falls Village share of hours provided)	\$3,716
Town of Falls Village Contributions FY24	\$2,500
<b>FY25 Request from the Town of Falls Village</b>	<b>\$3,500</b>

## **FAQS ON THE CONSOLIDATION OF CHORE SERVICE WITH LITCHFIELD HILLS CHORE SERVICE**

### **1. What is Litchfield Hills Chore Service?**

Litchfield Hills Chore Service (LHCS) has the same vision, mission, and services as Chore Service (CS) - keeping the elderly and people with disabilities safely and independently at home, regardless of their ability to pay for needed services.

### **2. Why is the combination of LHCS and CS necessary? What is the driving force behind this effort?**

Over the years, Chore Service has built a robust infrastructure and strong community support. LHCS has always focused on providing outstanding services to its base and has relied on governmental support to satisfy its mission. Recent reductions in federal funding have caused LHCS and its board to consider alternatives, which included reaching out to CS. After much discussion, considerable due diligence, and careful deliberation by both boards, CS felt it was in a position to bring LHCS into its fold and help build the capacity in the towns that LHCS serves (Goshen, Litchfield, Morris, Roxbury, Warren, Washington). Thus, we will be able to ensure that these vital services will continue for all the residents in our region – a total of 13 towns. It was not a decision made hastily or easily, but at the end of the day, both boards are very excited about what the future holds.

### **3. Is LHCS merging with Chore Service? What does this mean legally for CS?**

This is not a merger but a consolidation of operations under CS. There will be a dissolution of LHCS and a transfer of assets, clients, workers, and staff to CS. LHCS will set aside funds to satisfy its liabilities. After those liabilities are paid, the remaining balance will be transferred to CS.

### **4. How will services continue after the consolidation? Will there be gaps in services for any current or future clients?**

The consolidation will not affect the services we offer. All services will continue. The only change will be our ability to assist more people by creating a more vital organization.

### **5. What will happen to existing LHCS clients and workers?**

Chore Service will hire the 18 workers currently employed by LHCS to allow for the continuation of employment and services to their 90 current clients. There will be no disruption in employment or services to LHCS workers or clients.



January 31, 2024

Mr. David Barger, First Selectman  
Town of Falls Village  
PO Box 47  
108 Main Street  
Falls Village, CT 06031

Dear David,

Thank you for allowing Geer Village Senior Community the opportunity to apply for funding for fiscal year 2024-25. We are requesting \$7,497, the equivalent of a 2% increase over last year.

The cost of vehicle operations – fuel, maintenance and capital expenditures has skyrocketed in the last couple of years. In addition, due to minimum wage increases and upward pressure our driver salaries have increased by 25%. I am sure you have experienced this in your town budgets as well.

Enclosed are detailed descriptions about the program and use of the funds.

If you have any questions, please feel free to contact me at (860) 824-2618 or [snicholas@geercares.org](mailto:snicholas@geercares.org)

Sincerely

Stacie Nicholas  
Geer Lodge, Executive Director

*Congrats!  
look forward to working together*



Geer Village Senior Community provides non-emergency medical and personal care transportation for elderly, over 60 years old and disabled individuals. The program is funded in part through the Towns served, private fundraising that Geer conducts and matched by a grant provided by the State of CT Department of Transportation.

The program employs the staff necessary to provide transportation to residents including a manager, a scheduler and two FTE drivers.

Transportation services are open to all elderly and disabled regardless of age, sex, race, creed, religion, or ability to pay and typically available Monday through Friday from 8:00 am – 4:00 pm with flexibility for extended hours as needed. Geer typically has between 8-10 vehicles available for all transportation services provided.

An added feature of Geer's Dial-a-Ride program is the 'Just One Call' service. Residents that haven't made their appointment can call our reservation line and provide the details of their needs, the transportation staff can call their doctor or provider and schedule the appointment and at the same time schedule the ride. This is not only convenient for the passenger but also allows the rides to be coordinated most effectively.

#### **Ride trends:**

- Ride volume is rapidly approaching pre-pandemic levels.
- Drivers and riders are still required to wear masks.
- We have begun to resume shared rides, as appropriate.
- The average distance for rides continues to increase, as more doctors and specialists are further away. These rides consume more time and affect the total number of rides able to be provided.
- The number of unique individuals that are utilizing the service has increased. Riders report that the cost of operating their own vehicle or their health has caused them to use Dial-a-Ride instead of driving themselves.
- The number of rides denied due to lack of time availability has increased.

#### **Summary of usage:**

Towns	DAR Rides	# of Unique Individuals
Falls Village	502	10

Dial-a-Ride Program Budget	July 2024- June 2025
	Total
<b>Revenue &amp; Support:</b>	
Fundraising	51,283.00
Towns	75,900.00
NHCOG - DOT State Match grant	139,000.00
<b>Total Revenue &amp; Support</b>	<b>266,183.00</b>
<b>Expenses:</b>	
Personnel Expenses: salary & fringe	108,341.00
Outside services (IT)	3,750.00
Office supplies	750.00
Occupancy-office space	13,500.00
Telephones - (land & cell)	3,525.00
Technology - (software & support)	7,500.00
Travel	0.00
Vehicle - operating (fuel, maint.)	54,808.00
Vehicle - insurance	11,900.00
Vehicle - capital & depreciation	46,283.00
Administrative Costs (Management, Fundraising, Finance)	15,826.00
<b>Total Operating Expenses</b>	<b>266,183.00</b>
<b>net</b>	<b>0.00</b>

<b>2023 Town Funding</b>	
Cornwall	\$ 9,500.00
Falls Village	\$ 7,350.00
North Canaan	\$ 27,500.00
Norfolk	\$ 3,500.00
Salisbury	\$ 15,950.00
Sharon	\$ 12,100.00
<b>Total</b>	<b>\$ 75,900.00</b>



**Housatonic Youth Service Bureau**  
*Budget Appropriation Request*

January 30, 2024  
**Town of Canaan/Falls Village**

Mr. David Barger, First Selectman  
Town of Canaan/Falls Village  
PO Box 47  
108 Main Street  
Falls Village, CT 06031

RE: FY 2025 Town Budget Request

Dear Mr. Barger,

The Housatonic Youth Service Bureau has proudly served the town of Canaan/Falls Village and its residents for more than 30 years. We are not the same organization we were 30 years ago; we have grown, adapted, expanded, and overcome, but there is still more work to do...

