

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: April 14, 2011
 Re: **Monthly Report – March 2011**

ASSESSOR

- General administrative duties continue –
- Field work
- Real property ownership changes
- Exemptions are being posted as needed
- Assistance to the public
- Preparing State Report
- Assist Staff and General Public with research requests for current and archival information concerning maps, land, buildings, title, motor vehicles
- Field work for Building Permits and map changes are in process to update records for the 2011 Grand List
- Assist Land Use with GIS Mapping Information
- Assist the Board of Assessment Appeals with four (4) appeals for the October 1, 2010 Grand List with the following results:
 Appeals Granted – 3 Appeals Denied - 1
 With a Net Change of -\$68,380 resulting in a final October 1, 2010 Grand List of
 \$1,121,224,936

BUILDING DEPARTMENT

- There was one permit issued for new construction of a single family house. The location is Sweetheart Mountain Road. One commercial permit was issued for a cell antenna at 650 Albany Turnpike.
- There were seven Certificates of Completion issued; two single family homes, one addition and one alteration to single family homes and two commercial facilities, Cross Fit Legitimus and Valley Sports Complex.
- Mr. Rich conducted a total of 59 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	8	\$233,800
Deck	0	\$0
Demolition	0	\$0
Electrical	14	\$5820
Garage/Shed	3	\$191,032
HVAC (includes woodstoves)	22	\$57,070
New Commercial	1	\$15,000
New Residential	1	\$309,000
Plumbing	9	\$6950
Pool	0	\$0
Roofing/Siding	1	\$6000
Foundation	0	\$0
Total	59	\$824,698

Permit Value Comparison for March

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$824,698	\$707,319
Building Permit Fees	\$12,494	\$9,006
Other Income Fees	\$1,330	\$1,134
Building Permits Issued	59	44

BUILDING DEPARTMENT, Cont.

Total Value of Permits and Permit Fees

July-March 2010--2011		July-March 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$6,291,509	\$90,964	\$5,100,491	\$72,672

FINANCE

- Professional Development - None
- Attended Monthly Staff Meeting
- Attended BOF - BoS FY 2011-12 Budget Presentation Meeting on the 21st
- Attended Monthly Board of Finance Meeting
- Attended FEMA Meeting on the 23rd
- Attended Capital Meeting with BOE on the 29th
- Attended FEMA Meeting on the 31st
- MUNIS Upgrade to v8.2

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 2/28/11

General Fund	\$ 13,954,696
Special Revenue Funds	\$ 2,572,218
Capital Projects Funds	\$ 1,991,443
Internal Service Funds	\$ 1,178,226
Trust and Agency Funds	\$ 303,801
TOTAL ESTIMATED BY FUND	\$ 20,000,384

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 2/28/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.14%	.14%	83	29	\$ 5,172,734
Webster	.30%	.35%	3,253	2,365	\$ 14,613,143
Reich & Tang					\$ 214,507
Total Outstanding Investments			3,336	2,394	\$ 20,000,384

Projects:

MUNIS Upgrade v8.2	March 2011 – Testing	10 hours
MUNIS Upgrade v8.2	March 2011 – Conversion	12 hours

FIRE & EMS DEPARTMENT

Incident Calls: - see attached summary for February and March

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of March 2011:

Inspections	8
Inspection Follow-ups	13
Plan Review	2
Job Site Inspections	15
Fire Investigations	0
Blasting Permits	2
Burn Permits	5
Bomb Threats	0
Hazardous Materials	0

Canton Fire Department

Incident Type Report (Summary)

Alarm Date Between {02/01/2011} And {02/28/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	2.12%	\$442,579	100.00%
113 Cooking fire, confined to container	3	3.19%	\$0	0.00%
114 Chimney or flue fire, confined to chimney	1	1.06%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire	1	1.06%	\$0	0.00%
	7	7.44%	\$442,579	100.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	59	62.76%	\$0	0.00%
322 Motor vehicle accident with injuries	2	2.12%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	5.31%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	1.06%	\$0	0.00%
	67	71.27%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	1.06%	\$0	0.00%
424 Carbon monoxide incident	3	3.19%	\$0	0.00%
461 Building or structure weakened or collapsed	1	1.06%	\$0	0.00%
	5	5.31%	\$0	0.00%
5 Service Call				
553 Public service	2	2.12%	\$0	0.00%
	2	2.12%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	6	6.38%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	1.06%	\$0	0.00%
	7	7.44%	\$0	0.00%
7 False Alarm & False Call				
745 Alarm system activation, no fire -	3	3.19%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	3	3.19%	\$0	0.00%
	6	6.38%	\$0	0.00%

Total Incident Count: 94

Total Est Loss: \$442,579

Canton Fire Department

Incident Type Report (Summary)

Alarm Date Between {03/01/2011} And {03/31/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
113 Cooking fire, confined to container	2	1.86%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.93%	\$0	0.00%
	3	2.80%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	60	56.07%	\$0	0.00%
322 Motor vehicle accident with injuries	4	3.73%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.93%	\$0	0.00%
	65	60.74%	\$0	0.00%
4 Hazardous Condition (No Fire)				
424 Carbon monoxide incident	1	0.93%	\$0	0.00%
443 Breakdown of light ballast	1	0.93%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	1.86%	\$0	0.00%
	4	3.73%	\$0	0.00%
5 Service Call				
521 Water evacuation	20	18.69%	\$0	0.00%
	20	18.69%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	4	3.73%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.93%	\$0	0.00%
651 Smoke scare, odor of smoke	4	3.73%	\$0	0.00%
	9	8.41%	\$0	0.00%
7 False Alarm & False Call				
743 Smoke detector activation, no fire -	1	0.93%	\$0	0.00%
745 Alarm system activation, no fire -	2	1.86%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	3	2.80%	\$0	0.00%
	6	5.60%	\$0	0.00%
Total Incident Count:	107		Total Est Loss:	\$0

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Attended the Public Safety Committee public hearing at the Legislative Office Building in Hartford on March 3 to support residential fire sprinklers in one and two-family homes.
- Attended the Capitol Region Fire Marshals Association meeting in Glastonbury on March 10.
- Attended the FEMA applicant briefing regarding disaster declaration DR 1958 (January 11-12, 2011 major snowstorm) in Bloomfield on March 23. This briefing described the process for municipalities to apply for federal disaster assistance.
- Attended a Train-the-Trainer workshop in Hartford on March 28. The workshop topic was STEP (Student Tools for Emergency Planning). STEP is a program that will be delivered to fifth grade students at Canton Intermediate School and will train them on the importance of emergency planning at home.
- Attended a career development class in Berlin on March 31. The class topic was Myths and Misconceptions of the CT Fire Safety Code and was presented by the State of CT Department of Public Safety's Office of Education and Data Management.
- Participated with the Canton Volunteer Fire & EMS Department at the Canton Intermediate School's Health and Wellness Fair on the evening of March 31. Fire safety brochures were distributed, fire safety questions were answered, equipment was displayed and live EMS demonstrations were presented.

