



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: Robert Skinner, Chief Administrative Officer
 Date: November 19, 2008
 Re: **Monthly Report- October 2008**

GENERAL ADMINISTRATION

FINANCE

- Prepared information for the Worker's Compensation Audit
- Worked on Audit information & Pension Accounting
- Worked with Actuary on Pension Valuations
- Participated in 1st Qtr Meetings with all Department Heads
- Record FY 08 BOE Activity and met with BOE for June EOY & August & September 08 Reconciliation
- Auditors here from October 27th – November 6th.

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

09/30/08

General Fund	\$11,554,740
Special Revenue Funds	\$ 3,314,991
Capital Projects Funds	\$ 2,253,371
Internal Service Funds	\$ 785,175
Trust and Agency Funds	\$ 585,590
TOTAL ESTIMATED BY FUND	\$18,493,868

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

09/30/08

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	1.99%	2.00%	3,203	4,033	\$ 7,646,287
Webster	2.55%	2.25%	20,960	24,376	\$ 10,847,581
Total Outstanding Investments			24,163	28,410	\$ 18,493,868

Professional Development

Amy O'Toole attended the Government Finance Officers Association New England Conference Oct 5th-Oct 8th. She obtained a Certificate in Labor Negotiation and Contract Costing from the University of Connecticut, Department of Public Policy.

Amy O'Toole attended the Connecticut Public Pension Forum on October 28th.

TAX COLLECTOR

- Tax collections for the current list were \$84,947.62. We are now .8% higher collections compared to last year at the end of October. This was a total of 2.8% progress from September's comparison.
- Back year collections were \$9,756.65. Suspense collections of \$697.42
- Sewer Collections on current list \$492,116.43.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- Fielded calls concerning the sewer billing and kept up with the payments coming into the office this month.
- Sent out delinquent tax notices with the October due date.
- Released 17 tax and sewer liens this month.
- Sent out 19 Alias Tax Warrants for the Personal Property bills that were outstanding.

ASSESSOR

- In general, work on normal administrative duties continues – field work to update Building Permits continues.
- Proceeding on schedule with Revaluation - Review is in final stages – notices with 2008 Grand List values are scheduled to be mailed by end of November.
- The motor vehicle information for the 2007 G.L. Supplemental is being priced and reviewed – approx 1,696 records received from DMV – file being prepared to turn over to Tax Collector for Dec/Jan billing.
- Personal Property Declaration forms (required return date November 3, 2008) will begin to be processed.

POLICE DEPARTMENT

A total of 947 incident assignments were logged for the month including: 291 motor vehicle enforcements, 220 directed patrols/neighborhood & business security checks, 61 medical emergency responses, 52 automatic alarms (32 business, 14 residential & 6 fire alarms), 24 vehicle collisions, 12 vandalism/destruction of property reports, 9 larceny/fraud/theft complaints, 8 disorderly/domestic violence calls & 8 DWI/Liquor Law/Narcotics violations.

The department continues to deploy the Speed Trailer throughout the Town to encourage compliance with the speed limit and gather related traffic statistics.

The Halloween season was monitored with extra staffing and saw only minor mischief take place.

During the month I finalized preparation for repainting of the police station interior and saw the project completed on schedule, attended three shared dispatch related meeting at Avon PD, attended a Town Staff meeting, a Capitol Region Chiefs monthly meeting, a final preparation meeting with a CHS senior sponsoring a charity concert & bike ride, a CRCOG shared technology survey meeting, a quarterly budget review meeting with the CAO, the annual Education Association of Canton dinner and a retirement dinner for the Farmington Chief of Police.

The Deputy Chief and I also met with a finalist for the vacant police officer position for a chief's interview.

During the month the Deputy Chief also attended patrol rifle training, oversaw Regional EST training, attended the joint police officer recruit test with Simsbury PD and together with a Sergeant attended the Connecticut Traffic Safety Summit.

Two sergeants and six patrol officer attended department sponsored new patrol rifle training during the month and one officer attended four days of mandatory recertification training at West Hartford PD.

Dispatcher Canny completed his training at the end of the month and is now fully operational. This brings us to full staff in the dispatch division for the first time in over a year.

FIRE DEPARTMENT - None

TOWN CLERK

1. The Town Clerk's office processed 551 transactions during the month of October.
2. Real estate recordings were down 38% compared to the same time last year.
3. There were 16 residential dwelling/land sales.
4. The largest home sale was for 32 Sweetheart Mountain (\$760,000).
5. Municipal Conveyance Tax collected on all transfers was \$13,276.25.
6. Two marriage licenses were processed.
7. \$23,380 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
8. 1108 dog licenses have been sold to date this fiscal year.
9. The Town Clerk attended her departmental quarterly budget meeting with the CAO and Finance Director. All line items remain under budget and on track.
10. The Town Clerk attended two CRCOG Information Technology Sharing meetings for the purpose of regionalizing future IT needs/wants of the Town with other Capitol Region communities.
11. During the month of October, same sex marriages were approved for the State of Connecticut with the Connecticut Supreme Court's ruling in Kerrigan v Commissioner of Department of Public Health. The decision, although effective October 28, 2008, requires further action by the Superior Court before it can be implemented. The process requires the Superior Court to issue orders implementing the Supreme Court's ruling. Due to the nature of this process, the exact implementation date is not known at this time.

