



# 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: March 3, 2010  
 Re: **Monthly Report – January 2010**

### FINANCE

Professional Development – None

- Attended BOF Special Meeting
- Attended BOF Regular Meeting
- Met with CAO, WPCA Superintendent & Tax Collector on Reconciliation Processes
- Attended Budget Meetings with CAO & Directors
- Met with BOE School Business Manager
- Assisted CAO with Budget Preparation

### INVESTMENTS BY ACCOUNTING TYPE

(Unaudited) 12/31/09

General Fund	\$ 4,451,698
Special Revenue Funds	\$ 3,000,749
Capital Projects Funds	\$ 2,168,243
Internal Service Funds	\$ 872,214
Trust and Agency Funds	\$ 300,048
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$ 10,792,952</b>

### INVESTMENTS BY INSTITUTION TYPE

(Unaudited) 12/31/09

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.25%	.26%	295	217	\$ 5,255,172
Webster	.45%	.45%	1,516	2,419	\$ 5,187,780
Reich & Tang					\$ 350,000
Total Outstanding Investments			1,811	2,636	\$ 10,792,952

### PROJECT LOG

MUNIS Server Conversion	June 2009	8 hours
MUNIS Server Conversion	July 2009	9 hours
MUNIS Server Conversion	August 2009	23 hours
MUNIS Server Conversion	September 2009	5 hours
MUNIS Server Conversion	October 2009	4.5 hours
MUNIS Server Conversion	November 2009	0 hours
MUNIS Server Conversion	December 2009	0 hours

## TAX COLLECTOR

- Tax collections for the current list were \$8,868,666.80. Compared to last year at this time we are .6% lower in collections. (This .6% difference may be due to the 31<sup>st</sup> of January landing on a Sunday this year. I think we will have a better picture at the end of February where we stand.)
- Back year collections were \$17,496.48. Suspense collections were \$328.97.
- As of January 31, 2009, the tax office has collected 130.5% of the annual budgeted back taxes, 94.3% of the budgeted interest and liens and 96.2% of current year budget.
- Sewer Collections on the current list were \$7,743.91. Back year collections were \$2,346.50. Interest and Liens collected \$1,802.23.
- Connection charges collected \$12,685.34.
- Released 17 liens
- Sent out 32 demands
- Sent out 11 Alias Tax Warrants
- Office staff met with the representatives from TaxServ collection agency and reviewed procedures.
- Worked on compiling the list of taxes that will be sent to the collection agency.

## ASSESSOR

- General administrative duties continue: Field work, Real property ownership changes, Exemptions are being posted as needed, Assistance to the public and Preparing State Report
- October 1, 2009 Grand List was completed and filed with the Town Clerk on January 28, 2010
- Approximately 600 Real Estate and Personal Property Assessment notices were sent out
- Assessor Maps are being updated

## POLICE DEPARTMENT

### **PERSONNEL & STAFFING ISSUES (Vacant Position Summary: 1 Officer and 1 Sergeant)**

- **Certified Police Officer:** Officer Mark Selander was hired effective February 1, 2010 and has begun an eight week Field Training Officer program.
- **Entry Level Police Officer:** The top six candidates have undergone psychological and polygraph examinations. Background, medical, and final interviews are scheduled for two candidates. The department has one seat in the police academy class beginning February 19<sup>th</sup>.
- **Dispatchers:** Full time dispatcher Robert Siena continues training with an expected completion date of early March.
- Two part time dispatchers, Peter Getz and Jonathan Lederman continue training with an expected completion date of mid February.
- **Chief's Secretary:** Janice Luise-Lutkus was hired as Police Chief Secretary and started work on 01/06/10.

### **FINANCIAL STATUS**

- Areas of concern within the budget include increased medical costs related to hiring; patrol and dispatch overtime costs related to staffing shortages

### **OPERATIONS & MAJOR INVESTIGATIONS**

- On January 26<sup>th</sup> an evading pedestrian motor vehicle accident occurred on Dowd Ave. A seven year old girl was seriously injured in the accident. Department investigators and the regional accident reconstruction team responded to the scene and initiated an investigation. Driver and vehicle have been identified and an arrest warrant application has been sent to Court.
- Two persons have been arrested in relation to the burglary at the High School and CIS.
- Patrol officers arrested an individual for a night time burglary on Lawton Rd.
- Monthly Incident Summary: Total incidents – 776; Directed Patrol-223; Bus/Res Check-84; MV Stops-99; Medical-55; Alarms-54; MV Accidents-32; Part I Crime=10 (preliminary classification).

### **INTERNAL INVESTIGATIONS**

- Mobil Station internal affairs investigation was completed and discipline administered. Timeline for union grievance of discipline has past.

