



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: April 15, 2009
Re: **Monthly Report - March 2009**

CAO

- Attended Regional Dispatch meetings on March 3rd & 17th
- Conducted weekly DPW meetings on March 9th, 16th, 23rd & 30th
- Conducted monthly Department Head Meeting on March 11th
- Attended police negotiations on March 9th
- Attended a Stimulus Briefing on March 13th
- Conducted budget meetings for all Departments regarding FY 2008-2009 on March 18th, 19th & 23rd
- Attended a CRCOG Municipal Services Committee Meeting on March 17th
- Met with the Employee Assistance Program (EAP) representative on March 20th
- Attended Board of Selectmen meetings on March 4th & 18th
- Met with personnel to review the Pool Study RFP on March 20th
- Conducted a walk through for the Police Department on March 24th
- Attended the Farmington Valley Collaborative meeting on March 25th
- Conducted a walk through for the Town Hall on March 25th
- Attended a EZ-IQC Informational meeting on March 26th
- Met with the Town of Avon regarding shared GIS mapping on March 30th
- Continued participation in a number of on-going contractual negotiations
- Handled a number of pending personnel matters

EXECUTIVE ASSISTANT

- Worked on the Annual Report
- Completed office relocation from first floor to second floor
- Attended weekly DPW meetings on March 16th, 23rd & 30th
- Attended Board of Selectmen meeting on March 4th & 18th
- Assisted the CAO and First Selectman with routine correspondence and general administrative duties
- Attended Sexual Harassment Training on March 16th
- Attended website training: Minutes Manager: Reorganize Your Agendas and Minutes – on March 10th
- Attended website training: Implementing Your QAlert Knowledge Base and Citizen Login – on March 17th
- Worked on the Canton Connection Newsletter

- **Project Logs**

| PROJECT | MONTH | HOURS |
|------------|--------------|--------------|
| Newsletter | February | 2.75 |
| | March | 68.25 |
| | TOTAL | 71.00 |

FINANCE

Professional Development- Finance Officer attended Sexual Harassment Training on March 16th

- Attended BOF Budget Planning Meeting and updated model
- Attended BOF Budget Meeting for BOS FY 2009-10 Budget
- Attended Dept Head FY 08-09 Budget Analysis Meetings
- Attended meeting w/CAO for Fire/EMS paperwork processes
- Completed the Conversion of the Defined Contribution Plan and Updating for IRS changes
- Completed the Conversion of the Audit RFP into a Word Doc & Issued RFP
- Compiled information for Insurance renewal for P & C and Worker's Comp
- Assisted with the electricity information for procurement
- Assisted Tax Dept with Reconciliations for FY 2007-08 by Town Accountant
- Assisted Tax Dept with Reconciliations for FY 2008-09
- Assisted BOE with Bank Reconciliations for FY 2008-09 by Town Accountant

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

2/28/09

| | |
|--------------------------------|---------------------|
| General Fund | \$12,944,806 |
| Special Revenue Funds | \$ 3,113,967 |
| Capital Projects Funds | \$ 1,621,825 |
| Internal Service Funds | \$ 1,400,194 |
| Trust and Agency Funds | \$ 587,596 |
| TOTAL ESTIMATED BY FUND | \$19,668,387 |

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

2/28/09

| | Interest % | | Interest \$ | | \$ Invested |
|--------------------------------------|---------------|------------|---------------|--------------|----------------------|
| | Current Month | Last Month | Current Month | Last Month | |
| Avg Monthly Yield, Annualized | | | | | |
| Class Plus | .40% | .68% | 353 | 872 | \$ 7,331,360 |
| Webster | 1.00% | 1.20% | 10,771 | 6,337 | \$ 12,337,027 |
| Total Outstanding Investments | | | 11,124 | 7,209 | \$ 19,668,387 |

TAX COLLECTOR

- Tax collections for the current list were \$180,388. Back year collections were \$15,847.90. Interest and lien fees totaled \$18,168.29.
- Sewer Collections on current list \$38,954.41. Back year collections were \$2,436.58. Interest and lien fees totaled \$2,988.46.
- The office sent out Real Estate demands this month suggesting that a payment plan be set up if the entire bill could not be paid in the month of March.
- The tax office has collected 98.49% of the current year tax revenue budget, 154% of back year revenue budget and 62% of the interest and lien budget as of 3-31-09.
- Attended the annual Tax Collector's 3 day seminar. Legislation, statutes, procedures, customer service, security in the office and the economy was taught and discussed. Many tax collector's shared ideas that have been working for them in their offices so the others could decide if they are something that they would like to use in their offices. One of the focuses was collection of business personal property taxes. This was a very educational seminar and we were all recharged to get ready and be successful for the upcoming tax season.