12. The Town Clerk worked with the United Way to introduce their “Live United” campaign to the town employees of Canton.
13. The Town Clerk attended the October 8th meeting of the Charter Revision Committee. Discussions of the CRC have centered on issues to present to Town Counsel as well as possible articles to be included in the revision (Education process emphasized, elected officials list, description of Boards and Commissions, budget process adoption and how much to include in charter, land use, sharing services and regionalization, BOS appointment of assessor).
14. Absentee Ballot requests totaled 556 for the November 4th presidential election, an all-time high for the Town of Canton.
15. For the month of October, the Citizen Request Management component of QScend, known as QAlert, logged one message sent to the Town. The request type this month included concerns and comments for the Highway Department (road openings/curb cut). Response time is shown below.

<u>Service Request Type</u> ▲	<u>Total #</u>	<u>0-7 Days</u>	<u>8-14 Days</u>	<u>15-30 Days</u>	<u>Over 30 Days</u>	<u>Unclosed</u>
Road Openings/ Curb Cuts	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

**Town Clerk Receipts
October 2008
FY 2008-2009**

<u>Description</u>	<u>Items</u>	<u>Amount</u>
Conveyance Tax	16	\$13,276.25
Recording Land Records	149	\$3,813.00
St of CT Historical Preservation		\$298.00
Town Clerk Historical Preservation		\$149.00
Town of Canton-Land Preservation		\$447.00
St of CT-Land Preservation		\$3,874.00
Town Clerk Land Preservation		\$149.00
Maps	20	\$270.00
Copies	123	\$594.50
St of CT DEP	40	\$552.00
Sport Licenses-Town of Canton		\$30.00
Miscellaneous	10	\$44.50
Vitals	55	\$475.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	19	\$17.00
Dog Licenses-State of CT	15	\$146.00
Notary Fees	0	\$0.00
Dial-A-Ride	4	\$123.00
Transfer Station	129	\$2,626.50
TOTALS	551	\$26,922.75

FIRE MARSHAL / EMERGENCY MANAGEMENT

The Offices of the Fire Marshal and Emergency Management completed the following during the month of October 2008:

Inspections	9
Inspection Follow-ups	3
Plan Review	0
Job Site Inspections	23
Fire Investigations	1
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

- Attended the Capitol Region Fire Marshals Association meeting in Avon on October 2.
- Attended a training seminar on fire pattern recognition in South Windsor on October 6-8. The seminar was provided by Public Safety Training Council.
- Attended the CT Fire Marshal's Association monthly meeting in Southington on October 14.
- Provided fire and life safety education to the children at Cherry Brook Primary School on October 15.
- Provided oversight of the installation of two new radios at the Emergency Operations Center on October 16. The installation was performed by New England Communications Systems.
- Provided fire and life safety education to the children at Joni's Child Care on October 17.
- Conducted an origin and cause investigation of a fire at 20-22 Center Street on October 18. The fire and damage was contained to the boiler.
- Conducted a meeting on October 21 with town staff and Sheldon Cohen of ICA Consulting, LLC to discuss the Capitol Region Council of Governments' Information Technology Sharing initiative.
- Conducted a meeting on October 22 with Town Planner Neil Pade and Chief of Fire and EMS Rich Hutchings to discuss zoning regulations as they pertain to fire and life safety.
- Attended the annual New England Association of Fire Marshals conference and seminar on October 23 & 24 in Auburn MA.
- Attended the new teacher welcome dinner at La Trattoria on October 29.

PUBLIC WORKS

- Maintainers Chris Davis and Perry Polderman picked up the Vac- all from Acorn Thompson and continued through town cleaning catch basins.
- Maintainers Chris Johnson and Chris Davis worked with Entire Tree service at different locations in town.
- Crew continued to back up curbing through town, including finishing Robin drive project.
- Director public works and town engineer met with the CAO to discuss road improvements.
- Director of public works periodically stopped by the water main replacement job on Spring St.
- Crew repaired several driveway lips where water from the road was causing problems.
- Crew paved runoffs by headwalls on Bahre Corner Rd.
- Crew clearing and trimming beds around Library and Police dept.

- Crew repairing bridge deck on West Mountain road bridge.
- Crew repairing and stabilizing washout around town.

Parks Dept.

- Crew finishing up with fall sports programs for BOE.
- Director of public works attended fields meeting with BOE.
- Crew working on fall clean ups.

Maintenance Garage

- Work continues on trucks and equipment for seasonal service.
- Working on preparing sanders and plows.
- Working on servicing Parks Dept equipment to be stored away for winter.

