

# TOWN OF CANTON

## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To: Board of Selectmen  
From: Robert Skinner, Chief Administrative Officer  
Date: March 17, 2010  
Re: **Monthly Report – February 2010**

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### ASSESSOR

- General administrative duties continue –
  - Field work
  - Real property ownership changes
  - Exemptions are being posted as needed
  - Assistance to the public
  - Preparing State Reports
- Board of Assessment Appeals is scheduled to meet March 24, 2010 to hear
  - 1 Business Personal Property Appeal
  - 5 Real Estate Appeals
- Fifteen (15) applications for the Tax Credit for Elderly and Totally Disabled Homeowners have been received to date (3/4/2010)
- Assessor Maps are being updated

### BUILDING DEPARTMENT

- There was one permit issued for a new single family home. It is located on Sweetheart Mountain Road. There was one commercial permit issued for renovations to change from one restaurant to another at 144 Albany Turnpike.
- There were 4 Certificates of Occupancy issued. One was for a finished basement and the other three were for units at 21 Dowd as part of the SCBG. There were 2 Certificates of Completion issued, both for porch railings.
- Mr. Henry Miga, Simsbury Building Official, began his responsibilities as Building Official for the Town of Canton. He conducted a total of 34 inspections.

#### Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	4	\$72,000
Deck	0	\$0
Demolition	0	\$0
Electrical	7	\$32,800
Garage/Shed	0	\$0
HVAC	8	\$23,191
New Commercial	1	\$15,000
New Residential	1	\$285,000
Plumbing	4	\$30,000
Pool	0	\$0
Roofing/Siding	\$4	\$21,500
Foundation	0	\$0
Woodstove	1	\$2,000
Total	30	\$481,491

**BUILDING DEPARTMENT, Cont.****Permit Value Comparison for February**

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$481,491	\$290,600
Building Permit Fees	\$5,252	\$1,318
Other Income Fees	\$1,582	\$3,024
Building Permits Issued	30	43

**Total Value of Permits and Permit Fees**

<u>Juy-February 2009-2010</u>		<u>July-February 2008-2009</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$4,393,172	\$62,532	\$4,769,059	\$72,403

**FINANCE**

Professional Development – Finance Officer Attended Quarterly CT GFOA Meeting

- Conducted Interviews for Finance/CAO Clerk position w/M Schroder
- Coordinated Boston Mutual & Colonial Supplemental Insurance Meetings for Staff
- Attended BOS Special Meetings for Budgets – February 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>
- Attended an Office Ergonomics & Back Safety course
- Attended BOF Regular Meeting
- Met with Project Administrator
- Met with Project Administrator & CAO to discuss open projects
- Attended BOF Regular Meeting
- Attended Monthly Staff Meeting
- Attended Medical Insurance Renewal Meeting w/ CAO
- Assisted CAO with Budget Adjustments

**INVESTMENTS BY ACCOUNTING TYPE**

(Unaudited)

1/31/10

General Fund	\$ 7,313,706
Special Revenue Funds	\$ 2,977,036
Capital Projects Funds	\$ 2,060,015
Internal Service Funds	\$ 722,001
Trust and Agency Funds	\$ 300,093
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$13,372,851</b>

**INVESTMENTS BY INSTITUTION TYPE**

(Unaudited)

1/31/10

	<u>Interest %</u>	<u>Interest \$</u>	<u>\$ Invested</u>		
<u>Avg Monthly Yield, Annualized</u>	<u>Current Month</u>	<u>Last Month</u>	<u>Current Month</u>	<u>Last Month</u>	
Class Plus	.22%	.25%	252	295	\$ 4,941,305
Webster	.45%	.45%	1,511	1,516	\$ 8,190,113
Reich & Tang					\$ 241,433

Total Outstanding Investments			1,763	1,811	\$ 13,372,851
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**FINANCE, Cont.**

Projects:

MUNIS Server Conversion	June 2009	8 hours
MUNIS Server Conversion	July 2009	9 hours
MUNIS Server Conversion	August 2009	23 hours
MUNIS Server Conversion	September 2009	5 hours
MUNIS Server Conversion	October 2009	4.5 hours
MUNIS Server Conversion	November 2009	0 hours
MUNIS Server Conversion	December 2009	0 hours

**FIRE MARSHAL/EMERGENCY MANAGEMENT**

The following are highlights of the Offices of the Fire Marshal and Emergency Management during the month of February 2010:

Inspections	8
Inspection Follow-ups	1
Plan Review	0
Job Site Inspections	6
Fire Investigations	1
Blasting Permits	0
Burn Permits	2
Bomb Threats	0
Hazardous Materials	1

