



TOWN OF CANTON

FOUR MARKET STREET

P.O. BOX 168

COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: November 18, 2009
 Re: **Monthly Report - October 2009**

FINANCE

- Attended BOF Regular Meeting
- Attended monthly reconciliation meeting with Tax Collector
- Met with Insurance Broker regarding renewal paperwork
- Met with P & R Director on MUNIS
- Met with BOE to discuss the closing out of the school construction projects
- Attended FOI Information meeting
- Prepare audit schedules and CAFR for FY 08-09
- Met with BOE to discuss Audit – Progress with FY 08-09 Reconciliation

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

9/30/09

General Fund	\$ 11,453,320
Special Revenue Funds	\$ 2,985,565
Capital Projects Funds	\$ 1,988,713
Internal Service Funds	\$ 1,085,458
Trust and Agency Funds	\$ 539,118
TOTAL ESTIMATED BY FUND	\$18,052,174

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

9/30/09

	Interest %	Interest \$	\$ Invested		
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	.30%	.30%	242	245	\$ 5,280,128
Webster	.50%	.50%	4,818	6,387	\$ 12,772,046
Total Outstanding Investments			5,060	10,126	\$ 18,052,174

Projects:

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

PROFESSIONAL DEVELOPMENT

- Finance Officer attended the CCM Convention

TAX COLLECTOR

- Tax collections for the current list were \$135,280.49. Our current year percentage of collection to budget is 53.22%. Last year at this time we had collected 53.45% of the budget of current year taxes, a .23% decrease.
- Back year collections were \$46,370.05. Suspense collections of \$2.00 Our prior year percentage of collection to budget is 51.43%. Last year at this time we had collected 71.66% of the budget prior year taxes, a 20.23% decrease.
- Sewer Collections on current list \$443950.66, prior years 2,290.52, interest of \$1,342.72 and lien fees of \$216.00.
- Sewer Assessment collections \$.00 and connection charges collected \$7,550.00.
- Fielded calls concerning the sewer billing and kept up with the payments coming into the office this month.
- Sent 24 accounts to the Marshal, set up 3 payment plans and 18 accounts were paid in full as a result of the demands going out last month.
- Released 10 tax and 16 sewer liens this month.
- Met with auditor to confirm last year's numbers
- Met with Finance and confirmed September numbers

ASSESSOR

- General administrative duties continue –
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Field work for Personal Property information collection for the 2009 Grand List is being conducted – existing accounts are being reviewed – A total of 752 Declarations were mailed in September – November 2, 2009 is the due date for return
- Reviewing litigation with Counsel for Canton Assessment Appeals resulting from 10-1-08 Revaluation
- Preliminary work for the 10-1-08 Supplemental Motor Vehicle list started (for January 2010 mailing)

POLICE DEPARTMENT

- Internal Affairs investigation completed by the Chief in conjunction with West Hartford Police Department.
- Four citizen complaints received, investigated and completed
- Meeting with OSET staff, Fibertech staff technicians, Chief, IT Bazzano, and Michelle Schroder on October 27th for site surveys regarding the installation of the statewide data network fiber optic cables. This is for the installation of the reverse call back system to be set up by the State at no charge.
- Departmental Directive written to be turned into Policy, with guidelines for the removal of disciplinary action not resulting in suspension, dismissal, litigation, EAP, or other action. Awaiting response from Town Attorney.
- Chief and Administrative Assistant attended FOI meeting on October 26th
- New Police car received and process beginning to turnover old car and outfit new car.
- Meeting planned for Sergeants with Chief to discuss training and departmental issues.
- Planning for Halloween Parade undertaken; barricades ordered and street closing locations decided.
- Letters of Commendation and Awards revisited that were no issued
- Payroll now streamlined and is being e-mailed over to Finance through the Chief's office.
- Meeting set up with Evelyn Kubas and The League of Women's Voters to meet Russian Delegates on December 7th.
- Policies being reviewed for anticipated accreditation with state and seeing if updating and rewriting of policies is needed.
- Flags in front of building found to be shredded faded and are being replaced.

POLICE DEPARTMENT CONT'D

- Oral interviews, polygraphs, physical agility test of new recruits completed. Psychological exams scheduled for November 12th.
- Budget process started.

Incidents Assigned: 1062, Directed Patrol: 283, MV Enforcement: 121, Medical Assist: 68, Alarms: 51 (8 Fire, 25 Business burglary, 18 residential burglary), MVA: 34, Larc/Fraud/Theft: 8, Trespass/Destruction of Property: 17, Domestic Disorderly: 8, DWI/Narc/Liq Law Viol: 7, Attempted Burg:3, Arson:1

