



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: Paul J. Fetherston, Chief Administrative Officer
Date: January 13, 2008
Re: **Monthly Report- December 2007**

GENERAL ADMINISTRATION

During the month of December, the Office of the Chief Administrative Officer focused its efforts on a number of administrative matters including (a) completion of the administrative process necessary for Canton's participation in the State of Connecticut's Regional Incentive Grant Program; (b) starting the budget review of Fiscal Year 2008-2009 submissions by Department Heads and agencies due on December 15, 2007; (c) working closely with newly elected First Selectman Barlow to facilitate a smooth transition; and (d) various personnel matters.

Other items of interest include:

- ? Participated in hiring a Program Supervisor (Part Time) to fill a vacancy within the Parks and Recreation Department;
- ? Participated in a walk through of the Canton Police Department facility with First Selectman Barlow;
- ? Participated in the Fiscal Year 2006-2007 audit process;
- ? Attended the December 17 meeting of the Board of Finance; and
- ? Attended the December 18 meeting of CRCOG's Municipal Services Committee.

Q-ALERT CITIZEN RESPONSE MANAGEMENT SYSTEM

During the month of December, the following activity was logged through the Town's Citizen Response Management System available through the Town's website:

ITEM	AMOUNT/ PERCENT
Total Requests Filed	37
General	19% (7)
Other	8.1% (3)
Potholes	10.8% (4)
Snow Plowing	16.2% (6)
Speeding	8.2% (3)
Traffic Signs	5.4%(2)
Assessment; Code Violations; Development Applications; Drainage & Storm Water; Election Information; Inspections; Mailbox; Other Assessor; Requests for Inspection; Road Signs; Transfer Station	Each category listed received one request.

ADMINISTRATIVE SERVICES COORDINATOR

- ? Prepare Request for Proposals pertaining to EMS matters including purchase of new ambulance; collections; and paramedic and training services;
- ? Serve as staff to Permanent Municipal Building Committee;
- ? Process paperwork for hiring of new employees;
- ? Worked with Board of Education and Town Counsel to complete the contractual agreement for the completion of an Athletic Fields Master Plan;

- ? Assist the Chief Administrative Officer on a number of personnel matters including research for and participation in grievance arbitration;
- ? Compiled information in response to Freedom of Information Act requests.
- ? Coordinate retirement plan information sessions for Town employees and the plan provider;
- ? Reviewed and updated employment notice posters;
- ? Coordinated transition of Town's cell phone service providers;
- ? Facilitate retirement requests for Town and Board of Education non-certified retired employees;
- ? Coordinate participation of Town employees in appropriate risk management seminars;
- ? Compiled the January 2 Board of Selectmen Regular Meeting agenda with the First Selectman;
- ? Compiled information for completion of the diesel fuel contract process;
- ? Provides reports of workers compensation claims and property/casualty claims to insurance carrier;
- ? Authorized purchase orders in the absence of the Chief Administrative Officer during the week of December 24;
- ? Provided information necessary for the salary survey compiled by the Office of the Chief Administrative Officer;
- ? Processed information necessary for the adjustment of property and auto coverage where appropriate; and
- ? Compiled information and data at the request of the First Selectmen and Chief Administrative Officer.

PROFESSIONAL DEVELOPMENT

- ? Fire Marshal Adam Libros attended a continuing education class on December 19 at the Blue Hills Fire Department, sponsored by the State of CT Dept. of Public Safety's Office of Education and Data Management. The topic was 2008 amendments to codes.

FINANCE

- ? Finance Director Amy O'Toole attended the Board of Finance regular meeting on December 17, 2007
- ? Significant time spent to on training for MUNIS for Purchase Order and Time & Attendance modules and Budget Entry for Remote Access Users
- ? Significant amount of time spent on preparing the FY 2006-07 Certified Annual Financial Report (CAFR)

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

11/30/07

General Fund	\$ 6,688,604
Special Revenue Funds	\$ 3,519,317
Capital Projects Funds	\$ 1,540,895
Internal Service Funds	\$ 712,688
Trust and Agency Funds	\$ 1,437,644
TOTAL ESTIMATED BY FUND	\$13,899,148