HYSB is helping our kids navigate their way to emotional health, but we need your help to keep going. Last year, our team of highly experienced licensed clinicians provided 1,536 hours of FREE counseling to youth from age 3 through high school. Through our Juvenile Review Board, we helped 9 students avoid the juvenile justice system after first-time offenses. Requests for prevention programs and community engagement opportunities have increased dramatically, reaching 1,094 additional youth and families this year.

COVID has taken its toll on our young people. It threw them into isolation, challenged their confidence socially and academically, and left many confused, anxious and depressed. Difficult economic times have put additional stress on them and their families. Despite being 3+ years on from the worst of the pandemic, we are still seeing staggering impacts from the young people we serve, most notably those who were infants and toddlers during isolation are now entering pre-school and kindergarten having missed critical formative years for social skill building. There is so much work to be done.

**Our youth are calling out for help.**

The Housatonic Youth Service Bureau (HYSB) is requesting funding to help support our mental health programs for youth and families in our 6-town service area. Our programs include no-cost counseling with our licensed social workers, enrichment programs, internships, etc. In collaboration with the elementary and middle schools, as well as HVRHS, we offer our services free of charge, while eliminating barriers by bringing engaging programs directly to students. We provide a range of youth development programs and opportunities for self-exploration that help young people feel more valued, productive, and positive about their lives. These interactive, supportive groups build confidence and help shape the minds, behaviors, and futures of our valued youth!

In many cases, HYSB is the first provider to offer clinical level intervention for both children and their families. Our services are designed to be delivered quickly, at no-cost, and with the option to provide ongoing case management and referral services. We are the only service provider to offer this for Northwest Corner residents.

***We remain committed to providing exemplary mental health services for the residents of Canaan/Falls Village, but we continue to need your help.***

This year, the Town of Canaan/Falls Village gave HYSB \$3764.00 in fiscal support and we are respectfully requesting an increase to \$6,250 for the coming year (fiscal year 2025). This increase represents the increase in services that we are providing for the students we supported last year via clinical counseling; these sessions represent hundreds of hours of work. This also includes a minimal increase to support the additional services rendered in the form of school programs, group work, summer sessions, etc.

We understand the ongoing budget challenges facing many municipalities, but we are asking that you consider funding our critical programs and services again this fiscal year. If you have any questions or would like additional information, please do not hesitate to reach out via email at [kparker@hysbct.org](mailto:kparker@hysbct.org) or phone (860) 824-4720 x101. Canaan/Falls Village families look to our mission for help, now we look to you. We remain extremely appreciative of your past support, and we thank you for your consideration of our current request.

Sincerely,



Kelly Parker, MPA  
Executive Director

*Thank you for your  
continued support of  
our programs and services!*



*Serving NWCT*  
for over  
**FIFTY YEARS**  
*With an open door  
and an open heart.*



332 South Main Street  
Torrington, CT 06790  
Office 860.482.7300  
Fax 860.489.4807  
[info@fishnwct.org](mailto:info@fishnwct.org)

January 24, 2024  
Town of Canaan/Falls Village  
David Barger, First Selectman  
PO # 47, 108 Main Street  
Falls Village, CT 06031

Dear Mr. Barger,

\*Knowing that it is budget time, please know that we would like to be considered for funding/a donation for the 2024 - 2025 fiscal year to help support the FISH NWCT 35 bed Homeless Shelter that serves our northwestern CT corner. We hope you will please consider joining other area municipalities in the COG in supporting our year round work with the homeless.

\*We have been resilient, and in this past year, 85 homeless resided at the FISH Shelter (56 adults, 12 Vets and 17 children). We provided residents with safe - socially distanced housing, meals, clothing, medical and mental health assistance, case management, educational opportunities, and the goal of moving into supportive, permanent affordable housing. Our residents' age range is currently a one month old - seniors in their 70's. I'm enclosing our FISH NWCT "annual report card" for your perusal, which outlines our programs and services for the homeless and the hungry/food insecure, as well as our excitement of being featured in the 2nd season of the new show, Divine Renovation, hosted by Erik Estrada. The show, focused on New England, will premiere at an event on June 20th at the Warner Theatre.

\*We believe FISH/Friends in Service to Humanity of Northwestern CT provides a great service to our greater NW CT community. As a non-profit organization, with the "Mission of providing the most basic of human needs - food, shelter and hope", we are in need of this financial support. HUD funding distributed through the Department of Housing, currently provides only half of the cost of maintaining the FISH Shelter. Our current budget to maintain the NW CT region's shelter services and food pantry (used last year by 1700+ individuals/families, providing food for over 180,000 meals) is \$942,997. \*\* I welcome community officials, to visit FISH NWCT and take my "grand tour" to see firsthand for yourselves the amazing things happening under our roof in service to our neighbors in need.

