



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

### GENERAL ADMINISTRATION

#### FINANCE

- Completed BOE Reconciliation to the MUNIS G/L
- Worked on Audit & CAFR
- Attended Budget Meetings for all Departments FY 2009-10 Budget

### INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)  
12/31/08

General Fund	\$ 6,042,367
Special Revenue Funds	\$ 3,125,304
Capital Projects Funds	\$ 2,415,027
Internal Service Funds	\$ 641,246
Trust and Agency Funds	\$ 587,118
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$12,811,061</b>

### INVESTMENTS BY INSTITUTION TYPE

(Unaudited)  
12/31/08

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	.89%	1.07%	1,237	1,492	\$ 7,117,001
Webster	1.20%	1.70%	5,182	8,948	\$ 5,694,060
Total Outstanding Investments			6,419	10,440	\$ 12,811,061

**TAX COLLECTOR**

- Tax collections for the current list were \$9,251,702.64. Compared to last year at this time we are even (.00078% higher than last year).
- Back year collections were \$25,220.96. Suspense collections were 16.09.
- As of January 31, 2009, the tax office has collected 136% of the annual budgeted back taxes, 52% of the budgeted interest and liens and 97% of current year budget.
- Sewer Collections on the current list were \$10,658.02. Back year collections were \$1,912.45. Interest and Liens collected \$1,167.71
- Connection charges collected \$7,850.00.
- Released 8 liens
- Sent out 214 demands
- Sent out 21 Alias Tax Warrants

**ASSESSOR**

- General administrative duties continue –
  - Field work
  - Real property ownership changes
  - Exemptions are being posted as needed
  - Assistance to the public
- Readied for February 1<sup>st</sup> mailing:
  - 37 (Even yr renewals) Homeowners Tax Credit Applications
  - 19 (renewal) Applications for Additional Veterans Exemption
  - 43 (new) requested Homeowners Tax Credit Applications
  - 20 (new) requested Additional Veterans Exemption applications
- Board of Assessment Appeal forms due by 02/20/09 are being received (21 have been received to date 2/11/09)
- Revaluation is proceeding on schedule
  - Informal reviews were held in January
- 2008 Grand List Statistics

	<u>2007</u>	<u>2008</u>	<u>% Change</u>
Real Estate	815,154,980	1,000,581,010	+22.7
Motor Vehicles	79,368,900	72,977,695	-8.0
Personal Property	<u>41,214,490</u>	<u>40,188,160</u>	<u>-2.5</u>
<b>TOTAL</b>	<b>935,738,370</b>	<b>1,113,746,865</b>	<b>+19.0</b>

See attachment for 10-1-08 Grand List Top 10 Taxpayers:

October 1, 2008 Grand List  
Top Ten Taxpayers

1. W/S Peak Canton Properties LLC	Retail Shopping Center	33,539,420
2. C L & P	Public Utility	12,530,360
3. Kohls	Retail	7,382,260
4. Shaw's	Supermarket	6,211,800
5. New Horizons Inc	Health Care Facility	5,218,200
6. Henry Bahre etal	Retail Center	4,127,860
7. Connecticut Water Company.	Public Utility	3,638,830
8. Takapa Group LLC	Land Developer	3,307,500
9. Collinsville Savings Society	Bank	2,885,120
10. Maple Glen Associates	Apartments	2,345,190
	Total	81,186,540

## **POLICE DEPARTMENT**

A total of 949 incident assignments were logged for the month including: 321 directed patrols/neighborhood and business security checks, 183 motor vehicle enforcements, 47 emergency medical assists, 46 automatic alarms (33 business & 6 residential burglar & 7 fire related), 22 motor vehicle collisions, 12 larceny/fraud/theft complaints, 7 disorderly conduct/domestic violence reports, 7 DWI/Narcotics violations and 1 untimely death investigation.

The Deputy Chief and I met with the CAO to present our '09/10 operating budget proposal, met with Selectman Cerniglia to show him the police facility and answer questions about police operations and attended the Capitol Region Chief's monthly meeting and the North Central Region Chief's quarterly meeting.

I attended the monthly DPW Team meeting as a guest, the Town Staff meeting, the Community Services Team meeting, a meeting with the Town of Avon concerning the shared ACO position and mentored 5 local Boy Scouts seeking their First Aid merit badges.

