



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: July 15, 2009
 Re: **Monthly Report - June 2009**

FINANCE

- Attended Staff Meeting
- Attended BOF Regular Meeting
- Attended Medical Insurance Renewal Meeting
- Attended Property/Casualty Renewal Meeting & Meeting with MIRMA
- Attended 2 School Project Meetings
- Attended BOF Special Meeting
- Performed MUNIS Disaster Recovery Testing
- Assisted with MUNIS Server Installation Testing
- Attended Preplanning meeting with new Auditors – CCR
- Planned and Attended 2 employee information meeting for the Defined Contribution Plan

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

5/31/09

General Fund	\$8,244,232
Special Revenue Funds	\$ 3,094,697
Capital Projects Funds	\$ 1,667,033
Internal Service Funds	\$ 1,062,444
Trust and Agency Funds	\$ 595,955
TOTAL ESTIMATED BY FUND	\$14,664,361

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

5/31/09

	Interest %	Interest \$	\$ Invested		
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	.30%	.25%	217	302	\$ 4,829,405
Webster	.65%	.65%	4,689	6,357	\$ 9,834,956
Total Outstanding Investments			4,906	6,660	\$ 14,664,361

PROFESSIONAL DEVELOPMENT

- Town Accountant and Financial Assistant attended a policy & procedure course – May 6th
- Financial Assistant attended a payroll refresher course – June 16th

TAX COLLECTOR

- Tax collections for the current list were \$62,645.74. Back year collections were \$2,824.37 Interest and fees totaled \$11,795.28.
- Sewer Collections on current list \$2,016.83. Back year collections were \$15.11. Interest and lien fees totaled \$281.14.
- Sewer Assessment collections \$.00 and connection charges collected \$0.00.
- The taxes collectable on the 2007 grand list were \$28,502,343.00 and the office collected \$28,107,486. 98.61% of the collectable grand list was collected.
- The tax office has collected \$28,192,826 in taxes on the current tax year and the budget is 28,304,291 (\$111,465.00 under budget), collected \$269,239 in back year revenue – budget is \$150,000 (\$119,239 over budget), collected \$89,385 in interest and liens – budget is \$120,000 – (\$30,615 under budget) and \$8,114.21 in suspense collections as of 6-30-09. This is a net total of \$68,551.00 collected under what was budgeted for.
- The total uncollected tax balance as of 6/30/2008 is \$807,531. A total of \$377,740 of this balance is the total back taxes due on the Cadle property at 51 Albany Turnpike leaving \$429,791 uncollected.
- The office filed 70 Real Estate Liens on properties that the current year taxes were not paid in full.
- The office sent out 15,389 tax bills to the tax payers in Canton. Collections during June on the 2008 Grand List totaled \$364,380.

ASSESSOR

- General administrative duties continue –
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Processed 101 Elderly/Disabled Tax Credit Applications totaling \$155,685.97
(Town - \$106,927.10 State - \$48,758.87)
- Working with Tax Collector on July 1, tax bill mailing
- Receiving State Renters Rebate applications beginning May 15, 2009 and continuing through September 15, 2009

POLICE DEPARTMENT

- A total of 930 incident assignments were logged for the month including: 311 directed patrols/neighborhood & business security checks, 197 motor vehicle enforcements, 49 emergency medical assists, 55 automatic alarms (40 business & 9 residential burglary & 6 fire related), 35 motor vehicle collisions, 8 larceny/fraud/theft complaints, 4 trespassing/destruction of property reports, 12 domestic violence/disorderly conduct/harassment complaints, 4 DWI/Narcotics/ Liquor Law investigations & 1 burglary report.
- The Chief attended: meetings with the WPCA contractor to coordinate and complete the rain delayed sewer project repaving, the North Central Chief's quarterly meeting, the Capitol Region Chiefs monthly meeting, a Town staff meeting, a regional dispatch operations committee meeting in Avon, a meeting with the Animal Control Officer to coordinate transition of PD into revised hours of ACO coverage and conferred several times with the CAO/Town Attorneys regarding coordination of personnel issue actions. The Chief was also the first responder to three vehicle accidents with injury, a smoke in the house call, an emotionally disturbed person threatening to hang self off the Collinsville bridge, a reported hazardous material dumping on Breezy Hill Rd. & a mutual aid request from Troop B for a possible drowning at Satan's Kingdom and assisted with traffic control at the annual Collinsville VFD Jamboree Fireworks display.

POLICE DEPARTMENT CONT.

- The Deputy Chief oversaw a Regional Emergency Services Team training session, attended: a JAG grant application training session, the monthly Capitol Region Chiefs meeting, a Sergeants staff meeting, a regional EST callout to Windsor Locks and coordinated the traffic control planning & implementation for the Collinsville VFD Jamboree & Fireworks display.
- Three Sergeants attended a two day Leadership & Influence training session at POST and a staff meeting with the Deputy Chief.
- The detective has been used to cover patrol several times due to minimum staffing issues, attended two computer crime related training sessions and is completing an involved complaint of larceny investigation.
- As required available patrol staff assisted with crowd/traffic control during the Collinsville VFD Jamboree, the CHS graduation ceremony, and participated in a cell phone use enforcement campaign conducted at a statewide level.

