



# 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: January 21, 2009  
 Re: **Monthly Report- December 2008**

### GENERAL ADMINISTRATION

#### FINANCE

- Completed 12 months of BOE A/P Bank Account Reconciliations
- Worked on Audit information & CAFR File
- Prepared Finance FY 2009-10 Budget

#### INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

11/30/08

General Fund	\$ 6,635,954
Special Revenue Funds	\$ 3,133,653
Capital Projects Funds	\$ 2,413,198
Internal Service Funds	\$ 972,273
Trust and Agency Funds	\$ 586,710
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$13,741,788</b>

#### INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

11/30/08

Avg Monthly Yield, Annualized	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Class Plus	1.07%	1.42%	1,492	1,882	\$ 7,454,473
Webster	1.70%	2.50%	8,948	20,022	\$ 6,287,315
<b>Total Outstanding Investments</b>			<b>10,440</b>	<b>21,904</b>	<b>\$ 13,741,788</b>

### TAX COLLECTOR

- Tax collections for the current list were \$2,605,997.25. Compared to last year at this time we are 1% above last years total.
- Back year collections were \$23,368.37. Suspense collections were .00.
- As of December 31, 2008, the tax office has collected in back taxes 119% of the annual budget and 45% of the budgeted interest and liens.
- Sewer Collections on the current list were \$21,421.48. Back year collections were \$7,569.93.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- Motor Vehicle Supplemental bills went out for a total tax due of \$270,563.64 along with delinquent tax and sewer bills.

## **ASSESSOR**

- General administrative duties continue –
  - Field work
  - Real property ownership changes
  - Exemptions are being posted as needed
  - Assistance to the public
- The motor vehicle information for the 2008 G.L. was received from Department of Motor Vehicle and is being processed
- Personal Property Declaration forms (required return date November 2, 2008) are being processed.
- Revaluation is proceeding on schedule -
  - Notices were sent out
  - Informal reviews were held (approx. 4% requested a review)

## **POLICE DEPARTMENT**

A total of 873 incident assignments were logged for the month including: 207 directed patrols/neighborhood & business security checks, 201 motor vehicle enforcements, 63 automatic alarms (36 business, 14 residential, 13 fire related), 45 emergency medical responses, 41 motor vehicle collisions, 9 larceny/fraud/theft complaints, 7 disorderly conduct/domestic violence reports, 7 DWI/Narcotics violations & 1 commercial burglary.

The department continues to investigate the circumstances relating to an injured woman discovered in the driveway of The Shoppes late in the month.

The department sponsored Holiday Food & Gift drive was held at The Shoppes in mid-December and thanks to the generosity of our residents was very successful.

Department members again were hired by The Shoppes management to coordinate and direct the heavy holiday traffic at that location leading up to Christmas.

The Deputy Chief and I prepared, finalized, and submitted the FY 09/10 CPD budget proposal to the CAO.

Several snow and ice storms have kept the department busy as winter begins in earnest.

During the month I coordinated the oral review panel for the Police Officer recruitment process and attended a Town Staff meeting, a Community Services Team meeting, the Gift & Toy Drive, the quarterly Connecticut Police Chief's meeting with the Deputy Chief, met with a resident and her attorney concerning trespassers on private property and met with the Superintendent of Schools concerning revised school policies under consideration. I also met with the field commander of the Regional Accident Reconstruction Squad for an update on operations & open investigations in my capacity as Chief in charge.

The Deputy Chief coordinated and helped staff the Food & Gift Drive, sat on the recruitment oral review panel, and commanded the monthly training session of the Regional Emergency Services Team.

A sergeant and the detective attended mandatory 4 day recertification training at West Hartford PD and the detective also attended a week-long Connecticut Computer Crime Task Force training session this month.

As of the end of the month several potential Police Officer candidates are progressing through the required testing process as we continue to seek appropriate individuals to fill our open positions.

