

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: July 15, 2010
 Re: **Monthly Report – June 2010**

ASSESSOR

- **General administrative duties continue –**
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Reports
- **112 applications for the Elderly Tax Credit for Elderly and Totally Disabled Homeowners** were processed for the October 1, 2009 Grand List (this includes applicants and renewals) The time period to file was February 15, 2010 – May 15, 2010
- Started processing **Applications for State of Connecticut Renters Rebate for Elderly Renters and Totally Disabled Persons.** The time period to file is May 15, 2010 - September 15, 2010.
- **Assessor Maps** are being updated

BUILDING DEPARTMENT

- There were no permits issued for new construction of single family homes.
- There were 5 Certificates of Occupancy issued. One was for a new business at 250 Albany Turnpike, two were for single family homes and two were for finished basements to single family homes. Two Certificates of Completion were issued, one for a barn and one for a deck.
- Mr. Miga conducted a total of 38 inspections. The shared services agreement with the Town of Simsbury is not being renewed for the coming fiscal year and Mr. Miga will not be continuing as Building Official after June 30, 2010.

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	12	\$130,320
Deck	2	\$3370
Demolition	0	\$0
Electrical	3	\$6350
Garage/Shed	0	\$0
HVAC	11	\$90,020
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	1	\$3000
Pool	1	\$500
Roofing/Siding	6	\$60,995
Foundation	0	\$0
Total	36	\$294,555

Permit Value Comparison for June

	2010	2009
Value of Permits Issued	\$294,555	\$470,069
Building Permit Fees	\$1904	\$4284
Other Income Fees	\$2240	\$2296
Building Permits Issued	36	62

Total Value of Permits and Permit Fees

July – June 2009-2010		July – June 2008-2009	
Value	Permit Fees	Value	Permit Fees
\$6,546,923	\$92,050	\$7,718,473	\$108,773

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FINANCE

- Professional Development
 - Finance Officer Attended FIA Investment Outlook Conference
- Updated FY 09-10 Outlook Analysis

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 05/31/10

General Fund	\$ 8,507,421
Special Revenue Funds	\$ 2,921,939
Capital Projects Funds	\$ 2,068,151
Internal Service Funds	\$ 863,164
Trust and Agency Funds	\$ 329,203
TOTAL ESTIMATED BY FUND	\$ 14,689,878

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 05/31/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.19%	.20%	64	178	\$ 4,109,322
Webster	.45%	.45%	3,304	3,399	\$ 10,332,119
Reich & Tang					\$ 248,437
Total Outstanding Investments			3,368	3,577	\$ 14,689,878

FIRE & EMS DEPARTMENT

Incident Calls: EMS – 71, FIRE – 21 (see attached summary)

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of May 2010:

Inspections	10
Inspection Follow-ups	5
Plan Review	1
Job Site Inspections	21
Fire Investigations	0
Blasting Permits	0
Burn Permits	2
Bomb Threats	0
Hazardous Materials	0

- Attended the Capitol Region Fire Marshals Association meeting in Simsbury on June 3
- Provided fire prevention education at the Cherry Brook Primary School Children’s Fair on June 5.
- Attended the CT Fire Marshals Association meeting in Southington on June 8.
- Attended the Capitol Region Emergency Planning Committee meeting in Hartford on June 17.
- Met with WPCS (radio repair) on June 18 to discuss repairing the EOC high band radio.
- Attended a State of CT Department of Emergency Management and Homeland Security meeting in Hartford on June 29. The meeting topic was new Emergency Management Performance Grant parameters.
- Made several job site inspections at the Canton Racquet Club on Albany Turnpike. Cleanup crews continue to work at the site after the oil spill in April 2008.

PROFESSIONAL DEVELOPMENT

- Attended a career development class in South Windsor on June 22. The class was presented by the State of CT Department of Public Safety’s Office of Education and Data Management and the topic was fire investigations.

Canton Volunteer Fire & EMS Department

Incident Type Report (Summary)

Alarm Date Between {06/01/2010} And {06/26/2010}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
113 Cooking fire, confined to container	1	1.23%	\$0	0.00%
	<u>1</u>	<u>1.23%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	55	67.90%	\$0	0.00%
322 Motor vehicle accident with injuries	5	6.17%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	3.70%	\$0	0.00%
<i>EMS</i>	<u>63</u>	<u>77.77%</u>	<u>\$0</u>	<u>0.00%</u>
	<u>+ 8</u>			
	<u>71</u>			
4 Hazardous Condition (No Fire)				
443 Breakdown of light ballast	1	1.23%	\$0	0.00%
	<u>1</u>	<u>1.23%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611 Dispatched & cancelled en route	8	9.87%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	2.46%	\$0	0.00%
	<u>10</u>	<u>12.34%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
745 Alarm system activation, no fire -	6	7.40%	\$0	0.00%
	<u>6</u>	<u>7.40%</u>	<u>\$0</u>	<u>0.00%</u>
Total Incident Count:	81		Total Est Loss:	\$0

