

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: June 17, 2011
 Re: **Monthly Report – May 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
- Application time for Homeowners Tax Credit ended May 16, 2011. A total of 113 applications were approved.
- Application for Renter’s Rebate began May 16, 2011. We have been coordinating efforts with Claire Cote, Senior/Social Coordinator and the Management Teams of 21 Dowd Avenue and 121 Dowd Avenue to assist the applicants in gathering the financial information necessary to qualify. There have been 52 applicants to date.

BUILDING DEPARTMENT

- There was one permit issued for a single family house on Gildersleeve Avenue to rebuild after fire damage. The Town of Canton was issued a permit for a cedar arbor at the corner of Route 44 and Lovely Street. There were two commercial permits issued. One for a shed at Canton Clay Works and the other for interior renovations to office space at 95 River Road. A permit for a wind turbine was issued for a single family home on Albany Turnpike.
- Mr. Rich conducted a total of 53 inspections.
- Mr. Rich attended a state sponsored Building Officials seminar held in the Canton Community Center and attended the monthly Department Head meeting.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	8	\$344,900
Deck	4	\$38,235
Demolition	0	\$0
Electrical	9	\$8200
Garage/Shed	2	\$5500
HVAC (includes woodstoves)	8	\$24,973
New Commercial	3	\$58,000
New Residential	1	\$150,00
Plumbing	5	\$700
Pool	0	\$0
Roofing/Siding	2	\$9500
Foundation	0	\$0
Total	42	\$640,008

Permit Value Comparison for May

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$640,008	\$541,960
Building Permit Fees	\$8684	\$5462
Other Income Fees	\$574	\$1358
Building Permits Issued	42	41

BUILDING DEPARTMENT, Cont.

Total Value of Permits and Permit Fees

July-May 2010--2011		May 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$6,931,517	\$110,974	\$6,252,368	\$87,906

FINANCE

- Professional Development
Ethics
CT Public Pension Forum
- Attended BOF – FY 2011-12 Budget Workshop on the 9th
- Attended Monthly Board of Finance Meeting

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 4/30/11

General Fund	\$ 10,520,855
Special Revenue Funds	\$ 2,484,418
Capital Projects Funds	\$ 2,180,753
Internal Service Funds	\$ 668,436
Trust and Agency Funds	\$ 313,849
TOTAL ESTIMATED BY FUND	\$ 16,168,311

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 4/30/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.10%	.11%	68	91	\$ 4,728,283
Webster	.25%	.30%	2,491	3,115	\$ 10,069,521
Reich & Tang					\$ 370,507
Total Outstanding Investments			2,559	3,206	\$ 16,168,311

Projects:

MUNIS Upgrade v8.2	March 2011 – Testing	10 hours
MUNIS Upgrade v8.2	March 2011 – Conversion	12 hours
MUNIS Upgrade v8.2	April 2011 – Web Access	15 hours

FIRE & EMS DEPARTMENT

Incident Calls: - see attached summary

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of May 2011:

Inspections	10
Inspection Follow-ups	6
Plan Review	4
Job Site Inspections	0
Fire Investigations	0
Blasting Permits	1
Burn Permits	3
Bomb Threats	0
Hazardous Materials	0

- Conducted a training session on radio operations and system overview to the Canton Volunteer Fire & EMS cadets during their evening training session on May 4.

Canton Fire Department

Incident Type Report (Summary)

Alarm Date Between {05/01/2011} And {05/31/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
116 Fuel burner/boiler malfunction, fire	1	0.95%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	0.95%	\$0	0.00%
	2	1.90%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	75	71.42%	\$0	0.00%
322 Motor vehicle accident with injuries	3	2.85%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.95%	\$0	0.00%
	79	75.23%	\$0	0.00%
4 Hazardous Condition (No Fire)				
422 Chemical spill or leak	1	0.95%	\$0	0.00%
424 Carbon monoxide incident	1	0.95%	\$0	0.00%
	2	1.90%	\$0	0.00%
5 Service Call				
541 Animal problem	1	0.95%	\$0	0.00%
	1	0.95%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	9	8.57%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	1.90%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.95%	\$0	0.00%
	12	11.42%	\$0	0.00%
7 False Alarm & False Call				
734 Heat detector activation due to malfunction	1	0.95%	\$0	0.00%
743 Smoke detector activation, no fire -	2	1.90%	\$0	0.00%
745 Alarm system activation, no fire -	4	3.80%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	2	1.90%	\$0	0.00%
	9	8.57%	\$0	0.00%

Total Incident Count: 105

Total Est Loss: \$0

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Attended a meeting on May 5 with Project Administrator Jeff Shea and CL&P regarding the emergency generator at the Community Center.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Manchester on May 5.
- Delivered the Student Tools for Emergency Planning (STEP) class to six (6) fifth grade classrooms at Canton Intermediate School during the month of May. The STEP program is sponsored by the Federal Emergency Management Agency and teaches fifth grade students how to prepare and respond to emergencies and disasters.
- Attended the International Association of Emergency Managers Region 1 annual conference in Nashua NH on May 13. The keynote speaker was former New York City Mayor Rudy Giuliani and spoke about the city's response to the 9/11/01 terrorist attacks.
- Conducted inspections on the Collinsville FD Jamboree rides with the State Fire Marshal's Office on May 18.
- Deputy Fire Marshal Scott Goeben conducted the inspection and standby at the Collinsville FD Jamboree fireworks display on May 20.
- Attended a meeting with Fire/EMS Chief Rich Hutchings on May 25 regarding future use of GIS in town.

