

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: May 12, 2011
 Re: **Monthly Report – April 2011**

ASSESSOR

- General administrative duties continue --
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Assist Staff and General Public with research requests for current and archival information concerning maps, land, buildings, title, motor vehicles
- Field work for Building Permits and map changes are in process to update records for the 2011 Grand List
- Assist Land Use with GIS Mapping Information
- February 15th – May 15th applications are taken for the Homeowners Tax Credit Program for the Elderly and Disabled (Even Year) – to date 57 applications qualify -48 for State of CT and Town of Canton Credit - 9 for Town of Canton only credit

BUILDING DEPARTMENT

- There were two permits issued for new single family homes. One address is Secret Mountain Trail and the other address is Valley View Drive. One commercial permit was issued for window replacements at Union Savings Bank.
- Mr. Rich conducted a total of 59 inspections.

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	9	\$145,815
Deck	2	\$10,500
Demolition	0	\$0
Electrical	15	\$19,500
Garage/Shed	3	\$13,601
HVAC (includes woodstoves)	6	\$43,000
New Commercial	1	\$11,700
New Residential	2	\$436,787
Plumbing	5	\$4,000
Pool	0	\$0
Roofing/Siding	8	\$74,813
Foundation	0	\$0
Total	51	\$759,716

Permit Value Comparison for April

	2011	2010
Value of Permits Issued	\$719,756	\$609,917
Building Permit Fees	\$8,610	\$5,446
Other Income Fees	\$2,142	\$2,968
Building Permits Issued	51	37

Total Value of Permits and Permit Fees

July-April 2010--2011		July-April 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$6,291,509	\$101,716	\$5,710,408	\$81,086

FINANCE

- Professional Development
None
- Attended BOF - BoE FY 2011-12 Budget Presentation Meeting on the 4th
- Attended BOF – FY 2011-12 Budget Public Hearing on the 7th
- Attended Safety Committee Meeting on the 12th
- Attended Paramedic Meeting on the 12th
- Attended Monthly Staff Meeting
- Attended BOF – FY 2011-12 Budget Workshop on the 13th
- Attended Monthly Board of Finance Meeting

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 3/31/11

General Fund	\$ 12,207,901
Special Revenue Funds	\$ 2,633,373
Capital Projects Funds	\$ 2,397,014
Internal Service Funds	\$ 800,504
Trust and Agency Funds	\$ 303,827
TOTAL ESTIMATED BY FUND	\$ 18,342,619

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 3/31/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.11%	.14%	91	83	\$ 5,105,458
Webster	.30%	.30%	3,115	3,253	\$ 12,866,654
Reich & Tang					\$ 370,507
Total Outstanding Investments			3,206	3,336	\$ 18,342,619

Projects:

MUNIS Upgrade v8.2	March 2011 – Testing	10 hours
MUNIS Upgrade v8.2	March 2011 – Conversion	12 hours
MUNIS Upgrade v8.2	April 2011 – Web Access	15 hours

FIRE & EMS DEPARTMENT

Incident Calls: - see attached summary

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of April 2011:

Inspections	7
Inspection Follow-ups	4
Plan Review	2
Job Site Inspections	4
Fire Investigations	0
Blasting Permits	1
Burn Permits	12
Bomb Threats	0
Hazardous Materials	0

- Attended a meeting on April 4 regarding the fire protection water cisterns on Wind Mill Lane

Canton Fire Department

Incident Type Report (Summary)

Alarm Date Between {04/01/2011} And {04/30/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	51	68.91%	\$0	0.00%
322 Motor vehicle accident with injuries	2	2.70%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	1.35%	\$0	0.00%
	54	72.97%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	1.35%	\$0	0.00%
	1	1.35%	\$0	0.00%
5 Service Call				
553 Public service	2	2.70%	\$0	0.00%
561 Unauthorized burning	1	1.35%	\$0	0.00%
571 Cover assignment, standby, moveup	2	2.70%	\$0	0.00%
	5	6.75%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	8	10.81%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	2.70%	\$0	0.00%
	10	13.51%	\$0	0.00%
7 False Alarm & False Call				
743 Smoke detector activation, no fire -	1	1.35%	\$0	0.00%
745 Alarm system activation, no fire -	2	2.70%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	1.35%	\$0	0.00%
	4	5.40%	\$0	0.00%
Total Incident Count:	74		Total Est Loss:	\$0

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Attended and hosted the monthly meeting of the Capitol Region Fire Marshals Association at La Trattoria on April 7.
- Recorded fire safety messages on camera for Patch.com on April 8.
- Attended the quarterly meeting of the Town of Canton Safety Committee on April 12 at the police station.
- Worked with FIREHOUSE Software and NexGen technical support to repair fire department server
- Attended the annual CT Fire Marshals Association conference in Cromwell on April 20. The topic of the day was Fatal Fire Investigations.
- Conducted a meeting with fifth grade teachers at Canton Intermediate School on April 25 to explain the Student Tools for Emergency Planning (STEP) class to be started in May.
- Presented fire prevention education to the children at Canton Community Nursery School with the Canton Volunteer Fire and EMS Department on April 26.
- Attended a meeting on April 27 regarding a possible new subdivision.
- Assisted Social Services with an elderly couple that had no working smoke alarms in their residence. Installed two new working smoke alarms.
- Issued 12 open burning permits during the month.

LIBRARY

ADULT SERVICES

- Our Monday Evening Book Discussion Club read *Confederates in the Attic* by Tony Horowitz. This book continued the theme begun last month of focusing on books about the American Civil War. Attendance: 9.
- Our Saturday Book Conversations group held a “book chat” session in April, as it does every April. Each member brought at least one book to recommend to the other attendees. A lively discussion resulted, and everyone left with a list of future “must reads”. Attendance: 6.
- Resident artist Art Chouinard was in the library painting his landscapes and seascapes on April 12.
- Dr. Larry Carlton gave a talk called *Canton in the Civil War* on April 2. This was our first program (aside from the Monday book discussion group mentioned above) to mark the 150th anniversary of the start of the Civil War. The turn-out was excellent: 125.
- An introductory yoga program that emphasized yoga as a meditative practice was offered on April 6 by Avon resident Ashwini Balhe. Attendance: 20.
- Jo Hansling, who has visited us in the past to speak about antique quilts, returned on April 9 to discuss quilts of the Civil War, focusing especially on the role of quilts in the Underground Railroad. Attendance: 15.
- On April 13, art teacher and speaker Deborah Sacks presented *Start Your Career in Art*, a program on art school admission and portfolio preparation. Attendance: 12.
- Abraham Lincoln impersonator Howard Wright performed on April 30. Mr. Wright came in costume and read convincingly from several key speeches and letters written by Lincoln. Attendance: 52.
- April displays: (1) In the glass case and around the library, a wonderful exhibit of items from the Civil War, including items related to Canton. Displayed objects included a non-working rifle, knives, a mess kit, spent bullets, an authentic Civil War uniform, photos of Canton residents during the Civil War, letters and books, and other fascinating objects. People visited from all over Connecticut to see this display. (2) All around the library, a display of poetry marking National Poetry Month and Poem in Your Pocket Day. Trustee Nita Hansen worked with Reference Librarian Beth Van Ness to coordinate the poetry displays and to leave bunches of poems around the library on tables and windowsills for patrons to take away. (3) Books of jokes, humor, and gardening.

