



TOWN OF CANTON

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

OFFICE OF CHIEF ADMINISTRATIVE OFFICER

To : Board of Selectmen
From : Paul J. Fetherston, Chief Administrative Officer
Date : September 16, 2007
Re : **Monthly Report – August 2007**

GENERAL ADMINISTRATION

During the month of August, the primary focus of the Office of the Chief Administrative Officer was on matters related to (1) on-going collective bargaining negotiations; (2) completion of the Fiscal Year 2006-2007 Performance Evaluation process for administrative employees; and (3) various personnel matters. Other items of interest during the month include:

- ? Attended the August 1, 2007 Special Meeting of the Boards of Selectmen and Finance; August 15, 2007 Board of Selectmen Regular Meeting;
- ? Participated in a meeting pertaining to the marketing and development of the Collinsville Ax Factory;
- ? Met with Fred Hughes of Blum Shapiro and various staff members regarding the preliminary audit of the School Construction Projections;
- ? Facilitated a meeting with representatives of Connecticut Water Company, Farmington Valley Health District, First Selectman Tomolonius and various staff members for purposes of discussing capital improvements to extend public water on Albany Turnpike; and
- ? Facilitated and participated in a meeting pertaining to the potential adoption of a Code of Ethics and creation of a Joint Board of Ethics with the Town of New Hartford. First Selectman Tomolonius and Deputy First Selectman Gilchrist participated on behalf of the Town of Canton.

FINANCE

- ? Finance Officer O'Toole attended a special meeting for the BOF/BOS on August 1, 2007
- ? Significant time spent to set-up MUNIS for Purchase Order and Time & Attendance modules
- ? Reviewed all Land Use Performance Bonds and Escrows & Prepared analysis for Neil Pade
- ? Assisted with questions on the Banking Services RFP
- ? Prepared GASB #43/45 Actuarial Services Draft RFP
- ? Worked on the importing of Tax Payment information from New Tax Software
- ? Worked with Webster Insurance regarding Pollution Liability Requirements for Sanitary Sewer Construction Agreements (SSCA)
- ? Worked with Town's actuary for pension valuation purposes.
- ? Merit performance increases for non-union personnel were processed retroactive to July 1, 2007

INVESTMENTS BY ACCOUNTING TYPE (Unaudited)

07/31/07

General Fund	\$11,784,132
Special Revenue Funds	\$ 3,547,322
Capital Projects Funds	\$ 1,428,102
Internal Service Funds	\$ 506,239
Trust and Agency Funds	\$ 1,493,798
TOTAL ESTIMATED BY FUND	\$18,759,594

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

07/31/07

Average Monthly Yield, Annualized	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Class Plus	4.90%	4.68%	8,653	11,952	\$ 7,566,738
Webster	4.85%	4.85%	13,875	9,235	\$11,192,856
Reich & Tang					
Total Outstanding Investments			22,527	21,188	\$18,759,594

ASSESSOR

- ? Updated the website
- ? Updated maps and created new maps
- ? Processed July 2007 transfers and changes as a result of documents & maps filed with Town Clerk-resulting report sent to Office of Policy & Management
- ? Ownership information kept current from information provided by the Town Clerk
- ? Filed appropriate forms with the State of Connecticut
- ? Processed and mailed the State Additional Veteran's Exemption Report
- ? Continued fieldwork
- ? Proration of assessments for new construction for the 2006 Grand List were completed
- ? Continued to process certificates of correction, primarily for motor vehicle tax bills
- ? Continued to processing Elderly/Disabled Renter's Applications
- ? Prepared forms for annual Personal Property filing

REVENUE COLLECTOR

- ? Tax collections for the current list were \$753,284.03. Back year collections were \$53,922.11.
- ? Sewer Collections on current list \$26,396.21. Back year collections were \$356.74.
- ? Sewer Assessment collections in the amount of \$248.58.
- ? Sent out delinquent notices and received quit a few new addresses from the post office.
- ? Sent out Lien Notices to the delinquent sewer use customers. Liens will be placed in the beginning of September for those who are not paid in full.
- ? Continued to work with two companies to sign up for credit card services.