- Assisted with the response to a major power failure in town on the morning of February 4. Approximately 50% of the town was without power for less than 2 hours and schools were released early as a precaution. Assisted with communications with CT Light & Power, Canton Emergency Communications Center and the Canton Board of Education.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Wilson on February 4.
- Performed emergency lighting tests at the Canton Intermediate School on February 16.
- Presented Sean Sullivan, 5<sup>th</sup> grade student at Canton Intermediate School, to the Board of Selectmen at their meeting on February 17 as the local winner of the CT Fire Prevention Poster Contest.
- Performed a site visit on February 18 to the Valley House on Main Street with Building Official Henry Miga after water from a faulty water heater damaged several condominiums and common areas.
- Performed a site walk at the Library/Community Center on February 18 with Project Administrator Jeff Shea and Public Works Director Walter LeGeyt in preparation of a meeting for the proposed emergency generator.
- Attended a meeting on February 19 at the Library/Community Center regarding the proposed installation of an emergency generator. In attendance was Project Administrator Jeff Shea and representatives from KBE Building Corp., Cummins Power Systems LLC and DC Inc.
- Conducted a fire origin and cause investigation at 7 Orchard Hill Road on February 20. The fire origin was in the attached garage of a two-story single family dwelling. The cause is listed as accidental by discarding hot fireplace embers in a plastic container.
- Responded to a heating oil leak at the Collinsville Fire Station on February 22. Approximately 30-40 gallons of #2 heating oil leaked in the basement of the fire station. After containment by fire department personnel, a hazardous materials contractor cleaned up the site.
- Conducted fire safety education to a juvenile and their family after an incident involving the juvenile.
- Met with Fire/EMS Chief Richard Hutchings and the insurance adjuster at the Collinsville Fire Station on February 26 regarding the oil leak on February 22.

## **FIRE MARSHAL/EMERGENCY MANAGEMENT, Cont.** **PROFESSIONAL DEVELOPMENT**

- Attended a career development class in East Hartford on February 5. The class topic was Fire Prevention Code – Citations and was sponsored by the State of CT Department of Public Safety’s Office of Education and Data Management.

## **LIBRARY**

### **ADULT SERVICES**

- Our resident artist, Art Chouinard, painted his landscapes and seascapes in the library on February 17. A real crowd-pleaser, as always, but no attendance figures.
- Reference Librarian Beth Van Ness’s Saturday afternoon classic comedies movie series continued with *The Party* starring Peter Sellers (February 6) and *Chocolat* starring Juliette Binoche and Johnny Depp (February 13 – the last installment). Attendances: 7 and 12, respectively. This 4-part film series, which was a goal in our long-range plan, was well-received and well-attended and likely will be repeated.
- The Monday Evening Book Discussions club studied *Sarah’s Key* by Tatiana de Rosnay. Attendance: 11.
- The Saturday Book Conversations group discussed the novel *The Summer Book* by Tove Jansson. Attendance: 6, including 1 brand new member.
- Avon resident and author Tido Holtkamp presented a talk on the US Coast Guard bark *Eagle* and his career working on it on February 20. Mr. Holtkamp was part of the ship’s crew while *Eagle* was part of the German navy during World War II. Afterwards, as a naturalized American citizen, he re-discovered her at Mystic seaport. Mr. Holtkamp showed slides and a video of the *Eagle*’s history, told fascinating stories about her service, and spoke about his related book, *A Perfect Lady*. A book selling/signing session followed. Attendance: 17.
- Upcoming adult programs: gardening with “The English Lady”, another Sunday afternoon musical concert, digital photography of wildlife, an Earth Day presentation, adult storyteller Carol Birch, and a presentation on child adoption. Watch for publicity.
- Weeding of the adult VHS tapes continues. A few of the best titles are being replaced in DVD format, but most non-circulators (and there are many) are simply going. The room freed by this weeding will be used to house our adult and teen graphic novels.
- Books on cassette tape have been removed from the children’s collection (some were replaced in CD format), and soon they will be gone from the adult collection, as well.

### **CHILDREN’S SERVICES**

- The winter story time semester ended on February 12, and registration for the spring semester opened on February 22. Among other themes, the story time children celebrated Valentine’s Day and Chinese New Year and put on their annual Chinese New Year dragon parade. Combined attendance for all 8 February story times: 181.
- Our third yoga story time, directed by the staff of Little Green Tambourine, was held on February 25. *Quick as a Cricket* was the featured book, and the children sang songs, practiced animal noises, learned yoga poses, and ended the afternoon with a craft session. Some of the children are brand new faces, which is nice. This 5-part series is funded by a grant from the Canton Community Health Fund, which pays the leaders and purchases for the library age-appropriate books, CDs, and DVDs on yoga and health.
- *Read to Me: Tails of Joy* featured an afternoon’s visit by therapy dogs and their handlers on February 27. Five trained therapy dogs visited the library so that children could practice reading skills by reading to them. Each child had 15 minutes of reading time alone with the dogs and their handlers. The point of this event: to give each child a chance to improve reading competence in front of a gentle, non-judgmental audience. The children and their parents were delighted with this chance! A lot of reading aloud was accomplished and the 5 dogs were greatly loved, petted, and fussed over. Attendance: 48
- Heather Baker put on a musical birthday party/story time, which was an auctioned prize at the CCNS fundraising event held last October. . The guest of honor and her friends celebrated with stories, songs, rhythm sticks, and puppets. Attendance: 30

