



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: December 17, 2008
 Re: **Monthly Report- November 2008**

GENERAL ADMINISTRATION

FINANCE

- Worked on Audit information & CAFR File
- Attended many meeting regarding FY 08 BOE Activity and Reconciliations
- Auditors here from October 27th – November 6th

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)

10/31/08

General Fund	\$ 9,205,405
Special Revenue Funds	\$ 3,296,476
Capital Projects Funds	\$ 2,256,083
Internal Service Funds	\$ 681,288
Trust and Agency Funds	\$ 586,235
TOTAL ESTIMATED BY FUND	\$16,025,488

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)

10/31/08

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	1.42%	1.99%	1,882	3,203	\$ 7,940,347
Webster	2.50%	2.55%	20,022	20,960	\$ 8,085,141
Total Outstanding Investments			21,904	24,163	\$ 16,025,488

Professional Development

Amy O'Toole attended the Government Finance Officers Association CT Meeting Nov 18th.

TAX COLLECTOR

- Tax collections for the current list were \$111,287.79. Our collections compared to last year are low by .05% to last year at the same time.
- Back year collections were \$15,315.43. Suspense collections of \$775.96
- Sewer Collections on the current list \$62,819.92. Back year sewer collections \$2,724.44.
- Sewer Assessment collections \$ 624.30 and connection charges collected \$.00.
- Sent out delinquent tax notices with the November due date.
- Released 8 tax and sewer liens this month.
- Sent out 27 Alias Tax Warrants for the Sewer bills that were outstanding.
- Started preparing for the DMV Supplemental List billing.

ASSESSOR

- In general, work on normal administrative duties continues – field work to update Building Permits continues
- Proceeding on schedule with Revaluation - Review of Real Estate values is complete – Building permit updates is complete
- The motor vehicle information for the 2007 G.L. Supplemental is complete and ready to be sent to the Tax Collector – This years list totals \$8,891,597. This amount is down from last years \$9,538,390.
- Personal Property Declaration forms (required return date November 3, 2008) will begin to be processed

POLICE DEPARTMENT

A total of 843 incident assignments were logged for the month including: 249 directed patrols/neighborhood & business security checks, 194 motor vehicle enforcements, 62 automatic alarms (44 businesses, 11 residential & 7 fire alarms), 47 emergency medical responses, 31 vehicle collisions, 10 larceny/fraud/theft complaints, 5 DWI/narcotics investigations, 5 vandalism/destruction of property reports & 2 sexual assault investigations.

A brief but intensive ground search was initiated after receiving report of a missing woman with disabilities last seen on foot in her neighborhood on a very cold afternoon. The individual was located at a shopping center in Avon.

The department continues to deploy the Speed Trailer throughout the Town and also participated in the National Click-It or Ticket seatbelt use enforcement during the last two weeks of the month.

Extra traffic control staffing was deployed to Collinsville to assist with the expected large voter turnout and the Thanksgiving holiday and corresponding start of the Christmas shopping season saw the increased staffing during specific time periods to meet potential traffic & public safety demands.

POLICE DEPARTMENT (Cont.)

The beginning of the winter overnight parking ban was publicized in the paper and flyers placed on cars in Collinsville seeking voluntary compliance.

During the month I attended two Board of Selectmen meetings (one for the Regional Non-emergency police operations agreement, the second as a member of the Collinsville Traffic & Pedestrian committee), one committee meeting as a member of the Collinsville Traffic study group, a pre-construction meeting for the Konover project at Lawton Rd. & Rt.44, a Town Department Head meeting, met with the CAO along with a potential Police Officer recruit, attended a benefit dinner for the family of our late dispatcher, met with the Town Attorney & a mediator to resolve a MPP filed by the Police Union, was interviewed by two UCONN students for their term project, met with a concerned parent regarding police interaction with her adult son, attended a Project Review Team meeting for a proposed car wash and met with a zoning applicant regarding traffic concerns with the proposal.

The Deputy Chief conducted a training session for the Regional Emergency Services Team and attended the International Association of Chiefs of Police convention as Canton's representative.

A sergeant planned and coordinated a training session with the FBI for local bank employees relating to hold-up procedures and investigations.

Three patrol division members attended mandatory recertification training at West Hartford PD, one officer attended a week long Methods of Instruction training class at the Police Academy (now certified to be a department training instructor) and one officer attended a four day training session to become certified as a child seat installation instructor.

