

To: Board of Selectmen  
 From: Robert Skinner, Chief Administrative Officer  
 Date: April 14, 2010  
 Re: **Monthly Report – March 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 and Preparing State Reports.
- Board of Assessment Appeals meet on March 24, 2010 to hear
  - 1 Business Personal Property Appeal
  - 4 Real Estate Appeals
 Three (3) appeals were granted for a net change Of (-) \$74,250  
**10-1-09 Grand List after Board of Assessment Appeals \$1,113,600,633**
- Thirty-one qualified applications for the Tax Credit for Elderly and Totally Disabled Homeowners have been received to date (4/7/2010). Two (2) incomplete applications received. Three (3) over income applications received.
- Assessor Maps are being updated

**BUILDING DEPARTMENT**

- There were two permits issued for single family homes. Both are located on Sweetheart Mountain Road.
- There were 3 Certificates of Occupancy issued. One was for a single family house, one for an addition and one for an alteration to a single family house.
- Building Official Henry Miga conducted a total of 50 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	7	\$68,860
Deck	0	\$0
Demolition	0	\$0
Electrical	15	\$7,520
Garage/Shed	1	\$1,000
HVAC	11	\$42,800
New Commercial	0	\$0
New Residential	2	\$566,000
Plumbing	4	\$0
Pool	0	\$0
Roofing/Siding	2	\$17,150
Foundation	0	\$0
Woodstove	2	\$3,989
<b>Total</b>	<b>44</b>	<b>\$707,319</b>

Permit Value Comparison for March

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$707,319	\$509,740
Building Permit Fees	\$9,006	\$5,618
Other Income Fees	\$1,134	\$2,269
Building Permits Issued	44	49

Total Value of Permits and Permit Fees

<u>July-March 2009-2010</u>		<u>July-March 2008-2009</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$5,100,491	\$72,672	\$5,278,799	\$80,317

## FINANCE

- Professional Development
  - Finance Officer Attended Public Finance Outlook Conference
  - Town Accountant Attended Fraud Prevention Seminar
- Assisted CAO with Budget Adjustments & Reports
- Attended BOS Budget presentation to BOF
- Attended BOF Regular Meeting
- Met with Town Clerk to Train as MUNIS System Admin Back-up
- Attended P & C Insurance Meeting w/ CAO
- Attended Fire Insurance Meeting w/CAO

### INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 02/28/10

General Fund	\$ 13,295,367
Special Revenue Funds	\$ 2,966,537
Capital Projects Funds	\$ 2,060,274
Internal Service Funds	\$ 447,776
Trust and Agency Funds	\$ 300,130
TOTAL ESTIMATED BY FUND	\$19,070,084

### INVESTMENTS BY INSTITUTION TYPE (Unaudited) 02/28/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	..18	.22%	183	252	\$ 4,634,174
Webster	.45%	.45%	3,630	1,511	\$ 14,194,477
Reich & Tang					\$ 241,433
Total Outstanding Investments			3,813	1,763	\$ 19,070,084

#### Projects:

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

## FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of March 2010:

Inspections	97
Inspection Follow-ups	2
Plan Review	1
Job Site Inspections	7
Fire Investigations	3
Blasting Permits	2
Burn Permits	3
Bomb Threats	0
Hazardous Materials	0

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

- Attended the Capitol Region Fire Marshals Association meeting in Glastonbury on March 4.
- Attended a meeting at the Canton Police Department on March 8 to discuss replacing computer servers.
- Attended a meeting at the Emergency Operations Center (EOC) on March 11 with the State of CT Department of Emergency Management and Homeland Security (DEMHS) and WPCS (radio repair) to discuss repairing VHF High Band radio in the EOC.
- Participated in a DEMHS conference call regarding heavy rains on March 15.
- Worked with Director of Public Works Walter LeGeyt regarding a partially obstructed catch basin drain.
- Attended a meeting on March 17 with the Board of Education and Police Department to prepare for school security lockdown drills.
- Attended the Juvenile Review Board meeting on March 17.
- Attended the CT Fire Prevention Poster Contest awards luncheon in Cromwell on March 18.
- Attended a meeting on March 26 with Land Use and Fire Chief regarding new subdivision off Andrew Drive.
- Conducted school security lockdown drills at the Middle/High School and Intermediate School on March 29. Briefing was also conducted with all staff at all three schools.
- Attended a meeting on March 31 with Project Administrator Jeff Shea regarding the proposed emergency generator at the Community Center.
- Inspections were conducted throughout 110 Albany Turnpike (Shoppes at Farmington Valley) and most of the businesses located at the old Collins Company.
- Began working with a family through the Juvenile Firesetter Intervention Program.
- Responded to several complaints regarding open burning and smoke causing a nuisance.
- Conducted fire origin and cause investigations on:
  - March 7 – Chimney Fire, no fire extension, no damage
  - March 21 – Brush Fire, one acre, destroyed a pop-up camper
  - March 25 – Chimney Fire with extension to the walls, moderate fire damage to kitchen, heavy smoke damage throughout the house

## **PROFESSIONAL DEVELOPMENT**

- Attended an educational seminar in Auburn MA on March 30. The seminar was sponsored by the New England Association of Fire Marshals and the topic was “The Changing Technology of Inspection.”

