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**TOWN OF CANTON BOARD OF SELECTMEN**  
**Hybrid Regular Meeting Agenda**  
**Wednesday, December 10, 2025, at 7:00 pm or Immediately Following the Special**  
**Town Meeting Which Will Occur Prior to the Board of Selectmen Meeting.**  
**In-person in Room B at the Canton Community Center**  
**Join TEAMS Meeting at**

**[Join the meeting now](#)**

People can hear the meeting and make comments/questions  
by calling the following number: +1 347-566-2741  
Phone Conference ID: 810 178 480#

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**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC HEARING**

1. The Board of Selectmen will take comments on the sale of 12 Queens Peak.
2. The Board of Selectmen will take comments on the repeal of Ordinance No. 122, Chapter 300, entitled "Massage Parlors" in its entirety.

**IV. PRESENTATION**

Eagle Scout Project presentation by Tyler Baldwin

**V. REPORTS FROM COMMITTEES**

BOS Appointment Committee  
BOS Public Safety Subcommittee  
Capital Improvement Project Committee  
Permanent Insurance Committee  
WPCA Liaison  
BOF Liaison  
Outreach Task Force

**VI. ACTION ITEM**

- A. Review and possibly approve a gift of outdoor game tables by Tyler Baldwin as part of his Eagle Scout project
- B. Review and possibly approve the sale of 12 Queens Peak
- C. Review and possibly approve the repeal of Ordinance No. 122, Chapter 300, entitled "Massage Parlors" in its entirety
- D. Refund of Taxes pursuant to Connecticut General Statutes 12-129
- E. Approve the November 25, 2025 Board of Selectmen Meeting Minutes
- F. Approve a donation from Susan Feret to the Holiday Giving/Gifts for Canton program in the amount of \$2000
- G. Review and possibly give the Chief Administrative Officer authorization to sign the GZA change order
- H. Set the date, time and location for the Annual Town Meeting

- I. Review and possibly approve the transfer of \$13,925 from the undesignated portion of CIP to a new CIP account entitled Verint Recorder upon the request of Chief Arciero
- J. Review and possibly approve creation of new special revenue fund for cannabis revenues and approve the transfer of FY25 cannabis revenues into the newly created fund

**VII. PUBLIC COMMENT**

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

**X. REMARKS**

**XI. CONSENT AGENDA**

**XII. ADJOURNMENT**

LEGAL NOTICE  
TOWN OF CANTON, CONNECTICUT  
PUBLIC HEARING

Wednesday, December 10, 2025 at 7:00pm

Hybrid Meeting Format

People can hear the meeting and make comments/question by calling: +1 347-566-2741

Phone Conference ID: 810 178 480#

Or view the meeting by using the following link:

**[Join the meeting now](#)**

The Board of Selectmen will hold a public hearing on Wednesday, December 10, 2025 at 7:00 pm in Room B at the Canton Community Center, 40 Dyer Avenue, Canton, Connecticut. The meetings will be a hybrid format in that people will be able to view and participate in the public hearing remotely or in-person at the Canton Community Center.

The purpose of the public hearings will be to take comments on the following:

- 1) The Board of Selectmen will take comments on the sale of 12 Queens Peak.
- 2) The Board of Selectmen will take comments on the repeal of Ordinance No. 122, Chapter 300, entitled "Massage Parlors" in its entirety.

For the Board of Selectmen,

Kevin Witkos  
First Selectman



**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:**

Review and possibly approve the sale of 12 Queens Peak

**Date of Submission:**

12-4-25

**Date of Board Meeting:**

12-10-25

**Individual or Entity making the submission:**

Mark Penney, CAO

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 the sale of 12 Queens Peak.

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.)**

Mark Penney, CAO

**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.)

Review and possibly vote to sell Town property located at 12 Queens Peak.

**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:*

Deed to 12 Queens Peak Road.

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## SCHEDULE A

All those certain pieces or parcels of land shown as Queens Peak Road, Kings Wood Drive and ASSESSORS PARCEL #102-B on a map or plan entitled, "PLAN OF SUBDIVISION 'Sunrise Ridge'" TO BE DEVELOPED BY Village Developers QUEENS PEAK ROAD CANTON, CONNECTICUT Scale: 1" = 40' - August, 1995 Sheet 1 of 1 Hodge Surveying Associates, P.C." REVISED: November 11, 1998 SCRIVENER ERROR ASSESSORS LOT #102-28 and December 13, 2001.