## **FIRE DEPARTMENT** - None

## TOWN CLERK

1. The Town Clerk's office processed 906 transactions during the month of December.
  2. Real estate recordings were down 37% compared to the same time last year.
  3. There were 6 residential dwelling/land sales.
  4. The largest home sale was for 28 Wilder's Pass (\$625,000).
  5. Municipal Conveyance Tax collected on all transfers was \$5,192.50.
  6. One marriage license was processed.
  7. \$24,127 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
  8. 1139 dog licenses have been sold to date this fiscal year.
  9. The Department of Environmental Protection provided the Town of Canton with a touch-screen computer system for the purpose of computerizing sports licensing. On December 1<sup>st</sup>, we started issuing computerized 2009 sport licenses. The process has gone very smoothly thus far.
  10. The Town Clerk attended the December 10<sup>th</sup> meeting of the Charter Revision Committee. Discussions concerned legislative functions of the BOS, CEO designation, financial related matters and the CIP as a budgetary item.
  11. A Special Town Meeting was held on Wednesday, December 3, 2008, at 7:00 p.m. in the Canton Public Library and Community Center to consider and take action on four motions:
    - That the Town of Canton create a new part time position entitled Administrative Assistant to the Senior Services Coordinator;
    - That the Town of Canton create a new part time position entitled Department of Public Works Clerk;
    - That the Town of Canton create a new part time position entitled Office of the Chief Administrator Clerk; and,
    - That the Town of Canton create a new part time position entitled Fire Department Clerk.The Motions passed unanimously.
- Also considered and moved was that the Town Amend Ordinance #228 entitled "An Ordinance Authorizing a Program of Property Tax Relief" by increasing the maximum allowable income and the available tax credits. The Motion passed unanimously.
12. The Town Clerk obtained three proposals for replacing the copiers in the Town Clerk's office and the Land Use office. This information will be presented to the CAO in January for his decision.
  13. The sale of Transfer Station stickers was off to a slow start in December. Beginning December 29<sup>th</sup> however, there was a steady stream of customers purchasing the permits.

14. For the month of December, the Citizen Request Management component of QScend, known as QAlert, logged three messages sent to the Town. The request type this month included concerns and comments regarding the parking ban and the re-val assessment. Response time is shown below.

<u>Service Request Type</u> ▲	<u>Total #</u>	<u>0-7 Days</u>	<u>8-14 Days</u>	<u>15-30 Days</u>	<u>Over 30 Days</u>	<u>Unclosed</u>
Assessment	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Other	2	2 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

15. The Town Clerk's office has recently begun tracking activity on the Town's website. For the month of November 2008, the following information was determined:

- Number of visits to our site: 3970 people made 7358 visits to the site
- Average number of pages/visit: 2.62
- Average time on site: 2:01 (minutes:seconds)
- Top pages viewed:
  - Assessor
  - Employment Opportunities
  - Park & Recreation
  - Municipal Government Info
  - Visitor's Guide
  - Municipal Services
  - Town Hall Hours of Operation
- Traffic Sources came from:
  - Search Engines (44%)
  - Direct Traffic (41%)
  - Referring Sites (15%)

Town Clerk Receipts  
December 2008 , FY 2008-2009

<u>Description</u>	<u>Total Items</u>	<u>Total Amount</u>
Conveyance Tax	6	\$5,192.50
Recording Land Records	107	\$2,549.00
St of CT Historical Preservation		\$214.00
Town Clerk Historical Preservation		\$107.00
Town of Canton-Land Preservation		\$321.00
St of CT-Land Preservation		\$2,782.00
Town Clerk Land Preservation		\$107.00
Maps	7	\$70.00
Copies	108	\$513.00
St of CT DEP	27	\$636.00
Sport Licenses-Town of Canton		\$26.00
Miscellaneous	4	\$15.08
Vitals	42	\$363.00
Marriage/CU Licenses St of CT	1	\$19.00
Dog Licenses-Town of Canton	17	\$16.50
Dog Licenses-State of CT	16	\$216.00
Notary Fees	2	\$20.00
Dial-A-Ride	1	\$27.45
Transfer Station	590	\$51,646.00
<b>TOTALS</b>	<b>906</b>	<b>\$64,840.53</b>

## **FIRE MARSHAL / EMERGENCY MANAGEMENT**

The Offices of the Fire Marshal and Emergency Management completed the following during the month of December 2008:

Inspections	5
Inspection Follow-ups	3
Plan Review	1
Job Site Inspections	7
Fire Investigations	0
Blasting Permits	0
Burn Permits	3
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

- Director of Emergency Management Adam Libros attended a training seminar on December 4 for the new statewide emergency management software program WebEOC. The training was held in Hartford at the State Armory.
- Fire Marshal Libros attended the monthly meeting of the Capitol Region Fire Marshal's Association in Wethersfield on December 4. Fire Marshal Libros was elected (for the second year) as Vice President of the Association for calendar year 2009.
- Fire Marshal Libros attended an Information Technology Regional Sharing meeting in Hartford on December 16.
- The Capitol Region Council of Governments allotted \$3,000 from the FY 2006 Homeland Security grant to purchase equipment for the Canton Emergency Operations Center.
- The Office of the Fire Marshal began utilizing FIREHOUSE Software for the National Fire Incident Reporting System.

## **PROFESSIONAL DEVELOPMENT**

- Fire Marshal Adam Libros attended a continuing education class in Rocky Hill on December 2. The class was sponsored by the State of CT Department of Public Safety's Office of Education and Data Management. The topic was the 2003 International Existing Building Code.
- Director of Emergency Management Libros attended a two-day training class December 10 & 11 for ICS-400 (Incident Command System) in Hartford. The class was sponsored by the State of CT Department of Emergency Management and Homeland Security.