\*We, as a non-profit, exist to serve the homeless and the hungry of our NWCT region. And, we depend on the financial generosity of our greater community, which has faced tough times in this past year. We always have our doors open to help the homeless of our NWCT towns. Please assist us in providing this help, as everyone deserves a roof over their heads.

Sincerely,

Deirdre Houlihan DiCara, Executive Director

[ddicara@fishnwct.org](mailto:ddicara@fishnwct.org) / [www.fishnwct.org](http://www.fishnwct.org) / [facebook.com/fishnwct](https://facebook.com/fishnwct)



*Officers*  
Peter Aziz, *President*  
C. Todd Staub, MD, FACP, *Vice President*  
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*Executive Director*  
John Simoncelli, LCSW, LADC, MPA

*Trustees*  
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Amanda Bokman  
Emily Littman Eisen, Ph.D.  
Barbara Gold  
Karen Halpert



## GREENWOODS COUNSELING & REFERRALS, INC.

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*Founder and Trustee Emeritus*  
The Rev. W. David Dobbins, Jr.

January 18, 2024

Mr. David Barger, First Selectman  
Town of Falls Village  
First Selectman's Office  
P.O. Box 47  
Falls Village, CT 06031

RE: TOWN APPROPRIATION REQUEST. Greenwoods respectfully requests financial support for FY 24-25. Please include Greenwoods in the Town of Canaan's budget at \$7,500.

Dear Mr. Barger:

It has been a year since I approached you for support. Unfortunately, the need for mental health care remains at crisis levels. This is especially true throughout our county, a Health Provider Shortage Area for Mental Health that has been disproportionately harmed by the effects of the pandemic. **In each of the last 12 months we have received a record number of callers and clients.** We connect them with the counseling and addiction treatment they need *regardless of ability to pay*; no client is turned away from Greenwoods.

In 2024 Greenwoods will respond to the increasing need for mental health and addiction services throughout Litchfield County by increasing our capacity to serve. The following program enhancements are available to your residents:

- **An expanded clinical team.** As of the end of January, Greenwoods will employ 18 full-time clinicians, including eight clinicians who specialize in treating youth and adolescents. All Greenwoods clinicians are credentialed with Medicaid and various private insurance companies to increase access to care.
- **In-house prescription and medication management services.** Staff estimates that *at least* 50% of Greenwoods clients need prescription support. To meet this need, Greenwoods employs Psychiatric APRN Garrit Cerruto to support our counseling and addiction outreach programs.
- **A full-time clinician on the Community Outreach & Recovery Navigation (CORN) team.** Jamie Campanella, LCSW, supports our team of three recovery navigators to address the addiction crisis in our community. Jamie conducts field assessments, individual and family counseling, and case management for clients of the CORN team.
- **Increased financial aid for clients.** Each year Greenwoods raises funds to support the costs associated with mental healthcare for our clients. This year we will provide \$65,000 in direct financial assistance to clients who otherwise could not afford care, and we will serve over 1,500 clients across all 26 towns in Litchfield County.

Greenwoods is proud to provide critical mental health support for the residents of Canaan. This year we anticipate our service delivery will increase by at least 25% over last year. This service expansion and the requisite additions to our team come with an increase in our operating costs, but the better we can respond to your residents' needs, the faster your community can start to heal. I hope you will contact me directly about our services and about how we can partner to support the wellness of our community this year.

Sincerely,

John Simoncelli, LCSW, LADC, MPA  
Executive Director

*Creating a healthier community by providing access to high quality mental healthcare for everyone in Litchfield County.*



**Northwestern Connecticut Transit District**

957 East Main Street  
Torrington, CT 06790  
(860) 489-2535

January 12, 2024

Town of Canaan  
The Honorable David Barger  
108 Main St.  
P.O. Box 47  
Falls Village, CT 06031

RE: Town Share FY25

First Selectmen David Barger,

At a meeting of The Board of Directors of the Northwestern Connecticut Transit District held on January 8, 2024, a proposed FY25 budget was presented which included the new proposed local share for each town in the district. Please note that after this meeting, a correction was made, and the invoice amount changed slightly from what was originally sent to the Board. Please contact me if you have any questions or want a further explanation.

For your general information, the district's town shares are 17% with the remaining 83% coming from the State of Connecticut or other local sources.

Please find enclosed invoice for FY25.

Regards,

Brian Kalosky  
Interim Executive Director  
NWCTD

957 East Main Street  
Torrington, CT 06790

Date	Invoice #
1/16/2024	2025-01

Bill To
Town of Canaan 108 Main St., PO Box 47 Falls Village, CT 06031

Description	Amount
Canaan Dial-a-Ride FY25	2,400.00
<b>Total</b>	<b>\$2,400.00</b>



January 2, 2024

Mr. David Barger  
First Selectman  
Canaan Town Hall  
P.O. Box 47  
Falls Village, CT 06031-0047

Dear Mr. Barger:

**EdAdvance** is the Regional Educational Service Center (RESC) for western Connecticut. We focus on being responsive to, and supportive of, the local initiatives of our 29 school districts and their communities.

I am pleased to send you our 2022-2023 Annual Report. This report will provide you with an overview of the programs and services we provide throughout our region, program highlights, and a budget summary.

If you would like more information about **EdAdvance's** programs and services, please feel free to contact me at (860) 567-0863.

Sincerely,

Jeffrey C. Kitching, Ed.D.  
Executive Director

Enclosure



*Project SAGE proudly presents*

# TRADE SECRETS<sup>®</sup>

*a beautiful gathering for a great cause*

January 4, 2024

David Barger  
First Selectman  
Falls Village Town Hall  
108 Main Street  
Falls Village, CT 06031

Dear Selectman Barger,

This letter is to advise you that on May 18 and 19, 2024, Project SAGE (formerly Women's Support Services) will hold its annual Trade Secrets fundraiser. This fundraiser provides a significant amount of operating support for our agency's services. We greatly appreciate the support received by the Town of Falls Village for the event and the work of the agency.