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 996 incident assignments were logged for the month including: 275 directed patrols / neighborhood & business security checks, 162 motor vehicle enforcements, 70 emergency medical assists, 40 automatic alarms (29 business & 5 residential burglary & 6 fire related), 30 motor vehicle collisions, 12 larceny/fraud/theft complaints & 1 stolen vehicle report, 9 trespassing/destruction of property reports, 8 DUI/Narcotics violations, 7 domestic violence/disorderly conduct complaints & 1 untimely death investigation.
- The Chief attended a meeting with representatives of a proposed carwash, reviewed final traffic engineering reports and prepared comments for the zoning commission, attended a Town department head staff meeting, met with a resident and her attorney and conducted a property site walk relating to on-going trespassing issues, met with two Town residents to offer guidance as to their law enforcement career plans and conducted the monthly facility maintenance review with the CAO & DPW Director, oversaw the initial investigation into the discovery of a deceased person in their Collinsville condo and was the first responder to three medical emergencies and a structure fire on Dyer Ave. The Chief and Deputy Chief also attended the monthly Capitol Region Chiefs meeting, coordinated the investigation into a youngster unaccounted for at CIS, attended the quarterly budget review with the CAO and assisted and oversaw PD operations at two structure fires and related road closure on Dowd Ave. and on Dyer Ave.
- The Deputy Chief oversaw two Regional Emergency Services Team training sessions, attended mandated NIMS ICS 300 training (Homeland Security related), and represented the department at the Chamber of Commerce meeting.
- The entire full-time PD staff attended a Sexual Harassment Prevention training session sponsored by the department.
- A sergeant and one patrol officer attended a one day TASER instructor recertification training.
- A sergeant attended a four day session at the Police Academy for recognition of potential terrorist activity / threat training.
- Our four sergeants attended a one day death scene investigation training session for patrol supervisors.
- The detective attended a five day training session for members of the Connecticut Computer Crime investigations Task Force.
- Two patrol officers attended four days of mandatory recertification training at West Hartford PD.

TOWN CLERK

- The Town Clerk's office processed 627 transactions during the month of March 2009.
- Real estate recordings were up 14% compared to the same time last year.
- There were nine residential dwelling sales in the month of March.
- The largest home sale was for 2 Sweetheart Mountain (\$662,550).
- Municipal Conveyance Tax collected on all transfers was \$7549.84.
- One marriage licenses was processed.
- \$669 was collected in March via the Community Investment Act. The fiscal year to date total is \$4452.
- 1171 dog licenses have been sold to date this fiscal year.
- The Backfile Conversion project is complete! Over the course of the last 2½ years, the Town Clerk's office has placed the scanned documents of 211 volumes worth of land records on the computer system. It is our hope that within the next year, and with the help of additional software from our vendor, that these images will be accessible from the internet.
- The Town Clerk attended the March 11th and 25th meetings of the Charter Revision Committee. Revisions of each article of the Charter are beginning to take place.
- On March 16th, the Town Clerk attended a Sexual Harassment Prevention Workshop sponsored by CIRMA.
- On March 10th and 17th, the Town Clerk and Executive Assistant participated in a webinar with the Town's website provider, QScend, regarding the additional features that are available to our site.
- On March 5th, the Town Clerk trained the new Senior Services Coordinator, Claire Cote, to use the Town's website.
- On March 9th, the Town Clerk participated as an interview panelist for the hiring of a new Assistant Town Clerk for the Town of Avon.
- On March 25th, the Town Clerk attended the Hartford County Town Clerk meeting. Topics discussed were legislative matters and additional regional training.
- PROJECT LOG-nothing to report
- For the month of March, 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 March 2009 provided the following information:
 - Number of visits to our site: 4601 people made 8369 visits to the site
 - Average number of pages/visit: 2.60
 - Average time on site: 2:18 (minutes:seconds)
 - Top pages viewed:
 - Home Page
 - Assessor's Office
 - Site Search
 - Park & Recreation
 - Employment Opportunities
 - Visitor's Guide
 - Municipal Government Info
 - Board of Selectmen Minutes
 - Town Clerk Home Page
 - Farmington River Trail
 - Municipal Services
 - Tax Collector Home Page
 - Request for Proposals
 - Annual Budget
 - Community Calendar
- Traffic Sources came from:
 - Search Engines (51%)
 - Direct Traffic (35%)
 - Referring Sites (14%)

**Town Clerk Receipts
March 2009**

FY 2008-2009

| Description | Total Items | Total Amount |
|------------------------------------|----------------|--------------------|
| Conveyance Tax | 9 | \$7549.84 |
| Recording Land Records | 223 | \$6358.00 |
| St of CT Historical Preservation | | \$446.00 |
| Town Clerk Historical Preservation | | \$223.00 |
| Town of Canton-Land Preservation | | \$669.00 |
| St of CT-Land Preservation | | \$5798.00 |
| Town Clerk Land Preservation | | \$223.00 |
| Maps | 2 | \$20.00 |
| Copies | 170 | \$952.00 |
| St of CT DEP | 15 | \$351.00 |
| Sport Licenses-Town of Canton | | \$15.00 |
| Miscellaneous | 14 | \$58.13 |
| Vitals | 49 | \$421.00 |
| Marriage/CU Licenses St of CT | 1 | \$19.00 |
| Dog Licenses-Town of Canton | 8 | \$7.00 |
| Dog Licenses-State of CT | 6 | \$51.00 |
| Notary Fees | 1 | \$10.00 |
| Dial-A-Ride | 4 | \$90.00 |
| Transfer Station | 140 | \$6348.00 |
| TOTALS | 627 | \$29,598.97 |

FIRE MARSHAL / EMERGENCY MANAGEMENT

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

| | |
|-----------------------|----|
| Inspections | 8 |
| Inspection Follow-ups | 5 |
| Plan Review | 2 |
| Job Site Inspections | 14 |
| Fire Investigations | 1 |
| Blasting Permits | 0 |
| Burn Permits | 5 |
| Bomb Threats | 0 |
| Hazardous Materials | 0 |

- A fire origin and cause investigation was conducted at 2-4 Dyer Avenue on March 2.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Glastonbury on March 5.
- Attended the monthly meeting of the Connecticut Fire Marshals Association in Southington on March 10.
- Attended the quarterly meeting of the Connecticut Emergency Management Association at the Northeast Utilities (NU) Headquarters in Berlin on March 11. The meeting also involved a tour of the NU Emergency Operations Center.
- Attended the Capitol Region Council of Governments Public Safety Council quarterly meeting in Hartford on March 12.