TEEN SERVICES

- Our teen book discussion club met to read poetry for their April meeting in honor of National Poetry Month. Attendance: 5.

CANTON PUBLIC LIBRARY PUBLIC SERVICE STATISTICS	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec 10	Jan-11	Feb-11	Mar-11	Apr-11
CIRCULATION													
Adult	7,493	7,192	8,578	9,233	8,497	7,361	7,014	7,424	6,853	8,622	7,124	8,284	7,446
Children's	6,356	5,813	7,918	10,358	8,690	6,452	5,610	6,700	5,075	6,136	6,199	7,385	6,150
Teen	371	502	759	1,088	806	487	458	532	393	493	421	573	458
Downloadable Audio	124	123	170	140	135	95	131	118	124	102	152	112	165
"Other"	32	63	66	56	76	56	34	55	42	65	53	49	43
Total Circulation	14,376	13,693	17,491	20,875	18,204	14,451	13,247	14,829	12,487	15,418	13,949	16,403	14,262
REGISTRATION													
New Cards Issued	60	50	82	79	67	38	30	42	31	50	48	59	51
Expired Cards Renewed	60	54	97	86	86	43	50	34	31	49	33	66	41
Total Cardholders	4,495	4,506	4,509	4,531	4,553	4,531	4,530	4,517	4,522	4,533	4,509	4,537	4,524
REFERENCE QUESTIONS													
	1,217	1,509	2,278	2,111	2,087	1,692	1,381	1,523	1,364	1,427	1,362	1,814	1,502
INTERLIBRARY LOAN													
Items Borrowed for Canton Residents	289	279	343	N/A	N/A	350	301	360	239	301	293	311	N/A
Items Loaned to Other Libraries	328	338	293	N/A	N/A	338	295	267	301	369	338	352	N/A
PUBLIC COMPUTER USES													
	1,745	1,619	1,959	1,848	1,854	1,831	1,811	1,685	1,916	1,644	1,436	2,072	1,340
HOMEBOUND PATRON DELIVERIES													
	5	6	7	6	7	9	9	10	12	12	6	6	8
PROGRAMMING													
Adult Programs Held - Attendance	7 - 107	7 - 90	4 - 27	5 - 12	1 - N/C	7 - 65	10 - 155	7 - 51	3 - 16	8 - 77	7 - 163	10 - 158	8 - 239
Teen Programs Held - Attendance	N/C	N/C	N/C	N/C	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6	1 - 4	1 - 7	1 - 5
Children's Programs Held - Attendance	12 - 382	14 - 471	23 - 845	28 - 1,213	14 - 1,137	10 - 209	23 - 602	19 - 503	5 - 286	14 - 231	21 - 411	31 - 750	23 - 634
Total Programs Held - Attendance	19 - 489	21 - 561	27 - 872	33 - 1,225	15 - 1,137	17 - 274	34 - 766	27 - 562	9 - 309	23 - 314	29 - 578	42 - 915	32 - 878
STUDY ROOM USES													
Quiet Study Room	12	14	7	18	21	20	21	12	14	23	35	37	25
Word Processor Room	12	6	5	3	12	0	2	1	8	2	6	10	0
Total Study Room Uses	24	20	12	21	33	20	23	13	22	25	41	47	25
ITEM HOLDS PLACED													
	1,040	1,053	1,311	1,241	1,162	1,088	983	1,085	884	1,208	1,064	1,265	1,087
THE COLLECTION													
Items Added	791	774	802	920	772	1,109	964	573	596	726	1,092	864	755
Items Withdrawn	464	529	450	130	403	478	55	271	923	67	368	313	1,948
Total Barcoded Items in the Collection	78,142	78,387	79,034	79,759	80,172	80,803	81,712	82,014	81,687	82,346	83,070	83,621	82,428
PATRON VISITS													
	8,412	7,711	9,344	11,054	9,979	8,474	8,087	7,540	7,880	7,870	7,921	10,316	8,598

LIBRARY, Cont.

CHILDREN'S SERVICES

- The spring story time semester ended on April 18. Fourteen (14) April storytimes, including 2 drop-in yoga story hours with Beth Griffin (paid for by the Friends), drew attendances of 276. We will offer drop-in story times on Friday mornings during May as we get ready for the big summer reading events of July and August.
- A special story time featured the theme of Martha, the children's story book dog, during spring school vacation week. Heather Baker worked with Farmington children's librarian Paula Montes and Tucker the Therapy Dog to present Martha stories, movies, dog songs, and a demonstration of skill by Tucker, a lovable English spaniel. The kids completed a dog craft and got to spend some one-on-one time with Tucker at the close of the program. The next day, Heather went over to Farmington to repeat the event at Paula Montes' library. Two (2) programs – attendance 101.
- The performers called "Playtivity" visited on April 21 to present a musical program offering lots of interactive opportunities for kids. Attendees were invited to join in and perform on hand drums, shaker eggs, maraca, djembes, and tambourines. A loud program but very popular: attendance 107.
- We hosted the fourth graders from Canton Intermediate School during the last week of April. The students toured the library and were introduced to our various activities: circulation, the online catalog and databases, and the materials and services of the children's Room. The kids asked lots of questions about our new Wii game collection. Six (6) visits – attendance 150.
- The Children's Room staff is already deep into planning this year's summer events, which will run from July 1 to August 18 under the theme *Monsters and Dragons and Aliens, Oh My!* There will be, as usual, many special events, a return of Book Buddies and Readers' Theater, weekly prizes for readers, and the closing pool party.
- Heather and Betsy Ash finished weeding the items in our theme packs. They are now purchasing items to update them and making new inventory lists for each pack. Other housekeeping projects include the relabeling of much of the children's book collection, including adjusting many call numbers and updating call numbers in the catalog.
- Over the past year, a large number of children's DVDs have gone missing thanks to failure to return as well as outright theft. We will need to replace about 50 popular titles from our operating budget. No, we have no idea who is stealing our DVDs.
- Book displays: (1) New Nutmeg Award nominee books, (2) Every Day in April Is Special, (3) *Kids' Favorites: Books By Kids For Kids*, (4) Humor and joke books.