LIBRARY

ADULT SERVICES

- Our 3-part Sunday Afternoon Winter Music Series kicked off on March 6 with a concert featuring flautist Melanie Chirignan and guitarist Scott Hill. Attendance: 55. Concert 2 followed on March 13 and featured Mr. Hill again with his fellow classical guitarist Carlos Boltes, Attendance: 10. This annual series is always popular, although the big difference in attendances is surprising.
- A photo and video travelogue called *People and Places in Northern India and Nepal* was presented by Canton residents Geoffrey and Marjolein Ross on March 12. The Rosses also exhibited beautiful artifacts and textiles which they bought at those sites. Attendance: 31.
- Our Monday Evening Book Discussion Club followed a Civil War theme. (The 150th anniversary of the war's start is on April 14.) Members studied *March* by Gwendolyn Brooks. This book is a sequel, in a sense, to Louisa May Alcott's *Little Women* (which club members read in February) in that the books share characters. Attendance: 9.
- Two (2) drop-in knitter's club sessions were attended by 9 people. While the numbers are small, these events are not difficult for the library to host. We provide the space only; the knitters do all the rest.
- Our resident artist Art Chouinard presented his monthly all-day painting demonstration in the library on March 21. Art's demonstration always attracts crowds of onlookers. No attendance numbers.
- Our Saturday Book Conversations group studied *The Housekeeper and the Professor* by Japanese bestselling author Yoko Ogawa. The group went on to discuss the recent crisis in Japan and the role of communities in caring for the disabled. Quite a session. Attendance: 5.
- At 2 very successful programs, Max Rowe from the Library Connection network staff visited to explain how to download audio and ebooks to 2 very interested audiences. Max explained how to use our downloadable audio computer station and answered many "how do I?" questions from new owners of electronic readers. Attendance at 2 back-to-back programs: 39.
- Robert Simon, Beth Van Ness, and Sarah McCusker met to discuss the technology instruction programs which we plan to offer using our Hartford Foundation grant funds. Many are under consideration. The first, *Buying and Selling on Ebay*, is scheduled for May 16.
- March displays: (1) On the interior walls and in the display case, artwork in many forms created by the students of the Canton public schools to mark national Youth Art Month. Breaking from past practice, our display this year was hung all throughout the library, not just in the Children's Room. (2) Displays featuring books on poetry, creative writing, and women's history.

TEEN SERVICES

- Our teen book discussion club met to discuss childhood favorites. Each member displayed and described a favorite book from his or her own childhood. Attendance: 7.

LIBRARY, Cont.

- The Friends of the Library are considering a designated gift: \$1,500 specifically to fund teen programs.

CHILDREN'S SERVICES

- Spring story times began on March 8 and will continue until April 18. Our 5 weekly "by registration" sessions are full, with substantial wait lists for the 2- and 3-year-old groups. Drop-in yoga story times, run by Beth Griffin and funded by the Friends, also are continuing with good attendances. A combined total of 22 sessions, with attendances totaling 407.
- We hosted the Canton public schools' extensive Youth Art Month display, featuring original student art in multiple formats. As noted above, for the first time the display was hung throughout the entire library rather than just in the Children's Room. We hosted an artists' reception with refreshments on March 16, and 150 people attended. As always, interest in this display brought in visitors all month.
- We show a children's movie on the first Sunday afternoon of every month from November to March. In March: *Mary Poppins*. A small but happy crowd: 13.
- Heather Baker visited Canton Community and Trinity nursery schools 3 times in March and hosted 2 trips from a few other Trinity NS classes. Combined attendance: 90.
- We ended our winter reading program, *Snuggle Up with a Good Book*, at the beginning of March. At the closing event on March 5, the Connecticut Audubon Society presented 2 special story times, and Betsy Ash provided a related craft. Attendance at the closing event: 90.
- Robert Simon and Heather Baker discussed a number of technology-related instructional classes that may be offered for children as part of our Hartford Foundation grant special programs.
- The fourth graders from Canton Intermediate School will visit us for library orientation in late April.
- Robert Simon, Heather Baker, Betsy Ash, and Beth Griffin met to discuss significant changes to the traditional story time structure. We may add a baby program, a toddler program, regularly-scheduled evening and weekend story times, and a drop-in story hour during the after-school hours.
- Heather Baker and Betsy Ash are weeding the children's theme packs. They also are starting a 2-year project to re-label the children's nonfiction books to get rid of excess and confusing spine labels, to provide uniform "Cutter Numbers", and the correct call numbers in the catalog. "Housekeeping".
- Displays: (1) New Nutmeg Award nominee books; (2) Our new Wii Game collection; (3) Books about girls for Women's History Month; (4) Books about making and learning about art.

PERSONNEL

- Our newest page is Caitlin Bentley, who started on March 7. Caitlin replaces Avonlea Rasband.
- Staff who attended professional development events and/or professional meetings: Robert Simon, Sarah McCusker, and Heather Baker.
- Job description writing is much on our minds. Some of our positions lack any job description at all, while others have very outdated descriptions. Those being worked on: Reference Librarian, Reference Assistant, Children's Services Assistant, Circulation Assistant, Technical Services Assistant, Library Page, and Summer Intern.
- Heather Baker was 1 of 5 area children's librarians chosen to receive the Connecticut Library Association's 2011 "Faith Hektoen Award". This professional honor recognizes an outstanding program or project that has made a significant impact on library services to children in our state. All 5 honored children's librarians were forces behind last autumn's Farmington Valley Harry Potter Trivia Contest. The 5 librarians will receive their award on May 3 during the Connecticut Library Associations' annual conference.