## **LIBRARY, Cont.**

- Heather also visited the 4-year-old class at the Canton Community Nursery School to share stories about desert life, which the children have been studying. Attendance: 22.
- We have approximately 100 children enrolled in our first-ever winter reading club, called *Read to Me*. *Read to Me* runs from February 1 to March 13. Many of our participants have already read enough to earn their prizes early. Each child gets to choose a paperback book to keep as his or her own.
- Special projects: (1) the weeding of children's nonfiction books continues; (2) the *I Can Read* project is nearly finished. All of our easy readers have been "leveled" according to reading difficulty, the explanatory brochure and bookmarks are nearly ready for distribution to parents and teachers, and we hope to have publicity out to the newspapers soon.

## **PERSONNEL**

- No new staff or volunteers were added during February.

## **OTHER HIGHLIGHTS OF THE MONTH**

- The large number of discarded items for February (1,760) reflects the removal of all our 2007 magazine issues, as well as the discard of many non-circulating VHS tapes.
- We added a new cultural site pass in February: to the Old State House in Hartford. A gift of the Friends of the Library, as are all the cultural site passes. We now have 14.
- We have bought a large number of nonfiction DVDs, mostly PBS productions, to augment the nonfiction book collection. These promise to be popular, based on topic.
- We constantly receive requests for foreign language teaching materials, so I will also be spending Friends money to totally rebuild our foreign language instruction collection. Right now, we have only a few languages and all that we offer are old cassette tapes. Many new compact disc sets are on order and will give us a solid collection. *Tres bon*.
- Heather Baker and I are studying ways to offer a 1-year-old story time program. So many parents request this service, which is standard fare in many public libraries. We might team up with the Parks and Recreation Department and CPAT and pursue another grant from the Canton Community Health Fund for this purpose. Also, we are considering "specialty story times" once or twice per month during the story hour semester to accommodate the many, many children who are stuck on our waiting lists. Details are too sketchy at the moment – more details will come later.
- More planning took place for our new and improved Teen Space. Plans to install additional shelving and new furniture bought with state grant money are almost finished.
- 136 public libraries (including Canton's) participated in the Connecticut State Library's *Snapshot Day* in February. This was a day when library staffs photographed all the things and activities that made their libraries special and well-used. Canton's "uniquenesses" included painter Art Chouinard, a wonderful "Coffee And..." produced by Friend Shirley Sutton, the story hour's Chinese New Year parade, and lots of public computer use. It was a fun project, the statewide results of which can be viewed at <http://snapshotctlib.wordpress.com/about/>.

## **PARKS AND RECREATION**

- Spring and Summer Planning (pool information, swim lessons, camps, etc.) is complete. All information for the Canton Connection will be sent to the CAO's office on Friday, March 5<sup>th</sup>. The anticipated mailing date to all residences April 8, 2010.
- New classes that have been added this month are: Zumba Gold, Pilates, Body Sculpting, Jazzercise, and Circuit Training.
- We have had great feedback from parents about our new programs for *Saturday* mornings, TumbleTots & TumbleKids, run by ACROFitness, Simsbury. We have filled the tot class and are still taking registrations for ACROkids. ACROFitness Tumbling/Dance class, at Cherry Brook, will begin April 29<sup>th</sup> and run for 6 weeks. Parents are happy to hear that it will take place right at the school, after school.
- We have received notice that our camp director has found other full-time employment and will not be returning to camp this Summer.
- We are now taking registrations for March babysitting classes, 3 more openings to fill in order to run.
- Over 70 children are already registered for T-Ball/ Coach Pitch, which begins in April. I have been compiling all email addresses for all participants and I am happy to report that I have had an easy time of finding coaches this season.
- Computer Explorers program is scheduled to begin in April at both CCC and CBPS.
- Press releases have gone out to all local newspapers, for the Easter Egg Hunt on March 27<sup>th</sup>. Flyers will be brought to CBPS, to be sent home in backpacks this week Eggs & Candy are on order.
- Community Garden letters will be going out this week to all returning gardeners. Deadline for them to reserve their plot will be April 5<sup>th</sup>. After that date, all other town residents will be able to rent a space in the garden.
- Parks and Recreation Director Mr. Wilson met the Conservation Commission during their February Meeting to introduce himself and discuss recreational land use both active and passive.
- Mr. Wilson met with the Youth Services Bureau to discuss planning for upcoming teen events.
- Planning and preparation began for upcoming field schedules for spring sports as well as field maintenance plans.
- Mr. Wilson attended an Organic Field care workshop sponsored by Hart Seed Company in East Hartford.
- Mr. Wilson finalized the lineup for the summer concert series
- Letters to returning summer and aquatic staff were mailed and have been coming back in.