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

11/30/07

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	4.39%	4.56%	14,855	20,760	\$10,276,194
Webster	4.25%	4.25%	13,358	18,286	\$ 3,622,954
Reich & Tang					
Total Outstanding Investments			28,213	39,046	\$13,899,148

TAX COLLECTOR

- ? Tax collections for the current list were \$2,426,926.41. Back year collections were \$19,514.91.
- ? Sewer Collections on current list \$16,348.18. Back year collections were \$4,594.19.
- ? Motor Vehicle Supplemental bills went out for a total tax due of \$285,385.06.
- ? The office sent out delinquent notices on the tax list and the sewer list.
- ? The office sent out 21 Tax Warrants and 24 Tax demands.

POLICE DEPARTMENT

- ? A total of 730 incident assignments were logged for the month including: 189 directed patrol/business & neighborhood security checks, 90 motor vehicle enforcements, 60 vehicle collisions, 48 automatic alarms, 50 medical emergencies, 9 larceny/fraud/theft investigations, 9 domestic violence/disorderly conduct reports & 6 DUI arrests.
- ? At the end of the month the department arrested a male from Illinois for Enticement of a Minor related charges after he flew to Connecticut to further a relationship that began on the internet.
- ? The Chief and Deputy Chief prepared and submitted the '08/'09 operating budget proposal.
- ? The Chief attended two Collinsville Traffic & Pedestrian Safety Committee meetings, a Community Services Team meeting, and presided over the monthly Capitol Region Chief's meeting.
- ? The Chief and Deputy Chief, along with a Sergeant and Patrol Officer attended the CRCOG Public Safety meeting and Amish School Shooting lessons learned presentation.
- ? The Deputy Chief responded to a Regional EST call-out as team commander.
- ? All sworn members of the department attended in-house training for CPR, AED, Taser, OC, & ASP.
- ? The department provided traffic control private duty services for the Shoppes during the Holiday season.
- ? Members of the department staffed the 2nd Annual Holiday Food & Toy Drive.
- ? Two Sergeants and a Dispatcher visited area police departments to view their dispatch facilities and procedures to research best practices.
- ? A Sergeant, representing Canton on the Regional Accident Reconstruction Squad, attended a monthly training session.
- ? The Detective attended and represented the department at the Substance Abuse Council.
- ? Two officers attended a four day mandatory recertification training at West Hartford Police Department.
- ? Two officers attended a one day Officer Safety training seminar sponsored by P.O.S.T.
- ? The Department's recruit at the Police Academy continued to attend training session as the Department continues to operate with the shift vacancy.

FIRE DEPARTMENT

Not submitted.

TOWN CLERK

- ? The Town Clerk's office processed 835 transactions during the month of December.
- ? Real estate recordings were up 3% compared to the same time last year.
- ? There were 16 residential dwelling/land sales in December.
- ? The largest home sale was for 34 Atwater Road (\$749,163).
- ? Municipal Conveyance Tax collected on all transfers was \$16,765.41.
- ? Four marriage/civil union licenses were processed.
- ? \$17,945 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
- ? 1,097 dog licenses have been issued to date.
- ? A Special Town meeting was held on December 19, 2007, to consider and take action on proposed amendments to Ordinance #223 entitled "Ordinance Regulating Solid Waste Management Services". The amendments were approved unanimously with an 18-0 vote.

Town Clerk Receipts

**December 2007
FY 2007-2008**

<u>Description</u>	<u>Total Items</u>	<u>Totals Amount</u>
Conveyance Tax	16	\$16,765.41
Recording Land Records	171	\$4967.00
St of CT Historical Preservation		\$342.00
Town Clerk Historical Preservation		\$171.00
Town of Canton-Land Preservation		\$513.00
St of CT-Land Preservation		\$4446.00
Town Clerk Land Preservation		\$171.00
Maps	8	\$110.00
Copies	87	\$600.50
St of CT DEP	39	\$857.5
Sport Licenses-Town of Canton		\$38.50
Miscellaneous	9	\$26.00
Vitals	33	\$278.00
Marriage/CU Licenses St of CT	4	\$76.00
Dog Licenses-Town of Canton	26	\$25.50
Dog Licenses-State of CT	25	\$312.00
Notary Fees	1	\$10.00
Dial-A-Ride	2	\$62.00
Transfer Station	459	\$33,334.00
TOTALS	835	\$63,105.41