FIRE MARSHAL / EMERGENCY MANAGEMENT Cont.

Professional Development

- Fire Marshal Adam Libros attended a continuing education class in South Windsor on March 19. The class topic was fatal fire investigations and was presented by the State of CT Department of Public Safety's Office of Education and Data Management.
- Deputy Fire Marshal Scott Goeben attended the state weekend at the National Fire Academy in Emmitsburg Maryland March 27 & 28.

PUBLIC WORKS

Highway Department:

- Crew continued to deal with snow and ice conditions first two days of March.
- Maintainer Rob White hauled 48 ton of salt to Burlington to replace salt we borrowed.
- Crew continued to cut brush around town.
- Crew cleared debris from catch basins and swales.
- Maintainer Rob White began working with Jeff from Burlington cleaning Catch Basins (This is an exchange of services with Burlington for the use of our sweeper.)
- Crew replaced and straightened Guide Post on Bahre Corner Road.
- Began sweeping downtown Collinsville area.
- Crew dealt with a beaver problem on a highway plugged culvert.
- Removed, cleaned and hung sanders on rack (also returned Town of New Hartford's sander.)
- Crew began picking up curb around town.

Parks Department:

- Director of Public Works and Director of Parks Department began looking into doing our own fertilizing and pesticide application. Soil samples were taken and purchased a sprayer.
- Crew removed football goals from Mills Pond and stored at High School.
- Crew began preparing baseball field and was ready for scrimmage game (Good job by entire team!).
- Crew began cleaning and preparing beds for mulch at Town Hall, Police Department and Library.
- Crew removed Holiday Lights from Gazebo.
- Crew installed wind screens and nets on tennis courts.
- Crew installed speed bumps in driveway into Mills Pond.

Training:

- Director of Public Works attended CIRMA sponsored sexual Harassment Training.
- Director of Public Works attended Infrastructure Assessment Training as part of Road Scholar Training in Bethel, CT.
- Director of Public Works has one more class to complete this season to be able to graduate from the Road Scholar Program in the fall at U-Conn.

Janitorial and Cleaning Staff:

- Crew has been working hard filling in for one staff member being out on leave.
- Director of Public Works along with the assistance with the CAO, conducted a walk through for each building along with Janitor and Building Managers (Buildings are looking good).
- Highway Maintainer Chris Johnson and Rob White assisted Janitor Tim Duntz in cutting a new door to connect the new CAO's office to the Administrative Assistant to the CAO's office on the 2nd floor.
- Janitor Tim Duntz worked on reconfiguration of Craft Room at Community Center into Senior Service Office Space.

Administrative:

- Administrative Assistant to the Director of Public Work, Vicki Arel has been working on logging information into new computer program for Road and Vehicle Maintenance (Good Job Vicki!).

TOWN ENGINEER

- Attend monthly department head meeting
- Attend weekly CAO’s DPW meeting
- Attended PMBC Meeting for Highway Garage project
- Review and approve CRRA, MDC, & Paine’s Inc Transfer Station invoices
- Approve and process payment requests for 3 Small Cities Housing Rehab projects
- Assisted in Town Hall building management
- Prepare public notice and information packets for the proposed Small Cities 21 Dowd project Phase 2, prepare 2009 Small Cities grant application for “21” Phase 2
- Prepare Farmington River Trail Phase III plans and specifications for submission to ConnDOT, Planning Commission, and IWWA
- Attended CRCOG Transportation sub-committee meetings for shovel ready projects
- Assisted in preparation of Upper Collins Company Dam Impoundment Study grant
- Prepared IWWA permit request, Zoning Flood Management permit request, and 8-24 report information for Planning Commission for Phase 3 of the Farmington River Trail
- Attended ConnDOT project assignment meeting for the Farmington River Trail Phase 3
- Met with engineers representing potential development proposals on Canton Springs Road, Albany Turnpike, Lawton Road, Commerce Drive, and Dowd Avenue
- Provided information to Congressman Murphy’s office and Attorney Nolan for the Canton Hydropower Project
- Prepared RFP for Small Cities consultant for 2009 grant application
- Attended IWWA site walk for the Farmington River Trail Phase 3
- Reviewed draft MS4 report to ConnDEP and provide corrections to consultant
- Meet with individual citizens from Avon, Farmington, and Canton interested in the Canton Hydropower Project and brief them on the potential project scope
- Completed Zoning review of the Konover project many times re-submitted with revisions to storm water drainage computations and drawings for Lawton Road at Albany Turnpike
- Reviewed subdivision proposal on Case Street for Planning Commission and IWWA
- Prepared information for the potential Town Bridge Project and met w/ConnDOT re: potential funding available
- Completed paperwork on CRCOG Fuel Oil and Diesel Bid