TOWN CLERK

- The Town Clerk’s office processed 1465 transactions during the month of June 2009.
- Real estate recordings were down 1% compared to the same time last year.
- There were fifteen residential dwelling sales and one land sale in the month of June.
- The largest home sale was for 51 Bart Drive (\$685,000).
- Municipal Conveyance Tax collected on all transfers was \$13,230.95.
- Seven marriage licenses were processed.
- \$714 was collected in June via the Community Investment Act. The fiscal year total is \$6432.
- 807 dog licenses were sold during the month of June.
- The Town Clerk attended the June 24th meeting of the Charter Revision Committee as well as the June 3rd BOS meeting when the Commission met with the Board of Selectmen to discuss aspects of the proposed Charter.
- PROJECT LOG-nothing to report
- A Special Town Meeting was held on June 17th which addressed the following questions:
 - Shall the Town of Canton adopt an ordinance entitled “OPEB Trust Ordinance,” which ordinance: (a) creates a trust for Other Post Employment Benefits (“OPEB”) as permitted by Section 7-450(b) of the Connecticut General Statutes; (b) establishes the Canton Board of Finance as the OPEB Board; (c) appoints the Town Treasurer as Trustee of the OPEB Trust; and (d) authorizes and directs the OPEB Board, the Trustee, and the Town’s Chief Administrative Officer to enter into a Trust Agreement to govern the administration, management and investment of the OPEB Trust and its assets? The motion passed 9 Yes / 0 No
 - Shall the Town of Canton accept from the Department of Environmental Protection a Farmington River Enhancement Grant in the amount of \$100,000 for the purpose of creating a master plan for the Upper Collinsville Mill Pond, including a feasibility study for removal of sediments from the impoundment area? The Town will match the grant with \$8,000 of in-kind services provided by Town staff. The motion passed 11 Yes / 0 No
- For the month of June, the Citizen Request Management component of QScend, known as QAlert, logged four concerns/complaints to the Town. The issues involved potholes, recycling, roadside mowing and sidewalks. Response time is listed below.

Request Type	Total	0-7 Days	8-14 Days	15-30 Days	Over 30 Days	Unclosed
Potholes	1	1	0	0	0	0
Recycling	1	1	0	0	0	0
Roadside Mowing	1	1	0	0	0	0
Sidewalk	1	1	0	0	0	0

TOWN CLERK CONT.

- Activity on the Town’s website for the month of June 2009 provided the following information:
 - Number of visits to our site: 5169 people made 8890 visits to the site
 - Average number of pages/visit: 2.46
 - Average time on site: 2:01 (minutes:seconds)
 - Top pages viewed:
 - Home Page
 - Park & Recreation
 - Assessor’s Office
 - Site Search
 - Employment Opportunities
 - Visitor’s Guide
 - Farmington River Trail
 - Municipal Government Info
 - Tax Collector Home Page
 - Board of Selectmen Minutes
 - Municipal Services
 - Community Calendar
 - Town Clerk Home Page
 - Senior Services
 - Request for Proposals
 - Board of Selectmen Agendas
 - Trail Photo Gallery
 - Permits & Licenses
 - Boards, Commissions & Committees
 - Park & Rec FAQs
 - Traffic Sources came from:
 - Search Engines (53%)
 - Direct Traffic (29%)
 - Referring Sites (18%)

Town Clerk Receipts
 June 2009
 FY 2008-2009

Description	Total Items	Total Amount
Conveyance Tax	16	\$13,230.95
Recording Land Records	238	\$6476.00
St of CT Historical Preservation		\$512.00
Town Clerk Historical Preservation		\$238.00
Town of Canton-Land Preservation		\$714.00
St of CT-Land Preservation		\$6188.00
Town Clerk Land Preservation		\$238.00
Maps	37	\$370.00
Copies	153	\$727.94
St of CT DEP	13	\$295.00
Sport Licenses-Town of Canton	13	\$13.00
Miscellaneous	9	\$32.00
Vitals	63	\$574.00
Marriage/CU Licenses St of CT	7	\$133.00
Dog Licenses-Town of Canton	807	\$807.00
Dog Licenses-State of CT	807	\$6034.00
Notary Fees	1	\$10.00
Dial-A-Ride	6	\$160.50
Transfer Station	131	\$3274.00
TOTALS	1465	\$40,027.39

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights of the Offices of the Fire Marshal and Emergency Management during the month of June 2009:

Inspections	5
Inspection Follow-ups	7
Plan Review	2
Job Site Inspections	19
Fire Investigations	0
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

- Attended a regional dispatch meeting held in Avon on June 3.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Simsbury on June 4.
- Deputy Fire Marshal Scott Goeben made an appearance with Sparky the Fire Dog® at the Cherry Brook Primary School's Children's Fair on June 6.
- Attended the monthly meeting of the CT Fire Marshals Association in Southington on June 9.
- Assisted the State Fire Marshal's office during the inspection of the Collinsville Jamboree's carnival rides.
- Provided stand-by services at the Collinsville Jamboree's fireworks show.
- Attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford on June 18.
- Attended a training session at the State Armory on June 22 sponsored by the State of CT Department of Emergency Management and Homeland Security. The training topic was how to utilize the Municipal Critical Infrastructure Data Collection Application.
- Attended an Emergency Operations Center training class held in Avon on June 25. The class was sponsored by the State of CT Department of Emergency Management and Homeland Security.
- Met with the American Red Cross (Charter Oak branch) on June 29. Toured the town's shelters to describe pros and cons of each facility during shelter operations.