On Saturday, May 18, garden tours will take place at the estate of Bunny Williams and John Rosselli at 1 Point of Rocks Road. We anticipate that this will result in heavier than average traffic on Route 126 between the hours of 9:30 a.m. and 3:30 p.m. that day.

To ensure smooth flow of traffic into the site, Project SAGE, in coordination with the Falls Village Fire Department, will staff the location on Saturday with professionally trained traffic directors as well as provide signage. We are fortunate to have the Falls Village Fire Department to ensure the safety of all garden tour guests. If you have any questions regarding the event, please contact me, via email at [kaitlynr@project-sage.org](mailto:kaitlynr@project-sage.org) or via phone at (860)364-1080.

Many thanks for your support.

Sincerely,

Kaitlyn Robitaille  
Director of Appeals & Fundraising Events  
Project SAGE

*Contacted:*



# TORRINGTON AREA HEALTH DISTRICT

350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790

Phone (860) 489-0436 ♦ Fax (860) 496-8243 ♦ E-mail [info@tahd.org](mailto:info@tahd.org) ♦ Web [www.tahd.org](http://www.tahd.org)

*"Promoting Health & Preventing Disease Since 1967"*

January 23, 2024

To: David R. Barger, First Selectman & Board of Finance  
From: Robert Rubbo, Director of Health  
Re: **FY25 Per Capita Assessment for Town of Canaan**

Your Per Capita Assessment for FY25 is shown below. It is a function of 1) Your 2021 population as determined by the State Department of Public Health (please note the state of CT has informed us to use **2021** census data due to discrepancies in the 2022 census data), & 2) The per capita rate as set by the Board of Health.

Year	Population	Per Capita Rate	Total Assessment
2023-2024	1,078	\$5.48	\$5,907
2024-2025	<b>1,078</b>	<b>\$5.48</b>	<b>\$5,907</b>

As you will note above the TAHD Board of Health voted at its January 18, 2024 quarterly meeting NOT to increase the per capita rate to our member towns for fiscal year 2024-2025. By not increasing our local per capita rate this will be TAHD's eighth year in a row where the per capita rate remained flat for the towns we serve even though we have seen state cuts in many of those years. I am proud to say that TAHD has done an exceptional job controlling expenditures and securing other sources of grant revenue thus making it possible to absorb the state cuts. I would also like to note that TAHD continues to expand its services to its member towns regardless of increased expenses. For example, some programs that TAHD has added over the last couple of years are opioid prevention programs, chronic disease self-management, diabetes prevention program, fall prevention, workforce development program, and a suicide prevention program.

By not increasing the Per Capita Rate we may have to draw on our general fund to cover any revenue minus expense shortfalls. This decision was made because we are very sensitive to the difficult financial climate that our member towns are faced with this coming fiscal year.

#### Factors that influence TAHD finances:

- Medical benefits will increase again this coming year.
- Our COVID 19 ELC 2 grant will end in FY24.
- Our OD2A an Opioid Prevention grant ended in FY24.
- On a positive note, TAHD has been able to secure a new 5-year workforce development grant along with a 5-year prevention block grant focusing on diabetes prevention and self-management.

I have attached a list of full-time local health districts in CT and their respective per capita rates. TAHD charges the second lowest per capita in the entire State of CT while providing exceptional public health services to its member towns. Along with the list of local health districts is a ten-year history of TAHD's per capita rate for your review. Please see the attached document.

You will be billed for the Per Capita Assessment in June, and we ask that you make the full payment on or before July 1st to help us with our cash flow and to give us a strong financial posture for the first part of our fiscal year.

Thank you for your continued support. If you have any questions or comments, or would like to schedule a meeting, please do not hesitate to contact me.

Respectfully,

Robert Rubbo; MPH, R.S.  
Director of Health

**Borough of Bantam, Bethlehem, Canaan, Cornwall, Goshen, Harwinton, Kent, Borough of Litchfield, Litchfield, Middlebury, Morris, Norfolk, North Canaan, Plymouth, Salisbury, Thomaston, Torrington, Warren, Watertown, Winsted**

The Torrington Area Health District is an equal opportunity provider, and employer. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

## Torrington Area Health District Per Capita rate 10-year history

2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
\$5.42	\$5.48	\$5.48	\$5.48	\$5.48	\$5.48	\$5.48	\$5.48	\$5.48	\$5.48
Up \$0.07	Up \$0.06	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change

## State of CT Full-Time Health Districts

FULL TIME HEALTH DISTRICTS	2021 Health District Population	2024 Health District Per Capita Rate
Aspetuck Health District	45209	\$20.39
Newtown Health District	31449	\$16.85
Chatham Health District	61961	\$14.06
West Hartford Bloomfield Health District	85453	\$14.02
Chesprocott Health District	54132	\$13.15
East Shore Health District	69478	\$12.89
CT River Area Health District	54161	\$11.40
Housatonic Valley Health District	74140	\$10.71
	<b>Average</b>	<b>\$14.18</b>
Northeast Health District	84940	\$8.50
Bristol Burlington Health District	70252	\$8.45
Central Connecticut Health District	98348	\$7.75
Ledge Light Health District	153314	\$7.59
Farmington Valley Health District	110079	\$7.50
Naugatuck Valley Health District	126708	\$7.50
Uncas Health District	99990	\$7.26
Quinnipiack Valley Health District	99425	\$7.20
South Central Health District	65219	\$6.65
Eastern Highlands Health District	79696	\$5.81
<b>Torrington Area Health District</b>	<b>132834</b>	<b>\$5.48</b>
North Central Health District	164315	\$4.67





