



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

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To: Board of Selectmen
From: Paul J. Fetherston, Chief Administrative Officer
Date: November 13, 2007
Re: **Monthly Report- October 2007**

GENERAL ADMINISTRATION

During the month of October, the primary focus of the Office of the Chief Administrative Officer was on matters related to (1) completion and distribution of budget instructions for the Fiscal Year 2008-2009 budget; (2) participation in planning and completion of applications for participation in the State of Connecticut Regional Performance Incentive Program; (3) completion of First Quarter Budget Review meetings with Department Heads; and (4) various personnel matters. Other items of interest during the month include:

- ? Participated in internal discussions pertaining to the opening/ closing and booking of the Community Center/ Library;
- ? Participated in meetings and discussions pertaining to the status of delinquent taxpayers;
- ? Attended a CRCOG meeting pertaining to grant applications pursuant to the Regional Performance Incentive Program;
- ? Met with EMS Assistant Chief Bruce Lockwood and First Selectman Tomolonius on October 5 to discuss issues pertaining to EMS expenditures and revenues;
- ? Participated in discussions with Town Counsel, Canton Housing Authority, First Selectman and Town Clerk regarding Ordinance 223;
- ? Met with Town Clerk, Town Engineer, Building Official and architects regarding ADA improvements to Town Hall. Various scenarios for phased projects were discussed;
- ? Attended October 15, 2007 Regular Meeting of the Board of Finance;
- ? Attended October 17, 2007 meeting of CRCOG's Municipal Services Committee;
- ? Participated in final interviews for the position of Head of Technical Services for the Library;
- ? Participated in meeting with Town's current banking services provider;
- ? Attended the October 30 Symposium on Municipal Shared Services sponsored by the Connecticut Advisory Commission on Intergovernmental Relations and OPM;
- ? Met with First Selectman Tomolonius, Selectman Krompegal and Probate Judge Bouldin to discuss probate matter; and
- ? Attended the October 31 meeting of CRCOG's Shared Services Steering Committee.

ADMINISTRATIVE SERVICES COORDINATOR

- ? Participated in coordinating all aspects of Banking services RFP;
- ? Continued to serve as Staff liaison to Permanent Municipal Building Committee;-Staff to PMBC
- ? Processed necessary documentation for retirement of library employee and completed the hiring process for the Senior Services Coordinator, Children's Librarian, Head of Technical Services (Library) and Patrol Officer;
- ? Submitted retroactive pay changes to life insurance carrier;
- ? Coordinator hiring process for and interview panels pertaining to Library part-time staff, Technical Services Librarian and Parks and Recreation part time staff;
- ? Facilitated discussions regarding cell phone tower on Town Hall;

- ? Participated in RFP depot bids through CRCOG for benefit of the Canton Volunteer Fire Department;
- ? Compiled information regarding cell phone service for key municipal employees and the benefits in cost and coverage;
- ? Met with former town employee and firefighter address questions regarding defined contribution options;
- ? Participated in Q-Alert training;
- ? Met with CIRMA representatives for a claims review.
- ? Continue to work with employee to ensure proper Life and Long Term Disability coverage benefits;
- ? Assisted Director of Physical Plant in completing an evaluation of all general government facilities; and
- ? Participated in a number of meetings pertaining to quarterly budget reviews, transfer station operations, and personnel matters.

FINANCE

- ? Finance Director Amy O'Toole attended the regular meeting for the BOF on October 15, 2007.
- ? Significant time spent to on implementation of MUNIS for Purchase Order and Time & Attendance modules and closing Fiscal Year 2006-2007.
- ? Assisted with Finalization of Banking Services RFP Award.

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)
09/30/07

General Fund	\$11,319,601
Special Revenue Funds	\$ 3,531,036
Capital Projects Funds	\$ 1,439,578
Internal Service Funds	\$ 632,014
Trust and Agency Funds	\$ 1,550,349
TOTAL ESTIMATED BY FUND	\$18,472,578

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)
09/30/07

Average Monthly Yield, Annualized	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Class Plus	4.78%	4.80%	24,378	16,096	\$12,005,806
Webster	4.70%	4.85%	25,857	43,905	\$ 6,466,772
Reich & Tang					
Total Outstanding Investments			50,235	60,001	\$18,472,578