## **PUBLIC WORKS**

### **Highway Dept.**

- Crew cut brush along Rt. 179 to open up line of site of river and Holiday tree.
- Crew prepared and repaved broken up section of Scoville Rd.
- Director of Public works met with owner of Magliarri Paving to have them repair driveway end that was out into the street on Case St.
- Galasso Materials paved section of Ramp Rd and capped the bridge deck on West Mnt Rd.
- Superintendent of the WPCF worked with the Director of Public works to create and install a Road Maintenance and Vehicle Maintenance program on the DPW computer.
- Maintainer Chris Johnson and Tom Richardson reshaped the dirt section of Doyle Rd and Surge stoned a runoff.
- Crew worked on filling pot holes as weather permitted.

## **PUBLIC WORKS Cont.**

### **Highway Dept.**

- Crew made list of brush that needs to be trimmed around town and will continue to work on cutting as weather permits
- Maintainer Perry Polderman is working on sign replacement and road measurements to be installed in the road maintenance program.
- Maintainer Tom Richardson worked at the WPCF digging test holes for upcoming project.
- Crew continues to respond to weather events.

### **Parks Dept.**

- Crew roto-tilled clay areas of ball fields
- Parks Supervisor worked on sharpening mower blades and other equipment maintenance.
- Parks Supervisor posted NO SKATING signs on ponds and continues to monitor ice.

## **FACILITIES MANAGEMENT**

- Town of Canton facilities staff continued to maintain all buildings and the heating systems throughout the Town Hall, Library/Community Center, Police Department and Collinsville Fire Station to maintain an acceptable temperature range;
- Continued repairing and painting walls in the Canton Library/CC;
- Repairs the exterior and interior light fixtures in the town facilities;
- Continued repairs and carpet washing in the all town facilities;
- Continued the evaluation of the Town of Canton' facilities;
- Repairs and painted the first floor T/Hall windows;
- Repairs and painted interior of the Town of Canton Police Department;
- Continued to supervise Canton School District custodial and maintenance personnel, evaluated and submitted to BOE suggestions and proposals to keep up-to-date all of the school buildings and equipment;
- Continued to work with maintenance staff and outside vendors to maintain the cooling/heating systems in the School District.
- HVAC contractor provided cleaning for town chiller.

## **ENGINEER**

- Attend monthly department head meeting
- Attend weekly CAO's DPW meeting
- Review and approve CRRA, MDC, & Paine's Inc Transfer Station invoices
- Review bids for 21 Dowd – Small Cities project and recommend rebid due to exceeding budget – assist in preparation of re-bid documents
- Review Zoning Commission file 364-1234 Konover Development Albany Turnpike
- Review Zoning Commission file 407-1241 Dyer Cemetery Road
- Review bidding documents for 3 Small Cities Housing Rehab projects
- Site visit to Bridge Street and Maple Ave to review proposed pedestrian project
- Review hydropower estimates prepared by consultant
- Open bids for Transfer Station contracts for hauling and disposal of bulky waste
- Interview prospective engineering consultants for upper Collins Company dam impoundment silt removal
- Appear as a witness at the Hartford Superior Court in regards the Cantonbury Condo litigation
- Attend meeting of PMBC re: Highway Garage replacement

## **ENGINEER Cont.**

- Assist CAO in preparing a submission to the Governor for: shovel ready” projects: Upper and Lower Collins Company Hydroelectric Project, Library – Community Center Roof Replacement, Town Hall Restoration and ADA Project, Phase 3 Farmington River Trail, Town Bridge Reconstruction, Main Street – Bridge Street Intersection Safety Improvements, and Road Reconstruction Projects

### **Professional Development**

- Completed distance learning course in Development and Splicing of Flexural Reinforcement Based on ACI 318-08 sponsored by Structural Engineering magazine and the Portland Cement Association
- Completed distance learning course in Scour in Bottomless Culverts sponsored by Civil Engineering News, Colorado State University, and CONTECH Construction Products, Inc.

## **TOWN PLANNER**

### **Wetlands Enforcement**

- 222 East Hill Rd. – Construction of driveway culvert over stream. Have asked owner to appear at IWWA on 1-9-09;
- 348 East Hill Rd. – Ongoing Cease & Desist Order over filling of wetlands for agricultural purposes. IWWA may refer matter to Town Attorney at January meeting;
- 23 Tanglewood Dr. - Complaint of excavator on property. Owner was instructed to remove equipment from site. Equipment has been removed;
- Review of restoration work at 310 Albany Turnpike in response to oil spill from earlier this year.
- Standard procedure for addressing wetlands violations and unauthorized activity not yet in place, currently being drafted;
- Authorized Agent Approvals granted for 6 Michael Drive and 43 Pine Acres Drive.