EMS = 71 calls
 Fire = 21 calls

LIBRARY

ADULT SERVICES

- Resident artist Art Chouinard painted his landscapes and seascapes in the library on June 22. Art's appearance is always popular and highly interactive with patrons, but we have no attendance figures.
- The Monday Evening Book Discussions club studied the novel *Netherland* by Joseph O'Neill. Attendance: 11.
- The Saturday Book Conversations group studied *The Poe Shadow* by Matthew Pearl. Attendance: 5. This group is designing a bookmark that lists its "biggest hits" from its 10 years of meeting, and the members have invited some other local book discussion groups to join them for their monthly meeting.
- Several local knitters joined Head of Technical Services Sarah McCusker on June 12 to celebrate *Worldwide Knit in Public Day* by -- what else? -- knitting. Everyone had a good time and a few lucky attendees won door prizes. Many in this group are asking the library to sponsor a monthly knitting club, and Sarah and Reference Librarian Beth Van Ness are getting one organized for the fall. Also, we are planning to host a beginners' knitting class thanks to patron requests. Attendance for Sarah's June 12 program: 11.
- Adult Department displays during June: (1) on the interior walls, a variety of paintings from the Gallery on the Green's 50th Anniversary show; (2) book displays featuring staff-recommended reads, beach reads, and books that resulted in Hollywood movies; (3) in the display case, an exhibit spotlighting the Canton Land Trust; (4) the summer reading list books for the high school and the middle school.
- Reference Librarian Beth Van Ness has planned summer reading programs for both teens and adults. The programs incorporate reading, writing reviews, and chances to win weekly prize drawings and a big grand prize at the end of August. Details are in our *Make a Splash - Read* summer events flyer.
- Apparently, our publicity pays off. The staff made 7 deliveries to shut-ins during June, including to a few new patrons who said they had read about this service in the newspaper and wanted to try it. Also, 2 more patrons volunteered to deliver books and other collection materials to the homebound. We are well-prepared for this program to expand.

CHILDREN'S SERVICES

- During June, much activity in the Children's Room focused on gearing up for our children's summer programs. This year's theme: *Make a Splash -- Read!* The dates: July 1 through August 19.
- Head of Children's Services Heather Baker visited 19 Cherry Brook and Canton Intermediate classrooms. She spoke to every student in grades K through 5 about the library's reading program and other special events for this summer, and she distributed flyers explaining the various activities and gave out our reading logs.
- Betsy Ash held 2 orientation sessions for participants in our popular Book Buddies program. In Book Buddies, which requires advance registration, high school students are paired with elementary school children to read together at the library every summer Thursday. This program, first held here last summer and back again by popular demand, is one we are very proud of.
- Heather Baker was a guest at CPAT's end-of-year picnic. The CPAT staff also distributed our summer reading flyer. Betsy Ash visited some of the last playgroup sessions of the CPAT year and spoke to the parents to promote our summer activities and our autumn story times.
- By month's end, most of our "registration required" events had filled up already, including some that won't occur until late August. We've enjoyed a very enthusiastic public response to this year's summer programs for all ages.
- The staff and the Friends of the Library teamed up to host a "meet and greet" reception for parents of children active in our library. The goal was to enlist some new working members for the Friends group. Unfortunately, the turn-out was not what we had hoped for: many parents said that this time of year was too busy for them. Afterwards, however, a few of them did volunteer for assistance jobs with the Friends. We will try another meet and greet event in the fall.

**CANTON PUBLIC LIBRARY
PUBLIC SERVICE STATISTICS**

	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10
CIRCULATION													
Adult	8,885	9,357	8,620	7,166	7,857	7,300	7,756	8,082	7,638	8,551	7,493	7,192	8,578
Children's	7,680	9,970	7,664	5,916	6,753	6,377	5,751	6,674	6,287	7,526	6,356	5,813	7,918
Teen	642	785	629	385	417	466	314	323	382	393	371	502	759
Downloadable Audio	N/C	125	110	111	130	130	124	126	101	94	124	123	170
"Other"	46	38	56	70	69	61	38	57	45	35	32	63	66
Total Circulation	17,253	20,275	17,079	13,648	15,226	14,334	13,983	15,262	14,453	16,599	14,376	13,693	17,491
REGISTRATION													
New Cards Issued	108	78	71	53	52	43	29	49	72	59	60	50	82
Expired Cards Renewed	131	111	105	82	62	61	45	69	61	71	60	54	97
Total Cardholders	4,504	4,488	4,489	4,510	4,512	4,477	4,456	4,426	4,458	4,477	4,495	4,506	4,509
REFERENCE QUESTIONS	1,748	1,823	1,760	1,365	1,101	1,011	1,062	1,227	1,282	1,524	1,217	1,509	2,278
INTERLIBRARY LOAN													
Borrowed for Canton Residents	331	440	409	300	348	333	286	413	349	466	289	279	N/A
Loaned to Other Libraries	372	307	344	311	311	263	302	320	303	393	328	338	N/A
PUBLIC COMPUTER USES	2,019	1,578	1,427	1,764	2,156	1,778	1,524	1,716	1,566	1,967	1,745	1,619	1,959
HOMEBOUND PATRON DELIVERIES	2	3	3	6	5	4	3	6	2	5	5	6	7
PROGRAMMING													
Adult Programs Held - Attendance	8 - 83	2 - N/C	1 - N/C	5 - 43	17 - 280	7 - 86	2 - 50	10 - 305	6 - 53	7 - 187	7 - 107	7 - 90	4 - 27
Children's Programs Held - Attendance	8 - 1,194	26 - 1,016	12 - 731	10 - 261	25 - 599	13 - 271	8 - 436	20 - 405	12 - 308	20 - 650	12 - 382	14 - 471	23 - 845
Total Programs Held - Attendance	16 - 1,277	28 - 1,016	13 - 731	15 - 304	42 - 879	20 - 357	10 - 486	30 - 710	18 - 361	27 - 837	19 - 489	21 - 561	27 - 872
STUDY ROOM USES													
Quiet Study Room	16	13	5	6	14	16	11	26	10	12	12	14	7
Word Processor Room	11	4	5	6	6	7	9	4	8	12	12	6	5
Total Study Room Uses	27	17	10	12	20	23	20	30	18	24	24	20	12
ITEM HOLDS PLACED	1,191	1,369	1,198	996	1,087	1,043	973	1,277	1,252	1,252	1,040	1,053	1,311
THE COLLECTION													
Items Added	810	756	987	762	756	698	753	580	796	715	791	774	802
Items Withdrawn	160	249	421	236	477	327	421	611	1760	103	464	529	450
Total Barcoded Items in the Collection	75,888	76,370	76,929	77,497	77,801	78,115	78,319	78,288	77,318	77,815	78,142	78,387	79,034
PATRON VISITS	9,098	10,222	9,652	8,272	8,940	7,531	7,779	8,299	7,610	10,116	8,412	7,711	9,344

