

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: August 12, 2010
 Re: **Monthly Report – July 2010**

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 86 – Rebate amount requested \$36,061.38
- Personal Property information is being collected for the 2010 Grand List – existing accounts are being reviewed – Declarations will be mailed in September

BUILDING DEPARTMENT

- There were no permits issued for new construction of single family homes.
- There were six Certificates of Occupancy issued. One was for a new restaurant at 144 Albany Turnpike, 2 for single family homes, 2 additions and 1 screened porch. One Certificate of Completion was issued for a deck.
- Mr. Fran Jasmin returned as part-time temporary Building Official.
- Mr. Jasmin conducted a Total of 43 inspections. He also assisted the Town of Avon by sitting on their interview panel for the position of part time Assistant Building Official.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	6	\$180,000
Deck	0	\$0
Demolition	0	\$0
Electrical	10	\$10,200
Garage/Shed	2	\$5350
HVAC	14	\$149,319
New Commercial	2	\$6500
New Residential	0	\$0
Plumbing	2	\$4275
Pool	3	\$47,000
Roofing/Siding	5	\$40,600
Foundation	1	\$20,000
Total	45	\$463,244

Permit Value Comparison for July

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$463,244	\$257,170
Building Permit Fees	\$3,754	\$2,772
Other Income Fees	\$3,010	\$952
Building Permits Issued	45	50

Total Value of Permits and Permit Fees

<u>July 2010-2011</u>		<u>July 2009--2010</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$463,244	\$6,764	\$257,170	\$3,724

FINANCE

- Professional Development
 - None
- Attended July Staff Meeting
- Worked on Accounting for End of Year 6/30/10

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 06/30/10

General Fund	\$ 4,954,191
Special Revenue Funds	\$ 2,872,082
Capital Projects Funds	\$ 1,940,466
Internal Service Funds	\$ 1,296,746
Trust and Agency Funds	\$ 310,196
TOTAL ESTIMATED BY FUND	\$ 11,373,681

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 06/30/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.20%	.19%	64	64	\$ 4,547,063
Webster	.45%	.45%	2,302	3,304	\$ 6,585,185
Reich & Tang					\$ 241,433
Total Outstanding Investments			2,366	3,368	\$ 11,373,681

FIRE & EMS DEPARTMENT

Incident Calls: - see attached summary

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of July 2010:

Inspections	7
Inspection Follow-ups	2
Plan Review	0
Job Site Inspections	3
Fire Investigations	0
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

- Attended the annual Hurricane Preparedness Conference for emergency officials in Wallingford on July 15. The conference was sponsored by the State of CT Department of Emergency Management and Homeland Security.
- Conducted the quarterly Safety Committee meeting on July 20.
- Met with Acting Police Chief Don Hull and Simsbury IT Rick Bazzano on July 29 to prepare for installation of new police/fire server at the police station.
- Continued working on installing a new antenna for the emergency management VHF antenna at the Town Hall.
- Continued working with Project Administrator Jeff Shea on the emergency generator project at the Community Center/shelter.

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Worked on preparing new code book (Connecticut State Fire Prevention Code) with Connecticut code amendments.
- Maintained a high level of readiness during severe weather events on July 16, 17, 18, 21 and 23. July 21 was when a confirmed tornado touched down just to the south of Canton.

