



# 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: October 15, 2008  
 Re: **Monthly Report- September 2008**

### GENERAL ADMINISTRATION

#### FINANCE

- Assisted in the purchase policy revisions
- Worked on Audit information & Pension Accounting
- Prepared End of Year Analysis for the BOS Budget/BOF
- Gathered information for Pension Negotiations
- Attended the end of year medical insurance meeting
- Processed one Fire/EMS Retirement
- Record FY 08 BOE Activity and met with BOE for June EOY & July 08 Reconciliation
- Trained CAO Executive Assistant on MUNIS Applications

#### INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

08/31/08

General Fund	\$13,919,152
Special Revenue Funds	\$ 3,386,505
Capital Projects Funds	\$ 2,153,517
Internal Service Funds	\$ 1,079,136
Trust and Agency Funds	\$ 734,326
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$21,272,637</b>

#### INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

08/31/08

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	2.00%	2.00%	4,033	3,055	\$ 7,940,415
Webster	2.25%	2.25%	24,376	10,267	\$ 13,332,222
Total Outstanding Investments			28,410	13,322	\$ 21,272,637

## **TAX COLLECTOR**

- Tax collections for the current list were \$125765.23. Back year collections were \$11,960.97. Suspense collections of \$670.57
- Sewer Collections on current list \$3887.34. Back year collections were \$100.00.
- Sewer Assessment collections \$ .00 and connection charges collected \$.00.
- Prepared and sent out 1,700 + sewer bills. Bills are due during the month of October.
- Liens were placed September 18th for the sewer accounts that were unpaid from last years billing
- Sent out Personal Property Tax Demands.
- Prepared the Final Printed Rate Book for the 2006 grand list year.

## **ASSESSOR**

- In general, work on normal administrative duties continues – field work to update Building Permits continues
- Proceeding on schedule with Revaluation - Residential review and values has been established
- The fourth and final claim was sent 9/29/08 for the State of CT Renters' Program - 104 applications were processed between May 08 and Sept 08– claim total was \$38,418.49
- The newly expanded Motor Vehicle Exemption for Active Military personnel is being researched and implemented
- 758 Personal Property Declaration forms were sent the 3<sup>rd</sup> week of September

## **POLICE DEPARTMENT**

A total of 914 incident assignments were logged for the month including: 250 motor vehicle enforcements, 196 directed patrol/neighborhood & business security checks, 51 medical emergency responses, 44 automatic alarms (25 business & 9 residential burglar & 6 fire alarms), 16 vehicle collisions, 15 larceny/fraud/theft reports, 8 disorderly conduct/domestic violence/harassment complaints, 8 vandalism/destruction of property reports, 6 DWI/narcotics violation and 1 unattended death call.

The investigation continues into a very serious vehicle/bicyclist collision on River Rd.

The speed trailer has been in constant use, deployed on various streets to seek voluntary compliance to posted speed limit. Radar enforcement follows the trailer's presence to measure/reinforce the message.

During the month I participated in a meeting to prepare for a Tropical Storm, the regularly scheduled Town Staff meeting, a Community Services meeting, met with Board of Ed staff to coordinate the implementation of home football game safety/security, attended the Capitol Region Police Chief's meeting, met with the Superintendent of Schools regarding a student sponsored charity ride/concert, attended a Collinsville Traffic & Ped. Safety meeting, met with a resident regarding vandalism on his property, worked with the Facility Manager to accept quote & schedule repainting of PD interior, sat on a new police officer oral interview panel for the Town of Burlington, attended firearms training and met with the CAO regarding police union contract negotiations.

The Deputy Chief commanded the Regional EST at the West Hartford SWAT Challenge, attended EST Training sponsored by the Federal Government in New Mexico, attended mandatory Chief's training presented by the Chief State's Attorney and department firearms training.

The detective attended FBI Computer Crimes investigation training as a member of Connecticut's statewide cooperative team.

All personnel attended department firearms training for our new weapons after which the transition to same was implemented.

The dispatch staff continues to train our new dispatcher and he also attended mandatory 911 equipment training provided by the state this month.

Our on-going police officer recruitment process is continuing and Canton has joined Simsbury PD in conducting a written test to provide us with additional recruitment potential.

