



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 4, 2009
 Re: **Monthly Report - September 2009**

FINANCE

- Attended BOF Regular Meeting
- Attended monthly reconciliation meeting with Tax Collector
- Met with Simsbury IT Staff for transition
- Met with P & R Staff for financial reporting in absence of a Director
- Met with BOE twice to discuss the progress on the FY 08-09 Reconciliations

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)
 8/31/09

General Fund	\$ 14,016,086
Special Revenue Funds	\$ 2,995,802
Capital Projects Funds	\$ 1,970,025
Internal Service Funds	\$ 1,231,831
Trust and Agency Funds	\$ 589,364
TOTAL ESTIMATED BY FUND	\$20,803,107

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)
 8/31/09

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	.30%	.30%	245	255	\$ 5,436,824
Webster	.50%	.60%	6,387	3,238	\$ 15,366,283
Total Outstanding Investments			10,126	3,493	\$ 20,803,107

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

PROFESSIONAL DEVELOPMENT

- Finance Officer attended the Get Motivated Seminar
- Finance Officer attended Annual NESGFOA Conference

TAX COLLECTOR

- Tax collections for the current list were \$63,380.57. Back year collections were \$8,224.72. Suspense collections of \$1,052.11
- 52% of taxes for the current year have been collected.
- Sewer Collections on current list \$3,803.16. Back year collections were \$1,688.22.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- Prepared and sent out 1,700 + sewer bills. Bills are due during the month of October.
- Sent out delinquent statements for the tax accounts
- 58 liens were placed in September for the sewer accounts that were unpaid from last years billing
- Sent out Personal Property and Real Estate Tax Demands to be paid in October.
- Prepared the Final Rate Book for printing
- Finished working with the Finance Director to help her reconcile accounting to the tax office for the last fiscal year.
- Reconciled the August numbers with Finance.
- Interviewed three collection agencies with the CAO to choose one to work for the Town of Canton

PROFESSIONAL DEVELOPMENT

- Attended the Get Motivated Seminar

ASSESSOR

- General administrative duties continue –
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Deadline for State Renters Rebate Program was September 15, 2009 – Total applications submitted was 88 – Rebate amount requested from the state of CT is \$33,208.27
- 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

POLICE DEPARTMENT

- On September 14th Chief Coppinger attended a meeting of the North Central Regional Chiefs of Police Association Meeting at Bloomfield P.D. A final draft of the agreement of the communities of Avon, Bloomfield, Canton, Farmington, Granby, Simsbury, Suffield, Windsor and Windsor Locks implemented a Non-Emergency Interagency Policing Agreement, which affords police officers in each participating community the authority to take police action in any of the other participating communities. The participating communities have for many years had numerous officers “cross sworn”. While participating in regional teams such as SWAT, SCUBA, Narcotics Enforcement and Accident Reconstruction has already been in place, this new agreement will expand upon an already successful practice of resource sharing and improved public safety.
- The written testing process has begun in the search of two new police officers. The written portion of the test was given on Friday, October 1st. Six applicants were signed up to take the written portion. Five attended. Oral interviews are scheduled for Oct. 13th.

POLICE DEPARTMENT CONT'D

- Process has begun on integrating NIS (the Emergency Notification System) with the State Department of Public Safety into the Canton Police Dispatching. This new system is free of charge and is funded entirely by the 911 surcharge on the citizens of Connecticut's phone bills. It is a web based interface program that can tap into the 911 data base system to broadcast messages. It can be used for many different purposes such as SWAT callout, preprogrammed conference calls, weather alerts, traffic alerts, etc. Training begins in November.
- Per request of Chief Coppinger Mr. Ted Lemay of Connecticut POST came to the Police department for a meeting with Chief Coppinger, Sergeant Witkos, Sergeant Deloy and Sergeant Penney to discuss initiating State Accreditation for the police department. This process will begin after new hires are in place.
- Full time dispatcher Alan Wild resigned after being hired by the Bloomfield Police Department as an emergency dispatcher. As Mr. Wild entered all Nibers information, Training has been arranged for him through a free one day FBI training seminar on the Uniform Crime Reporting System at Tokyo Post in Waterbury. This will take place on 10/7/09.
- Secretary Donna Hammond handed in her letter of resignation notifying the Police Department that she is planning on retirement as of 1/8/10.
- One full time dispatcher and one to two part time dispatchers are needed at the police department. A total of 31 applicants put in for the position. The list has been narrowed down to 10 applicants for the written part of the exam. Possibly two more vacancies are expected in the future.
- An agreement has been reached with Russell Speeders Car Wash to wash the police cars. They were the low bidder between themselves and Valley Car Wash.
- Payroll now computerized in the police department. Working on computerizing vacation time, holiday, Earned days, personal days and sick time for easy tracking.
- Per the Chief, The Police Department has requested Free Domestic Violence kits for the marked patrol units. These kits are being offered through the Office of Policy and Management Criminal Justice Policy and Planning Division, and the Chief's State's Attorney's Office, Specialized Domestic Violence Unit. The kits are designed to provide an officer in the field with resources he or she may need to completely document a domestic violence or sex assault crime.
- A part time crossing guard is in the process of being hired in expectation of the full time crossing guard being out sick or has a need to take leave due to unforeseen circumstances. Retired police officer Charlie Hammond has been offered an initial offer of employment.
- A total of 862 incident assignments were logged for the month of September including: *195 Directed Patrol, neighborhood & business security checks, *127 MV Enforcement, 64 Medical Assists, *54 Alarms, (11 Fire-28 Bus Burg-15 Res Burg) *27 MV Accidents, *5Larceny/Fraud/Theft, *12 Trespass/Destruction of Property*13 Domestic/Disorderly*1DWI,*1Burg/Attempted Burg.
- Creation of Police Department Mission Statement. Statement is now displayed on the Police Department website.

