

TOWN OF CANTON BOARD OF SELECTMEN
Regular Meeting Agenda
Wednesday, July 22, 2015 at 7:00 pm
Community Center, 40 Dyer Avenue, Conference Room F
Consideration of and possible action on the following items

I. PLEDGE OF ALLEGIANCE

II. PUBLIC PARTICIPATION *(5 minute time limit per speaker on any item)*

The Board of Selectmen welcomes and encourages the public to speak during the Public Participation portion of the agenda. The purpose of public participation is to communicate to the Board of Selectmen any concerns or comments that members of the public may have. The public may speak on any topic, including items mentioned on the Agenda. There is a time limit of 5 minutes per speaker. The time limit cannot be yielded to another individual. In most circumstances this will be the public's only opportunity to comment. The Board of Selectmen will discuss the agenda items below with invited public officials and/or guests. It is important that the Selectmen allow this time for its exclusive use so that the agenda items can be properly presented and debated among members of the Board.

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



III. APPOINTMENTS / RESIGNATIONS

- A. Appointment of Lance D Hansen as a member to the Farmington River Coordinating Committee.
- B. Resignation of Mary Ellen Cosker from the Collinsville Historic District Commission effective immediately.

IV. ADOPTION OF CONSENT AGENDA

- A. Refund of Taxes pursuant to Connecticut General Statutes 12-129
- B. Acceptance of Historic Document Preservation Grant for FY2016 in the amount of \$3000 to be utilized by the Town Clerk to repair and restore vital records and refer to the Board of Finance for final approval.

V. CONSIDERATION OF OLD BUSINESS

VI. CONSIDERATION OF NEW BUSINESS

- A. Presentation and review of the 2015 report from the POCD Implementation Committee on progress made on the goals outlined in the 2014-2024 Plan of Conservation and Development
- B. Possible approval to submit an EverSource Charitable Contributions & Volunteerism Program grant application in the amount of \$1,500 in order to fund the purchase of uniforms for the Community Emergency Response Team.
- C. Possible approval to submit a Canton Community Health Fund Grant for \$5000 for the purpose of funding an additional shade structure at the Mills Pond Pool.

VII. MINUTES OF PREVIOUS MEETINGS

- A. Approval of Board of Selectmen Minutes: 07-08-2015 Regular Meeting

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

- A. First Selectman's Report
- B. CAO Report
- C. Correspondence
 - a. CRCOG
 - b. Department of Consumer Protection
- D. Monthly Report
- E. Absentee Record

IX. REMARKS BY SELECTMEN

X. ADJOURMENT



TOWN OF CANTON
 P.O. Box 168, 4 Market Street
 Collinsville, CT 06022

www.townofcantonct.org

Volunteer Board, Committee and Commission Application

The Town of Canton has emerged as a community that has been built upon the sacrifice of its citizens. Since its incorporation, the Town has benefited from the dedication of its residents to employ civic responsibility and continuously engage in community volunteerism. Please complete this application and submit it along with your resume and a letter of intent to the First Selectman at the above address if you would like to be a part of Canton's growth and progress.

Name: LANCE D. HANSEN

Mailing Address: P.O. BOX #22 COLLINSVILLE, CT. 06022

E-mail Address: lance.hansen.ct@gmail.com

Phone: (H) 860-693-0131 Phone: (C) 860-882-9632

*Are you a registered voter in the Town of Canton? Y If so, please indicate affiliation (required): (PREVIOUSLY: A CONNECTICUT PARTY) INDEPENDANT

Occupation: WILDLIFE DIVISION

Current Employer: STATE OF CONNECTICUT (DEEP)

Position / Title: TECHNICIAN/ADMINISTRATIVE Phone (W): 860-424-3639

Board, Committee and / or Commission on which you currently serve: NONE

Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to this Board, Committee or Commission. Use additional paper if necessary. Reason(s) for seeking appointment:

GRADUATE OF THE STATE OF NEW YORK COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY - EMPLOYEE OF DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION - 2015 FRCC RIVER STEWARD

Signature: *Lance D. Hansen* Date: JUNE 18, 2015

Please check the appropriate box below indicating which Board(s), Committee(s) or Commission(s) you are interested in serving on. Only voters registered in the Town of Canton are eligible to serve.

- Canton Board of Ethics
- Canton Center Historic District Commission
- Canton Housing Authority
- Canton Public Library Board of Trustees
- Collinsville Historic District Commission
- Commission on Aging
- Conservation Commission
- Design Review Team
- Economic Development Agency
- Farmington River Coordinating Committee
- Inland Wetlands & Watercourses Agency
- Juvenile Review Board
- Open Space & Acquisition Commission

- Parks & Recreation Commission
- Pension Committee
- Permanent Municipal Building Committee
- Plainville Area Cable Tele. Advisory Coun.
- Planning and Zoning Commission
- Town Meeting Moderator
- Water Pollution Control Authority
- Youth Services Bureau
- Zoning Board of Appeals
- Temporary _____
- Temporary _____
- Temporary _____

In order to fill a vacancy, the selected applicant will be asked to attend a Board of Selectmen meeting for an interview and appointment. Board of Selectmen meetings are held every 2nd and 4th Wednesday at 7:00 p.m. at the Canton Community Center in Conference Room F.

Lance D. Hansen

860.882.9632 | lance.hansen.ct@gmail.com | P.O. Box 22, Collinsville, CT 06022

Experience

Department of Energy and Environmental Protection (DEEP), Hartford, CT July 2003 - Present

Wildlife Division

- Process applications and permits
- Provide advice to public regarding nuisance and injured wildlife
- Manage reimbursements and purchase requests using CORE software

Land Acquisition Property Research Analyst

- Prepared original land purchase documents for archives
- Reviewed applications for land acquisition under Recreation and Natural Heritage Trust Program
- Maintained survey map databases

Resource Assistant / Park Maintainer

- Educated public about protected wildlife at Harkness Memorial State Park
- Assisted Park Maintainer with special events and general maintenance

Town of Wellsety, Wellsety, MA

August 2001 - July 2003

Town Planner

- Conducted public hearings
- Facilitated meetings for local business community and town boards
- Coordinated community planning studies and reports
- Reviewed site plans for local development projects

Education

B.S., Land Use Planning, SUNY-Environmental Science & Forestry, Syracuse, NY 1993 - 1997

A.S., Environmental Earth Science, ECSU, Willimantic, CT 1992 - 1993

Related Education and Certificates

Master Naturalist Program 2015

Coverts Program Coordinator (private land management) 2014

Training Course for Creating Maps with ArcGIS Online 2014

Real Estate Law (Manchester Community College) 2011

Connecticut Master Wildlife Conservationist 2010

Principles and Practices of Real Estate (UMass - Amherst) 2006

Affiliations

Farmington River Coordinating Committee - River Steward	2015 - Present
Friends of American Legion and Peoples State Forests	2015 - Present
Connecticut Master Wildlife Conservationist Program	2010 - Present
Connecticut Forest and Park Association	1998 - Present

Notable Skills

Computer Software & Programs:

- MS Office Suite, ESRI ArcMap GIS, FileMaker, 3d Landscape, CORE (CT's HRMS System)
SIMS (Site Information Management System)

Professional Skills:

- Interpersonal skills including giving presentations and public speaking
- Organizational and record-keeping skills
- Technical writing



1st Half of July 2015 Tax Refunds to be Approved

REFUND TO BE SENT TO:	REFUNDED PARTY IS:	MAILING ADDRESS	NOTES	PROPERTY DESCRIP. or LAST 6 OF VIN #	BILL # / GL ACCT #	TYPE OF TAX	REASON	AMOUNT
Corelogic Tax Service	Tax Servicer	PO Box 961250 Fort Worth, TX 76161	Bank and Attorney paid January installment. Bank requested refund	48 Morgan Road	13-01-3770048 / 31900	Real Estate	Duplicate Payment	\$2,954.68
Corelogic Tax Service	Tax Servicer	PO Box 961250 Fort Worth, TX 76161	Bank and Attorney paid January installment. Bank requested refund	40 Morgan Road	13-01-3770040 / 31900	Real Estate	Duplicate Payment	\$1,043.73
Coates, Stella	Property Owner	125 Gracey Road Canton, CT 06019	Bill paid prior to Certificate of Change	VIN 109050 REG 211POC	13-03-51781 / 31900	Motor Vehicle	Certificate of Change made by Assessor	\$ 452.39
Aeschliman, Kimberly	Property Owner	401 Timber Lane Canton, CT 06019	Bank and Homeowner paid January installment. Homeowner requested refund	401 Timber Lane	13-01-5240401 / 31900	Real Estate	Duplicate Payment	\$1,584.37
TOTAL								\$6,035.17



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

**BOARD OF SELECTMEN MEETING AGENDA
SUBMISSION FORM**

Title of Submission:

Acceptance of Historic Documents Preservation Grant #023-PC-16,
Cycle 1, FY2016

Date of Submission:

July 6, 2015

Date of Board Meeting:

July 22, 2015

Individual or Entity making the submission:

Linda Smith, Town Clerk

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

The Historic Document Preservation Grant for FY2016 in the amount of \$3000 has been approved by the State Library. Attached is the package received by the State which contains the Resolution that must be adopted by the Board of Selectmen and the contract that needs Dick Barlow's signature.

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Linda Smith,
Town Clerk
860-693-7870
lsmith@townofcantonct.org

3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen’s consideration of your submission. Include any additional information in an attached memorandum.)

With the \$3000 grant I propose to repair/restore/deacidify six volumes of Vital Records spanning from 1946-1955.

COSTS & FUNDING:

Births 1946-1950	\$1372
Deaths 1946-1950	\$ 784
Marriages 1946-1950	\$ 882
Births 1951-1955	\$1463
Deaths 1951-1955	\$ 970
Marriages 1951-1955	<u>\$ 875</u>
TOTAL	\$6346
Grant to be received from Ct State Library	-\$3000
Difference to be paid from	
Document Preservation “Dollar” fund (1000000-22732)	\$3346

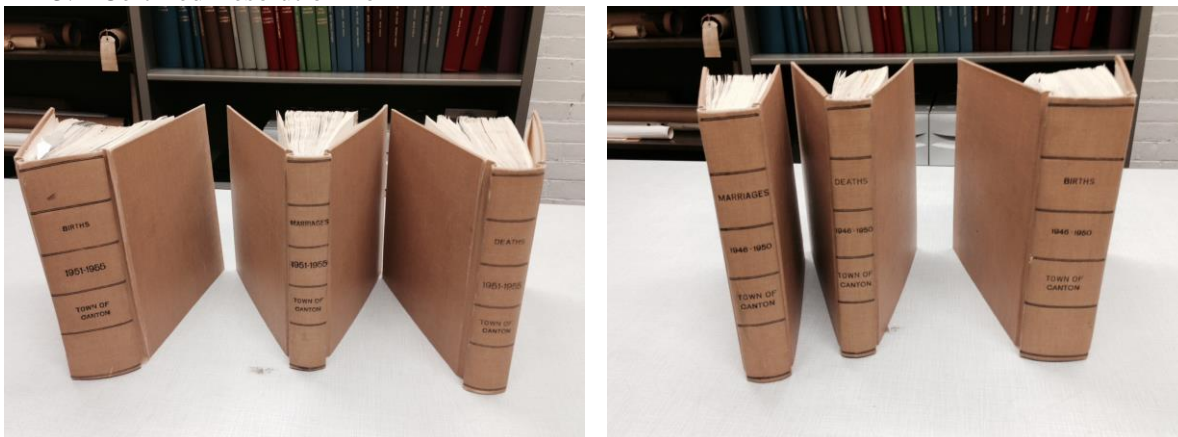
This grant does not require matching funds.

Once the grant contract has been signed by the State Library and returned to us, the work will begin sometime in late summer and will be completed in approximately 8-10 weeks.

4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

1. Approval Letter from the State Library
2. Resolution and Contract with State Library
3. Certified Resolution Form





June 30, 2015

Town Clerk Linda Smith
Town of Canton
4 Market Street
PO Box 168
Collinsville, CT 06022

RE: Historic Documents Preservation Grant # 023-PC-16, Cycle 1, FY 2016

Dear Town Clerk:

The State Library is pleased to inform you that the Historic Documents Preservation Grant application for the **Town of Canton** in the amount of **\$3,000.00** has been approved.

To receive the grant award, the municipality must now enter into a contract with the State Library. Please find the following documents enclosed:

1. **Instructions for Completing the Contract Documents**
2. **Targeted Grant Contract**
3. **Certified Resolution Form**

Please return the Targeted Grant Contract and Certified Resolution Form no later than **August 14, 2015**. Once returned, the contract will be signed by the State Librarian. We will mail a copy of the fully executed contract to the MCEO and notify you by email.

Grant work and expenditures can begin only after the municipality has received its copy of the fully executed contract and must be completed by June 30, 2016. Grant award payments will be processed within 30 days after the contract has been fully executed. The final report must be submitted by September 1, 2016. For complete grant administration requirements, see the FY 2016 Grant Guidelines.

Please complete and return the enclosed documents by August 14th, following the enclosed instructions. To request an extension of this deadline, or if you have questions or need assistance, please contact Kathy Makover at kathy.makover@ct.gov or (860) 566-1100 ext. 303.

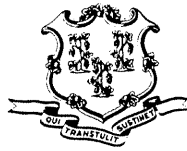
Sincerely,

LeAnn R. Power, CRM
Public Records Administrator

Enclosures (3)

cc: First Selectman Richard J. Barlow

APPLICATION
TARGETED GRANT FY 2016
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 12/14)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <http://www.ctstatelibrary.org/organizational-unit/public-records>

Name of Municipality:	Canton		
Name of Municipal CEO:	Richard J. Barlow	Title:	First Selectman
Phone with Area Code:	860-693-7837		
Email:	rbarlow@townofcantonct.org		
Name of Town Clerk:	Linda Smith	Title:	Town Clerk
Phone with Area Code:	860-693-7870		
Email:	lsmith@townofcantonct.org	Check if Designated Applicant:	<input checked="" type="checkbox"/>
TC Mailing Address:	4 Market Street; PO Box 168, Collinsville, CT 06022		
MCEO Address if Different:	same		

Grant Application Deadline: Cycle 1: April 30, 2015 Cycle 2: September 30, 2015

Grant Contract Period: The contract period begins after July 1, 2015 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2016.

Maximum Grant Allowed:

\$3,000	Small Municipality	Population less than 25,000
\$4,000	Medium Municipality	Population between 25,000 and 99,999
\$6,500	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 3000.00

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input checked="" type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 3000.00	\$ 3346.00	\$ 6346.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 3000.00	\$ 3346.00	\$ 6346.00

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.

² Personnel taxes, benefits and any overtime must be paid by the municipality if grant funds used for base pay.

Narrative Page and Supporting Documentation

- Answer the narrative questions on a separate page, numbering the answers.
- If applying for more than one project, questions 1 through 3 must address each project separately and distinctly, for example, by numbering the answers 1a and 1b, 2a and 2b, and so on.
- Answers must be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** Describe what will be done and why; specify the records involved, including volume numbers and dates.
- 2. Identify the vendors and/or town personnel.** Include assigned duties and the timeframe for completing the work.
- 3. Describe what the municipality hopes to accomplish with the grant.** Describe how the project will impact the records, the office and the municipality.
- 4. Provide a detailed budget.** List the detailed expenses that make up each Budget Summary line item (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs). Specify how expenses will be split between grant and local funds, if applicable. For any Town Personnel Costs, include the job title, hourly rate, and total number of hours for each individual; also see page 12 of the Guidelines.
Note: If applying for only **one project** and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the attached vendor proposal
- 5. Attach supporting documentation.** For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Linda Smith, the Town Clerk, as the agent for making the above application.

Richard J. Barlow
Signature of MCEO

4-9-15
Date

Richard J. Barlow, First Selectman
Name and Title of MCEO

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2016 Targeted Grant Guidelines* have been met.

[Signature]
Signature of Applicant (MCEO or Town Clerk if Designated)

4-9-15
Date (must be same as or later than above date)

Linda Smith, Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

Historic Documents Preservation Targeted Grant Program FY2016 Town of Canton

Narrative Page and Supporting Documents

Vitals Books Restoration

1. Describe the Project: We wish to repair/restore/deacidify six volumes of Vital Records spanning from 1946-1955.

2. Identity the vendors and /or town personnel: The vendor, Kofile Preservation, will provide the service to the Town of Canton.

3. Describe what the municipality hopes to accomplish with the grant: These six volumes are showing wear and it is time to preserve them before further damage is caused. Kofile Preservation will:

- Maintain an Information Log for each volume
- Dismantle the bindings
- Surface dry clean
- Repair and restore
- Re-sew/Re-bind
- Title Stamp
- Provide a treatment report

4. Provide a detailed budget:

- | | |
|-----------------------|--------|
| • Births 1946-1950 | \$1372 |
| • Deaths 1946-1950 | \$784 |
| • Marriages 1946-1950 | \$882 |
| • Births 1951-1955 | \$1463 |
| • Deaths 1951-1955 | \$970 |
| • Marriages 1951-1955 | \$875 |

5. Attach supporting documentation: See attached Kofile Preservation proposal



March 19, 2015

Town of Canton
Linda Smith, Town Clerk
4 Market St.
Collinsville, CT 06022-0168

Dear Linda:

It was a pleasure meeting with you to discuss your preservation needs.

Kofile is pleased to offer the following proposal for the continuing preservation project of the Town's vital records.

Scope of Work

1. **Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Preservation. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

2. **DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.

- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

3. **SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

4. **REPAIR/RESTORE**

Mend/Reinforce

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

Trim/Flatten

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

DEACIDIFICATION

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Preservation to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

5. **RE-SEW/REBIND**

Encapsulated Records

- Encapsulate sheets, 2 certificates per envelope, where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Public Record binders: Tenacity Champ, to match previous work, hard back covered type with piano hinge.
- Loose leaf volumes to be in binders as follows:
 - Cover material of customer's choice
 - Metals of .035 gauge polished nickel plated cold-rolled steel
 - Upright post diameter as necessary – 5/16 or as original
 - Tooling to be performed with 23 karat gold foil.

6. **TITLE STAMPING** will generally follow the same format/style of originals and/or previous restored volumes.
7. **TREATMENT REPORT, referenced to information log, to be provided for each completed volume.**
8. **All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 8-10 WEEKS,** beginning on the date of receipt of each item.
9. **All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice.** Alterations, changes or insertions of any new material in any record is strictly forbidden.

We appreciate the opportunity to offer our services to your community and hope you will call with any questions or comments.

Sincerely,

Joe Degnan

KOFILE 

One Allen Martin Drive, Essex, VT 05452 800-639-3027 802-878-3335 Fax: 802-878-0932 www.kofile.us

Conservation Proposal
Canton, CT
March 19, 2015

Births 1946-1950	\$1,372.00
Deaths 1946-1950	784.00
Marriages 1946-1950	882.00
Births 1951-1955	1,463.00
Deaths 1951-1955	970.00
Marriages 1951-1955	875.00





Instructions:

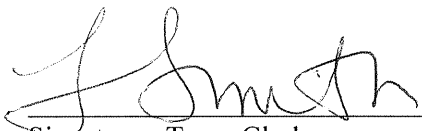
1. The date of the clerk's signature on this certification must be **on or after** the date of the MCEO's signature on the grant contract.
2. Please print clearly; or complete this form online and print for submission at www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program.

Certified Resolution

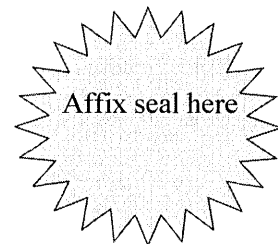
I, Linda Smith (name), Town Clerk of the Municipality of Canton, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council / Board of Selectmen / Board of Aldermen (select one) duly held and convened on the 8th day of April (month), 2015 (year), at which a constituted quorum of the ~~Town Council~~ / Board of Selectmen / Board of Aldermen (select one) was present and acting throughout, and further certify that such resolution has not been modified, rescinded, or revoked, and is, at present, in full force and effect.

RESOLVED: That Richard J. Barlow (name of MCEO), First Selectman (title), is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

IN WITNESS THEREOF, the undersigned has affixed his/her signature and the town seal this 9 day of April (month), 2015 (year).



Signature - Town Clerk



Linda Smith

Name of Town Clerk (Please Print)

**Historic Documents Preservation Program
Connecticut State Library
Hartford, Connecticut 06106**

GRANT CONTRACT

Targeted Grant FY 2016, Cycle 1 — Grant #023-PC-16

This contract made between the State of Connecticut, Connecticut State Library (hereinafter “State Library”) and the **Town of Canton** (hereinafter “Contractor”) pursuant to C.G.S. §§ 11-8i through 11-8n, inclusive.

WHEREAS, the State Library’s Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program (“Program”) for the purpose of preserving and managing historic documents;

WHEREAS, all Connecticut municipalities are eligible to apply for a Targeted Grant (“Grant”) from this Program; and

WHEREAS, the Contractor is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

1. The State Library hereby authorizes a Grant for an amount not to exceed **\$3,000.00** (hereinafter “Grant Funds”), for the following (hereinafter referred to as the “Project”) as approved in the municipality’s Targeted Grant Application on **June 30, 2015**, on file at the State Library:

Conservation project for public records.

2. The approved Project Budget is as follows:

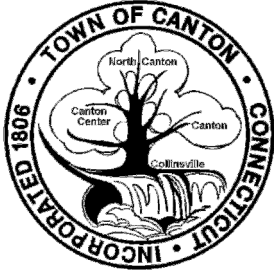
	Expense Type	Funds Approved
1.	Consultants/Vendors	\$ 3,000.00
2.	Equipment	\$
3.	Supplies	\$
4.	Town Personnel Costs	\$
5.	Other (specify)	\$
6.	TOTAL	\$ 3,000.00

The Contractor is responsible for any Project expenses greater than the Grant Funds.

3. **Contract Period.** The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2015, or the date of approval of this contract by the State Librarian or, if applicable, the Connecticut Attorney General, whichever is later**, through **June 30, 2016**. Any Grant Funds remaining unexpended on **June 30, 2016**, must be returned to the State Library with the *Project Evaluation/Expenditure Report*.
4. **Payment.** The State of Connecticut shall assume no liability for payment of services under the terms of this contract until the Contractor is notified that this contract has been approved. Payment to the Contractor shall be processed upon approval of this contract or upon the first day of this contract period, whichever is later.

5. Contract Amendment. To request approval for a change to the Grant's purpose, methodology, budget and/or completion deadline, the Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two (2) months prior to the then-current end of the contract period. (a) The State Library must approve any changes to the Grant's purpose and/or methodology which are deemed significant by the State Library. (b) The State Library must approve any budget reallocation that exceeds ten percent (10%) of the total Grant Funds. The Contractor may reallocate up to ten percent (10%) of the total Grant Funds among line items contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. (c) The State Library must approve any extension to the completion deadline. The Contractor must notify the State Library immediately if difficulties arise that could affect the timely completion of all grant work and expenditures. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.
6. Final Report. The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at www.ctstatelibrary.org, for receipt at the State Library by **September 1, 2016**. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the Grant and the requirement that the Contractor return the full Grant Funds, as well as loss of eligibility for the next grant cycle. This filing deadline shall not be extended.
7. Insurance. The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the State Library prior to the performance of services.
8. Indemnification. The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.
9. Audit Requirements for State Grants. For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the State Library for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.
10. Inspection of Work Performed. (a) The State Library or its authorized representative shall at all times have the right to enter into the Contractor's or subcontractor's premises, or such other places where duties under this Contract are being performed, to inspect, to monitor or to evaluate the work being performed in accordance with C.G.S. § 4e-29 to ensure compliance with this contract. The Contractor and all subcontractors must provide all reasonable facilities and assistance to State Library representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. Written evaluations pursuant to this paragraph shall be made available to the Contractor. (b) The Contractor must incorporate this section verbatim into any contract it enters into with any subcontractor providing services under this contract.
11. Refund. The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within thirty (30) days from the notice in writing by the State. In the event that the Contractor fails to make such refund, the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.
12. Governing law. This contract and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.

13. Assignment. The Contractor shall not assign any of its rights or obligations or sublet under this contract, voluntarily or otherwise, in any manner without the prior written consent of the State Library. The State Library may void any purported assignment in violation of this paragraph and declare the Contractor in breach of contract. Any cancellation by the State Library for a breach is without prejudice to the State Library or the State's rights or possible claims.
14. Claims against the State. The sole and exclusive means for the presentation of any claim against the State arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.
15. Executive Orders. This contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and made a part of the contract as if they had been fully set forth in it. This contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. At the Contractor's request, the State Library shall provide a copy of these Executive Orders to the Contractor.
16. Termination. The State may terminate this contract upon thirty (30) days written notice to the Contractor if the Contractor fails to comply with this contract or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.
17. Sovereign Immunity. The parties acknowledge and agree that nothing in this contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this contract. To the extent that this section conflicts with any other section, this section shall govern.
18. Entire Agreement. This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the State Library. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General, if applicable. This contract shall be binding upon and shall inure to the benefit of the Contractor and its successors.



TOWN OF CANTON LAND USE OFFICE

4 Market Street, Collinsville, Connecticut 06022

MEMORANDUM

To: Board of Selectman

From: Neil S. Pade AICP, Town Planner on behalf of the Plan Implementation Committee

Re: **2015 Annual Report of the 2014-2024 Plan of Conservation and Development**

Date: July 15, 2015

In May 2014 the Canton 2014-2024 Plan of Conservation and Development (POCD) was adopted. An annual review of the POCD with elected officials was included as an ongoing priority to review implementation, status, and issues. A Plan Implementation Committee (PIC) was formed by the Board of Selectman (BOS) for this purpose. In the past year, the PIC met routinely, reached out to all boards, commissions and staff (Lead Agencies) advising them of Measures under their responsibility, interviewed multiple commissions and all town department heads, and documented progress.

Please find attached a yearly progress report on the implementation of the POCD.

Summary:

Implementation Measures recommended by the POCD were assigned a Priority indicating the general level of importance for each Measure. Priorities were assigned approximate time lines for their action as follows:

- Priority A: 0-4 years
- Priority B: 2-7 years
- Priority C: 4-10 years
- Priority O: Ongoing
- Priority G: Goal/ General Principal

Progress for gauging implementation is presented in two parts. The first, under the “Status” heading, provides a status of the overall progress. The second, under the “Yearly Progress” heading, identifies if progress was realized in the reporting year.

Status is reported using the following key:

NI = Not Initiated
D = Development stage for the strategy/ task
P = Progress toward the strategy/ task
H = on Hold – initiated, but no progress
S = Successful implementation
U = Unsuccessful implementation
n/a = Not applicable – measure used for G and O priorities

As can be seen in the attached report entitled “FY 2014-2015 Yearly Progress Report”, of the 136 Implementation Measure ranked with an A, B, or C Priority, 93 (68%) report yearly progress. This is an astonishing result for the first years report following the adoption a POCD.

Of the 136 ranked Implementation Measures:

- 5 report successful implementation (I1, CC12; A6; A8; and NR6) (4%);
- 68 identify Progress (P) being made (50%);
- 25 report being in the Development stage (D) (18%);
- 33 report Not being Initiated (NI) (24%); and,
- 5 are on Hold (4%).