LIBRARY

ADULT SERVICES

- Our Monday Evening Book Discussion Club chose *The Given Day* by Dennis Lehane as their monthly read. They have picked up a few new members in recent months. Attendance: 10.
- Our Saturday Book Conversations group chose *The Immortal Life of Henrietta Lacks* by Rebecca Skloot as their monthly read. Over the past few months, 6 new members have joined this group, too. Attendance: 7. In both book clubs, not every member attends every session.
- Resident artist Art Chouinard was in the library painting his landscapes and seascapes on May 18. Art works on his paintings while chatting with the public. He never lacks an audience.
- Our 2 knitting groups, tiny though they may be, meet faithfully every week at the library. Between 2 separate sessions, the attendance was 4. This may be a tiny activity, but there is no down side in our continuing to host it. It costs us nothing – we simply provide the space.
- Canton resident Arlene Jones read from her memoir *God Put Out One of My Eyes*, her vivid account of her family's experiences of living in Cyprus during the civil war between the Greeks and the Turks. Attendance: a very attentive 14.
- Canton resident Joel Ferola demonstrated his collection of manipulative puzzles before an interested audience of 5. These people may form a club which will meet at the library monthly or bi-monthly.
- Canton resident Geoffrey Ross and friends returned on May 14 to continue their travelogue of Northern India and Sikkim. Nine (9) people attended this photographic show and commentary.
- Canton resident Lou Sturm gave a presentation, assisted by her son Rob, on her experiences working in a notoriously prison-like mental hospital in New York State in the 1950s and 60s. Six (6) people attended the talk and asked her many questions about the hospital (since closed) and about the care of mentally ill patients in general. Ms. Sturm has written a book on what she saw and heard.
- A talk by state DEP staff member Paul Rego on black bears in Connecticut certainly struck a nerve: 150 people attended. Moreover, nearly every one stayed to hear the end of the talk despite having to evacuate the building for about 30 minutes midway through the presentation to allow the police to investigate a possible gas leak.
- May displays: (1) On the walls around the library, a wonderful exhibit of items from the Civil War was continued. Many items related directly to Canton. Very popular. (2) In the glass case, a display honoring the Cherry Brook Garden Club and its many contributions to beautify the community. (3) Books of poetry (we will have a reading in June), gardening, and humor (continued from April).

TEEN SERVICES

- Our teen book discussion club was the victim of bad timing. Only 2 attendees came to discuss *The Eternal Ones* by Kirsten Miller. The group met on May 14, the day after the junior prom and also the same day as the funeral for a popular Canton High School teacher.

LIBRARY, Cont.

CHILDREN'S SERVICES

- We held a series of drop-in story times on the 4 Friday mornings of May, led mostly by Heather Baker and Betsy Ash. On May 20, we had a guest reader from TD Bank. On May 28, Connecticut Department of Environmental Protection staff visited for a special story time focusing on adaptation. Afterwards, the 40 participants made bear masks. For 4 story times during May, attendances totaled 166.
- The Advanced Training Choir of Chorus Angelicus gave a beautiful and well-attended choral performance in the Children's Room on May 12. Attendance: 84.
- Book displays for May: (1) New Nutmeg Book Award nominees for grades 4 through 6; (2) Books on butterflies and frogs; (3) Star Wars books; (4) Books about May; (5) First books in popular series.
- The major focus of the Children's Room staff during May was the planning of our 2011 summer reading club and related programs. Here are the details:
 - Dates: July 1 through August 18
 - Theme: *Monsters and Dragons and Aliens, Oh My!*
 - Special programs: drop-in story times, Book Buddies (teens reading to kids – Year #3 – 2 separate classes), Movies on the Big Screen, tween and teen book discussion clubs, Readers' Theater (Year 3 – 2 separate classes), a Harry Potter Birthday Party, a Princess and Monsters Tea Party, and the closing pool party and the closing preschool summer reading party
 - We received a gift of \$500.00 from the Canton Dental Center (Dr. Jason Kasprzak) to underwrite the cost of the Book Buddies programs.
 - Our reading-incentive coupon sponsors include McDonald's, Petals and Paws/ Canton Creamery, Riverfront Miniature Golf in Unionville, Applebee's Restaurant, Barnes and Noble Booksellers, and Ben & Jerry's Ice Cream.
 - Several other local merchants have donated prizes as giveaways in our 2 weekly raffles.
- The State Library and Canton's primary and intermediate schools have loaned us their copies of the books on the schools' summer reading lists so we will have more copies of the books to lend this summer. Our staff is working hard to have the summer reading books of all levels ready on time.

PERSONNEL

- We suffered the loss of 2 excellent part-time staff members in May: library aides Shana Morales and Norma Ignatowicz resigned to pursue other opportunities and commitments. Shana left in mid-May, while Norma's last day will be June 10. We have advertised their positions and will be interviewing soon. These 2 people will be hard to replace. We also are interviewing for "on-call" substitutes.
- We will have 3 Summer Interns working in the Children's Room this summer. Heather Nielsen, who was with us the past few years but who had not planned to return this summer, changed her plans and will come back. In addition, we advertised and interviewed for 2 additional interns. Robin Giese and Hannah Bernhard also will be joining us as interns this summer. Our 3 interns will share 320 hours during July and August – these hours are in our 2011-12 budget.
- The 120th annual conference of the Connecticut Library Association was held on May 2 and 3. Four (4) of our staff attended the many educational programs. Heather Baker received a Faith Hektoen Award (along with 5 other Valley children's librarians) for their excellent Harry Potter Trivia Contest designed and presented last fall, and Robert Simon was recognized for his 18 years as chairman of the conference exhibits committee. He is stepping down from this job.

OTHER HIGHLIGHTS OF THE MONTH

- A wire that AT&T personnel cut out on the road brought the library down completely on May 12 and 13. We had no circulation system, no catalog, and no staff or public computers. Besides the inconvenience for everyone, the staff had to work very late to enter the 2-days' charges, discharges, renewals, etc. when the computer lines finally were restored.
- LCI suffered a server failure on May 17 that made the day's circulation transactions unidentifiable by item type (book, DVD, magazine, etc.). The transactions were reported as a gross number but without further categorization.

