



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: May 20, 2009
Re: **Monthly Report - April 2009**

CAO

- Attended Regional Dispatch meeting on April 21st
- Conducted weekly DPW meetings on April 6th, 20th & 27th
- Conducted monthly Department Head meeting on April 8th
- Met with Verizon Wireless representative on April 1st
- Conducted a walk through for the Community Center on April 2nd
- Attended Board of Selectmen meetings on April 1st, 15th & 29th
- Attended a GIS mapping meeting on April 9th
- Attended a CASAC meeting on April 16th
- Attended a Senior Services meeting on April 15th
- Conducted Small Cities Grant Consultant interviews on April 30th
- Conducted an interview for a summer Recreation position on April 15th
- Met with a resident regarding the Youth Services Bureau on April 20th
- Met with insurance agent on April 20th
- Conducted an interview for a Camp Director on April 21st
- Attended a Municipal Services Committee meeting on April 21st
- Met with DEP representative regarding the Cannon property on April 22nd
- Conducted a meeting regarding Capital Improvement Reimbursement on April 29th
- Met with FVHD representative regarding Swine Flu on April 29th
- Continued participation in a number of on-going contractual negotiations
- Handled a number of pending personnel matters

EXECUTIVE ASSISTANT

- Attended weekly DPW meetings on April 6th, 20th & 27th
- Attended Board of Selectmen meetings on April 1st, 15th & 29th
- Assisted CAO and First Selectman with routine correspondence and general administrative duties
- Worked on the Canton Connection
- Conducted Clerical Committee meetings on April 7th & 22nd
- Met with FVHD representative regarding Swine Flu on April 29th

Project Logs

PROJECT	MONTH	HOURS
Newsletter	February	2.75
	March	68.25
	April	13.75
	TOTAL	84.75

FINANCE

- Attended BOF Budget Workshop and updated model
- Assisted Tax Dept with Reconciliations for FY 2007-08 by Town Accountant
- Assisted Tax Dept with Reconciliations for FY 2008-09
- Assisted BOE with Bank Reconciliations for FY 2008-09 by Town Accountant

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

3/31/09

General Fund	\$11,834,027
Special Revenue Funds	\$ 3,126,335
Capital Projects Funds	\$ 1,622,163
Internal Service Funds	\$ 1,075,144
Trust and Agency Funds	\$ 594,707
TOTAL ESTIMATED BY FUND	\$18,252,376

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

3/31/09

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.24%	.40%	382	353	\$ 5,856,101
Webster	1.00%	1.00%	9,255	10,771	\$ 12,396,275
Total Outstanding Investments			9,637	11,124	\$ 18,252,376

PROFESSIONAL DEVELOPMENT

- Finance Officer attended the CT Public Pension Forum April 29th

TAX COLLECTOR

- Tax collections for the current list were \$115,792.68. Back year collections were \$22,797.67. Interest and fees totaled \$16,617.80 and \$226.74.
- Sewer Collections on current list \$94,166.24. Back year collections were \$2,616.27. Interest and lien fees totaled \$2255.01.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- The tax office has collected 99.98% of the current year tax revenue budget, 98.4% of the current year motor vehicle supplemental budget, 169% of back year revenue budget and 67% of the interest and lien budget and \$226.74 in suspense collections as of 4-30-09.
- Filed UCC1 liens with the State of Connecticut

ASSESSOR

- General administrative duties continue –
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Receiving Elderly/Disabled Tax Credit Applications through May 15, 2009
68 applications have been received to date
- Installing State software to begin processing Renters Rebate application beginning May 15, 2009 and continuing through September 15, 2009

POLICE DEPARTMENT

- A total of 1043 incident assignments were logged for the month including: 309 directed patrols/neighborhood & business security checks, 250 motor vehicle enforcements, 53 emergency medical assists, 47 automatic alarms (32 business & 10 residential burglary & 5 fire related), 21 motor vehicle collisions, 12 larceny/fraud/theft complaints, 9 trespassing/destruction of property reports, 13 domestic violence/disorderly conduct complaints, 3 sexual assault complaints & 1 untimely death investigation.
- The Chief attended a meeting with residents living nearby the proposed carwash, reviewed traffic impact reports on same from land use, attended a Town department head staff meeting, met with a local scout leader regarding merit badge counseling, oversaw the police response to a individual who jumped from the Collinsville bridge, assisted a local businessman who was nearly victim of a foreign financial scam (TOT FBI), was the first responder to three medical emergencies due to proximity/patrol unavailability, attended the North Central Municipal Chief's quarterly meeting, attended a pre-planning meeting with Town Staff regarding response to any potential flu pandemic, participated in a conference call with Town staff & State officials concerning the flu issue, met with a resident of Thayer Ave. regarding anonymous letter regarding alleged illegal activity at his home and met with/spoke to the CAO and Town counsel several times due to personnel issues.
- The Deputy Chief oversaw two Regional Emergency Services Team training sessions, attended and completed mandated NIMS ICS 300 training (Homeland Security related), and attended an interview with the FBI New Haven in preparation for National Academy attendance.
- The detective attended a five day training session for members of the Connecticut Computer Crime investigations Task Force and is currently investigating to sexual assault complaints.
- A sergeant attended four days of mandatory recertification training at West Hartford PD.
- One dispatcher attended one day COLLECT recertification.
- One dispatcher attended the Connecticut Emergency Telecommunications conference.

