

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: September 22, 2011
 Re: **Monthly Report – August 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
- Deadline to apply for State Renters Rebate Program is September 15, 2011 – Total applications approved to date is 112
- Personal Property information is being collected for the 2010 Grand List – existing accounts are being reviewed – Declarations will be mailed in September

BUILDING DEPARTMENT

- There were no permits issued for new single family homes.
- There was one commercial permit issued for a foundation for a new structure at 5 Cheryl Drive.
- Building Official William Rich conducted a total of 77 inspections. He consulted on repair work for the bandstand on The Canton Green and attended a Department Head Meeting.

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	6	\$99,215
Deck	2	\$20,462
Demolition	0	\$0
Electrical	12	\$10,440
Garage/Shed	1	\$3000
HVAC/Woodstove	21	\$82,525
New Commercial	1	\$50,000
New Residential	0	\$0
Plumbing	11	\$67,575
Pool	0	\$0
Roofing/Siding	4	\$54,000
Foundation	1	\$10,500
Total	59	\$397,627

Permit Value Comparison for August

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$397,627	\$1,408,417
Building Permit Fees	\$2,590	\$18,026
Other Income Fees	\$2,366	\$994
Building Permits Issued	59	41

Total Value of Permits and Permit Fees

<u>July 2011-June 2012</u>		<u>July 2010-June 2011</u>	
Value	Permit Fees	Value	Permit Fees
\$1,315,419	\$18,120	\$1,871,661	\$25,784

FINANCE

- Professional Development
None
- Attended Monthly Staff Meeting
- Attended Quarterly Pension Committee Meeting
- Attended Hurricane prep meeting
- Attended Monthly Board of Finance Meeting

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 7/31/11

General Fund	\$ 13,546,756
Special Revenue Funds	\$ 2,524,005
Capital Projects Funds	\$ 2,228,999
Internal Service Funds	\$ 1,349,685
Trust and Agency Funds	\$ 313,893
TOTAL ESTIMATED BY FUND	\$ 19,963,338

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 7/31/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.04%	.08%	2	14	\$ 4,568,743
Webster	.20%	.25%	1,135	1,368	\$ 15,024,088
Reich & Tang					\$ 370,507
Total Outstanding Investments			1,137	1,382	\$ 19,963,338

FIRE & EMS DEPARTMENT

No report

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of August 2011:

Inspections	6
Inspection Follow-ups	2
Plan Review	2
Job Site Inspections	10
Fire Investigations	2
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

- Attended a meeting with the American Red Cross on August 4 to discuss their emergency services available to our community.
- Surveyed the fire protection cisterns on Wind Mill Lane with an engineer from BL Companies on August 9 to discuss future inspections of the tanks.
- Attended a meeting on August 17 with Fire Chief Richard Hutchings and Konover to discuss their proposal at Lawton Rd and Albany Tpke.
- Attended a meeting on August 19 with Deputy Police Chief Don Hull and Board of Education Business Manager Ed Hoyt to discuss the 2011-2012 school year safety lockdown drills.
- Coordinated a meeting with town officials and CT Light and Power on August 25 to discuss preparations for Hurricane Irene.

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- On Sunday August 28 Tropical Storm Irene made landfall on Connecticut. The Town's Emergency Operations Center was activated at 12:00am and remained open and staffed until 4:00pm. During this 16 hour period, many calls for basement pump-outs, downed trees and downed wires were received by the Public Safety Answering Point. Numerous medical calls and a structure fire were also handled during this time.
- Provided a tour of the town to FEMA representatives after Tropical Storm Irene.

LIBRARY

ADULT SERVICES

- On August 17, our library was awarded a \$2,500 grant from the Newman's Own Foundation. We applied after being recommended by NOF employee Carolyn Woodard of Canton, and our proposal passed muster. We will use the money for two purposes: (1) To purchase an excellent database called *NoveList Plus*, which is a reader's advisory tool that helps staff and patrons identify fiction and nonfiction books based on author, genre, setting, time period, series, and other identifiers. (2) We will sponsor a series of adult programs on "green" topics, focusing particularly on the "transition town" movement.
- *Summer Reading Clubs for Adults and Teens*: Beth Van Ness ran two very successful reading programs during July and August: one for adult readers and one for teens. In both, readers read their books and then wrote reviews. These entries then were dropped into fishbowls and weekly drawings were held for a prize in each age category. Some very coveted prizes were donated by local merchants. We received 124 reviews/entries from adults and 87 from teens across the seven weeks.
- *Colin Firth and Pie: Installments 3 and 4*: Sessions three and four of our four-part summer movie series for adults. At the two August events, we showed *Bridget Jones: The Edge of Reason* and *The King's Speech*. At all four showings, desserts (provided by Reference Librarian Beth Van Ness) and ice tea were provided to all. Attendance at the two August programs: 16.
- All other adult programming was in recess for the summer. Among the upcoming programs for the fall will be several Hartford Foundation-sponsored technology programs. Watch for publicity.
- The reference staff proctored eight examinations for Canton residents during August.
- August displays: (1) On the walls around the library, the seascapes painted by our resident artist Art Chouinard continued. (2) In the glass case, an amazing collection of Harry Potter merchandise to publicize our summer programs in the Children's Room continued. (3) Book displays spotlighting beach reads, books made into movies, and movies based on books.