## **LIBRARY**

### **ADULT SERVICES**

- Resident artist Art Chouinard painted his landscapes and seascapes in the library on March 9. Popular, very interactive between artist and patrons, but no attendance figures.
- The Monday Evening Book Discussions club participated in the multi-town *Big Read for Greater Hartford* program. Members studied the Big Read’s selection, *The Adventures of Tom Sawyer* by Mark Twain. Interestingly, the book was not popular and only a few members attended, although the discussion was lively. Attendance: 6.
- The Saturday Book Conversations group discussed *The Power of One* by Bryce Courtenay, a novel of South Africa. Attendance: 5.
- Maureen Haseley-Jones, better known in gardening circles as “The English Lady”, visited us on the first day of spring and presented a program called *Garden Earth with The English Lady*. Very well-received. Attendance: 88.
- We held another Sunday afternoon musical concert, this time featuring the husband-and-wife team known as *Little Windows*. Irish and Appalachian music was presented. Also popular. Attendance: 75.
- We held a showing of the teen movie *Iron Man* on a day the schools closed early due to parent-teacher conferences, but we were disappointed. No one came.
- Janet Bristow, one of the founders of The Shawl Ministry and author of the book *The Prayer Shawl Companion*, spoke at the library in late March. She discussed the shawl network, displayed an array of prayer shawls, and discussed knitting and crocheting with the audience. Attendance: 13
- Adult Department displays during March: (1) the creations of the Canton High School and Middle School ceramics and pottery students, (2) the antique St. Patrick’s Day greeting cards of Canton resident Jan Becker, and (3) a display of Mark Twain books.
- All books on cassette tape were withdrawn from the adult collection on March 31.

## **LIBRARY, Cont.**

- The weeding of adult VHS tapes is ongoing.
- The reference staff proctored 1 examination for a Canton resident in March.
- Upcoming adult programs: digital wildlife photography (April 10), Earth Day (April 22), adult storyteller Carol Birch (May 1), and child adoption (May 5).

## **CHILDREN'S SERVICES**

- The spring story time semester has begun. All 5 weekly classes are at full enrollment and have waiting lists. Combined attendance for 17 March story times: 451.
- The Children's Room walls were covered with original artwork created by Canton students from all grades, marking March as national Youth Art Month. The library again hosted an evening reception at which 120 artists, families, and friends came to enjoy the art and refreshments.
- Other Children's Room displays during March: (1) art books, (2) books on famous women in history, (3) health and nutrition books, and (4) books of Greek mythology.
- Our 6-week *Read to Me* winter reading program ended on March 13 with a festive Dr. Seuss story time and celebration that featured stories, songs, a Cat in the Hat craft, and a creative Dr. Seuss-themed cake. Attendance: 45. One hundred and two (102) children participated in this reading program, which was designed to build excitement about books and reading among Canton's youngest residents.
- Our latest *Movie on the Big Screen* program featured Disney's *The Princess and the Frog*. We served hot popcorn to an appreciative, mixed-age audience of 34.
- Weeding of the children's nonfiction book collection is ongoing.
- The new *I Can Read* brochure, bookmarks, and posters were released for patron use in March. An explanatory press release will appear in our June press.

## **PERSONNEL**

- Michael Hellendbrand is a new volunteer, starting March 2. He is a CHS student volunteering here until June to complete the school's community service requirement.
- Cataloger Sarah McCusker will be having her baby any time now. Sarah's work will be absorbed by Circulation Supervisor Katie Bunn and by Technical Services Assistant Ann Barrett while she is out on family leave. Sarah will be away completely for 8 weeks, then working part-time for another 8 weeks. Beyond that, plans are uncertain.
- The Library Director began annual performance evaluations on all 18 part-time staff members in March. Hopefully, the process will be finished by June 1.

## **OTHER HIGHLIGHTS OF THE MONTH**

- The Library Director worked with a number of staff to produce 3 new brochures for public information. The new brochures are available at all public service desks and explain our home delivery service, our museum and cultural pass program, and the Friends of the Library. The Friends' brochure explains goals and activities, lists items bought by the library using Friends donations, and provides a membership form. The 3 new brochures join our new *I Can Read* and patron information brochures. All information found in these brochures has now been posted to the library website, so that everything is full, up-to-date, and in agreement.
- The Library Director and Reference Librarian went through the home delivery service, made some changes, and then produced the new brochure. In addition, newspaper publicity will appear soon in most of the local newspapers. Our goal is to enroll many more homebound Canton residents as library users. The Senior Services Director is anxious to recruit volunteers to make deliveries and pick-ups of library items for us.
- I have had many meetings with the Estey Library Furnishings representatives as we prepare to place orders for furniture and shelving for the upgraded Teen Space. As you recall, we are using State Library grant money to expand the capacity of this area and install furniture making this space inviting to Canton's teens.
- The Library Director, the Senior Services Director, and the senior meals program director worked together to clean up the Community Center kitchen following a report from the Farmington Valley Health District. (The report was mostly positive.) The CAO has asked us to draft a policy defining acceptable use of the kitchen.
- With the CAO's permission, I called in New Technology Systems to set up our new computers received last November, re-purpose several older computers, and fix a slew of technology problems. NTS was here twice in March and is scheduled for a third all-day visit in early April.
- Our last Sunday open for FY 2009-10 was March 28.
- Patron visits during March totaled 10,116 – the highest number since July 2009.

