



# 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: March 18, 2009  
 Re: **Monthly Report - February 2009**

### GENERAL ADMINISTRATION

#### FINANCE

- Completed Audit & CAFR – Rec'd & Mailed 3/2/09
- Attended BOS Budget Meetings for all Departments FY 2009-10 Budget
- Completed the Merging of Defined Benefit Plan Docs into One Document
- Worked on the Conversion of the Defined Contribution Plan into a Word Doc
- Worked on the Conversion of the Audit RFP into a Word Doc
- Attended the Medical Insurance Renewal Meeting
- Assisted with the gas/diesel information for procurement by Financial Assistant
- Assisted BOE with selection of a new financial assistant
- Assisted BOE with Bank Reconciliations for FY 2008-09 by Town Accountant

#### INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

1/31/09

General Fund	\$ 12,565,838
Special Revenue Funds	\$ 3,103,891
Capital Projects Funds	\$ 2,416,419
Internal Service Funds	\$ 526,112
Trust and Agency Funds	\$ 587,428
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$19,199,688</b>

#### INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

1/31/09

Avg Monthly Yield, Annualized	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Class Plus	.68%	.89%	872	1,237	\$ 12,346,651
Webster	1.20%	1.20%	6,337	5,182	\$ 6,853,037
<b>Total Outstanding Investments</b>			<b>7,209</b>	<b>6,419</b>	<b>\$ 19,199,688</b>

## **TAX COLLECTOR**

- Tax collections for the current list were \$643,338. Back year collections were \$15,445.
- Sewer Collections on current list \$10,590. Back year collections were \$2,596.
- There were no Sewer Assessment collections or connection charges collected.
- The office sent out 24 Tax Warrants and 5 Tax demands this month.
- The tax office has collected 99% of the tax revenue budget, 143% of back year revenue budget and 55% of the interest and lien budget as of 2-29-08.

## **PROFESSIONAL DEVELOPMENT**

- Amy O'Toole attended the GFOA Winter Meeting – Feb 5, 2009

## **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
- Assisting & Educating the general public with 10-1-08 G.L. Revaluation information
- Assisting Board of Assessment Appeals (BAA) to compile necessary data for March 2009 appeals (71 appeals)

## **POLICE DEPARTMENT**

- A total of 855 incident assignments were logged for the month including: 273 directed patrols/neighborhood & business security checks, 156 motor vehicle enforcements, 50 emergency medical assists, 36 automatic alarms (28 business & 7 residential burglary & 1 fire related), 35 motor vehicle collisions, 15 larceny/fraud/theft complaints and one stolen motor vehicle report (recovered in Hartford).
- I met with the CAO & DPW Director for a facility maintenance walk-thru, attended a PD Solar Energy feasibility meeting and a Town Staff meeting during the month and conferred several times with Town Staff and several interested parties concerning the car wash application before zoning.
- Also the Deputy Chief and I organized and participated in a Police Officer recruitment oral review panel, attended the monthly Capitol Region Chief's meeting, met with the Board of Selectmen for the annual budget review, then met a second time concerning budget reduction issues and attended a four day EMT recertification along with a sergeant & the detective.
- The Deputy Chief also attended a Chamber of Commerce monthly meeting and commanded a Regional EST training session.
- Two sergeants also participated in the Police Officer recruitment oral review panel and one sergeant and a patrol officer attended mandatory recertification training at West Hartford PD.