PERSONNEL

- In May, we will be hiring a new summer intern. Shana Morales and Heather Nielsen have been our faithful interns for the past few years, but Heather has decided not to return this summer in order to pursue other activities. We'll miss her.
- Circulation Supervisor Katie Bunn has set up an "Adopt-a-Shelf" program here similar to those in some other Connecticut libraries. Volunteers "adopt" a specific area of the library and come in every week to shelve, neat, identify items in need of repair, etc. To date, Katie has recruited 4 volunteers for Adopt-a-Shelf. In addition, we picked up 2 more new volunteers who work in other areas of the library.
- We are lining up the staff to man the library during its 10 a.m. to 1 p.m. openings on summer Saturdays. We will be open on 9 summer Saturdays starting July 2 and running through August 27.

OTHER HIGHLIGHTS OF THE MONTH

- The Friends of the Library held their 7th annual crossword puzzle tournament on April 16. As usual, the event was run by Alice Dutton and a host of volunteers from the Friends. 20 contestants from around Connecticut participated and some even came from other states. Refreshments were served and prizes were awarded to the top-graded contestants. An event that is popular every year.
- The Friends of the Library also sent out a town wide mailing during April. They asked Canton residents to be donors, new members, and active workers. Over 5,000 appeal letters were sent out in a single day, which was amazing, and we have received a great deal of valuable publicity as a result of this effort. See Patch, Dot-Canton-Dot-Com, The Canton News, and Canton Life.

LIBRARY, Cont.

- With libraries around Connecticut, we observed Snapshot Day on April 13. On Snapshot Day every year, libraries throughout the state photograph their activities and count their business statistics to illustrate the wide variety of the programs and services we offer, and to document their patronage. View the day's statistics at www.snapshotctlib.wordpress.com. View the day's photographs at www.flickr.com/photos/ctlibrariesnapshot2010. (Yes, the number is 2010, but the photos are 2011.)
- The large number of items withdrawn in April reflects the removal of our magazine issues from 2008.

PARKS AND RECREATION

- Meeting with Kyra from the Finance Department, this week to discuss required forms for the new & returning Summer staff.
- T-Ball and Coach Pitch program began as scheduled on April 30th at Mills Pond, with approx. 125 participants, ages 4-7 years old. T-shirts were handed out and all went smoothly with our coordinators.
- A few parents asked to shift their children up to Coach Pitch and we have accommodated their requests.
- • All plots in the Community Gardens have filled this year, we have a full garden.
- Sent home E-flyers to parents for Field hockey Summer camp, aimed at a younger group, grades 5-8.
- Booked the face painting artist that we had last year for Family Fun day.
- Easter Egg Hunt at Mills Pond took place on April 16th
- Tennis Lessons are running completely full at Mills Pond with a wait list. Some difficulties with being able to schedule the courts, as we are sharing the tennis court space with CHS teams
- Registrations for Summer camps are going very well
- Golf, Tennis, Let's Gogh Art and Mad Science camps are filling up
- Mad Science of New England will be running a Summer Fun workshop at Mills Pond on May 28th
- Kathy Hooker will be holding her "Road Map to College" workshop on May 21st at CCC
- Director Brian Wilson reviewed program reporting and credit card processing procedures with Finance.
- Director Brian Wilson attended the Senior/Social Services Volunteer Recognition Luncheon.
- Director Wilson attended the quarterly Town Safety Committee Meeting at the Police Department.
- Director Wilson attended a Connecticut Park Association Meeting in Newtown CT for aquatic safety and pool code changes.
- Director Wilson attended the Commission on Aging meeting.
- Met with other department heads at Mills Pond Poolhouse to review the facility and brainstorm ideas for renovations.
- Entered new pool maintenance contract with Savol Pools. Began work on preparing for pool opening.
- Worked with youth sports associations and school Athletic Director to resolve field usage issues for the spring season.
- Coordinated seasonal staff and began contacting all staff for returning to the department for the summer.
- Reviewed staffing needs and training requirements for all staff.

POLICE DEPARTMENT

PERSONNEL

- April 7: Dispatch Union voted to approve 2 month schedule rotation.
- April 11: Officer Saucier completed FTO training period.
- April 11: ACO LaPlume attended one week class on AC issues.
- April 12: Chief Arciero attended Capitol Chief Police meeting in Farmington.
- April 14: D/C Hull attended monthly SWAT training.
- April 18: Sgt. Deloy and Off. Selander attended a week long training on child car seat installation.
- April 25: Darren Besse sworn in and started as CPO.
- April 25: Sgt. Messier-proud father to a new daughter.

ADMINISTRATION

- April 4: Mag and Son provided uniform exhibition at CPD.

- April 5: NEXGEN representatives at Canton PD to install upgrade version 11.
- April 5: Chief Arciero and D/C Hull held wrecker meeting for policy review.
- April 6: Chief Arciero met with Generator service and updated policy re UPS at CPD
- April 6: Chief Arciero met with Canton Ambulance John Bunnell re AED refresh for 2 sets for town use.
- April 7: Chief Arciero and AA Raftery completed data retrieval for ambulance data FOI request.
- April 8: NexGen installed MDT upgrades and new version software for RMS.
- April 8: Chief Arciero attended union contract negotiations with CAO Skinner and town Attorney and Union leadership.
- April 12: D/C Hull attended the town's Safety Committee meeting at the CPD.
- April 13: Chief Arciero attended Department Head meeting at Town Hall.
- April 14: Chief Arciero attended contract negotiations for police contract.
- April 15: Chief Arciero met with Canton FD regarding upcoming 'Jamboree'.
- April 19: New CPD cruiser delivered to CPD.
- April 18: D/C Hull met with DPW and town of Avon re: vehicle maintenance policy.
- April 21: Chief Arciero attended CT Chief's Police Expo in Southington.
- April 23: CPD experienced radio interference issues over holiday weekend. WPCS contacted.
- April 26: CPD hosted State Police training at CPD for LEOSA qualifications.
- April 28: Chief Arciero assessed speed limit sign request for Rustle Meadow development.