TOWN CLERK

- The Town Clerk's office processed 619 transactions during the month of September 2009.
- Real estate recordings were down 7% compared to the same time last year.
- There were 11 residential dwelling sales in the month of September.
- The largest home sale was for 24 Sweetheart Mountain Road (\$655,500).
- Municipal Conveyance Tax collected on all transfers was \$10,083.75.
- Eight marriage licenses were processed.
- \$483 was collected in August via the Community Investment Act. The new fiscal year total is \$1692.
- 1099 dog licenses have been sold to date.

TOWN CLERK CONT'D

- The Town Clerk, in conjunction with the Registrar of Voters, conducted the candidate lottery to determine candidate placement on the November 3, 2009, ballot. The ballot was then sent to the printer to create absentee and poll ballots.
- The Town Clerk participated in Sam Collins Day at the Board of Selectmen’s booth on September 19th. Information regarding the various programs and services of the many Town departments was available and shared with the public.
- The Town Clerk attended the Fall Connecticut Town Clerk Conference in Westbrook on September 24th & 25th. Topics discussed included the November election, Consumer Protection, Vital Statistics, Environmental Protection, the Neighborhood Protection Act and Land Records.
- PROJECT LOG-nothing to report
- For the month of September, the Citizen Request Management component of QScend, known as QAlert, logged no concerns/complaints to the Town.
- Activity on the Town’s website for the month of September 2009 provided the following information:
 - Number of visits to our site: 5020 people made 8938 visits to the site
 - Average number of pages/visit: 2.67
 - Average time on site: 2:08(minutes:seconds)
 - Top pages viewed:
 - Home Page
 - Employment Opportunities
 - Assessor’s Office
 - Park & Recreation
 - Municipal Government Information
 - Visitor’s Guide
 - Farmington River Trail
 - Police Department
 - Municipal Services
 - Board of Selectmen Minutes
 - Traffic Sources came from:
 - Search Engines (54%)
 - Direct Traffic (28%)
 - Referring Sites (18%)

Town Clerk Receipts - September 2009

Description	Items	Amount	Total
Conveyance Tax	11	\$10,083.75	
Recording Land Records	161	\$4696.00	
St of CT Historical Preservation		\$322.00	
Town Clerk Historical Preservation		\$161.00	
Town of Canton-Land Preservation		\$483.00	
St of CT-Land Preservation		\$5796.00	
Town Clerk Land Preservation		\$161.00	
Maps	16	\$160.00	
Copies	149	\$833.50	
St of CT DEP	24	\$321.00	
Sport Licenses-Town of Canton	13	\$13.00	
Miscellaneous	10	\$44.00	
Vitals	77	\$715.00	
Marriage/CU Licenses St of CT	8	\$152.00	
Dog Licenses-Town of Canton	32	\$32.00	
Dog Licenses-State of CT	32	\$347.00	
Notary Fees	1	\$10.00	
Dial-A-Ride	11	\$161.00	
Transfer Station	130	\$2939.00	
TOTALS	619	\$27,430.25	

FIRE MARSHAL / EMERGENCY MANAGEMENT

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

Inspections	9
Inspection Follow-ups	0
Plan Review	0
Job Site Inspections	21
Fire Investigations	0
Blasting Permits	0
Burn Permits	2
Bomb Threats	0
Hazardous Materials	0

- Attended the monthly meeting on the CT Fire Marshals Association in Southington on September 8.
- Attended the H1N1 Flu Conference for Municipal Officials in Hartford on September 10.
- Attended the annual CT Citizen Corps conference in Westbrook on September 14 & 15.
- Provided public fire prevention education at Joni's Day Care Center on September 16 with assistance of the Canton Volunteer Fire & EMS Department and the Canton Police Department.
- Attended the conference call regarding the mosquito EEE/West Nile Virus update on September 17 hosted by the State of CT Department of Emergency Management and Homeland Security.
- Attended the conference call regarding a H1N1 influenza update on September 25 hosted by the State of CT Department of Emergency Management and Homeland Security.