When focusing on the 49 Priority A Measures (0-4 years):

- 4 report successful implementation (8%)
- 36 identify Progress (P) being made (74%);
- 5 report being in the Development stage (D) (10%); and
- 4 report Not being Initiated (NI) (8%).

The PIC is pleased to issue this positive report and with the efforts taken by both appointed and elected boards, community volunteers, and town staff in the implementation of the 2014-2024 POCD. Canton is a community that not only plans but takes action.

FY 2014-2015 Yearly Progress Report

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	F26	Investigate and implement improvements to tighten security at each school building. ----- 23-Jun-2015: Several security measures have been implemented, with the final major phase to be completed in the summer 1025.	P	Yes	BOE	PD
C	F27	Address ADA accessibility issues at Canton Middle/High School through improvements such as: the renovation of the nurse's office and health room; the creation of a handicapped accessible entrance to the auditorium; the installation of walkways to fields not currently handicapped accessible; and the renovation of the locker room showers and toilet facilities. ----- 23-Jun-2015: Initial plans have been developed for the renovation of the Canton Middle/High School nurses' office and health room; the other projects cited are on the Capital Improvement list - to be accomplished as funds become available.	D	Yes	BOE	BOF
A	F28	Replace the windows in the older section of Canton Middle School. ----- 14-Jun-2015: Funding for measure approved at Town Meeting in June 2015.	P	Yes	BOE	BOF
A	F29	Renovate the Canton High School cafeteria serving line to replace the locked gate that is currently in place. ----- 23-Jun-2015: The locked gate will be replaced with an overhead rolling door during the 2015-2016 school year.	D	Yes	BOE	

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	F31	Address ADA accessibility issues at Canton Intermediate School through improvements such as the replacement of door handle hardware and the installation of a handicapped accessible ramp at the Dyer Avenue door entrance and walkway. ----- 23-Jun-2015: Both improvements are set to be completed in the summer 2015.	P	Yes	BOE	
A	I1	Establish a POCD Implementation Committee ----- 08-Apr-2015: Update	S	Yes	BOS	PZC, Town
O	I6	Use the POCD as an active document to guide land use, infrastructure, and other relevant Town policies and decisions. ----- 08-Apr-2015: corrected status back to 'n/a' as appropriate for 'O' and 'G' items.	n/a	Yes	BOS	ALL
G	CC38	Encourage and facilitate Collins Company complex redevelopment. ----- 08-Apr-2015: Investment in public enhancement in front of Collins Co. with Collinsville Streetscape project. Ongoing discussions and support with interested stakeholders.	n/a	Yes	BOS	EDA, PZC, MST, HDC
G	CC43	Make quality public spaces a priority and set aside appropriate resources to maintain them. ----- 08-Apr-2015: Collinsville Streetscape project will enhance public spaces in Collinsville. Progress is being made in planning a Collinsville flower bridge.	n/a	Yes	BOS	BOF, PMBC, Town
G	CC44	Continue to support, promote, and enhance community assets. ----- 10-Jun-2015: Comment not provided.	n/a	Yes	BOS	ALL

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC45	Continue to encourage and promote the community's welcoming spirit to all residents and visitors alike. ----- 10-Jun-2015: Comment not provided.	n/a	Yes	BOS	ALL
G	NR10	Support a proper balance and appropriate accommodation of the various natural resource values of the watercourses when such values may be in conflict. (i.e. – the provision of fish ladders through hydro-electric power generation. ----- 21-Jun-2015: RFPs issued for redevelopment of hydropower have included these environmental considerations as requirements.	n/a	Yes	BOS	IWWA, PZC, CC, PMBC, Town
G	OS3	Coordinate the open space objectives, strategies, and tasks identified as a priority in this Plan between various Town boards, commissions, and departments internally and with the Land Trust (and other open space stewards as appropriate). ----- 13-Jun-2015: No comment provided.	n/a	Yes	BOS	CC, Town, CLCT
G	OS4	Support the Land Trust's open space endeavors as opportunity arises and as is consistent with the Town's interests. ----- 09-Apr-2015: CLCT submitted grant application in 2014 with support provided by Town staff.	n/a	Yes	BOS	CC, PZC, Town, CLCT
G	OS5	Understand that government discussing the acquisition of privately owned land must be done carefully and with a great deal of sensitivity and respect for the property owner. Once a property is identified as a potential candidate for open space acquisition, the engagement of and communication with the property owner as early on as possible is a priority. ----- 13-Jun-2015: No comment provided	n/a	Yes	BOS	CC, PZC, Town, CLCT

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	OS8	In general, update Town government regulations and programs to be consistent with and further the open space objectives of this POCD and those of a developed Open Space Plan; and to encourage beneficial acquisitions of open space and active open space stewardship. ----- 13-Jun-2015: RFPs received and consultant selected to update the Subdivision Regulations;	D	Yes	BOS	CC, PZC, PRC, Town
B	A5	Adopt a "right-to-farm" ordinance – essentially codifies that the community considers that the positives of farming outweigh the negatives. ----- 09-Apr-2015: Right-to-farm ordinance is being drafted by CC.	P	Yes	BOS	CC, Town
G	A9	Allow, encourage, and support events that market or celebrate local agriculture, including: a. Farmers markets; b. Agricultural related fairs or festivals; c. Agricultural related educational events; d. Encourage the purchase of local agricultural products by Town institutions. ----- 09-Apr-2015: Farmers market supported on Town property.	n/a	Yes	BOS	CC, PZC, BOE, PRC, Town
G	ED3	Restore the business potential at the Harts Corner area (intersection of State Routes 44, 202, and 179). This is the town's largest transit node which previously had a number of commercial properties. The realignment of this intersection greatly reduced its economic potential, yet development should be promoted. ----- 11-Apr-2015: Redevelopment potential and options explored in Summer 2014. Additional effort needed.	n/a	Yes	BOS	PZC, Town, CTDOT, CRCOG

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED5	Relocate the commuter lot at Hart's Corner to less commercially valuable land to create an additional lot for development. ----- 21-Jun-2015: Staff and EDA representative have met with CTDOT regarding the disposition of nearby land; this goal is a long-term Town initiative as those discussions hopefully progress.	D	Yes	BOS	CTDOT
C	ED17	Get the Swift Chemical superfund site back on the tax rolls as developed/ developable property. ----- 11-Apr-2015: Progress for resolving this issue was made.	P	Yes	BOS	EDA, DEEP
B	ED22	Fund a market feasibility study. a. Identify economic strengths and weaknesses of the Town. b. Identify target markets (including potential niche markets) and locations to maximize economic potential and sustainability of the Town in keeping with overall POCD objectives. c. Identify recommended steps and strategies to achieve the goals. d. Identify potential pitfalls and make recommendations for how to avoid them. e. The Industrial Park should be one particular focus of the study. ----- 11-Apr-2015: A market study was funded as part of the Design Regulation project; however this study was only a first step, as it was not comprehensive enough to meet the objectives of this measure.	P	Yes	BOS	BOF, EDA, Town, CoC, MST
G	ED42	Leverage the the economic value of the Farmington River Trail. a. Support and pursue its completion into Simsbury. b. Support and pursue future connections to trails, or bicycle/ pedestrian friendly routes. ----- 11-Apr-2015: Short segment completed along south end of Lawton Road. Another Lawton Road segment has been designed. Assistant Planner working on standards for expanding trail connections from business and residential areas.	n/a	Yes	BOS	EDA, PZC, Town, CoC, CRCOG

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED45	Pursue efforts to increase pedestrian traffic on River Street. ----- 13-Apr-2015: See previous notes.	D	Yes	BOS	EDA, PZC, Town, CoC, MST
C	ED46	Connect Main Street, Bridge Street, Market Street and River Street with a series of historically appropriate handicap accessible walkways, with streetscapes, decorative signage and lighting, way finding signage, etc. ----- 15-Apr-2015: First phase of Collinsville Streetscape project under construction. OPM MISF grant being researched for possible submission for additional funding.	P	Yes	BOS	EDA, PZC, Town, CoC, MST
G	ED49	In all business districts and mixed use zones – increase/ expand sidewalks, including both sides of the street wherever feasible and prudent. ----- 10-Jun-2015: No comment provided.	n/a	Yes	BOS	EDA, PZC, Town, CoC, MST
G	ED51	Make maintaining Town infrastructure and facilities, as well as overall community aesthetics and amenities, a priority for the Town. ----- 20-Jun-2015: investment in infrastructure has been prioritized; \$6 million invested in projects over last 2 years.	n/a	Yes	BOS	PW, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED56	<p>Have appropriate professional staff in house, or expertise on-call (paid for by the Town) capable of providing basic review of land use applications and responding to basic technical questions in house.</p> <p>a. It is an undue burden to applicants (especially to small business and individual residents) to require them to pay for these services to be provided to the Town for commonly necessary reviews and questions.</p> <p>b. It also may compromise the representation of the public's interests to allow applications to be approved without these technical reviews where appropriate.</p> <p>-----</p> <p>15-Apr-2015: Line item funding has been made available for some outside reviews. Qualified in-house staff has taken on responsibility of conducting technical application reviews.</p>	P	Yes	BOS	BOF, EDA, PZC, Town, CoC
B	ED57	<p>Consolidate land use boards only after adopting standards and practices that improve the efficiency of internal and external processes.</p> <p>-----</p> <p>15-Apr-2015: ZC and PC consolidated to PZC; OSPAC and CC consolidated to CC; CC and IWWA, and CHDC and CCHDC are presently being evaluated for consolidation.</p>	P	Yes	BOS	EDA, PZC, Town, CoC
O	F1	<p>Continue to use the Capital Project Study Committee's approach and criteria to allocate funding for capital projects essential to existing municipal operations.</p> <p>-----</p> <p>21-Jun-2015: The Capital Project Study Committee met 2 times in FY 2014-2015 for this purpose; and their findings and process were integral to the Capital Budget preparation.</p>	n/a	Yes	BOS	PMBC, BOF, Town
O	F2	<p>Continue to pursue the areas identified by the 2012 Capital Projects Study Committee for improvement as funding allows.</p> <p>-----</p> <p>10-Jun-2015: No comment provided.</p>	n/a	Yes	BOS	PMBC, BOF, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	F3	<p>Properly maintain our current facilities.</p> <p>a. Consider capital replacement planning as a tool to support proper maintenance of existing facilities.</p> <p>b. Make appropriate funding available to keep maintenance and rehabilitation reasonably up-to-date.</p> <p>c. Improve the energy-efficiency of town-owned facilities.</p> <p>-----</p> <p>10-Jun-2015: Energy audit approved by BOS in April 2015.</p>	n/a	Yes	BOS	BOF, PMBC, Town, PW
C	F4	<p>Improve accessibility of public buildings to meet ADA requirements (notably, the Community/Senior Center and the Town Hall.)</p> <p>-----</p> <p>15-Apr-2015: ADA accessible listening devices included in FY 2015-2016 budget. ADA checklist for polling stations was provided and reviewed by the Town Clerk. Basic ADA requirements reviewed and distributed as appropriate.</p>	P	Yes	BOS	BOF, PMBC, PW, SS, Town, PZC
O	F8	<p>Enhance the abilities of Senior and Social Services as resources allow:</p> <p>a. To improve efficiency and communications of social services through the development of a database to track and manage clients.</p> <p>b. To help address the changing needs of an aging population, within the scope of the department.</p> <p>-----</p> <p>10-Jun-2015: Comment not provided.</p>	n/a	Yes	BOS	BOF, SS
O	F40	<p>Seek funding for solar panels and electric vehicle charging stations on Town property.</p> <p>-----</p> <p>15-Apr-2015: EV charging station installed using grant funding.</p>	n/a	Yes	BOS	PW, EC, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	F41	Continue to pursue funding for and to promote the reuse of existing Collinsville hydroelectric infrastructure and impoundments. ----- 13-Jun-2015: RFP issued in spring 2015	n/a	Yes	BOS	PW, EC, Town
O	T4	Provide adequate funding and personnel to maintain the transportation infrastructure in a condition that is befitting of and cost-effective for the Town; keeping in mind that every year that resources are not sufficient, the future costs potentially will rise much faster than the time value of the money not spent. ----- 15-Apr-2015: Funding being provided to the level available. Relevant Boards/Commissions continue to consider road funding a top priority. However, funding still lags recommended amount to keep up with proper maintenance.	n/a	Yes	BOS	BOF, PW, Town
B	T10	Create and adopt a Complete Streets Policy and Plan for the Town. a. Include striping, signage, design standards, and traffic calming, in addition to more standard features, as part of the development and implementation of this plan. b. Include improved access to and facilities at Town-owned facilities used by the public as part of the development/ implementation of this plan. c. Require new development to appropriately accommodate non-automotive transportation options. (This would include installing bike racks at commercial and mixed-use developments, proper consideration of bicycle and pedestrian routes into and within developments, connectivity with adjacent properties, etc.) ----- 13-Jun-2015: No comment provided.	D	Yes	BOS	Town, PW, PMBC, PZC, PD

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	T11	<p>Improve bicycle and pedestrian connectivity.</p> <p>a. Between existing cul-de-sac developments – in some cases dedicated rights-of-way or open space connections exist between developments where bike/ped pathways could be developed to connect the developments and create extended neighborhoods. In such cases, the Town should pursue installing such pathways.</p> <p>b. Identified or dedicated bicycle and pedestrian routes should be created between the Farmington River Trail and 1) the Canton Village area, and 2) the Mills Pond recreation area via a more direct route than currently exists.</p> <p>c. The Town should pursue developing a dedicated bicycle route between the Farmington River Trail and The Shoppes at Farmington Valley site.</p> <p>d. The Town should pursue developing a dedicated pedestrian route between The Shoppes and the Simsbury/Avon commercial areas along Route 44.</p> <p>e. The Town should pursue developing bicycle connections/ dedicated routes to Simsbury, Avon, New Hartford, Barkhamsted, and Granby.</p> <p>-----</p> <p>13-Jun-2015: No comment provided.</p>	n/a	Yes	BOS	Town, PW, PZC, PD, CTDOT
B	T22	<p>Pursue the Collinsville traffic calming concepts presented in Chapter 9 of the Strategic Component.</p> <p>-----</p> <p>15-Apr-2015: Reviewed and incorporated to some extent in Collinsville Streetscape project.</p>	P	Yes	BOS	BOF, PD, Town, CRCOG, CTDOT, MST, CoC, PO
G	T26	<p>Consider the total life-cycle costs and weigh those costs against the overall benefit to the community when evaluating proposed initiatives.</p> <p>-----</p> <p>13-Jun-2015: BOS and PW consistently include such considerations in their infrastructure decisions.</p>	n/a	Yes	BOS	PZC, PW, Town
O	U1	<p>Continue the development of the Collinsville Hydroelectric Project</p> <p>-----</p> <p>21-Jun-2015: New RFP has been issued by the Town.</p>	n/a	Yes	BOS	PW, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	U9	Work with the Canton WPCA, authorities serving adjacent towns, land owners, and developers to extend public sanitary sewer service to all parcels in commercial zones, opportunity locations and potential mixed use sites. ----- 13-Jun-2015: Purchasing easement to extend sewers on the north side of Route 44 west of 309 Albany Turnpike.	n/a	Yes	BOS	WPCA, BOF, PZC, PIC, CoC, PO
B	U10	BOS and EDA to review the connection policies and fees and system extension/assessment policies of the WPCA for consistency with the goals and objectives of this Plan; and to promote coordination between the goals and objectives of this POCD and the goals and objectives of the WPCA. ----- 13-Jun-2015: Changes made to connection fees for multi-family housing in 2014.	P	Yes	BOS	WPCA, EDA, PZC, PIC, CoC, RES
G	U14	Encourage the expansion of natural gas distribution in Canton to provide more residents with additional options for heating and cooking energy. ----- 13-Jun-2015: No comment provided.	n/a	Yes	BOS	UTIL, DEEP
G	CC7	Keep the natural environment a prominent part of Canton's landscape. ----- 08-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.	n/a	Yes	CC	ALL
G	CC9	Preserve farmland soils and working farms. ----- 08-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.	n/a	Yes	CC	PZC, IWWA, Town, BOS, BOF, CLCT

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	NR8	Continue to monitor and enforce the Farmington River Protection Overlay District. ----- 08-Apr-2015: 2 years of photo documentation from the centerline of the river have been completed. Goal to identify strategy for continuing this effort.	n/a	Yes	CC	PZC, Town, FRWC
G	OS1	Recognize the importance of and facilitate communication and coordination between the various stakeholders involved in the planning, acquisition, and management of open space. ----- 09-Apr-2015: CC reinforced importance of CC referrals. CC to consider preparation of Open Space Plan.	n/a	Yes	CC	PRC, BOS, Town, CLCT
G	OS6	Identify and involve other stakeholders to a potential open space creation as soon in the process as is practical. ----- 21-Jun-2015: Town staff has met with farmers to inform and advise them on available programs for conserving farmland as open space.	n/a	Yes	CC	BOS, Town, CLCT
A	OS12	Build and maintain an updated inventory of open space in Canton. Such an inventory should include: a. Property identification (including easements protecting open space areas); b. Ownership classification (dedicated, managed, restrictive covenant); c. Property owner and rights holders (as appropriate); d. Functional classification: purposes, resources preserved, activities supported, benefits and amenities provided (or possible), etc. e. Identify degree and means of public availability/access (if any); f. Identify the party(ies) responsible for management, management level/ tasks, and significant or unusual management issues; g. Appropriate mapping (including easements); h. Identification of any encroachments, and actions for enforcement. ----- 23-Jun-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.	D	Yes	CC	PZC, Town, CLCT, DEEP

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	A1	Develop and maintain an updated inventory of active agricultural lands and resources within Canton. ----- 09-Apr-2015: GIS map of active agricultural lands created in 2014. Next step for inventory is to identify attributes to keep and to populate the attributes for each location.	P	Yes	CC	Town
A	A2	Include a farmland preservation planning program in the duties of the Conservation Commission (a necessary step for some State funding); related duties should include: a. Create and maintain the active agriculture inventory for the Town; b. Create and maintain a Farmland Preservation Plan for the Town; c. Keep current on developments and opportunities available to assist in local farmland preservation from state and federal programs and other sources, including: i) CT Dept. of Agriculture Community Farmland Preservation and Farmland Restoration Programs, and other potential resources; ii) Federal Natural Resource Conservation Service Programs; iii) CT DEEP open space programs; and, iv) CT Farmland Trust programs; and, d. Periodically monitor and evaluate the efforts and conditions relating to farmland preservation in Canton in relation to the priorities, goals, and strategies set forth in the Farmland Preservation Plan and this POCD and make recommendations to various Town Boards and Commissions regarding the same. ----- 09-Apr-2015: See A1 for a). CC designated as Town's Agricultural Commission.	P	Yes	CC	BOS
G	R4	Avoid, to the extent possible, any alteration or destruction of points of reference (such as prominent natural features or historic buildings), focal points, and place names important to an area's identity when alterations or development occur in or near residential areas. ----- 20-Jun-2015: Town acquired Grange property; and continues to consider opportunities as they become available.	n/a	Yes	CC	PZC, Town, HDC
G	F25	Create additional public access to, along, and within town-owned natural resource areas, as appropriate. ----- 20-Jun-2015: The Town applied for a STEAP grant to develop a public access to the River.	n/a	Yes	CC	BOS, BOF, PW, PRC, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
C	F35	Update Town Hall with energy efficient mechanical systems. ----- 20-Jun-2015: Energy efficiency study approved for 2015.	D	Yes	EC	BOS, BOF, PW, Town
B	F37	Develop and implement an energy reduction/energy efficiency plan to identify where opportunities exist to reduce energy consumption. ----- 21-Jun-2015: Energy audit set to be performed.	P	Yes	EC	BOS, PW, Town
A	CC13	Adopt policies to retain and encourage small, community- oriented businesses. ----- 10-Jun-2015: Business visitation program being initiated, branding campaign initiated, blog initiated, funding and grant support to Canton Main Street org., reaching out to Chamber.	NI	Yes	EDA	PZC, BOS, MST, Town, CoC
G	CC15	Encourage a variety of commercial enterprises. ----- 10-Jun-2015: Comment not provided.	n/a	Yes	EDA	PZC, BOS, CoC, MST
G	CC18	Create and support opportunities to sustain and promote space for music and the arts -- especially in Collinsville. ----- 08-Apr-2015: Opportunities leveraged in Collinsville Streetscape project.	n/a	Yes	EDA	BOS, PZC, CoC, MST, PRC, Town
G	CC20	Encourage collaboration between artists, (and other such tradespeople,) and businesses. ----- 10-Jun-2015: Comment not provided.	n/a	Yes	EDA	CoC, MST

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC21	Promote and encourage uses that further tourism in Canton: ----- 10-Jun-2015: Comment not provided.	n/a	Yes	EDA	PZC, BOS, MST, CoC
G	CC22	Encourage additional tourist accommodations; (i.e. bed and breakfast establishments, a properly sized boutique hotel, etc.) ----- 10-Jun-2015: Comment not provided.	n/a	Yes	EDA	PZC, BOS, MST, CoC
G	CC23	Encourage context appropriate attractions and businesses that leverage the Town's assets. ----- 10-Jun-2015: Comment not provided.	n/a	Yes	EDA	PZC, BOS, MST, CoC
G	ED4	Encourage cooperation between property owners (including the state) to create more buildable area/ increase development potential between lots. ----- 10-Jun-2015: meeting with state elected officials and state department representatives to stimulate this to occur was held in May 2015.	n/a	Yes	EDA	BOS, Town, CTDOT, CoC
B	ED6	Develop a master plan for Hart's Corner to maximize development potential in harmony with the character of the area and its natural resources. ----- 11-Apr-2015: Visual concept plan developed during summer 2014; not pursued further at this time.	D	Yes	EDA	BOS, PZC, CoC
O	ED9	Anticipate and promote development on the opportunity locations identified in the POCD in accordance with the principles of this Plan. ----- 10-Jun-2015: Possibility of infrastructure improvements on Route 44 to extend utilities to opportunity areas is being pursued.	n/a	Yes	EDA	PZC, BOS, WPCA, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED16	Review the existing industrial park for development constraints, market feasibility, and marketing strategy. Consider reducing setback requirements and expanded uses permitted as of right to increase the industrial park's potential as a viable option for industry. ----- 10-Jun-2015: EDA has reached out to the woner to discuss plans for the park, but has not received a response. EDA is developing a project strategy on development of data and research for park potential.	D	Yes	EDA	PZC, BOS, Town, CoC
A	ED23	Develop a marketing strategy to promote the Town as a place for doing business, recreation, entertainment, and tourism. Look for ways to bring in customers from outside of Canton. ----- 11-Apr-2015: A 2015 Preservation of Place Grant has been awarded to Canton to develop a marketing strategy for Collinsville. EDA plans on using funding from the marketing line item to evaluate ways to expand the results for use in the greater Canton area	P	Yes	EDA	BOS, CoC, MST
B	ED24	Develop an educational strategy for the ongoing education of residents on the importance of appropriate economic management and development to the economic health and sustainability of the Town. ----- 10-Jun-2015: Blog initiated; article placement; article placment.	P	Yes	EDA	BOS, CoC, MST
C	ED25	Promote the development of small business incubators and economic gardening locations; and promote the creation/ use of economic catalyts or incentives to support this measure, (e.g. grants, loans, tax related, regulation related, etc.) ----- 10-Jun-2015: Measure incorporated into 2014 EDA Strategic Plan; Training attended specific to development of small business incubators/ shared office space.	D	Yes	EDA	BOS, PZC, CoC, MST

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED26	Consider a "Managed Downtown" – encourage cooperative and coordinated (managed by the business community, supported by the Town) centralized real estate, event, and marketing planning and implementation, both at the individual business 'pocket' locations and from a community-wide perspective (i.e. manage them like a mall). ----- 11-Apr-2015: Some discussions occurring on this with Canton Main Street program to coordinate events by merchants, artists, non-profits, etc.	D	Yes	EDA	BOS, CoC, MST
G	ED29	Business retention is a high priority. ----- 10-Jun-2015: Business visitation underway.	n/a	Yes	EDA	ALL
G	ED34	Encourage cross-promotional relationships between local businesses and artists. ----- 10-Jun-2015: Canton Main Street program has been encouraging these relationships.	n/a	Yes	EDA	CoC, MST
A	ED35	Create a listing of local businesses on the Town website. ----- 10-Jun-2015: The business-focus web page has been expanded; vision for a director is being updated.	P	Yes	EDA	CoC
G	ED39	Encourage redevelopment to provide a mix of uses, shared parking and walkable connections between different uses and sites. ----- 11-Apr-2015: Relevant measures being included in the Design Regulation project.	n/a	Yes	EDA	PZC, BOS, CoC, MST, PO
G	ED41	Leverage and enhance the Town's existing economic assets. ----- 10-Jun-2015: No comment provided.	n/a	Yes	EDA	BOS, PZC, Town, CoC, MST

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	ED43	Leverage the economic value of the Farmington River.	n/a	Yes	EDA	BOS, PZC, Town, CoC, MST
		11-Apr-2015: Main Street program has been moving forward efforts focused around the River.				
G	ED44	Re-enforce the Village Centers as the historic centers of community life and economic activity.	n/a	Yes	EDA	BOS, PZC, Town, CoC, MST
		11-Apr-2015: The streetscape and Design Regulation projects are working to further this goal.				
O	ED52	Encourage businesses, tenants, and property owners to maintain their own properties and facilities.	n/a	Yes	EDA	PZC, CoC, MST, Res
		10-Jun-2015: Efforts underway to clean up blighted properties in town.				
O	ED53	Explore and pursue state and federal grants and other funding opportunities, and the resources and assistance of organizations such as CEDCA, CT Main Street, etc., in meeting these objectives.	n/a	Yes	EDA	BOS, Town, CoC, MST
		15-Apr-2015: Town received a 2015 Preservation of Place grant through efforts led by EDA.				
A	ED66	Provide a concierge service to applicants to assist in applicant's understanding and navigation of the processes.	P	Yes	EDA	PZC, Town
		10-Jun-2015: Preparation of resource and guidance materials to be made available to businesses is underway.				