## **FIRE DEPARTMENT** - None

## TOWN CLERK

- The Town Clerk's office processed 596 transactions during the month of February.
- Real estate recordings were up 22.7% compared to the same time last year.
- There were only 3 residential dwelling sales in the month of February.
- The largest home sale was for 102 Atwater Road (\$710,000).
- Municipal Conveyance Tax collected on all transfers was \$3,705.
- Three marriage licenses were processed.
- \$519 was collected in February via the Community Investment Act. The fiscal year to date total is \$3783.
- 1161 dog licenses have been sold to date this fiscal year.
- Assistant Town Clerk, Michele Clark, returned to work with restrictions on February 5<sup>th</sup> from sick leave/surgery.
- The Town Clerk attended the February 11<sup>th</sup> and 25<sup>th</sup> meetings of the Charter Revision Committee. Discussions concerned the CIP as a budgetary item, and re-writes of Articles 1, 2, 5 and 6.
- The Annual Town Meeting and a Special Town Meeting were held on February 19, 2009. Submitted minutes were filed and are available on the Town's website.
- PROJECT LOG-nothing to report
- For the month of February, the Citizen Request Management component of QScend, known as QAlert, did not log any concerns/complaints to the Town.
- Activity on the Town's website for the month of February 2009 provided the following information:
  - Number of visits to our site: 4071 people made 7428 visits to the site
  - Average number of pages/visit: 2.64
  - Average time on site: 2:13 (minutes:seconds)
  - Top pages viewed:
    - Home Page
    - Assessor's Office
    - Site Search
    - Employment Opportunities
    - Board of Selectmen Minutes
    - Park & Recreation
    - Municipal Government Info
    - Visitor's Guide
    - Municipal Services
    - Tax Collector Home Page
    - Board of Selectmen Agendas
    - Request for Proposals
    - Annual Budget
    - Town Clerk Home Page
    - Boards, Commissions and Committees
    - Department of Public Works
    - Tax Assessor FAQs
    - Human Resources
    - Senior Services
    - Land Use Regulations
    - Zoning Minutes
- Traffic Sources came from:
  - Search Engines (48%)
  - Direct Traffic (38%)
  - Referring Sites (14%)

Town Clerk Receipts  
February 2009  
FY 2008-2009

Description	Total Items	Total Amount
Conveyance Tax	3	\$3705.00
Recording Land Records	173	\$5118.00
St of CT Historical Preservation		\$346.00
Town Clerk Historical Preservation		\$173.00
Town of Canton-Land Preservation		\$519.00
St of CT-Land Preservation		\$4498.00
Town Clerk Land Preservation		\$173.00
Maps	0	\$0.00
Copies	157	\$970.00
St of CT DEP	7	\$173.00
Sport Licenses-Town of Canton		\$7.00
Miscellaneous	4	\$23.00
Vitals	52	\$452.00
Marriage/CU Licenses St of CT	3	\$57.00
Dog Licenses-Town of Canton	11	\$10.50
Dog Licenses-State of CT	10	\$111.00
Notary Fees	1	\$10.00
Dial-A-Ride	6	\$104.80
Transfer Station	182	\$11,018.00
<b>TOTALS</b>	<b>596</b>	<b>\$27,468.30</b>

**FIRE MARSHAL / EMERGENCY MANAGEMENT**

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

Inspections	6
Inspection Follow-ups	3
Plan Review	1
Job Site Inspections	8
Fire Investigations	1
Blasting Permits	0
Burn Permits	3
Bomb Threats	0
Hazardous Materials	1

- Fire Marshal/Director of Emergency Management Adam Libros presented the CT Fire Prevention Poster Contest local winner, Amanda Gottlieb, to the Board of Selectmen at their regular meeting held on February 4.
- An investigation was conducted for an electrical fire at the Adam's IGA on February 10.
- Deputy Fire Marshal Scott Goeben attended the career day at Canton Intermediate School on Feb.13.
- Fire Marshal/Director Libros attended the monthly Capitol Region Emergency Planning Committee meeting in Hartford on February 19.

### **FIRE MARSHAL / EMERGENCY MANAGEMENT Cont.**

- On February 26, Fire Marshal/Director Libros attended a meeting with Canton Intermediate School principal Dr. Jordan Grossman and physical education teacher Scott LaRock to introduce a new emergency preparedness program for fourth grade students. The program is called Student Tools for Emergency Planning (STEP). The program is a partnership between the Federal Emergency Management Agency Region I and the State of CT Department of Emergency Management and Homeland Security. The program will be introduced to the students starting the 2009-2010 school calendar year.

### **PROFESSIONAL DEVELOPMENT**

- Fire Marshal Adam Libros attended a continuing education class in Blue Hills on February 9. The class topic was the new CT Fire Prevention Code and was presented by the State of CT Department of Public Safety's Office of Education and Data Management

### **PUBLIC WORKS**

#### **Highway Dept.**

- Crew dealt with 4 storms and numerous call ins.
- Crew came in early to either sand or scrap prior to Busses going out
- Crew was able to get out and patch pot holes, not nearly as many as in the past since Lawton Rd and Ramp Rd were repaved.
- Director of public works met with the Road Superintendent from Town of Burlington to discuss sweeping in exchange for catch basin cleaning.
- Crew came in at 3:00 am. to clean ice and snow from downtown area.
- Crew worked with tree contractor to remove potentially dangerous trees at Bowdoin field.
- Maintainer Rob White painted office, locker room, break room, and bathrooms at the Highway garage.