TEEN SERVICES

- *Teen Book Discussion Group*: In recess for the summer.
- *Tween/Teen Book Discussion*: Heather Baker ran a special book discussion group for "tweens" (kids ages 10 through 12) and teens in the cemetery next door to the library. The book (appropriately): *The Graveyard Book* by Neil Gaiman. Interesting concept. Attendance: 16.

CHILDREN'S SERVICES

- *Monsters & Dragons & Aliens, Oh My!* was the theme of our summer 2011 children's programs. As always, there was a reading component, a special programs component, and a raffle component.
- In the reading component, children ages 6 to 12 read and recorded their titles on library-issued log sheets. As they read, there were designated milestones along the way (based on age) at which they received incentive prizes to spur them on: during July and August, the library gave out 500 McDonald's ice cream coupons and more than 450 Ben and Jerry's coupons and certificates for free books from Barnes and Noble. *The Big Prize* once a specified number of books were read: admission to the pool party held at the town pool on August 16. A total of 274 children qualified to attend our third annual pool party at the town pool with dunk tank and water ice. Members of the Friends were on hand to help everything go smoothly.
- For preschoolers, we ran a separate reading program in which 285 reading cards (each one representing 24 books read either independently or with an adult caregiver) were handed in. A musical closing party was

CANTON PUBLIC LIBRARY													
PUBLIC SERVICE STATISTICS													
	Aug-10	Sep-10	Oct-10	Nov-10	Dec-	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11
CIRCULATION													
Adult	8,497	7,361	7,014	7,424	6,853	8,622	7,124	8,284	7,446	6,983	7,933	8,370	8,620
Children's	8,690	6,452	5,610	6,700	5,075	6,136	6,199	7,385	6,150	4,165	7,635	9,381	7,699
Teen	806	487	458	532	393	493	421	573	458	491	808	928	873
Downloadable Audio	135	95	131	118	124	102	152	112	165	172	139	129	119
"Other"	76	56	34	55	42	65	53	49	43	39	36	44	66
LCI Server Down - Non-ID Transactions										921			
Total Circulation	18,204	14,451	13,247	14,829	12,487	15,418	13,949	16,403	14,262	12,771	16,551	18,852	17,377
REGISTRATION													
New Cards Issued	67	38	30	42	31	50	48	59	51	34	71	60	70
Expired Cards Renewed	86	43	50	34	31	49	33	66	41	58	83	79	61
Total Cardholders	4,553	4,531	4,530	4,517	4,522	4,533	4,509	4,537	4,524	4,512	4,513	4,486	4,528
REFERENCE QUESTIONS													
	2,087	1,692	1,381	1,523	1,364	1,427	1,362	1,814	1,502	1,184	1,805	2,021	2,348
INTERLIBRARY LOAN													
Items Borrowed for Canton Residents	366	350	301	360	239	301	293	311	360	337	400	N/A	N/A
Items Loaned to Other Libraries	339	338	295	267	301	369	338	352	349	368	426	N/A	N/A
PUBLIC COMPUTER USES													
	1,854	1,831	1,811	1,685	1,916	1,644	1,436	2,072	1,340	1,754	1,350	1,342	1,475
HOMEBOUND PATRON DELIVERIES													
	7	9	9	10	12	12	6	6	8	4	3	5	7
PROGRAMMING													
Adult Programs Held – Attendance	1 - N/C	7 - 65	10 - 155	7 - 51	3 - 16	8 - 77	7 - 163	10 - 158	8 - 239	10 - 205	8 - 52	3 - 29	2 - 16
Teen Programs Held – Attendance	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6	1 - 4	1 - 7	1 - 5	1 - 2	1 - 4	3 - 56	1 - 16
Children's Programs Held – Attendance	14 - 1,137	10 - 209	23 - 602	19 - 503	5 - 286	14 - 231	21 - 411	31 - 750	23 - 634	5 - 250	22 - 1,144	34 - 1,230	20 - 985
Total Programs Held – Attendance	15 - 1,137	17 - 274	34 - 766	27 - 562	9 - 309	23 - 314	29 - 578	42 - 915	32 - 878	16 - 457	31 - 1,200	40 - 1,315	23 - 1,017
STUDY ROOM USES													
Total Study Room Uses	33	20	23	13	22	25	41	47	25	22	27	36	33
ITEM HOLDS PLACED													
	1,162	1,088	983	1,085	884	1,208	1,064	1,265	1,087	960	1,112	1,193	1,077
THE COLLECTION													
Items Added	772	1,109	964	573	596	726	1,092	864	755	650	673	752	833
Items Withdrawn	403	478	55	271	923	67	368	313	1,948	125	198	543	473
Total Barcoded Items in the Collection	80,172	80,803	81,712	82,014	81,687	82,346	83,070	83,621	82,428	82,953	83,428	83,637	83,997
PATRON VISITS													
	9,979	8,474	8,087	7,540	7,880	7,870	7,921	10,316	8,598	7,830	9,505	11,052	10,594
N/C - No Count													
N/A - Not available at present. To be reported next month.													

