

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: January 13, 2011
 Re: **Monthly Report – December 2010**

ASSESSOR

- General administrative duties continue
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- October 1, 2010 Motor Vehicle List was received from DMV. We have started to process the information.
- Personal Property information was collected for the 2010 Grand List and is being reviewed.
- 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 is in process to update records for the October 1, 2010 Grand List

BUILDING DEPARTMENT

- There were no permits issued for construction of new single family homes.
- Three commercial permits were issued. One for a new tenant, The Vein Clinic of America, at The Shoppes at Farmington Valley, another for conversion of a racquet club located at 310 Albany Turnpike to a sports complex and the third for a new tenant, Allstate Insurance, at 250 Albany Turnpike.
- There was one Certificate of Occupancy issued for a single family house at Sweetheart Mountain.
- There were two Certificates of Completions issued and both were for new roofs to single family homes.
- Mr. Stronkowsky performed 43 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	2	\$8,000
Deck	0	\$0
Demolition	0	\$0
Electrical	9	\$169,590
Garage/Shed	1	\$35,000
HVAC (includes woodstoves)	23	\$192,653
New Commercial	3	\$553,500
New Residential	0	\$0
Plumbing	6	\$149,900
Pool	0	\$0
Roofing/Siding	2	\$9500
Foundation	0	\$0
Total	46	\$1,118,143

Permit Value Comparison for December

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$1,118,143	\$323,178
Building Permit Fees	\$8,448	\$3,740
Other Income Fees	\$7,490	\$980
Building Permits Issued	46	38

Total Value of Permits and Permit Fees

<u>July-December 2010--2011</u>		<u>July-December 2009--2010</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$4,644,890	\$65,532	\$3,488,985	\$49,198

FINANCE

- Professional Development
None
- Attended CLASS Participant Lunch Meeting
- Attended Monthly Board of Finance Meeting
- Completed CAFR for End of Year 6/30/10

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 11/30/10

General Fund	\$ 8,481,064
Special Revenue Funds	\$ 2,490,462
Capital Projects Funds	\$ 2,017,736
Internal Service Funds	\$ 745,334
Trust and Agency Funds	\$ 303,709
TOTAL ESTIMATED BY FUND	\$ 14,038,305

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 11/30/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.17%	.17%	120	115	\$ 4,193,803
Webster	.35%	.35%	2,346	3,116	\$ 9,603,609
Reich & Tang					\$ 241,433
Total Outstanding Investments			2,466	3,231	\$ 14,038,305

FIRE & EMS DEPARTMENT

Incident Calls: - see attached summary

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of December 2010:

Inspections	16
Inspection Follow-ups	2
Plan Review	1
Job Site Inspections	15
Fire Investigations	2
Blasting Permits	0
Burn Permits	3
Bomb Threats	0
Hazardous Materials	1

- Brought the town's 4 ICALL/ITAC portable radios to Troop L on 12/1/10 for rebanding programming.
- Attended the monthly meeting of the Capitol Region Fire Marshal Association in Wethersfield on 12/2/10. Fire Marshal Adam Libros was elected President of the Association for the second year.
- Continued working with the Simsbury IT staff on migrating FIREHOUSE Software to the new computer server at the police department.
- Attended the annual MDC Goodwin Dam Emergency Action Plan meeting held in Avon on 12/10/10.
- Attended a meeting with CL&P on 12/13/10 to meet the town's new account manager.
- Conducted a school crisis drill at Canton Intermediate School on 12/16/10 with the Board of Education and the Canton Police Department.
- Participated in a conference call on 12/21/10 with the State of CT Department of Emergency Management and Homeland Security.
- Evaluated approximately 150 fifth grade student posters for the Fire Prevention Poster Contest.

Canton Fire Department

Incident Type Report (Summary)

Alarm Date Between {12/01/2010} And {12/31/2010}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	2.70%	\$6,000	100.00%
	3	2.70%	\$6,000	100.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	72	64.86%	\$0	0.00%
322 Motor vehicle accident with injuries	7	6.30%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	4	3.60%	\$0	0.00%
	83	74.77%	\$0	0.00%
4 Hazardous Condition (No Fire)				
413 Oil or other combustible liquid spill	1	0.90%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.90%	\$0	0.00%
444 Power line down	1	0.90%	\$0	0.00%
	3	2.70%	\$0	0.00%
5 Service Call				
511 Lock-out	3	2.70%	\$0	0.00%
561 Unauthorized burning	1	0.90%	\$0	0.00%
	4	3.60%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	6	5.40%	\$0	0.00%
651 Smoke scare, odor of smoke	3	2.70%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.90%	\$0	0.00%
	10	9.00%	\$0	0.00%
7 False Alarm & False Call				
714 Central station, malicious false alarm	1	0.90%	\$0	0.00%
745 Alarm system activation, no fire -	4	3.60%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	3	2.70%	\$0	0.00%
	8	7.20%	\$0	0.00%