TOWN CLERK

- The Town Clerk's office processed 555 transactions during the month of October 2009.
- Real estate recordings were up 20% compared to the same time last year.
- There were 16 residential dwelling sales in the month of October.
- The largest home sale was for 31 Sweetheart Mountain Road (\$718,763.49).
- Municipal Conveyance Tax collected on all transfers was \$9,551.03.
- Two marriage licenses were processed.
- \$537 was collected in October via the Community Investment Act. The new fiscal year total is \$2229.
- 1123 dog licenses have been sold to date.
- The Charter Revision Commission participated in a public information session regarding Charter Revision at a Special Board of Selectman meeting on October 14th.
- The Town Clerk facilitated two Freedom of Information training sessions for department and commission members on October 26th.
- A total of 106 absentee ballots were requested and processed for the November 3rd election. As of November 2, 76% were returned to the Town Clerk.
- For the month of October, the Citizen Request Management component of QScend, known as QAlert, logged no concerns/complaints to the Town.
- There were no foreclosures to report for the month of October 2009 under Public Act No. 09-144, an Act Concerning Neighborhood Protection.
- Liens & lis pendens action for the month of October:
 - Mortgage lis pendens 6
 - Credit Cards/Debt Collectors 6
 - Commercial/tax liens 1
 - Medical related 1
- Activity on the Town's website for the month of October 2009 provided the following information:
 - Number of visits to our site: 5002 people made 8472 visits to the site
 - Average number of pages/visit: 2.65
 - Average time on site: 2:23(minutes:seconds)
 - Top pages viewed:
 - Home Page
 - Employment Opportunities
 - Assessor's Office
 - Park & Recreation
 - Police Department
 - Board of Selectmen Minutes
 - Municipal Government Information
 - Visitor's Guide
 - Voting Information and Election Results
 - Municipal Services
 - Traffic Sources came from:
 - Search Engines (53%)
 - Direct Traffic (27%)
 - Referring Sites (20%)

TOWN CLERK CONT'D

Town Clerk Receipts - October 2009	Total	Total
<u>Description</u>	<u>Items</u>	<u>Amount</u>
Conveyance Tax	16	\$9,551.04
Recording Land Records	179	\$5474.00
St of CT Historical Preservation		\$358.00
Town Clerk Historical Preservation		\$179.00
Town of Canton-Land Preservation		\$537.00
St of CT-Land Preservation		\$6444.00
Town Clerk Land Preservation		\$179.00
Maps	10	\$200.00
Copies	139	\$848.00
St of CT DEP	18	\$654.00
Sport Licenses-Town of Canton	16	\$16.00
Miscellaneous	6	\$19.31
Vitals	42	\$771.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	24	\$23.00
Dog Licenses-State of CT	22	\$236.00
Notary Fees	2	\$20.00
Dial-A-Ride	7	\$135.50
Transfer Station	126	\$3832.00
TOTALS	619	\$29,514.85

FIRE MARSHAL / EMERGENCY MANAGEMENT

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

Inspections	14
Inspection Follow-ups	0
Plan Review	0
Job Site Inspections	9
Fire Investigations	1
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Avon on October 1.
- Provided public fire prevention education to the students at Cherry Brook Primary School on October 8. This was in conjunction with Fire Prevention Week.
- Attended the monthly meeting of the CT Fire Marshals Association in Southington on October 13.
- Attended the quarterly safety committee meeting on October 13.
- Provided public fire prevention education to the students at Stepping Stones on October 13 and 14.
- Attended the State of CT Department of Emergency Management and Homeland Security Commissioner's meeting in East Hartford on October 15.
- Attended a Freedom of Information refresher class on October 26.
- Investigated a fire at the vacant Cob Web building located at 10 Dyer Cemetery Rd on October 31. Damage to the building was minor and the cause of the fire is ruled as incendiary.

FIRE MARSHAL / EMERGENCY MANAGEMENT CONT'D

PROFESSIONAL DEVELOPMENT

- Attended a continuing education class in Blue Hills on October 6. The class topic was above ceiling inspections and was sponsored by the State of CT Department of Public Safety's Office of Education and Data Management.
- Attended the New England Association of Fire Marshals annual educational seminar in Auburn MA on October 22 and 23. Topics included cell phone technology and fire investigations, structural instability during fires and an overview of Underwriters Laboratory.
- Deputy Fire Marshal Scott Goeben attended the CT Fire Marshals Association & CT Building Officials Association annual educational offering in West Hartford on October 29.

PUBLIC WORKS

HIGHWAY DEPARTMENT:

- Crew finished boxing out the parking area at Cherry Brook Primary School for additional parking.
- Maintainer Dan Manyak swept roads for Town of Burlington Paving Project.
- Crew dug and prepared areas on Hansen Road to be paved.
- Crew finished backing up curb around Town.
- Director of Public Works, Walter B. LeGeyt, met with Estimator from Galasso Materials to go over paving on Bunker Hill, Hansen and Wright Roads.
- Crew filled pot holes in various areas around Town.
- Crew responded to ice conditions on bridge decks with application of salt.
- Crew put risers on catch basins on Morgan and East Mountain Roads.
- Director of Public Works and Town Engineer, Ken Wassall, met with engineering firm to discuss new generator at Library/Community Center.
- Crew began cutting Gracey Road to start drainage project.
- Crew moved drainage structure to Gracey Road.

PARKS DEPARTMENT:

- Maintainer Henry Maskaitis was promoted to Parks Supervisor as that position opened up. Congratulations to Henry.
- Crew continued to prepare Board of Education fields.
- Crew began consolidating leaves for fall pick-up on Town and BOE fields.
- Crew prepared field for Alumni Weekend.
- Crew mowed and seeded winter rye on Community Gardens.
- Director of Public Works drove the new Director of Parks and Recreation, Brian Wilson, around town to get him familiar with the Parks and BOE fields.

MAINTENANCE GARAGE:

- Crew continues to service trucks and equipment.
- New roadside mower was put into the fleet.
- The main conveyor chain on truck #7 is being replaced.