The department's vehicles were prepared for winter weather and outfitted with snow tires during the past few weeks also.

The Police Officer recruitment process continues as the department seeks to fill one current vacancy and staff the new position authorized in January 2009.

FIRE DEPARTMENT - None

TOWN CLERK

1. The Town Clerk's office processed 566 transactions during the month of November.
2. Real estate recordings were down 21% compared to the same time last year.
3. There were 10 residential dwelling/land sales and one commercial sale.
4. The largest home sale was for 57 Wilder's Pass (\$660,000).

REGISTRAR OF VOTERS

Elizabeth Fournier 2814
John Miner Jr. 2488

QUESTION #1

Shall there be a Constitutional Convention to amend or revise the Constitution of the State?
YES 1207 NO 3355

QUESTION #2

Shall the constitution of the state be amended to permit any person who will have attained the age of eighteen years on or before the day of a regular election to vote in the primary for such regular election?
YES 3519 NO 1787

14. For the month of November, 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 parking and road signs. 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>
Other	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Road Signs	2	2 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

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

- Number of visits to our site: 4,147 people made 6,931 visits to the site
- Average number of pages/visit: 2.51
- Average time on site: 1:42 (minutes:seconds)
- Top pages viewed:
 - Home page
 - Assessor
 - Site Search
 - Employment Opportunities
 - Voting Information
 - Park & Recreation
 - Visitor's Guide
 - Municipal Government
 - Municipal Services
 - Board of Selectmen's Minutes
- Traffic Sources came from:
 - Search Engines (54%)
 - Direct Traffic (34%)
 - Referring Sites (12%)

Town Clerk Receipts
November 2008
FY 2008-2009

Description	Total Items	Total Amount
Conveyance Tax	11	\$9,513.75
Recording Land Records	142	\$3,482.00
St of CT Historical Preservation		\$284.00
Town Clerk Historical Preservation		\$142.00
Town of Canton-Land Preservation		\$426.00
St of CT-Land Preservation		\$3,692.00
Town Clerk Land Preservation		\$142.00
Maps	3	\$40.00
Copies	105	\$652.00
St of CT DEP	39	\$706.50
Sport Licenses-Town of Canton		\$29.75
Miscellaneous	8	\$57.59
Vitals	64	\$565.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	13	\$12.00
Dog Licenses-State of CT	11	\$118.00
Notary Fees	1	\$10.00
Dial-A-Ride	8	\$123.15
Transfer Station	181	\$7,574.00
TOTALS	566	\$27,607.74

FIRE MARSHAL / EMERGENCY MANAGEMENT

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

Inspections	7
Inspection Follow-ups	2
Plan Review	1
Job Site Inspections	21
Fire Investigations	0
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

FIRE MARSHAL / EMERGENCY MANAGEMENT (Cont.)

- Provided fire and life safety education to the children at Sunny Days on November 5.
- Received National Fire Incident Reporting System training from the State of CT Department of Public Safety's Office of Education and Data Management on Nov. 13.
- Attended the monthly meeting of the Capitol Region Fire Marshal's Association in East Hartford on November 13.
- Attended the State of CT Department of Emergency Management and Homeland Security's Commissioner's meeting in East Hartford on November 14.
- Attended a Project Review Team meeting on November 25 for the proposed car wash at 10 Dyer Cemetery Road.

Professional Development

- Fire Marshal Adam Libros attended the annual CT Fire Marshal's Association/CT Building Official's Association educational seminar in Southington on November 6.
- Deputy Fire Marshal Scott Goeben attended the CT Chapter of the International Association of Arson Investigator's annual educational seminar in Rocky Hill on November 20 & 21.

PUBLIC WORKS

Highway Dept.

- Crew continued patching and repairing curbing around town
- Crew cleaned up trees, bushes. and beds at the police dept
- Crew finished preparing bridge deck on West Mnt Rd to be capped
- Crew used road sweeper to go around town picking up leaves which were causing problems with drains and road conditions.
- Maintainer Perry Polderman went to the Town of New Hartford with Truck #9 and the leaf-vac to help them pick up leaves on their Green.
- Crew replaced 2 flat catch basin tops on Morgan Rd.
- Crew will start going out on their runs every Mon. to work and report any issues with the roads there responsible for.
- Crew have already been out spreading material on icing conditions
- Crew moved the topsoil pile from the Parks dept. to Lawton Rd because of safety concerns of kids climbing on pile
- First round of winter road salt was ordered and the salt shed is full.

