

To: Board of Selectmen  
 From: Robert Skinner, Chief Administrative Officer  
 Date: July 21, 2011  
 Re: Monthly Report – June 2011

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**ASSESSOR**

- General administrative duties continue –
- Field work
- Real property ownership changes
- Exemptions are being posted as needed
- Assistance to the public
- Preparing State Report
- Assist Staff and General Public with research requests for current and archival information concerning maps, land, buildings, title, motor vehicles
- Field work for Building Permits and map changes are in process to update records for the 2011 Grand List
- Assist Land Use with GIS Mapping Information
- Application for Renter’s Rebate began May 16, 2011. We have been coordinating efforts with Claire Cote, Senior/Social Coordinator and the Management Teams of 21 and 121 Dowd Avenue to assist the applicants in gathering the financial information necessary to qualify. There have been 85 applicants to date.

**BUILDING DEPARTMENT**

- There was one permit issued for a single family house on Sweetheart Mountain Road. There were two commercial permits issued. One was a temporary tent at Chapter 1 and the other for interior renovations at Mitchell Subaru.
- Mr. Rich conducted a total of sixty three inspections.

**Building/Renovation Permit Statistics**

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	2	\$62,630
Deck	0	\$0
Demolition	0	\$0
Electrical	7	\$15,350
Garage/Shed	1	\$3960
HVAC (includes woodstoves)	7	\$23,382
New Commercial	2	\$173,650
New Residential	1	\$347000
Plumbing	4	\$9485
Pool	2	\$3150
Roofing/Siding	2	\$13,000
Foundation	0	\$0
Total	28	\$651,607

**Permit Value Comparison for June**

	2011	2010
Value of Permits Issued	\$651,607	\$294,555
Building Permit Fees	\$7998	\$1904
Other Income Fees	\$924	\$2240
Building Permits Issued	28	36

**Total Value of Permits and Permit Fees**

July-June 2010--2011		July-June 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$7,583,124	\$119,896	\$6,546,923	\$92,050

**FINANCE**

- Professional Development
  - Attended a GASB 54 Fund Balance Webinar
  - Fiduciary Investment Advisors Annual Conference
  - MUNIS CT User Group Meeting
- Attended EMS Billing RFP Presentation Meeting
- Attended BOF Meeting after June 8<sup>th</sup> Referendum
- Assisted auditors with interim audit work
- Attended Monthly Board of Finance Meeting

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 5/31/11

General Fund	\$ 9,382,104
Special Revenue Funds	\$ 2,466,923
Capital Projects Funds	\$ 2,180,882
Internal Service Funds	\$ 309,593
Trust and Agency Funds	\$ 313,867
<b>TOTAL ESTIMATED BY FUND</b>	<b>\$ 14,653,369</b>

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 5/31/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.08%	.10%	27	68	\$ 3,661,475
Webster	.25%	.25%	1,582	2,491	\$ 10,621,387
Reich & Tang					\$ 370,507
<b>Total Outstanding Investments</b>			<b>1,609</b>	<b>2,559</b>	<b>\$ 14,653,369</b>

Projects:

MUNIS Upgrade v8.2	March 2011 – Testing	10 hours
MUNIS Upgrade v8.2	March 2011 – Conversion	12 hours
MUNIS Upgrade v8.2	April 2011 – Web Access	15 hours

**FIRE & EMS DEPARTMENT**

Incident Calls: - no report

**FIRE MARSHAL / EMERGENCY MANAGEMENT**

The following are highlights during the month of June 2011:

Inspections	7
Inspection Follow-ups	4
Plan Review	3
Job Site Inspections	7
Fire Investigations	1
Blasting Permits	1
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