2009 Project Logs

| Project | February | March | Yearly Total |
|---|-----------------|--------------|---------------------|
| Trans Station Tip – Haul Bids | 5.0 | 0.0 | 5.0 |
| Gasoline, Fuel Oil, Diesel Bids | 16.75 | 0.0 | 16.75 |
| Office Relocation Town Hall & Com Center | 12.75 | 0.0 | 12.75 |
| Canton Hydropower Project | 22.75 | 22.75 | 45.50 |
| Storm Water Management Plan | 5.5 | 4.25 | 9.75 |
| PMBC Highway Garage Project | 4.5 | 15.75 | 20.25 |
| Farmington River Trail Phase III | 16.50 | 46.5 | 63.0 |
| Town Hall Main’t Management | 11.5 | 12.5 | 24.0 |
| Zoning Review Konover Project (Drainage) | 6.0 | 13.25 | 19.25 |
| Small Cities “21” Project Phase I & House Reh | 13.0 | 7.25 | 20.25 |
| Small Cities “21” Project Phase II | 11.0 | 13.75 | 24.75 |
| CRCOG Fuel Oil and Diesel Fuel bid | | 4.5 | 4.5 |
| Planning Commission subdivision reviews | | 3.75 | 3.75 |
| Upper Impoundment DEP grant application | | 2.5 | 2.5 |
| IWWA subdivision reviews | | 3.5 | 3.5 |
| Town Bridge Project | | 2.5 | 2.5 |
| Town Hall office renovations | | 10.75 | 10.75 |

TOWN PLANNER

Wetlands Enforcement

- 348 East Hill Rd. – ongoing violation concerning illegal wetlands filling
- 38 Bart Dr. – silt fencing
- Routine Enforcement Circuit

Zoning Compliance

Inspections:

- 65 Albany Tpke. – physical therapy business
- 511 Cherry Brook Rd. – medical billing home occupation
- 3 Stonemeadow Rd. - body art (non-tattoo) home occupation
- 2 Sweetheart Mountain Dr. – new single family house
- 40 Indian Hill Rd. – shed accessory to a single family house
- 121 West Rd. – foundation work on single family house
- 8 Crown Point – finished basement in single family house
- 110 Albany Tpke. – sign permit for art shop
- 292 Albany Tpke. – storage building
- 233 Albany Tpke. – sign for Trading Post
- 12 Pond View Dr. – addition to single family house
- 10 Hidden Brook Hollow – completed single family house
- 23 Canton Valley Circle – deteriorated single family house
- 8-10 Collins Rd. – possible bio-diesel fuel production

Permits Issued

- 176 Morgan Rd. – accessory apartment
- 65 Albany Tpke. – physical therapy business
- 511 Cherry Brook Rd. – medical billing home occupation
- 3 Stonemeadow Rd. - body art (non-tattoo) home occupation
- 2 Sweetheart Mountain Dr. – new single family house
- 40 Indian Hill Rd. – shed accessory to a single family house
- 121 West Rd. – foundation work on single family house
- 8 Crown Point – finished basement in single family house
- 110 Albany Tpke. – sign permit for art shop
- 292 Albany Tpke. – storage building
- 233 Albany Tpke. – sign for Trading Post
- 12 Pond View Dr. – addition to single family house

Cease & Desist Orders

- 57 Powder Mill Rd. - unregistered vehicles still on property, will send another letter to violator. Second appeal made to ZBA scheduled for 4/13/2009
- 16 Freedom Dr. – violator indicated she will have unregistered vehicles removed week of 3/9/2009. Vehicles still on site. Follow up letter being sent.

Aquifer Protection

- Notices of approval, denials, and request for additional information and/ or inspections were distributed for the 12 active registration request being processed.

Miscellaneous Land Use Office Activities

- Researched historical aerial photographs for 57 Powder Mill Rd. junkyard case.;
- Determined Affordable Housing eligibility for three potential purchasers of homes in Powder Mill Village;
- Calculation of max resale value for Village Lane properties;
- Calculated queuing scenarios at car wash proposed for Dyer Cemetery Rd.;
- Assistant Planner attended Open Space Acquisition Committee 3/3, ZBA 3/9, Canton Center Historic District 3/11, IWWA 3/12, Canton Housing Authority 3/18, Conservation Commission 3/25;
- Planner attended Permanent Municipal Building Committee 3/3; CRCOG Bicycle Committee 3/10; Zoning Rewrite Committee 3/11; Canton Housing Authority 3/18; Zoning Commission 3/18; Farmington River Wild and Scenic 3/19; CRCOG Transportation Committee 3/23; CARE/ SHARE Regional Planning Presentation 3/26; DRT 3/31.
- Meeting with DOT on 3/5 to discuss possible implementation of Pedestrian Vehicular Safety Committee Recommendations;
- Meeting with Town and applicant consultants on 3/6 regarding Car Wash proposal;
- Department Head Meeting 3/11;
- Canton Life meeting to review all development applications 3/11;
- Met with representatives of Avon, Simsbury, and Private Sector to review requirements, costs, and feasibility of electronic mapping services to complete rewrite process;
- Met with PMBC to present challenges and restrictions of Zoning conflicting with site selection process for future highway garage. Provided analysis and recommendations;
- Prepared working draft of Municipal/ Community Facility District for PMBC review and discussion;
- Met with DOT, Traffic Authority and Car Wash representatives regarding DOT recommendations to augment Route 44, 3/26;
- Department Head Budget Review 3/23;
- Met with WCPA to review mapping needs 3/31;
- Processed numerous inquiries regarding affordable housing units for sale at Powder Mill Village;
- Met with Canton Housing Authority to Present recently adopted components of Fair Housing Implementation Plan and to discuss future fair housing opportunities;
- Farmington Valley Press review of all development applications;
- Reviewed feasibility of minor site plan changes for Lawton Road parcel for Konover;
- Update median income data tables for inclusion of newly released information from HUD;
- Reviewed zoning approval history for Cheryl Drive Lots to accommodate potential relocation of used car dealer and automobile repair uses;
- Managed 3rd party review contracts and consultant activity for Car Wash proposal;
- Comprehensive review of signage regulations pertaining to special exception uses for guidance to applicants and commission;
- Correspondence with Alan Kravits, Chair of Clinton Design Review Board, to provide guidance in their development of advisory materials;
- Reviewed available sites for potential inclusion in site selection process for Call Center opportunity through Metro Hartford Alliance;
- Researched exterior lighting ordinances and regulations for possible inclusion in zoning rewrite;
- Researched noise level ordinance and regulations for possible inclusion in zoning rewrite;
- Review of revised affordability plan and affordable housing procedures for submittal under CGS § 8-30g(h);
- Pre-application review of kiosks, retail expansion, and playground proposal at Shoppes;
- Review of draft Simsbury Planned Area Development Zoning District;
- Review of easement to be received by town for improvements to Lawton Road per Konover approval;
- Review of sewer service area update for State Plan of Conservation and Development
- Tracking and updating of CRCOG GIS orthophotography flyover;
- Review and recommendation for signage for out parcel development, Konover pad site;
- Numerous phone calls and discussions with Attorney's representing VLO Group regarding proposed affordable housing complex at 5 Cherry Brook Road;