Said premises are conveyed together with a "TEMPORARY CUL-DE-SAC EASEMENT TO BE CONVEYED TO THE TOWN OF CANTON" as depicted on "ASSESSORS LOT #102-28" and ASSESSORS LOT #102-29" as shown on said map until such time as Queens Peak Road is extended and accepted by the grantee for all purposes for which a public highway would customarily be used at which time said temporary easements shall terminate.

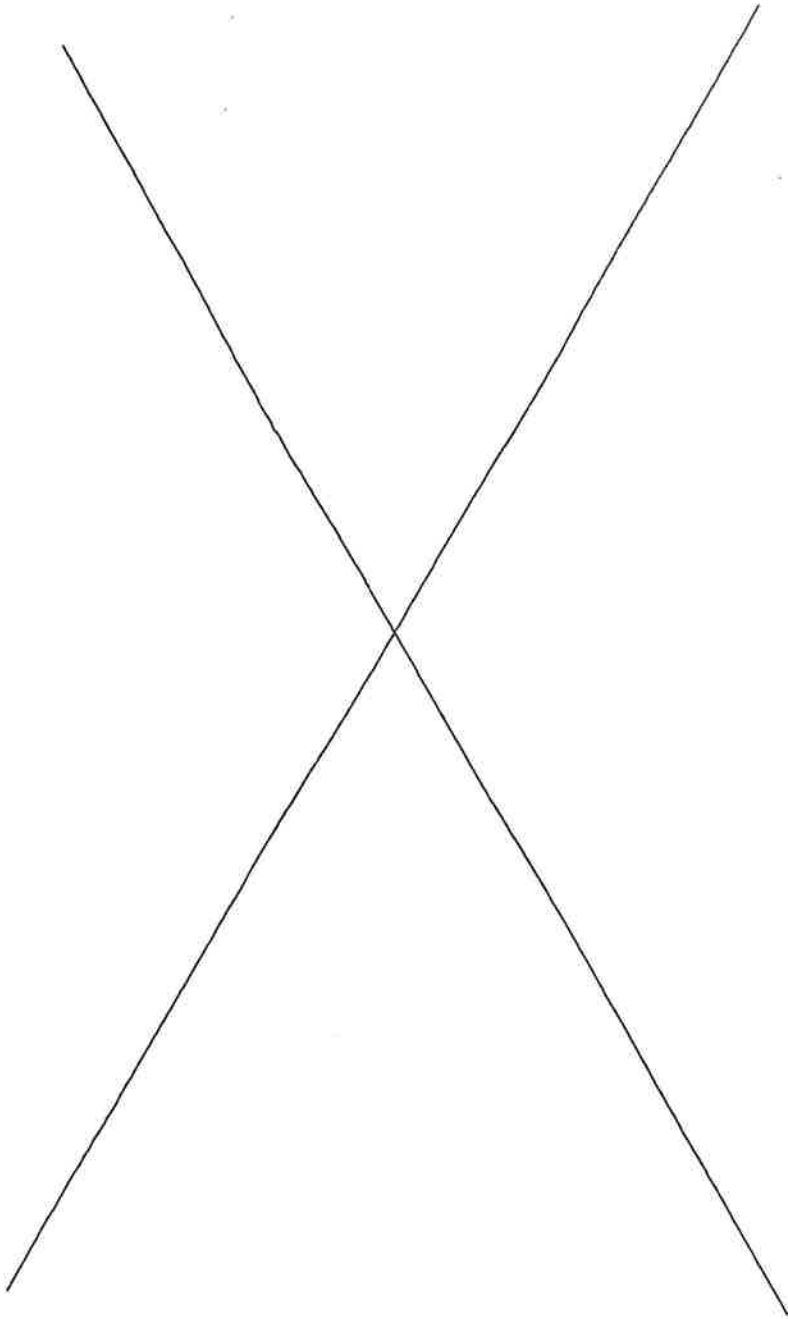
\$        Conveyance Tax Received  
*Shirley C. Krompegal*  
 Town Clerk of Canton

RECEIVED FOR RECORD AT CANTON, CT.

ON 1-29-02 AT 2:27 pm

ATTEST: SHIRLEY C. KROMPEGAL, TOWN CLERK

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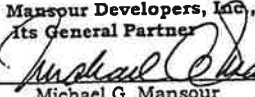


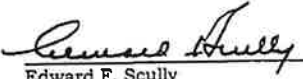
VOL. 264 PAGE 820  
WARRANTY DEED

VILLAGE DEVELOPERS, a Connecticut general partnership with an office at 32-A Huckleberry Hill Road, Avon, Connecticut, for consideration paid grants to the TOWN OF CANTON, a municipal corporation chartered under the General Assembly of the State of Connecticut and having its town offices at 4 Market Street, Collinsville, Connecticut, WITH WARRANTY COVENANTS all of its interest in and to a certain piece or parcel of land more particularly described on Schedule A attached hereto and made a part hereof.