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	F17	<p>Review the adequacy of existing fire facilities as part of a facilities management plan (see previous page), with special consideration to the:</p> <ul style="list-style-type: none"> a. potential investments and coordination required on privately and publicly owned property. b. consolidation of town Fire Departments to one centralized organization (i.e. consolidation of Canton and Collinsville Stations). c. ability to meet space needs for current and future apparatus; d. availability of equipment, ability of and type of equipment to meet increasing response demand. e. ability to meet ADA, OSHA and other requirements; f. lack of available manpower. g. location and availability of emergency water storage facilities. <p>-----</p> <p>20-Jun-2015: \$25,000 appropriated to study fire department organization.</p>	P	Yes	Fire	BOS, BOF, PW, EMS
B	F18	<p>Adequacy and use of existing facilities and operational needs to be reviewed as part of a facilities management plan, with special consideration to:</p> <ul style="list-style-type: none"> a. Spatial needs – consider the expansion or redesign of existing spaces to meet projected needs as appropriate. b. Parking – look to maximize parking on site and consider the possibility of overflow parking areas. c. Expanding service options for teenagers. d. Update technological capabilities to meet increasing demands and expectations. <p>-----</p> <p>10-Jun-2015: Teen librarian hired; plan being developed to review existing space and increase use, efficiency, and services; additional programming is being explored; O.S. for all computers has been upgraded; wifi & network capacity has been increased.</p>	P	Yes	LBT	BOS, BOF, PW, Town
O	F14	<p>Bike safety: ensure the police department has adequate resources and equipment to provide support to increased traffic on the Rail Trail.</p> <p>-----</p> <p>10-Jun-2015: Pedestrian safe crosswalk signs being updated at areas of trail crossings; CTDOT approached to allow for the installation of double-sided flashers at crosswalk at Atwater and Maple; PD officer sent to bike training (now 3 trained);</p>	n/a	Yes	PD	BOS, BOF

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	I2	Provide prominent notice of the POCD and keep the copy of the Plan posted on the Town website current. ----- 08-Apr-2015: corrected status back to 'n/a' as appropriate for 'O' and 'G' items.	n/a	Yes	PIC	BOS, Town
O	I4	Provide an annual status report on the POCD to the BOS. a) Hold an annual meeting with Town staff to review implementation status and issues. b) Hold an annual meeting with elected and appointed officials to review implementation status and issues. ----- 08-Apr-2015: corrected status back to 'n/a' as appropriate for 'O' and 'G' items.	n/a	Yes	PIC	ALL
O	I5	Regularly monitor implementation progress, successes, failures, conditions, and public attitudes; and perform additional research and evaluations, and update the relevant Plan components as warranted. ----- 08-Apr-2015: corrected status back to 'n/a' as appropriate for 'O' and 'G' items.	n/a	Yes	PIC	PZC, ALL
A	F20	Develop a thorough Parks and Recreation Master Plan that inventories and evaluates the recreational opportunities of current available land (starting with town-owned land) for potential development of (with acquisition as necessary) additional recreational fields and expansion and management of existing recreational facilities to meet the growing demand. ----- 10-Jun-2015: Grant funding has been obtained to develop Master Plan components in the near future.	P	Yes	PRC	BOS, BOF, PW, Town
A	F21	Develop a comprehensive plan for the renovation or replacement of Mills Pond Pool. ----- 15-Apr-2015: Study performed in 2013. BOS has contributed funds for renovations to pool house, pump, and deck occurring in 2014 and 2015.	P	Yes	PRC	BOS, BOF, PW, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC10	Expand and maintain the Town's trail systems. ----- 10-Jun-2015: Replacment/maintenance of trails near WPCA & DPW facilities completed in spring 2015.	n/a	Yes	PW	CC, Town, PRC, BOS, BOF
O	NR21	Employ best management practices in regards to the use of pesticides and herbicides on town-owned or maintained lands. ----- 08-Apr-2015: DPW developed Pesticide Application Program in 2014.	n/a	Yes	PW	BOS, Town, CC
G	F10	Continue to look for ways to enhance service to residents at the Transfer Station. ----- 10-Jun-2015: Check and credit/debit card acceptance for purchase of permits/tokens at the Transfer Station has been initiated.	n/a	Yes	PW	BOS, BOF
A	F11	Develop a facilities management plan to program funds for the improvement of town facilities (not including those under the BOE) based on cost effectiveness and priority. ----- 10-Jun-2015: Building Maintenance Plan adopted.	P	Yes	PW	BOS, BOF, Town, Fire, EMS
O	F12	Continue to use, and support funding of, the town's pavement management system. ----- 10-Jun-2015: As of January 2015, \$6 million in work performed.	n/a	Yes	PW	BOS, BOF, Town
B	F34	Make improvements to the Town Hall to address critical space needs and improve customer accessibility and directional signage. ----- 20-Jun-2015: Improvements to external accessibility being made with the Collinsville streetscape project; polling location being moved from Town Hall to address accessibility issues for elections.	P	Yes	PW	BOS, BOF, PMBC, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	F36	Improve the energy-efficiency of town-owned facilities. ----- 13-Jun-2015: Energy controls were installed at the Community Center.	n/a	Yes	PW	BOS, BOF, Town
C	F39	Consider the use of motion detectors at Town facilities where appropriate. ----- 20-Jun-2015: Included in the energy audit.	D	Yes	PW	BOS, Town
O	F42	Reduce/eliminate sources of light pollution at Town facilities where practical. ----- 13-Jun-2015: New LED lighting installed at CPD and partial lighting update at Mills Park, 2014.	n/a	Yes	PW	BOS, Town
O	T2	Make maintenance tasks and repairs timely. ----- 13-Jun-2015: PW has implemented School Dude software to track maintenance activities.	n/a	Yes	PW	BOS, BOF, Town
O	T3	Adequately maintain the full breadth of transportation facilities, including drainage, pedestrian and bicycle facilities, signage, maintenance and transit equipment and facilities, and roadside areas for which the Town is responsible. ----- 15-Apr-2015: PW making repairs to multi-use trail along River Road. Substantial funding for road maintenance and repairs included and proposed in Town budgets, with appropriate activities being undertaken by PW.	n/a	Yes	PW	BOS, BOF, Town
O	T27	Maintain an up-to-date plan for the maintenance and management of infrastructure. ----- 13-Jun-2015: Asset management system used for pavement.	n/a	Yes	PW	BOS, BOF, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	U4	Continue to monitor and evaluate renewable energy solutions for municipal facilities. Consider implementing solutions where the total life-cycle fiscal impacts are positive or where there are minimal negative tax implications. ----- 13-Jun-2015: Electric vehicle charging station installed at Town Hall.	n/a	Yes	PW	BOS, BOF, EC, Town
O	U15	Evaluate and maximize energy efficiency in municipal facilities and operations. ----- 13-Jun-2015: Energy audit to be performed in 2015.	n/a	Yes	PW	BOS, BOF, Town
G	CC1	Manage development densities and other patterns of development to be consistent with POCD principles. ----- 20-Jun-2015: New Zoning Regulations adopted; incorporated as appropriate in Form/Design Regulation project.	n/a	Yes	PZC	Town
A	CC2	Revise land use regulations to keep development features at a human scale. ----- 14-Jun-2015: New Zoning Regulations adopted; Design regulations for commercial areas near completion.	P	Yes	PZC	BOS, BOF, Town, CoC, MST
A	CC3	Revise regulations to encourage multiple smaller buildings (or the appearance of multiple smaller buildings) on commercial sites. ----- 14-Jun-2015: New Zoning Regulations adopted; Design regulations for commercial areas near completion.	P	Yes	PZC	BOS, BOF, Town, CoC, MST

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	CC4	<p>Revise regulations to minimize vehicle corridors (physically and visually) in commercial areas:</p> <ul style="list-style-type: none"> a. Minimize street widths. b. Locate buildings close to the street, with minimal parking between the street and the building. c. Visually narrow the corridor with landscaping and using building facades at least 1.5 stories high. <p>-----</p> <p>14-Jun-2015: Design regulations for commercial areas near completion.</p>	P	Yes	PZC	BOS, BOF, Town, CoC, MST
A	CC5	<p>Revise regulations to minimize the visual 'bulk' of parking areas:</p> <ul style="list-style-type: none"> a. Minimize parking requirements and promote shared parking and access. b. Break up parking into multiple smaller areas where practical. c. Visually break up larger parking areas with landscaped medians and islands. (Remain mindful of snow removal.) d. Visually screen large parking areas from adjacent roadways with appropriate means. (e.g. using site buildings and many types of landscaping are appropriate; discourage tall walls, fences, solid shrub 'walls', or obvious constructed berms.) <p>-----</p> <p>14-Jun-2015: New Zoning Regulations adopted; Design regulations for commercial areas near completion.</p>	P	Yes	PZC	BOS, BOF, Town, CoC, MST
G	CC6	<p>Use architectural designs and building facades that are appropriate for the character of the town and the neighborhood surrounding a development.</p> <p>-----</p> <p>14-Jun-2015: New Zoning Regulations adopted; Design regulations for commercial areas near completion.</p>	n/a	Yes	PZC	HDC, MST, PMBC, Town, CoC
A	CC12	<p>Adopt regulations and policies that provide for/allow adequate, but minimal outdoor lighting and that incorporate best management practices to limit light spill-over beyond where it is needed and intended.</p> <p>-----</p> <p>08-Apr-2015: Incorporated into 2014 Zoning Reg rewrite.</p>	S	Yes	PZC	PW, PMBC, UTIL, CTDOT, BOE, PRC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	CC14	Revise land use regulations to promote a variety of architectural styles in commercial areas and multi-family buildings, in keeping with the character of surrounding areas. ----- 14-Jun-2015: New Zoning Regulations adopted; Design regulations for commercial areas near completion.	P	Yes	PZC	BOS, BOF, EDA, MST, CoC
G	CC16	Land use regulations and agency actions that promote a variety of neighborhoods and housing to accommodate households of diverse sizes and economic status. ----- 08-Apr-2015: corrected status back to 'n/a'.	n/a	Yes	PZC	EDA, BOS, MST, WPCA, Town
B	CC19	Pursue regulations that allow for shared space environments (live-work units) which creates affordable opportunities for artists and other such tradespeople to live and apply their trade in the community. ----- 08-Apr-2015: Some incorporation in Design Regulation project; there have been discussions on inclusion in the Collins Co. redevelopment project.	P	Yes	PZC	
G	CC32	Land use and agency actions that promote agricultural vitality. ----- 08-Apr-2015: Zoning Reg rewrite incorporates recommendations from 'Planning for Agriculture', and additional suggestions from 'Community Guidance to Maintain Working Farms and Forests'.	n/a	Yes	PZC	CC, BOS
G	CC34	Land use and agency actions that promote the mixed-use heritage of Canton. ----- 08-Apr-2015: Village District regulations being written for Collinsville and Canton Village areas.	n/a	Yes	PZC	EDA, BOS, MST, HDC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC35	Land use and agency actions that promote the small business and entrepreneurial heritage of Canton. ----- 08-Apr-2015: Investment in public improvements fronting Collins Co. Ongoing discussions and support with interested parties.	n/a	Yes	PZC	EDA, BOS, MST
G	CC37	Preserve and enhance village centers, maintaining a historical context. ----- 08-Apr-2015: Village District regulations being developed for Collinsville and Canton Center areas.	n/a	Yes	PZC	BOS, EDA, Town, MST, HDC
G	CC39	Encourage and facilitate infill and adaptive reuse in concert with surrounding context and heritage. ----- 14-Jun-2015: Design regulations for commercial areas near completion.	n/a	Yes	PZC	EDA, CoC
A	NR11	Develop fundamental updated storm water management (SWM) regulations for zoning and subdivision. Focus on treatment and volume of discharge in addition to peak discharge. ----- 08-Apr-2015: Zoning Reg rewrite includes first Stormwater Management Regulations. It is expected that revisions will be necessary to comply with forthcoming MS4 General Permit issuance by CTDEEP.	P	Yes	PZC	IWWA, Town, FRWC, DEEP

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	NR12	<p>Incorporate Low Impact Development (LID) techniques into SWM regulations for use where practical:</p> <ul style="list-style-type: none"> a. Rain gardens, tree boxes, & depressed vegetated medians. b. Porous pavement. c. Gravel “wetlands” and wet ponds. d. Vegetated swales and buffers. e. Other best management practice (BMP) bioretention measures. <p>-----</p> <p>08-Apr-2015: Reference LID standards called out in new Zoning Regs. Some changes expected with new MS4 GP from CTDEEP.</p>	P	Yes	PZC	IWWA, Town, FRWC, DEEP
O	NR13	<p>When significant modifications occur on existing sites, require that stormwater management controls be updated to reflect current standards and best management practices (BMPs) to practical extents.</p> <p>-----</p> <p>08-Apr-2015: Required by new Zoning Regs (including for significant residential development). Some changes expected with new MS4 GP from CTDEEP.</p>	n/a	Yes	PZC	IWWA, Town
C	NR14	<p>Investigate ways to (with reasonable burden to the property owner) encourage/ ensure adequate maintenance of installed stormwater management facilities.</p> <p>-----</p> <p>08-Apr-2015: General provision included in Zoning Reg rewrite.</p>	P	Yes	PZC	IWWA, Town, FRWC, DEEP
A	NR15	<p>Incorporate BMPs for steep slope management and design into regulations and standards.</p> <p>-----</p> <p>08-Apr-2015: Regulations to this effect strengthened in Zoning Reg rewrite. Will be reviewed during Subdivision Reg rewrite.</p>	P	Yes	PZC	IWWA, CC, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	NR16	<p>Restrict development on natural slopes exceeding 25% (and/or restrict the heights/extents of constructed slopes of certain steepness – consider different thresholds for business districts vs. residential districts.)</p> <p>-----</p> <p>08-Apr-2015: Slope restrictions included in Zoning Reg rewrite. Will be further reviewed with Subdivision Reg rewrite.</p>	P	Yes	PZC	Town
B	OS9	<p>Update Subdivision Regulations to maximize open space ‘value’ of lands or monetary resources to be associated with open space set-asides and achieve an appropriate balance of various open space components.</p> <p>-----</p> <p>09-Apr-2015: To be incorporated in Subdivision Reg rewrite.</p>	D	Yes	PZC	CC, BOS, Town
B	OS10	<p>Update land use Regulations to:</p> <ul style="list-style-type: none"> a. Promote conservation subdivision design. b. Build open space into neighborhood design to help preserve rural character. c. Expand allowed open space uses to include certain agricultural activities and use for subsurface wastewater disposal areas. d. Take a holistic approach to open space decisions, balancing the: i) Overall benefits and value of open space proposed to be created within the subdivision property; ii) Value of leveraging partial credit for lands that [currently] have limited development potential, (e.g. wetlands, steep slopes, floodplains, etc.) into larger set-aside areas; and iii) Open space value that may be achieved by “fee-in-lieu-of” funds. <p>-----</p> <p>09-Apr-2015: New Zoning Regs provide incentives for conservation subdivisions and associated neighborhood design. To be strengthened with Subdivision Reg rewrite.</p>	P	Yes	PZC	CC, BOS, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	A6	<p>Revise Zoning Regulations to be local farm friendly in residential zones [not exclusively], without significantly compromising the integrity and character of the surrounding neighborhood, including:</p> <ul style="list-style-type: none"> a. Minimize regulatory hurdles for the operation of farm produce stands; b. Allow for expanded product lines that include farm products not produced on the subject farm; c. Allow for expanded product lines that include crafts or agriculture-derived products that are locally produced with a local or regional consumer focus; d. Allow for on-site processing of locally grown product, limited to local or regional consumer focus; e. Allow for adequate, though limited and appropriate, signage for farm produce stands and other similar agriculture retail endeavors to inform the public of its location. f. Allow for farms to offer consumer supported agriculture (CSA) programs; and, g. Allow for on-site events that showcase local products (e.g. dinners, luncheons, wine tastings, etc.) <p>-----</p> <p>09-Apr-2015: Zoning Reg rewrite incorporates recommendations from 'Planning for Agriculture', and additional suggestions from 'Community Guidance to Maintain Working Farms and Forests'.</p>	S	Yes	PZC	CC, Town
A	A8	<p>Use the Capital Region Council of Governments prepared model regulations with respect to Agriculture, which are recognized state-wide as an excellent example, as a reference source.</p> <p>-----</p> <p>09-Apr-2015: Appropriate elements incorporated into Zoning Reg rewrite.</p>	S	Yes	PZC	CC, Town
A	ED8	<p>Limit big-box retail development to appropriate locations (East Gateway is the preferred location), and with appropriate design constraints in keeping with the desired community character.</p> <p>-----</p> <p>20-Jun-2015: Adopted Zoning Regs place 'big box' development in Design Districts.</p>	P	Yes	PZC	Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	ED11	<p>Consider modest, minimally intrusive ways to turn potentially tax-negative land into potentially tax-positive land:</p> <ul style="list-style-type: none"> a. Establish conforming mixed-use areas. b. Make existing non-conforming business conforming; and allowing reasonable, modest expansion of those businesses. c. Promote conversion of single family structures to business uses where zoning allows. d. Consider modest expansion of existing commercial and industrial areas (including using mixed-use to accomplish this) where appropriate. e. Appropriate design constraints are essential to the implementation of this strategy. <p>-----</p> <p>11-Apr-2015: Mixed use being explored as part of Design Regulation Project. 16 Maple Avenue changed to conforming business zone.</p>	n/a	Yes	PZC	EDA, Town, CoC, MST
B	ED15	<p>Consider allowing certain light industry as a mixed-use component with commercial in appropriate locations. The legacy of Canton is a community that “made things” in facilities in mixed-use areas such as Canton Center and Collinsville.</p> <p>-----</p> <p>11-Apr-2015: Under consideration with Design Regulation Project.</p>	P	Yes	PZC	EDA, BOS, Town, CoC, MST
A	ED19	<p>Prioritize and designate appropriate areas for and develop regulations to allow mixed-use in Canton:</p> <ul style="list-style-type: none"> a. Multiple mixed-use zones (e.g. neighborhood commercial/residential; general commercial/residential; professional office/residential; light industry/commercial; etc.) may be appropriate. b. Appropriate design parameters/constraints would be key in establishing the various mixed use zones to maintain the appropriate character desired for a particular zone. <p>-----</p> <p>11-Apr-2015: Being included in Design Regulation project.</p>	P	Yes	PZC	EDA, BOS, CoC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED21	Consider allowing for increases in impervious and building coverage in areas identified as appropriate for mixed use and commercial development (with appropriate environmental and aesthetic safeguards). ----- 11-Apr-2015: Incorporated in 2014 Zoning Reg rewrite in limited form. Being developed further in Design Regulation project.	P	Yes	PZC	IWWA, BOS
A	ED30	Reduce the permitting burden for existing businesses and developments for minimally significant changes (e.g. small expansions, conversions to similar use, façade changes, etc.). ----- 11-Apr-2015: Zoning Reg rewrite allows for staff approval of Zoning Permit uses, and also expands staff approval of minor Site Plan modifications.	P	Yes	PZC	WPCA, EDA, Town
A	ED31	Take steps to render existing known and acceptable non-conforming (for use) businesses into zoning use conformance, or otherwise to allow the expansion of a non-conforming use by Special Permit. ----- 11-Apr-2015: Many locations have been identified by staff. 16 Maple Avenue was rezoned to conformance.	P	Yes	PZC	
B	ED33	Revise regulations for Village Centers to reduce parking requirements appropriate to the 'park-once' nature of a downtown. ----- 11-Apr-2015: Parking regulations for Collinsville have been relaxed somewhat and also now acknowledge the understanding that Collinsville functions on shared parking.	P	Yes	PZC	EDA, CoC, MST
A	ED36	Remove the practice of restricting hours of operation of community businesses and let market forces determine such practices. ----- 11-Apr-2015: New Zoning Regs are less restrictive on matter and were result of direct inclusion of Chamber of Commerce in draft discussions.	P	Yes	PZC	EDA, BOS, CoC, MST

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	ED37	Promote infill and redevelopment of existing sites to expand the tax base within existing developed areas while maintaining context sensitivity of the surrounding built environment and local character. ----- 11-Apr-2015: Relevant measures being included in the Design Regulation project.	n/a	Yes	PZC	EDA, IWWA, CoC, MST
B	ED40	Increase impervious coverage and building coverage maximums in areas appropriate for infill and redevelopment. Careful consideration should be given to the allowable ratio between the two coverage's to limit sprawl (i.e. individual buildings surrounded by vast parking lots) and promote more village styled growth (mixed use). ----- 11-Apr-2015: New Zoning Regs have increased building and impervious coverages within specified standards. This is being further explored in the Design Regulation project.	P	Yes	PZC	EDA, CoC, MST
B	ED48	Transition to form-based zoning for Collinsville and other (proposed) mixed use zones. Also consider form-based zoning for areas that may be targeted as priority locations for infill or redevelopment where development character is of higher importance than parcel use. ----- 15-Apr-2015: Under development in Design Regulation project.	P	Yes	PZC	EDA, BOS, Town, CoC, MST
O	ED54	Revise land use regulations to be in step with the POCD. ----- 15-Apr-2015: **	n/a	Yes	PZC	EDA, BOS, Town, CoC
G	ED58	Provide clear rules for the land use processes that lead to predictable outcomes. ----- 15-Apr-2015: Progress made by creating updated checklists and adoption of procedural regulations in new Zoning Regs.	n/a	Yes	PZC	EDA, BOS, Town, CoC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED59	Adopt appropriate design guidelines for established business areas that reconcile context, economic growth, and diversification with clear standards that ensure the preservation and enhancement of the Town's and surrounding area's character. ----- 15-Apr-2015: Under development in Design Regulation project; clarity of standards to be reviewed.	P	Yes	PZC	EDA, BOS, Town, CoC
A	ED60	Identify a number of business uses to be permitted as of right in given zones/established business areas. ----- 15-Apr-2015: New Zoning Regs created Zoning Permit uses (i.e. uses permitted by right with staff review.)	P	Yes	PZC	EDA, BOS, Town, CoC
A	ED61	Empower our professional staff to make more land use decisions, including approvals, administratively to improve the effectiveness of the processes and reduce the burden on the volunteer boards. This would also allow the boards to better focus on policy and more overriding site development issues appropriate for such boards. ----- 15-Apr-2015: New Zoning Regs allow Zoning Permit uses and expanded site plan modifications to be approved by staff instead of having to go to the Commission, and possible public hearing. IWWA has not taken up the matter as of yet.	P	Yes	PZC	EDA, BOS, Town, CoC
A	ED62	Have zoning designations follow property lines as much as possible; and remove areas of ambiguity. ----- 15-Apr-2015: Accomplished to extent practical with adoption of new Zoning Map in conjunction with new Regs. PZC has expressed its desire and intent to follow this standard moving forward.	P	Yes	PZC	Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED63	Establish clear standards for the mutual buffering of business and residential properties to reduce negotiations of this from the process. ----- 15-Apr-2015: New Zoning Regs provide for prescriptive standards to accomplish mutual buffering.	P	Yes	PZC	EDA, Town, CoC, MST
O	ED64	Identify areas of inefficiency in the land use processes and guide recommendations for changes and goals that reduce the timeframes associated with the processes without diluting the effectiveness or value of the processes. ----- 15-Apr-2015: Some areas identified and addressed in Zoning Reg rewrite.	n/a	Yes	PZC	EDA, BOS, Town, CoC, MST, RES
B	ED71	Evaluate and include creative ways to reduce parking requirements and encourage shared parking and access between adjacent parcels. ----- 15-Apr-2015: Parking regulations were improved in new Zoning Regs. Additional measures under review in Design Regulation project. Still additional work to be done.	P	Yes	PZC	EDA, Town, CoC, MST, PO
B	ED72	Revise the regulations to encourage/require business areas to be more pedestrian and bike friendly. ----- 15-Apr-2015: New Zoning Regs include specific standards for bicycle and pedestrian accommodations. Further improvement necessary to meet intent of this measure.	P	Yes	PZC	EDA, BOS, Town, CoC, MST
A	ED73	Work cooperatively with the Chamber and local sign shops to create signage regulations that allow businesses to be readily identifiable but minimizes negatives to aesthetics. (Review the coordinated signage theme regulations developed for The Shoppes at Farmington Valley as starting point for implementation elsewhere in town or town-wide.) ----- 15-Apr-2015: New Zoning Regs revised sign standards through a cooperative effort with the Chamber. Additional work necessary to meet full intent of this measure.	P	Yes	PZC	EDA, BOS, Town, CoC, MST

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	R5	Maintain Canton as a predominantly low density single family owner occupied community. ----- 15-Apr-2015: Amended Zoning Map adopted in 2014 met this goal.	n/a	Yes	PZC	BOS, Town
G	R6	Promote “naturally occurring affordable housing” units (which may not be deed restricted, but which meet the market criteria for purchase or rent by low and moderate income families). ----- 15-Apr-2015: Design Regulation project is expected to contain IHZ regulations which, while not specifically 'naturally occurring', will promote developments that fit into the community in a manner fits the aesthetic qualities of naturally occurring units.	n/a	Yes	PZC	BOS, Town
A	R7	Revise the zoning regulations to allow two-unit structures (accessory apartments, two-family houses, duplex townhouses), with appropriate character preserving caveats, by right in all new residential developments ----- 15-Apr-2015: Two-family dwellings now allowed by special permit in R-1 zones. Regulations for accessory apartments have been improved.	P	Yes	PZC	Town
A	R8	Revise the zoning regulations to allow, by right, conversion of existing buildings to two-family housing or accessory apartments, with appropriate character preserving caveats, in village centers, existing (non-conforming) and proposed mixed use areas, and other appropriate locations. ----- 15-Apr-2015: Two-family dwellings now allowed by special permit in R-1 zones. Also under further consideration in the Design Review project.	P	Yes	PZC	Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	R9	Revise zoning regulations to create one or more zones that allow for apartment/condominium development. Consider limiting the number of units per building and other character-related caveats where appropriate. ----- 15-Apr-2015: Under consideration in Design Review project.	P	Yes	PZC	Town
A	R12	Revise the zoning regulations to create mixed-use zones in village centers and most (or all) non-industrial commercial areas. Such mixed-use zones should allow as of right mixed commercial and residential uses within individual buildings. ----- 15-Apr-2015: Under consideration in Design Regulation project for Collinsville and Canton Village areas.	P	Yes	PZC	Town
B	R13	Allow multi-family residential structures as of right in mixed-use zones. Maximum unit per building requirements, set as appropriate for the subject area, should be considered. ----- 15-Apr-2015: Under consideration in Design Regulation project.	P	Yes	PZC	Town
B	R15	Facilitate neighborhood commercial node development through the permitting of small scale neighborhood friendly retail uses near key intersections in established (or proposed) residential areas. ----- 15-Apr-2015: Under consideration in Design Regulation project.	D	Yes	PZC	Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	R16	<p>Revise applicable regulations to strongly encourage conservation subdivision development utilizing density based zoning principals for all new residential subdivisions north of State Route 44. The open space created should be consistent with the open space and natural resource conservation priorities of the Town.</p> <p>-----</p> <p>15-Apr-2015: New Zoning Regs include provisions for new conservation subdivision incorporating innovative considerations and density bonuses. Subdivision Reg rewrite is expected to further expand and implement these principles.</p>	P	Yes	PZC	CC, Town
G	T16	<p>Encourage/promote/incentivize shared access drives and connected parking areas along Route 44 and other State Routes (in commercial areas).</p> <p>-----</p> <p>15-Apr-2015: New Zoning Regs allow for shared parking across interconnected parcels. Matter also being considered in Design Regulation project.</p>	n/a	Yes	PZC	BOS, EDA, Town, CTDOT, CoC
G	T28	<p>Minimize pavement widths on new or reconstructed roads.</p> <p>-----</p> <p>15-Apr-2015: Town made maintaining existing width of Eash Hill Road a priority over State funding for rehabilitation.</p>	n/a	Yes	PZC	BOS, PW, Town
B	T29	<p>Encourage development techniques and designs that reduce roadway lengths, such as cluster residential development.</p> <p>-----</p> <p>15-Apr-2015: New Zoning Regs provide incentives for clustering and reduced road lengths. Matter anticipated to be addressed further in Subdivision Reg rewrite.</p>	P	Yes	PZC	BOS, Town
A	U11	<p>Map and identify the extent of the service area for the Town's wastewater treatment facility (i.e. create sewer avoidance areas) to inhibit the expansion of more intense development into areas intended for lower density housing.</p> <p>-----</p> <p>15-Apr-2015: Sewer shed and system information were added to GIS database.</p>	P	Yes	PZC	WPCA, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	F6	<p>Increase social services for residents in need.</p> <p>a. Encourage and promote expanding health and social service availability and options to meet the needs of an aging population.</p> <p>b. Support community services such as the Canton Food Bank and Energy Assistance Program.</p> <p>-----</p> <p>10-Jun-2015: Community partnerships are being formed that will enhance community services and allow for improved access to information for wellness services; increase in number of persons using social services has been documented.</p>	n/a	Yes	SS	BOS, BOF
G	I7	<p>Coordinate with programs and efforts of CRCOG and State agencies, as appropriate.</p> <p>-----</p> <p>21-Jun-2015: Staff routinely coordinates with CRCOG and state agencies on numerous projects and initiatives.</p>	n/a	Yes	Town	PIC, PZC, BOS
G	CC11	<p>Encourage more pedestrian- and bicycle-friendly pathways and traffic flow. (Thereby making Canton safer and more accommodating for the enjoyment of the rural character.)</p> <p>-----</p> <p>08-Apr-2015: Aspects under consideration for Design Regulation project.</p>	n/a	Yes	Town	PD, PRC, PZC, BOS, BOF
G	CC24	<p>Encourage pedestrian and bicycle connections from the Farmington River Trail to, and through, relevant commerce areas.</p> <p>-----</p> <p>21-Jun-2015: Draft procdures/policies for new connections is being developed.</p>	n/a	Yes	Town	PD, PZC, BOS, BOF, PW, CoC, MST
G	CC40	<p>Continue to support, promote, & look to enhance existing community-oriented events and organizations.</p> <p>-----</p> <p>08-Apr-2015: Collinsville Streetscape project to provide some improvements to enhance events.</p>	n/a	Yes	Town	ALL