## **POLICE DEPARTMENT**

### **PERSONNEL ISSUES / UPDATE:**

- Officer Selander successfully completed the first phase of his field training and is nearing the end of phase two. It is anticipated that he will complete his field training by the end of March.
- Mathew Keepin was hired as a recruit officer and started the Police Academy on February 19, 2010.
- Janice Louise-Lutkus, Chief's Secretary, submitted her resignation effective March 5th.
- The Deputy Chief attended in-service recertification training.

### **FINANCIAL STATUS**

- Areas of concern within the budget include increased medical costs related to hiring; patrol and dispatch overtime costs related to staffing shortages

### **OPERATIONS & MAJOR INVESTIGATIONS**

- February 5, 2010 Officers investigated an assault that took place at the Canton Middle School. One Juvenile was arrested for Assault 3rd Degree and Breach of Peace 2nd Degree.
- February 13, 2010 Officers responded to Kohl's Store for a Larceny / Shoplifting complaint. One Juvenile and 2 Adults were arrested for taking items valued at \$1,255.00
- February 27, 2010 Officers investigated a Larceny / Shoplifting complaint at the Kohl's Store. One Juvenile and 3 Adults were arrested for taking items valued at \$3,691.27.
- Monthly Incident Summary: Total incidents – 589; Directed Patrol-88; Bus/Res Check-60; MV Stops-76; Medical-41; Alarms-46; MV Accidents-26; Part I Crime=11 (preliminary classification).



## **PUBLIC WORKS**

### **HIGHWAY DEPARTMENT:**

- Crew scraping ice in several areas where water runs into road
- Crew dealing with several snow events that kept the Crew working through the night and well into the following day
- Maintainer Chris Davis kept the salt shed replenished hauling salt back and forth from Burlington as needed
- Maintainers Perry Polderman and Robert Cahill were able to patch potholes and did a good job keeping the holes in check
- Crew continued cutting brush on Pine Acres Drive and Gracey Road
- Maintainers Chris Johnson and Rob White helped Sue Brodeur, Land Use Coordinator, clear out the Engineer's Office to make room for the Project Manager and moving the Assistant Town Planner

### **PARKS DEPARTMENT:**

- Crew cutting brush around fields
- Crew used roadside mower and mowed areas after cutting brush
- Crew continued to keep Mills Pond cleared for skating while ice was thick enough

### **MAINTAINER GARAGE:**

- Crew repaired spinner and radiator on Truck #2
- Crew repaired broken mount on Truck #12
- Crew replaced broken hydraulic hoses on Truck #3
- Crew repaired light problem on Truck #9
- Crew repaired hydraulic hoses on Plow for Loader

### **TRAINING:**

- Director of Public Works, Park Supervisor and Maintainer Tom Richardson attended Organic Field Practices at Rentschler Field in East Hartford

### **BUILDING MAINTENANCE:**

- Maintainers Tim Duntz and Mark Kapral have been putting in significant hours of overtime dealing with winter storms, shoveling and being shorthanded in staff
- Maintainer Tim Duntz continues to work on painting at the Library

## **SENIOR SERVICES**

### **PROGRAMMING**

- Canton Community Café: Open for 5 days, 231 meals served (closed 3 total days for snow/holidays)
- Dial A Ride:
  - Total # of passengers: 155
  - Total # of trips: 142
  - Tickets funds collected (not including those sold at Sr.Ctr): \$27.25
  - Tickets funds collected at Senior Services: \$21.00
- Jump On Board/Trips:
  - Buckland Hills Mall shopping trip: 6 people went from Canton
  - Foxwoods trip: 5 people signed up through Canton Senior Services
  - Women's UCONN BBall game on February 27<sup>th</sup>: 4 folks from Canton went.
- McLean Meals on Wheels: 444 meals were delivered to homebound residents.
- FVVNA:
  - Foot care clinic (held 1x this month): 5 regular foot cares, 0 home visits
  - Blood Pressure clinic: 33 screenings (2 snow days)
  - Walking group: 62 screenings
  - Bereavement Support Group: not yet established.
- Senior Potluck: 30 enjoyed lunch, while listening to tunes & conversing with friends

### **SENIOR SERVICES, Cont.**

- Medical Transportation: 7 round trips coordinated
- Volunteer Dialysis Transportation: Pat Swan coordinated 39 rides.
- e-Scribes were sent out to subscribers:
  - February 10<sup>th</sup>: Budget proposal, Town Referendum, services offered for seniors, transportation, healthy living tips, Parks & Rec programs, School programs, employment opportunities for older adults, local scams.
  - February 24<sup>th</sup>: Condolences, new casino trips, hearing assessments, Meditation new class, Spend-down presentation, Days Of Our Lives program, Library March events/programs, scams, social security.