## **FIRE DEPARTMENT**

### **TOWN CLERK**

1. The Town Clerk's office processed 541 transactions during the month of August.
2. Real estate recordings were down 5.5% compared to the same time last year.
3. There were 13 residential dwelling/land sales which included the sale of the Humphrey property/farm.
4. The largest home sales were for 225 Cherry Brook Road (\$950,000) and 37 Atwater Road (\$755,000).
5. Municipal Conveyance Tax collected on all transfers was \$10,661.25.
6. Two marriage/civil union licenses were processed.
7. \$22,933 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
8. 1088 dog licenses have been sold to date this fiscal year.
9. A Special Town Meeting was held on September 3, 2008, to consider and take action on the following unanimously passed questions:
  - a. Shall the Town of Canton eliminate the position of Development Technician and create a new administrative position entitled Assistant Planner?
  - b. Shall the Town of Canton eliminate the positions of Administrative Assistant and Administrative Services Coordinator and create a new position entitled Executive Assistant?

10. The Town Clerk attended the Sept 10<sup>th</sup> and September 24<sup>th</sup> meetings of the Charter Revision Committee. Discussions of the CRC have centered on duties of the First Selectman, Board of Selectmen and Chief Administrative Officer.
11. The Town Clerk attended two Freedom of Information training sessions and the fall Connecticut Town Clerk Conference.
12. Absentee Ballot requests continue to arrive at a healthy pace in anticipation of the November 4<sup>th</sup> presidential election. Overseas ballots have been mailed out and all others will be sent/available October 3<sup>rd</sup>.
13. For the month of September, the Citizen Request Management component of QScend, known as QAlert, logged seven messages sent to the Town. Request types included concerns and comments for the Highway Department (pot holes, curbs, chip sealing and mowing); and Engineering (Small Cities Grant for 21 Dowd Ave). 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>
General	3	1 (33.3%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	2 (66.7%)
Potholes	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Roadside Mowing	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Small Cities Grant Administration	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Street Sweeping	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

Town Clerk Receipts  
September 2008  
FY 2008-2009

<u>Description</u>	<u>Total Items</u>	<u>Totals Amount</u>
Conveyance Tax	13	\$10,661.25
Recording Land Records	173	\$3821.00
St of CT Historical Preservation		\$346.00
Town Clerk Historical Preservation		\$173.00
Town of Canton-Land Preservation		\$519.00
St of CT-Land Preservation		\$4498.00
Town Clerk Land Preservation		\$173.00
Maps	2	\$20.00
Copies	102	\$581.50
St of CT DEP	24	\$246.00
Sport Licenses-Town of Canton		\$18.00
Miscellaneous	10	\$39.20
Vitals	63	\$513.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	21	\$20.50

Dog Licenses-State of CT	20	\$207.00
Notary Fees	2	\$15.00
Dial-A-Ride	7	\$58.40
Transfer Station	135	\$3408.00
<b>TOTALS</b>	<b>541</b>	<b>\$25,355.85</b>

### **FIRE MARSHAL / EMERGENCY MANAGEMENT**

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

Inspections	4
Inspection Follow-ups	4
Plan Review	3
Job Site Inspections	19
Fire Investigations	0
Blasting Permits	1
Burn Permits	3
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

- Attended the CT Fire Marshals Association website committee meeting in Simsbury on September 4.
- Attended the Capitol Region Fire Marshals Association meeting in Newington on September 4.
- Met with various town officials to discuss preparedness plans for Tropical Storm Hanna on September 5.
- Attended the CT Fire Marshals Association meeting in Southington on September 9.
- Met with Cherry Brook Primary School physical education educator Bill Phelps to review Fire Prevention Week schedule and a carbon monoxide detector fund raiser in October.
- Attended a continuing education class at the Canton Community Center on September 18. The class topic was standpipe systems/fire pumps/testing and was presented by the Department of Public Safety's Office of State Fire Marshal.
- Submitted an application for the Emergency Management Performance Grant, anticipating approximately \$4,500.
- Attended the Capitol Region Council of Governments (CRCOG) Information Technology Sharing Initiative meeting in Hartford on September 22.
- Attended a meeting on September 23 with Fire/EMS Chief Richard Hutchings at 21 Dowd Avenue (Housing Authority) to discuss concern of fire safety for residents.
- Met with New England Communication Systems on September 26 to prepare for installation of radios at the Emergency Operations Center.
- Attended the CT Citizen Corps conference at Mohegan Sun on September 29. The conference topics included Community Emergency Response Teams, funding and the Medical Reserve Corps.