COMMUNITY POLICING

- April 1: Canton Police Department participated in 4 Valley Town Police Department Basketball game for grand opening of Valley Sports Center.
- April 5: Chief Arciero and Sgt. Witkos met with Canton Middle School re Odyssey Project.
- April 5: Chief Arciero gave a presentation at Cherry Brook Health Facility.
- April 6: Sgt. Witkos began Odyssey project at the CPD.
- April 7: CPD held its "Coffee with the Cops" at McDonald's restaurant on Rte 44.
- April 7: Traffic Hot Spot Web site refreshed re status of remediation.
- April 7: Chief Arciero met with Canton EMS John Bunnell to discuss AEDs for town use.
- April 8: Canton Rotary partnered with CPD to fund purchase of Amber Alert local access software.
- April 11: Chief Arciero attended the YSB and Substance Abuse Council meetings at Community Center.
- April 12: Chief Arciero attended the Canton Republican town meeting at the Community Center.
- April 12: Chief Arciero attended the monthly Chamber of Commerce meeting at the Community Center.
- April 15: Chief Arciero attended and presented at the Senior Citizen luncheon at the Community Center.
- April 16: CPD assisted Classic Car Club with 'teddy bear' collection for hospital patients at the Shoppes.
- April 18: Speed Monitoring trailer placed on Lawton Rd.
- April 18: D/C Hull called out for SWAT call in Bloomfield.
- April 20: Sgt Penney represented the CPD at the Juvenile Review Board meeting
- April 25: Chief Arciero, Sgt. Witkos, Officer Capaldo, Detective Wilkinson and Off. Besse participated in Food Bank pick-up at area banks.
- April 29: Chief Arciero met with Springfest coordinator re: Street Fair-road closure discussions.
- April 30: Teen Driving event at CHS: Attended by Chief Arciero, Sgt. Deloy, Offs. Selander and Keepin.

OPERATIONS

- April 4: Chief Arciero met with Lawton Rd residents re proposed development and traffic concerns.
- April 5: Chief Arciero attended Regional Police Department meeting at Farmington PD to discuss emergency activation procedures.
- April 7: Chief Arciero and DOT reviewed status of CPD submissions for STC changes on state highways in Canton.
- April 7: Chief Arciero conducted traffic review of Clare Hill Rd (Burlington) at Canton line for traffic diversion.

POLICE DEPARTMENT, Cont.

- April 8: Chief Arciero, Off. Capaldo and Saucier met with Canton Resident for review of continuing problem on unlawful access to property. Coordinated response with Simsbury PD.
- April 12: Detective Wilkinson assists State Police Major Crime Unit with Sex Assault investigation from Burlington.
- April 14: Numerous CPD officers successfully investigated and made an arrest regarding area wide burglary suspect.
- April 18: CPD received software download for Amber Alert from Rotary Club.
- April 19: Chief Arciero submitted initial draft of CPD SOP for mass vaccination Staging area plan.
- April 20: Officer Capaldo testified successfully at 2 separate Per Se hearings.
- April 27: Chief Arciero attended NCMARS meeting at SPD for accident team reconfiguration.

• **Incident Summary:**

Total Incidents for April: **812** Previous month (March-807)

Domestic Disturbance	3	Motor Vehicle Stops	195
Driving Under Influe.	1	Motor Vehicle Accidents	28
Larceny-All	7	Suspicious Pers/Vehicle	17
Medical Calls	43	Directed Patrol	55
Fraud	3		

PROJECT ADMINISTRATOR

- Reviewed and approved CRRA, Paine's, and Murphy Road Recycling invoices for Transfer Station.
- Prepared information for and attended one meeting of the Hydro Power Advisory Committee. Prepared comments relative to draft pre-feasibility study report.
- Prepared information for and attended PMBC meeting. Requested scope of services from consultant for further investigation of 20 Canton Springs Road site.
- Completed field reviews for recommended improvements for proposed road improvement program for first 3 years of program.
- Coordinated with Vanasse Hangen Brustlin, Inc., the pavement management system consultant, in completion of pavement investigation for improvements to Dyer Avenue from Simonds Avenue to Maple Avenue.
- Attended weekly coordination meetings with consultant for the Farmington River Trail – Phase III project.
- Open bids and awarded contract for Transfer Station Refuse Hauling Services to All Waste Inc.
- Received 13 proposals for consultant services for Town Bridge Over Farmington River project.
- Conducted kickoff meeting for the Upper Collinsville Mill Pond Master Plan meeting with selected consultant and Steering Committee.
- Prepared site plan and Land Use Application for site plan modification to accommodate operational changes at the Transfer Station.
- Prepare application and attended Inland Wetlands and Watercourses Commission meeting for relocation of proposed gazebo as part of the Farmington River Greenway Project.
- Executed contract and Notice to proceed for Survey Services for Traffic Signal Installation at Bridge Street and Main Street
- Completed walk-thru of Mills Pond Park pool house to develop program for future renovations.
- Received applications for two possible housing rehabilitation loans. Coordinating with Small Cities consultant as required.
- Prepared and submitted various quarterly reports required for grant funded projects.

PROJECT ADMINISTRATOR, Cont.

2011 Project Log

Project	April
PMBC Highway Garage Proj.	11
Farmington River Trail - Phase 3	36
Small Cities "21" Phase 2	4
Citizen Inquiries	
Budget / CIP Program	4
Planning Site Plan Review	10
IWWA Site Plan Review	
DEP Mill Pond Master Plan	11
Town Bridge Project	4
TS Hauling Bid MSW	2
Canton Hydro Project	10
Housing Rehabilitation Loan Program	5
Pavement Management Services	9
Main Street/ Bridge Street Traffic Control Signal	1
Route 177 Trail Extension	
Town Highway Garage	11
Transfer Station Modifications	22

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Replaced pipe on breezy hill
- Repaired catch basin and replaced top on Indian hill
- Repaired sink holes on Thompson Hill & Livingston rd
- Pot hole patching around town
- Swept most of the town south of rte 44
- Installed bench and pad near river
- Bark mulched town hall, green on 44, library and community center
- Picked up damaged curb from winter

MAINTENANCE GARAGE

- Sweeper repairs
- Pick up trk. tailgate repair
- Trailer repair
- Parks equipment

PARKS DEPARTMENT

- Worked on baseball and softball fields
- Laid out, painted, and maintained Lacrosse fields
- Started mowing
- Started fertilizing
- Drained pool for spring maintenance
- Picked up garbage
- Removed flower boxes at gazebo for painting and reinstalled when finished
- Sprayed ball fields to help control weeds

TRANSFER STATION

- New Metal Recycling vendor (Paine's Inc.)
- New Permits available for purchase

PUBLIC WORKS, Cont.