ASSESSOR

- ? Updated the web site
- ? Updated maps and created new maps
- ? Processed September 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
- ? Processing Personal Property Declarations
- ? Continued fieldwork
- ? Continued to process certificates of correction, primarily for motor vehicle tax bills
- ? Completed Elderly/Disabled Renter's Program Applications
- ? Began new project of updating field cards to reflect accurate listing of those properties connected to sewer/water

TAX COLLECTOR

- ? Tax collections for the current list were \$99,771.55. Back year collections were \$38,971.01.
- ? Sewer Collections on current list \$504,347.53. Back year collections were \$5,218.70.
- ? Sewer Assessment collections \$150.
- ? The delinquent notices on the tax list were mailed.
- ? The Office worked closely with WPCA regarding questions about sewer use bills.
- ? Collected the October 1, 2007 sewer use fees.
- ? Goals for all office staff in this fiscal year and a time line of accomplishing these goals were discussed.

POLICE DEPARTMENT

- ? A total of 942 incident assignments were logged for the month including: 268 motor vehicle enforcements, 255 directed patrol/business security checks, 57 automatic alarms, 55 medical emergencies, 28 vehicle collisions, 9 larceny/theft/fraud cases and 8 vandalism/destruction of property calls and 5 narcotics/DUI complaints.
- ? Lowell Humphrey, Chief of Police, attended the monthly Capitol Region Chiefs meeting, met with a First Selectman candidate to brief on Department operation issues, met with the organizer of a jazz performance to be held at Town Hall, attended a Collinsville Traffic & Pedestrian Safety Committee meeting, coordinated and implemented the Lawton Road. paving project detour with the Public Works Director, Q-Alert training, CRCOG meeting to coordinate regional OPM grant applications, pre-construction meeting regard traffic control issues for WPCA sewer project on Dowd Avenue, met with the Town Engineer at Canton Springs Road/Dowd Avenue regarding a neighborhood petition, attended the EAC new teacher dinner and the regional North Central Municipal Chiefs quarterly meeting.
- ? Deputy Chief Hull attended regional EST training, the Capitol Region Chiefs monthly meeting and represented the department at the International Association of Chiefs of Police in New Orleans.
- ? Plans were finalized and details advertised for citizen participation in a Police Awareness program to familiarize members of the community in Departmental services. This is the realization of a long planned initiative which was not presented over the past several years due to staffing constraints.
- ? A Sergeant attended mandatory police officer recertification training at West Hartford PD.
- ? The Sergeant in charge of training coordinated the transition of our new probationary officer into the P.O.S.T. academy. Graduation is scheduled for March 2008.
- ? A Sergeant and the Detective attended new Juvenile Law review training.
- ? A Sergeant attended monthly Regional Accident Reconstruction Squad training, responded to a call-out in Farmington for a fatal accident and attended an eight day training session at the academy for First Line Supervisor training.
- ? The Detective represented the department at the monthly Substance Abuse Council meeting.
- ? Two officers attended a four day training session at the academy to become certified as Field Training officers.
- ? An officer attended a two week training session at the academy to become certified as a firearms instructor.
- ? An officer continued to attend the State Attorneys legal update training which is held one evening a week over a total of ten weeks.
- ? Four officers performed dedicated truck and vehicle spotchecks in conjunction with the Department of Motor Vehicles and State Police in response to the through truck ban over Avon Mountain.
- ? A part-time dispatcher attended COLLECT recertification training.
- ? One patrol position and one dispatch position remain vacant due to the new officer academy training and dispatcher illness.

FIRE DEPARTMENT

Not submitted.

TOWN CLERK

- ? The Town Clerk's office processed 719 transactions during the month of October.
- ? Real estate recordings were up 2% compared to the same time last year.

- ? There were 21 residential dwelling/land sales in October. The largest home sale was for 4 Woodland Drive (\$460,000).
- ? Municipal Conveyance Tax collected on all transfers was \$21,062.19.
- ? Four marriage/civil union licenses were processed.
- ? \$17,072 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
- ? 1,055 dog licenses have been issued to date.
- ? In preparation for the November 6 election, absentee ballots were made available on October 5th. Throughout the month the Office experienced a higher volume of absentee ballot requests for a municipal election.
- ? QAlert training took place for departmental staff during October. During testing of the system, however, operational errors were found. QScend was alerted and is currently addressing the problems.
- ? The addition of a second desktop computer in the Town Clerk's office has enabled the Office to improve customer service and become more efficient in record keeping for functions that were once completed either manually or on the typewriter.