## PARKS AND RECREATION

- The anticipated mailing date for the Canton Connection was April 8, 2010. This has been pushed back a week or two by the CAO's office, hopefully, this won't adversely effect registration for Spring programs. In order to offset this delay, I have sent out 1000 more backpack flyers to the schools, so parents will be aware programs are scheduled.
- Body Sculpting & Circuit training was cancelled due to lack of interest. Jazzercise is running with about 6 participants, Zumba Gold has had mixed reviews, some feeling that it's too slow paced for them, however, we are attempting to still get the word out to promote the classes. My attempts to get a "Zumba" instructor have not been successful. A few Zumba instructors have stressed the need to have a wood floor to run their classes, necessary for the dance moves and also less stress on knees, etc.
- We have received fantastic feedback from parents about our new programs for *Saturday* mornings, TumbleTots & TumbleKids, run by ACROFitness, Simsbury. A new session is set to begin May 1<sup>st</sup>. Registration is going well for the after school program that will take place right at the school on Wednesdays, beginning April 28<sup>th</sup>.
- T-Ball & Coach Pitch started on Saturday, April 10<sup>th</sup> and went off without a hitch. Over 140 children are participating in the program this season, which is very exciting!
- Computer Explorers program is scheduled to begin in April at both CCC and CBPS. A new flyer for those programs is being set out, as we have had only 1 registration. Feedback from one mother is that the program might be too costly. April Vacation Sports camp only has 4 registrations as of today, even with backback flyers going out to all kids at CBPS & CIS.
- Press releases have gone out for our regular springs programs and some one day programs, Voice Coaching Class on April 19<sup>th</sup> and Safe Boating Class scheduled for May 1<sup>st</sup>.
- This month I completed a report on how many organizations utilize our community center. In the report, it compares other area towns, how they schedule different groups, how fees are paid, who is charged or not charged, etc. It shows that over 125+ groups use our community center, both non-profit and for profit.
- Spanish classes have been running strong, with high numbers of participants. The parents are very happy with the classes and want it continue through the end of the school year.
- Director Brian Wilson attended the Commission on Aging Meeting
- Met with Recreation Directors of Avon and Farmington to plan regional trail event. The three recreation departments are planning a tri-town tour de trail event to engage the community with bike safety and awareness events on May 16<sup>th</sup>.
- Mr. Wilson met with teeball/coach pitch instructors to finalize planning for the spring program. A second instructor was added to assist because of high participation levels.
- Attended Parks and Recreation Commission meeting 4/15.
- Parks and Recreation staff attended a Point and Pay training for credit/debit transactions to be available at the Parks and Recreation office.
- Met with a swim team instructor to discuss reforming a Canton summer swim program.
- Finalized planning and attended the annual egg hunt at Mills Pond Park. Over 200 people attended the event. The Parks and Recreation Commission assisted with setup and clean up of the event. Over 3000 stuffed eggs were spread throughout the park.
- Met with high school students to discuss planning of rock concert charity event possibly to be held at Mills Pond Park. This event would be cosponsored by Parks and Recreation and the Youth Services Bureau.
- Corresponded with Great Hartford Transit District regarding funding for Dial a ride bus. The GHTD is owner of the vehicle and is required by the Federal Transportation Administration to remove the vehicle from their fleet by selling it to the town of Canton or auctioning it.
- Prepared and submitted grant for enhanced transport hours for senior services through a CONNDot state matching grant for elderly and disabled transportation. The grant amount is for \$18,435.00
- Coordinated with Parks Department for spring field maintenance and preparation. All Board of Educations fields were priority to prep for spring sports season which started March 22.
- Started meeting with summer staff for mills pond park and pool.

## **POLICE DEPARTMENT**

### **PERSONNEL ISSUES/UPDATE**

- Officer Selander completed his field training program on March 20, 2010.
- Officer Keepin is six weeks into the police academy. Officer Keepin is required to check in with the Department's training Sergeant every Friday.
- Ann Raftery, Chief's Secretary, started March 16th. The Deputy Chief has been providing training.
- The Deputy Chief arraigned for a representative from the Department of Public Safety, Crime Analysis Unit, came out and provided training on crime reporting and reporting submission standards. The Deputy Chief made arraignments for Ann to go to Farmington Police Department to meet with their record clerks and receive additional training. Also, Donna Hammond, retired Chief's Secretary, came in and worked with Ann.
- Deputy Chief attended in-service recertification training.
- Dispatcher Siena completed his dispatcher training program
- Dispatcher Lederman (part-time) completed his dispatcher training program.

### **PATROL /OPERATIONS**

- Monthly Incident summary:
  - Total Incidents – 874                      Previous Month (February) 589

### **DEPARTMENT/ADMINISTRATION**

- IT issues: Meeting with CAO and IT staff on new server project and network issues.
- Mobile reporting project is still pending due to above listed IT issues. As soon as I know the direction of the IT issues we can move forward on the mobile reporting applications. Mobile reporting project must be completed by December 2010 to meet the grant requirements.
- New display-board trailer, purchased under a grant, has been received.
- There were three (3) Daisy Scout Tours / Talks at the Police Department.
- Deputy Chief has been in contact several times with the general manager at Acura of Avon regarding the false alarm situation at the business. In February there were 14 alarms received and in March there were 7 alarms received. The Deputy Chief will continue to monitor the alarms at Acura of Avon and continue to follow-up with the general manager.
- The Department participated in school emergency lock-down drills at the Canton High School and the Canton Intermediate School. The drill at Cherry Brook School is scheduled for May. The Deputy Chief has required all patrol personnel to attend at least one of the drills to keep them familiarized with the procedures and to go over their response to an actual situation. The Deputy Chief then attended a school staff (teachers, administrators) meeting to discuss the drills and emergency procedures.
- The Deputy Chief has withdrawn \$322.50 from the Federal Bullet-proof Vest Grant program. This is the last of the available reimbursement from 2006-2009 grant period. The availability of the new Bullet-proof Vest Grant program funding has not come out for 2010.
- The Deputy Chief held a staff meeting with Dispatchers and Sergeants. A Department meeting is scheduled for April 8th.
- The Deputy Chief wrote Wrecker Procedures and Guidelines. These procedures and guidelines were developed to establish Department procedures for all rotation wreckers that tow for the Police Department. The procedures also will ensure that all rotation wreckers meet State, Federal, DOT and DMV rules / laws as well. The Wrecker Procedures and Guidelines will be sent out to all of the wrecker firms.
- Additional goals / initiatives the Deputy Chief is working on:
  - Writing / Re-writing job descriptions for Patrolman, Sergeant, Detective and Dispatcher. All will be incorporated into General Orders.
  - General Order inventory. Comparison of titles/index listing of current Department General Orders to the titles/index listing of the IACP Model General Orders.
  - Task time analysis summary for both patrol and dispatch.