The Deputy Chief supervised two Regional Emergency Services Team training sessions, met with the department's police software provider and sat on our police officer recruitment oral interview panel with two sergeants.

The detective attended a CT Criminal Intelligence Liaison Officer meeting, a Canton Substance Abuse Council meeting and a 4 day training session for members of the CT Computer Crimes Task Force.

One patrol officer attended a one day training seminar at the Municipal Police Academy for narcotics investigation techniques and another patrol officer attended 4 days of mandatory recertification training at West Hartford PD.

Two dispatchers met with a COLLECT System administrator for the annual system audit.

## **FIRE DEPARTMENT** - None

## **TOWN CLERK**

1. The Town Clerk's office processed 1179 transactions during the month of January.
2. Real estate recordings were down 9% compared to the same time last year.
3. There were 14 residential dwelling/land sales and one commercial sale in the month of January.
4. The largest home sale was for 39 Bart Drive (\$722,500).
5. Municipal Conveyance Tax collected on all transfers was \$10,200.
6. Three marriage licenses were processed.
7. \$378 was collected in January via the Community Investment Act. The fiscal year to date total is \$3264.
8. 1150 dog licenses have been sold to date this fiscal year.
9. Assistant Town Clerk, Michele Clark, took twelve days of sick leave for surgery. She is expected back, with restrictions, in February.
10. The Town Clerk attended the January 14<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.

**TOWN CLERK (cont.)**

11. The Annual Town Meeting and a Special Town Meeting were cancelled on January 28<sup>th</sup> due to inclement weather. Both are rescheduled to February 19, 2009.
12. For the month of January, 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 assessment notification, ice build-up at the intersection of Tanglewood and East Hill and the website suggestions. 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%)
Drainage & Storm Water	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
General	1	0 (0.0%)	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

13. The Town Clerk’s office has recently begun tracking activity on the Town’s website. For the month of January 2009, the following information was determined:

- Number of visits to our site: 4380 people made 7672 visits to the site
- Average number of pages/visit: 2.66
- Average time on site: 2:06 (minutes:seconds)
- Top pages viewed:
  - Home Page
  - Assessor’s Office
  - Site Search
  - Employment Opportunities
  - Park & Recreation
  - Municipal Government Info
  - Visitor’s Guide
  - Board of Selectmen’s Minutes
  - Municipal Services
  - Tax Collector Home Page
  - Town Clerk Home Page
  - Request for Proposals
  - Board of Selectmen’s Agendas
  - Community Calendar
  - Permits and Licenses
  - Holiday Schedule
- Traffic Sources came from:
  - Search Engines (49%)
  - Direct Traffic (37%)
  - Referring Sites (14%)

Town Clerk Receipts  
January 2009  
FY 2008-2009

Description	Total Items	Total Amount
Conveyance Tax	15	\$10,200.00
Recording Land Records	126	\$3,592.00
St of CT Historical Preservation		\$252.00
Town Clerk Historical Preservation		\$126.00
Town of Canton-Land Preservation		\$378.00
St of CT-Land Preservation		\$3,276.00
Town Clerk Land Preservation		\$126.00
Maps	1	\$10.00
Copies	158	\$898.00
St of CT DEP	30	\$662.00
Sport Licenses-Town of Canton		\$28.00
Miscellaneous	4	\$7.67
Vitals	53	\$500.00
Marriage/CU Licenses St of CT	3	\$57.00
Dog Licenses-Town of Canton	13	\$13.00
Dog Licenses-State of CT	13	\$175.00
Notary Fees	2	\$20.00
Dial-A-Ride	5	\$87.96
Transfer Station	784	\$70,549.00
<b>TOTALS</b>	<b>1179</b>	<b>\$90,957.63</b>

**FIRE MARSHAL / EMERGENCY MANAGEMENT**

The Offices of the Fire Marshal and Emergency Management completed the following during the month of January 2009:

Inspections	9
Inspection Follow-ups	3
Plan Review	1
Job Site Inspections	5
Fire Investigations	1
Blasting Permits	0
Burn Permits	4
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

- Fire Marshal Adam Libros attended the monthly meeting of the Capitol Region Fire Marshal’s Association in Rocky Hill on January 8.
- Fire Marshal Libros attended the monthly meeting of the CT Fire Marshal’s Association in Southington on January 13.
- Fire Marshal Libros conducted training for the Canton Vol. Fire & EMS officers on January 24. The training session topics were National Fire Incident Reporting System and FIREHOUSE Software familiarization.
- Fire Marshal Libros presented certificates to the fifth grade students at Canton Intermediate School for their participation in the 2008 CT Fire Prevention Poster Contest.