Employee Training

- Director of Public works and Maintainer Tom Richardson attended a Motor grader class put on by Conn Technology Transfer Center and sponsored by the Town of Canton at the library community center. Thanks to Rich Novak and the Town of Barkhamsted for supplying the Motor grader for the class.

FACILITIES MANAGEMENT

- Town of Canton facilities staff continued to maintain all buildings and the heating systems throughout the Town Hall, Library/Community Center, Police Department and Collinsville Fire Station to maintain an acceptable temperature range;
- Continued repairing and painting walls in the Canton Library/CC;
- Repairs the exterior and interior light fixtures in the town facilities;
- Continued repairs and carpet washing in the all town facilities;
- Continued the evaluation of the Town of Canton' facilities;
- Repairs and painted the first floor T/Hall windows;
- Repairs and painted interior of the Town of Canton Police Department;
- Continued to supervise Canton School District custodial and maintenance personnel, evaluated and submitted to BOE suggestions and proposals to keep up-to-date all of the school buildings and equipment;
- Continued to work with maintenance staff and outside vendors to maintain the cooling/heating systems in the School District.

ENGINEER

- Attend monthly department head meeting.
- Site visit to Wind Mill Hill subdivision to check work in progress PC file 505.
- Site visit to Rustle Meadow subdivision to check work in progress PC file 498
- Site visit to Canton Commerce Park to check work in progress PC file 485.
- Site visit to Griswold Farms to check work in progress PC file 487.
- Meet w/ hydropower consultant and prepare maps for submission to FERC.
- Review and approve CRRA, MDC, & Paine's Inc Transfer Station invoices.
- Prepare information for ConnDECD for 21 Dowd Small Cities grant.
- Review Zoning Commission & Planning Commission & IWWA applications.

- Site visit to Konover project Zoning file 364-1234.
- Site visit to Oxbow Farm Zoning file 368-1230.
- Prepare paperwork for ConnDOT for RR II 23-123.
- Prepare Small Cities Housing Rehab bids for 3 projects.
- Site visit to Town Bridge to review truss repairs by Black & Warner Construction.
- Prepare ConnDEP recycling report.
- Distribute new FEMA flood information to impacted homeowners with LOMAs.
- Site visit to former Yankee Silversmith site in Wallingford, CT to examine RR car.
- Work on preparation of Transfer Station contract.

Professional Development

- Completed distance learning course in the Structural Steel Shop Drawing Review sponsored by Structural Engineering magazine and TEKLA, Inc.
- Completed distance learning course in Subgrade Improvement for Paved and Unpaved Surfaces sponsored by CE News and Tensar International.

TOWN PLANNER

Wetlands Enforcement

- IWWA investigations at: 64 Dunne Ave; 63 East Hill Road; Lawton Road; 125 Gracey Road; East Hill Road (450' south of Tanglewood); 348 East Hill Road; 250 Albany Turnpike; Hidden Brook Hollow (Case Street)
- Letter identifying potential violation sent to property owner at 348 East Hill Road;
- Began drafting standard procedure for addressing wetlands violations and unauthorized activity.

Zoning Compliance

- Review of complaint history, enforcement history and approval history in response to complaint regarding Cherry Brook Kennel;
- Reviewed approval history and FVHD requirements for addition of Coffee Bar to Downright Music and Art in Collinsville;
- Multiple Erosion Control inspections & post approval compliance monitoring at 250 Albany Turnpike;
- Review of ADA accessibility proposal at 250 Albany Turnpike;
- Review of approval history of Canton Shopping Village/ IGA;
- Site inspection/ Bond release review, Oxbow Ridge Condominiums;
- Reviewed approval and post approval history and compliance for 101/ 107 Albany Turnpike;
- Reviewed zoning approval/ compliance history at 20R Canton Springs Road. Working with property owner to achieve willful compliance of outstanding issues.

Zoning Enforcement

- Currently being administered by Building.
- Drafted "Draft Zoning Enforcement Procedures for the Town of Canton" in anticipation of new ZEO. Distributed draft to Zoning, ZBA, & Administration for comments;
- Completed purchase of approved enforcement equipment.

Subdivision Compliance/ Enforcement

- Rustle Meadow Subdivisions – Review of modification request, bonding history, report and recommendations to Planning Commission.