## **PUBLIC WORKS**

### **HIGHWAY DEPARTMENT**

- Crew continues cold patching pot holes around town
- Crew continues cutting brush
- Crew continues to deal with some icing in spots
- Maintainer/Tree Warden Tom Richardson and Maintainers Bob Cahill and Chris Davis worked with Entire Tree Service grinding out large stumps on South Street
- Maintainers Perry Polderman and Chris Davis started picking up damaged curbing and are creating a list of areas to repaired
- Maintainers Chris Johnson and Rob White worked with Entire Tree Service removing dead trees on Spaulding and Indian Hill Roads
- Town of Burlington began cleaning catch basins in town as part of a shared service
- Crew prepared Town Hall, Police Department, Library and Mills Pond for mulch
- Crew installed drainage pipe on Meadow Road to fill large void in roadway
- Crew dealt with heavy two day rain – job well done keeping drains opened and streets clear of debris

### **PARKS DEPARTMENT**

- Director of Public Works and Park Supervisor met with Parks and Recreation Director to go over field maintenance
- Parks Supervisor and Maintainer Dan Manyak straightened out skate park ramp
- Parks Supervisor and Maintainer Chris Johnson began working on baseball fields recutting diamonds
- Crew removed turf from infield of Boudoin Field
- Parks Supervisor picked up 6 pallets of Turface to be added to ball fields along with clay
- Crew doing a great job with ball field prep work both at Mills Pond and Boudoin Field ready for outside practice
- Parks Supervisor and Mantainer Dan Manyak picked up field paint at Avon Highway Department as part of combined purchasing with other towns
- Crew put up tennis nets and wind screen at Mills Pond

### **MAINTAINER GARAGE**

- Mechanic began servicing vehicles: Truck #3 was serviced, replaced rear brakes, set-up water tank and transfer pump for sweeping, Truck #6 was serviced, repaired hydraulic leak, air leak, power steering problem, brought in sweeper, serviced, repair seals on main drive motor, replaced worn chain and adjusted chains and conveyor

### **BUILDING MAINTENANCE**

- Crew continues to work overtime and split shifts to fill staffing issues
- Maintainer Tim Duntz repaired roof leak at Library and repaired roof leaking around vents at Police Department

## **SENIOR SERVICES**

### **PROGRAMMING**

- Canton Community Café: Open for 9 days, 412 meals served
- Dial A Ride:
  - Total # of passengers: 264
  - Total # of trips: 233
  - Tickets funds collected (not including those sold at Sr.Ctr): \$ 54
  - Tickets funds collected at Senior Services: \$52.00
- Jump On Board/Trips:
  - Buckland Hills Mall shopping trip: 5 people went from Canton
  - New Britain Museum of Art: 4 Canton seniors went
  - Mohegan Sun: 5 Canton people went
- CHOICES volunteer Paula had 3 appointments this month
- “In The News” met 2x, with an average of 9 people
- McLean Meals on Wheels: 588 meals were delivered to 16 clients homebound residents.
- Foot care clinic –meeting only

## **SENIOR SERVICES, Cont.**

- FVVNA:
  - Blood Pressure clinic: 117 screenings
  - Walking group: 87 screenings
  - Bereavement Support Group: not yet established.
- Senior Potluck: 24 enjoyed lunch, while listening to tunes & conversing with friends
- Cooking with Elaine- 10 people attended
- Days of Our Lives-met twice- 6 older adults participated
- Medical Transportation: 10 round trips and two one-way trips coordinated
- Volunteer Dialysis Transportation: Pat Swan coordinated 42 rides.
- Senior Cell Phone Program: One cell phone given out
- New Mah Jongg group very successful! They play alongside the card players every Friday now.
- No Vials of Life given out
- e-Scribes were sent out to subscribers:
  - Friday March 5<sup>th</sup>: Volunteer Dialysis Driver needed; holiday/office closed days; JOB trips; casino trips with Simsbury; Meditation, Cooking & Tai Chi programming; DOOL kick-off.
  - Quickie on Wednesday March 10<sup>th</sup>: Dialysis Drivers needed on different days; new Casino trip for April.
  - Wednesday March 31<sup>st</sup>: Scribe Time; Out of the Office/office closings; Happy Holidays; Interesting article about perceptions of older adults; Shingles presentation; Falls Prevention; Estate Planning; AARP Taxes & Safe Driving Course; Library-Senior Services Collaborative Programs; Seniors Essay contest; CCoA meeting; Adam Libros presentation; Canton Housing Authority open wait-list; local scams; legislative update.