OTHER HIGHLIGHTS OF THE MONTH

- Our new collection of Wii games is very popular! During February, when they were first put out on the shelves, their circulation totaled 50 for 2 weeks. During March, their circulation totaled 111. The February number was accidentally omitted from the February circulation figures, so an adjusted circulation report for February has been generated. The March circulation number does include Wii checkouts.

CANTON PUBLIC LIBRARY - PUBLIC SERVICE STATISTICS													
	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec 10	Jan-11	Feb-11	Mar-11
CIRCULATION													
Adult	8,551	7,493	7,192	8,578	9,233	8,497	7,361	7,014	7,424	6,853	8,622	7,124	8,284
Children's	7,526	6,356	5,813	7,918	10,358	8,690	6,452	5,610	6,700	5,075	6,136	6,199	7,385
Teen	393	371	502	759	1,088	806	487	458	532	393	493	421	573
Downloadable Audio	94	124	123	170	140	135	95	131	118	124	102	152	112
"Other"	35	32	63	66	56	76	56	34	55	42	65	53	49
Total Circulation	16,599	14,376	13,693	17,491	20,875	18,204	14,451	13,247	14,829	12,487	15,418	13,949	16,403
REGISTRATION													
New Cards Issued	59	60	50	82	79	67	38	30	42	31	50	48	59
Expired Cards Renewed	71	60	54	97	86	86	43	50	34	31	49	33	66
Total Cardholders	4,477	4,495	4,506	4,509	4,531	4,553	4,531	4,530	4,517	4,522	4,533	4,509	4,537
REFERENCE QUESTIONS													
	1,524	1,217	1,509	2,278	2,111	2,087	1,692	1,381	1,523	1,364	1,427	1,362	1,814
INTERLIBRARY LOAN													
Items Borrowed for Canton Residents	466	289	279	343	N/A	N/A	350	301	360	239	301	293	NA
Items Loaned to Other Libraries	393	328	338	293	N/A	N/A	338	295	267	301	369	338	NA
PUBLIC COMPUTER USES													
	1,967	1,745	1,619	1,959	1,848	1,854	1,831	1,811	1,685	1,916	1,644	1,436	2,072
HOMEBOUND PATRON DELIVERIES													
	5	5	6	7	6	7	9	9	10	12	12	6	6
PROGRAMMING													
Adult Programs Held - Attendance	7 - 187	7 - 107	7 - 90	4 - 27	5 - 12	1 - N/C	7 - 65	10 - 155	7 - 51	3 - 16	8 - 77	7 - 163	10 - 158
Teen Programs Held - Attendance	N/C	N/C	N/C	N/C	N/C	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6	1 - 4	1 - 7
Children's Programs Held - Attendance	20 - 650	12 - 382	14 - 471	23 - 845	28 - 1,213	14 - 1,137	10 - 209	23 - 602	19 - 503	5 - 286	14 - 231	21 - 411	31 - 750
Total Programs Held - Attendance	27 - 837	19 - 489	21 - 561	27 - 872	33 - 1,225	15 - 1,137	17 - 274	34 - 766	27 - 562	9 - 309	23 - 314	29 - 578	42 - 915
STUDY ROOM USES													
Quiet Study Room	12	12	14	7	18	21	20	21	12	14	23	35	37
Word Processor Room	12	12	6	5	3	12	0	2	1	8	2	6	10
Total Study Room Uses	24	24	20	12	21	33	20	23	13	22	25	41	47
ITEM HOLDS PLACED													
	1,252	1,040	1,053	1,311	1,241	1,162	1,088	983	1,085	884	1,208	1,064	1,265
THE COLLECTION													
Items Added	715	791	774	802	920	772	1,109	964	573	596	726	1,092	864
Items Withdrawn	103	464	529	450	130	403	478	55	271	923	67	368	313
Total Barcoded Items in the Collection	77,815	78,142	78,387	79,034	79,759	80,172	80,803	81,712	82,014	81,687	82,346	83,070	83,621
PATRON VISITS													
	10,116	8,412	7,711	9,344	11,054	9,979	8,474	8,087	7,540	7,880	7,870	7,921	10,316
N/C - No Count													
N/A - Not available at present. To be reported next month.													

LIBRARY, Cont.

- The full-time staff received instructions on how to use the new AV rover and whiteboard system purchased using Hartford Foundation grant money.
- March 27 was our last Sunday open until November.

PARKS AND RECREATION

- Met with Kyra from the Finance Dept. to discuss changes in reporting with the new software. We have worked out strategies for making sure our deposits tie out and make sure to defer revenue for the next fiscal year.
- March program revenue exceeded \$15K, mostly due to credit card purchases.
- Boating Safety class was held April 9th, Spring cookie class (April 14th) is filled, Tennis Lessons have a wait list, and Music with Miss Jean, Zumba Gold & Adult Yoga are all running strong.
- All Spring and Summer programs, camps etc, are now available for registration online and registration has been brisk.
- Canton Connection Newsletter hit mailboxes this week listing all of our Recreation programs and activities.
- T-Ball and Coach Pitch program is set to begin April 30th at Mills Pond, registration is closed and we have over 100+ participants. Coaches have been given all information, rosters, etc. T-Ball coordinators plan to take inventory to make sure we have enough equipment and make sure everything is in decent condition. T-shirts have also been ordered.
- Annual Easter Egg Hunt will take place April 16th at Mills Pond Park
- Added another Field hockey Summer camp aimed at a younger group, grades 5-8.
- Worked with Favarh to handle some aide issues that we have been having with Special needs children in our programs
- Cancelled "Movies in the park" due to financial considerations, but we are putting together activities for Family Fun day.
- Director Brian Wilson worked with Canton Little League and Canton Youth Lacrosse on field needs for the spring. Field limitations require overlaying for dual sports and also required CLL to make modifications to their field usage.
- Coordinated and drafted two RFPs for the pool. One for annual pool maintenance as the prior contract had expired. The other RFP was for a pool consultant to review the pool facility.
- Met with Trevor Pierce who will be director a new summer theatre program. Several details to the program including usage of the High School, budget, staffing, and details pertaining to the production of a show were set and worked on over the month.
- Met with Claire Cote, Senior/Social Services Coordinator and Art Blondin, Chair of the Commission on Aging to discuss senior service programming.
- Met with an Eagle Scout to review a trail project at Mills Pond Park. Plans are in the works for improvements to existing trails connecting Mills Pond with the High School and Millennium Fields.
- Finalized the summer concert series performances and special events for the summer.
- Significant time was spent putting all programs on the cantonrec.org website so registration is available online.
- Begin the coordinating of summer staff for the camp and pool operations. Due to changes in the staff structure, some positions will be changed for the upcoming summer as well as positions such as the bathhouse attendant will no longer exist. Trainings and orientations are being scheduled and our department is expecting to have 35-40 returning staff for the summer.
- Parks and Recreation attended the CIS Community Health Fair at the end of March.
- Worked with a Girl Scout Troop to get the town Kiln in use again. The scouts have used the kiln for a pottery badge and the kiln has been used for the first time in several years.
- Director Wilson prepared and submitted a grant for Dial a Ride services through the State Department of Transportation in the amount of \$18,450.