POLICE DEPARTMENT

- ? A total of 859 incident assignments were logged for the month including: 215 directed patrol/business security checks, 205 motor vehicle enforcement, 58 automatic alarms, 37 medical emergencies, 37 MVA's, 17 larceny/fraud/theft cases, 10 disorderly conduct/assault/harassment reports & 9 vandalism.

- ? The Chief of Police attended the Traffic & Pedestrian committee meeting, helped coordinate the new police officer recruitment process with the Deputy Chief and participated in a school safety exercise with the Canton schools staff prior to opening day.
- ? Chief Humphrey attended mandatory training at the Chief States Attorney's office and in the capacity at its President, represented the Capital Region Police Chief's Association at a meeting of regional presidents.
- ? Deputy Chief Hull helped coordinate and participated in the written & oral panel portions of the new officer recruitment process and helped plan and participated in the Regional EST sponsored School Violence Response exercise held in Windsor Locks.
- ? An additional five sworn members also participated in the School Violence Response training exercise and our representative on the Regional Accident Reconstruction Squad attended monthly training.
- ? Detective Wilkinson attended a weeklong training session in NYC pertaining to Project Child Safe in our continuing initiative to combat predators on the Internet.
- ? Investigations are continuing into several burglary/vandalism related incidents directed toward Town property/facilities in the CHS/Library vicinity at the end of this month.
- ? A fifth part-time dispatcher was hired and began training this month and a full time dispatcher is out on extended medical leave.
- ? Officer Dawn Carabetta resigned effective August 30 to pursue her law enforcement career in North Carolina. Patrol staffing will be reduced until a replacement is hired and trained.
- ? For the first time in its 36 years as an organized police department, the Canton Police Department has adopted the Black & White color scheme for patrol vehicles. Public feedback has been very positive with many remarks as to how folks notice Police presence more often.

FIRE DEPARTMENT

Not submitted.

TOWN CLERK

- ? The Town Clerk's office processed 848 transactions during the month of August.
- ? Real estate recordings were even compared to the same time last year.
- ? There were 24 residential dwelling/land sales in August.
- ? The largest home sale was for 24 Hoffmann Road (\$1,375,000).
- ? Municipal Conveyance Tax collected on all transfers was \$23,658.
- ? Nine marriage licenses were processed.
- ? \$15,800 has been collected to date in Land Preservation funds for the Town through the Community Investment Act.
- ? The Town Clerk's office has completed 40% of the Backfile Conversion project to date.
- ? 998 dog licenses have been issued to date.
- ? The Town Clerk's office received a resignation from Frank Byus from the Board of Education effective 8/14/07. The Board appointed Jonathan Webb to fill his vacancy until 11/20/07.
- ? A few candidates have withdrawn their names from the November election. Mark Penney withdrew as a Board of Finance candidate due to Charter restrictions, Ken Hiscoe withdrew as a Constable candidate due to relocation and Susan Crawford declined the nomination of Constable. No one was nominated to replace any of the vacancies as of August 31, 2007.
- ? The Town Clerk's office has finished the Land Record Consolidation project. It is estimated that the consolidation has made room for approximately 4-5 more years' worth of land records in the vault. Further efficiencies will be made in the future as the vault nears capacity. The total cost of materials for this project was \$2760 and was funded through the Historic Document Preservation Grant program. The labor of copying all 59 volumes was done in-house by Town Clerk staff and is estimated to have saved the town \$12,000.