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC46	Keep communication and customer service a priority from Town staff and organizations. ----- 08-Apr-2015: Land Use office has standard practice to highlight strategy to new hires.	n/a	Yes	Town	BOS, BOE
B	NR6	Incorporate the CT DEEP Natural Diversity Database (NDDDB) into the regulatory review process (inclusion of the NDDDB reporting form in applications to the Town and incorporating guidance from DEEP into Town actions). ----- 08-Apr-2015: Land Use Office has made this a standard part of the application submittal review and pre-application processes.	S	Yes	Town	PZC, CC
G	ED65	Improve the consistency and clarity of direction given to land use applicants. ----- 15-Apr-2015: New checklists adopted for Zoning applications. Process has started of staff and commissions reviewing all land use forms for update. New Asst. Planner being trained to perform pre-application reviews to identify potential issues.	n/a	Yes	Town	EDA, PZC, BOS, CoC, MST
A	ED67	Provide a rudimentary user's guide to the land use process. ----- 15-Apr-2015: A brief, non-comprehensive guide has been posted to the Town website by staff. Next step is for appropriate commissions to revise and update their parts of the document.	P	Yes	Town	EDA, PZC, BOS, CoC, MST
A	ED68	For all but the most basic applications, recommend a joint preliminary project review meeting between the applicant and staff to identify requirements and potential areas of concern. ----- 15-Apr-2015: Land Use staff are presently informally including this strategy in meetings with PD & DPW; formal project review meetings have not been established.	D	Yes	Town	PZC, IWWA

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	R11	Identify and explore regulations for higher density areas suitable for mixed-income and mixed-use development with significant control (to be retained by the town) over the location, amount, type and design of such housing and associated development. ----- 15-Apr-2015: Under consideration in Design Regulation project.	P	Yes	Town	PZC, BOS
O	F32	Work collaboratively with Town staff to make improvements to all athletic fields. ----- 20-Jun-2015: Improvements funded for various Mills Pond Park athletic and recreational facilities.	n/a	Yes	Town	BOE, PW, PRC
O	F33	Work collaboratively with Town staff to pursue Safe Routes to School program initiatives. ----- 15-Apr-2015: SRTS champion Kristin Wynne has worked with a subcommittee representing BOE staff, Town staff, school principals, consultant, parents, and other local advocates on developing a SRTS plan.	n/a	Yes	Town	BOS, BOF, PD, RES
A	F43	Improve the town web page and consider other online methods to improve customer service and reduce vehicle trips to town facilities. ----- 13-Jun-2015: Comprehensive website update in July 2014; use of Twitter and Facebook enhanced; Internet access to Assessor's records and land records enhanced/added.	P	Yes	Town	
O	F46	Improve and enhance the Geographic Information System (GIS). ----- 15-Apr-2015: New Assistant Planner has solid GIS capabilities.	n/a	Yes	Town	BOS

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	T1	<p>Continue to implement and expand established GIS-based infrastructure asset management systems and techniques.</p> <ul style="list-style-type: none"> a. Existing pavement management system. b. New/expanded systems for sidewalks, drainage, and bridges. c. Create GIS inventories of facilities. d. Inspect the facilities to get detail and condition data. e. Update systems as work is done. f. Establish a reasonable inspection cycle to provide quality control for deterioration assumptions and to update facility data. g. Use the systems' data and tools, in conjunction with new and best available technology, to recommend and update maintenance and rehabilitation tasks, schedules and funding needs. h. Periodically provide updated reports to BOS and BOF regarding status of infrastructure condition and funding requirements to maintain/reach adequate condition levels. i. Ensure that adequate resources are available to keep these tasks -- for assets whose value exceeds \$125 million -- current. <p>-----</p> <p>13-Jun-2015: PW continues to use its asset management software for stated purposes with regards to road pavements.</p>	n/a	Yes	Town	BOS, BOF, PW
A	T7	<p>Review, and revise as necessary, the Town's policies and procedures regarding non-Town street excavations to best protect the condition and ride of the roads.</p> <p>-----</p> <p>13-Jun-2015: Consultant selected for Subdivision Regulation rewrite.</p>	D	Yes	Town	PW, PD

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	T8	<p>Take steps to help ensure that new Town roads are constructed to adequate and designated design standards.</p> <p>a. When the Town accepts a road that is not constructed to standards, it becomes a maintenance burden for the Town much more rapidly; and may require expensive rehabilitation measures much sooner.</p> <p>b. This is not a straight-forward issue for a relatively small town with limited personnel resources. Effective monitoring of road construction requires significant and timely observation of the construction and, in many cases, appropriate testing of materials used. The level of observation may vary depending upon the developer/contractor involved.</p> <p>c. Town staff, the BOS, the BOF, and legal counsel should all be involved in developing the protocols.</p> <p>-----</p> <p>13-Jun-2015: Consultant selected for Subdivision Regulation rewrite.</p>	D	Yes	Town	BOS, BOF, PW, PZC
O	T9	<p>Identify and close sidewalk gaps and provide extensions in targeted (i.e. potentially high or important pedestrian use) locations.</p> <p>-----</p> <p>15-Apr-2015: Existing sidewalks mapped into GIS in 2014 as first step to identifying gaps and possible extension locations.</p>	n/a	Yes	Town	BOS, BOF, PW, PD
B	T15	<p>Make context sensitive traffic solutions a priority in village areas. Work with the DOT to get their buy-in with respect to state routes.</p> <p>-----</p> <p>13-Jun-2015: LTA has approached CT DOT regarding installation of traffic calming/ pedestrian safety measures on Dowd Ave.</p>	P	Yes	Town	BOS, BOF, PZC, PW, CTDOT, CRCOG, CoC
G	T17	<p>Look for opportunities for traffic calming measures along Route 44:</p> <p>a) Medians.</p> <p>b) Streetscape improvements.</p> <p>c) Moving buildings closer to the roadway as new development or redevelopment occurs.</p> <p>-----</p> <p>20-Jun-2015: (c) addressed to extent applicable in new Zoning Regulations and also will be a part of design regulation project.</p>	n/a	Yes	Town	BOS, BOF, PZC, PD, CTDOT, CRCOG, CoC, PO

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	T21	Install traffic signal at Bridge Street/Main Street intersection in Collinsville. ----- 15-Apr-2015: Anticipated installation in September, 2015 by CTDOT.	P	Yes	Town	BOS, BOF, CTDOT
G	T23	Look for opportunities to increase parking and streetscaping in Collinsville. ----- 15-Apr-2015: Measures included in Collinsville Streetscape project, which is scheduled for construction in Spring, 2015.	n/a	Yes	Town	BOS, BOF, PZC, EDA, MST, CoC
O	T25	Consider the use of traffic calming measures where appropriate. Priority locations include: a. Lawton Road and Washburn Road. b. River Road near Farmington River Trail crossing. c. Maple Avenue. d. Cherry Brook Road near Canton Center. e. Other locations where travel speeds are an issue. ----- 13-Jun-2015: Case St. striping realigned for traffic calming; stripiing of Washburn; new PAF signal lights installed.	n/a	Yes	Town	BOS, BOF, PD, PW, CTDOT
G	U13	Monitor developments in technology, regulations, and regulatory trends, for alternative means of safe wastewater disposal for selective use for potential future developments. ----- 13-Jun-2015: Investments made in technology to improve quality of effluent from treatment facility and reduce orders.	n/a	Yes	Town	WPCA, PZC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	ED2	<p>Expand public water and sewer to stimulate investment within business areas -- established or proposed (including mixed-use) in the POCD:</p> <ul style="list-style-type: none"> a. Seek to leverage available funding sources (e.g. grants and loans). b. Work cooperatively with surrounding sewer authorities to stimulate development (i.e. East Gateway and West Gateway). c. Set aside investments for expanding sewer/ water system. d. Look at community based septic and water systems in areas where service is not available or practical. <p>-----</p> <p>10-Jun-2015: East Gateway incorporated into sewershed; tri-town agreement inactive; action underway to extend sewers from 309 Albany Turnpike west to East Hill Road.</p>	n/a	Yes	WPCA	UTIL, BOS, Town, RES
A	F30	<p>Repair cracked sidewalks at Cherry Brook Primary School.</p> <p>-----</p> <p>23-Jun-2015: No action in FY 2014-2015</p>	NI	No	BOE	BOS, PW
B	NR7	<p>Support priority recommendations of the Upper Mill Pond Master Plan identified on page 24 of the 'Strategic Component'.</p> <p>-----</p> <p>14-Jun-2015: Upper Mill Pond Master Plan recommendations to be considered individually as topics arise. Overall support varies for the different recommendatios.</p>	H	No	BOS	CC, PRC, PMBC, Town, IWWA
B	F9	<p>Relocate the garage to a site away from the Farmington River.</p> <ul style="list-style-type: none"> a. Acquire land and construct a facility adequate to house the Public Works Department. b. Repurpose the existing site for public recreation and river access, which are identified open space, natural resource and community character goals in this plan. <p>-----</p> <p>15-Apr-2015: Referendum to aquire new property for garage was unsuccessful. Redevelopment of existing site is being explored. Potential for recreational opportunities is subject to garage-related matters.</p>	H	No	BOS	PMBC, BOF, PW, PZC, RES

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	F23	Recapture the riverfront presently occupied by the DPW Garage to increase public access and recreation. ----- 10-Jun-2015: Garage referendum failed; WPCA expansion plans conflict with this measure.	H	No	BOS	BOF, PRC, PMBC, PZC, IWWA, WPCA, Town, FRWC, RES
C	CC30	Pursue additional scenic road designations as indicated on the Character Resources map on page 13 of the 'Strategic Component'. ----- 08-Apr-2015: Issue was discussed with CC at 2/18/2015 meeting. CC felt this was more of a BOS issue. This is a 'C' priority, and should be re-addressed at the appropriate time.	NI	No	CC	BOS, PZC
B	NR1	Develop and maintain a comprehensive Natural Resources Inventory (NRI). ----- 08-Apr-2015: Strategies for continuing to refine and expand past work to create a more comprehensive NRI was discussed with CC on 2/18/2015; no new initiatives undertaken at that time.	H	No	CC	IWWA, Town, BOS, FRWC
A	ED32	Provide an educational program for assisting small businesses considering expansion. ----- 21-Jun-2015: development of small focused educational programs on promoting local business in consideration.	D	No	EDA	PZC
A	ED7	Consider re-zoning the front part of Bristol's Farm (abutting Route 44) from residential to commercial. (Note: This is not to render an opinion on its future status as agricultural land; rather that, if it should get developed, commercial is preferable to residential.) ----- 11-Apr-2015: No progress in 2014.	NI	No	PZC	EDA, BOS, PO

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
A	ED70	Allow the use of open space to provide transitions between uses. ----- 21-Jun-2015: No action in FY 2014-2015.	NI	No	PZC	Town
B	R14	Consider the creation of mixed-use 'blending' zones, zones where the types and densities of commercial use and residential development allowed are less intense than a normal mixed-use zone, to transition from commercial areas to lower density residential areas. ----- 15-Apr-2015: Discussions of such zones have occurred with respect to Maple Avenue and Lawton Road areas. Minimal progress has been realized.	D	No	PZC	Town
B	F22	Pursue funding and plan for the development of a Lawton Road recreational facility. ----- 15-Apr-2015: Funding request included for FY 2015-2016 Capital Budget, but was not approved. Possible alternate funding sources are being reviewed.	NI	No	Town	PRC, BOS, BOF, PW
G	CC42	Continue to support and maintain a quality educational system for the Town. ----- 20-Jun-2015: The BOE and primary partners work collectively to develop and adopt a responsible budget that properly supports the Town's educational system; and continue to monitor for ways to maintain and improve the system.	n/a	n/a	BOE	BOF, BOS, RES
G	CC17	Foster trade communities for artists and other such 'cottage' industries: ----- 21-Jun-2015: No opportunities in FY 2014-2015.	n/a	n/a	BOS	EDA, PZC, CoC, MST, RES
G	CC36	Promote tax incentives, loan programs, etc. for restoration of older buildings. ----- 20-Jun-2015: No action in FY 2014-2015.	n/a	n/a	BOS	BOF, Town, EDA, MST, HDC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC41	Promote and appreciate volunteerism within the community. ----- 20-Jun-2015: The BOS, Town staff, and the numerous affected organizations and entities within the community regularly express their appreciation for the efforts and contributions of volunteers when the opportunity arises.	n/a	n/a	BOS	ALL
G	OS11	Encourage the continued availability of funding for acquisition of priority open space as warranted: a. Capital funds, reserve funds, and/or bond funding; b. Governmental Grants; c. Allow revenue generating, non-destructive/renewable uses on Town-owned open space lands where appropriate, such as: i) Rental of garden plots, ii)Limited logging, iii) Rental of certain recreational and other amenities. ----- 09-Apr-2015: Town has and will continue to look to leverage grants and unallocated reserve to augment limited dedicated funding to fund appropriate open space acquisition.	n/a	n/a	BOS	BOF, CC, PRC, Town
O	A3	Remain cognizant of various requirements for potential grant funding for protecting farmland, including funding mechanism requirements. ----- 20-Jun-2015: Assistant Planner monitors various programs and has met with and advised local farmers of opportunities to preserve farmland.	n/a	n/a	BOS	BOF, CC, Town
O	A7	Offer/continue to offer agricultural tax exemptions and abatements allowed by state statutes. a. Local legislation enabling up to a 50% tax abatement for many types of farms. b. Local legislation to extend the farm machinery and building tax exemption. ----- 20-Jun-2015: No local legislation proposed in FY 2014-2015.	n/a	n/a	BOS	BOF, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	ED18	<p>Consider the redevelopment of the Collins Company site, in a manner which has a good balance of commercial to residential use, to be an incontrovertible priority to the Town economically. Take appropriate actions necessary to support its redevelopment.</p> <p>-----</p> <p>20-Jun-2015: Current development team have discussed possible tweaks to their approach to residential portion of future development with PZC.</p>	n/a	n/a	BOS	EDA, PZC, IWWA, CoC, MST
B	ED28	<p>Consider tax incentive packages to stimulate development on key sites of significant economic potential (opportunity sites).</p> <p>-----</p> <p>20-Jun-2015: No action in FY 2014-2015.</p>	NI	n/a	BOS	BOF, EDA
O	ED74	<p>Establish a culture of sound, consistent, and unified decision making:</p> <ul style="list-style-type: none"> a. Focus board and other land use decisions to be non-arbitrary and made in the best interests of the Town as a whole (within the parameters and purview that the subject board operates under). b. Hold regular joint meetings, and other communication opportunities, of the various land use boards to educate each other on their respective roles and procedures and to discuss and find consensus on priorities, policy issues, and the POCD; with the added goal of improving communication and interaction between the boards. c. Consider limits on the number of consecutive years any one individual can serve as Chairperson. d. Consider term limits in general. e. Consider [non-voting] cross membership on boards where consistency between the boards is important. f. Encourage board members periodically move to a different board to increase cross-board knowledge and understanding, and to keep board perspectives fresh and renewed. g. Set standards for board member attendance and participation in training opportunities. <p>-----</p> <p>20-Jun-2015: Discussed, but no clear strategy in place yet.</p>	n/a	n/a	BOS	PZC, CC, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	R3	Support Town maintenance and capital improvement programs that maintain the public spaces and facilities in residential neighborhoods that benefit or enhance the neighborhood. ----- 20-Jun-2015: On-going with road improvement and streetscape projects.	n/a	n/a	BOS	PMBC, PW, PZC, Town
C	F15	Support funding opportunities to study Nepaug Reservoir Dam failure scenarios and create appropriate management plans. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	BOS	EMS, Fire, PD, BOF, WPCA, CTDOT, CRCOG, RES, Other
G	F45	Encourage volunteer efforts and participation in both public and private community services. ----- 20-Jun-2015: Discussed, but no clear direction yet.	n/a	n/a	BOS	Town
O	T5	Address major project initiatives as funding availability and prudent debt management allows. Continue to seek funding from outside sources such as federal and state grant programs. ----- 20-Jun-2015: Consistently mindful of facility maintenance needs, and of monitoring for and seeking funding opportunities as appropriate.	n/a	n/a	BOS	BOF, PW, Town
G	T13	Support public transportation options and stay mindful of opportunities to expand those options. a. Canton has a number of relatively discrete commercial nodes. Opportunities may arise in the future to connect those nodes via some form of public transit. ----- 15-Apr-2015: Town reached out to CT FastTrak initiative regarding circulator route coordination with Canton; however, idea was rejected.	n/a	n/a	BOS	Town, CTDOT, CRCOG, CoC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	T14	Encourage the extension of the CT Fastrak feeder system to Canton. ----- 15-Apr-2015: Town reached out to CT FastTrak initiative regarding circulator route coordination with Canton; however, idea was rejected.	n/a	n/a	BOS	Town, CTDOT, CRCOG, CoC
G	U2	Continue to encourage and support initiatives, such as SolarizeCanton and C-PACE, that promote the use of renewable energy solutions, within the community. ----- 20-Jun-2015: Current existing efforts continue.	n/a	n/a	BOS	EC, Town
G	CC8	Keep the preservation of rural character as a priority in the acquisition of open space. ----- 08-Apr-2015: No open space acquisition sought in 2014 - 2015.	n/a	n/a	CC	PZC, IWWA, Town, BOS, BOF, CLCT
G	CC25	Encourage and effect the identification of scenic views, viewsheds, and features whenever practical. ----- 08-Apr-2015: No relevant applications or referalls in FY.	n/a	n/a	CC	PZC, BOS, FRWC
O	NR2	Continue efforts to protect and preserve priority natural resources. (See Chapter 3.) ----- 08-Apr-2015: Expectations and potential on-going, as needed measures identified and discussed between PIC and CC on 2/18/2015; no new initiatives were undertaken.	n/a	n/a	CC	IWWA, Town, PZC
C	NR4	Perform a verification study of identified potential vernal pools. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	CC	IWWA, Town, FRWC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
C	NR5	Once vernal pools are verified and their ecologic functions are categorized, consider new regulations (or review procedures) as necessary to protect vernal pools found to be of significant ecological value. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	CC	IWWA, PZC, Town
G	NR17	Establish a priority of conserving the natural resource functions of existing core forest areas 500 acres or greater in size. ----- 20-Jun-2015: No action in FY 2014-2015.	n/a	n/a	CC	PZC, BOS, CLCT, Town
G	NR18	Make core forest areas a priority for open space acquisition as the primary means of protecting these areas. ----- 20-Jun-2015: No action in FY 2014-2015.	n/a	n/a	CC	BOS, PZC, CLCT, Town
B	NR22	Use public education programs (promote and extend DEEP education efforts) regarding: a. Use of pesticides and herbicides – damage to environment, organic options, avoid excessive use. b. Invasive species. c. Proper tree and forest management d. Dumping (including leaves) into storm drainage systems and water-courses e. Vehicle washing or maintenance where associated runoff waters may reach watercourses untreated. f. Other discharges to or diversions from watercourses, which are (or may be) harmful to those waters. ----- 08-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.	NI	n/a	CC	IWWA, Town, BOE

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	OS2	Take an active role in pursuing open space opportunities in coordination with other stakeholders. ----- 09-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.	n/a	n/a	CC	PRC, BOS, Town, CLCT
B	OS7	Develop and keep updated a comprehensive Open Space Plan for the Town which: a. Includes a comprehensive, mapped Open Space Inventory. b. Identifies and discusses the open space attributes and benefits that are desirable to meet the Town’s open space objectives – prioritize as is practical. c. Identifies, discusses, and prioritizes general categories of land targeted for future open space creation; top priorities recommended by this Plan are: i) Land along the Farmington River corridor; ii) Land for recreational purposes consistent with the objectives of the Community Facilities chapter of this Plan; iii) Land that creates linkages/ greenway connections between open space parcels (as may be held by various stewards). Iv) Agricultural land consistent with the objectives of the Agriculture chapter of this Plan; and, v) Land along Cherry Brook and other major stream corridors, including parcels that are known to experience significant flood damage (as opportunity may arise). D. Establishes clear criteria and decision-making process for evaluating the suitability and value of parcels for potential open space acquisition. E. Evaluates and identifies opportunities for repurposing or expanding amenities at existing open space parcels for meeting evolving priorities and needs, while protecting the overall integrity and value of the existing open space. ----- 09-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.	NI	n/a	CC	PRC, PZC, Town, CLCT

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	OS13	<p>Complete a realistic, workable open space management manual for Town maintained open space (including conservation easements). Such manual should:</p> <ul style="list-style-type: none"> a. Consider the individual needs of sites and be site-specific where appropriate; b. Include appropriate maintenance objectives and tasks; c. Include a tactical implementation plan with defined roles and responsibilities; d. Consider creative ways to meet objectives that will help reduce the burden on the Town (e.g. volunteer days, cooperative efforts, etc.); and e. Be included in the Facilities Management Plan. <p>-----</p> <p>09-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.</p>	NI	n/a	CC	PW, PRC, BOS, Town, CLCT
B	OS14	<p>Educate the public on the existence of open space parcels, their value and uses, and the role residents can play as good stewards of these assets. In addition:</p> <ul style="list-style-type: none"> a. Take steps to assure that property owners with conservation easements or other such restrictive covenants on their properties are aware of the existence and location of the subject areas and the restrictions that apply. b. Take similar steps [to (a.) above] regarding property owners/residents adjacent to open space areas. <p>-----</p> <p>20-Jun-2015: No action in FY 2014-2015.</p>	NI	n/a	CC	Town, CLCT
B	OS15	<p>Monitor, and encourage the public to monitor, Town-controlled open space parcels on a periodic basis for:</p> <ul style="list-style-type: none"> a. Inappropriate or damaging uses; b. Excessive erosion, or other signs of environmental damage; c. Encroachments; and, d. Other conditions detrimental to its open space value. <p>-----</p> <p>20-Jun-2015: No action in FY 2014-2015.</p>	NI	n/a	CC	BOS, Town, CLCT, PW

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	A4	<p>Keep farmland preservation a priority in open space acquisition matters and specifically within the Open Space Plan for the Town; priorities with respect to acquisition of farmland as open space should include:</p> <ul style="list-style-type: none"> a. The value and viability of the property for commercial farming; b. The history of farming on the property; c. Aesthetic values of the farming operation; d. Other scenic values of the property; e. The proximity of the property to other farming/open space. <p>-----</p> <p>09-Apr-2015: New initiatives identified and discussed between PIC and CC on 2/18/2015.</p>	n/a	n/a	CC	BOS, PZC, Town, CLCT
G	ED1	<p>Pursue a long term goal to increase the tax base proportion from 15% commercial/ 85% residential to 20% commercial/ 80% residential.</p> <p>-----</p> <p>20-Jun-2015: EDA has initiated several actions in FY 2014-2015 to further this goal.</p>	n/a	n/a	EDA	BOS, BOF, PZC, Town
B	ED27	<p>Consider the establishment of Business Improvement Districts (BID's) and Transportation Improvement Districts (TID's) to stimulate additional investment in key business areas.</p> <p>-----</p> <p>21-Jun-2015: Recent passed legislation will allow smaller projects in Main Street communities greater ability to take advantage of Tax Increment Financing.</p>	D	n/a	EDA	BOS, CoC, MST
O	NR9	<p>Continue to review permits for disturbances in upland review areas of watercourses to protect the natural resource value of the watercourse.</p> <p>-----</p> <p>08-Apr-2015: Continues to be implemented as standard operating procedure.</p>	n/a	n/a	IWWA	CC, Town
B	NR3	<p>Incorporate the completed NRI into the POCD and use it as an important reference in associated land use decisions.</p> <p>-----</p> <p>20-Jun-2015: No action in FY 2014-2015.</p>	NI	n/a	PIC	PZC, CC, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	F19	Explore opportunities to expand community use of the privately owned fields on Canton Springs and Powder Mill Roads. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PRC	BOS, Town
B	F13	Perform a needs assessment of the town emergency shelter and make improvements as necessary with specific attention paid to lack of all-weather showers, and ADA accessibility of entrances and restrooms. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PW	BOS, BOF, PMBC, PD, Town, Fire, EMS, SS
C	F38	Assess and remove street lights that are not warranted. Consider replacing street lights with energy efficient full cut off fixtures. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PW	Town
B	T24	Narrow the pavement or otherwise provide visual cues as to travel lanes vs. parking on Center Street just north of Main Street. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PW	BOS, BOF, PD, Town, PO
G	CC26	Conserve tree and shrub buffers along streets whenever possible. ----- 08-Apr-2015: o relevant applications or referalls in FY.	n/a	n/a	PZC	CC, PW
G	CC27	Protect identified public right-of-way views of scenic value. ----- 08-Apr-2015: o relevant applications or referalls in FY.	n/a	n/a	PZC	CC, BOS, PW