PROFESSIONAL DEVELOPMENT

- Attended a continuing education class in Waterbury on September 1. The class topic was CT Code Updates and was sponsored by the State of CT Department of Public Safety's Office of Education and Data Management.
- Attended a continuing education class in East Hartford on September 21. The class topic was Criminal Enforcement of the CT Fire Safety Codes and was sponsored by the State of CT Department of Public Safety's Office of Education and Data Management.

PUBLIC WORKS

HIGHWAY DEPARTMENT:

- Maintainer Chris Davis continued roadside mowing.
- Crew finished sweeping up stone.
- Walter LeGeyt, Director of Public Works, looked at mini-excavator for possible rental for drainage job.
- Maintainer III, Tom Richardson, worked with Entire Tree Service on Bahre Corner Road, Secret Lake Road and Gracey Road.
- Crew working on beds at Police Dept. and Library.
- Crew picked up old guide posts from East Mountain Road to be used on future guide post replacement jobs.
- Maintainer Perry Polderman and Custodian/Maintainer Tim Duntz were called in to cleanup graffiti painted around town.
- Crew repaired driveways and potholes and continues to repair curbing around town.
- Maintainers Tom Richardson and Perry Polderman picked up catch basin block and bricks at Cromwell Concrete.
- Town Engineer, Ken Wassall, and Director of Public Works, Walter LeGeyt surveyed area to become parking space at Cherry Brook Primary School and Maintainers Tom Richardson and Chris Johnson began excavation.
- One thousand (1000) tons of road salt has been stock piled in Burlington Parks Department.
- Crew continues to maintain and prepare for fall sports and the Parks and Highway Crews worked and laid out 4100 square feet of turf on Bowdoin Field for soccer.

TOWN PLANNER

Zoning Permits Issued:

- 109 Bunker Hill Rd. – addition to single family house
- Oxbow Ridge – repairs to retaining walls
- 139 No. Mountain Rd. – deck addition to single family house
- 110 Albany Tpke. – interior renovations, Vitamin Shoppes
- 21 Dowd Ave. – CO for renovated units, Housing Authority
- 117 Barbourtown Rd. – interior renovations, single family house
- 10 Spring St. – enclosure of side porch, two family house
- 5 Mohawk Dr. – addition to single family house
- 540 Cherry Brook Rd. – door opening, North Canton firehouse
- 10 Riverbend Ln. – finished basement, single family house
- 31 Sweetheart Mountain Dr. – completed single family house
- 110 Albany Tpke. – completed restaurant, Dish ‘n Dat
- 2-4 Dyer Ave. – CO for fire damaged house
- 30 Sweetheart Mountain Dr. – proposed single family house

IWWA Authorized Agent Approvals:

- 76 Simonds Ave. – trench for electrical line to new scoreboard
- 138 Torrington Ave. – front walk for single family house

Inspections were conducted at the following locations:

- Oxbow Ridge – repairs to retaining walls
- 164 Albany Tpke. – possible couches and debris
- 110 Albany Tpke. – interior renovations, Vitamin Shoppes
- 683 Cherry Brook Rd. – possible clear cutting in conservation area
- 21 Dowd Ave. – CO for renovated units, Housing Authority
- 117 Barbourtown Rd. – interior renovations, single family house
- 138 Torrington Ave. – front walk for single family house
- 10 Spring St. – enclosure of side porch, two family house
- 5 Mohawk Dr. – addition to single family house
- 149 Cherry brook Rd. – possible clear cutting and demolition activities in upland review area
- 540 Cherry Brook Rd. – door opening, North Canton firehouse
- 10 Riverbend Ln. – finished basement, single family house
- 31 Sweetheart Mountain Dr. – completed single family house
- 110 Albany Tpke. – completed restaurant, Dish ‘n Dat
- 50 West Rd. – possible clear cutting in wetland
- 2-4 Dyer Ave. – CO for fire damaged house
- 30 Sweetheart Mountain Dr. – proposed single family house
- 57 powder Mill Rd. – initial monthly inspection of junkyard as per enforcement order

Cease & Desist Orders Issued/ Ongoing

- 348 East Hill Rd. – ongoing violation concerning illegal wetlands filling, lifted by IWWA 9/10
- 57 Powder Mill Rd. - letter sent to violator requesting abatement plan, plan received, initial monthly inspection made
- 16 Freedom Dr. – unregistered vehicles removed, mostly cleaned up, a few articles remain
- 24 Albany Tpke. – multiple unregistered vehicles, lifted by Zoning Commission 9/16
- 575 Cherry Brook Rd. – grading in wetlands,
- 149 Cherry Brook Rd. – possible clear cutting and demolition activities in upland review area, lifted by IWWA 9/22

Notices of Violation Issued:

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

TOWN PLANNER CONT'D

Aquifer Protection

- Modified conditions of registration for 18-20 Colonial Road
- Businesses with registrations outstanding have been contacted
- Correspondence with DEP on Permit Applications, and Registrations affecting owners with approvals for uses that have not been constructed and are prohibited in the regulated area

Miscellaneous Land Use Office Activities

- Assistant Planner Meetings
 - Attended Open Space Acquisition Commission 9/1, no quorum
 - Attended IWWA 9/10, Site Walk, 9/18 Show Cause Hearing 9/18
 - Attended ZBA 9/14, Conservation Commission 9/23
 - Attended CAZEO training 9/10, 9/17
 - Attended training for Bicycle/ Pedestrian Count 9/3, participated in Collinsville Count 9/9
- Town Planner Meetings:
 - Attended Planning Commission 9/8 no quorum, 9/14 no quorum
 - Zoning Commission 9/16
 - Aquifer Protection Agency 9/16
 - IWWA Show Cause Hearing 9/18
 - Zoning Rewrite Committee 9/23
- Met with Superintendent of WPCA at 11 Queens Peak Road to evaluate sewer connection potential for proposed resubdivision 9/2
- Met with representative of MetroHartford Alliance and EDA Chair to discuss economic development initiatives for the Town 9/2
- Site walk of 20 Colonial Road with AKRF, 3rd party consultant to Zoning Commission 9/3
- Management of consultant services contract with AKRF and review of final reports
- Coordinated and conducted Traffic counts of pedestrian and bicycle activity on Route 179 cross walks and trail in Collinsville as part of local, CRCOG and national survey project 9/9 & 9/12
- Prepared and submitted comments to CRCOG on draft Regional POCD update 9/14
- Spent a considerable amount of time researching and confirming past land use approvals, their current standing and various regulations governing the redevelopment potential of the Axe Factory
- Met with representatives of Axe Factory to review and discuss prior approvals and regulations
- Participated in IWWA show cause hearing for demolition activities and clearing at 149 Cherry Brook Road 9/18
- Met with representative of 316 Albany Turnpike to discuss prior approvals and potential redevelopment plans 9/23
- Quarterly budget meeting 9/23
- Reviewed WPCA application for 91 & 95 Albany Turnpike
- Met with representatives of 91 Albany Turnpike to discuss status of prior approvals and potential redevelopment plans 9/24
- Met with residential developer to discuss current and potential regulations governing multi-family development and reviewed past residential approvals not yet constructed 9/25
- Interviewed potential recording secretary and reference check 9/30
- Post approval work with AA Automotive and Brake at 20 Canton Springs Road
- Multiple inspections of active site work at Oxbow Ridge/ Oxbow Farms, Canton Springs Road
- Review of signage regulations and conditions governing approval at 10 Dyer Cemetery Road
- Review of approval and extension history of site plans and special exceptions for 401 Albany Turnpike
- Spent a considerable amount of time managing and communicating with parties regarding changes to West Field, and subsequent required approvals
- Communications with interested members of the public regarding subdivision at 486 Cherry Brook Road
- Reviewed signage changes and required commission approvals for Feng restaurant (Shoppes)
- Worked with potential applicant and reviewed potential lot line revisions at Bart Drive
- Zoning compliance review of proposed lot line revision/ free cut at 248 Wright Road

TOWN PLANNER CONT'D

- Reviewed applications for sale of motor vehicles at 296 Albany Turnpike
- Reviewed bond release request for required paving work at 296 Albany Turnpike
- Processing forms and other work necessary to stay current on 2010 US Census
- Reviewed and processed reduction and partial release of bonds pertaining to work performed by Pulte Homes at Oxbow Ridge/ Oxbow Farms
- Managed 3rd party review of work/ proposals for Pulte Homes
- Managed and responded to a number of calls from Oxbow residents regarding on going work and bonding
- Review of pre-mylar submission for conditional subdivision, Case Street
- Review of Natural Diversity Database and reports for proposed subdivision activities at 686 Cherry Brook Road
- Review of proposed parking lot changes at Cherry Brook School
- Survey of other CT towns notification requirements for land use applications
- Review of complaint of outdoor Saturday concerts at Downright Music and Art
- Preparation of August Monthly report, and Annual Report
- Continued revisions to Open Space management plans
- Continued sign removal campaign on commercial routes, nearly 50 illegal signs removed since August
- Review of standard rules of conduct for site walks. Created business card size reminder to provide for all Commissioners
- Continued working on post approval requirements to amend restrictive covenants at Miner Lumber Company
- Conversations with owner of Cherry Brook Farm regarding restrictive covenants
- Planner's Advisory Service report regarding formula businesses
- Survey of other CT Town regulations governing accessory apartments
- Coordination of Axe Factory extension request for IWWA, and resubmission of original regulated activities to IWWA
- Review of state statues and determination of proper procedures for processing site suitability of car dealers and automobile repairer's licenses by the ZBA
- Review of standards of suitability of application materials for resubmissions of expired approvals
- Review of internal procedures regarding Wetlands Agent review of building and demolition permits. Researched survey results of other CT Towns
- Review and coordination with WPCA of CRCOG on-line sewer service mapping
- Review of WPCA standards and details regarding new development proposals
- Review and comments of proposed revision to IWWA fee schedule
- Continued update of guidance document on Standardized Zoning Enforcement Procedures
- Continued update of draft fee ordinance and draft RFQ for consultant services with Zoning Commission
- Review of and drafting of regulations governing wind power and outdoor wood burning furnaces for consideration in rewrite
- Review and revision of draft regulations governing adult orientated uses
- Review and consideration of procedures to adopt moratoria
- Review of other CT town regulations governing temporary holiday signs and truck gardens
- Review of fundamental site plan requirements for rewrite
- Review of Industrial Heritage District regulations, and history
- Researched history of signage regulations pertaining to farms
- Drafted new application forms for consideration of the Planning Commission