LIBRARY

Report will be handed out separately

PARKS AND RECREATION

- Kathy Hooker-Minichiello ran two workshops this Summer for College planning. She had over 35 attendees and participant feedback was very positive. This program is designed to assist parents and students navigate the overwhelming college search process.
- Explorers Summer camp at Mills Pond is running with between 25-30 children each week. Parents of campers are giving us excellent feedback about it and are coming in to re-sign for upcoming weeks. They love the field trips each week and the kids are really enjoying their camp days. We have put together a survey which will be mailed out this week, to all camper's parents for their feedback.
- July camps & programs that took place: Skateboard camp, Sports Squirts Multi-Sport program, Tennis Lessons, Girls Basketball Camp, College Planning workshop, Canoe & Kayak Camp, and one cookie decorating class.
- Fall Planning is complete and I have attached a copy for the commission. I have added a few new programs such as "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.
- 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 Annual Canton Christmas tree lighting is scheduled for December 3rd, with Santa's breakfast planned for December 4th. Brian mentioned to me that there might be change in location of the tree lighting, I am waiting for final word on that.
- Darrien Lynn is working on the planning for the Middle School Social which will be taking place on August 21st at Mills Pond.
- Upcoming camps this month are: Canoe & Kayak, Field Hockey, Hurlock's Basketball Camp, Rock Band Camp, Multi-Sport Camp and one more Mad Science Camp, "Red Hot Robots".
- The summer concert series started Thursday July 8th and ran each Thursday of July and continues in August. Director Brian Wilson was present for each performance. Concerts switched weekly venues between The Historical Museum in Collinsville and Mills Pond Park.
- Director Brian Wilson attended the Park and Recreation Commission Meeting. The fall program brochure was discussed.
- Mr. Wilson assisted with staffing for one day of Explorers camp due to staff shortage.
- Mr. Wilson attended the track and field study committee meeting.
- Mr. Wilson attended the employee safety committee meeting.
- Mr. Wilson continued to support operations of the summer camp program and scheduling and booking weekly field trips.
- The pool operation has been running smoothly and the department has been receiving substantial positive feedback of the quality of the service and staff as well as the upkeep of the facility.
- Financial reporting and cash deposit procedures were reviewed and revised with the assistance of the finance department.

PARKS AND RECREATION, Cont.

- Email lists for pool members are being recorded for news releases as well as an anticipated end of season survey.
- Field Scheduling for the fall has begun and planning with the school athletics, youth sports associations, and parks department are underway.

POLICE DEPARTMENT

PERSONNEL / ADMINISTRATION / DEPARTMENT

- Deputy Chief attended FBI Conference/Training.
- Officer Matthew Keepin graduated from the Police Academy on July 28th and has started his Field Training Program.
- Officer Jonathan Saucier has started with the Department and will start the Police Academy on August 28th.
- The Deputy Chief and the Administrative Secretary are continuing to sort through the old files/records, primarily those stored in the basement of the Town Hall. Determination will be made as to which files can be destroyed and which will be refiled at the Police Department.
- The new 911 server rack is in place and the electrical work has been completed. The State of Connecticut will continue the upgrade and system change over at a later date.
- The new server for the Police Department / Fire Department is in. Working with the IT people to have it installed. The server rack has been moved into place.
- Deputy Chief is continuing review of IACP Model General Orders to Department Current General Orders.
- Monthly Incident Summary
Total Incidents (July) – 797 Previous Month (June) – 817

Specific Call Types Summary:

	<u>July 2010</u>	<u>June 2010</u>
Arrest Warrants Served	4	2
Burglary/B&E	4	1
Business/Resident Check	169	135
Case Follow-up / Investigation	69	62
Disorderly Conduct	8	7
Domestic Disturbance	8	5
Driving Under Influence	2	3
Larceny – All Types	13	15
Medical Complaint	61	64
Motor Vehicle Stop	86	114
Motor Vehicle Accidents	31	31
Suspicious Person / Vehicle	21	22
Weapon Law Violation	2	0

PROJECT ADMINISTRATOR

- Review and approve CRRRA, 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.

PROJECT ADMINISTRATOR, Cont.

- 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	July
PMBC Highway Garage Proj.	4
Farmington River Trail - Phase 3	16
CT Clean Energy Fund grant app (Hydro)	4
OPM ARRA Energy Grant (Town Hall Windows)	6
Library / Community Center Emergency Generator	24
Solid Waste Transfer Study Committee	8
Town Bridge DOT grant app	2
TS Hauling Bid MSW	2
Storm Water Management	2
Town Hall Window Replacement	8
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

HIGHWAY DEPARTMENT:

- Crew: continued painting crosswalks, worked on replacing curbs and replacing driveways damaged from snow removal, cut and chipped brush on Breezy Hill Road and regraded entire dirt section from Simpson’s to above the Barbourtown Road end (nice job), regraded short dirt section off of Atwater, dismantled a cabinet for the PD and reassembled the cabinet upstairs for use in the radio area, worked with Galasso

PUBLIC WORKS, Cont.