#### **Parks Dept.**

- Parks Supervisor continued to monitor the ice for skating and did have to close down the pond due to unsafe conditions.
- Crew went to Mills field and removed the Football goals in order to be ready to prepare field for baseball.
- Parks Supervisor filled out vehicle maintenance forms for all vehicles and equipment in the Parks dept. to be entered into the computer of the director of public works vehicle maintenance program.

#### **Maintenance Garage.**

- The maintenance Garage was busy with break downs as follows,
- Radiator in Truck #3
- Electrical problems Truck #4
- Replaced oil pan Truck #6
- Replaced U-Joints in Truck #12
- Replaced plow lights on Truck # 8
- Removed Transfer case in Truck #4 for quote to repair

## ENGINEER

- Attend monthly department head meeting
- Attend weekly CAO's DPW meeting
- Attended PMBC Special Meeting for Highway Garage project
- Review and approve CRRA, MDC, & Paine's Inc Transfer Station invoices
- Review re-bid information for the 21 Dowd – Small Cities project
- Review revised storm drainage information for Zoning Commission file 364-1234 Konover Development Albany Turnpike
- Prepare budget information for CAO re: Transfer Station
- Approve and process payment requests for 3 Small Cities Housing Rehab projects
- Prepare and assist in presentation of hydropower presentation for the Annual Town Meeting
- Prepare contract awards for the Transfer Station for hauling and disposal of bulky waste
- Meet w/ HVAC, telephone, elevator, and electrical contractors re: Town Hall building management
- Prepare award of gasoline bid outside of CRCOG bidding cycle
- Prepare #2 fuel oil and diesel fuel bid information for CRCOG bidding cycle
- Prepare Farmington River Trail Phase III plans and specifications for submission to ConnDOT, Planning Commission, and IWWA
- Prepare sketches for 1<sup>st</sup> Selectman & CAO office relocation
- Prepare sketches for Social Service Director office relocation
- Commenced preparation of 2009 ConnDECD Small Cities grant application for "21" Phase II
- Assist in preparation of Upper Collins Company Dam Impoundment Study grant application to ConnDEP
- Meet with Canton Historical Society members to discuss relocation of power entry to Museum w/ CL&P
- Attend Conn Clean Energy Solar Workshop
- Complete ConnDOT paperwork on Farmington River Trail Phase II

## Professional Development

- Attended 2009 ConnDECD Small Cities grant application workshop

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Project	February 2009 – Hours
Canton Hydropower Project	22.75
Storm Water Management Plan	5.5
PMBC Highway Garage Project	4.5
Trans Station Tip – Haul Bids	5.0
Gasoline, Fuel Oil, Diesel Bids	16.75
Zoning Review Konover Project (Drainage)	6.0
Small Cities "21" Project Phase I	13.0
Small Cities "21" Project Phase II	11.0
Farmington River Trail Phase III	16.50
Office Relocation Town Hall & Com Center	12.75
Town Hall Main't Management	11.5

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## **TOWN PLANNER**

### **Wetlands Enforcement**

- 348 East Hill Rd. – Ongoing Cease & Desist Order over filling of wetlands for agricultural purposes.
- Routine Enforcement Circuit commenced on 2/4/2009

### **Zoning Compliance**

#### **Permits Issued:**

- 65 Albany Tpke. – Zoning Certificate of Compliance for a physical therapy operation
- 801 Timber Lane – Home Occupation for a personal assistant
- 219 Albany Tpke. – Sign Permit for a cell phone retailer
- 41 Bridge St. – Liquor Permit sign off for a catering hall.
- 72 Lawton Rd. – Continued dialogue with property owner on Home Occupation and Sign Permit which was revoked last month for paving business in residential district. Use found to substantially alter character of neighborhood and fails to comply with regulations governing commercial trailers.
- Site inspection/ bond release review, Oxbow Ridge Condominiums – Conducted meeting between HOA's and developer to seek resolution; Developer to resubmit amended site plan with agreed upon modifications, and to stake revised limits of cul-de-sac islands for review by fire department.
- 20 Canton Springs Road - Continued to receive complaints of unauthorized automotive repair use. Property owner has resubmitted an incomplete application.