Total Incident Count: 111

Total Est Loss: \$6,000

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Performed ongoing job site inspections at 110 Albany Tpke (Vein Clinic & Francesca's) and 310 Albany Tpke (Sports Center).
- Conducted a fire origin and cause investigation at 105 Andrew Drive on 12/7/10. The fire was contained to an outdoor hot tub which caused slight extension to the wood deck. No injuries were reported and the cause was ruled as accidental.
- Conducted a fire origin and cause investigation at 29 Center Street on 12/20/10. The fire was contained to the electric hot water heater and the cause was ruled as accidental.
- Conducted a hazardous materials investigation at 365 East Hill Road on 12/21/10. Heating oil leaked from piping which caused a minor spill in the basement.
- Prepared for and responded to the 12/26/10 blizzard. Preparations included contacting the First Selectman and Chief Administrative Officer regarding readiness plans and assisting the fire department with cots for firefighters who performed standby at the stations during the storm. During the blizzard, Director of Emergency Management Adam Libros maintained a high level of readiness including a response to the Emergency Operations Center (no official opening) to monitor power outages and road closures. A large power outage in the Dowd Avenue area lasted until late afternoon. The Office of Emergency Management, in conjunction with other town agencies, issued a message to the residents in that area through the Everbridge notification system that the Community Center/Library was open as a warming center. The Office of Emergency Management maintained constant communication with CL&P to determine restore times of power outages in the town.

LIBRARY

ADULT SERVICES

- December was a quiet month for adult programming. Our 2 adult book clubs decided not to meet, and resident artist Art Chouinard did not pay us his usual monthly visit.
- We sponsored a program on job interview skills on December 11. The speaker was Kimberly James, Director of Career Services at Tunxis Community College. This event was a follow-up to her November presentation on creating resumes. Attendance: 11.
- Our drop-in knitting groups met at the library twice: once on a Thursday evening and once on a Saturday afternoon. The numbers for these programs are always small, but the attendees are grateful to the library for giving them the opportunity to socialize and work. Attendance for 2 events: 5.
- December displays: (1) In the display case, some of the handmade quilts created by library staff member Norma Ignatowicz. Norma specializes in small quilts, and these were perfect for our display case. This colorful exhibit inspired many patrons to borrow our quilting books. How successful is that? (2) On the interior walls, the second month of the 2-month art show entitled *A Contemporary Exploration* by Bloomfield artist Shirley Mae Neu. (3) A book display focused on quilts and quilting.
- Reference Librarian Beth Van Ness and the Library Director are creating a flier for the public that describes our electronic databases.
- Also, they are working with Head of Technical Services Sarah McCusker to plan the technology classes for the public funded by our Hartford Foundation for Public Giving grant.
- An additional shelving unit for adult DVDs was installed in December, as the current bookcase allocated for these items is completely full. The new unit takes up floor space that had been used for comfortable seating, which is unfortunate. It has made the audiovisual area look more crowded, but this installation was necessary if the adult DVD collection is to grow.

TEEN SERVICES

- Our new Teen Book Discussion Club met on December 18 for a dramatic reading session. Seven (7) teens joined staff member Shana Morales to read aloud from *Little Women* and *A Christmas Carol*. We are pleased with how this fledgling group is developing. Meetings are now held on Saturday mornings in order to avoid conflicts with school activities.
- We installed an additional shelving unit to accommodate the rest of the teen paperback collection. (We had bought one unit too few last fall.) Also, they installed several flat shelves in the existing bookcases to

LIBRARY, Cont.

replace shelves that tilted backwards. The books fell to the rear on the tilted shelves and were hard to see at the lower levels.

- The *Teen Zone* sign has yet to be ordered. Painting of the walls is “on the list” for next summer.
- The monthly statistical report will show teen programs and program attendances separately instead of as part of adult, starting in December (and retroactive to October 1).

CHILDREN’S SERVICES

- Head of Children’s Services Heather Baker and Children’s Services Assistant Betsy Ash presented 3 well-attended drop-in story times on Tuesday mornings during December. Combined attendance: 100.
- We offered our fourth annual *Polar Express PJ Story Time* on December 28. Heather Baker’s husband, Michael Coderre, dressed up as the conductor and acted out the story, based on the classic children’s book by Chris Van Allsburg. Heather then read other Van Allsburg stories, the children sang holiday songs, and the evening wrapped up with hot chocolate for everyone. Great fun! Attendance: 69.
- Also during the December holiday week, Nappy’s Puppets paid us another visit and presented a show entitled *Jack and the Beanstalk*. The puppets, songs, and nursery rhymes delighted a crowd of 117 people. We were happy about the attendance and the crowd’s obvious enjoyment of the program. Nappy’s visits always provide us with excellent programs.
- The Children’s Room look changed at the end of December. An additional shelving unit for picture books and a new range of paperback shelves to replace the dangerous spin-around carousels were installed mid-month. Then, the affected book collections were shifted and re-shelved, a long, laborious, and exacting task. A great deal of weeding and book repair also took place – also important, also time-consuming. Finally, the new shelving demanded some rearranging of study tables and chairs. The room now looks a bit different and a little more filled up.
- Heather and Betsy are weeding the “theme packs.” These are bags filled with books and audiovisual items, each one focusing on a specific theme.
- Registration for the winter story time semester opened on December 13. The 5 sessions per week for ages 2 to 5 begin on January 10. Several are already full. We also will be offering again the drop-in yoga-themed story time on Tuesday mornings as our sixth weekly session.

