

To: Board of Selectmen  
 From: Robert Skinner, Chief Administrative Officer  
 Date: July 15, 2010  
 Re: **Monthly Report – August 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 Report
- Deadline to apply for State Renters Rebate Program is September 15, 2010 – Total applications submitted to date 93 – Rebate amount requested \$38,584.58
- Personal Property information is being collected for the 2010 Grand List – existing accounts are being reviewed – Declarations will be mailed in September
- Assist Staff and General Public with research requests for current and archival information concerning maps, land, buildings, title, motor vehicles

**BUILDING DEPARTMENT**

- There were three permits issued for new construction of single family homes. The locations are Bunker Hill Road, Atwater Road and Wind Mill Lane.
- There were 4 Certificates of Occupancy issued. One was for a single family house, 1 for an addition, 1 for interior renovations and 1 new restaurant.
- Mr. Jasmin conducted a total of 37 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	6	\$372,000
Deck	1	\$5,000
Demolition	0	\$0
Electrical	16	\$7,450
Garage/Shed	4	\$111,000
HVAC	1	\$19,170
New Commercial	2	\$18,000
New Residential	3	\$809,097
Plumbing	4	\$16,200
Pool	1	\$18,000
Roofing/Siding	3	\$32,500
Foundation	0	\$0
Total	41	\$1,408,17

Permit Value Comparison for August

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$1,408,417	\$452,302
Building Permit Fees	\$18,026	\$5,728
Other Income Fees	\$994	\$1,050
Building Permits Issued	41	52

Total Value of Permits and Permit Fees

<u>July-August 2010-2011</u>		<u>July-August 2009--2010</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$1,871,661	\$25,784	\$709,472	\$10,502

**FINANCE**

- Professional Development - None
- Attended CIRMA Orientation Meeting
- Attended August Staff Meeting
- Attended Quarterly Pension Committee Meeting
- Attended Monthly Board of Finance Meeting
- Worked on Accounting for End of Year 6/30/10
- Completed Time & Attendance Project

**INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 07/31/10**

General Fund	\$ 9,456,892
Special Revenue Funds	\$ 2,783,876
Capital Projects Funds	\$ 1,940,733
Internal Service Funds	\$ 1,002,621
Trust and Agency Funds	\$ 310,236
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$ 15,494,358</b>

**INVESTMENTS BY INSTITUTION TYPE (Unaudited) 07/31/10**

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.18%	.19%	68	64	\$ 4,164,334
Webster	.45%	.45%	2,635	3,304	\$ 11,088,591
Reich & Tang					\$ 241,433
Total Outstanding Investments			2,703	3,368	\$ 15,494,358

Project	Month	Hours
Time & Attendance	Oct 2007	150
Time & Attendance	Dec 2007	50
Time & Attendance	Feb 2008	75
Time & Attendance	Sept 2008	50
Time & Attendance	Feb 2009	35
Time & Attendance	July 2010	15
Time & Attendance	Aug 2010	100
Total		475

**FIRE & EMS DEPARTMENT**

No report this month.

**FIRE MARSHAL / EMERGENCY MANAGEMENT**

The following are highlights during the month of August 2010:

Inspections	15
Inspection Follow-ups	3
Plan Review	0
Job Site Inspections	3
Fire Investigations	0
Blasting Permits	0
Burn Permits	0
Bomb Threats	0
Hazardous Materials	0

## **FIRE MARSHAL / EMERGENCY MANAGEMENT Cont.**

- Inspected all three public schools for their readiness for the beginning of the school year.
- The emergency generator at the Library/Community Center/Shelter was fully commissioned and is ready to respond.
- Began briefing local officials with status updates on Hurricane Earl.
- Participated on a conference call hosted by Governor Rell and the State of CT Department of Emergency Management and Homeland Security regarding Hurricane Earl on August 31.

## **LIBRARY**

### **ADULT SERVICES**

- As usual, most adult programming was in recess for the summer. Activity will resume after Labor Day.
- Our resident artist, Art Chouinard, painted his landscapes and seascapes in the library all day on August 26. Art's appearance is always popular and highly interactive with patrons, who stop to watch and comment. No attendance figures.
- Reference Librarian Beth Van Ness ran 2 reading programs this summer: one for teens and one for adults. The dates (mirroring the children's reading club) were July 1 to August 20. Teen and adult readers read books, wrote their own reviews, and then placed their review cards into fishbowls. Every Friday, Beth drew 1 winner out of each fishbowl. Winners received prizes donated by local merchants or by the Friends of the Library. Participation in our adult and teen reading programs (which go back several years) has always been enthusiastic. The figures will be reported in September.
- The library now offers 4 information databases for patron use. All are paid for by the Friends of the Library. Our newest, *Ancestry.com*, is tremendously popular and heavily used by the public. We continue to monitor use of our other 3 databases, too: *Learning Express Library*, *JobNow!*, and *The Hartford Courant Historical*. These 4 supplement the free database library offered by the Connecticut State Library at [www.iconn.org](http://www.iconn.org).
- A few new patrons enrolled in our home delivery of library materials program during August. Seven (7) deliveries were made. Getting more residents registered for home delivery is a library goal.
- The reference staff proctored 1 exam for a Canton resident during August. Another is scheduled.
- August displays: (1) In the display case, "fairy houses" created by the 4-year-old students of the Canton Community Nursery School. This exhibit drew lots of attention. (2) On the interior walls, New England landscapes painted by Burlington artist Jim Laurino. A portion of the proceeds from any paintings sold during this exhibit will be donated to the Canton Land Conservation Trust. (3) The staff's summer reading picks.