LIBRARY, Cont.

held on August 18. Ninety-four children attended this wonderful show put on by The Allards, after which we served monster and alien cakes donated by ShopRite. Great fun.

- For special programs, we offered a delightful *Princesses and Monsters Tea Party* on August 3. Parent volunteers, Readers' Theater participants, a group of FAVARH volunteers, and a whole troop of Junior Girl Scouts worked with the Children's Room staff to provide a theatrical telling of *Go Away, Big Green Monster*, as well as all the costumes, music, snacks, punch, tea, decorations, set-up, and clean-up needed for such an event. We had very happy children leaving the library that day. Attendance: 34.
- Other August children's events included: 2 *Readers' Theater* final performances, more weekly drop-in story times, more *Book Buddies* sessions (both the Wednesday night and Thursday morning divisions), two more *Movies on the Big Screen* installments (*Pete's Dragon* and *Mars Needs Moms*), and our annual special story time for children entering kindergarten. Total attendance at a total of 20 children's programs: 985.
- The raffle component: thanks to Canton's generous merchants, we were able to offer 2 free give-aways each week for seven weeks. Kids of all ages chose which of two weekly gifts they'd like to win, and two drawings were held every Thursday evening to determine the winners. Every child who visited the library received one raffle ticket each time he or she came. The gifts were excellent and the excitement was high. The number of raffle entries handed in for weekly give-aways during seven weeks of summer totaled 2,916 --1,785 during July and 1,131 during August.
- Our new story hour line-up begins in September. This will introduce such new sessions as story times for babies, a weekly session for older kids in the after-school hours, twice-per-month evening story hours, and a monthly family session on Sunday afternoons (November through March).
- August book displays: 2012 Nutmeg Book Award nominees for grades 4 to 6; the summer reading books for the primary and intermediate schools; and books on dragons, monsters, aliens, and puppets.

PERSONNEL

- Our summer interns for this year, Heather Nielsen, Robin Giese, and Hannah Bernhard, did amazing work for us. We would have been hard pressed to accomplish all that we did during July and August without their help. All three have been converted to Library Aide I substitutes to hold onto them!
- Responding to a suggestion from the CAO, the Library Director asked Head of Technical Services Sarah McCusker to teach him how to (1) do content management on the library website, and (2) create links and upload Library Board agendas and minutes to the website. The first item he learned quickly and already has adjusted wording in many areas of the website. As for uploading minutes and agendas, more instruction will be needed.

OTHER HIGHLIGHTS OF THE MONTH

- Starting July 1, some of our book budget money is now being re-directed to purchase electronic databases. Databases are essential tools with which modern libraries deliver information, and we can no longer treat these as extras or frills paid through gifts. The four databases that the Friends have paid for the past three years have now been absorbed into our operating budget.
- As reported in July, we added the excellent foreign language instruction tool *Mango Languages* as our fifth database. Two other new ones we are considering are *A to Z World Travel* and *Universal Class*. As noted above, we are also adding *NoveList Plus*. The new databases, *because* they are new, are being paid for by the Friends, except for *NoveList Plus*, which is funded out of our Newman's Own Foundation grant.
- We removed all adult VHS tapes from the collection during August – fiction and nonfiction. The children's tapes were removed several months back. VHS is completely gone from this library now.
- The reconstruction of Dyer Avenue throughout August made getting to the library a daily challenge, although our attendance figures show that people worked at it.