**POLICE DEPARTMENT Cont.**  
**ADMINISTRATION**

- Chief conducted a staff meeting for all sworn personnel on January 20<sup>th</sup>. Chief developed and distributed to all sworn personnel an internal department survey. Created and distributed a work and task analysis instrument for collecting activities currently performed by sergeants, detective, and dispatchers.
- Chief attended meetings with Attorney Monastersky regarding Krupa CHRO complaint. Chief responded to multiple requests for information and provided documentation to Attorney Monastersky.
- The police radio maintenance bids were opened on January 25<sup>th</sup> and a recommendation to the CAO was made for the low qualified bidder, WPCS.
- Chief met with CAO and Simsbury IT Manager to discuss various technology issues and opportunities. Chief and CAO met with BOE Superintendent and BOE technology resource Jeff DeIMastro to discuss information technology.
- Department General Orders were computerized and made available to all personnel through network access.

**TOWN CLERK**

- The Town Clerk's office processed 1172 transactions during the month of January 2010.
- Real estate recordings were up 49% compared to the same time last year.
- There were 7 residential dwelling sales in the month of January.
- The largest home sale was for 17 Valley View Lane (\$436,500).
- Municipal Conveyance Tax collected on all transfers was \$4811.25.
- There were no marriage licenses processed in January.
- \$564 was collected in January via the Community Investment Act. The new fiscal year total is \$3915.
- 1160 dog licenses have been sold to date.
- The Annual Town Meeting of the Town of Canton was held on Wednesday, January 20<sup>th</sup>. The first topic of discussion regarded the current condition of the Public Works Highway Garage and the possibility of purchasing the property located at 5 Cherry Brook Road for the location of a new Highway Garage. Presentations were made by First Selectman Richard Barlow, Permanent Municipal Building Committee Chairman Peter Reynolds, Weston & Sampson Engineer Jeff Alberti, Chief Administrative Officer Robert Skinner and Board of Finance Chairman Richard Ohanesian. Questions and comments were made by 26 members of the audience. The second topic of discussion regarded Transfer Station operations including methods to increase recycling such as single stream recycling and alternative fee structures such as "pay as you throw". A presentation was made by First Selectman Richard Barlow. Questions and comments were made by 5 members of the audience. Minutes of the meeting and links to additional information are available on the website.
- On January 13<sup>th</sup>, the Town Clerk met with CAO Robert Skinner and Finance Officer Amy O'Toole to review and prepare the budget of the Town Clerk's office for the Board of Selectmen.
- On January 21<sup>st</sup>, the Town Clerk met with CAO Robert Skinner, Executive Assistant Michelle Schroder, and a QScend representative to discuss improvements to the Town of Canton website and the QScend contract.
- For the month of January, the Citizen Request Management component of QScend, known as QAlert, logged two concerns to the Town regarding potholes and roadside mowing.
- There was one foreclosure to report for the month of January 2010 under Public Act No. 09-144, an Act Concerning Neighborhood Protection:
  - 61 Dyer Ave transferred to OneWest Bank, FSB. Contact info is available in the Town Clerk's office.
  - In addition, a registration form was filed in the Town Clerk's office regarding 63 Secret Lake Road. This property, foreclosed upon in August of 2009, is being held by Wells Fargo Bank. The local contact on the account is Prestige Properties of Farmington, CT.
- Liens & lis pendens action for the month of January:
  - Mortgage lis pendens 3
  - Condo Fees Liens 4
  - Credit Cards/Debt Collectors 4
  - Commercial/tax liens/other 3
  - Medical related 0

**TOWN CLERK Cont.**

- Activity on the Town’s website for the month of January 2010 provided the following information:
  - Number of visits to our site: 4798 people made 8501 visits to the site
  - Average # of pages/visit: 2.74
  - Average time on site: 2:33(minutes:seconds)
  - Top pages viewed:
    - Home Page
    - Employment Opportunities
    - Assessor’s Office
    - Park & Recreation
    - Board of Selectmen Minutes
    - Request for Proposals
    - Municipal Government Information
    - Tax Collector
    - Visitor’s Guide
    - Municipal Services
  - Traffic Sources came from:
    - Search Engines (58%)
    - Direct Traffic (29%)
    - Referring Sites (13%)

<b>Town Clerk Receipts – January 2010</b>	<b>Total</b>	<b>Total</b>
<b>Description</b>	<b>Items</b>	<b>Amount</b>
Conveyance Tax	7	\$4811.25
Recording Land Records	188	\$5183.00
St of CT Historical Preservation		\$376.00
Town Clerk Historical Preservation		\$188.00
Town of Canton-Land Preservation		\$564.00
St of CT-Land Preservation		\$6768.00
Town Clerk Land Preservation		\$188.00
Maps	0	\$0.00
Copies	128	\$931.50
St of CT DEP	15	\$652.00
Sport Licenses-Town of Canton	12	\$12.00
Miscellaneous	8	\$125.97
Vitals	60	\$1098.00
Marriage/CU Licenses St of CT	0	\$0.00
Dog Licenses-Town of Canton	12	\$11.00
Dog Licenses-State of CT	10	\$91.00
Notary Fees	2	\$20.00
Dial-A-Ride	8	\$145.50
Transfer Station	751	\$67,082.00
<b>TOTALS</b>	<b>1172</b>	<b>\$88,247.22</b>

