



TOWN OF CANTON
 FOUR MARKET STREET
 P.O. BOX 168
 COLLINSVILLE, CONNECTICUT 06022-0168
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To: Board of Selectmen
From: Jonathan Luiz, Acting Chief Administrative Officer
Date: May 19, 2008
Re: Monthly Report- April 2008

GENERAL ADMINISTRATION

PROFESSIONAL DEVELOPMENT

None.

FINANCE

- ? Amy O'Toole attended the BOE Budget Review on April 1, 2008
- ? Amy O'Toole attended the special meeting of the BOF on April 1, 2008
- ? Amy O'Toole attended the Budget Public Hearing of the BOF on April 14, 2008
- ? Amy O'Toole attended the Budget Workshop of the BOF on April 15, 2008
- ? Amy O'Toole attended the special meeting of the BOF on April 23, 2008
- ? Preparation and Analysis for budget presentations
- ? Prepared Budget Mailer for BOF for town wide distribution
- ? Attended Quarterly Review Meetings with Department Heads
- ? Attended a GASB 43/45 Seminar

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

3/31/08

General Fund	\$11,103,704
Special Revenue Funds	\$ 3,429,558
Capital Projects Funds	\$ 1,546,637
Internal Service Funds	\$ 720,841
Trust and Agency Funds	\$ 1,130,374
TOTAL ESTIMATED BY FUND	\$17,931,114

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

3/31/08

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	2.58%	3.00%	4,017	3,852	\$5,789,529
Webster	2.10%	2.75%	21,448	26,371	\$12,141,585
Reich & Tang					
Total Outstanding Investments			25,464	30,223	\$17,931,114

TAX COLLECTOR

- ? Tax collections for the current list were \$60,153.59. Back year collections were \$61,517.23. Interest and fees totaled \$66,593.38.
- ? Sewer Collections on current list \$72,338.83. Back year collections were \$929.57. Interest and lien fees totaled \$688.86.
- ? Sewer Assessment collections \$.00 and connection charges collected \$.00.
- ? The tax office has collected 99.7% of the current year tax revenue budget, 97.7% of the current year motor vehicle supplemental budget, 160.4% of back year revenue budget and 169.6% of the interest and lien budget and \$12,359.38 in suspense collections as of 4-30-08 .

POLICE DEPARTMENT

FIRE DEPARTMENT

Not. Submitted.

TOWN CLERK

- ? The Town Clerk's office processed 944 transactions during the month of April.
- ? Real estate recordings were down 18% compared to the same time last year.
- ? There were ten residential dwelling/land sales and one commercial transaction (352-356 Albany Tpke for \$600K).
- ? The largest home sale was for 141 Cherry Brook Road (\$460,000).
- ? Municipal Conveyance Tax collected on all transfers was \$7660.22.
- ? Two marriage/civil union licenses were processed.
- ? \$19,570 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
- ? 1143 dog licenses have been issued to date.
- ? The Town Clerk attended a two day Connecticut Town Clerk Association Spring conference in Trumbull.
- ? The Town Clerk attended the two April meetings of the Charter Revision Committee. They held the first of two Public Hearings on April 9th and had the opportunity to discuss Charter issues the Board of Finance on April 23rd.
- ? The Town Clerk applied for the Historic Document Preservation Grant with the State of Connecticut. This year's funds will go towards improved shelving in the vault.
- ? The RFP process for high-density shelving to be installed in the Town Clerk's vault was completed. Dupont Systems will install the shelving once funding is secured from the above named Grant.
- ? Two Special Town Meetings were held. April 9th's meeting concerned the acquisition of the Cannon property. April 16th's meeting concerned a BOE special appropriation and an assignment of tax liens for 45 Dry Bridge Road.
- ? The Town Clerk attended an E-Discovery seminar sponsored by CIRMA. Electronically stored information and the Town's responsibilities/liabilities were reviewed by Attorney John Radshaw.
- ? Fishing season opened up on April 19th. Sales of sport licenses held steady despite the fact that the Department of Environmental Protection now offer online access to sport licenses.