PARKS AND RECREATION

- Still searching for a Pilates instructor to teach a few classes per week
- Next Spring new Tennis Instructor/ Program is planned for next year
- Working on ideas for Winter Programming- new ideas, indoor horseback riding, jewelry design classes

PARKS AND RECREATION, Cont.

- Sent in paperwork for Ski Sundown for Winter After school Ski Bus, still searching for new head chaperone
- Discussing parent concerns with director about Skateboard Park being closed to public during Parks & Recreation lessons
- Registration is brisk for some Fall programs: Karate(full at 16 kids) Babysitting class (already at 16 participants, can take 25) Skateboarding (after school) at Mills Pond program has 13 participants (better than expected number) however, Let's Gogh art is just meeting the minimum (10) and we are struggling to get the after school tumbling/ACROfitness class to run. Competition with Fall Youth sports is my theory. (Soccer, Football & cheerleading)
- August programs that ran successfully: Tennis Camps, Explorers camps at Mills Pond, Zumba Gold, and Senior Exercise, Skateboarding Camp, Field Hockey pre-season camp
- CAST- Canton Amateur Summer Theatre presented You're a Good Man Charlie Brown at the town hall auditorium. The three show performance sold 300 tickets.
- Recreation staff attended an open house at the Valley Sports Center and met with the Director there to see what recreational programs are being offered there.
- Two Summer Concerts were held in August. The McLovins played Mills Pond Park to a large crowd of between 500-800. There was also a Trailbusker event which had various performers set up along the rail trail including the Farmington Valley Band.
- Director Brian Wilson worked with the youth sports associations and Parks Departments on fall field planning.
- The Mills Pond Pool was open with a daily visitor average of 400 people. Swim lessons and Dusky Swim Team programming was scheduled as well.
- Summer Camp continued to run through the end of August.

POLICE DEPARTMENT

PERSONNEL

- Aug. 1-12: Chief Arciero on vacation leave.
- Aug. 11: D/C Hull attended FBI NA luncheon in New London
- Aug. 18: Chief Arciero met with CAO re annual evaluation.
- Aug. 25: Off. Ferrecchia recipient of the MADD officer award.
- Aug. 26-Aug 31: D/C Hull on vacation leave.
- Aug. 31: Chief Arciero attended State's Attorney Annual Training Seminar.

ADMINISTRATION

- Aug. 1: D/C Hull attended pre- construction meeting on Dyer Ave. At Town hall.
- Aug. 4: CPD provided an inventory of its fixed assets.
- Aug. 4: D/C Hull attended Red Cross meeting for certification training.
- Aug. 15: Chief Arciero assumed administrative control of NC Municipal Accident Reconstruction Team.
- Aug. 16: Chief Arciero met with 1st Selectman Barlow to discuss 911 Remembrance event.
- Aug. 17: Chief Arciero attended Department Head meeting.
- Aug. 19: Chief Arciero attended RFP meeting with CAO and DPW regarding vehicle maintenance program.
- Aug. 19: Chief Arciero disseminated NCMARS policy to North Central towns for review.
- Aug. 19: CPD conducted 'panic alarm testing of town buildings.
- Aug. 24: D/C Hull participated in and Chief Arciero attended SWAT Challenge in Simsbury.
- Aug. 29: Chief Arciero met with BOS Cerniglia and Roberto regarding staffing concept discussions.

COMMUNITY POLICING

- Aug. 15: Chief Arciero met with Ms. Campbell, President of Canton Historical Museum re facility safety issues.
- Aug. 17: Det. Wilkinson attended the Canton Juvenile Review Board meeting.

POLICE DEPARTMENT, Cont.

- Aug. 24: Meet with Diane Robaczyski re setting up road race as complement to Sam Collins Day event.
- Aug. 24: Chief Arciero met with First Selectman Barlow, CAO Skinner and others to plan 9/11 Memorial Celebration.
- Aug. 25: Chief Arciero attended School Convocation Celebration at CHS.
- Aug. 26: Chief Arciero attended meeting at Senior Housing (21 Dowd) to discuss storm issues.