## **FIRE MARSHAL / EMERGENCY MANAGEMENT**

The following are highlights of the Offices of the Fire Marshal and Emergency Management during the month of January 2010:

Inspections	8
Inspection Follow-ups	0
Plan Review	1
Job Site Inspections	7
Fire Investigations	0
Blasting Permits	0
Burn Permits	2
Bomb Threats	0
Hazardous Materials	1

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Rocky Hill on January 7.
- Attended the monthly meeting of the CT Fire Marshals Association in Southington on January 12.
- Conducted the quarterly Safety Committee meeting on January 12.
- Responded to a gas pump struck by a vehicle at the Citgo Station on Rt. 44 on January 16. There was no release of gasoline during the incident; all safety measures built into the gas pump worked as designed.
- Attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford on 01/21/10
- Attended a meeting with Police Chief John Murphy and Fire/EMS Chief Rich Hutchings to discuss technology improvements within our three departments.
- Conducted a Preliminary Damage Assessment around town on January 25 & 26 after heavy rains. Coordinated efforts with Public Works Director Walter LeGeyt.

## **PROFESSIONAL DEVELOPMENT**

- Attended a career development class in Blue Hills on January 7. The class topic was Fundamentals of Active Fire Protection Systems and was sponsored by the State of CT Department of Public Safety's Office of Education and Data Management.

## **PUBLIC WORKS**

- Robert Cahill began employment as Maintainer II filling a spot that opened up in September
- Crew responded to 8 call-ins for storms
- Crew cutting brush along roads
- Crew doing some cold patching, weather permitting
- Highway Maintainer Chris Davis and Rob White have been hauling salt from stock pile in Burlington to keep shed full – this worked great
- Crew dealing with ice on roads from early warm-up melting
- Crew dug out clogged basin on Collins Road
- Highway left 2 trucks at Town Hall for Eagle Scout project in auditorium
- DPW Director Walter LeGeyt and Maintainer Tom Richardson attended Safety Committee Meeting
- Director of Public Works Walter LeGeyt and Maintainer Tom Richardson dug 12 test holes at 5 Cherry Brook Road and documented the findings for the engineering firm working to build a new highway garage
- Director of Public Works presented his budget to the CAO and CFO for review
- Crew put in a leak off on Woodchuck Hill Road to relieve the water going down road
- Crew dealt with flooding on Woodchuck because of a plugged culvert. Town of Burlington came over and removed debris. Director of Emergency Management Adam Libros was kept aware of the situation.
- Maintainer-Tree Warden Tom Richardson and Maintainer Chris Davis worked with Entire Tree Service and removed large sugar maple on South Street and maple on Thayer Avenue.
- Parks Supervisor Henry Maskaitis continues to check and clear Mills Pond for skating
- Crew continues cutting brush around fields
- Parks Supervisor Henry Maskaitis worked in shop sharpening mower blades and doing maintenance

## **PUBLIC WORKS, Cont.**

### **MAINTAINER GARAGE**

- Truck #4 replacement is being fitted with the new body
- Crew replaced the transfer case in old truck #4 with a drive shaft. Highway Mechanic Rick Lassen did a great job fabricating this together.
- Crew worked on small breakdowns
- Although sealed bids for trucks #9 and #12 were opened in December these vehicles have still not been purchased

### **TRANSFER STATION**

- Crew dealt with the plumbing freezing up and had replaced all the drain pipe and enclosed the bottom of the trailer
- Crew hauled 167 computers and 83 TV's to Green Monster E-Cycle

### **BUILDING MAINTENANCE**

- Crew continues to work short handed
- Crew working on winter storm sidewalks
- Maintainer Tim Duntz began painting halls at the Community Center
- Crew continues to do a good job keeping things clean

## **TOWN PLANNER**

### **Zoning Permits Issued**

- 220 Albany Tpke. – 3 signs, Discount Food Outlet
- 10 Depot St. – fence, Axe Factory, Building 2
- 11 Front St. – door, Canton Historical Society
- 37 Hoffman Rd. – finish basement, single family house
- 117 Barbourtown Rd. – CO for single family house
- 65 Albany Tpke. – interior door, physical therapy operation
- 217 Albany Tpke. – sign, Tag Sale Guys
- 48 Ridge Rd. – proposed single family house
- 93 Village Ln. – proposed single family house
- 95 Village Ln. – proposed single family house
- 144 Albany Tpke. – interior renovations, Char Koon 1800 restaurant
- 144 Albany Tpke. liquor permit, Char Koon 1800 restaurant
- 39 Case St. – installation of solar panels, single family house
- 48 Gracey Rd. – finish basement, single family house