TRAINING:

- Maintainer Tom Richardson continues his certification classes for Tree Warden.
- Director of Public Works and Parks Supervisor attended OSHA Class sponsored by MIRMA.
- Highway Foreman/Mechanic Rick Lassen attended a fleet safety class in Burlington.
- Director of Public Works and Maintainer Tom Richardson attended Tree Warden seminar at UCONN in West Hartford.
- Director of Public Works and Maintainer Dan Manyak attended and participated in the CASHO Winter Snowplow Rodeo in Wallingford for the first time. Mr. Manyak won Third Place out of 45 other competing towns. Congratulations to Dan Manyak.
- Director of Public Works, Walter B. LeGeyt, attended Graduation Ceremonies at UCONN in Storrs, CT and received a plaque and jacket for completing The Road Scholar Program.

BUILDING MAINTENANCE:

- Staff continued to work short-handed doing a great job keeping buildings clean.

TOWN ENGINEER

- Answered citizen's questions at counter, by email, and by telephone
- Attended monthly department head meeting
- Attended CAO's DPW meeting(s)
- Assisted in Town Hall building management
- Review and approve CRRA, MDC, & Paine's, Inc. invoices for Transfer Station
- Reviewed and processed Small Cities housing rehab invoices
- Reviewed and processed Small Cities 21 project invoices
- Prepared information for ConnDOT for ARRA funding for Phase 3 of the Farmington River Trail
- Prepared information for and attended meetings of the Hydro Power Advisory Committee
- Reviewed Planning Commission, Zoning Commission, & IWWA site plan applications
- Prepared information for and attended PMBC meeting for Highway Garage project
- Construction layout of Cherry Brook School parking lot expansion
- Completed preparation of East Hill Road drainage & roadway improvements budget estimate
- Prepared paperwork for various projects for CRCOG EZIQC program
- Attend Freedom of Information training

2009 Project Logs

Project	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Sum
Transfer Station Hauling Bid MSW	5.00	0	0	4.50	5.5	3.5	3.0	1.5	8.0	31.0
Gasoline, Fuel Oil Diesel Bids	16.75	0	0	0	0	0	0	0	2.25	19.0
Office Relocation Town Hall and CC	12.75	0	0	0	0	0	0	0	0	12.75
Hydropower Project	22.75	22.75	43.75	47.25	51.25	22.0	39.75	41.0	25.5	316.0
Storm Water Management Plan	5.50	4.25	6.25	1.0	0.5	0.5	0	0	0	18.0
PMBC Highway Garage Project	4.50	15.75	11.0	23.75	14.0	1.0	19.0	7.0	7.5	103.5
Farmington River Trail Phase 3	16.50	46.5	22.75	19.5	16.75	11.25	10.5	11.0	7.5	162.25
Town Hall Maintenance Management	11.50	12.5	22.75	19.5	11.0	13.0	19.5	35.0	12.5	157.25
Zoning Site Plan Review	6.00	13.25	9.5	6.25	4.0	0	3.5	3.5	2.5	48.5
Planning Site Plan Review	0	3.75	5.0	0	0	0	7.0	8.0	8.5	32.25
IWWA Site Plan Review	0	3.5	4.25	0	1.5	0	0	1.5	2.0	12.75
Small Cities "21" Phase 1 & rehab	13.0	7.25	4.50	8.75	15.0	14.0	6.0	9.5	15.0	93.0
Small Cities "21" Phase 2	11.0	13.75	13.0	2.00	0	0	0	0	0	39.75
ConnDEP Impoundment Study grant	0	2.50	2.25	0	0	0	0	1.0	6.5	12.25
Town Bridge ConnDOT grant app	0	2.5	11.25	9.0	14.75	0.5	0	1.5	0.5	40.0
Town Hall Office Renovations	0	10.75	0	0	0	0	0	0	0	10.75
Conn Clean Energy Fund grant app	0	0	6.5	0	0	0	0	1.0	7.5	15.0
OPM ARRA Energy Grant	0	0	0	0	0	0	1.5	4.5	13.0	19.0
East Hill Road Improvements	0	0	0	0	0	0	0	17.5	24.0	41.5

TOWN PLANNER

Zoning Permits Issued:

- 14-16 Spring St. – interior renovations to two-family house
- 22 Forest Ln. – carport addition to single family house
- 4 Orchard Hill Rd. – finished basement, single family house
- 51 Forest Ln. – completed single family house
- 110 Albany Tpke – Feng restaurant

TOWN PLANNER CONT'D

- 19 W. Simsbury Rd. – completed single family house
- 38 Bart Dr. – proposed single family house
- 3 Livingston Rd. – finish basement, single family house
- 4 Brook Ridge Dr. – alteration of single family house
- 21 Dowd Ave. – interior renovations, Housing Authority
- 147 Indian Hill Rd. – shed accessory to single family house
- 54 Lawton Rd. – deck addition to single family house
- 128 Case St. – enclosure of deck, single family house
- 19 Livingston Rd. – finish basement, single family house

IWWA Authorized Agent Approvals:

- None

Inspections were conducted at the following locations:

- 14-16 Spring St. – interior renovations to two-family house
- 22 Forest Ln. – carport addition to single family house
- 4 Orchard Hill Rd. – finished basement, single family house
- 51 Forest Ln. – completed single family house
- 296 Albany Tpke. – compare site plan with existing conditions
- 110 Albany Tpke – Feng restaurant
- 19 W. Simsbury Rd. – completed single family house
- 38 Bart Dr. – proposed single family house
- 3 Livingston Rd. – finish basement, single family house
- 4 Brook Ridge Dr. – alteration of single family house
- 21 Dowd Ave. – interior renovations, Housing Authority
- 147 Indian Hill Rd. – shed accessory to single family house
- 54 Lawton Rd. – deck addition to single family house
- 128 Case St. – enclosure of deck, single family house
- 19 Livingston Rd. – finish basement, single family house
- 85 Lawton Rd. – flooding in rear of property
- 30 Washburn Rd. – addition to single family house
- 201 Albany Tpke. – car wash in repair garage
- 57 Powder Mill Rd. – monthly inspection of junkyard
- 20 Canton Springs Rd. – parking of vehicles in violation of site plan