Signed this 29th day of November, 2001.

In presence of:

VILLAGE DEVELOPERS  
By Mansour Developers, Inc.,  
Its General Partner  
By   
Michael G. Mansour  
Its President

  
Edward F. Scully

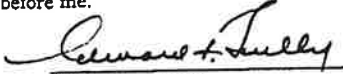
  
Evelyn Marhefsky

STATE OF CONNECTICUT )  
COUNTY OF HARTFORD )

SS. Farmington

November 29, 2001

Personally appeared the within named MICHAEL G. MANSOUR, President of MANSOUR DEVELOPERS, INC., a corporation, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed as such President of the corporation as General Partner of Village Developers, before me.

  
Edward F. Scully  
Commissioner of the Superior Court

Grantee's Address:

4 Market Street  
Collinsville  
Canton, CT 06019

*Town of Canton, CT  
Wednesday, November 5, 2025*

## Chapter 300. Massage Parlors

[HISTORY: Adopted by the Town of Canton 3-13-1975 by Ord. No. 122; amended in its entirety 12-14-2011. Subsequent amendments noted where applicable.]

### § 300-1. Short title.

This chapter shall be known and may be cited as the "Massage Parlor Ordinance for the Town of Canton."

### § 300-2. Policy.

It is hereby declared that the business of operating massage establishments as defined herein is a business affecting the public health, safety, and general welfare.

### § 300-3. Definitions.

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

#### **EMPLOYEE**

Any and all persons, other than the masseurs or masseuses, who render any service to the permittee of a massage establishment who have no physical contact with customers and clients.

#### **MESSAGE and MESSAGE THERAPY**

The same meaning as set forth in § 20-206a of the General Statutes.

#### **MESSAGE ESTABLISHMENT**

Any establishment having a fixed business where any person, firm, association, or corporation engages in or carries on or permits to be engaged in or carried on the practice of massage as herein defined.

#### **MASSEUR and MASSEUSE**

Any person who, for any consideration whatsoever, engages in the practice of massage as herein defined.

#### **OPERATOR**

The person who will operate the massage establishment.

#### **PERSON**

Any individual, copartnership, firm, association, joint-stock company, corporation, or combinations of individuals of whatever form or character.

### § 300-4. Permit required.

It shall be unlawful for any person to engage in, conduct, or carry on or permit to be engaged in, conducted, or carried on, in or upon any premises in the Town of Canton, the operation of a massage establishment as herein defined without first having obtained a permit from the First Selectman or his designee after approval by the Director of Health.

## § 300-5. Filing of application and fee.

Each applicant for a permit to maintain, operate, or conduct a massage establishment shall file an application with the First Selectman or his designee and pay a filing fee which shall not be refundable. The Board of Selectmen may, by regulation, set and modify the fee to be charged pursuant to this section.

## § 300-6. Application for permit.

The application for a permit to operate a massage establishment shall set forth the exact nature of the massage to be administered, the proposed place of business and facilities therein, and the name and address of each applicant. Applicants for a massage establishment permit shall provide evidence of a proper state license for massage therapy. No massage establishment permit issued under this chapter shall be deemed to authorize any activity for which the applicant is not specifically licensed as a massage therapist pursuant to state law and applicable regulations.

## § 300-7. Public hearing and notice.

When an application is filed for a massage establishment permit under this chapter, the First Selectman or his designee shall fix the time and place for a public hearing where the applicant may present evidence upon the question of his application. Not less than 10 days before the date of such hearing, the First Selectman or his designee shall cause to be posted a notice of such hearing in a conspicuous place on the property in which or on which the proposed massage establishment is to be operated. The applicant shall maintain said notices posted for the required number of days.

## § 300-8. Action on application.

The First Selectman or his designee may issue a permit within 14 days following a hearing if all requirements for a massage establishment described in this chapter are met, unless he finds that:

- A. The operation as proposed by the applicant, if permitted, would not comply with all applicable laws, including but not limited to the building, health, planning, housing, zoning, and fire codes of the Town of Canton.
- B. Each such establishment would not conform to all rules and regulations contained herein and the State Sanitary Code as well as to such terms and conditions as the State Commissioner of Public Health and/or the Town Director of Health finds necessary and proper.