Miscellaneous Land Use Office Activities Cont.

- Review of drainage issues at 20 Canton Springs Road. Responded to multiple phone calls from neighboring residents;
- Correspondence with Attorney representing Oxbow Ridge and Pulte Homes to resolve outstanding issues for bond release;
- Multiple communications with Robert Hust at DEP to resolve multiple Aquifer Protection issues, interpretation and guidance;
- Multiple phone calls with Reed Reynolds at CT water regarding pressure and flow near Dyer Cemetery Road;
- Continued working on Open Space Inventory with Conservation Commission volunteers. Researched specific history on 99 Gracey Road – Land believed to be set-aside to Land Trust but not received;
- Review of special exception uses and file history to accommodate Dance Studio proposal;
- Worked on recommendations/ suggestion for Zoning Rewrite committee – Revised Design Districts Regulations and regulations for Retail greater than 25,000 sf;
- Integrated “Working Notes” into Aquifer Protection Agency regular meeting process;
- Management of correspondence, communications, public assistance/ inquiries with the public regarding car wash application;

Land Use Meetings for March 2009

| Commission | Dates | Comments |
|---|--------------|--|
| Planning Commission | 3/2 | Meeting cancelled due to inclement weather. |
| Open Space Preservation and Acquisition | 3/3 | Discussion of draft management plan and farming grant; and executive session |
| ZBA | 3/9 | 1 Public Hearing and discussion of zoning rewrite. |
| Zoning Re-write | 3/11 | On-going up date of Zoning regulations. |
| Inland Wetlands & Watercourses Agency | 3/12 | 2 Old business items, 3 Other business items. |
| Zoning Commission | 3/18 | 2 Public Hearings; 2 Old business items; 4 New business items; 3 Other business items |
| Aquifer Protection Agency | 3/18 | Update on progress of previous registrations. |
| Inland Wetlands & Watercourses Agency | 3/20 | Special Meeting/Site Walk of Farmington River Trail. |
| Conservation Commission | 3/25 | Discussion of FRPOD, Temporary Energy Task Force, Clean Energy Fund, Commission updates. |
| Design Review Team | 3/31 | 1 New Business Item. |

Land Use 2009 Project Logs

| Project | February | March | Yearly Total |
|-------------------------------------|-----------------|--------------|---------------------|
| Regulation of Adult Orientated Uses | 2.25 | 0.0 | 2.25 |
| IWWA Violation at 348 East Hill | 10.25 | 0.0 | 10.25 |
| Census 2010 | 1.5 | 1.5 | 3.0 |
| Aquifer Protection | 13.25 | 9.0 | 22.25 |
| Pulte Homes/ Oxbow Ridge | 4.25 | 5.25 | 9.50 |
| Harts Corner, 5 Cherry Brook | Unknown | 22.5 | 22.5 |
| Zoning Rewrite | 10.75 | 26.25 | 37.0 |
| Car Wash, 10 Dyer Cemetery | 53.0 | 47.25 | 100.25 |
| Powder Mill Junk Yard | 2.75 | 22.0 | 24.75 |
| PMBC | | 13.25 | 13.25 |
| Affordable Housing | | 14.65 | 14.65 |

BUILDING DEPARTMENT

- There were no permits issued for new single family homes.
- Two commercial permits were issued. One was for alterations to 65 Albany Turnpike and the other for a new garage at 292 Albany Turnpike. Two permits were issued to the Town of Canton for alterations to the Town Hall and Community Center.
- In addition to the regularly scheduled Department Head Meeting, Mr. Jasmin attended a training class for supervisors regarding sexual harassment and a seminar that the Building Department hosted at the Community Center. A total of 92 people attended this seminar and the Town of Canton remains a favorable site for the State to hold seminars. He also attended a quarterly budget meeting with the CAO and Finance Director.
- There were thirteen Certificates of Occupancy issued. Three were for single family homes, one for a new personal service, one for SCBG rehabilitation and eight for alterations to single family homes.
- Mr. Jasmin conducted a total of 66 inspections.