Dissolution Authority

300 Maxim Road, Hartford, Connecticut 06114

Telephone (860) 757-7700 Fax (860) 757-7725

January 18, 2024

First Selectman David Barger  
Town of Canaan  
108 Main Street  
Post Office Box 47  
Falls Village, CT 06031

Dear First Selectman Barger,

As you know, the Connecticut Solid Waste System (CSWS) Municipal Service Agreements provide for a budget and rate setting process culminating with the adoption of a tip fee for the ensuing fiscal year commencing July 1 by the end of February each year. As Chairperson of the new MIRA Dissolution Authority's Board of Directors, I am writing to provide you with some early insights, requests and suggestions. As the budget and rate setting process unfolds, the Authority will be focused on three key aspects of its enabling legislation (Public Act 23-170, the "Act") cited in Exhibit A attached to this letter.

The Authority has concluded that there currently is no rational basis to establish a tip fee below or above the "opt out" tip fee set for fiscal year 2025 in the Tier 1 Short Term Municipal Service Agreement which is \$131.00 per ton of MSW and \$0.00 per ton of recycling. In entering into the Tier 1 Short Term Municipal Service Agreements, the Authority recognized the need to provide support for the Connecticut Solid Waste System (through use of reserves) to achieve a schedule of tip fees through the maturity of these arrangements (June 30, 2027). The amount of such support for the FY25 year will be determined, as it has in the past, in the budget development process.

At the same time, we want you to be aware that the Board's decision to provide such support has been actively deliberated in the context of its consistency with Section 11 of the Act which states that Authority funds "***shall not constitute surplus revenues and shall be deemed necessary to provide support for the Authority's properties systems and facilities, including any environmental remediation of such properties, systems and facilities. Such funds shall not be distributed or redistributed to the users of the Authority's services.***" The Board has taken the position that such a use of reserves (i.e., to support contract compliance including tip fee stabilization pursuant to these existing Tier 1 Short Term Municipal Service Agreements) is consistent with the Act. If the Board's interpretation of Section 11 of the Act is challenged, the Authority's ability to use reserves to maintain tip fees at a level that would not exceed the "opt out" level could be jeopardized.

Absent specific direction that this approach is not consistent with the Act, and the Act supersedes the Municipal Service Agreements, the Participating Municipalities can expect a budget adoption resolution



at the February 2024 Board of Directors meeting establishing the \$131.00 tip fee. Alternatively, the Authority will provide the Participating Municipalities with the supporting rationale for departing from the \$131.00 tip fee.

The approach outlined above provides the best balance of interests reflected in the Act because it i) minimizes use of reserves in support of the Connecticut Solid Waste System, ii) adheres to expectations established in the Tier 1 Short Term Municipal Service Agreement, and iii) moves the tip fee closer to the level of self-sustainability needed for ultimate transfer of control of the Torrington and Essex transfer stations to regional waste authorities or local municipalities envisioned by the Act.

The Authority's current objective is to transfer control of the transfer stations in a manner that preserves all services the CSWS Participating Municipalities currently receive through the June 30, 2027 expiration of the Municipal Service Agreements. Accordingly, in addition to transferring ownership or lease interests in the facilities themselves, this entails assignment of the Municipal Service Agreements and relevant facility operating, MSW and recycling transportation, disposal and processing contracts to the regional authority or local municipality in a manner that assures the contracts are adhered to under a new form of governance.

This current objective has prompted discussion among the directors and members of the new Board of the reason why some Participating Municipalities remained with MIRA while others opted out of the Municipal Service Agreements as the Resource Recovery Facility closed and the transition to waste transfer operations was made at the close of fiscal year 2022. Certainly the availability of competitive alternative tip fees played a role in decisions to opt out, and potentially the lack thereof played a role in decisions to remain.

To gain a better understanding of this reasoning, the Authority is requesting additional information on the process and results of any competitive solicitations the remaining Participating Municipalities may have undertaken in deciding to remain with MIRA as this transition was made at the close of fiscal year 2022. Please reply to Mark Daley, President and CFO of the Authority by e-mail to [mdaley@ctmira.org](mailto:mdaley@ctmira.org), with a summary of any such efforts and results at your earliest convenience.

In addition, in order to more fully assess its current objectives in transferring control of the transfer stations in the manner outline above, the Authority is suggesting that the remaining CSWS Participating Municipalities undertake an additional current competitive solicitation and advise the Authority as to the options presented (if any), and the Municipalities views concerning such options. Given the Authority's own experience with RFPs for MSW disposal and recyclables processing, we think there is benefit for the Participating Municipalities to pursue such a solicitation on a collective basis, rather than individually, such as with those towns using the Torrington transfer station and those using the Essex transfer station (i.e., two separate, collective RFPs). The Authority is willing to assist the Participating Municipalities in preparing these solicitations if requested by e-mail to Mark Daley. This will allow the Authority and the Participating Municipalities to gauge the cost benefits of its current objective against possible alternatives involving the whole or partial breakup of the Participating Municipalities and corresponding impacts upon existing facility operating, MSW and recycling transportation, disposal and processing contracts.

The Authority will arrange for a virtual meeting of the CSWS Participating Municipalities in the near future to more fully address the rationale for its current approach to the fiscal year 2025 tip fee,

transferring control of the transfer stations and our requests concerning prior and current competitive solicitations.

Thank you very much for your patience and assistance in these areas.