### **IWWA Authorized Agent Approvals**

- 48 Ridge Rd. – proposed single family house
- 110 Albany Tpke. – dumpster enclosure, Feng restaurant

### **Inspections were conducted at the following locations**

- 11 Front St. – door, Canton Historical Society
- 37 Hoffman Rd. – finish basement, single family house
- 117 Barbourtown Rd. – CO for single family house
- 65 Albany Tpke. – interior door, physical therapy operation
- 167 Cherry Brook Rd. – timber harvesting
- 66 Albany Tpke. – proposed car sales, approval of location
- 217 Albany Tpke. – sign, Tag Sale Guys
- 21 Canton Springs Rd. – debris and vehicles in front yard, self storage facility
- 20 Canton Springs Rd. – auto repair garage
- 93 Village Ln. – proposed single family house
- 95 Village Ln. – proposed single family house
- 144 Albany Tpke. – interior renovations, Char Koon 1800 restaurant

## **TOWN PLANNER Cont.**

### **Inspections were conducted at the following locations Cont.**

- 144 Albany Tpke. liquor permit, Char Koon 1800 restaurant
- 165 Wright Rd. – possible commercial dog kennel
- 550 Cherry Brook Rd. – multiple unregistered vehicles on residential lot
- 39 Case St. – installation of solar panels, single family house
- 48 Gracey Rd. – finish basement, single family house
- 1 Sweetheart Mtn. Rd. – balloon test for proposed single family house
- 91 Albany Tpke. – check view corridor on cleared property
- 55 Lawton Rd. – possible material deposits near watercourse

### **Cease & Desist Orders Issued/ Ongoing**

- 57 Powder Mill Rd. – fifth monthly inspection of junkyard – about 40 tires, a dozen small vehicles and 6 large vehicles removed.

### **Notices of Violation**

- 85 Lawton Rd. – filling in rear of single family house, appearance before IWWA expected
- 21 Canton Springs Rd. – unused vehicles and miscellaneous materials in front yard of self storage facility, some materials removed
- 550 Cherry Brook Rd – multiple vehicles and building materials in yard

### **Aquifer Protection - No activities**

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

- Assistant Planner Meetings
  - Open Space Acquisition Commission, 1/5
  - Zoning Board of Appeals, 1/11
  - Inland Wetlands and Watercourses Agency, 1/14
  - Conservation Commission, 1/27
- Town Planner Meetings:
  - Planning Commission, 1/4
  - Zoning Rewrite Committee, 1/6
  - Budget Meeting, 1/11
  - Permanent Municipal Building Committee, 1/12
  - Economic Development Agency, 1/12
  - Special Design Review Team, 1/19
  - Zoning Commission, 1/20
  - Transportation Committee meeting, 1/25
  - Special Planning Commission meeting, 1/25
  - RFQ Selection Committee meeting, 1/27

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

- Pre-application meeting, 5-9 Cherry Brook Road, 1/5
- Met with representatives of Axe Factory regarding wetlands permitting process and scheduling, 1/7
- Met with Jeff Curely, Project Manager for the Shoppes, regarding Zoning development application, 1/11
- Met with Parks and Rec. Director, CAO, and interested member of the Community on planning for concerts on various town owned properties, 1/14
- Processing RFQ for on call consultant services; Receiving, organizing, and distributing responses; Establishment of Selection Committee, conducted evaluations, and coordination for meetings
- Updated Town of Canton Mail-A-Map
- Reviewed Town of Canton Boundary Survey and Roadway Map for 2010 Census update
- ZEO received notification of passing 3<sup>rd</sup> and final exam required as part of CAZEO certification process
- Continued weekly signage sweep on Town thoroughfares, approx. 150 signs removed since August 2008
- Began rewrite of Inland Wetlands and Watercourses Regulations
- Numerous communications with RFQ respondents