Miscellaneous Land Use Office Activities

- Devoted a lot of time to reviewing Registration Applications for existing facilities within the Aquifer Protection Area, and coordinating with DEP the requirements for setting effective dates and conditions for new Registrations. Met with and discussed Registration procedures with several businesses;
- Devoted a lot of time to focus on the on going Regulation Rewrite. Focusing on improvements to Design Districts, Rear Lots, and regulations governing Agriculture, Noise, Lighting, and Wind Energy Systems;
- Interview process and preparation for Assistant Planner, candidate selection/ evaluations;
- Administrative Requirements such as Department Head Meeting, Weekly Reports, Monthly Reports, Annual Report preparation, Quarterly budget review, etc...;
- Meet with BL Companies to review potential sites for accommodation/ expansion of athletic fields/ recreational needs;
- Reviewed Lower Farmington River Wild and Scenic Designation Study and submitted comments;
- Worked on the organization of possible joint IWWA/ PC/ ZC/ CC meeting pertaining to Farmington River Wild & Scenic Designation Study;
- Processed Affordable Housing request to determine maximum resale price for 66 Village Lane;
- Met with Fire Marshal and Fire Chief to explore concerns of emergency responders for possible incorporation into and improvement of land use regulations and development review process;
- Reviewed proposed revision to Muni subdivision, Hidden Valley Trail;
- Review of POCD pertaining to Water Pollution Control capacity, expansion and appropriate use issues tied to future land use within the sewer shed;
- Coordinated potential conflicts in proposed Car Wash at 10 Dyer Cemetery in WPCA and IWWA review;
- Numerous conversations with concerned members of the public and FRWA on Car Wash proposal;
- Coordinated review and approval of Konvoer proposal at 115 Albany Turnpike between WPCA and Zoning;
- Reviewed potential updates to CROCG Regional Plan inclusive of map revisions;
- Began the process of creating digital audio records of land use meetings for quick and easy distribution to Commissioners and eventual public/ FOI use. Hardware is obtained, issues are still being worked out on recording quality, distribution details, storage details, file size etc.;
- Reviewed Planning Consultant contract for zoning rewrite and outstanding work. Provided update to Administration;
- Multiple discussions with concerned citizens regarding the possible extension of prior zoning approvals at 101 & 107 Albany Turnpike;
- Reviewed Historic District designation for 221 Cherry Brook Road;
- Reviewed recent development activities and reported findings to the Superintendent of Schools for the projection of future school enrollment;

- Received and processed numerous letter regarding Charrette process directed to the Zoning Commission;
- Review of vacancies and attendance at PC, EDA, CCHDC, IWWA, DRT, & ZC;
- Completed review of past zoning regulations amendments posting a revised complete set (inclusive of amendments through 9/26/08) on the town's website;
- Review and commented on draft ethics policy pertaining to Land Use process concerns;
- Reviewed FOI requirements for notice of meetings, and deadlines for filing minutes for all commissions;
- Management of recording secretaries, working with Administration for filling of vacant position;
- Reviewed DEP General Discharge Permit requirements for Automotive Repair uses;
- Performed POCD review for 8-24 referral on possible Grange donation;
- Review and recommendation of possible sources of funding for Phase III of bike trail;
- Analysis of recent Affordable Housing proposal against recent HOME CT legislative changes;
- Registered Land Use Office in American Planning Association's Planner's Advisory Service;
- With the assistance of staff from the Building Department cleaned up former Development Technician work station, removed excess materials and debris and made it ready for Assistant Planner; Began process of sorting through maps, mylars, and other scattered plans left from prior staff. Rolls are opened, identified with a file; the file is searched for duplicates. Mylars found are researched for possible recording on land records. Duplicates are removed, originals are filed;
- Cleaned out and organized Land Use Office storage closet on second floor;
- Jury duty.

Land Use Meetings for October, 2008

Commission	Meeting Dates	Comments
Planning Commission	10/6	1 Old Business items, 3 New Business Item, 6 Other Business items.
Open Space Preservation and Acquisition	10/7	Discussion of funding, 2009 Schedule and executive session.
Economic Development Agency	10/14	Cancelled due to lack of quorum.
Conservation Commission	10/15	Discussion of Konover property, Hydro dam, Jepsen Open Space and commission updates.
Zoning Commission	10/15	6 Public Hearings, 4 Old Business Items, 4 New Business Items and 4 Other Business Items; C.A.R.E. presentation.
Aquifer Protection Agency	10/15	Adoption of 2009 Schedule
Inland Wetlands and Watercourses	10/16	1 Informal Discussion; 2 Old Business Items, 4 Other Business Items.
Zoning Board of Appeals	10/20	2 Public Hearings.
Design Review Team	10/28	Cancelled due to lack of business items.

BUILDING DEPARTMENT

- There were no permits issued for Single Family Houses.
- There were 6 Certificates of Occupancy issued. One was for a single family house, two additions, two alterations and one pool cabana.
- Mr. Jasmin conducted a total of 122 inspections.
- Mr. Jasmin attended an ADA seminar in Norwich and a 3 day Building Official’s conference in Amherst, MA. He also attended a CL&P seminar in Torrington and attended the scheduled monthly meetings.
- There was a noticeable increase in applications for wood stoves and alternative heating sources.
- Mr. Jasmin continued with the responsibilities of Deputy Zoning Enforcement.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	19	\$5,992
Deck	0	\$0
Demolition	1	\$14,000
Electrical	18	\$80,800
Garage/Shed	4	\$11,000
HVAC	30	\$129,538
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	7	\$6,500
Pool	0	\$0
Roofing/Siding	7	\$27,276
Foundation	2	\$10,000
Woodstove	14	\$41,569
Total	102	\$326,675