Materials and level shimmed Washburn Road and Dry Bridge in preparation of chip sealing, worked with Galasso and Gerritty Reclaiming & Grinding and regraded Gracey Road from East Hill to Sexton Hollow and Galasso then repaved this new section and installed new curbing, worked on repairing headwall on Gracey Road

- Director of Public Works met with Galasso Materials on Washburn and Dry Bridge for estimate
- Maintainer Dan Manyak moved sweeper to Burlington to sweep chip seal as part of our shared service
- Crew continues doing a good job working in split shifts

PARKS DEPARTMENT:

- Crew filled and regraded area of rail trail that had washed out, continued mowing and maintenance on town fields and greens, continued to perform pool maintenance
- Department welcomes David Sarisley as the part-time summer help and he is doing a great job

MAINTAINER GARAGE:

- The following repairs were made-truck #7, replaced rear spring, truck #9, complete brake job, truck #5, replaced block heater element, truck #2, new rear tires, truck #1, new tires, 410 backhoe, new rear tires
- Brand new 444 K loader arrived and was put into service replacing the old 544 G

TRANSFER STATION:

- Crew cleaned up and knocked down weeds
- Contract for E-Waste was finished and the hauler removed all tvs and computers
- A resident has been hauling out wood chips

SENIOR SERVICES

Programming

- Canton Community Café: Open for 9 days, 418 meals served
- Dial A Ride:
 - Total # of passengers: 142
 - Total # of trips: 281
 - Tickets funds collected at Town Clerk's Office: \$5.00 for 10 tickets
 - Tickets funds collected and at Senior Services: \$163 for 324 tickets
- Jump On Board/Trips:
 - Clinton Crossing outlets/Lenny & Joes trip: 7 people went on the comfy coach bus with a/c & a bathroom from Canton
 - Mohegan Sun Casino: 9 people (incl 4 from Burlington ☺)
 - Jump on Board to Christmas Tree Shop: 3 people went
- CHOICES volunteer Paula had no appointments this month
- "In The News" met twice, with an average of 9 people
- McLean Meals on Wheels: 617 meals were delivered to 19 homebound residents.
- Foot care clinic (held 1x this month): 8 regular foot cares at the Senior Center
- FVVNA:
 - **Blood Pressure clinic: 60 screenings**
 - **Walking group: 114 screenings (a new high!)**
 - Bereavement Support Group: Jim Fox met with one person
- Senior Potluck: 25 people enjoyed lunch, while listening to tunes & conversing with friends
- Cooking with Elaine- 15 people attended for Picnics recipes & a group of 4 stayed afterwards to play Dominoes.
- Medical Transportation: 14 round trips coordinated; 1 one way trip
- Volunteer Dialysis Transportation: Pat Swan coordinated 24 rides.
- Senior Cell Phone Program: *Canton Senior & Social Services is now the drop-off & pick up point for the National 911 Cellphone Bank. Please feel free to drop off used cell phones to the office. They will be exchanged for new 911-ready phones that will be distributed on a monthly basis to folks who are older, disabled, or in domestic violence situations.*

SENIOR SERVICES, Cont.

- New Mah Jongg group very successful! They play alongside the card players every Friday now at 12:45pm
- No Vials of Life given out
- No e-Scribes were sent out to subscribers this month.