### **Zoning Compliance**

- 148 Bahre Corner Rd. – Complaint of contractor business in residential district. Found that no such business was being conducted;
- 35 Bart Dr. – Satellite dish in front yard. Working with property owner and dish installer to find alternate location;
- 130 Case St. - Various complaints by neighbors/relatives of outdoor storage, etc. Will walk site with complainants;
- 15 Canton Springs Road, Zoning Compliance inspection;
- 72 Lawton Rd. – Complaint of paving contractor business in residential district. Found that owner has home occupation. Owner is filling out permit applications for home occupation and sign. Also will remove canvas garage/storage structure from side yard;
- 57 Powder Mill Rd. – Operation of a junkyard. Researched history of enforcement actions, 1997-present. Cease & Desist Order to be drafted;
- Site inspection/ Bond release review, Oxbow Ridge Condominiums – facilitating meeting between Condo Associations and Developer to seek resolution;
- Continued working with property owner to seek willful compliance of unauthorized automotive repair use at 20 Canton Springs Road.

### **Aquifer Protection**

- Received multiple Registration forms. Those found to be complete were accepted at the December 2008 meeting. Those found to be incomplete were returned with guidance. New registrations have been received in December that will be put before the Agency in January. Met with multiple businesses preparing registrations to assist them in completing the required forms and notices;
- A second mailing notice to affected business was distributed in December.

### Miscellaneous Land Use Office Activities

- Began working on an article for Chamber of Commerce on upcoming implementation of standardized zoning compliance procedures;
- Met with CAO, DPW, and Town Engineer to review and provide input on the final recommendation of Vehicular Pedestrian Safety Committee;
- Planning Commission 12/1/2008;
- Open Space Preservation and Acquisition Commission 12/2/2008;
- Zoning Rewrite Committee 12/3/2008;
- Prepared monthly report for 11/2008;
- Met with Mr. Carpenter (117 & 119 Case Street) and his engineer and surveyor to review staff comments on IWWA application for proposed private road/ family resubdivision;
- Presentation of proposed CROCG Regional Plan Land Use map to Planning Commission for comment and input;
- Meet with CROCG Representative Emily Moos to present Town of Canton concerns/ and seek changes in proposed Regional Land Use map;
- Meet with Town Engineer and CAO on potential economic stimulus project involving completion of Bike Trail, Phase III;
- Recording Clerk Interviews;
- Multiple phone calls with Abe Kaoud to discuss steps to solidify terms and conditions of approval for Lowes site;
- CROCG Bicycle Committee, attendance, received final regional bikeway plan and distributed copies 12/9/2008;
- Attended Collinsville Historic District Commission, 12/9/2008, to discuss Zoning regulations and responsibilities/ recommendations within the POCD and other matters potentially affecting historic district(s);
- Attended Conservation Commission, 12/10/2008, items discussed (and to be discussed at January meeting) include: CGS 7-131a (powers and duties of CC's; Review of POCD for all Conservation Related initiatives to be carried out/ development of a work plan/ list of projects to be accomplished; Review of POCD and documentation of all significant/ substantial Natural and Cultural Resources for use as a standard planning tool; Updating and Maintaining Open Space Inventory; Tracking down "lost parcels" of Open Space; Working with the Town Planner and OSPAC on the development of an Open Space Management Plan for the Cannon Property and subsequent open space properties; Additional items for consideration such as, Development of/ support for/ advocating of regulations that implement the inclusion of Low Impact Development techniques to protect Farmington River and Primary Feeder's; Development of Riparian Buffers; Open Space Planning, defining of priority Open Space/ Conservation areas, greenway connectivity, preservation of wildlife corridors; Vernal Pool Verification and final mapping; GIS; Use of NDDDB and Farmington Valley Biodiversity Project; Inclusion of open space/ passive and active recreational needs in development reviews; Identification of additional Scenic Roads; Identification of training opportunities for Commissioners; and, Preparation for next POCD Update, identification of issues, concerns, shortcoming to be addressed;
- Inland Wetlands and Watercourses Agency 12/11/2008;
- 2009-2010 Budget Preparation;
- Zoning Commission 12/17/08;
- Met with representatives of PMBC to discuss site selection considerations for Town Garage 12/18/08;
- Orientation with new recording secretary for IWWA, ZBA and PMBC;
- Pre-application review meeting for possible expansion at Miner Lumber;
- Created Land Use Project Log, and departmental procedures for updating log;
- Drafted revisions to IWWA Regulations pertaining to Fees to be presented and discussed in January;
- Began process of developing and providing "working notes" for IWWA regular meetings;
- Reviewed all IWWA work items for January drafted comments/ instructions for 1/8/2009 meeting;
- Reviewed IWWA Site Walk Notes for 125 Gracey Road, 310 Case Street and Windmill Hill Subdivision;
- DEP Workshop on Partnering for a "Green and Growing" Connecticut;
- Review of property for sale at 10 Lawton Road;