#### **Inspections:**

- 110 Albany Tpke. – investigation of illegal window signage in the Shoppes @FV
- 9 Center – possible home occupation of guitar maker
- 801 Timber Ln. – home occupation for personal assistant
- Southeast Canton – complaint of backhoes in front yards
- 176 Morgan Rd. – accessory apartment
- 592 Albany Tpke. – investigation of possible clear cutting in FRPO zone
- 9 Pond Rd. – illumination readings of Davidson Chevrolet lighting
- Routine Enforcement Circuit commenced on 2/4/2009

#### **Cease & Desist Orders:**

- 57 Powder Mill Rd. - appeal made to ZBA on junkyard; scheduled for 3/9/2009
- 16 Freedom Dr. – violator indicates she will have unregistered vehicles removed week of 3/9/2009

### **Aquifer Protection**

- The Department reviewed and processed 15 registration requests. Of these registration requests 3 were approved and an effective date was set, 12 were found to be incomplete. Staff will be contacting these businesses and again will offer any guidance and assistance necessary to assist the business. Multiple concerns and questions arose on 4 registration requests which have been sent to DEP for guidance.

### **Miscellaneous Land Use Office Activities**

- Meeting between Oxbow HOA's and Pulte Homes on 2/4/2009;
- Budget Workshop on 2/10/2009;
- Meeting with Jim Palma concerning full count preparation for 2010 Census on 2/11/2009;
- Department Head meeting on 2/11/2009;
- Zoning Rewrite Committee 2/11/2009;
- Meeting with management of Shoppes on 2/12/2009;
- Inland Wetland and Watercourses meeting on 2/12/2009;
- Conference call meeting with Weston and Sampson, LADA, various subs' & applicants on Car Wash proposal on 2/17/2009;

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

- Zoning Commission meeting on 2/18/2009;
- Met with Planning Chair to discuss Zoning rewrite and priorities to consider for future Subdivision rewrite;
- CRCOG Transportation Committee Meeting concerning economic stimulus on 2/23/2009;
- Zoning Commission special meeting 2/25/2009;
- Conservation Commission meeting on 2/25/2009;
- DEP IWWA Agent training workshop on 2/25/2009;
- Prepared monthly report for 1/2009;
- 2009-2010 Budget Preparation;
- Numerous public inquires on proposed car wash at 10 Dyer Cemetery;
- Worked on recommendations/ suggestion for Zoning Rewrite committee (Agricultural Uses, Design Districts, Regulations for Retail greater than 25,000 sf, Industrial Heritage District, Albany Turnpike Overlay District, Albany Turnpike Gateway District, Flood Plain District, Farmington River Protection Overlay District, and Mixed Residential District all of which was discussed at the February meeting and continued to March;
- Integrated "Working Notes" into Aquifer Protection Agency regular meeting process;
- Management of fees, services, contracts and consultants for 3<sup>rd</sup> party services to Zoning Commission for proposed car wash;
- Management of correspondence, communications, public assistance/ inquiries with the public regarding car wash application;
- Received inquiry on CRCOG Web GIS enhancement survey;
- Communications with Michael Santoro at DECD for guidance regarding statutes and regulations governing affordable housing proposals.
- Drafted revised MR District regulation for possible incorporation into rewrite to govern future affordable housing proposals;
- Researched regulations regarding shared driveway/ common driveway agreements for rear lots;
- Reviewed regulations governing the Shoppes for the possible inclusion of retail kiosks;
- Multiple discussions with builders looking to begin work on and or modify approved zoning site plan for 361 Albany Turnpike, Sarsa Center;
- Discussions with Town of Avon staff on the possible sharing of additional services – mapping resource sharing;
- Began working with the CCAPA Executive Committee as a seated member;
- Reviewed Canton Code of ethics to answer questions of commissioners;
- Prepared for meeting with PMBC regarding Town Highway Garage (Canceled due to inclement weather);
- Multiple communications with applicant for affordable housing proposal at 5 Cherry Brook Road;
- 348 East Hill Road - began working with new consultant representing violation;
- Reviewed revised regional land use map from CROCG to verify inclusion of recommendations of Planning Commission;
- Review of other town procedures on managing partial bond releases;
- Reviewed standard conditions of approval for application that involves or are subject to Plan Reviews by the WPCA;
- Review and generation of report of costs incurred in processing development applications submitted to the IWWA for inclusion in an update of the fee schedule currently being discussed;
- Separate discussions with Chair of Canton Center Historic Commission and Building Department regarding list of potential violations within historic districts and review of measures to correct violation or remove conflicts;
- Review of Mylar filing procedures for revised site plan submission at Canton Racquet Club;
- Receipt and processing of complaints from pond place residents regarding AAA Automotive;
- Review of dates and scheduling of FRW&S study;