TOWN CLERK

- The Town Clerk's office processed 774 transactions during the month of April 2009.
- Real estate recordings were down 9% compared to the same time last year.
- There were eleven residential dwelling sales in the month of April.
- The largest home sale was for 22 Red Fox Run (\$940,000).
- Municipal Conveyance Tax collected on all transfers was \$9837.75.
- Six marriage licenses were processed.
- \$534 was collected in April via the Community Investment Act. The fiscal year to date total is \$4986.
- 1181 dog licenses have been sold to date this fiscal year.
- The Town Clerk attended the April 8th, 22nd and 30th meetings of the Charter Revision Committee. Final draft revisions of each article of the Charter are taking place in preparation for the May 20th Public Hearing.
- On April 23rd and 24th, the Town Clerk attended the Connecticut Town Clerk Association's spring conference. Topics discussed were State Elections Enforcement, Secretary of the State updates, property records and probate.
- PROJECT LOG-nothing to report
- A Special Town Meeting was held on April 15th which addressed the following questions:
 1. Shall the Town of Canton rescind ordinance #174 entitled "Conflict of Interest" and adopt an ordinance entitled "An Ordinance Establishing a Code of Ethics and Appointed Board of Ethics" which creates an ethics code and a five member board to oversee ethical complaints and code compliance? The motion passed 42 YES/0 NO.
 2. Shall the Town of Canton rescind amendment to ordinance #49 as approved at a town meeting on October 23, 1985, which amendment exempted owners, tenants and occupants of property abutting Route 44 from the requirement of removing snow and ice from sidewalks within 20 feet of Route 44? The rescission of this amendment would make owners, tenants and occupants of property abutting Route 44 responsible for removing snow and ice from sidewalks within 20 feet of Route 44. The motion passed 33 YES/7 NO.

TOWN CLERK Cont.

3. Shall the Town of Canton approve the transfer of funds in the amount of \$10,000 from the undesignated fund balance to the Capital Improvement Fund Account #1011590-59100 entitled "Rails to Trails" for the purpose of funding preliminary engineering costs for phase three of the Rails to Trails project? The motion passed 53 YES/0 NO.
 4. Shall the Town of Canton rescind amendment to ordinance #118 adopted by town meeting on December 3, 1992 which increased the membership of the Economic Development Agency from five to seven? If adopted, the Economic Development Agency would consist of five members. The motion passed 41 YES/0 NO.
 5. Shall the Town of Canton approve an ordinance entitled "An Ordinance Waiving Property Taxes Due In the Amount of Five Dollars or Less" which waives any property tax in the amount of \$5.00 or less due on the Grand List of October 1, 2008 and thereafter? The motion passed 43 YES/0 NO.
- Fishing season began on April 18th with 79 licenses being sold from the Town Clerk's office during the month of April.
 - For the month of April, the Citizen Request Management component of QScend, known as QAlert, logged four concerns/complaints to the Town. Issues involved property rights, potholes, traffic obstructions and noise.
 - Activity on the Town's website for the month of April 2009 provided the following information:
 - Number of visits to our site: 4613 people made 8130 visits to the site
 - Average number of pages/visit: 2.54
 - Average time on site: 2:07 (minutes:seconds)
 - Top pages viewed:
 - Home Page
 - Assessor's Office
 - Park & Recreation
 - Site Search
 - Employment Opportunities
 - Farmington River Trail
 - Visitor's Guide
 - Municipal Government Info
 - Board of Selectmen Minutes
 - Municipal Services
 - Town Clerk Home Page
 - Trail Photo Gallery
 - Tax Collector Home Page
 - Special Town Meeting
 - Request for Proposals
 - Community Calendar
 - Board of Selectmen Agenda
 - Annual Budget
 - Traffic Sources came from:
 - Search Engines (54%)
 - Direct Traffic (32%)
 - Referring Sites (14%)

**Town Clerk Receipts
April 2009
FY 2008-2009**

Description	Total Items	Total Amount
Conveyance Tax	11	\$9837.75
Recording Land Records	178	\$5795.00
St of CT Historical Preservation		\$356.00
Town Clerk Historical Preservation		\$178.00
Town of Canton-Land Preservation		\$534.00
St of CT-Land Preservation		\$4628.00
Town Clerk Land Preservation		\$178.00
Maps	1	\$10.00
Copies	175	\$786.00
St of CT DEP	80	\$1706.00
Sport Licenses-Town of Canton	79	\$79.00
Miscellaneous	12	\$45.63
Vitals	124	\$1110.00
Marriage/CU Licenses St of CT	6	\$114.00
Dog Licenses-Town of Canton	10	\$10.00
Dog Licenses-State of CT	10	\$112.00
Notary Fees	5	\$50.00
Dial-A-Ride	8	\$85.50
Transfer Station	175	\$6188.00
TOTALS	774	\$31,802.88

FIRE MARSHAL / EMERGENCY MANAGEMENT

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

Inspections	5
Inspection Follow-ups	6
Plan Review	2
Job Site Inspections	13
Fire Investigations	0
Blasting Permits	0
Burn Permits	13
Bomb Threats	0
Hazardous Materials	0

- Hosted the monthly meeting of the Capitol Region Fire Marshals Association at the La Trattoria Restaurant on April 2.
- Assisted Public Works Director Walter LeGeyt with a request from the Capitol Region Emergency Planning Committee Emergency Support Function 3's request for resource typing information.
- Fire Marshal Adam Libros attended a CT Fire Marshals Association web page committee meeting in Simsbury on April 7.
- Brought the Statewide Tactical On-Scene Channel System battery unit to Manchester for battery replacement. Replacement was requested and financed through the Department of Emergency Management and Homeland Security.