BUILDING MAINTENANCE DEPARTMENT

- Repaired cooling tower atomizers
- Met with New England Energy Controls about heating issues at Library-Community Center
- Met with Tower Energy for service to all generators
- Met with Kinsley Power for final service to CC generator
- Repaired lights for flagpole-town sign at Town Hall
- Power scrubbed Highway floors and office area
- Shampooed remaining carpets at Police Dept.
- Repaired water main at softball field for Canton Little League
- Began switch-over from heating to cooling at Town Hall
- Met with Dzen Roofing at CC for roofing repairs

PROFESSIONAL DEVELOPMENT

- Rick Lassen – Hazard Communications & Lock out/Tag out, Simsbury, CT
- Kevin Smith - Hazard Communications & Lock out/Tag out, Simsbury, CT
- Henry Maskaitis – New England Parks Association, Public Swimming Pools, Newtown, CT

WORK ORDERS RECEIVED:

Work Request	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	FY Totals
Highway	1	4	3	3	2	2	15
Parks	1	1	1	1	1	1	6
Building Maintenance	10	35	18	22	36	24	145
Signs	4	4	3	4	6	8	29
Trees	4	4	0	2	0	1	11
Mailboxes	0	0	18	4	4	0	26
Pot Holes	0	1	6	10	20	250	287
Drainage	2	9	0	0	2	1	14
Curbing	0	0	0	0	0	0	0
Lawn	0	0	0	0	0	1	1
Animal	1	0	0	1	2	1	5
Total	21	58	49	47	73	289	537

DIRECTOR STATUS REPORT

MEETINGS ATTENDED

1. April 05, 2011: Project Meeting – Roads/Transfer Station
2. April 06, 2011: Board of Selectman
3. April 07, 2011: School Dude Webinar
4. April 11, 2011: Public Works Staff Meeting with Foremen
5. April 11, 2011: Updated: Transfer Station Refuse Hauling
6. April 12, 2011: Cherrybrook Garden Club Meeting
7. April 12, 2011: Town Safety Committee
8. April 13, 2011: Department Head Meeting
9. April 13, 2011: Solid Waste Transfer Committee
10. April 14, 2011: WPCA Meeting
11. April 18, 2011: Town Vehicle Maintenance Meeting
12. April 19, 2011: Project Meeting – Roads/Transfer Station
13. April 21, 2011: Library Director Meeting
14. April 25, 2011: Public Works Staff Meeting with Foremen
15. April 25, 2011: Town Truck RFP Opening
16. April 27, 2011: Solid Waste Transfer Committee
17. April 28, 2011: Little League Meeting

PUBLIC WORKS, Cont.

NEW PROJECTS

18. LOCIP Grant for Transfer Station Project
19. Develop Employee Performance Measures

PROJECTS IN PROGRESS

1. Bid Waste and Recycling Removal Services for Transfer Station
2. Bid – Highway 4x4 Pick-up Truck
3. Transfer Station Improvements for Permit Renewal
4. Town Vehicle Maintenance Study
5. Develop 2011/2012 Operating and Capital Budget
6. Implement Sign Maintenance Program (MUTCD)

COMPLETED PROJECTS

1. Bid Metal Recycling Services for the Transfer Station (awarded to Paine's Inc.)
2. Implementation of School Dude Preventive Maintenance Software

PROFESSIONAL DEVELOPMENT

1. Organizational Communication, Bachelor Studies, University of Hartford, Hartford CT
2. American Public Works Association, Spring Meeting/Training, Westbrook, CT

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 7 days, 341 meals served
- Dial A Ride:
 - Total # of passengers: 162
 - Total # of trips: 332
 - Tickets funds collected at Town Clerk's Office: \$40 for 80 tickets
 - Tickets funds collected and at Senior Services: \$148 for 296 tickets
- Jump on Board (JOB) Trips:
 - Jump On Board to Buckland Mall, five people
 - Jump on Board to West Farms Mall: one person
 - Jump on Board to New Britain Museum of Art: nine people
 - JOB to Foxwoods Casino, two people went
- CHOICES volunteer Paula had 2 appointments this month.
- "In The News" met twice, with an average of 15 people
- McLean Meals on Wheels: 816 meals were delivered to 24 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 67 screenings
 - Walking group: 92 screenings
 - Bereavement Support Group: Jim Fox met with 1 person
- Senior Potluck: 25 folks came with delicious food and enjoyed a meal together
- Cooking with Elaine- 19 people attended to sample Simple but Healthy Meals
- Medical Transportation: 13 round trips coordinated; 3 one-way
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 31 rides.
- Senior Cell Phone Program: 2 phones given out
- Vials of Life were given out
- e-Scribes:
- Tuesday, April 12: covering the Canton Senior Center Scribe, the Canton Connection, and CRT meal menu, as well as the Volunteer Appreciation Luncheon.

SENIOR & SOCIAL SERVICES, Cont.

SPECIAL APRIL EVENTS

- Senior/Social Services offered a Safe Driving Course through AARP on Monday April 4th from 12:30-4:30pm. 25 adults participated in the class.
- On Tuesday, April 12th, Canton Senior/Social Services recognized and honored the volunteers and friends of the department who help in various capacities. Over 50 folks showed up and enjoyed a bountiful brunch, courtesy of Cherry Brook Healthcare Center. Claire gave honorable mention to the Canton Commission on Aging members, FOCUS On Canton, Inc. as well as the two super-star volunteers Kristie Griswold & Lilly Chung who help out in the office on a daily basis. The group also celebrated the birthday of Toby Scheel, Administrative Assistant; everyone left with smiles and parting gifts! ☺
- From February through April 13th, AARP Volunteers offered free Tax Preparation help through Canton Senior & Social Services, whose staff & volunteers coordinated all the appointments. Bob Porter, Bob Brown & Dick Sanger filed 85 tax returns, completed one amended return and answered questions for nine additional clients. Thank you, gentlemen!
- On Friday April 15th, after Claire alerted the Lunch Bunch to some local scams, Chief Arciero stopped by to offer advice in the case residents see something suspicious, or if they get confusing mail or phone calls as well.
- On Tuesday April 19th, Senior/Social Services sponsored two workshops on Ukrainian Egg Decorating at the Canton Community Center. Over 25 folks participated and photos of the workshops were featured in the next weeks' edition of the Hartford Courant!!