Town Clerk Receipts
October 2007
FY 2007-2008

Description	Total Items	Totals Amount
Conveyance Tax	26	\$21,062.19
Recording Land Records	241	\$6490.00
St of CT Historical Preservation		\$482.00
Town Clerk Historical Preservation		\$241.00
Town of Canton-Land Preservation		\$723.00
St of CT-Land Preservation		\$6266.00
Town Clerk Land Preservation		\$241.00
Maps	49	\$540.00
Copies	149	\$714.00
St of CT DEP	46	\$509.50
Sport Licenses-Town of Canton		\$34.50
Miscellaneous	14	\$128.06
Vitals	62	\$540.00
Marriage/CU Licenses St of CT	4	\$76.00
Dog Licenses-Town of Canton	25	\$24.00
Dog Licenses-State of CT	23	\$241.00
Notary Fees	0	\$0.00
Dial-A-Ride	3	\$116.50
Transfer Station	126	\$3025.00
TOTALS	719	\$41,453.75

PHYSICAL PLANT

- ? 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, working in preparation the heating season;
- ? Continued replacing the ceiling in the Community Center Multipurpose room;
- ? Completed Preventative Maintenance for the heating/cooling systems in the Town Hall, Library/Community Center, Police Department and Fire Station;
- ? Cleaned the chimney in the Collinsville Fire Station boiler room; and
- ? Completed an evaluation of the Canton Town Hall facility.

FIRE MARSHAL/ EMERGENCY MANAGEMENT

The Offices of the Fire Marshal and Emergency Management completed the following during the month of October 2007:

Inspections	13
Inspection Follow-ups	3
Plan Review	0
Job Site Inspections	22
Fire Investigations	2
Blasting Permits	1
Burn Permits	0
Bomb Threats	0
Hazardous Materials	1
Underground Tank Removal	0

Fire Marshal Adam Libros participated in the following:

- ? Fire prevention education at Cherry Brook Primary School and Stepping Stones Educational Center during Fire Prevention Week;
- ? ADA compliance meeting for the Town Hall on October 11.
- ? Meeting at the Shoppes at Farmington Valley with Shoppes staff and Deputy Chief Don Hull to discuss holiday traffic in the area;
- ? Witnessed a generator test at Cherry Brook Primary School to determine coverage issues with emergency lighting;
- ? Attended a dinner held at La Trattoria for the new teachers in the Canton School system;
- ? Completed and submitted the 2008 Emergency Management Performance Grant application;
- ? Continued to investigate wireless carriers in the local area to determine cost and coverage;
- ? Completed the Fire Service Instructor I class at the CT Fire Academy;
- ? Attended the annual CT Fire Marshal’s Association/CT Building Official’s Association training class. The class topic was fuel cells; and
- ? Attended a continuing education class at the Blue Hills Fire Department. The class topic was emergency planning and was sponsored by the State of CT Department of Public Safety’s Office of Education and Data Management.

PUBLIC WORKS

- ? Crew began cleaning catch-basins with rented equipment; continued work on Lawton Road in preparation for repaving of road; made repairs to the salt shed in preparation of salt delivery; removed 3 evergreen trees along rail trail to improve site line of river; repaired damaged flex beam on Powder Mill and Wright Road; replaced missing signs around town (Signs on High Hill, Highwood and Highledge were replaced with new taller signs riveted to the pole);
- ? Town Engineer and Director of Public Works performed walk throughs for punch list repairs on Griswald Farms, Windmill Hill, Russel Meadows and Red Fox Run for final paving and road acceptance;
- ? Maintainers from Town of Avon conducted a discussion with crew on how to apply and what to expect from CLEAR LANE salt;
- ? Director of Public Works attended Road Scholar class on Full Depth Reclamation of roads using portland cement in New Britain;
- ? Maintainers attended CIRMA sponsored Snowplow Safety course in Winsted;
- ? Maintenance Garage crews began preparing equipment for winter snow and ice removal and preparing seasonal equipment to be stored away for winter.
- ? Parks Department crew continued maintaining fields for fall sports and preparing for fall clean up of all Fields, Building Grounds and Greens through out Town.