### **SPECIAL FEBRUARY PROGRAMS**

- Canton, along with other Farmington Valley Senior Centers, was invited to River Ridge at Avon for their 1<sup>st</sup> annual Senior Winter Olympics. Canton was well represented with 5 team members in the “Hot Canton Habaneras”!!
- Canton Senior Services collaborated with Avon Senior Center for TWO incredibly successful special events in the month of February:
  - Tuesday February 2<sup>nd</sup>: GROUNDHOG DAY CELEBRATION in Avon. 65 participants from Avon, Canton & other neighboring towns had a delicious meal of tossed salad, garlic bread, homemade soup, chocolate éclairs & cream puffs while listening to the musical workings of Bob Mel & Karen Wagoner.
  - Friday February 12<sup>th</sup>: LOVE YOUR NEIGHBOR DAY in Canton. 85 participants from Canton, Avon & neighboring towns had a delicious meal of salad, two different kinds of soup, garlic bread and Ben & Jerry’s ice cream, while enjoying the company of the Canton Community Nursery School, who visited, had lunch with the seniors and sang us songs!
- A new class will be introduced in the spring through Senior Services: Meditation for Stress Management & Personal Growth will begin with a kick-off freebie class in March, and the session will begin in April!

### **ADMINISTRATIVE**

- Claire attended the Canton Commission on Aging meeting on Monday February 1<sup>st</sup>.
- Claire attended the Board of Selectman Budget Workshop on Monday February 8<sup>th</sup>.
- Claire submitted the GHTD grant reporting for the month of January 2010.
- Claire attended the ‘Personal Safety & Ergonomics’ training session on Wednesday February 17<sup>th</sup>; many thanks to Adam Libros & the Safety Committee for making the training available to town employees!
- Claire and Toby researched possible podiatry/footcare possibilities for the senior center, working with other local senior centers to do so.
- Claire corresponded with Rob Simon, Canton Library Director, about upcoming collaborations between the two departments.
- Claire met with Ashley Michele from Arden Courts Avon to discuss upcoming educational presentations geared toward Caregivers of people with Alzheimer’s disease.
- Claire attended training at Simsbury S.C. re: Older Adults & HIV/AIDS along with Avon, Farmington, & Granby S.C. Directors; afterwards, this group met to talk about regional coordination and collaboration in order to save our towns/departments money.
- Both Claire & Toby have been working on planning upcoming projects:
  - All eScribes: consistently gathering information & resources
  - Foot-care program changes
  - Spring/Summer events & programs
  - Upcoming Jump On Board/Other Trips:
    - Monthly Monday Mall Trip
    - Mohegan Trip in March, Foxwoods trip in April
    - JOB trips to New Britain Museum & Cabela’s
  - Educational presentations, as well as Hearing & Falls Prevention screenings
  - AARP Safe Driving Course



**TOWN CLERK, Cont.**

- 88 Gracey Road transferred to JP Morgan Chase Bank. Contact information is available in the Town Clerk's office.
- Liens & lis pendens action for the month of February:
  - Mortgage lis pendens 4
  - Condo Fees Liens 0
  - Credit Cards/Debt Collectors 0
  - Commercial/tax liens/other 7
  - Medical related 0
- Activity on the Town's website for the month of February 2010 provided the following information:
  - Number of visits to our site: 4236 people made 7358 visits to the site
  - Average number of pages/visit: 2.88
  - Average time on site: 2:44(minutes:seconds)
  - Top pages viewed:
    - Home Page
    - Assessor's Office
    - Employment Opportunities
    - Park & Recreation
    - Annual Budget
    - Board of Selectmen Minutes
    - Community Calendar
    - Police Department
    - Visitor's Guide
    - Town Clerk
  - Traffic Sources came from:
    - Search Engines (58%)
    - Direct Traffic (28%)
    - Referring Sites (14%)

<b>Town Clerk Receipts – February 2010</b>	<b>Total</b>	<b>Total</b>
<u>Description</u>	<u>Items</u>	<u>Amount</u>
Conveyance Tax	7	\$4787.50
Recording Land Records	158	\$4169.00
St of CT Historical Preservation		\$316.00
Town Clerk Historical Preservation		\$158.00
Town of Canton-Land Preservation		\$474.00
St of CT-Land Preservation		\$5688.00
Town Clerk Land Preservation		\$158.00
Maps	3	\$30.00
Copies	131	\$864.50
St of CT DEP	3	\$163.00
Sport Licenses-Town of Canton	3	\$3.00
Miscellaneous	9	\$28.92
Vitals	22	\$363.00
Marriage/CU Licenses St of CT	1	\$19.00
Dog Licenses-Town of Canton	7	\$7.00
Dog Licenses-State of CT	7	\$81.00
Notary Fees	3	\$30.00
Dial-A-Ride	1	\$5.00
Transfer Station	136	\$7676.00
<b>TOTALS</b>	<b>474</b>	<b>\$25,020.92</b>