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	CC28	Design subdivisions such that new structures in scenic areas or which may affect scenic views are hidden to the extent practical. ----- 08-Apr-2015: No relevant applications or referalls in FY.	n/a	n/a	PZC	CC
G	CC29	Limit development-related clear-cuts and exposed home sites. ----- 08-Apr-2015: No relevant applications or referalls in FY.	n/a	n/a	PZC	CC
G	CC31	Land use and agency actions that promote the preservation /re-purposing of significant historic buildings. ----- 08-Apr-2015: No relevant applications or referalls in FY.	n/a	n/a	PZC	BOS, CC, HDC
G	CC33	Land use and agency actions that promote the industrial heritage of Canton. ----- 08-Apr-2015: No relevant applications or referalls in FY.	n/a	n/a	PZC	EDA, BOS
G	NR19	Ensure/ encourage that development plans in core forest areas limit unnecessary clear cutting and fragmentation, utilize BMPs and habitat management. (Note: clearing for bona fide agricultural activities -including foresting - or natural habitat enhancement should not be discouraged.) ----- 08-Apr-2015: To be considered with Subdivision Reg rewrite.	n/a	n/a	PZC	CC, Town
B	NR20	Develop and enforce regulations on clear cutting in such core forest areas, limited to those activities carried out by a forester certified by the DEEP. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PZC	CC, IWWA, Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	ED10	Understand that condominiums/apartments/higher density residential uses adjacent to or near commercial land are to be treated as an appropriate transitional use between business areas and single family neighborhoods. The existence of such higher density residential uses should not influence or be used to deny proposed commercial development on such commercial land. ----- 20-Jun-2015: Taken into consideration in regulations and as individual site development plans are processed.	n/a	n/a	PZC	Town, MST, RES
G	ED12	Expand opportunities for light industry. ----- 11-Apr-2015: Proposal for industrial development at Satan's Kingdom withdrawn.	n/a	n/a	PZC	EDA, Town, CoC
B	ED13	Increase the available inventory of land zoned for light industry. ----- 11-Apr-2015: Proposal for industrial at Satan's Kingdom location withdrawn.	NI	n/a	PZC	EDA, Town
B	ED14	Consider allowing a limited number of light industrial uses on certain size lots as a special exception in residential zones with appropriate design constraints and limitations on future expansion. (The Perry industrial facility along Barbourtown Road is an example of an industrial use existing in harmony within a residential neighborhood.) ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PZC	EDA, BOS, Town, CoC
B	ED20	Consider allowing the expansion of uses within/ around Canton Center that would be historically appropriate. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PZC	EDA, BOS, CoC

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	ED38	Promote redevelopment that incorporates shared access to improve access management along Route 44. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PZC	EDA, CoC, PO
B	ED47	Consider the development of Special Design Districts (similar to West Hartford) that allow for increased density in exchange for specialized designs. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	PZC	EDA, BOS, Town, CoC, MST
B	ED50	Consider allowing mixed use with increased density and impervious coverage in the Industrial Park such as a Commerce District defined as a mix of business and industrial and high density residential. (Consider a required percentage match of uses and limit residential to upper floors.) ----- 15-Apr-2015: Mixed use is being incorporated into the Design Regulation project. That project does not cover any industrial zoned areas.	NI	n/a	PZC	EDA, BOS, Town, CoC
G	ED69	Protect areas designated for commercial and industrial use from encroachment to their permitted and intended uses from nearby residential development and associated 'sensitivity creep'. a. Provide appropriate transition uses where possible. b. Land use board decisions should respect such use designations and reflect the principles of this POCD with regards to these uses. ----- 20-Jun-2015: No opportunities presented in FY 2014-2015.	n/a	n/a	PZC	BOS, EDA, Town, Res

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	R1	Encourage designs (where appropriate) for new buildings within established neighborhoods that are appropriate and similar to the character of the surrounding neighborhood. ----- 15-Apr-2015: PZC just beginning work on Subdivision Reg rewrite. This will be part of the discussion; although substantial change to the Regs would be required to accomplish this.	n/a	n/a	PZC	BOS, Town
G	R2	Encourage new development (where appropriate) to reflect and enhance each area's historic and cultural qualities through distinct building design that is responsive to the existing context of the area, and that are in keeping with the community character objectives of this Plan. ----- 15-Apr-2015: PZC just beginning work on Subdivision Reg rewrite. This will be part of the discussion; although substantial change to the Regs would be required to accomplish this; and legal ability to do so is uncertain.	n/a	n/a	PZC	BOS, Town
G	R10	Maintain a strong, diverse housing balance, increasing the more moderately price housing options while maintaining the number of detached single family housing units at above 65% of the total housing stock. ----- 20-Jun-2015: No opportunities to further this goal presented.	n/a	n/a	PZC	BOS, Town
G	R17	Encourage residential development that promotes a sense of neighborhood and community, and that provides visual interest and distinctive character and identity to the Town. ----- 15-Apr-2015: To be discussed as part of Subdivision Reg rewrite.	n/a	n/a	PZC	CC, Town
G	R18	Encourage infill and reuse residential development. ----- 20-Jun-2015: Under consideration in Subdivision Regulation rewrite.	n/a	n/a	PZC	Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	R19	Revise applicable regulations to encourage connecting through streets and discourage cul-de-sacs. Consider requiring all cul-de-sacs to be private roads. ----- 15-Apr-2015: To be discussed as part of the Subdivision Reg rewrite.	D	n/a	PZC	Town
B	R20	Consider expanding the current limitation of 2 lots on a single driveway, with appropriate safety and emergency response requirements. ----- 15-Apr-2015: To be discussed as part of the Subdivision Reg rewrite.	D	n/a	PZC	Town
B	R21	Insure that design standards: a. incorporate appropriate provisions to reduce impacts, such as Low Impact Development (LID). b. use minimum appropriate street widths and other techniques to minimize the maintenance burden on the Town. c. promote an environmentally appropriate layout (with respect to such things as topography, wetlands and watercourses, soil types, steep slopes, and the conservation of other natural resource priorities of the town). d. incorporate the use of multi-property septic systems in common areas and open space, where appropriate, and keeping in mind that the Town's WPCA becomes responsible for ensuring the operation and maintenance of such systems. e. encourage resource efficient (a.k.a. 'green') design. (Consider a density bonus.) f. encourage using architectural features, building materials, landscaping material and building scale that are representative of the character of the area, and yet provide a distinctive and varied architectural landscape. G. provide pedestrian connectivity between neighborhoods and destination points (including but not limited to parks, schools, transit stops and other neighborhood amenities wherever possible). H. increase opportunities for people to interact, both within the neighborhood and within existing or future adjacent neighborhoods. ----- 15-Apr-2015: To be discussed as part of the Subdivision Reg rewrite. Aspects also under consideration in Design Regulation project.	D	n/a	PZC	Town

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	F5	Address the need for affordable housing, ideally in the vicinity of, and considering the development of, complimentary supporting transportation options. ----- 20-Jun-2015: Being considered in the design regulation development as part of the IHZ.	n/a	n/a	PZC	BOS, SS, Town
B	U3	Consider zoning incentives for significant use of renewable energy, such as solar or geothermal, in new developments. ----- 15-Apr-2015: New Zoning Regs address renewable energy options; however, incentives are not provided for.	NI	n/a	PZC	BOS, EC, Town
B	U12	Revise regulations and take other steps as necessary to allow for appropriately designed community sub-surface wastewater disposal systems in open space areas for conservation subdivisions. ----- 15-Apr-2015: Anticipated to be considered in Subdivision Reg rewrite.	NI	n/a	PZC	WPCA, BOS, Town, DEEP, CTDPH, FVHD
B	F7	Provide transportation option for seniors. a. Increase access to and options for affordable transportation services. b. Consider expanding the existing Dial-A-Ride service (hours and/or number of vehicles) to accommodate more residents. c. Explore Transportation Management Association (TMA) services between high density residential developments to increase access to services. ----- 10-Jun-2015: Funding for increase in transportation opportunities was requested, but was not funded.	H	n/a	SS	BOS, BOF, PO
O	I3	Follow appropriate processes for Plan updates; and keep CRCOG and CTOPM apprised of updates. ----- 08-Apr-2015: Status changed to n/a; no updates have been proposed.	n/a	n/a	Town	PIC, PZC, BOS

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	ED55	<p>Periodically remind and refresh the training of board members regarding:</p> <ul style="list-style-type: none"> a. Their roles in the processes. b. The role of the POCD in their board’s mission and deliberations. c. Their roles as representatives of the Town– both in their decisions and their interactions with applicants and the public. <p>-----</p> <p>20-Jun-2015: Discussed, but no clear action in place yet.</p>	n/a	n/a	Town	BOS, PZC, PIC
B	F16	<p>Cooperative effort [between Fire, EMS, and Town agencies and staff] to develop new regulatory standards including:</p> <ul style="list-style-type: none"> a. access standards for single family homes (ability to accommodate modern fire apparatus); b. access standards for commercial and large developments (preference for more than one point of access); c. the provision of fire protection and safety measures in all areas where new development is proposed; d. standards/specifications for the design/location of emergency water supplies (i.e. cisterns, fire ponds, dry hydrants, etc.); e. encourage looped road systems (and looped hydrant systems as opposed to rear lots, dead ends and cul-de-sacs); f. require the creation of associations or common interest ownership communities to maintain fire protection and safety measures. <p>-----</p> <p>15-Apr-2015: A portion of the Subdivision Reg rewrite will consider parts of this measure. Asst. Planner has been assigned to work with emergency responders on developing new standards.</p>	D	n/a	Town	PZC, PD, Fire, EMS
C	F24	<p>Extend the Farmington River Trail to complete Phase IV and the trails connection to Simsbury (creating a unique 28 mile recreational loop) in support of the priorities of this plan.</p> <p>-----</p> <p>21-Jun-2015: No action in FY 2014-2015.</p>	NI	n/a	Town	BOS, BOF, PZC, PRC, CRCOG

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
O	F44	Monitor population growth to anticipate increased infrastructure and service demands. ----- 20-Jun-2015: No action in FY 2014-2015.	n/a	n/a	Town	BOS
O	T6	Responsibly plan for future transportation infrastructure and service needs. ----- 20-Jun-2015: Update of the public improvement standards for the Town is included in the Subdivision Regulation rewrite process.	n/a	n/a	Town	BOS, BOF, PW
O	T12	Look for opportunities to improve safety for pedestrians: a. Signage and other visible or physical improvements at crosswalks. b. Separation between roadways and sidewalks on busy roadways where posted travel speeds are greater than 30 miles per hour. c. Traffic calming. ----- 15-Apr-2015: Relevant matters are being considered as part of the Design Regulation project.	n/a	n/a	Town	BOS, BOF, PD, PW, CTDOT, CRCOG
C	T18	Work with CTDOT for intersection improvements at Route 44 and Dowd Avenue (Route 565). ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	Town	BOS, BOF, PD, CTDOT
C	T19	Work with CTDOT for improvements to improve access at Route 44 and Colonial Road/entrance to Canton Gateway Office Park. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	Town	BOS, BOF, PD, CTDOT

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
B	T20	Develop an access management plan for Route 44. ----- 20-Jun-2015: No action in FY 2014-2015.	NI	n/a	Town	BOS, PZC, PD, CTDOT, CRCOG, CoC, PO
G	U5	Encourage new technologies and applications which may further the reliability and sustainability of utility supply and services, and their implementation within Canton where feasible and practical, taking into consideration potential negative impacts. ----- 20-Jun-2015: No action in FY 2014-2015.	n/a	n/a	Town	BOS, EC, PZC, UTIL
G	U6	Work with adjacent Towns and the State on efforts to protect groundwater quality. ----- 20-Jun-2015: Occurring with Aquifer Protection Program and with inspections and registration renewals.	n/a	n/a	Town	BOS, DEEP, CTDPH, FVHD
G	U7	Work with the State and the private sector on efforts to provide more complete cell service throughout the community. ----- 20-Jun-2015: Additional cell tower service for Collinsville has recently been explored, but no strategy has been finalized.	n/a	n/a	Town	BOS, DEEP, UTIL
O	U8	Periodically monitor and encourage utility providers and their regulatory agencies: a. To properly maintain utility systems and update facilities plans relevant to Canton. b. To use practices and support programs that help sustain and buffer utility supply resources and reduce negative impacts. c. To improve service to areas where existing service is significantly below average levels for served areas of town. d. To properly consider the impacts of their decisions on communities such as Canton. ----- 20-Jun-2015: Opportunities to extend water and sewer service along Route 44 are being explored.	n/a	n/a	Town	BOS, DEEP, UTIL

Priority	Item	Description / Last Note	Status	Yearly Progress	Lead Agency	Primary Partners
G	U16	Stay informed on best management practices and techniques that may further the objectives and goals of this chapter. ----- 20-Jun-2015: Staff continues to monitor new developments in management practices.	n/a	n/a	Town	PW



TOWN OF CANTON

FOUR MARKET STREET

P.O. BOX 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

Title of Submission:

Submit Grant Application to EverSource's Charitable Contributions & Volunteerism Program.

Date of Submission:

July 16, 2015

Date of Board Meeting:

July 24, 2015

Individual or Entity making the submission:

Chief Christopher Arciero

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc.** Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Allow submission of grant application to EverSource's Charitable Contributions & Volunteerism program to assist in funding for CERT winter jackets.

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Chief Christopher Arciero
860-693-7872
carciero@townofcantonct.org

3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.)
4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The Canton CERT Members need winter jackets. State funding is not currently available. In June, the CERT members held a fundraiser however; they raised only approximately 1/3 of the costs for the jackets. CERT will need an additional \$1,500 to cover the costs for jackets of current team members. EverSource awards grants to qualified organizations in the community. Due to the nexus between CERT's mission in part to assist the town during weather emergencies (i.e. Shelter Operations, traffic management, emergency preparedness community awareness/outreach) and interaction with other internal/external emergency providers at the EOC (i.e. EverSource representatives) during weather emergencies, the jackets will provide that measure of safety and professionalism to the team's mission, standing in the community and *esprit de corps*.

EVERSOURCE



CHARITABLE CONTRIBUTIONS & VOLUNTEERISM

Eversource's mission to deliver reliable energy and superior customer service includes our commitment to the strength of the communities we serve.

To support our communities and make a positive difference in the lives of our customers, Eversource awards grants to qualified non-profits in our service area, with a particular focus on the health and well-being of youth and the advancement and promotion of clean energy and related technologies.

If your organization is interested in applying for a grant, please review the details below for more information about the online application process and eligibility.

GRANT RESTRICTIONS

Eversource does not make grants to the following:

- Personal expenses related to events, conferences, travel, etc.
- Corporations that do not qualify as charitable organizations as defined by the IRS Code
- Projects benefiting limited groups (religious, fraternal, political)
- Private foundations or endowments
- Reducing or eliminating a pre-existing debt

- Golf outings
- Organizations located outside the areas we serve and whose services do not benefit our customers
- Advertising

Generally speaking, grants are not provided to organizations that receive direct support from United Way or other federated funds as we support these umbrella agencies through our direct giving and employee giving campaigns.

There is a limit of one grant per organization in a 12-month period, with limited renewal of between 3 to 5 years maximum.

APPLYING FOR A GRANT

All applications for support need to be submitted through our [online application form](#). Requests via email or other means will not be considered. Applicants can create an account using an email address and password to apply for a grant.

All online grant requests submitted after November 15 will be reviewed and considered for funding the following calendar year.

Help With ZIP Codes

To provide you with the best experience possible and ensure we are presenting the correct information to you, our website requires customers enter a ZIP code for their service address.

Example ZIP codes from across our service territory are provided below. You can also visit the [U.S. Postal Service's website](#) to look-up a specific ZIP code.

- Connecticut – Electric & Gas: 06901
- Connecticut – Electric Only: 06101
- Connecticut – Gas Only: 06859
- New Hampshire – Electric: 03101
- Eastern Massachusetts – Electric & Gas: 02090
- Eastern Massachusetts – Electric Only: 02115
- Eastern Massachusetts – Gas Only: 01603
- Western Massachusetts – Electric: 01101



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

**BOARD OF SELECTMEN MEETING AGENDA
SUBMISSION FORM**

Title of Submission:

Approval to apply for Canton Community Health Fund Grant

Date of Submission:

7/16/2015

Date of Board Meeting:

7/22/2015

Individual or Entity making the submission:

Joshua Medeiros, Director of Parks and Recreation

1. **Action requested of the Board of Selectmen (Acceptance of gift, approval to submit grant application, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**

The Individual or Entity making the submission requests that the Board of Selectmen:

Looking for approval to apply for Canton Community Health Fund Grant for \$5000 for additional Shade System.

2. **Individual(s) responsible for submission (Please include complete contact information. If requested, the identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.)**

Joshua T. Medeiros, MS, CPRP, CPSI
Director of Parks and Recreation
Town of Canton
40 Dyer Ave
Collinsville, CT 06022

3. Summary of Submission (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Canton; (iv) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.)

The Canton Community Health Fund approved a grant for a shade structure at Mills Pond Pool which we installed summer 2015. We have received extensive praise for the structure and it receives daily use from our patrons. I am requesting to be able to apply for an additional \$5,000 grant from the Canton Community Health Fund for an additional shade structure for the wading pool area. If awarded, the intent would be to purchase a matching structure from Shade Systems, which are fabric canopy shades with permanent steel posts. The fabric is a heavy-duty polyethylene product that provides up to 99% U.V. screening. The shade is removable from the posts so that it can be stored in the off season or in extreme weather events. Installation would be provided by the Public Works Department should the grant be awarded.

4. Description of documents included with submission (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

None

Canton Parks and Recreation Department

40 Dyer Ave
PO Box 168
Collinsville, CT 06022
860.693.5808

July 16, 2015

To: Bob Skinner, Chief Administrative Officer
From: Joshua Medeiros, Director of Parks and Recreation
Re: Approval to apply for Canton Community Health Fund Grant

The Canton Community Health Fund approved a grant for a shade structure at Mills Pond Pool which we installed summer 2015. We have received extensive praise for the structure and it receives daily use from our patrons. I am requesting to be able to apply for an additional \$5,000 grant from the Canton Community Health Fund for an additional shade structure for the wading pool area. If awarded, the intent would be to purchase a matching structure from Shade Systems, which are fabric canopy shades with permanent steel posts. The fabric is a heavy-duty polyethylene product that provides up to 99% U.V. screening. The shade is removable from the posts so that it can be stored in the off season or in extreme weather events. Installation would be provided by the Public Works Department should the grant be awarded.



Joshua T. Medeiros, MS, CPRP
Director of Parks and Recreation

DRAFT MINUTES
CANTON BOARD OF SELECTMEN

Wednesday, July 8, 2015, Regular Meeting
Community Center, Conference Room F, 7:00 pm

Selectmen Present: First Selectman Richard Barlow, Selectmen: Deputy Stephen Roberto, Thomas Sevigny, David Gilchrist, and Lowell Humphrey

Absent: None

Also Present: Chief Administrative Officer Robert Skinner and Recording Secretary Kerri Kazlauskas

R. Barlow called the regular meeting of the Board of Selectmen to order at 7:00 pm.

I. PLEDGE OF ALLEGIANCE

II. PUBLIC PARTICIPATION *(5 minute time limit per speaker on any item)*

The Board of Selectmen welcomes and encourages the public to speak during the Public Participation portion of the agenda. The purpose of public participation is to communicate to the Board of Selectmen any concerns or comments that members of the public may have. The public may speak on any topic, including items mentioned on the Agenda. There is a time limit of 5 minutes per speaker. The time limit cannot be yielded to another individual. In most circumstances this will be the public's only opportunity to comment. The Board of Selectmen will discuss the agenda items below with invited public officials and/or guests. It is important that the Selectmen allow this time for its exclusive use so that the agenda items can be properly presented and debated among members of the Board.

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



III. APPOINTMENTS / RESIGNATIONS

A. Reappointment of Christopher Eckert as a member to the Parks and Recreation Commission for a term to expire on 06/30/2019- MOTION: T. Sevigny moved to reappoint Christopher Eckert as a member to the Parks and Recreation Commission for a term to expire on 06/30/2019 and D. Gilchrist seconded the motion. The motion passed unanimously, 5-0-0.

B. Appointment of William Spatcher Jr as a member to the Conservation Commission for a term to expire on 6/30/2017- Deferred

C. Appointment of Brian Miller as a member to the Parks and Recreation Commission for a term to expire on 7/1/2016- MOTION: D. Gilchrist moved to appoint Brian Miller as a member to the Parks and Recreation Commission for a

term to expire on 7/1/2016 and L. Humphrey seconded the motion. The motion passed unanimously, 5-0-0.

R. Skinner swore in C. Eckert and B. Miller and thanked them for serving.

IV. ADOPTION OF CONSENT AGENDA

A. Refund of Taxes pursuant to Connecticut General Statutes 12-129- MOTION: D. Gilchrist moved to approve the Consent Agenda and T. Humphrey seconded the motion. The motion passed unanimously, 5-0-0.

V. CONSIDERATION OF OLD BUSINESS

A. Update on Future Paramedic Services for the Town of Canton- R. Skinner stated that Fire and EMS came and presented on this subject back in November. He reminded the Board that Fire & EMS were going to get more information and follow up on the questions they had.

At 7:07 pm the Board suspended discussion and referred back to item III. B.

III. B. Appointment of William Spatcher Jr as a member to the Conservation Commission for a term to expire on 6/30/2017- R. Barlow stated W. Spatcher was a long time member of the Open Space Land Acquisition Committee. He had stepped down and is now ready to dedicate his time to this Commission. R. Barlow communicated that he endorses W. Spatcher's application. MOTION: R. Barlow moved to appoint William Spatcher Jr as a member to the Conservation Commission for a term to expire on 6/30/2017 and T. Sevigny seconded the motion. The motion passes unanimously, 5-0-0.

At 7:08 pm the Board returned to their discussion on item V. A.

R. Skinner stated the three issues that the Board was looking for additional information on in regards to the future paramedic services are:

- 1) The possibility of a regional paramedic and/or basic EMS service, especially with Burlington considering their close proximity to Collinsville;
- 2) The cost of having a private company such as AMR perform paramedic and/or basic EMS services either directly in Canton or through a regional effort in another Town;
- 3) A more detailed analysis of the costs/revenues associated with the Town of Canton's EMS service being raised to paramedic level. In particular the Board was interested in receiving the actual revenues raised through billing by UCONN. They were also interested in receiving additional costs/revenues from the North Canaan Ambulance Association which was offered in the Fire/EMS report as a successful example of a region that recently began to offer a paramedic service.

R. Skinner shared that both Burlington and Simsbury had responded stating they are not interested in sharing in a regional service at this time. He shared that AMR needed to know how much revenue they could expect from runs. A relationship with AMR looked promising when looking at sharing services with Avon. Unfortunately, when they looked at Canton's paramedic runs, they found they wouldn't make enough money to offset the cost of another paramedic in the area. R. Skinner also stated that another concern is that if AMR was to perform both paramedic and ambulance service then the Town would be losing our volunteer service which has its advantages. R. Skinner shared that UCONN still has not responded on requests for revenue that they have received from Canton runs. R. Skinner and the Board had a dialogue around how many transports

they predicted Canton would have, when a paramedic would be needed for those calls, where the funding would come from, and how other towns were handling this situation. R. Skinner shared they are probably headed in the direction of having a Paramedic in Canton however they are still working things out. No motion was made.

B. Revise Resolution Referring the Middle / High School Window Replacement Project to PMBC- R. Skinner reminded the Board that they approved this resolution at their last meeting. He shared that the State's Board of Education came back with requested modifications. He shared what those modifications were and stated that in order to receive the grant funding the Board had to accept the revisions to the previous resolution. MOTION: R. Barlow moved to amend the resolution dated June 24, 2015 referring the Junior / Senior High School Window Replacement Project to PMBC and D. Gilchrist seconded the motion. The motion passed, 4-0-1 with S. Roberto abstaining.

C. Clean Energy Communities Municipal Pledge- R. Skinner reiterated that this topic was presented last month and tabled at that time in order to have the Energy Committee review it. He shared that the Energy Committee has now reviewed it and recommends that the Town waits to move on it until after the energy audit is complete. They stated that there was a lot of work that would need to be done and they don't feel we are ready to move forward with that work at this time. No Motion was made.

VI. CONSIDERATION OF NEW BUSINESS

A. Temporary Fire/EMS Facility Study Committee- R. Skinner reminded the Board that \$22,000 was in the budget for the evaluation of the Fire and EMS facility. He stated that a committee is needed to oversee it. R. Skinner recommended that the committee consists of seven members of whom three would be from Fire and EMS. He also communicated that the committee would need to consider the following:

- a. The current and future space needs of the Fire/EMS Department;
- b. The possibility of renovating the existing Collinsville Fire Station;
- c. The possibility of relocating the existing Collinsville Fire Station; and
- d. The possibility of combining the existing Fire Stations

S. Roberto asked if the three members would be one from each firehouse. R. Skinner stated that he was going to refer to Chief Hutchings to see what his thoughts on the matter were. S. Roberto voiced his concern that the three members represent the unique needs of each firehouse. R. Skinner stated he believes the Associations should be involved since they will have a strong stake in it. T. Sevigny asked if North Canton Association possibly trying to sell land would have any impact of factor in this. R. Skinner replied that this was initially prompted due to Collinsville Station getting older and its size. MOTION: D. Gilchrist moved to approve the resolution creating the Temporary Fire/EMS Facility Study Committee as presented by the CAO and T. Sevigny seconded the motion. The motion passed unanimously, 5-0-0.

VII. MINUTES OF PREVIOUS MEETINGS

A. Approval of Board of Selectmen Minutes: 06-24-2015 Regular Meeting- MOTION: D. Gilchrist moved to approve Board of Selectmen Minutes: 06-24-2015 Regular Meeting and T. Sevigny seconded the motion. The motion passed, 4-0-1 with S. Roberto abstaining.

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

- A. First Selectman's Report-** R. Barlow shared that he and R. Skinner attended a special meeting of the Board of Finance looking at proposals from auditors. He stated they brought forward all the grants that were pending approvals and they were all approved. R. Barlow mentioned that this Saturday is Park and Recreation Day. He stated the pool house looks great and is something to be proud of.
- B. CAO Report-** R. Skinner shared that the bids for the hydro Project were opened this week. He stated there were three bids which were from Natel Energy, Maier, Moehrle and Scully Group, and Pioneer Valley Renewables, LLC. R. Skinner stated that each bidder has been contacted and interviews are being set up to go over their bids before a recommendation will be made to the Board. T. Sevigny stated that he would be interested in sitting in on the interviews. R. Skinner passed out a letter from the town attorneys in regards to Cadle. R. Skinner shared the Town attorney's recommendation to move forward with a collection action. R. Skinner and the Board discussed the attorney costs agreement. D. Gilchrist asked if we can ask the court to have Cadle pay our legal fees. R. Skinner didn't think it would be possible but stated he would ask the attorneys advice. The board concurred with the attorney's recommendation have the court appointed receiver pursue rent payments which would then be paid to the Town in lieu of taxes. S. Roberto stated he did render any opinion on the subject of Cadle. R. Skinner discussed improvement options to the existing highway garage. He reiterated that there were two questions in regards to the improvement. First, what improvements could be made to the existing building and second what additional site improvements could be made. R. Skinner shared what previous consultant's interpretations of the flood plains regulations were. He shared that Fuss and O'Neill had a different interpretation of the regulations. R. Skinner went over the recommendations Fuss and O'Neill made for the property and building. R. Skinner stated you could not go over 50% of the value when making improvements to the existing garage. He shared the biggest problem in the garage is the roof. R. Skinner said the next concern is the wall in which they received an OSHA violation for. The garage is also in need of a new boiler. He stated that Fuss and O'Neill are looking into getting estimates on these three projects. There are some options but they cost money and you are still working in a flood plain. R. Barlow pointed out that there is still the problem of the salt shed. S. Roberto reminded the Board that six months ago Senator Witkos came forward with a plan for a garage and a new firehouse. He asked if there was any update to move forward with that. R. Barlow stated that he had been in commutation with Senator Witkos and the state bonding issue is dead. D. Gilchrist stated that even if the bonding is dead maybe the land there can be used for a salt shed. R. Skinner stated it may work for a bay wash and/or maintenance bay. R. Skinner shared that the Permanent Municipal Building Committee reviewed the window project and stated an architect could handle it and requested that a RFP be put out. He then shared that the Department of Transportation gave approval to put the traffic light project out to bid.