## **TOWN PLANNER Cont.**

### **Miscellaneous Land Use Office Activities Cont.**

- Multiple meetings with WPCA Superintendent to finalize procedures for reviewing automotive repair uses and determining applicability of and compliance with requirements of DEP General Permit for Discharge of Vehicle Maintenance Wastewater (pending applications at 146 Powder Mill Road, 20R Canton Springs Road, and 201 Albany Turnpike)
- Drafted proposed revisions to proposed development application forms for Planning and Zoning Commission
- Assisted site selector reviewing Town of Canton for possible construction of a 12,000 sf retail/ warehouse facility
- Per-application review for possible development at 401 Albany Turnpike
- Pre-construction review for authorized activities at 250 Albany Turnpike
- Assisted appraiser on zoning compliance determination for Valley Energy site
- Compliance review and stop work for construction activities, Lot 1 Sweetheart Mountain
- Conducted balloon test and visibility verification from multiple sites for tree clearing limits for Lot 1 Sweetheart Mountain
- Review of approved tree cutting limits and bonding process for Lot 1, Sweetheart Mountain
- Multiple communications regarding 48 Ridge Road
- Discussion with Fred Swan regarding apron to North Canton Cemetery
- Review of proposed uses and possible site locations for snack company, coordination with other affected departments
- Multiple items to finalize restrictive covenant issue for Miner's Lumber, and review of changes in regulated activities in Zoning proposal
- Multiple follow up communications regarding Shoppes zoning application
- Coordination with Lisa Low, Small Cities consultant on Fair Housing activities and administration of Town of Canton Fair Housing Plan
- Received numerous complaints regarding automotive repair activities at 20R Canton Springs Road, zoning compliance review, enforcement actions and possible end results presented to Zoning Commission
- Revision to DRAFT regulations for Public Works/ Community Facilities District, review of feasibility study and plans, reworked of definition of Public Works Garage
- Presented to PMBC applicable land use processes that will be required throughout the entire development of possible highway garage sites
- Coordination and review of proposed zoning regulations changes for possible highway garage with PMBC
- Worked with WPCA to accumulate past GIS data and contribute to CRCOG update
- Review and coordination of bringing Lower Farmington River Wild and Scenic designation to land use agencies for support
- Review of DEP Tree Planting Grant opportunity. Coordination of meeting with David Leff for February to discuss with public and interested land use commissioners
- Evaluation and processing of Bicycle Friendly Communities grant
- Review of Town of Salisbury recently adopted Natural Resources Inventory; re-stress the need for Conservation Commission for Canton to cost effectively develop comparable product
- Coordination and distribution of free training opportunity for pedestrian engineered improvements
- Researched possible foreclosure of 686 Cherry Brook Road
- Review of new DEP map viewer for applicability to local planning activities
- Reviewed posting procedures for minutes on Town website, researched and corrected any outstanding postings
- Review of zoning history and applicability of wholesale/distribution uses being considered at 166 Albany Turnpike
- Assisted appraiser seeking zoning compliance review for 3 Cherry Brook Road
- Review of proposed Section 9000, Zoning Regulation rewrite
- Review of Town of Tolland Village Center design strategies
- Developed a summary of existing fees for Farmington Valley Collaborative

## **TOWN PLANNER Cont.**

### **Miscellaneous Land Use Office Activities Cont.**

- Researched Town Fee schedules for comparison to possible revisions to Town Ordinance #224
- Responded to inquiry seeking process for proposing specific amendments to the Town POCD, comprehensive reply required do to the complexity of the process and recent statutory changes
- Review of Zoning Consultant invoice request for Zoning Regulation rewrite
- Review and processing of 8-3a referral of proposed Zoning Regulation amendment for Welcome New Business Chamber sign
- Discussion with Chamber liaison on possible temporary signage regulations to accommodate town businesses
- Review of Standard Zoning Enforcement Procedures with new Town Attorney
- Discussion with multiple Commissions on the development of formal submission deadlines, to be made consistent among all land use agencies
- Review of proper procedures for post-poning public hearing after notices have been published
- Review of land grading and foundation concern at #20 Bridle Path
- Review of proposed fee schedule changes with ZBA, Wetlands, Zoning, Planning
- Updated 2011 CIP budget submission
- Review of conditions of approval for subdivision at 686 Cherry Brook Road with Wells Fargo Bank
- Review of criteria and processes for making a determination of abandonment of existing non-conforming structures
- Review of file history for 198 Albany Turnpike
- Developed staff report to Planning Commission for consideration in 8-24 referral of 5 Cherry Brook Road for possible acquisition and use for public works garage
- Staff report to IWWA for proposed activities at 48 Ridge Road
- Staff report to IWWA for permitted activities at 167 Cherry Brook Road
- Review of outstanding attendance for land use commissions
- Pre-application questions for possible subdivision at Hidden Valley Trail
- Staff report to Zoning Commission for proposed automobile repair use at 146 Powder Mill Road
- Review of Connecticut Department of Transportation Consultant Selection, Negotiation and Contract Monitoring Procedures for Municipal Administered Projects
- Development of evaluations forms for quality based selection process for on-call consultants
- Updating of Project Log documentation process for land use activities for calendar year 2010
- Review of proposed revision to coordinated signage theme governing Shoppes at Farmington Valley
- Staff report to Zoning Commission for 201 Albany Turnpike
- Review of DEP records of violations regarding 201 Albany Turnpike
- Staff report to Zoning Commission for 127 & 129 River Road
- Continued communications with realtor representing development site at corner of Route 44 & Lawton Rd
- Coordination of development application review for compliance with 2004 DEP Stormwater Quality Manual and 2002 Erosion Control Guidelines with North Central Conservation District
- Staff report to Zoning Commission for 110 Albany Turnpike
- Staff Report, review and presentation of proposed modification to Rail Trail Phase III for Zoning approval
- Review of legal guidance on separation of public meetings vs. public hearings
- Application completion report to Zoning Commission for 5-9 Cheryl Drive
- Application completion report to Zoning Commission for 20R Canton Springs Road, review of legal guidance on modifications of conditions relied upon to grant special exception uses
- Development of working notes for Planning, Zoning and IWWA meetings
- Met with Parks and Rec. Director to discuss most recent master plan for parks and recreational needs
- Review of town regulations referencing "Town Engineer" to identify and address any regulatory issues
- Review of zoning compliance of 361 Albany Turnpike for extensions
- Update of project logs and monthly reports
- Consideration and discussion of Open Space Grant opportunity