## § 300-9. Revocation or suspension of permit.

- A. Any permit issued for a massage establishment may be revoked or suspended by the First Selectman or his designee, after a public hearing before the First Selectman or his designee, if it is found that the provisions of this chapter are violated or in any case where the permittee refuses to permit any duly authorized police officer or health inspector of the Town of Canton to inspect the premises or the operation therein.

- B. The First Selectman or his designee, before revoking or suspending any permit, shall give the permittee at least 10 days' written notice of the charges against him and the opportunity for a public hearing before the First Selectman or his designee, at which time the permittee may present evidence bearing upon the question. In such cases the charges shall be specific and in writing.

## § 300-10. Required facilities.

- A. No permit to conduct a massage establishment shall be issued unless an inspection by the Director of Health or his authorized representative reveals that the establishment complies with each of the following minimum requirements:
- (1) Construction of rooms used for toilets, tubs, steam baths, and showers shall be waterproofed with approved waterproof materials.
  - (2) Toilet facilities shall be provided in convenient locations. When five or more employees and patrons of different sexes are on the premises at the same time, separate toilet facilities shall be provided. A single water closet per section shall be provided for each 20 or more employees or patrons of that sex on the premises at any one time. Urinals may be substituted for water closets after one water closet has been provided. Toilets shall be designated as to the sex accommodated therein.
  - (3) Lavatories or wash basins provided with both hot and cold running water shall be installed in either the toilet room or vestibule. Lavatories or wash basins shall be provided with soap in a dispenser with sanitary towels.
- B. The Director of Health shall certify that the proposed massage establishment complies with all the requirements of this section and shall give or send such certification to the First Selectman or his designee.

## § 300-11. Operating requirements.

- A. Every portion of the massage establishment, including appliances, apparatus, and personnel, shall be kept clean and operated in a sanitary condition.
- B. All employees shall be clean and wear clean outer garments whose use is restricted to the massage establishment. Provisions for a separate dressing room for each sex must be available on the premises, with individual lockers for each employee. Doors to such dressing rooms shall open inward.
- C. Private parts of patrons must be covered by towels, cloth, or undergarments when in the presence of any employee, masseur, or masseuse. Any contact with a patron's genital area or other sexual contact is strictly prohibited.
- D. All massage establishments shall be provided with clean, laundered sheets and towels in sufficient quantity and which shall be laundered after each use thereof and stored in an approved, sanitary manner.
- E. Wet and dry heat rooms, shower compartments, and toilet rooms shall be thoroughly cleaned each day the business is in operation. Bathtubs shall be thoroughly cleaned after each use.
- F. Advertising. No massage establishment granted a permit under provisions of this chapter shall place, publish, or distribute or cause to be placed, published, or distributed any advertising material that depicts any portion of the human body that would reasonably suggest to prospective patrons that any services are available other than those services as described in the definition of "massage therapy" in § 20-206a of the General Statutes and permitted by this chapter, nor shall any massage establishment indicate in the text of such advertising that any services are available other than

those services described in the definition of "massage therapy" in § 20-206a of the General Statutes and permitted by this chapter.

- G. Health services enumerated in the definition of "massage therapy" in § 20-206a of the General Statutes must be carried on in one cubical, room, booth, or area within the massage establishment. No service enumerated in the definition of "massage therapy" may be carried on in any other cubical, room, booth, or area except where such cubical, room, booth, or area has transparent doors or walls so that all activity within a cubical, room, booth, or area is visible from outside the same.
- H. No alcoholic beverage or other intoxicant shall be displayed, served, ingested, or sold on the premises of said massage parlor.
- I. A full schedule of service rates shall be posted in a prominent place within the massage parlor in such manner as to come to the attention of all patrons. No charges other than the specified rates for specified services are to be allowed without the patron being notified of the full cost prior to the rendering of any service.

## § 300-12. Inspections.

It shall be a condition of each permit for a massage establishment that the Director of Health or his designee may from time to time and at least twice a year make an inspection of each massage establishment in the Town of Canton for the purpose of determining that the provisions of this chapter are complied with. Such inspections shall be made at a reasonable time and in a reasonable manner. Failure of any permittee to allow the Director of Health or his designee access to the premises or hindering such officer in any manner shall be grounds for revocation of the permit to operate a massage establishment.