PROFESSIONAL DEVELOPMENT

- Fire Marshal Adam Libros hosted a continuing education class at the Community Center on June 2. The class topic was explosives and blasting regulations and was sponsored by the State of CT Department of Public Safety's Office of Education and Data Management.

PROJECT LOG

MONTH	PROJECT	HOURS
JUNE 2009	REGIONAL DISPATCH	8

PUBLIC WORKS

Highway Department:

- Crew continued painting crosswalks and stop bars.
- Crew repainted parking lot at Library/Community Center.
- Maintainer Henry Maskaitis began cutting with roadside mower.
- Crew worked with Entire Tree Service trimming on Old Mill Lane and Bunker Hill Road.
- Crew cleaned blockage in pipe on Bunker Hill Road.
- Crew worked on individual runs, cutting brush around signs and guide posts.
- Crew finished town wide sweeping
- Main-framer Dan Manyak repaired broken ballards on rail trail.

PUBLIC WORKS CONT.

- Crew repaired deteriorated catch basin on Country Lane.
- Crew picked up donated organ and table for Community Center.
- Stabilized shoulder of road on West Road and East Mountain Road.

Parks Department:

- Parks Supervisor continued to work on pool to prepare for opening on June 20th.
- Parks Supervisor and Director of Parks and Recreation met with Farmington Valley Health Inspector for pool inspection (passed).
- Crew continued to maintain fields and greens; by mowing and weed whacking.
- Crew continued to prepare baseball fields for summer teams and little league.
- Crew picked up donated John Deer tractor and equipment to be used by Department.

Training:

- Director of Public Works, Walter LeGeyt completed his last class for Road Scholar through U-Conn. He will be graduating from this class in October at U-Conn in Storrs, Ct.

Maintenance Garage:

- Director of Public Works and Town Mechanic went to Rockville to look at Truck for Janitors and Building Official.
- Highway Mechanic working on repairing trailer.
- Highway Mechanic continued to make repairs to Roadside Mower.

Janitorial and Cleaning Staff:

- Crew continues to fill in extra hours due to one (1) employee still out on Medical leave.

TOWN ENGINEER

- Attend monthly department head meeting
- Attend CAO's DPW meetings
- Assisted in Town Hall building management
- Attended Board of Selectmen's meeting for various projects
- Review and approve CRRA, MDC, & Paine's, Inc. invoices for Transfer Station
- Approve and process Small Cities housing rehab invoices
- Review and process Small Cities 21 project invoices
- Sit on an interview and selection panel to recommend a construction inspection consultant for Phase 3 of the Farmington River Trail to ConnDOT
- Prepared information for ConnDOT for ARRA funding for Phase 3 of the Farmington River Trail
- Prepared information for and attended meetings of the Temp Hydro Power Study Committee
- Prepared RFQ and preliminary scope of services for consult services for the Hydro Power Study Committee
- Reviewed final draft of the Highway Garage project and attended PMBC meeting
- Worked on preparation of Transfer Station hauling bid
- Completed preparation of Town Bridge Rehab grant application to ConnDOT
- Reviewed IWWA and Zoning site plan application

TOWN ENGINEER CONT.

2009 Project Logs

Project	Feb	Mar	Apr	May	Jun	Sum
Transfer Station Hauling Bid MSW	5.00	0	0	4.50	5.5	15.0
Gasoline, Fuel Oil Diesel Bids	16.75	0	0	0	0	16.75
Office Relocation Town Hall and CC	12.75	0	0	0	0	12.75
Hydropower Project	22.75	22.75	43.75	47.25	51.25	187.75
Storm Water Management Plan	5.50	4.25	6.25	1.00	0.5	17.50
PMBC Highway Garage Project	4.50	15.75	11.00	23.75	14.0	69.00
Farmington River Trail Phase 3	16.50	46.50	22.75	19.50	16.75	122.00
Town Hall Maintenance Management	11.50	12.50	22.75	19.50	11.0	77.25
Zoning Commission Site Plan Review	6.00	13.25	9.50	6.25	4.0	39.00
Planning Commission Site Plan Review	0	3.75	5.00	0	0	8.75
IWWA Site Plan Review	0	3.50	4.25	0	1.5	9.25
Small Cities "21" Phase 1 & rehab	13.00	7.25	4.50	8.75	15.0	48.50
Small Cities "21" Phase 2	11.0	13.75	13.00	2.00	0	39.75
ConnDEP Impoundment Study grant	0	2.50	2.25	0	0	4.75
Town Bridge ConnDOT grant app	0	2.5	11.25	9.00	14.75	37.50
Town Hall Office Renovations	0	10.75	0	0	0	10.75
Conn Clean Energy Fund grant app	0	0	6.50	0	0	6.50