ADMINISTRATIVE

- Claire attended the Canton CoA meeting on Monday, April 4, in the Senior Room of the CCC.
- Claire attended the Board of Selectman meeting on Wednesday April 6th with Director of Parks & Rec/Senior Services, Brian Wilson to ask permission to apply for the CT Dept of Transportation matching grant for transportation services. Many Commission on Aging members, as well as riders showed up to show support as well... thank you ☺
- Volunteers Kristie and Alexis Griswold steam cleaned all of the fabric surfaces (ie. Couches, chairs) in the Senior Room on Monday April 18th.
- Claire worked with Animal Control to coordinate services for a resident and her dog after a call of an abused animal came through to the Animal Control office on Monday and Tuesday April 25th.
- Claire and volunteer Kristie took care of a Senior Center member issue involving incontinence during the last week of April involving incontinence.
- Claire met with Canton high school Senior Nick Quattro and his mother on Wednesday April 27th to discuss plans for "Seniors Helping Seniors" Day.
- Claire mediated an ongoing issue between a group of Senior Center members.
- Claire attended the NASW/CT (National Association of Social Workers', CT Chapter) annual conference on Friday April 29th in Waterbury.
- Claire saw over 40 people for Social Services-related needs during the month of April.
- Toby started coordinating a time to meet with Linda Smith, Canton Town Clerk, to work on Senior/Social Services website.
- Claire went on a home visit to an elderly couple's home in North Canton with Fire Marshal, Adam Libros, on Thursday April 28th to install fire & smoke detectors.
- Claire and Toby worked on marketing our special spring events as well as ongoing programs.
- Canton Senior/Social Services was closed on Friday April 22nd for the Good Friday holiday and on Friday April 29th because of staff days off and training.

TAX COLLECTOR

- Tax collections for the current list were \$80,109.50. Back year collections were \$10,009.22. Interest and fees totaled \$17,582.90.

TAX COLLECTOR, Cont.

- Sewer Collections on current list \$69,095.51. Back year collections were \$3,613.83. Interest and lien fees totaled \$2,420.49.
- The tax office has collected 99.86% of the current year tax revenue budget, 85.5% of back year revenue budget and 110.0% of the interest and lien budget and \$470.87 (3,000.82 year to date) in suspense collections as of 4-30-11.
- Filed UCC1 liens with the State of Connecticut.
- Sent out Intent To Lien for the Real Estate accounts
- Released 19 liens this month
- Updated file with land transfers

TOWN CLERK

- Processed: 530 transactions and no marriage licenses
- Real estate recordings were even with the same time last year with 11 residential home sales.
- Largest home sale: 3 Cobb Road (\$685,000).
- Municipal Conveyance Tax collected on transfers was \$9253.50.
- \$453 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$5676.
- A total of 1229 dog licenses have been sold for FY2010-2011.
- April 13 & 14: The Town Clerk attended the Spring 2011 Connecticut Town Clerk Conference.
- April 20: BOS approval was given to apply for the FY2012 Historic Document Preservation Grant.
- April 20: BOS approval was given to apply for a Canton Community Health Fund Grant.
- April 25-28: Land records vendor, COTT Systems, installed and trained the Town Clerk staff on a system upgrade called Resolution3. The installation and transition went smoothly.
- Citizen Request Management component of QScend (QAlert), logged no comments/complaints.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures.
- Liens & lis pendens action:
 - Mortgage lis pendens 3
 - Condo Fees Liens 2
 - Credit Cards/Debt Collectors 1
 - Commercial/tax liens/other 5
 - Medical related 1
- Activity on the Town's website:
 - Number of visits to our site: 4554 people made 7642 visits to the site.
 - Average number of pages/visit: 2.6
 - Average time on site: 2:19 (min:sec)
 - Top pages viewed: Home Page, Assessor, Employment, Request for Proposals, Agendas and Minutes, Visitor's Guide, Farmington River Trail, Town Clerk, Tax Collector, and Police Department.

Town Clerk Receipts-April 2011

Total Items	Description	Total Amount
	Recordings:	
151	Land Records	\$3747.00
	Conveyance Tax	\$9253.50
	St of CT Historical Preservation	\$302.00
	Town Clerk Historical Preservation	\$151.00
	Town of Canton-Land Preservation	\$453.00
	St of CT-Land & Dairy Preservation	\$5436.00
	Town Clerk Land Preservation	\$151.00
0	Maps	\$0.00
140	Copies	\$825.25

TOWN CLERK, Cont.

36	Sport Licenses:	
	St of CT DEP	\$1056.00
	Sport Licenses-Town of Canton	\$34.00
7	Miscellaneous	\$32.00
49	Vitals	\$725.00
0	Marriage/CU Licenses St of CT	\$0.00
0	Dog Licenses:	
	Town of Canton	\$0.00
	State of CT	\$0.00
1	Notary Fees	\$10.00
1	Dial-A-Ride	\$40.00
145	Transfer Station	\$6513
1	Stone	\$75.00
530	TOTALS	\$28,806.75

TOWN PLANNER

PERMITS ISSUED

- 11 Canton Land Trust signs
- 26 Ellsworth Lane – home occupation, actuary.
- 188 Albany Tpke. – window frame replacement, Unity bank
- 19 Mohawk Dr. – interior renovations
- 44 Westwood Dr. – deck
- 6 Tanglewood Dr. - interior renovations
- 152 East Hill Rd. – shed
- 6 The Green – interior renovations, porch repair
- 116 Cherry Brook rd. – shed
- 221 Bahre Corner Rd. – home occupation, cleaning service
- 326 Albany Tpke. – sign, attorney’s office
- 35 Bart Dr. – interior renovations
- 36-38 Gildersleeve Ave. – replacement of two family house
- 18 Hilltop Dr. – carport
- 6 Pheasant Hill Rd. – poolhouse
- 50 Albany Tpke. – sign, International Kyokushinkai Union Karate
- 133 Torrington Ave. – garage addition
- 506 Timber Lane – deck addition, condominium unit

INSPECTIONS

- 34 Hoffman Rd. – possible illegal accessory apartment
- 26 Ellsworth Lane – home occupation, actuary.
- 355 Cherry Brook Rd. – possible illegal business sign
- 188 Albany Tpke. – window frame replacement, Unity bank
- 19 Mohawk Dr. – interior renovations
- 44 Westwood Dr. – deck
- 6 Tanglewood Dr. - interior renovations
- 152 East Hill Rd. – shed
- 6 The Green – interior renovations, porch repair
- 116 Cherry Brook rd. – shed
- 221 Bahre Corner Rd. – home occupation, cleaning service
- 326 Albany Tpke. – sign, attorney’s office

TOWN PLANNER, Cont.