TOWN PLANNER CONTD**Land Use Meetings for September, 2009**

Commission	Sept. 2009 Meeting Dates	Comments
Open Space Preservation and Acquisition	9/1	Cancelled due to lack of quorum
Planning Commission	9/8	Cancelled due to lack of quorum
Economic Development Agency	9/8	Cancelled due to lack of quorum
Inland Wetlands & Watercourses Agency	9/10	2 Old Business items, 2 New Business items.
Zoning Board of Appeals	9/14	2 Dept of Motor Vehicle applications
Special Planning Commission	9/14	Cancelled due to lack of quorum
Zoning Commission	9/16	1 Public Hearing, 2 Old Business Items, 3 New Business Items, 6 Other Business Items, Staff Reports
Aquifer Protection Agency	9/16	4 Old Business Items;
Inland Wetlands & Watercourses Agency Special	9/18	Site Walk at 575 Cherry Brook Road
Inland Wetlands & Watercourses Agency Special	9/18	Cease & Desist Hearing
Design Review Team	9/22	Meeting cancelled due to lack of business items.
Conservation Commission	9/23	Discussion of site walk, Temporary Energy Task Force.
Zoning Rewrite	9/23	On-going process of rewriting zoning regulations

Project Logs

Project	July	August	September	Yearly Total
Regulation of Adult Orientated Uses	0.5	3	7.25	21
IWWA Violation at 348 East Hill	1	1.75	2.5	29.5
Census 2010	2	3	3.25	12.25
Aquifer Protection	7	7.5	10.5	67.25
Pulte Homes/ Oxbow Ridge	22	16.5	8	88.5
Harts Corner, 5 Cherry Brook	12	0	3	108.5
Zoning Rewrite	6	2	7.5	92
Car Wash, 10 Dyer Cemetery	20	2.5	1.25	278
Powder Mill Junk Yard	2.5	2	3.25	50.5
PMBC	0.5	0.25	2.75	23.75
Miner Lumber	6.75	6.25	0.5	40
20 Colonial Road	15.25	12	16.25	68.5
Martinelli Subdivision	12	25	18.5	65.5
Regional Initiatives	N/A	4.75	1.25	6
Temporary Signs	N/A	13	4.5	17.5
Axe Factory	N/A	N/A	10	10
91 Albany	N/A	N/A	4.5	4.5
Affordable Housing	0	1	1.5	42.4

BUILDING DEPARTMENT

- There were no building permits issued for single family homes.
- There were 12 Certificates of Occupancy issued. Six were for units at 21 Dowd where renovations continue under the Small Cities Block Grant program. A new restaurant, Dish ‘N Dat, received its CO and the rest were for alterations to single family homes.
- Mr. Jasmin attended the regularly monthly Department Head Meeting. He hosted and attended a seminar at our Community Center. Paul Volovski, Building Official for New Hartford, and Marc Melanson, Building Official for Winsted, covered for Mr. Jasmin while he was on vacation.
- Mr. Jasmin conducted a total of 107 inspections.

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	11	\$220,754
Deck	0	\$0
Demolition	1	\$6,000
Electrical	10	\$21,500
Garage/Shed	0	\$0
HVAC	14	\$75,568
New/Renovated CMML	0	\$0
New Residential	0	\$0
Plumbing	3	\$1,500
Pool	0	\$0
Roofing/Siding	2	\$49,000
Foundation	0	\$0
Total	41	\$374,322

Permit Value Comparison for September

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$374,322	\$732,247
Building Permit Fees	\$3,094	\$4,494
Other Income Fees	\$2,436	\$5,698
Building Permits Issued	41	78