### **CHILDREN'S SERVICES**

- As always, the Children's Room during the summer was all about the summer reading club and its related special events. Our summer 2010 children's programs, organized under the theme *Make a Splash – Read!* (July 1 through August 20), were remarkably successful (again). Details:
  - *Book Buddies*: Teen volunteers were paired with 1 or 2 elementary-age children. They read together and completed crafts. 2 sessions during August – attendance 132.
  - *Movies on the Big Screen*: Showings of popular movies for children ages 3 and up, with popcorn provided to attendees. 2 sessions during August – attendance 111.
  - *Readers' Theater*: Children ages 6 to 12 wrote and rehearsed their own original script, then present their play live to family and friends. 2 sessions during August – attendance 68.
  - *Drop-In Story Times*: Stories and crafts for children ages 2 and up. 2 sessions during August – attendance 164.
  - *Rainbow Fish and the Deep Blue Sea Puppet Show*: 1 special event for ages 2 to 12. Attendance 72.
  - *Marina Moonfish Touch Tank Program*: 1 special event for ages 3 to 8. Attendance 78.
  - *Marine Mix-Up Touch Tank Program*: 1 special event for ages 7 to 12. Attendance 25.

## **LIBRARY, Cont.**

- *Pool Party at Mills Pond Pool* (with dunk tank donated by Bremar Rental): our second annual end-of-summer party for elementary-age children who met our summer reading goals. Two hundred seventy-five (275) kids qualified to attend. Great, great fun, thanks to much help from the Parks and Recreation Department staff. Attendance 342.
- *Under the Sea Concert with Former State Troubadour Maria Sangiola*: our second annual end-of-summer party for children ages 5 and under who met our summer reading goals. Also lots of fun. Attendance 118.
- *Back to School with a Twist*: a back-to-school yoga story time funded by our Canton Community Health Fund grant. Attendance 27.
- During August, we received 1,037 entries from children ages 12 and under to win weekly prizes donated by local merchants and the Friends of the Library.
- Number of children ages 6 to 12 who actively participated in our *Make a Splash – Read!* reading club: 543.
- Number of children ages 5 and under who actively participated in our *Make a Splash – Read!* reading club: 115.

## **PERSONNEL**

- Head of Technical Services Sarah McCusker resumed her normal full-time schedule on August 16.
- Shana Morales, our summer intern for the last 3 or 4 years, was hired in the spring to be a Library Aide I substitute. On August 23, she was “promoted” to become a permanent part-time Library Aide I. Shana replaces Diana Pratt and Danielle Ambrose and is wonderfully enthusiastic, skilled, and versatile. She can staff virtually any public service desk.
- Former Library Aide I Susan Crawford has returned to the staff after a 2-year absence.

## **OTHER HIGHLIGHTS OF THE MONTH**

- We installed a new fax machine in the staff office to replace the worn-out 1999 machine.
- In our Teen Space project, we continue to await the big tack board, and we will start a room-naming contest soon. Tim Duntz is repainting all the walls white, one by one. Use of the space is up.
- The Library Director is getting prices to install new shelving in a few locations. In the Children’s Room, we need another bookcase for picture books, as the current ones are full. Also, we need a bookcase for paperbacks so that we can get rid of the spin-around carrouseles. In the Adult Department, we need another bookcase for DVDs, which have outgrown their current space. Eventually, we will need another bookcase for adult audiobooks. The Friends of the Library will be funding all of these purchases.
- Purchase of the new equipment funded by the Hartford Foundation Grant will begin soon.
- An emergency generator was installed at the Library/Community Center during August. Unfortunately, it affected hours on the first weekend of the month. We had to close at 1 p.m. on the Friday and stay closed on the Saturday.
- Our new summer Saturday hours were a big hit. Patronage on all 8 Saturdays we were open (from 10 a.m. to 1 p.m.) was excellent.