Cease & Desist Orders Issued/ Ongoing

- 57 Powder Mill Rd. – second monthly inspection made of junkyard, some progress made in removal of vehicles
- 16 Freedom Dr. – unregistered vehicles removed, debris cleaned, lifted by Zoning Commission, 10/21

Notices of Violation Issued:

- 65 Albany Tpke. – signs and merchandise in right-of-way, removed
- 220 Albany Tpke. – A-frame signs, removed

Aquifer Protection

- Rejected APA No. 6; 95 Albany Turnpike; Mitchell Auto Group, Inc.; Map 3-4; Lot 13; Zone SB; CPJ Partnership, registrant.
- Rejected APA No. 13; 71 Albany Turnpike; M& S Realty (Mitchell Subaru); Map 3-4; Parcel 18; Zone SB; Mark & Steven Mitchell, registrants.
- Attended and presented at APA/ DEP workshop on 10/19

TOWN PLANNER CONT'D

Miscellaneous Land Use Office Activities

- Assistant Planner Meetings
 - Conservation Commission/ Planning Commission Site Walk 10/4
 - Open Space Acquisition Commission 10/6
 - IWWA 10/8
 - Conservation Commission 10/28
 - CAZEO training 10/8, 10/22
- Town Planner Meetings:
 - Planning Commission 10/5
 - Zoning Rewrite Committee 10/7, 10/28
 - IWWA 10/8
 - Zoning Commission 10/21
 - Aquifer Protection Agency 10/21
 - Design Review Team 10/24
 - Freedom of Information Training 10/26
- Department Head Meeting 10/14
- Met with Barnes Group/ Canton Citgo representatives on possible land use/ development issues 10/15
- Attended and presented at DEP IWWA Aquifer Protection Agent Training workshop 10/19
- Met with site manager of the Shoppes of Farmington Valley to discuss outstanding site plan modifications and incremental site plan approvals 10/23
- Met with Skip Alford and Lance Perry on future management plan for family land 10/27
- Pre-application meeting (zoning) with John Sidrone, owner 201 Albany Turnpike and Tom Harden, owner of “Perfect Shine” in response to recent enforcement matters
- Continued revisions to Open Space Management Plans. Conservation Commission endorsed Town-wide Plan, 10/28
- Continued sign removal campaign on Rte. 44; over 90 signs removed since August
- Began photographing and inventorying Interior lit signs on Rte. 44
- Met with owner of McDonald’s to review zoning regulations pertaining to signage
- Prepared September monthly report
- Implemented increase in land use application fees based on Sec. 396. Section 22a-27j of CGS
- Began the process of preparing for future POCD update
- Researched and revised proposed fee schedule as part of IWWA Regulations
- Numerous communications between HOA of Oxbow Farms/ Oxbow Ridge, Canton Springs Road, and Pulte Homes
- Coordinated subdivision referral for 686 Cherry Brook Road between Planning and Conservation Commissions
- Researched total amount of preserved farmland in Canton for CRCOG regional plan
- Researched Open Space inventory – found older map showing more comprehensive notes on status of inventory
- Evaluated signage regulations governing proposed signage theme for the Vitamin Shoppe at the Shoppes
- Review of zoning regulations governing electric fences for consideration in the rewrite
- Review of lot line revision at 38 Bart Drive
- Zoning compliance review for Feng restaurant, the Shoppes
- Review of multiple town site plan criteria for consideration in the rewrite, and legal considerations of consultant recommendations
- Review of criteria within DEP General Permit for Vehicle Wastewater and applicability under development application review
- Review of extension request at 115 Albany Turnpike
- Review of special exception history at 401 Albany Turnpike
- Researched multiple town processes for development review checklists associated with building permits
-

TOWN PLANNER CONT'D

- Researched DEP criteria/ IWWA considerations for diversion of water from Farmington River for irrigation purposes
- Discussion and review of process of development Design Review Overlays as part of DRT ordinance
- Review of odd colors in Sawmill Brook, tracked back to McLean Game Refuge, contacted Simsbury and Steve Paine at McLean
- Prepared Land Use section of Annual Report
- Reviewed development history and site conformance at 296 Albany Turnpike
- Researched and processed zoning regulations governing adult orientated uses
- Responded to complaint of heavy siltation in brook off of Case Street - followed up to Granby town line, contacted Granby
- Registration of new recording clerk for ZBA/ PMBC, and back-up
- Review of outstanding approval requirement for 10 Dyer Cemetery Road
- Review of outstanding approval requirements for 20 Canton Springs Road
- Review of outstanding approval requirements for Pulte Homes @ Oxbow condominiums
- Review of EDA budget items and possible initiatives to implement
- Review of fence issue at 70 Lawton Road at the request of the Police Department
- Continued improvements/ updates to Zoning application forms
- Proposed updated application forms to Planning Commission
- Review of 2010 legislative session for changes to land use process
- Review of local and state rules and court decisions governing the regulation of noise for consideration in the rewrite
- Review of PA 09-235 for benefits to brown fields/ adaptive reuse
- Researched modern audio recorders for future consideration/ use at public meetings
- Final edits to department guidance document on Standardized Zoning Enforcement Procedures
- Numerous communications regarding football score board
- Researched history of Chamber new business welcome sign for consideration in rewrite
- Continued working on public community facilities regulations for consideration in the rewrite
- Responded to complaints of severe flooding at 85 Lawton Road
- Continued working on the confirmation of past land use approvals, their current standing and various regulations governing the redevelopment potential of the Axe Factory
- Reviewed WPCA comments/ questions regarding vehicle waste water at 201 Albany Turnpike