TOWN PLANNER

Zoning Permits Issued:

- 243 Wright Rd. – addition to single family house
- 37 West Rd. – barn accessory to single family house
- 24 Old Canton Rd. – addition to single family house
- 422 Cherry Brook Rd. – garage and swimming pool
- 8 Shingle Mill Rd. – pool at single family house
- 5 Pond Rd. – deck replacement and enclosure
- 29 Secret Mountain Trail – pool at single family house
- 14 Canton Springs Rd. – interior renovations at firehouse
 - temporary liquor permit for Lobsterfest
- 296 Albany Tpke. - sign
- 15 Canton Springs Rd. – completed dog boarding and training facility
- 57 Queen's Peak – shed accessory to single family house
- 18 Case St. – shed accessory to single family house
- 21 Dowd Ave. – completed interior renovations – housing authority
- 19 Lovely St. – swimming pool at single family house
- 225-227 Albany Tpke – periodic training accessory to orthodontic practice
- 22 High St. – porch repair
- 114 Wright Rd. – swimming pool at single family house
- 3 West Simsbury Rd. – window replacement at single family house
- 210 Albany Tpke. - sign
- 401 Cherry Brook Rd. – completed single family house
- 110 Albany Tpke. 0 interior renovations at restaurant
- 60 Lovely St. – interior renovations at dog kennel
- 19 Lovely St. - above ground pool

TOWN PLANNER CONT.

IWWA Authorized Agent Approvals:

- 349 East Hill Rd. – mulching in upland area
- 5 Pond Rd. – deck replacement and enclosure
- 296 Albany Tpke. – paving
- 19 Lovely St. - above ground pool

Inspections were conducted at the following locations:

- 5 Pond Rd. – deck replacement and enclosure
- 160 Albany Tpke. – construction materials in back of restaurant
- 352 Albany Tpke – illegal security light
- 76 Simonds Ave. – expansion of high school football field
- 24 Old Canton Rd. – addition to single family house
- 422 Cherry Brook Rd. – garage and swimming pool
- 8 Shingle Mill Rd. – pool at single family house
- 104 West Mountain Rd. – July ZBA case
- 125 Dowd Ave. – proposed shed accessory to day care center
- 29 Secret Mountain Trail – pool at single family house
- 23 Secret Mountain Trail. – shed in side yard without permits
- 210 Albany Tpke. - sign
- 296 Albany Tpke. - sign
- 57 Queen’s Peak – shed accessory to single family house
- 18 Case St. – shed accessory to single family house
- 111 Dowd Ave. – unregistered vehicles
- Dyer Ave. – suspected construction activity
- 38 Bart Dr. – port-o-potty in vacant lot
- 110 Albany Tpke. – sign
- 117 Bunker Hill Rd. – July ZBA case
- 19 Lovely St. - above ground pool
- 14 Elizabeth Rd. – pool drainage into adjacent yard
- 22 High St. – porch repair
- Old Mill Pond – dam break
- 26 Sunrise Dr. – interior renovations, single family house
- 575 Cherry Brook Rd. – possible replacement of single family house
- 3 West Simsbury Rd. – window replacement at single family house
- 401 Cherry Brook Rd. – completed single family house
- 110 Albany Tpke. – interior renovations for restaurant
- 60 Lovely St. – interior renovations at dog kennel
- 4 Thompson Hill Rd. – pool business in residential district
- 364 Albany Tpke. – relocation of propane tank
- 24 Albany Tpke. – unregistered vehicles

Cease & Desist Orders Issued/ Ongoing

- 348 East Hill Rd. – ongoing violation concerning illegal wetlands filling
- 57 Powder Mill Rd. - files on junkyard turned over to Town Attorney
- 16 Freedom Dr. – unregistered vehicles removed, some debris still evident

TOWN PLANNER CONT.

Notices of Violation Issued:

- 51 Albany Tpke. – outdoor display of vehicles
- 66 Albany Tpke. – outdoor display of vehicles
- 71 Albany Tpke. – outdoor display of vehicles
- 75 Albany Tpke. – outdoor display of vehicles

Aquifer Protection

- Completed work items from May Regular meeting;
- Finalized Permit Application form for registrants to use to seek expansion of regulated/ registered activities
- Registered 3 businesses: 20 Canton Springs Road; 6 Colonial Road; & 66 Albany turnpike.
- 4 businesses with registrations outstanding.

Miscellaneous Land Use Office Activities

- Assistant Planner Meetings
 - Attended CAZEO meeting with presentation on Dark Sky Initiatives 6/3;
 - Inland Wetlands and Watercourses Agency 6/11;
 - Inland Wetlands and Watercourses Agency Site Walk at Martinelli property 6/23;
 - Conservation Commission 6/24;
 - Design Review Team 6/29;
 - Attended the Little League Lighting pre tournament lighting survey/ meeting at Millennium Field 6/8;
- Town Planner Meetings:
 - Represented Town of Canton at Land Use Leadership Alliance 6/5;
 - Economic Development Agency 6/9;
 - Zoning Regulation Rewrite subcommittee 6/10;
 - Zoning Commission Regular 6/17;
 - CROG Transportation Committee/ Policy Board 6/22;
 - Regulation Rewrite subcommittee 6/24;
 - Attended Hot Topics in Land Use Law workshop 6/26;
 - Design Review Team 6/29;