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

- Attended a 3 hour career development class in Blue Hills on June 1. The class topic was Inspection of Educational Occupancies and was presented by the State of CT Department of Public Safety's Office of Education and Data Management.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Simsbury on June 2.
- A fire origin and cause investigation was conducted on Sunday June 5 at 6 Overlook Drive. The fire origin was the pool heater and the cause appears to be accidental due to a malfunction. The damage was contained to the pool heater.
- Responded to town after hours to survey damage from severe thunderstorms on June 9. The storms knocked down trees and wires throughout the town. Most residents had their power restored two days later.
- Travelled to the State Armory in Hartford on June 13 to pick up the Statewide Tactical On-Scene Channel System radio boxes from repair.
- Attended the bi-monthly meeting of the CT Fire Marshals Association in Southington on June 14.
- Attended a meeting on June 14 with the library staff regarding an evacuation plan for the building.
- Conducted the quarterly VHF High Band radio test at the Emergency Operations Center with the State of CT Department of Emergency Management and Homeland Security on June 16.
- Attended the quarterly New England Association of Fire Marshals Board of Directors meeting in Mystic on June 22.
- Attended the CT Emergency Management Association meeting held at the New England Disaster Training Center located at Camp Hartell in Windsor Locks on June 29.

## **LIBRARY**

### **ADULT SERVICES**

- *Monday Evening Book Discussion Club*: Members chose *The Space Between Us* by Indian Author Thrity Umrigar as their monthly read. Attendance: 11. No more meetings until September.
- *Saturday Book Conversations Group*: Members chose *Hidden In Plain View: The Secret Story of Quilts and the Underground Railroad* by Jacqueline Tobin and Raymond Dobard as their monthly read. Attendance: 10. No more meetings until September.
- *Painting Demonstration*: Canton resident and artist Art Chouinard was in the library painting his landscapes and seascapes on June 16. Art's next appearance will not be until August, but a large exhibit of his paintings will be on display throughout the library during July.
- *Preparing for Long-Term Care*: This was an informational seminar for seniors and families, which we hosted in partnership with town's Senior and Social Services Department and the Cherry Brook Health Care Center. Attendance: 11.
- *Issues in Men's Health*: This program featured Avon chiropractor Brian Nardi. Unfortunately, only 1 person attended. Dr. Nardi may give this another try in the fall. We felt this was a worthwhile topic and do not understand why it was unsuccessful.
- *Worldwide Knit in Public Day*: Cataloger Sarah McCusker, an expert knitter, makes sure the library observes this event every year with knitting and refreshments. Attendance: 6.
- *Scoliosis: Diagnosis and Treatment*: Paula Webster of Canton Physical Therapy was to be our speaker for this program, but it turned out to be another important topic that attracted no audience. Bad timing? No interest? Attendance: 0.
- *An Open Poetry Reading*: Thirteen (13) people came to listen to poetry and to read aloud their own works. The audience was widely diverse in age and very enthusiastic about the value of poetry. The poets enjoyed meeting each other and talking about their craft. Another major topic: marketing poetry. At the request of the attendees, the library will make this an annual event.
- Our reference staff proctored two examinations for Canton residents during June.
- June displays: (1) On the walls around the library, the art collection of Canton resident Rose Winchester. Several of the watercolors are Mrs. Winchester's own creations, while others are pieces she has acquired over the years. She brought so many visitors through the library to see her art as part of her birthday

## **LIBRARY, Cont.**

celebration – June 14<sup>th</sup> was number 94. (2) In the glass case, a display honoring the Canton Land Conservation Trust. (3) Books displays dealt with travel through New England, seasonal cookbooks, and books by local authors.

## **TEEN SERVICES**

- *Teen Book Discussion Group*: The members studied *Are You There, Vodka? It's Me, Chelsea* by Chelsea Handler. Several of our regular attendees graduated from high school this month and are moving off to college, so we will have to market this group over the summer to attract new members. Attendance: 4.
- Heather Baker and Summer Intern Heather Nielsen distributed a flyer publicizing summer programs of interest to teens. The flyer was emailed to all students at Canton's middle and high schools.