Land Use Meetings for October, 2009

Commission	October 2009 Meeting Dates	Comments
Conservation Commission & Planning Commission	10/4	Site Walk at 636 Cherry Brook Rd.
Planning Commission	10/5	2 Public Hearings, 1 New Business Item, 3 Other Business Items
Open Space Pres. & Acquisition	10/6	Open Space Mgmt Plan and Cannon Property Plan
Zoning Rewrite	10/7	On-going process of rewriting zoning regulations
Inland Wetlands and Watercourses Agency	10/8	2 Old Business Items; 2 Authorized Agent approvals, 3 Other Bus. Item
Economic Development Agency	10/13	Community Services and committee updates, EDA Forum
Zoning Board of Appeals	10/19	Meeting cancelled due to lack of business items.
Zoning Commission	10/21	Informal Discussion; 1 Public Hearing; 2 Old Business items, 4 New Business Items; 3 Other Business Items
Aquifer Protection Agency	10/21	2 Old Business Items and updates
Design Review Team	10/27	Discussion of DRT Overlay areas
Conservation Commission	10/28	Recommendation for 686 Cherry Brook and Committee updates

TOWN PLANNER CONT'D

Project	Project Logs			Yearly Total
	August	September	October	
Regulation of Adult Orientated Uses	3	7.25	7	28
IWWA Violation at 348 East Hill	1.75	2.5	0	29.5
Census 2010	3	3.25	0	12.25
Aquifer Protection	7.5	10.5	10	77.25
Pulte Homes/ Oxbow Ridge	16.5	8	9	97.5
Harts Corner, 5 Cherry Brook	0	3	0	108.5
Zoning Rewrite	2	7.5	20	112
Car Wash, 10 Dyer Cemetery	2.5	1.25	4.25	282.25
Powder Mill Junk Yard	2	3.25	1.25	51.75
PMBC	0.25	2.75	4.15	27.9
Miner Lumber	6.25	0.5	0	40
20 Colonial Road	12	16.25	3.5	72
Martinelli Subdivision	25	18.5	22.5	88
Regional Initiatives	4.75	1.25	0.75	6.75
Temporary Signs	13	4.5	13	30.5
Axe Factory	N/A	10	14.25	24.25
91 Albany	N/A	4.5	1	5.5
Design Overlays	N/A	N/A	4.25	4.25
Affordable Housing	1	1.5	2	44.4

BUILDING DEPARTMENT

- There were three permits issued for single family homes. The addresses are Sweetheart Mountain, North Mountain Road and Bart Drive. A permit was issued for a new store at The Shoppes at Farmington Valley, The Vitamin Shop.
- There were 16 Certificates of Occupancy issued. Among those issued for changes to single family homes were 3 units at 21 Dowd (SCBG program), a restaurant at the Shoppes and 2 for new homes.
- Mr. Jasmin conducted a total of 96 inspections.
- Mr. Jasmin attended a Freedom of Information refresher class held in the Town Hall and also attended a Department Head Meeting. Three days were spent in Amherst, MA attending Building Official classes for continuing education credits.
- Mr. Jasmin sent paint samples from the Town Hall auditorium to the FVHD to test for lead.
- The Simsbury Building Official, Henry Miga, visited the Town Hall in preparation for assuming the responsibilities as Canton Building Official upon Mr. Jasmin's retirement.

Permit Value Comparison for September

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$1,485,092	\$326,675
Building Permit Fees	\$17,816	\$6,370
Other Income Fees	\$3,276	\$4,495
Building Permits Issued	57	102

BUILDING DEPARTMENT CONT'D

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	8	\$314,000
Deck	1	\$4,000
Demolition	1	\$6,000
Electrical	12	\$35,300
Garage/Shed	1	\$3,500
HVAC	15	\$118,325
New Commercial	1	\$140,000
New Residential	3	\$801,187
Plumbing	5	\$500
Pool	0	\$0
Roofing/Siding	6	\$53,480
Foundation	0	\$0
Woodstove	4	\$8,800
Total	57	\$1,485,092

Total Value of Permits and Permit Fees

<u>July-October 2009-2010</u>		<u>July-October 2008-2009</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$2,646,866	\$37,124	\$2,851,593	\$46,621

PARKS AND RECREATION

ADMINISTRATION:

- Brian Wilson Started as the new Director of Parks and Recreation/Senior Services on October 26th.
- Brian Wilson toured the town and school facilities and park space with Public Works Director Walter LeGeyt
- Mr. Wilson met with School Athletic Director Nancy Grace to discuss management of fields.
- Mr. Wilson met with Finance Officer Amy O’Toole to discuss the budgets, Munis software, and the purchase ordering process.
- Irrigation systems for athletic fields were winterized.