## **PARKS AND RECREATION**

- The Summer Camp Surveys were sent out to all children’s homes for parent feedback. We received more than a dozen and they had all very positive comments and we are very pleased with that. We are hoping that the staff will return next year to Mills Pond camp.
- Fall Brochures arrived in mailboxes this past weekend, I am hoping to see brisk registration this week and next. New programs such as the “Let’s Gogh Art” Art program, will be held after school, at Cherry Brook Primary School & Canton Community Center for Intermediate school children. Also, new pre-school age workshops at the Community Center, with “Let’s Go Art” and continuing the ACRO tumbling classes for the preschoolers. The Mad Science program, Spanish Lessons, ACROfitness tumbling/acrobatics will continue to be offered.

**PARKS AND RECREATION, Cont.**

- For Adults, I have added a real estate staging workshop, a home decorating class, Zumba, Vinyasa Yoga and a college planning series to the list of existing programs. The school staff has requested that I add two classes for them right after school, so I have worked to accommodate them. One Zumba class, Tuesdays and one yoga class on Wednesdays, will be held at 4:00pm.
- The Annual Canton Christmas tree lighting is scheduled for December 3<sup>rd</sup>, with Santa’s breakfast planned for December 4<sup>th</sup>. Still waiting to here is the venue will change. Brian mentioned to me that there might be change in location of the tree lighting
- Middle School Social which took place on August 21<sup>st</sup> at Mills Pond was not very well attended. Brian and I have discussed reallocating the funds (\$300approx) for next year. Put the money spent towards other events, Movie nights, Concert nights, etc.
- Field Hockey, Hurlock’s Basketball Camp, Rock Band Camp, Multi-Sport Camp and one more Mad Science Camp, “Red Hot Robots” all ran successfully.
- Canoe & Kayak camp did not run due to lack of interest.
- Brian and I are researching different Parks & Recreation computer registration software. I am excited by the idea of having it, I believe once we decide on one, it will eventually make our lives so much easier for promoting programs and tracking deposits.
- Director Brian Wilson met on several occasions with Canton Youth Soccer Association in regards to the soccer program using town fields for the upcoming season. He worked with the Parks Department in identifying the best possible location for field layout.
- The summer concert series continued. The final summer concert at Mills Pond Park was August 12. The attendance for The McLovins was around 500 people.
- Met with Public Works Director to discuss annual field maintenance and other projects.
- Online conference screenings of recreation based software programs.
- Attended the 7<sup>th</sup>& 8<sup>th</sup> grade social function at Mills Pond Park.
- Met with Chief Administrative Officer and Finance Manager regarding tracking cash flow and program reporting.
- Developed Master schedule for field usage for fall season.

**POLICE DEPARTMENT**

**Personnel/Administration/Department**

- Officer Matthew Keepin is progressing well in his Field Training Program. He is in week six of his fourteen week program.
- Officer Jonathan Saucier is in week two of a sixteen week program at the Police Academy
- Sgt. Tyson Deloy is sorting through the old files/records stored in the basement of the Town Hall
- A criminal history record check audit and a juvenile justice police department survey/audit will be completed.
- Landscaping- Weed control/Brownout sprayed, removal still remains
- New Administrative vehicle (Ford Taurus) now online
- Continuing the integration/update of the department computer server
- Email address/computer access for Chief Arciero will be established by week’s end

Specific Call types Summary	July 2010	June 2010	August 2010
Arrest Warrants Served	4	2	4
Burglary	4	1	4
Business/Residence Check	169	135	93
Case Follow Up	69	62	60
Disorderly Conduct	8	7	8
Domestic Disturbance	8	5	4
Driving Under Influence	2	3	1
Larcenies	13	15	19

**POLICE DEPARTMENT, Cont.**

Medical Complaints	61	64	54
M.V. Stops	86	114	114
M.V. Accidents	31	31	24
Susp. Person/vehicle	21	22	17
Weapon Violation	2	0	1
Misc. Officer			38
M.V. Complaint			15

**PROJECT ADMINISTRATOR**

- Review and approve CRRA, Paine’s, and Murphy Road Recycling invoices for Transfer Station
- Prepared information for and attended meeting of the Hydro Power Advisory Committee
- Prepared information for and attended PMBC meeting for Highway Garage project
- Prepared requested information, minutes and attended Solid Waste Transfer Committee meetings
- Completed negotiations and entered into a contract with KBE Building Corp. for installation of Community Center / Library Emergency Generator Project. Coordinated with CL&P and CIRMA on DPUC grant requirements.
- Advertised, awarded and executed contract for Tree Trimming and Removal Services.
- Prepared recommendations, cost estimate, and concept plan for Removal of Swimming Pool Road Bridge for Board of Selectmen.
- Attended preconstruction meeting, and issued Notice to Proceed to Farmington River Trail – Phase III. Coordinated as required with consultant and contractor.
- Negotiated and issued Notice of Award to Tradesmen of New England LLC for HVAC Maintenance Services.
- Completed installation of electrical service required for 911 system at the Police Station.
- Received proposals on July 23, 2010 for Acquisition of Property for the Town Highway Garage. One proposal received from Konover Development Corporation.
- Completed Annual Stormwater Testing at 6 locations as required for the CTDEP Phase II General Permit.
- Prepared and process Release of Mortgage for Housing Rehabilitation loan for Janet Tallmadge, 92 Lawton Road.
- Prepared STEAP grant application for town wide roadway and drainage improvements.
- Completed scoping meeting with Evergreen Construction for Town Hall Window Replacement project.
- Completed field review of Rustle Meadow subdivision relative to monument placement.
- Prepared and executed extension to Bulky Waste Transportation contract until October 1, 2010
- Coordinated with Board of Education relative to Cherry Brook School Window Replacement project
- Received Commitment to Fund from CTDOT for rehabilitation or replacement of the Town Bridge over Farmington River.