## **CHILDREN'S SERVICES**

- June was pretty much all taken up with preparations for this year's summer reading club and special activities, which start on July 1. A large-format brochure was printed for public distribution explaining the many events at the library for children through the end of August.
- Heather Baker made 14 presentations at Canton schools describing our summer reading programs, and she addressed over 1,000 children. Also, we distributed our summer program flyers and reading logs to all children pre-K through Grade 5. Betsy Ash visited Canton High School to encourage students to volunteers to be the "big brothers" and "big sisters" in our *Book Buddies* programs.
- Registration for summer programs opened on June 13. Some of the events were fully enrolled after just 3 hours, including one of the two *Book Buddies* series and one of the two *Readers' Theater* series. Almost every registration-required program had met full enrollment by June 24. Very satisfying!
- There is quite a buzz around the library -- kids are looking forward to our 2 major events this summer: *The Harry Potter Birthday Party* (July 28) and the *Princess and Monsters Tea Party* (August 3).
- Using a generous donation made for this purpose by Dr. Jason Kasprzak of the Canton Dental Center, the library ordered tee-shirts for each of our teenage Book Buddies. The shirts display a great "read" logo designed by Michael Coderre (Heather Baker's husband), as well as a logo advertising the Canton Dental Center as donor. The teens love their shirts.

## **PERSONNEL**

- Recruiting, interviewing, and hiring several new part-time staff members took up a great deal of time during June. As a result, the following 6 new employees have joined the library staff:
  - Robin Giese and Hannah Bernhard -- Part-time, seasonal summer interns, effective July 1. They will join veteran summer intern Heather Nielsen to split a total of 320 hours working in the Children's Room during July and August. Both are personable and work well with children.
  - Sara Lo Presti and Nicole Dolat -- Part-time Library Aides I, effective in June. Nicole holds an MLS degree and is interested in teen services. Sara is working on her MLS and is on the staff of the Burlington Public Library, too. Both are intelligent, personable people who will make great additions to the staff. They replace Norma Ignatowicz and Shana Morales.
  - Kathryn Smith and Brigitte Hucker -- Library Aide I *substitutes*, effective in July. Kathryn holds an MLS degree and has considerable library experience, while Brigitte is working on her MLS and is on the staff of the West Hartford Public Library, too. They will have no regular hours -- they will be on call to fill in for absent regular staff from time to time.
- In May, I stepped down as chair of the Connecticut Library Association's conference exhibits committee. Then, in June, I resigned from the Connecticut Library Consortium's Board of Directors. I find CLC to be indispensable, but the board meetings were of little value.

## **OTHER HIGHLIGHTS OF THE MONTH**

- The Friends of the Library held their annual meeting and potluck dinner on June 10, and they had a wonderful surprise for us: a check for \$15,000.00. There has been considerable publicity on the Friends lately, including a great segment on WVIT-TV's evening news, and it is well-deserved. For the closing fiscal year, Friends contributions will total just under \$20,000.00.

**CANTON PUBLIC LIBRARY**

**PUBLIC SERVICE STATISTICS**

Jun-10 Jul-10 Aug-10 Sep-10 Oct-10 Nov-10 Dec 10 Jan-11 Feb-11 Mar-11 Apr-11 May-11 Jun-11

**CIRCULATION**

Adult	8,578	9,233	8,497	7,361	7,014	7,424	6,853	8,622	7,124	8,284	7,446	6,983	7,933
Children's	7,918	10,358	8,690	6,452	5,610	6,700	5,075	6,136	6,199	7,385	6,150	4,165	7,635
Teen	759	1,088	806	487	458	532	393	493	421	573	458	491	808
Downloadable Audio	170	140	135	95	131	118	124	102	152	112	165	172	139
"Other"	66	56	76	56	34	55	42	65	53	49	43	39	36
LCI Server Down - Non-ID Transactions	17,491	20,875	18,204	14,451	13,247	14,829	12,487	15,418	13,949	16,403	14,262	12,771	16,551
Total Circulation													

**REGISTRATION**

New Cards Issued	82	79	67	38	30	42	31	50	48	59	51	34	71
Expired Cards Renewed	97	86	86	43	50	34	31	49	33	66	41	58	83
Total Cardholders	4,509	4,531	4,553	4,531	4,530	4,517	4,522	4,533	4,509	4,537	4,524	4,512	4,513