CANTON PUBLIC LIBRARY - PUBLIC SERVICE STATISTICS													
	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec 10	Jan-11	Feb-11	Mar-11	Apr-11	May-11
CIRCULATION													
Adult	7,192	8,578	9,233	8,497	7,361	7,014	7,424	6,853	8,622	7,124	8,284	7,446	6,983
Children's	5,813	7,918	10,358	8,690	6,452	5,610	6,700	5,075	6,136	6,199	7,385	6,150	4,165
Teen	502	759	1,088	806	487	458	532	393	493	421	573	458	491
Downloadable Audio	123	170	140	135	95	131	118	124	102	152	112	165	172
"Other"	63	66	56	76	56	34	55	42	65	53	49	43	39
LGI Server Down - Non-ID Transactions													921
Total Circulation	13,693	17,491	20,875	18,204	14,451	13,247	14,829	12,487	15,418	13,949	16,403	14,262	12,771
REGISTRATION													
New Cards Issued	50	82	79	67	38	30	42	31	50	48	59	51	34
Expired Cards Renewed	54	97	86	86	43	50	34	31	49	33	66	41	58
Total Cardholders	4,506	4,509	4,531	4,553	4,531	4,530	4,517	4,522	4,533	4,509	4,537	4,524	4,512
REFERENCE QUESTIONS	1,509	2,278	2,111	2,087	1,692	1,381	1,523	1,364	1,427	1,362	1,814	1,502	1,184
INTERLIBRARY LOAN													
Items Borrowed for Canton Residents	279	343	N/A	N/A	350	301	360	239	301	293	311	N/A	N/A
Items Loaned to Other Libraries	338	293	N/A	N/A	338	295	267	301	369	338	352	N/A	N/A
PUBLIC COMPUTER USES	1,619	1,959	1,848	1,854	1,831	1,811	1,685	1,916	1,644	1,436	2,072	1,340	1,754
HOMEBOUND PATRON DELIVERIES	6	7	6	7	9	9	10	12	12	6	6	8	4
PROGRAMMING													
Adult Programs Held - Attendance	7 - 90	4 - 27	5 - 12	1 - N/C	7 - 65	10 - 155	7 - 51	3 - 16	8 - 77	7 - 163	10 - 158	8 - 239	10 - 205
Teen Programs Held - Attendance	N/C	N/C	N/C	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6	1 - 4	1 - 7	1 - 5	1 - 2
Children's Programs Held - Attendance	14 - 471	23 - 845	28 - 1,213	14 - 1,137	10 - 209	23 - 602	19 - 503	5 - 286	14 - 231	21 - 411	31 - 750	23 - 634	5 - 250
Total Programs Held - Attendance	21 - 561	27 - 872	33 - 1,225	15 - 1,137	17 - 274	34 - 766	27 - 562	9 - 309	23 - 314	29 - 578	42 - 915	32 - 878	16 - 457
STUDY ROOM USES													
Quiet Study Room	14	7	18	21	20	21	12	14	23	35	37	25	21
Word Processor Room	6	5	3	12	0	2	1	8	2	6	10	0	1
Total Study Room Uses	20	12	21	33	20	23	13	22	25	41	47	25	22
ITEM HOLDS PLACED	1,053	1,311	1,241	1,162	1,088	983	1,085	884	1,208	1,064	1,265	1,087	960
THE COLLECTION													
Items Added	774	802	920	772	1,109	964	573	596	726	1,092	864	755	650
Items Withdrawn	529	450	130	403	478	55	271	923	67	368	313	1,948	125
Total Barcoded Items in the Collection	78,387	79,034	79,759	80,172	80,803	81,712	82,014	81,687	82,346	83,070	83,621	82,428	82,953
PATRON VISITS	7,711	9,344	11,054	9,979	8,474	8,087	7,540	7,880	7,870	7,921	10,316	8,598	7,830
N/C - No Count													
N/A - Not available at present. To be reported next month.													

LIBRARY, Cont.

- Rick Bazzano, our technology consultant from Simsbury, worked with me to develop a plan that would reduce the number of staff and public printers in the library from 13 to 7.
- I inventoried 40 pieces of computer equipment that we plan to dispose of as soon as the Board of Selectmen says yes. Most of it can be sold online through a new service the town belongs to.

PARKS AND RECREATION

- T-Ball and Coach Pitch program is finishing up this Saturday, another successful season at Mills Pond
- All Fall recreation programs are planned and the information will be forwarded to Michelle on schedule.
- Two First time programs are planned: Henna Tattoos & Jewelry making aimed at Teens 14+
- Registrations for Summer camps off to a great start :Golf, Tennis, Let's Gogh Art and Explorers camps
- Zumba Gold is doing very well with over 40 participants in the program
- Mad science and CAST are not filling up as fast as we had hoped, we are actively trying to promote those programs
- Mills Pond Pavilion reservation numbers are up from last year and we already have more than 3 private pool parties booked
- Meeting with Kyra from the Finance Department, this week to discuss Summer Deposits
- Director Brian Wilson met with the Commission on Aging for the monthly May meeting.
- Director Wilson attended a Canton Lions Club to discuss fundraising for Mills Pond Poolhouse.
- Director Wilson met with Finance Department to discuss the Human Resource duties in preparation of seasonal staff starting up in addition to new hires.
- Met with seasonal staff to coordinate office duties for processing and tracking seasonal staff paperwork.
- Director Wilson attended the Park and Recreation Commission meeting.
- Director Wilson scheduled and held several interviews for new lifeguard staff.
- Had several meetings with Camp Director and Aquatic Director for coordinating summer planning.
- Met with CHS Athletic Director and others at Mills Pond Park about the installation of a shot put/discus and long jump area.
- Began preparing pool for startup. Cleaning of pool and poolhouse commenced. Met and coordinated with pool contractors/ plumbers on several occasions.
- Worked with CAST staff to promote and market summer theatre program.
- 161 program transactions were made in May totaling almost \$21,000 in program revenue.
- 31 Facility requests were made during the month of May for community center reservations.

POLICE DEPARTMENT

PERSONNEL

- May 9: Officer Besse began 'shadow phase' of FTO program.
- May 10: Chief Arciero attended Capitol Chief Police meeting in Farmington.
- May 16: New CPD patrol car placed into service.
- May 19: Sgt. Messier returned from family maternity leave.
- May 20: Off. Besse completed FTO training.
- May 26: D/C Hull attended SWAT training.

ADMINISTRATION

- May 2: Chief Arciero attended union contract negotiations with CAO Skinner and town Attorney and Union leadership.
- May 3: Chief Arciero attended Emergency Management and Homeland Security training in Cromwell.
- May 4: Chief Arciero attended meeting with APD Chief Rinaldo re new ACO vehicle.
- May 5: Chief Arciero and D/C Hull met with CAO Skinner and DPW Martin to discuss vehicle maintenance program.
- May 6: CPD met with bullet proof vest vendor from MHQ.
- May 12: Chief Arciero attended Department Heads meeting.

POLICE DEPARTMENT, Cont.

- May 13: Chief Arciero met with APD and SPD chiefs re RFP for regional dispatching.
- May 17: Chief Arciero and D/C Hull attended Dispatcher Staff meeting.
- May 17: Chief Arciero met with 1st Selectmen Barlow re accident concerns at Rte 44 and 179.
- May 19: Chief Arciero met with candidate Lowell Humphrey to discuss PD operations.
- May 20: Chief Arciero met with Canton Ambulance John Bunnell re AED and Medical Kit projects at CPD.
- May 14: Anne Raftery attended COPSA meeting in Waterford.
- May 25: Vest vendors showcased ballistic vests for CPD personnel.
- May 25: Chief Arciero attended GIS planning meeting at Town Hall.