- IX. REMARKS BY SELECTMEN-** T. Sevigny stated the Farmers Market has moved back to the Town Hall parking lot. He shared that the feedback he has heard on about the Street Scape has all been positive. R. Barlow publically announced that he would not be seeking re-election. He thanked the Board. R. Barlow stated in the last eight years we've had some outstanding accomplishments for the Town collectively and should be very proud. He also thanked R. Skinner for his efforts. He stated he was privilege do be First Selectman for eight years and appreciated serving.

- X. **ADJOURMENT-** MOTION: S. Roberto moved to adjourn the regular meeting of the Board of Selectmen at 8:35 pm and L. Humphrey seconded the motion. The motion passed unanimously, 5-0-0.

Date: July 9, 2015
To: Richard Barlow, First Selectman, Town of Canton
From: Chip Beckett, Chair, CRCOG Policy Board
Subject: **CRCOG Member Benefits Letter**

On behalf of the CRCOG Policy Board I am happy to send you your CRCOG member benefits letter that lays out some of the details of what you receive for your dues. Most of our members receive more in benefits than paid in dues.

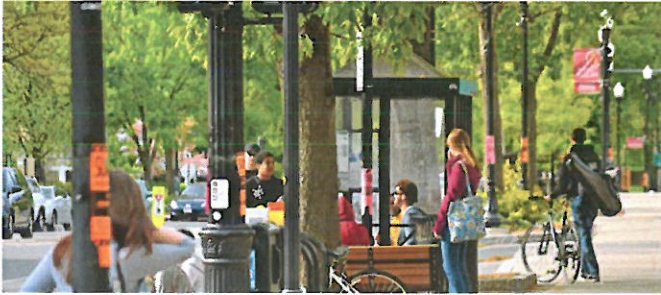
We strive to meet the needs of communities of different sizes across the range of services and benefits of CRCOG—from geographic information systems to cooperative purchasing to an emerging initiative of back office service sharing using the Nutmeg Network—to provide a growing list of cost effective services. Improving resident services at lower costs to taxpayers, while not affecting public interaction with municipal officials, is a core goal of the organization.

At a broader level, CRCOG serves as a problem-solving table to address a wide range of issues facing municipalities, such as transportation, homeland security, public safety, solid waste management, and brownfields assessment and remediation. In addition, CRCOG helps develop and share best practices in planning related to transit oriented development, green infrastructure, complete streets, environmental protection, alternative energy, food security and many other topics. To expand the “community” of our region, we continue to work towards initiatives by which towns can work together to meet common challenges. CRCOG is your place to bring forward issues on which we might work together.

Our tag line, “working together for a better region” reflects our 47 year history of providing value to members. I thank you for your participation in our endeavors to make our metro region the best it can be. If you have questions or suggestions, please feel free to contact me or our Executive Director Lyle Wray (860 522 2217 extension 232 or lwray@crcog.org).

BENEFITS OF CRCOG MEMBERSHIP
FY 2014-2015
Town of Canton
NEW FY2015-2016 DUES: \$9,628

This is a partial listing of CRCOG projects that benefit the Town of Canton.



This year, CRCOG and member communities benefited from the completion of the 3.5 year, **\$4.2 million** US Housing and Urban Development Sustainable Communities Regional Planning Grant. More than 20 individual projects helped create a vision and an action agenda for a connected, competitive, vibrant and green Hartford-Springfield Knowledge Corridor. Capitol Region municipalities will benefit from activities that are implementing the Knowledge Corridor Action Agenda: the **MetroHartford Brownfields Program**, which will make

\$533,000 in assessment grants and **\$850,000** in remediation loans and sub-grants available to member municipalities to assist in preparing contaminated properties for redevelopment; **technical assistance on transit-oriented development** to member communities through the **CTfastrak** and **CTRail-Hartford Line** Corridor Advisory Committee and special technical assistance projects; the updated **Capitol Region Pedestrian and Bicycle Plan**, and an **Active Transportation Audit Tool** that can be used by municipalities to evaluate the walkability/bikeability of selected locations, and help in identifying the need for future infrastructure improvements; **CRCOG's Green Clearinghouse website**, which showcases municipal best practices that support sustainable communities; and the **Capitol Region Natural Hazards Mitigation Plan** update, which enables participating municipalities to apply for FEMA hazard mitigation grants. CRCOG is also updating the Central Connecticut Region Natural Hazards Mitigation Plan, and is participating in the update of the Windham Region Plan.

Canton participated in the 2014 update of the Capitol Region Natural Hazard Mitigation Plan (approved by FEMA December 5, 2014), which assesses risks and vulnerabilities to natural hazards and identifies mitigation strategies that will reduce future losses, making the town eligible for future FEMA grants. Canton can also take advantage of newly-developed model sustainable land use regulations that support housing diversity and affordability, encourage energy efficiency and the use of alternative energy, allow for compact development, and support local food systems and food security.



CRCOG provides a variety of services that can help with municipal land use and community development planning, including Geographic Information System (GIS) analysis, map production, and technical assistance in analyzing U.S. Census data. In addition, CRCOG acquires and develops aerial imagery and other data products covering the entire regional area, in conjunction with hosting and maintaining a regional web-based GIS system. **Canton's benefit of the recent regional GIS update was \$5,660.** Finally, CRCOG developed and maintains a Regional Online Permitting system to enable municipalities to administer the planning and zoning application process on-line.



The Capitol Region Purchasing Council (CRPC) program saves its members money through conducting competitive bids on their behalf, and providing access to volume-based savings. CRPC conducted 14 bids in FY2014-15, saving its members over **\$1.6 million**. CRPC has seen a large increase in utilization of our Job Order Contracting program (eZIQC) which provides on-call construction and renovation services to our members. This fiscal year alone, **over \$4.1 million of projects** have been completed for our member municipalities and agencies in eZIQC. The CRPC serves **over 100 member municipalities and agencies**. CRCOG membership dues include CRPC membership. CRCOG's IT Services Cooperative has been implementing three of five M.O.R.E. Commission Nutmeg Network Demonstration Projects that help municipalities

leverage their access to the expanding state-run high speed fiber Nutmeg Network. These services (VoIP, Hosting Services and Streaming Video) will be available to all towns in late summer 2015. An additional \$1.2 million is forthcoming in FY2016 to purchase additional data center equipment and to fund the work of the last two Nutmeg Network Demonstration Projects: Electronic Document Management and the Human Resources Portal. CRCOG IT Services Cooperative currently offers IT Technical Assistance from our IT Strategic Partner CCAT and a fiber lease-to-own contract with SERTEX. This fiscal year, 12 towns have used or are in process of using our SERTEX fiber contract with Purchase Orders totaling over **\$1 million**. **Canton's portion of CRPC savings in FY2014-2015 was approximately \$25,873. Canton participated in CRCOG's Job Order Contracting program, ezIQ, for \$703,684 in purchase orders.**

In FFY 2014, CRCOG obligated approximately **\$10.3 million** in federal STP Urban Transportation Funds to start design, right-of-way acquisition, or construction of previously approved projects. In addition to this, CRCOG programmed **\$12.8 million** in Local Transportation Capital Improvement Program (LOTICIP) funds through commitment to fund letters. The CRCOG Transportation Program further assisted in the advancement of additional municipal transportation roadway, enhancement, and congestion-related projects. CRCOG continued to provide technical assistance to towns to solve traffic problems, program federal monies, and worked with CTDOT on design issues through corridor studies and general technical assistance. **In FY 2012 Canton secured \$2.2 million of funding under the American Recovery and Reinvestment Act for the construction of Phase III of the Farmington River Trail project. Approximately \$1 million is also expected to be programmed in the near future for the advancement of a pavement rehabilitation project on East Hill Road. The town is expected to receive approximately \$20,400 from the State Matching Grant Program for Elderly and Disabled Demand Responsive Transportation (Municipal Grant Program).**



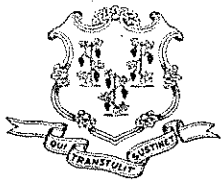
3 STEPS THAT HELP SAVE HUNDREDS OF LIVES EACH YEAR.



The CRCOG Public Safety Program works to coordinate regional public safety and homeland security activities. These programs help protect our communities and prepare us to respond and recover, as a region, from disasters. Since 2009, CRCOG has received approximately **\$14.8 million** in Public Safety dollars from the State Homeland Security Grant Program, Law Enforcement Terrorism Prevention Program, Metropolitan Medical Response System, Interoperable Emergency Communications, Urban Areas Security Initiative, and the Citizen Corps Program. CRCOG has facilitated numerous regional exercises including table-top, functional and full-scale, contracted for a full capability assessment, conducted various After Action Reviews, established a Long Term Care Facility Mutual Aid Plan and instituted the Get Ready Capitol Region citizen awareness website and campaign. Through CRCOG, regional teams including Special Weapons and Tactics (SWAT), Dive, the Hartford Bomb Squad, Regional Incident Dispatch, Command Post, Special Needs training unit, and the Medical Reserve Corps also received extensive training and equipment. Individual towns have received reimbursement for first responders attending approved training

or exercises; assistance with local training and exercises, SWAT equipment, fingerprint machines, cots, upgrades to local emergency operation centers, credentialing capability, and CAPTAIN Police and Fire equipment and services.

This is only a partial listing of CRCOG projects and benefits. CRCOG also offers other benefits that cannot be measured monetarily including technical assistance in shared services, transportation and land use planning.



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION

July 2, 2015

Mr. Richard Barlow, First Selectman
Town of Canton – Four Market Street
PO Box 168
Collinsville, CT 06022-0168

JUL 16 2015

File: 2015-1
Re: Frank Borawski

Dear Mr. Richard Barlow:

Please be advised that the Department of Consumer Protection has concluded the investigation. The Department of Consumer Protection has been in contact with the referenced individual and or company concerning your complaint. The business response indicates they dispute the allegations made and submitted written responses to the allegations.

The Department reviewed the complaint and respondent responses with the substantiating documentation provided verses the Engineering statutes and regulations – but it did not yield any verifiable violations.

The Department questioned whether a conceptual drawing required a signature and stamp by the licensed engineering professional. The Department utilized the assistance of a Professional Engineer, who is a member of the Professional Engineering Board and who stepped down to review the file.

Based on his review – he confirmed that conceptual drawings do not require a signature or stamp. Therefore, the complaint is closed for no violations.

If you have any questions, I can be reached at (860) 713-6144 and by email at keith.lombardi@ct.gov; or Supervisor Janita M. Hamel at (860) 713-6118 and by email at janita.hamel@ct.gov

Thank you.

Sincerely,


Keith Lombardi, Special Investigator

CC: File
Frank Borawski, Respondent
Richard Szewczak, PE Board Member

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: July 13, 2015
 Re: **Monthly Report – June 2015**

ASSESSOR

- General administrative duties continue
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Assist Staff and General Public with research requests for current and archival information concerning maps, land, buildings, title, motor vehicles
- Field work for Building Permits and map changes are in process to update records for the 2015 Grand List
- Updating GIS Mapping Information - completed
- Sixty-seven (67) Renter’s Rebate applications have been processed to date. The filing period ends October 1, 2015
- Update cantonassessor.com with Quality Data Services completed
- Assist the Tax Office with the 2015 bills

BUILDING DEPARTMENT

- There were no permits issued for new single family homes.
- Mr. Rich conducted a total of 79 inspections.
- Roofing permits were issued for schools located at 76 Simonds Avenue and 4 Barbourtown Road.
- Two commercial permits were issued. One was for a new sign at the Ethan Allan Store on Albany Turnpike and the other was for a change to the management space at 110 Albany Turnpike.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	21	\$327,278
Deck	2	\$26,000
Demolition	0	\$0
Electrical	18	\$8768
Garage/Shed	0	\$0
HVAC (includes woodstoves)	16	\$93,850
New Commercial	2	\$129,000
New Residential	0	\$0
Plumbing	6	\$2100
Pool	1	\$4000
Roofing/Siding	11	\$1, 780,052
Foundation	0	\$0
Total	77	\$2,371,048

Permit Value Comparison for June

	<u>2015</u>	<u>2014</u>
Value of Permits Issued	\$2,371,048	\$528,703
Building Permit Fees	\$6433	\$4263
Other Income Fees	\$2716	\$3554
Building Permits Issued	77	59

BUILDING DEPARTMENT CONTINUED

Total Value of Permits and Permit Fees

July-June 2014-2015		July-June 2013-2014	
Value	Permit Fees	Value	Permit Fees
\$12,140,474	\$125,814	\$10,634,294	\$165,356

EMERGENCY MANAGEMENT

PERSONNEL

- June 23: News release sent out naming Chief Arciero to the United Way Board of Directors.

ADMINISTRATION

- June 3: Chief Arciero prepared agenda for Tuesday Monthly CERT meeting.
- June 17: Chief Arciero discussed the EMPG grant document submission with CAO Skinner.
- June 18: Chief Arciero completed survey for American Red Cross and partnership with Canton CERT.
- June 22: Chief Arciero toured Cherry Brook School to prepare for family reunification plan outline.
- June 23: Chief Arciero continued preparation of Annex O- School Security Emergency Procedures.
- June 23: Chief Arciero prepared CERT photo log for photo IDs.
- June 24: Chief Arciero toured Canton High/Middle and Intermediate Schools to prepare for family reunification plan outline.
- June 29: CPD received CERT uniforms from vendor.

COMMUNITY POLICING

- June 17: Chief Arciero provided interview to Hartford Courant re coverage of fundraiser for CERT jackets.
- June 24: CPD officers provided Emergency Supply List information at McDonald's Safety Day.

OPERATIONS

- June 9: Chief Arciero hosted CERT monthly meeting at CPD and provided cook out for team members.
- June 18: Canton CERT team participated in fundraiser at Ben and Jerry's Ice Cream Store at the Shoppes at Farmington to raise money for CERT jackets.
- June 29: Chief Arciero met with Jordan Grossman on finalizing draft of school security plan.

FIRE DEPARTMENT

Information Not Provided at Time of Publishing

FIRE MARSHAL

The following are highlights during the month of June 2015:

Inspections	
Educational Occupancies	1
Apartments Buildings	4
Assembly Occupancies	8
Business Occupancies	5
Day Care Center	2
Health Center Occupancies	0
Hotels and Dormitories Occupancies	1
Industrial	11
Lodging or Rooming Houses	0
Mercantile Occupancies	5
One-Two Family Dwellings	1
Residential Board Care Occupancies	0
Storage Occupancies	1
Special Inspection	1
Burning Permit	1

FIRE MARSHAL CONTINUED

Blasting Site	1
Plan review and Site Inspections	2
Blasting	1
Fireworks	0
Certificate of Occupancy	1
Annual Certification for State Licenses	2
Re-inspections	8
Abatement Notices Sent	1
Complaints	2
NIFRS Reports to State Fire Marshal	111

FINANCE

- Professional Development
None
- Meet with Insurance Rep for HRA and Life, LTD and ADD RFP Results
- Attended Monthly Board of Finance Meeting
- Reviewed RFP responses for Audit Services
- Worked on implementation of HSA for Non Union Staff
- Meet with Collinsville Savings Society Representative to open Non Union HSA accounts
- Closed FY 15 Time & Attendance Accrual Tables
- Performed Balance Sheet Review
- Prepared for FY 15 closing and opening of FY 16

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 5/31/15

General Fund	\$ 9,065,429
Special Revenue Funds	\$ 2,075,638
Capital Projects Funds	\$ 1,313,125
Internal Service Funds	\$ 1,624,532
Trust and Agency Funds	\$ 131,609
TOTAL ESTIMATED BY FUND	\$ 14,210,333

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 5/31/15

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
CT STIF	.14%	.15%	128	196	\$ 5,917,572
Webster	.12%	.12%	893	881	\$ 8,182,648
TD Bank			21	16	\$ 110,113
Total Outstanding Investments			1,042	1,092	\$ 14,210,333

LIBRARY

STAFFING AND GENERAL ISSUES

- Sarah McCusker attended two LCI meetings. Beth Morrill attended a Bibliographic Services Committee meeting.
- The Friends of the Library Annual Meeting was held on June 5.
- We hired a new Summer Aide/Intern for Children’s Services, Larken McCarthy. Holly Whytock, one of last year’s interns, has returned for a second summer as well. These positions run from July 1 through August 22.

TEEN SERVICES

- 8 programs with attendance of 91.
- Teen Librarian Tim Guay did school visits with Heather Baker to tell Canton students about the summer reading program. Flyers promoting the program were distributed through Canton Public Schools.

LIBRARY CONTINUED

- Summer programs started during the last week of June. Registration for all programs has been strong.

ADULT SERVICES

- 5 programs with 41 attendees.
- Mary Wooten's paintings were on display through the end of June. The display case featured the Collinsville Farmers Market. We also had a *Loving Squares* quilt, on loan from Donate Life Connecticut and made by family members of organ donors, on display.
- We had 619 computer use sessions; 56 quiet study room uses; 9 homebound deliveries; and answered 407 reference questions.
- We conducted 8 one-on-one help sessions. downloading to a Kindle, genealogy research using Ancestry, and tutorials on using iCONN references.
- A sampling of reference questions from this month:
 1. Do you have any books that would help me use an iPad to do tasks like write invoices?
 2. Do you have any books on stone masonry that would help me understand and describe the process?
 3. Can you help me find activities to do with my teenage grandchildren during our vacation at the beach?
 4. Who is the artist who painted "Woman in Gold"?
 5. Can you tell me how to get into City Directories in a genealogical database?

TECHNICAL SERVICES

- 645 new items were added to the library collection. Total collection is now 85,610 items.
- Staff are continuing with weeding, especially oversized materials (e.g. "coffee table" books)
- Staff are discussing technology classes and/or drop-in sessions for the fall programming cycle.
- Beth Morrill worked on setting up a laptop and phones for use of summer staff at Mills Pond; wrote documentation for equipment in room F; and worked on town hall printers.

TOWN HISTORIAN

- Arranged with organizers to do a Sam Collins Day walking tour of Collinsville (9/19, 11am). Coordinated with a museum representative on walking tour arrangements.
- Commissioned typing of the walking tour script by volunteer Jennifer Sevigny.
- Edited and revised the walking tour script, and sent to Linda Smith for posting (with pictures) on the Town website.
- Established office hours in the Local History Room at the library, on the second Tuesday of each month from 4-6pm, starting on July 14.
- Responded to a citizen question about the location of the Odd Fellows hall.
- Responded to a Cemetery Road property owner's request to walk a part of their land to identify a landform. It turned out to be an old road, sunken in the ground and with a stone retaining wall.
- Responded to a citizen question about the development of rail service from Canton to Simsbury.
- Responded to a citizen question about the Collins Company cistern on Cemetery Road.
- Advised town planner Neil Pade of the presence of a historic 1902 Constitution Oak at 66 Maple Avenue, now subject of a land use application regarding a sign.

POET LAUREATE (report of first six months in position)

- Sworn in in January
- In February, visited Block Island and took photographs of an outdoor poetry system; reviewing the project for possible replication in Canton.
- Worked with Canton Library staff to plan a poet laureate launch reading, which will be held at the Community Center on Sunday, 11/22 at 1pm.

LIBRARY CONTINUED

- Read at a fundraiser benefit at the Canton Historical Museum in March; “Ode to the Farmington River” was published in the newsletter of the Canton Land Trust. Read at the Canton Gallery on the Green as part of the Word Art and Spoken Word exhibits in April and May.
- Read at Branford Public Library (in honor of the new poet laureate of Guilford); West Hartford Public Library (in honor of the West Hartford poet laureate).
- Area poets laureate have formed the Connecticut Poets Laureate Coalition. They have developed guidelines for roles and activities as well as a selection process. They also participate in launch readings for newly appointed poets laureate.
- Accepted appointments to the Boards of Directors of Riverwood Poetry and the Connecticut Poetry Society.
- Accepted to the BreadLoaf Orion Conference for Environmental Writers. Worked with poets during the week-long event in June and will continue working with those new contacts.
- Upcoming events: a five-day retreat in East Haddam, and a reading at the 75th anniversary celebration of the Cherry Brook Garden Club.
- is significant in size and will require a great deal of planning, organization and personnel through the Parks and Recreation office. Valley Sports was netting around \$30,000 in revenue each year from this program.
- Work on Mills Pond Pool was completed with the pool opening to the public on June 13th. The shade structure was installed during this month as well.
- Director Medeiros secured a \$2,000 grant from the Canton Community Health Fund organization which was used to purchase health/safety equipment for the pool including a new spinal backboard, a kiddie spinal board for the wading pool, new floor mats for the locker rooms and more!
- Mandatory staff training was held for all seasonal Parks and Recreation employees which included safety training provided by Captain Terra of Canton Police Department, Bloodborne Pathogens and Hazard Communication training provided by CIRMA, and a review of department expectations and policies. Aquatics staff participated in an evening of in-service training at the pool which included skill work and full emergency action plan drills.
- Hinding Tennis repaired all cracks and resurfaced the Mills Pond Park basketball courts and tennis courts. In addition, they repaired the fencing surrounding the courts.
- A number of aquatics training programs were held during the month of June which included Lifeguard Training, Water Safety Instructor Training, Water Safety Aide, Junior Lifeguarding and a Lifeguard Re-certification course. Dozens of residents took advantage of these courses.
- Summer programs including Dusky Dolphins, CAST, Explorers Day Camp and more are officially up and running with successful numbers. Dusky Dolphins is running with the same numbers as summer 2014 even with a new Head Swim Coach which is now an hourly seasonal position instead of a contractor. Anticipated net revenue will be significantly higher as a result. The CAST program which was cancelled last summer has been restored with 15 students preparing for a production of Hairspray Jr. Explorers Day Camp is seeing it’s highest numbers with over 40 campers enrolled each week compared to past summers of 25-30. Additionally, we changed the hours of the camp from 8:30am-4:30pm to now 9am-3pm with early care 7am-9am and extended care 3-5:30pm. This has resulted in more participants using the before and after care options which now have 20-30 kids enrolled each week compared to past summers where there was only 3-4 enrolled on a regular basis.

POLICE DEPARTMENT

PERSONNEL

- June 4: Chief Arciero, Sgt. Deloy, Sgt. Saucier, Officers Rodriguez , Schiffer, Gompper, and Disp. Yudelson participated in the annual Special Olympics Law Enforcement Torch Run.
- June 10: Officer Gompper attended NCMARS monthly meeting.

ADMINISTRATION

- June 1: Chief Arciero met with IT Tech Bolduc on outstanding projects.

POLICE DEPARTMENT CONTINUED

- June 1: Chief Arciero met with Union President Penney to discuss use of patrol for temporary school crossing assignment.
- June 1: CPD received notice that the CCHF had accepted their grant application for child ID safety kits.
- June 5: Chief Arciero prepared revised GO for civilian complaints for command staff review
- June 5: Capt. Terra toured the new Recreation facility at Mills Rec with the Director of Canton Parks and Recreation to discuss emergency operations.
- June 8: Chief Arciero sat on oral interview panel for tax collector position for town of Canton.
- June 8: Capt. Terra met with the Director of Canton Parks and Recreation and an employee to discuss a police investigation.
- June 9: Chief Arciero attended the Capitol Region Chiefs meeting in Farmington.
- June 10: CPD hosted the North Central Accident Reconstruction Team monthly meeting.
- June 10: Capt. Terra presented new employee safety training to all recent hires including seasonal Recreation Dept. employees.
- June 11: Chief Arciero, Capt. Terra, CAO Skinner met with Northeastern Radio Co. regarding radio issues.
- June 15: Chief Arciero prepared NCMARS budget proposal for North Central Chief's meeting.
- June 16: Canton PD awarded 2015 High Risk Rural Road Grant.
- June 17: Chief Arciero discussed labor issues with town attorney.
- June 18: Capt. Terra assisted Northwest Communications with a walk through of Cherry Brook Elementary School to conduct a feasibility study for installation of a police radio receiver.
- June 23: Chief Arciero and Capt. Terra attended the North Central Chiefs meeting at Bloomfield PD.
- June 24: Capt. Terra conducted one pistol permit applicant interview.
- June 25: Capt. Terra conducted three pistol permit applicant interviews.
- June 29: Chief Arciero met with CAO Skinner re car issues.

COMMUNITY POLICING

- June 4: Chief Arciero, Sgt. Deloy, Sgt. Saucier, Off. Rodriguez, Off. Gompper, Off. Schiffer, Disp. Yudelson participated in the annual Special Olympics Law Enforcement Torch Run through Canton.
- June 8: Captain Terra and Ofc. Selander attended an event for the new Senior Center employee.
- June 10: Chief Arciero attended the Canton Chamber of Commerce meeting at the Community Center.
- June 17: Capt. Terra, Sgt. Penney, Ofc. Selander and Ofc. Miller assisted Canton Intermediate School with a nature walk throughout town.
- June 22: Arden Courts representative provided in-service training to CPD officers/dispatcher re dealing with dementia patients.
- June 23: Chief Arciero completed the state of Connecticut Office of Victim Services contact database.
- June 23: Chief Arciero met with Capt. Terra and Sgt. Penney to discuss creation of new/updated policy for service of new arrest warrants.
- June 24: CPD officers provided Child ID Kits and Emergency Supply List information at McDonald's Safety Day.
- June 29: Chief Arciero attended meeting at Community Center to discuss substance abuse and senior outreach with Inter-Community Recovery Centers, Social Services and community members.

OPERATIONS

- June 2: Chief Arciero and Capt. Terra met with School officials to discuss operations plan for K-9 Sweep.
- June 3: CPD officers, along with area K-9 teams conducted drug sweep of CHS and CMS lockers.
- June 4: Det. Colangelo investigated ongoing senior fraud case.
- June 10: Chief Arciero attended planning session for Collinsville HOT event.
- June 15: Capt. Terra reviewed May alarm report and drafted appropriate letters for violators.
- June 19: CPD officers provided security detail for CHS graduation ceremonies.
- June 25: Chief Arciero involved with Collinsville HOT organizers regarding event, police coverage and licensing/permit needs to meet deadlines.
- June 30: Capt. Terra posted schedule for upcoming High Risk Rural Road Grant Enforcement OT shifts.