Town Clerk Receipts
FY 2007-2008
August

Description	Total Items	Totals Amount
Conveyance Tax	24	\$23,658.38
Recording Land Records	273	\$7415.00
St of CT Historical Preservation		\$546.00
Town Clerk Historical Preservation		\$273.00
Town of Canton-Land Preservation		\$819.00
St of CT-Land Preservation		\$7098.00
Town Clerk Land Preservation		\$273.00
Maps	43	\$820.00
Copies	169	\$1190.50
St of CT DEP	8	\$168.00
Sport Licenses-Town of Canton		\$8.00
Miscellaneous	9	\$30.33
Vitals	55	\$533.00
Marriage/CU Licenses St of CT	9	\$171.00
Dog Licenses-Town of Canton	133	\$132.00
Dog Licenses-State of CT	131	\$1236.00
Notary Fees	1	\$10.00
Dial-A-Ride	4	\$68.50
Transfer Station	144	\$3988.00
TOTALS	848	\$48,437.71

FIRE MARSHAL/ EMERGENCY MANAGEMENT

The Offices of the Fire Marshal and Emergency Management completed the following during the month of August:

Inspections	14
Inspection Follow-ups	4
Plan Review	4
Job Site Inspections	11
Fire Investigations	1
Blasting Permits	0
Burn Permits	0
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

- ? Met with the Cheshire Fire Chief to discuss how the Shoppes at Farmington Valley were planned for development.
- ? Met with Deputy Police Chief Don Hull and Assistant Superintendent of Schools Lynn McMullin to discuss school lockdown procedures.
- ? Performed inspections of all schools in preparation of the first day of school.
- ? Participated in a lockdown drill for the staff of the school system.

PHYSICAL PLANT

- ? Town of Canton facilities staff continued to maintain all buildings and the cooling systems throughout the Town Hall, Library/Community Center, Police Department and Collinsville Fire Station to maintain an acceptable temperature range;
- ? Continued replacing the ceiling in the Community Center Multipurpose room;
- ? Replaced the filters in the HVAC units at the Police Department and Library/ Community Center; and
- ? Maintained and prepared all the school buildings and properties for the 2007-08 school year.

PUBLIC WORKS

Highway Department: Throughout the month, the Town's Highway crew continued repairing pot holes around Town, swept roads to be chip-sealed; stabilized runoffs on Bunker Hill with surge stone; hauled leaves from Transfer Station facility to Bristol Farm; checked and corrected placement of object marker signage within Town; and worked with vendors conducting the chip sealing program throughout Town;

Parks Department: During August, the Parks crew removed and reconstructed the Bowdoin Field batting tunnel; replaced volleyball posts at Mills Pond; closed the Mills Pond pool; located and painted all Board of Education sports fields for Fall sports; and installed temporary turf on Bowdoin Field for soccer season.

Maintenance Shop: During August, the Maintenance Shop continued to service truck and equipment; address hydraulic problems with the roadside mower and overheating issues with a smaller mower.

ENGINEER

- ? Prepared additional information at DECD request for 2007 grant application for 21 project. DECD announced grant was funded.
- ? Attended Housing Authority meeting concerning DECD Small Cities grant
- ? Assisted Lichtenstein Engineers in inspection and analysis of Town.
- ? Reviewed proposed digital mapping prepared by FEMA for flood zones
- ? Work with Weston & Sampson personnel on the Highway Garage Facilities Plan
- ? Prepared FEMA elevation certificates for the Highway Garage and the Water Pollution Control Facility
- ? Met with Todd Parsons, Lenard Engineering regarding Rustle Meadow subdivision
- ? Met with representatives of Connecticut Water Company and Farmington Valley Health District concerning extension of water mains on Albany Turnpike.