Parks Dept.

- Crew pulled up sod which was put on Bowdoin field for soccer and reused it on goal mouths at Bowdoin and West field with the remainder going over to the Fireman's field
- Crew continued with leaf pickup
- Crew set up lighting on the Green
- Crew picked up and stored all goals and nets related to BOE sports

PUBLIC WORKS (Cont.)

Maintenance

- Work continued on servicing equipment and trucks with individual repair sheets being used to track quantities and pricing for any and all repairs
- Sanders and plows being put on and checked out
- Parks Dept equipment being serviced and stored in Depot.

FACILITIES MANAGEMENT

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

ENGINEER

- Attend monthly department head meeting
- Site visit to Rustle Meadow subdivision to check work in progress PC file 498
- Site visits to Canton Commerce Park prior to road acceptance PC file 485
- Site visit to Griswold Farms prior to road acceptance PC file 487
- Site visit to West Mountain Road to determine repairs to bridge deck
- Review and approve CRRA, MDC, & Paine's Inc Transfer Station invoices
- Prepare information for ConnDECD for 21 Dowd Small Cities grant
- Review Zoning Commission file 364-1234 Konover Development Albany Turnpike
- Site visit to Oxbow Farm Zoning file 368-1230
- Review Zoning Commission file 288-1240 Canton Springs Road
- Prepare paperwork for ConnDOT for RR II 23-123
- Review Zoning Commission file 407-1241 Dyer Cemetery Road
- Prepare information for Farmington River Enhancement grant
- Review mortgage documents for Small Cities Housing Rehab projects
- Site visit to Bridge Street and Maple Ave to review proposed pedestrian project
- Review hydropower estimates prepared by consultant
- Work on preparation of Transfer Station contracts for hauling and disposal of bulky waste

- Prepare RFP for upper and lower Collins Company dam impoundment silt removal
- Attend meeting of PMBC re: Highway Garage replacement

Professional Development

- Completed distance learning course in Torsion Design of Structural Concrete sponsored by Structural Engineering magazine and the Portland Cement Association

TOWN PLANNER

Wetlands Enforcement

- IWWA investigations at: 125 Gracey Road (multiple visits); 348 East Hill Road (multiple visits); 250 Albany Turnpike; & Hidden Brook Hollow (Case Street).
- Cease and Desist order issued for filling of wetlands at 348 East Hill Road;
- Show Cause hearing occurred on 11/13/08. Order remains in effect. North Central Conservation District is being brought in to assist in resolution.
- Review of restoration work at 310 Albany Turnpike in response to oil spill from earlier this year.
- Standard procedure for addressing wetlands violations and unauthorized activity not yet in place, currently being drafted.

Zoning Compliance

- Follow up on complaint regarding Cherry Brook Kennel;
- Erosion Control inspections & post approval compliance monitoring at 250 Albany Turnpike;
- Site inspection/ Bond release review, Oxbow Ridge Condominiums – Denied for failing to meet approved site plan;
- Continued working with property owner to seek willful compliance of unauthorized automotive repair use at 20 Canton Springs Road.
- Certificate's of Zoning Compliance Inspections for 20 Thayer Road, 205 Albany Turnpike, & 35 Dart Drive;
- Signage Permit review for 250 Albany Turnpike;
- Held a Pre-Construction meeting on 11/6/08 with Konover at the Lawton Road site.

Zoning Enforcement

- Assistant Planner designated as Zoning Enforcement Officer on 11/19/08. Building Inspector remains at Deputy until 12/31/08.
- "Draft Zoning Enforcement Procedures for the Town of Canton" were revised in response to ZBA and Zoning Commission comments. Currently under review by Zoning.
- Received zoning compliance equipment, sound meter & light meter
- Zoning compliant inspection at 72 Lawton Road.

Subdivision Compliance/ Enforcement

- Rustle Meadow Subdivisions – Expiration issue has been resolved. Maximum extension granted by Planning Commission.

Aquifer Protection

- Received multiple Registration forms. Reviewed for completeness. Met with applicants that had incomplete forms or had made mistakes. Two Registrations were found to be complete and were sent to the agency for approval and setting of effective date.
- A lot of time this month was spent in fielding calls from owners of land or facility owners within the Aquifer Protection Area who required assistance in understanding the Aquifer Protection Regulations and registration process.
- The Land Use Office is concerned about the number of regulated facilities known to exist vs. the number of registrants coming forward. A second mailing notice to affected business has been prepared for December distribution.