OPERATIONS

- Aug 3: CPD began highway construction project on Dyer Ave.
- Aug. 4: Several CPD officers participated in security/traffic detail for town-sponsored concert at Mills Pond Recreation center.
- Aug. 15: CPD investigated safe theft at Crown and Hammer Restaurant.
- Aug. 19: Officer Colangelo identified suspect and recovered stolen safe from Crown and Hammer burglary.
- Aug. 19-21: Various CPD personnel participated in security detail for annual Lobster Fest.
- Aug. 23: Off. Selander participated on a Bike Patrol enforcement for local media.
- Aug. 23: Chief Arciero met with NCMARS accident reconstruction Squad Commanders for policy discussion.
- Aug. 25: Chief Arciero attended Emergency Operations meeting in anticipation of Hurricane Irene.
- Aug. 26: Chief Arciero attended Emergency Preparation meeting for Hurricane Irene.
- Aug. 27: Chief Arciero attended mutual aid meeting at Simsbury PD for storm preparation.
- Canton EOC opened and operational for Storm Irene.
- Aug. 27-28: CPD officers handled approximately 200 calls for service related to Storm Irene.
- **Incident Summary:**

Total Incidents for Aug: 945 Previous month: July-1076			
Domestic Disturbance	3	Motor Vehicle Stops	184
Driving Under Influe.	0	Motor Vehicle Accidents	17
Larceny-All	7	Suspicious Pers/Vehicle	14
Medical Calls	62	Directed Patrol	118
Fraud	2		

PROJECT ADMINISTRATOR

- Scheduled pre-construction meeting, managed and provided coordination for the substantial completion of the Dyer Avenue Roadway Improvements Project from Simonds Avenue to Maple Avenue.
- Continued with coordination and project closeout for the Farmington River Trail – Phase III project.
- Coordinated with consultant in obtaining state regulatory approvals for completion of soil borings for the Upper Collinsville Mill Pond Master Plan project. Met with the steering committee to report project progress.
- Assisted with the preparation of a grant application and Board of Selectmen authorization for extending Farmington River Trail north to Simsbury. Met with Town of Simsbury Town Engineer to coordinated joint application.
- Attended technical meeting at DPUC for the implementation of Virtual Net Metering legislation.
- Attended Canton Housing Authority meeting with Small Cities consultant to update them on the status of grant application for 21 Dowd – Phase 2.
- Communicated with PMBC on the on the status of various tasks for the Town Highway Garage Project.
- Received approval from State Department of Transportation on recommendation presented by the selection committee for consultant selection. Selected consultant – TranSystems.
- Prepared quarterly report for CTDEEP for Transfer Station.
- Participated in field visit with Senator Blumenthal to discuss the Canton Hydro Project.
- Prepared subordination agreement and coordinated with lending institution for an existing housing rehabilitation loan with the Town.

PROJECT ADMINISTRATOR, Cont.

2011 Project Log

Project	August
PMBC Highway Garage Proj.	4
Farmington River Trail - Phase 3	12
Small Cities "21" Phase 2	4
Citizen Inquiries	2
Budget / CIP Program	1
Planning / Zoning Site Plan Review	
IWWA Site Plan Review	4
DEP Mill Pond Master Plan	16
Town Bridge Project	4
Canton Hydro Project	4
Housing Rehabilitation Loan Program	8
Pavement Management Services	
Main Street/ Bridge Street Traffic Control Signal	
Route 177 Trail Extension	14
Town Hall Widows and Door Replacement	
Dyer Avenue Roadway Improvements	52
21 Dowd – Phase 2	4

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Paved Gracey Road
- Paved two spots that were reclaimed
- Patched East Hill
- Repaired catch basins on Colony, Hilltop, Country Lane, Queens Peak, and Dyer Ave,
- Installed under drain on Livingston
- Crew helped parks install turf on Bowden Field
- Road side mowing
- Working on storm damage
- Sent staff to parks to help mow and fertilize

MAINTENANCE GARAGE

- Truck 6 to Morolas to repair exhaust brake
- Replaced batteries on truck 6, and truck 3
- Replaced alternator on truck 3

PARKS DEPARTMENT

- Mowed schools, fields and parks
- Daily pool maintenance
- Picked up garbage
- Prepped baseball and softball fields
- Laid out and painted High School fall sport fields
- Sprayed Roundup as needed in areas
- Storm cleanup
- Repair and maintenance of machinery
- Over seeded Schools and Parks

TRANSFER STATION

- Transfer Station Operational Improvements
- Patrick Vincent Retirement

PUBLIC WORKS, Cont.