Building/Renovation Permit Statistics

| Type of Permit | No. of Permits | Value of Permits |
|---------------------|----------------|------------------|
| Addition/Alteration | 12 | \$363,750 |
| Deck | 0 | \$0 |
| Demolition | 0 | \$0 |
| Electrical | 14 | \$79,100 |
| Garage/Shed | 3 | \$13,280 |
| HVAC | 11 | \$4,910 |
| New Commercial | 2 | \$21,200 |
| New Residential | 0 | \$0 |
| Plumbing | 3 | \$3,000 |
| Pool | 0 | \$0 |
| Roofing/Siding | 4 | \$24,500 |
| Foundation | 0 | \$0 |
| Total | 49 | \$509,740 |

Permit Value Comparison for March

| | 2009 | 2008 |
|-------------------------|-----------|-------------|
| Value of Permits Issued | \$509,740 | \$3,087,422 |
| Building Permit Fees | \$5,618 | \$39,762 |
| Other Income Fees | \$2,296 | \$2,716 |
| Building Permits Issued | 49 | 50 |

Total Value of Permits and Permit Fees

| July - March 2008 - 2009 | | July - March 2007 - 2008 | |
|--------------------------|-------------|--------------------------|-------------|
| Value | Permit Fees | Value | Permit Fees |
| \$5,278,799 | \$80,317 | \$11,106,413 | \$157,725 |

PARKS AND RECREATION & SENIOR SERVICES

Administration

- The Parks and recreation program brochure as part of the town wide Canton Connections is being printed this week and may be sent to a private printer due to new post office regulations. The brochure is tentatively scheduled to be mailed April 11.
- The annual parks and recreation department Easter Egg Hunt was held April 4. This year's attendance was approximately 120 kids.
- Director John Bennett has begun working on spring and summer activities. The pool opening weekend is scheduled for June 16.
- Director Bennett along with Director of Public Works, Walter LeGeyt, continues to communicate with President of the Canton Little League, Stan Krzanowski and also with CHS athletic director, Nancy Grace and Canton Youth Lacrosse, to go over any needs for the upcoming season. Schedules have been distributed to town staff. The maintenance staff is working to prepare all of the fields for both high school play and little league. With this year's weather being warm, the CHS baseball team was able to start on Bowdoin field on their first day.
- Mr. Bennett sent out letters to his returning staff. These letters to the staff gave until April 6 to respond. Mr. Bennett is currently analyzing the need for hiring additional staff based on who is returning.
- Director Bennett also made adjustments to the proposed changes for swim lessons for the upcoming season. Changes in lessons from the three weeks to two weeks and adding 15 minutes more time each day. It is the hope to make lessons more flexible for patrons allowing more people to sign up.
- Mr. Bennett is also working on setting up training classes with the Red Cross here in Canton. It benefits the town firstly by allowing a town staff member free enrollment to the class. Classes to be held here include lifeguard instruction as well as WSI (swim instructor)
- Director Bennett and program specialist Darrien Lynn have also redesigned the LIT (leader in training) program and for kids entering grade 9 and 10 next year. The program will offer a leadership component. LIT candidates will pay half of the fee a regular camper.
- Director Bennett is currently working with pool contractor Aquamasters from Simsbury to get the pool up and running. The company will be coming in the next two weeks to begin.
- Information has been sent out for the community gardens. Garden plots will be available for planting on 5/5.

Recreation

- Director Bennett is also working with concession and vending representatives to set up contracts for the coming season.
- Director John Bennett and Program specialist Darrien Lynn are working on a summer jazz concert series. The date was set for the annual concert (June 6) and other options were discussed presenting an entire series.
- Parks and recreation staff training is scheduled for May 14. The staff is trained in CPR as well as working with Special populations and dealing with blood borne pathogens. Staff members are also trained about filling out a time card emergency procedures and scheduling of hours.
- Director Bennett has also ordered the pool tags for the coming season, and is working on more special events that will be coordinated by summer staff members.

SENIOR SERVICES

Programs

- Congregate Meals through CRT have increasing numbers, with snowbirds returning from warmer places and people being able to get out of their cleared driveways. Numbers have reached as high as almost 60 in the month of March, whereas during the winter they were in the low 40's.
- Claire has been working on the upcoming Senior Scribe, which will come out mid-April and will cover activities, programs and goings-on in the community from April through July 2009. Claire met with Anita Blood (layout editor) and is going over finishing touches for the final Scribe.
- Senior Services submitted testimony to the Dept. of Transportation on March 11th in reference and in support of S.B. No. 1093 “*An Act providing funds for municipal matching grants for demand-responsive transportation for elderly persons and persons with disabilities*”. This bill has been passed through the House and was sent to the Senate just this week, which is positive for advocates of the grant funding, which makes social and medical transportation accessible for many Canton residents.
- Other programs which have been on-going and have gotten stronger in the past month include our ‘In the News’ group, which continues to grow, our ‘Days Of Our Lives’ group which is an intergenerational group which we coordinate with the Adina Zimmerman’s Challenge Class from the Intermediate School. Our ‘Cooking with Elaine’ group, which was cancelled a couple months was a ‘go’ for both February and March and were well-attended.
- AARP has been busy giving tax assistance to residents from the community. Dedicated volunteers have been here every Wednesday morning helping people file taxes and answering questions. This is a valuable program which Senior Services is happy to provide with AARP.
- CHOICES volunteer Paula Corrao was here in March to assist people with decisions involving insurance, Medicare. This program has grown and Senior Services has noticed a significant increase in its popularity from last year to this year. During the physical transitions happening in Senior Services, Paula has been wonderfully flexible, as has Mary.