Permit Value Comparison for October

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$326,675	\$875,137
Building Permit Fees	\$6,370	\$10,434
Other Income Fees	\$4,495	\$2,730
Building Permits Issued	102	72

Total Value of Permits and Permit Fees

<u>July - October 2008-2009</u>		<u>July - October 2007-2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$2,851,593	\$46,621	\$5,248,251	\$74,239

SENIOR SERVICES

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

Social Services, Health and Wellness

1. VNA twice-weekly blood pressure screening
2. Bereavement support group
3. VNA weekly walking group
4. Twice-weekly CRT hot lunch program (hot lunch program is also part of the social, recreational etc offerings found in the subsequent category). Provided support for CRT-instituted changes.
5. VNA foot care clinic.
6. Job Bank applications for Seniors looking for jobs.
7. CHOICES program, Medicare Part D and supplemental health insurance counseling. Demand is up, especially with the open enrollment period (ends 12/31/08); additional sessions being planned for November.
8. Facilitated and administered out-of-town medical transportation. Demand is heavy and increasing.
9. Met or conferred with residents of 21 and 121 several times about concerns at these senior housing sites. Met with State Representative Kevin Witkos, facilitated a meeting with a member of the State Commission on Aging, specifically to address questions about tenants' rights in multi-unit and/or communal living situations. (This was subsequently moved to November).
10. Dial A Ride-support and complaint resolution. (DAR is also part of the social offerings in the next category, although it is not repeated there).
11. Promoted a Seniors and the Law program offered by the State Judiciary.
12. Conferred with the VNA about foot care clinic; was informed the fee would increase to \$60 beginning in 2009. This is the third increase in less than two years. In spring of 07, the fee was \$22, in July it jumped to \$25 and last year to \$35. The VNA is losing some of its funding sources and debated whether to discontinue the program entirely. At \$60, I believe the program will no longer be affordable and the program will probably end for that reason—even though Canton's program is one of the most heavily utilized.
13. Conferred with Focus on Canton President about medical transportation funding issues and some special individual needs. Conferred with coordinator of volunteer dialysis transportation program.
14. Winter program and clinic planning and development. Began 2009 planning.
15. Facilitated skin screening clinic (held approximately 3 times a year) for cancerous and pre-cancerous growths and tumors. Good participation.
16. Planned and facilitated flu shot clinic with VNA, with special focus on Seniors. (A second session will be held in November).
17. Facilitated two VNA workshops: one on fall prevention and safety at home, and a second on tips for staying in your own home and staying independent. Good response by those who attended.
18. Facilitated cell phone program for seniors.

Social, recreational and educational programs

1. Twice-weekly CRT hot lunch program.
2. Facilitated cooking class. Prepayment and other administrative changes are adding increased demand on staff time. Instructor has asked for a second volunteer to help with the program as cleanup is taking a long time. Class broke even financially—a continuing concern with instructor's fee increase.
3. Met with Cherry Brook Health Care Center admissions director about future collaborative events.
4. Gardening with Larry—monthly gardening class and discussion. Class has been put on hold indefinitely because of sudden hospitalization of leader. All members notified. Comes at a time when interest has really increased.
5. Bridge program support—program now meets regularly.
6. Logistical support for Canton Seniors Club.
7. Registration and other logistical support for 6-week introductory computer class—Surfing the Web-- which is offered twice a year.
8. Bingo with Norma—twice monthly, logistical support to this Park and Rec program
9. Senior potluck lunch—logistical support; another very good turnout.
10. Registration and coordination and planning with Friendship Tours for December day-trip- Colonial Inn in Massachusetts. A fire at one of the stops caused the itinerary to change and therefore it was necessary to notify all registrants and to reconfirm interest. Culinary Institute Trip in October was cancelled because of insufficient registration in the 4 participating Towns.
11. Jump on Board trips—ran monthly mall trip, this time to Buckland Mall, which was fully subscribed. Also ran trip to the Coast Guard Academy and a trip which included lunch and a guided bus trip of Hartford. Responses to both were excellent. These trips are all supported by grant and other than staff time (which can be considerable) there was no cost to the town.
12. Facilitated Days of Our Lives Collaborative Oral History Project, now beginning year 2—recruited seniors to participate and continued conferring with Middle School teacher about logistics and preparations required. Program started in early October with 9 seniors and 9 sixth graders participating. Once again, an unexpected side benefit is seniors reconnecting with seniors or meeting new ones—one of the niftiest side effects of the project.
13. Winter social and recreational program planning and development.
14. In the News: Fact and Opinion. Twice monthly current events discussion group. Inaugurated outreach program to Cherry Brook Health Care Center for the group. Big success with a large number from both sides attending. Canton Group to evaluate at its next meeting and decide if future outreach is desirable and, if so, how to facilitate it. Also, at another meeting, and at the request of the seniors, facilitated a meeting with the First Selectman to discuss the Town's perspective on the Humphrey property/ Cherry Brook Farm issue and to answer questions. This was extremely well-received and inclusion of elected or appointed officials or staff should be considered in the future, especially as major issues arise in Town.
15. Discussion with Friendship Tours about future trips; reviewed complaints from previous trip.
16. Facilitated presentation by Janet Cover to the lunch group about the Canton Historical Museum's oral history project focusing on the Collins Company. Well-received.
17. Ran a freebie day (which turned into a freebie week) to give away the many books and tapes and videos which have been donated to us. A big success. The first day coincided with the flu