Land Use Meetings for June, 2009

Commission	June 2009 Meeting Dates	Comments
Planning Commission	6/1	Meeting cancelled due to lack of business items
Open Space Preservation and Acqui.	6/2	Meeting cancelled due to lack of quorum
Zoning Board of Appeals	6/8	Meeting cancelled due to applicant emergency.
Economic Development	6/9	Discussion of Goals and objectives, CT Main Street, EDA Forum
Zoning Commission Rewrite	6/10	Ongoing work on Zoning regulations.
IWWA	6/11	3 Old Business items, 1 New Business Items,
Zoning Commission	6/17	3 Public Hearings, 3 Old Business items. Includes Car wash and Affordable Housing.
Aquifer Protection Agency	6/17	9 Old Business Items and discussion of staff report
Design Review Team	6/23	Meeting rescheduled to 6/29 for applicant
IWWA (Special)	6/23	Site Walk at 636 Cherry Brook Road.
Conservation Commission	6/24	Discussion of Open Space Mgmt Plan, Energy Task Force and Clean Energy Funding.
Zoning Commission Rewrite	6/24	Ongoing work on Zoning regulations.
Design Review Team (Special)	6/29	1 New Business Item.

TOWN PLANNER CONT.

Project Logs				
Project	April	May	June	Yearly Total
Regulation of Adult Orientated Uses	0	0	0	10.25
IWWA Violation at 348 East Hill	3	5	4.5	24.25
Census 2010	0	0	0	4
Aquifer Protection	7	7	3	42.25
Pulte Homes/ Oxbow Ridge	9.5	13.5	6.5	42
Harts Corner, 5 Cherry Brook	20	13	38	93.5
Zoning Rewrite	9	9.5	15	76.5
Car Wash, 10 Dyer Cemetery	33.5	48.5	44	254.25
Powder Mill Junk Yard	13.5	0.5	2.5	42.75
PMBC	1	2.5	3.5	20.25
Miner Lumber	N	15	11.5	26.5
20 Colonial Road	10	2	13	25
Affordable Housing	3.25	8	5	39.9

BUILDING DEPARTMENT

- There were no permits issued for single family homes in the month of June.
- In addition to the regular department head meeting, Mr. Jasmin hosted a seminar at the Community Center for public safety officials on June 2nd.
- There were 11 Certificates of Occupancy issued in June. Four units at 21 Dowd received their Cos (SCBG renovations) along with Four Paws (doggie day care), one single family house and renovations to single family homes.
- There were 3 commercial permits issued. One was for renovations to a restaurant and two were for renovations to space at The Shops at Farmington Valley.
- Mr. Jasmin conducted a total of 127 inspections.

Building/ Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	8	\$201,944
Deck	1	\$2880
Demolition	0	\$0
Electrical	15	\$18,600
Garage/Shed	2	\$26,300
HVAC	12	\$50,345
New Commercial	3	\$45,000
New Residential	0	\$0
Plumbing	9	\$200
Pool	4	\$37,500
Roofing/Siding	8	\$87,300
Foundation	0	\$0
Woodstoves	0	\$0
Total	62	\$470,069

BUILDING DEPARTMENT CONT.

Permit Value Comparison for June

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$470,069	\$1,115,276
Building Permit Fees	\$4,284	\$9,944
Other Income Fees	\$2,296	\$6,062
Building Permits Issued	62	59

Total Value of Permits and Permit Fees

<u>July - June 2008-2009</u>		<u>July - June 2007-2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$7,718,473	\$108,773	\$14,470,706	\$202,915

PARKS AND RECREATION

Administration:

- Director John Bennett reports that currently there are 260 individuals have passes with a total of 70 family passes sold. Mr. Bennett also reports that they have issued scholarship passes to 14 people, and have sold 5-6 senior citizen passes.
- Summer concerts began last week, schedules have been distributed and press releases have been sent out.
- Director John Bennett reports that all summer programs are up and running. Staff training has been completed and the staff is ready to go. Programs began on June 29
- The summer coordinator, Melissa Cahill is returning this summer and is doing a great job in the office. As mentioned previously returning college staff filled in until Ms. Cahill completed school.
- The pool easily passed annual inspection on June 13. Parks staff is responsible for maintenance each morning and staff monitor chlorine and pH levels during the time the pool is open
- Mr. Bennett reports that all staff members are trained in dealing with blood borne pathogens, working with the public, sexual harassment, working with special populations, how to fill out tax forms and time cards and public perception, job expectations as well as going over staff manuals. Those staff members not attending staff training for what ever reason are required to make an appointment to come to the office and watch the video taped version of staff training and take a 35 question test.
- The evening facility coordinator position this summer shared by three long time lifeguards and swim instructors.
- New staff hired after the staff meetings are required to review all of the staff training on video and take a test.
- Mr. Bennett informs me that directors from the local towns (Canton, Avon, Simsbury as well as respective BOE's and Westminster school) are again participating in a regional purchase of field line paint. This group purchase will save money for each community. Canton stands to save the most money as we will be getting higher quality paint at a cost less than we pay now for a cheaper paint.
- Director Bennett is also coordinating maintenance projects at the pool house now that the new fiscal year has started.
- Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for games. Coaches have been very cooperative with providing schedules and making up rain out games.
- Director Bennett informs me the Water Swim instructor training held here in Canton is planned for both a re-certification course and a full lifeguard training.
- Mr. Bennett is also working with staff on a variety of summer events at Mills Pond.
- Community gardens running well the gardeners are starting to see the fruits of their labor. This summer only one half plot remains unsold.