COMMUNITY POLICING

- May 1: Canton Police Department website posted notice about child car seat installation program.
- May 3: Officer Capaldo, Detective Wilkinson and Off. Besse participated in Food Bank pick-up at area banks.
- May 5: CPD held its “Coffee with the Cops” at ShopRite Supermarket in Canton.
- May 6: Chief Arciero met with C of C intern re career mentoring.
- May 10: Chief Arciero met with CHS teacher Zordan re the Industrial Arts project for CPD.
- May 10: Chief Arciero attended the Chamber of Commerce meeting.
- May 10: CPD officers conducted last food pick up for Hunger walk.
- May 14: Chief Arciero participated in Focus on Canton Hunger Walk.
- May 18: CPD posted Teen Drinking/Parties advisory to town and CPD websites.
- May 18: Chief Arciero attended meeting at Miller Foods for ACO van project.
- May 23: Officer Colangelo was focus of ‘The Canton News’ feature story.
- May 23: D/C Hull, Off. Selander, Disps Canny and Lederman participated in the CIS Golf Tournament
- May 24: CPD personnel began Click It or Ticket seatbelt campaign.
- May 26: Chief Arciero and Officer Selander participated in Canton Chamber of Commerce golf event.

OPERATIONS

- May 11: Detective Wilkinson assisted CSP Computer Crime Squad and Troop B re search warrant execution.
- May 16: CPD commenced Pot Hole Patrol project.
- May 18-21: Numerous CPD officers participated in security detail for annual fire department carnival/jamboree.
- May 20: Chief Arciero and Off. Selander addressed a gunshot complaint near Mills Pond.
- May 23: CPD participated in Seat Belt Enforcement Campaign.
- May 24: CPD investigated handgun found at Mills Pond Recreation Center.
- **Incident Summary:**

Total Incidents for May: 1103 Previous month (April- 812)			
Domestic Disturbance	4	Motor Vehicle Stops	256
Driving Under Influe.	3	Motor Vehicle Accidents	22
Larceny-All	8	Suspicious Pers/Vehicle	17
Medical Calls	72	Directed Patrol	131
Fraud	3		

PROJECT ADMINISTRATOR

- Reviewed and approved CRRA, Paine’s, and Murphy Road Recycling invoices for Transfer Station.
- Prepared information for and attended one meeting of the Hydro Power Advisory Committee. Coordinated presentation of the project for the Town of Avon Town Council.
- Reviewed, approved and authorized contract amendment for further investigation of 20 Canton Springs Road site for consideration as Town Highway Garage site.

PROJECT ADMINISTRATOR, Cont.

- Completed pavement investigation for improvements to Dyer Avenue from Simonds Avenue to Maple Avenue. Initiated the preparation of final cost estimate and bid package for Improvements to Dyer Avenue.
- Attended weekly coordination meetings with consultant for the Farmington River Trail – Phase III project.
- Completed contract preparation and coordinated with Town Attorney and selected contractor, All Waste Inc., for Transfer Station Refuse Hauling Services.
- Met with Selection Committee to evaluate 13 proposals for consultant services for Town Bridge Over Farmington River project. Developed short list and schedule interviews for June 29, 2011.
- Developed public information plan with selected consultant and Steering Committee including mailing, web page, press release, recreational survey, and email distribution to announce the Upper Collinsville Mill Pond Master Plan. Scheduled public meeting to be held on June 16, 2011 meeting.
- Prepare application and attended Inland Wetlands and Watercourses Commission meeting for Sediment borings for Upper Collinsville Mill Pond Master Plan project.
- Obtained Inland Wetlands and Watercourses Commission approval for relocation of proposed gazebo as part of the Farmington River Greenway Project.
- Complete draft field survey for Traffic Signal Installation at Bridge Street and Main Street
- Evaluated applications for one possible housing rehabilitation loans. Coordinating with Small Cities consultant as required.
- Met with league representative relative to regulatory requirements for improvements to Bicentennial Field.
- Reviewed roadside barrier repairs required for Collins Street
- Received approval zoning approval for site plan modification to accommodate operational changes at the Transfer Station.
- Meet with developer for possible subdivision at 434 Cherry Brook Road
- Meet with GIS consultant on development of needs requirements for Project Administrator.
- Prepared and submitted various quarterly reports required for grant funded projects.

2011 Project Log

Project	May
PMBC Highway Garage Proj.	5
Farmington River Trail - Phase 3	32
Small Cities "21" Phase 2	4
Citizen Inquiries	
Budget / CIP Program	4
Planning / Zoning Site Plan Review	2
IWWA Site Plan Review	1
DEP Mill Pond Master Plan	12
Town Bridge Project	12
TS Hauling Bid MSW	8
Canton Hydro Project	6
Housing Rehabilitation Loan Program	4
Pavement Management Services	7
Main Street/ Bridge Street Traffic Control Signal	2
Route 177 Trail Extension	2
Town Highway Garage	4
Transfer Station Modifications	10
Bicentennial Field	2
GIS	1

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Repaired 3 catch basins at 21 Dowd
- Pot hole repair on-going process
- Started road side mowing
- Replaced 14 signs around town
- Repaired broken pipe on country lane
- Repaired a couple of driveway lips
- Finished catch basin cleaning
- Sent staff to fertilize town fields
- Pulled out shrubs, edged beds, & planted holly's at library
- Finished spreading mulch library and green
- Swept parade route

MAINTENANCE GARAGE

- Repaired small utility trailer
- Installed lettering and town seal on dial a ride van

PARKS DEPARTMENT

- Mowed and trimmed schools, parks, fields and greens
- Finished fertilizing
- Worked on baseball fields, (high school and rec. fields)
- Painted Lacrosse fields
- Started work on pool
- Maintenance on Park's equipment
- Emptied garbage containers in all parks and athletic facilities

TRANSFER STATION

- Transfer Station Operational Improvements
- Permits available for purchase

BUILDING MAINTENANCE DEPARTMENT

- Met with roofing contractor at Town Hall
- Installed water line to front of Town Hall building for plantings
- Planted plants rear of Town Hall
- Repaired globe lights at Library/Community Center
- Fixed ballast at Police Department
- Cleaned graffiti at Town Hall/Market Street door
- Built/installed new bench for rear of Town Hall
- Met with Farmer Market representative and marked Town Hall parking lot spaces for their booths
- Met with CT Water representative and started process of inspection of all Town owned back flow preventers
- Repaired ballast in Library Director's office
- Found/diagnosed faulty thermostat of 3rd floor of Town Hall. Will reinstall heating/cooling thermostat in July

PROFESSIONAL DEVELOPMENT

- None

WORK ORDERS RECEIVED

Work Request	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	FY Totals
Highway	1	4	3	3	2	2	2	17
Parks	1	1	1	1	1	1	2	8
Building Maintenance	10	35	18	22	36	24	33	178

PUBLIC WORKS, Cont.