BUILDING MAINTENANCE DEPARTMENT

- Repaired sink in lower level of Town Hall
- Installed DC power to exterior handicapped door at Town Hall
- Cleaned condensate lines from two air handler units in Town Hall
- Repaired blower motor in EOC Room at Police Dept
- Re-fired boiler at Police Dept
- Installed AED machine at Town Hall
- Placed sand bags in front of Board of Education main door in preparation for hurricane
- Installed new soap dispensers at public bathrooms at Community Center

PROFESSIONAL DEVELOPMENT

- None

WORK ORDERS RECEIVED

Work Request	Jul-11	Aug-11	FY Totals
Highway	0		0
Parks	1	1	2
Building Maintenance	40	25	65
Signs	8	4	12
Trees	4	16	20
Mailboxes	0		0
Pot Holes	6		6
Drainage	0	1	1
Curbing	0		0
Lawn	0		0
Animal	0		0
Total	59	47	106

MEETINGS ATTENDED

1. August 01, 2011: Dyer Ave. Construction Meeting
2. August 02, 2011: Vehicle Maintenance RFP
3. August 09, 2011: Building Department Staff Meeting
4. August 09, 2011: Project Meeting – Roads/Transfer Station
5. August 10, 2011: Solid Waste Transfer Committee
6. August 17, 2011: Department Head Meeting
7. August 17, 2011: Building Inspector – Bandstand
8. August 18, 2011: Vehicle Maintenance RFP

NEW PROJECTS

1. Employee Recruitment – Transfer Station Operator
2. Bandstand Renovation

PROJECTS IN PROGRESS

1. Winter Plow and Sanding Route Bid
2. Scoville Road – Paving Project
3. Town Vehicle Maintenance Study - Develop RFP
4. Valley House Walkway Project
5. Implement Sign Maintenance Program (MUTCD)
6. Develop Employee Performance Measures

COMPLETED PROJECTS

1. Transfer Station Improvements
2. Gracey Road – Paving Project
3. Update Transfer Station Operator Job Description

PUBLIC WORKS, Cont.

PROFESSIONAL DEVELOPMENT

- None

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 9 days, 403 meals served
- Dial A Ride:
 - Total # of passengers: 189
 - Total # of trips: 395
 - Annual Membership fees collected: \$ 220
- Jump on Board (JOB) Trips:
 - Jump On Board to Buckland Mall and Christmas tree Shop: 5 people went
 - JOB to Foxwoods Casino, no people went
- CHOICES volunteer Paula had 4 appointments this month.
- “In The News” met twice, with an average of 11 people
- McLean Meals on Wheels: 884 meals were delivered to 25 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 97 screenings
 - Walking group: screenings 57 screenings
 - Bereavement Support Group: Jim Fox met with 1 person
- Senior Potluck: canceled due to Hurricane Irene
- Cooking with Elaine- canceled due to summer break
- Medical Transportation: 9 round trips coordinated; 9 one-ways
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: one phone given out
- 0 Vials of Life were given out

SPECIAL AUGUST EVENTS

- The Canton Senior Center celebrated “National Admit You’re Happy Month” with a smiley campaign, which was featured in the Multi-purpose room throughout the entire month; participants in all of our programs were encouraged to fill out a ‘smiley gram’ stating why they are happy and these responses were read aloud prior to Wed & Fri luncheons!
- Claire continued to give out a number of Farmer Markets vouchers to low-income Canton older adults throughout the month. There was an increased interest in these vouchers this year, which allows older adults who may not usually be able to afford fresh produce, to support their local farmer’s markets through utilization of vouchers that total \$15.00, courtesy of the CT Department of Agriculture.
- Canton Senior/Social Services sponsored a “Nordic Walking” Seminar, hosted by Certified Nordic Walking Instructor Jack Fila, on Tuesday, August 16th; there was such a great response, with over 15 people in attendance, that Jack will hold classes through the Canton Senior Center in the near future.

ADMINISTRATIVE

- Claire met with over 25 clients for social services-related issues
- Claire met with Janet Buchanan, of Caldwell Bank Realty on Monday, August 1st to discuss sponsorship opportunities and future collaborations.
- Claire participated in a meeting with the Red Cross on Thursday, August 4th at Canton T.H.
- Claire had a meeting with Blair from Getaway Tours on Wednesday, August 10th to discuss travel opportunities for Canton Older Adults.

SENIOR & SOCIAL SERVICES, Cont.