**Miscellaneous Land Use Office Activities Cont.**

- Researched HB 5240 proposed amendment to allow accessory apartments to count towards meeting affordable housing appeals list requirements;
- Researched the possible inclusion of Neighborhood Design Districts into Zoning Rewrite;
- Review of BOE proposal to modify athletic field at 76 Simonds Ave;
- Discussions with Tom Lamb at DOT District office regarding possible impact of car wash proposal on Route 44;
- Field testing of light meter;
- Reviewed cul-de-sac staking at Oxbow Ridge, communication with Fire Department and Marshal on emergency responder concerns;
- Discussion with Town of Farmington on regional presentation on low impact development storm water techniques;
- Revised land use office forms pertaining to Zoning applications – presented to Commission and modified – seeking endorsement of change in March – ZBA applications to be revised in march;
- Review of zoning compliance history for 361 Albany Turnpike and advised applicants attorney of pending deadlines;
- Processed affordable housing requests for 58 Village Lane in Powder Mill Village;
- Responded to legal challenges of affordable housing request processed for 66 Village Lane;

<b>Commission</b>	<b>February 2009 Meeting Dates</b>	<b>Comments</b>
Planning Commission	2/2	Meeting cancelled lack of business.
Open Space Preservation and Acquisition	2/3	Meeting cancelled due to inclement weather.
ZBA	2/9	Meeting cancelled lack of business.
Zoning Re-write	2/11	On-going up date of Zoning regulations.
Inland Wetlands & Watercourses Agency	2/12	2 Old business items, 1 New business item, 3 Other business items.
Zoning Commission	2/18	4 Public Hearings; 2 Old business item; 2 New business item; 3 Other business items
Aquifer Protection Agency	2/18	Meeting tabled to 2/25/09.
Design Review Team	2/24	Cancelled and rescheduled by applicant.
Zoning Commission (Special)	2/25	1 Old business item; 4 Other business items.
Aquifer Protection Agency (Special)	2/25	13 New business items.
Conservation Commission	2/25	Invasive Species Grant, Commission updates.

**Land Use  
Project Logs**

<b>PROJECT</b>	<b>MONTH**</b>	<b>HOURS</b>
Census 2010	February	4.5
<b><i>Census 2010</i></b>	<b><i>TOTAL</i></b>	<b><i>4.5</i></b>
Aquifer Protection	January	7.5
Aquifer Protection	February	13.25
<b><i>Aquifer Protection</i></b>	<b><i>TOTAL</i></b>	<b><i>+200 (since inception)*</i></b>
Pulte Homes/ Oxbow Ridge	January	3
Pulte Homes/ Oxbow Ridge	February	4.25
<b><i>Pulte Homes/ Oxbow Ridge</i></b>	<b><i>TOTAL</i></b>	<b><i>+200 (since inception)*</i></b>
Harts Corner, 5 Cherry Brook	February	Time Not Documented
<b><i>Harts Corner, 5 Cherry Brook</i></b>	<b><i>TOTAL</i></b>	<b><i>+200 (since inception)*</i></b>
Zoning Rewrite	December	18
Zoning Rewrite	January	6
Zoning Rewrite	February	10.75
<b><i>Zoning Rewrite</i></b>	<b><i>TOTAL</i></b>	<b><i>+200 (since inception)*</i></b>
Regulation of Adult Orientated Uses	November	2.5
Regulation of Adult Orientated Uses	December	15
Regulation of Adult Orientated Uses	January	8
Regulation of Adult Orientated Uses	February	2.25
<b><i>Regulation of Adult Orientated Uses</i></b>	<b><i>TOTAL</i></b>	<b><i>30</i></b>
Car Wash, 10 Dyer Cemetery	December	10
Car Wash, 10 Dyer Cemetery	January	28
Car Wash, 10 Dyer Cemetery	February	53
<b><i>Car Wash, 10 Dyer Cemetery</i></b>	<b><i>TOTAL</i></b>	<b><i>+100 (Since Inception)*</i></b>
Powder Mill Junk Yard	December	3.5
Powder Mill Junk Yard	January	1.5
Powder Mill Junk Yard	February	2.75
<b><i>Powder Mill Junk Yard</i></b>	<b><i>TOTAL</i></b>	<b><i>7.75</i></b>
IWWA Violation at 348 East Hill	December	10
IWWA Violation at 348 East Hill	January	1.5
IWWA Violation at 348 East Hill	February	10.25
<b><i>IWWA Violation at 348 East Hill</i></b>	<b><i>TOTAL</i></b>	<b><i>+100 (Since Inception)*</i></b>

\* Total hours for projects that began prior to the inception of project logs exceed that which are shown in recent documentation

\*\* Because this is the first monthly report documenting Project Logs, we are including hours logged in past months where documented. The March report will only contain March hours.