FIRE MARSHAL/ EMERGENCY MANAGEMENT

The Offices of the Fire Marshal and Emergency Management completed the following during the month of December 2007:

Inspections	12
Inspection Follow-ups	4
Plan Review	1
Job Site Inspections	2
Fire Investigations	3
Blasting Permits	0
Burn Permits	0
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

Fire Marshal/Director of Emergency Management Adam Libros completed the following:

- ? Attended the (a) monthly Capitol Region Fire Marshal's Association meeting in Wethersfield where he was appointed as Vice President of the Association; (b) CAPTAIN Fire demonstration in at East Hartford FD HQ with Chief Rich Hutchings on December 4; (c) a lockdown drill meeting with school officials on December 17; (d) Capitol Region Emergency Planning Committee meeting in Hartford on December 20;
- ? Performed a walk through of the MDC Water Treatment Plant on December 20 for familiarization.

PHYSICAL PLANT

- ? Staff continued to maintain all buildings and the cooling systems throughout the Town Hall, Library/Community Center, Police Department and Collinsville Fire Station to maintain an acceptable temperature range;

- ? Preventive Maintenance of the heating/cooling systems in the Town Hall, Library/Community Center, PD and Fire Station was completed; and
- ? Staff was involved in the snow removal around the Town buildings to insure that public access to Town buildings was safe;

PUBLIC WORKS

- ? Crew successfully began using CLEAR LANE salt for ice and snow control; completed brush trimming in between storms; responded to calls to clear site lines due to snow piles; filled pot holes as warranted; and responded to calls about mail boxes damaged by snow and/ or plows.

Parks Department: Crews continued to monitor to thickness of Mills Pond ice for ice skating.

ENGINEER

- ? Attend PMBC meeting concerning the replacement of fuel tanks at the Highway Garage and the Highway Garage Facilities Plan;
- ? Conducted field visits to check work in progress at the following locations: Wind Mill Hill subdivision; Red Fox Run subdivision; Canton Commerce Park; Griswold Farms; and Highway Garage fuel tank replacement project.;
- ? Develop a Draft 5 year road surface program and Draft 5 drainage program;
- ? Review of proposed FEMA flood zone regulation and mapping changes;
- ? Review operation of the intersection of Canton Springs Road and Dowd Avenue, prepare draft report
- ? Attend meeting w/ BL Group re: Town Athletic Field Study
- ? Prepare FY 2008-2009 budget information and information for Finance Department regarding GASB 34;
- ? Complete initial paperwork for 21 Small Cities grant & submit to DECD;
- ? Review Transfer Station – Curb Side collection tonnages for 1st Selectman
- ? Review Zoning Commission & Planning Commission applications

TOWN PLANNER

Zoning Commission:

- a. **Zoning Rewrite:** The Zoning Commission met on 12/5/2007 and made significant progress in proposed Section 2000, Definitions. At the 12/19/2007 regular meeting a sub-committee of Zoning members was formed to aggressively pursue the regulation rewrite while alleviating the problems associated with having a full quorum of the Commission to conduct business. Dates have been tentatively scheduled for the Zoning rewrite sub-committee: 1/9/2007; 1/23/2007; 2/27/2007; 3/5/2007; 3/26/2007.

- b. **Regular Meetings**

The Commission met on December 19, 2007 and took the following actions:

Approved as amended and with conditions and an effective date of January 9, 2008, File #18, Apln. #1211; 352-356 Albany Turnpike; Assessor's Map 10-8; Lot 49; Zone SB/AR1; Section 21.2.14 Special Exception Use for child day care center for more than 12 children and Site Plan Modification and for a Certified Erosion and Sedimentation Control Plan.

Approved an application as submitted with waiver and conditions, for File #213; Apln. # 1213; 3 Depot Street (Crown & Hammer Restaurant); Assessor's Map 10-2; Zone HI; Lot: 2150003; Section 51 Site Development Plan Modification.