- Attended the CRCOG Public Safety Council meeting in Hartford on September 30.

## **PUBLIC WORKS**

### **Highway Dept.**

- Town of New Hartford continued to help with sweeping of chip-stone while the town sweeper was being repaired
- Crew worked cutting brush along roads and site lines
- Maintainers Rob White and Dan Manyak along with the Director of public works worked through a wind and rain event on Sept. 6 2008 clearing drains and opening Torrington Ave after a tree came down.
- Crew continued working on Robin Dr and Fox Croft Ln. Replacing and raising 14 catch basins prior to Garrity reclaiming the existing road and Gallasso Materials regrading and repaving the road. The crew did a good job.
- Director of public works and Town Engineer looked at the chip-sealed roads and a culvert on Sextons Hollow Rd. Culvert was open.
- Crew finished sweeping chip- stone after repairs to sweeper (Thank you to the Town of New Hartford for helping out.)
- Maintainer Dan Manyak finished mowing around town after repairs to roadside mower.

### **Parks Dept.**

- Crew installed turf on Bowdoin field for soccer
- Crew continued mowing with break downs and weather slowing process
- Maintainers Chris Johnson and Henry Maskitis installed new combination Football and Soccer goals at Mills Pond field in time for the first home Football game (Nice Job)
- Crew continues field maintenance and related BOE issues.

## **FACILITIES MANAGEMENT**

- Town of Canton facilities 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;
- Continued repairing and painting walls in the Canton Library/CC;
- Repairs the exterior and interior light fixtures in the town facilities;
- Continued repairing and carpet washing in the all town facilities;
- Continued the evaluation of the Town of Canton's facilities;
- Prepared the estimates for the Town Hall awnings replacement, submitted for approvals estimates for the painting project in the 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;
- Finalized all Summer repairing project prior to the new school year;
- 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 Rehabilitation and Relining of Culverts sponsored by CE News and CONTECH Construction Products
- Completed distance learning course in Stormwater Treatment and Onsite Infiltration sponsored by CE News and CONTECH Construction Products

## **TOWN PLANNER**

### **Wetlands Enforcement**

- Site inspections at Hidden Brook Hollow- Potential IWWA violations;
- Investigated possible IWWA violation at Wind Mill Lane;
- Reviewed 50 Washburn Ave situation for possible IWWA issues;
- IWWA investigation at 64 Dunne Ave;
- Site investigation at Powder Mill for concerns about potential post storm E&S discharges into Farmington River; and,
- Reviewed stream crossing for IWWA issues at 111 Wright Road.

### **Zoning Compliance**

- Site inspection/ Bond release review, Oxbow Ridge Condominiums;
- Site inspections at 250 Albany Turnpike- Post approval compliance monitoring;
- Site investigations for the release of Maintenance bonds at Shoppes;
- 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;
- Site inspections, Elston Way, responded to complaint about missing street sign; and,
- Site inspection, Zoning compliance review and bond release review for Joni's Day Care;

### **Zoning Enforcement**

- Currently being administered by Building.

### **Subdivision Compliance/ Enforcement**

- Rustle Meadow Subdivisions – Review of modification request. Continued on-going review of Expiration;
- Site investigations for release of bonds at Secret Mountain Trail/ Panek subdivision;
- Processed partial release of bonds for Windmill Hill subdivision;
- Reviewed Griswold Farms subdivision history for compliance with approval and maintenance and dedication of open space and conservation easements;
- Reviewed Mylar submission for lot line revisions at Bunker Hill and Morgan Road;
- Reviewed Mylar submission for Windmill Hill resubdivision
- Reviewed Mylar change for Hidden Trail subdivision; and,
- Reviewed Mylar submission for 185 High Valley Drive resubdivision.