N/C - No Count

N/A - Not available at present. To be reported next month.

LIBRARY, Cont.

- Our library has been invited to participate in a regional Harry Potter Trivia tournament in the fall. Each library in this area will hold a contest to select a town winner, and then all the town winners will compete in the fall to be named "Harry Potter Trivia Master".
- Children's Room displays during June: (1) the summer reading list books for Cherry Brook and Canton Intermediate schools, (2) books featuring water and beaches.

PERSONNEL

- Happily, Head of Technical Services Sarah McCusker returned to us – at least on a part-time basis – on June 22. She was out for nearly 2 months following the birth of her baby at the end of April. Sarah will resume her full-time hours around mid-August. Katie Bunn did a fine job filling in.
- Our volunteers have been helping us to pursue a number of important projects, such as organizing the Local History Room, processing the summer reading books listed on the school reading lists, and preparing for craft programs. Michael Coderre, Heather Baker's husband, has volunteered in the Children's Room by painting posters, creating signage, and helping with computer updates (a critical job we never have time for).
- By June 30, the Library Director had completed and delivered FY 2010 performance evaluations on 19 of the 20 part-time staff members. The last employee will be evaluated on July 9.

OTHER HIGHLIGHTS OF THE MONTH

- Good news: the Library Director has been notified by the Hartford Foundation for Public Giving that our grant application for \$29,746 to upgrade and expand our technology for patrons and staff was approved and will be funded. We expect to receive the money at the end of July.
- All of the new additional shelving ordered for the Teen Space and the adult reference area arrived and was installed on June 24 and 25. While moving some existing shelves, the workers tore our carpet, but PSI-NESP (our vendor) sent in a carpet repair specialist who fixed the tear so well that you'd never even know it had been there. The Library Director worked with a few staff members for 3 days to un-shelve, and then to re-shelve, the adult reference book collection as well as the teen book and paperback collections, so that all are now spaced out and arranged properly. Some of the new furniture for the Teen Space arrived in May (it was stored temporarily), and we expect the rest, plus the large bulletin board, to arrive just after July 1. At that time, all new furniture will be installed simultaneously. By mid-July, the upgrade of the Teen Space should be complete.
- Our growing collection of adult and teen graphic novels is now shelved together in a special section near the adult science fiction books.
- The Friends of the Library began to collect donations for their annual book sale set for September 11 and 12. The Library Program Room is now closed to all but the Friends through mid-September so that Friends members can accept, sort, organize, price, and box-up books there. The CAO has again given permission for the Friends to use the large closet downstairs in the Multi-Purpose Room to store the inventory for their sale.

PARKS AND RECREATION

- Press Releases have been sent out to area newspapers for Summer programs.
- Family Fun Day took place at Mills Pond Park on May 26th and was deemed a success! We had many happy families enjoying free snowcones, popcorn, a bounce house, swimming, etc. The children really liked the professional face painting and tattoos. Lines were forming, up until the very end of the day!
- We are looking forward to the Summer Social next month for the Middle School students. Brian is purchasing a much needed new gas grill and a new music system for the pool house in time for the event!
- Kelly Kurnat our Summer Office Coordinator, just returned from having minor throat surgery and is now back covering the office in the afternoons, throughout the Summer. I have been working on training her on registrations and deposits.

PARKS AND RECREATION, Cont.

- Kathy Hooker-Minichiello will be running her first college planning workshop, July 21st in conjunction with Parks & Recreation. This program is designed to assist parents and students navigate the overwhelming college search process. Press releases have been sent out, as well as an email to all parents of students that attend CHS. We are running a new series this year which we are still in the process of planning.
- Explorers Summer camp at Mills Pond, is running with between 25-30 children each week. This is a much better turnout than we have had in years! Parents of campers are giving us excellent feedback about it and are coming in to re-sign for upcoming weeks. They love the field trips each week and the kids are really enjoying their camp days.
- T-shirts for Summer Staff arrived on time, the cash register issues seem to have been worked out and the Pool house, with the help of our Aquatic Director, Scott Juhl, is running better than ever. Residents are so happy with the fence being moved back to allow for space on the grass.
- We have had to order 200 more pool passes, as we have almost sold out of 1,350 individual passes for the first time in years!
- Fall Planning is complete with the brochure information due to the CAO's office on July 16th.
- Mrs. Lynn added a few new programs such as "Let's Gogh Art" art program, will be held after school, at Cherry Brook Primary School & Canton Community Center. I am also working on offering Pre-school age workshops at the Community Center with "Let's Go Art" and continuing the ACRO tumbling classes for the preschoolers. The Mad Science program, Spanish Lessons, ACROfitness tumbling/acrobatics will continue to be offered. For Adults, I have added a Real Estate Staging workshop, a home decorating class and the college planning series to the list of existing programs.
- The Annual Canton Christmas tree lighting is scheduled for December 3rd, with Santa's breakfast planned for December 4th.
- Mr. Wilson finalized staffing for the summer Explorer's Camp program and held trainings.
- All park and recreation staff attended a CIRMA summer safety training held in Avon.
- Mr. Wilson coordinated staff training sessions including, CPR, first Aid, front desk training, as well as refresher trainings for Aquatic Staff in guarding and swim instruction.
- Mr. Wilson met with Farmington Valley Health District to go get pool permits for the facility.
- Mr. Wilson worked with fence contractor to expand fencing around Mills Pond Pool.