Sincerely,

A handwritten signature in black ink, appearing to read "Bert Hunter". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bert Hunter  
Chairperson

Cc: Mark Daley

Attachment

**Exhibit A**  
**Relevant Section of Public Act 23-170**

Public Act 23-170 (the “Act”) created the MIRA Dissolution Authority (the Authority”) as successor to the Materials Innovation and Recycling Authority (“MIRA”) effective July 1, 2023. The Act empowered the Authority to undertake and complete any contract, right of action or matter commenced by MIRA. This would encompass the Municipal Service Agreements providing for waste management services to Connecticut Solid Waste System (“CSWS”) Participating Municipalities.

As the Authority advances its obligations with respect to the CSWS transition, the South Meadows transition and the budget and rate setting process, multiple valid and sometime competing interests in Authority reserves become evident.

Section 9 (a) (3) of the Act obligates the Authority to continue to operate its Torrington and Essex transfer stations until acceptable alternatives, operated by entities other than the authority, become available. The Authority has established a CSWS Transition Committee dedicated to facilitating the transfer of control of the transfer stations to regional authorities or local municipalities. The Authority desires to complete this transfer as quickly and efficiently as possible.

Sections 9 (a) (1) & (2) of the Act obligate the Authority to identify the immediate environmental needs and knowledge necessary for future redevelopment of the site of the now closed Resource Recovery Facility in Hartford and to engage representatives of the City of Hartford and other stakeholders, as appropriate, with respect to the future of the site. The Authority has also established a South Meadows Transition Committee dedicated to answering this charge. MIRA had previously set aside funds to address closure and decommissioning of the Resource Recovery Facility but more fully positioning the South Meadows site for a redevelopment would require additional funds.

Section 11 of the Act provides that funds possessed by the Authority shall not constitute surplus revenues and shall be deemed necessary to provide support for the Authority's properties systems and facilities, including any environmental remediation of such properties, systems and facilities. This section further provides that such funds shall not be distributed or redistributed to the users of the Authority's services and that users of the Authority's services shall be liable for the environmental remediation costs of the Authority's properties, systems and facilities if, and to the extent, any funds were distributed or redistributed by the Authority to such users on or after January 1, 2023.



First Selectman &lt;firstselectman@canaanfallsvillage.org&gt;

**BAA Alternates**

1 message

**Kayla Johnson** <kjohnson@canaanfallsvillage.org>

Mon, Jan 22, 2024 at 2:34 PM

To: First Selectman &lt;FirstSelectman@canaanfallsvillage.org&gt;

Happy Monday, please see below regarding the BAA alternates. Thanks!

KJ

TO: Dave Barger, First Selectman  
*For the Board of Selectmen*

FROM: Kayla Johnson, Assessor &amp; Hazel McGuire, Board of Assessment Appeals

RE: Appointment of Board of Assessment alternates

DATE: January 22, 2024

The Assessor's office and Board of Assessment Appeals would like to request the Board of Selectmen appoint alternates to the BAA. See CT Statute below which details the appointment process.

Sec. 9-199. Boards of assessment appeals. Alternate and additional members. (a) Unless otherwise provided by law, each town shall elect a board of assessment appeals consisting of three members and shall elect such officers at regular municipal elections for terms of four years. Such members of the board of assessment appeals shall hold office for the term for which they are elected and until their successors are elected and have qualified. When the number of members of the board of assessment appeals to be elected by any town is even, no person shall vote for more than one-half the number, and when the number to be elected is odd, no person shall vote for more than a bare majority of the number, provided the legislative body of any town may provide that the electors of such town vote for the full number of members to be elected thereat, any provision of the special acts to the contrary notwithstanding. The candidates in number sufficient to fill such offices who have the highest number of votes shall be elected. Nothing in this section shall be construed to affect the method of rotation of members of a board of assessment appeals legally in effect on October 1, 1976.

*(b) The legislative body of a municipality or, in the case of a municipality for which the legislative body is a town meeting or a representative town meeting, the board of selectmen may appoint an alternate for each member of the board of assessment appeals. Each alternate member shall be an elector of the municipality. When seated, an alternate member shall have all the powers and duties of a member of the board of assessment appeals.*

Sec. 9-199. **Boards of assessment appeals.** Alternate and additional members. (a) Unless otherwise provided by law, each town shall elect a board of assessment appeals consisting of three members and shall elect such officers at regular municipal elections for terms of four years. Such members of the board of assessment appeals shall hold office for the term for which they are elected and until their successors are elected and have qualified. When the number of members of the board of assessment appeals to be elected by any town is even, no person shall vote for more than one-half the number, and when the number to be elected is odd, no person shall vote for more than a bare majority of the number, provided the legislative body of any town may provide that the electors of such town vote for the full number of members to be elected thereat, any provision of the special acts to the contrary notwithstanding. The candidates in number sufficient to fill such offices who have the highest number of votes shall be elected. Nothing in this section shall be construed to affect the method of rotation of members of a board of assessment appeals legally in effect on October 1, 1976.

(b) The legislative body of a municipality or, in the case of a municipality for which the legislative body is a town meeting or a representative town meeting, **the board of selectmen may appoint an alternate for each member of the board of assessment appeals.** Each alternate member shall be an elector of the municipality. When seated, an alternate member shall have all the powers and duties of a member of the board of assessment appeals.

(c) Notwithstanding the provisions of subsection (a) of this section or of any special act, municipal charter or home rule ordinance, a municipality may, by ordinance, authorize its legislative body to appoint additional members to the board of assessment appeals for any assessment year.