### **Miscellaneous Land Use Office Activities**

- Several meetings with Konover – Maintained communications between developer and concerned public;
- Attended Regional Bikeway Planning Committee;
- Meet with several business owners potentially affected by new Aquifer Protection Area regulations;
- Met with WPCA Director to discuss coordination of WPCA Plan Reviews and Planning and Zoning Applications;
- Pre- hearing site walk at Oxbow Ridge with Town Engineer;
- Town Meeting for Assistant Planner Position;
- Advertisement/ promotion of available Assistant Planner Position;
- Unemployment Hearing;
- Discussed the implementation Fair Housing Plan with Town Engineer and CAO;
- Meet with Rosewood Development regarding Lowes Site;
- Conference call with Lowes Site Development Manager;
- Met with Town Engineer, CAO, DPW, WPCA on road acceptance procedures;
- Attended SNEAPA training workshops;
- Evaluated permit tracking software possibilities;
- Reviewed recommendations from the CT Department of Agriculture to municipalities for the regulation of land, farms, livestock, and other agricultural issues;
- Reviewed planning initiatives for improving mobility for senior citizens;
- Discussions with Town Attorney on establishing legally sound conditions fo approval for Land Use commissions;
- Met with WPCA director to discuss location of boundaries and future possible expansions of sewer shed;
- Weekly and monthly reports;
- Follow up investigation on Collinsville Utility Poles;
- Zoning Rewrite;
- Revised easement agreements for subdivision modification at 31/ 35 Dry Bridge Road;
- Reviewed HOME CT financial incentives against proposed zoning map amendments to

- determine if maximum density could be achieved to qualify;
- Management of 3<sup>rd</sup> Party Services Agreement to Weston and Sampson consultant;
- Reviewed multiple acoustical studies for 115 Albany Turnpike;
- Reviewed engineered plans for staggered/ offset retaining wall proposal at Oxbow Ridge;
- Confirmed DEP review of adopted FEMA regulations – Effective 9/26/08;
- Pre-application meetings/ review with VLO Group for proposal at 5 Cherry Brook Road;
- Reviewed available recording secretary pool and short-falls. Forwarded concerns/ recommendations to Administration;
- Reviewed Historic District Commission Ordinances and rules and procedures;
- Continued to work with Chamber sub-committee currently reviewing existing vs. proposed zoning regulations pertaining to signage;
- Met with owner of Benidorm and reviewed proposed modifications to structure;
- Coordinated resident concern at 302 East Hill Road;
- Talked with representative of Cantonbury condominium association on concerns regarding IWWA proposal at 10 Dyer Cemetery Road;
- Reviewed potential conservation easement language that allows agricultural activities within the easement to remain. Reviewed right to farm easements;
- Reviewed potential parking maximum requirements for incorporation into Regulation rewrite;
- Revisited blight ordinance potential and analysis after receiving complaints;
- Reviewed a variety of illumination standards for potential incorporation into regulations; and,
- Talked with Joyce Kennedy Lower Farmington Rive Wild and Scenic. Working to coordinate presentation of study with Planning, Zoning and IWWA.

**Land Use Meetings for September, 2008**

<b>Commission</b>	<b>September 2008 Meeting Dates</b>	<b>Comments</b>
Open Space Acquisition & Preservation	9/2	Discussion of funding, Canon Property, Town website, DEP and executive session.
Planning Commission	9/8	2 Old Business items, 1 New Business Item, 4 Other Business items.
Zoning Board of Appeals	9/8	2 Public Hearings.
Economic Development Agency	9/9	Cancelled due to lack of quorum.
Conservation Commission	9/10	Discussion of Konover property, Hydro dam and commission updates.
Inland Wetlands and Watercourses	9/11	3 New Business Items, 6 Other Business Items.
Design Review Team (special)	9/11	Discussion of Konover project
Zoning Commission	9/17	6 Public Hearings, 2 Old Business Items, 4 New Business Items.
Aquifer Protection Agency	9/17	Cancelled due to lack of business items.

Inland Wetlands and Watercourses	9/17	Site Walk at 10 Dyer Cemetery Road.
Design Review Team	9/23	1 Old Business Item, 3 New Business Items.

## **BUILDING DEPARTMENT**

- There were no permits issued for single family homes.
- There were 10 Certificates of Occupancy issued. Three were for single family homes, six were for alterations to single family homes and one was for J Crew, a retail store at the Shops at Farmington Valley.
- In addition to the regularly monthly meetings, Mr. Jasmin attended a seminar in East Hartford, hosted a seminar at the Community Center, performed a few inspections for the Town of New Hartford, and continued in his capacity as Deputy Zoning Enforcement Officer.
- Mr. Jasmin conducted a total of 89 inspections. While he was on vacation, Paul Volovski, the Building Official in New Hartford and Marc Melanson, the Building Official in Winsted, conducted inspections for the Town of Canton.

### Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	13	\$267,450
Deck	2	\$46,000
Demolition	3	\$3,400
Electrical	14	\$195,000
Garage/Shed	2	\$6,200
HVAC	22	\$110,411
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	7	\$38,476
Pool	0	\$0
Roofing/Siding	4	\$30,500
Wood Stoves	11	\$34,810
Total	78	\$732,247

### Permit Value Comparison for September

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$732,247	\$1,078,783
Building Permit Fees	\$4,494	\$13,903
Other Income Fees	\$5,698	\$2,688
Building Permits Issued	78	63

### Total Value of Permits and Permit Fees

<u>July-September 2008-2009</u>		<u>July-September 2007-2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$2,524,918	\$35,756	\$4,373,114	\$61,075

## **SENIOR SERVICES**

In the month of September 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. With the CHOICES counselor, explored additional sites at Town Hall and the library for this program. None is wholly satisfactory.
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.
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. Met with First Selectman several times about concerns at 21 and 121, Senior housing sites.
12. Met and conferred with Alan Rosenberg, Social Services, several times about concerns at 21 and 121, Senior housing sites.
13. Conferred with Focus on Canton President about medical transportation funding issues and some special individual needs.
14. Winter program and clinic planning and development.
15. Coordinated and supported a program from McLean, “Reversing the Effects of Aging”. The response was excellent for the free balance and strength screenings, but there was no real interest in the workshop. McLean professionals reported what I have observed in the past—that seniors who are regulars at the Senior Center get their health care information elsewhere and are not really looking to the Town to provide it. Screening services (e.g.. many of the VNA programs) are well utilized and welcomed.

### **Social, recreational and educational programs**

1. Twice-weekly CRT hot lunch program.
2. Cooking Class begun again for the year. Considerable planning and communication with past regular attendees was required because of the necessity to increase fees and change the registration procedure (instructor increased fee 50%). It appears the class has broken even or perhaps made a small “profit” to be used for other programs; all invoices are not yet in, however. Attendance was very good.
3. In the News: Fact and Opinion. Twice-monthly current events discussion group. Attendance continues to be up and includes participants from other Towns. Planned for outreach to Cherry Brook Health Care center to occur in October. Members of the Simsbury’s current events group (which is no longer meeting) have been invited to join Canton’s group. Planned for First

- Selectman to join the group in October to discuss and answer questions about the Town's decisions regarding the Humphrey property.
4. Planned meeting with Cherry Brook Health Care Center admissions director in October about future collaborative events.
  5. Gardening with Larry—monthly gardening class and discussion. Attendance is up.
  6. Bridge program support—program now meets regularly. At their request, facilitated a move to a new, more hospitable space for group. The craft room, where they had been meeting, is often dirty, light is poor, and throughout the summer became increasingly piled high with boxes of books for the library sale and cramped the space. While the move has been made on a permanent basis, it is not ideal for other reasons. In my opinion—and when possible--it is far better to have senior activities together and near each other--and definitely on the same floor.
  7. Logistical support for Canton Seniors Club which began meeting again in September.
  8. Facilitated Red Hats meeting—this group has been inactive for some time because its members are spread thin and VERY active with other commitments to family and community—therefore none could assume leadership roles. Decision has been made to join with Avon's group. Coordination begun with Avon group to make this happen.
  9. Bingo with Norma—twice monthly, logistical support to this Park and Rec program
  10. Senior potluck lunch had one of the largest turnouts since I have been here (in excess of 25).
  11. Registration for fall day-trip- Colonial Inn in Massachusetts in December. Culinary Institute Trip in October was cancelled because of insufficient registration in the 4 participating Towns.
  12. Jump on Board trips—ran monthly mall trip, this time to Enfield Mall. Shore and Lenny and Joe Restaurant (Madison) trip and shopping trip to Evergreen Walk were planned and carried out. These trips are all supported by grant.
  13. Began planning for Days of Our Lives Collaborative Oral History Project, now beginning year 2—started contacting and meeting with prospective participants. Continued conferring with Middle School teacher about logistics and preparations required.
  14. Winter social and recreational program planning and development.