POLICE DEPARTMENT CONTINUED

INCIDENT SUMMARY:

Total Incidents for June:	928	Previous month: May:	877
Domestic Disturbance	4	Motor Vehicle Stops	104
Driving Under Influe.	1	Motor Vehicle Accidents	32
Larceny-All	7	Suspicious Pers/Vehicle	19
Medical Calls	77	Directed Patrol	206
Fraud	3		

MV Infractions: 23 MV Summons: 5 Written Warnings: 13

PROJECT ADMINISTRATOR

Information located under “Administration” in Public Works

PUBLIC WORKS

ADMINISTRATION:

DIRECTOR OF PUBLIC WORKS:

- Directs, Plans, Manages, and Reviews All Activities and Operations of the Public Works Department
- Oversee Pavement Management Program with Contracted Engineering and Construction Companies
 - East Hill Road Meeting, BL Engineering
 - Powder Mill Road Meeting, Canton Village Construction
 - Indian Hill Road Meeting, Canton Village Construction
- Cost Analysis – Pavement Management Program
- Steel Frame Structure RFP, Development
- Electronic Recycling RFP, Implementation
- Scrap Metal Contract Extension
- Bulky Waste RFP, Development
- Household Hazardous Waste Day
- Attended the following:
 - 2 - Project Management Meetings
 - Mills Pond Pool Meeting
 - Police-Planning-DPW Meeting
 - HOT Meeting
 - Collinsville Site Walk
 - Millennium Builders, Streetscape Project Meeting
 - Eversource, Streetscape Project Meeting
 - DPW Flood Plain Meeting
- Night Meetings:
 - Wetlands Meeting
- Resident Meetings:
 - Lyons Residence, Powder Mill Road

PROJECT ADMINISTRATOR:

- Prepared for and attended PMBC meeting.
- Prepared for and attended Energy Committee meeting.
- Began preparing work orders for the various sections of the East Hill Road Reconstruction project.
- Monitored Millennium Construction’s completion of the Mills Pond Pool Bathhouse Renovation project.
- Monitored the work and completion of the Case Street reconstruction project
- Monitored the work and completion of the Powder Mill Road reconstruction project.
- Monitored the work on the Indian Hill Road reconstruction project.
- Monitored the work on the Canton Junior/Senior High School roof project and attended weekly construction meetings
- Monitored the work on the Cherry Brook Primary School roofing project.
- Worked on getting the authorization from the State to bid for the proposed traffic signal installation at intersection of Main Street and Bridge Street.

PUBLIC WORKS CONTINUED

- Monitored the work on the Collinsville Street Scape Project and addressed field issues when raised.
- Worked on preparing sketches for an acceptable bike path terminus along Lawton Road which was part of the CVS development project.
- Monitored the work on the bike path terminus construction along Lawton Road.
- Checked on the resurfacing of the basketball courts, fence repairs, and resurfacing of the tennis courts at Mills Pond Park.
- Reviewed pavement modification component of the site plan for a building addition at 136 Dowd Avenue.
- Provided a preliminary site plan layout review for a proposed office building on the rear parcel at the northeast corner of Albany Turnpike and Lawton Road.
- Attended various Department Head meetings and Public Works staff meetings.

ADMINISTRATIVE ASSISTANT:

- Assists Director of Public Works with all aspects of operating the department on a daily basis
- Mailed East Hill Road paving letters
- Updated Pavement Management on web site
- Sent out reminders for Household Hazardous Waste Collection Day
- Prepared timecards for July & August
- Updated Vehicle Roster on All Users Drive
- Posted Bid Results for Transfer Station E-Waste Recycling and Transportation Services

HIGHWAY:

- Worked with Tilcon on Case Street & Powder Mill
- Pot hole Patching
- Paved driveway lips
- Road side mowing
- Made and installed new signs for Case Street & Powder Mill
- Installed stop bars
- Fixed catch basins
- Helped parks install shade structure at pool

EQUIPMENT MAINTENANCE:

- Helped Parks assemble shade structure
- Repaired road mower
- Miscellaneous truck repairs
- Worked on ordering Worked on ordering of new plow truck specifications

PARKS:

- Continued mowing parks, schools and facilities
- Maintenance on pool
- Picked up garbage's
- Pruned bushes at town buildings
- Sprayed weeds
- Prepped baseball and softball games
- Dug out area and spread chips at the swings and playground at Mills Pond Park
- Maintenance on equipment
- Assembled shade structure at pool

TRANSFER STATION:

- New permits for sale
- Transfer Station Operational Improvements

BUILDING MAINTENANCE:

- Hung picture in hallway Community Center for Library Director
- Snaked drain in ladies bathroom at MMP
- Skin coated and painted office floor of the Fire Chief
- Sanded stage floor and auditorium floor and applied poly

PUBLIC WORKS CONTINUED

- Painted stage floor black
- Delivered 6 RFP packages for BOF
- Installed new filter on water dispenser at Canton Police Department
- Installed town lock at gate at North Canton Fire House
- Repaired GFI on UPS at MMP
- Repaired toilet in dispatch at Canton Police Department
- Raised and lowered flags at Canton Police Department, Town Hall, Community Center & gazebo
- Repaired ballast in Library
- Daily inspection checks of Mills Pond Pool renovation
- Mopped and cleaned Multipurpose Room floor
- Repaired emergency ballast in Library
- Check and filled generator at Community Center
- Picked up trash in parking lot and sidewalks at Town Hall
- Check and filled generator at Canton Police Department
- Checked fire extinguishers in all Town buildings
- Cleaned grease trap at Community Center

PROFESSIONAL DEVELOPMENT:

- Robert Martin, Tom Richardson and Christian Johnson-Pavement Management Boot Camp, Bloomfield, CT
- All staff-Lockout/Tagout, Litchfield, CT
- Douglas Clement, Dimitrios Papachristos-Solid Waste Facility Operator Certification, Burlington, CT
- Terri Anderson, Douglas Clement-Captain Terra’s Safety Training, Canton, CT

WORK ORDERS RECEIVED:

Work Request	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	FY Totals
Highway	4	9	3	5	6	4	5	6	5	6	7	6	66
Parks	2	2	1	2	2	1	1	2	3	4	5	6	31
Building Maintenance	37	32	44	33	42	30	15	12	15	72	35	51	418
Signs	15	8	7	8	6	4	2	3	2	4	3	2	64
Trees	4	4	3	7	8	7	3	1	4	3	4	7	55
Mailboxes					2	1	5	10	5		1		24
Pot Holes	25	15	17	20	25	15	10	20	15	8	10	9	189
Drainage	2	4	6	3	2	2	1	3	2	3	2	3	33
Curbing	1000'												0
Lawn				1									1
Animal	5	7		5	4	1	1	2	1		1	2	26
Total	94	81	81	84	97	65	43	59	52	100	68	86	910

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 8 days, 250 meals served
- Dial A Ride:
 - Total # of passengers: 408
 - Total # of trips: 349
 - Enhanced DAR trips #: 117
 - Funds collected: (FY15/16) \$640.00
- CHOICES volunteer Paula had 4 appointments this month.
- “In The News” met: 0 times this month
- McLean Meals on Wheels: 22 Clients – 762 Meals
- Foot care clinic: 7 people

SENIOR AND SOCIAL SERVICES

- FVVNA:
 1. Blood Pressure Wednesday clinic: 95
 2. Bereavement Support Group:
- Senior Potluck:
 - Medical Transportation: 18 trips coordinated 15 paid by the Town of Canton and 3 paid by Focus
- Volunteer Transportation: coordinated 28 one way trips for 3 clients 5 volunteers
- 911 Cell Phone Program:
- Vials of Life were given out:
- Yellow Dots were given out:
- Town of Canton Prescription Drug Discount Card (February): Canton residents. Below are totals for the card (up to the end of April 2015):

		<i>Total</i>	<i>Member</i>	<i>Avg. Member</i>	<i>Price</i>	<i>Avg. Price</i>	<i>% Price</i>
<i>Month:</i>	<i>Total Claims</i>	<i>Cards Used</i>	<i>Rx Cost</i>	<i>Rx Cost</i>	<i>Savings</i>	<i>Savings</i>	<i>Savings</i>
Apr-15	8	7	\$ 768.99	\$ 96.12	\$ 432.23	\$ 54.03	36%
Total 2015	56	48	\$ 5286.83	\$ 94.41	\$ 2160.25	\$ 38.58	29%
Total Program	384	274	\$27,759.69	\$ 72.29	\$16,499.55	\$ 42.97	37%

SPECIAL EVENTS

- The regular meeting of the Commission on Aging was Monday, June 1st.
- Senior Club Member Banquet on Thursday, June 4th.
- Make your own Sundae meet and greet on Monday, June 8th.
- Senior Cabaret on Thursday, June 11th.
- On Thursday, June 18th the Farmington Valley Health District in collaboration with the Canton Senior Center began the “Matter of Balance” workshop, an 8 week workshop focusing on fall prevention. The workshop is designed to manage falls and increase activity levels. The workshop met its maximum participation of 15 people committed for the entire 8 weeks.
- The LGBT Moveable Senior Center met at the Canton Senior Center for a Dinner, Movie, & Discussion on Wednesday, June 24th to watch “TransAmerica”.
- On Friday, June 26th Canton Senior Center in conjunction with the Public Library and the Commission on Aging showed a Movie Matinee: “Unbroken”.
- The Last Potluck for the Senior Club on Monday, June 29th.

ADMINISTRATIVE

- Janet signs people up CRT Meals. Called or e-mailed the meal count on Wednesdays and Fridays weekly.
- Janet took appointments for Medical Transportation from clients, recorded them on spreadsheet, fills out the fax sheet then faxed sheet to the appropriate cab company. Janet also, called Taxi Company to verify that they received the fax.
- Janet modified the CRT Meal sign in sheet for the following week, as well as added people and taking them off the listing.
- Janet updated and inputted data in Excel Spreadsheets for various programs in the department (daily).
- Janet collected money and receipted money for the departments varies programs as people walked in to sign up.
- Janet counted the money collected for programs and prepared the deposits for the department (weekly).
- Janet made reservations for the upcoming senior programs in the calendar system for the new fiscal year and as needed.
- Janet answered the department’s telephone, routed and handled the calls as needed on a daily basis. Take message for the Director as needed (daily).
- As people come in the office answered questions and/or take care of what they need.
- Janet made up flyers and sign in sheets as needed for programs (daily).
- Janet made file folders in computer and arrange them in order and dragged scan documents in the file.
- Janet set-up distribution lists in the e-mail outlook program.

SENIOR AND SOCIAL SERVICES

- Janet updated DAR spreadsheet when new members are added and then e-mails the updated DAR spreadsheet to Martel Transportation staff.
- Janet called volunteers to ask if they are available to transport clients to medical appointments. Record information on spreadsheet and follow-up with clients.
- Janet helped with the Special Events, made sign-up sheets, and collected money for the event. Makes coffee and helps with set-up for the event, doing whatever needs to be done.
- Janet received new flyers for upcoming Getaway trips. Discussed with Claire what trips we will offer, then contact Getaway staff to let them know which ones we choose. Made sign out sheets for each upcoming trip and well as copying the flyers for distribution. Organized the flyers on the table and put the flyers and sign-up sheets in the Getaway black binder. Janet coordinated each Getaway trips. Notifies the attendees and Tour Company with the pertinent information. Receipts the money and tracks deposits and final payments for each trip.
- Janet posted all trips on the Canton Senior Center and Social Services webpage.
- Janet sent out Press Release and Q-Notify E-Mails.
- Janet recorded and receipted DAR monies for FY14/15, and send out policies and procedures to members.
- Janet compiled information for the upcoming Scribe Newsletter and inserted it in the Newsletter.
- Janet made appointments for clients who want an in office appointment for Food Bank Membership for FY14/15 with Claire.
- Janet posted events on the Canton Senior and Social Services Website.
- Janet sent out and faxed DSS documentation for clients and follow-up on the documentation as client's requested.
- Janet scheduled and cancelled appointments for Claire utilizing the shared calendar in the outlook program.
- Janet contacts the contracted copier vendor when we need a printer toner.
- Janet reviewed and verified invoices received from Taxi Companies against our spreadsheet records to ensure accuracy of invoices. Input the charge of each trip on the spreadsheet.
- Janet traces number of medical rides for each client on the DAR medical transportation spreadsheet.
- Janet updates the Enhanced DAR Grant Quarterly Report monthly.
- Janet helps people as they come in the office on a daily basis.
- Janet faxed and scanned documentation to D.S.S. for client's that utilize the department's Resources services.
- Janet scanned E.A. applications, and recorded the pertinent information on a data sheet by client number in order to mail via certified mail.
- Janet recorded pertinent information on our expenditure spreadsheet in regards to oil delivery payment. Prepared the bill for payment by filling out Fuel Bank or Focus request form, scan, and name the documentation in preparation for payment. E-mail the scanned documentation to either Fuel Bank or Focus for payment. File documentation in the client's file. These fuel deliveries are the result of the Energy Assistance program that serves well over 100 of our clients. This process is done for each client.
- Janet prepared paperwork from invoices received from fuel vendors requesting payment.
- Janet set-up a sign-up sheet in Excel to schedule people to meet with Claire for Energy Assistance. When the people call in to make the appointments, Janet schedules them and confirms the appointments. When clients come in for their appointments, makes copies of the documents which are required in the application process.
- Janet assigned a number to each Social Service's client in the expenditure spreadsheet and made a chart inputting the client's name and number for reference purposes.
- Janet filed documents and set-up new folders in the department's file system.
- Janet compiled a report for Claire for how much funding we received and used for fuel assistance utilizing the Expenditure Social Services spreadsheet.

SENIOR AND SOCIAL SERVICES

- Janet made appointments for the CHOICES Representative and mailed blank applications to the individuals to fill out for their appointments. Calls the individuals to confirm their appointments. E-mail the appointment schedule to the Volunteer.
- Janet notified the maintenance staff for various issues that arise at the Senior Center, filled out School Dudes as needed.
- Janet performed any administrative duties as need throughout the department and whatever needed to be done within the department.
- Janet made appointments for people who called or came in office to sign up for Safe Driving Course. E-Mailed the instructor the appointment list and set-up the room for the class.
- Janet updated the Food Bank Excel Spreadsheet and prepared the labels via mail merge and sent out food bank letters (updated the letter) and FY15/16 applications (updated application) to the folks who participate in this program.
- When Food Bank applications are return to our office, Janet updates the individual's information in the Excel spreadsheet for FY15/16. Fills out the food bank card with the pertinent information on the card per client and assigns a number to the card. Puts the food bank card in another set of addressed envelopes for distribution to the clients.
- Janet updated the DAR Excel spreadsheet for FY15/16 and prepared the labels via mail merge and sent out DAR letter and application to folks who ride the bus for the upcoming fiscal year. When applications are returned, I receipt the money for each individual riding the bus. Update the spreadsheet and mails the client a receipt for payment, the policies and procedures for riding the DAR bus.
- Janet set-up the WII bowling teams in the Senior Room on Mondays, Wednesdays and Thursdays weekly. When the teams are done bowling then file away score sheets and lock up control button. Make sure the TV is shut off.
- Claire coordinated and attended the regular Canton Commission on Aging meeting on Monday, June 1st.
- Claire met with Garland T. from Community Renewal Team on Wednesday, June 3rd to discuss the MOU and to sign it between CRT and the town of Canton.
- Claire attended the dinner meeting for FOCUS ON CANTON on Thursday, June 4th at Cherry Brook Healthcare Center to wrap up another great year working with the organization.
- Claire met with Dean Martel of Martel Transportation on Friday, June 5th to discuss the Dial a Ride contract and POLICIES & PROCEDURES.
- Claire coordinated a special WELCOME reception for newly hired Senior Center Coordinator, Nicole Carrasquillo for Monday, June 8th. Throughout the month of June Claire has trained Nicole on various aspects of the office and of the goings-on in and of the Senior Center
- Claire coordinated the monthly CERT meeting, which was held at the Canton EOC at the Canton Police Department. The town fed the group hotdogs/hamburgs/veggie burgers as well as side dishes and dessert as a "thanks" for all that they have done for the town. This last meeting of the year acted as an administrative/housekeeping day. The group will take the month of July 'off' and will reconvene monthly trainings in August. (Tuesday, June 9th)
- Claire coordinated and ran the monthly SALT Committee meeting on Thursday June 11th.
- Claire coordinated and attended the CANTON CABARET event on Thursday, June 11th from 4-6PM
- Claire met with Justine Couvares of Chyrnalis on Friday, June 12th to discuss mental health resources and accessibility issues; the upcoming meeting in regard to a substance abuse Q&A forum/event/campaign was discussed.
- On Wednesday, June 17th, NASW/CT Aging Committee met at On The Border in Rocky Hill for our annual dinner meeting. This was Claire's last meeting as Co-Chair as she has decided to step down out of a leadership position with the group at this time.
- Claire coordinated but was not able to attend the CANTON CERT Fundraiser at Ben & Jerry's Ice Cream here in Canton on Thursday, June 18th from 4-10PM.
- On Tuesday, June 23rd, Claire participated in a conference call with several other Senior Center directors, as well as CCCI's Joan Twiggs and others in regard to the LGBT MOVEABLE SENIOR CENTER initiative.

SENIOR AND SOCIAL SERVICES

- Claire planned, coordinated, shopped for, attended and ran the LGBT “Dinner, Movie & Discussion” program that Canton Senior Center hosted on Wednesday, June 24th.
- On Monday, June 29th, Claire ran a meeting with several citizens from the community and from partner organizations, including: Chief of Police; Susan Wilk of InterCommunity Recovery Services; Sue Soidal of YSB/Substance Abuse Council; MaryAnn Christiansen, Canton CoA; Eddie O & Julie Rush of Canton League of Women Voters; Justine Ginsberg & Jennifer Kertanis of FVHD; Marin Shealy of Canton SALT, etc. to talk about Substance Abuse in Canton and specifically amongst older adults. This meeting brought about a lot of great ideas to increase awareness of resources, including creating one publication that every entity can hand out, but also about starting an IT TAKES COURAGE Campaign that will cover a lot, but will start with ‘attacking’ substance abuse as the first issue. Another meeting is scheduled for late July.
- Claire met with over 20 clients that were scheduled (this does not count crises & walk-ins) over the course of the month.
- Nicole greeted many seniors and people from the Town of Canton at the Make Your Own Sundae Reception. She introduced herself and made contacts with people with whom may be of assistance to the success of the Senior Center.
- Nicole met with Rebecca Stevenson from Cherry Brook on June 12th to tour the facility and discuss collaborations on future events and programs at the Canton Senior Center.
- Nicole was interviewed by the Valley Press on June 12th and the interview appeared in the Valley Press that Thursday.
- Nicole met with Holly Neddermann from River Ridge of Avon on June 18th to tour the facility and discuss collaborations on future events and programs.
- Nicole met with Sharyn Holmes from the Farmington Senior Center on June 26th to tour the center, make connections in the field, and discuss how she runs the center so efficiently.
- Nicole helped plan and coordinate the Last Potluck event. She then shopped and attended the event on June 29th.
- Nicole picked up the donated coffee cups for the CRT Lunch program as well.
- Nicole was at the Town Hall to meet with Linda Smith for website training on June 29th.
- Nicole met with Sandee Fleet from the VNA on June 30th to discuss collaboration on educational programming for the Canton seniors.
- Nicole has been contacting vendors and professionals on a weekly basis to put together programs and events for the fall.

TOWN CLERK

- Real estate recordings: 23 home sales; no commercial sales; 2 land sales.
- Largest sale: 11 Livingston Road (\$687,500).
- Municipal Conveyance Tax collected on transfers was \$21,106.13.
- \$483 was collected via the Community Investment Act.
- To date, a total of 1219 households have purchased Transfer Station stickers for the 2015 calendar year.
- To date, 668 new dog licenses have been sold for the 2015-2016 ‘dog’ year.
- Under Public Act No. 11-201, an Act Concerning Foreclosure Mediation, there were four registration of property in the process of/that completed foreclosure.
- June 10: Special Town Meeting
“Shall the Town of Canton appropriate funds from the undesignated fund balance in an amount not to exceed \$600,000 for the purpose of funding the purchase and installation of replacement windows at the Canton Middle/High School?”

The motion passed unanimously with a voice vote.

- June 24: Special Town Meeting
“Shall the Town of Canton adopt the Ordinance entitled “Ordinance Establishing Polling Places for the Town of Canton” which establishes the Canton Middle/High School as the location of regular elections as defined in Section 9-1 of the Connecticut General Statutes and the Canton Community Center as the location for all other elections and referenda?”

TOWN CLERK CONTINUED

The motion vote was 10 yes – 2 no

- June 29: The Town Clerk trained the new Senior & Social Services Assistant on website programming
- Liens & lis pendens action:
 1. Condo Fees lis pendens 1
 2. Credit Cards/Debt Collectors 0
 3. Commercial/tax liens/other 69
 4. Medical related 1
- Activity on the Town’s website:
- Website: 5636 people made 8563 visits to www.townofcantonct.org during June 2015
 1. The most frequently visited pages were: Assessor/GIS, Tax Dept, News & Information, Employment Opportunities, Agendas & Minutes, Police Dept, Town Clerk, RFPs, Transfer Station, Senior & Social Services, and Walking Tour of Collinsville.
- Facebook: Daily Total Reach (the number of people who have seen any content associated with the page) in June 2015 = 8886; Lifetime total Likes = 557
- Twitter: 72 Tweets were sent out in the month of June for a grand total of 1234 since Oct 26, 2012. Current Followers = 441.

Town Clerk - June 2015	Totals	Totals
<u>Description</u>	<u>Items</u>	<u>Amount</u>
Conveyance Tax	25	\$21,106.12
Recording Land Records	163	\$3550.00
St of CT Historical Preservation	161	\$322.00
Town Clerk Historical Preservation	161	\$161.00
Town of Canton-Land Preservation	161	\$483.00
St of CT-Land & Dairy Preservation	161	\$5796.00
Town Clerk Land Preservation	161	\$161.00
MERS-Grr/Gre-TOC	32	\$3153.00
MERS-Grr/Gre-State Treasurer	32	\$3520.00
MERS-Grr/Gre-Town Clerk	32	\$320.00
MERS-Rel & Assign-TOC	18	\$576.00
MERS-Rel & Assign-State Treasurer	18	\$2286.00
Maps	2	\$20.00
Copies	713	\$1121.51
St of CT DEP	9	\$278.00
Sport Licenses-Town of Canton	9	\$9.00
Miscellaneous	8	\$37.00
Vitals	59	\$1044.00
Marriage/CU Licenses St of CT	0	\$0.00
Dog Licenses-Town of Canton	463	\$462.50
Dog Licenses-St of CT	463	\$3564.00
Notary Fees	1	\$10.00
Bad Check Fees	0	\$0.00
Stone	0	\$0.00
Transfer Station	21	\$1621.00
Total		\$49,601.13

TAX COLLECTOR

Information Not Provided at Time of Publishing (Tax Collector just started position on 7/9/15)

TOWN PLANNER

Permits Issued

- 135 Albany Turnpike – Sign Permit for Ethan Allen
- 191 Albany Turnpike – Temporary Sign Permit for Heart to Heart Home Care, LLC

TOWN PLANNER CONTINUED

- 9 Garrett Road – Zoning Permit for Single Family Home
- 34 Maple Avenue – Sign Permit for Painting Company

Minor Site Plan Modifications

- 136 Dowd Avenue – LADA, P.C., porous asphalt for parking lot
- 10 East Hill Road – Town of Canton, installation of t-cantilever shade at Mills Pond Pool
- 4 Barbourtown Road – Anne Marie Pelletier, 40'x22' play area with shade structure at CBPS

Authorized Wetlands Agent Approvals

- 4 Barbourtown Road – Anne Marie Pelletier, 40'x22' play area with shade structure at CBPS

Complaints

- 90 Bunker Hill Road

Observations of Violation/Notices of Violation

- 465 Albany Turnpike (Petals and Paws)

Municipal Citation

- None

Cease and Desist Orders

- None

Inspections

- 10 Dyer Cemetery Road (Matterhorn Mini Golf), 6/4, 6/16, 6/30
- 170 Case Street, 6/9
- 5 Homestead Lane, 6/9
- 175 Albany Turnpike, 6/9, 6/16, 6/23, 6/30
- 191 Albany Turnpike, 6/16
- 63 Secret Lake Road, 6/16, 6/23, 6/30
- 194 Albany Turnpike, 6/23, 6/30
- Intersection of Simmonds Avenue and East Hill Road, 6/23
- 75 Albany Turnpike, 6/30

Other

- Ms. Anyzeski attended the annual Fair Housing Training Conference, 6/3
- Ms. Anyzeski attended the monthly Zoning Board of Appeals regular meeting, 6/8
- Mr. Pade attended the CRCOG CS Committee meeting, 6/9
- Mr. Pade attended the CRCOG BPAB meeting, 6/9
- Mr. Pade met with Mr. Medeiros to review and discuss the town's POCD, 6/9
- Ms. Anyzeski and Mr. Pade met with Autumn Sutherland, owner of Matterhorn Mini Golf, in order to discuss alterations that occurred to her approved plans and required next steps, 6/10
- Mr. Pade and Mr. Wallace had a conference call with Konover Development Corporation in order to discuss the proposed 25,000 office space at the corner of Lawton Road and Route 44, 6/10
- Mr. Pade had a conference call with CCM, 6/11
- Mr. Pade met with Jeff Lecovich to discuss the construction taking place for the Collinsville Streetscape project, 6/11
- Mrs. Narducci and Mr. Pade attended the annual Hot Topics in Land Use Law and Practice seminar at the Mark Twain Museum, 6/12
- Mr. Pade attended the monthly Department Head meeting, 6/17
- Mr. Pade attended the monthly Plan Implementation Committee, 6/17
- Mr. Pade and Mrs. Narducci attended the monthly Planning and Zoning Commission regular meeting, 6/17
- Mr. Pade met with Attorney Mike Amerin to discuss possible lot line revisions in Canton Center, 6/18
- Staff meeting in order to review outstanding applications, upcoming tasks, etc., 6/22
- Mr. Pade attended the monthly CTBPAB meeting, 6/23
- Ms. Anyzeski and Mrs. Narducci attended the annual IWWA Continuing Education Workshop at Session Woods Educational Center in Burlington, 6/24
- Staff meeting in order to review outstanding applications, upcoming tasks, etc., 6/29

TOWN PLANNER CONTINUED

- Ms. Anyzeski and Mr. Pade met with Susan Westa in order to discuss downtown Collinsville and UCONN's First Impressions pilot program, 6/29
- Mr. Pade met with DPW and CAO in order to discuss flood plain development constraints and possibilities at the location of the highway garage, 6/30

AQUIFER PROTECTION

The regular meeting was on June 17, 2015.