ENGINEER

- ? Attend PMBC meeting concerning the replacement of fuel tanks at the Highway Garage and the Highway Garage Facilities Plan.
- ? Field visits to Wind Mill Hill subdivision to check work in progress PC file 505; to Red Fox Run subdivision to check work in progress PC file 514; to Canton Commerce Park to check work in progress PC file 485; to Griswold Farms to check work in progress PC file 487; to Highway Garage to check work in progress on fuel tank replacement; and to Rustle Meadow subdivision to check work in progress PC file 498;
- ? Research the development of a roadway inventory spreadsheet and development of a drainage inventory spreadsheet;
- ? Review proposed FEMA flood zone regulation and mapping changes;
- ? Work with Weston & Sampson personnel on the Highway Garage Facilities Plan
- ? Site visits to Town Bridge to verify various construction details for Connecticut DOT Bridge Safety structural analysis;
- ? Participated in the following professional development opportunities: course on Revetment Design Considerations in Sheltered Water Wave Conditions; course on Strut-and-Tie Model for Structural Concrete Design; and course on Post-Tensioning for Two Way Flat Plate Construction

TOWN PLANNER

Zoning Commission:

- a. **Zoning Rewrite:** Special Meetings are scheduled to focus specifically on the Zoning rewrite. The Commission met on October 24 and reviewed proposed Section 2000 Definitions. The next rewrite meeting is scheduled for November 7.
- b. **Regular Meetings:** The Commission met on October 17 and took the following actions:

Approved **File #402, Apln. #1205;** 143 & 145 Main Street; Assessor's Map 10-2; Parcel 87; Zone AR1 & B1 & Collinsville Business District; Section 54.1 Special Exception and Site Plan Modification for rehabilitation of Old Collinsville Fire House to accommodate two (2) apartments; Russell Bush, applicant; Marquam Johnson, owner.

Approved **File #190, Apln. #1207;** 50 River Road; Assessor's Map 11-4; Lot 38; Zone AR-1; Section 53.10 Special Exception use in a Floodway; Section 59.8.5 Special Exception use in FRPO and Section 51.5 Amendment to Site Development Plan for addition of signs on Bike Path/Rail Trail; Town of Canton, applicant.

Approved **File #8, Apln. #970;** 110 Albany Turnpike; Assessor's Map 8-3 and 3-2 Lot 28, Map 3-4 Lots 36 and 9; Zone SB, ATOD; request for: Approval of maintenance shed at The Shoppes at Farmington Valley; S.R. Weiner & Associates, applicant/owner.

Approved **File #244, Apln. #1210;** 10 East Hill Road; Assessor's Map 10-6; Lot 7; Zone AR-1; Section 51 Site Plan Modification to add an 8x8 Shed on temporary blocks on the baseball field; Canton Little League, applicant; Town of Canton, owner.

Planning Commission: The Planning Commission held a Regular Meeting on October 1, 2007, and took the following actions:

Approved **File #524;** Bahre Corner Road; Shallot Meadow Open Space Re-subdivision; Assessor's Map 4-5, Lot 105B; Zone AR-3; Request for revision of approved subdivision plans; Estate of Loren Bristol, applicant/owner.

Zoning Board of Appeals: The ZBA held a Regular meeting on October 15, 2007 and took the following actions:

Modified and Approved Application 2007-11; 45 Village Lane; Assessor's Map 6-4; Parcel 5480045; Zone MR; Variance of Section 11 – Rear Yard. Request rear yard variance from 25' to 15' for construction of a deck; Matthew Ganslaw, applicant/owner.

Approved Application 2007-12; 21 East Street; Assessor's Map 10-4; Parcel 73; Zone AR-1; Variance of Section 10.4 Enlargement of Non-conforming Structures for addition of a 10' x 14' deck to the existing garage; Gary Tomolonius, applicant; Stephanie Economu, owner.

Design Review Team: The Design Review Team (DRT) met at a Special Meeting on October 1, 2007 to review proposed site plan changes at Michael Drive (99 Michael Drive Associates)

The Design Review Team (DRT) met at a Regular Meeting on October 23, 2007 and took the following actions: Conducted a formal review of a proposed site plan changes at 352-356 Albany Turnpike; Conducted an informal review of proposed site plan changes at 250 Albany Turnpike; Reviewed a request by the Zoning Commission to review proposed Zoning Regulation amendments pertaining to 115 Albany Turnpike; Scheduled a Special Meeting for November 13, 2007 to accommodate development requests/ developer schedules.