Special July Programs

- On Thursday July 15th, The Avon-Canton Rotary Club, in collaboration with Senior/Social Services and Parks & Rec, sponsored the annual Senior Picnic with 130 folks in attendance.
- On Tuesday July 20th, Canton Senior/Social Services Office hosted Canton's Community Brunch. This event was a kick-off to having Social Services distributed out of a Canton office, while honoring the folks who have been helping Canton residents, including Alan Rosenberg, director of Social Services for the town of Avon, to whom a proclamation was presented by First Selectman Dick Barlow. Members of the Board of Selectman served food, while volunteers from organizations including FOCUS on Canton, Inc. and the Commission on Aging, Cherry Brook Healthcare helped with set-up. Sponsorship of all food was provided by local organizations and sponsorship of raffle prizes were provided by local businesses. The Canton LIFE & Canton NEWS papers came to take pictures and write-up something about the event. Many thanks to all who helped make this a success in bringing together Canton residents, leadership, and local businesses, while introducing the changes to our department.

Administrative

- Claire submitted the GHTD grant reporting for the month of June 2010
- Claire submitted the CT DoT grant reporting for the entire 09/10FY
- Claire met with over 30 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 July.
- Claire had a meeting with Diana Goode of Gifts of Love in Avon, CT on July 2nd regarding programs and collaboration.
- Claire attended the Canton Commission on Aging meeting on Monday July 12th at the Community & Senior Center.
- Claire worked as a mediator and liaison between a resident and property management on July 16th.
- Claire worked with Ann from Gifts of Love to assist her in helping a client with a SNAP application on July 16th.
- Claire attended Norma Duggan's funeral services at Trinity Episcopal Church on Saturday July 16th.
- Claire met with Ernesto Rios, Coordinator of Nutrition Services for CRT on July 23rd in reference to the Canton Community Café program.
- Claire met with Candace from West of Hartford At Home on July 26th re: services provided and publicizing.
- Claire met with Rick Bowen, Manager of ShopRite at Canton, on July 29th re: vouchers through social services, gift card program, donations, and a Town house account.
- Toby modified all the Social Services brochures formerly distributed through Avon to inform people of the programs offered in Canton, at times changing the language to be more appropriate for our use & including new programs as well in time for the Community Brunch.
- Both Claire & Toby have been working on planning upcoming projects:
 - All eScribes: consistently gathering information & resources
 - Senior Scribe newsletter Fall mailing to cover Aug, Sept, Oct, Nov
 - Upcoming Jump On Board/Other Trips:
 - Beautiful Vermont Trip, , Casino trips, Rock Cats game, Senior Dance in Bristol, monthly shopping trips to West Farms & Copaco, Lyman Orchards, basketball games, garden show, etc.

SENIOR SERVICES, Cont.

- Upcoming Special Events, including a kick-off to National Senior Center Month (September) with a celebration in honor of Naomi Lynch’s 103rd Birthday.
- Energy Assistance, new CL&P programs, Fuel Bank assistance, etc.

TAX COLLECTOR

- Tax collections for the current list were \$14,388,185. Back year collections were \$35,808.
- Last year at the end of July we had collected 49% of the current year collectable balance and this year we collected 50% of the current year collectable balance.
- The tax office had a successful month collecting taxes. We were open on the last Saturday, July 31st and we had many people come in to pay their tax bills.
- On Thursday July 30th and Friday, July 31st we had steady activity of tax payers paying their taxes.
- The tax payers donated \$187.58 to the Dollars For Scholars campaign that is included on the motor vehicle bills. Last year it was \$204.82.
- This was Rose’s first month out on maternity leave (she had a boy if you haven’t heard). Heidi Williams joined the tax and assessor’s office temporarily during Rose’s absence and was able to help the office and was much appreciated.