RECREATION:

- Darrien Lynn completed the winter program brochure information . The brochure was forwarded to Town Hall to be included in the “Canton Connection” newsletter.
- Mr. Wilson began preparing for the Annual Tree Lighting for December 4th and Breakfast with Santa program for December 5th. He is coordinating with Public Works to hang more lights on the tree in the town green.
- Ms. Lynn submitted the ski bus program information to Ski Sundown. A total of 56 participants have enrolled at this time which is slightly less than last winter’s enrollment. The mandatory Safety Meeting is scheduled for Dec 9th.
- Darrien Lynn hired a Recreational Hoops Coordinator to facilitate the Rec hoops basketball program.
- Program enrollment is ongoing for Rec Hoops and Youth Wrestling which both begin in December.
- Flyers have been sent to schools for: North Pole Calling, Santa’s Breakfast and Cookie Tree Centerpieces/ Ginger Bread House Decorating classes. The Lions Club have agreed to help with the calling for the North Pole Calling Program.
- Ms. Lynn has been working with Brian Wilson to bring him up to speed on programs, special events, and daily operations of the department.

SENIOR SERVICES

Programming

- Canton Community Café: Open for 8 days, served 408 meals
- Dial A Ride:
 - Total #of passengers: 250
 - Total # of trips: 215
 - Tickets funds collected (not including those sold at Sr.Ctr): \$45.75
 - Tickets funds collected at Senior Services: \$88.00
- Joint Buckland Hills Mall shopping trip: 6 people went from Canton
- CHOICES volunteer Paula had 2 appointments this month.
- “In The News” met 2x, with an average of 13 people.
- McLean Meals on Wheels: 566 meals were delivered to homebound residents.
- FVVNA:
 - Foot care clinic (held 1x this month): 6 regular foot cares, 1 home visit
 - Blood Pressure clinic: 52 screenings
 - Walking group: 96 screenings
 - Bereavement Support Group: Claire & Sue will talk about group options & how to reach more people for support groups in the upcoming holiday season.
- Senior Potluck very successful with a turnout of 18 people & lots of delicious goodies
- Cooking with Elaine- Autumn Slow Cooking: 16 people
- Medical Transportation: 6 round trips coordinated
- Volunteer Dialysis Transportation: Pat Swan coordinated 39 rides.
- Senior Cell Phone Program: one given away to a senior
- 2 e-Scribes were sent out to subscribers:
 - October 15th: Trips highlights, CHOICES, What to do about the flu, Canton flu shot info, cooking, Senior Star, Ukulele entertainment, Surfing the Web computer class, BESB presentation, new book for Book Club, AARP Safe Driving, McLean Apple Pie Social, Yoga & Tai Chi upcoming sessions, Senior Potluck, outside presentations & entertainment, CCoA, FOCUS Inc, clean up day, Canton Library events, voting info, CT CoA update, employment opportunities, transportation around the state.
 - October 28th: differences b/w cold & flu, new Dir of P&R/Senior Services, fun & informative links, Medicare Part D Open Enrollment, JOB Trips announced!, proper hand washing techniques, In the News group, cooking date for Nov, new books for 55+ Book Club, Social Services offered in Canton, upcoming Tai Chi & Yoga sessions, NCOA, Happenings in the Valley, Collinsville Halloween Parade & events, voting, library happenings, Veteran’s Day Celebration, Canton employment opportunities, Wadsworth Athenaeum goings-on.

Special October Programs

- On the 2nd Bob Mel, performer extraordinaire, came and led us in a karaoke-themed show called “Senior Star”; he set up a large screen that showed the lyrics of songs so participants could follow along. Many from the bunch of 20 participants sang, as well as their tone-deaf coordinator, Claire.
- CRT nutritionist came to speak with the “Lunch Bunch” from Canton Community Café on Friday October 9th.
- On Wednesday October 14th, 3 employees from the Board of Education & Services for the Blind (BESB) came to speak with attendees about eligibility guidelines, resources for persons with sight impairment, and useful equipment for those who are eligible services. This presentation was informative, interactive and proved to be a hit, as participants were passing around glare-reducing sunglasses and asking questions particular to their own diagnoses.
- The Glastonbury Ukulele Band joined us on the 14th as well and played for a crowd of over 30 intent listeners. The group played a lot of “oldies but goodies” that our folks knew and were able to sing along to. Many thanks to River Ridge at Avon for sponsoring this entertainment, and bringing goodies to nosh on.
- Wii Bowling is available every Friday from 10am until the office closes at 4:30pm. In October, some folks got so into playing that we opened it up for them on Wednesday mornings as well.

SENIOR SERVICES CONT'D

- “55+ Tai Chi for Osteoporosis & Falls Prevention” with instructor Ken Zaborowski proved to be popular with 8 people attending each week. This weekly class ended on October 22nd and we are already gearing up for another upcoming session.
- Senior Services, as well as other town offices, was closed Monday October 12th for Columbus Day.
- On Monday & Tuesday October 19th and 20th Canton Senior Services hosted the AARP 55Alive Safe Driving Course with instructor Bob Fitzgerald. 29 folks from Canton & surrounding towns participated, while indulging on goodies provided by Senior Services free of charge. Those who attended provided wonderful feedback about the course and another session will be set up for spring 2010.
- Friday October 23rd proved to be busy, busy, busy with not only our Wii bowlers and Lunch Bunch enjoying each other’s company, but with McLean hosting an Apple Pie & Ice Cream social. More than 60 people signed up for Community Café and close to 70 participated in the event, which included delicious goodies and an informative presentation on how to stay healthy this season, and what programs McLean is offering.
- On Wednesday October 28th, Senior Services hosted a seasonal flu clinic through the Farmington Valley Visiting Nurse’s Association, with many thanks to Parks & Recreation for allowing the use of their Program Room. This particular clinic was open to persons over the age of 65. The second anticipated clinic in November has been canceled due to vaccine shortages and everyone is being urged to check with their local pharmacy for appointment/clinic times.
- Senior Services opened up the Senior Room for the Library to run their program about the history of the canal on October 23rd and 24th.