## **TOWN PLANNER**

### **Zoning Permits Issued:**

- 17 Sweetheart Mountain Dr. – proposed single family house
- 110 Albany Tpke. – sign for Cost Cutters hair salon
- 250 Albany Tpke. – sign for FAVARH Thrift Shop

### **IWWA Authorized Agent Approvals:**

- None

### **Inspections were conducted at the following locations:**

- 250 Albany Tpke. – check erosion controls for rear parking lot expansion
- 110 Albany Tpke. – sign for Cost Cutters hair salon
- 250 Albany Tpke. – sign for FAVARH Thrift Shop
- 21 Canton Springs Rd. – debris in front of self storage facility
- 207 Albany Tpke. – signage issues, auto repair garage
- 30 Washburn Rd. – erosion control measures, expansion of single family house
- 85 Lawton Rd. – deposition of soil near watercourse

(February is a seasonally slow month; the 3 permits issued compares to 4 permits issued in 2/09. Expect an upturn as weather warms. Staff absence due to illness and vacation also reduced number of inspections)

### **Cease & Desist Orders Issued/ Ongoing**

- 57 Powder Mill Rd. – sixth monthly inspection of junkyard scheduled for 3/1.

### **Notices of Violation**

- 85 Lawton Rd. – deposition of material in rear of single family house near watercourse. Property owner appeared at IWWA and agreed to install hay bales near deposits to control erosion.
- 21 Canton Springs Rd. – miscellaneous debris and two unused vehicles in front of self-storage facility. Owner didn't receive original notice; re-issued 2/16.
- 550 Cherry Brook Rd. – multiple vehicles and building materials in yard

### **Aquifer Protection**

- No activities

### **Miscellaneous Land Use Office Activities**

- Assistant Planner Meetings
  - Inland Wetlands and Watercourses Agency, 2/11
  - Sustainability and Land Use Planning at Robinson & Cole 2/23
  - Conservation Commission, 2/24
  - DEP Wetlands Forum for Municipal Staff 2/26
- Town Planner Meetings:
  - Planning Commission, 2/8 (Special Meeting)
  - Zoning Rewrite Committee, 2/3
  - BOS Budget Meeting, 2/9
  - Economic Development Agency, 2/9
  - Inland Wetlands and Watercourses Agency, 2/11
  - Zoning Commission, 2/17
  - Special Design Review Team, 2/23
  - RFQ Selection Committee Meeting, 2/24
  - Collinsville Urban Forestry Meeting, 2/25
  - DEP Wetlands Forum for Municipal Staff 2/26
- Met with Lisa Lowell to review Fair Housing Action Steps and Small Cities Grant submission requirements, 2/2
- Pre-application meeting, Bakerville Snacks Company, 2/2
- Pre-application meeting, Jim Koplak, Canton Center Church, 2/4
- Subsequent Pre-application Meeting, Bakerville Snacks Company, 2/23
- Department Head Meeting, 2/25
- Completed and returned final map changes for 2010 Census
- Continued weekly signage sweep along major thoroughfares; over 160 signs removed since 8/09