TOWN PLANNER

Administrative Initiatives

- ? The transition as the new Town Planner continued. Although a review of departmental procedures and responsibilities continues, additional recommendations that are not legally pressing are being withheld until the issuance of the "Pagini Report" to reduce the potential for confusion or the duplication of efforts.
- ? Reviewed the process and procedures for the Issuance of Certificates of Zoning Compliance and implemented new requirements and procedures to the ZEO.
- ? Reviewed the process and initiated changes for the filing approved zoning amendments and map changes with the Town Clerk in accordance with CGS 8-3(d).
- ? After becoming aware of the existence of numerous zoning amendments that were approved but not on file with the Town Clerk, delegated the documentation of zoning amendments made since 1958. Implemented a process for their inclusion in the existing set of regulations to be held in the Land Use Office and to be properly filed with the Town Clerk. This is an on going effort that will take more than one month to complete.
- ? Reviewed the process for issuing Certificate's of Approvals. Although legal notices were being processed within 15 days, Certificate's of Approvals are not being sent via certified mail with 15 days as prescribed in CGS 8-3c(b). This has been corrected so the Department now meets the 15 day requirements.

- ? With the Assistance of Amy O'Toole, reviewed all outstanding bonding items (to the best of our knowledge) related to past Land Use approvals.
- ? Reviewed regulations and requirements pertaining to the Axe Factory to be prepared for future opportunities/proposals.
- ? In an effort to prepare for the upcoming Census, attended LUCA Technical Training to assist with the updating of Census Addresses.
- ? Continued the effort to transition the Affordable Housing Program into the Land Use Office; Reviewed Affordable Housing Application/ Process with the Town Attorney; Reviewed Powder Mill Village Affordability Plan with Town Attorney; Reviewed statewide zoning proposal and recent legislative changes; Conducted, with the assistance of Jonathan Luiz, a teleconference with Michael Santoro of DECD to determine proper employment verification standards for income eligibility determinations on affordable housing applications
- ? Met with the Collinsville Historic District to discuss their goals and missions and to have them ask questions of staff. Discussed new state regulation that allows demolition delay ordinances to be extended from 90 days to 180 days and prompted their consideration of such. Discussed past history on the Axe Factory, the adoption of the Industrial Heritage Zone. Concerns about pedestrian safety improvements in Collinsville and the protection of the town green. Discussed the geographic limitations of the Collinsville Historic District.
- ? Reviewed stack of Mylar's, previously submitted for filing but not recorded, in an attempt to get a handle on the magnitude of this particular situation and remove the backlog of this item.
- ? Worked with establishing protocol and procedures for referral of various levels of site plan changes that may or may not trigger the need for review by the Canton Design Review Team.
- ? Reviewed the existing process and procedures for the Issuance of Certificates of Zoning Authority to the State Department of Consumer Protection. Worked with Town Attorney to research proper procedures for issuing Certificates of Zoning Authority relevant to State Liquor permit requests. Implemented new requirements and procedures to the ZEO.
- ? Worked with the Town Attorney to research relevant legal authorities presiding over Telecommunication Facilities.
- ? Work with Town Attorney to research legal methods to appropriately establish time periods relative to Special Permit/ Exception approvals.
- ? Worked with Administration and the ZEO to remove sneakers from utility lines abutting Town Hall on Main Street.
- ? Conference call with David Fink of Home Connecticut regarding new Affordable housing legislation that deviates from 8-30g with \$4 Million in technical services grants available to municipalities. Review of Rutgers 2006 study to determine number of children added to the community based on housing type.
- ? The process of drafting reports to land use commissions on pending applications and making them available to the public and Commissions prior to public meetings is being adhered to.
- ? The ongoing effort to reach out to, meet with, know and understand the various interested parties and stake holders of this community is proceeding.
- ? Continued preliminary discussions towards the formulation of a Land Use Library relative to Commissioner needs and responsibilities.
- ? Introduced to the Inlands Wetlands and Watercourses Commission new Model Regulations drafted by the Connecticut Department of Environmental Conservation for review and discussion.