PERSONNEL

- A few staff members attended professional meetings. Some attended professional development events in the fields of circulation (a new release our network software came out mid-December), cataloging, website management, and local history collection organization and management.
- Library Page Avonlea Rasband resigned in early December because she and her family are moving to Utah. Avonlea was an excellent worker, conscientious and accurate, and we miss her. We have not yet hired a replacement.
- *Pow! Splat! Boogie!: Graphic Novels Empower Young Readers* is an article that appears in the January 2011 issue of *Washington (D.C.) Parent*. In preparation, author Justine Ickes interviewed Heather Baker at length to gain expertise on graphic novels and literacy. The fact that this DC/Virginia/Maryland publication used our children’s librarian as one of their chief resources says a lot about Heather’s professional reputation.

OTHER HIGHLIGHTS OF THE MONTH

- Library Connection donated a brand-new computer to our library so that Canton residents may download audiobooks from our network’s collection while inside the library. The computer was installed on December 9. Use has been sparse -- more publicity is needed. LCI was able to make this gift as a result of a grant it received from the Hartford Foundation for Public Giving.
- The Library Director and the Head of Children’s Services met twice with Parks and Recreation Director Brian Wilson and the town’s Teen Advisory Board. We discussed concerns stemming from the new after-school drop-in activities for students in grades 4 to 8, which are held in the Community Center. These events take place twice each week in the Parks and Recreation Department Program Room, and they are causing some unanticipated and worrisome behavior problems for the library staff and for the Community Center in general. We are asking them to provide better adult supervision.

LIBRARY, Cont.

- The library's Harry Potter Christmas tree was auctioned off at the canton Historical Society's fundraiser in December. This tree was the brainchild of several staff members and attracted tremendous interest.
- All equipment being purchased out of our Hartford Foundation for Public Giving grant has now been received. The laptops, white board, mobile cart, and other items are stored in the closet off the Library Program Room. We hope to have them installed in January with the help of the town's technology consultants.

PARKS AND RECREATION

- We have been spending a lot of time adding new households and organizations as they register for programs and spreading the word for residents to register online as a household. It is time consuming initially, but once the household is registered, it is easier to track their activities and payments.
- We have worked with the Finance Dept. to make the transition to the new payment system. Our deposits will still be written on the same deposit sheets, for Munis, but we will be able to use the reporting system on MyRec to make it so much simpler.
- Working out scheduling conflict issues has been the biggest challenge to utilizing the new software. We are in the process of double checking every reservation to make sure that groups are not double booked in a space.
- Fencing, Totally Cool Art Adventures, Wicked Cool Art and a Reiki Class will be running this session.
- Recreational Hoops program, at Cherry Brook School is going well. We had to consolidate the Thursday group (3rd graders) into Wednesday, due to that age groups ability to sign up for Canton Youth basketball, we had less registrations than I had hoped, but in total, we have 77 children participating in the program.
- Ski Bus program began on January 5th and 6th with 68 children taking part.
- Zumba classes are running successfully, but scheduling a space is sometimes a challenge.
- Music with Miss Jean is running.
- Art program, Spanish, Karate, AcroFitness, Reiki, college planning class and Little Wrestlers begin at the end of January.
- During the month of December 351 households were added to the system.
- Recreation programs generated \$6,440 in the month of December.
- The Annual Tree Lighting on the Green was held December 3rd.
- Breakfast with Santa was held at the Community Center Saturday December 4th.
- Director Brian Wilson met with the Youth Service Bureau and Library staff to discuss after school programming that is taking place at the Community Center.
- Director Wilson worked on preparing budgets for the Senior/ Social Services Department as well as the Parks and Recreation general fund operation and special revenue fund operation.

POLICE DEPARTMENT

PERSONNEL

- December 8: Officer Colangelo returned to light duty work assignment.
- December 11: Sergeant Tyson Deloy returned to administrative assignment following completion of his suspension.
- December 14: Chief Arciero attended the Capitol Chiefs of Police meeting in Farmington.
- December 15: Chief Arciero attended the CIRMA training on reducing police liability in Glastonbury.
- December 20: Two (2) additional Dispatcher applicants subject to background investigations for open dispatch position
- December 28: 13 applicants notified to participate in upcoming written test for police position.
- December 28: Officer Jonathan Saucier completed his fourth month of Academy Training.

ADMINISTRATION

- December 1: CPD had its portable radios recalibrated for DEMHAS.
- December 9: D/C Hull attended Regional SWAT training.

POLICE DEPARTMENT, Cont.

- December 15: Chief Arciero met with POST Accreditation manager Ted LeMay re: Canton's participation in CALEA.
- December 17: Chief Arciero met with CHS Assistant Principal Sasha Govin to discuss school security issues.
- December 20: December 17: CPD submitted its Budget projections for next fiscal year.
- December 23: CPD received two exercise treadmills from town of Simsbury for CPD exercise room.
- December 29: D/C Hull met with OPM representative regarding JAG Grant status.
- December 30: D/C Hull attended Regional SWAT training.