PARKS AND RECREATION CONT.

Recreation:

- Summer camps registration for the Explorer's camp is going a bit slow for the first week. There are however many people commenting to Mr. Bennett positively about the change to single week registrations for camps. An entirely new staff has been hired and trained. The camps are moving in a different direction to more structured activities, and more variety.
- Director Bennett stated that demand for pool tags has picked up now that the weather is warmer.
- Mr. Bennett has also finalized concession and vending agreements representatives for the coming season. The vendors work thru the BESB who sets the fees and percentage delivered to the town,
- Charter Oak swim team is again be renting the pool mornings from 7:00 to 8:00 am.
- MLS and U.S. Sports summer camps are going well Mr. Bennett reports.
- Mr. Bennett states the department will also be beginning to plan programs for the fall shortly.

SENIOR SERVICES

Programming

- Canton Community Café: Open for 8 days, served 362 meals
- Dial A Ride:
 - Total #of passengers: 246
 - Total #of trips: 212
 - Tickets collected (not including those sold at Sr.Cntr): 139
- Joint Buckland Hills Mall Trip: Canton sent 3; Simsbury sent 2.
- CHOICES volunteer Paula had no appointments this month.
- "In The News" met 2x, with an average of 11 people.
- FVVNA:
 - Footcare clinic (held 2x a month): 9 foot-cares
 - Blood Pressure clinic: 85 screenings
 - Walking group: 87 screenings
 - Bereavement Support Group: Sue Eisenberg met w/1 individual
 - Community Outreach
 - Heart Talks (session III): 23 attendees
 - Stand Strong (session I): 10 attendees
 - Stand Strong (session II): 17 attendees
- Senior Potluck very successful with a turnout of 22 people & lots of delicious goodies
- Cooking with Elaine: 16 attendees
- Senior Prom on June 11th
 - Over 100 students from various groups at the high school came to decorate, cook, serve food, & entertain
 - Seniors dressed up, danced, ate good food, talked with high-schoolers, listened to music & thoroughly enjoyed themselves
 - Kathy Hooker, resident of Canton & member of Zoning Commission, took pictures & have submitted them to CantonLIFE, along with an article.
- Rita's Italian Ice joined us on the 24th and served about 50 cups of Italian Ice to seniors and visitors ☺
- Medical Transportation: 12 trips coordinated.
- Volunteer Dialysis Transportation: Pat Swan coordinated 39 rides.
- Pool Table has been open for business: People are welcome to, and have been using it, on Wednesdays & Fridays between 1pm & 4pm.
- Senior Cell Phone Program: gave away 2 cell phones to seniors.
- Canton Intermediate School Jazz Combo visited & gave a performance to our Seniors on June 17th.
- Talcott Mountain Music Fest Tickets were given out for free through Senior Services via Lottery System this year. Month of June # of tix given away: 30.

SENIOR SERVICES CONT.

- 3 e-Scribes were sent out to subscribers:
 - June 9th highlighted library happenings, frauds & scams, nutrition, trainings
 - June 17th highlighted senior prom, volunteer opportunities, bereavement group
 - June 23rd highlighted upcoming events, cooking w/Elaine, & Talcott Music Fest giveaways

Administrative

- Interviews for Administrative Assistant for Senior Services took place, with a panel consisting of John Bennett, head of Parks & Recreation; Claire Cote, Senior Services Coordinator; and Art Blondin, Chairperson for Canton Commission on Aging.
- Toby Scheel, MA was hired as Administrative Assistant for Senior Services. Toby joins the Canton Team after working for the town of Windsor in their Social Services Department as a Case Manager, specifically working with older adults.
 - Toby's first day was June 30th.
 - She will be working Tuesday, Thursday and Fridays.
- Claire marketed events on newly-renovated website, and through the Valley Press and with flyers.
- Claire met with Jean Dobbrow of Cherrybrook Healthcare Center to begin planning a volunteer luncheon on June 5th.
- Claire attended the CASCAP All-Staff training on June 12th at the Aqua Turf Club in Southington, CT.
- Claire met with Kathy Corkum, President of FOCUS on Canton, to discuss Medical Transportation policies & procedures and to brainstorm for upcoming fiscal year on June 17th.
- Claire met with Rob Simon from the Canton Public Library on June 26th to discuss collaboration on upcoming projects and to discuss current library happenings.
- Claire planned & coordinated such events as:
 - Water Fire trip,
 - Mohegan Sun trip,
 - Foxwoods Casino trip,
 - Seniors' Prom,
 - Energy Conservation Talk w/Rep. LeGeyt & Ben & Jerry's ice cream,
 - entertainment by Canton Intermediate School's Jazz Combo,
 - Talk by the Funeral Consumer Alliance, &
 - The upcoming Avon-Canton Rotary Club Senior Picnic,
 - New recreational programs for fall