Signs	4	4	3	4	6	8	14	43
Trees	4	4	0	2	0	1	1	12
Mailboxes	0	0	18	4	4	0	0	26
Pot Holes	0	1	6	10	20	250	19	306
Drainage	2	9	0	0	2	1	2	16
Curbing	0	0	0	0	0	0	650'	0
Lawn	0	0	0	0	0	1	0	1
Animal	1	0	0	1	2	1	1	6
Total	21	58	49	47	73	289	74	611

DIRECTOR STATUS REPORT**MEETINGS ATTENDED**

1. May 03, 2011: Project Meeting – Roads/Transfer Station
2. May 04, 2011: Little League Meeting
3. May 05, 2011: Town Vehicle Maintenance Meeting
4. May 06, 2011: Building Maintenance Staff Meeting
5. May 10, 2011: Valley House Sidewalk Meeting
6. May 11, 2011: Department Head Meeting
7. May 11, 2011: Bicentennial Field Meeting
8. May 11, 2011: Solid Waste Transfer Committee
9. May 16, 2011: Public Works Staff Meeting with Foremen
10. May 17, 2011: Project Meeting – Roads/Transfer Station
11. May 18, 2011: All Waste Inc. – Transfer Station
12. May 31, 2011: Project Meeting – Roads/Transfer Station

NEW PROJECTS

1. Develop RFP for Town Vehicle Maintenance
2. Transfer Station Change of Vendors (Hauling and Equipment)

PROJECTS IN PROGRESS

1. Transfer Station Improvements for Permit Renewal
2. Town Vehicle Maintenance Study
3. Operating and Capital Budget
4. Implement Sign Maintenance Program (MUTCD)
5. Develop Employee Performance Measures

COMPLETED PROJECTS

1. Bid Waste and Recycling Removal Services for Transfer Station
2. Bid – Highway 4x4 Pick-up Truck

PROFESSIONAL DEVELOPMENT

1. Organizational Communication, Bachelor Studies, University of Hartford, Hartford CT

SENIOR & SOCIAL SERVICES**PROGRAMMING**

- Canton Community Café: Open for 8 days, 368 meals served
- Dial A Ride:
 - Total # of passengers: 169
 - Total # of trips: 346
 - Tickets funds collected at Town Clerk's Office: \$ none
 - Tickets funds collected and at Senior Services: \$ 131.50 for 263 tickets
- Jump on Board (JOB) Trips:
 - Jump On Board : no mall trips
 - JOB to Mohegan Casino: 15 people went

SENIOR & SOCIAL SERVICES, Cont.

- CHOICES volunteer Paula had 0 appointments this month.
- “In The News” met twice, with an average of 13 people
- McLean Meals on Wheels: ___ meals were delivered to 19 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 88 screenings
 - Walking group: screenings: 85 screenings
 - Bereavement Support Group: Jim Fox met with one person
- Senior Potluck: Senior Potluck was not held this month due to Memorial Day holiday
- Cooking with Elaine- canceled, too few people signed up
- Medical Transportation: 9 round trips coordinated; 1 one-ways
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: 1 phone given out, but many signed up for state-provided cell phone services through Canton Senior/Social Services office.
- Vials of Life were given out
- e-Scribes: none sent out to subscribers in the month of May.

SPECIAL MAY EVENTS

May is Older Americans' Act Month. When Older Americans Month was established in 1963, only 17 million living Americans had reached their 65th birthdays. About a third of older Americans lived in poverty and there were few programs to meet their needs. In April of 1963, President John F. Kennedy's meeting with the National Council of Senior Citizens served as a prelude to designating May as "Senior Citizens Month." In 1980 President Jimmy Carter designated what was once called Senior Citizens Month as "Older Americans Month". Older Americans Month is celebrated across the country through ceremonies, events, fairs and other such activities. Canton S.C. provided educational and recreational activities and workshops to enhance peoples' lives and to educate on the benefits of aging healthfully throughout the month of May.

- Senior/Social Services co-sponsored with Cherry Brook Healthcare Center a special tea time, in honor of Mothers' Day on Tuesday May 3rd. Many mothers and daughters attended, including a large group of ladies representing the Red Hats Organization. A light meal was served while the history of tea was discussed and all mothers were honored.
- On Thursday, May 12th Howard Raff from “And-How” hearing was at the Canton Senior Center to provide free hearing assessments to folks from 10am-12noon. Dr. Raff met with seven [7] clients who received free assessments and/or cleanings of their current aides.
- On Wednesday, May 18th Canton was visited by the nutritionist, Lori, from CRT who spoke to the “Lunch Bunch” about the benefits of whole grains- and to pass out free samples of whole grain cereal!
- On Friday, May 20th Teresa Dotson, R.D. provided information on the benefits of incorporating more color into your diet and provided plenty of answers to peoples' questions about nutrition in an informal workshop at the S.C.
- On Wednesday, May 25th the Canton S.C. was graced with a wonderful performance by the Canton High School band, which walked here on a beautiful day in preparation for their Memorial Day Parade performance. What a delight this always is and a whole group of “Lunch Bunchers” as well as others crowded around the Senior Center entrance to listen to these talented youngsters!!! ☺ We always look forward to this event and thank the band and Tom Scavone for this treat.
- In honor of “Senior Health & Fitness Day”, which was on the 25th, Canton Senior Center invited Valley Sports Center to provide a bit of exercise for us here on Friday the 27th. Mark Lang stopped in with his associate, Melanie Michaud, who guided the “Lunch Bunch” and visitors (over 50 people) in some simple exercises that re-energize and strengthen muscle (and woke us up!). Many thanks to Melanie who gently provided instruction, understanding we are not all as athletic as she!

SENIOR & SOCIAL SERVICES, Cont.

- The “Gardeners Workshop” which was to be held on Tuesday May 17th, in conjunction with Canton Physical Therapy, was canceled due to too few sign-ups, but will be rescheduled for a winter program, as a collaborative effort between the Cherry Brook Garden Club, Canton Physical Therapy and Canton Senior & Social Services.