COMMUNITY POLICING

- December 2: Chief Arciero attended Senior Citizen luncheon and presented CPD appreciation award to CHS Boys Baseball team.
- December 3: Chief Arciero initiated CPD Bank Profile Plan with town wide banking institutions (Officer Colangelo completed CPD Bank Profile Plan book).
- December 3: Chief Arciero met with PATCH reporter.
- December 7: CPD sent out a town-wide QAlert regarding recent car break ins.
- December 9: CPD and CHS participated in 'Stuff a Cruiser' as part of CPD Gift and Food drive.
- December 11: Numerous CPD Officers/Dispatchers participated in the Holiday Gift and Food Drive.
- December 13: Chief Arciero attended monthly YSB and Substance Abuse Council meeting.
- December 14: Chief Arciero attended the monthly Chamber of Commerce meeting at the Community Center.
- December 14: D/C Hull. Officers Colangelo, Capaldo, Wilkinson, assisted with Holiday Gift and Food distribution at Trinity Episcopal Church.
- December 16: Chief Arciero and Deputy Chief Hull and various CPD Officers participated in 'Code Red' Drill at CIS.
- December 14: Chief Arciero attended the Canton Board of Education meeting and presented overview of department initiatives.
- December 26-27: CPD handled numerous calls for service due to winter storm. Several road closures and power outages affected road use.
- December 6,9,17,23: CPD Bike Patrols assigned to Shoppes at Farmington Valley

OPERATIONS

- December 3: CPD initiated 'Language Line' access through dispatch center.
- December 10: Chief Arciero attended a regional training for the Goodwin Dam Emergency Response.
- December 14: D/C Hull called out on North Central SWAT call in Bloomfield.
- December 17: Chief Arciero met at Simsbury PD to finalize operational plans for drug give back event.
- December 20: Canton Police investigated a fatal accident on Route 44 at Bristol drive.
- December 21: CPD officers participated in statewide terrorism update from State Homeland Security and FBI.
- December 28: Chief Arciero completed SOP for upcoming tri-town Drug Give Back Event.

• Incident Summary:

- Total Incidents for December: 743 Previous month (November) 893
- Domestic Disturbance 5 Motor Vehicle Stops 119
- Driving Under Influe. 5 Motor Vehicle Accidents 38
- Larceny-All 17 Suspicious Pers/Vehicle 7
- Medical Calls 67 Burglary 2
- Fraud Offences 1 Directed Patrol 22
- Parking Violations 25 Business/Resident Check 74

PROJECT ADMINISTRATOR

- Review and approve CRRA, Paine’s, and Murphy Road Recycling invoices for Transfer Station
- Prepared information for and attended meeting of the Hydro Power Advisory Committee
- Prepared information for and attended PMBC meeting for Highway Garage project
- Prepared minutes and attended Solid Waste Transfer Committee meeting.
- Reviewed payment request for the Farmington River Trail – Phase III. Coordinated as required with consultant and contractor.
- Coordinated with consultant, Vanasse Hangen Brustlin, Inc., in the completion of the Pavement Management System project. Consultant completed field data collection and has initiated analysis phase of the project.
- Reviewed proposals for Townwide Emergency Generator Services. Services awarded to Tower Generator Services of Canton, CT.
- Prepared for and attended monitoring visit requested by CTDECD for review of civil rights and fair housing compliance related to Small Cities 21 Dowd – Phase 1 project.
- Attended concept meeting with ConnDOT officials for initiation of Town Bridge Project.
- Award Small Cities consultant solicitation to L. Wagner & Associates.
- Participated and coordinated the selection process for the Upper Collinsville Mill Pond Master Plan.
- Participated in GIS Services selection panel.
- Attended informational seminar for the Connecticut Clean Energy Fund Request for Proposals.
- Prepared RFP for survey services for Bridge Street (Route 179) / Main Street Traffic Signal Project.
- Prepared and submitted various quarterly reports required for grant funded projects

2010 Project Log

Project	December
PMBC Highway Garage Proj.	8
Farmington River Trail - Phase 3	2
Small Cities “21” Phase 2	24
OPM ARRA Energy Grant (Town Hall Windows)	3
Citizen Inquiries	
Solid Waste Transfer Study Committee	6
Zoning Site Plan Review	
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	8
Town Bridge Project	6
TS Hauling Bid MSW	7
Traffic Signal - Route 179 at Main Street	6
Canton Hydro Project	8
Rustle Meadow Subdivision	6
Housing Rehabilitation Loan Program	4
Pavement Management Services	6
Main Street/ Bridge Street Traffic Control Signal	4
Municipal Recycling Report	
GIS Services	4
Budget Preparation	7
Townwide Generator Services	3

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Staff cut down tree on Old River Rd
- Patched pot holes around town
- Scraped ice off of roads around town
- We had two snow and one icing events
- Cleaned up trees around town at residents request
- Cleaned out several catch basins plugged with leafs
- Replaced street signs that were missing

MAINTENANCE GARAGE

- Truck #5 new rear end
- Truck #7 new turbo & E.G.R cooler
- Cleaned out trucks that were sold
- Serviced rest of fleet

PARKS DEPARTMENT

- Finished setting up lights on green for tree lighting
- Sharpened mower blades
- Cleaned up shop area
- Maintenance on 4110 tractor to get ready for winter
- Moved equipment from shop to Depot and winter equipment back to my shop
- Helped Highway Dept. with removal of tree
- Worked on plow for 4110 tractor
- Snowstorm cleanup

TRANSFER STATION

- Staff working with Director to set up for future Single Stream implementation
- New Permits approved and available for purchase