Administration

- Claire attended the Commission on Aging monthly meeting on October 5th.
- Claire submitted the GHTD grant reporting for the month of September 2009 on the 2nd.
- Claire met with Library Director, Rob Simon, on October 7th to discuss future coordination with and collaboration between Senior Services and the Library for special presentations and ongoing programs.
- Claire toured Middlewoods of Farmington & met with Marketing personnel as well as Executive Director (former Senior Services Coordinator Carlene Rhea) on October 22nd.
- Toby coordinates sign-ups for recreational programs & markets for events with flyers & by posting items on iTowns through the Hartford Courant.
- Toby continues to update the website, posting the monthly menu for Community Café, latest eScribes, upcoming recreational & informative events, flu updates, & Medicare Part D Open Enrollment information.
- Claire had a brief training session with Kyra Sheehan from finance on October 23rd to complete all MUNIS Open P.O. transactions for FY09-10.
- Toby & Claire both attended & participated in Freedom of Information Act training on October 26th at Town Hall.
- Parks & Recreation & Senior Services welcomed aboard new Director of Parks & Recreation/Senior Services Brian Wilson with coffee & goodies on his first full day, October 26th.
- Both Claire & Toby have been working on planning upcoming projects:
 - Senior Scribe send-out late November/early December 2009 that will cover December 09, January, February & March 2010.
 - All eScribes; consistently gathering information & resources
 - Fall & New Year programming:
 - 55+ Tai Chi for Osteoporosis & Falls Prevention (next session begins November 5th)
 - Gentle Movements Yoga, In Your Seat or On Your Feet (next session begins January 8th)
 - Ongoing Book Club, which meets every 2 weeks.
 - Foxwoods Casino December 1st trip, coordinated with Simsbury Senior Center
 - Helping with the Senior Club’s upcoming Annual Teacup Auction
 - Upcoming Jump On Board Trips with Simsbury:
 - Monthly Monday Mall Trips
 - CT Science Center in Hartford
 - Hillstead Museum in Farmington

SENIOR SERVICES CONT'D

- CHOICES Counseling & Medicare Part D Open Enrollment
- Upcoming presentation about Affordable Funeral Arrangements by Patricia Carr of the Funeral Consumer's Alliance on November 18th.
- Upcoming CL&P Energy Bingo on November 30th, following Senior Potluck program.

WPCF

Operations:

- The plant achieved 92% BOD removal and 93 % Suspended Solids removal
- The Influent plant flow increased slightly from .549 to .593 MGD
- Plant is performing well with #1 RBC out of commission
- Turbidity is remaining in the single digits
- Fabricators from Ford Hall installed Algae Sweeps
- Installed piping and electrical for RAS pump for Hybrid system operation

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 3.0 % this month.
- Seven loads of sludge were sent to Synagro @ 45,500 gallons this month.

Collection system:

- Bi Weekly lift station Inspections were performed
- Marked call before you dig locations
- Alarm WPCF Farms Loss of Power
- Alarm Town Bridge Rd P.Station Pump Failure
- Vicki performed a number of FOG Inspections
- Mobile Robotics in to televise areas near restaurants
- SSS pumped down Force main manhole in Powder Mill Sewer system
- Performed sewer inspection 210 Albany turnpike

Maintenance

- Washed Primary Clarifiers
- Changed oil Chevy S-10 Truck 34,641 miles
- Cleaned arms on Trickling Filter
- Changed Oil Digester pump Oil bath
- Lubricated emergency By-pass Valve gear box
- Changed Oil Ford F-250 Truck 3007 miles
- Changed Oil Honda 3 inch Trash Pump
- Changed Oil Honda 4 inch Trash pump
- Changed Oil in Honda Generator
- Changed Oil Primary Sludge Pump #1 Oil Bath
- Changed Oil Primary Sludge Pump #2 Oil Bath
- Performed monthly 24 hr Super Chlorination of Sand Filter #2
- Performed monthly 24 hr Super Chlorination of Sand Filter #3
- Lubricated Sand Filter #1 Carriage Pillow block bearings
- Lubricated Sand Filter #2 Carriage Pillow block bearings
- Lubricated Sand Filter #3 Carriage Pillow block bearings
- Changed oil in Sand Filter #1 Carriage Drive
- Changed oil in Sand Filter #2 Carriage Drive

WPCF CONT'D

- Changed oil in Sand Filter #3 Carriage Drive
- Changed oil in SRECO
- Changed oil in Trickling filter Oil Seal
- Installed 3 phase 240 Volt Return sludge recycle pump in T Valve structure
- Replaced porous plates in #1 Sand Filter and installed new cell angles
- Painted all piping for Sand Filter #2
- General clean up Pump stations and grounds
- Cleaned Sand Filter building
- Finished painting of all new piping for #3 Sand Filter

Safety and Training

- Performed monthly test of all emergency exits and signs
- Calibrated 4 function gas meter
- Tested all emergency eye washes
- Staff attended Town Safety Meeting

Administrative:

- Attended weekly directors meeting with CAO, DPW Director, and Town Engineer
- Conducted series of meeting's with Staff to discuss potential projects
- Attended monthly staff meeting
- John and Art visited Wallingford WPCF to observe their hybrid operation
- Worked with Tax Collector on Sewer Use Billing
- Conducted numerous phone conversations with Mountain Machine regarding RBC repair
- Prepared manuals of Details for use by Sewer contractors
- Vicki and Art attended FOI seminar at Town hall

LIBRARY

ADULT SERVICES

- Art Chouinard, our resident artist, spent October 15 painting his landscapes and seascapes in the library and speaking with patrons about his craft. Popular but no attendance figures.
- We held a program called *Introduction to Meditation* on October 6. Attendance: 16.
- Katie Bunn led another multi-week voluntary simplicity course. In October, the group met 5 times (plus once in September – this program was not counted last month so I'm counting it in this report). Combined attendance: 65.
- Mark Twain impersonator Alan Kitty presented his lively and funny *Mark Twain's Last Stand* program on October 10. Attendance: 27. Mr. Kitty resembles Mark Twain so closely that it was positively spooky.
- Closely related, we held a 4-part film series during October: a showing of *Mark Twain*, a film directed by Ken Burns. Refreshments and discussion followed each event. Combined attendance: 30.
- On October 24, we held another program on the ever-popular Farmington Canal. Produced in partnership with the Canton Historical Society, this event consisted of a morning lecture-and-slide-presentation by Carl Walter and Ruth Hummel, local experts on the subject. Then, after lunch, those who signed up in advance took a special coach bus tour of canal sites in Farmington, Avon, Simsbury, and Granby. Very successful in spite of the frequent downpours throughout the day. Attendance: 75 at the lecture and 51 for the bus tour – 126.
- The Monday Evening Book Discussions club discussed the novel *Three Cups of Tea* by Greg Mortenson. Attendance: 10.
- The Saturday Book Conversations group discussed the novel *The Story of Edgar Sawtelle* by David Wroblewski. Attendance: 6.

LIBRARY CONT'D

CHILDREN'S SERVICES

- 21 story times, some including costume parades and trick-or-treating around the Community Center at Halloween, drew attendances totaling 417. Numbers were slightly down this year due to the flu.
- *Let the Wild Rumpus Start* was our special come-in-costume evening story time just before Halloween. Spooky stories, Halloween cookies, and a craft session on making "Wild Thing" paper bag puppets made the event a hit. Attendance: 36.
- Another musical program featuring singer/performer Don Sineti on October 3 was a success. This educational mix of science and music, complete with songs and artifacts, celebrated whales and whaling. Attendance: 42.
- The town-wide Early Childhood Roundtable organized by Heather Baker met again in October to finalize plans for our first-ever Early Childhood Community Fair. At least 12 different educational organizations (daycares, nursery schools, etc.) will have displays of their programs and services, as well as staff on hand to "meet and greet" Canton area residents on November 12. Attendance: 12.
- Our Caravan Puppets Program, paid for by the Maxwell Shepherd Arts Foundation, featured puppet skits starring professional puppeteer Jonathan Keenzig and his handmade puppets. This was the first time the Shepherd foundation had sponsored a children's event, and the high quality of the performance and the excellent turnout may generate more such programs in the future. Attendance: 92.
- We were able to send home with Canton Intermediate and Cherry Brook students publicity on our whales and puppet programs, as well as our annual library letter to parents.
- Several areas of the Children's Room are full to capacity and we are weeding the collection in earnest so as to fit the space. Included are picture books and paperbacks.
- Volunteers Heather Tebbs and Leia Weiss are working with Heather Baker to reorganize the easy reader collection so that parents and educators can find books of varying levels of difficulty for their young readers with greater ease. Some interesting signage is being developed, too.

PERSONNEL

- Meghan Glasgow, our new Library Aide I, started working here on October 16.
- Also starting in October: our 2 new aide substitutes Kristi Sadowski and Heather Tebbs.
- Katie Bunn spent considerable time training Meghan and Kristi. Both have worked at the Circulation Desk learning the Library Connect system and our front desk procedures, and they have spent time in the Children's Room, too.
- Heather Tebbs will receive similar training in November, when all her personnel paperwork is filed.
- Library Aide I Lisa Courtney, who gave up the hours now taken on by Meghan, will stay on with us as a Sunday afternoon worker and a substitute.
- A great deal of specialized cataloging will be needed in the Local History Room (see below). Cataloger Sarah McCusker attended *The Accidental Original Cataloger*, a State Library workshop, during October. This was a refresher course in how to catalog the many unusual, rarely-seen, non-book types of items found in special library collections.

OTHER HIGHLIGHTS OF THE MONTH

- Library usage continues to be high. During October, circulation was up 10.8% over the same period last year.
- Sarah McCusker, Jane Hoben, and volunteer JoAnne Pierce met with Local History Specialist Ann Mazeau of the Burlington Public Library to discuss methods for organizing local history resources found not in books but rather in file folders. Ms. Mazeau is years ahead of us in terms of organizing her local history room, and she was able to give valuable insight into how we could approach the organizing and preserving of our many thousand newspaper clippings, magazine articles, scrap books, and other miscellaneous documents that live in file cabinets of the Local History Room.
- A revised version of our patron brochure was printed. A couple of updates were needed since the last printing. We are now distributing it, and I left some copies at the Town Hall, Senior Center, and Historical Society for free pick-up.