clinic. Not only was practically everything given away but I saw people who had not been to the Senior Center before. I recommend more such activities.

Administration (including communication)

1. Attended Commission on Aging meeting and continued discussion of overall staffing situation after my resignation (this discussion began in September when I informed them of my intent to resign). Indicated I will now stay on until some time in January 2009 (as opposed to December 2008 announced in September).
2. Met with layout editor of the Senior Scribe and began planning for the next issue; started writing and researching material.
3. Met with Park and Rec director and Library director about needed repairs and maintenance both inside and outside the Canton Community Center. Submitted additional comments to draft report.
4. Continued submitting room requests and reservations through calendar year 2009.
5. Prepared a report for the CAO's office about the functions and responsibilities of the Senior Services Coordinator's position.
5. Attended monthly Department Head meeting.
6. Continuation of volunteer coordination effort to provide help with various aspects of programs and activities. As part of a long-term effort in encouraging seniors to help seniors and in developing a broader Senior Center volunteer base, this month saw continuation of training of two senior office-support volunteers and the addition of a third person.
7. Maintained 3 bulletin boards (main floor CCC and Senior Center floor), literature table and 4 literature stands.
8. Wrote and sent out 2 *e-Scribes* (electronic newsletter); sent out press releases.
9. Normal MUNIS administration for time and attendance and purchase orders, budgetary matters etc.
10. Met with 3 new Canton Senior residents and reviewed services and programs available. Conferred with two children of seniors on the phone about health and housing issues.
11. Continued *daily* tracking of inquiries and referrals in 33 subject areas for annual report to State Municipal agent for the Elderly.

PARKS AND RECREATION

ADMINISTRATION

- Director John Bennett reports that second sessions of all fall activities have begun. One or two programs were again pushed back due to low enrollment but numbers have been met and are running now.
- During the month of October second sessions of programs have begun.
- Meeting schedules for the coming year are being forwarded to the office as they come in to the Town Clerk. This year there are many more meetings and requests for use of the building. Mr. Bennett estimates there are between 225 meetings per month as just about every Boy and Girl Scout group are using the building this year. Residents and groups call for rooms on a daily basis as well as having monthly and yearly schedules submitted. We have spoken about setting rules for which groups are allowed to use the building. Another major time consumer is when building use groups call at the last minute causing all staff to re-schedule rooms and re-post schedules. There are some days where no rooms are available.

- Quarterly budget meetings have been held and just about every account is in line with previous year's spending. The parks and recreation budgets consistently are over quarterly allotments but will be at or under after the second quarter. Many expenses are seasonal expenses.
- Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for games, as well as preparation for spring. The parks dept are also working on upkeep issues for the spring on all fields. Fall sports seasons will wrap up the first week of November with football playing an additional week or two.
- Mr. Bennett also states that the dates are as follows for the annual Holiday tree lighting, November 28 and Breakfast with Santa is November 29.
- Director Bennett also informs me that the winter/spring brochure is tentatively scheduled to be distributed December 9. Again a reminder this will be the first combined Brochure and include other town departments and the BOS. .
- Community gardens had another good season. Letters have gone out this month reminding gardeners about cleanup. To date not much clean-up has taken place.
- As the winter gets closer, Mr. Bennett is closing up the pool house and winterizing the area.
- Mills pond pool and the irrigation system have already been winterized.

RECREATION

- Santa Claus- Mr. Bennett is looking for a replacement Santa for his programs this year as our old stand by Santa will still be on vacation. If anyone knows someone please call John directly.
- Gym scheduling is now in the works as well. Gym time in the late fall and winter is always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.
- The Rec. Hoops and bus trip programs begin soon.
- Mr. Bennett reports that a group has come and discussed running midget football in town. Flyers will be distributed for an organizational meeting in November.
- Gym scheduling is now in the works as well. Gym time in the late fall and winter is always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.