**BUILDING DEPARTMENT**

- There were no permits issued for single family homes.
- Three (3) permits were issued for alterations at commercial spaces. One at 110 Albany Turnpike, one at 32 Bridge Street and one at 65 Albany Turnpike.
- Four Certificates of Occupancy were issued in the month of February. Two were for additions and two were for finished basements, all for single family homes.
- Mr. Jasmin, along with Mr. Skinner, presented the Building Department budget for fiscal 2009/2010 to the Board of Selectmen at their meeting of 2/10/09. Mr. Jasmin also attended a Department Head meeting on 2/11/09.
- Mr. Jasmin conducted 34 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	6	\$72,100
Deck	0	\$0
Demolition	0	\$0
Electrical	8	\$103,400
Garage/Shed	0	\$0
HVAC	17	\$60,100
New Commercial	3	\$17,000
New Residential	0	\$0
Plumbing	5	\$25,500
Pool	0	\$0
Roofing/Siding	1	\$6,000
Foundation	0	\$0
Woodstoves	3	\$6,500

Permit Value Comparison for February

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$290,600	\$371,562
Building Permit Fees	\$1,318	\$3,402
Other Income Fees	\$3,024	\$952
Building Permits Issued	43	41

Total Value of Permits and Permit Fees

<u>July - February 2008-2009</u>		<u>July - February 2007-2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$4,769,059.00	\$72,403	\$8,018,991	\$115,247

**SENIOR SERVICES** - None

## **PARKS AND RECREATION**

### **ADMINISTRATION:**

- Director John Bennett has been working on the transition with the Senior Services, he has had the phone system moved to the new Senior Services office and has just turned in cost estimates for carpeting.
- Mr. Bennett has also put together a preliminary RFP for fertilizer and pesticide application and turned it over to the CAO.
- Mr. Bennett is also working on an RFP for an evaluation of Mills Pond Pool. He will be turning that in to the CAO in the next week.
- Mr. Bennett is also working on the Dial –a-ride grant for 2010 with other senior staff.
- Director Bennett along with Director of Public Works, Walter LeGeyt, have will be meeting with President of the Canton Little League, Stan Krzanowski, as well as Lacrosse representatives to discuss field use for the spring
- Mr. Bennett also met with CHS athletic director, Nancy Grace, to go over any needs for the upcoming season. Schedules will be distributed to Mr. Bennett as soon as they are available and he will handle distribution to town staff. Procedural directions were discussed to keep the smooth communication system working.
- Mr. Bennett sent out letters to his returning staff. These letters offer the staff a job for the coming year. Staff members have until March 31 to respond. From that point decisions will be made regarding hiring of additional staff. Staff training is scheduled for mid May immediately preceding the annual “Swim Lesson Registration Night.” Tentative pool opening is June 16.
- Mr. Bennett is also working with the new Red Cross representative to set up training classes here in Canton. It benefits the town firstly by allowing a town staff member free enrollment to the class. Secondly, Canton staff does not need to drive all over the state to recertify.
- Mr. Bennett is working with Director of Public Works, Walter LeGeyt as well as BOE regarding pesticide and weed management program.

### **RECREATION:**

- Mr. Bennett is coordinating sending out the letters to Community gardeners. Plots will be cleared when the weather breaks and plots will be assigned for planting.
- Director Bennett and Program Specialist Darrien Lynn are also working on completion of the Spring/summer brochure scheduled to be distributed as part of the second town newsletter in mid April, which will cover programs from May to August.
- The ski bus program sponsored by the department concluded for the year on last week. It was another successful year for this program with over 76 children participating.

### **Project Log:**

Senior Services 30-35 hours

Dial a ride Grant 30 hours

Building Maintenance 30 hours

## LIBRARY

### Numbers

- 14,754 items were circulated in February. This topped the circulation for February 2008 by 696 check-outs -- 5%.
- 64 new library cards were issued, but for some reason LCI could not give us a count of expired cards renewed, so I'll have to provide that figure next time. We had a total of 4,538 registered borrowers on February 28.
- 946 reference questions were answered.
- Our public computers were used 1,092 times.
- The public word processor was used 17 times.
- 471 items were added to the collection and 41 were removed. Per LCI, our collection numbered 75,572 barcoded items on February 28.
- During February, we obtained 328 interlibrary loan items for Canton residents and loaned 233 items to other libraries for use by their patrons. The numbers for January: 355 and 252 respectively.
- 1,000 item holds were placed. (Yes, this is the actual number.)
- Our Quiet Study Room was used 22 times and our Small Study/Word Processor Room was used 17 times.
- 27 programs (9 adult and 18 children's) drew 586 attendees (155 and 431 respectively).