Total Value of Permits and Permit Fees

Value	Permit Fees	Value	Permit Fees
\$1,161,774	\$16,032	\$2,524,918	\$35,756

PARKS AND RECREATION

Not Submitted

SENIOR SERVICES

Programming

- Canton Community Café: Open for 9 days, served 399 meals
- Dial A Ride:
 - Total #of passengers: 222
 - Total # of trips: 194
 - Tickets funds collected (not including those sold at Sr.Ctr): \$36.25
- Joint Enfield Mall shopping trip: 7 people from Canton went from Canton
- CHOICES volunteer Paula had 1 appointment this month.
- “In The News” met 2x, with an average of 13 people.
- McLean Meals on Wheels: 524 meals were delivered to homebound residents.
- FVVNA:
 - Foot care clinic (held 2x a month): 19 foot cares
 - Blood Pressure clinic: 77 screenings
 - Walking group: 90 screenings
 - Bereavement Support Group: Sue Eisenberg did not meet with anyone
- Senior Potluck very successful with a turnout of 14 people & lots of delicious goodies
- Cooking with Elaine- Farmer’s Market Brunch: 22 people
- Medical Transportation: 3 round trips coordinated
- Volunteer Dialysis Transportation: Pat Swan coordinated 39 rides.
- Pool Table has been open for business.
- Senior Cell Phone Program: none given away to seniors.
- 2 e-Scribes were sent out to subscribers:
 - September 11: 09/11 remembrance, Naomi Lynch’s 102nd birthday, Progressive Lunch sign-up, articles about retirement & activity level, new book club book announcement, Memory Walk, article about Local Food Pantry with a quote by Alan Rosenberg, flu shot info, Veteran’s Stand Down 2009, Ready To Work Program, Local scams.
 - September 28: attachments included pictures from Progressive Lunch (and thank you to participants & helpers, businesses), Medicare Part D open enrollment & sign-up, DOT Grant received = mall trips & joint trips with Simsbury will be a “go” this season!, Foxwoods trip in December, Diabetes online quiz, Swine Flu article, minestrone recipe, cooking with Elaine program sign-up, Senior Star sign-up with Bob Mel, Surfing the Web computer classes, upcoming BESB presentation, HARTT Chamber Series, Canton Police Forum, Canton CCOA activities, Canton Public Library special events, municipal voting on November 3rd info, NCAAAA “Shred It & Forget It” Day.

Special September Programs

- Classic songs with Bob Mel provided great singalong entertainment to seniors after lunching on September 4th. Bob sang to about 25 seniors, some of whom came in just for the performance.
- On September 16th, seniors enjoyed a Progressive Lunch of delicious Italian specialties with Simsbury, Farmington and Avon Senior Centers. A total of 82 older adults from all four towns participated.
 - This event was coordinated by all four Senior Services/Center Directors and the event included a full-course meal of soup, salad, ziti, chicken piccata and garlic bread in Farmington; then live entertainment by Bob Mel & Angelo as well as yummy desserts of Italian cookies and fresh tiramisu at Simsbury Senior Center.
 - Much thanks to all who were involved in the preparation and those who attended. This event was offered to participants for only \$6.00/pp and included transportation from Canton to Farmington, Simsbury, and back to Canton.
- Wii Bowling started- newcomers and old pros alike are bowling in the Senior Room. Wii Bowling is available every Friday from 10am until the office closes at 4:30pm.
- “55+ Tai Chi for Osteoporosis & Falls Prevention” with instructor Ken Zaborowski proved to be popular with 8 people attending each week. This weekly class began on September 3rd and was set up as an 8-week course.
- .Senior Services, as well as other town offices, was closed Monday September 7th for Labor Day.

SENIOR SERVICES CONT'D

- On Wednesday September 9th, Teresa Dotson, a local Registered Dietician, came to speak with us about “Good Carbs, Bad Carbs”. 14 people listened to her discuss the difference between food labels and portion sizes and were able to ask her specific questions about how food contributes to health.
- On Monday September 14th, Burlington Seniors came and played BINGO here in Canton while renovations continued at their Center. 32 people from several towns showed up with goodies and great playing attitudes!
- Senior Services opened up the Senior Room for the Friends of the Library to set up children’s’ books for their annual Book Sale, which proved to be a huge success.