DIRECTOR STATUS REPORT

MEETINGS ATTENDED

1. December 01, 2010: Webinar for School Dude Work Order Software
2. December 02, 2010: Meeting with Avon & Simsbury DPW Re. School Dude Software
3. December 03, 2010: Building Maintenance Meeting
4. December 06, 2010: Public Works Staff Meeting with Foremen
5. December 07, 2010: Pavement Management System Progress Meeting
6. December 07, 2010: Attended Permanent Municipal Building Committee Meeting
7. December 13, 2010: Meeting with CL&P
8. December 13, 2010: Transfer Station Onsite Review with Project Administrator & CAO
9. December 20, 2010: Public Works Staff Meeting with Foremen
10. December 21, 2010: Meeting with AT&T
11. December 22, 2010: Meeting with Superintendent of Schools
12. December 29, 2010: Transfer Station Hauling Contract Meeting
13. December 30, 2010: Webinar for School Dude Work Order Software

NEW PROJECTS

1. Implementation of School Dude Work Order Software
2. Implement Sign Maintenance Program (MUTCD)

PROJECTS IN PROGRESS

1. Bid Waste and Recycling Removal Services for Transfer Station
2. Bid Metal Recycling Services for the Transfer Station
3. Sale of Town Property (Trucks and Roller)
4. Transfer Station Improvements for Permit Renewal
5. Develop 2011/2012 Operating and Capital Budget

PUBLIC WORKS, Cont.

6. Up-Date Heating Oil Tank at DPW Garage

COMPLETED PROJECTS

1. Research and Recommend Work Order Software System
2. Waste Oil and Antifreeze Improvements at the Transfer Station and DPW Garage

PROFESSIONAL DEVELOPMENT

1. Social Relations, Bachelor Studies, University of Hartford, Hartford CT

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 7 days, 313 meals served
- Dial A Ride:
 - Total # of passengers: 143
 - Total # of trips: 297
 - Tickets funds collected at Town Clerk's Office: \$39 for 78 tickets
 - Tickets funds collected and at Senior Services: \$224 FOR 448 tickets
- Jump on Board (JOB) Trips:
 - Jump On Board to Travelers' Holiday concert at the Bushnell: 3 people went
 - JOB to West Farms Mall: 1 person went
- CHOICES volunteer Paula had 11 appointments this month.
- "In The News" met twice, with an average of 11 people
- McLean Meals on Wheels: 784 meals were delivered to 21 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 64 screenings
 - Walking group: screenings 99 screenings
 - Bereavement Support Group: Jim Fox met with 1 person
- Senior Potluck: was not held
- Cooking with Elaine- canceled due to conflicts with holiday
- Medical Transportation: 10 round trips coordinated; one one-ways
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: 1 phone given out
- 3 Vials of Life were given out
- e-Scribes: one was sent out to constituents on the distribution list:
- Wednesday, December 15th: SENIOR SCRIBE Newsletter attachment.

SPECIAL DECEMBER PROGRAMS

- Friday, December 3rd: FVVNA Occupational Therapy department offered quick tips on "Navigating Winter Weather: Preventing Slips & Trips" after the luncheon program.
- Wednesday, December 8th: "Aging in Place Workshop" was presented by Occupational Therapist Diane from FVVNA who presented options and tips to stay in your home safely.
- Friday, December 10th: "Happy Feet" about diabetic foot care presented by Cherry Brook Health Care Center. Cherry Brook nurse presented options & gave away a gift card to ShopRite!
- Wednesday, December 15th: "For Your Eyes Only" presentation by nutritionist Lori from CRT.
- Sunday, December 19th: UConn Women's Basketball: 4 people went to Madison Square Garden in N.Y. to shop at Macy's & watch the BBall game. Many thanks to Pat Barnett who was the trip leader!
- Wednesday, December 22nd: second annual Winter Wonderland Event attended by 100 people, coordinated by Senior/Social Services. The day included sponsored entertainment by the a capella group the "B Sharps", sponsored pizza from Flatbread Co., salad from ShopRite in

SENIOR & SOCIAL SERVICES, Cont.

Canton, yummy sponsored dessert from River Ridge at Avon and Dunkin Donuts coffee. Thanks to our volunteers & sponsors for their hard work and energy. Because of the sponsorship, Senior/Social Services was able to raffle off over \$200 worth of prizes throughout the day ☺

ADMINISTRATIVE

- Claire attended the Canton Commission on Aging meeting on Monday December 6th at the Canton Community Center.
- Claire & Toby met with over 20 residents for Energy Assistance application help in the month of December.
- Toby helped 2 constituents with ConnPACE renewal applications.
- Claire attended the Kids Care Club monthly meeting at CIS on December 7th to coordinate a new Pen-Pal Program.
- Claire had a budget meeting with Director of Parks & Rec/Senior Services Brian Wilson on December 10th.
- Senior/Social Services office was closed Friday December 24th for the Christmas Holiday.
- Senior/Social Services office was closed Friday December 31st for the New Year holiday.
 - Co-Sponsored upcoming events: "Love Your Neighbor" and "Swing Into Spring"
 - Jump On Board Events
 - AARP Tax Help starting in February 2011
 - Free Hearing Screenings
 - Next fiscal year's budget