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

- Review of proposed CL&P Transmission Line upgrades through Canton. Responded to public inquires. Working with CAO's office to schedule meeting with CL&P representatives;
- Worked with CC to prepare and submit DEP grant for the removal of Invasive Species from carefully selected Open Space properties;
- Presented a review of POCD Implementation Status and matrix of findings to PC;
- Created a spreadsheet to track Aquifer Protection Area Registrations and Expirations Dates;
- Coordination of Applicant, Town and 3<sup>rd</sup> Party Consultant Concerns in the establishment of a contract to provide 3<sup>rd</sup> part review services to the ZC for application at 10 Dyer Cemetery;
- Reviewed proposed revisions to OSPAC summary for town website;
- Evaluation of possible sewer extension to 5 Cherry Brook, use of capacity, other issues pertaining to infrastructure.
- Review of Town of Canton WPCA Technical Memorandum No. 3 Sewer System Planning Volume 1;
- Reviewed POCD Initiatives that pertain to Zoning Regulation Rewrite;
- Multiple conversations with the North Central Conservation District in representing Town's IWWA to resolve Cease and Desist order at 348 East Hill Road;
- Investigation of e coli bacteria at 348 East Hill Road by Joe Wetterman at DEP;
- Numerous public inquires on proposed Car wash at 10 Dyer Cemetery;
- Drafted multiple recommendations/ suggestion for consideration of Zoning Rewrite committee (Historic District considerations, Rear Lots, Agricultural Uses, Design Districts, Regulations for Retail greater than 25,000 sf, Standards for Lighting and Sound, Affordability Plans) to be discussed at January meeting;
- Review of restoration measures from oil spill at 310 Albany Turnpike. Erosion Controls set in place, work for restoration sent to IWWA and ZC;
- Review of second means of access/ egress, raised boulevard proposal for application at 5 Cherry Brook, coordination of review and input from emergency responders;
- Detailed CGS 8-30g review of statutes, procedures and requirements. Detailed review of proposed "Affordability Plan" for current 8-30g proposal;
- Coordination of Affordable Housing guidance with Michael Santoro at DECD;
- Followed up on outstanding bond release for Joni's daycare;
- December Department Head Meeting;
- Distributed Training opportunities for Historic District Commissions;
- Implementation of Town of Canton Fair Housing Plan began. Distribution of materials to occur late December/ early January.
- Coordination of Aquifer Protection Registrations with DEP, DPH and Avon Water company;
- Amended CC Regular meeting calendar to allow regular attendance by Assistant Planner;
- Conducted complete Zoning Review of regulations affecting Public Works Garage;
- Review of Lorman Technical Instruction manual on Subdivision Law;
- Creation of a Land Use Library for documentation, and distribution of educational and training materials to land use commissioners;
- Historic Map and 8-24 Review of access and frontage concerns of Cannon property;
- Conducted research to understand the best approaches for addressing adult oriented uses, preparing draft outline for consideration by ZC (separate from ongoing regulation rewrite);
- Review of Axe Factory Town and STC approvals;
- Review of Zoning history to verify business uses on other side of the bridge in Collinsville and boundaries of Collinsville Business District Regulations;
- Review of IWWA approval history and conditions for 5 Cherry Brook Road;
- Review of Subdivision history, Private Road off of Bristol Drive;
- Draft of Standard Conditions of Approval to be used for all IWWA permitting – to be reviewed and discussed by Agency in January;
- Draft rewrite of IWWA Fee Schedule, to be reviewed by Agency.

### Land Use Meetings for December, 2008

Commission	Date	Comments
Planning Commission	12/1	1 Old Business items, 1 New Business Item, 3 Other Business items.
Open Space Preservation and Acquisition	12/2	Funding Options; Other Business; Real Estate
Zoning Re-write	12/3	Continued discussion of various sections of regulations
Economic Development Agency	12/9	Cancelled due to lack of quorum.
Conservation Commission	12/10	Discussion of 2 new business items; 5 old business items; committee updates.
Inland Wetlands and Watercourses	12/11	4 Old Business Items; 1 New Business Item; 2 Other Business Items.
Zoning Board of Appeals	12/15	Cancelled due to lack of business items.
Zoning Commission	12/17	5 Public Hearings; 1 Old Business Item; 1 New Business Item; 3 Other Business Items
Aquifer Protection Agency	12/17	1 New Business Item.
Design Review Team	12/23	Cancelled (applicant not prepared).

### **BUILDING DEPARTMENT**

- There were no permits issued for single family homes. A permit was issued for a dog day care facility, replacing the structure that was destroyed by a fire. A permit was issued for a new restaurant at the Shoppes at Farmington Valley. There were two permits issued for renovations through the Small Cities Block Grant program.
- There were nine Certificates of Occupancy issued during the month. These included KFC/Taco Bell and a banquet facility. The other COs were for 3 single family homes, a barn and renovations to single family homes.
- In addition to the regularly scheduled department head meeting, Mr. Jasmin conducted a total of 71 inspections.

#### Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	3	\$83,300
Deck	0	\$0
Demolition	0	\$0
Electrical	8	\$12,000
Garage/Shed	1	\$20,000
HVAC	19	\$98,163
New Commercial	2	\$520,830
New Residential	0	\$0
Plumbing	7	\$14,600
Pool	0	\$0
Roofing/Siding	4	\$52,575
Foundation	0	\$0
Woodstoves	8	\$26,000

Permit Value Comparison for December

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$827,468	\$131,205
Building Permit Fees	\$6,764	\$1,150
Other Income Fees	\$3,024	\$896
Building Permits Issued	52	24

Total Value of Permits and Permit Fees

July - December 2008 - 2009		July - December 2007 - 2008	
Value	Permit Fees	Value	Permit Fees
\$3,889,795	\$59,769	\$6,899,773	\$93,919

**SENIOR SERVICES** - None

**PARKS AND RECREATION**

- Mr. Bennett is currently working with different pool manufacturers to assure that the two pools at Mills Pond are in compliance with the Virginia Graeme Baker Act requiring that all commercial pools be in compliance by December 2008. Mills Pond Pools will need to be in compliance by the opening date in June. Retro fitted drain covers will need to be installed on the two drains in both pools. The current drains are more than three feet apart so the town will not be required to install a Safety Vacuum Release System (SVRS).
- Mr. Bennett Reports that the Mills Pond Pool survey that was sent out in early December has generated the most returns of any survey that he has sent out in his time with the department.
- Director Bennett has set up a sub-committee of Parks and Recreation commission members to tabulate the results and report back at the February meeting.
- Commission members as well as Mr. Bennett will be participating in the League of Women Voters Forum on February 24 to discuss Mills Pond Pool as well as other pertinent issues in Parks and Recreation.
- Mr. Bennett and Program Supervisor Darrien Lynn are working on new and improved ideas for the two summer camp programs. The Explorers camp director is not returning and they have interviewed two people for the position initially. The plan is to have a new flyer distributed by the end of February so that members of the community can be made aware of the camp changes.
- Mr. Bennett is also working with other town officials, Walter LeGeyt, and Adam Libros, as well as OSHA to address a potential confined space issue in the filter pit.
- Director John Bennett reports that the winter/spring brochure went out and people are beginning to register for programs. There have been no significant questions with the style.
- Mr. Bennett has submitted his budget information to me and we will be meeting in the next couple weeks discuss his proposal.
- Director Bennett also reports that he has been meeting with people from both the commission on aging and other senior services related groups to gain as much information as he can as he begins oversight of Senior Services.
- Director Bennett states that ski bus, after a slow start, numbers are at the same level as last year.
- The department has finalized the new scheduling arrangement for the community center that is computerized. This will allow for easier scheduling for staff as they both have access to the schedule from their respective desks.
- Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for the spring. Roto-tilling of the community gardens was done towards the end of November.

## **PARKS AND RECREATION Cont.**

- Mr. Bennett Reports that a survey was mailed out to all gardeners and has received 8-10 surveys back to this point.
- Mr. Bennett reports that information for the town Master Plan RFP was distributed to all parties and is now being reviewed. Copies will again be available at the January Parks and Recreation Commission meeting.
- Mr. Bennett reports that the winter spring brochure should be one of the most diverse

## **RECREATION:**

- Mr. Bennett also states that the annual Holiday tree lighting scheduled for November 29 went well. The girl scouts and Farmington Valley band certainly made the event a success again this year.
- Breakfast with Santa November 30 was also a success, there were close to 110 people for the two seatings, which is slightly less than previous years. Each child was given a gift from Santa, as well as being entertained by a jester, and enjoying a breakfast of pancakes, sausage, OJ, milk, muffins and apples, all of which were cooked by the Canton/Avon Rotary.
- North Pole Calling was again a popular program for the department during the holiday season. Mr. Bennett and two commission members as well as members of the Canton/Avon Rotary made over 125 phone calls to local kids and wished them and their families a Merry Christmas.
- “Rec Hoops” program has begun at CBPS and is again between 90 and 100 registrants. This season the kindergarten group is smaller than past years but a large 1st grade group makes up the difference. Parent support continues to be good.
- Gym scheduling is now in the works as well. Gym time in the winter is always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.
- Youth wrestling is also off to a good start this year again under the direction of director Ed DeSimas. This program has also noted a slight drop off in numbers as the majority of the children have moved up to the middle school program.