### **TOWN PLANNER, Cont.**

- Continued re-write of IWWA regulations
- Re-organize office layout space for large maps and plans
- Review of proposed wetlands fee schedule per IWWA recommendations with Town Attorney
- Updated proposed wetlands fee schedule per IWWA recommendations and sent to DEP for review
- Review of Subdivision Compliance for 686 Cherry Brook Road (Lots for sale, Approval not validated)
- Review of Axe Factory progress and considerations for wetlands permitting process and scheduling
- Review of zoning referral from Barkhamsted, proposed industrial changes near Canton Boundary
- Met with Realtor to discuss possible conflicts in developing Town inventory of underutilized, vacant and available non-residential space
- Worked with community volunteer to develop base for future inventory of underutilized, vacant and available non-residential space
- Began working on Department FAQ or Fact Sheet regarding "Is this lot buildable?"
- Processing RFQ for on call consultant services continued; 28 Responses were sorted, evaluated and ranked. 10 interviews were conducted on February 24<sup>th</sup>. Evaluation of references commenced immediately thereafter. A considerable amount of time was spent with call backs from the 18 firms not selected for interviews
- Continued to coordinate motions of support for Lower Farmington River Wild and Scenic Designation thru relevant land use commissions
- Continued discussion with Simsbury Town Planner on feasibility of regional development initiatives
- Reviewed department compliance with Town of Canton Fair Housing Action Plan
- On going communications with owner regarding possible subdivision at Hidden Valley Trail
- Continued process of considering opportunities for DEP Open Space Grant
- Review of official zoning map for compliance with state statues and filing requirements. Ensuring all possible amendments have been approved by Commission and that those approved by the Commission are accurately reflected on the official map.
- Spent a substantial amount of time working with concerned residents and applicant regarding proposed modifications to 20 Canton Springs Road as part of pending Zoning application and outstanding compliance issues.
- Spent a substantial amount of time working with WPCA to address private businesses lacking compliance with, and questionable guidance from DEP pertaining to, the General Permit for Vehicle Maintenance Wastewater Discharges
- Continued to revise and update Draft Municipal Community Facilities District and to coordinate changes between PMBC and Rewrite Committee
- Prepared January 2010 Monthly Report
- Revised Draft Fee Ordinance and sent to Town Attorney for review and comment
- Updated comparison matrix of fees of Canton vs. other communities. Determination of sample costs for processing development applications under proposed schedule
- Department Staff meeting on 2/8 to review progress of on-going goals and tasks, and to review Sec. 1-225, FOI Act requirements for electronic postings
- Staff report to Zoning for Chamber Promotional Signage amendment
- Phone calls and other communications with abutters concerned with proposed development at 5-9 Cherry Brook Road
- Verification of allowable extension time for approvals at 361 Albany Turnpike
- Worked with Building Inspector to review foundation problems at #20 Bridle Path, Oxbow/ Pulte Homes
- Review and presentation of possible submission standards and time frames for development applications at IWWA, Zoning, and Planning
- Coordination with WPCA submission requirements for development applications within the sewersheds
- Finalized new Planning Commission Development Application Form, effective 2/8/10
- Updated Zoning Commission Development Application Form, revised 2/17/10

### **TOWN PLANNER, Cont.**

- Coordination of land use applications to North Central Conservation District for review for compliance with 2004 Stormwater Quality Manual and 2002 Erosion Control Guidelines
- Continued working with Mr. Sack for change of use at 146 Powder Mill Road
- Received a complaint regarding loud speakers used at softball games – noise heard by residence near Dyer and Allen Place
- Review of Characteristics and Guidelines of Great Neighborhoods for possible submission for APA Designation of a “Great Neighborhood”. Planning for submission date in early 2011
- Conversation with representatives of the Farmington Valley Film Commission possibly looking for office space within the Valley
- Staff report for development application at 5-9 Cheryl Drive
- Spent a substantial amount of time working with potential operator of proposed detail facility at 201 Albany Turnpike and looked to resolve outstanding compliance issues with property
- Review and comparison of historical and recent monitoring well sampling reports provided by GeoQuest in response to neighborhood concerns at 20 Canton Springs Road
- Review of DEP & UCONN Webinar on CT ECO
- Initial discussion regarding possible redevelopment opportunity for Canton CITGO
- Initial discussion with representative of FRWA and FRCC on possible solicitation of interns to update initial survey of FRPO view shed from perspective of the River
- Review of all Town Land Use Commission web pages and removal of incorrect or out dated information. Removal of duplication of postings to avoid conflicting information
- Initial review of Design Review Team Ordinance with Town Attorney
- Review of strategic planning initiatives with Canton EDA
- Preliminary meeting with individual looking to reuse former “Hobby Shop” and “The Whisk” on Main Street in Collinsville. Review of complex zoning history, and regulatory hurdles. Coordination of individual with Collinsville Historic District, WPCA, Fire Marshal and Building Inspector
- Review of DEP IWWA Authorized Agent training opportunities
- Review of speculative/ alternate properties for consideration as part of Highway Garage project
- Review of outstanding compliance issues and re-affirmation of tree cutting procedures for approved lots at Sweetheart Mountain
- Review of possible standardized regulations to assist businesses looking to use temporary signage
- Receipt of complaint from Oxbow Ridge regarding deterioration of lead walk at #16 Evens Drive
- Review of Army Corps of Engineers (ACOE) Permit and Form requirements for activities within hydric soils. Review of jurisdictional boundaries of ACOE and comparison with IWWA authority under CGS
- Review of Public Act 09-231 concerning regionalism. Researched 42 USC 3171 and conflicts between the two that render the public act ineffective
- Review of CGS Sec. 8-21 for consistency with recently adopted Flood Plain regulations
- Drafting and review of inventory of interior lit signage for the Town – preparation for Zoning
- Review of proposal by Governor to reduce requirements for legal notices