**REFERENCE QUESTIONS**

	2,278	2,111	2,087	1,692	1,381	1,523	1,364	1,427	1,362	1,814	1,502	1,184	1,805
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**INTERLIBRARY LOAN**

Items Borrowed for Canton Residents	343	342	366	350	301	360	239	301	293	311	360	337	N/A
Items Loaned to Other Libraries	293	334	339	338	295	267	301	369	338	352	349	368	N/A

**PUBLIC COMPUTER USES**

	1,959	1,848	1,854	1,831	1,811	1,685	1,916	1,644	1,436	2,072	1,340	1,754	1,350
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**HOMEBOUND PATRON DELIVERIES**

	7	6	7	9	9	10	12	12	6	6	8	4	3
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**PROGRAMMING**

Adult Programs Held - Attendance	4 - 27	5 - 12	1 - N/C	7 - 65	10 - 155	7 - 51	3 - 16	8 - 77	7 - 163	10 - 158	8 - 239	10 - 205	8 - 52
Teen Programs Held - Attendance	N/C	N/C	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6	1 - 4	1 - 7	1 - 5	1 - 2	1 - 4
Children's Programs Held - Attendance	23 - 845	28 - 1,213	14 - 1,137	10 - 209	23 - 602	19 - 503	5 - 286	14 - 231	21 - 411	31 - 750	23 - 634	5 - 250	22 - 1,144
Total Programs Held - Attendance	27 - 872	33 - 1,225	15 - 1,137	17 - 274	34 - 766	27 - 562	9 - 309	23 - 314	29 - 578	42 - 915	32 - 878	16 - 457	31 - 1,200

**STUDY ROOM USES**

Quiet Study Room	7	18	21	20	21	12	14	23	35	37	25	21	20
Word Processor Room	5	3	12	0	2	1	8	2	6	10	0	1	7
Total Study Room Uses	12	21	33	20	23	13	22	25	41	47	25	22	27

**ITEM HOLDS PLACED**

	1,311	1,241	1,162	1,088	983	1,085	884	1,208	1,064	1,265	1,087	960	1,112
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**THE COLLECTION**

Items Added	802	920	772	1,109	964	573	596	726	1,092	864	755	650	673
Items Withdrawn	450	130	403	478	55	271	923	67	368	313	1,948	125	198
Total Barcoded Items in the Collection	79,034	79,759	80,172	80,803	81,712	82,014	81,687	82,346	83,070	83,621	82,428	82,953	83,428

**PATRON VISITS**

	9,344	11,054	9,979	8,474	8,087	7,540	7,880	7,870	7,921	10,316	8,598	7,830	9,505
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N/A - Not available at present. To be reported next month.

N/C - No Count

### **LIBRARY, Cont.**

- The summer reading books for all 4 Canton schools were out on display and ready for circulation on June 13. We own many of the titles but were able to fill gaps borrowing from the school libraries and from the State Library. In addition, the Friends donated \$1,000.00 for us to buy additional copies of the summer reading list books. Our cataloging team of Sarah McCusker and Ann Barrett worked very hard to have all the gathering, cataloging, and processing finished in time for the arrival of the kids.
- On June 1, I removed the computer and printer from the small study room where they had lived for several years. The library has many public-access computers, but what we really need is more quiet study space, a standard feature in most libraries. This change now gives us 2 small study rooms.
- The full-time staff and I worked on developing an emergency evacuation plan for the library. We have nothing thought out to direct us in case of a building emergency. Fire Marshal Adam Libros has been very helpful on this project. We are not finished yet.