POLICE DEPARTMENT

PERSONNEL / ADMINISTRATION / DEPARTMENT

- Deputy Chief attended in-service training.
- Officer Messier was promoted to Acting Sergeant effective June 27, 2010.
- Officer Messier attended training at the Police Academy.
- A college intern will be starting her internship at the Police Department. The emphasis will be on formulating a publication on the history of the Department and also community programs.
- Deputy Chief attended Chamber of Commerce monthly meeting.
- Deputy Chief held a staff meeting with Sergeants.
- 3 members of the Department participated in the Law Enforcement Special Olympics Torch Run (Deputy Chief Hull, Sgt. Deloy, Sgt. Witkos) along with local Special Olympic participants
- Deputy Chief held Department Award Ceremony.
- The Deputy Chief and the Administrative Secretary have started the process of sorting old records and going through the destruction process.
- Deputy Chief has been working with the State on the 911 upgrade systems. Also Jeff Shea worked on an electrical quote for adding an electrical circuit for this project. The Highway Department helped by dismantling the provided sever rack and moving it up to the communications room.

POLICE DEPARTMENT, Cont.

- Monthly Incident Summary
 Total Incidents (June) – 817 Previous Month (May) – 779
- The Department has been investigating several burglary and larceny complaints for the past few months. The Department has made several arrests for Burglary and Larceny relating to these investigations. These investigations have also assisted police Departments in Avon, Simsbury and the State Police in Burlington on their similar investigations.

PROJECT ADMINISTRATOR

- Review and approve CRRRA, Paine’s, and Murphy Road Recycling invoices for Transfer Station
- Prepared information for and attended meeting of the Hydro Power Advisory Committee
- Prepared information for and attended PMBC meeting for Highway Garage project
- Prepared requested information, minutes and attended Solid Waste Transfer Committee meeting
- Developed supplemental information for submission to DECD relative to Special Flood Hazard Area for the Small Cities Grant application for 21 Dowd Avenue – Phase II.
- Completed load analysis for Community Center / Library Emergency Generator Project.
- Received bids for transportation and recycling of E-waste for Transfer Station. Bid rejected and negotiated contract with Green Monster, Inc.
- Prepared site plan and zoning application for approval for Community Center / Library Emergency Generator.
- Awarded and executed contract for Farmington River Trail – Phase III to The S. Carpenter Construction Co.
- Receive proposals for HVAC Services for Town and Board of Education
- Prepared semi-annual FERC Report for Canton Hydro Project
- Obtain quote for electric service required for 911 system at the Police Station.
- Prepared recommendations and cost estimates for Swimming Pool Road Bridge for Board of Selectmen
- Issue RFI for Acquisition of Property for the Town Highway Garage. RFI’s due on 7/23/10
- Prepared Quarterly Report for Clean Energy Grant for Town Hall Window Replacement
- Prepared RFP for Tree Trimming and Removal Services
- Executed contract with Milone & McBroom, Inc. for construction engineering and inspection services for the Farmington River Tail – Phase III

2010 Project Log

Project	June
PMBC Highway Garage Proj.	8
Farmington River Trail - Phase 3	16
Small Cities “21” Phase 2	4
CT Clean Energy Fund grant app (Hydro)	2
OPM ARRA Energy Grant (Town Hall Windows)	2
Citizen Inquiries	
Library / Community Center Emergency Generator	24
Solid Waste Transfer Study Committee	8
Zoning Site Plan Review	
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	

PROJECT ADMINISTRATOR, Cont.

Town Bridge DOT grant app	
TS Hauling Bid MSW	
E-Waste Bid	8
Storm Water Management	
Sidewalk Replacement – Valley House	
Town Hall Auditorium Renovations	
Hazardous Waste Day	
Torrington Avenue Water Main Replacement	1
Town Hall Building Management	8
ADA Complaint – Main Street	1
Town wide HVAC Services	16
Traffic Signal - Route 179 at Main Street	2
Police Station 911 System	6
HVAC Services	16
Canton Hydro Project	8
Tree Trimming / Removal Services	6
Swimming Pool Road Bridge	18

PUBLIC WORKS

HIGHWAY DEPARTMENT:

- Crew repaired catch basins on Stone Meadow Lane, Dartmouth Drive, Andrew Drive; Crew cleaned and stabilized ditch on East Mountain Road; Crew began patching on Indian Hill and Dry Bridge Roads; Crew began replacing curb in various spots around Town of Canton
- Maintainers Manyak and Cahill started sweeping on Case Street and finished the entire town; Maintainers White and Polderman picked up broken curbing around town and prepared and measured for replacement; they also restriped the Town Hall parking lot (excellent job) and also painted stop bars and crosswalks in downtown area; Maintainers Richardson and Johnson re-leveled large pieces of slat sidewalks in downtown