TOWN CLERK

- Processed: 615 transactions and 4 marriage licenses
- Real estate recordings were down 55% compared to the same time last year with 11 residential home sales and 3 land sales.
- Largest home sale: 24 Red Fox Run (\$770,000).
- Municipal Conveyance Tax collected on transfers was \$14,570.79.
- \$375 was collected via the Community Investment Act. The FYTD 2009-2010 total is \$375.
- A total of 1011 dog licenses have been sold.
- Tucker Herd became Canton’s first Top Dog. A drawing was held on July 1st and Tucker’s name was pulled from a hat among all those dogs that were licensed in the month of June.
- Backfile conversion of maps has been completed in an effort to take full advantage of the e-search component of land record searches.
- July 7: L. Smith trained Anne Raftery (Assistant to the Police Chief) on the QScend website system.
- July 7: L. Smith attended a demonstration of the IQS Land Records system at the Torrington City Clerk’s office.
- July 20: Primary absentee ballots became available. As of July 30th, less than 50 ballots have been distributed.
- Citizen Request Management component of QScend (QAlert), logged one comment/complaint regarding a dead raccoon in the road.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, no foreclosures for the month of July 2010.
- Liens & lis pendens action:
 - Mortgage lis pendens 0
 - Condo Fees Liens 0
 - Credit Cards/Debt Collectors 4
 - Commercial/tax liens/other 3
 - Medical related 0
- Activity on the Town’s website:
 - Number of visits to our site: 4929 people made 8090 visits to the site, 46% of which were new visitors to the site
 - Average number of pages/visit: 2.8
 - Average time on site: 2:39(minutes:seconds)

TOWN CLERK, Cont.

- Top pages viewed: Home Page, Assessor’s Office, Park & Recreation, Employment Opportunities, Visitor’s Guide, Agendas and Minutes, Farmington River Trail, Town Clerk, Tax Collector, Police Department

Town Clerk Receipts-July 2010

Total Items	Description	Total Amount
	Recordings:	
125	Land Records	\$4064.00
	Conveyance Tax	\$14,570.79
	St of CT Historical Preservation	\$250.00
	Town Clerk Historical Preservation	\$125.00
	Town of Canton-Land Preservation	\$375.00
	St of CT-Land & Dairy Preservation	\$4500.00
	Town Clerk Land Preservation	\$125.00
8	Maps	\$80.00
128	Copies	\$734.50
7	Sport Licenses:	
	St of CT DEP	\$175.00
	Sport Licenses-Town of Canton	\$7.00
10	Miscellaneous	\$44.00
53	Vitals	\$973.00
4	Marriage/CU Licenses St of CT	\$76.00
111	Dog Licenses:	
	Town of Canton	\$111.00
	State of CT	\$974.00
3	Notary Fees	\$30.00
8	Dial-A-Ride	\$117.00
158	Transfer Station	\$3489.00
615	TOTALS	\$30,820.29

TOWN PLANNER

Zoning Permits Issued:

- 8 Shingle Mill Rd. – roof over patio
 - 108 West Mountain Rd. – shed accessory to single family house
 - 9 Village Sq. – interior renovations, single family house
 - 95 Village Ln. – CO for single family house
 - 105-109 Main St. – beer and permit, restaurant
 - 144 Albany Tpke. – CO for restaurant
 - 615 Cherry Brook Rd. – addition to single family house
 - 270 East hill Rd. – above ground pool and deck
 - 253 Gracey Rd. – CO for single family house
 - 22 Wind Mill Ln. proposed single family house
 - 213 Albany Tpke. – addition to single family house
 - 250 Albany Tpke. – sign for Waterware
 - 11 Woodbridge Cir. – addition to single family house
 - 20 Pinnacle Ridge Rd. – inground pool and deck
 - 120 West Rd. – addition to single family house

TOWN PLANNER, Cont.

- 267 Albany Tpke. – addition to single family house
- 74 Bunker Hill Rd. – proposed single family house

IWWA Authorized Agent Approvals:

- 117 Barbourtown Rd. – shed accessory, single family house
- 130 Case St. – shed accessory, single family house

Inspections were conducted at the following locations:

- 8 Shingle Mill Rd. – roof over patio
- 108 West Mountain Rd. – shed accessory to single family house
- 9 Village Sq. – interior renovations, single family house
- 95 Village Ln. – CO for single family house
- 165 Wright Rd. – unregistered vehicles & possible unlicensed kennel
- 615 Cherry Brook Rd. – addition to single family house
- 270 East hill Rd. – above ground pool and deck
- 253 Gracey Rd. – CO for single family house
- 22 Wind Mill Ln. proposed single family house
- 213 Albany Tpke. – addition to single family house
- 250 Albany Tpke. – sign for Waterware
- 11 Woodbridge Cir. – addition to single family house
- 20 Pinnacle Ridge Rd. – inground pool and deck
- 615 Cherry Brook Rd. – addition to single family house
- 426 Cherry Brook Rd – inspection of logging activities

Cease & Desist Orders Issued/ Ongoing

- 57 Powder Mill Rd. – removal of junk cars. Sufficient progress made to extend deadline to Sept. 15.
- 220 Albany Tpke. – Tree house Antiques shows occasional compliance but recently removed a stick-in sign.