Miscellaneous Land Use Office Activities

- Assistant Planner Started on 11/17/08, Orientation of Assistant Planner, Introduction to processes, regulations, expectations, department standards etc. Began process of generating a work flow.
- Devoted a lot of time to focus on the on going Regulation Rewrite. Focusing on review and recommendations of regulations affecting Collinsville, Design Districts, Rear Lots, and regulations governing Agriculture, Noise, Lighting, and Wind Energy Systems;
- Administrative Requirements such as Department Head Meeting, Weekly Reports, Monthly Reports, Budget Preparation, etc...;
- Meet with BOE official to review potential sites for accommodation/ expansion of athletic fields/ recreational needs;
- Attended Lower Farmington River Wild and Scenic Designation Study Committee Meeting;
- Worked on the organization of possible joint IWWA/ PC/ ZC/ CC meeting pertaining to Farmington River Wild & Scenic Designation Study;
- Presented comments of emergency responders to Land Use boards for possible incorporation into and improvement of land use regulations and development review process;
- Numerous conversations with concerned members of the public on Car Wash proposal at 10 Dyer Cemetery (Cob Web);
- Presented proposed changes to CROCG Regional Plan to Planning Commission;
- Continued the process of developing digital audio records of land use meetings (trial and error issues on quality of recordings);
- Met with a site selector from the MetroHartford Alliance and reviewed sites along Route 44 for the possible relocation of a professional office to an existing site on Route 44.
- Reviewed POCD Recommendations for all Town Agencies, and created status report matrix for Planning Commission review;
- Held a Project Review Team meeting for the proposed Car Wash at 10 Dyer Cemetery (Cob Web);
- Reviewed town ordinances and procedures for the encroachment of private ways' onto Town property;
- Management of recording secretaries, working with Administration for filling of vacant

position;

Miscellaneous Land Use Office Activities (Cont.)

- Reviewed proposal for two driveways and 8-26 report on proposed family subdivision at 117 & 119 Case Street;
- Drafted new zoning regulations pertaining to personal service shops, massage therapy, and tattooing;
- Staff reviews for affordable housing proposal at 5 Cherry Brook Road;
- Reviewed all zoning regulations pertaining to use of Chickens on a lot in response to citizen concerns;
- Reviewed various regulations pertaining to Flag Lots and Rear lots and drafted recommendations;
- Reviewed Water Pollution Control capacity issues and plan review process for Affordable Housing proposal at 5 Cherry Brook Road;
- Reviewed approval history/ compliance for reconstruction of “Four Paws Only” on Canton Springs Road;
- Post approval Mylar review of Konover approval;
- Finished work space for Assistant Planner, prepared copies of regulations, keys, e-mail, access to copiers, scanners, network, etc...;
- Spent an extra-ordinary amount of time trying to establish voice mail for new Assistant Planner;
- Began working on a news letter item for business community on the planned consistent enforcement of Zoning Regulations to avoid shock and reaction;
- Met with Chamber of Commerce representative to discuss proposed changes to the Zoning Regulations pertaining to signage and received feedback;
- Review of IWWA application and 8-26 Report of proposed family subdivision of the Carpenter Property (Case Street);
- Reviewed CL&P proposed Transmission Line expansion through Canton – requested meeting with appropriate representatives to understand possible impacts to community;
- Processed 3rd Party Reviews for Oxbow Ridge;
- Met with VHB representatives bringing forth site plan modifications at Canton Racquet Club required as the result of a past oil spill;
- Met with concerned citizen from Pond View Road/ Pond Drive regarding proposed automotive repair use at 20 Canton Springs Road;
- Development of third party services for review of Zoning application at 10 Dyer Cemetery Road (Cob Web) in accordance with Ordinance #224.