## **SPECIAL MARCH PROGRAMS**

- On Friday March 5<sup>th</sup>, Attorney Jeff Rivard gave a “Springtime Spend Down” presentation to an interested group of folks.
- Canton & Simsbury Seniors had a great time at the New Britain Museum on Saturday March 13<sup>th</sup> for a joint Jump On Board Trip!
- Jean Kostak, the Program Director of the Diabetes Center at UCONN, gave an intimate presentation about Diabetes, controlling blood sugars, and prevention on Wednesday March 17<sup>th</sup>.
- Howard Banow gave a freebie workshop for his upcoming Meditation Course on Monday March 15<sup>th</sup> with half a dozen people in attendance!
- Bob Mel, Entertainer Extraordinaire, had us singing happy springtime songs on Wednesday March 24<sup>th</sup> after lunch.
- We also said goodbye to Jean Dobbrow, who has resigned as Director of Admissions of Cherrybrook Healthcare Center during the entertainment; she brought us delicious cherry cheesecake bars!! We will miss you ☹
- Linda Cavanaugh’s Spanish Class of 20 joined us on Friday March 26<sup>th</sup> to volunteer; they were a great help in putting together some of our SCRIBES!
- Technician Glenn Fryer, from HEAR AGAIN, provided FREE Hearing Assessments to over 10 people on Wednesday March 31<sup>st</sup> at the Community & Senior Center.

## **ADMINISTRATIVE**

- Claire attended the Canton Commission on Aging meeting on Monday March 1<sup>st</sup>.
- Claire submitted the GHTD grant reporting for the month of February 2010.
- Claire met with a two constituents regarding nursing home placement and planning for the future on Monday March 8<sup>th</sup>.
- Claire met with a prospective volunteer on Monday March 8<sup>th</sup>.
- Claire met with Rob Simon, building manager & Library Director and Peggy Farrar, Community Café Manager and did a ‘spring cleaning’ of the Community Center kitchen. Rob & Claire will meet in the future to discuss a policy re: the use of the Community Center kitchen on Friday March 12<sup>th</sup>.
- Claire met with Marge & Sue, of Harmon Travel on Monday March 15<sup>th</sup> to discuss upcoming trips, and planned a fall bus trip to beautiful Vermont.
- Claire and Toby met with the newly hired Social Worker for the FVVNA, Jim Fox, on Friday March 19<sup>th</sup>, to discuss upcoming groups and presentations.

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

- On Monday March 22<sup>nd</sup>, Claire had an impromptu meeting with a representative from WB Mason to discuss purchasing/ordering items in the future.
- Claire had a private meeting with a constituent, his lawyer, conservator & family members to discuss options for care on Wednesday March 24<sup>th</sup>.
- Claire helped a constituent donate a number of beautiful dried & silk flowers, as well as crafty items, to the Senior Center on Thursday March 25<sup>th</sup>... Thanks so much!!
- Claire and Brian Wilson had a meeting with R.Skinner, CAO to discuss Dial A Ride contract, grant funding, potential purchase of the DAR bus, etc. on Monday March 29<sup>th</sup>.
- Both Claire & Toby have been working on planning upcoming projects:
  - All eScribes: consistently gathering information & resources
  - Summer and Fall events & programs
  - Upcoming Jump On Board/Other Trips:
    - Hudson Valley Resort
    - Vermont
  - Collaborative events with the Library on Mental Health & Caregivers Support
  - AARP Safe Driving Course

### **TAX COLLECTOR**

- Tax collections for the current list were \$192,601.71. Back year collections were \$15,230.34. Interest and lien fees totaled \$17,358.13.
- Sewer Collections on current list \$29,714.77. Back year collections were \$336.87. Interest and lien fees totaled \$565.99.
- The office sent out Real Estate demands this month suggesting that a payment plan be set up if the entire bill could not be paid in the month of March.
- Personal Property Intent to Lien Notices were sent out.
- The tax office has collected 99.43% of the current year tax revenue budget, 150.8% of back year revenue budget and 133.64% of the interest and lien budget as of 3-31-10.
- Collector the annual Tax Collector's 3 day seminar and the clerk attended one day of the seminar. Legislation, statutes, procedures, customer service, security in the office and the economy was taught and discussed. Many tax collectors' shared ideas that have been working for them in their offices so the others could decide if they are something that they would like to use in their offices. One of the focuses was collection in tough times and we reviewed all the tools available to us and discussed how they worked for the individual towns. We also discussed the procedure to encumber rental income on rental properties that are behind in their taxes. This was a very educational seminar and we were all recharged to get ready and be successful for the upcoming tax season.

### **TOWN CLERK**

- The Town Clerk's office processed 592 transactions during the month of March 2010.
- Real estate recordings were down 3% compared to the same time last year.
- There were 12 residential dwelling sales in the month of March.
- The largest home sale was for 26 Sunrise Drive (\$585,000).
- Municipal Conveyance Tax collected on all transfers was \$9137.80 in the Month of March.
- There was one marriage license processed in March.
- \$576 was collected in March via the Community Investment Act. The new fiscal year total is \$4956.
- 1176 dog licenses have been sold to date.
- The Town Clerk published a Request for Proposals to provide document scanning, indexing and search services for meeting minutes dated prior to 2007. Twenty-five proposals were received. A&A Office Systems Inc was the selected vendor. An application for a grant to fund this project will be made to the Board of Selectmen pursuant to Town Charter section 9.03I in April.
- The Town Clerk attended a Canton Chamber of Commerce lunch meeting on March 4<sup>th</sup> regarding social networking for businesses.

