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TOWN OF CANTON BOARD OF SELECTMEN

Regular Meeting Agenda

Wednesday, January 24, 2024

Immediately Following the Annual Town Meeting which will occur at 7:00 p.m.

The meetings will be a hybrid format in that people will be able to view and participate virtually or in-person in Room F at the Canton Community Center.

In Order to Attend Virtually

People can hear the meeting and make comments/questions

by calling the following number: 1 929 436 2866

Webinar ID: 824 5632 8258

Passcode: 409710

Or view the meeting by using the following link:

<https://us02web.zoom.us/j/82456328258?pwd=em16UHIOUGFqN3R4K3ZQS3Rvc29tQT09>

I. PLEDGE OF ALLEGIANCE

II. PUBLIC PARTICIPATION *(3 minute time limit per speaker on any item)*

People will be able to comment in person or virtually through ZOOM. People may also send questions and comments to either First Selectman Kevin Witkos at kwitkos@townofcantonct.org or Town Administrator Robert Skinner at rskinner@townofcantonct.org. All comments and questions will be forwarded to the members of the Board of Selectmen. All questions and comments received will be made part of the public record.

Most of the documents reviewed by the Board of Selectmen at tonight's meeting can be located at <https://www.townofcantonct.org/agendas-minutes-meetings> or by scanning the QR code below.



III. APPOINTMENTS

None

IV. ACTION ITEMS

- A. Review and possibly approve a request to name the Canton Dog Park in honor of Alan Duncan or a former police patrol dog named Blue.
- B. Review and possibly approve an employee survey.
- C. Discussion regarding the process for discontinuing Brass Lantern Road.

- D. Review an ordinance that regulates the presence of dogs at specific Canton recreational facilities and athletic fields.

V. ADOPTION OF CONSENT AGENDA

- A. Refund of Taxes pursuant to Connecticut General Statutes 12-129
- B. Approve the January 10, 2024, Board of Selectmen Meeting Minutes
- C. Approve DEEP resolution authorizing the First Selectman to execute all necessary documents required for the recently approved Small Town Economic Assistance Grant in the amount of \$374,485 to partially fund sewer treatment plant efficiency improvements.

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

- A. First Selectman's Report
- B. CAO Report
- C. Correspondence
- D. Financials
- E. Monthly Reports
- F. Absentee Record

VII. REMARKS BY SELECTMEN

VIII. ADJOURNMENT



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168

Application For Naming Town Facilities

The policies and procedures for the naming of a Town Facility are set forth in the Town of Canton Naming Rights Policy (the "Policy") which was adopted in 2023. Proposals for the naming of a Town Facility, portion of facility or area ("Facility") must be prepared in compliance with the Policy. Please complete the questions below and submit your proposal to the Chief Administrative Officer. After an administrative review for the completeness of the proposal, your proposal will be forwarded to the Board of Selectmen for consideration in accordance with the terms and conditions of the Policy.

The naming of a Town Facility, other than a Board of Education Facility, is at the sole discretion of the Board of Selectmen, is subject to the terms and conditions of the Policy.

Application

1. Person Submitting the Application:

Name: Barry Deutsch
Address: 2 Frey Rd
Canton CT 06019
Telephone: 860-965-4332
e-mail: bdeutsch320@gmail.com

2. Describe facility requested to be named?

Canton Dog Park

3. Name of Person to be recognized.

Alan Duncan

My name is Anne Duncan. Alan Duncan was my husband. I hereby give written consent to Barry Deutsch, Co-President of the Friends of Canton Dog Park, to file this application to rename the Canton Dog Park as follows: "The Town of Canton's Alan Duncan Dog Park."

Name: Anne Duncan

Signature:

A handwritten signature in cursive script, appearing to read "Anne Duncan", written over a horizontal line.

Statement in Accord with Section III – Naming Rights Policy

Alan Duncan passed away on September 28, 2023. The Canton Dog Park exists because of Alan's vision.

In June 2016, Alan asked several people what they thought of having a dog park in Canton. Everyone that Alan spoke with thought it was a great idea.

In the fall of 2016 Alan set up an organizing meeting. Alan was unanimously elected President of this ad hoc group. Two major questions arose: How and where would the park be built?

During the next four years, there were many meetings with various Town Commissions and multiple fund-raising events. The Town obtained land off Commerce Drive which it agreed to provide to the Friends of the Canton Dog Park once money had been raised and all Commission approvals had been received.

The Dog Park was officially opened in November 2020. Alan Duncan was then President Emeritus. His 2016 vision had become a reality.

Alan's leadership, wisdom and quiet demeanor resulted in what many consider the finest Dog Park in Connecticut

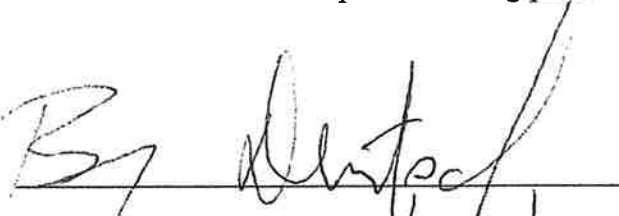
4. Are you a legal representative or have approval from the person to be recognized or the family or legal representative. If you are not a legal representative, please include a copy of the written consent with the proposal.

5. Pursuant to section III of the Naming Rights Policy, please describe in detail on a separate piece of paper all the contributions, both financial and meritorious, that the individual to be honored has bestowed on the Town of Canton.

Procedure for Applications:

Proposals for the naming of a Town facility shall be directed to the Chief Administrative Officer on this prescribed form. The Chief Administrative Officer shall seek comments from Town staff, including those that oversee the facility to be named. After the application is reviewed for completeness, the Chief Administrative Officer shall send the proposal to the Board of Selectmen. The Board of Selectmen can reject the application, or the Board can request additional proposals from the public. The Board must allow for additional proposals for any newly constructed facility. If the Board receives additional proposals, the Board may, at the discretion of the Board, appoint a Temporary Subcommittee to review the applications and make a recommendation to the full Board of Selectmen. If additional applications are sought, the Board cannot make a final decision until the public has had at least 30 days to submit applications. The Board of Selectmen shall hold a public hearing prior to taking final action on naming a public facility.

Signature of Applicant:



Print Name:

Barry Deutsch

Date:

10/23/2023



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168

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The naming of a Town Facility, other than a Board of Education Facility, is at the sole discretion of the Board of Selectmen, is subject to the terms and conditions of the Policy.

Application

1. Person Submitting the Application:

Name: _____

Address: _____

Telephone: _____

e-mail: _____

2. Describe facility requested to be named?

3. Name of Person to be recognized.

4. Are you a legal representative or have approval from the person to be recognized or the family or legal representative. If you are not a legal representative, please include a copy of the written consent with the proposal.

5. Pursuant to section III of the Naming Rights Policy, please describe in detail on a separate piece of paper all the contributions, both financial and meritorious, that the individual to be honored has bestowed on the Town of Canton.

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Signature of Applicant: Hunter Liguore

Print Name: _____

Date: _____

Naming of Dog Park in Canton

Instructions: Pursuant to section III of the Naming Rights Policy, please describe in detail on a separate piece of paper all the contributions, both financial and meritorious, that the individual to be honored has bestowed on the Town of Canton.

Dear Chief Administrative Officer:

With the naming of the Dog Park in Canton, I would ask for the town to consider the numerous amount of dogs that have served and dedicated themselves selflessly to the protection of Canton and its residents. I put forward the Police Dog “Blue” who is recorded with the town historical society as putting his life on the line to chase down a felon who stole a van in 1989. (I’m sure there are others, if not Blue).

Recognizing a service dog at the dog park seems more pertinent than a single random resident, and an important opportunity to remember and remind residents of the importance of kindness, dedication, and commitment service dogs have in our community.

By attempting to pick a single resident, it falls short of inclusion, especially since there is a visible lack of diversity in the naming process—one might consider that if choosing a person the list or names to be considered, would include women, people of color, and/or indigenous figures that helped shaped Canton, but have otherwise been excluded.

If selecting a service dog, like “Blue,” as the sole name for the bench at the dog park, you offer a way forward in Canton’s history, that would create a lasting conversation every time the bench is regarded by the many dog owners frequenting the park.

Sincerely,
Hunter Liguore



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:

Employee Survey

Date of Submission:

1-19-24

Date of Board Meeting:

1-24-24

Individual or Entity making the submission:

Robert Skinner

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:

Review and possibly approve an employee survey.

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.)***

Robert Skinner

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.)

Following this submission form is the revised employee survey. It includes introductory language that states the purpose for the survey and that the survey is anonymous and voluntary. A summary of the statement will be included on the electronic survey itself and in a separate message that will be sent to all employees.

The survey will be distributed and tracked via Microsoft forms. A link to the survey and the analytical dashboard will be sent to the selectmen.

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:

Employee Survey

Employee Survey

Employee feedback is an important component of managing the Town. The following survey gives every employee an opportunity to voice their opinion as to what things are going well and what could be improved to make Canton a better place to work. The following survey is voluntary and anonymous. The results will be analyzed by management and the Board of Selectmen to determine what changes should be considered for everything from benefits to training. Please take this opportunity to complete the survey, your views really do matter.

Please rate the following:

	Excellent	Good	Average	Poor	Very Poor
Health Benefits					
Overall Benefits					
Salary/Wages					
Work Environment					
Work Management					
Training Opportunities					
Advancement Opportunities					

How Challenging is your Job?

- ☐ Very Challenging
- ☐ Somewhat Challenging
- ☐ Slightly Challenging
- ☐ Not Challenging at all

How often do you feel stressed at work?

- ☐ Very often
- ☐ Somewhat often
- ☐ Slightly often
- ☐ Not often at all

Do you feel valued as an employee?

- ☐ Very valued
- ☐ Somewhat valued
- ☐ Slightly valued
- ☐ Not valued at all

How likely are you to look for another job outside of your employment with the Town of Canton

- ☐ Very likely
- ☐ Somewhat likely
- ☐ Slightly likely
- ☐ Not likely at all

Would you recommend your friends to work at the Town of Canton?

- ☐ Very likely
- ☐ Somewhat likely
- ☐ Slightly likely
- ☐ Not likely at all

Why do you like or dislike your job?

Do you have all the tools you need to do your best work and if not, what should be provided?

If you could be the Chief Administrative Officer for the day what would be the one change you would make and why?

Please state what recommendations you would make to improve the overall operations of your department or government operations in general.



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:

Discontinuance of Brass Lantern Road

Date of Submission:

1-19-24

Date of Board Meeting:

1-24-24

Individual or Entity making the submission:

Robert Skinner

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:

Discussion regarding the process for discontinuing Brass Lantern Road.

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.)***

Robert Skinner

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 concept of discontinuing Brass Lanter Road has been discussed for several years. The road serves as access to Mizu 21 (prior location of La Trattoria restaurant) and a private residence which is in disrepair and will be removed and the property possibly redeveloped. The road is bordered by Mizu 21, 9-15 Albany Turnpike and the State of CT (Route 44). In the past the consensus of the Board was to support having the road discontinued to promote redevelopment of the property and to remove the Town liability of maintaining the road. Generally, when a road is discontinued the abutting property owners take ownership of the property to the middle of the discontinued road. At one point the owners of Mizu 21 and 9-15 Albany Turnpike had requested the road be abandoned and then specifically conveyed to them to prevent any portion of the road from being granted to the State (one of the abutters) by virtue of the discontinuance. This process would require Town Meeting approval for both the discontinuance and the conveyance. The development of 9-15 Albany Turnpike became very controversial and there was a concern that although there were legitimate reasons to transfer liability for the road, there would not be public support for the conveyance to 9-15 Albany Turnpike. Now that Mizu 21 is complete and operating and 9-15 Albany Turnpike is not being actively developed, a discontinuance would be all that is necessary.

The following steps for discontinuing a road was described by the Town attorney in a 2019 email:

"First, the BOS has to discuss the matter and vote on whether or not they recommend discontinuance to occur. That had been the case for over 100 years. Under the 2015 public act, before the selectmen meet to take final action on a discontinuance, they must send written notice of the meeting to the owner of each property that bounds the highway, private way, or dedicated land, or part being discontinued. The notice must (1) include the meeting date, time, place, and subject and (2) be sent by first class mail at least 30 days before the meeting to each property owner's address, as shown on the most recent grand list. If the selectmen believe that the discontinued area's boundary lines have become lost or uncertain, they must make reasonable efforts to identify the lines and notify the owners that bound such lines. The reasonable efforts do not have to include (1) examining titles or abstracts or (2) a land survey. There are limited exceptions that are probably not relevant to Brass Lantern Road.

In addition to the mailed notice, under the 2015 legislation, at least 30 days before the meeting, the selectmen must conspicuously post a sign on each end of the highway, private way, or dedicated land, or part being discontinued indicating the date, time, place, and subject of the meeting. Only one sign is required if the selectmen make a finding on the record supported by articulated fact that only one sign is necessary.

At this point, the BOS can vote in the same manner that it had prior to the 2015 act and recommend discontinuance to a town meeting. I noticed that the charter allows the Selectmen to accept a road, but it appears that it would still require a town meeting to discontinue one. Assuming the town meeting concurs and votes to discontinue the road, the selectmen must: (1) first, send notice of the decision, by certified mail, return receipt requested, to each property owner who was sent notice before the meeting to take final action on the discontinuance and (2) record notice of the approval on the land records. The latter notice must include (1) a list of each parcel that bounds the affected highway, private way, or dedicated land and for which notice was required before the meeting to take final action on the discontinuance; (2) the name of each such parcel owner, as shown in the most recent grand list; and (3) the current assessor's map, block, and lot number for each such parcel.

Once the town has officially discontinued the road, the presumption is that title to the fee would revert to the abutters if the town actually held fee title. If the town's rights were only an easement, the fee title underlying that easement would be unchanged. Frankly, that would be a matter for the abutters to address through a survey and title search at their own expense. Once the town discontinues the road, the respective rights of the parties are a private, civil matter for them to fight about. The state's rights are probably relatively clear, since the DOT usually does a good job of mapping out the extent of their right of way. "

Therefore, if the Board of Selectmen is agreeable, staff would send out notices to the abutting land owners stating that the Board of Selectmen would be voting on whether to take abandonment to Town Meeting at its March 27th Board of Selectmen Meeting.

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:

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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:

Dogs at Recreational Facilities and Athletic Fields Ordinance

Date of Submission:

1-19-24

Date of Board Meeting:

1-24-24

Individual or Entity making the submission:

Robert Skinner

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:

Review an ordinance that regulates the presence of dogs at specific Canton recreational facilities and athletic fields.

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.)**

Robert Skinner

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.)

At the last Board of Selectmen meeting there was a concern raised about dogs defecating on Town Ballfields. There was a request that an ordinance be drafted that could possibly address this situation. The concept would be to restrict dogs from the actual field/facility but allow dogs in the common areas. There is requirement that owners have their dog on a leash and clean up after their dogs if they are in the common areas. Chapter 15 of the ordinance already sets up a citation for violations of any ordinance and has due process requirements including an appeal process before the Town’s hearing officer.

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:

- Draft Ordinance
- Ordinance Chapter 15 - Citations



REGULATION POLICY

DOGS AT RECREATIONAL FACILITIES AND ATHLETIC FIELDS

SECTION I: PURPOSE

This ordinance regulates the presence of dogs at Canton recreational facilities and athletic fields and the related responsibilities of their owners.

This policy is not intended to limit the ability of dogs to accompany citizens when utilizing common areas of Canton recreational facilities and athletic fields for recreation and observing athletic events. The policy does prohibit dogs from active areas of specific recreational facilities and athletic fields to limit sanitary and safety concerns as well as prevent possible damage to town property.

SECTION II: DEFINITIONS

A) **ANIMAL CONTROL OFFICER** - The Canton Animal Control Officer, Canton Police or any other persons or entities which the Board of Selectmen has authorized to enforce the provisions of this ordinance.

B) **OWNER** – Any person having control or purporting to have control over a dog; the person named in the licensing records of any dog as the owner; the occupant of the premises where the dog is usually kept if such premises are other than the premises of the owner as shown on the licensing record, or any person in possession of, harboring or allowing any dog to remain about their premises for a period of three (3) consecutive days or more. The parent or guardian of an owner under eighteen (18) years of age shall be deemed the owner as defined herein. If a dog has more than one owner, all such persons are jointly and severally liable for the acts or omissions of an owner under these Regulations, even if the dog was in the possession of or under the control of a keeper at the time of the offense.

C) **RESTRAINED** - Under the physical control of an owner via a leash or lead.