Land Use Meetings for November, 2008

Commission	November 2008 Meeting Dates	Comments
Planning Commission	11/3	2 Old Business items, 3 New Business Item, 3 Other Business items.
Open Space Preservation and Acquisition	11/3	Cancelled due to lack of quorum.
Zoning Commission (special)	11/5	1 Old Business item.
Zoning Re-write	11/5	Continued discussion of various sections of regulations
Zoning Board of Appeals	11/10	1 Public Hearing
Conservation Commission	11/12	Financial report, 2 New Business items, 1 Old Business item
Inland Wetlands and Watercourses	11/13	1 Informal Discussion; 3 New Business Items, 2 Other Business Items.
Economic Development Agency	11/18	Cancelled due to lack of quorum.
Aquifer Protection Agency	11/19	2 Registrations
Zoning Commission	11/19	5 Public Hearings; 2 New Business Items; 2 Other Business Items
Inland Wetlands and Watercourses	11/25	2 Site Walks

BUILDING DEPARTMENT

- There were no permits issued for Single Family Houses.
- There were 4 Certificates of Occupancy issued. Three were for alterations to single family homes and one was for KFC/TACO BELL.
- Mr. Jasmin conducted a total of 115 inspections. With the hiring of an Assistant Town Planner, Mr. Jasmin's responsibilities as Deputy Zoning Enforcement Officer are winding down.
- In addition to the regularly scheduled monthly meetings, Mr. Jasmin attended a seminar on demolitions.

BUILDING DEPARTMENT (Cont.)

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	4	\$24,860
Deck	0	\$0
Demolition	0	\$0
Electrical	11	\$20,500
Garage/Shed	2	\$3,700
HVAC	29	\$97,790
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	8	\$3,950
Pool	0	\$0
Roofing/Siding	4	\$29,000
Foundation	1	\$10,000
Woodstoves	8	\$20,934
Total	67	\$210,734

Permit Value Comparison for November

	<u>2008</u>	<u>2007</u>
Value of Permits Issued	\$210,734	\$1,520,317
Building Permit Fees	\$588	\$15,912
Other Income Fees	\$2,772	\$1,722
Building Permits Issued	67	64

Total Value of Permits and Permit Fees

<u>July - November 2008-2009</u>		<u>July - November 2007-2008</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$3,062,327	\$49,981	\$6,768,568	\$91,873

SENIOR SERVICES

In the month of November the Senior Services Department coordinated and/or provided administrative support to programs and activities in the following areas:

Social Services, Health and Wellness

1. VNA twice-weekly blood pressure screening
2. Bereavement support group
3. VNA weekly walking group
4. Twice-weekly CRT hot lunch program (hot lunch program is also part of the social, recreational etc offerings found in the subsequent category). Provided support for CRT-instituted changes.

5. VNA foot care clinic.
6. Logistical support of Chamber of Commerce job bank applications for seniors.

SENIOR SERVICES (Cont.)

7. CHOICES program, Medicare Part D and supplemental health insurance counseling. Demand is up and extra sessions were scheduled in November. This is a challenge because it requires the Seniors Services Coordinator to give up her office, computer and phone. Open enrollment period (ends 12/31/08) but the last scheduled appointment will be December 16 due to other demands on the counselor's schedule and due to the Coordinator's absence between Christmas and New Year's. Because of heavy publicity many people have made appointments early this year.
8. Facilitated and administered out-of-town medical transportation
9. Supporting Kevin Witkos, facilitated a meeting with a member of the State Commission on Aging, specifically to address questions about tenants' rights in multi-unit and/or communal living situations. Much time was spent on publicity and turnout was excellent (more than 35 people including members of the CCOA and Housing Authority. However, while well meaning, the speaker admitted that housing issues were outside her realm of knowledge. Attendees were extremely disappointed and the Coordinator spent much time subsequently dealing with complaints about this meeting.
10. Dial A Ride-support and complaint resolution. (DAR is also part of the social offerings in the next category, although it is not repeated there).
11. Began exploration of alternatives to VNA Foot care clinic because of large fee increase.
12. Conferred with Focus on Canton President about medical transportation funding issues and some special individual needs. Focus has received additional \$7500 additional grant funding which will help back up Town needs in this area.
13. Started putting winter programs on hold due to staffing change.
14. Facilitated hearing and hearing aid screening clinic (held approximately 4 times a year)—good participation, with a waiting list.
15. Facilitated flu shot clinic with VNA.
16. Facilitated cell phone program for seniors.
17. Facilitated two-day AARP safe driving class.