**TOWN PLANNER Cont.**

**Miscellaneous Land Use Office Activities Cont.**

- Started process of documenting Canton Center Green area of Route 44 for discussion at DRT to evaluate legislation enabling Village Districts
- Set up possible webinar presentation of Shop QA for consideration at February EDA meeting

**Land Use Meetings for January 2010**

<b>Commission</b>	<b>Dates</b>	<b>Comments</b>
Planning Commission	1/4	1 New Business Item, 2 other business items.
Open Space Pres. & Acquisition	1/5	Cannon Management Plan, Executive Session
Zoning Re-write Committee	1/6	On-going process of rewriting Zoning Regulations
Zoning Board of Appeals	1/11	2 Public Hearings.
Economic Development Agency	1/12	Community Services and committee updates, EDA Forum
Inland Wetlands & Watercourses Agency	1/14	1 Old Business Item, 1 New Business Items, 2 Authorized Agent Approvals, 5 Other Business Items.
Design Review Team (Special)	1/19	1 Old Business Item, 1 New Business Item.
Zoning Commission	1/20	3 Public Hearings, 2 Old Business, 4 New Business, Executive Session, 3 Other Business.
Aquifer Protection Agency	1/20	Cancelled ~ no new business items.
Planning Commission (Special)	1/25	1 New Business Item
Conservation Commission	1/27	1 Old Business Item, 2 New Business Items, Committee Updates.

**Project Logs:**

<b>Project*</b>	<b>January</b>	<b>Yearly Total</b>
Census 2010	8	<b>8</b>
Zoning Regulation Rewrite	8	<b>8</b>
PMBC/ Public Works Garage	31.75	<b>31.75</b>
Miner Lumber Development	10.2	<b>10.2</b>
20 Canton Springs Road/ AA Automotive/ Tow Star	11.35	<b>11.35</b>
201 Albany Turnpike	8.5	<b>8.5</b>
On Call Consultant Services	28.05	<b>28.05</b>
IWWA Rewrite	9.7	<b>9.7</b>
Shoppes at Farmington Valley	8.4	<b>8.4</b>
146 Powder Mill Road	8	<b>8</b>
5-9 Cheryl Drive	11.65	<b>11.65</b>

*\*Starting with a new slate for 2010 calendar year. Only non-routine work items over 8 hours are being reported for this first months report. For the new Calendar year, projects will be added (or removed) as hours accumulate or as specific "projects" are defined.*

**BUILDING DEPARTMENT**

- There were two permits issued for new single family homes. Both are on Village Lane.
- There were 44 Certificates of Occupancy issued. There were 36 Certificates of Completion issued and Mr. Jasmin conducted a total of 82 inspections. In anticipation of retirement at the end of the month, Mr. Jasmin closed as many active permits as possible.
- Mr. Jasmin issued bid documents for lead paint removal in the Town Hall auditorium.
- Mr. Jasmin met with CAO Robert Skinner, Assistant Harriet Boyko and Simsbury Building Official Henry Miga to discuss Mr. Miga’s assumption of Building Official responsibilities.
- This is Mr. Jasmin’s last month as Canton Building Official. He enjoyed working for the Town of Canton and wishes everyone well.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	4	\$69,084
Deck	0	\$0
Demolition	0	\$0
Electrical	6	\$56
Garage/Shed	1	\$11,000
HVAC	5	\$294
New Commercial	2	\$2,000
New Residential	2	\$340,150
Plumbing	1	\$84
Pool	0	\$0
Roofing/Siding	0	\$0
Foundation	0	\$0
Woodstove	1	\$28
Total	22	\$422,696

Permit Value Comparison for January

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$422,696	\$588,664
Building Permit Fees	\$6,038	\$7,130
Other Income Fees	\$462	\$1,162
Building Permits Issued	22	30

Total Value of Permits and Permit Fees

<u>July-January 2009-2010</u>		<u>July-January 2008-2009</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$3,911,681	\$55,698	\$4,478,459	\$68,061