SECTION III: PROHIBITIONS/PERMISSIONS

A) Dogs, both restrained and unrestrained, are strictly prohibited from the defined athletic fields, courts and facilities on the following properties, whether an athletic event is occurring or not:

1. Bowdoin Field
2. Van Gemeren Fields
3. Stan Krzanowski Softball Field
4. High School track and artificial turf field
5. High School Softball Field
6. Bicentennial Field at DPW facility

7. Cherry Brook Primary School Playscape facility
8. Mills Pond Park Tennis Courts
9. Mills Pond Park baseball, softball and soccer fields
10. Mills Pond Park Pool and Splash Pad facilities
11. Mills Pond Park skateboard park
12. Mills Pond Park children's playground facility

B) Properly restrained animals are permitted on the common areas of Canton recreational facilities and athletic fields but not in the areas reserved for team or individual athletic uses.

SECTION IV: CLEAN-UP AND DISPOSAL

A) It shall be prohibited for any person to permit a dog to be on the common areas of Canton recreational facilities and athletic fields unless such person has, in his or her immediate possession, an appropriate means of removing animal waste.

B) No person owning or having custody or control of any dog shall knowingly, or through failure to exercise due care or control, permit such dog to defecate or commit any other nuisance and allow such nuisance to remain thereafter on common areas of Canton recreational facilities and athletic fields. A person shall not be considered in violation of this Section if the person has necessary equipment, i.e., shovel, bag, etc., readily available and does take immediate and necessary action to accomplish the lawful and sanitary removal and disposal of such waste.

SECTION V: ENFORCEMENT

A. Enforcement Personnel: These Regulations are enforceable by the Animal Control Officer and/or the Canton Police Department.

B. Penalty: Any person who violates the provisions of this ordinance shall receive a citation and pay a fine pursuant to Chapter 15 of the Town Ordinances.

SECTION VI: EXEMPTIONS

Properly credentialed service dogs are exempt from this policy.

Chapter 15. Citations

[HISTORY: Adopted by the Town of Canton 9-25-2002 by Ord. No. 216. Amendments noted where applicable.]

§ 15-1. Purpose.

The purpose of this chapter is to establish a citation hearing procedure in accordance with §§ 7-148(c)(10)(A), 7-152b, and 7-152c of the General Statutes to be followed in all instances when citations are issued by Town officials.

§ 15-2. Definitions.

As used in this chapter, the following words and phrases shall have the meanings indicated:

ALLEGED VIOLATOR

- A. In all violations, the person who has been issued a citation by an issuing official; or
- B. In motor vehicle parking violations, the motor vehicle operator or the registered owner of the motor vehicle.

CITATION

The document setting forth a specific violation of the Town's ordinances or other regulations.

HEARING

The session for deciding whether or not an alleged violator is liable.

HEARING OFFICER

The person who holds a hearing.

ISSUING OFFICIAL

The municipal officials or employees authorized to issue citations.

§ 15-3. Enforcement by citation.

Ordinances of the Town that provide that this chapter and the citation hearing procedure shall apply to such ordinances and the ordinances listed in § 15-11 of this chapter may be enforced by citations.

§ 15-4. Appointment of hearing officers.

[Amended 12-14-2011]

The First Selectman shall appoint one or more hearing officers to conduct hearings. No hearing officer may be an elected or appointed Town official or a Town employee.

§ 15-5. Notice.

- A. After a citation has been issued and the fine, penalty, cost, or fee has not been paid, the Town shall send notice to the alleged violator promptly (and no later than 12 months after the expiration of the final period for the uncontested payment of fines, penalties, costs, or fees for any citation).
- B. Such notice shall inform the alleged violator of the following:
 - (1) The allegations against the alleged violator and the amount of the fines, penalties, costs, or fees due.
 - (2) That the alleged violator may contest his or her liability before a hearing officer by delivering in person or by mail written notice within 10 days of the date of the original notice to said alleged violator that he or she desires to contest his or her liability before a hearing officer.
 - (3) That if the alleged violator does not demand a hearing, an assessment and judgment shall be entered against him or her.
 - (4) That such judgment may issue without further notice.

§ 15-6. Admission of liability without hearing.

If the alleged violator wishes to admit liability for any alleged violation, he or she may, without requesting a hearing, pay the full amount of the fines, penalties, costs, or fees admitted to in person or by mail to the official designated by the Town. Any alleged violator who does not deliver or mail a written demand for a hearing within 10 days of the date of the first notice provided in § 15-5 above shall be deemed to have admitted liability, and the designated municipal official shall certify the alleged violator's failure to respond to the hearing officer. The hearing officer shall thereupon enter and assess the fines, penalties, costs, or fees provided for in the ordinance and shall follow the procedures set forth in § 15-8 below.

§ 15-7. Hearing procedure.

- A. Any alleged violator who requests a hearing shall be given written notice of the date, time, and place for the hearing. Such hearing shall be held not less than 15 days nor more than 30 days from the date of the mailing of such notice, provided that the hearing officer shall grant upon good cause shown any reasonable request by an interested party for postponement or continuance. An original or certified copy of the initial citation issued by the issuing official shall be filed and retained by the Town, shall be deemed to be a business record within the scope of § 52-180 of the General Statutes, and shall be evidence of the facts contained therein.
- B. If the alleged violator fails to appear, the hearing officer may enter an assessment by default against him or her upon a finding of proper notice and liability under the applicable ordinance.
- C. The hearing officer may accept from such alleged violator copies of police reports, Department of Motor Vehicle documents and other official documents by mail and may determine thereby that the appearance of the alleged violator is unnecessary.
- D. The presence of the issuing official shall be required at the hearing if the alleged violator so requests. The alleged violator shall appear at the hearing and may present evidence in his or her behalf. A designated Town official, other than the hearing officer, may present evidence on behalf of the Town.
- E. The hearing officer shall conduct the hearing in the order and form and with such methods of proof as he or she deems fair and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation.

- F. If the offense consists of a motor vehicle parking violation, proof of the registration number of the motor vehicle involved shall be prima facie evidence in all proceedings that the owner of such vehicle was the operator thereof, provided that in the case of a leased or rented motor vehicle, such proof shall be prima facie evidence in any proceeding that the lessee was the operator thereof.
- G. The hearing officer shall announce his or her decision at the end of the hearing. If he or she determines that the alleged violator is not liable, he or she shall dismiss the matter and enter his or her determination in writing accordingly. If he or she determines that the alleged violator is liable for the violation, he or she shall forthwith enter and assess the fines, penalties, costs, or fees against such person as provided by the applicable ordinance.

§ 15-8. Notice of assessment; appeal.

- A. If an assessment made under § **15-7G** above is not paid on the date of its entry, the hearing officer shall send by first-class mail a notice of the assessment to the person found liable and file, not less than 30 days nor more than 12 months after such mailing, a certified copy of the notice of assessment with the Clerk of the Superior Court designated by the Chief Court Administrator, together with an entry fee as required by law. The certified copy of the notice of assessment shall constitute a record of assessment. Within such twelve-month period, assessments against the same person may be accrued and filed as one record of assessment. The Clerk shall enter judgment, in the amount of such record of assessment and court costs as provided by law, against such person in favor of the Town. Notwithstanding any provision of the General Statutes, the hearing officer's assessment, when so entered as a judgment, shall have the effect of a civil money judgment and a levy of execution on such judgment may issue without further notice to such person.

[Amended 12-14-2011]

- B. The person against whom an assessment has been entered pursuant to this chapter is entitled to judicial review by way of appeal in accordance with § 7-152b or 7-152c of the General Statutes.

§ 15-9. Penalties for offenses.

[Amended 12-14-2011]

Any person who violates or fails to comply with the provisions of this Code shall be subject to a fine of \$90 for each offense unless another fine or penalty is specified in this Code or in the General Statutes.

§ 15-10. Disposition of money received.

All moneys received pursuant to the procedure set forth in this chapter shall be remitted to the Tax Collector.

§ 15-11. Applicability and amended ordinances.

[Amended 12-14-2011]

Each of the following ordinances is amended to add the following section: "Enforcement. This ordinance has been specifically designated for enforcement by citations issued by designated municipal officers or employees, and the citation hearing procedure established by Chapter **15**, Citations, shall be followed."

- A. Chapter **179**, Alcoholic Beverages, Article **I**, Possession on School Property.
- B. Chapter **185**, Animals, Article **I**, Animal Control.
- C. Chapter **225**, Cigarettes and Tobacco Products, Article **I**, Vending Machines.

- D. Chapter **254**, Firearms.
- E. Chapter **300**, Massage Parlors.
- F. Chapter **323**, Parks and Recreation Areas, Article **I**, Mills Pond Recreation Area.
- G. Chapter **362**, Signs.
- H. Chapter **369**, Solid Waste, Article **I**, Unlawful Deposits, and Article **II**, Recycling.
- I. Chapter **375**, Streets and Sidewalks, Article **II**, Snow and Ice Removal, Article **III**, Obstructions, Article **IV**, Sliding on Public Ways, Article **V**, Sidewalk Displays, Article **VI**, Street Numbers, Article **VII**, Flow of Water on Public Ways, and Article **VIII**, Scenic Roads.
- J. Chapter **400**, Vehicles and Traffic, Article **I**, Parking of Tractor-Trailers, Article **III**, Weight Limits, and Article **IV**, General Regulations.
- K. Chapter **405**, Vehicles, Discarded.
- L. Chapter **372**, Stormwater Management.
[Added 10-24-2018]

[illegible]

TOWN OF CANTON - BOARD OF SELECTMEN

Regular Hybrid Meeting

Wednesday, January 10, 2024 – 7:00 pm

DRAFT MINUTES

Members Present: First Selectman Kevin Witkos, Tim LeGeyt, Stephen Sedor, William Volovski, and Elizabeth Corkum Winsor.

Call to Order: K. Witkos called the meeting to order at 7:00 p.m.

Add to agenda: Under Appointments as item A: Appointment of George Platt (R) as a member of Economic Development Agency for a term to expire on July 1, 2024.

Under Action Items as item D: Rescind referral of the Boiler Replacement Project to the Permanent Municipal Building Committee.

Motion: S. Sedor moved to add these items to the agenda

Seconded by: W. Volovski

The motion passed unanimously.

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

L. Coggins (Daynard Drive) asked a question about the new policy for recording Town agency meetings. She asked for clarification on the policy because the recent EDA meeting was not in hybrid format. K. Witkos explained that all meetings will be audio recorded; staff will have 5 business days to get the recordings posted on the Town website. R. Skinner added that the policy goes into effect on 2-1-2024. There is a limit to the OWL system, so not all meetings can be done in hybrid format.

PUBLIC HEARING

K. Witkos opened the public hearing. He explained that the BOS is seeking comments on two proposals for the naming of the Canton Dog Park located on Commerce Drive. One proposal is to name the dog park after Alan Duncan who assisted in creating the park and another is to name the park after a previous police patrol service dog named Blue.

-Jim Carpenter (Case Street) said that Alan Duncan had been a 50-year resident of Canton. He was his neighbor. Mr. Duncan served on the P&Z Commission, the North Canton Volunteer Fire Department, and Canton Land Trust (Board of Directors, and President). Mr. Duncan recognized the need for a Town dog park and he devoted years to spearheading the effort. He is deserving of this honor.

-Leah Schmalz (Freedom Drive) said that she supports naming the dog park in honor of Alan Duncan. He was kind-hearted, and community-minded. He initiated the Friends of the Canton Dog Park. He worked with Parks & Rec and residents. He led presentations at 13 public hearings over the years and he raised the necessary funds through volunteer fundraising projects. He was a leader; the vision started with one man. He gave us a gift. We should name the dog park after Mr. Duncan.

-Natalie Travers (Uplands Drive) stated that she serves on the Friends of the Canton Dog Park Board and coordinated the construction of the dog park. Mr. Duncan worked on the dog park project for seven years. It was a monumental task. He attended hearings, coordinated contractors for the actual construction, and dealt with legal issues. She believes Mr. Duncan should be honored by this recognition because of his tireless work—he made it happen. K. Witkos asked about funds raised. The group raised \$60,000. They initially thought the cost would be \$12,000.

-Barry Deutsch (Frey Road) said that he has been a Canton resident since 1986. He serves as co-president of the Friends of the Canton Dog Park. He worked with Alan Duncan since the beginning of his vision for the park. The park is an asset to the Town. It is the best dog park in the

area; people from Torrington, Litchfield and Farmington Valley towns come to our park. Eagle Scouts and Boy/Girl Scouts have done projects to support the park (a pavilion, agility area, maintenance projects). The Friends of the Canton Dog Park is a viable organization. Everyone has worked towards the goal of building, operating, maintaining, and making the park an asset to the Town. Volunteers have work parties, and people self-police their dogs. He gave an example of volunteers who worked to spread waste mulch that the Town provided. The park should be named after Mr. Duncan—he deserves the recognition.

-John Black (Drake Lane) introduced himself as a 37-year Canton resident. He said that Alan Duncan recruited him as a volunteer. The dog park is well accepted; we have many visitors who discovered the park through Facebook and were thrilled to find it. The park is an asset to the Town.

K. Witkos closed the public hearing and explained that the BOS will take action on this matter at the next meeting.

APPOINTMENTS:

Appointment of George Platt (R) as a member of Economic Development Agency for a term to expire on July 1, 2024.

K. Witkos commented that George Platt has met with the Appointments Committee. Mr. Platt introduced himself as a 10-year Canton resident. He had originally applied to serve on the Planning & Zoning Commission but there were no openings. The Appointments Committee thought he would be well suited for the EDA. Mr. Platt stated that he would like to be more involved in the community. In the past, he has been involved in Town sports and schools. He would like to help the Town grow and succeed. S. Sedor commented that Mr. Platt's financial background and professional experience is very impressive. He is in favor of the appointment. K. Witkos asked Mr. Platt to comment on plans for the ax factory development, as well as other Town development, and growing the tax base. Mr. Platt said that it will take a combination of residential and commercial development to grow the Town and the tax base. He has experienced tax increases every year in the time he has lived here. He would like to see more development in Town. He thinks that Canton has a great mix of a downtown area, and businesses along route 44.

Motion: W. Volovski moved to approve the appointment of George Platt (R) as a member of Economic Development Agency for a term to expire on July 1, 2024.

Seconded by: S. Sedor

The motion passed unanimously.

R. Skinner swore in Mr. Platt.

ACTION ITEMS

Review and possibly approve the Board of Selectmen Goals.

K. Witkos thanked R. Skinner for capturing the goals and all details in his draft document. S. Sedor said that he cannot support the goal for the replacement of the trestle bridge unless there is grant funding. Also, he had voted against the bike pump track, so he cannot support the specificity of the goal as it is written. He would support a more general goal about recreational use of the Lawton Road. T. LeGeyt indicated that he had similar concerns about the trestle bridge, and that some of the recreational goals are too specific. He would like to see some revisions to the draft goals. Selectmen discussed revisions to the Recreation section of the goals; and the eventual need to replace the trestle bridge, along with possible grant funding (the anticipated cost is \$500,000). E. Corkum Winsor stressed the importance of thinking of long-term goals vs. short-term. R. Skinner added that these are generally considered to be 4-year goals. Ms. Winsor also pointed out that the bike pump track is a citizen-based project, which should be supported as a way to have residents involved in the community. She added that prior BOS goals included a specific goal for Senior and Social Services. R. Skinner commented that this goal might be part of the section on improving facilities.

Motion: S. Sedor moved that the BOS approve the draft Goals and Objectives for 2024 through 2027 with the following changes: under Recreation #2—"Support expansion of the

Farmington River Bike Trail, pursue the application of grants for the replacement of the trestle bridge and for the Town's continued status as a bike friendly community."

Replace #3 under "Recreation" with: "Consider the expansion of recreational opportunities on the Town property on Lawton Road."

Add under Fiscal Responsibility—"Expand services for, and improve facilities, for the Senior Center."

Add: "Support citizen-based community projects".

Seconded by: T. LeGeyt

The motion passed unanimously.

Review and possibly approve the Board of Selectmen Mission Statement.

K. Witkos commented that the proposed mission statement captured the essence of why the BOS exists and what it is doing.

Motion: W. Volovski moved to approve the Board of Selectmen Mission Statement.

Seconded by: S. Sedor

The motion passed unanimously.

Review and possibly approve an employee survey.

E. Corkum Winsor had suggestions and comments on the survey. She suggested the name of the survey be Employee Survey or Employee Pulse Survey because we are measuring more than job satisfaction. She recommended having numerical ratings to go along with words. This will allow us to get averages and be helpful for comparisons if this becomes an annual survey. She asked if the survey submissions will indicate which departments they are from. Selectmen discussed the importance of anonymity. S. Sedor emphasized the need for anonymity and that it be made clear that the survey is not required; departments should not be indicated. Selectmen also discussed the need to include a positive introductory statement about the importance of employee opinions and that employee responses could help affect change. Selectmen agreed that the draft survey had good questions and was going in the right direction. R. Skinner will assign numeric values to questions, draft an introductory statement, and finalize the survey. This item was tabled until the next BOS meeting.

Review the current agency appointment process.