POLICE DEPARTMENT

PERSONNEL

- March 7: Det. Wilkinson conducting background checks on two remaining police candidates.
- March 8: Chief Arciero attended Capitol Chief Police meeting in Farmington.
- March 9: Officer Saucier completed his first month of his FTO training.
- March 10: Treadmill installed at CPD exercise room.
- March 11: Canton Patch.com published article on new hires: Off. Saucier and Disp. Roy.
- March 16: Anne Raftery: 1 year probationary period completed.
- March 25, 28: Canton Police Candidate participated in POST Physical assessment and polygraph.
- March 31: Police Candidate to attend Psych background appointment.
- March 31: Dispatcher Roy completed his 2st month of dispatcher FTO training and is now full time.

ADMINISTRATION

- March 1: D/C Hull attended SWAT training in Massachusetts for Regional SWAT team.
- March 2: IT Services installed computer upgrades to CPD Dispatch computers.
- March 9: Chief Arciero submitted Grant Project Concept to DOT re : bike trail safety plan
- March 9: Chief Arciero approved Marine Event permit for Canton Canoe/Kayak.
- March 9: Chief Arciero attended Dept Head monthly meeting.
- March 11: Chief Arciero submitted grant application to Canton Community Health Fund.
- March 14-15: D/C Hull attended Crystal Reports training in New York.
- March 16: Chief Arciero met with DPW and D/Chief to discuss town vehicle purchase plan.
- March 24: Chief State Attorney's Office conducted criminal records audit at CPD with AA Raftery.
- March 28: D/C Hull attended meeting in Avon re Vehicle maintenance project.
- March 29: Chief Arciero attended AMBER Alert meeting.
- March 31: Chief Arciero: delivered CPD grant to state OPM for 'Youth and the Police.
- March 31: New Sergeant duty list in effect.

COMMUNITY POLICING

- March 1: Chief Arciero attended the PTO meeting at CIS.
- March 3: CPD held its "Coffee with the Cops".
- March 4: Chief Arciero attended meeting at Valley SportsCenter for Grand Opening Event.
- March 4: Chief Arciero participated in Alzheimer's Study.
- March 5: Chief Arciero attended the CFD/EMS Annual Awards Banquet
- March 5: Chief Arciero attended the Canton Winterfest Event.
- March 5: Sgt. Deloy conducted facility tour for local Boy Scout troop.
- March 8: Chief attended Chamber of Commerce monthly meeting.
- March 10: Chief Arciero presented Police update at 'Focus on Canton' monthly meeting.
- March 16: Chief Arciero met with Red Cross regarding 'Disaster Recovery' envelope.
- March 21: Chief Arciero attended Substance Abuse Council meeting.
- March 22: Chief Arciero, Sgt. Deloy and Officer Keepin participated in Tri-town Tip a Cop event in Simsbury.
- March 24: Chief Arciero attended OPM 'Youth and Police' training seminar in Cromwell.
- March 25: Chief Arciero met with Canton Life paper for interview on community policing plans.
- March 30: Chief Arciero and Detective Wilkinson attended meeting in Avon re OPM grant-'Youth and Police'.
- March 31: Chief Arciero, D/C Hull, Sgt. Deloy, Detective Wilkinson and Officer Slander attended CIS Wellness event.

OPERATIONS

- March 3: CPD Officers (Selander/Capaldo) made DUI arrest at 0800 hrs.
- March 3: Chief Arciero prepared response for State DPH and strike contingency parking plan.

POLICE DEPARTMENT, Cont.

- March 9: CPD officers investigated attempted larceny at Canton Public Library. Suspect identified; library administrative action pending.
- March 10: Chief Arciero met with Domestic Violence Interval House rep regarding on-going case.
- March 15: Chief Arciero attended FVHD meeting regarding Mass Vaccination Operations Plan.
- March 17: Chief Arciero met with North Central Chiefs to discuss NCMARS policy and procedures on accident investigations.
- March 22: Chief Arciero met with Neil Pade and Jeff Shea re traffic issues at Rte 44 and Lawton.
- March 22: Numerous members of Canton Police Department responded to school bus accident with injuries at Maple and Rte. 179.
- March 23: Chief Arciero, CAO Skinner and ACO LaPlume met to discuss animal control issues.
- March 25: Officers Capaldo, Saucier and Sgt. Penney solved major vandalism/graffiti case. 3 youth arrested.
- March 25: D/C Hull attended SWAT training in Farmington.