Notices of Violation

- 85 Lawton Rd. – deposition of dirt in rear of single family house. Dirt piles reduced in size
- 550 Cherry Brook Rd. – multiple vehicles and building materials in yard – Most vehicles removed and materials are better organized. Anticipate removal of three more vehicles.
- 211 Albany Tpke. – off-premises storage of autos for sale. Expecting Special Permit application.
- 219 Albany Tpke. – A-frame sign and excessive window signage. Initial NOV issued 7-8-10; second NOV issued 7-29-10.
- 21 Canton Springs Rd. – unregistered vehicle adjacent to self-storage facility. Vehicle removed.

Aquifer Protection

- No activities

Miscellaneous Land Use Office Activities

- Assistant Planner Meetings
 - Inland Wetlands and Watercourses Agency 7/8
 - Conservation Commission Special Meeting 7/12
- Town Planner Meetings:
 - Met with First Selectman, David Leff, and representative of DEP regarding a street tree inventory for Collinsville 7/6
 - Planning Commission 7/6
 - Zoning Regulation Rewrite 7/7
 - Connecticut Chapter of the American Planning Association Executive Committee 7/9
 - Canton Advocates for Responsible Expansion Board of Directors Meeting 7/12
 - Pre-application meeting reviewing possible subdivision on Westwood Road 7/12
 - CRCOG Regional GIS system workshop 7/13

TOWN PLANNER, Cont.

- Economic Development Agency 7/13
- Department Head Meeting 7/14
- Zoning Commission 7/21
- Met with Mr. Yu (Master Yu's Academy) to review conditions of approval for new package store tenant, and other site improvements 7/22
- Met with presidents of both home owners association at Oxbow Farms 7/22
- Sweetheart Mountain Site Walk with Jonathan Thiess (Planning Commission) and Paul Meehan (developer) to inspect stormwater system and erosion controls in response to complaints from Dunne Avenue resident 7/26
- Met with 3rd party consultant, BL Companies, to review future work, standardization of fees, and task order process 7/27
- Met with developer and performed site selection analysis for possible indoor recreation/ athletic facility 7/29
- Met with multiple reporters from Hartford Courant to educate them on the history of the site, development potential, past and current approvals, regulatory requirements for future proposals, etc. 7/30
- Continued weekly sign sweeps along major thoroughfares; over 230 signs removed since 8/09
- Spent an extra-ordinary amount of time trying to resolve outstanding conditions of approval for Char-Koon's certificate of zoning compliance review (144 Albany Turnpike)
- Oversaw recent IWWA application on Axe Factory to completion including substantial amount of coordination and communications with applicant & agency, preparing of staff comments, draft motions, and responding to public inquiries
- Multiple communications with Town of Avon regarding hydropower project
- Multiple communications with owner of 213 Albany Turnpike looking to expedite building permits for single family residential construction
- Continued discussions with developer of 5 Cherry Brook Road, now under contract
- Researched approval history of Windmill Hill Estates to ensure complete set of files between Town of Canton and Developer's records
- Reviewed outstanding escrow balances for Lowes, Shoppes at Farmington Valley, and Konover development applications and processed releases
- Multiple conversations and research for residents of Foxcroft Lane who claim approved building lots were never pinned by the developer
- Researched approval history as part of zoning compliance determination requested for the corner of Maple Avenue and High Street
- Researched file history for owner of 8 East Mountain Road to confirm ownership of fallen tree
- Determination of maximum resale price for 22 Village Lane, deed restricted affordable housing unit
- Staff report for Bahres Package store looking to locate at Master Yu's Academy, 345 Albany Turnpike
- Continued working with pre-application for 316 Albany Turnpike – trying to get into DRT for review
- Researched approval history and regulations affecting proposed car wash at 10 Dyer Cemetery Road for Board of Director's meeting at Canterbury
- Continued trying to coordinate volunteer and intern schedules for survey of Farmington River Protection Overlay District
- Continued working on Section 9000 of Zoning Regulation Rewrite
- Continued working with on feasibility of regional development district, discussion with EDA, CARE, Zoning, Developers. Continued on-going discussion with Town Planners of Avon and Simsbury, including a review of the Federal Sustainable Communities Regional Planning Grant and TIGER II and Sustainable Community Challenge Grant
- Worked with Konover to review implications of new aquifer protection regulations at the corner of Route 44 and Lawton Road