## **PARKS AND RECREATION**

- Darrien Lynn worked on the program brochure for the spring and summer season.
- Ski Bus has been ongoing at Ski Sundown. There are 67 participants. Other ongoing programs include Wrestling, Tennis, Karate, Music with Miss Jean, Tai-Chi, Adult Yoga, and Yogilates.
- Ms. Lynn coordinated new programs which include Jazzercise, Acrofitness, Bodysculpting, Circuit Training, Baby Tumbletots, Senior Exercise, Clay Animation, and World Languages.
- Ms. Lynn has been busy with scheduling the Community Center rooms for the 2010 calendar year.
- Mr. Wilson worked on Coordinating CPR and AED training for Community Center Staff and has scheduled a January training session.
- Mr. Wilson met with Town Planner Neil Pade and CAO Bob Skinner and a member of the Farmington Valley Band to discuss summer concert series and possible Collinsville locations and the potential for more cultural events run through Parks and Recreation.
- Mr. Wilson attended a quarterly Safety Committee Meeting.
- Mr. Wilson and Ms. Lynn met with a new instructor to start developing Outdoor Recreation and Education programs including ropes course activities and nature exploration.
- Park and Recreation, Senior Services, and Library staff were trained in CPR and AED in a one day course. Mr. Wilson has been coordinating installation of the AED alarm for the building which is scheduled to be installed in the first weeks of February.
- Mr. Wilson met with High School Principal Gary Goula to discuss facility use and programming efforts.
- Mr. Wilson met with Athletic Director Nancy Grace to discuss spring sports and field scheduling among other related issues in preparation for the spring and summer seasons.
- Mr. Wilson met with Public Works and members of Canton Little League, Softball, Youth Lacrosse, Youth Football and Cheer to discuss field usage, scheduling, and project coordination for the upcoming season.
- Mr. Wilson reviewed posted skatepark rules and drafted revisions for review of the Park and Recreation Commission.
- Mr. Wilson has been arranging bands for a summer concert series.
- Mr. Wilson met with the CAO and Finance Director to review budget drafts.

## **WPCF**

### **Operations:**

- The plant achieved 96% BOD removal and 98 % Suspended Solids removal
- The Influent plant flow decreased slightly from .704 MGD to .692 MGD
- Plant continues to perform well with #1 RBC out of commission
- Influent turbidity entering Sand Filters has dropped from 12 to 14 NTU to 6 to 8 NYU
- Turbidity is remaining in the single digits

### **Laboratory:**

- 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 testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by permit
- **Primary sludge solids averaged 3.1% this month.**
- Eight loads of sludge were sent to Synagro @ 52,000 gallons this month.

## **WPCF Cont.**

### **Collection system:**

- Bi Weekly lift station Inspections were performed
- Marked call before you dig locations
- Alarm Dyer Farms Pump station Loss of Power
- Alarm Town Bridge Rd P.Station Loss of Power
- Vicki performed a number of FOG Inspections
- Performed sewer inspection 38 Bart Drive
- Installed Force main relief valve for Powder Mill Sewer system
- Conducted inspection of 146 Powder Mill Rd to determine if property was connected to sewer and whether facility had floor drains
- Performed Sewer inspection Powder Mill Village Lane.
- Conducted inspection of Powder Mill village low pressure sewer system to determine condition of other Air relief valves and condition of piping

### **Maintenance:**

- Washed Primary Clarifiers
- Washed interior of RBC building
- Cleaned arms on Trickling Filter
- Flushed Trickling filter distributor
- Skimmed grease out of Influent Wet Well
- Replaced recirc pump RBC Hybrid operation
- Washed Ford Pick up Truck
- Relocated Hach Turbidimeter to ensure 24 hr monitoring of influent turbidity
- Performed 24 HR cleaning of Sand Filter #3
- Re caulked sections of Sand Filter #1 to eliminate sand release
- Assisted DPW with drain line Community Center
- Recharged Plant Water system
- Repacked #2 Sludge pump

### **Safety and Training:**

- Performed monthly test of all emergency exits and signs
- Roger and John attended safety committee meeting
- Tested all emergency eye washes
- Calibrated 4 function Gas meter

### **Administrative:**

- Met with contractor installing Solar panels
- Conducted series of meeting's with Staff to discuss potential projects
- Attended monthly staff meeting
- Presented proposed 2010 / 2011 budget to CAO and Finance Director
- Met with Town Planner to discuss DEP permit for Vehicle Maintenance wastewater
- Reviewed Land use applications for various projects
- Conducted numerous phone conversations with various entities regarding RBC's