TAX COLLECTOR

- Tax collections for the current list were \$3,101,639.21. Compared to last year at this time we are .42% above last years at this time.
- Back year collections were \$15,444.39. Suspense collections were \$.00
- As of December 31, 2010, the tax office has collected in back taxes 53.75% of the annual budget and 53.75% of the budgeted interest and liens.
- Sewer Collections on the current list were \$11,555.50. Back year collections were \$1,014.31.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- Motor Vehicle Supplemental bills went out for a total tax due of \$217,542.02 along with delinquent tax and sewer bills.
- The office sent out 2 demands for sewers and 4 for taxes

TOWN CLERK

- Processed: 1174 transactions and seven marriage licenses
- Real estate recordings were up 22% over the same time last year with 7 residential home sales and 3 land sales.
- Largest home sale: 55 Ellsworth Lane (\$570,000).
- Municipal Conveyance Tax collected on transfers was \$11,045.00.
- \$762 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$3555.
- A total of 1196 dog licenses have been sold for FY2010-2011.
- December 15: At a Special Town Meeting, the following motions passed:
 1. Shall the Town of Canton, pursuant to Charter Section 9.03(I) (2), accept a Small Town Economic Assistance Grant in the amount of \$156,000 for the purposes of constructing a traffic control signal at the intersection of Front and Bridge Street? The motion passed on a vote of 11 YES, 1 NO.
 2. Shall the Town of Canton, pursuant to Charter Section 9.03(I) (2), accept a Small Town Economic Assistance Grant in the amount of \$200,000 for the purposes of partially funding the reconstruction of Town Bridge? The motion passed on a vote of 12 YES, 1 NO.

TOWN CLERK, Cont.

- The Historic Documents Preservation Grant scanning project is almost complete. The work is being done by A&A Office Systems.
- Transfer Station sticker sales have been robust. Over 490 households purchased passes for 2011 so far.
- Citizen Request Management component of QScend (QAlert), logged no comments/complaints.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in December.
- Liens & lis pendens action:
 - Mortgage lis pendens 1
 - Condo Fees Liens 7
 - Credit Cards/Debt Collectors 3
 - Commercial/tax liens/other 1
 - Medical related 0
- Activity on the Town's website:
 - Number of visits to our site: 3699 people made 6633 visits to the site, 41% of which were new visitors to the site
 - Average number of pages/visit: 2.5
 - Average time on site: 2:33 (min:sec)
 - Top pages viewed: Home Page, Assessor, Employment, Agendas and Minutes, Visitor's Guide, Police Dept, Town Clerk, Tax Collector, Request for Proposals, Senior Services.

Town Clerk Receipts-December 2010

Total Items	Description	Total Amount
	Recordings:	
254	Land Records	\$7730.00
	Conveyance Tax	\$11,045.00
	St of CT Historical Preservation	\$508
	Town Clerk Historical Preservation	\$254.00
	Town of Canton-Land Preservation	\$762.00
	St of CT-Land & Dairy Preservation	\$9144.00
	Town Clerk Land Preservation	\$254.00
43	Maps	\$430.00
164	Copies	\$918.00
10	Sport Licenses:	
	St of CT DEP	\$226.00
	Sport Licenses-Town of Canton	\$5.00
9	Miscellaneous	\$39.00
80	Vitals	\$1384.00
7	Marriage/CU Licenses St of CT	\$133.00
18	Dog Licenses:	
	Town of Canton	\$18.00
	State of CT	\$207.00
1	Notary Fees	\$10.00
9	Dial-A-Ride	\$458.75
579	Transfer Station	\$77,516.00
0	Stone	\$0.00
1174	TOTALS	\$111,041.75

TOWN PLANNER

ZONING PERMITS ISSUED:

- 22 Bristol Dr. – addition, single family house
- 110 Albany Tpke. – sign, Francesca’s Collection
- 250 Albany Tpke. – interior renovations, insurance office
- 10 Hidden Brook Hollow – barn accessory, single family house
- 250 Albany Tpke. – sign, Allstate insurance
- 33 Colony Rd. – interior renovations, single family house
- 146 Powder Mill Rd. – cabinet making business
- 24 Secret Mountain Trail – interior renovations, single family house

IWWA Authorized Agent Approvals:

- 25 Powder Mill Rd. – stairway in upland review area
- 41 No. Mountain Rd. – driveway regarding, single family house

INSPECTIONS WERE CONDUCTED AT THE FOLLOWING LOCATIONS:

- 41 North Mountain Rd. – drainage from house construction
- 22 Bristol Dr. – addition, single family house
- 110 Albany Tpke. – sign, Francesca’s Collection
- 33 Thayer Ave. – possible accessory garage, single family house
- 25 Powder Mill Rd. – stairway in upland review area
- 57 Powder Mill Rd. – junkyard
- 152 East Hill Rd. – shed built without permit
- 110 Albany Tpke. – sign, Francesca’s Collection (separate issue)
- 250 Albany Tpke. – interior renovations, insurance office.
- 41 No. Mountain Rd. – driveway regarding, single family house
- 10 Hidden Brook Hollow – barn accessory, single family house
- 250 Albany Tpke. – sign, Allstate insurance (separate issue)
- 33 Colony Rd. – interior renovations, single family house
- 146 Powder Mill Rd. – cabinet making business
- 24 Secret Mountain Trail – interior renovations, single family house

CEASE & DESIST ORDERS ISSUED/ ONGOING

- 57 Powder Mill Rd. – removal of junk cars; about 80-90% of vehicles removed.