Miscellaneous

- 3 PCs are now set-up and internet-ready in Senior Services office
- 2 PCs have been set-up and are internet-ready in Senior Room
- Donations of videos, dvds, books, magazines and puzzles have been organized in Senior Room
- Claire was invited as a guest to the Log House Restaurant for the Senior Club's annual end-of-the-year Gala on June 4th.
- Senior Services Office Hours are now Monday – Friday, 9:30am – 4:30pm
- Phone Lines have been set-up:
 - Main Line (Toby's desk): (860) 693-5811 (internal ext: 164)
 - Claire's Line: (860) 693-5811 x165
 - CRT/Volunteer Line: (860) 693-5811 x166

WPCF

Operations:

- The plant achieved 95% BOD removal and 95 % Suspended Solids removal
- The Influent plant flow increased slightly from .653 MGD to .678 MGD
- Removed all sand from Sand filter #1 in preparation for rehabilitation of filter
- Installed two additional RBC Recycle pumps in an attempt to optimize organic removal through the RBC Train.
- Installed Trickling Filter Recirculation Pump in Head box of Trickling Filter to reduce Total Dynamic Head.

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 2.7 % this month.**
- Ten loads of sludge were sent to Synagro @ 58,500 gallons this month.

Collection system:

- Bi Weekly lift station Inspections were performed
- Marked call before you dig locations
- Alarm WPCF Farms Loss of Power
- Performed inspection of sewer installation 51 Forrest Lane
- Performed FOG inspection at Canton High School
- Performed FOG inspection at Canton Community Center
- Performed FOG inspection at Bagels Plus
- Performed FOG inspection at Barnes and Noble
- Performed FOG inspection at Joes Pizza
- Performed FOG inspection at Shaw's
- Performed FOG inspection at Panera Bread
- Performed FOG inspection at Pronto Pizza
- Performed FOG inspection at Adams IGA
- Performed FOG inspection at LaTrattoria
- Performed FOG inspection at Rice Fields
- Performed FOG inspection at McDonalds

Maintenance:

- Washed both secondary clarifiers
- Washed Primary Clarifiers
- Installed 4 inch PVC piping for Trickling filter Recycle
- Cleaned arms on Trickling Filter
- Removed DAN FOSS VFD and sent out for repair
- Installed new Fused disconnect for DAN FOSS VFD and rewired providing separate conduit for 240 V and 5-20 ma circuit
- Reinstalled DAN FOSS VFD
- Installed new mixing pump in 4th bay of RBC train to assist in mixing prior to recirculation
- Installed new staff gauges in clear wells of Sand Filters
- Cleaned seal water screens on Influent Pumps
- Began rehab work on Sand Filter #1 removing caulking and fiberglass angles to access porous plates
- Grounds maintenance WPCF and Pump stations

WPCF CONT.

- Installed 8-3 wiring for Trickling Filter Recycle pump
- Installed drain on Turbidity meter
- Effluent flow meter was calibrated per NPDES requirements
- Washed both Pick up Trucks
- Cleaned U.V lamps weekly
- Tested all emergency eye washes
- Recharged Plant Water System
- Performed 24 hr super chlorination and cleaning of Sand Filter #3
- Installed new fax line in Superintendent's office
- General clean up Pump stations and grounds
- Cleaned Sand Filter building

Safety and Training

- Performed monthly test of all emergency exits and signs
- Calibrated 4 function gas meter
- Tested all emergency eye washes
- Began reviewing all SOP's for Chemical Hygiene plan

Administrative:

- Attended weekly directors meeting with CAO, DPW Director, and Town Engineer
- Scheduled meetings with all Canton food Preparation Establishments (FPE's)
- Performed Evaluation for Chief Operator
- Performed evaluation for Administrative Assistant
- Conducted tour for resident Thomas Hyde
- Attended Public meeting on Phosphorous at DEP
- Conducted numerous phone conversations and e-mail's with IDI engineers
- Attended Arc Flash safety class sponsored by Simsbury WPCF
- Met with Public works Director Walter LeGeyt to discuss staffing issues
- Processed work orders with Woodard and Curran for flow meter calibration, miscellaneous SCADA, and
- Process Assistance

LIBRARY

Adult Services

- We offered an identity theft program on June 6, featuring speaker Andy Pigeon of Smith Barney. Jane Hoben gave it good publicity and Senior Services Coordinator Claire Cote talked it up with her patrons, but not one person showed up. We may try again in the fall.
- The Monday Evening Book Club discussed three books focusing on Isabella Stewart Gardner and the Isabella Stewart Gardner Museum in Boston. Attendance: 9.
- Head of Technical Services Sarah McCusker planned and presented a program called *Google Tips and Tricks*. Well done: clear and comprehensive. Attendance: 6.
- Sarah, a dedicated knitter, also organized an observance for "Worldwide Knit in Public Day" on June 13. Eight (8) knitters from as far away as Manchester came to knit in our reading area. Sarah provided snacks and even a couple of door prizes.
- Local author Jamys Moriarty discussed her newly-published book *She Loved Her Kids* at the library. Jamys and her editor read passages from the book, followed by Q&A and a book autographing session. Attendance: 36, including many first-time library visitors.
- Art Chouinard, our resident artist, spent a day in June painting his landscapes and seascapes in the library and speaking with patrons about his craft. A drop-in event without attendance figures.
- Frank Gagliardi of Plainville exhibited his collection of pop-up books in our display case during June. He also spoke about this genre at a special presentation. Attendance: 20.