#### **Administration (including communication)**

1. Met with Commission on Aging and informed them of my intent to resign from the full-time Senior Coordinator's position sometime in December 2008; expressed a desire to stay on part-time if the Town decided to include a part-time position for the Department. Presented 4 possible staffing configurations for the Department (the Commission added a 5<sup>th</sup>) and urged them to think about the broader needs of the department in the future—especially with changing demographics and the graying of the Baby Boom generation.
2. Submitted monthly GHTD grant reports.
3. Continued submitting room requests and reservations through calendar year 2009.
4. Attended Community Services team meeting (multi-department newsletter was discussed in depth). Except for the submissions normally made to the BOS and Park and Rec newsletters, the Seniors will continue to have their own Senior Scribe mailed out to those who want it. .
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.
7. Maintained bulletin boards (main floor CCC and Senior Center floor)

8. Wrote and sent out 3 *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 4 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.
12. Met and conferred several times with Middle School teacher about logistics and preparation to gear up Days of Our Lives Collaborative Oral History project, now going into year 2.
13. New laptop was installed in office which should give the Senior Coordinator some portability to work in other locations when necessary.

## **PARKS AND RECREATION**

### **ADMINISTRATION:**

- Director John Bennett reports that the department has sent out surveys to all families that participated in the summer camp program. It is the department's hope to revamp the program and increase participation.
- Mr. Bennett is looking into questions for a survey to all pool users, to ask for recommendations to improve the pool user's experience.
- Director John Bennett reports that all fall activities have begun. One or two programs were pushed back due to low enrollment but numbers have been met and are running now.
- He also reports that second sessions of programs will be pushed off 1 week and additional advertising will be done.
- Mr. Bennett has attended training recently at the New England Parks association as well as training is and "managing volunteers," developing and maintaining safe parks, and limiting liability and crime prevention.
- Mr. Bennett reports an increase in the requests for use of the community center. The busiest days are Monday's, Tuesday's and Wednesday's. This is the busiest time of year for requests as all user groups such as boy scouts and girl scouts begin when school starts.
- Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for games. The parks dept are also working on upkeep issues on all fields. The new football program has been a great success and scheduling coordination with the CHS athletic director, Nancy Grace is even more important and working very well.
- Mr. Bennett also states that dates have been set for the annual Holiday tree lighting and breakfast with Santa. We will be looking for a new Santa this year as our normal "Mr. Claus" will be out of town until the following week.
- Director Bennett also informs me that the department is also in the planning stages for the winter/spring brochure, this will be the first joint venture including the BOS newsletter including a section for the library, and police. Deadline for being published is December 9, 2008.
- Community gardens had another good season. Letters will be going out this month reminding gardeners about cleanup rules.

### **RECREATION:**

- Mr. Bennett reports that the speed bumps will be removed from Mils Pond Park later this year due to football being played later in the year.

- The department is also beginning to plan for winter activities.
- Mr. Bennett states that the department is looking in to planning and running additional bus trips.
- Gym scheduling is now in the works as well. Gym time in the late fall and winter are always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.