## § 300-13. Transfer of permit.

No permit shall be transferable unless an application for such transfer is filed with and approved by the First Selectman in accordance with the provisions for the issuance of a new permit; provided, however, that upon the death or incapacity of the permittee the massage establishment may continue in business for a reasonable period of time to allow for an orderly transfer of the permit.

## § 300-14. Existing businesses.

Holders of any outstanding massage establishment permits heretofore issued under any provision of law are required to comply with all provisions of this chapter.

## § 300-15. Exceptions.

This chapter does not apply to schools, hospitals, nursing homes, sanitariums, or persons holding an unrevoked certificate to practice the healing arts under the laws of the State of Connecticut, or to persons working under the direction of any such person or in any such establishment.

## § 300-16. Rules and regulations.

The First Selectman or his designee or the Director of Health may, after a public hearing, make and enforce reasonable rules and regulations not in conflict with, but to carry out, the intent of this chapter.

## § 300-17. Penalties for offenses.

Every person, except persons who are specifically exempted by this chapter, whether acting as an individual, owner, employee of the owner, operator or employee of the operator or acting as a participant or worker in any way, who conducts a massage establishment without first obtaining a permit and paying the permit fee to the Town of Canton, or who violates or fails to comply with the provisions of this chapter, shall be subject to a fine of \$150 for each offense.

## § 300-18. Enforcement.

This chapter 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, of this Code shall be followed.



## 1st Half of December 2025 Tax Refunds to be approved

REFUND TO BE SENT TO:	REFUNDED PARTY IS:	MAILING ADDRESS	NOTES	PROPERTY DESCRIP. or LAST 6 OF VIN #	BILL # / GL ACCT #	TYPE OF TAX	REASON	AMOUNT
Nissan Infiniti LT LLC	leasing company	PO Box 650214, Dallas TX 75265-9523	adjusted bill	VIN # 616612	2024-03- 0056901/31100	motor vehicle regular	overpayment	(\$494.69)
VW Credit Leasing LTD	leasing company	1401 Franklin Blvd., Libertyville IL 60048-4460	adjusted bill	VIN # 135997	2023-03- 0059558/31900	motor vehicle regular	overpayment	(\$533.97)

## **TOWN OF CANTON - BOARD OF SELECTMEN**

### **Regular Hybrid Meeting**

**Tuesday, November 25, 2025 – 7:00 p.m.**

### **DRAFT MINUTES**

**Members Present:** First Selectman Kevin Witkos, Tim LeGeyt, Elizabeth Corkum Winsor, Sarah Faulkner and Sarah Hague

**Also Present:** Chief Administrative Officer Mark Penney

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

### **PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEW BOARD OF SELECTMEN MEMBERS** – Sarah Faulkner and Sarah Hague were sworn in as new members of the Board of Selectmen by Chief Administrative Officer Mark Penny

### **PUBLIC COMMENT**

Lisa Coggins (13 Daynard Drive) - stated concerns about the bonding package and meeting minutes.

Brian Demski (38 Gildersleeve Avenue) - stated concerns about the bonding package and speeding in Town.

Katie Kenney (580 Cherry Brook Road) – explained the importance of having a Board of Finance member on the Capital Improvement Project Committee and state concerns about the bonding package.

John Pettini (11 Overlook Drive) – spoke in favor of the bonding package for Mills Pond.

### **ACTION ITEMS**

#### **Approve the November 12, 2025 Board of Selectmen Meeting Minutes**

Motion: E. Winsor made a motion to approve the November 12, 2025 Board of Selectmen Meeting minutes.

Seconded: Kevin seconded

The motion passed 2 Yes (Witkos, Winsor); 1 No; 2 Abstentions

#### **Set date, time and location for a Special Town Meeting to vote on whether to approve the transfer of \$341,483 from the undesignated fund balance to fund Fiscal Year 2024-2025 Board of Education general fund account deficits**

Motion: K. Witkos made a motion set December 10, 2025 at 7:00 p.m. in Room B and Room F as the overflow of the Canton Community Center as the date, time and location of the Special Town Meeting.

Seconded by: E. Corkum Winsor

The motion passed unanimously

#### **Review and possibly approve the Town of Canton Capital Improvement Plan Policy**

Motion: K. Witkos made a motion to amend the policy by adding a fourth bullet that would read “Projects contained within the CIP that are not financed through the capital reserve fund shall be coterminous with the First Selectmen’s term of office.” in the Composition and Duties of the CIP Committee section of the CIP Policy.

Seconded by: S. Faulkner

The motion passed unanimously



**Discuss and possibly approve a referral to the Board of Finance to authorize the VISION2050 bonding package**

Motion: K. Witkos made a motion to approve a referral to the Board of Finance to authorize VISION2050 bonding package as amended in the discussion.