PARKS DEPARTMENT:

- Crew continues to prepare ball fields for practice and play; Crew repaired a washout on the rail trail downtown and continued mowing and weed wacking
- Parks Supervisor Maskitis and Director of Parks and Recreation Wilson met with Health Department for pool inspection

MAINTAINER GARAGE:

Huntler 4600 Mower was down waiting for right front drive motor

Truck #7 in for service needed new oil pan; Truck #2 in for service needed new tarp and hydrolic controls

Sweeper needed new conveyor

BUILDING MAINTENANCE:

- Crew still working short handed but keeping up
- Maintainer Duntz continues to do small painting projects at library

SENIOR SERVICES

Programming

- Canton Community Café: Open for 9 days, 411 meals served
- Dial A Ride:
 - Total # of passengers: 273
 - Total # of trips: 223
 - Tickets funds collected (not including those sold at Sr.Ctr): \$ 45
 - Tickets funds collected at Senior Services: \$ 73.00 for 146 tickets

SENIOR SERVICES

- Jump On Board/Trips:
 - Buckland Hills Mall shopping trip: 6 people went from Canton
 - Jump On Board to Elizabeth Park: 13 people went-including 5 new people who saw information in local papers
 - Jump on Board to Noah Webster House: 3 people went
 - Jump on Board to Foxwoods Casino: none
- CHOICES volunteer Paula had no appointments this month
- "In The News" met 2x, with an average of 9 people
- McLean Meals on Wheels: 602 meals were delivered to 19 homebound residents.
- Foot care clinic (held 1x this month): 7 regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 86 screenings
 - Walking group: 105 screenings
 - Bereavement Support Group: Jim Fox met with one person
- Senior Potluck: 22 people enjoyed lunch, while listening to tunes & conversing with friends
- Cooking with Elaine- 17 people attended
- Medical Transportation: 9 round trips coordinated; 3 one way trips
- Volunteer Dialysis Transportation: Pat Swan coordinated 24 rides.
- Senior Cell Phone Program: cell phone given out; many collected
- New Mah Jongg group very successful! They play alongside the card players every Friday now at 12:45pm
- No Vials of Life given out
- 1 e-Scribe were sent out to subscribers:
 - Thursday June 10th: Statewide Respite Program, Upcoming special trips, better business bureau, Senior Center ongoing programs, special events: hoe down, Rotary club picnic, bereavement group, jazz combo performance, Senior Prom, library programming, Happenings in the Valley, Statewide Oral Health Clinic/Conference.

Special June Programs

- On Thursday June 3rd Claire and Toby were invited to and attended the Senior Club annual Luncheon at the Log House. The day was very special with lots of laughs, good food and raffle prizes!
- On Thursday June 10th Canton Community & Senior Center hosted the Senior Prom, which is a co-sponsored event by Senior Services, the H.S. Music Dept, CATA and the NHS Collins Society. Many thanks to all who provided food and decorations... and of course the music was out of this world! Everyone enjoyed the sounds of the H.S. band, and danced the day away, while enjoying conversations with the students. Over 60 people were in attendance.
- On Friday June 11th the CIS jazz combo, under Mark B. entertained our Lunch Bunch with some smooth tunes. What a talented group! This is something we always look forward to.
- Senior Club has started sponsoring BINGO here at the Center every 3rd Thursday of the month! This means there is BINGO here the first 4 Thursdays of the month, thanks to the Senior Club & Parks and Recreation!
- On Wednesday June 30th, Avon Senior Center hosted the first co-sponsored Hoe Down Brunch for Avon and Canton seniors! This event started early with fresh brewed coffee and hot tea, and ended with full bellies of homemade French toast, bagels, Danish, scrambled eggs, breakfast sausage and fresh fruit. Not only did all 70 attendees enjoy the food...but entertainment was provided as well! Many thanks to Avon for hosting this fun event.

Administrative

- Claire submitted the GHTD grant reporting for the month of May 2010
- Claire met with Bob Skinner to open the DAR RFP's on Wednesday June 2nd.
- Clarie had meetings with Mark Harrington, Steve Edwards & Pat Giordano on June 2nd re: upcoming educational presentations.

SENIOR SERVICES, Cont.