Open Space Committee: The Open Space Committee met on October 2, 2007 and conducted regular business.

Inland Wetlands and Watercourses Agency

Authorized Agent Approvals - 10/1/07 – 10/31/07

Approved with conditions File #10-07-979AA; 45 River Road, Assessor's Map 10-4, Parcel 2, Zone AR-1, Cutting of trees (no stumping) along the southeast portion of the property to enhance the Emergency Radio Signal located between the Canton Town Hall and the Police Department in an Upland Review Area; Town of Canton, applicant/owner.

IWWA Approvals

Approved with conditions File #09-07-950; 110 Albany Turnpike; Assessor's Map 8-3, 3-2 & 3-4 lots 28, 36 & 9; Zone SB/ATOD; Request to install riprap along Jim Brook in order to stabilize banks, W/S Peak Canton Properties, LLC, applicant/owner.

IWWA Special Meeting/Site Walks – 10/01/07 – 10/31/07

A Special Meeting/Site-Walk of the Canton Inland Wetlands and Watercourses Agency was held on the below item on Wednesday, October 17, 2007 at 8:30 a.m. for the following:

File #09-07-975; Michael Drive; Assessor's Map 3-4; Lot 99-1; Zone LI; Request to extend and relocate existing processed stone storage area; extend the existing row of white pines to provide buffer; clear and grade stone storage area; portion of sanitary sewer connection from proposed building will cross a portion of URA; portion of roof leader from proposed building to existing catch basin will cross URA; 99 Michael Drive Associates Limited Liability Company, applicant/owner.

Other IWWA Actions

10/24/07 - Received a Petition from 27 residents of The Town of Canton requesting a public hearing for the above application pursuant to Section 22a-32 of the Connecticut General Statutes. A public hearing will be scheduled at the next regular Inland Wetlands and Watercourses meeting on November 8, 2007.

IWWA Enforcement 10/1/07 – 10/31/07

Pursuant to a request made by First Selectman, Mary Tomolonius, Town Planner Neil Pade and I visited the Atwater Road Subdivision on October 24, 2007 in response to complaints made by neighbors concerning soil material leaving the site and entering Atwater Road's catch basin system. All of these areas that required attention were taken care of on October 25, 2007. Since then, we have received no further complaints regarding this subdivision.

Project Review Team: The project review team (PRT) did not meet in October. However members of the PRT did discuss problems with the floating date of the PRT meeting and is now working to schedule a fixed meeting date.

Zoning Compliance

Certificates of Zoning Compliance Issued 10/1/07 – 10/31/07: 8 Certificates of Zoning Compliance for Single Family Certificates of Occupancy; 8 Certificates of Zoning Compliance so the Building Official can issue building

permits (e.g., decks, additions, sheds, interior renovations (no change in footprint), pools, etc.; 7 memorandums stating Certificate of Zoning Compliance was not required per our current zoning regulations; 2 Certificates of Zoning Compliance for Commercial Certificates of Occupancy: Total: 25

Home Occupation Permits Issued 10/1/07 – 10/31/07: None

Sign Permits Issued 10/1/07 – 10/31/07: 10/3/07 – 59 East Hill Road – Hampton Law Offices, LLC.

Zoning Enforcement Update: **Trailer being used as living quarters was removed from 165 Case Street on 10/30/07. 165 Case Street is no longer in violation of The Town of Canton Zoning Regulations.** Original violation letter was sent on 9/21/07 requesting compliance with Section 65.3.1 of The Town of Canton Zoning Regulations which states “at no time shall such parked or stored trailers be occupied or used for living, sleeping, or housekeeping purposes”. On 10/3/07 a certified letter was mailed to 165 Case Street stating that the trailer being used in connection with a living space would have to be removed from the premises by October 29, 2007 or a Cease and Desist Order would be issued (which would have given violator another 10 days to comply before further legal action was taken).