• **Incident Summary:**

Total Incidents for March: 807 Previous month (February-718)			
Domestic Disturbance	5	Motor Vehicle Stops	145
Driving Under Influe.	3	Motor Vehicle Accidents	28
Larceny-All	14	Suspicious Pers/Vehicle	16
Medical Calls	59	Directed Patrol	32
Fraud	2		

PROJECT ADMINISTRATOR

- Reviewed and approved CRRA, Paine’s, and Murphy Road Recycling invoices for Transfer Station.
- Prepared information for and attended two meetings of the Hydro Power Advisory Committee.
- Prepared information for and attended PMBC meeting.
- Completed a review of permit requirements for 21 Dowd – Phase II project relative to flood plain issues for possible submission of Small Cities grant application.
- Attended Canton Housing Authority meeting to report on status of possible application to Small Cities for the 21 Dowd – Phase 2 Project.
- Initiated field reviews of recommended improvements for proposed road improvement program for first 3 years of program.
- Worked with Vanasse Hangen Brustlin, Inc., the pavement management consultant, in preparing presentation for Board of Finance.
- Attended webinar on financing of energy projects as it related to the Canton Hydro Project.
- Attended weekly coordination meetings with consultant for the Farmington River Trail – Phase III project.
- Met with the State Department of Transportation (ConnDOT) to discuss changes to the US Route 44 / Route 179 intersection to accommodate future bicycle / pedestrian traffic anticipated from the Farmington River Trail project.
- Prepared reimbursement requests to ConnDOT for the Farmington River Trail Phase III project.
- Conducted pre-bid meeting and opened bids for the Transfer Station Refuse Hauling Services invitation for bids.
- Attended workshop for possible installation of photovoltaic systems on Canton municipal buildings.
- Open bids and awarded contract for Scrap Metal Recycling Service for the Transfer Station
- Opened bid and awarded contract for Survey Services for Traffic Signal Installation at Bridge Street and Main Street.
- Prepare report for CAO for Board of Selectman Initiative for study of possible leasing of portions of Town Hall.
- Advertise for proposals for consultant services for Town Bridge Over Farmington River project.

PROJECT ADMINISTRATOR, Cont.

- Executed contract with selected consultant, Milone & Mac Broom Inc., for the Upper Collinsville Mill Pond Master Plan project.
- Prepared and submitted various quarterly reports required for grant funded projects.

2011 Project Log

Project	March
PMBC Highway Garage Proj.	6
Farmington River Trail - Phase 3	12
Small Cities "21" Phase 2	5
Citizen Inquiries	4
Budget	5
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	6
Town Bridge Project	5
TS Hauling Bid MSW	10.5
Canton Hydro Project	11
Housing Rehabilitation Loan Program	2
Pavement Management Services	14
Main Street/ Bridge Street Traffic Control Signal	3
Route 177 Trail Extension	12
Town Highway Garage	6
Town Hall Space Study	15.5
Transfer Station Modifications	8
Upper Mill Pond Master Plan	6

PUBLIC WORKS

HIGHWAY DEPARTMENT

- A couple of snow events
- A few large rain storms
- Filled sand bags and delivered to flooded areas
- Repaired wash out Barbourtown, Wright, Morgan, Bahre Corner & Gracey roads
- Started to clean up town greens, rake, remove debris from this winter
- Filled pot holes around town
- Unplugged drainage pipes on Washburn & Powder mill with the help from W.P.C.A staff

MAINTENANCE GARAGE

- Fixed parks dept trailer
- Sent trucks 12 & 9 to Lombard for recall service

PARKS DEPARTMENT

- Plowed snow
- Set up tennis nets and wind screen
- Layed out boys and girls lacrosse fields on West field
- Started cutting out and maintaining baseball and softball fields
- Set out garbage cans
- Took down Christmas lights on Town Green
- Picked up trash around Mills Pond Park
- Picked up field paint from the Town of Avon

PUBLIC WORKS, Cont.

TRANSFER STATION

- Single Stream implementation
- New Permits available for purchase

BUILDING MAINTENANCE DEPARTMENT

- Installed pump in Town Hall for hot water baseboard heating system
- Repaired rotted lamp post in parking lot of Town Hall
- Installed grease trap in Community Center
- Installed 220 volt line for Police Department treadmill
- Painted mechanical room floor in Town Hall
- Met with vendor for awning repair at Community Center
- Shampooed basement level rugs in Town Hall

PROFESSIONAL DEVELOPMENT:

Work Orders Received:

Work Request	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	FY Totals
Highway	1	4	3	3	2	13
Parks	1	1	1	1	1	5
Building Maintenance	10	35	18	22	36	121
Signs	4	4	3	4	6	21
Trees	4	4	0	2	0	10
Mailboxes	0	0	18	4	4	26
Pot Holes	0	1	6	10	20	37
Drainage	2	9	0	0	2	13
Curbing	0	0	0	0	0	0
Lawn	0	0	0	0	0	0
Animal	1	0	0	1	2	4
Total	21	58	49	47	73	248

DIRECTOR STATUS REPORT

MEETINGS ATTENDED

- March 01, 2011: Parks and Recreation Meeting
- March 02, 2011: Board of Selectman
- March 03, 2011: Pavement Management System Progress Meeting
- March 04, 2011: Maintenance Department Staff Meeting
- March 09, 2011: Department Head Meeting
- March 09, 2011: Solid Waste Transfer Committee
- March 14, 2011: Public Works Staff Meeting with Foremen
- March 16, 2011: Town Vehicle Maintenance Meeting
- March 17, 2011: Transfer Station Refuse Hauling Pre-Bid
- March 17, 2011: Project Meeting – Roads/Transfer Station
- March 21, 2011: Town Vehicle Maintenance Meeting
- March 23, 2011: Solid Waste Transfer Committee
- March 24, 2011: Transfer Station Metal Bid Opening
- March 28, 2011: Pool RFP Meeting
- March 28, 2011: Town Vehicle Maintenance Meeting – Town of Avon
- March 30, 2011: MDC Hazardous Waste Collection Meeting

NEW PROJECTS

- Town Vehicle Maintenance Study

PUBLIC WORKS, Cont.