- Claire & Toby were honored to be invited to, and being able to attend the Senior Club's annual luncheon on June 3rd.
- Claire attended the Canton Commission on Aging meeting on Monday June 7th.
- Claire sat & participated on the interview panel for Dial A Ride contractors on Wednesday June 9th alongside Dir. Of Parks & Rec, Brian Wilson and CAO Bob Skinner.
- Claire attended the NASW Aging Committee monthly meeting on June 9th.
- Claire had the honor of attending her first FOCUS on Canton, Inc. meeting, which was their annual dinner at Cherrybrook Healthcare Center on June 10th.
- Claire trained with Avon Social Services department on Friday June 11th.
- Claire met with a client regarding employment opportunities on June 14th.
- Claire met with Michelle Schroder to discuss new responsibilities and benefits package on June 15th.
- Claire attended Municipal Agent training in Tolland on Tuesday June 15th.
- Claire met with Rick Liegl, Senior Services Coordinator for Windsor at his office on June 17th to discuss office efficiency and programming.
- On June 21st Claire met with Irene Moiser from the Salvation Army.
- Claire met with a constituent regarding the SNAP program on June 21st.
- Claire had meetings with Ginger from Maple Glen apartments, Judy from 21 Dowd, and Michael Langer from Collinsville Savings Bank re: Fuel Bank on June 22nd.
- Claire met with a client on June 22nd regarding unemployment benefits.
- Claire had a meeting with Harry DerAsadourian, Assessor and Mary Lou as well as Harriet Boyko to discuss the relationships between their departments and Senior/Social Services on June 22nd and 23rd.
- Claire interviewed with Kaitlyn Yeager from Canton News over the phone on June 23rd.
- Claire picked up the Social Services client files from Avon Senior Center after the Hoe Down Brunch event on June 30th; many thanks to Kara Song for meeting her in the middle!
- Toby has been modifying all social services documents to appropriately cater to Canton residents.
- Toby updated the Senior Services and Social Services websites to reflect the changes in services, contact information, program requirements and deadlines, etc.
- Toby continues to have oversight over regular programs such as 'In the News- Fact & Opinion' and 'Senior Book Club', both which meet at the center every couple of weeks.
- Toby worked closely with the I.T. department to look into necessary hardware for the office. Because of her taking initiative in this work, we will be acquiring a much-needed multipurpose machine that includes printing, copying, scanning & faxing capabilities in July.
- Claire worked closely with CW Resources, the winner of the contract for Dial A Ride Services, to ensure a smooth transition in service over the course of June 2010. They begin providing DAR Service to Canton residents beginning Thursday July 1st, 2010.
- Both Claire & Toby have been working on planning upcoming projects:
 - All eScribes: consistently gathering information & resources
 - Fall events & programs
 - Upcoming Jump On Board/Other Trips:
 - Beautiful Vermont Trip, Bateaux N.Y. trip, Casino trips, Lenny & Joes and Clinton Crossing, Real Art Ways movie, Shakespeare Midsummer Night's Dream play, Litchfield Inn lunch & entertainment, Rockcats game, Senior Dance in Bristol, etc.
 - Upcoming Special Events: Avon-Canton Rotary Club Picnic, & "Community Brunch with the Board", Senior SCRIBE newsletter, Fall programming.

TAX COLLECTOR

- Tax collections for the current list were \$42,494.15. Back year collections were \$3,860.53 Interest and fees totaled \$4,948.99.

TAX COLLECTOR, Cont.

- Sewer Collections on current list \$10,920.19. Back year collections were \$80.07. Interest and lien fees totaled \$1059.83.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- The beginning balance of the 2008 grand list due on July 1, 2009 was 28,307,974.06 taxes collectable. The outstanding tax balance for the 2008 grand list as of June 30, 2010 is \$322,916.46. 1.14% of the grand list remains outstanding or 98.86% of the grand list was collected.
- The tax office has collected \$28,155,038 in taxes on the current tax list and the budget is 28,022,180 (\$28,201 collected over budget), collected \$147,750 in back year revenue – budget is \$100,000 (\$47,750 over budget), collected \$144,662.34 in interest, liens and fees – budget is \$80,000 – (\$64,662.34 over budget) and \$9,427.87 in suspense collections as of 6-30-09. This is a net total of \$150,041.21 collected over what was budgeted for.
- The total uncollected tax balance as of 6/30/2008 is \$853,708.75. A total of \$380,715.48 of this balance is the total back taxes due on the Cadle property at 51 Albany Turnpike leaving \$472,993.27 uncollected.
- The office filed 68 Real Estate Liens on properties that the current year taxes were not paid in full.
- The office sent out 15,389 tax bills to the tax payers in Canton. Collections during June on the 2009 Grand List totaled \$880,045.
- The collection agency collected \$548.58 in June 2010.

TOWN CLERK

- Processed: 1299 transactions and 2 marriage licenses
- Real estate recordings were down 19% compared to the same time last year with 19 residential sales and one commercial sale
- Largest home sale: 129 West Simsbury Road (\$845,000).
- Municipal Conveyance Tax collected on transfers was \$18,991.00.
- \$582 was collected via the Community Investment Act. The FY 2009-2010 total was \$6360.
- A total of 901 dog licenses have been sold in anticipation of the new dog year that begins July 1, 2010.
- A Special Town Meeting was held on June 1, 2010, in accordance with Canton Town Charter section 3.07 to hold a discussion regarding the hiring of the Canton Police Chief. Minutes of the meeting are on the Canton website.
- A Special Town Meeting was held on June 16, 2010, to consider and take action on:
“Shall the Town of Canton appropriate an additional \$93,627.33 from the undesignated fund balance to fund deficits in the following capital projects: East Hill Bridge, Fund 42; Breezy Hill Bridge, Fund 42; Powder Mill Bridge, Fund 42; Powder Mill Bridge, Fund 45; Highway Garage Soil Cleanup, Fund 43; Canton Historical Museum Roof, Fund 53; and Rails to Trails Phase II, Fund 58?” The vote was 28 YES/ 0 NO. Minutes of the meeting are on the Canton website.
- Backfile conversion of maps has begun in an effort to take full advantage of the e-search component of land record searches. Map images from 1956-2010 were electronically linked with the index.
- June 28-June 30: The COTT Land Records computer indexing system was down as transition to new hardware took place.
- June 30: L. Smith attended the quarterly Hartford County Town Clerk meeting.
- Citizen Request Management component of QScend (QAlert), logged one comment/complaint regarding residential blight.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, (1) foreclosure:
 - 118 Case Street transferred by Certificate of Foreclosure to Robar General Funding Corp.
- Liens & lis pendens action:
 - Mortgage lis pendens 3
 - Condo Fees Liens 1
 - Credit Cards/Debt Collectors 2
 - Commercial/tax liens/other 72

TOWN CLERK, Cont.