**2010 Project Log**

<b>Project</b>	<b>July</b>
PMBC Highway Garage Proj.	4
Farmington River Trail - Phase 3	16
Small Cities “21” Phase 2	
CT Clean Energy Fund grant app (Hydro)	4
OPM ARRA Energy Grant (Town Hall Windows)	6
Citizen Inquiries	
Library / Community Center Emergency Generator	24
Solid Waste Transfer Study Committee	8

**PROJECT ADMINISTRATOR, Cont.**

Zoning Site Plan Review	
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	
Town Bridge DOT grant app	2
TS Hauling Bid MSW	2
Storm Water Management	2
Sidewalk Replacement – Valley House	
Town Hall Window Replacement	8
Hazardous Waste Day	
Torrington Avenue Water Main Replacement	1
Town Hall Building Management	8
Traffic Signal - Route 179 at Main Street	1
Police Station 911 System	3
HVAC Services	24
Canton Hydro Project	4
Tree Trimming / Removal Services	8
Swimming Pool Road Bridge	6
Rustle Meadow Subdivision	3
Housing Rehabilitation Loan Program	4
Cherry Brook School Window Replacement	4

**PUBLIC WORKS**

No report this month.

**SENIOR SERVICES**

**Programming**

- Canton Community Café: Open for 8 days, 368 meals served
- Dial A Ride:
  - Total # of passengers: 108
  - Total # of trips: 281
  - Tickets funds collected at Town Clerk’s Office: \$59.50 for 109 tickets
  - Tickets funds collected at Senior Services: \$ 77.00 for 154 tickets
- Jump On Board/Trips:
  - Jump on Board to West Farms Mall : 7 people went
  - Dance at Bristol Senior Center: 6 people went
  - Foxwoods Casino: 3 people went
  - Rock Cats Game: 5 people went
- CHOICES volunteer Paula had 5 appointments this month
- “In The News” met twice, with an average of 9 people
- McLean Meals on Wheels: 754 meals were delivered to 20 homebound residents.
- Foot care clinic (held 1x this month) 5 regular foot cares at the Senior Center
- FVVNA:
  - Blood Pressure clinic: 75 screenings
  - Walking group: 100 screenings
  - Bereavement Support Group: Jim Fox met with 2 people
- Senior Potluck: 20 people enjoyed lunch, while listening to tunes & conversing with friends
- Cooking with Elaine- 18 people attended for “Too Hot to Cook”
- Medical Transportation: 12 round trips coordinated

## **SENIOR SERVICES, Cont.**

- Volunteer Dialysis Transportation: Pat Swan coordinated 24 rides.
- Senior Cell Phone Program: 2 cell phones were given out
- New Mah Jongg group very successful! Usually 3 full tables play alongside the card players every Friday now at 12:45pm
- No Vials of Life given out
- 3 e-Scribes were sent out to subscribers this month:
  - August 2<sup>nd</sup>: Naomi Lynch bday; energy assistance; Senior Scribe mail-out; new trips; staying healthy in the heat; special September programs; P&Rec concert series; renters' rebate; CHOICES; Town Cooling Center; Housing Authority wait list; August library events; Healthcare reform; Emergency Alert system; Valley happenings.
  - August 5<sup>th</sup>: employment opportunity; CCC closing; Beautiful Vermont cancelation; Scribe volunteer thank you; Shoprite donations volunteer reach out.
  - August 23<sup>rd</sup>: Operation Fuel; Back to School programs through Gifts of Love; September is National Senior Center Month!; Volunteer Thank You: Juanita Wright & Lilly Chung; Veteran's benefits; new JOB trips; Casino trips for the next few months; UCONN Basketball; White Christmas show; longevity article; Senior Book Club meeting dates; AARP Volunteer opportunities; Sept Library events; Knitters needed for Cherry Brook!; Alzheimer's Resource Center events.

### **Special August Programs**

- On Tuesday August 3<sup>rd</sup>, Senior & Social Services welcomed 13 incredible volunteers who dutifully collated, folded, labeled, fastened and sorted out all the Senior Scribe newsletters. Senior/Social Services sent out over 821 scribes to folks in Canton and surrounding communities. These volunteers were thanked with a free pizza & salad lunch, courtesy of Senior/Social Services.