K. Witkos said that his concern is about the makeup of agencies, the number of vacancies, and the entire process for appointments and reappointments. N. Pade is scheduled for a February meeting to instruct the BOS on the Land Use Agencies and their requirements, as well as the POCD. S. Sedor commented that he had expected there was a much more formal process and deeper vetting than what he has discovered since he started serving on the Appointments Committee two months ago. He thinks the policy should put more responsibility on the Appointments Committee. They should review all applicants, interview them with set questions and then recommend applicants to the full Board. More information should be provided by agency chairs for reappointments—chairs and members should answer a series of questions. T. LeGeyt said there is a need for caution about having a process that is too onerous. We have many vacancies and we need some balance to the process. There will be a larger discussion and review of this issue at the February meeting.

Rescind referral of the Boiler Replacement Project to the Permanent Municipal Building Committee.

K. Witkos said that everyone should have read the comments on this matter. An independent engineer inspected the boilers and it was determined that the boilers have an additional ten years of service life and do not need to be replaced.

Motion: S. Sedor moved to rescind the referral of the Boiler Replacement Project to the Permanent Municipal Building Committee.

Seconded by: E. Corkum Winsor

The motion passed unanimously.

ADOPTION OF CONSENT AGENDA

Item B of the Consent Agenda (Approve the December 27, 2023, Board of Selectmen Meeting Minutes) was removed from the Consent Agenda for separate consideration.

- Refund of Taxes pursuant to Connecticut General Statutes 12-129
- Approve Acceptance of the State ARPA Senior Center Funding Grant in the amount of \$31,922.

Motion: W. Volovski moved to adopt the consent agenda.

Seconded by: T. LeGeyt

The motion passed unanimously.

- Approve the December 27, 2023, Board of Selectmen Meeting Minutes

Motion: W. Volovski moved to approved the December 27, 2023 Board of Selectmen Meeting Minutes as amended.

Seconded by: E. Corkum Winsor

The motion passed 3-0-2.

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

First Selectman's Report

- He received a message from Canton Little League about people bringing their dogs to Town sports fields and letting them run off leash. He asked R. Skinner to draft an ordinance to prohibit the release of dogs in a secured recreational field. The Animal Control Officer should have the ability to enforce it.
- He received three separate communications about the tennis courts; they are highly used. R. Skinner said that tennis court repairs would cost \$395,000 (with basketball court repairs it would total \$500,000).

CAO Report

- R. Skinner said that he included information on the cost of the recent storm in the meeting package. The cost was \$34,335 – 25% of the total overtime was used for this.
- All department budgets have been reviewed – there is a 34% budget increase—this includes CIP.

ADJOURNMENT

K. Witkos adjourned the meeting at 8:33 p.m.



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:

2023 STEAP Grant

Date of Submission:

1-19-24

Date of Board Meeting:

1-24-24

Individual or Entity making the submission:

Robert Skinner

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:

Approve DEEP resolution authorizing the First Selectman to execute all necessary documents required for the recently approved Small Town Economic Assistance Grant in the amount of \$374,485 to partially fund sewer treatment plant efficiency improvements.

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.)**

Robert Skinner

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.)

Despite being previously approved by the Board of Selectmen, Board of Finance and a Town Meeting, DEEP (State agency overseeing the STEAP grant) has requested that the Board pass a resolution that authorizes the First Selectman to accept the grant and sign all necessary documents. Following this submittal form is a copy of the resolution, that once approved, will be certified by the Town Clerk.

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:

Board of Selectmen Resolution.

AUTHORIZING RESOLUTION OF THE BOARD OF SELECTMEN

TOWN OF CANTON

January 24, 2024

I, Tracy Morrocco, Town Clerk of the Town of Canton, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at a Town Meeting of said municipality at a meeting held on August 9, 2023:

"RESOLVED, that the 2023 Connecticut STEAP Grant in the amount of \$374,485 for Treatment Plant Capacity Improvements has been approved at Town Meeting and therefore First Selectman Kevin Witkos is hereby authorized to accept the grant on behalf of the Town of Canton; and

FURTHER RESOLVED, that First Selectman Kevin Witkos is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2023 STEAP Grant with the State of Connecticut."

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that Kevin Witkos is the First Selectman of the town of Canton, and has been since November 21, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Canton this ____ day of January, 2024.

Town of Canton

Tracy Morrocco, Town Clerk

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.01.010.51120	FIRST SELECTMAN'S SALARY	\$15,000.00	\$1,730.78	\$7,499.98	\$7,500.02	\$7,499.94	\$0.08	0.00%
010.01.010.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$17,726.81	\$0.00	\$16,771.00	\$955.81	\$0.00	\$955.81	5.39%
	DEPARTMENT: BOARD OF SELECTMEN - 010	\$32,726.81	\$1,730.78	\$24,270.98	\$8,455.83	\$7,499.94	\$955.89	2.92%
010.01.020.51000	FULL TIME SALARIES	\$74,260.92	\$8,568.00	\$35,904.00	\$38,356.92	\$37,128.00	\$1,228.92	1.65%
010.01.020.51110	SUPERVISORY'S SALARIES	\$161,886.00	\$19,519.62	\$84,331.90	\$77,554.10	\$84,584.99	(\$7,030.89)	-4.34%
010.01.020.51200	PART TIME	\$3,800.00	\$383.63	\$2,107.40	\$1,692.60	\$143.22	\$1,549.38	40.77%
010.01.020.53000	EQUIPMENT PURCHASE	\$300.00	\$401.98	\$2,009.90	(\$1,709.90)	\$0.00	(\$1,709.90)	-569.97%
010.01.020.53700	POSTAGE METER RENTAL	\$1,965.00	\$0.00	\$982.62	\$982.38	\$0.00	\$982.38	49.99%
010.01.020.55200	MILEAGE	\$3,100.00	\$0.00	\$2,250.00	\$850.00	\$2,250.00	(\$1,400.00)	-45.16%
010.01.020.55850	SAFETY	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
010.01.020.56100	POSTAGE	\$900.00	\$3.52	\$3.52	\$896.48	\$0.00	\$896.48	99.61%
010.01.020.56820	MEDICAL DOCTORS	\$3,000.00	\$132.50	\$795.50	\$2,204.50	\$0.00	\$2,204.50	73.48%
010.01.020.56920	CONSULTANT	\$8,000.00	\$0.00	\$4,500.00	\$3,500.00	\$0.00	\$3,500.00	43.75%
010.01.020.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,795.09	\$0.00	\$1,052.26	\$742.83	\$0.00	\$742.83	41.38%
010.01.020.57100	OFFICE SUPPLIES	\$2,800.00	\$766.24	\$941.48	\$1,858.52	\$0.00	\$1,858.52	66.38%
010.01.020.57105	POSTAGE METER SUPPLIES	\$400.00	\$140.60	\$140.60	\$259.40	\$0.00	\$259.40	64.85%
010.01.020.57500	ADVERTISING	\$300.00	\$55.75	\$138.00	\$162.00	\$0.00	\$162.00	54.00%
010.01.020.57600	COMPUTER SUPPLIES	\$300.00	(\$742.60)	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
	DEPARTMENT: CHIEF ADMINISTRATIVE OFFICER - 020	\$263,307.01	\$29,229.24	\$135,157.18	\$128,149.83	\$124,106.21	\$4,043.62	1.54%
010.01.030.51130	REGISTRAR OF VOTERS SALARIES	\$20,000.00	\$2,307.72	\$10,000.12	\$9,999.88	\$9,999.88	\$0.00	0.00%
010.01.030.51140	REGISTRARS DEPUTIES SALARIES	\$6,000.00	\$692.36	\$2,999.96	\$3,000.04	\$3,000.30	(\$0.26)	0.00%
010.01.030.52020	ELECTION WORKERS	\$2,750.00	\$0.00	\$1,290.00	\$1,460.00	\$0.00	\$1,460.00	53.09%
010.01.030.55000	REPAIRS & MAINTENANCE	\$865.00	\$0.00	\$750.00	\$115.00	\$0.00	\$115.00	13.29%
010.01.030.55200	MILEAGE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
010.01.030.56090	CANVASSING LIST	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	100.00%
010.01.030.56100	POSTAGE	\$1,000.00	\$130.65	\$217.74	\$782.26	\$0.00	\$782.26	78.23%
010.01.030.56720	MEALS	\$200.00	\$0.00	\$77.03	\$122.97	\$0.00	\$122.97	61.49%
010.01.030.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,400.00	\$0.00	\$420.00	\$980.00	\$0.00	\$980.00	70.00%
010.01.030.57100	OFFICE SUPPLIES	\$800.00	\$431.54	\$431.54	\$368.46	\$0.00	\$368.46	46.06%
	DEPARTMENT: ELECTIONS - 030	\$33,390.00	\$3,562.27	\$16,186.39	\$17,203.61	\$13,000.18	\$4,203.43	12.59%
010.01.050.59100	DEPARTMENT EXPENSE	\$4,352.25	\$0.00	\$0.00	\$4,352.25	\$0.00	\$4,352.25	100.00%
	DEPARTMENT: PROBATE COURT - 050	\$4,352.25	\$0.00	\$0.00	\$4,352.25	\$0.00	\$4,352.25	100.00%
010.02.060.51301	FULL TIME HOURLY	\$61,269.04	\$6,953.10	\$29,136.80	\$32,132.24	\$30,130.10	\$2,002.14	3.27%
010.02.060.53305	PURCHASED SERVICES	\$2,750.00	\$0.00	\$0.00	\$2,750.00	\$0.00	\$2,750.00	100.00%
010.02.060.55200	MILEAGE	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
010.02.060.55830	COMPUTER SOFTWARE SUPPORT	\$16,685.25	\$0.00	\$13,305.80	\$3,379.45	\$0.00	\$3,379.45	20.25%
010.02.060.56100	POSTAGE	\$1,230.00	\$47.34	\$136.80	\$1,093.20	\$0.00	\$1,093.20	88.88%
010.02.060.56910	REFERENCES/TEXTS	\$1,309.00	\$0.00	\$1,011.00	\$298.00	\$0.00	\$298.00	22.77%
010.02.060.56920	CONSULTANT	\$22,880.00	\$4,070.00	\$17,710.00	\$5,170.00	\$0.00	\$5,170.00	22.60%
010.02.060.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$830.00	\$0.00	\$50.00	\$780.00	\$0.00	\$780.00	93.98%
010.02.060.57100	OFFICE SUPPLIES	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
010.02.060.57200	PRINTING	\$985.00	\$0.00	\$907.47	\$77.53	\$0.00	\$77.53	7.87%
010.02.060.57210	GRAND LIST PROCESSING	\$661.51	\$0.00	\$0.00	\$661.51	\$0.00	\$661.51	100.00%
010.02.060.57220	MAPPING MATERIALS	\$3,200.00	\$0.00	\$4,050.00	(\$850.00)	\$0.00	(\$850.00)	-26.56%
010.02.060.57500	ADVERTISING	\$275.00	\$0.00	\$154.38	\$120.62	\$0.00	\$120.62	43.86%
010.02.060.57600	COMPUTER SUPPLIES	\$300.00	\$0.00	\$289.47	\$10.53	\$0.00	\$10.53	3.51%
	DEPARTMENT: ASSESSMENT - 060	\$113,524.80	\$11,070.44	\$66,751.72	\$46,773.08	\$30,130.10	\$16,642.98	14.66%

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.07.065.51110	SUPERVISORY'S SALARIES	\$86,762.00	\$10,149.33	\$42,530.53	\$44,231.47	\$43,980.41	\$251.06	0.29%
010.07.065.54200	VEHICLE FUEL	\$0.00	\$128.61	\$535.15	(\$535.15)	\$0.00	(\$535.15)	0.00%
010.07.065.55010	VEHICLE MAINTENANCE	\$0.00	\$0.00	\$68.56	(\$68.56)	\$0.00	(\$68.56)	0.00%
010.07.065.55200	MILEAGE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
010.07.065.56100	POSTAGE	\$0.00	\$0.00	\$162.00	(\$162.00)	\$0.00	(\$162.00)	0.00%
010.07.065.56910	REFERENCES/TEXTS	\$720.00	\$0.00	\$0.00	\$720.00	\$0.00	\$720.00	100.00%
010.07.065.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,200.00	\$75.00	\$720.00	\$480.00	\$0.00	\$480.00	40.00%
	DEPARTMENT: BUILDING OFFICIAL - 065	\$91,682.00	\$10,352.94	\$44,016.24	\$47,665.76	\$43,980.41	\$3,685.35	4.02%
010.02.080.51110	SUPERVISORY'S SALARIES	\$67,513.94	\$6,575.05	\$33,148.10	\$34,365.84	\$37,337.33	(\$2,971.49)	-4.40%
010.02.080.51200	PART TIME HOURLY	\$1,000.00	\$0.00	\$477.00	\$523.00	\$0.00	\$523.00	52.30%
010.02.080.53400	COLLECTION SERVICES	\$8,105.00	\$0.00	\$1,854.42	\$6,250.58	\$0.00	\$6,250.58	77.12%
010.02.080.55200	MILEAGE	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
010.02.080.56100	POSTAGE	\$7,461.00	\$782.25	\$1,981.74	\$5,479.26	\$0.00	\$5,479.26	73.44%
010.02.080.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,065.00	\$75.00	\$1,135.00	(\$70.00)	\$0.00	(\$70.00)	-6.57%
010.02.080.57100	OFFICE SUPPLIES	\$425.00	\$0.00	\$0.00	\$425.00	\$0.00	\$425.00	100.00%
010.02.080.57110	BUSINESS FORMS	\$6,686.00	\$0.00	\$6,014.69	\$671.31	\$0.00	\$671.31	10.04%
010.02.080.57120	BINDING BOOKS	\$528.00	\$0.00	\$0.00	\$528.00	\$0.00	\$528.00	100.00%
010.02.080.57500	ADVERTISING	\$476.00	\$0.00	\$291.30	\$184.70	\$0.00	\$184.70	38.80%
010.02.080.57600	COMPUTER SUPPLIES	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
	DEPARTMENT: TAX COLLECTOR - 080	\$93,809.94	\$7,432.30	\$44,902.25	\$48,907.69	\$37,337.33	\$11,570.36	12.33%
010.02.090.51000	FULL TIME SALARIES	\$121,656.00	\$9,379.23	\$60,525.23	\$61,130.77	\$76,095.62	(\$14,964.85)	-12.30%
010.02.090.51110	SUPERVISORY'S SALARIES	\$112,093.06	(\$868.92)	\$73,804.20	\$38,288.86	\$134,165.53	(\$95,876.67)	-85.53%
010.02.090.51200	PART TIME	\$0.00	(\$2,558.55)	(\$4,850.55)	\$4,850.55	\$0.00	\$4,850.55	0.00%
010.02.090.51301	FULL TIME HOURLY	\$263,041.08	\$27,438.83	\$129,563.98	\$133,477.10	\$144,935.54	(\$11,458.44)	-4.36%
010.02.090.55200	MILEAGE	\$400.00	\$0.00	\$25.55	\$374.45	\$0.00	\$374.45	93.61%
010.02.090.55830	COMPUTER SOFTWARE SUPPORT	\$26,119.00	\$0.00	\$23,601.94	\$2,517.06	\$0.00	\$2,517.06	9.64%
010.02.090.55860	COPIER MAINTENANCE CONTRACT	\$180.00	\$40.29	\$263.62	(\$83.62)	\$0.00	(\$83.62)	-46.46%
010.02.090.56100	POSTAGE	\$1,897.00	\$503.28	\$911.74	\$985.26	\$0.00	\$985.26	51.94%
010.02.090.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$2,210.00	\$631.60	\$943.82	\$1,266.18	\$0.00	\$1,266.18	57.29%
010.02.090.57100	OFFICE SUPPLIES	\$2,480.00	\$226.71	\$580.67	\$1,899.33	\$0.00	\$1,899.33	76.59%
010.02.090.57600	COMPUTER SUPPLIES	\$500.00	\$0.00	\$238.96	\$261.04	\$0.00	\$261.04	52.21%
010.02.090.60040	COPIER LEASE	\$950.00	\$55.88	\$370.18	\$579.82	\$0.00	\$579.82	61.03%
	DEPARTMENT: FINANCE OFFICER - 090	\$531,526.14	\$34,848.35	\$285,979.34	\$245,546.80	\$355,196.69	(\$109,649.89)	-20.63%
010.01.100.52160	GENERAL	\$40,000.00	\$12,980.00	\$30,534.00	\$9,466.00	\$0.00	\$9,466.00	23.67%
010.01.100.52170	LABOR	\$10,000.00	\$0.00	\$880.00	\$9,120.00	\$0.00	\$9,120.00	91.20%
010.01.100.52210	ENVIRONMENTAL LAW/LAND USE	\$10,000.00	\$6,158.68	\$21,825.83	(\$11,825.83)	\$0.00	(\$11,825.83)	-118.26%
	DEPARTMENT: TOWN COUNSEL - 100	\$60,000.00	\$19,138.68	\$53,239.83	\$6,760.17	\$0.00	\$6,760.17	11.27%
010.01.110.51110	SUPERVISORY'S SALARIES	\$84,793.41	\$9,576.93	\$91,634.66	(\$6,841.25)	\$41,499.99	(\$48,341.24)	-57.01%
010.01.110.51200	PART TIME	\$42,723.00	\$4,954.45	\$21,167.39	\$21,555.61	\$1,549.91	\$20,005.70	46.83%
010.01.110.55200	MILEAGE	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
010.01.110.55860	COPIER MAINTENANCE CONTRACT	\$200.00	\$9.11	\$53.82	\$146.18	\$0.00	\$146.18	73.09%
010.01.110.55950	VITAL STATISTICS	\$165.00	\$0.00	\$75.81	\$89.19	\$0.00	\$89.19	54.05%
010.01.110.56100	POSTAGE	\$3,000.00	\$1,039.84	\$1,254.32	\$1,745.68	\$0.00	\$1,745.68	58.19%
010.01.110.56205	CELL PHONE	\$480.00	\$0.00	\$80.00	\$400.00	\$0.00	\$400.00	83.33%
010.01.110.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$445.00	\$150.00	\$500.00	(\$55.00)	\$0.00	(\$55.00)	-12.36%
010.01.110.57100	OFFICE SUPPLIES	\$725.00	\$48.13	\$541.48	\$183.52	\$0.00	\$183.52	25.31%