**TOWN CLERK, Cont.**

- On March 9<sup>th</sup>, the Town Clerk met with a representative of Rockwell Communications to assess the meeting recording equipment at the Canton Community Center. Two new digital recorders will be purchased with grant funds in order to improve sound quality for our meeting recordings.
- The Town Clerk met with Finance Officer Amy O’Toole on March 23<sup>rd</sup> to train on the basics of MUNIS administration. The Town Clerk will serve as a backup MUNIS administrator satisfying an audit management letter dated February 22, 2009.
- The Town Clerk attended a Hartford County Town Clerk Association lunch meeting on March 31<sup>st</sup>. The agenda included the 2010 primary/election process and meeting the new director of the State Elections Enforcement Commission, Albert Lenge.
- On March 31<sup>st</sup>, the Town Clerk’s land records computer system crashed. We have been working with our vendor, COTT Systems, and our own IT Support to create both short term and long term solutions. The land records hardware/software is leased through a vendor contract. In accordance with that contract, it is anticipated we will receive (at no additional cost to the Town) a new hardware system in the very near future.
- For the month of March, the Citizen Request Management component of QScend, known as QAlert, did not log any comments to the Town.
- There were two foreclosures to report for the month of March 2010 under Public Act No. 09-144, an Act Concerning Neighborhood Protection:
  - 10 Bristol Drive transferred to Deutsche Bank National Trust Company. Contact information is available in the Town Clerk’s office.
  - 22 Bristol Drive transferred by committee deed to JPMC Specialty Mortgage LLC. Contact information is available in the Town Clerk’s office.
- Liens & lis pendens action for the month of March:
  - Mortgage lis pendens 4
  - Condo Fees Liens 0
  - Credit Cards/Debt Collectors 0
  - Commercial/tax liens/other 8
  - Medical related 1
- Activity on the Town’s website for the month of March 2010 provided the following information:
  - Number of visits to our site: 5099 people made 8923 visits to the site
  - Average number of pages/visit: 3.18
  - Average time on site: 2:58(minutes:seconds)
  - Top pages viewed:
    - Home Page
    - Assessor’s Office
    - Park & Recreation
    - Employment Opportunities
    - Board of Selectmen Minutes
    - Request for Proposals
    - Visitor’s Guide
    - Town Clerk
    - Board of Selectmen Agendas
    - Farmington River Trail
- Traffic Sources came from:
  - Search Engines (62%)
  - Direct Traffic (26%)
  - Referring Sites (12%)

**TOWN CLERK, Cont.**

<b>Town Clerk Receipts – March 2010</b>	<b>Total</b>	<b>Total</b>
<b>Description</b>	<b>Items</b>	<b>Amount</b>
Conveyance Tax	12	\$9137.80
Recording Land Records	189	\$5209.00
St of CT Historical Preservation		\$378.00
Town Clerk Historical Preservation		\$189.00
Town of Canton-Land Preservation		\$567.00
St of CT-Land Preservation		\$6804.00
Town Clerk Land Preservation		\$189.00
Maps	3	\$30.00
Copies	152	\$994.75
St of CT DEP	13	\$583.00
Sport Licenses-Town of Canton	13	\$13.00
Miscellaneous	13	\$65.00
Vitals	43	\$749.00
Marriage/CU Licenses St of CT	1	\$19.00
Dog Licenses-Town of Canton	9	\$8.50
Dog Licenses-State of CT	8	\$80.00
Notary Fees	1	\$10.00
Dial-A-Ride	9	159.85
Transfer Station	159	\$7114.00
<b>TOTALS</b>	<b>592</b>	<b>\$32,299.90</b>

**TOWN PLANNER**

**ZONING PERMITS ISSUED**

- 188 Albany Tpke. – replacement of bank signs
- 175 Albany Tpke. – replacement of garden center sign
- 19 Sweetheart Mtn. Rd. – proposed single family house
- 33 Sweetheart Mtn. Rd. – proposed single family house
- 15 Pinnacle Ridge Rd. – CO for single family house
- 38 Bart Dr. – CO for single family house
- 5 Queen’s Peak – interior renovations, single family house
- 455 Cherry Brook Rd. – addition to single family house
- 35 Washburn Rd. – shed accessory to single family house
- 110 Albany Tpke. – interior renovations to commercial space

**IWWA AUTHORIZED AGENT APPROVALS**

- None

**INSPECTIONS WERE CONDUCTED AT THE FOLLOWING LOCATIONS**

- 19 Sweetheart Mtn. Rd. – proposed single family house
- 14 North St. – portable toilet on residential lot
- 188 Albany Tpke. – replacement of bank signs
- 175 Albany Tpke. – replacement of garden center sign
- 14 Sweetheart Mtn. Rd. – tree cutting limits
- 15 Sweetheart Mtn. Rd. – tree cutting limits
- 65 Albany Tpke. – outdoor merchandise, illegal sign
- 123 No. Mountain Rd. – deck built without permits in side yard
- 15 Pinnacle Ridge Rd. – CO for single family house
- 38 Bart Dr. – CO for single family house
- 5 Queen’s Peak – interior renovations, single family house
- 455 Cherry Brook Rd. – addition to single family house
- 35 Washburn Rd. – shed accessory to single family house
- 110 Albany Tpke. – interior renovations to commercial space

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

- 30 Washburn Rd. – construction of addition to single family house
- 7 Sweetheart Mtn. – tree cutting limits

### **CEASE & DESIST ORDERS ISSUED/ONGOING**

- Powder Mill Rd. – Final inspection of junkyard before 4/1/2010 deadline. Progress being made, but required work not complete. Documentation of progress and outstanding work is being packaged for review by the Town Attorney