- ? For the month of April, the Citizen Request Management component of QScend, known as QAlert, logged three messages sent to the Town. Request types included concerns, comments and questions regarding Land Use (signage and wetlands violations) and Transfer Station policy. All response time, as shown below, was within 7 days.

<u>Service Request Type</u>	<u>Total #</u>	<u>0-7 Days</u>	<u>8-14 Days</u>	<u>15-30 Days</u>	<u>Over 30 Days</u>	<u>Unclosed</u>
Other Wetlands Issues	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Signage	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Transfer Station	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

Town Clerk Receipts
April 2008
FY 2007-2008

<u>Description</u>	<u>Total Items</u>	<u>Totals Amount</u>
Conveyance Tax	11	\$7660.22
Recording Land Records	195	\$5497.00
St of CT Historical Preservation		\$390.00
Town Clerk Historical Preservation		\$195.00
Town of Canton-Land Preservation		\$585.00
St of CT-Land Preservation		\$5070.00
Town Clerk Land Preservation		\$195.00
Maps	15	\$150.00
Copies	167	\$917.50
St of CT DEP	209	\$4045.00
Sport Licenses-Town of Canton		\$169.50
Miscellaneous	12	\$35.41
Vitals	89	\$808.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	12	\$11.00
Dog Licenses-State of CT	10	\$111.00
Notary Fees	1	\$10.00
Dial-A-Ride	8	\$132.40
Transfer Station	234	\$7569.00
TOTALS	944	\$33,589.03

PUBLIC WORKS

- ? Crew went through town straightening and repairing signs;
- ? Crew began street sweeping;
- ? Crew returned sander borrowed from the Town of New Hartford;
- ? Crew hauled wood chips from Transfer Station to Langers;
- ? Crew hauled leaves from the Transfer Station to Bristol's Farm;
- ? Crew began installing under-drain on Robin Drive;
- ? Crew raised catch basin tops on Town Bridge to prepare for paving;
- ? Town Engineer and Director of Public works walked through Griswold Farms and Powder Mill Village.

Parks Department

- ? Crew continues to maintain and prepare Board of Education field for play;
- ? Maintainer Dan Manyak roto-tilled the community gardens.

Training

- ? Director of Public works attended full day training on Risk Management in Windsor;
- ? Director of Public works attended a Tree Wardens workshop in East Hartford.

ENGINEER

- ? Attended PMBC meeting re: Highway Garage Facilities Plan;
- ? Attended staff meetings for development projects;
- ? Attend budget meetings;
- ? Gave deposition re: Sterling Woods – Cantonbury Condo lawsuit;
- ? Site visits to Wind Mill Hill subdivision to check work in progress PC file 505;
- ? Site visits to Red Fox Run subdivision to check work in progress PC file 514;
- ? Site visit to Rustle Meadow subdivision to check work in progress PC file 498;
- ? Site visits to Canton Commerce Park to check work in progress PC file 485;
- ? Site visits to Griswold Farms to check work in progress PC file 487;
- ? Site visits to Powder Mill Village re: maintenance bond release request PC file 467;
- ? Review of Upper & Lower Collins Company Dam hydroelectric information;
- ? Site visits to Upper & Lower Collins Company Dams;
- ? Reviewed RFPs submitted for Cannon Property land survey and recommend award of contract, administer awarded contract;
- ? Review CRRA & Paine's, Inc. Transfer Station invoices;
- ? Prepared information for ConnDECD for 21 Dowd Small Cities grant;
- ? Prepared closeout information for RR Trail I project for ConnDOT 23-122;
- ? Reviewed Zoning Commission & Planning Commission & IWWA applications;

FACILITIES

- ? Town of Canton facilities staff continued to maintain all buildings and heating systems throughout to maintain an acceptable temperature range;
- ? Continued repairing and painting walls in the Canton Library;
- ? Repaired the light fixtures in the Library/Community Center;
- ? Staff removed snow and cleaned all sidewalks around Town buildings to insure that all public accesses were safe;
- ? Continued to perform routine repairs and minor painting projects in all Town facilities;
- ? Continued the evaluation of the Town of Canton's facilities;
- ? The Director continued to supervise Canton School District custodial and maintenance personnel;
- ? Director Anatoly Konyukhov evaluated and submitted to the Board of Education, suggestions and proposals to keep all of the school buildings and equipment up-to-date;
- ? Continued to work with maintenance staff and outside vendors to maintain the cooling/heating systems in the School District.