LIBRARY CONT.

- Four (4) members of the Saturday Book Conversations group discussed *The Terracotta Dog* by Andrea Camilleri and *That Summer in Sicily* by Marlena DiBlasi on June 27.
- Our reference staff made 2 deliveries of library materials to homebound Canton residents.
- Reference Librarian Beth Van Ness organized a summer reading program for teenagers. Participants ages 13 to 19 write reviews of books they have recently read and deposit their reviews into a fishbowl. Every Friday, one entry wins a prize such as an iTunes gift card or a gift certificate to an area business. Then, on August 21, one entry from among the reviews that did not win a weekly prize will be chosen to take home the grand prize: a reusable shopping bag filled with merchandise and gift certificates donated by area restaurants and shops. Dates: July 1 to August 21.

Children's Services

- A *Give a Cat a Cupcake Story Time* on June 2 celebrated cakes and cupcakes and featured books that spotlight them. Professional cake decorator Audra Weisel was on hand to show the kids how to decorate pastries and cookies. A snack and a craft also focused on (what else?) cupcakes. A very successful event. Attendance: 65.
- Douglas Evans, the 2009 Nutmeg Book Award winning author, visited Canton on June 9. He spent the morning at Canton Intermediate School and then visited the public library in the evening. Kids from Canton and other area towns came to speak with him, have their copies of his book autographed, and enjoy punch and cookies. Attendance: 56.
- Our summer reading programs and special events (*Be Creative @ Canton Public Library*) begin July 1. In June, Heather Baker visited the primary and intermediate schools on four days to explain our many offerings and to encourage participation. She spoke with an amazing 973 students from Pre-K to Grade 6 and made sure that each one went home with our summer events flier and our reading log. Besides the reading programs themselves, there will be a special event of one kind or another every day between July 1 and August 20, and two drawings for raffle prizes each week. Again this year, the Friends are selling promotional t-shirts. Our flier and website give details.
- Heather hosted a meeting of area children's librarians on June 8. Attendance: 8.
- The turn-out of teen volunteers and school-aged participants for our innovative Book Buddies program this summer has been wonderful. We have 25 teens and 25 youngsters participating, and there is a waiting list for both groups. We received excellent publicity through the *Hartford Courant*, *Canton Life*, *The Valley Press*, the Town Hall's email list, and even Eyewitness News Channel 3. (Al Terzi gave us a plug.) We are excited about this program and will watch its progress carefully. It starts July 2.
- Using money donated by Joni's Childcare of Canton, we sponsored *Fur, Feathers, and Beyond* for an educational and entertaining program spotlighting 5 live exotic birds on June 25. The presenter and his birds kept the audience of preschoolers through middle school students completely captivated for an hour. Attendance: 92.
- Heather Baker received a grant from the Canton Community Health Fund (\$1,150.00) to offer a series of "yoga story times" lead by the instructors who own Canton's Little Green Tambourine yoga studio. They will present one story time each month for five months, starting in December. The CCHF grant will pay for the instructors' time and also for library materials to build our collection in the areas of health and nutrition.

Personnel

- We had no staff changes in June. We acquired 1 new volunteer: Lois Almquist.
- Staff professional activities: Heather hosted her children's librarians' group, Katie Bunn attended a two-part class on using Microsoft Excel 2007, I attended the annual meeting of the Library Connection consortium, and Sarah McCusker attended the monthly meeting of LCI's Bibliographic Services Committee

LIBRARY CONT.

Other Highlights of the Month

- Our door counters completed their first month of service on June 30. I collected the raw numbers, divided them by 2, and then reduced the result by 20% to compensate for freak events that might inflate the count. Library visits during June totaled 9,098!
- New Technology Systems of Hartford installed *Microsoft Office Suite Professional 2007* on all 30 computers in the library, staff and public, on June 1. We are now up-to-date and legal in using this software. The cost through TechSoup: \$600.00.
- The Friends held their annual meeting/potluck dinner on June 5. They presented the library with another donation: \$6,500.00. The members are now busy collecting, sorting, and pricing books for their annual book sale, set for September 12 and 13.
- We have stopped stamping items with dates due. As of June 26, we print paper receipts to borrowers at the time of checkout. Receipts show each item borrowed and the date it is due. Sarah McCusker hooked up all 4 receipt printers. Most patrons love the paper receipts – they form an inventory of items out on your card. A few complaints, as well.
- Volunteer Heather Tebbs and I finished a project of making sure all the oversize books, adult and children's, are labeled "Oversize" on their spines and in the catalog.
- Our cataloging staff had all the school summer reading books out on the shelves on time.
- Please review the public services statistics for June 2009, shown on the attached report.