Approved File #8; Apln. #970 110 Albany Turnpike; Assessor's Map 8-3 and 3-2 Lot 28, Map 3-4 Lots 36 and 9; Zone SB, ATOD; Release of escrow bond of \$15,000 for third party inspection of Soil Erosion and Sedimentation Controls at TSAFV as submitted.

Approved File #8; Apln. #970; 110 Albany Turnpike; Assessor's Map 8-3 and 3-2 Lot 28, Map 3-4 Lots 36 and 9; Zone SB, ATOD; for release of \$69,850 of Phase I Maintenance Bond maintaining a \$3,000 balance.

Planning Commission

The Planning Commission held a Regular Meeting on December 3, 2007 and took the following actions:

Approved with conditions **File #530**; 185 High Valley Drive; Assessor's Map 3-10; Parcel 73-5; Zone AR-3; Request for two (2) lot Resubdivision; Rick & Erin Wolfson, applicant/owner.

Recommended **File#485**; 150 Commerce Drive; Canton Commerce Park; Assessor's Map 4-3, Parcel 14; File Zone I-P; Road Acceptance for Commerce Drive and Smith Way; Casle Corporation, applicant/owner to the Board of Selectmen to accept Commerce Drive and Smith Way in accordance with State Statute 8-24.

The Planning Commission held a Special Meeting on December 17, 2007 and took the following action: Approved File #427; 11 Olson Road; Assessor's Map 4-7; Parcel 42; Zone AR-3; James Miner, applicant/owner. Request to re-subdivide property to cut off one (1) sellable building lot subject to the conditions, modifications, restrictions and safeguards, numbers 1 through 13 of the draft motion prepared by the Town Planner. This approval is effective January 4, 2008 and upon the recording of the final Mylar with the Town Clerk.

Zoning Board of Appeals: The ZBA held a Regular meeting on December 10, 2007 was cancelled.

Design Review Team: The Design Review Team (DRT) met at a Special Meeting on December 4, 2007 to draft their final recommendation to the Zoning Commission for the proposed Lowes Home Center.

Open Space Committee: The Open Space Committee met on December 4, 2007 and discussed recruitment, funding options, and real estate.

Inland Wetlands and Watercourses Agency

Authorized Agent Approvals - 12/1/07 – 12/31/07: None

IWWA Approvals – 12/1/07 – 12/31/07: None

IWWA Special Meeting/Site Walks – 12/01/07 – 12/31/07: Special Meeting conducted on 12/18/07 (postponed from 12/13/07) – File #09-07-975; Michael Drive – Public Hearing lasted approximately four (4) hours, continued to a Special Meeting on January 3, 2007

IWWA Enforcement

11/7/07 - Site visit to The Shoppes with Bob Oswald and John Whitney re: completion of rip-rap along Jim Brook.
1/8/07 – 348 East Hill Road – Possible tree cutting within 100' of a small brook/swale.

11/15/07 – Site visit to Bart Drive to check on E&S measures and to ensure that anti-tracking pads were installed properly.

11/30/07 – Site visit with Bob Oswald to view brook near 3A Gemstone Drive re: possible wetlands violation occurring in brook.

Project Review Team: The PRT process has been re-established to have all new applications starting in January to go to PRT the first Wednesday of every month.

Zoning Compliance

Certificates of Zoning Compliance Issued 12/1/07 – 12/31/07

Issued two (2) Certificates of Zoning Compliance for Single Family Certificates of Occupancy.

Issued zero (0) Certificates of Zoning Compliance so the Building Official can issue building permits (e.g., decks, additions, sheds, interior renovations (no change in footprint), pools, etc.).

Issued three (3) memorandums stating Certificate of Zoning Compliance was not required per our current zoning regulations.

Issued one (1) Certificate of Zoning Compliance for the North Canton Fire Station – Additional Equipment Structure and Antenna Alterations.