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.01.110.57200	BALLOTS	\$4,870.00	\$0.00	\$2,978.61	\$1,891.39	\$0.00	\$1,891.39	38.84%
010.01.110.57500	ADVERTISING	\$1,750.00	\$161.32	\$760.86	\$989.14	\$0.00	\$989.14	56.52%
010.01.110.57600	COMPUTER SUPPLIES	\$840.00	\$0.00	\$585.76	\$254.24	\$0.00	\$254.24	30.27%
010.01.110.57700	PHOTOSTATING/BINDING MAPS	\$175.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	100.00%
010.01.110.57900	MICROFILMING/INDEXING	\$13,460.00	\$867.08	\$5,957.05	\$7,502.95	\$4,025.00	\$3,477.95	25.84%
010.01.110.60040	COPIER LEASE	\$933.00	\$49.05	\$245.25	\$687.75	\$0.00	\$687.75	73.71%
	DEPARTMENT: TOWN CLERK - 110	\$154,759.41	\$16,855.91	\$125,835.01	\$28,924.40	\$47,074.90	(\$18,150.50)	-11.73%
010.05.120.51304	FULL TIME HOURLY NAGE	\$193,044.80	\$22,274.40	\$96,522.40	\$96,522.40	\$96,534.40	(\$12.00)	-0.01%
010.05.120.51400	OVERTIME	\$27,000.00	\$2,532.77	\$10,087.45	\$16,912.55	\$960.30	\$15,952.25	59.08%
010.05.120.55000	REPAIRS/MAINTENANCE	\$19,000.00	\$0.00	\$9,385.23	\$9,614.77	\$8,974.51	\$640.26	3.37%
010.05.120.55100	MAINTENANCE/CLEANING SUPPLIES	\$12,000.00	\$964.48	\$9,375.54	\$2,624.46	\$0.00	\$2,624.46	21.87%
010.05.120.55300	HEATING/COOLING REPAIRS	\$6,000.00	\$0.00	\$826.86	\$5,173.14	\$5,382.24	(\$209.10)	-3.49%
010.05.120.55310	HEATING/COOLING CONTRACT	\$1,978.00	\$0.00	\$989.00	\$989.00	\$989.00	\$0.00	0.00%
010.05.120.55500	LIGHT/POWER	\$44,299.00	\$4,110.44	\$22,534.80	\$21,764.20	\$0.00	\$21,764.20	49.13%
010.05.120.55600	ELEVATOR MAINTENANCE CONTRACT	\$1,785.00	\$0.00	\$1,800.00	(\$15.00)	\$0.00	(\$15.00)	-0.84%
010.05.120.56200	TELEPHONE	\$13,000.00	\$1,138.54	\$6,501.04	\$6,498.96	\$0.00	\$6,498.96	49.99%
010.05.120.56500	FUEL OIL/HEAT	\$15,500.00	\$2,041.51	\$4,295.73	\$11,204.27	\$0.00	\$11,204.27	72.29%
010.05.120.56750	WATER	\$2,000.00	\$497.47	\$1,300.40	\$699.60	\$0.00	\$699.60	34.98%
010.05.120.56760	SEWER USE	\$400.00	\$0.00	\$459.17	(\$59.17)	\$0.00	(\$59.17)	-14.79%
	DEPARTMENT: TOWN HALL - 120	\$336,006.80	\$33,559.61	\$164,077.62	\$171,929.18	\$112,840.45	\$59,088.73	17.59%
010.08.130.52000	PROPERTY/CASUALTY	\$196,677.00	\$39,607.14	\$153,529.36	\$43,147.64	\$0.00	\$43,147.64	21.94%
010.08.130.52010	WORKMAN'S COMPENSATION	\$113,580.40	\$32,164.72	\$99,463.03	\$14,117.37	\$0.00	\$14,117.37	12.43%
010.08.130.52030	UNEMPLOYMENT	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
010.08.130.53560	RECOVERABLE EXPENSE	\$4,000.00	(\$8,901.36)	\$2,007.94	\$1,992.06	\$0.00	\$1,992.06	49.80%
	DEPARTMENT: INSURANCE - 130	\$316,257.40	\$62,870.50	\$255,000.33	\$61,257.07	\$0.00	\$61,257.07	19.37%
010.00.141.52400	F.I.C.A.	\$440,575.00	\$44,745.00	\$248,562.05	\$192,012.95	\$19,579.54	\$172,433.41	39.14%
010.09.141.52110	LIFE INSURANCE	\$8,829.00	\$0.00	\$4,573.20	\$4,255.80	\$0.00	\$4,255.80	48.20%
010.09.141.52120	MEDICAL INSURANCE	\$947,391.00	\$0.00	\$473,695.50	\$473,695.50	\$34,588.63	\$439,106.87	46.35%
010.09.141.52130	SECTION 125 ADMINISTRATION	\$776.00	\$129.34	\$388.02	\$387.98	\$0.00	\$387.98	50.00%
010.09.141.52140	LT DISABILITY & ADD	\$8,039.00	\$0.00	\$3,799.38	\$4,239.62	\$0.00	\$4,239.62	52.74%
010.09.141.52145	HEART AND HYPERTENSION DISEASE	\$43,576.00	\$4,190.00	\$21,788.00	\$21,788.00	\$0.00	\$21,788.00	50.00%
010.09.141.52300	PENSION	\$1,070,065.00	\$55,569.85	\$959,402.50	\$110,662.50	\$19,324.66	\$91,337.84	8.54%
010.09.141.56820	EMPLOYEE ASSISTANCE PROGRAM	\$3,207.00	\$0.00	\$2,889.00	\$318.00	\$0.00	\$318.00	9.92%
	DEPARTMENT: FRINGE BENEFITS - 141	\$2,522,458.00	\$104,634.19	\$1,715,097.65	\$807,360.35	\$73,492.83	\$733,867.52	29.09%
010.04.157.52050	FIRE SERVICE DB/DC	\$29,867.00	\$0.00	\$29,687.00	\$180.00	\$0.00	\$180.00	0.60%
	DEPARTMENT: SERVICE INCENTIVE - 157	\$29,867.00	\$0.00	\$29,687.00	\$180.00	\$0.00	\$180.00	0.60%
010.04.158.51200	OFFICER STIPENDS	\$19,750.25	\$865.38	\$3,749.98	\$16,000.27	\$3,750.02	\$12,250.25	62.03%
010.04.158.51220	PART TIME HOURLY	\$128,709.36	\$15,040.58	\$56,921.15	\$71,788.21	\$3,185.78	\$68,602.43	53.30%
010.04.158.51230	PAY PER CALL	\$83,000.00	\$0.00	\$1,100.00	\$81,900.00	\$0.00	\$81,900.00	98.67%
010.04.158.53000	EQUIPMENT PURCHASE	\$58,000.00	\$1,654.35	\$18,027.70	\$39,972.30	\$3,970.55	\$36,001.75	62.07%
010.04.158.53630	FIRE SERVICE AWARDS	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	100.00%
010.04.158.54100	TIRES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
010.04.158.54200	VEHICLE FUEL	\$10,266.00	\$1,357.52	\$5,891.35	\$4,374.65	\$0.00	\$4,374.65	42.61%
010.04.158.55010	VEHICLE MAINTENANCE	\$67,000.00	\$16,174.68	\$28,815.76	\$38,184.24	\$0.00	\$38,184.24	56.99%
010.04.158.55020	RADIO MAINTENANCE	\$3,000.00	\$0.00	\$977.36	\$2,022.64	\$0.00	\$2,022.64	67.42%
010.04.158.55030	EQUIPMENT MAINTENANCE	\$4,000.00	\$2.13	\$122.76	\$3,877.24	\$0.00	\$3,877.24	96.93%

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.04.158.55100	MAINTENANCE/CLEANING SUPPLIES	\$20,000.00	\$2,381.60	\$15,015.56	\$4,984.44	\$0.00	\$4,984.44	24.92%
010.04.158.55500	LIGHT/POWER	\$20,000.00	\$1,220.46	\$8,013.42	\$11,986.58	\$0.00	\$11,986.58	59.93%
010.04.158.55830	COMPUTER SOFTWARE SUPPORT	\$7,000.00	\$57.43	\$5,024.10	\$1,975.90	\$0.00	\$1,975.90	28.23%
010.04.158.56200	TELEPHONE	\$1,800.00	\$168.92	\$1,009.27	\$790.73	\$0.00	\$790.73	43.93%
010.04.158.56205	CELL PHONE	\$3,800.00	\$390.00	\$2,813.00	\$987.00	\$0.00	\$987.00	25.97%
010.04.158.56340	CABLE/INTERNET	\$3,800.00	\$316.00	\$1,808.08	\$1,991.92	\$0.00	\$1,991.92	52.42%
010.04.158.56500	FUEL OIL/HEAT	\$18,500.00	\$2,047.85	\$3,749.11	\$14,750.89	\$0.00	\$14,750.89	79.73%
010.04.158.56750	WATER	\$500.00	\$0.00	\$318.23	\$181.77	\$0.00	\$181.77	36.35%
010.04.158.56760	SEWER USE	\$200.00	\$0.00	\$225.00	(\$25.00)	\$0.00	(\$25.00)	-12.50%
010.04.158.56820	PHYSICALS	\$12,350.00	\$2,759.00	\$3,588.00	\$8,762.00	\$2,839.00	\$5,923.00	47.96%
010.04.158.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,000.00	\$0.00	\$405.00	\$595.00	\$0.00	\$595.00	59.50%
010.04.158.57100	OFFICE SUPPLIES	\$700.00	\$0.00	\$289.35	\$410.65	\$0.00	\$410.65	58.66%
010.04.158.57550	RECRUITMENT	\$0.00	\$11.75	\$108.67	(\$108.67)	\$0.00	(\$108.67)	0.00%
010.04.158.57800	TRAINING/EDUCATION	\$10,000.00	\$0.00	\$234.45	\$9,765.55	\$0.00	\$9,765.55	97.66%
010.04.158.59930	NFPA COMPLIANCE	\$15,000.00	\$325.00	\$13,283.63	\$1,716.37	\$0.00	\$1,716.37	11.44%
010.04.158.59950	CONSUMABLES	\$1,500.00	\$0.00	\$107.64	\$1,392.36	\$0.00	\$1,392.36	92.82%
010.04.158.59980	RETENTION	\$8,000.00	\$2,352.65	\$4,321.30	\$3,678.70	\$0.00	\$3,678.70	45.98%
010.04.158.60040	COPIER LEASE	\$750.00	\$54.98	\$271.63	\$478.37	\$0.00	\$478.37	63.78%
	DEPARTMENT: FIRE SERVICES - 158	\$506,425.61	\$47,180.28	\$176,191.50	\$330,234.11	\$13,745.35	\$316,488.76	62.49%
010.04.162.53480	EMS DEFICIT	\$492,606.63	\$123,151.66	\$246,303.32	\$246,303.31	\$0.00	\$246,303.31	50.00%
010.04.162.53500	EMS C-MED	\$22,182.60	\$0.00	\$22,182.60	\$0.00	\$0.00	\$0.00	0.00%
	DEPARTMENT: EMERGENCY SERVICES - 162	\$514,789.23	\$123,151.66	\$268,485.92	\$246,303.31	\$0.00	\$246,303.31	47.85%
010.03.170.51110	SUPERVISORY'S SALARIES	\$274,261.42	\$31,645.53	\$137,130.63	\$137,130.79	\$137,130.79	\$0.00	0.00%
010.03.170.51200	PART TIME HOURLY	\$5,324.00	\$832.14	\$2,403.96	\$2,920.04	\$125.52	\$2,794.52	52.49%
010.03.170.51301	FULL TIME HOURLY	\$62,101.06	\$3,549.00	\$57,680.38	\$4,420.68	\$30,758.00	(\$26,337.32)	-42.41%
010.03.170.51400	OVERTIME-POLICE ADMIN	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
010.03.170.51495	PRIVATE DUTY	\$0.00	\$0.00	\$0.00	\$0.00	\$12,300.12	(\$12,300.12)	0.00%
010.03.170.55810	OFFICE EQUIPMENT MAINTENANCE	\$6,000.00	\$35.00	\$293.94	\$5,706.06	\$0.00	\$5,706.06	95.10%
010.03.170.55830	COMPUTER SOFTWARE SUPPORT	\$52,488.00	\$680.92	\$31,773.49	\$20,714.51	\$0.00	\$20,714.51	39.47%
010.03.170.55860	COPIER MAINTENANCE CONTRACT	\$1,300.00	\$212.64	\$912.30	\$387.70	\$0.00	\$387.70	29.82%
010.03.170.56100	POSTAGE	\$500.00	\$64.37	\$110.20	\$389.80	\$0.00	\$389.80	77.96%
010.03.170.56205	CELL PHONE	\$960.00	\$139.36	\$339.31	\$620.69	\$0.00	\$620.69	64.66%
010.03.170.56240	REGIONAL PROGRAMS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
010.03.170.56700	UNIFORMS	\$1,900.00	\$62.85	\$321.35	\$1,578.65	\$0.00	\$1,578.65	83.09%
010.03.170.56820	MEDICAL DOCTORS	\$2,140.00	\$0.00	\$0.00	\$2,140.00	\$0.00	\$2,140.00	100.00%
010.03.170.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$5,100.00	\$190.00	\$3,159.00	\$1,941.00	\$0.00	\$1,941.00	38.06%
010.03.170.56951	TRAINING	\$1,000.00	\$0.00	\$130.00	\$870.00	\$0.00	\$870.00	87.00%
010.03.170.57100	OFFICE SUPPLIES	\$3,050.00	\$334.99	\$2,863.38	\$186.62	\$0.00	\$186.62	6.12%
010.03.170.59910	MISC. EXPENSE PERSONNEL	\$850.00	\$350.00	\$541.41	\$308.59	\$0.00	\$308.59	36.30%
010.03.170.59920	MISC. EXPENSE DEPARTMENT	\$4,670.00	\$1,620.60	\$2,160.15	\$2,509.85	\$0.00	\$2,509.85	53.74%
010.03.170.60000	EMERGENCY MGMT	\$2,000.00	\$450.36	\$2,129.64	(\$129.64)	\$0.00	(\$129.64)	-6.48%
010.03.170.60040	LEASED EQUIPMENT	\$1,452.00	\$0.00	\$630.00	\$822.00	\$822.00	\$0.00	0.00%
	DEPARTMENT: POLICE DEPARTMENT - 170	\$430,696.48	\$40,167.76	\$247,579.14	\$183,117.34	\$181,136.43	\$1,980.91	0.46%
010.03.171.51303	FULL TIME HOURLY PATROL	\$1,269,499.00	\$175,080.90	\$632,436.26	\$637,062.74	\$632,677.92	\$4,384.82	0.35%
010.03.171.51310	HOLIDAY BENEFITS/AFSCME/PATROL	\$51,000.00	\$4,035.20	\$22,518.16	\$28,481.84	\$10,269.04	\$18,212.80	35.71%
010.03.171.51400	OVERTIME/PATROL	\$75,000.00	\$3,413.24	\$37,810.19	\$37,189.81	\$4,061.50	\$33,128.31	44.17%
010.03.171.51660	EDUCATIONAL INCENTIVE/PATROL	\$3,250.00	\$0.00	\$3,265.00	(\$15.00)	\$750.00	(\$765.00)	-23.54%
010.03.171.55800	DEPT EQUIPMENT/PATROL	\$8,000.00	\$180.87	(\$75.53)	\$8,075.53	\$0.00	\$8,075.53	100.94%