### **NOTICES OF VIOLATION**

- 85 Lawton Rd. – deposition of dirt in rear of single family house. Property owner installed hay bales near mounds
- 21 Canton Springs Rd. - miscellaneous debris and two unused vehicles. Debris cleaned up, vehicles remain
- 550 Cherry Brook Rd. – multiple vehicles and building materials in yard. About half of vehicles and debris removed
- 65 Albany Tpke. – outdoor merchandise in right-of-way, illegal sign. Sign and 90% of merchandise removed
- 14 North St. – portable toilet on residential lot. Toilet removed
- 123 No. Mountain Rd. –deck built without permits in side yard. Deck dismantled

### **AQUIFER PROTECTION**

- No activities

### **MISCELLANEOUS LAND USE OFFICE ACTIVITIES**

- Assistant Planner Meetings
  - Open Space Commission 3/2
  - IWWA 3/11
  - Conservation Commission 3/24
  - Attended CT Farm Bureau Association Seminar on Agriculture & Wetlands Regulation 3/4
- Town Planner Meetings:
  - Planning Commission 3/1
  - Regional Development Meeting 3/2
  - Zoning Rewrite Committee 3/3
  - CRCOG Bicycle Committee 3/9
  - Economic Development Agency 3/9
  - Department Head Meeting 3/10
  - Zoning Commission 3/17
  - Informal Review meeting 3 Albany Turnpike 3/18
  - CRCOG Transportation Committee 3/22
  - Pre-application Review, 10 lot subdivision at Hidden Valley Trail 3/26
  - Final Inspection of Wilusz Property Powder Mill Road 3/29
- Continued weekly sign sweeps along major thoroughfares, over 170 signs removed since 8/09.
- Continued re-write of IWWA regulations.
- Procured appraiser bids for appraisal of Carpenter Property
- Began preparation of open space grant application for Carpenter property
- Continued processing reference checks for short listed On Call Consultants
- Reviewed 127 & 129 River Road conditions of approval with David Miner (owner), Fire Marshal, & Fire Chief
- Continued discussions with private developer and owner regarding development possibilities at Harts Corner
- Reviewed informational sheets regarding Home Occupations
- Reviewed conditions of approval of 146 Powder Mill Road with Steve Sack Jr. (owner)
- Received numerous inquiries regarding development application and Zoning Enforcement concerns at 20 Canton Springs Road
- Reviewed multiple boundary line adjustments regarding properties at Sweetheart Mountain
- Processed Affordable Housing request for information for Village Lane Property
- Continued working with developer interested in the former Whisk and Hobby Shop buildings on Main Street
- Reviewed high radon inquiry at #3 Bridle Path

## **TOWN PLANNER, Cont.**

- Researched inquiry from Rick Lohrer, owner of Cherry Brook Farm, outstanding zoning requirements not met. Researched solutions and submitted to Town Attorney for review
- Pre-mylar review of recent site plan approval at the Shoppes
- Fielded inquiries from Town of Somers regarding combined vs. separate planning and zoning commissions
- Continued working with developer on possible sites for Bakerville Snack Company
- Discussions with Eileen Fielding from FRWA on use of interns to update and photo document FRPO survey
- Spent a considerable amount of time working with Superintendent of WPCF to develop a process to manage facilities that fall under the jurisdiction of the General Permit for Vehicle Maintenance Waste Water
- Assembled a list of all facilities that may fall under General Permit jurisdiction for future action
- Fielded inquiries from Konover regarding expiration of approvals and maximum extension time
- Reviewed issues with current state legislation (PA-09-231) in addition to numerous land use challenges regarding development along town boundaries in preparation for Regional Development meeting
- Reviewed federal regulations regarding regional economic development districts
- Worked with Town Clerk to update community center conference rooms to digital recording equipment
- Worked with Canton and Collinsville Fire Department Associations to submit applications to validate sale of alcohol at annual events
- Continued discussions between Zoning Rewrite Committee, Zoning Commission, and PMBC regarding possible Municipal Community Facilities District
- Prepared a draft of the Municipal Community Facilities District for PMBC calling out changes in flexibility and standards from prior drafts
- Reviewed standards for Materials Management Plans and BMP's for work within Town aquifer protection areas
- Posted notices for pending 2010 Census
- Prepared February monthly report
- Review of the Active Community Transportation Act of 2010
- Review of Community Center scheduling guidelines with department staff
- Worked with volunteers to develop vacant/available/underutilized non residential property inventory for EDA
- Updated EDA webpage on Town website
- Worked with EDA on developing a web survey for strategic planning purposes
- Distributed and reviewed internally illuminated sign inventory with Zoning Commission
- Review of actual Fair Housing Plan goals vs. Fair Housing Plan goals sent from prior consultant
- Researched basic design standards required as part of CRCOG Regional Bicycle Plan implementation steps
- Reviewed IWWA and Zoning application for proposed CT Water Main Replacement in Farmington River Protection Overlay District
- Review of DRT internal process. Scheduling upcoming discussion to review process and discuss any areas requiring improvement
- Reviewed application and drafted motion to approve development proposal at 5-9 Cheryl Drive
- Review of Safe Routes to School grant opportunities and plan requirements
- Spent a considerable amount of time working to resolve business and neighborhood conflicts for operation at 20 Canton Springs Road. Reviewed Zoning application and drafted motion to approve
- Reviewed application to modify site plan at Cherry Brook School. Drafted motion to approve
- Reviewed numerous subsequent inquiries on additional proposed changed to Cherry Brook School. Working with new business manager to channel multiple requests
- Worked with EDA Chair to review draft article to stimulate awareness in EDA and entice new members
- Obtaining business cards for EDA members
- Began basic efforts to develop a Cultural/ Community Resources inventory for possible incorporation into next POCD and planning process.
- Worked with Tax Collector to review foreclosure action at 686 Cherry Brook Road and to provide guidance/ respond to inquiries from Conservation Commission/ Open Space Commission members
- Reviewed Army Corps of Engineer Federal Wetlands and Permitting requirements
- Reviewed other municipalities regulations allowing temporary signage or "sandwich" signage for possible consideration in rewrite