## **LIBRARY**

### **ADULT SERVICES**

- In September, we held 6 adult programs with attendances totaling 139.
- Local artist Art Chouinard spent the day practicing his craft in the library on September 13. He spoke with patrons and answered questions as he painted his wonderful seascapes and landscapes. No attendance figures.
- Katie Bunn organized *Bonsai 101*, a lecture and demonstration by Todd Hansen of the Greater Hartford Bonsai Society. Attendance: 16. The program was informative and well-received and certainly would have drawn a larger crowd if there had not been a parking problem that evening. Besides our event, there were Community Center meetings and a meeting for parents at Canton Intermediate School. Patrons told us afterward that they simply could not find a parking space and, so, went home.
- Our second Passport Day was held on September 20. Again, our partner for this event was the Winsted Post Office. New passport applications totaled 62 and renewal applications totaled 20, for an attendance of 82. This program shows how the library can be of help even to residents who do not use it for traditional library services.
- The Monday Night Book Club participated in this year's Farmington Valley One Book reading program by studying *Waiting for Snow in Havana* by Carlos Eire. Reference Assistant Jane Hoben led the discussion. Attendance: 19.
- The Saturday Book Conversations group held its first meeting on September 27. (Formerly, this group met on Thursday afternoons.) The book: *Thirteen Moons* by Charles Frazier. Group leader was Reference Librarian Beth Van Ness. Attendance: 6.
- Also as part of the Farmington Valley One Book reading program, we sponsored *The Nature of Cuba and the Migratory Bird Study* on September 27. This lecture/slide program was led by Gary Markowski, Executive Director of the Caribbean Conservation Trust. A well-received event. Attendance: 16.
- We made 3 deliveries of library materials to homebound Canton residents this month.
- Our new *Learning Express Library* database was used by Canton residents 48 times in September! One patron even emailed me a thank you note in appreciation for offering this useful academic and professional test database, which the Friends paid for this year.
- Weeding continues. In September, Katie Bunn, Sarah McCusker, and the front desk assistants worked on withdrawing most of our magazine inventory older than January 1, 2006. We simply do not have the shelf space to hold onto all these old magazines, and most are available online anyway. Only a select few titles are kept in paper format earlier than 2006. It was a big job – 3,333 issues were withdrawn -- but they got it done. As for books, Katie continued to weed adult fiction, Sarah the 300s (social sciences), I did the 200s (religion and mythology), and I continued to weed the 900s (history, travel, biography). Weeding makes for a smaller but more useful collection, and it helps to relieve our stack space problems.
- Sarah and Jane Hoben continue to inventory the books in the Local History Room. About 100 items have been completed. Some real treasures have been uncovered.

## CHILDREN'S SERVICES

- During September, we held 4 children's events with attendances totaling 166.
- Two (2) special drop-in story times in mid-September attracted 83 children.
- One (1) "special character" story time late in the month drew in 49. Spot the big red dog visited with the kids as a special guest. His costume was lent to us by Barnes and Noble.
- Registration for the 8-week autumn story time semester opened in early September, and this time the first full week was open to Canton residents only. The following 2 weeks were open to anyone. We now have 5 story time classes running each week, beginning September 30. All sessions are at full enrollment with waiting lists except 1, an afternoon class designed to allow morning kindergarteners a chance to attend. The first session had an attendance of 34.
- The Children's Room staff spent September putting their room back together after a very hectic summer reading program. They are shelf reading to ensure correct book order, checking physical condition, occasionally re-classifying, and returning the intermediate and primary school library books we borrowed for July and August.
- Our anticipated *Nutmeg Book Discussion Series*, a partnership with Canton Intermediate School, is currently on hold while the school searches for a new media specialist. We plan to get this program up once a new school librarian is installed.
- Heather Baker and I invested considerable time drafting a new letter to parents of CIS students, which will be included in the school's October newsletter. We touched on some issues not dealt with in previous library-to-CIS letters. Besides appropriate behavior, we discussed the excessive use of the library telephone by students, rules regarding use of the library's computers, and appropriate Internet usage.

## PERSONNEL

- No new staff came or left during September. We did acquire a community service volunteer, a Canton resident who is a student at UCONN. He will be coming twice per month through January to work off a small number of hours and works with Cataloger Sarah McCusker.
- Ann Barrett, Sarah's assistant in Technical Services since July, is working out well. Together, they are making headway on eliminating a sizeable cataloging backlog. All our new workers cited in my last few reports are doing very well.
- Staff members attended professional meetings in September. I attended an LCI Board of Directors meeting on the 5<sup>th</sup> and Sarah McCusker attended an LCI Bibliographic Services Committee meeting on the 9<sup>th</sup>. Heather Baker attended 3 events: a final meeting of area children's librarians for planning an October family fun night in Simsbury connected with the Farmington Valley One Book read, a Connecticut Library Consortium class on library management that touched on a wide variety of pertinent leadership topics, and a joint roundtable of central Connecticut children's librarians.

## GENERAL

- We resumed Saturday openings on September 6.
- Our new library cards *finally* arrived on September 22. They are completely redesigned and feature a picture of our building (which, I'm sorry to say, is partially obscured by a large shadow – this wasn't as apparent on the screen-size photo we emailed them). Have you gotten your new card yet? In addition to a standard card, we now offer key ring cards, which patrons like. We like them, too: maybe more people will have their cards with them when they checkout.