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.03.171.56700	UNIFORMS/PATROL	\$9,500.00	\$559.42	\$4,049.18	\$5,450.82	\$0.00	\$5,450.82	57.38%
010.03.171.56710	WEAPONS/AMMO	\$28,000.00	\$154.00	\$8,108.73	\$19,891.27	\$9,432.00	\$10,459.27	37.35%
010.03.171.56951	TRAINING	\$4,000.00	\$0.00	\$1,204.00	\$2,796.00	\$0.00	\$2,796.00	69.90%
	DEPARTMENT: POLICE DEPT - PATROL - 171	\$1,448,249.00	\$183,423.63	\$709,315.99	\$738,933.01	\$657,190.46	\$81,742.55	5.64%
010.03.172.51303	FULL TIME HOURLY AFSCME/DETECT	\$99,507.00	\$11,481.60	\$48,113.37	\$51,393.63	\$49,753.60	\$1,640.03	1.65%
010.03.172.51310	HOLIDAY BENEFITS/AFSCME/DETECT	\$1,005.00	\$0.00	\$0.00	\$1,005.00	\$0.00	\$1,005.00	100.00%
010.03.172.51400	OVERTIME/DETECTIVE	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
010.03.172.51660	EDUCATIONAL INCENTIVE/DETECTIV	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
010.03.172.56205	CELL PHONE	\$420.00	\$0.00	\$0.00	\$420.00	\$0.00	\$420.00	100.00%
010.03.172.56230	CRIME LAB/PROCESSING	\$1,200.00	\$104.99	\$104.99	\$1,095.01	\$0.00	\$1,095.01	91.25%
010.03.172.56700	UNIFORMS/DETECTIVE	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
010.03.172.56951	TRAINING	\$500.00	\$375.00	\$470.00	\$30.00	\$0.00	\$30.00	6.00%
	DEPARTMENT: POLICE DEPT - DETECTIVE - 172	\$109,982.00	\$11,961.59	\$48,688.36	\$61,293.64	\$49,753.60	\$11,540.04	10.49%
010.03.173.51200	PART TIME/DISPATCH	\$18,075.00	\$3,524.00	\$10,306.30	\$7,768.70	\$226.40	\$7,542.30	41.73%
010.03.173.51302	FULL TIME HOURLY CILU/DISPATCH	\$275,854.00	\$33,195.20	\$135,778.25	\$140,075.75	\$141,106.17	(\$1,030.42)	-0.37%
010.03.173.51311	HOLIDAY BENEFITS/CILU/DISPATCH	\$19,500.00	\$2,494.16	\$9,591.24	\$9,908.76	\$2,637.92	\$7,270.84	37.29%
010.03.173.51321	OVERTIME-DISPATCH	\$51,000.00	\$10,196.66	\$39,001.02	\$11,998.98	\$5,061.11	\$6,937.87	13.60%
010.03.173.51660	EDUCATIONAL INCENTIVE/DISPATCH	\$0.00	\$0.00	\$1,250.00	(\$1,250.00)	\$0.00	(\$1,250.00)	0.00%
010.03.173.55020	RADIO MAINTENANCE/DISPATCH	\$24,900.00	\$0.00	\$4,848.14	\$20,051.86	\$4,643.86	\$15,408.00	61.88%
010.03.173.55200	MILEAGE	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
010.03.173.55800	DEPT EQUIPMENT/DISPATCH	\$2,500.00	\$49.00	\$378.99	\$2,121.01	\$0.00	\$2,121.01	84.84%
010.03.173.56700	UNIFORMS/DISPATCH	\$2,200.00	\$0.00	\$59.13	\$2,140.87	\$0.00	\$2,140.87	97.31%
010.03.173.56951	TRAINING	\$1,500.00	\$0.00	\$481.00	\$1,019.00	\$0.00	\$1,019.00	67.93%
	DEPARTMENT: POLICE DEPT - COMMUN/DISPATCH - 173	\$395,729.00	\$49,459.02	\$201,694.07	\$194,034.93	\$153,675.46	\$40,359.47	10.20%
010.03.174.54100	TIRES/POLICE VEH.MAINTENANCE	\$3,000.00	\$0.00	\$270.00	\$2,730.00	\$0.00	\$2,730.00	91.00%
010.03.174.54200	VEHICLE FUEL/POLICE VEH.MAINT	\$40,500.00	\$4,070.98	\$22,715.86	\$17,784.14	\$0.00	\$17,784.14	43.91%
010.03.174.55010	VEHICLE MAINTENANCE/POLICE	\$14,000.00	\$929.47	\$336.02	\$13,663.98	\$0.00	\$13,663.98	97.60%
	DEPARTMENT: POLICE DEPT - VEHICLE MAINT - 174	\$57,500.00	\$5,000.45	\$23,321.88	\$34,178.12	\$0.00	\$34,178.12	59.44%
010.03.175.56900	POUND SUPPLIES	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
010.03.175.56920	CONSULTANT	\$19,475.00	\$1,622.92	\$9,737.52	\$9,737.48	\$9,737.52	(\$0.04)	0.00%
010.03.175.57950	LICENSE FEES - ST OF CT	\$7,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$7,000.00	100.00%
	DEPARTMENT: ANIMAL CONTROL - 175	\$27,075.00	\$1,622.92	\$9,737.52	\$17,337.48	\$9,737.52	\$7,599.96	28.07%
010.03.179.55100	MAINTENANCE/CLEANING SUPPLIES	\$8,600.00	\$231.49	\$2,088.52	\$6,511.48	\$685.96	\$5,825.52	67.74%
010.03.179.55300	HEATING/COOLING REPAIRS/POLICE	\$5,000.00	\$11,697.60	\$14,841.10	(\$9,841.10)	\$0.00	(\$9,841.10)	-196.82%
010.03.179.55310	HEATING/COOLING CONTRACT/POLIC	\$776.00	\$0.00	\$388.00	\$388.00	\$0.00	\$388.00	50.00%
010.03.179.55500	LIGHT/POWER/POLICE FACILITY	\$17,500.00	\$1,398.08	\$8,127.24	\$9,372.76	\$0.00	\$9,372.76	53.56%
010.03.179.56340	CABLE/INTERNET	\$1,776.00	\$158.28	\$949.68	\$826.32	\$0.00	\$826.32	46.53%
010.03.179.56500	FUEL OIL/HEAT	\$7,600.00	\$534.77	\$1,774.22	\$5,825.78	\$0.00	\$5,825.78	76.66%
010.03.179.56750	WATER/POLICE FACILITY	\$1,300.00	\$406.57	\$894.21	\$405.79	\$0.00	\$405.79	31.21%
010.03.179.56760	SEWER USE/POLICE FACILITY	\$400.00	\$0.00	\$450.00	(\$50.00)	\$0.00	(\$50.00)	-12.50%
	DEPARTMENT: POLICE DEPT - FACILITIES - 179	\$42,952.00	\$14,426.79	\$29,512.97	\$13,439.03	\$685.96	\$12,753.07	29.69%
010.05.200.51200	PART TIME	\$11,520.00	\$0.00	\$11,691.00	(\$171.00)	\$0.00	(\$171.00)	-1.48%
010.05.200.51304	FULL TIME HOURLY NAGE	\$72,841.60	\$8,404.80	\$35,220.11	\$37,621.49	\$36,420.80	\$1,200.69	1.65%
010.05.200.51400	OVERTIME	\$3,500.00	\$0.00	\$2,673.92	\$826.08	\$0.00	\$826.08	23.60%
010.05.200.53610	OLD DYER CEMETERY	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%

Town of Canton

2. BOS YTD Expenditures Report

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☐ Include pre encumbrance

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.05.200.55000	REPAIRS/MAINTENANCE	\$3,000.00	\$681.95	\$4,378.26	(\$1,378.26)	\$0.00	(\$1,378.26)	-45.94%
010.05.200.55500	LIGHT/POWER	\$1,300.00	\$163.65	\$548.10	\$751.90	\$0.00	\$751.90	57.84%
010.05.200.56500	FUEL OIL/HEAT	\$655.00	\$52.15	\$260.75	\$394.25	\$0.00	\$394.25	60.19%
010.05.200.56750	WATER	\$5,000.00	\$0.00	\$2,794.54	\$2,205.46	\$0.00	\$2,205.46	44.11%
010.05.200.56760	SEWER USE	\$400.00	\$0.00	\$450.00	(\$50.00)	\$0.00	(\$50.00)	-12.50%
010.05.200.58310	FIELD MAINTENANCE	\$17,733.00	\$1,155.53	\$14,467.06	\$3,265.94	\$0.00	\$3,265.94	18.42%
	DEPARTMENT: PARKS DEPARTMENT - 200	\$116,649.60	\$10,458.08	\$72,483.74	\$44,165.86	\$36,420.80	\$7,745.06	6.64%
010.05.210.51000	FULL TIME SALARIES	\$181,821.66	\$20,979.42	\$90,910.82	\$90,910.84	\$90,910.80	\$0.04	0.00%
010.05.210.51110	SUPERVISORY'S SALARIES	\$120,563.57	\$13,911.27	\$60,282.17	\$60,281.40	\$60,282.13	(\$0.73)	0.00%
010.05.210.51200	PART TIME	\$8,400.00	\$132.99	\$3,379.02	\$5,020.98	\$0.00	\$5,020.98	59.77%
010.05.210.51301	FULL TIME HOURLY	\$53,409.45	\$6,161.40	\$26,699.40	\$26,710.05	\$26,699.40	\$10.65	0.02%
010.05.210.51304	FULL TIME HOURLY NAGE	\$539,001.60	\$62,148.88	\$259,494.60	\$279,507.00	\$270,750.72	\$8,756.28	1.62%
010.05.210.51400	OVERTIME	\$79,500.00	\$1,412.15	\$10,205.29	\$69,294.71	\$2,579.76	\$66,714.95	83.92%
010.05.210.53710	HEAVY EQUIPMENT RENTAL	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
010.05.210.54100	TIRES	\$4,500.00	\$0.00	\$1,961.33	\$2,538.67	\$0.00	\$2,538.67	56.41%
010.05.210.54200	VEHICLE FUEL	\$12,000.00	\$684.27	\$5,042.82	\$6,957.18	\$0.00	\$6,957.18	57.98%
010.05.210.54210	DIESEL FUEL	\$49,902.00	\$1,421.02	\$10,775.64	\$39,126.36	\$0.00	\$39,126.36	78.41%
010.05.210.54220	OIL	\$2,500.00	(\$55.00)	\$3,122.22	(\$622.22)	\$0.00	(\$622.22)	-24.89%
010.05.210.54230	TREE CARE	\$30,000.00	\$3,600.00	\$26,670.00	\$3,330.00	\$330.00	\$3,000.00	10.00%
010.05.210.54500	SNOW REMOVAL	\$139,250.00	\$3,235.29	\$99,903.22	\$39,346.78	\$18,676.07	\$20,670.71	14.84%
010.05.210.55000	REPAIRS/MAINTENANCE	\$55,000.00	\$5,403.01	\$45,214.10	\$9,785.90	\$7,170.72	\$2,615.18	4.75%
010.05.210.55020	RADIO MAINTENANCE	\$750.00	\$850.00	\$1,471.37	(\$721.37)	\$0.00	(\$721.37)	-96.18%
010.05.210.55110	TOWN MAINTENANCE/SUPPLIES	\$18,000.00	\$5,233.24	\$10,163.00	\$7,837.00	\$1,750.00	\$6,087.00	33.82%
010.05.210.55120	CATCH BASIN CLEANING	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
010.05.210.55130	STREET SWEEPING	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
010.05.210.55200	MILEAGE	\$1,500.00	\$155.50	\$1,236.53	\$263.47	\$0.00	\$263.47	17.56%
010.05.210.55510	ROAD MAINTENANCE	\$30,000.00	\$0.00	\$16,330.31	\$13,669.69	\$0.00	\$13,669.69	45.57%
010.05.210.56205	CELL PHONE	\$3,120.00	\$0.00	\$0.00	\$3,120.00	\$0.00	\$3,120.00	100.00%
010.05.210.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$2,500.00	\$150.00	\$263.99	\$2,236.01	\$0.00	\$2,236.01	89.44%
010.05.210.57220	MAPPING MATERIALS	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
010.05.210.57400	EQUIPMENT PURCHASES - MAJOR	\$1,250.00	\$0.00	\$270.00	\$980.00	\$0.00	\$980.00	78.40%
	DEPARTMENT: GENERAL HIGHWAY - 210	\$1,344,868.28	\$125,423.44	\$673,395.83	\$671,472.45	\$479,149.60	\$192,322.85	14.30%
010.05.260.55000	REPAIRS/MAINTENANCE	\$3,000.00	\$1,516.77	\$3,066.77	(\$66.77)	\$0.00	(\$66.77)	-2.23%
010.05.260.55100	MAINTENANCE/CLEANING SUPPLIES	\$9,500.00	\$165.58	\$5,550.84	\$3,949.16	\$1,550.00	\$2,399.16	25.25%
010.05.260.55500	LIGHT/POWER	\$6,000.00	\$311.04	\$1,287.01	\$4,712.99	\$0.00	\$4,712.99	78.55%
010.05.260.56500	FUEL OIL/HEAT	\$6,214.00	\$510.80	\$1,548.85	\$4,665.15	\$0.00	\$4,665.15	75.07%
010.05.260.56700	UNIFORMS	\$9,500.00	\$676.29	\$5,030.42	\$4,469.58	\$5,500.00	(\$1,030.42)	-10.85%
010.05.260.56720	MEALS	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$2,925.00	(\$325.00)	-12.50%
010.05.260.56750	WATER	\$3,200.00	\$376.00	\$985.06	\$2,214.94	\$0.00	\$2,214.94	69.22%
010.05.260.56760	SEWER USE	\$400.00	\$0.00	\$450.00	(\$50.00)	\$0.00	(\$50.00)	-12.50%
010.05.260.57100	OFFICE SUPPLIES	\$1,500.00	\$322.69	\$556.49	\$943.51	\$0.00	\$943.51	62.90%
	DEPARTMENT: TOWN GARAGE - 260	\$41,914.00	\$3,879.17	\$18,475.44	\$23,438.56	\$9,975.00	\$13,463.56	32.12%
010.05.290.53480	TRANSFER STATION DEFICIT	\$2,956.48	\$0.00	\$0.00	\$2,956.48	\$0.00	\$2,956.48	100.00%
	DEPARTMENT: TRANSFER STATION - 290	\$2,956.48	\$0.00	\$0.00	\$2,956.48	\$0.00	\$2,956.48	100.00%
010.10.320.51110	SUPERVISORY'S SALARIES	\$101,708.32	\$11,735.61	\$50,854.31	\$50,854.01	\$50,854.39	(\$0.38)	0.00%
010.10.320.51200	PART TIME HOURLY	\$174,635.00	\$19,813.79	\$93,643.89	\$80,991.11	\$6,892.36	\$74,098.75	42.43%
010.10.320.51300	FULL TIME SALARY	\$307,139.29	\$27,852.27	\$128,397.39	\$178,741.90	\$139,863.11	\$38,878.79	12.66%