**PROFESSIONAL DEVELOPMENT**

- Fire Marshal Adam Libros attended a continuing education class in South Windsor on January 26. The class was sponsored by the State of CT Department of Public Safety’s Office of Education and Data Management. The topic was hoods and exhaust systems.

**PROJECT LOG**

<b>DATE</b>	<b>PROJECT</b>	<b>HOURS</b>
1/8/2009	FIREHOUSE Software	2
1/9/2009	FIREHOUSE Software	1
1/14/2009	FIREHOUSE Software	2
1/23/2009	FIREHOUSE Software	2
1/24/2009	FIREHOUSE Software	3
	<b>TOTAL</b>	<b>10</b>

## **PUBLIC WORKS**

### **Highway Dept.**

- Director of Public Works continued to meet with the CAO, Town Engineer and Superintendent of WPCF every Monday for DPW Issues.
- Director of Public Works began work with building manger and custodians.
- Highway Department experienced difficulty recovery salt orders and began mixing salt and sand to finish out winder season.
- Crew working very hard with continuous snow storms and ice conditions.
- Crew continues to cut brush or roadside when not working storms.
- Crew cleared site line around town.

### **Maintenance Dept.**

- Crew busy with breakdowns:
  - Spring in truck #2 & #4
  - Plows
  - Hydraulic lines
  - Sander issuer

### **Parks Dept.**

- Parks Supervisor continues to maintain ice for skaters.
- Parks Supervisor continues to clear sidewalks.

## **ENGINEER**

- Attend monthly department head meeting
- Attend weekly CAO's DPW meeting
- 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
- Review revised storm drainage information for Zoning Commission file 407-1241 Dyer Cemetery Road
- Prepare budget information for CAO re: Transfer Station
- Review award documents for 3 Small Cities Housing Rehab projects
- Prepare hydropower presentation for the Annual Town Meeting
- Review bids received for the Transfer Station contracts for hauling and disposal of bulky waste and recommend award of contract
- Attend meeting of PMBC re: Highway Garage replacement
- Meet w/ HVAC, telephone, elevator, and electrical contractors re: Town Hall building management
- Prepare gasoline bid outside of CRCOG bidding cycle

### **Professional Development**

- Completed distance learning course in LEED Green Building Rating System and Sustainable Sites sponsored by CE News magazine, ConTech Construction Products, Inc, and David Evans & Associates, Inc.

## **TOWN PLANNER**

### **Wetlands Enforcement**

- 222 East Hill Rd. – Closed case on complaint of a driveway crossing a wetland at 222 East Hill Rd.;
- 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.

### **Zoning Compliance**

- 35 Bart Dr. – Closed case on satellite dish in front yard.
- 16 Freedom Drive – Cease and Desist Order issued for junk cars in front yard;
- 57 Powder Mill Road – Cease and Desist Order issued for junkyard.
- 15 Canton Springs Road - Zoning Compliance inspection, construction continues;
- 72 Lawton Rd. – Home Occupation and Sign Permit revoked for paving business in residential district, use found to substantially alter character of neighborhood and fails to comply with regulations governing commercial trailers;
- 51 Forest Lane - Certificate of Zoning Compliance issued for single family house;
- 54 Wickham's Fancy - Home Occupation permit issued for photographer.
- Site inspection/ Bond release review, Oxbow Ridge Condominiums – preparation for meeting between Condo Associations and Developer to seek resolution;
- 20 Canton Springs Road - Continued to receive complaints of unauthorized automotive repair use. Property owner has withdrawn application seeking willful compliance. Must resubmit or Cease and Desist Order will be issued. Notice of Violation sent.

### **Aquifer Protection**

- The Department has been inundated with last minute Registration requests as we approached the regulated deadline. Due to the amount of submittals, absentness of staff during January, and time restrictions at the regular meeting on 1/21/2009, all Registration reviews, and acceptances have been carried over to February.