Administration

- John Bennett, Recreation and Senior Services Dept. Head, submitted the DAR Grant to Bob Skinner, CAO in the month of March. John coordinated this grant with Simsbury.
- Claire has set up a number of speakers to come and educate and entertain our community. Many of these speakers come from non-profit organizations and healthcare companies who are reaching out to the community through speakers’ bureaus. Upcoming talks will be included in the April Scribe.
- Mary put out two [2] E-Scribes in the month of March. Both included articles pertinent to the aging and disabled community, as well as tidbits about changes here at Senior Services. The last e-scribe included an inventory of medical equipment that has been given to Senior Services over the years. Residents were asked to email Claire if they were interested in any of the items. Some ‘flew off the shelves’ rather quickly, and Cherrybrook Healthcare Center, which is a not for profit organization was able to take some commodes and a wheelchair off our hands. ☺
- Public Works has been busy and Tim, our hardworking custodian, has been working consistently on getting Mary and Claire into the new office, which is the old Craft Room next to the kitchen. The carpeting is laid down and furniture is slowly starting to arrive... we thank all who have had a hand in the process; so far, we are pleased with the results.

LIBRARY

Statistics

- Circulation for March totaled 16,348. This topped the circulation for March 2008 by 1,840 check-outs, or 12.7%.
- 65 new library cards were issued and 37 expired cards were renewed. For some reason, Library Connection could not give us a count of expired cards renewed in February for my last report -- the number is 44. We had a total of 4,535 cardholders on March 31.
- 2,018 reference questions were answered.
- Our public computers were used 2,118 times.
- The public word processor was used 17 times.
- 581 items were added to the collection and 205 were removed. Per LCI, our collection numbered 75,964 barcoded items on March 31.
- During March, we borrowed 347 interlibrary loan items for Canton residents and loaned 311 of our items to other libraries for use by their patrons.
- 1,085 item holds were placed.
- Our Quiet Study Room was used 19 times and our Small Study/Word Processor Room was used 17 times.
- 38 programs (11 adult and 27 children's) attracted 1,047 attendees (331 at adult events and 716 at children's).

Adult Services

- The Monday Evening Book Club discussed *To Kill a Mockingbird* by Harper Lee. Attendance: 14. This selection tied in with our region's *Big Read* program book.
- The Saturday Book Conversations group discussed *Middlesex* by Jeffrey Eugenides. A disappointing attendance: 3. Because this event is drawing low attendances just about every month, Reference Librarian Beth Van Ness is canvassing the members to see if they can choose a more favorable meeting time.
- *The Farmington Canal in the Farmington Valley* was a slide and lecture program presented on Sunday, March 8, in connection with our March/April canal exhibit inside the library. Reference Assistant Jane Hoben planned the event, and the speakers were Carl Walter of Granby and Ruth Hummel of Plainville, local authorities on the Farmington Canal. A major success: attendance was 156. Interest in the Farmington Canal is far greater than I ever imagined it would be! Every day, people visit our library from all over the state to view our exhibit.
- Katie Bunn held four more installments of her *Voluntary Simplicity* series in March. Combined attendance: 30.
- We showed the classic movie *To Kill a Mockingbird* on Saturday, March 21. Like the Monday Evening Book Club's choice this month, we showed this film because it reflected the Farmington Valley's *Big Read* selection of the Harper Lee classic. A lively discussion followed. Attendance: 12.
- The library obtained a block of tickets for the Hartford Stage Company's performance of *To Kill a Mockingbird*. Reference Assistant Nancy Donoghue led a party of 21 patrons to see the performance on March 21.
- The third of three Sunday afternoon musical events planned by Katie Bunn and Beth Van Ness took place on March 22. Canton High School's Chamber Singers performed before an appreciative audience of 60.
- Katie Bunn also organized *A Connecticut Cottage Garden*, a gardening program featuring master gardener Amy Ziffer of Sherman. Attendance: 35.
- We made 7 deliveries of library materials to homebound Canton residents during March. The program seems especially popular with the residents of Boulder Ridge.

LIBRARY Cont.

Children's Services

- Twenty (20) of the 27 children's programs were story times for ages 2 to 5. We offered five separate sessions each week, differentiated by age. Combined attendance for March: 367. The winter semester of story hour ended in late March. We will offer some drop-in story times during April and May.
- Sue and Mark Hamilton offered an *Inuit Sled Dogs* multi-media presentation on March 7. They worked into their program demonstrations of 3 sleds, lots of sledding gear, and a visit by an actual working sled dog. This program was a big draw for adults and children alike. The dog, who enjoys freezing temperatures, bore up bravely in the 70 degree heat of Room F. Attendance: 58.
- National *Youth Art Month* was observed in Canton with a reception honoring the student artists of all four Canton schools, whose work was on display in the Children's Room throughout March. The display generated tremendous interest. Reception attendance: 130.
- Heather Baker and Betsy Ash visited the Canton Community Nursery School and the Trinity Nursery School (three visits in all) to read stories from the Clifford the Big Red Dog series of kids' books. A special guest star joined them: Clifford himself. Canton resident Elaine Chandra wore the imaginative (and hot) Clifford costume loaned to us by the local Barnes and Noble bookstore, and the kids adored her. Elaine hammed it up and waved to the kids while Heather and Betsy read the stories. Great fun for everybody. Combined attendance: 52.
- Heather assisted the Children's Room staff of the Farmington Library in presenting her *Martha Speaks* program, the one we held here earlier this year. Attendance: 77. We may be doing more joint programming ventures with Farmington.
- The library donated a special story time to serve as a gift to be auctioned at Trinity Nursery School's recent fundraiser. In late March, Heather presented a program of stories, songs, movies, a craft, and cupcakes following the winning family's requested theme: butterflies. Attendance: 32.