LIBRARY

ADULT SERVICES

- In October, we held 5 adult programs. Total attendance: 31.
- Local artist Art Chouinard spent the day painting and discussing his craft with library visitors on October 15. This popular program is drop-in -- no attendance figures.
- The Farmington River Watershed Association presented *Protecting Our Water Resources* on October 15. Aimee Petras gave a talk-and-slide presentation. Attendance: 6.
- The Monday Evening Book Club read and discussed *The Thirteenth Tale* by Diane Setterfield. Attendance: 11, including 3 new members.
- The Saturday Book Conversations group read and discussed *Thunderstruck* by Erik Larson. Attendance: 6, including 2 new members.

- *Hartford Courant* journalist and author Denis Horgan discussed his new book *Dawn of Days*. Attendance at this talk and book-signing: 8. The group was small enough to allow a very intimate conversation between speaker and attendees.
- We made 2 deliveries of library materials to homebound Canton residents in October.
- Reference Librarian Beth Van Ness proctored 1 exam in October – an undergraduate level test in the field of nuclear engineering.
- Our new *Learning Express Library* was used by Canton residents 24 times in October. This is proving to be a popular database. The company that owns LEL tells us each month the types of practice tests visited by Canton residents, and it's a varied mix of academic and professional exams.
- Weeding continues in the adult fiction and nonfiction stacks. After each area is weeded, the remaining books are shifted. By spreading out the collection more evenly, we make the library look neater and open room for collection expansion. Thanks to Katie Bunn's weeding in adult fiction, we no longer need to use the bottom shelves in most cases.
- Katie Bunn and Beth Van Ness have finalized plans for a 3-part music series for Sunday afternoons in February and March. Appearing will be the Canton High School Chamber Singers, a harpist, and Heather Baker's 12-member all-women choral group.
- Sarah McCusker and Jane Hoben continue to catalog the Local History Room. On November 21, they will meet with a reporter from *Canton Life* who is doing an article about the room and our efforts to organize it.

CHILDREN'S SERVICES

- During October, we held 27 children's programs. Total attendance: 559.
- Twenty-four of the 27 programs were story times. Betsy Ash handled the 10 story times for ages 4 and 5, and Heather Baker ran the 14 story times for ages 2 and 3. Sessions during the week of Halloween included trick or treating at the Reference Desk, the Technical Services Office, the Library Director's Office, and the Parks and Recreation Department. Combined story time attendance for the month: 373.
- *Sam Pasco's Band: A Musical Experience for Children Ages 3 to 12* took place on October 10. A fun event! Attendance: 45.
- "Free Baseball" Family Fun Night, a cooperative program sponsored by 6 public libraries in the Farmington River Valley, was held at the Simsbury Public Library on October 17. This event featured a Cuba theme that tied in with the Farmington Valley One Book selection *Waiting for Snow in Havana*. It was largely planned by our own Heather Baker and Betsy Ash, so I counted it in our statistics even though it was not held here. Attendance: 80.
- *Happy Halloween, a PJ Story time* with Miss Heather took place on October 20. Attendance: 61.
- Margaret Donald-Miller and Maria McCormick, 2 parent-educators from Canton Parents as Teachers, dropped in to observe a story time run by Heather Baker on October 24.
- Canton Intermediate School has no librarian at this time, so the annual 4th grade visits were put on hold. We want the new librarian to be a part of this process.
- The picture book area in the Children's Room was rearranged in October. The changes created a barrier of low book bins that now define the play area, opened space for extra seating, and made the shelving of picture books easier. The credit for all this goes to Margaret Colavecchio, who thought up the improved arrangement and worked hard to put it in place.

PERSONNEL

- No new staff came and no existing staff left during October.
- The Canton resident who was a court-ordered community service volunteer left us after just 2 visits. He is a UConn student and found places to volunteer closer to Storrs.
- Just as he left, we acquired another volunteer who has to perform community service work for his school, The Explorations Charter School in Winsted. He will be with us on Friday mornings during October and November.
- Staff attendance at professional meetings in September: Simon at the CLA Conference Planning meeting (October 1), McCusker at the LCI Database Policy meeting (October 7), Baker at the Nutmeg Children's Book Award Steering Committee (October 7), Simon at the LCI Board of Directors meeting (October 10), Baker at the Central CT Children's Librarians' Roundtable (October 20), Simon at the LCI Users' Council (October 30).
- Heather Baker was interviewed by an MLS student from Southern CT State University. Topic: what a public library children's librarian does and how he/she does it.
- Katie Bunn and I collaborated to reduce part-time staffing in October after I determined that we were short \$11,000.00 in our part-time staff salaries account. Katie gave me recommendations on where we could cut hours, and I met with each staff member affected by the changes, which take effect November 17. Resulting from these adjustments: (1) we will operate weekday evenings after 6:00 p.m. with 3 staff instead of 4, (2) the 3-hour position on Saturdays has been eliminated, (3) we will operate Sunday afternoons with 3 staff members instead of 4, and (4) full-timers Katie Bunn, Sarah McCusker, and Heather Baker will work more hours each week at the public desks. These are not positive changes: the library is not self-service – patrons expect someone to help them – and Katie, Sarah, and Heather are responsible for many jobs (scheduling, programming, cataloging, and publicity) that require them to be in their offices.