Administrative Initiatives: Continued the process of adopting formal staff reports to all regulatory land use commissions; Held a combined discussion between representatives Staff, DRT & ZC to discuss progress in new DRT process and areas for improvement; Began the process of introducing and review of new FEMA DFIRMS and MODEL Regulations with the Zoning Commission with the assistance of Town Engineer; Reviewed costs and services of agreement with North Central Conservation District – Preliminary discussions with Commissions and Town Engineer to outsource Certifications of ESCP ; Review of past application of Maximum Density Factors in zoning pertaining to Single family homes on their own lots; Line by Line review of Zoning and Subdivision regulations pertaining to single family subdivisions; Reviewed adequacy of public notice requirements pertaining to public hearings (discrepancy among commissions); Researched past zoning issues with Powder Mill Village – Houses built to consume maximum build-able area, safety issues and zoning compliance issues for new owners; Researching corrective actions and developing inventory of the extent of the problem; Reviewed sign permit regulations and formal requirements pertaining to Awnings with or without text; Reviewed legal questions and processes pertaining to incidental/unintended exparte communications, electronic meetings, etc; Began process of drafting of amendments to Section 69 Zoning Regulations Design Review Guidelines; Re-organized work responsibilities with ZEO/ WEO, establishment of new goals; Reviewed process for issuing Zoning Violation and follow thru, compared to other towns, working with Town Attorney and ZEO to set up more productive/ effective process; Began weekly team meetings with other department heads; Reviewed possibility of removing flood plain regulations and future aquifer protection regulations from Zoning and into separate documents by Town Ordinance to avoid insurance issues created by variance potential; Evaluated IWWA methodology for regulated stormwater management features that may or may not function as artificial wetlands; Reviewed personnel rules for union/ nonunion employees; Prepared informational packet to IWWA pertaining to Vernal Pools;

Miscellaneous Land Use Office Activities: Pre-application review of potential subdivision proposal off West Simsbury Road; Site Walk and Staff Report for proposed two lot resubdivision at 185 High Valley Drive ; Site Walks and review of potential open space; Met with Farmington River Watershed Association for presentation of Project Nemo LID Stormwater Management Techniques workshop; Attended Connecticut Chapter of the American Planning Association Southern New England Conference for training and to maintain professional certification; Reviewed Administrative Approval procedures for minor site plan changes as required by unexpected circumstances; Reviewed erosion concerns at Sweet Heart Mountain; Pre-application review of potential subdivision proposal near Olson Road; Introductory meeting with Chamber of Commerce; Reviewed site plan proposal for new basketball court and middle school; Reviewed legal issue pertaining to non affordable housing unit deed restricted into affordable unit; Received numerous inquiries from Cheshire residents looking for record information pertaining to the Shoppes at Farmington Valley; Zoning Compliance Review for individual buildings at Canton Shopping Village; Staff reports and multiple site walks Michael Drive & High Valley Drive; Met with concerned Michael Drive residents to answer procedural and technical questions pertaining to a non-residential zoning application between Michael Drive and Colonial Road; Inspected possible ESCP failures at residential development on Atwater Drive; Reviewed B-1 Lots on Albany Turnpike

with prospective developers; Site walk of field changes at Windmill Hill Estate Subdivision with Town Engineer; Attended CTDEP Wetland Agent Training; Reviewed bonding reduction request for Pulte Homes and the Shoppes.

Land Use Meetings for October, 2007

Commission	October Meeting Dates	Comments
Planning Commission	10/1	1 Public Hearing, 1 Old Business item, 1 New Business item.
Design Review Team Special	10/1	Site Walk at Michael Drive
Open Space Acquisition & Preser.	10/2	Funding Options, Recruitment, discussion of real estate
Economic Development Agency	10/9	Educational forum, mission statement, FVED, CT Main Street
Inland Wetlands and Watercourses Agency	10/11	6 New Business items
Zoning Board of Appeals	10/15	2 Public Hearings
Zoning Commission	10/17	5 Public Hearings, 1 Old Business item, 2 New Business items
Design Review Team	10/23	2 Old Business items, 1 New Business item.
Zoning Rewrite	10/24	Section 2000 review

BUILDING DEPARTMENT

- ? There was one permit issued for a Single Family House at 37 Atwater Road with a fee of \$4,608 collected. Two commercial permits were issued for interior renovations and the fees collected were \$126.00.
- ? There were nine Certificates of Occupancy issued. Three were for Single Family Homes, Omni Fitness and American Eagle Outfitters received their Cos and Jump Zone received its permanent CO. The remaining three were for alterations to SFHs.
- ? Mr. Jasmin conducted a total of 141 inspections. He attended a seminar in East Hartford, an ADA meeting, a quarterly budget meeting, a seminar at our Community Center and weekly meetings with other Town Supervisors.