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

- Town Planner Out from 1/5/2009 to 1/23/2009 with regular check in, preparation for and attendance at meetings on 1/12/2009, 1/14/2009 and 1/21/2009;
- Open Space Preservation and Acquisition Commission 1/6/2009;
- Inland Wetland and Watercourses meeting on 1/8/2009;
- Budget meeting on 1/12/2009;
- Collinsville Historic District meeting on 1/13/2009;
- Zoning Rewrite Committee 1/14/2009;
- Zoning Commission meeting on 1/21/2009;
- Design Review Team special meeting on 1/29/2009;
- Zoning Commission special meeting (Site Walk) on 1/29/2009;
- Prepared monthly report for 12/2008;
- 2009-2010 Budget Preparation;
- Review of proposed CL&P Transmission Line upgrades through Canton;
- Reviewed POCD for references that pertain to regulation of uses near Dyer Cemetery Road;
- Numerous public inquires on proposed car wash at 10 Dyer Cemetery;
- Presented 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) all of which was discussed at January meeting and continued to February;

- Review of post approval requirements from oil spill remediation at 310 Albany Turnpike;

### **Miscellaneous Land Use Office Activities (cont.)**

- Spent a substantial amount of time drafting motions and recommendations to Zoning Commission for proposed Zoning Map amendment and CGS 8-30g “Affordability Plan” for current proposal at 5 Cherry Brook Road;
- January Department Head Meeting;
- Documentation of the implementation of Fair Housing Plan.
- Coordination of Aquifer Protection Registrations with DEP, DPH and Avon Water company;
- Integrated “Working Notes” into IWWA regular meeting process;
- Coordination of applicants, submissions and materials for final DRT review – car wash proposal;
- Review of Agriculture Viability Grants for Farms, Non-Profit Agricultural Groups and Municipalities. Distribution of letters to farmers notifying them of grant opportunity;
- Coordination with PMBC on presentation of land use concerns involving site selection for a Town highway garage;
- 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;
- Generation and review of draft regulations to address potential concerns in regulating adult orientated uses/ establishments;
- Worked with BOE representative on zoning application for expansion of multi-purpose field;
- Informal review of subdivision modification at 135 West Simsbury Road;
- Land Use Staff Meeting on 1/28/2009;

1. Development Application Form- Zoning: A revised form was handed out and reviewed Changes to address recent and repetitive issues were discussed and comments were received. Final form to be distributed to the Zoning Commission for endorsement by resolution. Associated “Check List” to be updated;

2. Zoning Map and Regulation Amendment Forms: Current forms contain illegal requirements. A revised form was handed out and reviewed. Final form to be distributed to the Zoning Commission for endorsement by resolution. ZBA applications to be updated next;

3. Legal Notice: A New Draft Legal Notice Template was handed out. Changes made to address recent and repetitive notice issues were presented and discussed.

4. Legal Notice: New process for documenting legal notices:  
Notices are to be:

- Copied to file when created
- Receipt from Courant copied to file
- Published notice in Courant copied to file

5. Application Tracking Forms: Application Tracking Forms were presented. Each application file will include a form that will be filled out upon submission and receipt, and as required throughout the regulatory process.

6. Verification of Process for noticing Regulation Amendments

- Approved amendments must be filed with the Town Clerk, and notice in a newspaper of general circulation required (implied within 15 days).
- Copy of approved amendment added to running Zoning Regulation Log

- Approved amendment added to electronic copy of regulations and published on line and in hard copy available at Public Help Desk.

### **Miscellaneous Land Use Office Activities (cont.)**

#### 7. Fair Housing Implementation Plan – Distribution Steps

- Flyers sent to realtors & lenders in Town of Canton
- Flyer at Library
- Flyer posted at public help desk
- Documentation of all of the above has occurred.

8. ZEO/ WEO Routine Inspection Circuit - Weekly circuit for ZEO/ WEO inspections and to identify occurrence of possible violations. ZEO/ WEO log to be provided in reports to Zoning, IWWA and ZBA. Circuit to begin no later than February 1, 2009.

9. Zoning Enforcement Letter to Chamber News Letter - A letter will be drafted from Town Planner and ZEO on the new process of consistent enforcement. Communication with business community set as a high priority.