Administration

- Claire attended the Commission on Aging monthly meeting on September 14th.
- Claire submitted the GHTD grant reporting for the month of August 2009.
- Claire & Toby met with Paula Corrao, CHOICES Volunteer, on September 18th to discuss upcoming dates for her to be available because of Medicare Open Enrollment Period, which begins November 15th. After this date, Paula will be here weekly to go over plan changes with people and to enroll them in Medicare Part D programs. Appointments must be made through Senior Services.
- Claire met with Amy O’Toole, Marianne Scanlan & Kyra Sheehan in Finance to go over reporting for Dept of Transportation grant, reporting & MUNIS operations, including setting up open P.O.s from 11:00-2pm on September 21st.
- Claire met with Amy O’Toole, Finance and Robert Skinner, CAO on September 23rd to go over Year to Date Budget Report for Senior Services.
- Interviews for the Department Head of Parks & Recreation & Senior Services were held during the month of September.
- Claire met with CAO Robert Skinner on Wednesday September 30th to discuss the upcoming bidding process for Dial-A-Ride services. The current contract is in place until/through June 2010.
- Both Claire & Toby have been working on planning upcoming projects:
 - All eScribes; consistently gathering information & resources
 - Fall & New Year programming:
 - 55+ Tai Chi for Osteoporosis & Falls Prevention
 - Gentle Movements Yoga, In Your Seat or On Your Feet
 - Ongoing Book Club, which meets every 2 weeks and has already gone through a few books.
 - Foxwoods Casino December 1st trip, coordinated with Simsbury Senior Center
 - Upcoming presentation by BESB (Board of Education & Services for the Blind)
 - Entertainment by Bob Mel (Senior Star Performance, October 2nd)
 - AARP 55 and Alive Safe Driving Course, October 19th & 20th
 - CHOICES Counseling & Medicare Part D Open Enrollment
 - “Surfing the Web” Internet Computer Classes, held at the Canton High School
 - Entertainment by the Glastonbury Ukulele Group (Sponsored by River Ridge at Avon, here in Canton on October 14th)
 - Upcoming Flu Clinics, offered to residents of all ages & town employees in October & November by the Farmington Valley VNA.

WPCF

Operations:

- The plant achieved 94% BOD removal and 94 % Suspended Solids removal
- The Influent plant flow decreased slightly from .694 to .549 MGD
- RBC #1 Tube has stress cracks
- Turbidity is remaining in the single digits
- Drained Secondary Clarifiers for Installation of Algae Sweeps
- Investigating possibility of enhancing RBC operation to a Hybrid system

WPCF CONT'D

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 2.8 % this month.**
- Eight loads of sludge were sent to Synagro @ 52,000 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
- Assisted DPW with storm line blockage using SRECO to cut out roots
- SSS pumped out force main M.H on Powder Mill Rd. Crispin Air relief valve leaking
- Read Water meters and prepared sewer use billing
- Performed sewer inspection 207 Albany Turnpike
- Performed Sewer Inspection 36 Atwater Rd

Maintenance

- Ford Hall company installed Algae Sweeps on #1 Secondary Clarifier
- Ford Hall company installed Algae Sweeps on #2 Secondary Clarifier
- Washed both secondary clarifiers
- Washed Primary Clarifiers
- Changed oil air compressor Garage
- Cleaned arms on Trickling Filter
- Changed Oil Air Compressor Main building
- Changed Oil Primary Tank #1 Drive
- Changed Oil Primary Tank #2 Drive
- Changed Oil Primary Tank #3 Drive
- Changed Oil Secondary Clarifier #1 Upper Gear Box
- Changed Oil Secondary Clarifier #2 Upper Gear Box
- Changed Oil Secondary Clarifier #1 Lower Gear Box
- Changed Oil Secondary Clarifier #2 Lower Gear Box
- Changed Oil Secondary Clarifier #1 Speed Reducer
- Changed Oil Secondary Clarifier #2 speed Reducer
- Grounds maintenance WPCF and Pump stations
- Mountain Machine works on site removed hub from tube and discovered cracks in Tube
- Cleaned U.V lamps weekly
- Tested all emergency eye washes
- Pumped down and inspected #1 Primary Clarifier
- Pumped down and inspected #2 Primary Clarifier
- Pumped down and inspected #3 Primary Clarifier
- Recharged Plant Water System
- Performed 24 hr super chlorination and cleaning of Sand Filter #2
- Performed 24 hr super chlorination of Sand Filter #3
- General clean up Pump stations and grounds
- Cleaned Sand Filter building

WPCF CONT'D

- Began 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
- Continued reviewing all SOP's for Chemical Hygiene plan
- 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
- Met with Rep's from @Collinsville to discuss potential project
- Met with Structural engineer from Woodard and Curran to discuss penetration of RBC building
- Worked with Tax Collector on Sewer Use Billing
- Met with Town Planner and CAO to discuss @Collinsville
- Prepared manuals of Details for use by Sewer contractors
Sent out letters to various Food Preparation establishments concerning grease traps and AGRU,s
Attended quarterly budget review

LIBRARY

ADULT SERVICES

- Art Chouinard, our resident artist, spent September 16 painting his landscapes and seascapes in the library and speaking with patrons about his craft. A popular drop-in event without attendance figures.
- An adult/teen program: Former Canton resident, professor, and author Greg Wilson gave a talk about his recent young adult fantasy novel *The Third Sign*. A book signing ended the event. Attendance: 9.
- The Monday Evening Book Club started its new year by discussing the award-winning novel of Jewish history *People of the Book* by Geraldine Brooks. Attendance: 9.
- Head of Technical Services Sarah McCusker repeated her *Google Tips and Tricks* program (its first appearance: June). Sarah offered ways to use Google to improve the efficiency and success rate of Internet searches, taught little-known Google capabilities, gave the participants a cheat sheet of useful Google tools, and showed them more complex features such as Google Maps and Google Docs. Very well-received -- several attendees have commented to me on how much fun it was and how much they learned. Attendance: 19.
- The Saturday Book Conversations group started its new year by discussing *Silver Pigs* by Lindsey Davis. Attendance: 6.