Miscellaneous Land Use Office Activities

- ? Processed 19 calls and inquiries regarding Affordable Housing Units for sale, to be sold, or income qualification questions
- ? Reviewed draft fair housing plan
- ? Reviewed escrow accounts for Shoppes and Pulte Homes (Oxbow Ridge) sent requests to maintain accounts at specified minimum amounts

- ? Reviewed Escrow account deficiencies for the Shoppes ESCP maintenance account and pursued with the property manager bringing the account current.
- ? Continued work in releasing appropriate bonds for Shoppes through Land Use review process.
- ? Began review for release of bonds to Richard Jensen, 260 Gracey Road
- ? Met with Robin Pearson, Shipman Sosenky, Randich & Marks, Amy Luzi, Konover, Stan Glantz, Konover, Kenneth Laforge FA Heskth on modifications to the ATG-2 zone at 115 Albany Turnpike.
- ? Conducted an application review meeting with Condencia Brade to assist in the accurate completion of an Affordable Housing Application to determine Income Eligibility.
- ? Performed a site walk for 211 Albany Turnpike to evaluate potential issues, concerns with reuse as a day care facility. Performed a suitability analysis for Zoning Commission with recommendations on site improvements to allow use to occur while reducing potential for hazards and nuisances. (Proposal was withdrawn)
- ? Reviewed Mylar's submission for previous approvals to modify traffic management and Route 44 access at the Shoppes and issued questions and comments.
- ? Reviewed, with Shannon Engineering, necessity of additional Erosion and Sedimentation control measures to Jim's Brook at the Shoppes.
- ? Worked with Realtor listing agent for affordable housing unit at Powder Mill to trouble shoot maximum sales price of unit including owner made improvements – no resolution at this time.
- ? Worked with same Realtor and Michael Santoro of DECD to evaluate potential elderly couples, no employment income, and eligibility to purchase affordable housing units for cash.
- ? Evaluated past approvals of Oxbow Ridge age restricted community. Reviewed potential to convert common community elements (such as streets and sidewalks) from privately owned to Town Owned.
- ? Reviewed zoning requirements for Mobile Dog Grooming Spa including regulations in various municipalities.
- ? Reviewed issue of excessive variances required for large number of residences at Powder Mill Village- houses were constructed to the edge of setbacks.
- ? Reviewed the expansion of a UST of the Mobil at 306 Albany Turnpike from 30,000 to 44,000 gallons.
- ? Conducted a Pre-application meeting with developer to subdivide 185 High Valley Road
- ? Established a process and schedule for completing numerous Mylar submission with for Doug Wilson – LADA
- ? Mylar review for TAKAPA – completed, signed and filed
- ? Received the TAKAPA Bonding Reduction from \$350K to \$175K. Verified \$175K posting with finance.
- ? Received a request to calculate maximum resale price for Affordable Housing Unit Sale request from Erin Shea, 5 Valley View Drive. Requires complicated determination and depreciation of hard and soft improvements made to building – request not completed.
- ? Review of Bond Release for 266 Gracey Road Resident - \$5000 under ownership of developer, property owner paid developer for bond on sale, property owner needs to collect bond but did not post it.
- ? Reviewed approval history for Mitchell VW at 91 Albany Turnpike – Extensions required or approval is voided. Currently under review by Town Attorney.
- ? Reviewed inquiry for determination of maximum resale of an Affordable housing unit at Powder Mill and reviewed general income limitations for an unidentified family of 4.

Land Use Meetings for August 2007

Commission	August Meeting Dates	Comments
Planning	8/6	3 Old Business items, 1 New Business item.
Design Review Special	8/7	4 New Business items.
Open Space Commission	8/7	Cancelled (no quorum)
Zoning Board of Appeals	8/13	3 Public Hearings
IWWA – Regular	8/16	1 Old Business items, Discussion of TSAFV Jim Brook issue.
Planning – Special	8/20	2 Old Business items regarding Takapa subdivision.
Zoning Commission	8/22	3 Public Hearings, 2 Old Business Items, 2 New Business Items.
Design Review Team	8/24	3 Old Business items, 1 New Business item.
IWWA – Special	8/28	Site Walk @ TSAFV Jim Brook