- Claire had a meeting with Jessica Beale, Recreation Director at Governor’s House in Simsbury, while taking a tour of the facility, on Thursday, August 11th to discuss future collaborations.
- Claire met with Fred Turkington, former CAO of Canton, amongst others from his current position in Massachusetts, to discuss plans for their future Community Center on Tuesday, August 16th.
- Claire attended a hearing at the State Capitol on Elder Abuse on Tuesday, August 23rd, that was sponsored by Senator Blumenthal. She attended with the town of Windsor Senior Center Director.
- Claire attended an Emergency Preparedness Meeting at Canton T.H., coordinated by Fire Marshal Adam Libros, in preparation of Hurricane Irene on Thursday, August 25th.
- Claire made a home visit to a Canton resident’s house with Animal Control Officer, Beverly LaPlume and with a representative from Farmington Valley Health District on Thursday, August 25th.
- Claire presented with Chief Arciero at 21 Dowd Avenue Elderly/Disabled Housing complex in regards to preparedness for storms on Friday, August 26th.
- Jessica Beale of Governor’s House in Simsbury visited the Canton Senior Center on Monday, August 29th to meet with Claire to discuss collaborations.

TAX COLLECTOR

- Tax collections for the current list were \$910458.02 Prior year collections were \$21,712.15.
- Last year at the end of August we had collected 52% of the current year collectable balance and this year we have collected 52% of the current year collectable balance.
- Sewer Collections on current the list were \$3,403.35. Prior year collections were \$570. Sewer Connection Fees collected: \$.00.
- 2,626 delinquent tax statements were sent out during the month.
- 98 intent to lien notices were sent out to the outstanding sewer user accounts. Liens will be put on September 15th for those accounts that are still outstanding.
- The collection agency collected \$124.69 this month in out-of-state delinquent taxes this month.
- Many refund forms were sent out to those tax payers that have a credit balance on their accounts.
- Continued to work on the integration of the new sewer program.

% OF COLLECTION

GL YEAR	TAXES COLLECTABLE	TAXES COLLECTED	% COLLECTED		% COLLECTED OF BUDGETED AMOUNT
			OF COLLECTABLE BALANCE	BUDGET AMOUNT	
2010	\$29,300,473.71	\$15,370,117.44	52.4%	\$ 28,907,499	53.17%
2009	\$356,811.09	\$ 45,094.96	12.64%		
2008	\$215,701.93	\$ 16,755.29	7.77%		
2007	\$ 94,128.39	\$ 15,227.81	16.18%		
2006	\$ 53,779.01	\$ 8,116.58	15.09%		
2005	\$ 30,932.45	\$ 789.39	2.55%		
2004	\$ 24,010.60	\$ -	0.00%		
2003	\$ 22,752.29	\$ 306.16	1.35%		
2002	\$ 19,644.17	\$ -	0.00%		
2001	\$ 18,633.67	\$ -	0.00%		
2000	\$ 18,038.91	\$ -	0.00%		
1999	\$ 17,467.26	\$ -	0.00%		
1998	\$ 28,957.10	\$ -	0.00%		

TAX COLLECTOR, Cont.

1997	\$ 28,353.83	\$ -	0.00%		
1996	\$ 27,432.38	\$ -	0.00%		
1995	\$ 26,903.14	\$ -	0.00%		
TOTAL PRIOR YRS	\$983,546.22	\$ 86,290.19	8.77%	\$140,000.00	61.64%