PROJECTS IN PROGRESS

- Bid Waste and Recycling Removal Services for Transfer Station
- Bid Metal Recycling Services for the Transfer Station
- Bid – Highway 4x4 Pick-up Truck
- Transfer Station Improvements for Permit Renewal
- Develop 2011/2012 Operating and Capital Budget
- Implementation of School Dude Preventive Maintenance Software
- Implement Sign Maintenance Program (MUTCD)

COMPLETED PROJECTS

- Implementation of Maintenance Direct School Dude Work Order Software

PROFESSIONAL DEVELOPMENT

- Social Relations, Bachelor Studies, University of Hartford, Hartford CT
- Organizational Communication, Bachelor Studies, University of Hartford, Hartford CT

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 9 days, 350 meals served
- Dial A Ride:
 - Total # of passengers: 198
 - Total # of trips: 396
 - Tickets funds collected at Town Clerk's Office: \$12 for 24 tickets
 - Tickets funds collected and at Senior Services: \$218 for 436 tickets
 - Jump on Board (JOB) Trips: Enfield Mall- none, snowy morning
 - Jump on Board to real Art Ways- none
 - Jump On Board to Stew Leonard's Newington: one
 - JOB to Mohegan Casino, 10 people went
- CHOICES volunteer Paula had 3 appointments this month.
- "In The News" met twice, with an average of 15 people
- McLean Meals on Wheels: 896 meals were delivered to 22 Canton residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 76 screenings
 - Walking group: screenings 90 screenings
 - Bereavement Support Group: Jim Fox met with one person
- Senior Potluck: 20 folks came with delicious food and enjoyed a meal together
- Cooking with Elaine- 17 people attended for a spring brunch menu
- Medical Transportation: 27 round trips coordinated; no one-ways
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- 911 Cell Phone Program: one phone given out
- 2 Vials of Life were given out
- e-Scribes:

SPECIAL MARCH EVENTS

- Lori, the nutritionist from Community Renewal Team, came to give a presentation on the health benefits of green tea on Wednesday, March 16.
- Canton Senior/Social Services Co-sponsored a "Swing Into Spring" special event with Avon Senior Center at Avon Senior Center on Wednesday, March 23rd at Avon S.C. The event was open to all Avon & Canton older adults and featured a live band, a gourmet menu courtesy of Cherry Brook Healthcare, and lots of laughs with friends. With attendance of about 100 guests, volunteers and sponsors, the event was a great success and CantonLIFE came & snapped a few pictures!

SENIOR & SOCIAL SERVICES, Cont.

- Canton Senior Center welcomed a couple of representatives from Metro Realty after lunch on Friday, March 25th to hand out information about a new housing complex in Avon that they manage; we were happy to have new information and to munch on some of the delicious éclairs and cupcakes they brought. ☺
- Thursday, March 31st was deemed as SCRIBE TIME, and with the help of approximately 13 “Scribe Tribe” Volunteers, Senior/Social Services was able to mail out nearly 900 Canton Senior Center Scribe newsletters that afternoon. Many Thanks to our volunteers, and to Flatbread Co. who donated 9 pizzas to us...they kept up our energy!

ADMINISTRATIVE

- Claire attended the Canton CoA meeting on Monday, March 7, in the Senior Room of the CCC.
- Claire met with Mark Lange, owner of the newly established Valley Sports Center, to discuss future collaborations.
- Claire met with Canton high school senior, Nick Quattro, in regards to a “Senior Project” idea he wanted guidance with on Wednesday March 9th.
- Claire did a home visit on Thursday, March 10th, per a referral from a family member of an elderly Canton resident.
- Claire met with Art Blondin, Chairperson of Canton CoA & Brian Wilson, Dir. Of Parks & Rec/Senior Services on Friday March 11th to discuss “Senior-Friendly Businesses” idea
- Claire met with Brian Wilson on Friday, March 18th in regards to the grant application for the CT DoT matching elderly disabled transportation grant.
- Claire had a phone conference with Bill Henson of the Canton Lions Club in reference to a specific elderly couple for whom efforts have been coordinated to help them, and to discuss future collaboration ideas between the two organizations.
- Claire saw over 40 people for Social Services-related needs during the month of March.
- Toby worked hard at putting together the SENIOR CENTER SCRIBE over the course of the month.
- Toby coordinated ongoing appointments for AARP Volunteers who helped many folks with their tax preparation needs.
- Toby streamlined transportation records for quicker reporting and increased accountability amongst coordinating persons/organizations. ☺

TAX COLLECTOR

- Tax collections for the current list were \$121,701.93. Back year collections were \$23,250.17. Interest and lien fees totaled \$15,387.20.
- Sewer Collections on current list \$46,941.44. Back year collections were \$1,901.68. Interest and lien fees totaled \$1,447.86.
- 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 99.6% of the current year tax revenue budget, 79.6% of back year revenue budget and 96.7% of the interest and lien budget as of 3-31-11.
- Collector attended the annual Tax Collector’s 3 day seminar. Legislation, statutes, procedures, collection tools, WPCA collections and assessments, foreclosures customer service, internal controls in the office and the tax assistant programs were 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

- Processed: 567 transactions and no marriage licenses
- Real estate recordings were down 5.8% with the same time last year with 12 residential home sales, 1 commercial sale and one land sale.
- Largest home sale: 93 Atwater Road (\$600,000); commercial sale: 161 Albany Turnpike/Blue House (\$320,000).
- Municipal Conveyance Tax collected on transfers was \$11,383.75.
- \$534 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$5223.
- A total of 1229 dog licenses have been sold for FY2010-2011.
- Assistant Town Clerk Michele Clark finished her Continuing Education classes in Microsoft Word & Excel.
- March 2, 9, and 15: The Charter Revision Commission met three times and conducted their second Public Hearing to address the BOS resolution regarding section 6.01 of the current Charter. On March 18, a draft amendment was submitted to the Board of Selectmen. Minutes have been posted to the Town's website.
- Transfer Station sticker sales continue to be good. 1300 households have purchased 2011 passes to date.
- Citizen Request Management component of QScend (QAlert), logged no comments/complaints.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in March.
- Liens & lis pendens action:
 - Mortgage lis pendens 3
 - Condo Fees Liens 0
 - Credit Cards/Debt Collectors 1
 - Commercial/tax liens/other 6
 - Medical related 1
- Activity on the Town's website:
 - Number of visits to our site: 4398 people made 7887 visits to the site.
 - Average number of pages/visit: 2.7
 - Average time on site: 2:44 (min:sec)
 - Top pages viewed: Home Page, Assessor, Employment, Agendas and Minutes, Request for Proposals, Visitor's Guide, Tax Collector, Town Clerk, Building Dept, Boards/Commissions/Committees.