**TOWN PLANNER, Cont.**

**Land Use Meetings for February, 2010**

<b>Commission</b>	<b>Dates</b>	<b>Comments</b>
Planning Commission	2/1	Cancelled – no quorum
Open Space Pres. & Acquisition	2/2	Cannon Management Plan, Executive Session
Zoning Re-write Committee	2/3	On-going process of rewriting Zoning Regulations
Zoning Board of Appeals	2/8	Cancelled – lack of business items.
Planning Commission Special	2/8	4 New Business items, 4 Other Business Items.
Economic Development Agency	2/9	Cancelled – no quorum
Inland Wetlands & Watercourses Agency	2/11	2 New Business Items, 1 Authorized Agent Approvals, 5 Other Business Items.
Design Review Team (Special)	2/16	1 Old Business Item, 1 New Business Item.
Zoning Commission	2/17	4 Public Hearings, 2 Old Business, Executive Session, 5 Other Business.
Aquifer Protection Agency	2/17	Cancelled ~ no new business items.
Conservation Commission	2/24	1 Old Business Item, 1 New Business Items, Committee Updates.
Urban Forestry	2/25	Presentation by State Forester and David Leff for preservation of Collinsville trees.

**Project Logs**

<b>Project*</b>	<b>January</b>	<b>February</b>	<b>Yearly Total</b>
Census 2010	8	3.6	<b>11.6</b>
Zoning Regulation Rewrite	8	6.75	<b>14.75</b>
PMBC/ Public Works Garage	31.75	12.55	<b>44.3</b>
Miner Lumber Development	10.2	7	<b>17.2</b>
20 Canton Springs Road/ AA Automotive/ Tow Star	11.35	12.75	<b>24.1</b>
201 Albany Turnpike	8.5	2.25	<b>10.75</b>
Sweet Heart Mountain	2	14	<b>16</b>
On Call Consultant Services	28.05	18.25	<b>46.3</b>
IWWA Rewrite	9.7	12	<b>21.7</b>
Shoppes at Farmington Valley	8.4	0.65	<b>9.05</b>
146 Powder Mill Road	7.5	3.4	<b>10.9</b>
5-9 Cheryl Drive	11.65	11.25	<b>22.9</b>

\*Starting with a new slate for 2010 calendar year.

Only non-routine work items over 8 hours are being reported for this months report. For the new Calendar year, projects will be added (or removed) as hours accumulate or as specific “projects” are defined.

## WPCF

### **OPERATIONS**

- The plant achieved 95% BOD removal and 98 % Suspended Solids removal
- The Influent plant flow increased slightly from 692 MGD to 697 MGD
- Plant continues to perform well with #1 RBC out of commission
- Influent turbidity to Sand filters is remaining in the range of 6 to 8 NTU's
- Effluent Turbidity is remaining in the single digits
- Visited Saugerties NY treatment plant to view RBC sidecar system in operation

### **LABORATORY**

- Analyzing digester operation weekly, Primary Tank Volatile solids, Digester Solids, Digester Volatile Solids, Overall Volatile Reduction, 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 permit
- **Primary sludge solids averaged 3.1% this month.**
- Eight loads of sludge were sent to Synagro @ 52,000 gallons this month.

### **COLLECTION SYSTEM**

- Bi Weekly lift station Inspections were performed
- Marked call before you dig locations
- Alarm Shoppes Pump Station Loss of Power
- Alarm Town Bridge Rd P.Station Loss of Power
- Snow removal pump stations
- Conducted inspection of AAA transmissions 20 Canton Springs Rd
- Met with Jim Clifton Simsbury WPCF Superintendent to discuss sharing of services in regard to Vac-Con, sewer Jetting and Closed Circuit T.V inspection

### **MAINTENANCE**

- Washed Primary Clarifiers
- Cleaned Sand Filter Building
- Cleaned arms on Trickling Filter
- Flushed Trickling filter distributor
- Skimmed grease out of Influent Wet Well
- Replaced recirc pump RBC Hybrid operation
- Washed Ford Pick up Truck
- Repiped in line turbidity meter with larger tubing
- Performed 24 HR cleaning of Sand Filter #3
- Washed off heavy accumulation of biomass on RBC #2 and #3
- Drained and cleaned Sand Filter #2
- Recharged Plant Water system
- Repacked #1 Sludge pump
- Changed oil in trickling Filter
- Sealed off inside ports of trickling filter arms to assist with rotary distribution
- Ordered lamps and parts for rebuild of U.V system

### **SAFETY AND TRAINING**

- Performed monthly test of all emergency exits and signs
- Staff attended ergonomics safety class
- Tested all emergency eye washes
- Calibrated 4 function Gas meter

**WPCF, Cont.**

**ADMINISTRATIVE**

- Conducted numerous conversations with DEP regarding General Permit for Vehicle WasteWater
- Conducted numerous phone conversations with staff of plants using Sidecar system
- Attended monthly staff meeting
- Met with Frank Mariano regarding 5-9 Cheryl Drive
- Met with Town Planner to discuss DEP permit for Vehicle Maintenance wastewater
- Spoke with David Markowitz regarding 20 Canton springs Road