### **PARKS AND RECREATION**

- Cookie Decorating with Julie, Junior Tennis, Golf Camps, Dusky Swim Team, Challenger Soccer Camps, Zumba Gold, Everybody's Senior Exercise as well as other programs are bringing in large numbers of participants.
- Mills Pond Explorers camp is up and running with pretty steady numbers of 20-25 each week. This has been steadily increasing each year.
- A few cancelled programs this month: College Workshop, Field Hockey Summer program, Fencing and Lacrosse. Field hockey *camp* will still take place in August.
- Family Fun Day is planned for July 9<sup>th</sup>. The day will include a bouncehouse, music, face painting, family friendly tattoos, free swimming for the afternoon, snowcones and popcorn. It's fun for the whole family.
- All Fall Programs are planned and are being entered into the CantonRec site with registration to begin in August.
- Met with Kyra (Finance) Brian(Director) and the pool house desk staff to review cash and registration procedures at the pool.
- Registrations for Pool Memberships this year are brisk and Swim lessons are also getting full.
- Discussed changing of policies/rules with Brian for what constitutes a family member. Residents add elderly parents, nannies, grown adult children, etc. to their list of six and I feel we should be more stringent due to losing possible revenue for the pool house. My ideas include residents having to show proof of residency and having a cut-off age of 23 for Adult children still living at home. Pool Pass Identification cards with pictures, similar to what Simsbury does, would also be a great idea. Parks & Recreation Commission might want to weigh in on this issue before the next Summer season.
- Finalized all seasonal staff training for 40 part time seasonal training,
- The main pump for the large pool died shortly after startup. Worked with DPW and pump contractors for replacing. Refurbished pump was reinstalled 1 week later setting back our opening date only by 1 day.
- Worked with Pool contractors to finish opening both pools.
- Coordinated seasonal staff in the cleaning and preparing the poolhouse for the season.
- Worked with Trevor Pierce, Director of CAST in preparation of theatre program.
- Tried to coordinate the installation of ATT UVERSE for the pool. After several attempts it was realized that ATT is not ready for UVERSE in that area yet.
- The Parks and Recreation Commission began looking at a Safe Routes to School Grant.

### **POLICE DEPARTMENT PERSONNEL**

- June 6: Disp. Lederman had his one year anniversary as a CPD employee.
- June 9: Officer Besse began 'shadow phase' of FTO program.
- June 14: Chief Arciero attended Capitol Region Chief Police meeting in Farmington.
- June 27: Sgt. Messier celebrated his one year anniversary as a CPD Sergeant.

## **POLICE DEPARTMENT, Cont.**

- June 27: Det. Wilkinson attended 4 day Computer crime training at State Police crime Lab.

### **ADMINISTRATION**

- June 2: CPD Officers attended the NexGen training for mobile reporting.
- June 3: Chief Arciero attended planning meeting for Springfest in Collinsville.
- June 8: CPD conducted final vest measurements.
- June 14: Chief Arciero attended Capitol Region Chiefs of Police meeting in Farmington.
- June 14: Chief Arciero and D/C Hull met with state representative for military equipment give back program
- June 14: Chief Arciero set up CIT for PD met with bullet proof vest vendor from MHQ.
- June 14: Chief Arciero attended Department Heads meeting.
- June 14: Chief Arciero met with APD and SPD chiefs re final recommendation of RFP for regional dispatching.
- June 14: Sgt. Witkos presented facility plan at Land Use meeting.
- June 15: D/C Hull participated in Police 'Ride to school' for auction bid winner.
- June 17: Chief Arciero met with 1<sup>st</sup> Selectmen Barlow re various police related issues.
- June 17: Chief Arciero attended kick-off event at Miller Foods in Avon for the ACO van fundraiser events.
- June 18: ACO LaPlume attended 2 fund raising events for the new ACO van.
- June 20: Chief Arciero met with Canton Physical Therapy to discuss wellness program for department employees.
- June 21: Chief Arciero met with Steve Mitchell regarding Bike Trail status in Canton.
- June 27: Chief Arciero, Neil Pade and Jeff Shea attended a meeting at State DOT re pedestrian issues at 44 and Lawton.
- June 29: Disp. Brown completed update to Dispatcher Manual.
- June 29: Chief Arciero met with 1st Selectman Barlow, CAO Skinner and members of Farmer's Market re parking issue.