10. Aquifer Protection Registrations - Neil to orientate Roland on new Aquifer Protection program, review of registrations, and expansions;

11. Affordable Housing Requests - Neil to review with Roland procedures on processing affordable housing requests.

12. Open Space Management Plan - Neil to provide Roland with Draft Plan. Roland to work with CC and OSPAC to seek input on modifying plan to a properly functioning management plan specific to Cannon Property. Once completed, this will be used as a template for other important town owned open space.

13. Conservation Commission Initiatives/ Work Plan - Roland was provided with a list of possible initiatives, tasks that could be completed by CC. Roland to present and work with CC to select 2 or 3 tasks and develop a work plan to have them completed over the next year. CC is looking for these types of initiatives and requires this type of focused approach.

14. Data Collection for Project Logs - Project Descriptions were presented. An excel spreadsheet for current Projects has been provided on the network. All employees to be cognizant of time spent working on Projects and to enter their time at the end of each day.

#### 15. Current Budget review and expenditures

- Rework costs associated with ink cartridges back to computer supplies
- Review current budget and correct and expenditure occurring under wrong budget item
- Postage – Staff to use proper postage account on machine to ensure we are on target with budgeted amounts.

16. 20 Canton Springs Road - The party seeking willful compliance of the ongoing violation has withdrawn their applications to start a new statutory clock. This is the second time this has occurred. Roland to issue a Notice of Violation to the party indicating that we are expecting the application to be resubmitted or a cease and desist order may be issued.

17. ZEO Reports - Ensure all official actions as ZEO are documented in reports. ZEO reports to be distributed to ZBA as well as ZC. The importance of working bring the ZBA in to be an active part of the Land Use Office was stressed.

18. Aquatic Pesticides Permit program - Correspondence has been received from DEP on an Aquatic Pesticides Permit program. Roland to research town responsibilities in managing this program.

**Miscellaneous Land Use Office Activities (cont.)**

19. Junk Yard at Powder Mill Road Update - After conversation with the Town Attorney, a Cease and Desist order has been sent to the owner documenting the past orders from former staff over the past several years. This order also references Town Ordinance #93 under the enforcement of the Police Chief. Roland/ Neil to discuss this with Chief at earliest convenience.

20. Canton Center Historic District Commission - Roland and Neil to complete research on enforcement issue at 37 West Road. Roland to attend next meeting. Neil will be at Zoning Rewrite. Building Inspector is Enforcement Officer to District – believes no violation exists. Building Inspector went over records with Neil – Motion from District (1994) clarifies 37 West Road is not in District. More recent correspondence shows new membership has changed their mind and believes it is. Past guidance from Town Attorney indicates the District should take a formal action to incorporate the property into District that the owners would have a chance to appeal. Staff to research whether or not this requires just a motion, hearing, vote of owners within district.

21. 2010 Census - Roland to research any Land Use concerns/ responsibilities outstanding that should be provided for 2010 Census.

22. Public Watershed Mapping - Public Watershed/ Water Company Maps required to be on file with Town Clerk for Development Application per CGS 8-3i. Sue to contact water companies and DPH to obtain mapping. 1 Copy to be at Land Use Public Help Desk, 1 on file with Town Clerk.

**Land Use Meetings for January 2009**

<b>Commission</b>	<b>Dates</b>	<b>Comments</b>
Planning Commission	1/5	Meeting Cancelled.
Open Space Preservation and Acquisition	1/6	Funding Options; Invasive Plants, Farm Grants, Other Business; Real Estate.
Inland Wetlands and Watercourses	1/8	1 Informal Discussion, 4 Old Business Items, 1 New Business Item, 3 Other Business Items.
ZBA	1/12	Meeting Cancelled.
Zoning Re-write	1/14	On-going update of Zoning regulations.
Zoning Commission	1/21	3 Public Hearings; 2 Old Business Item; 2 New Business Item; 3 Other Business Items
Aquifer Protection Agency	1/21	13 New Business Items.
Design Review Team	1/27	Cancelled and rescheduled by applicant.
Conservation Commission	1/28	Meeting cancelled due to inclement weather.

Design Review Team	1/29	Special Meeting, Final Review for Car Wash
Zoning Commission	1/29	Special Meeting, Site Walk

## **BUILDING DEPARTMENT**

- There were two permits issued for single family homes. One address is 51 Forest Lane and the other is 29 Pond View Drive.
- There was one Certificate of Occupancy issued in January and it was for a bathroom renovation.
- In addition to the regularly scheduled department head meeting, Mr. Jasmin attended a budget workshop with the Chief Administrative Officer, a public safety seminar in Middletown and conducted a total of 47 inspections.

### Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	3	\$90,950
Deck	1	\$17,000
Demolition	0	\$0
Electrical	7	\$19,878
Garage/Shed	0	\$0
HVAC	11	\$31,432
New Commercial	0	\$0
New Residential	2	\$406,304
Plumbing	4	\$10,600
Pool	0	\$0
Roofing/Siding	1	\$8,500
Foundation	0	\$0
Woodstoves	1	\$4,000

### Permit Value Comparison for January

	<u>2009</u>	<u>2008</u>
Value of Permits Issued	\$588,664	\$747,656
Building Permit Fees	\$7,130	\$9,412
Other Income Fees	\$1,162	\$1,252
Building Permits Issued	30	43

### Total Value of Permits and Permit Fees

<u>July - January 2008-2009</u>		<u>July - January 2007-2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$4,478,459	\$68,061	\$7,647,429	\$104,583

## **SENIOR SERVICES** - None

## **PARKS AND RECREATION**

### **ADMINISTRATION:**

- Mr. Bennett reports that Claire Core has been selected as the Senior Services. Claire started February 4 and is working Wed-Fri.
- Mr. Bennett and CCOA chairman Art Blondin have met with the senior citizens to assure them services should improve rather than see any decrease. As Mr. Bennett put it, the office went from a one person show, to a three person team.
- As you are aware Mr. Bennett has taken over the supervision of the community center. He is working with the building custodians on a daily basis to assure the building is as clean as possible and the building is running smoothly. The custodians report directly to Walter LeGeyt, but, initially problems are dealt with by the building manager.
- Director of Parks & Recreation John Bennett reports that he Ms. Lynn are working on programs for the summer brochure already.
- Director Bennett along with Director of Public Works, Walter LeGeyt, have met with President of the Canton Little League, Stan Krzanowski and also 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. Canton Lacrosse as also entered the field request groups.
- Director John Bennett presented his budget to the CAO. Mr. Bennett was also present when the Parks Dept. budget, and Senior Services budget was presented to the CAO, as well as he currently has direct oversight of some items there as well. Board of Selectman budget workshops will begin Feb. 9.
- Mr. Bennett will be sending 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 also informed me that the Explorer's camp director has indicated he will not be returning. Me and Ms. Lynn will be looking for a dynamic leader, a teacher hopefully, to run the camp and take it in a different direction to raise additional fees and offer an even better camp experience.
- Director Bennett also discussed with his aquatic director proposed changes for lessons for the upcoming season. Changes would be to accommodate more kids and their parent's schedules.
- Mr. Bennett is also working with the new Red Cross representative to set up training classes here in Canton. There is expected to be a turn over this season. 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.

### **RECREATION:**

- Director Bennett and Program Specialist Lynn are also working on completion of the summer brochure which will again be part of the town wide newsletter scheduled to be distributed in early April, which will cover programs from May to August. Some changes will be made to the summer camps and some other programs.
- Mr. Bennett and Ms. Lynn have been meeting with many different program directors to again attempt to diversify programs.
- The ski bus program sponsored by the department concludes for the year on February 14. It was another successful year for this program with over 75 children participating. The program runs on Wednesday and Thursdays after school.

- “Rec. Hoops”- youth basketball program for kids in grades K-2 concluded the third week of January. Turnout has been good and parental coaching support is also very good. Director Bennett reports that the skill level of the kids gets noticeably better weekly.

## **LIBRARY** **NUMBERS**

- 16,125 items were circulated in January. This topped the circulation for January 2008 by 2,481 check-outs, an increase of 18%.
- 48 new library cards were issued and 50 expired cards were renewed, giving us a total of 4,545 registered borrowers on January 31.
- 967 reference questions were received.
- Our public computers were used 958 times.
- The public word processor was used 16 times.
- 692 items were added to the collection and 28 were removed (there was no weeding in January). Per LCI, our collection numbered 75,168 barcoded items on January 31.
- Interlibrary loan statistics for January will be reported along with the February statistics in next month’s report.
- 1,123 item holds were placed.
- Our Quiet Study Room was used 18 times and our Small Study/Word Processor Room was used 16 times.
- 14 programs (4 adult and 10 children’s) drew 453 attendees (54 and 399 respectively).