Home Occupation Permits Issued 12/1/07 – 12/31/07: None

Sign Permits Issued 12/1/07 – 12/31/07

12/10/07 – 228 Albany Avenue, Doogie's Restaurant

Zoning Enforcement

12/5/07 - Letters were sent to automobile dealerships on Route 44 stating that the Town is in the process of researching past Zoning approvals in Canton to ascertain whether they are presently in compliance with the conditions of their approval. The ZEO will be meeting with these dealerships in the upcoming weeks to review the conditions of their Zoning approval and assist them in becoming compliant if necessary. ZEO has met with one car dealership already and will be meeting with more after the holiday season.

12/18/07 – Bremar Rental – 354 Albany Turnpike. In response to the Zoning Commissions concerns raised at the 11/14/07 meeting regarding: 1) the existing bulk fuel storage tank that is on the property line between Bremar Rental and Geri's Place; and 2) rental trucks being stored across the Bremar property line. The following are ZEO findings based on research of the pertinent zoning file:

Zoning approval does not include rentals and the Site Plan does not show propane tanks;

The original Site Plan Approval and Special Exception were for retail sale of farm produce, cider, nursery stock, garden supplies, flower and vegetable plants and a cider mill operation;

This information has been relayed to the Fire Marshal.

12/5/07 – ZEO Attended ½ day CAZEO seminar to continue to update my training in the zoning enforcement field.

12/6/07 – ZEO and Town Planner met with John Whitney at The Shoppes to view landscaping, pavement and curb areas to determine if bond amount could be released (A \$3,000 bond amount was retained by the Town to ensure that the above items would be taken care of).

12/12/07 – Site visit to 156 Albany Turnpike - Davidson Chevrolet re: Zoning compliance initiative as stated above on 12/5/07.

Administrative Initiatives

- Began the process of performing formal Application Completion Reviews for all Zoning, IWWA and Planning applications.
- Continued the process of adopting formal staff reports to all regulatory land use commissions;
- Continued the process of introducing new FEMA DFIRMS and MODEL Regulations with the Zoning Commission with the assistance of Town Engineer;
- Continued process of drafting of amendments to Section 69 Zoning Regulations Design Review Guidelines;
- Continued the implementation of re-organized work responsibilities for ZEO/ WEO;
- Continued the implementation of the new process for issuing zoning violations and follow thru;
- Created a subcommittee/ work group to expedite the Zoning regulation rewrite;
- Continued the process of organizing electronic and paper files, map/ plan clean up - identifying various rolled maps and plans in copy room and main office to be filed properly;
- Continued the process of distributing development application comment sheets to Department Heads (Police Chief, Superintendent of Public Works, Superintendent of Water Pollution Control, Fire Marshall, Fire Chief, Town Engineer, Building Inspector, Director of Parks and Recreations); for newly received applications.
- Continued the process of keeping a detailed accounting of exhibits on file used/ applied to larger/ potentially more contentious applications;
- Reviewed bonding procedures through development application approval process and post approval carry-thru. Identifying inconsistencies and lack of control/ follow thru. Looking to implement new policy;
- Reviewed standard conditions for subdivision applications;
- Working on the creation of standard conditions to tie between all land use approvals;
- Reviewed Mylar requirements- looking to require conditions of approval on all mylars to be recorded;
- Reviewed process for requiring information to be submitted with Building permits necessary to satisfy Section 72 of zoning;
- Reviewed post application/ approval process/ procedures for Planning and Zoning Commissions;
- Met with FRWA to go over existing mapping and natural resources inventory available through FRWA efforts and potential GIS mapping/ sharing efforts for future use;
- Met with CC to begin the process of updating a complete open space inventory and looking to confirm all land set-aside as open space is properly preserved/ recorded.
- Continued work on the Land Use Library – reviewed inventory of available materials, resources and relevance for inclusion;

- o Evaluated the Town’s past handling of Aquifer Protection Measures required by CGS 22a-354, and whether or not we are in compliance with statutes and local town ordinance pertaining to Aquifer Protection;
- o Reviewed compliance with CGS 8-3i for Watershed Maps available for Land Use Applications;

Miscellaneous Land Use Office Activities

- ? Reviewed maintenance bond releases and third party escrow releases for Shoppes;
- ? Review of bonding release request for Country Sports;
- ? Final Site Analysis/ Staff Report for 352-356 Albany Turnpike;
- ? Site Analysis/ Reports for 99-1 Michael Drive;
- ? Followed up on site inspection to review erosion and sedimentation control bond release at 260 Gracey Road;
- ? Submission of 2008-2009 Budget proposals; and
- ? Reviewed the processing of intervener petitions (CGS 22a-19) for Planning and Zoning Applications.