### **COMMUNITY POLICING**

- June 2: Canton Police Department and Canton High School Culinary Arts Students partnered for the Coffee with the Cops.
- June 4: Officer Selander participated at the Cherry Brook School Fair.
- June 5: CPD completed Seatbelt enforcement campaign.
- June 8: Chief Arciero presented at the League of Women Voters meeting.
- June 9: 10 CPD officers participated in the annual Special Olympics Torch Run on Route 44.
- June 13: Sgt. Witkos met with CIS re Odyssey program status report.
- June 14: Chief Arciero attended the Substance Abuse Council meeting.
- June 15: Chief Arciero attended TRIAD meeting in Hartford.
- June 16: Chief Arciero and Det. Wilkinson met with intern re forensic training program.
- June 23: Chief Arciero, Sgt. Witkos, Det. Wilkinson, Off. Besse, Admin. Asst. Anne Raftery and CAO Skinner took 35 plus Canton youth to a New Britain Rock Cats baseball game.
- June 16: Chief Arciero attended meeting at Miller Foods for ACO van project.

### **OPERATIONS**

- June 5: Chief Arciero attended meeting on Gildersleeve Ave re traffic, house party and parking concern issues.
- June 9: CPD responded to numerous calls for significant weather related matters.
- June 11: CPD and Troop B coordinated law enforcement response for two missing canoeists on Farmington River.
- June 15: Det. Wilkinson attended the Juvenile Review Board hearing for case disposition.
- June 17: CPD assigned officers to provide security at CHS senior graduation event.

**POLICE DEPARTMENT, Cont.**

- June 20: Chief Arciero attended meeting with CAO, Land Use Director and DPW head to discuss traffic issues on Lawton Rd.
- June 23: D/C Hull conducted SWAT Team physical assessments.
- June 24: Chief Arciero and Det. Wilkinson met with citizen re status of investigation.
- June 26: CPD officers made an arrest regarding a domestic violence assault and strangulation.
- June 26: CPD made an arrest of a suspect in a road rage incident.
- June 27: Chief Arciero met with citizen re outstanding issues attendant to possible zoning issue and kennel operation.

- **Incident Summary:**

Total Incidents for June: <b>1077</b> Previous month (May-1103 )			
Domestic Disturbance	9	Motor Vehicle Stops	160
Driving Under Influe.	1	Motor Vehicle Accidents	32
Larceny-All	6	Suspicious Pers/Vehicle	20
Medical Calls	45	Directed Patrol	131

**PROJECT ADMINISTRATOR**

- Reviewed and approved CRRRA, Paine’s, and Murphy Road Recycling invoices for Transfer Station.
- Prepared information for and attended one meeting of the Hydro Power Advisory Committee. Attended Avon Town Council meeting for presentation of recommendations for the Canton Hydroelectric Project
- Prepared information for and attended PMBC meeting.
- Solicited and reviewed proposal for completion of geotechnical investigation of 5 Cherry Brook Road parcel for potential Highway Garage site.
- Conducted field visit with member of BOS, CAO, and PMBC representatives of 20 Canton Springs Road site for consideration as Town Highway Garage site.
- Continued with the preparation of bid package for Dyer Avenue Roadway Improvements from Simonds Avenue to Maple Avenue.
- Attended weekly coordination meetings with consultant for the Farmington River Trail – Phase III project.
- Completed negotiations and executed contract for Transfer Station Refuse Hauling Services with selected contractor, All Waste Inc.
- Coordinated and completed interviews for the 5 short listed consultants for Town Bridge Over Farmington River project.
- Held public informational meeting on June 16, 2011 for the Upper Collinsville Mill Pond Master Plan project. Worked with consultant in obtaining local regulatory approvals for completion of soil borings as part of the project.
- Evaluated applications two one possible housing rehabilitation loans. Coordinating with Small Cities consultant as required.
- Conducted training for Demand Response requirements as part of DPUC grant for Community Center Emergency Generator.
- Completed progress review with OPM of ARRA Energy Grant for Town Hall Windows/ Doors project.
- Met with BOE and consultant to review possible energy performance contract for Town owned buildings.
- Prepared and submitted various quarterly reports required for grant funded projects.
- Reviewed and update cost estimates for various capitol improvement projects for CIP committee.
- Met with ConnDOT to discuss possible changes to the traffic signal at the Route 44 / Lovely Street intersection to accommodate future pedestrian and bicycle traffic at this location.
- Initiated Hazardous Materials Survey with on-call consultant as part of the Town Hall Windows/ Doors project.
- Coordinated with on- call consultant in the reviewed of the Zoning Application for Livingston Road Subdivision