- Medical related 1
- Activity on the Town’s website:
 - Number of visits to our site: 5207 people made 9174 visits to the site, 43% of which were new visitors to the site
 - Average number of pages/visit: 2.7
 - Average time on site: 2:30(minutes:seconds)
 - Top pages viewed: Home Page, Park & Recreation, Assessor’s Office, Employment Opportunities, Agendas and Minutes, Visitor’s Guide, Farmington River Trail, Town Clerk, Request for Proposals, and Boards/Commissions/Committees
- Traffic Sources came from: Search Engines-61%/Direct Traffic-28%/Referring Sites-11%

Town Clerk Receipts-June 2010

Total Items	Description	Total Amount
	Recordings:	
194	Land Records	\$5862.00
	Conveyance Tax	\$18,991.00
	St of CT Historical Preservation	\$388.00
	Town Clerk Historical Preservation	\$194.00
	Town of Canton-Land Preservation	\$582.00
	St of CT-Land & Dairy Preservation	\$6984.00
	Town Clerk Land Preservation	\$194.00
25	Maps	\$250.00
156	Copies	\$1016.50
15	Sport Licenses:	
	St of CT DEP	\$439.00
	Sport Licenses-Town of Canton	\$15.00
8	Miscellaneous	\$126.00
69	Vitals	\$1192.00
2	Marriage/CU Licenses St of CT	\$38.00
698	Dog Licenses:	
	Town of Canton	\$697.50
	State of CT	\$5341.00
1	Notary Fees	\$10.00
2	Dial-A-Ride	\$160.00
129	Transfer Station	\$3557.00
1299	TOTALS	\$46,037.00

TOWN PLANNER

Permits Issued

- 267 Albany Tpke. – addition to single family house
- 225-227 Albany Tpke. – temporary orthodontist assistant training
- 13-15 High St. – front stoop replacement
- 91 Village Ln. – CO for single family house
- 250 Albany Tpke. – sign for Head Over Heals
- 482 Dowd Ave. – deck addition to condo unit
- 510 Cherry Brook Rd. – window replacement, single family house
- 75 Albany Tpke. – 1 day tent event, Acura of Avon

TOWN PLANNER, Cont.

- 21 Woodland Dr. – shed accessory to single family house
- 110 Albany Tpke. – recycling shed, Feng restaurant
- 110 Albany Tpke. – sign for kiosk
- 17 Valley View Dr. – interior renovations, single family house
- 14 Canton Springs Rd. – temporary liquor sales, Lobsterfest
- 17 Sweetheart Mtn Rd. – CO for single family house
- 105-109 Main St. - interior renovations, restaurant
- 8 Town Bridge Rd. – above ground pool

Inspections

- 267 Albany Tpke. – addition to single family house
- 225-227 Albany Tpke. – temporary orthodontist assistant training
- 57 Powder Mill Rd. – monthly inspection of junk car removal
- 13-15 High St. – front stoop replacement
- 91 Village Ln. – CO for single family house
- 250 Albany Tpke. – sign for Head Over Heals
- 482 Dowd Ave. – deck addition to condo unit
- 510 Cherry Brook Rd. – window replacement, single family house
- 75 Albany Tpke. – 1 day tent event, Acura of Avon
- 21 Woodland Dr. – shed accessory to single family house
- 110 Albany Tpke. – recycling shed, Feng restaurant
- 110 Albany Tpke. – sign for kiosk
- 17 Valley View Dr. – interior renovations, single family house
- 14 Canton Springs Rd. – temporary liquor sales, Lobsterfest
- 17 Sweetheart Mtn Rd. – CO for single family house
- 105-109 Main St. interior renovations, restaurant
- 8 Town Bridge Rd. – above ground pool
- 125 Canal St. – possible illegal dwelling
- 17 Pondview Dr. – multiple vehicles on lot
- 310 Albany Tpke. – interior excavation of materials; part of remediation
- 144 Albany Tpke. – exterior improvements, Charkoon restaurant

Authorized Wetlands Agent Approval

- 21 Dowd Ave. – resurface parking lot & entry drive

Cease & Desist Orders

- 57 Powder Mill Rd. – removal of junk cars. Progress accelerated in advance of July 1 deadline.
- 220 Albany Tpke. – second A-frame sign removed from McDonald's pad but extended period of compliance necessary before Order is lifted.

Notices of Violation

- 85 Lawton Rd. – deposition of dirt in rear of single family house. Expecting application but property owner hasn't returned recent phone calls or responded to letter.
- 550 Cherry Brook Rd. – multiple vehicles and building materials in yard – Most vehicles removed and materials are better organized.
- 211 Albany Tpke. – off-premises storage of autos for sale. Expecting Special Permit application
- 220 Albany Tpke. – Temporary banner at McDonalds. Banner removed.

Miscellaneous

Assistant Planner Meetings

- Attended Open Space Preservation & Acquisition Commission 6/1, IWWA 6/10, Special Meeting, IWWA 6/16, ZBA 6/14, Conservation Commission 6/23.
- Attended Hot Topics in Land Use Law seminar 6/11.

TOWN PLANNER, Cont.