Seconded by: E. Winsor

The motion passed unanimously

**OLD BUSINESS**

- Public Comments will be moved to the end of the Agenda.
- Under the Public Comment Section, the meeting minutes will include name, address and topic.

**NEW BUSINESS**

- Research into improving Town communication.

**CAO REPORT**

- M. Penney announced that the Assessor position has been filled and Elizabeth Duffy's start date will be Monday, December 1, 2025.

**REMARKS BY SELECTMEN**

- Insurance Committee: RFP has been posted for brokerage services with a due date of December 10, 2025. The next meeting is December 4, 2025.
- Public Safety Subcommittee: E. Winsor advised the next meeting will be December 3, 2025.
- Appointment Committee: T. LeGeyt advised the next meeting will need to be cancelled due to no quorum. He will work with S. Hague to reschedule.
- CIP Committee: K. Witkos advised that they met last night, and their next meeting will be December 8, 2025.

**CONSENT AGENDA**

- Refund of Taxes pursuant to Connecticut General Statutes 12-129  
The Consent Agenda passed unanimously upon vote.

**ADJOURNMENT:**

Motion: K. Witkos adjourned the meeting at 9:19 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:**

Donations

**Date of Submission:**

12/10/2025

**Date of Board Meeting:**

12/10/2025

**Individual or Entity making the submission:**

Mark Penney, CAO

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:*

Discuss and possibly approve the acceptance of the following donations on behalf of the Town.

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.)**

Mark Penney, CAO

**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.)**

Susan Feret to the Holiday Giving/Gifts for Canton program in the amount of \$2000.00.

**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:*



# CANTON POLICE DEPARTMENT

45 RIVER ROAD  
CANTON, CONNECTICUT 06019  
860-693-0221



CHRISTOPHER ARCIERO,  
CHIEF OF POLICE

ANDREW SCHIFFER  
CAPTAIN

---

Date: November 17, 2025

To: Mark Penney  
Chief Administrative Officer

Zoe Peak  
Finance Director

From: Christopher Arciero  
Chief of Police

Re: Verint Recorder Purchase

After discussing with CAO Penney and meeting with First Selectman Witkos, I want to thank you both for your support regarding and approval to purchase of the newest iteration of the Verint Recorder for public safety. This recorder is a state-of-the-art, browser-based incident recreation application designed to help emergency response and the town's public safety organizations meet mission critical needs, including those arising from Next-Generation 9-1-1. The recorder, while housed at the CPD and administered as part of our single public safety answering point (PSAP) responsibilities, it is a vital piece of equipment that assists the Canton Schools, Fire and EMS Departments, Public Works, CERT and the Police Department to ensure immediate and reliable recording, archiving and retrieval of emergency communications. The system has its own storage server and retains all phone and radio records for a period of 1 year. This information is required by law to be kept in case there are court subpoenas or freedom of information act requests for such records received. Equally critical to effective public safety response is that the audio log recorder allows for contemporaneous play-back of audio transmissions a second time to ensure dispatch and patrol units did not miss critical information that would impact on operational response efforts.

From what I understand, there are unallocated CIP funds that may be available to cover the cost for this purchase. The total purchase price, which includes a first-year warranty and maintenance, is approximately \$13,925.

Respectfully submitted.

cc. Kevin Witkos-First Selectman



**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:**

Approve new Special Revenue Fund for cannabis tax revenue and transfer of funds into Cannabis Special Revenue Fund.

**Date of Submission:**

12/2/2025

**Date of Board Meeting:**

12/10/2025

**Individual or Entity making the submission:**

Finance Director & Treasurer, Zoe Peak

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 the creation of a new Special Revenue Fund entitled "Cannabis Special Revenue Fund" as well as approve the transfer of the Fiscal Year 2025 revenues (\$86,530.92) from the General Fund to the newly created Special Revenue fund to be tracked separately from the operating budget.

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.)**

Finance Director & Treasurer, Zoe Peak

**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 Town collects tax revenue from a cannabis dispensary located in Canton. These revenues are restricted and therefore need to be transferred out of the General Fund operating budget and into a newly created special revenue fund to ensure funds are being spent on the appropriate uses. In fiscal year 2025 the Town received \$86,530.92 from cannabis tax revenue, once the Special Revenue fund is created, this revenue will be transferred into the newly created fund and the Town can better track the use of the revenues, ultimately creating more transparency.