Town Clerk Receipts-March 2011

Total Items	Description	Total Amount
	Recordings:	
178	Land Records	\$4945.00
	Conveyance Tax	\$11,383.75
	St of CT Historical Preservation	\$356.00
	Town Clerk Historical Preservation	\$178.00
	Town of Canton-Land Preservation	\$534.00
	St of CT-Land & Dairy Preservation	\$6408.00
	Town Clerk Land Preservation	\$178.00
13	Maps	\$130.00
151	Copies	\$951.50
8	Sport Licenses:	
	St of CT DEP	\$275.00
	Sport Licenses-Town of Canton	\$7.00
13	Miscellaneous	\$65.00
18	Vitals	\$328.00
0	Marriage/CU Licenses St of CT	\$0.00

TOWN CLERK, Cont.

7	Dog Licenses:	
	Town of Canton	\$7.00
	State of CT	\$82.00
4	Notary Fees	\$40.00
10	Dial-A-Ride	\$370.00
165	Transfer Station	\$8637.50
2	Stone	\$20.00
567	TOTALS	\$34,895.75

TOWN PLANNER

PERMITS ISSUED

- 69 East Mountain Rd – barn accessory,
- 650 Albany Tpke. – cell tower modifications
- 18 Case St. – wheelchair ramp,
- 4 CollinsView Rd. – interior remodeling,
- 6 Bristol Dr. – fire damage repair,
- 13 Canton Valley Cir. – interior renovations
- 88 Simonds Ave. – snack shack expansion, Millennium Field
- 22 Thompson hill Rd. – interior renovations
- 9 Birch Knoll Rd. – new garage, deck
- 28 Atwater Rd. – interior renovations
- 9 Valley View Ln. - new single family house
- 72 River Rd. – porch enclosure
- 89 Village Ln. – shed accessory
- 310 Albany Tpke. – CO for indoor sports facility
- 33 Secret Mountain Tr. – new single family house

INSPECTIONS

- 69 East Mountain Rd – barn accessory
- 63 Secret Lake Rd. – possible illegal fence
- 650 Albany Tpke. – cell tower modifications
- 4 CollinsView Rd. – interior remodeling,
- 6 Bristol Dr. – fire damage repair,
- 13 Canton Valley Cir. – interior renovations
- 88 Simonds Ave. – snack shack expansion, Millennium Field
- 33 East Hill Rd. - possible auto sales on residential lot
- 134 Winterbourne Ln. – excavation without wetlands permit
- 22 Thompson Hill Rd. – interior renovations
- 9 Birch Knoll Rd. – new garage, deck
- 28 Atwater Rd. – interior renovations
- 12 Sweetheart Mountain Rd. – tree cutting
- 9 Valley View Ln. - new single family house
- 72 River Rd. – porch enclosure
- 89 Village Ln. – shed accessory
- 33 Secret Mountain Tr. – new single family house

AUTHORIZED IWWA AGENT APPROVALS

- 88 Simonds Ave. – snack shack expansion, Millennium Field

CEASE AND DESIST ORDERS

- 57 Powder Mill Rd. – removal of junk vehicles – monthly inspections resumed, 90% of vehicles removed

TOWN PLANNER, Cont.

NOTICES OF VIOLATION

- 8-10 Collins Rd. – RV, trailer, boats, metal container in front yard of residence; all but one boat removed.
- 65 Albany Tpke. – off-premises storage of cars; Special Exception approved by Zoning Commission, 3-16-11.
- 211 Albany Tpke. – off-premises storage of cars; engineer’s survey under review.
- 152 East Hill Rd. - installation of sheds without permits; second NOV sent; awaiting permit application.
- 165 Wright Rd. – two unregistered vehicles on residential lot; one vehicle removed.
- 339 Cherry Brook Rd. - shed built without permits occupied by squatter. Owner will evict tenant.

MISCELLANEOUS

ASSISTANT PLANNER

- Attended IWWA 3/10, 3/31, ZBA 3/14, Conservation Commission 3/23
- Attended Connecticut Bar Association seminar on legal aspects of land use commissions, Wesleyan University, 3/12.
- Met with Town Planner and Glenn Chalder on affordable housing program.
- Met with CAO, project Administrator, DPW Director on improvements to transfer station ramp.
- Continued weekly sign sweeps of major arterials; more than 340 signs removed since summer '09.
- Conducted rush hour traffic count on Lawton Rd./Rte. 44 and prepared report for Zoning Commission.
- Calculated ownership percentage of protest petitioners in area within 500 feet of Lawton Rd. development for validation of petition.
- Reviewed mobile vendor regulations proposed for zoning re-write.

TOWN PLANNER

- As noted in the project log, a substantial amount of time was dedicated to making progress on the Zoning Rewrite.
- Additionally a substantial amount of time was spent in responding to inquiries from the public, the developer, and providing staff assistance for the Konover proposal on Lawton Road;
- Also, more time was dedicated to the POCD process than in prior months, collectively these three items consumed the majority of staff time for the month of March.
- Planning Commission 3/7
- CRCOG Bicycle/ Pedestrian Sub Committee 3/8
- Economic Development Agency 3/8 & 3/21
- POCD Update Committee 3/8 & 3/28
- Meeting with Planimetrics 3/9
- Attended Connecticut Bar Association Workshop, all day Saturday event with Assistant Planner, and representatives from Zoning, Wetlands and Planning Commissions 3/12
- DOT Rails to Trails Meeting 3/15
- DOT Connecticut Bike/ Pedestrian Advisory Board 3/17
- Zoning Commission 3/21
- Meeting with Chief Arciero, Konover & Rail Trail crossings 3/22
- Meeting with Ryan Casey 3/22
- Meeting with Skip Alford to review flood plain issues at Humphrey Farm, 3/22
- Meeting with Peter Stitch regarding cistern maintenance at Windmill Hill 3/28
- Worked with Mark Lange to resolve post approval issues to allow Valley Sports Center to open on time
- Spent a good amount of time assisting the EDA in their initiative to evaluate the land use / development review process, and have been assisting them as they track applications through the system for future reports to the BOS
- Worked with EDA to review development implications of available sewer and other utilities. Discussed possible amendments to the official sewer shed map to promote economic growth.