### **Administrative**

- Claire met with over 20 residents of Canton for social services: for counseling, mediation, application assistance & eligibility screenings, financial assistance, referrals & resources, senior center activities & membership introductions, etc. This number does not include the number of phone calls taken by Senior/Social Services staff during the month of August.
- Canton Commission on Aging did not meet during the month of August 2010.
- Canton Senior/Social Services had a new volunteer helping us out during the month of August. Many thanks to Lilly Chung who worked over 91 volunteer hours this month!!!
- Claire met with Canton Library Director Rob Simon on August 3<sup>rd</sup> re: a collaborative Estate Planning program.
- Claire met with Ana Alfaro from CL&P to discuss Winter & programs designed to help people, including Energy Assistance & WRAP on August 3<sup>rd</sup>.
- Claire worked with Finance Director and local shopping centers (ShopRite, Stop & Shop, Marandinos) to open a 'house account' for the town, as well to set up accounts for voucher-use.
- Claire met with Anne Provera & Nick Delluco of the Elmwood Trubadours on Thursday August 19<sup>th</sup> to discuss upcoming entertainment ideas and to set up a date for their group to visit the Center.
- Claire went on 1 social services home visit during the month of August.
- Canton welcomed another Café Manager from CRT to our luncheon group. Sandy will be our new Manager on Wednesdays. She is currently the Café Manager at Avon Senior Center on Tuesdays & Thursdays and we are pleased to have her here! Margaret Farrar continues to be our Café Manager on Fridays at the Center.
- Canton Senior/Social Services is participating in the CT Department of Agriculture's Senior Farmer's Market Nutrition Program. This office handed out over 30 packs of \$15 vouchers to Canton senior & disabled residents who may otherwise not be able to visit the Market. Canton ran out of vouchers and requested even more from the Dept of Agriculture; we will be receiving more to send out in the month of September.

**SENIOR SERVICES, Cont.**

- Volunteer & Canton resident Juanita Wright has begun picking up delicious donations for the Center from ShopRite in Canton for us. She delivers goodies to us on Friday mornings... Thank you, Juanita!!!
- Claire interviewed with Kaitlyn Yeager of the Canton News and Natalie Pollack of Avon LIFE publications during the month of August.
- This office is to participate in the CRT Diaper Bank program. People will be able to come into our office, fill out an application, and in mid-September a 2month supply of free diapers will be delivered to them.
- Toby sent out press releases to local papers early August, highlighting upcoming events and special programs in September.
- Both Claire & Toby have been working on planning upcoming projects:
  - All eScribes: consistently gathering information & resources
  - Naomi Lynch's 103<sup>rd</sup> Birthday Party
  - Upcoming Jump On Board/Other Trips:
    - UCONN Basketball Game, White Christmas show, Casino trips, monthly shopping trips, Lyman Orchards, garden show, etc.
  - Upcoming educational & informational presentations, Balance Assessment workshop, visit from Fire Marshal Adam Libros,
  - Energy Assistance Blitz on October 25<sup>th</sup>
  - Community Chili Night in October

**TAX COLLECTOR**

- Tax collections for the current list were \$725,674 Prior year collections were \$17,451.
- 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 \$1684. Prior year collections were \$1,812. Sewer Connection Fees collected: \$ .00.
- 2,342 delinquent tax statements were sent out during the month.
- 93 intent to lien notices were sent out to the outstanding sewer user accounts. Liens will be put on September 28th for those accounts that are still outstanding.
- The collection agency collected \$12.26 this month in out-of-state delinquent taxes this month.
- Many refund forms were sent out to those people and/or businesses that have a credit balance on their account.

**% OF COLLECTION**

GL YEAR	TAXES COLLECTABLE	TAXES COLLECTED	% COLLECTED OF COLLECTABLE BALANCE	BUDGET AMOUNT	% COLLECTED OF BUDGETED AMOUNT
2009	\$28,854,806.65	\$15,126,145.14	52.4%	\$ 28,650,174	52.8%
2008	\$322,916.46	\$ 15,245.82	.047%		
2007	\$155,919.28	\$ 7,517.60	.048%		
2006	\$ 69,260.44	\$ 2,471.43	.036%		
2005	\$ 39,736.55	\$ 1,640.22	.041%		
2004	\$ 25,150.38	\$ -	0.00%		
2003	\$ 24,951.63	\$ -	0.00%		
2002	\$ 22,079.51	\$ 279.54	.013%		
2001	\$ 19,650.18	\$ -	0.00%		