1/15/2024

David Barger  
First Selectmen, Town of Canaan

RE: Recreation Commission Member Chairperson Nomination

Dear Board of Selectmen,

During the Rec. Commission meeting on January 10, 2024 a motion was made by Dan Carr to nominate Ted Moy as Chairman for a one year term. Dan Glass seconded the motion. Motion passed unanimously.

Please endorse this nomination and appoint Ted Moy to the Commission as Chairma.

Thank you,

*Melissa Lopes*

Melissa Lopes  
Secretary F.V. Recreation Commission

## **Treasurer Town of Canaan**

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**From:** Transfer Station <transferstation@canaanfallsvillage.org> on behalf of Transfer Station  
**Sent:** Tuesday, January 09, 2024 10:14 AM  
**To:** Treasurer Town of Canaan  
**Subject:** Town of Canaan Transfer Station

Town of Canaan Transfer Station  
Selectmen Report

Date: 1/9/24  
To: Town of Canaan Board of Selectmen  
From: Peter Roussis - Transfer Station Coordinator  
Report for the months of October, November & December

Food Scrap Collection:  
October- 1,100lbs  
November- 1,500lbs  
December- 1,500lbs  
Total- 4,100lbs (2.05 tons)  
10,100lbs (5.05 tons) since March 2023\*

Waste Recycling:  
MSW (Municipal Solid Waste) 122.62 Tons  
SSW (Single Stream Recycling) 23.17 Tons

Income:  
Bulky Waste: \$3,023  
Metal Recycling: \$998.44  
Clothing: \$139.75  
Electronics Recycling: \$0  
Bio Bags Sold: \$95.00  
Spare Stickers Sold: \$10.00  
Total Income: \$4,266.19

Expenses:  
MIRA tipping fees: \$13,895.92  
Transport fees: \$10,539.96  
Suburban Sanitation (portable toilet): \$295.44  
Equipment Rental: \$807.36  
Food Scrap Collection: \$1,165  
Well Testing: \$955.12

Total Expenses: 27,658.80  
(Does not include salaries, telephone or electric.

TO: All Boards/Commissions/Departments  
FROM: Michelle Hansen, Treasurer and Dave Barger, First Selectman  
For the Board of Selectmen  
RE: 2024 - 2025 Proposed Spending Plans  
DATE: January 22, 2024

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It's time to begin our *Annual Budget Process*. I know that you all realize that we are under the usual budgetary restraints that we can expect as well as not knowing what the Town of Canaan will receive from the State of Connecticut. Further, we have to educate our children and that is an expensive proposition given the size of its student body. Additionally, the Town will continue to have future annual costs for capital projects which will have to be factored into any *Proposed Spending Plan*. Consequently, fiscal conservatism should be our byword in approaching this upcoming year.

Please let's keep in mind that we would like to propose a lean spending plan. We ask each of you to analyze every line item in your *Proposed Spending Plan* and adjust them appropriately. Our goal is to have a budget that comes as close to a zero percent increase as possible and this can only occur if each of us eliminates any expenses that are not necessary.

A summary printout of your current (2023 - 2024) budget will be placed in your mailbox at the end of this week. If you need a detailed printout for your budget, please contact Michelle as soon as possible. A detailed report will show dates, check numbers, payee and a brief description of the expense, if necessary.

The Board of Selectmen will have its first workshop for budget planning in early February. **The final date for submission of your *Proposed Spending Plan* is Thursday, February 22, 2024.** It is critical that it be submitted by that date so that there can be proper review of all submissions and the Board of Selectmen can have a completed *Proposed Spending Plan* for the 2024 - 2025 fiscal year well in advance of our presentation to the Board of Finance sometime in March. **Should any Board/Commission/Department fail to submit their *Proposed Spending Plan* by February 22, 2024, the budget for the 2023 - 2024 fiscal year will be put in place for the 2024 -2025 fiscal year.**

Completed *Proposed Spending Plans* should be directed to Michelle and would be very much welcomed prior to the February 22, 2024 deadline.

Putting our timeline in perspective, our budget hearing will likely be scheduled for sometime in April and the Town Meeting and vote on the *Proposed Spending Plan* for the 2024 - 2025 fiscal year will likely be planned for sometime in mid-May.

Should you have any questions or concerns feel free to contact either Michelle or me.





U.S. Department  
of Transportation  
Federal Highway  
Administration

Connecticut Division

January 11, 2024

450 Main Street  
Suite 612  
Hartford, CT 06103  
860-659-6703  
860-659-6724  
Connecticut.FHWA@dot.gov

Connecticut Municipal Officials

Subject: Federal Highway Performance Monitoring System: Local Road Network  
Changes and Surface Improvement Data

To Whom It May Concern,

The Highway Performance Monitoring System (HPMS) is the official Federal government source of data on the extent, condition, performance, use, and operating characteristics of the nation's highways. One of the most significant and visible uses of information submitted through HPMS is for the apportionment of Federal-aid Highway Program funds to the States as currently legislated. The HPMS also serves as a primary input mechanism for the biennial Condition and Performance Reports to Congress, which supports the development and evaluation of the Federal Highway Administration's (FHWA) legislative, program, and budget planning.

Title 23 Code of Federal Regulation (CFR) Part 460.3 requires that each State must annually submit a certification of public road mileage to FHWA along with the State's annual HPMS submission. The annual HPMS submission requires traffic and pavement information data on randomly chosen sections of State- and Town-maintained sections of roads. The Connecticut Department of Transportation (CTDOT) and FHWA rely on your Town Department associated with roadway improvements to provide these key data items for the requested Town roads on the enclosed forms to the CTDOT. It is essential for your Town to respond to this annual request in a timely manner, so as not to jeopardize the full amount of federal funding being allocated to the State of Connecticut for eligible State and Local roadway and bridge improvements.