Social, recreational and educational programs

1. Twice-weekly CRT hot lunch program.
2. Facilitated cooking class. Prepayment and other administrative changes are adding increased demand on staff time. Instructor has asked for a second volunteer to help with the program as cleanup is taking a long time. Class did not break even—this remains a continuing concern with instructor's fee increase.
3. Gardening with Larry—monthly gardening class and discussion. Class is still on hold because of sudden hospitalization of leader. All members notified.
4. Bridge program support—facilitated a donation of books on bridge to the group.
5. Logistical support for Canton Seniors Club
6. Bingo with Norma—twice monthly, logistical support to this Park and Rec program
7. Senior potluck lunch—logistical support; another very good turnout.
8. Final facilitation with Friendship Tours and trip leader preparation for December day-trip- Colonial Inn in Massachusetts

Social, recreational and educational programs (Cont.)

9. Jump on Board trips—ran monthly mall trip, this time to Buckland Mall, which was fully subscribed. Also ran trip to CRRA Trash Museum and Chowder Pot Restaurant. Trip was fully subscribed with a waiting list. These trips are all supported by grant and other than staff time (which can be considerable) there was no cost to the town.
10. Facilitated Days of Our Lives Collaborative Oral History Project with the Middle School.
11. Winter social and recreational program planning and development has been put on hold until new staffing arrangements are made.
12. In the News: Fact and Opinion. Twice monthly current events discussion group. Cherry Brook Health Care Center outreach program has been such a success that the group will meet there once each month and may consider more frequent meetings.
13. Facilitated presentation and question and answer session with First Selectman about proposed elderly and disable tax relief ordinance. Well-received.
14. Started a freebie table to give away the many books and tapes and videos as well as crafts supplies which have been donated to us. A big success.
15. Worked with High school musical group, the B-Sharps, to plan entertainment in December.

Administration (including communication)

1. Began work on 2009-2010 Budget.
2. Worked with the League of Women Voters about providing rides to the polls for Seniors. Four League members were available to do this. MORE IMPORTANTLY, the League has agreed to try to provide rides to the polls for Seniors in the future—as well as to other important Town meetings, such as the Annual Town Meeting. It is hoped this collaboration will continue in the future.
3. Attended one regular and two special Commission on Aging meetings. Focus: staffing. Updated 12 people who are interested in department position. Submitted request for part-time coverage while I am on vacation between Christmas and New Year. Permission is pending.
4. Put next Senior Scribe on hold until new staff is on board and trained.
5. Attended monthly Department Head meeting.
6. Continuation of volunteer coordination effort to provide help with various aspects of programs and activities.
7. Maintained 3 bulletin boards (main floor CCC and Senior Center floor), literature table and 4 literature stands.
8. Wrote and sent out 2 *e-Scribes* (electronic newsletter); sent out press releases.
9. Normal MUNIS administration for time and attendance and purchase orders, budgetary matters etc.
10. Met with 2 new Canton Senior residents and reviewed services and programs available. Conferred with two children of seniors on the phone about programs and health and housing issues.
11. Continued daily tracking of inquiries and referrals in 33 subject areas for annual report to State Municipal agent for the Elderly.
12. Submitted room requests and reservations for senior activities.

PARKS AND RECREATION

ADMINISTRATION

- The proposed reorganization of the Senior services and Parks and Recreation will proceed to a vote at Town meeting in December. It is anticipated the changes will move forward from that point.
- The numbers for the ski bus program this year remains constant.
- Mr. Bennett and the Parks and Recreation Commission are planning for the annual North Pole Calling program. The members of the rotary will also be assisting this year.
- Director John Bennett reports that second sessions of all fall activities are wrapping up.
- Mr. Bennett reports that new version of the winter/spring brochure will be mailed to everyone in the community by December 9. As previously mentioned plans call for the brochure to include information from all departments in town. Mr. Bennett states that the department has diversified programming including more outdoor type programming.
- Mr. Bennett also states that the annual Holiday tree lighting scheduled for November 28 was a big success. The girl scouts and Farmington Valley band certainly made the event a success.
- Breakfast with Santa November 29 was also a success; there were approximately 110 people for the two seating's. Each child was given a gift from Santa, as well as being entertained by a jester, and enjoying a breakfast of pancakes, sausage, OJ, milk, muffins and apples, all of which were cooked by the Canton/Avon Rotary. Participants brought food that was delivered to the food pantry.
- Director John Bennett is working with Director of Public Works Walter LeGeyt to assure that all fields are prepared for the spring. Fall issues are leaf pick up and roto-tilling of the community gardens. The turf that was installed at Bowdoin field has been removed from the infield and worn areas replaced. The remaining sod has been delivered to the CYSA fields they will be installing it on their fields.
- Mr. Bennett reports that the town Master Plan is currently being reviewed by both the town and BOS. After review a meeting will be scheduled to discuss proposed changes as well as have the information available to stake holders.
- Gym scheduling is now in the works as well. Gym time in the late fall and winter is always at a premium. Indoor volleyball and basketball are currently running with strong numbers as well.
- "Rec Hoops" program has begun at CBPS and is up this year to over 95 registrants.