TOWN PLANNER, Cont.

- Responded to multiple public inquires regarding the clearing of trees and brush at corner of Route 44 and Lawton Road
- Facilitated a public service announcement for the 2010 Census Quality Assurance operation making public aware of household sampling
- Numerous communications with developer and Planning Commission representatives of Sweetheart Mountain to facilitate a finding on whether or not a stormwater runoff issue exists
- Review of outstanding escrow balances owed payable to the Town by the Meehan Group, and Pulte Homes
- Numerous communications and review of documentation in attempts to facilitate the close out of bonding being held for site improvements at Oxbow Ridge from Pulte Homes
- Review and documentation of Appellate Court decision on North Colonial Road Associates vs. Town of Canton Zoning Commission with Town Attorney
- Created introductory packet of fundamental/ necessary information for new zoning commissioners
- Reviewed PAS reports for regulation of holiday sales lots for consideration in rewrite
- Reviewed RFQ for New Canaan Market Demand Study for discussion with Canton EDA
- Review and discussion on Commission on Culture and Tourism opportunity for Connecticut Getaway Guide
- Review and documentation of site access issues to Cannon property with observations and findings from the Conservation Commission
- Prepared final revisions to DRT ordinance, endorsed by Zoning Commission and submitted to the BOS for consideration
- Researched list of top employers for Canton
- Updated EDA website including a new link from the front page directly to non-residential properties inventory
- Submitted final revised municipal fee & citation ordinance to BOS for review. Presented to BOS on 7/21
- Submitted article to Town newsletter and senior scribe featuring Canton EDA
- Continued working with BOE on site plan changes to Cherry Brook School and establishing permanent approval for scoreboard at West Field
- Assisted individual in the preparation of affordable housing application
- Coordination of development proposal at 316 Albany Turnpike between Zoning and WPCA
- Zoning Compliance review for emergency broadcast antenna at 4 Market Street
- Continued working on cooperative opportunity between local businesses and the Barney School of Business
- Continued facilitating the 2013 POCD update process through the Planning Commission
- Review and research of concrete spalling issues at Oxbow Ridge
- Review of master plan approval process with town attorney for IWWA and Zoning matters regarding Axe Factory
- Review of community pre-approval programs for film industry for possible consideration in Canton
- Solicitation and review of possible recreational needs along Farmington River for inclusion in Wild and Scenic Management Plan
- Continued assisting Miner's lumber in the modification of restrictive covenants to facilitate expansion of millwork buildings
- Responded to site finder request for sites able to accommodate 60,000 sf of distribution space
- Collected information pertaining to multi-town requirements for road widths on public and private roads based on intensity of development for possible inclusion in subdivision regulations
- Collected information pertaining to soils based zoning as part of possible conservation subdivision density bonus for consideration in zoning rewrite

TOWN PLANNER, Cont.