FIRE MARSHAL / EMERGENCY MANAGEMENT Cont.

- Consulted with Canton Middle School Principal Joe Scheideler on April 13 regarding necessary egress requirements inside the school auditorium.
- Attended a meeting at the property of BreMar Rental (364 Albany Turnpike) with the owner's representative and Scasco Energy regarding code violations pertaining to the propane filling station.
- Conducted the quarterly Town of Canton Safety Committee meeting on April 14.
- Attended a meeting on April 15 with Chief of Fire and EMS Rich Hutchings and Deputy Police Chief Don Hull regarding dispatch procedures.
- Attended the monthly meeting of the Capitol Region Emergency Planning Committee in Hartford on April 16.
- Conducted emergency light and generator tests at all three schools during school vacation week.
- Attended the "Autumn Storm" table top exercise sponsored by the Capitol Region Council of Governments in Hartford on April 28.
- Conducted a meeting with local officials on April 29 to discuss preliminary planning on the H1N1 flu virus outbreak.
- Attended multiple conference calls related to the H1N1 flu virus outbreak.
- Issued many open burning permits and answered public concerns through telephone conversations.

PROFESSIONAL DEVELOPMENT

- Fire Marshal Adam Libros and Deputy Fire Marshal Scott Goeben attended the annual Connecticut Fire Marshals Association educational conference on April 22 & 23.

PUBLIC WORKS

HIGHWAY DEPARTMENT:

- Crew continued to sweep the town.
- Director of Public Works and Maintainer Dan Manyak look at streets in Burlington to get ideas of time it will take to do sweeping in exchange for catch basin cleaning. Sweeping was completed in 2 ½ weeks.
- Crew continued and finished mulching of Town Hall, Police Department, Library, and Mills Pond. Additional areas were cut out this year to help with mowing and general maintenance around town.
- Crew repaired Flex Bean Guard Rails on Woodchuck Road and High Valley Drive.
- Maintainer Perry Polderman worked on replacing sign and repairing wooden box drain covers.
- Maintainer Tom Richardson picked up 2 ½ ton of fertilizer from Crop Production Service in Broad Brook, CT.
- Crew applied fertilizer to all town and BOE fields during April vacation.
- Crew roto-tilled and marked out Community center garden plots.
- Crew completed renovations of Police Department lawn area (Excellent Job!).
- Crew repaired catch basins on Old Mill and Old Albany Turnpike.
- Crew repaired sunk holes on Bristol Drive.

PARKS DEPARTMENT:

- Crew continued to prepare and maintain fields for BOE games.
- Crew prepared all little league fields for opening day.
- Crew began mowing fields (Super Z mower needs to be replaced).
- Crew helped getting water turned on to all town fields and Mills Pond pool.
- New three point hitch sprayer was purchased and assembled for Field Maintainer.

TRAINING:

- Town sponsored work zone safety class for U-Conn. Tom Richardson and Rick Lassen attended.
- Parks Superintendent Ed Incillo and Director of Public Works Walter LeGeyst attend parks seminar at New Britain Stadium.

PUBLIC WORKS Cont.

JANITORIAL AND CLEANING STAFF:

- Crew continued normal everyday workload considering down one personnel.

ADMINISTRATIVE:

- Administrative Assistant to the Director of Public Work, Vicki Arel continued to update vehicle maintenance and roads software as well as her normal weekly duties.

TOWN ENGINEER

- Attend monthly department head meeting and weekly CAO's DPW meeting
- Attended PMBC Meeting for Highway Garage project
- Review and approve CRRA, MDC, & Paine's Inc Transfer Station invoices
- Approve and process payment requests for Small Cities Housing Rehab projects
- Assisted in Town Hall building management
- Conducted a public hearing w/ Canton Housing Authority for the Small Cities 21 Dowd project Phase 2
- Presented Farmington River Trail Phase III to the Zoning Commission and IWWA for permit approval
- Worked with ConnDEP on the conditions for the Collins Company Dam Impoundment Study grant
- Worked with ConnDOT on the Farmington River Trail Phase 3 plans and specifications
- Met with engineers representing development proposals on Canton Springs Road and Cherry Brook Road
- Worked with Congressman Murphy's office and Attorney Nolan on the Canton Hydropower Project
- Assisted in the interview of Small Cities consultants for 2009 grant application
- Prepared preliminary information for Board of Selectmen's application to the ConnDOT Local Bridge Program for rehabilitation of Town Bridge and attended BOS meeting
- Reviewed draft MS4 report to ConnDEP and provided comments to consultant
- Meet with individual citizens from Avon, Farmington, and Canton interested in the Canton Hydropower Project and brief them on the potential project scope
- Reviewed subdivision proposal on Case Street for Planning Commission and IWWA; reviewed site plan for Canton Springs Road and Dyer Cemetery Road
- Started preliminary estimate for reconstruction of East Hill Road as a potential "shovel ready" project
- Began preparing Clean Energy Fund grant for an economic study of the Canton Hydropower Project
- Attend MDC Household Haz Waste Day meeting