LIBRARY

ADULT SERVICES

- The Monday Evening Book Club discussed *Run* by Ann Patchett. Attendance: 8.
- The Saturday Book Conversations group discussed *The Inheritance of Loss* by Kiran Desai. The book is set in India and, by chance, we had 2 visitors in attendance who live in India (just outside Mumbai). They were able to enrich the discussion by answering many questions about Indian history, geography, and culture. Attendance: 7.
- Local artist Art Chouinard spent the day painting and discussing his craft with library visitors on November 17. A drop-in event with no attendance figures.

- *The Secrets of Great Digital Photography*, featuring speaker Bert Sirkin from PhotoBert in West Hartford, was attended by 30 very enthusiastic people.

LIBRARY (Cont.)

- Terryville journalist and author Stephen Courtney spoke about his new book, *Joseph Hopkins Twichell: The Life and Times of Mark Twain's Closest Friend*. A slide show was included, with lots of audience Q&A afterwards. Attendance: 27.
- We made 2 deliveries of library materials to homebound Canton residents in November.
- Reference Librarian Beth Van Ness proctored 1 exam in November and agreed to proctor 2 more in the near future. This is a free service that the library staff regularly provides.
- *Learning Express Library* was used by Canton residents 18 times in November. Beth Van Ness thinks it's time for another shot of publicity to boost usage.
- Weeding continues in the adult nonfiction stacks. Fiction is done.
- On November 21, Sarah McCusker and Jane Hoben were interviewed by a reporter from *Canton Life* regarding the treasures of our Local History Room and our efforts to put it into usable shape. Watch for the article in CL's December issue.
- On the horizon: a January program on home organization, and a patron information brochure, which will be printed and distributed at the front desk.

CHILDREN'S SERVICES

- Fifteen (15) storytimes for children ages 2 through 5 were offered in November. Combined attendance: 386.
- Heather Baker ran a special *Owl Babies* program featuring Todd Russo, Naturalist/Educator from the Connecticut Audubon Society in Glastonbury. The event was suitable for ages 3 through 12. Attendance: 50.
- *Harvest Time at the Farm: A Pajama Storytime with Miss Heather* was held the week before Thanksgiving and featured a seasonal theme. Attendance: 60.
- Our Nutmeg Book Discussion Series is likely to begin in the new year, now that our own Kelly Conway will be taking up her duties as Canton Intermediate School's new Library Media Specialist in January. Kelly has already visited the Children's Room several times and has begun a number of collaborative efforts with Heather.
- Heather and Paula Montes of the Farmington Public Library are planning a children's program to be held in Canton in January and in Farmington in March. A special story time will be presented to celebrate the launch of PBS's new program *Martha Speaks*, based on the renowned children's book featuring Martha the Dog. Paula will bring in her trained therapy dog, Tucker, for the children to visit with, and the evening also will include storytelling, clips from *Martha Speaks*, and a craft.
- Heather, Margaret Colavecchio, and Katie Perry are weeding the picture book collection. They are about half done as of November 30 and expect to be finished by December 31.
- The library received a \$500 gift from Joni's Child Care and Preschool. Jennifer Aiello, director of the Joni's school in Canton, presented us with the check on November 12. Per the donor's wishes, we will use the funds for children's services (probably on programs).
- Heather Baker attended the annual conference of the Connecticut Association of School Librarians to promote the Nutmeg Book Award program. She also attended a Young Adult Roundtables of Connecticut event to meet with and take writing instruction from children's

author Alex Flinn. Ms. Flinn's fiction is based on her experiences as a public prosecutor in Dade County, Florida.

PERSONNEL

- Reduced hours for part-time staff took effect November 17. Katie Bunn helped me reduce part-time hours by 20 per week because we are running too far ahead in part-time salaries.
- No new staff came and no existing staff left during November.
- The community service volunteer from The Explorations Charter School in Winsted was with us one morning per week throughout October and November. He was helpful on a number of technical services projects.
- Staff attendance at professional meetings in November: Simon at the CLA Conference Planning meeting (November 6), Baker at the CT Association of School Librarians Annual Conference (November 10), Simon at the LCI Board of Directors meeting (November 14), and Baker at the Young Adult Roundtables of CT (November 17).