Commission	Dates	Comments
Open Space	7/6	Cancelled due to lack of quorum
Planning Commission	7/6	Discussion of POCD, waiver and staff report
Zoning Re-write Committee	7/7	On-going rewrite of Zoning Regulations
Inland Wetlands & Watercourses Agency	7/8	Public Hearing for Axe Factory and staff reports.
Zoning Board of Appeals	7/12	Cancelled due to lack of business items.
Conservation Commission (special)	7/12	Site Walk of Cannon Property access points.
Economic Development Agency	7/13	8 Old Business Items; 3 New Business items
Zoning Commission	7/21	1 Public Hearing; 2 Old Business Items; 3 New Business Items.
Aquifer Protection Agency	7/21	Cancelled due to lack of business items.
Design Review Team	7/27	Cancelled due to lack of quorum
Conservation Commission	7/28	Cancelled due to lack of quorum

Project Logs	May	June	July	Yearly Total
Pulte Homes/ Oxbow Ridge	2.35	4.5	6.6	16.35
Zoning Regulation Rewrite	4	3	4	32.5
Powder Mill Junk Yard Enforcement	1.5	0.25	5.29	12.29
PMBC/ Public Works Garage	2.15	1.25	0	50.85
Miner Lumber Development	0	0	0	18.55
20 Colonial Road	7.75	5	1.5	29.6
Regional Initiatives	7.6	3	4.95	32.2
Axe Factory	6.25	20	10.15	59.45
20 Canton Springs Road/ AA Automotive/ Tow Star	0.3	0.25	0	46.5
POCD Update	3.75	3.4	5.2	22.65
Affordable Housing	2.75	0	3.25	16.05
Bakerville Snack Company	7	0	0	18.85
Sweet Heart Mountain	6	6.3	4.85	43.8
On Call Consultant Services	0	0.25	1.55	57.75
IWWA Rewrite	0	0	0	26.65
Shoppes at Farmington Valley	1.25	0.9	0	15.3
105-109 Main Street	6.75	3.5	0	17.55
5-9 Cheryl Drive	0	0	0	29.4
Hidden Valley Trail Subdivision	4.5	0	0	15.75
Open Space Grant	0.25	1.75	1	22.4
Fee Ordinance	0.25	1	5	18.9
GIS Initiatives	0.25	0	0.25	11.65
EDA Initiatives	7.4	10.5	18.5	66.55

WPCF

Operations:

- The plant achieved 98 % BOD removal and 99 % Suspended Solids removal
- The Effluent plant flow monthly average decreased from .583 MGD to .496 MGD
- Rainfall total for the month is 3.96 inches, up from 3.94 in June.
- Plant continues to perform ok with #1 RBC out of commission
- Plant performance has really improved once the trickling filter came on line.

WPCF, Cont.

- The plant still receives odor complaints, but not as numerous as in the month of June, odor counter actants are being used as well as Potassium Permanganate is being injected at 2 different locations.
- R.A.S. pump for Hybrid system quit working, second time in 6 months, getting quotes to core bore and make it gravity feed system.

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 4.5% this month.**
- Eight loads of sludge were sent to Synagro @ 52,000 gallons this month.

Collection system:

- Lift station Inspections were performed twice per week
- Marked call before you dig locations
- Sealed manhole frame to structure on main trunk line, @ 6 Dyer Ave. due to odor complaint.

Maintenance

- Monthly and weekly duties performed
- Cleaning both Ultraviolet light disinfection banks weekly.
- Recharged Plant Water system
- Cleaning of Sand Filter influent turbidity meter
- Pumped down off line Intermediate tanks.

Safety and Training

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- John and Roger attended quarterly town safety meeting
- Monthly fire extinguisher inspection performed

Administrative:

- Met with Paul Dombrowski of Woodard & Curran to discuss RBC process improvements / repairs
- Worked closely with Administrative Assistant, Vicki, to learn administrating / budget procedures
- Administrative Assistant was able to negotiate a new contract with Paines saving the WPCF \$467.28 per year
- Mattabasset brought 4 operators in for a plant tour of the WPCF prior to taking the state exam.
- Dan Manyak of Public Works Dept. took the State of Ct. Wastewater exam.
- Marc Cerniglia from board of selectman came in for plant tour and to discuss odor complaints.