**TOWN PLANNER, Cont.**

- Reviewed Oil Spill Prevention Plan for 146 Powder Mill Road
- Began working on “Standard Conditions” to be incorporated into regulations as an appendix
- Spent considerable time working with Town Attorney reviewing and commenting on legal briefs for pending appeal of Zoning Commission decision
- Met with developer reviewing Konover site on corner of Route 44 and Lawton Road
- Met with developer interested in 91 Albany Turnpike
- Worked with Zoning Commission to define an interpretation of Section 21.1.1 allowing single family residence as of right in business district
- Review of Shop-Rite replacement of Shaws
- Worked on draft contract for On-Call Consultant Services
- Researched presence of as-builts for Cantonbury Heights
- Review of pre-mylar submission, lot line revision (#32 & #33) at Sweetheart Mountain
- Reviewed site activities at Twin Landscaping requiring Certificates of Zoning Compliance and Special Exceptions in Flood Zone District
- Researched possible speakers for Regional Development Topic for EDA forum
- Review of Zoning Tool Box, UCONN Law Graduate project (Dwight Merriam)
- Met with Lyle Wray and discussed Regional Economic Development Districts and examples of shared regional development
- Review of processes of determining compliance with 2002 Erosion Control Guidelines and 2004 Stormwater Quality Manual
- Provided a thorough pre-application review for development proposal at 401 Albany Turnpike
- Reviewed Wetlands application for Axe Factory property
- Reviewed technical requirements defining rain gardens for developers proposing similar stormwater components
- Review of subdivision, zoning, and statutory requirements pertaining to proposed “Agricultural Lots”
- Review of communities that have adopted 4 acre zoning (recommendation of POCD, future discussion in rewrite process)
- Obtained copies of all WPCA scanned site plans, GIS mapping, and associated data files for incorporation into zoning map project
- Continued working on the development of a Natural Resources Inventory
- Researched statutes (52-456) regarding civil matters and storm water run-off

**Land Use Meetings for March, 2010**

<b>Commission</b>	<b>Dates</b>	<b>Comments</b>
Planning Commission	3/1	1 Old Business, 1 New Business, POCD Discussion
Open Space Pres. & Acquisition	3/2	Carpenter Property discussion, Executive Session
Zoning Re-write Committee	3/3	On-going process of rewriting Zoning Regulations
Zoning Board of Appeals	3/8	Cancelled – lack of business items.
Economic Development Agency	3/9	Discussion of property listings, business cards, seminars
Inland Wetlands & Watercourses Agency	3/11	3 New Business Items, 1 Authorized Agent Approvals, 3 Other Business Items.
Zoning Commission	3/17	1 Public Hearings, 1 Old Business, 4 New Business; Executive Session, 5 Other Business.

**WPCF**

**OPERATIONS**

- The plant achieved 96% BOD removal and 98 % Suspended Solids removal
- The Influent plant flow increased from .697 MGD to 1.071 MGD
- Plant continues to perform well with #1 RBC out of commission
- Placed all three Sand filters into operation to handle the high flows
- Effluent Turbidity is remaining in the single digits
- Mountain Machine Works on site to revisit RBC building and provide updated quote on repairs
- PV Squared on site to begin installation of solar panels on Admin roof

## **WPCF, Cont.**

### **LABORATORY**

- Analyzing digester operation weekly, Primary Tank Volatile solids, Digester Solids, Digester Volatile Solids, Overall Volatile Reduction, and sludge pumped to the Digesters
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen
- Regular permit testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by permit
- **Primary sludge solids averaged 3.0% this month.**
- Eleven loads of sludge were sent to Synagro @ 71,500 gallons this month.

### **COLLECTION SYSTEM**

- Bi Weekly lift station Inspections were performed
- Marked call before you dig locations
- Alarm Shoppes Pump Station Loss of Power
- Alarm Town Bridge Rd P.Station Low wet well level
- Assisted DPW with drain cleaning at Community Center
- Provided as builts of Torrington Ave sewers to Ken Wassall

### **MAINTENANCE**

- Washed Primary Clarifiers
- Cleaned Sand Filter Building
- Cleaned arms on Trickling Filter
- Flushed Trickling filter distributor and changed oil
- Skimmed grease out of Influent Wet Well
- Replaced recirculation pump for Trickling filter recirc
- Washed Ford Pick up Truck
- Performed 24 HR cleaning of Sand Filter #1
- Washed off heavy accumulation of biomass on RBC #2 and #3
- Replaced lamps in half of the U.V system
- Recharged Plant Water system
- Repacked #2 Sludge pump
- Tested all 96 lamps of UV system to ensure proper operation
- Ordered spare ballasts for U.V system
- Ordered bearings and races for trickling filter distributor arm
- Ordered lamps and parts for rebuild of U.V system

### **SAFETY AND TRAINING**

- Performed monthly test of all emergency exits and signs
- Tested all emergency eye washes
- Calibrated 4 function Gas meter

### **ADMINISTRATIVE**

- Met with Ken Wassall of Ct Water to review water main project on Torrington Avenue
- Conducted numerous phone conversations with Mountain Machine Works and Warren Jones of Jones/Macrea
- Attended monthly staff meeting
- Met with Project Administrator to discuss water main installation on Torrington Avenue
- Met with Deputy Chief Hull to discuss contacting Avon P.D on our behalf concerning SCADA antenna