GENERAL

- Patrons like our new library cards, especially the key ring feature.
- Per Sarah McCusker, 101 DVDs, 28 CDs, and 31 audio books were added to the collection in October, "... which I mention just to point out that our AV collection is growing by leaps and bounds."
- Our new computer equipment (6 PCs, 3 monitors, and a color printer) arrived in late October. Set-up is scheduled to start on November 7.
- We started the process of eliminating books-on-cassette-tape to provide more space for books-on-CD, which circulate 6 times as much.
- I completed and submitted our 2007-08 CT State Library Annual Report (18 pages), for which we receive a tiny grant of about \$1,200.00.

NUMBERS

- 13,619 items were circulated in October.
- 54 new library cards were issued and 31 expired cards were renewed, giving us a total of 4,546 registered borrowers.
- 715 reference questions were received.
- Our public computers were used 1,011 times.
- The public word processor was used 8 times.

- 721 items were added to the collection and 1,086 were removed, giving us a collection (per LCI) of 74,741 bar-coded items.
- 296 interlibrary loan items were obtained for Canton residents and 274 items were loaned to other Connecticut libraries for use by their patrons.
- 801 item reserves were placed.
- Our Quiet Study Room was used 20 times and our Small Study/Word Processor Room was used 8 times.
- 32 programs drew 590 attendees.

WPCF

Parameter	September 2008	October 2008	Percent Removal	Permit limits
Average Daily Flow	.709 MGD	.626 MGD		0.80 M.G.D
Influent B.O.D	191 mg/l	200 mg/l		N/A
Effluent B.O.D	11 mg/l	16 mg/l	94%	20 mg/l 90 % removal
Influent S.Solids	176 mg/l	163 mg/l		N/A
Effluent S.Solids	9 mg/l	11 mg/l	95%	20 mg/l 90 % removal
Turbidity	4.7 NTU's	6.6 NTU's		N/A

- The plant achieved 92 % BOD removal and 93 % Suspended Solids removal
- The Influent plant flow decreased 12 % from .709 MGD to .626 MGD
- Analyzing digester operation weekly, Primary Tank Volatile 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 was done in house including BOD, TSS, Digester Volatile Acids, Alkalinity, and other tests as needed or required by permit
- Primary sludge solids averaged 2.7 % this month.
- As the temperatures increase the sludge solids tend to decrease.
- Eight loads of sludge were sent to Synagro @ 52,000 gallons this month.
- Bi Weekly lift station Inspections continue to be were performed.
- Marked call before you digs.
- Performed weekly test of alarms in plant, back up pumps.
- Portable pumps and generator were exercised.
- Cleaned and inspected fire extinguishers.
- Tested all alarms and float switches.
- Cleaned all four arms of Trickling filter.
- Attended monthly sewer commission meeting
- Performed 24 hour cleaning of both Sand Filters.
- Washed secondary clarifiers.

- Washed primary clarifiers.
- Washed interior of Sand Filter Building.
- Attended monthly department Head meeting
- Rotating biological contactor #2 had shaft turned down, metalized and new pillow block assembly installed.
- Rotating Biological Contactor #3 had new pillow block assembly installed
- Switched gearboxes and motors from #1 and #3 Rotating Biological contactors to even out wear and tear
- Monthly test of emergency lights and exit signs.
- Calibrated gas meter.
- Tested all emergency eyewashes.
- Performed oil change on digester Pump oil bath
- Performed oil change on Emergency Bypass Valve gearbox
- Performed oil changes on 3 inch and 4 inch Honda trash pumps
- Performed oil change on pressure washer
- Performed oil change on #1 and #2 Primary sludge pump oil baths
- Performed oil changes on #1 and #2 Sand Filter carriages
- Lubricated Sand Filter carriage pillow block bearings
- Performed oil change on Trickling filter Oil seal
- Performed oil change on Ariens Snow blower
- Changed Oil, filter, and sharpened blades on Giant Mow
- Placed order for new Hewlett Packard computers for SCADA
- Worked with Ct Water and Suburban Sanitation on broken sewer Spring St
- Worked with Canton village construction on manhole and sewer installation for KFC/Taco Bell project
- Met with Finance Director to discuss insurance issues relating to sewer construction projects.
- Met with Developer of proposed car wash for 10 Cemetery rd.
- Performed oil, and filter change on Ford F-250
- Performed oil, and oil filter change on S-10
- Worked on various sewer application forms to be placed on WPCF Webpage
- Turned heat on to Main Bldg October 6
- Chief Operator Roger Ignazio Jr attended class on Excel basics
- WPCF staff attended safety meeting
- Issued notice to proceed to DelRay contractors for Sand Filter project
- Met with engineers from Woodard and Curran to discuss ongoing SCADA project
- Received plans for proposed 40 unit Affordable housing at Hart's corner and reviewed