

TOWN OF CANANDAIGUA

TOWN MANAGER MONTHLY REPORT

February 12, 2018

PERSONNEL

KUDOS: A special thank you to the Town Clerk's office who has potentially assisted residents as they have come into the Town Hall to pay their taxes. The Town Clerk's office always greeted everyone with a smile even while sometimes lines became long including on January 31st as many residents came into the Town Hall in person.

KUDOS: To the Highway crews as they have worked long hours especially on Holidays late in 2017 and early in 2018. It seems like most of the snow storms have occurred on Holidays and weekends the past month. Our Highway guys graciously gave of their time to ensure the roads are clear for all of our residents.

Retirement: Thank you to Sharon McNealus for her long time service to the Town of Canandaigua. Sharon retired on January 26, 2018 after 13 years of service seeing many changes over the years.

Welcome: Please join me in welcoming Susan Koss (pending confirmation by the Town Board) to the Town of Canandaigua as a part time clerk assigned to assist the Development Office and Town Manager's office following the retirement of Sharon McNealus. Susan will serve as a float clerk in a newly revamped role for the position, providing assistance to many of the different departments, and working very closely with Sarah Reynolds. Susan will also assist with communication on behalf of the Town Supervisor and assist the Development Office serving as a backup clerical support.

Interns: Thank you to Amanda and Patricia who were interns with us from Keuka College in January. Accomplishments for Amanda and Patricia include assistance with our new newsletter, the creation of videos for facebook and our website of our Town Assessor on the reassessment process, and our Highway Superintendent on the new Highway Project to be released later this month. Amanda and Patricia have provided the framework for sharing more of these types of videos to continue increased communication with our residents in the future.

GENERAL

Newsletter: Our first monthly electronic newsletter was released in January. Special thank you to John Robortella for organizing the monthly communication which is posted on the Town's website and facebook page. The February newsletter will be released prior to the February 12th Town Board meeting. Be sure to check out the new newsletter online or facebook, and encourage other residents to stay informed through this communication opportunity.

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Fire Protection Services: As you are aware, the contract for fire protection services with the City of Canandaigua, the Cheshire Volunteer Fire Department, and the Bristol Volunteer Fire Department all expire December 31, 2018. We will need to be coordinating with these entities as we move through the year, and as we explore options for increased efficiency. All three of these companies responded on January 22, 2018 to a fully engulfed house fire in Cheshire. Cheshire Fire Company was the first on the scene and actively managed the situation. Cheshire Fire Chief Michael Northrup has reported that all water lines were properly functioning, and there were no issues concerning any water feeds from the Town of Canandaigua.

Fire Protection Community Study: City Manager John Goodwin and myself have been exploring options for increased efficiencies pertaining to fire protection. The City Manager has recommended to the City Council, and I am recommending to you to hire the International City Manager's Association (Center for Public Safety Management - CPSM) to conduct a full community study in order to evaluate the current level of fire protection services for our community. The quoted price is \$ 50,000 and the City Manager and I are recommending the City and Town equally share the cost at \$ 25,000 each. For the Town I am recommending we utilize the fire protection fund to pay for the analysis. I have prepared a resolution for your consideration of this proposal.

Canandaigua Chamber: On Friday, February 2, 2018 I attended the annual Canandaigua Chamber dinner and Mr. Canandaigua awarding ceremony. Approximately 255 people were on hand for this year's event including many Town of Canandaigua residents. Deputy Town Supervisor Tina Bloom spoke on behalf of Town Supervisor Greg Westbrook who was unable to attend praising the Town's work to deliver the new highway garage on time and under budget along with attracting North Carolina based Akoustis to Canandaigua.

IT: In January the assessment of our IT system was completed by Just Solutions. The company was hired to conduct an analysis of our current system for a cost not to exceed \$ 500.00. The results including specific findings including policy changes relating to network security. Please let me know if you have any specific questions.

Eagle Scout: On Sunday, January 14th I had the honor of speaking at an Eagle Scout Ceremony during which I informed the other scouts working on their Eagle Scout designation of the availability to work with us on projects. As a result of that event, two potential eagle scouts have contacted me about projects in the Town of Canandaigua. One scout wants to work with us on a

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handicap accessible fishing platform at Blue Herron Park, and the other who wants to assist us with the cleanup of an abandon cemetery.