REGULAR MEETING

DISCUSSION AND ACTION TAKEN:

APA #3; 1 Lovely Street; Best Cleaners; Registration Renewal – The Agency was made aware of deficiencies with this registration, which needs to be addressed prior to approval. The Agency determined APA Registration #3 for 1 Lovely Street to be incomplete and must address missing requirements prior to approval.

APA #7; 156 Albany Turnpike; Davidson Chevrolet; Registration Renewal – The Agency was made aware of deficiencies with this registration, which needs to be addressed prior to approval. The Agency determined APA Registration #7 for 156 Albany Turnpike to be incomplete and must address missing requirements prior to approval.

APA #10; 16 Colonial Road; JZ Truck & Heavy Equipment; Registration Renewal – The Agency was made aware of deficiencies with this registration, which needs to be addressed prior to approval. The Agency determined APA Registration #10 for 16 Colonial Road to be incomplete and must address missing requirements prior to approval.

APA #14; 75 Albany Turnpike; Acura of Avon; Registration Renewal – Mr. Pade provided an update on the application and suggested that an additional notice to be sent to the registrant due to a lapse in timing between the inspection and when the registration received notice of the inspection results and/or required actions.

APA #17; 18-20 Colonial Road; Suburban Sanitation Service; Registration Renewal – The Agency was made aware of deficiencies with this registration, which needs to be addressed prior to approval. The Agency determined APA Registration #17 for 18-20 Colonial Road to be incomplete and must address missing requirements prior to approval.

APA #21; 20R Canton Springs Road; AAA Automatic and Brake, LLC; New Registration – Mr. Pade provided an update on the application and informed the Agency that this was originally an outstanding registration that was previously thought to have been covered under the APA registration of Towstar. DEEP advised Staff that each individual facility on this property has to have its own registration; therefore, the owners of AAA Automatic and Brake, LLC were contacted and have complied with all requests. The agency determined that APA Registration #21 for 20R Canton Springs Road to be complete and is hereby renewed.

INLAND WETLANDS & WATERCOURSES AGENCY

The regular meeting was on June 11, 2015.

OLD BUSINESS:

DISCUSSION AND ACTION TAKEN:

File 01-15-1120; East Hill Road; Road Reconstruction and Drainage Improvements; Town of Canton Department of Public Works, applicant; Town of Canton, owner – Approved with conditions.

File 04-15-1102; 25 West Road; Assessor's Map 11; Parcel 5570025; Zone R-3; Amendment to previously approved application #06-14-1102 for pond maintenance; Bruce E. Douglas, applicant; Bruce E. & Allison K. Douglas, owners – Continued to the next regular meeting on July 9, 2015.

PLANNING & ZONING COMMISSION

The regular meeting was on May 20, 2015.

PUBLIC HEARINGS

DISCUSSION AND ACTION TAKEN:

File #389; Apln #1525; 74 Main Street; Canton Town Hall Parking Lot; Assessor's Map 38; Parcel 3590074; Zone B1; Special Exception; Section 8.5.B., Alcoholic Beverages; Request for the Collinsville Farmer's Market to select vendors that sell wine or other alcohol associated with agriculture with no consumption of alcohol on site; Canton Advocates for Responsible Expansion (CARE), applicant; Town

TOWN PLANNER CONTINUED

of Canton, owner – This public hearing has been postponed to a Special Meeting on July 2, 2015 at 7:00 p.m. in Room F of the Community Center.

File #127; Apln #1527; 91 Powder Mill Road; Assessor's Map 6-6; Parcel 4310091; Zone I; Special Exception; Section 8.5.B., Alcoholic Beverages; Request for the Collinsville Volunteer Fire Department to sell alcohol at the annual Blues and Brews Fest; Willi Matava, applicant; Collinsville Volunteer Fire Department, Inc., owner – This public hearing has been postponed to the next Regular Meeting on July 15, 2015 at 7:30 p.m. in Room F of the Community Center.

OTHER BUSINESS:

1. File #524; Shallot Meadow, Lot #8; Lot Line Revision; Gervais Jouvin, applicant, Family Home Builders, LLC, owner – Approved.
2. File #426; Apln #1530; 63 Secret Lake Road; Assessor's Map 36; Parcel 4670063; Zone: R1; Site Plan Development, Section 6.2.E.7 and Special Permit, Section 6.2.G.2, continued re-construction of a residential building in a flood fringe; Roman Zastawsky, applicant; Igor Rozvadovski, owner – This public hearing is scheduled for July 15, 2015.
3. File #443; Apln #1531; 66 Maple Avenue; Assessor's Map 31; Parcel 3620066; Zone: R1; Special Permit, Section 7.3.C.1.g, signs accessory to a special permit use; Giordano Signs, applicant; Gerald Bogucki, owner – This public hearing is scheduled for July 15, 2015.
4. Discussion of Edits to Zoning Regulations
 - a. Text Amendments – Mr. Pade briefly discussed the memo that was distributed to the Commission electronically, regarding the filing of As-Builts and Mylars. Mr. Thiesse provided further information, which will be included in a memo to the Commission at the next Regular Meeting for further discussion. The uses within an Industrial Park District were also discussed, and it was determined that the Commission will not take action until an application is presented or someone from the public would like to come forth and speak. Mr. Pade also discussed the additional text amendments that are under between with the ZEO and ZBA Chairman.
 - b. Zoning Map Amendments – Mr. Pade informed the Commission that he waiting to hear back from the Town Attorney regarding the MCPF designations. The following three motions were made:
 - i. MOTION: Mr. Bondanza moved to schedule a Public Hearing at the August 19, 2015 Regular Meeting for the proposed zone change at 9 Albany Turnpike. Mr. August seconded the motion, which passed unanimously 5-0-0.
 - ii. MOTION: Mr. Bondanza moved to schedule a Public Hearing at the August 19, 2015 Regular Meeting for the proposed map amendment to delete the green hatching from the zoning map indicating "IHD". Mr. August seconded the motion, which passed unanimously 5-0-0.
 - iii. MOTION: Mr. Bondanza moved to schedule a Public Hearing at the August 19, 2015 Regular Meeting for the proposed zone change at 72 and 84 River Road. Mr. August seconded the motion, which passed unanimously 5-0-0.
 - c. Potential Zone Map Amendments to R-4 Zoning Designations – The following motion was made:
 - i. MOTION: Mr. Bondanza moved to schedule a Public Hearing at the August 19, 2015 Regular Meeting for the Zone Map Amendments and Text Amendments pertaining to R-4 Zoning Designations. Mr. Huyghebaert seconded the motion, which passed unanimously 5-0-0.
5. Discussion of Design Regulations – Mr. Pade informed the commission that the anticipated delivery date on the draft is June 19, 2015, based on the discussion he had with the consultant the day before. One of the issues being corrected pertains to the use being proposed in areas that are not suitable or appropriate for such activity.
6. Discussion of Subdivision Regulations Rewrite – At last week's Board of Selectmen meeting, the Board authorized the transfer of funds in the amount of \$3,000 from the Zoning Rewrite to the Subdivision Rewrite. Mr. Pade suggested that the Commission designate a subcommittee to work with Staff and Public Works as the lead representatives to the Consultant for this project. Mr. Thiesse and Mr. Perry volunteered to be on the subcommittee, and it was mentioned that Mr. Evens or Mr. Freeman might be able to volunteer.

TOWN PLANNER CONTINUED

7. Discussion of possible changes to Standard Zoning Enforcement Procedures, Zoning Citations and Enforcement Orders – Mr. Pade provided a summary of the discussion that occurred at the May 20, 2015 Regular Meeting, as well as comments from the Town Attorney regarding these various procedures. Robert Brainard, Chairman of the Canton Zoning Board of Appeals, was also present to discuss possible changes with the Commission. The idea of potentially allowing the ZEO to choose from two different courses of action based on the situation was discussed; however, majority of the Commission felt that providing an “OR” option was not in the best interest of the Town. Among the discussion, Mr. Pade provided examples of current violations and the possible next steps. After some debate, the Commission was able to reach a conclusion on an appropriate course of action. Mr. Pade stated that he will update the proposed flow chart to reflect the requested changes and/or the appeal process, and provide at the next Regular Meeting on July 15, 2015.

ZONING BOARD OF APPEALS

The regular meeting was on June 8, 2015.

PUBLIC HEARINGS

DISCUSSION AND ACTION TAKEN:

File #2015-3; 35 Breezy Hill Road; Assessor’s Map 17; Parcel 1400035; Zone R-3; Variance from Section 3.4.E.1, Minimum Yard Setbacks for Principal Structures; Reduction of front yard setback by 5 feet and side yard setback by 2 feet for a 224 square foot addition; Suzanne Plona, applicant/owner – Approved

DESIGN REVIEW

The regular meeting scheduled for June 25, 2015 was cancelled due to a lack of a quorum.

CONSERVATION COMMISSION

The regular meeting was on June 24, 2015.

OLD BUSINESS:

DISCUSSION:

- a. Right to Farm Ordinance – Mr. Whitney was invited to speak as a guest from the Cromwell Conservation Commission and local farmer to that area. He talked about the value of this ordinance in preserving farms, and stressed the value of Farms to a Community. Standard farming practices are important and the Commission Members, in talking to Mr. Whitney, felt that they should see what farm zoning regulations are on the books in Canton. Assistant Planner Anyzeski will look into zoning regulations for farms, which we will be discussed at the next meeting. If changes are needed within the zoning regulations, we will add a list along with the Right to Farm Ordinance, which we will try to pass at the next meeting. Ms. Anyzeski will gather current maps of farms and the list of farms in Canton, as well as farm zoning regulations for the next meeting. Members felt that the input of local farmers would be helpful; Sarah Faulkner will contact some local farmers.
- b. Farmland Preservation Plan – John Whitney, a Member of the Cromwell Conservation Commission and a farmer, was invited to talk to the Conservation Commissioners about farmland preservation. He discussed the benefit of the 490-Tax Exception for working farms, which taxes farmland at a lower rate. As a farmer, Whitney has a first-hand view of the needs of farmers and as a Conservation Commissioner, the ability to develop town policies. The main objective of the Farm Preservation Program is to secure local food production by preserving farmland and to stabilize a clustered farm community. The program helps farm owners to purchase affordable farmland and to provide capital to enable farm operations; it is a voluntary program. Mr. Whitney is in the process of becoming a certified an organic farm, which requires farm inspections, the purchase of organic seeds and plants, and the use of only approved fertilizers and pest-controls. It is a lengthy process, but Mr. Whitney feels the U.S. certification is worth it. There are less demanding organic labels, but they are less reliably true organic produce. Mr. Whitney was very helpful and gave the Commission an abundance of useful information.
- c. Natural Resources – Jay Kaplan will begin to work on the Natural Resources inventory; a template has been selected.

TOWN PLANNER CONTINUED

Project	April	May	June	2015 Yearly Total
Aquifer Protection	6	3	7	28
Zoning Regulation Rewrite	3	4	4	16
Collins Co.	2.5	4	3	16
Design Regulations	10	4	5	59
Affordable Housing/ Fair Housing/ ADA	2	6	5	25
GIS Initiatives	1	4	15	30
EDA Initiatives	7	2	1	20.5
Marking and Branding Campaign	1	2	2	9
Collinsville Streetscape Design	14	22	40	112
Konover/ Sussman	2	11	5	25
Subdivision Regulations	0	1	1	12
Saybrook Fish House	3	6	1	15
5 Homestead Lane	7	10	8	40

WPCA

OPERATIONS

- The plant achieved 98 % BOD removal and 99 % Suspended Solids removal.
- The Effluent plant flow, monthly average decreased from .576 MGD to .554 MGD
- Rainfall total for the month is 7.91 inches.
- Facility is running well.

LABORATORY

- Analyzing Primary Tank solids, Secondary Solids, and sludge shipped by DWT.
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen.
- Regular permit testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by the permit. All required permit parameters were met.
- Shipped sludge solids, averaged 2.8 % this month.
- Fourteen loads of sludge were shipped by DWT @ 91,000 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week.
- Marked call before you dig locations.
- Sewer backup on Spring St.
- Exterior work at Town Bridge Pump Station has started

MAINTENANCE

- Monthly and weekly duties performed.
- Cleaning D.O. Probe in RBC Tank on a weekly basis
- Flooding and flushing of the Trickling Filter to minimize odors continues
- Ct Water Co. performed annual Backflow preventer testing
- SCADA Engineer in for repairs to system from electrical strike
- Annual calibration of effluent flow meter
- Annual calibration of laboratory scale

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights.
- Monthly inspection of fire extinguishers
- Annual refresher training and sign off “Blood Borne Pathogens” plan

WPCA CONTINUED

- Staff took a tour of the Wallingford WPCF
- J. Kaminski attended a 3 day Wastewater Operator training seminar @ MDC in Hartford

ADMINISTRATIVE

- Met with Town Planner and developer for Saybrook Fish House
- Met with Woodard & Curran Engineers to discuss UV disinfection options
- Annual Staff reviews were performed
- Jamie Kreller from Suffield WPCF & CWPAA manager training program, in for manager job shadowing.
- Installed surge suppression in each panel for the SCADA modules

TOWN OF CANTON - BOARD ABSENTEE RECORD FOR PAST 12 MONTHS

		Board of Finance																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Bill Canny	Member																										2	17	12%					
Richard Eickenhorst	Member																										0	17	0%					
Brian First	Chair																										0	17	0%					
Kenneth Humphrey	Member																										2	17	12%					
Beth Kandryasawtz	Co-Chair																										1	17	6%					
Mary Tomolonius	Member																										3	17	18%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								0								
		Board of Selectmen																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Richard Barlow	First Selectman	7/9/14	7/23/14	8/13/14	8/27/14	9/10/14		10/8/14	10/22/14	11.3.14 Special Meeting	11.12.14	11.25.14	12/10/14	12/23/14	1/14/15	1/28/15	2/9/15	2/10/15	2/11/15	2/28/15 Canceled	3/11/15	3/25/15		4/8/15	4/22/15	5/13/15	5/27/15	6/10/15	6/15/15 Special Meeting	6/24/15	1	4	26	15%
Lowell Humphrey	Selectman			1																							0	26	0%					
David Gilchrist	Selectman																										1	26	4%					
Stephen Roberto	Deputy Selectman		1																								2	26	8%					
Tom Sevigny	Selectman					1									1												4	26	15%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								0								
		Canton Center Historic District Commission																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Kim Bowen	Co-Chair	7/9/14- No mtg		8/20/14		No Meeting		10/8/14		11/12/14		12/10/14		1/14/15 No Quorum	5 Canceled					3/11/15 Canceled					CANCELLED		CANCELLED		6/10/2015 no mtg.			0	6	0%
Sandra Bridgman	Member																										0	6	0%					
Nora Hillman-Goeler	Secretary																										0	6	0%					
Stephen Johnson	Member			1				1				1															3	6	50%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								1								
		Canton Housing Authority																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Sarah Cheney	Chair	7/21/14		No Meeting		9/22/14		10/20/14		No Meeting		No Meeting		No Meeting										4/20/15		No Meeting		No Meeting			0	5	0%	
Bette Lowell	Member																										0	5	0%					
Dale Munroe	Member								1																		1	5	20%					
Arthur Rote	Member																								1			5	20%					
Linda Spiers	Member					1																					1	5	20%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								0								
		Canton Public Library Board of Trustees																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Marjone Clark	Member		no meeting		No Meeting	9/9/14		10/14/14		11/10/14		12/9/14		1/14/15		2/11/15		No Quorum		4/7/15 Special Meeting	4/8/2015 Cancelled		5/13/15		6/10/15				1	9	11%			
Nancy Donoghue	Member																										0	9	0%					
Walter Gillette	Chair																										0	9	0%					
VACANT	Member					1		1																			2	9	22%					
Michael Leonard	Member							1																			2	9	22%					
Richard Matos	Member					1																					1	9	11%					
VACANT	Member					1		1																			2	9	22%					
Rowena Okie	Member																										2	9	22%					
David Owen	Co-Chair									1				1													1	9	11%					
Sue Ann Ucello	Non-Voting Member									1																	1	9	11%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								1								
		Collinsville Historic District Commission																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Sylvia Cancela	Alternate	7/8/14		8/12/14		9/9/14		10/14/14		11/4/14		12/9/14		1/13/15		2/10/15											5	12	42%					
VACANT	Alternate			1										1		1											4	12	33%					
Eric Jackson	Member							1																			2	12	17%					
Walter Kendra	Member			1												1											2	12	17%					
David Leff	Member	1																									1	12	8%					
Kenton McCoy	Alternate			1						1		1															5	12	42%					
Stephen Veillette	Chair					1																					0	12	0%					
VACANT	Secretary			1						1				1													5	11	45%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								0								
		Commission on Aging																																
		Jul-14		Aug-14		Sep-14		Oct-14		Nov-14		Dec-14		Jan-15		Feb-15		Mar-15		Apr-15		May-15		Jun-15		# Days Absent	# Mtgs	% Absent						
Kenneth Daniels	Alternate	info not provided		8/4/14		9/8/14								1/5/15		2/2/15 canceled due to weather	2/4/15 special canceled due to lack of quorum										0	5	0%					
Mary Ann Christensen	Member								1																		1	5	20%					
Richie Hesselbrock	Member																										0	5	0%					
Lori Kluesendorf	Chair																										0	5	0%					
Dorothea Murray	Secretary																										0	5	40%					
Margaret Pinton	Member			1		1		1																			3	5	60%					
Maureen Wallison	Co-Chair																										0	5	0%					
Mary Lou Erardi	Member													1													1	5	20%					
Thomas Chauvin	Alternate																										0	5	0%					
Karen Richards	Alternate					1								1													4	5	80%					
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																								1								

TOWN OF CANTON - BOARD ABSENTEE RECORD FOR PAST 12 MONTHS

		Conservation Commission																								# Days Absent	# Mtgs	% Absent																				
		Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15			Jun-15			# Days Absent	# Mtgs	% Absent								
		7/23/14- No mtg			8/27/14			No Meeting			No Meeting			was Canceled			12/17/14			1/28/15			2/18/15	2/25/15 No Quorum			3/25/15			4/22/15			5/27/15 CANCELED			6/24/15			# Days Absent	# Mtgs	% Absent							
Sara Faulkner	Member																																									0	8	0%				
Maureen Flynn	Secretary																																										0	8	0%			
Jay Kaplan	Chair																																										0	8	0%			
Wendy Madigan	Member																																										0	8	0%			
Hedy Barton	Member																																										1	8	13%			
William Spatcher Jr	Member																							1																			0	8	0%			
VACANT																																											0	8	0%			
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																									1																					
		Design Review Team																								# Days Absent	# Mtgs	% Absent																				
		Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15			Jun-15			# Days Absent	# Mtgs	% Absent								
		No Chair/ No Quorum			No Meeting			No Chair/ No Quorum			No Chair/ No Quorum			was Canceled			12/16/14 CANCEL			1/27/2015 Canceled			No Quorum			3/24/15 No Quorum			No Chair/ No Quorum			5/26/2015 No Quorum			6/23/15 no quorum			# Days Absent	# Mtgs	% Absent								
Tracey Briss																																													0	2	0%	
James Harris																																													0	2	0%	
Gary Hath																																													0	2	0%	
Frank Mairano																																													0	2	0%	
VACANT																																												0	2	0%		
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																									12																					
		Economic Development Agency																								# Days Absent	# Mtgs	% Absent																				
		Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15			Jun-15			# Days Absent	# Mtgs	% Absent								
		7/8/14			8/7/14 Special Wrkshp	8/12/14		9/4/14 Special Workshop	9/9/14		10/1/14	Special Meeting 10/7/201	10/14/14		11/18/14			12/9/14			1/13/15		2/10/15			3/10/15			4/14/15			5/12/15			6/9/15 no quorum			# Days Absent	# Mtgs	% Absent								
Theresa Barger	Alternate																						1																				2	16	13%			
Robert Bessel	Chair																																											0	16	0%		
Diana Boorjian	Member				1	1						1			1												1																	5	16	31%		
Thomas Bradley	Member																	1			1																							2	16	13%		
Amy Parthen	Member	1						1				1											1																					4	16	25%		
VACANT	Member																																											0	16	0%		
VACANT	Alternate																																											0	16	0%		
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																									1																					
		Energy Committee																								# Days Absent	# Mtgs	% Absent																				
		Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15			Jun-15			# Days Absent	# Mtgs	% Absent								
		7/15/14			No Meeting			No Meeting			10/21/14			11/18/14			12/16/14			No Meeting		2/17/15			3/17/15			5/19/15			6/16/15			# Days Absent	# Mtgs	% Absent												
Ben Holden	Member																					1																						2	10	20%		
Candace Langlois	Member																						1																					4	10	40%		
David Madigan	Member										1												1						1															2	10	20%		
Nancy Miller	Member																																											0	10	0%		
Bob Namnoum	Member																																											0	10	0%		
Mark Quinlan	Member																						1																				1	10	10%			
	Chair														1			1										1			1												4	10	40%			
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																									0																					
		Inland Wetlands & Watercourses Agency																								# Days Absent	# Mtgs	% Absent																				
		Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15			Jun-15			# Days Absent	# Mtgs	% Absent								
		7/10/14			8/14/14	8/26/14		9/11/14			10/9/14			11/13/14			12/11/14 CANCEL			1/8/15 Cancelled		2/12/15			3/12/15 Cancelled			4/16/15			5/14/15			6/11/15			# Days Absent	# Mtgs	% Absent									
Robert Bahre	Member	1																																										1	11	9%		
VACANT	Alternate										1																																		1	11	9%	
David Shepard	Chair																																												0	11	0%	
David Sinish	Member	1						1																																					2	11	18%	
Al Bombassei	Member				1									1																															2	11	18%	
Richard Van De Bogart, Jr	Member				1			1																																					2	11	18%	
VACANT	Alternate																																											0	11	0%		
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																									0																					
		Juvenile Review Board																								# Days Absent	# Mtgs	% Absent																				
		Jul-14			Aug-14			Sep-14			Oct-14			Nov-14			Dec-14			Jan-15			Feb-15			Mar-15			Apr-15			May-15			Jun-15			# Days Absent	# Mtgs	% Absent								
		no meeting			No Meeting			No Meeting			No Meeting			No Meeting			12/17/14 special			1/21/15		2/18/15			no meeting			4/15/15	No meeting		5/20/15	No Meeting		No Meeting			# Days Absent	# Mtgs	% Absent									
Lee Brown-Egan	Member																																												0	5	0%	
Kelly Conway	Alternate																																													0	5	0%
Ben Mills	Member																																													2	5	40%
Kara Corcoran	Member																																												0	5	0%	
Elizabeth Taylor-Huey	Member																																													1	5	20%
Tracy Whittingslow	Chair																																												0	5	0%	
Linda Spiers	Alternate																																												0	5	0%	
		# OF MEETING CANCELLED DUE TO LACK OF QUORUM																																														

TOWN OF CANTON - BOARD ABSENTEE RECORD FOR PAST 12 MONTHS

		Pension Committee												# Days Absent	# Mtgs	% Absent	
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15				
		no meeting	No Meeting	No Meeting	Oct-14	11/12/14	No Meeting	No Meeting	2/12/15	No Meeting Held	No Meeting held	5/13/15	No Meeting				
Matthew Carman	Member								1					2	4	50%	
David Chellgren	Member				1	1								1	4	25%	
Michael "Ken" Griffin	Chair								1					1	4	25%	
John Britt	Member													0	2	0%	
Sergio Benedetti	Member											1		1	4	25%	
														# OF MEETING CANCELLED DUE TO LACK OF QUORUM			
1																	
		Permanent Municipal Building Committee												# Days Absent	# Mtgs	% Absent	
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15				
		7/8/14	8/5/14	No Meeting	10/7/14	11/5/14	12/2/14	No Meeting	2/3/15	3/3/2015 Cancelled	4/7/15	5/5/15	6/2/15				
Karen Berry	Member													0	9	0%	
Ronald Dymicki	Member										1	1		2	9	22%	
David Madigan	Member		1		1		1		1				1	4	9	44%	
Peter Reynolds	Chair													0	9	0%	
														# OF MEETING CANCELLED DUE TO LACK OF QUORUM			
0																	
		Planning & Zoning Commission												# Days Absent	# Mtgs	% Absent	
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15				
		7/16/14	8/20/14	No Meeting	10/15/14	11/19/14	12/17/14	12/20/14	1/21/15	2/18/15	3/18/15	4/15/15	5/20/15	6/17/15			
Keith August	Member	1	1					1	1			1	1	6	14	43%	
David Bondanza	Chair					1	1	1		1				3	14	21%	
David Evens	Member	1	1											2	14	14%	
David Freeman	Alternate				1				1					3	14	21%	
John Huyghebaert	Member	1					1	1		1				4	14	29%	
Philip Pane	Member					1								1	14	7%	
Lansford Perry	Member							1						1	14	7%	
William Sarmuk	Alternate		1				1	1	1	1		1	1	8	14	57%	
Jonathan Thiesse	Member						1	1			1			1	14	7%	
														# OF MEETING CANCELLED DUE TO LACK OF QUORUM			
0																	
		Water Pollution Control Authority												# Days Absent	# Mtgs	% Absent	
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15				
		7/1/14	No Meeting	9/2/14	10/7/14	11/4/14	12/2/14	1/6/15	2/3/15	3/3/15	Cancelled 4/7/2015	4/21/15	5/5/15	6/2/15			
Paul Balavender	Member				1					1				2	10	20%	
Stuart Greacen	Acting Chairman													0	10	0%	
Vacant	Member					1		1				1		3	10	30%	
Robert Suttmiller	Chairman			1										1	10	10%	
VACANT														0	10	0%	
														# OF MEETING CANCELLED DUE TO LACK OF QUORUM			
1																	
		Youth Services Bureau												# Days Absent	# Mtgs	% Absent	
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15				
		no meeting	8/11/14	No Meeting	10/20/14	11/10/14	12/8/14	1/12/15	Cancelled due to snow	3/9/15	4/13/2015	5/11/15	6/8/15				
Glenn Barger	Member		1		1		1	1					1	4	11	36%	
Stan Krzanowski	Treasurer									1				1	11	9%	
VACANT	Member													0	11	0%	
Laura Meheran	Member				1									1	11	9%	
Sue Saidel	Co-Chair									1				1	11	9%	
Lorinda Snow	Secretary		1				1			1				3	11	27%	
VACANT														0	11	0%	
														# OF MEETING CANCELLED DUE TO LACK OF QUORUM			
0																	
		Zoning Board of Appeals												# Days Absent	# Mtgs	% Absent	
		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15				
		7/14/14	No Meeting	No Meeting	10/20/14	was Canceled	12/8/14 CANCEL	1/12/15 Canceled	2/9/2015 No Quorum	3/9/15	4/13/15	5/11/15	6/8/15				
Robert Brainard Jr.	Chair													0	5	0%	
Gary Adajian	Member													0	5	0%	
Christopher Kerr	Member				1									1	5	20%	
Guerry Dotson	Member													0	5	0%	
VACANT	Member													0	5	0%	
Walter LeGeyt	Alternate											1		0	5	0%	
VACANT	Alternate													0	5	0%	
VACANT	Alternate													0	5	0%	
														# OF MEETING CANCELLED DUE TO LACK OF QUORUM			
1																	