BUILDING DEPARTMENT

- ? There were three permits issued for single-family homes. The locations are 135 Atwater Road, 42 Bart Drive and 401 Cherry Brook Road. The revenue collected was \$26,596.
- ? There were nine Certificates of Occupancy issued. Two were for commercial establishments, a nail salon and Maid Pro both located on Albany Turnpike. Three were for single-family homes and four were for renovations to single family homes.
- ? In addition to conducting 115 inspections (plus three for New Hartford), Mr. Jasmin attended a development team meeting, consulted with a contractor regarding repairs to a condominium.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	5	\$764,800
Deck	1	\$10,000
Demolition	0	\$0
Electrical	18	\$58,460
Garage/Shed	6	\$167,450
HVAC	14	\$46,907
New Commercial	0	\$0
New Residential	3	\$917,157
Plumbing	2	\$1,800
Pool	1	\$28,000
Roofing/Siding	8	\$48,734
Foundation	0	\$0
Total	58	\$2,043,308

Permit Value Comparison for August

	2007	2006
Value of Permits Issued	\$2,043,398	\$1,107,013
Building Permit Fees	\$26,596	\$13,180
Other Income Fees	\$1,456	\$2,394
Building Permits Issued	58	75

Total Value of Permits and Permit Fees

July - August 2007 - 2008		July - August 2006 - 2007	
Value	Permit Fees	Value	Permit Fees
\$3,294,331	\$44,484	\$1,674,982	\$23,668

SENIOR SERVICES

Not submitted.

PARKS & RECREATION

Administration

- ? All summer programs concluded after another successful season.
- ? The part-time position of Program Supervisor, vacated following the resignation of Alex Ockerbloom, is currently being advertised.
- ? The pool has shut down for the year. The filter system has been winterized and the entire building will be winterized.
- ? Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for games, as well as planning for the fall season. Bowdoin Field was closed for routine maintenance such as mowing aeration and seeding. The infield area will be worked on during soccer season when it will not interfere with soccer.
- ? One team, competing in the fall baseball league, will be utilizing the Mills Pond field.
- ? Director Bennett reports that there were no major problems this year with the skate park. During the summer, Mills Pond supervisors enforced the rules and ask violators to leave for the day on a daily basis.
- ? Community gardens had another good season. Letters will be sent reminding gardeners about cleanup rules.

Recreation

- ? Registration for Fall programming is going well. Fall brochures were sent just prior to school starting.
- ? Director Bennett reports that concession and vending went well.
- ? The 7th & 8th grade mixer was again a success as well as the Grandparents Ice Cream Social.
- ? Mr. Bennett reported how well the summer staff did. There were very few complaints, and just about every staff member is expected to return. The Parks & Recreation commission also commented on the great staff.

LIBRARY

- ? Katie Bunn, the library's new Circulation Supervisor, joined the staff on August 8, 2007. Ms Bunn previously worked at the Farmington Library as a Teen and Adult Reference Librarian.
- ? Christian Morehouse, library page for two years, resigned and will attend Wesleyan University in the Fall.
- ? The library hired two new pages: high school students Kelly Kurnat and Paige Hammond.
- ? Three drop-in story times were offered for all ages.
- ? Ronald McDonald visited the library, presenting a program of music, magic and reading.
- ? An enthusiastic group of teens discussed *Harry Potter and the Deathly Hallows* in an open forum.
- ? Back to school story time led by Children's Librarian Cheryl Donahue helped prepare the way for some little ones.
- ? The Friends of the Library collected thousands of books; sorting, tossing, boxing and putting in hundreds of volunteer hours.
- ? The Friends published and mailed their third newsletter of the year.
- ? Art Chouinard, local artist, spent the day at his craft, answering questions for patrons as he painted.
- ? Library Staff proctored several exams.
- ? A farewell reception was held for Cheryl Donahue, Children's Librarian. Cheryl will be leaving Canton in September to be the new Children's Librarian at the Simsbury Library.
- ? Summer Reading for kids, *Reading Rocks* registered 873 kids reading a total of 25,265 books.