Water Supply: Water Superintendent Jim Fletcher and myself met representatives from Farmington, the City of Canandaigua, Hopewell, and the NYS Department of Health on January 18th following this year's 17% increase in the cost for the purchase of water. Items discussed include the formula for calculating the water costs, along with future water needs. Each community purchasing water from the City of Canandaigua was asked to provide future projections for water needs to assist with long term planning.

Canandaigua Hopewell Water: On January 22nd Supervisor Westbrook, Superintendent Fletcher, Hopewell Supervisor Bateman, and Hopewell Water Superintendent Potter and I met to discuss the current status of the supply of water for residents along CR 10, and the future steps toward an inter-municipal agreement for water both in Canandaigua and Hopewell. The draft agreement is being considered by both sides in an effort to clearly spell out responsibilities for each.

Lifeguards: The City of Canandaigua and Town of Canandaigua continue to explore options for working together relating to the hiring of lifeguards to staff Kershaw Park, Butler Road Schoolhouse beach, and Onanda Park. Meeting with a representative from Ontario County it was determined the greatest need is for training of life guards to meet the requirements throughout the summer. It was decided to continue the exploration of Ontario County having an employee who is able to train lifeguards for the County (Deep Run) and the City and Town to cover the other beaches on Canandaigua Lake. Creating a 'pool' of trained lifeguards would help all three entities throughout the year.

Drainage Committee: On January 23rd I met with our Drainage Committee to discuss the current fund balance of each of the drainage districts. The committee is currently reviewing options for improvements in the drainage districts in order to mitigate certain identified situations. The Drainage Committee is intending to hold a public meeting in the near future to hear from additional residents, and then make a presentation to the Town Board.

DEVELOPMENT / PLANNING

Concept Mapping: The Town of Canandaigua, City of Canandaigua, and Canandaigua Chamber of Commerce have continued the project on concept mapping. Nearly 500 ideas were submitted to the group for items residents believe the City/Town/Chamber should work on, in many cases together, to promote economic development in our community. The next step in the process is

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for the rating of the ideas into action items for further consideration. The results should be presented to the City/Town/Chamber in March.

Economic Development: Our Economic Development Team met on February 6th to discuss the strategy for 2018. Ideas include opportunities relating to the airport, Uptown Canandaigua, and some of the ideas from the concept mapping exercise. The team intends to present options in the near future to further promote the Canandaigua community.

Citizen's Implementation Committee: Our CIC continues to monitor progress associated with implementation of the Town's Comprehensive Plan. Main points for 2018 include finishing up a proposal for ridgeline and viewshed protection, the completion of the parks and recreation master plan, next steps for Agriculture protection and promotion, completion of the new Open Space plan, and the cultural and historic preservation team.

- **Cultural and Historic Preservation Team (CHPT):** The CHPT met on January 31st for the first time. A great group of energized residents have volunteered to help move this team forward. The team has identified a grant opportunity that is available to help conduct a quick analysis and stock of historically significant properties if awarded.
- **Joint Meeting:** Please keep in mind a joint meeting of all of our boards and committees will be held at 5:00pm on February 12th prior to the Town Board meeting.

Upcoming Meetings:

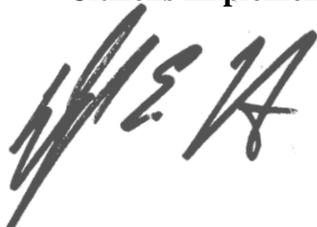
Planning – The next scheduled Planning Board meeting is February 13th at 6:00pm.

Zoning – The Zoning Board of Appeals next meets Wednesday, February 28th at 6:00pm.

Environmental Conservation Board – March 1st at 4:30pm.

Agriculture Advisory Committee – March 1st at 6:00pm.

Citizens Implementation Committee – February 20th at 9:00am to discuss Economic Development and the Group Concept Mapping.



Doug Finch, Town Manager