Building/Renovation Permit Statistics

Addition/Alteration	9	\$185,900
Deck	4	\$17,000
Demolition	0	\$0
Electrical	14	\$59,225
Garage/Shed	4	\$14,840
HVAC	19	\$88,412
New Commercial	2	\$8,000
New Residential	1	\$326,874
Plumbing	8	\$34,900
Pool	2	\$86,500
Roofing/Siding	6	\$48,636
Foundation	0	\$0
Woodstove	3	\$4,850
Total	72	\$875,137

Permit Value Comparison for October

July - October 2007 - 2008		July - October 2006 - 2007	
Value	Permit Fees	Value	Permit Fees
\$5,248,251	\$74,239	\$4,154,068	\$58,494

Total Value of Permits and Permit Fees

	2007	2006
Value of Permits Issued	\$875,137	\$1,822,891
Building Permit Fees	\$10,434	\$24,452
Other Income Fees	\$2,730	\$1,288
Building Permits Issued	72	61

SENIOR SERVICES

Not submitted.

PARKS & RECREATION

- ? The second sessions of all fall activities have begun.
- ? An after school program for 4-6 graders is in the planning stage.
- ? This year there are many more meetings and requests for use of the building with an estimate of an additional 30 meetings per month. Residents and groups call for rooms on a daily basis as well as having monthly and yearly schedules submitted.
- ? Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for games, as well as preparation for spring. The Parks Department is also working on upkeep issues for the spring on all fields.
- ? The dates for Holiday events have been set - the annual Holiday tree lighting, November 30 and Breakfast with Santa is December 1.
- ? The winter/spring brochure is tentatively scheduled to be distributed December 14.
- ? As the winter gets closer, the pool house is being closed and area and winterized.
- ? Mills pond pool has been winterized.
- ? Gym scheduling is now in the works as well. Gym time in the late fall and winter is always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.
- ? The Recreation Hoops and bus trip programs begin soon.

LIBRARY

- ? Heather Baker, our new Children's Librarian, started October 29th.
- ? Interviews were conducted to fill the position of Head of Technical Services. Sarah McCusker of the Burlington Library was offered and accepted the position. She will join the Library staff on December 3, 2007.
- ? Interviews were conducted to fill two part-time circulation positions. Danielle Ambrose and Ann Barrett were hired from a pool of 35 applicants. They will begin training the first week in November.
- ? Beth Van Ness, Reference Librarian, attended the New England Library Association Conference in Sturbridge, MA.
- ? A letter was sent to the parents of Canton Intermediate School students addressing after school visits at the Library.
- ? "Antipasto, A Taste of Italian Opera" was postponed when two of the performers lost their voice the night before the show. It was rescheduled to November 15th.
- ? Kathy Cockcroft, Library Director, attended the
- ? *Dreaming in Cuban* by Cristina Garcia was the Greater Hartford One Book and the Library participated by holding a book discussion led by CT Humanities Scholar, Jane Hoben.
- ? Sixteen story times were presented to 170 children.
- ? The Library celebrated the tenth anniversary of its Thursday Book Club with a Saturday luncheon, hosted by Beth Van Ness.
- ? Art Chouinard, local artist, spent the day at the Library, painting and answering questions about his craft.
- ? The Friends of the Library celebrated National Friends' Week by offering coffee and goodies every morning to library patrons and also on one evening. Friends hoped to increase awareness of their activities.

- ? Director Cockcroft attended the Strategic Planning Committee Meeting for Library Connection; the CT Advisory Council for Long Range Planning & Development meeting; and the Member Council meeting of Library Connection.
- ? The Teen Advisory Board met and will regroup in January 2008.
- ? Reference queries included:
 Flood of 1955 effects on Unionville
 What was the year's high for American Movil & Telephona de Mexico?
 What roads can trucks travel if not allowed on Avon Mountain?
- ? The numbers: 12,297 items were loaned; 200 people attended events; 39 new cards were issued and 41 renewed; 733 holds were processed; 530 items were added to the database; 7,239 visits to our website.