## **ADULT SERVICES**

- Four (4) adult programs were offered in January. Combined attendance: 54.
- The Monday Evening Book Club met to discuss *The Book Thief* by Markus Zusak. Attendance: 11.
- Two members of the National Association of Professional Organizers presented another personal organization program on January 14. It focused on organizing personal papers and downsizing a home. Successful! Attendance: 23.
- The Saturday Book Conversations group discussed Henning Mankell’s mystery series set in Sweden, focusing particularly on his novel *The Fifth Woman*. The group is fascinated by this man’s work, and several of the club members are now reading his entire series. Attendance: 5.
- We offered a program called *Managing Your Business with QuickBooks* in cooperation with the First National Bank of Litchfield. One method we used to publicize this event: the Canton Chamber of Commerce’s email membership list, as the target audience was small business people. Attendance: 15.
- Local artist Art Chouinard took the month off from painting inside the library. A print he donated to our permanent art collection (of the Collins Company and the Farmington River) is currently on display behind the Circulation Desk this month.
- The reference staff proctored 1 examination during January.
- We made 3 deliveries of library materials to homebound Canton residents during January. We also brought a number of requested books, DVDs, and VHS tapes to residents of the Cherry Brook Nursing Home on Dyer Avenue.
- Jane Hoben’s new publicity on *Learning Express Library* did the trick. Uses during January: 27.
- Response to Katie Bunn’s upcoming “voluntary simplicity” program has been *amazing!* Fifteen people are registered for the 5-part series that will start February 26. Because of the huge waiting list, Katie decided to begin a second 5-week series, to be held on Friday mornings starting February 13. Eleven, possibly 13, are registered for this. And *still* there are 20 people left on the waiting list! An autumn series may be held to accommodate these. Katie certainly touched a nerve with this topic.
- Upcoming: a 3-part Sunday afternoon music series featuring performances by Les Voix on February 8, harpist Julia Shrake on February 22, and the Canton High School Chamber Singers on March 22, each event to be

followed by refreshments. Also, *Job Search 101* on February 21. Linda Kobylarz, a career counseling consultant, will speak.

- Sarah McCusker and Jane Hoben continue work on the Local History Room. They now have acquired a second volunteer to assist them: JoAnne Pierce.
- Sarah is also working on the new website. I have written pages and pages of text for her and, after Heather Baker contributes Children's Room information, we may be ready to launch it. By the end of February? We hope so.

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

- Ten (10) children's programs were offered in January. Combined attendance: 399.
- Six (6) of these programs were story times for children ages 2 to 5. Three were drop-in events held in early-to-mid-January. The other 3 were the first-week sessions of the official winter semester, which started the week of January 26. During the winter semester, we will be offering 5 separate sessions each week, and all 5 were at full enrollment less than 10 days after registration opened on January 5. The semester ends the week of March 23. Heather Baker and Betsy Ash are the leaders. Combined attendance for January: 186.
- On January 2, as part of school vacation week, we hosted a delightful performance of *The Frog Prince* put on by John McDonough of Pumpernickel Puppets. This wonderful event was well-received by children of all ages. Attendance: 90.
- The special program held to celebrate the launch of the new PBS series *Martha Speaks* was successful. In particular, Tucker the Therapy Dog, an affectionate and well-trained spaniel visitor, was a big hit. (He behaved himself impeccably.) Heather reports that many attendees at this program (as well as at the Pumpernickel Puppets event) were brand new faces, so they were successful on many levels. Attendance: 77.
- The Canton Community Nursery School visited the library in January, and their 4 and 5-year-olds were treated to a tour and special story time. Later, Heather visited the school to talk with the 3-year-olds about the library. Attendance for 2 programs: 46.
- Heather Baker received requests from 2 local children's librarians asking to be allowed to observe our drop-in story times. They wanted to learn more about how Canton uses the LCD data projector to make large-group storytelling so successful.
- Heather spent time reorganizing the closets in the Story Hour/Craft Room. Tim Duntz assisted by installing shelves that make storage for puppets, musical instruments, and craft supplies neater and more efficient.