TOWN PLANNER

Land Use Office Activities

- ? Continued review of Lowes application;

- ? Management of 3rd Party services to Zoning Commission for Lowes;
- ? Comprehensive review of revised sections to date of Zoning Regulation Rewrite;
- ? Conducted legal refresher workshop for Zoning Commission;
- ? Established 3rd party review contracted service to Zoning Commission for 361 Albany Turnpike;
- ? Provided follow-up information on Land Use Process to Charter Revision Commission;
- ? Follow up work surveying land use commissions on Design Charrette concept for Route 44 and Collinsville;
- ? Reviewed proposed amendments to Section 69 of Zoning in response to application review process governing Axe Factory;
- ? Presented Draft Aquifer Protection Regulations to Zoning Commission and DEP, public hearing scheduled for June;
- ? Presented Draft FEMA mandated Floodplain Regulation Amendments to Zoning Commission, public hearing scheduled for June;
- ? Attended Economic Development Forum sponsored by Canton EDA;
- ? Investigated oil spill at 310 Albany Turnpike for wetlands impacts;
- ? Land Use Office Development Technician resigned;
- ? Regrouping Development Technician responsibilities for short term continuation;
- ? Building Inspector has stepped in to assist Land Use Office acting as Deputy ZEO;
- ? Looking to appoint interim Wetlands Agent;
- ? Began process of reviewing Land Use Office demands, function, and productivity in light of recent resignation;
- ? Reviewed affordability proposal at conceptual stage;
- ? Reviewed Town land use regulations pertaining to affordable housing;
- ? Reviewed recent legislative changes from HomeCT pertaining to affordable housing and funding opportunities;
- ? Reviewed draft zoning regulation amendment pertaining to car washes;
- ? Met with CL&P and Collinsville Historic District Commission representatives to discuss concerns with new utility poles in Collinsville;
- ? Met with Joe Carrington, Owner of Leatherneck Square LLC and discussed interests in the Axe Factory;
- ? Began process of working with Tax Collector to increase communications between Planning, Building and Tax offices about incomplete back taxes that may effect efficiency of land use process and department;
- ? Reviewed petition to amend subdivision regulations – granting of waivers for A-2 surveys;
- ? Attended National Planning Conference to obtain Certification Maintenance Credits required for maintaining AICP certification. Workshops attended include:
 - ? Management Skills for Planners; Instruction Manual for Advanced Regulatory Drafting; Urban Planning and Sustainable Urban Development; Form-Based Codes for Small Towns; LEED for Neighborhood Development; Market-Tested Zoning Tools for Mixed Use; Gunnison-Style Transfer of Development Rights; Build a Local Government GIS; Regulating Signs in the Digital Age; The Virtual Staff Report; New Directions for Parks and Open Spaces; Preserving Historic Downtown.

Land Use Meetings for April, 2008

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Commission	April 2008 Meeting Dates	Comments
Open Space	4/1	Discussion of funding options and real estate
Planning	4/7	3 Old Business Items
Economic Development	4/8	Discussion and planning of upcoming forum
Conservation Commission	4/9	Most members attended Charter Revision during meeting
Inland Wetlands and Watercourses	4/10	
Zoning Board of Appeals	4/14	Cancelled due to lack of business items
Planning (special)	4/14	1 Old Business Item
Economic Development Forum	4/15	2 Forum Speakers, Boards, Commissions & Public discuss Big Box Stores in Small Community
Zoning Commission	4/17	2 Old Business Items, 2 New Business Items, 2 Discussion items
Design Review Team	4/22	3 New Business Items and 2 Discussion Items