ADMINISTRATIVE

- Claire attended the Canton CoA meeting on Monday, May 2nd at the Canton Community Center.
- On Thursday, May 5th, Linda Smith, Town Clerk, met with Toby Scheel to strategize about and to start working on completely modifying the web pages dedicated to “Senior Services” and “Social Services” so they can be consolidated onto one webpage.
- Claire went on a home visit to an elderly couple’s home in North Canton with Project Manager, Jeff Shea, Building Inspector for the town of Canton, as well as the Small Cities Grants consultant on May 9th to evaluate the grounds.
- On May 20th, Claire had a meeting with Susan Raggo, MSW, to discuss programming and group initiatives for the Senior Center.
- On Tuesday, May 24th, Claire met with Michael from Village Gate of Farmington to discuss upcoming programming and collaborative efforts, including an Oktoberfest in October at the Canton Senior Center.
- On Thursday, May 26th Claire joined Ann Malisk from Gifts of Love and her communications intern at 21 Dowd Avenue housing complex for a presentation on what Gifts Of Love, Inc. is and how their services benefit the community. The three were joined by new Property Manager, Karen Colazzo, as well as approximately 20 residents who were able to ask questions to all the professionals.
- Claire met with over 15 clients in-office to help with various social services issues.
- The Canton Senior & Social Services Office was closed on Monday, May 30th in observance of Memorial Day.

TAX COLLECTOR

- Tax collections for the current list were \$47,269.06. Back year collections were \$14,260.62. Interest and fees totaled \$12,285.57.
- Sewer Collections on current list \$15,365.54. Back year collections were \$6,887.04. Interest and lien fees totaled \$6,584.81.
- The tax office has collected 100.005% of the current year tax revenue budget (\$16,511 more than budget), 94.8% of back year revenue budget (need \$7,857 to make budget) and 126.36% of the interest and lien budget (\$26,369 more than budget) and 4,057.56 to date in suspense collections as of 5-31-10.
- Did address changes to the new motor vehicle, real estate and personal property file.
- Coded the Real Estate accounts with the bank that will be paying the bill
- Released 17 liens this month
- Updated transfers on the real estate file and the new file from October 2, 2010 to May 31, 2011
- Sent TaxServ (collection agency) 12 more accounts.
- Sent out 88 intent to lien notices for the delinquent real estate accounts.
- Prepared sewer file for conversion and sent it to QDS.

TOWN CLERK

- Processed: 586 transactions and three marriage licenses
- Real estate recordings were up 21% from the same time last year with 9 residential home sales, one commercial sale (108-112 Main Street), and one land sale (21 Sweetheart Mountain).
- Largest home sale: 434 Cherry Brook Road (\$455,000).
- Municipal Conveyance Tax collected on transfers was \$7833.74.
- \$453 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$6129.

TOWN CLERK, Cont.

- We have started selling dog licenses for the 2011/2012 dog year. A total of 147 dog licenses were sold in the month of May.
- May 5: Town Clerk assisted the Senior & Social Services Department with redesign of their website page.
- May 12: Town Clerk sat on an interview panel for a part time Town Clerk in Avon.
- May 16: Town Clerk discussed issues within the Town Clerk department with First Selectman Petitioning Candidate Lowell Humphrey.
- May 24: Town Clerk participated in the Senior Voter Registration Day at the Canton High School.
- May 26: Annual Budget Meeting. Legal notice and minutes are available on the town’s website.
- Town Clerk implemented Go Daddy program in conjunction with the Town’s QScend website in order to link Board of Selectmen audio files to our website.
- May 31: Town Clerk received notice that the Town received a grant from the Canton Community Health Fund in the amount of \$3223 to fund the purchase of an AED machine for the Town Hall.
- Citizen Request Management component of QScend (QAlert), logged one complaint regarding dead animals in the road.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there was one foreclosures in May.
- Liens & lis pendens action:
 - Mortgage lis pendens 1
 - Condo Fees Liens 0
 - Credit Cards/Debt Collectors 4
 - Commercial/tax liens/other 1
 - Medical related 0
- Activity on the Town’s website:
 - Number of visits to our site: 5136 people made 8407 visits to the site.
 - Average number of pages/visit: 2.6
 - Average time on site: 2:26 (min:sec)
 - Top pages viewed: Home Page, Assessor, Agendas & Minutes, Employment, Visitor’s Guide, Senior & Social Services, Farmington River Trail, Request for Proposals, Town Clerk, and Police Department.

Town Clerk Receipts-May 2011

Total Items	Description	Total Amount
	Recordings:	
151	Land Records	\$3607.00
	Conveyance Tax	\$7833.74
	St of CT Historical Preservation	\$302.00
	Town Clerk Historical Preservation	\$151.00
	Town of Canton-Land Preservation	\$453.00
	St of CT-Land & Dairy Preservation	\$5436.00
	Town Clerk Land Preservation	\$151.00
1	Maps	\$10.00
109	Copies	\$695.00
13	Sport Licenses:	
	St of CT DEP	\$391.00
	Sport Licenses-Town of Canton	\$11.00
4	Miscellaneous	\$17.00
22	Vitals	\$349.00
3	Marriage/CU Licenses St of CT	\$57.00
147	Dog Licenses:	
	Town of Canton	\$147.00

TOWN CLERK, Cont.

	State of CT	\$1106.00
8	Notary Fees	\$80.00
8	Dial-A-Ride	\$283.00
120	Transfer Station	\$3383.00
1	Stone	\$50.00
586	TOTALS	\$24,512.74

TOWN PLANNER

PERMITS ISSUED

- 110 Albany Tpke. – massage therapy business, Shoppes at Farmington Valley
- 11 Ridge Dr. – deck expansion
- 110 Albany Turnpike – sign, Lindt Chocolate
- 12 Town Bridge Rd. – interior renovations and addition
- 60 Simonds Ave. – interior renovations
- Lovely St. & Rte. 44 – cedar arbor, Rail Trail
- 14 Canton Springs Rd. – temporary liquor sales, Lobsterfest
- 15 Bunker Hill Rd. – shed
- 22 Bunker Hill Rd. – shed
- 150 Cherry Brook Rd. – shed
- 95 River Rd. – interior office renovations
- 699 Albany Tpke. – above ground pool
- 250 Albany Tpke. – sign, furniture sales
- 8 Town Bridge Rd. – pool deck replacement

INSPECTIONS

- 130 Case St. – landscaping
- 11 Ridge Dr. – deck expansion
- 12 Town Bridge Rd. – interior renovations and addition
- 60 Simonds Ave. – interior renovations
- Lovely St. & Rte. 44 – cedar arbor, Rail Trail
- 15 Bunker Hill Rd. – shed
- 111 Main St. – boat in driveway
- 55 Indian Hill Rd. - proposed driveway crossing of wetland
- 22 Bunker Hill Rd. – shed
- 150 Cherry Brook Rd. – shed
- 95 River Rd. – interior office renovations
- 699 Albany Tpke. – above ground pool
- 250 Albany Tpke. – sign, furniture sales
- 8 Town Bridge Rd. – pool deck replacement
- 21 Sweetheart Mountain Rd. – proposed single family house.
- 104 Torrington Ave. – possible landscaping business on residential lot.