GENERAL

- The library resumed Sunday openings (1:00 to 4:00 p.m.) on November 2.
- Our new PCs, monitors, and color printer were set-up on November 7 and 10. Unfortunately, things are not yet running smoothly and New Technology Solutions must come back to fix the "bugs", as well as to work on other, on-going technology problems.

NUMBERS

- 13,861 items were circulated in November.
- 45 new library cards were issued and 41 expired cards were renewed, giving us a total of 4,543 registered borrowers on November 30.
- 659 reference questions were received.
- Our public computers were used 818 times.
- The public word processor was used 7 times.
- 648 items were added to the collection and 874 were removed. Per LCI, our collection numbered 74,421 bar-coded items on November 30.
- Interlibrary loan statistics for November will be reported in next month's report.
- 884 item reserves were placed.
- Our Quiet Study Room was used 23 times and our Small Study/Word Processor Room was used 7 times.
- 22 programs (5 adult and 17 children's) drew 568 attendees (72 and 496 respectively).

WPCF

Parameter	October 2008	November 2008	Percent Removal	Permit limits
Average Daily Flow	.626 MGD	.654 MGD		0.80 M.G.D
Influent B.O.D	200 mg/l	173 mg/l		N/A
Effluent B.O.D	16 mg/l	12 mg/l	93%	20 mg/l 90 % removal
Influent S.Solids	163 mg/l	174 mg/l		N/A
Effluent S.Solids	11 mg/l	8 mg/l	95%	20 mg/l 90 % removal
Turbidity	6.6 NTU's	4.8 NTU's		N/A

- The plant achieved 93 % BOD removal and 95 % Suspended Solids removal
- The Influent plant flow increased 4 % from .626 MGD to .654 MGD
- Analyzing digester operation weekly, Primary Tank Volatile solids, Digester Solids, Digester Volatile Solids, Overall Volatile Reduction, and sludge pumped to the digesters
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen Regular permit was done in house including BOD, TSS, Digester Volatile Acids, Alkalinity, and other tests as needed or required by permit
- Primary sludge solids averaged 4.1 % this month.
- Primary digester began foaming as a result of seasonal change and higher loadings, feeding of sludge was stopped for 7 days to allow for acclimation of the bacteria.
- As the temperatures decrease the sludge solids tend to increase.
- Seven loads of sludge were sent to Synagro @ 45,500 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.
- Worked with DPW Director to build a pavement management and infrastructure program.
- 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.
- Removed all 16 Racks of U.V bulbs for season and began prepping for re-lamping of 8 racks –48 new bulbs.
- Washed primary clarifiers.

- Washed interior of RBC Building.
- Attended monthly department Head meeting
- Conducted pre-construction meeting with Del-Ray Contractors and Tighe and Bond engineers for Sand Filter project

WPCF (Cont.)

- Received new computers for SCADA project
- Monthly test of emergency lights and exit signs.
- Calibrated gas meter.
- Ordered SCADA software and Auto dialer for SCADA program
- Tested all emergency eyewashes.
- Met with Contractor and owner of Davidson Chevrolet to discuss SSLCA
- Attended meeting of Contractor and Town staff for Konover project
- Met with SCADA engineer from Woodard and Curran to discuss computer set-up and installation
- Met with SCADFA engineer, and Electrical contractor to discuss installation of energy monitoring equipment for SCADA project
- Met with WPCA Chairman to discuss DPW reorganization
- Electrical contractor removed conduit and receptacles from west wall of Sand Filter building and rewired lighting circuit to North wall in preparation for Sand filter installation
- Met with Mobile Robotics to discuss plan to conduct manhole inspections in areas of high groundwater infiltration.
- Performed sewer inspection for KFC / Taco Bell at 250 Albany Tpke
- Met with contractor proposing to do sewer connection at Petro Fuel on Colonial Drive
- Received notice of tentative determination on rerating of WPCF from 800,000 gallons per day to 950,000 gallons per day.
- Cleaned out chemical room in Sand Filter building to store Ultraviolet Lamps in the Winter season
- Mobile Robotics performed video inspection of sewer line serving 15 Canton springs rd to verify sewer connection
- Reviewed preliminary plans for Affordable housing site planned for 5 Cherry Brook road