BUILDING DEPARTMENT

- ? There were no permits issued for single family homes.
- ? In addition to the regularly scheduled staff and development team meetings, Mr. Jasmin attended a year to date budget expenditures meeting with the CAO and the Finance Director and attended a seminar at the Community Center.
- ? There were three Certificates of Occupancy issued. Included in these was one finished attic and two finished basements.
- ? Mr. Jasmin conducted 82 inspections as the Building Official. He also assumed the responsibilities of Deputy Zoning Enforcement Officer.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	8	\$134,000
Deck	4	\$14,100
Demolition	0	\$0
Electrical	13	\$69,850
Garage/Shed	0	\$0
HVAC	10	\$84,947
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	2	\$12,500
Pool	2	\$97,000
Roofing/Siding	6	\$64,685
Foundation	0	\$0
Total	45	\$477,082

Total Value of Permits and Permit Fee

July-April 2007-2008		July-April 2006-2007	
Value	Permit Fees	Value	Permit Fees
\$11,583,495	\$162,597	\$10,728,493	\$147,943

Permit Value Comparison for April

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$477,082	\$1,560,688
Building Permit Fees	\$2,240	\$19,834
Other Income Fees	\$2,632	\$1,596
Building Permits Issued	45	51

SENIOR SERVICES

In the month of April the Senior Services Department coordinated and/or provided administrative support to programs and activities in the following areas:

Social Services, Health and Wellness

1. VNA twice-weekly blood pressure screening
2. Bereavement support group
3. VNA weekly walking group
4. Twice-weekly CRT hot lunch program (hot lunch program is also part of the social, recreational etc offerings found in the subsequent category)
5. VNA foot care clinic
6. Skin screening clinic
7. Hearing screening (including hearing aid checkups) clinic—cancelled in April because of lack of sign-ups, re-scheduled for May; will move from monthly to quarterly screenings.
8. Lunch time speaker on fire safety in the home.
9. CHOICES program, Medicare Part D and supplemental health insurance counseling
10. VNA special program on diabetes and pre-diabetes (Cancelled because of insufficient sign-ups, partly due to conflicting social activity in another town. This may be rescheduled to another time; VNA feels this should be pushed as many of the seniors the nurses see need the information).
11. Weekly (through mid April) AARP tax filing and counseling sessions—11 seniors seen each day, all sessions completely booked.
12. Facilitated and administered out-of-town medical transportation.
13. AARP Safe driving class in July—logistical program preparation, registration.
14. Worked with VNA on a June fall prevention program to be conducted by physical and occupational therapists, and social worker. The last time this program was offered was in May, 2006 and approximately 6 people participated.
15. Worked with VNA on two free Stroke Risk Assessments screenings in May.
16. Began preliminary work for programs on Alzheimer's and other dementias, and also for program on caregivers and caregiver support.
17. Dial A Ride-support and complaint resolution.(DAR is also part of the social etc offerings in the next category, although it is not repeated there).

18. Met or conferred with four adult children who are considering moving their parents to Canton; discussion of services provided and housing issues.
19. Initial planning with VNA on two part seminar in June on fall prevention.