Personnel

- We had no staff changes in March. We acquired one volunteer: the same student from the Explorations Charter School in Winsted who volunteered for us on a work experience program last autumn. Again, he will be with us for 6 weeks.
- Staff attendance at professional meetings in January: Simon: LCI membership meeting. McCusker: LCI Bibliographic Services Committee.

General

- Our 5 months of Sunday openings ended on March 29.
- Library Connection experienced a computer glitch on March 25, and the system was down all day. Very trying! The staff scanned all checkouts, discharges, renewals, fine payments, new cards issued, card renewals, book drop discharges, new collection items, etc. into a Word document and then downloaded them into the system computer the next morning, as instructed. Unfortunately, the LCI mainframe computer rejected all transactions performed between 9:00 a.m. and 12:30 p.m. on the "down" day. These were not recoverable. The good news: the loss was for a limited amount of time. The bad news: it has caused some havoc with patrons who did transactions with us that morning. It also wiped out some of our circulation statistics – the circulation number cited on page 1 does not include the lost checkouts for the morning of March 25. Fortunately, this happens very, very seldom.
- Sarah McCusker and Jane Hoben continue to chip away at the Local History Room. A lot of the collection has been inventoried by now – we needed to know what's in there. Cataloging for the benefit of the public will follow the inventory.

LIBRARY Cont.

General Cont.

- Our new website went live on March 11. The transition was smooth – not a single hitch. All public response has been positive. I am reviewing the entire site one more time, page by page, and making some minor wording and fact adjustments, but mostly everything is just fine as is. Sarah McCusker, our web wizard, created blogs – one for adults and one for children -- as part of the new website. She and Heather Baker now are posting to these blogs often with information about new collection items, programs, library news, and other items of interest to adults and children. This is rare: everyone seems happy with the new website. Success!
- Another success: our new patron brochures are in and being distributed to the public. Supplies have been placed at all 3 public service desk, and we are giving a copy to everyone who receives a new or renewed library card. The brochure explains a great deal about the library: what we have in the collection, how long items go out, how much we charge for fines, what reference and interlibrary loan are about, etc. A great publicity tool.

WPCF

Operations:

- The plant achieved 95% BOD removal and 96 % Suspended Solids removal
- The Influent plant flow decreased from .748 MGD to .726 MGD

Laboratory

- Analyzing digester operation weekly, Primary Tank Volatile solids, Digester Solids, Digester Volatil 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 2.6 % this month.**
- Ten loads of sludge were sent to Synagro @ 65,000 gallons this month.

Collection system

- Bi Weekly lift station Inspections were performed
- Marked call before you dig
- Alarm Town Bridge Rd P. Station Power Failure
- Alarm The Shoppes P. Station Pump #1 Seal Failure
- Snow removal pump stations

Maintenance:

- Cleaned arms on Trickling Filter
- Completed installation of 48 new lamps for Ultraviolet disinfection system, replaced burned out bulbs and ballasts as required
- Changed oil in Trickling filter to summer weight oil
 - Painting various area around plant
 - General clean up of all areas
- Tapped into Info line of Sand Filter #3 and installed supply line for Turbidity meter
- Completed installation of Sand Filter #3 and put into service
- Installed turbidity meter on Sand Filter #3 Influent line to monitor incoming turbidity
- Washed Primary Clarifiers
- Washed interior of RBC building
- Monthly test of emergency lights and signs
- Calibrated gas meter

WPCF Cont.

Collection system

- Drained U.V Channel and washed out in preparation for Disinfection season
- Tested all emergency eyewashes
- Cleaned seal water screens on Influent Pumps
- Installed Sand Filter Backwash splash guards on #3 Sand Filter
- Snow removal WPCF
- Brought Snow Blower to Grunders equip for repair
- Installed three new Variable Frequency Drives (VFD's) on RBC pumps
- Installed conduit raceway on Sand Filter #3 for chemical tubing
- Sent letters out to all food Preparation Establishments concerning pending Fats, Oils, and Greases inspections.
- Safety and training:
- Monthly test of emergency lights and exit signs
- Calibrated gas meter
- Tested all emergency eye washes
- Conducted training on Sand Filter #3 Operation, and cleaning with IDI Engineer
- Received training on new RBC Pump Variable frequency Drives from Application Engineer of Eastern Bearings
- Staff received training on SCADA and Win 911 alarm reporting software

Administrative

- Attended monthly staff meeting
- Attended weekly directors meeting with CAO, DPW Director, and Town Engineer
- Created inspection forms for Grease Traps
- Attended budget review
- Met with Woodard and Curran to discuss GIS
- Woodard and Curran staff on site continuing SCADA work
- Met with Town Planner to discuss GIS and its application