2009 Project Logs

Project	February	March	April	Yearly Total
Transfer Station Tip – Haul Bulky Waste Bid	5.0	0.0	0.0	5.00
CRCOG Bid 524 Fuel Oil & Diesel Bids	16.75	4.5	0.0	21.25
Office Relocation Town Hall & Community Center	12.75	0.0	0.0	12.75
Canton Hydropower Project	22.75	22.75	43.75	89.25
Storm Water Management Plan	5.5	4.25	6.25	16.00
PMBC Highway Garage Project ConnDOT 23-124	4.5	15.75	11.00	31.25
Farmington River Trail Phase III ConnDOT 23-125	16.50	46.5	22.75	85.75
Town Hall Main't Management	11.5	12.5	13.75	37.75
Zoning Review Konover Project (Drainage)	6.0	13.25	0.0	19.25
Small Cities "21" Project Phase I & House Reh	13.0	7.25	4.5	24.75
Small Cities "21" Project Phase II	11.0	13.75	13.0	37.75
Planning Commission plan reviews	-	3.75	5.0	8.75
Zoning Commission plan reviews	-	-	9.5	9.50
IWWA plan reviews	-	3.5	4.25	7.75
Town Bridge Project	-	2.5	11.25	13.75
Town Hall office renovations	-	10.75	0.0	10.75
Upper Impoundment DEP grant application	-	2.5	2.25	4.75
CT Clean Energy Fund - Feasibility Study grant	-	-	6.50	6.50
Transfer Station – MSW & Recycling Bid	-	-	2.75	2.75
East Hill Road reconstruction estimate	-	-	4.75	4.75

TOWN PLANNER

Zoning Permits Issued

- 19 Thompson Hill Rd. – deck expansion
- 22 Red Fox Run – new single family house
- 110 Albany Tpke. – sign
- 43 Crown Point – pool and shed
- 19 W. Simsbury Rd. – shed
- 65 Albany Tpke. – sign
- 21 Dowd Ave. – interior renovations, Housing Authority
- 98 Torrington Ave. – deck and lift at single family house
- 13 Gildersleeve Ave. – addition to single family house
- 13 Scoville Rd. – addition to deck
- 79 Gracey Rd. – new single family house
- 16 Old Canton Rd. – shed
- 88 Simonds Ave. – Little League dugout enclosures
- 106 West Rd. – deck replacement
- 111 East Hill Rd. – addition to garage
- 1 Sweetheart Mountain Rd. - new single family house

IWWA Authorized Agent Approvals

- 184 Cherry Brook Rd. – resurfacing of church parking lot.
- 25 Powder Mill Rd. – well excavation in upland area

Inspections were conducted at the following locations

- 19 Thompson Hill Rd. – deck expansion
- 22 Red Fox Run – new single family house
- 110 Albany Tpke. – sign
- 43 Crown Point – pool and shed
- 19 W. Simsbury Rd. – shed
- 65 Albany Tpke. – sign
- 184 Cherry Brook Rd. – resurfacing of church parking lot.
- 16 Old Canton Rd. – shed
- 296 Albany Tpke. – grading in upland area
- 21 Dowd Ave. – interior renovations, Housing Authority
- 98 Torrington Ave. – deck and lift at single family house
- 13 Gildersleeve Ave. – addition to single family house
- 13 Scoville Rd. – addition to deck
- 79 Gracey Rd. – new single family house
- 110 Albany Tpke. – sign
- 88 Simonds Ave. – Little League dugout enclosures
- 106 West Rd. – deck replacement
- 111 East Hill Rd. – addition to garage
- 1 Sweetheart Mountain Rd. - new single family house
- 69 Secret Lake Rd. – deck enclosure
- 25 Powder Mill Rd. – well excavation in upland area
- 217 Albany Tpke. – proposed tailor and cleaner
- 32 Bridge St. – illegal liquor store signage
- 225 Cherry Brook Rd. – tree clearing for pasture land expansion
- 352 Albany Tpke. – security light violation
- 168 Robin Dr. – proposed batting cage
- 200 Smith Way - replacement of trees in landscaped buffer

TOWN PLANNER Cont.

- 15 Canton Springs Road – construction of Four Paws Only
- West Field

Cease & Desist Orders Issued/ Ongoing

- 348 East Hill Rd. – ongoing violation concerning illegal wetlands filling
- 57 Powder Mill Rd. - second appeal made to ZBA on junkyard; Cease & Desist Order upheld
- 16 Freedom Dr. – unregistered vehicles still on property, some cleanup has occurred.

Notices of Violation Issued

- 72 Lawton Rd. – commercial vehicles in residential district
- 352 Albany Tpke. – violation of Site Plan approval

Aquifer Protection

- Reviewed 20 Canton Springs Road (M Swift and Sons) history of use and numerous proposed regulated activities. Referring large waste/ hazardous waste generator uses to DEP
- Developed permit application form for expansion of registered activities
- Correspondence with DEP on administration of new program
- Notices of approval, denials, and request for additional information and/ or inspections were distributed for 9 active registration requests being processed.