- Continued weekly sign sweeps along major thoroughfares; over 200 signs removed since 8/09
- Accompanied First Selectman on site walk of Carpenter property, 6/30.
- Assisted in interviews of 2 possible summer interns, 6/21

Town Planner Meetings

- Attended Zoning Rewrite Committee 6/2, Planning Commission 6/7, Regional Bicycle Pedestrian Committee 6/8, Economic Development Agency 6/8, Planning Commission Special 6/14, Zoning Commission 6/16.
- Met with Konover at the corner of Route 44 and Lawton Road to review lot clearing activities 6/1.
- Met with Town Planners of Avon and Simsbury to discuss regional planning 6/1.
- Attended Hartford Superior Court with Town Attorney 6/3.
- Met with licensed arborist to review tree cutting activities at corner of Lawton Road and Route 44 6/4.
- Attended DEP Aquifer Agent Training 6/7.
- Met with Bahre's Package Store regarding possible expansion to 345 Albany Turnpike (Yu's Academy), application pending 6/10.
- Met with Mark Mitchell to review development possibilities at 91 Albany Turnpike 6/10.
- Attended Hot Topics Land Use Law seminar 6/11.
- Met with EDA Chair to interview possible candidate for appointment to EDA 6/15.
- Site review of proposed pad creation at 316 Albany Turnpike 6/17.
- Met with Administration and Planning Chair to discuss strategies and funding to carry out 2013 update to the Plan of Conservation and Development 6/17.
- Interviewed college students for possible intern opportunity 6/21.
- Finalized proposed revisions to town fee ordinance and submitted to administration.

Commission	Dates	Comments
Open Space	6/1	On-going updates of committees
Zoning Re-write Committee	6/2	On-going rewrite of Zoning Regulations
Planning Commission	6/7	Cancelled -- lack of quorum.
Economic Development Agency	6/8	On-going updates of committees/forums
Inland Wetlands & Watercourses Agency	6/10	2 Old Business Items and 3 Other Business Items
Zoning Board of Appeals	6/14	1 Public Hearing
Planning Commission (special)	6/14	2 New Business Items 2 Old Business Items
Zoning Commission	6/16	2 Public Hearings; 2 New Business Items; 4 Old Business Items; Executive Session;
Aquifer Protection Agency	6/16	1 New Business Item
Inland Wetlands & Watercourses Agency (Special)	6/16	1 Public Hearing
Design Review Team	6/22	Cancelled -- Lack of business items
Conservation Commission	6/23	2 Old Business items; on-going updates

Project Log

Project	April	May	June	Yearly Total
Zoning Regulation Rewrite	1	4	3	28.5
PMBC/ Public Works Garage	0.15	2.15	1.25	50.85
Miner Lumber Development	0.35	0	0	18.55

TOWN PLANNER, Cont.

20 Colonial Road	2.25	7.75	5	28.1
Regional Initiatives	2	7.6	3	27.25
Axe Factory	11.45	6.25	20	49.3
20 Canton Springs Road/ AA Automotive/ Tow Star	4.85	0.3	0.25	46.5
POCD Update	3.75	3.75	3.4	17.45
Bakerville Snack Company	3.2	7	0	18.85
Sweet Heart Mountain	3.25	6	6.3	38.95
On Call Consultant Services	0.45	0	0.25	56.2
IWWA Rewrite	0.65	0	0	26.65
Shoppes at Farmington Valley	2.6	1.25	0.9	15.3
105-109 Main Street	4	6.75	3.5	17.55
5-9 Cheryl Drive	0	0	0	29.4
Hidden Valley Trail Subdivision	4	4.5	0	15.75
Open Space Grant	4.7	0.25	1.75	21.4
EDA Initiatives	7.15	7.4	10.5	48.05

WPCF**Operations:**

- The plant achieved 95% BOD removal and 98 % Suspended Solids removal
- The Effluent plant flow monthly average decreased from .652 MGD to .583 MGD
- Rainfall total for the month is 3.84 inches, up from 2.99 in May.
- Plant continues to perform ok with #1 RBC out of commission
- Plant performance has struggled though with the higher temperatures and the Trickler Filter stopping.
- The plant has received odor complaints the second week of June, additional odor counteractants are being used and with the trickling filter starting to build Biomass the odors are becoming minimal.
- Delray Construction Services in 6/15/10 and repaired Trickler Filter bearing, it was up and running @ 11 am.
- Woodard & Curran came in for effluent flow meter Calibration

Laboratory:

- Analyzing digester operation weekly, Primary Tank 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 testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by permit
- **Primary sludge solids averaged 2.9% this month.**
- Eleven loads of sludge were sent to Synagro @ 71,500 gallons this month.

WPCF, Cont.

Collection system:

- Lift station Inspections were performed twice per week
- Marked call before you dig locations

Maintenance

- Monthly and weekly duties performed
- Skimmed grease off of Influent Wet Well
- Recharged Plant Water system
- Cleaning of Sand Filter influent turbidity meter
- 24 Hour cleaning of each of the 3 sand filters
- Installed 2 air injectors in between RBC # 2 & # 3 to increase dissolved oxygen

Safety and Training

- Performed Annual 90 minute test of all emergency exits and signs
- Drained, flushed & refilled emergency eye washes
- Calibrated 4 function Gas meter
- Fire Control services in for annual fire extinguisher inspection

Administrative:

- Met with Paul Dombrowski of Woodard & Curran to discuss RBC process improvements / repairs
- Worked closely with Administrative Assistant, Vicki, to learn administrating procedures
- Administrative Assistant worked diligently to get ready for new fiscal year
- Avon school system brought in 6 classes for tours of the WPCF