	AMOUNT COLLECTED	BUDGETED AMOUNT		
INTEREST, LIENS & FEES	\$ 33,502.87	\$100,000.00	33.5%	

TOWN CLERK

- Processed: 1385 transactions and four marriage licenses
- Real estate recordings were down 25% from the same time last year with 11 residential home sales and 1 land deal.
- Largest home sale: 2 Sweetheart Mountain (\$685,000).
- Municipal Conveyance Tax collected on transfers was \$8853.92.
- \$456 was collected via the Community Investment Act.
- A total of 1021 dog licenses were sold to date for the 2011/2012 dog year.
- August 4: The Town Clerk attended US Senator Richard Blumenthal’s visit to the Collinsville hydroelectric project site. Pictures were taken and posted to the Town’s website.
- August 10: The Town Clerk participated in a webinar for COTT’s new product called Property Check, a system that protects residents from potential property and mortgage fraud. It is a service that gives citizens the ability to receive email and/or text notifications of recordings on their property by activating alerts based on their name. The program is free to both the Town of Canton and its residents.
- The Town Clerk received final approval from the Secretary of the State on the petitioning candidacies of Marc Cerniglia, Kevin Jackson and Lou Daniels. The petitioning candidacy of Lowell Humphrey for First Selectman had been received back in March 2011.
- Due to the impact of Hurricane Irene, the Town of Canton Transfer Station implemented the following temporary changes which impacted Transfer Station revenue for the month:
 - For the period from Monday August 29th to Saturday September 3rd, there was no charge for depositing storm related bulky waste or brush
 - During the period from Monday August 29th to Saturday September 3rd, residents were allowed to drop off storm related bulky waste and brush without a transfer station permit, but were required to show proof of residency.
- The Citizen Request Management component of QScend (QAlert), logged no complaints for the month of August.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in August.
- Liens & lis pendens action:
 - Mortgage lis pendens 1
 - Condo Fees Liens 1
 - Credit Cards/Debt Collectors 0
 - Commercial/tax liens/other 6
 - Medical related 2
- Activity on the Town’s website:
 - Number of visits to our site: 5725 people made 9329 visits to the site.
 - Average number of pages/visit: 2.3
 - Average time on site: 2:04 (min:sec)

TOWN CLERK, Cont.

- Top pages viewed: Home Page, Assessor, Employment, Agendas & Minutes, Farmington River Trail, Visitor’s Guide, Town Clerk, Police Department, Request for Proposals and Tax Collector. In addition, there were 100 visits to the BOS Meetings/Audio Recording Page.

Town Clerk Receipts-August 2011

Total Items	Description	Total Amount
	Recordings:	
152	Land Records	\$3914.00
	Conveyance Tax	\$8853.92
	St of CT Historical Preservation	\$304.00
	Town Clerk Historical Preservation	\$152.00
	Town of Canton-Land Preservation	\$456.00
	St of CT-Land & Dairy Preservation	\$5472.00
	Town Clerk Land Preservation	\$152.00
3	Maps	\$30.00
164	Copies	\$910.60
	4 Sport Licenses:	
	St of CT DEP	\$96.00
	Sport Licenses-Town of Canton	\$4.00
14	Miscellaneous	\$221.00
29	Vitals	\$510.00
4	Marriage/CU Licenses St of CT	\$76.00
	57 Dog Licenses:	
	Town of Canton	\$57.00
	State of CT	\$468.00
1	Notary Fees	\$10.00
124	Transfer Station	\$4159.00
0	Stone	\$0.00
1385	TOTALS	\$25,845.52

TOWN PLANNER – Not available at time of printing.

WPCA

OPERATIONS

- The plant achieved 98 % BOD removal and 97 % Suspended Solids removal
- The Effluent plant flow, monthly average increased from .579 MGD to .744 MGD
- Rainfall total for the month is 16.12 inches.
- Received 1 odor complaint this month, which was on a Tuesday after we shipped sludge.
- Plant is running well with a small amount of Nitrogen being removed
- Hurricane Irene hit on 8/28/11.

LABORATORY

- Analyzing Primary Tank solids, Secondary Solids, and sludge shipped by Synagro.
- 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. We did have to bypass the UV system for 24 hours due to rising flood waters, Ct. DEP was notified.
- **Shipped sludge solids, averaged 3.3 % this month.**

- Twelve loads of sludge were sent by Synagro @ 78,000 gallons this month

COLLECTION SYSTEM

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- Sealed and bolted down 1 manhole frame along Rattlesnake Brook by the police station.

MAINTENANCE

- Monthly and weekly duties performed
- Weekly cleaning of UV disinfection bulbs.
- KMNO₄ Potassium Permanganate odor control system is on line and running 24 / 7.
- Flushed trickling filter.
- 24 Hour cleaning of all 3 Sand filters.
- Russ's Septic in to clean Influent wet well and scum well.
- Replaced clear well pump on Sand filter # 1

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter

ADMINISTRATIVE

- Fence replacement done along bike path.
- New Primary Effluent Sampler ordered
- Aeration blowers were ordered from the Maher Corporation
- Went out to bid for a contractor to install aeration system.
- Pre-bid meeting for contractors bidding on aeration system install.
- Tour given to Roaring Brook Nature center.
- Worked with Paul Dombrowski to submit 3 applications to the Clean Water Fund Program.
- Ordered and setup 2 new computers in office.
- Simsbury IT department in to set up hard drive backups on computers
- (2) Hurricane Irene meetings