CHILDREN'S SERVICES

- Heather Baker held another of her *Movies on the Big Screen* on Saturday, September 12, the same day as the Friends of the Library booksale. The movie: *Disney Earth*. Patrons enjoyed popcorn and lots of beautiful wildlife cinematography. Attendance: 14.
- Her *PJ Story Time with Winnie the Pooh* on September 17 was a well-attended event, with Pooh stories and songs, a craft, and a visit by Winnie himself. Attendance: 41.
- The autumn semester of story time began on September 18 and will run until November 13. Registration opened on August 31, with the first week reserved for Canton residents only, and 2 of the 5 sessions filled instantly. (Out-of-town patrons as well as Canton residents can register starting the second week.) By the beginning of October, every session was full and 3 have substantial waiting lists. Popular events! Attendance: 206.
- Our Tuesday morning story time for 2- and 3-year olds and CPAT's playgroup apparently conflict, with both activities running at the same time, and several parents have asked if we could move our Tuesday story time to Monday so their children could attend both. Heather is not here Monday mornings due to evening work, but we decided to see if we could play with our staff schedule to make this move possible. We will be able to work it out to accommodate the story hour parents in the new year.

LIBRARY CONT'D

- Heather and Margaret Miller of CPAT are planning our first *Early Childhood Community Fair*, to be held here on November 12. The providers of early childhood services in Canton (nursery schools, day cares, playgroups, FAVARH, etc.) will show Canton parents what services they offer and how they can avail themselves of them. Heather, Margaret, and all the above-cited exhibitors of early childhood services will meet at the library on October 13 to finalize plans. We hope to make this an annual show.
- We have received requests to provide “story times for auction”—story times that would be auctioned off to the highest bidder at the fundraisers being held by the Canton Community Nursery School and Trinity Nursery School. Each school will receive a certificate for a private story time (often purchased by parents for birthday parties) and a small basket of children’s books. We are expecting a similar request for the winter fundraiser at Cherry Brook School. This demonstrates the popularity of this free service of the library.

PERSONNEL

- Katie Bunn and I interviewed 8 candidates for our Library Aide I vacancy. (We received 37 applications!) We hired Meghan Glasgow of Canton, an MLS student at Southern Connecticut State University. She starts her job on October 13. Her hours are those being given up by current aides Lisa Courtney and Norma Ignatowicz.
- Two of the other candidates for our Library Aide I position have been hired as aide substitutes. Kristi Sadowski and Heather Tebbs, both of Canton, also are MLS students at Southern Connecticut State University. They will do “fill in” work for now.
- Our third new Page, Kathy Chouinard, started work on September 3. The other 2 new pages started in August.
- We acquired a new volunteer during September: Leia Weiss of Bristol. Leia works 4 hours each week helping Heather Baker to organize the story room paperback collection and prepare our ICR (I Can Read) easy readers for grading.
- Our new substitute aide Heather Tebbs will be doing a project in the Children’s Room in coordination with her graduate library courses at SCSU. She, too, will be involved with the grading of the ICR books so that parents can identify the easy readers most appropriate to their children’s needs and skill levels. She is designing the “workflow” of this project and will also be creating substantial publicity about it.
- Heather Baker presented a very successful program on creative ideas for storytimes at the 2009 Connecticut Library Association annual conference. Now, she has become much in demand, speaking to children’s librarians’ groups all over the state.

OTHER HIGHLIGHTS OF THE MONTH

- The library was closed Friday, September 25, for our staff’s in-service training day. In the morning, we visited the Canton Historical Society to see what treasures live in their collection and library. In the afternoon, Christine Bradley of the Connecticut Library Consortium spoke to us about excellent customer service skills. A very worthwhile day – we learned a lot. I am especially pleased that several staff members have told me how valuable the entire day was for them.
- The Friends of the Library held another very successful booksale on September 12 and 13. Their profits were high thanks to great workers and 2 excellent co-chairs: Carol Stevens and Laura Hage, who know how to make a booksale run like clockwork.
- The library and Friends sponsored a joint table at Sam Collins Day on September 19. Books were sold and lots of publicity on library services was handed out.
- Our technology consultants now are the 2 gentlemen from the Town of Simsbury’s technology staff, effective Labor Day. They seem excellent to work with so far.
- The apparent dip of 88 in circulation for September versus September 2008 is misleading: we were open 1 less day this September (the in-service training day).