**TAX COLLECTOR, Cont.**

2000	\$ 18,530.94	\$ -	0.00%		
1999	\$ 17,505.38	\$ -	0.00%		
1998	\$ 28,982.56	\$ -	0.00%		
1997	\$ 28,353.83	\$ -	0.00%		
1996	\$ 27,432.38	\$ -	0.00%		
1995	\$ 26,903.14	\$ -	0.00%		
1994	\$ 26,336.09	\$ -	0.00%		
<b>TOTAL</b>					
<b>PRIOR YRS</b>	<b>\$880,044.84</b>	<b>\$ 27,154.61</b>	<b>.031%</b>	<b>\$150,000.00</b>	<b>18.1%</b>
		<b>AMOUNT COLLECTED</b>		<b>BUDGETED AMOUNT</b>	
<b>INTEREST, LIENS &amp; FEES</b>		<b>\$ 18,923.89</b>		<b>\$100,000.00</b>	<b>18.9%</b>

**TOWN CLERK**

- Processed: 691 transactions and 6 marriage licenses
- Real estate recordings were up 14% compared to the same time last year with 11 residential home sales and 1 land sale.
- Largest home sale: 58 Atwater Road (\$735,000).
- Municipal Conveyance Tax collected on transfers was \$11,729.00.
- \$606 was collected via the Community Investment Act. The FYTD 2009-2010 total is \$981.
- A total of 1125 dog licenses have been sold.
- August 10: State Primary held for Republicans and Democrats.
- August 25: State Primary Audit conducted in conjunction with the Registrar of Voters.
- Citizen Request Management component of QScend (QAlert), logged one comment/complaint regarding speeding on Gracey Road.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, 2 foreclosures:
  - 38 Woodchuck Hill Road transferred by Certificate of Foreclosure to Chase Home Finance
  - 134 Wright Road transferred by Certificate of Foreclosure to CitiMortgage Inc.
- Liens & lis pendens action:
  - Mortgage lis pendens 8
  - Condo Fees Liens 0
  - Credit Cards/Debt Collectors 1
  - Commercial/tax liens/other 5
  - Medical related 3
- Activity on the Town's website:
  - Number of visits to our site: 5635 people made 9375 visits to the site, 46% of which were new visitors to the site
  - Average number of pages/visit: 2.6 Average time on site: 2:36(min:sec)
  - Top pages viewed: Home Page, Employment, Assessor, Park & Recreation, Agendas and Minutes, Visitor's Guide, Farmington River Trail, Town Clerk, Request for Proposals, Police Dept

**Town Clerk Receipts-August 2010**

<b>Total Items</b>	<b>Description</b>	<b>Total Amount</b>
	<b>Recordings:</b>	
<b>202</b>	Land Records	\$5873.00
	Conveyance Tax	\$11,729.00

**TOWN CLERK, Cont.**

	St of CT Historical Preservation	\$404.00
	Town Clerk Historical Preservation	\$202.00
	Town of Canton-Land Preservation	\$606.00
	St of CT-Land & Dairy Preservation	\$7272.00
	Town Clerk Land Preservation	\$202.00
3	Maps	\$30.00
183	Copies	\$1089.00
<b>5</b>	<b>Sport Licenses:</b>	
	St of CT DEP	\$105.00
	Sport Licenses-Town of Canton	\$5.00
4	Miscellaneous	\$17.00
34	Vitals	\$541.00
6	Marriage/CU Licenses St of CT	\$114.00
<b>115</b>	<b>Dog Licenses:</b>	
	Town of Canton	\$114.50
	State of CT	\$1056.00
1	Notary Fees	\$10.00
10	Dial-A-Ride	\$212.50
128	Transfer Station	\$3564.00
<b>691</b>	<b>TOTALS</b>	<b>\$33,146.00</b>

**TOWN PLANNER**

**Zoning Permits Issued:**

- 90 West Mountain Rd. – deck addition to single family house
- 36 Queen’s Peak – interior renovations and hood over rear door
- 104 West mountain Rd. – deck addition to single family house
- 32 Pheasant Hill Rd. – in ground swimming pool
- 100 Barbourtown Rd. – barn accessory to single family house
- 21 East Hill Rd. – addition & deck accessory to single family house
- 43 East Hill Rd. – enlarge shed accessory to single family house
- 168 Robin Dr. – batting cage home occupation
- 96 Powder Mill Rd. - installation of cell tower generator
- 4 Riverbend Ln. – deck accessory to single family house
- 315 Albany Tpke. – temporary tent, Chapter I
- 45 Wickham’s Fancy – interior renovations, condo
- 110 Albany Tpke. – replacement of entrance sign, ShopRite
- 60 Lovely St. wheelchair ramp, animal hospital
- 1 Birch Rd. – consultant home occupation
- 118 Atwater Rd. proposed single family house
- 345 Albany Tpke. – package store liquor
- 8 Shingle Mill Dr. lean-to addition to barn
- 19 Sweetheart Mountain Rd. – CO for single family house

**IWWA Authorized Agent Approvals:**

- None

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

- 18 Pond View Dr – trailer and manure in front yard
- 16 Pond View Dr. – trailers in front yard