Again, I thank you in advance for your timely assistance to the CTDOT and FHWA with this very important federally-required information. If you have any questions, please give Erik Shortell of my staff a call at 860-494-7578.

Sincerely,

Amy Jackson-Grove

Division Administrator



First Selectman &lt;firstselectman@canaanfallsvillage.org&gt;

## Changes to the Local Road Network – FORM ENG-029 and Local HPMS Surface Improvement Data

1 message

DOT.RoadInfo@ct.gov &lt;DOT.RoadInfo@ct.gov&gt;

Mon, Jan 29, 2024 at 11:08 AM

To: Firstselectman@canaanfallsvillage.org

Cc: DOT.RoadInfo@ct.gov

January 29, 2024  
Mr. David Barger  
First Selectman  
Town of Canaan  
Town Hall  
108 Main Street, P.O. Box 47  
Falls Village, CT 06031-0047

Dear Mr. Barger:

Subject: Changes to the Local Road Network – FORM ENG-029 and Local HPMS Surface Improvement Data

As CTDOT continues to enhance the accuracy, completeness, and availability of authoritative transportation related datasets to meet a variety of stakeholder needs, a critical component of that is the maintenance of the geospatially accurate linear referencing system representing over 21,000 miles of public road network within the state, including over 17,400 miles under local jurisdiction. This data is utilized to meet a variety of needs, including the requirement for each state to certify and submit a statewide public road mileage to the Federal Highway Administration (FHWA) annually, per Chapter 23 CFR 460.3(b) and calculating funding allocation for the Town Aid Road grant program defined in Chapter 240 Section 13a-175b of the Connecticut General Statutes. CTDOT relies on municipalities to report changes to the local road network under their jurisdiction for updating all information to accurately reflect the status of the network as of December 31, 2023.

In addition, each year this office is required to file a report with the Federal Highway Administration (FHWA), updating Traffic and Pavement information for the Highway Performance Monitoring System (HPMS) and National Highway System (NHS) sections. **If there are HPMS and/or NHS sections within your town, Traffic and Pavement data for these sections is enclosed in the form of an excel worksheet along with instructions.**

As CTDOT continues to enhance its roadway database to meet analysis and reporting needs outlined in the FHWA's **Model Inventory of Roadway Elements (MIRE)**, we will be asking municipalities to provide location data for roadway geometry and attribution changes. The links below contain instructions and details on those attribute changes and requested data.

CTDOT has created an online interactive mapping application that can be used to submit changes to the local road network in lieu of the traditional paper format located here: CTDOT ENG-29 Process. We are hoping that this offers a better user experience by providing access to a visual representation of the local road network and associated data. Please use this online interactive mapping application for your 2023 submission and feel free to offer feedback on your experience as CTDOT looks to improve upon this process. Notably, this form CANNOT be used for submission of HPMS data at this time, please continue to utilize the attached excel file for those changes. Please see the attached instructions and reference guide to utilize the online submission application. Direct questions regarding this effort to **Mr. Gregory Ciparelli** and the *Enterprise GIS, Data Analytics, and Data Management* team at DOT.EnterpriseGIS@ct.gov

As in previous year, we are asking for your cooperation in assisting CTDOT with these procedures.

Enclosed are instructions, along with the appropriate excel worksheet if needed. The online ENG-29 form and excel worksheet are to be completed and/or returned via the online app and email to this office by February 23, 2024. The forms are to be signed and returned **even if no changes are made for calendar year 2023.**

This notification is distributed to first elected officials of each municipality in Connecticut annually, but please feel free to forward to the most appropriate party or office for response (e.g. Public Works, Engineering, Town Manager, etc.)

If you do have any questions, please email **Mr. Facundo Dominguez** at Facundo.Dominguez@ct.gov or DOT.Roadinfo@ct.gov.

1/29/24, 3:04 PM

Falls Village Town of Canaan Mail - Changes to the Local Road Network – FORM ENG-029 and Local HPMS Surface Improveme...

Very truly yours,  
Al Iallonardo  
Transportation Supervising Planner  
Bureau of Policy & Planning

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**3 attachments**



**Canaan-ENG-29-App-2023.pdf**  
101K



**eng029att-2023.docx**  
16K



**HPMS-FHWA-signed-letter-to-towns-2024.pdf**  
57K

## ENG-29 Online Interactive Form Instructions



### Town of Canaan

CTDOT's Roadway Inventory & Enterprise GIS Units have worked together to replicate the traditionally paper-driven submission process for changes to the local road network, otherwise known as the ENG-29 process.

Leveraging a newly developed enterprise GIS architecture and Esri's Survey123 product there is now an online form that is designed to aid in improving the accuracy and access to data, as well as streamline the ease of submission for the municipalities in Connecticut.

Within the box below is information pertaining to the submission process, including a URL where you can find the form, and a passcode to enter on the form that accesses the information about your specific municipality.

Questions about the local road network adjustment process or the roadway inventory information itself can be directed to DOT.RoadInfo@ct.gov

Questions about the interactive form itself, feedback, or any technical issues can be directed to DOT.EnterpriseGIS@ct.gov - please indicate this is in reference to the ENG-29 in the email subject line.

To access the form from any web browser, go to: <https://arcg.is/1PTueO>

Or Scan the QR Code on a Mobile Device



When prompted, the passcode specific to your organization is (case sensitive): Cana\_549839

Additional information, including written instructions regarding the form can be found at this link:

[https://portal.ct.gov/DOT/PP\\_SysInfo/ENG-29](https://portal.ct.gov/DOT/PP_SysInfo/ENG-29)