- ? Over 200 people attended the Summer Reading party featuring cotton candy, ice cream sundaes and the music of *The Substitutes*.
- ? The first “just for Teens”, summer reading program was a great success. After ten weeks of weekly prizes, there were three grand prize winners receiving \$50, \$75 and \$100 gift certificates.
- ? Adult summer reading was well received. Ten weeks of prizes and winners. The Grand Prize winner was Gerry Potoczny who will select \$100 worth of books, CDs and DVDs.
- ? Smoke bombs were placed in the library’s book drop. The Firefighters responded quickly and the damage was minimal.
- ? Reference Queries included:
 Information on the seven swords in the heart of the Virgin Mary
 Ophthalmology studies for young people
 Railroad bridge collapse in 1890’s in Collinsville
- ? The numbers: 17,140 items were loaned; 402 people attended programs; 51 new cards were issued and 69 renewed; 6,866 visits to the website; 898 items were added to the database and 794 holds were processed.

WPCF

Parameter	July 2007	August 2007	Permit limits
Average Daily Flow	.529 MGD	.500 MGD	0.80 M.G.D
Influent B.O.D	261 mg/l	226 mg/l	N/A
Effluent B.O.D	14 mg/l	13 mg/l 94 % removal	20 mg/l 90 % removal
Influent S.Solids	195 mg/l	220 mg/l	N/A
Effluent S.Solids	11 mg/l	9 mg/l 96 % removal	20 mg/l 90 % removal
Turbidity	8.4 NTU’s		N/A

The Facility experienced a decrease in Average daily flow due to the dry weather. In comparing August 2007 with the April 2007, it is evident how weather events hydraulically affected the facility.

- ? Dowd Avenue Sewer Project was put out to bid.
- ? Repaired damage to Ultraviolet disinfection system that was caused by lightning strike
- ? Received notification from CT Department of Environmental Protection that the Canton WPCF permit renewal and re-rating has been received.
- ? Processed work order for WPCA’s Consulting Engineer to begin feasibility study in regard to purchase and installation of Third Sand filter
- ? Carrier Enterprises commenced work on 4 Lot sub-divisions on Atwater Road.
- ? Inspected three new connections to main sewer line on Atwater Road
- ? Continued to evaluate odor control system that staff recently installed. Initial response has been positive.
- ? Conducted Dowd Avenue Sewer Project pre bid meeting for potential bidders. Meeting was sparsely attended, Two Contractors, Tighe and Bond and WPCF Superintendent.
- ? Issued Addendum #1 on Dowd Avenue sewer project for Bid opening to occur on September 10 as original date was August 30.
- ? Met with AT&T account Executive Paul Dow, and Administrative Services Coordinator Jonathan Luiz to discuss telephone lines and service.

- ? Worked with Tax Collector in reviewing suspect lists in order to determine if users are connected and not being billed.
- ? Covered manholes that were receiving chip seal treatment.
- ? Administered assistance to a resident who was in distress on the bike trail during the period of oppressive hot weather. Brought resident into Lunchroom, provided rest and refreshment and a ride home.
- ? All pump stations were inspected and all motors, pumps and electrical controls were tested by Water and Waste incorporated as part of the WPCF's predictive maintenance program.
- ? Mobile Robotics was on site to provide closed circuit televised video inspection of certain lines that have been tagged with watches.
- ? Met with Roland Denny of CT DEP on site to review scope of work for potential sand filter installation.
- ? Trickling filter and Ultraviolet disinfection structures were painted.
- ? Met with Averill Laboratories to discuss contracting out Volatile Acids / Alkalinity testing, due to increased oversight by OSHA when dealing with the chemicals involved in this testing procedure.
- ? Removed radiator shroud on Emergency Plant Generator, wire brushed, primed, and painted radiator.
- ? Received training on Munis system for Payroll, and time and attendance.
- ? Performed inspection of three main line sewer connections on Atwater road for Carrier Enterprises.
- ? Conducted staff meeting to discuss ongoing projects and status of such.