## **TOWN PLANNER, Cont.**

- 90 West Mountain Rd. – deck addition to single family house
- 36 Queen’s Peak – interior renovations and hood over rear door
- 104 West Mountain Rd. – deck addition to single family house
- 32 Pheasant Hill Rd. – in ground swimming pool
- 100 Barbourtown Rd. – barn accessory to single family house
- 21 East Hill Rd. – addition & deck accessory to single family house
- 43 East Hill Rd. – enlarge shed accessory to single family house
- 168 Robin Dr. – batting cage home occupation
- 96 Powder Mill Rd. - installation of cell tower generator
- 4 Riverbend Ln. – deck accessory to single family house
- 315 Albany Tpke. – temporary tent, Chapter I
- 45 Wickham’s Fancy – interior renovations, condo
- 110 Albany Tpke. – replacement of entrance sign, ShopRite
- 60 Lovely St. wheelchair ramp, animal hospital
- 1 Birch Rd. – consultant home occupation
- 118 Atwater Rd. proposed single family house
- 345 Albany Tpke. – package store liquor
- 8 Shingle Mill Dr. lean-to addition to barn
- 19 Sweetheart Mountain Rd. – CO for single family house
- 210 Gracey Rd. – 27 acre lot for sale
- 76 Simonds Ave. – proposed electrical work, CHS athletic field
- 55 River Ave. – pavers for pathway at church
- 18 Washburn Rd. - addition to accessory to single family house
- 267 Albany Tpke. – addition to single family house
- 110 East Mountain Rd. – RV parked in side yard
- 29 North Mountain Rd. – driveway to proposed single family house

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

- 57 Powder Mill Rd. – removal of junk cars. Continued progress being made
- 220 Albany Tpke. – Treehouse Antiques is relocating to New Hartford, signs are disappearing.
- 219 Albany Tpke. – Ecobody’s A-frame sign removed from Rte. 44 right-of-way
- 65 Albany Tpke. – Outdoor display of merchandise removed from New England Patio & Hearth landscaped strip

### **Notices of Violation**

- 550 Cherry Brook Rd. – multiple vehicles and building materials in yard. Most vehicles removed and materials organized
- 211 Albany Tpke. – off-premises storage of auto’s for auto dealership. Expecting Special Permit application
- 16 Pond View Dr. – storage of manure and trailer in front yard. Owner says materials removed. Inspection to follow
- 95 Albany Tpke. – illegal banner at auto dealership removed
- 165 Wright Rd. – unregistered vehicles in yard removed

### **Aquifer Protection**

- No activities

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

- Assistant Planner Activities
  - Attended IWWA 8/12, IWWA Site Walk 8/26
  - Attended Zoning Commission in place of Town Planner 8/18
  - Continued weekly sign sweeps along major thoroughfares; over 240 signs removed since 8/09

## **TOWN PLANNER, Cont.**

- Met with Henry Bahre & Town Planner on development plans for Rte. 44 and enforcement issues in Canton Village, 8/12
- Met with Mark Lange and Town Planner on possible recreation usage and redevelopment of 310 Albany Tpke, 8/13
- Attended meeting with CAO, Project Administrator, et al concerning electrical work proposed for Canton High school athletic field, 8/23
- Town Planner Activities:
  - Planning Commission 8/2
  - Zoning Regulation Rewrite 8/4
  - Department Head Meeting 8/11
  - Met with Meehan Group and potential purchaser of Sweetheart Mountain to review status of development, bonds, outstanding work, stipulated judgment agreement, etc.
  - Planning Commission Special 8/12
  - Met with Mark Lange on possible recreation usage and redevelopment of 310 Albany Tpke, 8/13
  - Drafted and submitted recommendations on recreational activities for Farmington River Wild and Scenic Plan
  - Assembled necessary text, data, and endorsements for submission to Simsbury as part of a cooperative Regional Development Grant application
  - Reviewed development rights of Cherry Brook Farm with commercial broker
  - Researched possible subdivision violations at Foxcroft Lane (failure to pin lots)
  - Responded to multiple inquiries regarding expiration of approvals associated with 10 Dyer Cemetery Road (Car Wash)
  - Followed up on outstanding escrow balances for Lowes, Shoppes, Konover, Pulte, and Meehan Group
  - Continued to evaluate Barney School of Business Opportunity through EDA and Chamber
  - Conducted staff evaluations
  - Updated IWWA regulations on-line
  - Multiple reviews of proposed regulated activities at 575 Cherry Brook Road
  - Review of proposed regulated activities at 225 Cherry Brook Road
  - Researched presenters for the EDA forum on Regional Economic Development
  - Responded to inquiries from commercial brokers evaluating 175 Albany Turnpike
  - Reviewed possible site plan changes to Roaring Brook Veterinary Hospital
  - Worked with Planning Commission to draft a recommended process for accomplishing the 2013 POCD update
  - Reviewed possible reuse of The Whisk building in Collinsville (109 Main Street) as a dance studio
  - Conducted a photo documentation survey of the Farmington River Protection utilizing interns and volunteers
  - Finalize outstanding paper work regarding amendment to declarations of restrictive covenants for Miner Lumber
  - Responded to inquiries regarding proposed changes to Hidden Valley Trail subdivision
  - Continued working on EDA survey results including a review of the draft report of findings
  - Responded to multiple inquiries regarding outstanding conditions of approval for subdivision at 686 Cherry Brook Road
  - Researched open space subdivision on Atwater Road regarding outstanding contribution of open space owed to the Town