NOTICES OF VIOLATION

- 211 Albany Tpke. – off-premises storage of cars; awaiting engineer’s survey and Special Exception application
- 25 Powder Mill Rd. – construction of stairway in upland review area; Authorized Agent application approved.
- 8-10 Collins Rd. - RV trailer, boats, metal container in front yard of residence; metal container, RV trailer removed, one of two boats relocated
- 65 Albany Tpke. – off-premises storage of cars, awaiting response from dealer

AQUIFER PROTECTION

- None

MISCELLANEOUS LAND USE OFFICE ACTIVITIES

- Assistant Planner Activities
 - IWWA 12/9
 - Conservation Commission 12/15
 - CAZEO quarterly meeting, received certification as CZEO, 12/1
 - Attended “Rainfall to Runoff” seminar, 12/17
 - Continued weekly sign sweeps on major thoroughfares; over 340 signs removed since summer ‘09.

TOWN PLANNER, Cont.

- Met with representatives of AT&T, Project Administrator & Public Works Director on rollout of U-Verse cabinets, photo-documented existing cabinets in Avon, 12/21
- Met with Peter Clarke and Town Planner on proposed addition of residence to nonconforming pottery studio/gallery 12/22
- Town Planner Activities:
 - POCD Update Committee 12/1, 12/20
 - Planning Commission 12/6
 - Met with Dan Legeyt regarding 225 Cherry Brook Road 12/8
 - Zoning Commission Site Walk 12/9
 - Town of Granby Land Use GIS Review 12/10
 - CRCOG Transportation Committee 12/13
 - OPM State POCD Cross Acceptance Meeting 12/14
 - CRCOG Bike/ Pedestrian Committee 12/14
 - Economic Development Agency 12/14
 - Zoning Commission 12/15
 - Met with Peter Clarke on proposed addition of residence to nonconforming pottery studio/gallery 12/22
 - DECD Fair Housing Compliance meeting 12/23
 - Collinsville Mill Pond Master Plan Selection Committee 12/28
 - Met with Mark Quattro regarding Animal Hospital relocation 12/19
 - GIS Services Selection Committee 12/30
 - Follow up with Milone and McBroom regarding possible subdivision between Collins Crossing and Griswold Farms
 - Spent a considerable amount of time in coordination and research for POCD update project
 - Reviewed final PMBC proposal to update zoning regulations for public and community facilities against the POCD for Planning Commission
 - Follow up work on Pulte Homes/ Oxbow Farms close out, outstanding fees, bond releases, etc...
 - Reviewed proposal to modify required handicap ramp at 20 Canton Springs Road with Building Official and DRT chair
 - Continued working with Car Wash applicants on filing of mylars and extension requests
 - Managed 3rd party review of excavation and grading activities proposed at 225 Cherry Brook Road
 - Worked with the Shoppes Management to review terms, conditions and accepted procedures for snow removal
 - Reviewed Cost of Community Services template and calculations from EDA
 - Spent a substantial amount of time in pre-application meetings with Konover, facilitating and coordinating meetings with various stakeholders groups
 - Worked with community volunteer to correct update of non-residential property inventory
 - Responded to numerous inquiries regarding RFP for GIS services
 - Researched history of variable residential buffers associated with the industrial park
 - Researched recent increase in zoning complaints regarding trailers
 - Researched lack of fees for applications to local historic districts
 - Prepared budget submission for 2011-2012 fiscal year
 - Researched legal authority over AT&T Uverse cabinets
 - Reviewed opportunity between Canton small businesses and University of Hartford Barney School of Business
 - Responded to inquiries regarding municipal noise ordinances
 - Reviewed regulations pertaining to Temporary Uses
 - Reviewed the Restore Recreation Liability Protection for Municipalities proposal

TOWN PLANNER, Cont.

- Reviewed Right to Farm ordinances
- Reviewed ADA accessibility requirements for multi-family buildings
- Researched regulations and ordinances pertaining to vendor carts on rail trails
- Coordinated request to accept open space deed for Carrier's subdivision and review with Town Attorney
- Researched lead certification requirements for contractors
- Responded to numerous inquiries regarding burner and venting inspections at Oxbow Farms/ Oxbow Ridge

Commission	Dates	Comments
Plan of Conservation and Development Update	12/1	Introductions, election of Chair, review of processes, Bylaws and budget.
Planning Commission	12/6	Informal discussion with builder, BOS referral, Bond release and POCD discussion.
Open Space Preservation & Acquisition	12/7	Cancelled due to lack of business items.
Inland Wetlands & Watercourses Agency	12/9	Informal discussion with builder, discussion of update of regulations, authorized agent review, POCD.
Zoning Commission (special)	12/9	Site Walk of Konover Property on Albany Turnpike and Lawton Road.
Zoning Board of Appeals	12/13	Cancelled due to lack of business items.
Economic Development Agency	12/14	Discussion w/ Konover Developers, Project discussion/reports, Inventory, Developer review process, POCD.
Zoning Commission	12/15	Informal discussion, 1 public hearing, 5 New Business Items, POCD
Aquifer Protection Agency	12/15	2010 Legislation and Regulations Advisory
Conservation Commission	12/15	Discussion regarding possible subdivision, Natural Resources Inventory draft, Committee Updates.
Plan of Conservation and Development Update	12/20	Discussion of: Bylaws, email distribution, on-line project mgmt, kickoff events/tasks, out reach, project schedule, goals and budget.
Design Review Team	12/28	Cancelled due to lack of business items.