## **LIBRARY**

### **ADULT SERVICES**

- The Monday Evening Book Club and the Saturday Book Conversations group did not meet during December due to the holidays.
- On Saturday, December 6, local writer and library supporter David Leff gave a reading of his new book of prose poetry, *The Price of Water*. David read from his poems and also commented on the poetry-writing process at this meet-the-author event. After answering audience questions, he sold and autographed copies of his book. David kindly donated back to the library \$4.00 from the sale of each copy. A successful event, which was aided by an excellent article in the November issue of *Canton Life*. Attendance: 8.
- Despite snowy weather, local artist Art Chouinard spent the day painting and discussing his craft with library visitors on December 18. A drop-in event with no attendance figures. Art’s talent and approachable, pleasant manner make him very popular.
- We made 4 deliveries of library materials to homebound Canton residents during December. To answer to a recent Library Board question, deliveries to shut-ins are usually made by Reference Librarian Beth Van Ness, or occasionally by other staff members who live near the delivery site.
- Beth Van Ness proctored 3 examinations as a service to Canton residents in December.
- Jane Hoben wrote another press release to spotlight *Learning Express Library*. Beth Van Ness also is formulating a hands-on tutorial program for interested patrons.
- An excellent article on our Local History Room appeared in the December issue of *Canton Life*. Sarah McCusker and Jane Hoben provided lots of fascinating information, and the very interested reporter got almost everything right.

## **LIBRARY Cont.**

### **ADULT SERVICES**

- We are now locking the two study rooms so that we know when someone is using them. Two reasons: to stop people from wandering in and leaving the rooms littered and messy (as has happened several times lately), and to help us with usage statistics.
- Some excellent upcoming programs, thanks to Katie Bunn and Beth Van Ness: *Voluntary Simplicity* (a 5-part series), *Managing Your Business With QuickBooks* (the First National Bank of Litchfield is our partner), *Getting Organized: Keep the Paper Flowing, Not Growing, Job Search 101* (how timely), and a 3-part *Sunday Music Series* (featuring a women's choir, a harpist, and the CHS chamber singers). More information is available at the front desk, in the newspapers, and on the website.

## **LIBRARY**

### **CHILDREN'S SERVICES**

- Six (6) story times for children ages 2 and up were offered during December. These were all of our children's events for the month. Combined attendance: 349.
- Three (3) of these story times were drop-in sessions for ages 2 to 5. Attendance: 188. Compare this with last December: 4 drop-in story times attracted a total of 27 children.
- A fourth story time was private: for the Kulik Family of Canton to celebrate their daughter's third birthday. The family won this story time as a prize at Canton Community Nursery School's fundraising auction last October. Attendance: 30. (A private story time also was won as an auction prize at the Trinity Episcopal Church Nursery School, and Cherry Brook School also wants one for its upcoming fundraiser. When our story times become fundraising prizes and people compete in auctions to win them, we know they are big successes.)
- A fifth story time was presented by two owners of *Little Green Tambourine*, a Canton yoga studio, on December 5. The presenters, who put on this program in a public library for the first time, recited the Caldecott-winning book *A Tree is Nice* with integrated yoga poses, sang and played the guitar, and led the children in a participation song with rhythm instruments. This program was for ages 2 to 6. Attendance: 47. Because it was so successful, Heather Baker spoke with the Canton Health Initiative, which funds local healthy-living events, and the CHI is willing to consider a grant application from the library to sponsor a series of these events in the future.
- The sixth story time, our second annual Polar Express Pajama Story Time, was another big hit. Heather Baker book-talked the children's classics *The Polar Express* and *The Z Was Zapped* by Chris Van Allsburg, interspersed with related musical performances by singers Michael Coderre (Heather's husband), Amanda Lacko (a CHS senior), and Kelly Lacko (a CMS 8<sup>th</sup> grader). The performance ended with hot chocolate and cookies. Attendance: 84.
- Heather met with representatives of the Maxwell Shepherd Memorial Arts Foundation, which plans to donate a professional puppet show to the library as part of their 2009 schedule of arts performances. Plans are to bring Caravan Puppets, with renowned solo puppeteer Jonathan Keezing, to our library on October 17 for a live performance to a preschool and school-age audience. The Arts Foundation also will help us with publicity by donating professionally-produced posters and a mass mailing. We, too, will publicize via the newspapers – Jane Hoben's excellent press releases are a good part of the reason the Arts Foundation asked to partner with us on this event). This promises to be a big performance.
- Heather, Margaret Colavecchio, Betsy Ash, and Katie Perry completed weeding the children's picture book collection, as well as the holiday books, the DVD and VHS collections, the audio books, and the parent collection. Then they shifted these collections to open space for expansion and improve the room's look
- Since September, we have added 30 high-quality, "like-new" DVDs to the children's collection through a series of donations received anonymously through the book drop. These are high-demand titles from top-name manufacturers like Disney, and we have been able to add them to our collection at absolutely no cost. We don't know where we're getting these gifts from, but how nice of somebody to help us out this way.

## **LIBRARY Cont.**

### ***CHILDREN'S SERVICES***

- Upcoming children's programs: the winter semester of story time; class visits; a program to celebrate the launch of PBS's new show *Martha Speaks*, including a visit by Tucker the trained therapy dog; a whole raft of special events for school vacation week in February; and a March program on the Iditarod, including a visit by a trained sled dog.