- 35 Bart Dr. – interior renovations
- 110 Albany Tpke. – sign Lindt Chocolates
- 36-38 Gildersleeve Ave. – replacement of two family house
- 18 Hilltop Dr. – carport
- 6 Pheasant Hill Rd. – poolhouse
- 50 Albany Tpke. – sign, International Kyokushinkai Union Karate
- 133 Torrington Ave. – garage addition
- 506 Timber Lane – deck addition, condominium unit
- 134 Winterbourne Ln. – trench dug in upland review area.
- 33 East hill Rd. – possible illegal car sales
- 20R Canton Springs Rd. – landscaping
- Rail Trail near bond pond – storm damage

AUTHORIZED IWWA AGENT APPROVALS

- 88 Simonds Ave. – snack shack expansion, Millennium Field

CEASE AND DESIST ORDERS

- 57 Powder Mill Rd. – removal of junk vehicles – 90% of vehicles removed, aiming for June Zoning Commission site walk

NOTICES OF VIOLATION

- 211 Albany Tpke. – off-premises storage of cars; vehicles removed.
- 8-10 Collins Rd. – RV, trailer, boats, metal container in front yard of residence – all removed, but additional boat has appeared.
- 152 East Hill Rd. – installation of shed without permits; certificate of zoning compliance approved.
- 339 Cherry Brook Rd. – shed built without permits occupied by squatter; squatter evicted, awaiting permit application for shed and single family house.
- 134 Winterbourne Lane – drainage trench dug in upland review area without permits, awaiting wetlands permit application.

MISCELLANEOUS

ASSISTANT PLANNER

- Attended IWWA 4/14, Conservation Commission 4/27.
- Attended APA National Planning Conference 4/9-12.
- Met with Rice Fields owner on patio proposal for restaurant 4/19
- Met with Diane Barnes and Town Planner concerning possible circulation improvements at NAPA Auto Parts and Citgo station 4/27.
- Met with David Whitney, Town Planner, and property owner concerning future development of portion of Cherry brook Farm 4/27
- Continued weekly sign sweeps of major arterials; nearly 360 signs removed since summer '09
- Recalculated ownership of protest petitioners within 500 feet of Lawton Rd. development for validation petition.
- Calculated Maximum Resale Price for owners of 66 Village Lane affordable housing unit.

TOWN PLANNER

- Met with owner looking to divide lots on Indian Hill Road, 4/1.
- Met with developer of Windmill Hill regarding cisterns, 4/4.
- Attended Planning Commission 4/4.
- Farmer's Market inquiry, research and report 4/5.
- Met with Konover to discuss square footage limitations 4/6.
- Met with Planimetrics to discuss Zoning Rewrite contract 4/7.
- Attended APA National Planning Conference 4/9-11.
- Department Head Meeting 4/13.

TOWN PLANNER, Cont.

- GIS consultant 4/14.
- Met with developer regarding changes to Hoffman Farms 4/18.
- POCD update organizational meeting 4/18.
- Zoning Commission 4/20.
- POCD Update Committee 4/25.
- Met with new owner of Cherry Brook Farm regarding allowed uses and possible changes 4/27.
- Continued development and review of regulations to address mobile vendors, and digital signage.
- Review of encroachment of rail trail at Canton Springs Road.
- Finalized and distributed RFP for planning consultant services, processing of inquiries, and organization of responses.
- Review of road acceptance process for Rustle Meadow subdivision.
- Review of consultant engineer process for new subdivision applications that create town infrastructure.
- Review of and endorsement of Eagle Scout Project for Collinsville Tree Inventory.
- Review of Bike Walk CT education program for PE teachers and distribution to BOE.
- Creation of working document outline for POCD Update.
- Finalization of FRPO survey inventory, and distribution to Commission.
- Finalization of internally illuminated signage inventory and distribution to Commission.
- Provided a report on the reuse of unoccupied space within Town Hall.
- Discussion with land use chairs regarding video taping meetings.
- Review of potential odyssey project on rail trail.
- Review of inconsistencies between Farmington Valley Greenway and Regional Bike-Ped. plan regarding intersection of Lovely Street and Route 44, and future Phase IV of bike trail.
- Review of wetlands soils, flood plains, and aquifer protection requirements for 20 Canton Springs Road.
- Review of CGS Sec 16-235 for applications from utilities.
- Responded to numerous public inquiries regarding Konover application, reuse of Canton IGA, and wind-turbine proposal.
- Review of possible changes to 161 Albany Turnpike.
- Continued working on development of regional sewershed for southeast corner of Town.
- Review of CROG Draft Regional Transportation Plan and prepared comments to BOS.
- Review and tracking of SB 896 & 860 for land use commissions.
- Review of SB 832 regarding natural vegetation.
- Discussion with area Town Planners on procedures and legal issues with site plan bonding.
- Review of area and statewide CVS's for architecture with rural/ residential considerations, and multiple access.
- Review of statutory time frames of processing land use applications with EDA. Development of application tracking forms.
- Coordination of a meeting between Canton EDA and Simsbury EDC to discuss regional initiatives.
- Review of CO and CZC requirements for Canton Valley Sports.
- Review of Town of Burlington proposal to convert Claire Hill Road to one-way towards Collinsville and evaluations of potential effects.
- Review of POCD District introductions.
- Review of "Mountain Mudd Espresso" proposal for two potential sites.

Project Logs

Project	February	March	April	Yearly Total
Pulte Homes/ Oxbow Ridge	1	0	0.15	11.65
Zoning Regulation Rewrite	24	63.85	5.25	145.1
PMBC/ Public Works Garage	4.35	1.5	3.5	14.35

TOWN PLANNER, Cont.