## **LIBRARY**

### **ADULT SERVICES**

- Our resident artist, Art Chouinard, painted his landscapes and seascapes in the library on January 12. Well-received, as always, but no attendance figures.
- Dave Reynolds, an instructor at Northwest Connecticut Community College, taught a popular *World Rhythm Hand Drumming* class at the library. Attendance: 17.
- The National Association of Professional Organizers presented another workshop on organizing skills, featuring 3 professional organizers. Attendance: 105! We have held a number of organizing programs here in the past 2 years, and each session has had better attendance than the one before. This is a topic that never loses its draw.
- Musician Lorena Garay performed a program of classical and Spanish guitar music to a standing-room-only crowd on Sunday afternoon, January 24. Attendance: 110.
- Reference Librarian Beth Van Ness is running a 4-part Saturday afternoon movie series featuring comedy classics. The first and second installments: *A Night at the Opera*, starring the Marx Brothers, and *Groundhog Day*, starring Bill Murray. We are attracting teens as well as younger kids and senior citizens. Attendances: 11 and 14.
- Author and Avon resident Chris Knopf gave a public reading from his newest mystery, *Short Squeeze*. Attendance: 19.
- The Monday Evening Book Discussions club studied *The Last Refuge*, the first installment from a mystery series written by Chris Knopf. Attendance: 11.
- The Saturday Book Conversations group discussed the gossipy novel *The Irregulars: Roald Dahl and the British Spy Ring in Wartime Washington* by Jennet Conant. Attendance: 6.
- Reference Librarian Beth Van Ness made a very successful and well-received presentation to members of the local Chamber of Commerce. Beth explained the print and non-print resources and the information services through which the library can assist Canton's businesspeople, both professionally and personally. Attendance: 12.

### **CHILDREN'S SERVICES**

- The winter story time semester is well underway. Each of the 5 groups that meet weekly is at full enrollment and all have waiting lists. Heather Baker runs the sessions for 2- and 3-year-olds, while Betsy Ash runs the sessions for 4s and 5s. Combined attendance for all 19 January story times: 382.
- Heather scheduled another installment in her *Movies on the Big Screen* series on Saturday, January 31. Twenty-three (23) children enjoyed popcorn and *The Aristocats*. Heather experienced the nightmare that every programmer fears: the projector bulb blew out 10 minutes before show time. She dealt with it like a pro, however: her "big screen" suddenly was minimized to our TV monitor. But nobody seemed to mind – everyone stayed and had a good time.
- Something new: we are running a winter reading program this year to parallel the summer reading program we offer every June, July, and August. It's called *Read to Me* and will run from February 1 to March 13 for children who are kindergarten age and younger. Mid-way reading incentives will include a paperback book given to each child, compliments of the Friends of the Library. The closing party on March 13 will be a special story time and party celebrating Dr. Seuss, whose birthday was in March.
- From Heather: "We need to consider whether we are meeting the needs of all our story time patrons ..., since we have large wait lists, and we constantly receive requests for story time options for children under 2 (and for evening/weekend alternative times). Many of our patrons with children under 2 tell us they are attending story time programs in Farmington and Simsbury at their public libraries." I can testify to the truth of this statement, although I must say we are doing the best we can considering the size of our Children's Room staff: 1 full-timer and 2 part-timers.
- Again this year, we are participating in the Nutmeg Book Award program. Canton children will join students across the state in selecting their favorite book in 2 age categories: grades 4 through 6 and grades 7 and 8.
- The *I Can Read* project is wrapping up. Almost all the easy readers are now "leveled" and we are making final editorial changes on publicity to be distributed to the public.

### **LIBRARY Cont.**

#### **CHILDREN'S SERVICES Cont.**

- We are successfully transitioning the Children's Room audio book collection from part cassette tape to all CD. Many of our old books on cassette tape now have been replaced by CD versions, and the public is pleased with the newly-expanded audiobook collection

#### **PERSONNEL**

- No new staff or volunteers during January.
- Betsy Ash and Margaret Colavecchio performed service "above and beyond the call" in January. One of our story time children was diagnosed with cancer in December, and her parents needed help finding books and audiovisual items that would lighten her mood during the hardest parts of her treatment. Betsy and Margaret went to great lengths to find items that the child would enjoy. Later, we found out that the child particularly enjoyed Disney Princess Songs on DVD, so Betsy went shopping and bought a copy to give to the child as a gift from the library staff. The parents were deeply touched by this kindness. The mother came back last week with a gift to us: some tulips and a wonderful card thanking us for our concern. Libraries perform many such acts of special kindness, acts that are never known except to a small few. A few years ago, the theme of the Connecticut Library Association's annual conference was *Libraries: We Change Lives*. That is very true.

#### **OTHER HIGHLIGHTS OF THE MONTH**

- We belong to Library Connection's downloadable audiobooks program (\$1,924 this year). Canton residents can visit our website and follow the links to access a collection of audiobooks and e-books that they can then download to their computers and/or MP3 players and "borrow" for 10 days. These are really check-outs of items from our collection, so why are we not counting these downloads in our circulation? Starting with the January statistics and going forward, I am now reporting the number of audiobooks downloaded by Canton residents. See the statistical report.
- On January 28, I met with Carlo Cantamessa from Estey Library Shelving to review our plans to expand the Teen Space, to order more shelving, and to talk about furnishings for our newly-expanded space. We made considerable progress. The new shelves and furniture (including booths, hopefully) will be paid for using State Library grant money. I hope to have the Teen Space project finished by June 30.
- Four (4) members of the staff received training in CPR and how to use the newly-installed AED machine installed in the Community Center corridor. This device is designed to jump-start the heart if any Community Center visitors are stricken while in the building. The Canton Community Health Fund donated this equipment.