Social, Recreational and Educational programs

1. Twice-weekly CRT hot lunch program
2. Lunchtime entertainment: The Intonations Singing Group from Simsbury
3. Lunchtime intergenerational program with the 5th grade—cancelled due to Director's illness. Re-scheduled for May.
4. Days of Our Lives intergenerational program between seniors and 6th grade writing students. Ongoing on Mondays. Continues through May.
5. Cooking with Elaine—monthly cooking class with seniors; record attendance (37); instructor informed me she will not teach this summer and her rates will go up to \$150.00 in the fall. A similar hike is planned for all the Valley towns. Inevitably this will lead to a rise in fee charged. Two men attended the class.
6. In the News: Fact and Opinion. Twice-monthly current events discussion group.
7. Gardening with Larry—monthly gardening class and discussion. Class reactivated after being on long hiatus.
8. Valley Scrabble Club—weekly, in the evening. Re-evaluating the continuance of this program.
9. Handwork group—twice monthly.
10. Bingo with Norma—twice monthly, logistical support to this Park and Rec program
11. Senior potluck lunch, monthly.
12. Monthly Buckland Mall trip
13. Canton Seniors Club, logistical support
14. Girl Scout Tea for Seniors
15. River Ridge bingo for Seniors
16. River Ridge meet Scot Haney session for seniors
17. Job Bank applications for Seniors looking for jobs.
18. Planned and did preparatory work for two trips for Seniors—Culinary Institute in October and Colonial Inn in Massachusetts in December.
19. Jump on Board trips—including monthly Buckland Mall trip, Thomas Hooker Brewery trip, tour and lunch; Simsbury Community Band Concert (evening trip); New England carousel trip cancelled due to lack of signups.
20. Surfing the Web—5 week introduction to computers for seniors class ended in April. Began fall planning..
21. Ongoing registration and support for other trips this summer and fall.
22. Cancelled Art History class due to insufficient sign-ups to make class financially feasible. Made arrangements for Canton Seniors to attend similar class in Avon.
23. Met with family who proposes to donate an electric organ to the Senior Center; researched Town's gift and donation policy.
24. Bridge group—initial planning and survey as to interested persons' availability. It looks like this will be a go and be a free day-time program.
25. DAR. See #17 above.

Administration (including communication)

1. Coordinated and obtained necessary local approvals (including Board of Selectmen) for CTDOT enhanced transportation grant.
2. Submitted monthly and quarterly GHTD grant reports

3. Re-designed DAR tickets, obtained estimates on printing, and conferred with Martel Transportation on same.
4. Reconfigured with Focus on Canton method for payment for medical transportation—future needs to be shifted to grant monies.
5. Attended meeting on CCC security and room scheduling.
6. Attended monthly Department Head and CST meetings.
7. Attended Regional (6 Towns) Senior Directors meeting to plan fall event and debrief from spring event.
8. Coordinated volunteers to help with various aspects of programs and activities
9. Met with Cherry Brook Health Center about possible event for Seniors in June.
10. Prepared materials for and attended CCOA meeting
11. Maintained bulletin boards (main floor CCC and Senior Center floor)
12. Wrote and sent out 2 regular eScribes (bi-weekly electronic newsletter); sent out press releases.
13. Continued summer program development and planning.
14. Began planning and writing next Scribe (quarterly newsletter which is mailed out); met with layout editor.
15. Changed administrative procedures with respect to outside agencies and groups to lighten department's workload. Developed checklist with respect to the same.
16. Normal MUNIS administration for time and attendance and purchase orders, budgetary matters etc.
17. Attended Dowd Avenue Sewer Replacement pre-construction meeting (interruption of normal traffic for the summer will affect many seniors, especially the many who live on or near Dowd Avenue).

PARKS & RECREATION

ADMINISTRATION:

- ? Swimming pool registration night is scheduled for May 14 from 6-8 p.m. Parks and Recreation commission members as well as summer staff members will be assisting.
- ? Director Bennett is also coordinating the internal portion of pool set up. This includes sweeping and painting of the building and pulling weeds and planting flowers.
- ? Director John Bennett continues working on spring and summer activities. The pool opening weekend is scheduled for June 14.
- ? Director Bennett along with Director of Public Works, Walter LeGeyt, continues to communicate with President of the Canton Little League, Stan Krzanowski and also with CHS athletic director, Nancy Grace, to go over any ongoing needs for the season. Schedules have been distributed to town staff. The maintenance staff is working to prepare all of the fields for both high school play and little league.
- ? Mr. Bennett is also asking coaches of all summer league teams for schedules to turn in schedules for both Mills Pond and Bowdoin field.
- ? Director Bennett informs me that almost all of his summer staff will be returning. There will be little need to hire any new members with the exception of bath house attendants and swim aides and a sunshine camp director.
- ? Mr. Bennett is also working with staff on a variety of summer events at Mills Pond.
- ? Mr. Bennett has also set up training classes with the Red Cross here in Canton. It benefits the town firstly by allowing a town staff member free enrollment to the class. Classes to be held here include lifeguard instruction as well as WSI (swim instructor)