AUTHORIZED IWWA AGENT APPROVALS

- 15 Bunker Hill Rd. – shed in upland review area.

CEASE AND DESIST ORDERS

- 57 Powder Mill Rd. – removal of junk vehicles – all but four vehicles , some miscellaneous debris removed.

NOTICES OF VIOLATION

- 8-10 Collins Road – RV, trailer, boats, metal container in front yard of residence; second boat removed, original boat not on premises as of 5/31 but may return.

TOWN PLANNER, Cont.

- 339 Cherry Brook Rd. – shed built without permits occupied by squatter; squatter evicted, awaiting permit application for shed, single family house.
- 134 Winterbourne Lane – drainage trench dug in upland review area without permits, awaiting permit application.

MISCELLANEOUS

Assistant Planner

- Attended Open Space Preservation & Acquisition Commission 5/3, IWWA 5/12.
- Met with IWWA Chair, Project Administrator, Town Planner at Bond Pond concerning erosion on Rail Trail, 5/4.
- Met with Town Planner, DPW Staff, project Administrator, Little League Official, concerning proposed improvements to bicentennial Field.
- Continued weekly signage sweeps along major thoroughfares; over 380 signs removed since summer '09.
- Submitted revised Carpenter Property A-2 Survey to DEP.
- Continued revisions to IWWA Regulations.

Town Planner

- Met with CAO and WPCA Director regarding coming summer season and importance of odor management for Collinsville Businesses District and area residents 5/2
- Met with consultant regarding GIS 5/3
- Met with Farmington Valley Press regarding land use issues 5/3
- Review of 135 Dowd for BOS 5/4
- Meeting regarding improvements to Bicentennial Field 5/4, 5/11, & 5/26
- Meeting regarding Rail Trail stormwater management improvements at Bond Pond 5/4
- Met with consultant regarding Zoning Rewrite 5/5
- Met with BOE representative regarding improvements to West Field 5/5
- Planning Commission Special Meeting 5/11
- Review of draft IWWA regulations 5/12
- POCD survey for Chairs of Town agency's 5/13
- Review of FOI rules with Tom Hennick regarding on-line meeting procedures 5/16
- POCD consultant interviews 5/16
- Zoning Meeting 5/18
- Meeting with CROG Transportation Planner, Project Administrator, and Simsbury Town Engineer regarding changes to Regional Transportation Plan, possibilities of Phase IV of Farmington River Trail, and Route 44 crossings 5/19
- Attended Connecticut Bicycle Pedestrian Advisory Board 5/19
- Met with Collinsville Farmer's Market and DPW staff regarding booth set up in parking lot 5/20
- Attended CROG Transportation Committee 5/23
- Tree clearing lot inspection at Sweetheart Mountain with developer 5/24
- Pre-application meeting regarding potential subdivision off of Cherry Brook Road 5/24
- Conducted Department Head interviews with GIS Consultant 5/25
- Pre-application meeting regarding new building for school bus contractor at Powder Mill Road 5/25
- Met with Lowell Humphrey, 5/27
- Additional activities not documented.

Project Logs

Project	March	April	May	Yearly Total
Pulte Homes/ Oxbow Ridge	0	0.15	0	11.65
Zoning Regulation Rewrite	63.85	5.25	7.6	152.7
PMBC/ Public Works Garage	1.5	3.5	1	15.35

TOWN PLANNER, Cont.

POCD Update	39.5	13.6	20	93.1
IWWA Rewrite	10	10	3	25.6
Rail Trail	3	2.5	5	12.25
401 Albany Turnpike	1.25	0.5	11	14.75
Open Space Grant	3	2	1.3	15.75
GIS Initiatives	2.5	5	11.75	35.05
EDA Initiatives	14	10.5	8	48.45
Intern Projects	40	40	0.5	129.75
Lowes Site	4.4	4.5	3.3	33.1
Konover/ Sussman	71	34.5	14.6	168.6

Application Tracking – May, 2011

Received by Zoning in April 2011

1. File #49; Apln. #1317; 65 Albany Turnpike; Assessor's Map 8-3; Lot 32; Zone SB; Special Exception for Section 63.5.10; Ground Sign; Canton Physical Therapy, applicant; Mark Blair, owner. – *Scheduled for public hearing, May 2011 – Approved with modifications*
2. File #345; Apln. #1318; 70 Gracey Road; Assessor's Map 8-3; Lot 32; Zone AR3; Site Plan Amendment Section 51; Roaring Brook Nature Center, applicant; The Children's Museum, owner. – *Referred to DRT's April meeting, continued to May, 2011; Continued to June Zoning meeting.*
3. File #377; Apln. #1320; 401 Albany Turnpike; Assessor's Map 11-8; Lot 1; Zone SB; Special Exception Sections 31.2.5 Restaurant, 32.2.8 Signs, 31.2.11 Parking, 32.2.3 Uses in a B1 District, 68.4 Soil & Erosion Control Plan; Section 51 Site Plan Amendment; Argco Realty Advisors, LLC, applicant/owner. – *Public hearing required, scheduled for May, 2011; Public hearing continued to June 2011.*
4. File #285; Apln. #1321; 285 Albany Turnpike; Assessor's Map 9-4; Lot 17; Zone SB; Special Exception Sections 5.3 Extension of Use, 31.2.28 Apartment Use Upper Floor, 31.2.1 Retail, 31.2.2 Personal Services, 31.2.3 Banks, 31.2.4 Offices, 31.2.5 Restaurants, 31.2.8 Signs, 31.2.11 Parking, 31.2.30 Massage Therapy; Section 51 Site Plan Amendment; 285 Albany Turnpike, LLC, applicant/owner. – *Public hearing required, scheduled for May, 2011; Public hearing closed, deliberations continued to June, 2011;*