### Adult Services

- Nine (9) adult programs were offered in February. Combined attendance: 155.
- The Monday Evening Book Club discussed *Jane Eyre* by Charlotte Bronte. Attendance: 9.
- The Saturday Book Conversations group discussed *The River of Doubt* by Candice Millard. Attendance: just 3 of the 9 members.
- *Les Voix*, a regional women's choir to which Children's Librarian Heather Baker belongs, offered a concert on Sunday afternoon, February 8. A wonderful event, with refreshments afterwards. Heather's husband Michael Coderre is the choir director. Attendance: 47.
- Katie Bunn's *Voluntary Simplicity* series is doing very well. One division runs on Thursday evenings and a second division runs on Friday mornings. Three of five Friday sessions were held in February, and one of the Thursday group. Combined attendance: 40.
- *Job Search 101* was held on February 21. Attendance: 14 very satisfied jobseekers. The program presenter, Linda Kobylarz, will return in the spring to do a class on job interview skills.
- Harpist Julia Shrake offered a concert of harp and Irish music on Sunday, February 22. Despite snowy weather, attendance was 42. Refreshments afterwards.
- Local artist Art Chouinard continued to be off in February.
- We made 4 deliveries of library materials to homebound Canton residents during February.
- Upcoming adult programs: more sessions of the *Voluntary Simplicity* series, a cottage garden program featuring master gardener Amy Ziffer (March 28), a poetry reading to celebrate April as National Poetry Month (co-sponsored with the Burlington library on April 20), living greener with WTIC radio personality Dr. G. (April 22), a teen craft program on April 24, a performance of folk songs and sea chanties by Don Sineti (May 2), a workshop on job interview skills (in May), and a talk on *The Old Leatherman* (May 30). Katie Bunn and Beth Van Ness are excellent at programming.
- Watch for the Friends of the Library's annual crossword puzzle tournament on April 25.

## **LIBRARY Cont.**

### **Children's Services**

- Eighteen (18) children's programs were offered in February. Combined attendance: 431.
- Fifteen (15) of these programs were story times for children ages 2 to 5. We offer five separate sessions each week, differentiated by age. Combined attendance for February: 308.
- Heather Baker's *Movies on the Big Screen* series for February school vacation week included two film showings for kids: *Cheetah Girls One World* on the February 17 (for ages 5+) and *The Jungle Book* on February 19 (for ages 3+). Combined attendance: 76.
- The Children's Room also offered a special story time called *Kingdom of the Tiger* on the 20<sup>th</sup>. The kids listened to stories and watched movies about tigers. As a craft, they made tiger puppets. Then, they practiced roaring. Attendance: 47.
- Heather focused on India in her programming for February school vacation week. In the Children's Room for the kids to see and handle were many artifacts from India on loan from library patron Paula Ivany. Ms. Ivany's father, the son of Singer Sewing Machine Company employees stationed in colonial India for 9 years, brought back such treasures as costumes, masks, fabric, "Aladdin shoes", pounded silver and brass vases and bowls, a wooden elephant carving, and an ancient book that opens up like a palm leaf fan and is written in (Ms. Ivany thinks) Sanskrit. The kids looked, touched, and liked it all.
- Visit the Children's Room during March to see the artwork of students from each of the Canton public schools. This display celebrates March as Youth Art Month. We will host a reception for the student artists and their families on Wednesday, March 11, from 6:00 to 7:30 p.m.
- The fourth graders of Canton Intermediate School will visit the library for tours and orientation during the week of April 13.
- Naturalist and storyteller Todd Russo will visit the library three times in May to present a series of nature story times. The Friends of the Library are paying for these events, which are aimed at our preschool crowd.
- The library donated "A Story Hour with Miss Heather" and a Friends of the Library tote bag filled with like-new children's books to the auction at Cherry Brook School's Winter Carnival.