Project Logs 2010

Project	2009 Total	October	November	December	2010 Yearly Total
Census 2010	13.75	0	0	0	14.35
Aquifer Protection	78.75	0	0	1	13.35
Pulte Homes/ Oxbow Ridge	99.5	2.25	2.25	2	31.45
Harts Corner, 5 Cherry Brook, (Private Proposal)	108.75*	1	0	0	6.35
Zoning Regulation Rewrite	128.4	0	0.5	2.5	54.5
Car Wash, 10 Dyer Cemetery	299.75	1.7	1.75	3.5	12.45
Powder Mill Junk Yard Enforcement	53.75	2	0.75	1.25	22.29
PMBC/ Public Works Garage	68.15*	1.9	3.25	3.5	60.15
Miner Lumber Development	51.5*	3.65	4.25	1.5	28.6
20 Colonial Road	108.75*	0.15	1	0	32.9

TOWN PLANNER, Cont.

Martinelli Subdivision	98*	13.25	0.5	0	27.85
Regional Initiatives	9.25*	0	0	0	38.45
Axe Factory	32.25*	0	1.5	0	62.3
71, 91, & 95 Albany	5.5*	4.5	0	0	8.95
Design Overlays	6.25*	0	7	0	14.7
20 Canton Springs Road/ AA Automotive/ Tow Star	10*	0	4.3	3.5	55.9
POCD Update	7.75*	9	7.5	26.25	74.05
201 Albany Turnpike	32.75*	0.5	0	0	16
Affordable Housing	48.05	1	4	10.75	32.8
Bakerville Snack Company	Unknown	0	0	0	18.85
Sweet Heart Mountain	Unknown	5.7	4.15	3.8	72.2
On Call Consultant Services	N/A	1.4	1	0	60.8
Riverside Nursery	Unknown	1	0.1	0	5.95
48 Ridge Road	N/A	0	0	0	4.1
IWWA Rewrite	Unknown	0	0	3	29.65
Shoppes at Farmington Valley	Unknown	0.75	0	3.5	19.8
146 Powder Mill Road	N/A	0	0	0.5	14.6
CRCOG	Unknown	0	3	6	36.1
Rail Trail	Unknown	1.2	1	1.3	25.9
105-109 Main Street	Unknown	1.25	0	3	22.05
401 Albany Turnpike	N/A	0	0	0	11.3
5-9 Cheryl Drive	Unknown	0	0	0	29.4
Hidden Valley Trail Subdivision	N/A	0	0	0	15.75
Open Space Grant	Unknown	4	0.25	2.25	28.9
Fee Ordinance	Unknown	0	0	1.5	20.55
GIS Initiatives	Unknown	1.1	8.75	12	34.1
EDA Initiatives	Unknown	9.5	0.75	10	106.05
316 Albany Turnpike	N/A	0	0	0.25	10.45
225 Cherry Brook Road	N/A	9.75	6.1	4	30.85
345 Albany Turnpike	N/A	0.9	0	0	11.65
Intern Projects	N/A	0	0.15	0	12.2
310 Albany Turnpike	N/A	6.65	4.75	0	27.65
Fiora Property	N/A	2.8	1.35	1.5	13.9
Fire Dept. Regulations	N/A	0	0	0	1.5
Lowes Site	Unknown	0.25	0.5	1	3.75
Konover/ Sussman	Unknown	5	6	9	24.5
Nova	N/A	10.75	6.5	0	17.25
Breezy Hill Rd. Subdivision	N/A	2.5	0	0	4

* 2009 hours reported are not complete - does not include hours spent early in 2009 before item was tracked as a "project"

WPCF

OPERATIONS

- The plant achieved 95% BOD removal and 96% Suspended Solids removal
- The Effluent plant flow monthly average increased from .600MGD to .772 MGD
- Rainfall total for the month is 6.2 inches, up from 4.21 in November
- Plant continues to perform ok with #1 RBC out of commission

LABORATORY

- Analyzing digester operation weekly, Primary Tank solids, Digester Solids, Digester Volatile Solids, Overall Volatile Reduction, and sludge pumped to the Digesters
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen
- Regular permit testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by the permit. All required permit parameters were met.
- **Shipped sludge solids, averaged 5.2% this month up from 3.7 % last month.**
- Five loads of sludge were sent by Synagro @ 32,500 gallons this month.

COLLECTION SYSTEM

- Lift station Inspections were performed twice per week
- Marked call before you dig locations
- Russ's Septic in and cleaned Townbridge Rd. Pump Station of excessive grease.

MAINTENANCE

- Monthly and weekly duties performed
- Recharged Plant Water system
- Russ's Septic in and cleaned Scum well of grease and scum.
- 24 Hour cleaning of Sand filters #1, #2

SAFETY AND TRAINING

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

ADMINISTRATIVE

- Worked closely with Administrative Assistant to complete 2011/2012 Budget
- New Chief Operator, Troy Radcliff started on 12/6/10
- Notified DEP regarding new chief operator has started