Town of Canton

2. BOS YTD Expenditures Report

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.10.320.53110	COMPUTER HARDWARE PURCHASE	\$500.00	\$0.00	\$2,489.59	(\$1,989.59)	\$0.00	(\$1,989.59)	-397.92%
010.10.320.55200	MILEAGE	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
010.10.320.55800	DEPT EQUIPMENT	\$800.00	\$0.00	\$332.28	\$467.72	\$0.00	\$467.72	58.47%
010.10.320.55830	COMPUTER SOFTWARE SUPPORT	\$2,015.00	\$0.00	\$0.00	\$2,015.00	\$0.00	\$2,015.00	100.00%
010.10.320.55860	COPIER MAINTENANCE CONTRACT	\$700.00	\$15.18	\$685.25	\$14.75	\$0.00	\$14.75	2.11%
010.10.320.56100	POSTAGE	\$4,450.00	\$0.00	\$1,650.56	\$2,799.44	\$0.00	\$2,799.44	62.91%
010.10.320.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,720.00	\$0.00	\$398.62	\$1,321.38	\$0.00	\$1,321.38	76.82%
010.10.320.57100	OFFICE SUPPLIES	\$4,520.00	\$553.94	\$1,827.00	\$2,693.00	\$0.00	\$2,693.00	59.58%
010.10.320.57310	ELECTRONIC SERVICES	\$26,615.00	\$15.80	\$26,249.30	\$365.70	\$0.00	\$365.70	1.37%
010.10.320.57320	PUBLICATIONS	\$72,000.00	\$257.16	\$25,534.37	\$46,465.63	\$0.00	\$46,465.63	64.54%
010.10.320.57600	COMPUTER SUPPLIES	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
010.10.320.57800	TRAINING/EDUCATION	\$2,140.00	\$0.00	\$430.44	\$1,709.56	\$0.00	\$1,709.56	79.89%
010.10.320.59010	PROGRAMS	\$3,750.00	\$0.00	\$2,168.67	\$1,581.33	\$0.00	\$1,581.33	42.17%
010.10.320.60040	COPIER LEASE	\$1,300.00	\$49.06	\$588.95	\$711.05	\$0.00	\$711.05	54.70%
	DEPARTMENT: LIBRARY - 320	\$704,792.61	\$60,292.81	\$335,250.62	\$369,541.99	\$197,609.86	\$171,932.13	24.39%
010.06.340.53575	YOUTH SERVICE BUREAU	\$11,300.00	\$0.00	\$0.00	\$11,300.00	\$0.00	\$11,300.00	100.00%
010.06.340.53580	MEMORIAL DAY	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
010.06.340.53585	HEALTH DISTRICT	\$77,135.00	\$0.00	\$37,811.50	\$39,323.50	\$0.00	\$39,323.50	50.98%
010.06.340.53595	FV VNA	\$12,925.00	\$0.00	\$2,315.00	\$10,610.00	\$0.00	\$10,610.00	82.09%
010.06.340.53600	CANTON HISTORICAL MUSEUM	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
010.06.340.53620	MENTAL HEALTH	\$720.00	\$0.00	\$708.00	\$12.00	\$0.00	\$12.00	1.67%
010.06.340.53626	ARTS COUNCIL	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
010.06.340.58520	FARMINGTON RIVER WATERSHED	\$3,835.00	\$0.00	\$1,519.00	\$2,316.00	\$0.00	\$2,316.00	60.39%
010.06.340.58530	ROARING BROOK NATURE CENTER	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
010.06.340.60011	INTERVAL HOUSE BATTERED WOMEN	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
	DEPARTMENT: COMMUNITY AGENCIES - 340	\$112,165.00	\$0.00	\$44,853.50	\$67,311.50	\$0.00	\$67,311.50	60.01%
010.06.380.51110	SUPERVISORY'S SALARIES	\$77,669.69	\$8,961.87	\$38,834.77	\$38,834.92	\$38,834.88	\$0.04	0.00%
010.06.380.51200	PART TIME	\$61,106.86	\$7,507.07	\$28,919.21	\$32,187.65	\$2,054.50	\$30,133.15	49.31%
010.06.380.54420	DIAL-A-RIDE	\$74,422.00	\$6,956.80	\$43,993.30	\$30,428.70	\$10,314.78	\$20,113.92	27.03%
010.06.380.55200	MILEAGE	\$300.00	\$0.00	\$133.01	\$166.99	\$0.00	\$166.99	55.66%
010.06.380.55830	COMPUTER SOFTWARE SUPPORT	\$632.28	\$15.99	\$79.95	\$552.33	\$0.00	\$552.33	87.36%
010.06.380.55860	COPIER MAINTENANCE CONTRACT	\$560.00	\$55.69	\$1,194.14	(\$634.14)	\$0.00	(\$634.14)	-113.24%
010.06.380.56000	MARKETING	\$3,500.00	\$0.00	\$127.36	\$3,372.64	\$0.00	\$3,372.64	96.36%
010.06.380.56100	POSTAGE	\$1,300.00	\$62.94	\$303.63	\$996.37	\$0.00	\$996.37	76.64%
010.06.380.56205	CELL PHONE	\$480.00	\$40.00	\$200.00	\$280.00	\$0.00	\$280.00	58.33%
010.06.380.56720	MEALS	\$16,140.00	\$0.00	\$0.00	\$16,140.00	\$0.00	\$16,140.00	100.00%
010.06.380.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$360.00	\$50.00	\$250.00	\$110.00	\$0.00	\$110.00	30.56%
010.06.380.57100	OFFICE SUPPLIES	\$1,015.00	\$46.95	\$412.02	\$602.98	\$0.00	\$602.98	59.41%
010.06.380.57200	PRINTING	\$5,500.00	\$0.00	\$1,680.56	\$3,819.44	\$0.00	\$3,819.44	69.44%
010.06.380.59030	SENIOR ACTIVITIES	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
010.06.380.59050	MEALS ON WHEELS	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100.00%
010.06.380.59100	GENERAL ASSISTANCE	\$3,500.00	\$70.48	\$1,345.94	\$2,154.06	\$0.00	\$2,154.06	61.54%
	DEPARTMENT: SENIOR/SOCIAL SERVICES - 380	\$253,485.83	\$23,767.79	\$117,473.89	\$136,011.94	\$51,204.16	\$84,807.78	33.46%
010.07.410.51000	FULL TIME SALARIES	\$143,523.24	\$16,559.10	\$71,756.10	\$71,767.14	\$71,756.19	\$10.95	0.01%
010.07.410.51110	SUPERVISORY'S SALARIES	\$140,134.07	\$16,169.31	\$70,067.01	\$70,067.06	\$70,067.04	\$0.02	0.00%
010.07.410.51200	PART TIME	\$3,200.00	\$1,201.74	\$3,764.71	(\$564.71)	\$0.00	(\$564.71)	-17.65%
010.07.410.55200	MILEAGE	\$800.00	\$81.23	\$571.21	\$228.79	\$0.00	\$228.79	28.60%
010.07.410.55830	COMPUTER SOFTWARE SUPPORT	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%

Town of Canton

2. BOS YTD Expenditures Report

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 12/1/2023

To Date: 12/31/2023

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.07.410.55860	COPIER MAINTENANCE CONTRACT	\$2,400.00	\$58.58	\$380.92	\$2,019.08	\$0.00	\$2,019.08	84.13%
010.07.410.56000	MARKETING	\$10,000.00	\$0.00	\$6,958.23	\$3,041.77	\$0.00	\$3,041.77	30.42%
010.07.410.56100	POSTAGE	\$400.00	\$66.09	\$254.23	\$145.77	\$0.00	\$145.77	36.44%
010.07.410.56910	REFERENCES/TEXTS	\$300.00	\$0.00	\$40.00	\$260.00	\$0.00	\$260.00	86.67%
010.07.410.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$3,641.60	\$55.00	\$1,900.31	\$1,741.29	\$0.00	\$1,741.29	47.82%
010.07.410.57100	OFFICE SUPPLIES	\$900.00	\$0.00	\$440.23	\$459.77	\$0.00	\$459.77	51.09%
010.07.410.57220	MAPPING MATERIALS	\$4,100.00	\$0.00	\$0.00	\$4,100.00	\$0.00	\$4,100.00	100.00%
010.07.410.57500	ADVERTISING	\$3,500.00	\$541.04	\$3,219.72	\$280.28	\$0.00	\$280.28	8.01%
010.07.410.57600	COMPUTER SUPPLIES	\$850.00	\$394.60	\$474.59	\$375.41	\$0.00	\$375.41	44.17%
010.07.410.60040	COPIER LEASE	\$2,400.00	\$108.87	\$541.08	\$1,858.92	\$0.00	\$1,858.92	77.46%
	DEPARTMENT: TOWN PLANNER - 410	\$323,648.91	\$35,235.56	\$160,368.34	\$163,280.57	\$141,823.23	\$21,457.34	6.63%
010.04.440.51110	SUPERVISORY'S SALARIES	\$52,269.95	\$6,272.76	\$25,717.17	\$26,552.78	\$26,136.50	\$416.28	0.80%
010.04.440.51200	PART TIME	\$3,900.00	\$175.84	\$647.60	\$3,252.40	\$0.00	\$3,252.40	83.39%
010.04.440.53000	EQUIPMENT PURCHASE	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
010.04.440.55200	MILEAGE	\$1,700.00	\$189.95	\$780.57	\$919.43	\$0.00	\$919.43	54.08%
010.04.440.55830	COMPUTER SOFTWARE SUPPORT	\$15,400.00	\$0.00	\$15,400.00	\$0.00	\$0.00	\$0.00	0.00%
010.04.440.56205	CELL PHONE	\$720.00	\$60.00	\$300.00	\$420.00	\$0.00	\$420.00	58.33%
010.04.440.56700	UNIFORMS	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
010.04.440.56910	REFERENCES/TEXTS	\$2,400.00	\$0.00	\$1,552.50	\$847.50	\$0.00	\$847.50	35.31%
010.04.440.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,140.00	\$0.00	\$250.00	\$890.00	\$0.00	\$890.00	78.07%
010.04.440.59940	FIRE PREVENTION	\$850.00	\$171.50	\$656.60	\$193.40	\$0.00	\$193.40	22.75%
	DEPARTMENT: FIRE MARSHAL - 440	\$78,879.95	\$7,070.05	\$45,504.44	\$33,375.51	\$26,136.50	\$7,239.01	9.18%
010.06.450.51000	FULL TIME SALARIES	\$33,481.34	\$3,912.87	\$19,003.02	\$14,478.32	\$16,642.08	(\$2,163.76)	-6.46%
010.06.450.51110	SUPERVISORY'S SALARIES	\$63,841.52	\$7,366.35	\$31,920.85	\$31,920.67	\$31,920.75	(\$0.08)	0.00%
010.06.450.51150	PART TIME SEASONAL	\$69,901.00	\$0.00	\$39,845.68	\$30,055.32	\$0.00	\$30,055.32	43.00%
010.06.450.55100	MAINTENANCE/CLEANING SUPPLIES	\$10,000.00	\$64.38	\$1,903.93	\$8,096.07	\$0.00	\$8,096.07	80.96%
010.06.450.55200	MILEAGE	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	100.00%
010.06.450.55800	REPAIRS/MAINTENANCE	\$6,500.00	\$30.92	\$1,109.60	\$5,390.40	\$0.00	\$5,390.40	82.93%
010.06.450.55860	COPIER MAINTENANCE CONTRACT	\$1,100.00	\$89.32	\$493.08	\$606.92	\$0.00	\$606.92	55.17%
010.06.450.56100	POSTAGE	\$200.00	\$0.00	\$28.98	\$171.02	\$0.00	\$171.02	85.51%
010.06.450.56500	FUEL OIL/HEAT	\$500.00	\$0.00	\$413.00	\$87.00	\$0.00	\$87.00	17.40%
010.06.450.56760	SEWER USE	\$4,000.00	\$0.00	\$6,373.66	(\$2,373.66)	\$0.00	(\$2,373.66)	-59.34%
010.06.450.56950	MTG. DUES/SUBSCRIPTIONS/TRAIN.	\$1,455.00	\$0.00	\$315.00	\$1,140.00	\$0.00	\$1,140.00	78.35%
010.06.450.57100	OFFICE SUPPLIES	\$800.00	\$114.83	\$151.22	\$648.78	\$0.00	\$648.78	81.10%
010.06.450.58400	CHEMICALS	\$5,500.00	\$0.00	\$3,017.70	\$2,482.30	\$0.00	\$2,482.30	45.13%
010.06.450.58410	MILLS POND OPENING/CLOSING	\$7,500.00	\$0.00	\$1,406.36	\$6,093.64	\$0.00	\$6,093.64	81.25%
010.06.450.58420	MILLS POND POOL REPAIRS	\$3,000.00	\$0.00	\$883.48	\$2,116.52	\$0.00	\$2,116.52	70.55%
010.06.450.58430	MILLS POND WATER	\$20,500.00	\$0.00	\$8,249.61	\$12,250.39	\$0.00	\$12,250.39	59.76%
010.06.450.60040	COPIER LEASE	\$961.00	\$108.87	\$541.08	\$419.92	\$0.00	\$419.92	43.70%
	DEPARTMENT: PARK AND RECREATION - 450	\$229,289.86	\$11,687.54	\$115,656.25	\$113,633.61	\$48,562.83	\$65,070.78	28.38%
010.05.470.55500	LIGHT/POWER	\$7,500.00	\$642.27	\$3,049.05	\$4,450.95	\$0.00	\$4,450.95	59.35%
010.05.470.56750	WATER	\$234,398.00	\$19,542.84	\$97,032.93	\$137,365.07	\$0.00	\$137,365.07	58.60%
	DEPARTMENT: UTILITIES - 470	\$241,898.00	\$20,185.11	\$100,081.98	\$141,816.02	\$0.00	\$141,816.02	58.63%
010.05.550.55000	REPAIRS/MAINTENANCE	\$12,000.00	\$0.00	\$7,834.21	\$4,165.79	\$6,750.00	(\$2,584.21)	-21.54%
010.05.550.55100	MAINTENANCE/CLEANING SUPPLIES	\$15,000.00	\$818.90	\$8,642.09	\$6,357.91	\$4,620.29	\$1,737.62	11.58%
010.05.550.55300	HEATING/COOLING REPAIRS	\$10,000.00	\$2,639.11	\$5,140.18	\$4,859.82	\$5,905.89	(\$1,046.07)	-10.46%
010.05.550.55310	HEATING/COOLING CONTRACT	\$3,280.00	\$0.00	\$1,640.00	\$1,640.00	\$1,640.00	\$0.00	0.00%

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
010.05.550.55500	LIGHT/POWER	\$40,196.00	\$3,140.76	\$15,474.57	\$24,721.43	\$0.00	\$24,721.43	61.50%
010.05.550.55600	ELEVATOR MAINTENANCE CONTRACT	\$1,785.00	\$0.00	\$1,800.00	(\$15.00)	\$0.00	(\$15.00)	-0.84%
010.05.550.56500	FUEL OIL/HEAT	\$19,981.00	\$1,502.08	\$4,319.72	\$15,661.28	\$0.00	\$15,661.28	78.38%
010.05.550.56750	WATER	\$3,200.00	\$532.81	\$1,581.74	\$1,618.26	\$0.00	\$1,618.26	50.57%
010.05.550.56760	SEWER USE	\$900.00	\$0.00	\$629.00	\$271.00	\$0.00	\$271.00	30.11%
	DEPARTMENT: COMMUNITY CENTER - 550	\$106,342.00	\$8,633.66	\$47,061.51	\$59,280.49	\$18,916.18	\$40,364.31	37.96%
010.11.590.59150	CIP/CNR - CAPITAL IMPROVEMENTS	\$1,174,643.15	\$0.00	\$1,174,643.15	\$0.00	\$0.00	\$0.00	0.00%
	DEPARTMENT: CAPITAL IMPROVEMENTS - 590	\$1,174,643.15	\$0.00	\$1,174,643.15	\$0.00	\$0.00	\$0.00	0.00%
010.01.901.51300	FULL TIME SALARY	\$79,660.97	\$9,191.58	\$39,830.18	\$39,830.79	\$39,830.29	\$0.50	0.00%
010.01.901.53100	HARDWARE PURCHASE	\$3,520.00	\$198.00	\$1,142.68	\$2,377.32	\$0.00	\$2,377.32	67.54%
010.01.901.53120	SOFTWARE PURCHASE	\$4,785.00	\$7.10	\$2,155.83	\$2,629.17	\$0.00	\$2,629.17	54.95%
010.01.901.55200	MILEAGE	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
010.01.901.55830	SOFTWARE SUPPORT	\$22,710.00	\$126.62	\$2,989.84	\$19,720.16	\$0.00	\$19,720.16	86.83%
010.01.901.55840	HARDWARE SUPPORT	\$8,733.00	\$0.00	\$9,134.55	(\$401.55)	\$0.00	(\$401.55)	-4.60%
010.01.901.56340	CABLE/INTERNET	\$12,055.00	\$1,237.15	\$3,082.40	\$8,972.60	(\$68.00)	\$9,040.60	74.99%
010.01.901.57100	OFFICE SUPPLIES	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
010.01.901.60030	VOIP/WAN LEASE	\$0.00	\$99.99	\$99.99	(\$99.99)	\$0.00	(\$99.99)	0.00%
	DEPARTMENT: INFORMATION TECHNOLOGIES - 901	\$131,663.97	\$10,860.44	\$58,435.47	\$73,228.50	\$39,762.29	\$33,466.21	25.42%
	FUND: GENERAL FUND - 010	\$12,980,263.52	\$1,129,172.96	\$7,638,413.05	\$5,341,850.47	\$2,960,144.27	\$2,381,706.20	18.35%

Town of Canton

2. BOS YTD Expenditures Report

From Date: 12/1/2023

To Date: 12/31/2023

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
Grand Total:		\$12,980,263.52	\$1,129,172.96	\$7,638,413.05	\$5,341,850.47	\$2,960,144.27	\$2,381,706.20	18.35%

End of Report

Assessor's Monthly Report

REAL ESTATE TRANSACTIONS:

DECEMBER 2022	
<u>Valid Sales</u>	<u>Sale Price</u>
19 transfers/10 valid	\$ 6,036,004

DECEMBER 2023	
<u>Valid Sales</u>	<u>Sale Price</u>
22 transfers/10 valid	\$5,156,772

YTD 2022	
<u>Valid Sales</u>	<u>Sale Price</u>
456 transfers/231 valid	\$75,333,791

YTD 2023	
<u>Valid Sales</u>	<u>Sale Price</u>
338 transfers/169 valid	\$61,571,005

This month the Assessor's office spent most of our time answering questions in regards to the new assessments generated from the revaluation and completing tasks and reports to finalize the Grand list 23 numbers.

We also finalized the Business personal property declaration values.

The Motor vehicle supplemental tax bills were sent out as scheduled without any issues.