Received by Zoning in May 2011

1. **File #420; Apln. #1322;** Amendment to Zoning Regulations; Amend Section 53.22.3.b.iii; Add new Section 53.14.4; Alford Associates, Inc., applicant. – *Received, public hearing and referral required. Referred to Planning Commission June 2011 meeting, public hearing scheduled for July 2011.*
2. **File #421; Apln. #1323;** 124 Powder Mill Road (Transfer Station); Assessor's Map 6-6; Parcel 6; Zone L1; Section 51, Site Plan Amendment; Section 53.16 Standards for areas of special flood hazard; for reconfiguration of residential drop-off area; Town of Canton, applicant/owner. – *Received and approved.*
File #400; Apln. #1324; 15 Canton Springs Road; Assessor's Map 4-3; Parcel 13; Zone LI; Special Exception for Section 31.2.25 Kennels and Section 31.2.27 Pet Boarding Facility; Mary Boylan and Carol Dobrozensky, applicant; Four Paws Realty, owner – *Received, public hearing required, scheduled for June 2011.*
3. **File #363; Apln. #1325;** 45 River Road; Assessor's Map 10-4; Parcel 2; Zone AR1; Site Plan Amendment Section 51.5; Town of Canton Police Department, applicant; Town of Canton, owner. – *Received, applicant not able to attend, referred back to DRT, public hearing scheduled for June, 2011..*
4. **File #199; Apln. #1326;** 150 Cherry Brook Road; Assessor's Map 5-8; Parcel 60; Zone AR2; Special Exception for Section 21.2.17 Add dwelling unit to non-conforming business building; Canton Clay Works, LLC., applicant/owner. – *Received, public hearing required, scheduled for June, 2011.*
5. **File #336; Apln. #1327;** 76 Simonds Avenue; Assessor's Map 11-6; Parcel 61; Zone AR1; Site Plan Amendment Section 51.5; Waivers as required Section 51.12; Town of Canton, applicant/owner. – *Received, public hearing scheduled for June 2011.*

TOWN PLANNER, Cont.

6. **File #156, Application #1328**, amendment to 63.3.3 Flashing signs. *Application submitted by Commission, referral and public hearing required. Referred to Planning Commission's June 2011 meeting. Public hearing scheduled for July, 2011.*

Received by Design Review in May 2011

1. **Preliminary Review** of 76 Simonds Ave; Review of revised plans for Canton High School West Field Press Box and Concession Stand design, Town of Canton Board of Education, applicant; Town of Canton, owner. – *Recommendations forwarded to Zoning for June meeting.*
2. **File #363, Apln. #1325**, 45 River Road, Assessor's Map 10-4; Parcel2; Zone AR1, Site Plan Amendment Section 51.5; Town of Canton Police Department, applicant; Town of Canton, owner. – *Applicant not able to attend, additional information necessary to conduct review.*

Received by Planning Commission in May 2011

1. **File #489**; Hoffman Farms Subdivision East Hill & Gracey Road; Sign mylar for Lot line revision for Lots 15, 16, 17 & 18 approved on 12/12/05; Frank Mairano & Associates, Inc., applicant. - *No Commission Action was necessary.*
2. **File #489**; Hoffman Farms Subdivision East Hill & Gracey Road; Discussion on proposed modification to filing mylar, Sheet #4; Bahre Partners, LLC, applicant/owner. - *Approved*
3. **File #507**; Sweetheart Mountain Subdivision; Proposed modification to approved tree-line, Lot # 6, 21 Sweetheart Mountain Road; Stonecap Associates, LLC, applicant/owner. – *Approved*
4. **Referral #366**; Connecticut General Statute Section 8-24 Review and Report for Sewer Service Boundary Change in southeastern portion of Canton; WPCA, applicant. – *Positive referral issued*
5. **File #531**; 117 & 119 Case Street; Assessor's Map 3-16; Lots 27 & 28; Zone AR-3; Request for extension of 90 days to file mylars from May 8, 2011 to August 6, 2011; Town of Canton, applicant; Kathleen & James Carpenter, owner. – *Extension granted*

Received by IWWA in May 2011

1. **File #05-11-1006**; Farmington River Trail; from Old River Road to US 44-Albany Turnpike; Construction of Phase III – Culvert modification; Town of Canton, applicant/owner. – *Approved*
2. **File #05-11-1046**; Upper Collinsville Mill Pond; Discussion of development of a master plan for the Upper Collinsville Mill Pond and adjacent shoreline areas; Town of Canton, applicant/owner. – *Continued to June 2011*
3. **File #05-11-579**; 55 Indian Hill Road; Assessor's Map 6-8; Lot 99; Zone AR3; Proposed first cut subdivision of lot creating rear lot requiring driveway access in upland review area; Susan & Edward Pepin, applicant/owner. – *Continued to June 2011, site walk scheduled for May 24, 2011*
4. **File #05-11-1047AA**; 15 Bunker Hill Road; Assessor's Map 5-10, Lot 72, Zone AR3; Placement of 8x12x10 pre-fab shed on lot; Steven Weisman, applicant/owner. Mr. Klee stated that approval was for a replacement shed in the upland review area and it is 50 feet from a stream. – *Approved, Authorized Agent.*

WPCA

OPERATIONS

- The plant achieved 96 % BOD removal and 97 % Suspended Solids removal
- The Effluent plant flow, monthly average decreased from .970 MGD to .794 MGD
- Rainfall total for the month is 4.46 inches.
- Received no odor complaints this month.
- Converted Primary Digester over to Primary Holding Tank.

LABORATORY

- Analyzing Primary Tank solids, Secondary Solids, and sludge shipped by Synagro.
- 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 3.5 % this month.**

WPCA, Cont.

- Twelve loads of sludge were sent by Synagro @ 78,000 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- JH Lapierre Electric, and Woodard & Curran, along with TCS Communications, in to wire up SCADA panels and radios at pump stations.

MAINTENANCE

- Monthly and weekly duties performed
- Weekly cleaning of UV disinfection bulbs.
- KMNO₄ Potassium Permanganate odor control system is on line and running 24 / 7.
- Tower Generator in to do major annual service on all generators.
- Flushed trickling filter.
- Dismantled digester gas piping and with the assistance of DPW hauled it away.
- Power washing and vacuuming interior of Sand Filter Bldg.
- 24 Hour cleaning of each sand filter.

SAFETY AND TRAINING

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

ADMINISTRATIVE

- Spec out and purchased a new walk behind mower for the main plant.
- Spec out and purchased a new trickler recirculation pump.
- Met with CAO, Town Planner, Paul Dombrowski regarding what is being done for odor control this summer.
- Attended Town Department Head meeting
- I attended a Fred Pryor seminar, for Supervisor training, at the University of Hartford.
- Meeting at Canton Town Hall to sign Escrow agreement for the Sewer shed change.