WPCF

Parameter	September 2007	October 2007	Permit limits
Average Daily Flow	.476 MGD	.481 MGD	0.80 M.G.D
Influent B.O.D	236 mg/l	246 mg/l	N/A
Effluent B.O.D	15 mg/l	14 mg/l	20 mg/l 90 % removal
Influent S.Solids	209 mg/l	214 mg/l	N/A
Effluent S.Solids	10 mg/l	7 mg/l	20 mg/l 90 % removal
Turbidity	7.5 NTU	7.5 NTU	N/A

The average daily flow increased slightly this month.

- ? Worked with Tax Collector on Sewer Billing issues
- ? Conducted tour of facility for Town Planner and Fire Marshal, followed by a meeting to discuss related issues.
- ? Attended monthly Sewer Commission meeting
- ? Heating system was turned on to Admin building and Digester Building
- ? Rooftop Air Handling Unit / Heater on RBC building was serviced and turned on for winter operation
- ? WPCF staff members Roger Ignazio and John Wabrek attended Townwide Safety meeting.
- ? WPCF Operator III John Wabrek attended Atlantic States Rural Water and Wastewater Conference.
- ? Roy Sojlund of HISCO Pumps visited facility to provide quotes on pumping application for pending WPCF enhancements.
- ? Performed Sewer Inspection Atwater Road.
- ? Changed oil, filter and performed chassis lubrication on 2007 F-250; Changed oil, filter, performed chassis lubrication and installed snow tires on 1999 Chevy S-10
- ? Changed oil in digester pump oil bath; Changed oil in Emergency bypass valve gear box; Changed oil in Honda Trash pump; Changed oil in Honda Generator; Changed oil in Pressure washer; Changed oil in Sand Filter Carriage; Lubricated Sand Filter Pillow block bearings; Changed oil in Snow blower and prepared for winter; Cleaned lubricated and put away mowers for season; All scheduled seasonal maintenance has been performed; Completed piping of washdown hose at influent end of primary tanks; Washed both secondary clarifiers; Removed mixer from 4 th bay RBC tanks and sent out for repair
- ? Submitted article on Dowd Ave Sewer reconstruction for Selectmens newsletter
- ? Updated WPCF web site
- ? Performed final review of WPCF Sewer Ordinance
- ? Met with Engineer from Milone and MacBroom to review 352-356 Albany Tpke
- ? Began preliminary review of secondary sludge pumping

- ? Mobile Robotics spent 2 days finishing up televising segments of the collection system.
- ? Roger Ignazio attended plant tour and technical session at the Simsbury WPCF; and class at HISCO pump
- ? Superintendent Enderle attended Connecticut Water Pollution Abatement Association Board of directors meeting ; attended class on pump selection and application held at HISCO pump in Bloomfield; conducted meeting with Roland Denny of CT DEP and Dave Prickett of Tighe and Bond to discuss a revised Dowd Avenue Sewer Reconstruction Project; Conducted meeting with Dave Prickett of Tighe and Bond, Chief Lowell Humphrey of Canton P.D to discuss alternative detours for Dowd Avenue Sewer Reconstruction project; Attended Manager Forum at DEP Old Lyme Headquarters to discuss issues facing WPCF Superintendents and Chief Operators. Participated on a panel discussion investigating ways to promote the wastewater field and improve certification test scores; and met with Frank Zacchera of SSS and reviewed plans for building at 99 Michael Drive Oil Water separator
- ? Installed 1 inch hose reel and hose at Influent end of primary tanks to facilitate washing of scum troughs and weirs to eliminate a source of odors; Completed painting of all outside structures; Pumped down, cleaned and inspected Primary tank #1; Pumped down, cleaned and inspected Primary tank #2; Pumped down, cleaned and inspected Primary tank #3; Pressure washed inside of Rotating Biological contactor building; conducted number of meetings with WPCF staff to discuss ongoing projects and upcoming initiatives; met with Robert Pierent of Tighe and Bond to discuss existing Consulting engineer services and future projects; reviewed specs for Sand Filter #3 and
- ? Sewer Commissioner Matt Stone toured the facility.