Building Department Monthly Report
Town of Canton
December 2023

Permit Application Type	Count	Fees	Cost of Construction
Building - Commercial – Alterations	2	\$728.00	\$50,400.00
Building - Commercial – Demolition	-	-	-
Building - Commercial - Electrical	2	\$56.00	\$328,150.00
Building - Commercial – Fitout	-	-	-
Building - Commercial – Mechanical	1	\$210.00	\$14,600.00
Building – Commercial – Plumbing	-	-	-
Building - Commercial – Roofing	-	-	-
Building - Commercial – Siding	-	-	-
Building - Residential - Alterations	8	\$5,326.00	\$370,799.00
Building - Residential – Chimney Liner	2	\$140.00	\$8,779.00
Building - Residential - Deck	2	\$70.00	\$4,500.00
Building – Residential – Demolition	1	\$182.00	\$13,000.00
Building - Residential - Electrical	13	\$616.00	\$34,501.00
Building – Residential – Finished Basement	-	-	-
Building – Residential – Gas Log Insert	1	\$28.00	\$1,758.00
Building - Residential - Mechanical	10	\$2,044.00	\$143,848.49
Building – Residential – New Construction	3	\$14,896.00	\$1,064,000.00
Building - Residential - New Home	4	\$15,680.00	\$1,120,000.00
Building - Residential - Photo-voltaic	2	\$504.00	\$35,530.00
Building - Residential - Plumbing	7	\$252.00	\$34,264.00
Building - Residential - Roofing	5	\$966.00	\$66,809.00
Building - Residential - Shed	-	-	-
Building – Residential – Siding	1	\$420.00	\$29,872.00
Building - Residential - Swimming Pool	-	-	-
Building - Residential - Window Replacement	1	\$322.00	\$22,500.00
Building - Residential - Woodstove/Pellet Stove	3	\$210.00	\$6,146.00
TOTAL PERMITS	68	\$42,560.00	\$3,349,456.49
TOTAL INSPECTIONS	89		



Town of Canton

Fire and EMS Department

Valuing life at a moments notice

4 Market Street, Collinsville, Connecticut 06022

860-693-7858

First Selectman Kevin Witkos

Chief of Department Johnathan Gotaski



December 2023 Monthly Report

Incident reports

Year to Date total amount of calls	1763
Total Number of monthly Incidents	149
Total monthly Medical calls	105
Total monthly Fire Incidents	44
Mutual aid medical responses	17
Fire mutual aid requests	2
Structure fire responses	2
Water rescue responses	0

Membership

Total Volunteer Membership	55
Active Volunteer Membership	53
Total Volunteer Interior Members	19
Total Volunteer Fire Apparatus Drivers	19
Total Volunteer EMT's	12
Total Volunteer Paramedics	2
Total Volunteer Fire Police	8
Total Paid day time fire staff	12
Total Fire/ EMS Cadets	7
Total Members on Leave	1

Apparatus Response

Engine 1	22
Ladder 2	17
Engine 3	19
Engine 4	20
Engine 6	0
Tanker 7	3
Utility 8	2
Rescue 9	16
Utility 9	1
Car 10	104
Car 11	2
Boat	0
ATV	0
Traffic 14	3
Medic Fly-Car	0
Duty Officer Car	24

Monthly Notes-

- The Department interviewed and onboarded six Fire Cadets in the Month of December. The Fire Cadet program has not had, this many cadets since 2015. The Department also has one EMS Cadet who rides weekly ambulance shifts.

- The Department interviewed one new member for EMS, the candidate is already a certified EMT.
- ISO inspection was completed, the Town should hear back from ISO in a few months with the updated rating.
- The rescue truck committee flew out to Wisconsin for the final inspection of the apparatus, at Marion Body Works. The apparatus should be back in Connecticut by mid-January.
- Engine 6 and the current Rescue Truck will be placed on signal 5 fire truck brokers page for sale by the beginning of the new year.
- In the Month of December, the Fire Department responded to two structure fires. Both were investigated by the Towns Fire Marshal.
- Utility 9 was involved in a car accident with another vehicle. The Report was submitted to VFIS (Department insurance company). The truck is still in service but will need a new bumper.

- **FIRE MARSHAL'S OFFICE**
- The following are highlights during the month of December 2023

Inspections

Apartments Buildings	0
Assembly Occupancies	0
Business Occupancies	2
Day Care Center	0
Educational Occupancies	0
Health Center Occupancies	0
Hotels and Dormitories Occupancies	0
Industrial	0
Lodging or Rooming Houses	0
Mercantile Occupancies	0
One-Two Family Dwellings	0
Residential Board Care Occupancies	0
Storage Occupancies	0
Special Inspection	2
Burning Permit	1
Blasting Site	0
Plan review and Site Inspections	10
Fireworks	0
Re-inspections	1
Certificate of Occupancy	0
Annual Certification for State Licenses	1
Abatement Notices Sent	0
Complaints	1
NIFRS Reports to State Fire Marshal	146
Fire Investigation	2
Self-Certification Inspection Forms for Apartments	0

IT Department report for: **December**

Projects:

- Final install for Police dispatch is schedule for the 1st week of Jan. Ordered new monitors and cabling for dispatch desks. Configuring new network switch and wiring drops to make maintenance easier than on previous console. - **Ongoing**
- Update of all network servers and hardware (switches/firewalls/etc) for recent patching – all hardware is current and up to date - **Completed**
- Roll out of new machines to replace old/End of life machines – **Ongoing**
- Wifi for Community Center – ordered new equipment for the building (no ETA). Working on switch and network configuration in preparation for new hardware.
- Testing of new network access for Owl machines used for town meetings – creating dedicated network and bandwidth priorities to provide for better quality meetings.
- Continued setup and configuration on moving the townofcantonct.org to the new government owned .gov websites. Town website is currently set and responding on both .org and .gov – working with email providers and spam filtering company to migrate email to new addresses - **Ongoing**

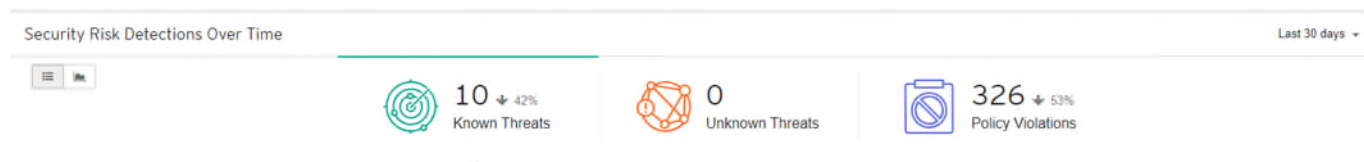
Budget Updates

Completed budget for upcoming fiscal year and on track to keep costs increases to a minimum while improving IT support for town services. Met with finance and CAO for review and no major issues or problems foreseen for upcoming year.

Network Security/Threats – Email Statistics – No mentionable issue

Monthly Statistics

Month	Type	Count	Size	Percent
Dec	Valid	30,934	6.81 GB	55.56%
	Spam	23,750	620.94 MB	42.65%
	Virus	996	41.22 MB	1.79%
	Total	55,680	7.46 GB	100%



Library Director's Report for December 2023

Art displays: Teen Photography Contest; photographer Wendy Rosenberg; miniature artist Mika Coderre

Programs included: 4 book groups; Adult Craft Night; a concert with electric violinist Caryn Lin; ongoing winter holidays craft station in the children's department; Kids' Lit competition preparation; regular weekly after-school programs for teens/tweens; weekly Open Art studio for kids; 3 weekly storytimes.

Sarah McCusker attended an advocacy training program in Chicago, run by the American Library Association.

Job listings posted for two open full-time positions: Head of Library Resources and Technology, and Public Services Manager.

December circulation: 10,876 (Dec. 2022, 10,025 – increase of 8.49%)

YTD circulation: 70,515 (FY23 YTD, 68,574 – increase of 2.84%)

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: 1/8/24
 Re: **Monthly Report – December 2023**

TOWN PLANNER

Type	Quantity	Total Fees
Affordable Housing	-	-
Aquifer Protection	2	\$200.00
Canton Center Historic District	-	-
Collinsville Historic District Commission	1	-
Driveway Permit	-	-
Encroachment Permit	-	-
IWWA Permit	1	\$160.00
IWWA Jurisdictional Determination	-	-
IWWA Authorized Agent	1	160.00
Minor Site Plan Modification / FBC 1	-	-
Planning Application	-	-
Pre-Application Review	1	-
Sign Permits (Includes Temp)	2	\$213.00
Zoning Board of Appeals	-	-
Zoning Development / FBC 2	-	-
Zoning Map/Regulation Change	1	\$320.00
Zoning Permit	2	\$220.00
Zoning Compliance	-	-

ZONING ENFORCEMENT OFFICER		
Type	Quantity	Address
Building Permit Sign-Offs	6	Multiple
Cease and Desist	-	-
Complaints Received	-	-
Municipal Citation	-	-
Notices of Violation	-	-
Observation of Violation	-	-

PARKS AND RECREATION

I. Department Special Revenue Fund Balance

Month Ending	Revenue	Expense	FY 23-24 Fund Balance	FY 22-23 Fund Balance	FY 21-22 Fund Balance	FY 20-21 Fund Balance	FY 19-20 Fund Balance	FY 18-19 Fund Balance	FY 17-18 Fund Balance
July	\$202,963	\$55,070	\$147,893	\$117,294	\$74,639	\$45,678	\$130,658	\$102,506	\$84,098
August	\$262,518	\$128,968	\$133,550	\$105,804	\$58,911	\$20,246	\$79,983	\$80,211	\$61,528
September	\$305,820	\$157,033	\$148,787	\$102,479	\$41,509	\$5,013	\$78,821	\$78,140	\$69,559
October	\$326,270	\$187,351	\$138,919	\$101,997	\$44,931	\$3,469	\$91,728	\$90,133	\$72,364
November	\$349,667	\$238,791	\$110,876	\$99,079	\$40,726	(\$3,455)	\$78,454	\$96,641	\$71,919
December	\$368,288	\$279,878	\$88,410	\$84,054	\$31,223	(\$21,278)	\$84,650	\$90,004	\$75,406
January				\$95,916	\$31,574	(\$24,755)	\$81,183	\$91,596	\$61,676
February				\$101,121	\$44,964	(\$24,865)	\$85,694	\$88,652	\$69,582
March				\$117,406	\$46,827	(\$15,954)	\$73,514	\$83,598	\$63,786
April				\$116,309	\$51,043	(\$4,771)	\$56,202	\$88,707	\$56,350
May				\$110,683	\$49,855	(\$1,917)	\$45,402	\$80,060	\$58,575
June				\$67,008	\$20,551	(\$20,569)	\$28,989	\$65,902	\$48,059

Highlight: The Parks and Recreation Department is always exploring new ways to cut expenses, grow programs/services and operate more efficiently all while balancing the need to take educated risks to invest in the future of the department. The department has continued to take registrations for Winter programs, including a Local Artisan Series that will be set up as weekly opportunities for participants to create gifts for the holidays with different artists local to Canton. The December Vacation Camp took place. The Winter/Spring program guide was completed and mailed to all Canton residents; it had previously been emailed out & posted on social media. Planning for Summer 2024 has begun as well.

Training

Month	# of Training Events	Number trained	Attendee Unit
December/2022	10	22	1-Admin, 17-Patrol, 3 Disp
January/2023	10	10	1- Admin, 5- Patrol, 5 Disp
February/2023	10	18	1- Admin, 8- Patrol, 9 Disp
March/2023	11	12	2-Admin, 13 Patrol, 8 Disp,
April/2023	8	7	1-Admin; 6 Patrol; 1 Disp
May 2023	6	7	1-Admin, 5 Patrol; 2 Disp.
June 2023	4	4	0-Admin, 4-Patrol, 0-Disp
July 2023	3	3	0-Admin; 3-Patrol; 0-Disp
August 2023	6	10	0-Admin; 5-Patrol; 5-Disp
September 2023	10	11	2-Admin; 8 Patrol, 1-Disp
October/2023	7	21	2-Admin, 20-Patrol, 0-Disp
November/2023	6	9	2-Admin, 4-Patrol, 1-Disp
December/2023	7	10	2-Admin,2-Patrol, 1-Disp

Project Status

Project	Activity	% Completed/Completion date	Misc.
Community Service Dog Program (LEO)	CSD Handler named. Leo training began.	90%	
CPD Admin Assistant Hire	Candidate hired, start date Dec. 4.	95% Candidate completing the probationary period.	
Start Tier II Accreditation	Organize files	70%	
Radio Console Upgrade Urban Grant	Room construction/renovation underway. Equipment purchased, delivered and being installed,	65%	

Overtime Usage

Month	Unit (Budgeted amount) Total used to date/% of budget		
	Police (\$75,000)	Dispatchers (\$51,000)	Detective (\$6000)
July 2023	\$4,607(6%)	\$4,997 (9%)	0/(0%)
August 2023	\$13,299 (17%)	\$10,976 (20%)	0(0%)
September 2023	\$21,700 (28%)	\$20,000 (40%)	0(0%)
October 2023	\$25,400 (33%)	\$25,162 (49%)	0 (0%)
November 2023	\$35,292 (47%)	\$33,043 (64%)	0 (0%)
December/2023	\$37,810 (50%)	\$39,000 (75%)	0 (0 %)

2022 Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total to Date	Monthly Avg	Projected Annual	Projected Change from Prior Year	Projected change from 10 Year Average
Call Types																	
Directed Patrols	235	180	291	194	240	219	365	420	366	453	476	313	3,752	312.7	3,752	-1.2%	3.7%
MV Stops	202	185	107	196	82	47	71	65	93	166	83	53	1,350	112.5	1,350	50.0%	12.1%
MV Infraction / Summons	33	46	36	71	26	8	9	10	23	40	14	8	324	27.0	324	40.3%	16.5%
Pistol Permits	3	8	6	6	7	7	2	5	3	4	3	4	58	4.8	58	-42.6%	52.6%
MVA	13	8	25	21	33	35	21	29	29	19	35	38	306	25.5	306	2.7%	-11.0%
DUI	2	-	-	-	1	2	-	1	1	-	-	1	8	0.7	8	14.3%	-66.5%
Family Violence	3	1	5	7	4	7	5	10	3	5	6	3	59	4.9	59	37.2%	42.2%
Fraud	6	5	5	9	10	11	28	6	6	7	5	13	111	9.3	111	146.7%	125.6%
Larceny/Burglary	11	6	14	17	14	10	14	15	26	13	16	21	177	14.8	177	101.1%	44.6%
Suspicious Circumstances	30	16	18	26	37	39	48	43	40	57	29	37	420	35.0	420	39.5%	37.6%
Medical	81	79	73	82	80	78	77	93	102	80	85	79	989	82.4	989	12.9%	13.3%
Response Call Totals:	146	115	140	162	179	182	193	197	207	181	176	192	2,070	172.5	2,070	24.8%	17.7%
CFS Totals:	996	890	990	1,024	984	945	1,151	1,227	1,180	1,349	1,204	1,007	12,947	1078.9	12,947	6.5%	6.4%

Past Years	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Avg
Call Types											
Directed Patrols	2,562	1,450	2,565	2,605	5,023	3,800	3,602	7,766	3,798	3,017	3618.8
MV Stops	2,118	1,741	1,506	1,110	925	634	1,010	905	900	1,189	1203.8
MV Infraction / Summons	61	347	467	259	312	234	291	303	231	277	278.2
Pistol Permits	-	-	-	-	-	-	40	160	101	79	38.0
MVA	367	349	359	410	377	378	327	247	298	326	343.8
DUI	49	90	17	20	6	19	14	7	7	10	23.9
Family Violence	39	24	38	22	50	57	34	51	43	57	41.5
Fraud	33	31	58	50	50	41	49	46	45	89	49.2
Larceny/Burglary	112	104	95	193	126	131	127	133	88	115	122.4
Suspicious Circumstances	387	348	296	322	199	274	228	334	301	364	305.3
Medical	721	716	887	878	963	1,003	957	827	876	902	873.0
Response Call Totals:	1,708	1,662	1,750	1,895	1,771	1,903	1,736	1,645	1,658	1,863	1759.1
CFS Totals:	14,009	12,017	10,602	9,899	12,038	11,156	12,123	16,285	12,154	11,346	12162.9

Monthly Avg = Monthly Average in current year
Projected Annual= Projected volume for current year based on current monthly average
Projected Change from Prior Year = Projected change over previous year based on current projection
Projected Change from 10 Year Average = Projected change over previous year based on current projection
CFS Totals= Total number of occurrences involving police action



Town of Canton
 50 River Road, PO BOX 168 Collinsville, CT 06022
 (860) 693-7863

Office of Department of Public Works

To : Robert H. Skinner, Chief Administrative Officer
From : Robert J. Martin, Director of Public Works
Date : January 17, 2023
Re : Department of Public Works Monthly Report, December 2023