Land Use Meetings for December, 2007

Commission	December 2007 Meeting Dates	Comments
Planning Commission	12/3	2 Public Hearing, 1 Old Business item, 3 New Business item.
Open Space Pres. and Acquisition.	12/4	Recruitment, Funding Options, Real Estate Discussions
Design Review Special	12/4	Lowe’s Home Center
Zoning Re-write	12/5	Section 2000 & 7000
Zoning Board of Appeals	12/10	Meeting cancelled due to lack of business items.
Economic Development Agency	12/11	Educational Forum, FV Network, Main Street Committee
Conservation Commission	12/12	Correspondence, Financial Report, New Business, Discussion with Town Planner.
Inland Wetlands and Watercourses Agency	12/18	1 Public Hearing, 1 New Business Item.
Design Review	12/18	Meeting cancelled due to lack of business items.
Zoning Commission	12/19	3 Informal Discussions, 3 Public Hearings, 1 Old Business item, 6 New Business items.

BUILDING DEPARTMENT

- ? There were four (4) permits issued for single family homes. The locations are 79 Gracey Road, 3 Livingston Road, 15 Sweetheart Mt., Lot #51 Elizabeth Road. The fees collected for those single family homes were \$15,912.
- ? Three commercial permits were issued. All of them were for interior renovations.
- ? There were four (4) Certificates of Occupancy issued during the month. One was for a new retail store at the Shoppes, two were for finished basements and one for an addition.
- ? In addition to the regularly scheduled monthly meetings, Mr. Jasmin attended a seminar in East Hartford regarding two types of residential handicap accessibility.
- ? Mr. Jasmin conducted a total of 125 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	9	\$247,870
Deck	1	\$4,000
Demolition	0	\$0
Electrical	18	\$21,600
Garage/Shed	1	\$2,500
HVAC	18	\$47,405
New Commercial	3	\$29,000
New Residential	4	\$1,125,990
Plumbing	4	\$0
Pool	0	\$0
Roofing/Siding	6	\$41,952
Foundation	0	\$0
Total	64	\$1,520,317

Permit Value Comparison for November

	2007	2006
Value of Permits Issued	\$1,520,317	\$1,574,031
Building Permit Fees	\$15,912	\$19,636
Other Income Fees	\$1,722	\$1,176
Building Permits Issued	64	52

Total Value of Permits and Permit Fees

July - November 2007-2008		July - November 2006 - 2007	
Value	Permit Fees	Value	Permit Fees
\$6,768,568	\$91,873	\$5,728,099	\$79,306

SENIOR SERVICES

Not submitted.

PARKS & RECREATION

ADMINISTRATION:

- ? Darrien Lynn was hired to fill the Program Supervisor (Part Time) position vacated by Alex Ockerbloom.
- ? The winter/spring brochure was distributed with registration beginning.
- ? The Department its Fiscal Year 2008-2008 budget proposal.
- ? The Department continues to work on planning an after school program for 4-6 graders.
- ? The Department is coordinating the ski bus program whose numbers are above last year's.
- ? The Department has finalized the new computerized scheduling arrangement for the Community Center which will allow for easier scheduling.
- ? Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for the spring. Roto-tilling of the community gardens was pushed back to spring due to the early bad weather and slow season with leave pick up.

RECREATION:

- ? The annual Holiday tree lighting on November 30 went well. The girl scouts and Farmington Valley band certainly made the event a success again this year.