### ***PERSONNEL***

- No staff changes occurred in January.
- We acquired 1 new volunteer for the Local History Room: JoAnne Pierce.
- Staff attendance at professional meetings in January: Simon: Town of Canton Department Heads, Community Services Team, Budget Presentation to the CAO, Library Connection Board of Directors, Friends of the Library. Baker: CLC's Joint Children's Librarians Roundtable on Programming.
- In March, Beth Van Ness will participate in the State Library's webinar teaching the *Heritage Quest* database that is available through IConn. Webinars are a great idea because they allow staff to strengthen their job skills right here at home without any expense of travel time or gasoline. *Heritage Quest* is a research database for family history built upon census, genealogy, and local history information.

### ***GENERAL***

- On January 12, Andrew Tyler from New Technology Systems set up 2 new, additional public-access computer workstations near the Reference Desk. He used PCs replaced by the new computer purchases made a few months ago. The next day, in the same manner, he set up 2 new, additional workstations in the Children's Room. Our library now offers 8 public-access computer stations for adults and 7 for children. The Children's Room also offers 2 "games-only computers" – one set up for school-aged children and one set up for preschoolers.
- Sarah McCusker, working with New Technology Systems, was able to figure out what the problem was with our self-checkout computer. It was out of commission for all of December, but it came back to life on January 15.

- Library staff and patrons watched the inauguration of President Obama on 2 televisions set up in the library: 1 at Reference and another in the Story Hour/Craft Room. We did this at the request of a patron, who later suggested that we provide viewing of major historical events in the library and that we give these viewings lots of advance publicity. Personally, I do not think this is a road the library should go down.

## WPCF

Parameter	December 2008	January 2008	Percent Removal	Permit limits
Average Daily Flow	.880 MGD	.748 MGD		0.80 M.G.D
Influent B.O.D	161 mg/l	186 mg/l		N/A
Effluent B.O.D	11 mg/l	12 mg/l	94 %	20 mg/l, 90 % removal
Influent S.Solids	155 mg/l	161 mg/l		N/A
Effluent S.Solids	7 mg/l	9 mg/l	94 %	20 mg/l, 90 % removal
Turbidity	4.1 NTU's			N/A

- The plant achieved 94 % BOD removal and 94 % Suspended Solids removal
- The Influent plant flow decreased from .880 MGD to .748MGD
- 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.
- 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.
- Conducted pre construction meeting with contractor doing sewage pump installation for 312 and 314 Albany Tpke
- 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.
- Continuing rebuilding of Ultraviolet Lamp system.
- Washed primary clarifiers.
- Washed interior of RBC Building.
- Attended monthly department Head meeting
- Sand filter #3 arrived on site and placed into Sand filter Building
- Performed series of inspections of sewer pump installations for 312 and 34 Albany Tpke
- Monthly test of emergency lights and exit signs.
- Calibrated gas meter.
- Received notice from DEP of status conference on NPDES Permit
- Conducted numerous phone conversation with DEP discussing upcoming Status conference.
- Prepared RFQ for On Call Engineering and Electrical Contractor Services

- Tested all emergency eyewashes.
- Worked on Fats Oils and Greases Program with Administrative Assistant
- Oversaw installation of Sand Filter
- Performed inspection of Pulte Homes (Oxbow Farms) with Ed Guilmette of Tighe and Bond, and Tony Schumann of Pulte Homes
- Attended and participated in hearing at DEP concerning WPCF Permit Renewal, Andrew Lord of Murtha Cullina and Paul Dombrowski of Woodard and Curran also participated.
- Woodard and Curran on site for 5 days doing programming and integrating of new SCADA and P.C's.

**WPCF (cont.)**

- WIN 911 alarm reporting system on line.
- Participated in inspections of ongoing work associated with Sand Filter
- Installed temporary fuel supply line to Digester building Boiler.
- Began fabrication and installation of brackets and sensors for Sand Filter
- LaPierre Electric working on RBC Variable Frequency Drive / Programmable Logic controller Issue.
- Met with Electrician and Engineer to discuss installation and integration of power monitoring devices to track electrical Demands and uses.
- Reviewed 09/10 budget with CAO and Finance Director
- Presented 09/10 budget to WPCA
- Reviewed plans for repair to Secondary Clarifier bridge supports
- Purchased occupancy sensors and began installation of such as part of WPCA's commitment to energy savings
- Installed computer in Administrative Assistant's office
- Installed phone line in Administrative Assistants office.
- Met with WPCA chairman to discuss WPCF issues