- The Friends of the Library held their annual book sale on September 13 and 14 in the Community Center’s large hall. It was well-organized and successful.
- The library and the Friends sponsored a table at Sam Collins Day on September 20. Our table, in the Community Organizations tent, was staffed by Sue Bahre, David Drumm, and Carol Merritt from the Friends. Also, I was there all day, and Heather Baker was on hand for a half of the day. The Friends sponsored a give-away of 2 baskets of books and they sold items left over from the book sale. Heather and I had handouts and gave away pencils with the library name and website address imprinted. A large display board put together by the staff described our programs and services.
- The front windows in the Children’s Room leak during heavy rainstorms. It is an annoying problem, and occasionally we have had to replace books damaged because they were on the windowsills at the wrong time. Tim asked Town Hall to have a local contractor investigate. Per this person’s suggestion, Tim Duntz re-caulked the sills with acrylic sealer. We shall see.

**NUMBERS**

- 13,625 items were loaned
- 59 new library cards were issued and 59 were renewed, giving us a total of 4,550 registered borrowers.
- 841 reference questions were received.
- Our public computers were used 900 times (actual number).
- The public word processor was used 6 times.
- 945 items were added to the collection and 4,443 were removed (including 3,333 magazine issues). Per LCI, our collection numbers 75,035 bar-coded items.
- We obtained 318 interlibrary loan items for Canton residents and loaned 290 items to other Connecticut libraries for use by their patrons. August’s numbers (which were not ready to report last month): 311 ILLs obtained and 245 ILLs loaned to other libraries..
- 925 item reserves were processed
- Our Quiet Study Room was used 34 times and our Small Study/Word Processor Room 6 times.
- 10 programs drew attendances of 305.

**WPCF**

Parameter	August 2008	September 2008	Percent Removal	Permit limits
Average Daily Flow	.717 MGD	.709 MGD		0.80 M.G.D
Influent B.O.D	217 mg/l	191 mg/l		N/A
Effluent B.O.D	13 mg/l	11 mg/l	94%	20 mg/l 90 % removal
Influent S.Solids	176 mg/l	176 mg/l		N/A
Effluent S.Solids	9 mg/l	9 mg/l	95%	20 mg/l 90 % removal

Turbidity	5.0 NTU's	4.7 NTU's		N/A

- The plant achieved 94 % BOD removal and 95 % Suspended Solids removal
- The Influent plant flow decreased slightly from .717 MGD to .709 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.
- Nine loads of sludge were sent to Synagro @ 58,500 gallons this month.
- We have settled into two loads of sludge weekly.
- Bi Weekly lift station Inspections continue to be were performed.
- Marked call before you digs.
- Russ's Septic Service in to perform annual cleaning of wet wells at all pump stations
- Russ's Septic Service in to clean out scum well WPCF
- Cap pull 89 Village Lane
- Performed weekly test of alarms in plant, back up pumps.
- Portable pumps and generator were exercised.
- Kinsley Power systems in to repair day tank fuel switch
- Cleaned and inspected fire extinguishers.
- Water and Waste on site to perform annual maintenance on pump stations
- Art attended class on Biological Nitrogen Removal
- Hosted meeting with Town Planner and WPCF consulting engineer to discuss coordination of plan reviews
- Tested all alarms and float switches.
- Read all water meters and worked with Tax Collector on Sewer billing
- 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
- Met with Paul Dow of AT & T to discuss WPCF telephone billing
- Worked with Consulting Engineer to review possible structural changes to secondary clarifiers
- Monthly test of emergency lights and exit signs.
- Calibrated gas meter.
- Tested all emergency eyewashes.
- Met with property owner of 312 and 314 Albany Tpke to discuss possible sewer connections
- Worked on 250 Albany Tpke sanitary sewer connection project
- Reviewed proposal from SR Weiner in regard to Shoppes P. Station reimbursement

- Met with consulting engineers from Woodard and Curran on SCADA project
- Met with Project engineer and contractor to discuss Dowd Avenue project
- Met with vendor to discuss application of wireless for SCADA project
- Attended various meetings of Purchasing Policy committee
- Met with representative from Duke's root control to review possible root program
- Reviewed plans for Konover project on Albany Tpke