### **Personnel**

- No staff or volunteer changes occurred in February.
- Staff attendance at professional meetings in January: Simon: Town of Canton Department Heads, Community Services Team, Budget Presentation to the Board of Selectmen, Friends of the Library. McCusker: LCI Database Policy Committee.
- Heather Baker is wrapping up her year as co-chair of the statewide Nutmeg Children's Book Award Steering Committee. In February, 30,806 students from around the state voted on the two books they liked best from a field of nominee titles written for intermediate (grades 4 through 6) and teen readers. Heather supervised the voting for the intermediate grades award. Her total involvement included selecting 130 books as potential Nutmeg Award nominees, overseeing the distribution throughout Connecticut of the 10 titles selected for the competition, and negotiating with publishers to produce a few of the hardcover-only books in paperback. In the end, she also tabulated the voting of 22,380 students who selected the Nutmeg Book Award's intermediate grades winner: *MVP: Magellan Voyage Project* by Douglas Evans. Through the efforts of media specialist Kelly Conway, Canton Intermediate School will host a visit by Mr. Evans in June. As part of his visit, he will appear at the library at an author reception and book signing designed to allow students, parents, and teachers the chance to meet the author and to purchase autographed copies of his book. Next year, Heather hopes to be part of the selection committee for the teen level book nominees. She has performed a significant service for the Connecticut library community.

## **LIBRARY Cont.**

### **General**

- The library was the recipient of several donations made in memory of the late Glen D. Morgan, Glastonbury attorney who grew up in Canton; the late Marie T. Langer of Canton; and the late Betty Matt of Canton. The Casawa Grange regularly donates money to the library to purchase books in memory of deceased members. Other recent donations have been memorials to the late Eileen Case and the late Huntley Crawford of Canton, and we received a generous gift for civics books from the League of Women Voters.
- Sarah McCusker and Jane Hoben continue to chip away at inventorying and cataloging the Local History Room.
- Our new website is just about complete. It should be going live just about at the time of our March Library Board meeting. We are excited.
- The text and artwork for the new borrower brochure was ready to be handed over to a printer on Feb. 28.
- I am researching the purchase of door counters. The variety of choices is somewhat surprising, as is the laundry list of what various models can and cannot do. I hope to have them bought soon.
- A few staff members and I met with a representative of the town's telephone provider to learn new features and functions, and to teach me how to re-record the answering machine greeting (which was somewhat out-of-date).

## **WPCF**

### **Operations**

- The plant achieved 94% BOD removal and 95 % Suspended Solids removal
- The Influent plant flow decreased from .847 MGD to .667 MGD

### **Laboratory**

- Analyzing digester operation weekly, Primary Tank Volatile solids, Digester Solids, Digester Volatile Solids, Overall Volatile Reduction, and sludge pumped to the digesters daily
- 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 2.5 % this month.

### **Sludge Disposal**

- Six loads of sludge were sent to Synagro @ 39,000 gallons this month.

### **Collection system:**

- Bi Weekly lift station Inspections were performed
- Marked call before you dig
- Received a call from a resident of Powder Mill Village of sewage exiting a manhole on Powder Mill Rd. Investigated and discovered manhole at I/S of Powder Mill and Village Lane was full. Contacted Suburban Sanitation to pump out and discovered Low Pressure sewer suffered break in a valve. SSS kept a truck on site to continue pumping while we coordinated repair efforts. We notified all 85 units to refrain from using sewer pump until repairs were complete. Temporary repairs were made. Currently investigating possible remedies.
- Snow removal pump stations
- Alarm Town Bridge Rd P.Station. Power failure
- Mobile Robotics conducted three days of manhole Infrastructure investigations in Collinsville to determine possible areas to be addressed for I/I repairs.

## **WPCF Cont.**

### **Maintenance**

- Cleaned arms on Tricking Filter
- Continuing work on Ultraviolet Lamps
- Installed desk in Vicki's office
- Cleaned up wiring in and around sludge pump area
- General clean up of all areas
- Electricians installed UPS units in all SCADA panels
- Washed Primary Clarifiers
- Washed interior of RBC building
- Monthly test of emergency lights and signs
- Calibrated gas meter
- Tested all emergency eyewashes
- Cleaned seal water screens on Influent Pumps
- Installed Turbidimeter on Sand Filter #3
- Snow removal WPCF
- Drained Water from turntables secondary clarifiers

### **Personnel**

- Sent out packages to all owners OF Food Preparation Establishments

### **Safety and training:**

- Monthly test of emergency lights and exit signs
- Calibrated gas meter
- Tested all emergency eye washes

### **Administrative:**

- Attended monthly staff meeting
- Attended weekly directors meeting with CAO, DPW Director, and Town Engineer
- Created cover letter and various forms for FOG program
- WIN 911 is on line as alarm notification software