TOWN PLANNER, Cont.

- Worked with EDA to review existing zoning map and future project to recommend additional sites for possible non-residential development
- Reviewed Eagle Scout initiative for a Tree Inventory of Collinsville
- Reviewed aquifer mapping concerns for Mitchells VW site, 20 Canton Springs Road, and Konover sites
- Updated Aquifer Protection contact with DEP
- Reviewed safe routes to school opportunity and distributed to BOE
- Responded to request from CAO for evaluation of use of Town office space for private sector
- Responded to complaint regarding use of church for private music lessons
- Responded to complaint regarding groundwater monitoring for Pond Place residents
- Worked to finalize contract language for GIS contract
- Review of CGS 8-8r with land use commissions
- Review of proposed SB 860 & 896 for implications to the land use review process
- Finished first draft of illuminated signage inventory
- Substantial progress made on documentation of FRPO survey
- Continued working on the creation of a Town wide open space inventory
- Met with future tenant of Canton IGA and reviewed development proposal
- Reviewed legal implications of allowing cross examination at land use hearings
- Reviewed Collinsville Mini-Golf street proposal for local merchants group
- Reviewed legal authority of municipality (wetlands and zoning) to review improvements made by public utilities (CT Water).

Project Logs

Project	January	February	March	Yearly Total
Pulte Homes/ Oxbow Ridge	10.5	1	0	11.5
Zoning Regulation Rewrite	52	24	63.85	139.85
PMBC/ Public Works Garage	5	4.35	1.5	10.85
POCD Update	16.25	3.75	39.5	59.5
IWWA Rewrite	1.3	1.3	10	12.6
Open Space Grant	3.3	6.15	3	12.45
GIS Initiatives	9	6.8	2.5	18.3
EDA Initiatives	9	6.95	14	29.95
Intern Projects	2	47.25	40	89.25
Lowe's Site	10	10.9	4.4	25.3
Konover/ Sussman Projects	26.5	22	71	119.5

Commission Meetings

Commission	Meeting Date	Comments
Open Space	3/1	Public Informational Meeting held regarding the purchase of Open Space within the Cannon Property. Questions from the public were answered and the BOS resolution was modified slightly and approved by the commission.
Planning	3/7	Public Meeting regarding the referral from the Zoning Commission regarding the Konover project. A significant public presence was made. The Commission asked questions and reviewed traffic data. A lengthy discussion of the direction of the POCD update was held.
EDA	3/8	Real Estate Developer, Arthur Godbout spoke to the group regarding properties he owns and how the group can support developers. Mr. Danajovits will meet with the Assessor for compilation of a cost of community service analysis. Promotional materials, maintenance of the town web site, POCD update, "best use development", sewer shed and Flood Plain were discussed.

TOWN PLANNER, Cont.

POCD (special)	3/8	Many topics were reviewed including: By-laws, mapping, a public relations subcommittee, consulting services, scheduling and public outreach. A motion was made to draft an RFP for consulting services. Members were assigned tasks.
IWWA	3/10	An informal discussion was heard regarding construction at the First Cong. Church. The MDC presented information regarding repair and drainage improvements to their Water Treatment Facility. CT Water Co. presented information regarding replacement of a water main on Old River Road. Discussion on: 1 lot re-subdivision, DEP permit for pesticide use at Baer Pond and rewrite of the IWWA regulations.
ZBA	3/14	One public hearing for the addition of a handicap ramp was heard. Commission members discussed state statutes for approval.
Zoning	3/16	Meeting cancelled and rescheduled for March 21.
Aquifer	3/16	Meeting cancelled due to lack of quorum.
EDA	3/21	A short meeting was held to discuss areas that may be included in the Sewer Shed.
Zoning	3/21	The public hearing for the Konover property commenced. About 60 members of the public were in attendance to hear the testimony of the applicant and traffic consultants and to express concerns to the applicant and commission. The public hearing was continued to the April meeting. A second public hearing was then held for additional parking for Mitchell Auto Group. Three new applications were set for public hearing in April.
Design Review	3/22	Meeting cancelled and rescheduled for March 29.
Conservation	3/23	The open space and natural resources inventories were discussed.
POCD	3/28	The main discussion was centered on breaking the town into seven districts. Member subcommittees will work on plans for individual districts. A website that gives the public access to information was unveiled.

WPCF

OPERATIONS

- The plant achieved 95 % BOD removal and 97 % Suspended Solids removal
- The Effluent plant flow, monthly average increased from .621 MGD to 1.279 MGD
- Rainfall total for the month is 7.7 inches. Excessive rain amounts.

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 the permit. All required permit parameters were met.
- **Shipped sludge solids, averaged 5.4 % this month.**
- Six loads of sludge were sent by Synagro @ 39,000 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- Replaced 2 manhole covers that had multiple holes in them, 1 on Gildersleeve Ave. 1 on Old Canton Rd.
- Assisted Canton DPW with 2 clogged storm drains, using the Sreco to clear blockages

MAINTENANCE

- Monthly and weekly duties performed
- Eastern Bearing into spec out a new Variable Frequency Drive for digester marlow pump.

WPCF, Cont.

- Purchased and Installed new VFD, back online.
- General cleanup and organization around facility.
- Annual UV disinfection test of all racks and replacement of 48 bulbs. Installed and online.
- Tested KMNO₄ Potassium Permanganate odor control system.

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed

ADMINISTRATIVE

- Met with Woodard & Curran and LaPierre Electric to discuss Scada panel installations and RBC electrical work.
- Attended a Ct. DEP conference regarding Phosphorus removal and the new NPDES permit.
- Talked to Ct. DEP regarding our permit, should be here soon.
- Received Radio License from the FCC, for the Scada system .
- Sent a letter to Ct. DEP regarding Digester operation.