Miscellaneous Land Use Office Activities

- Assistant Planner attended Open Space Acquisition Committee 4/7, IWWA 4/9, ZBA 4/13;
- Town Planner attended Zoning Rewrite 4/1, Planning Commission 4/6, Zoning Commission 4/15, CRCOG GIS Committee 4/14, CRCOG Transportation Committee 4/20, Design Review Team 4/28;
- Assistant Planner attended CAZEO training 4/9 and 4/23, passed first two of three exams necessary for certification;
- Preparation and research for appeal of Cease and Desist order at 57 Powder Mill Rd. junkyard case (upheld);
- Updated draft Open Space Management Plan as per recommendations from Open Space Acquisition Committee;
- Determined maximum resale value for affordable housing opportunity at 2 Rockledge Lane, Powder Mill Village;
- Reviewed enforcement issues pertaining to 72 Lawton Road with administration;
- Calculated rate of wash scenarios for car wash proposed for Dyer Cemetery Rd.;
- Met with attorney's representing affordable housing developer VLO group to discuss various issues pertaining to compliance with governing statutes 4/1;
- Attended CCAPA Executive Committee 4/3;
- Met with Pulte Homes and Oxbow Ridge HOA's to discuss final modifications of site plans necessary to facilitate bond releases 4/6;
- Department Head meeting 4/8;
- Met with Canton WPCA Superintendent and Town of Avon GIS department to discuss mapping services/ needs/ capabilities 4/9;
- 2 Small Cities DECD interviews 4/30;
- Attended Low Impact Development Workshop for Farmington Valley Town 4/30;
- Coordinated 3rd party reviews for Pulte/ Oxbow application;
- Prepared March monthly report;
- Updated HUD median income values, Hartford PMSA and State;
- Status report updates to Pedestrian Vehicular Safety Committee;
- Researched past records for Conservation Commission regarding new Energy Task Force role;
- Monitored CRCOG ortho photo flight data collection;
- Reviewed multiple small business requests looking to relocate;
- Monitored sales agreement for 58 Village Lane;
- Reviewed proposed subdivision of Martinelli (former Messenger) property at 686 Cherry Brook Road;

TOWN PLANNER Cont.

- Reviewed proposed subdivision of Carpenter property (117 & 119 Case Street)
- Comprehensive review file exhibits and outstanding items on Car Wash proposal at 10 Dyer Cemetery Road;
- Review of revised plans for automobile repair and used car sales at 20 Canton Springs Road;
- Reviewed Floodway permit for bridgework related to Phase III of Farmington River Trail;
- Reviewed POCD referral for Phase III of the Farmington River Trail;
- Reviewed proposal to reclassify ground water at 14 Maple Ave., drafted comments for Commission consideration;
- Reviewed past IWWA violations of Martinelli property (686 Cherry Brook Road) in preparation of submission of a new application;
- Continued working with the PMBC on regulatory hurdles to the provision of community facilities;
- Began drafting new goals/ initiatives for the consideration of the Economic Development Agency;
- Reviewed resubmission of automotive/ heavy equipment repair proposal at 20 Colonial Road;
- Organized special meeting for car wash proposal at 10 Dyer Cemetery Road;
- Worked on possible internship/ work programs with UCONN/ NEMO;
- Reviewed legalities of establishing a final submission date for record exhibits;
- Reviewed proposed zoning regulations, map amendment, and Plan of Development pertaining to 46 unit affordable housing proposal at 5 Cherry Brook Road;
- Reviewed erosion and sedimentation control bond release at 252 Gracey Road;
- Reviewed lot line adjustment at 25 Powder Mill Road;
- Continued zoning rewrite process with numerous changes;
- Administration of 3rd party on-call consultants;
- Reviewed use of town property for protest rally;
- Review of revised submission for Pulte Site Plan material at Oxbow Ridge;
- Review of proposed retail kiosks and playground (jungle-gym) at Shoppes;
- Review of personal service business looking to relocate to 225 Albany Turnpike;
- Review of hours of operation of approved office uses;
- Finalized revisions to Zoning application forms, now effective and being utilized;
- Reviewed expiration issue on approvals for 361 Albany Turnpike and 15 Canton Springs Road. Took appropriate actions to inform stakeholders;
- Review of final ethics ordinance for education of effected land use commissions;
- Education and outreach for LULA, HOME CT, and Visualizing Density training opportunities;
- Provided update to CRCOG GIS System, Town Zoning Map (hard copy) and Sewer Shed Area Map (digital copy);
- Finalized Draft Standard Zoning Enforcement Procedures and sent to Town Attorney for Review;
- Review of roadway easements/ dedications provided out of Konover approval;
- Management of correspondence, communications, public assistance/ inquiries with the public regarding car wash application;

April 2009 Meetings

Commission	Date	Comments
Planning Commission	4/6	1 Public Hearing and 2 New Business Items
Open Space Preservation & Acquisition	4/7	Discussion of draft management plan and farming grant; and executive session
IWWA	4/9	2 Old Business Items and 1 Old Business Item
Zoning Board of Appeals	4/13	1 Public Hearing, Appeal of ZEO Decision, and 1 Item of Other Business.
Zoning Commission	4/15	6 Public Hearings; 2 Old business items; 1 New business item; 3 Other business items
Aquifer Protection Agency	4/15	Cancelled lack of agenda posting
Conservation Commission	4/22	Cancelled lack of quorum.
Design Review Team	4/28	1 Old Business Item and 2 New Business Items.

TOWN PLANNER Cont.

Land Use Project Logs

Project	January	February	March	April	Yearly Total
Regulation of Adult Orientated Uses	8	2.25	0	0	10.25
IWWA Violation at 348 East Hill	1.5	10.25	0	3	14.75
Census 2010	1	1.5	1.5	0	4
Aquifer Protection	3	13.25	9	7	32.25
Pulte Homes/ Oxbow Ridge	3	4.25	5.25	9.5	22
Harts Corner, 5 Cherry Brook	Unknown	Unknown	22.5	20	42.5
Zoning Rewrite	6	10.75	26.25	9	52
Car Wash, 10 Dyer Cemetery	28	53	47.25	33.5	161.75
Powder Mill Junk Yard	1.5	2.75	22	13.5	39.75
PMBC	N/A	N/A	13.25	1	14.25
Affordable Housing	3	6	14.65	3.25	26.9

BUILDING DEPARTMENT

- There were no permits issued for new single family homes.
- The Canton Housing Authority was issued permit for renovations to 21 Dowd Avenue. This project is being funded through a SCBG. Other town permits issued this month are for dugouts at the ball field on Simonds Avenue and a bathroom renovation at the Canton Springs Road firehouse. No fees were collected for any of these projects.
- Mr. Jasmin attended a Department Head Meeting and conducted a total of 63 inspections.
- There was one Certificate of Completion issued for a deck at a single family home. There were three Certificates of Occupancy issued. One was for a single family home, one for a remodel and one for an accessory apartment.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	12	\$721,565
Deck	4	\$21,500
Demolition	0	\$0
Electrical	7	\$32,230
Garage/Shed	5	\$28,600
HVAC	13	\$28,800
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	6	\$2,000
Pool	1	\$35,000
Roofing/Siding	3	\$35,965
Foundation	0	\$0
Total	51	\$905,660

BUILDING DEPARTMENT Cont.