**TOWN PLANNER, Cont.**

<b>Commission</b>	<b>Date s</b>	<b>Comments</b>
Planning Commission	8/2	Sweetheart Mt. issues, POCD
Open Space	8/3	Cancelled lack of quorum
Zoning Re-write (special)	8/4	On-going rewrite of Zoning Regulations
Zoning Board of Appeals	8/9	Cancelled lack of business
Economic Development Agency	8/10	Cancelled lack of quorum
Planning Commission (special)	8/12	POCD
IWWA	8/12	3 New Business Items; 2 Other Business Items.
Economic Development Agency (special)	8/17	Two Discussion items.
Design Review Team (Special)	8/18	No meeting held due to lack of quorum
Zoning Commission	8/18	3 Public Hearings, 2 New Business Items, Executive Session, 3 Other Business Items.
Aquifer Protection Agency	8/18	Cancelled lack of business items
Design Review Team	8/24	Cancelled lack of business items
Conservation Commission	8/25	Cancelled lack of quorum
IWWA (special)	8/26	Site Walk at 225 Cherry Brook Road

**Project Logs**

<b>Project</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Yearly Total</b>
Pulte Homes/ Oxbow Ridge	4.5	6.6	1.25	<b>17.6</b>
Zoning Regulation Rewrite	3	4	8	<b>40.5</b>
Powder Mill Junk Yard Enforcement	0.25	5.29	2	<b>14.29</b>
PMBC/ Public Works Garage	1.25	0	0.65	<b>51.5</b>
Miner Lumber Development	0	0	0.65	<b>19.2</b>
20 Colonial Road	5	1.5	2.15	<b>31.75</b>
Regional Initiatives	3	4.95	6	<b>38.2</b>
Axe Factory	20	10.15	1.1	<b>60.55</b>
20 Canton Springs Road/ AA Automotive/ Tow Star	0.25	0	1.25	<b>47.75</b>
POCD Update	3.4	5.2	2.15	<b>24.8</b>
Affordable Housing	0	3.25	0	<b>16.05</b>
Sweet Heart Mountain	6.3	4.85	5.25	<b>49.05</b>
On Call Consultant Services	0.25	1.55	0.2	<b>57.95</b>
IWWA Rewrite	0	0	0	<b>26.65</b>
Shoppes at Farmington Valley	0.9	0	0	<b>15.3</b>
105-109 Main Street	3.5	0	0	<b>17.55</b>
Fee Ordinance	1	5	0	<b>18.9</b>
GIS Initiatives	0	0.25	0	<b>11.65</b>
EDA Initiatives	10.5	18.5	7	<b>73.55</b>

## WPCF

### **Operations:**

- The plant achieved 98 % BOD removal and 98 % Suspended Solids removal
- The Effluent plant flow monthly average decreased from .496 MGD to .481 MGD
- Rainfall total for the month is 4.33 inches, up from 3.96 in July.
- Plant continues to perform ok with #1 RBC out of commission
- There were 4 odor complaints this month, odor counter actants are being used as well as Potassium Permanganate is being injected at 2 different locations. A second odor mister was added also.

### **Laboratory:**

- Analyzing digester operation weekly, Primary Tank 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 3.7 % this month down from 4.5% last month.**
- Fourteen loads of sludge were sent to Synagro @ 91,000 gallons this month.

### **Collection system:**

- Lift station Inspections were performed twice per week
- Marked call before you dig locations

### **Maintenance**

- Monthly and weekly duties performed
- Cleaning both Ultraviolet light disinfection banks weekly.
- Recharged Plant Water system
- 24 Hour cleaning of sand filters performed
- Cleaning of Sand Filter influent turbidity meter daily
- J. Lapierre Electric into troubleshoot and repair main breaker in Digester Bldg.
- Delray Construction Services into core bore and install valve for Hybrid recirculation.

### **Safety and Training**

- Performed test of all emergency exits signs and lights
- Replaced 2 Batteries for emergency exit signs in RBC Bldg.
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed

### **Administrative:**

- Worked closely with Administrative Assistant, Vicki, to learn administrating / budget procedures
- Craig Motasky from CT. DEP came in for annual inspection, no areas of concern
- Attended monthly Dept Head meeting
- Marc Cerniglia from board of selectman came into discuss odor complaint.
- Roaring Brook Nature Center brought in a summer class for tour of the WPCF
- Met with Mr.Skinner regarding the superintendents position