2023 Completed Roadwork

Name	Length (linear feet)	Width (linear feet)	PCI	Actual Cost	Assigned Resources	Repair Strategy	Date Completed
Bahre Corner Road-East Hill Road to Lawton Road	7,410	18	46	\$239,944.31	Vendor/DPW	Mill/Overlay w/ Drainage	Fall
Birch Knoll Road-Dyer Avenue to Cul-De-Sac	234	24	83	\$ 426.00	Vendor/DPW	Crack Seal	Fall
Brass Lantern Road-Old Albany Turnpike East to Old Albany Turnpike West	577	30	45	\$ 13,662.22	Vendor/DPW	Thin Overlay	Fall
Canton Springs Road-Dowd Avenue to Old Railroad Road	822	26	47	\$134,496.34	Vendor/DPW	Mill/Overlay w/ Drainage	Summer
Case Street-Cherry Brook Road to Town Line	70	24	90	\$ 8,259.77	Vendor/DPW	Install Speed Tables	Spring
Center Street-Bridge Street to North Street	755	24	83	\$ 1,176.00	Vendor/DPW	Crack Seal	Fall
Center Street-North Street to Main Street	253	36	83	\$ 372.00	Vendor/DPW	Crack Seal	Fall
Center Street-Main Street to South Street	292	29	83	\$ 432.00	Vendor/DPW	Crack Seal	Fall
Center Street-South Street to Huckleberry Hill Road	158	28	84	\$ 372.00	Vendor/DPW	Crack Seal	Fall
Dry Bridge Road-Gracey Road to Town Line	1,809	21	60	\$ 91,630.04	Vendor/DPW	Mill/Overlay w/ Drainage	Fall
Huckleberry Hill Road-Center Street to Avon Town Line	1,131	24	84	\$ 1,249.60	Vendor/DPW	Crack Seal	Fall
North Street-Market Bridge to Bridge Street	300	24	48	\$ 18,503.19	Vendor/DPW	Mill/Overlay w/ Drainage	Summer
Olson Road-Morgan Road to Dead End	925	15	55	\$ 23,867.25	Vendor/DPW	Mill/Overlay w/ Drainage	Fall
Olson Road-East Hill Road to Morgan Road	1,422	18	55	\$117,737.13	Vendor/DPW	Mill/Overlay w/ Drainage	Fall
Simonds Avenue-River Road to Dyer Avenue	1,141	30	84	\$ 1,249.60	Vendor/DPW	Crack Seal	Fall
Town Hall Parking Lot				\$ 1,531.76	Vendor/DPW	Crack Seal	Fall
Washburn Road-Lawton Road to Simsbury Town Line	4,519	24	83	\$ 7,224.00	Vendor/DPW	Crack Seal	Fall
Various Town Roads/Facilities				\$ 29,521.00	Vendor/DPW	Full Dept. Patching/Misc. Drainage	Fall
Various Town Roads/Facilities				\$ -	Vendor/DPW	Testing and Engineering Services	
Totals	21,818	4.13	Miles	\$691,654.21			

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Work Requests

Work Request	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	FY Totals
Highway	10	14	12	15	12	14	77
Parks	8	12	11	9	8	9	57
Building Maintenance	10	11	15	16	14	15	81
Equipment Maintenance	7	14	12	11	18	12	74
Signs	4	0	2	1	0	22	29
Trees	6	4	5	6	6	8	35
Mailboxes	0	0	0	0	0	0	0
Pot Holes	25	30	22	20	25	20	142
Drainage	10	10	12	9	6	8	55
Curbing	0	0	0	3	350	0	353
Lawn	2	0	2	1	1	2	8
Animal	1	4	0	0	3	6	14
Total	83	99	93	91	443	116	925

Project Administrator Report

Project	Beginning Project Phase	Present Project Phase Status	Percent Complete	Next Project Phase
Town Bridge Road Bridge Project	Steel Rehabilitation Phase	Project Closeout	99%	DOT Closeout
Electric Vehicle Charging Stations Project	BOS Approval to Apply for Grant	State DEEP Environmental Review	66%	Notice to Proceed
Town Drainage Outlet Inventory and Mapping Project	Inventory Phase	Contracted Design Firm updating GIS Information	85%	Submit MS4 Annual Report to DEEP
Town Bridges [over 20' span] Preliminary Evaluation/Inspection Project	Inspection Phase	Received DOT Format Inspection Reports for 2023	100%	
Canton Road Standards & Permit Project	Development Phase	Final Review of Proposed Standards/Permit Revision with Land Use	99%	Adoption of Standards
Collinsville Street Scape Project - Phase II	Contract Phase	Custom Made Signage Proposal	97%	Installation of Signs
Washburn Rd and Old Canton Rd Bridge Replacements	Inspection Phase	Old Canton Rd Bridge Pre-Con Mtg.	74%	Notify Residents of Start Dates
West Road Bridge Replacement	Design Phase	Project Completion Reports to DOT	99%	DOT Closeout
Collinsville Fire/EMS House	Design Phase	Masonry & Wall Panels	34%	Concrete Floor & Roof

SENIOR & SOCIAL SERVICES – DECEMBER 2023

ONGOING SERVICES	# DAYS OF SERVICE	YTD (FY)	#PEOPLE SERVED	YTD	FEES COLLECTED	NEW USERS	ID
SOCIAL SERVICES	20		602 incoming phone calls / emails / walk ins		n/a		TS
DIAL-A-RIDE	20		196 people served, 176 trips				T
ENHANCED MEDICAL TRANSPORTATION	8		7 people served, 256 miles		n/a		T/W
CANTON CAFÉ	7		70 people served, 230 meals (monthly avg)		(donation\$ collected goes to Canton Cafe)		N/S
GENERAL ASSISTANCE PROVIDED	20		13 grocery gift cards / vouchers gift cards for gas, gift cards for clothing		n/a		
HOLIDAY GIVING / GIFTS FOR CANTON	20		59 Households (24 Families/35 Senior Citizens /117 Children/Grandchildren)				
FOOD BANK APPLICATIONS	20		0 new applications completed				
DELIVERABLE FUEL AUTHORIZATIONS	20		10 fuel authorizations		n/a		
UTILITY BILL ASSISTANCE	20		4 Eversource authorizations				
ENERGY ASSISTANCE APPLICATIONS	20		20 in office applications				
MEALS ON WHEELS	20		9 clients, served 192 meals				
SITE VISITS, EVICTIONS, PROBATE HEARINGS, RECERTS	20		2 site visits, 2 DSS recertifications				
SNAP APPLICATIONS	20		9 referrals to Torrington DSS and 2 applications dropped off at their offices				
FVNA CLINICS/VISITS			BP clinics – 23 served BS tests – 0 served Home Wellness Visits – 1 Health Supervision Visits - 0				
LICENSED PROFESSIONAL COUNSELOR REFERRALS	20		4 referrals				
HOME CARE APPLICATIONS	20		3 applications submitted				
EMERGENCY RESPONDER REFERRALS	20		3 referrals from CPD				
HOUSING REQUESTS	20		Low Income family housing - 2 Affordable Senior housing – 3				

SENIOR CENTER PROGRAMS	# DAYS MET	#PEOPLE SERVED	HIGHLIGHTS	ID
BINGO GROUP	4	80	Held Every Thursday. 11:30AM-2:30PM Since the game has been automated with the use of the large screen TV, we have grown significantly since the start of the year. We needed to expand to the Multipurpose room to match the increase in attendance which includes approx. 10 attendees from FAVARH.	S
Mahjong	4	16	Every Friday from 12:00PM -2:00PM	S
Cards	4	8	The group is steady at 4/week This appears to have dissipated for a while since the lead card player has been ill for several weeks.	
Wii Bowlers	4	16	Every Wednesday; The group has been a steady occurrence since the start of February. Utilizing the large screen TV in addition to the wall-mounted TV, the players are able to compete in less time and are happy about that.	
Hearing Screening	1	2	First Thursday of every month	S/W
Memory Screening	1	1	Memory Screening is finally active again after not having a professional available for months. Screenings will occur the first Tuesday of every month along with Hearing.	
Tai Chi	12	22	Regulars continue to attend 2x/week.	
Chair Pilates	12	34	This has grown to 2 days per week based on feedback from the seniors. Those attending are regulars and we see drop ins consistently, as well.	
Scrabble Club	4	24	A steady group who is enjoying challenging each other and still learning new words!	
12/4 Radio City Christmas Spectacular	1	12	For a second year in a row, travelers made their way to NYC for a taste of the holiday spirit at the venerable Radio City Music Hall.	
12/15 Winter Wonderland Party	1	90	Another sold out Winter Wonderland party that was attended by 85 and fed 90 including take outs. Entertainment was provided by the Hartford Jazz Orchestra and Martel Transportation graciously paid for their caterer to feed all a delicious multi course meal.	
Tech Help	1	4	A new monthly offering for seniors to be tutored on technology related to cell phones and computers. The instructors are a group of CHS National Honor Society students who volunteer to help.	
Canton Senior Center Members 2021-2022 List	As of May 30, 2022	353 on record		

DECEMBER 2023

Collection Figure for Taxes:

	Collected 12/2023	23-24 YTD	23-24 % of budgeted (as of 12/31/2023)	22-23 % of budgeted (as of 12/31/2022)
Current Year Tax	\$1,788,979	\$24,261,300	60.33%	65.42%
Current Year MVS	\$8,376	\$8,376	2.18%	2.10%
Prior Year Tax	\$37,228	\$179,056	149.21%	52.94%
Prior Year Suspense	\$167	\$5,496	274.80%	75.40%
Tax Interest and Liens	\$16,948	\$87,595	79.63%	61.96%
Total % of budgeted amount for fiscal year	\$1,851,697	\$24,541,823	60.10%	64.83%

Collection Figures for Sewer Use:

	Collected 12/2023	23-24 YTD	23-24 % of budgeted (as of 12/31/2023)	22-23 % of budgeted (as of 12/31/2022)
Current Year Sewer Use	\$19,246	\$730,527	71.27%	82.86%
Prior Year Sewer Use	\$2,000	\$20,391	101.95%	63.30%
Sewer Use Interest & Lien	\$1,474	\$6,500	65.00%	66.58%
Total % of budgeted amount for fiscal year	\$1,055,000	\$22,720	71.79%	82.33%

TOWN CLERK-December 2023

- The most frequently visited website pages (page views) were: Assessor; GIS; Agendas/Minutes/Recordings; Employment Opportunities; Tax Collector; Community Calendar; News; RFP's

Town Clerk Revenue	Dec 2023	YTD	FY2023-2024	FY2023-2024	Prior YTD
<u>Accounts</u>	<u>Monthly Total</u>	<u>Totals</u>	<u>Budget</u>	<u>% to Budget</u>	<u>% to Budget</u>
Conveyance Tax	\$16,922.63	\$117,425.71	\$255,000.00	46%	57%
Permits & License	\$846.00	\$5,932.00	\$10,000.00	59%	63%
Printing/Duplicating	\$357.26	\$4,326.02	\$12,000.00	36%	49%
Dog Licenses	\$9.00	\$264.00	\$1,300.00	20%	23%
Hunting/Fishing Lic	\$7.00	\$11.00	\$100.00	11%	50%

<u>Communication</u>				
	<u>Website</u>	<u>Twitter</u>	<u>Instagram</u>	<u>Facebook</u>
	<u>Users</u>	<u>Followers</u>	<u>Followers</u>	<u>Followers</u>
Dec 23	5367	928	1744	3400
Dec 22	5800	940	1589	3100

<u>Website email/QNotify Categories</u>	<u>Dec 2023 Subscribers</u>	<u>Prior YTD Subscribers</u>
Dog Licensing Reminders and Info	1095	1010
Emergency Notifications	1821	1722
eScribe & Senior Center	736	670
Job Postings/Employment Opportunities	764	724
Library Updates	1038	939
Municipal Meetings	870	813
Personal Property Tax Payers	996	934
Real Estate Tax Payers	1120	1064
Sewer Use Payers	560	526
Social Services	675	613
Town of Canton Updates	1673	1576
Veteran's Information	277	237

<u>Transfer Station Households</u>			
	<u>Monthly Total</u>	<u>Total</u>	<u>Prior YTD Total</u>
Dec 2023	0	1162	1177
2024 stickers	539	545	695

December 2023

OPERATIONS

Parameter	Unit	Limit	Value	Available Capacity*
Design Flow Rate	MGD	-	0.950	90% Design Flow Rate
90% of Design Flow Rate	MGD	-	0.855	- 180-day Moving Avg.
Average Daily Flow	MGD	-	1.07	= 0.048 MGD
Peak 180-day Moving Avg. Flow	MGD	0.855	0.807	- Reserved Capacity
Reserved Capacity	MGD	-	0.009	= 0.039 MGD
Rainfall	inches	-	9.81	
BOD Removal Efficiency	%	≥ 90	97	
Suspended Solids Removal Efficiency	%	≥ 90	99	
Nitrogen Discharge Daily Avg	lbs/day	24	73.2	
Phosphorus Discharge Daily Avg	lbs/day	24.8	14.5	
E. Coli Geometric Mean (lowest reportable value is 1)	Colonies per 100 ml	126	-	
Turbidity Average	NTU	-	1.4	
Total Sludge Trucked	Tanker Load	-	6	
Total Sludge Trucked	Gallons	-	39,000	
Sludge Solids	%	-	4.2	

*indicates capacity available until formal capacity improvements/reductions are mandated by NPDES Permit

LABORATORY

- All required permit parameters were met
- Regular in-house testing performed – including total solids, pH, Temp, BOD, TSS, Alkalinity
- New outside laboratory hired for weekly/monthly nutrient and E. Coli testing as a cost savings.
- Primary Effluent Composite Sampler - refrigerator replaced

COLLECTION SYSTEM

- Marked out CBYD's as required
- Lift station inspections were performed twice per week.
- Various manhole inspections by staff

MAINTENANCE

- Alarms and call-out system tested
- Monthly equipment exercising and maintenance
- Fence damage repaired at Town Bridge Pump Station
- Primary Clarifier #2 failure 12/26 – replaced (1) flight and (1) main chain link, in service 12/27
- Several influent pump clogs cleared
- New tires installed on Ford F-250 pickup

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights
- Monthly inspection of fire extinguishers / Emergency eyewash stations maintained
- Purchased new Gas Meter for confined space entry. Old unit faulty.

ADMINISTRATIVE

- Attend Old Canton Road Bridge Replacement – Pre-Construction Utility Meeting
- Attend CTWEA Manager's Forum

[illegible]

[illegible]

		WPCA																																	
		January	February					March			April		May	June		July		August			September		October		November			December							
WPCA		1/24/23	2/28/23					3/28/23			4/25/23		5/23/2023 cancelled	6/5/23		7/3/23 cancelled	7/10/23	8/7/23			9/11/23		10/2/23 cancelled		11/6/23			12/4/2023 Workshop				# Days Absent	# Mtgs	% Absent	
VACANT	Member																															0	10	0%	
Art Mauger	Chair																															0	10	0%	
Russell Bush	Member	1	1					1						1				1									1					6	10	60%	
Jenn VanScoter	Member							1										1														2	10	20%	
Robert Celmer	Member										1						1															2	10	20%	
Nicholas Ouellette	Member																1										1					2	10	20%	
VACANT	Member																1															0	10	0%	
		Youth Services Bureau																																	
		January	February					March			April		May	June		July		August			September		October		November			December							
Youth Services Bureau		1/9/2023	No Meeting					3/13/2023	Special Meeting 3/20/2023		No Meeting		5/8/2023	6/12/23 Special		7/10/23 cancelled	7/31/2023	Meeting cancelled			9/11/2023		No Meeting		11/13/2023			No Meeting				# Days Absent	# Mtgs	% Absent	
Glenn Barger	Member																															0	8	0%	
Maria Skinner	Member																1				1				1							3	8	38%	
Rachelle Harper	Member	1																			1											2	8	25%	
Laura Meheran	Chair							1																									2	8	25%
Matt Keefe	Member	1												1											1							3	8	38%	
Alden Paye	Member							1						1																		3	8	38%	
Patrick Tebecio	Member																1															1	8	13%	
		Zoning Board of Appeals																																	
		January	February					March			April		May	June		July		August			September		October		November			December							
Zoning Board of Appeals		1/6/23 Cancelled	2/13/23					3/13/23 Cancelled			4/24/23		5/8/23 cancelled	6/12/23		7/10/23 cancelled		8/14/23			9/11/23		10/16/23		11/13/2023			12/11/23 Cancelled				# Days Absent	# Mtgs	% Absent	
Michael Pendell	Alternate		1														1							1							3	7	43%		
Bob Celmer	Member																															0	7	0%	
Lucien Ruoci	Chair																																0	7	0%
Brian Miller	Member		1								1												1									3	7	43%	
Susan Vincent	Member																																0	7	0%
Stephen Philbrick	Member																	1														1	7	14%	
Jerry Waters	Alternate																																0	7	0%
VACANT	Alternate																																0	7	0%