POCD Update	3.75	39.5	13.6	73.1
IWWA Rewrite	1.3	10	10	22.6
Open Space Grant	6.15	3	2	14.45
GIS Initiatives	6.8	2.5	5	23.3
EDA Initiatives	6.95	14	10.5	40.45
Intern Projects	47.25	40	40	129.25
Lowes Site	10.9	4.4	4.5	29.8
Konover/ Sussman	22	71	34.5	154

Commission Meetings

Commission	Meeting Date	Comments
Planning	4/4	Public hearing for 1 lot resubdivision was closed, but continued as further information was necessary. An abutter to Rustle Meadow spoke with members expressing concerns and they owner of the property also spoke. Commission will hear continued deliberation on this in May. POCD update was discussed.
Open Space	4/5	Meeting was cancelled due to lack of quorum.
ZBA	4/11	Owner of Canton Clay Works represented his application to construct a shed that was outside of the Section 11 standards due to constrained parking lot, topography and septic system. The public hearing closed that night.
EDA	4/12	Three members of the public spoke regarding the East Gateway district of Rt. 44 and its relativity to the updated POCD. One member of the public discussed development history at 20 Colonial Road. Selectman Roberto discussed the tracking of Land Use applications. Ongoing projects and reports were updated and it was decided to extend to Attorney Robin Pearson an invitation to attend the next meeting.
IWWA	4/14	Jeff Shea spoke for the FRRT application for movement of the gazebo. Mr. Klee represented the authorized agent approval for the concession stand at the West Field. POCD update was discussed. Members continued making comments for the rewriting of IWWA regulations.
Zoning	4/20	Five public hearings were held with four moving on for approval and one (Konover) continued to May. Five new business items were received with one approval, one referred to DRT, and three scheduled for public hearings. The POCD update and staff reports were also discussed.
Aquifer Protection	4/20	Meeting cancelled due to lack of business items.
POCD	4/25	Topics reviewed included: Mapping, a public relations subcommittee, consulting services, scheduling and public outreach. Visioning and housing were focal points. Members were assigned tasks.
Design Review	4/26	The group reviewed plans for the Roaring Brook Nature Center as regards to the addition of a shed. Although the applicant was not able to attend, the plans were approved and comments were disseminated to the Land Use Office.
Conservation	4/27	The group endorsed a letter of agreement for open space given to the town for a 5-lot subdivision that is currently before the Planning Commission. The open space and natural resources inventories were discussed.
EDA (special)	4/28	The group met to discuss sending an open letter to the Town regarding the Konover application.

TOWN PLANNER, Cont.

Application Tracking

Received by Zoning Board of Appeals in April 2011

1. File #2011-2; 150 Cherry Brook Road; Assessor's Map 5-8; Parcel 60; Zone AR2; Section 11 side yard set back; Request variance of 15 feet for placement of storage shed; Canton Clay Works, LLC/Timothy Scull, applicant/owner. – *Approved*

Received by Zoning in April 2011

1. File #49; Apln. #1317; 65 Albany Turnpike; Assessor's Map 8-3; Lot 32; Zone SB; Special Exception for Section 63.5.10; Ground Sign; Canton Physical Therapy, applicant; Mark Blair, owner. – *Scheduled for Public Hearing, May 2011*
2. File #345; Apln. #1318; 70 Gracey Road; Assessor's Map 8-3; Lot 32; Zone AR3; Site Plan Amendment Section 51; Roaring Brook Nature Center, applicant; The Children's Museum, owner. – *Referred to DRT's April Meeting, continued to May, 2011*
3. File #408; Apln. #1319; 2 River Road; Assessor's Map 10-4; Lot 1; Zone AR2; Special Exception Sections 52 Flood District & Farmington River Protective Overlay District, 53.12.1 Recreation use in Flood Way, 53.14.3 Non Residential Building in Flood Fringe of the Farmington River, 59.8.5c Farmington River Protective Overlay District Installation of a gazebo, 63.4.10 Signs, 63.4.11 Signs, 64.2.5 Excavation & Grading Exemption Request and 68 Soil Erosion & Sediment Control; Section 51 Site Plan Amendment; Town of Canton, applicant/ owner. – *Approved*
4. File #377; Apln. #1320; 401 Albany Turnpike; Assessor's Map 11-8; Lot 1; Zone SB; Special Exception Sections 31.2.5 Restaurant, 32.2.8 Signs, 31.2.11 Parking, 32.2.3 Uses in a B1 District, 68.4 Soil & Erosion Control Plan; Section 51 Site Plan Amendment; Argco Realty Advisors, LLC, applicant/owner. – *Public Hearing Required, Scheduled for May, 2011*
5. File #285; Apln. #1321; 285 Albany Turnpike; Assessor's Map 9-4; Lot 17; Zone SB; Special Exception Sections 5.3 Extension of Use, 31.2.28 Apartment Use Upper Floor, 31.2.1 Retail, 31.2.2 Personal Services, 31.2.3 Banks, 31.2.4 Offices, 31.2.5 Restaurants, 31.2.8 Signs, 31.2.11 Parking, 31.2.30 Massage Therapy; Section 51 Site Plan Amendment; 285 Albany Turnpike, LLC, applicant/owner. – *Public Hearing Required, Scheduled for May, 2011*

Received by Design Review in April 2011:

1. File #345; Apln. #1318; 70 Gracey Road; Assessor's Map 8-3; Lot 32; Zone AR3; Site Plan Amendment Section 51; Roaring Brook Nature Center, applicant; The Children's Museum, owner. – *Final Review Granted, Back to Zoning for May, 2011*

WPCF

OPERATIONS

- The plant achieved 96 % BOD removal and 98 % Suspended Solids removal
- The Effluent plant flow, monthly average decreased from 1.279 MGD to .97 MGD
- Rainfall total for the month is 6.21 inches.
- Received letter from DEP with approval to cease Digester Operations effective 4/1/11.
- Received 1 odor complaint, prior to odor misters coming online.

LABORATORY

- Analyzing digester operation weekly, Primary Tank solids, Digester Solids, and sludge pumped to the Digesters
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen
- Regular permit testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by the permit. All required permit parameters were met.
- **Shipped sludge solids, averaged 4.7 % this month.**

WPCF, Cont.

- Eight loads of sludge were sent by Synagro @ 52,000 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- Suburban Sanitation in to jet lines on south side of Shoppes.
- JH Lapierre in to install SCADA panels and wiring at pump stations.

MAINTENANCE

- Monthly and weekly duties performed
- General cleanup and organization around facility.
- Weekly cleaning of UV disinfection bulbs.
- KMNO₄ Potassium Permanganate odor control system is on line and running 24 / 7.
- Odor misters put out and online.
- Flushed trickling filter.
- Power washing interior of RBC bldg.
- Repaired 4 check valves on Influent raw sewage pumps

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed
- Held safety meeting with staff, to review and sign off on PPE Plan

ADMINISTRATIVE

- Talked to Ct. DEP regarding our permit, signed 4/25/11 with new limits.
- Attended Town Department Head meeting
- Attended quarterly Town Safety meeting.
- John Wabrek attended CWPAA conference.