Permit Value Comparison for April

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$905,660	\$477,082
Building Permit Fees	\$5,590	\$2,240
Other Income Fees	\$1,498	\$2,632
Building Permits Issued	51	45

Total Value of Permits and Permit Fees

<u>July - April 2008 - 2009</u>		<u>July - April 2007 - 2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$6,184,459	\$87,405	\$11,583,495	\$162,597

PARKS AND RECREATION & SENIOR SERVICES

ADMINISTRATION:

- An AED has been purchased through a donation for use in the community center. Mr. Bennett is working with Bruce Lockwood to decide on the base place for the unit and building staff will install it. Mr. Bennett will be coordinating the training of interested community center staff as well as town hall personnel that may use the community center in the evening.
- Swimming pool registration night is scheduled for May 20 from 6-8 p.m. Parks and Recreation commission members as well as summer staff members will be assisting.
- Director Bennett is also coordinating the internal portion of pool set up. This includes sweeping and painting of the building and pulling weeds and planting flowers.
- Director John Bennett continues working on spring and summer activities. The pool opening weekend is scheduled for June 21.
- Director Bennett along with Director of Public Works, Walter LeGeyt, continues to communicate with President of the Canton Little League, Stan Krzanowski and also with CHS athletic director, Nancy Grace, as well as Canton Lacrosse to go over any ongoing needs for the season. Schedules have been distributed to town staff. The maintenance staff is working to prepare all of the fields for both high school play and little league.
- Mr. Bennett is also asking coaches of all summer league teams for schedules to turn in schedules for both Mills Pond and Bowdoin field. This season all baseball teams will come under the direction of the Canton Little League. Master distribution lists have been prepared to ease communication.
- Director Bennett informs me that almost all of his summer staff have been hired. There will be another explorer's camp director and sunshine camp director as well as all new counselors. This was a year when many staff members either graduated or will be doing internships, thus necessitating many new hires. The only area of concern is swim instructors, but Mr. Bennett has set up two separate classes and there should be an adequate number, information is discussed below.
- Mr. Bennett is also working with staff on a variety of summer events at Mills Pond.
- Mr. Bennett has also set up training classes with the Red Cross here in Canton. It benefits the town firstly by allowing a town staff member free enrollment to the class. Classes to be held here include lifeguard instruction as well as WSI (swim instructor)
- Director Bennett also informs me that most of the work on set up of Mills pond pool has been started. The pool ready to go for the season, and in compliance with the Virginia Grame baker act. .
- Information has been sent out for the community gardens and the plots are being planted.

PARKS AND RECREATION & SENIOR SERVICES Cont.

RECREATION:

- Summer camps are planned and registration is going well. Summer camp information will be sent out as soon as an Explorer's camp director is hired.
- Director Bennett has stated that pool tags for the coming season are in. and ready for pool/swim lesson registration night
- Mr. Bennett is also working on finalizing issues with concession and vending representatives for the coming season with BESB.
- Parks and recreation staff training is also scheduled for May 20. As previously mentioned the staff is trained in CPR and First aid as well as working with special populations and dealing with blood borne pathogens. Staff members are also trained about filling out a time card emergency procedures and scheduling of hours.
- FAVARH will be doing the staff training in first aid and CPR as per regional agreement.
- Mr. Bennett also reports good numbers in the t-ball and coach pitch programs.

COMMISSION ON AGING:

- DOOL met 2 times
- Cooking with Elaine had 13 of ppl.
- Senior Potluck had two full tables of goodies/1 small table of desserts. Approx 25 people.
- In the News met 2 times
- CRT meals given: 395; average # of people per meal: 44.
- Skin Screening on April 16th: Dr. Babcock saw 5 ppl
- Sent out 803 Senior Scribes throughout Canton/Collinsville and in surrounding towns. No Scribes were sent out of state.
- Canton Senior Center was featured in the April addition of the Canton LIFE publications, with interviews done with Claire Cote & Mary Fletcher
- Blurb introducing Claire Cote as new Senior Services Coordinator in the 'Canton Connection'. Phone calls in regards to programs have increased significantly since these publications have gone out.
- Claire attended meeting with Avon & Simsbury, involved Farmington; thinking of regional activities
- Claire spent time w/ Kyra Sheehan training on MUNIS system on April 3rd.
- Claire attended a meeting with Simsbury Senior Center, discussing future travel opportunities w/King Ward transportation co.
- AARP finished tax season; overall # of ppl helped in the month of April: 17.
- AARP Safe Driving Course: 25 ppl in attendance, 2-day course; good reviews
- Claire attended open forum, put together by League of Women Voters on April 16th, which featured a presentation by Rep. LeGeyt & Senator Witkos.
- JOB Trip (grant funded) with town of Simsbury to Stew Leonards & Footprints Shoe Store: Canton: 13; Simsbury: 15.
- Monday Buckland Hills Mall trip with Simsbury: Canton sent 6 people, Simsbury sent 4.
- Mary completed the monthly grant report for Dial-A-Ride.
- Office relocation status: almost moved in; trying to move out of the old office.
- # of eScribes put out for the month: 1.
- Signage for the front of the Community/Library/Senior Center building approved by BOS.
- Senior Services is discussing a volunteer BBQ in recognition of volunteers and friends.