- ? Breakfast with Santa on December 1 was a success with close to 150 people for the two seatings. Each child was given a gift from Santa, as well as being entertained by a jester, and enjoying a breakfast of pancakes, sausage, OJ, milk, muffins and apples, all provided by the Canton/Avon Rotary.
- ? North Pole Calling was again a popular program for the Department during the holiday season. Phone calls were made to over 125 children to wish them and their families a Merry Christmas.
- ? “Rec Hoops” program has begun at CBPS and is again between 90 and 100 registrants. This season the kindergarten group is smaller than past years but a large 1st grade group makes up the difference. Parent support continues to be good.
- ? Gym scheduling is now in the works as well. Gym time in the winter is always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.
- ? Youth wrestling is also off to a good start this year under the direction of first year director Ed DeSimas.

LIBRARY

- ? The Library welcomed Sarah McCusker, the new Head of Technical Services, on December 3rd.
- ? Local children’s author Elizabeth Faragher, read her book *Off to the Fair*.
- ? Sixteen story times were presented to 156 children.
- ? Heather Baker, Children’s Librarian, attended the semi-annual Book Discussion Day and received 25 free brand new children’s books for the library’s collection.
- ? Katie Bunn, Circulation Supervisor, attended the Executive Board meeting of the CT Library Association.
- ? Sarah McCusker attended the Bibliographic Information services meeting for Connect.
- ? Kathy Cockcroft, Library Director, attended the Connect Members Board meeting.
- ? Two new copiers replaced the failing ones and both the staff and public are very happy.
- ? The community survey closed on December 14th and results will be discussed at the Library Board meeting in January.
- ? The Library’s budget request for Fiscal Year 2008/09 was completed.
- ? Reference queries include: Info on night blooming cereus; Relative heat insulation properties of fleeces, cotton & wool; and Info on Australopithecus
- ? The numbers: 11,416 items were loaned; 739 holds were processed; 18 new cards were issued and 31 renewed; 1,192 items were added to the database.

WPCF

Parameter	November 2007	December 2007	Permit limits
Average Daily Flow	.490 MGD	.523 MGD	0.80 M.G.D
Influent B.O.D	213mg/l	242 mg/l	N/A
Effluent B.O.D	14 mg/l 94 % removal	16 mg/l 94 % removal	20 mg/l 90 % removal
Influent S.Solids	168 mg/l	195 mg/l	N/A
Effluent S.Solids	9 mg/l 95 % removal	10 mg/l 96 % removal	20 mg/l 90 % removal
Turbidity	7.7. NTU’s	7.0 NTU’s	N/A

- ? The Facility met all of its permit limits;
- ? 26,000 gallons of sludge were shipped to synagro;
- ? Staff met with Dave Duff of Suburban Sanitation service to discuss project of uncovering three buried manhole structures;
- ? Mobile Robotics televised Dyer Farm’s Complex which was recently discovered to be part of the Canton WPCA’s sanitary sewer system;
- ? Superintendent Enderle attended and/ or facilitated the following meetings: Connecticut Association of Water Pollution Control Authorities Winter meeting; hosted meeting with Jim Clifton Simsbury WPCF Superintendent, and Neil Pade, Town Planner to discuss possible sanitary sewer connection for proposed

Lowe's; monthly staff meeting; Sewer commission meeting; EPA Energy workshop held at Legislative Office Building HTFD; meeting with Chris Rice of Konover to discuss project; and tour of facility by First Selectman Barlow and Chief Administrative Officer;

- ? Conducted sewer inspection 51 Elizabeth road;
- ? Cleaned trickling filter arms;
- ? Purchased snowblower for grounds maintenance;
- ? Installed snow plow on Department vehicle;
- ? Performed the following tasks: grounds maintenance; monthly calibration of gas meter; monthly inspection of exit signs; monthly inspection of emergency lighting; monthly check of all monitored alarms; pulled pumps at Canton Valley circle pump station; performed call before you digs; reinstalled mixer into last bay of RBC train; worked on Fats, oils and Greases program; power washed RBC building; and monthly operation of all auxiliary equipment;
- ? Received odor complaint from Collins Road;
- ? Reviewed final spec package for Sand filter #3;
- ? Mobile robotics televised portions of Secret Lake;
- ? Received application for bond reduction Griswold farms;
- ? Rewired circuit for plant water pump air compressor; and
- ? Began work on Energy management system for WPCF and Pump stations.