## **LIBRARY**

### ***PERSONNEL***

- No changes in staff occurred during December.
- We acquired 2 new volunteers, however. Lynne Kaye, daughter of the late library trustee Sim Kaye, is assisting in the Children's Room by repairing damaged audio book discs and musical CDs. Also, Davida Greacen will be helping Jane Hoben and Sarah McCusker to organize the Local History Room.
- Staff attendance at professional meetings in December: Farmington Valley One Book Summary (Simon) and LCI Information Services (Van Ness). In addition, Heather Baker is deeply involved with CLA's statewide Nutmeg Children's Book Award Committee.

### ***OTHER***

- At the beginning of December, the Friends gave us a donation of ten thousand dollars! Part was earmarked to pay for programs, the rest for whatever we need. Wonderful!
- Sarah McCusker started work on the new library webpage in December. At this point, the basic appearance and section names are finished and now she is acquiring content text from me and the staff. Meanwhile, Alden Purrington continues to update the current website.
- Technology continues to present lots of worries. Most of the newly-installed computer equipment is functional, but our self-checkout terminal was broken all month (and into January) and even New Technology Systems has not been able to fix it.
- The library closed Friday afternoon, December 19, and Sunday afternoon, December 21, due to snowstorms.

### ***NUMBERS***

- 13,927 items were circulated in December – an *enormous* number for a December. This topped the circulations for September, October, and November (very unusual) and beat last December's circulation by over 2,500 check-outs. It's the economy!
- 46 new library cards were issued and 22 expired cards were renewed, giving us a total of 4,555 registered borrowers on December 31.
- 875 reference questions were received – an *enormous* number for a December.
- Our public computers were used 939 times.
- The public word processor was used 20 times.
- 672 items were added to the collection and 619 were removed (most as the result of weeding). Per LCI, our collection numbered 74,485 bar-coded items on December 31.
- During December, 269 interlibrary loan items were obtained for Canton residents and 313 items were loaned to other Connecticut libraries for use by their patrons. For November, the numbers were 288 and 233, respectively.
- 834 item reserves were placed.
- Our Quiet Study Room was used 5 times and our Small Study/Word Processor Room was used 20 times.
- 8 programs (2 adult and 6 children's) drew 357 attendees (8 and 349 respectively).

## WPCF

Parameter	November 2008	December 2008	Percent Removal	Permit limits
Average Daily Flow	.654 MGD	.880 MGD		0.80 M.G.D
Influent B.O.D	173 mg/l	161 mg/l		N/A
Effluent B.O.D	12 mg/l	11 mg/l		20 mg/l 90 % removal
Influent S.Solids	174 mg/l	155 mg/l		N/A
Effluent S.Solids	8 mg/l	7 mg/l		20 mg/l 90 % removal
Turbidity	4.8 NTU's	4.1 NTU's		N/A

- The plant achieved 93% BOD removal and 96% Suspended Solids removal
- The Influent plant flow increased 33% from .654 MGD to .880 MGD
- 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 was done in house including BOD, TSS, Digester Volatile Acids, Alkalinity, and other tests as needed or required by permit
- Primary sludge solids averaged 2.4 % this month.
- Nine loads of sludge were sent to Synagro @ 58,500 gallons this month.
- Bi Weekly lift station Inspections continue to be were performed.
- Marked call before you digs.
- Performed weekly test of alarms in plant, back up pumps.
- Portable pumps and generator were exercised.
- Cleaned and inspected fire extinguishers.
- Tested all alarms and float switches.
- Cleaned all four arms of Trickling filter.
- Attended monthly sewer commission meeting
- Performed 24 hour cleaning of both Sand Filters.
- Washed secondary clarifiers.
- Began seasonal rebuild of Ultraviolet Lamps
- Washed primary clarifiers.
- Washed interior of RBC Building.
- Attended monthly department Head meeting
- Removed digester recirculation pump Variable Frequency Drive (VFD) and sent back to manufacturer for repair
- Reviewed various submittals for Sand Filter project
- Monthly test of emergency lights and exit signs.
- Calibrated gas meter.
- DPW conducted test pit for Secondary Clarifier bridge supports
- Tested all emergency eyewashes.
- Inspected Oil water separators installed at Davidson Chevrolet
- Received request from Pulte Homes for bond release/ reduction for Oxbow Farms
- Conducted tour of WPCF for operators from Town of Groton and City of Groton

**WPCF Cont.**

- Composed list of projects for possible economic stimulus package
- Met with WPCA Chairman to discuss DEP's Fats, Oils and grease program
- CNG relocated gas meter to north side of Sand Filter building to accommodate installation of new Sand Filter
- Received Operations and Maintenance manual for new Sand Filter
- DelRay Contractors began installation of support columns to hold roof once wall is removed.
- Worked with DPW Director in locating drain line on Case Street
- Installed racks in chemical storage room to store Ultraviolet lamps
- Met with Mobile Robotics to discuss conducting Manhole inspections to identify areas of rehabilitation
- Reviewed Storm water management plan for proposed Shine works car wash
- Worked with DPW Director to create and install Pavement Management program on computer at Public Works