PARKS AND RECREATION & SENIOR SERVICES

- Thanks to e-SCRIBE, put out by Mary Fletcher, there was a great response from people requesting medical equipment. Only a few items were sent to the ‘Swap Shack’ in town, including 2 non-adjustable walkers and pair of wooden crutches.
 - Some items donated to residents of Canton, the Farmington Medical Supply Closet and Cherrybrook Healthcare Center included:
 - 1 wheelchair
 - 1 set of adjustable steel crutches
 - 3 commodes
 - 2 adjustable shower chairs
 - 4 adjustable walkers
- News from Mary Fletcher
- CT Association of Senior Center Personnel conference on May 1st overview
- Future of Senior Services in the town of Canton... what do you see??

LIBRARY STATISTICS

- Circulation for April totaled 14,969. This topped the circulation for April 2008 by 1,250 check-outs, or 9.1%.
- 56 new library cards were issued and 81 expired cards were renewed. We had a total of 4,534 cardholders on April 30.
- The staff answered 2,218 reference questions.
- Our public computers were used 2,060 times.
- The public word processor was used 21 times.
- 729 items were added to the collection and 229 were removed. Per LCI, our collection numbered 76,464 barcoded items on April 30.
- During April, we borrowed 434 interlibrary loan items for Canton residents and loaned 381 of our items to other libraries for use by their patrons.
- 1,167 item holds were placed.
- Our Quiet Study Room was used 14 times and our Small Study/Word Processor Room was used 21 times.
- 18 programs (7 adult and 11 children’s) attracted 548 attendees (107 at adult events and 441 at children’s).

ADULT SERVICES

- On April 2, we hosted a concert featuring the 5-to-10-year-old singers belonging to the training choir of *Chorus Angelicus*. Attendance: 31 adults. Children’s attendance is noted below -- Beth Van Ness and Heather Baker worked together to plan this family program.
- Art Chouinard, our resident artist, returned in April after a three month hiatus to spend one day painting his landscapes and seascapes in the newspaper area. Art also speaks with patrons about his work. A drop-in event -- no attendance figures.
- The Monday Evening Book Club discussed *Thunderstruck* by Erik Larson. Attendance: 10.
- Our library partnered with the Burlington Public Library to sponsor a poetry reading night that celebrated National Poetry Month in April. This coffeehouse-style program drew 11 enthusiastic attendees. Beth Van Ness organized this event with Marie Hasskarl, Burlington’s library director, and they plan a repeat performance.
- We held an Earth Day program on April 22. Katie Bunn booked Dr. Gary Ginsburg, who spoke on ways Canton residents can “green” their health and their homes. Attendance: 12.
- Our planned teen craft event on April 24 was unsuccessful – no one showed up. In past years, we had a “Teen Advisory Group” that consulted with staff on teen collections and services, and attendance at teen programs was better when this group was in operation. It has lapsed. One of our long-range plan goals is to revive it.

LIBRARY Cont.

ADULT SERVICES

- The Saturday Book Conversations group met on April 25 and each attendee discussed one book he or she had read recently and enjoyed. Attendance: 5. To boost low numbers, this group voted to meet at 1:00 p.m. rather than 11:00 a.m. on the last Saturday of each month. Several members have said they can better make the afternoon time.
- The library and the Friends of the Library sponsored their annual crossword puzzle tournament on April 25. Attendance: 38. No one from Canton was a winner, but the contestants had fun.
- We are opening our Program Room on the second and fourth Saturday afternoons for local crafters to meet, socialize, swap tips, etc. Attendance at these gatherings has been low to date. Saturday is a tough day for programs because people have so much to do. Yet, they are reluctant to come out on evenings, so ...? A few Canton crafters have ideas to jump-start interest.
- Our reference staff proctored one exam for a Canton resident in April.
- We made 5 deliveries of library materials to homebound Canton residents during April.
- Some promising adult programs upcoming: print and online job search resources (May 11), job interviewing skills (May 16), a talk-and-tour tour on *The Leatherman* (May 30), and a workshop on preventing identity theft (June 6).

CHILDREN'S SERVICES

- The area school districts scheduled their April vacations during different weeks, so the Children's Room staff was kept very busy with high attendance.
- Three (3) of the eleven children's programs were drop-in story times for ages 2 to 5. Combined attendance: 174.
- The concert by *Chorus Angelicus's* training choir was as much a children's event as an adult event, so I divided the attendance equally. Attendance: 31 children.
- Six (6) fourth grade classes visited the library with their school media specialist, library trustee Kelly Conway. Our staff taught the students major reference resources, described Children's Room's programs and services, and explained our circulation policies. They also saw the inside of the bookdrop room, which is always their favorite part of the visit. Attendance: 191.
- Heather Baker's *Movies on the Big Screen* series, which usually runs during school vacation periods, attracted 45 children who came to watch *The Tales of Despereaux*.
- Our Children's Room holiday book collection was re-classified through the efforts of several staff members. Each book's classification number was altered in the online catalog to show its placement in a separate bookcase housing this special collection.
- Heather met with the school media specialists to work on developing this year's school summer reading lists. Heather uses state library grant money to buy copies (or extra copies) of books on the list, Cherry Brook and Canton Intermediate schools lend us their copies of the books to supplement what we have, and Sarah McCusker organizes and catalogs this large and important but very temporary collection.
- Heather also is developing the summer 2009 children's programs. She is including many new ideas to make the program run better and be different from prior years. Prizes still will be awarded (they are being gathered now thanks to Margaret Colavecchio), and two will be given out each week: one to an older student and one to a younger.
- Betsy Ash, meanwhile, is organizing a program called *Book Buddies*, in which high school students come once per week to read with children ages 3 to 7. Very innovative.