- ? Director Bennett also informs me that most of the work on set up of Mills pond pool has been completed. The pool ready to go for the season.
- ? Information has been sent out for the community gardens. Garden plots are being planted.

RECREATION:

- ? Summer camps are planned and registration is going well. This year more people have commented positively about the change to single week registrations for camps.
- ? Director Bennett has stated that pool tags for the coming season are due in this week
- ? Mr. Bennett is also working on finalizing issues with concession and vending representatives for the coming season.
- ? Parks and recreation staff training is also scheduled for May 14. As previously mentioned the staff is trained in CPR and First aid as well as working with special populations and dealing with blood borne pathogens. Staff members are also trained about filling out a time card emergency procedures and scheduling of hours.
- ? Mr. Bennett also reports excellent numbers in the t-ball and coach pitch programs.

LIBRARY

Not submitted.

WATER POLLUTION CONTROL FACILITY

Parameter	March 2008	April 2008	Permit limits
Average Daily Flow	.982 MGD	.763 MGD	0.80 M.G.D
Influent B.O.D	153 mg/l	139 mg/l	N/A
Effluent B.O.D	10 mg/l	7 mg/l	20 mg/l 90 % removal
Influent S.Solids	162 mg/l	148 mg/l	N/A
Effluent S.Solids	8 mg/l	7 mg/l	20 mg/l 90 % removal
Turbidity	3.0 NTU's	3.4 NTU's	N/A

As the table above shows, the Influent flow decreased by 219,000 gallons per day. This is 22% decrease in flow attributable to inflow and infiltration.

- ? Conducted numerous phone conversations with DEP staff regarding NPDES permit renewal and re-rating of plant nameplate to .950 MGD;
- ? Conducted budget review with CAO and Finance Officer;
- ? Received draft report form Woodard and Curran regarding SCADA;
- ? Met with Public Works Director to discuss sharing of services;
- ? Received an application for capacity review of 361 Albany Turnpike;
- ? There was an alarm at the Canton Valley circle pump station – both pumps clogged;
- ? Pulled pump #1 and #2 at Canton Valley circle Pump station;
- ? Washed secondary clarifiers;
- ? Continuing to adjust process to allow more food (BOD) to RBC's to encourage growth;
- ? Cleaned all four arms of Trickling filter;
- ? Met with the Acting CAO;

- ? Reviewed plans for 352 –356 Albany Turnpike;
- ? Performed monthly checks of fire extinguishers, eye wash stations and emergency and exit lighting;
- ? Performed monthly calibration of 4 function Gas meter;
- ? Attended a pre-construction meeting for the Dowd Avenue sewer replacement;
- ? Preparing job description for Administrative Assistant WPCF
- ? Installed new pump in effluent channel of primary tank to aid in providing food to RBC's
- ? Posted notice for Dowd Ave Sewer on Web site
- ? Processed call before you dig tickets
- ? Performed monthly exercise of all portable auxiliary equipment
- ? Shipped nine loads (58,500 Gallons) of sludge
- ? Performed grounds maintenance plant and pump stations
- ? Reviewed draft NPDES permit
- ? Reviewed draft bid for Sand filter installation with Fred Mueller of Tighe and Bond
- ? Performed Aquatic Toxicity analysis on Plant effluent.
- ? Received preliminary plans for site at 361 Albany turnpike and began review.
- ? Commenced painting of sludge piping digester building
- ? Turned off heat to RBC building
- ? Submitted monthly operating reports to DEP Water Management bureau, all required permit parameters were met.