LIBRARY Cont.

PERSONNEL

- We had no staff changes in April.
- Our student volunteer from the Explorations School in Winsted completed his six-week community service stint with us at the end of April.
- Our main staff development event in April was attendance at the 119th annual conference of the Connecticut Library Association. For the sixteenth year, I served as chairman of the exhibit hall. Heather Baker attended one day and was a very successful speaker at a children's librarians' programming class on a second day. The program she and the children's librarian from Farmington created was one of the hits of the conference. Katie Bunn attended classes on adult programming and religion-and-libraries (topics included seasonal religious displays and the use of meeting rooms by religious groups). Sarah McCusker attended classes on open source resource catalogs, emerging open source ILS systems, managing staff conflicts, disciplining and firing fairly, and award-winning public library service. I also attended this last class. Beth Van Ness attended classes on dealing with difficult patrons, using poetry in adult programs, and developing teen programs on a shoestring budget. Well worth going to.
- Other staff development events: Beth took part in a profitable state library webinar on the *Heritage Quest* database found in the Connecticut digital library www.iconn.org. Also, Heather will be a featured speaker at a children's librarians roundtable in May focusing on the use of technology and online resources in story hours.

GENERAL

- We discarded all back issues of magazines for the year 2006, except for the ten titles we keep all issues of. LCI must now take them out of the database. It will be a sizeable number, so don't be surprised at the large "withdrawn from the collection" number for May.
- We did some important work on the adult and children's public-access computers in April. For one thing, at my insistence, we made the library picture (the same one as on the new library cards) the desktop wallpaper. I thought this was appropriate, attractive, and sent a message to users, as opposed to the former desktop pictures of flowers, fields, and barns. More importantly, however, we installed the software program called *Deep Freeze* on every public-access computer. *Deep Freeze* will prevent users from changing the settings we have installed on the public computers. Believe it or not, many patrons try to customize our computers to serve them as their own. They also add and remove their own software, create their own personal icons while removing ours, download and save files, and do other things that violate our computer usage policy. *Deep Freeze* has stopped all of this.

WPCF

OPERATIONS

- The plant achieved 95% BOD removal and 96 % Suspended Solids removal
- The Influent plant flow decreased from .726 MGD to .688 MGD
- Masonry work has been completed on Sand Filter building
- Excavation work has commenced for Secondary clarifiers bridge modifications
- Sand Filter #3 showing signs of decreased through put
- RBC's are shedding and Trickling filter is bulking up

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 2.6 % this month.**
- Eight loads of sludge were sent to Synagro @ 52,000 gallons this month.

WPCF Cont.

COLLECTION SYSTEM

- Bi Weekly lift station Inspections were performed
- Marked call before you dig
- Alarm Dyer Farms P.Sta Loss of Power
- Alarm The Shoppes P.Sta
- Cap pull and sanitary lateral inspection Petro fuel colonial drive

MAINTENANCE

- Cleaned arms on Trickling Filter
- Super chlorinated Sand Filter #1 in preparation for removal of sand
- United Industrial Services removed sand from Sand Filter #1
- Cleared under drains of Sand Filter #2
- Washed Primary Clarifiers
- Pressure washed interior of Sand Filter Building
- Re-sanded Sand Filter #2 with the assistance of DPW personnel
- Tested all emergency eyewashes
- Cleaned seal water screens on Influent Pumps
- Installed Staff gauges in Sand filter #1 and #2

MAINTENANCE

- Grounds maintenance WPCF and Pump stations
- Installed new batteries in UPS Shoppes pump station
- Reprogrammed codes for Variable Frequency Drives
- Installed RGS steel conduit for lighting flagpole
- Conducted follow up phone calls to Food Preparation establishments for FOG survey
- Tested all emergency eye washes
- Changed oil and filter Ford F250 truck
- Changed oil and filter Chevy S10
- Changed oil and sharpened blades on Lawn equipment
- Installed new fan motor on RBC exhaust fan
- Installed UPS devices in SCADA panel Sand Filter building
- Worked with Electrician to install three pole relays for alarm system

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
- Roger and John attended safety meeting
- Conducted training with staff on Sand Filter #3

WPCF Cont.

ADMINISTRATIVE

- Attended weekly directors meeting with CAO, DPW Director, and Town Engineer
- Sent out FOG survey's to all Class III and IV Food preparation Establishments
- Woodard and Curran conducted a meeting on GIS applications
- Woodard and Curran staff on site continuing SCADA work, adding run times and trend charts
- Met with Owner of 41 Bridge St to discuss possible restaurant and AGRU
- Conducted numerous phone conversations and email's with IDI engineers
- Issued capacity letter to Frank Zacchera for 20 Colonial Drive
- Oversaw ongoing SCADA, Sand Filter #3, and Clarifier Bridge modification projects.
- Met with Woodard and Curran to discuss transition of Engineering Services.
- Met with contractor , Engineer and Town staff for Dowd Avenue paving