**PROJECT ADMINISTRATOR, Cont.**

**2011 Project Log**

<b>Project</b>	<b>June</b>
PMBC Highway Garage Proj.	10
Farmington River Trail - Phase 3	14
Small Cities "21" Phase 2	
Citizen Inquiries	
Budget / CIP Program	8
Planning / Zoning Site Plan Review	4
IWWA Site Plan Review	
DEP Mill Pond Master Plan	14
Town Bridge Project	16
TS Hauling Bid MSW	8
Canton Hydro Project	4
Housing Rehabilitation Loan Program	6
Pavement Management Services	
Main Street/ Bridge Street Traffic Control Signal	
Route 177 Trail Extension	6
Town Highway Garage	6
Transfer Station Modifications	
Bicentennial Field	
Town Hall Widows and Door Replacement	4
Dyer Avenue Roadway Improvements	40

**PUBLIC WORKS**

**HIGHWAY DEPARTMENT**

- Installed 950ft of curbing
- Prepared area for curbing
- Paved areas at 21 Dowd
- Pot hole repair
- We had numerous wash out do to the amount of rain in June
- Started to prepare area at transfer station for renovation
- Repaired driveway lip high street
- Repaired mail box due to tree damage
- We had numerous trees come done a lot of time cleaning up downed trees
- Cut brush on bike path corner of River Rd & Maple Ave
- Corrected spelling on sexton hollow rd
- Took care of sight line on Route 179

**MAINTENANCE GARAGE**

- Some minor repairs to trucks , light bulb , fan belt , flat repair

**PARKS DEPARTMENT**

- Fertilize fields, parks, and schools
- Maintenance on equipment
- Sharpen blades
- Fix broken flag pole for swim team at M.P.P.
- Spring maintenance on pool for preparation of opening
- Daily inspections of pool
- Weekly cleaning of pool filters
- Mowed and trimmed all grounds as needed

**PUBLIC WORKS, Cont.**

- Prepped all ball fields as needed
- Pick up and delivery of turf for little league
- Installed new backflow preventer at Millennium Field
- Assisted in installing of new circulator pump on lap pool
- Picked up garbage's at parks and rails to trails

**TRANSFER STATION**

- Transfer Station Operational Improvements
- Permits available for purchase

**BUILDING MAINTENANCE DEPARTMENT**

- Repaired missing gutter outside of BOE front door
- Painted three exterior doors and one window at Town Hall
- Replaced existing spline ceiling in existing/damaged areas of Town Hall
- Cleaned storage room in basement of Town Hall
- Relocated existing 3<sup>rd</sup> floor heating thermostat
- Repaired rear entrance door of Police Department
- Ran new CAT5 cable to third floor office in Town Hall
- Installed 2 inch back flow preventer at Millennium Field
- Met with contractor to install new heating and cooling pump in boiler room of Town Hall
- Reduced bill from Tradesman of New England from \$1100 to \$275 for previous work on chiller

**PROFESSIONAL DEVELOPMENT**

- Rick Lassen - MUTCD Training, Rocky Hill, CT
- Chris Davis - MUTCD Training, Rocky Hill, CT
- Henry Maskaitis – Adjusting to Pesticide Ban Legislation; K-8 School Grounds Turfgrass Management Workshop, West Hartford, CT
- Tom Richardson - Adjusting to Pesticide Ban Legislation; K-8 School Grounds Turfgrass Management Workshop, West Hartford, CT

**WORK ORDERS RECEIVED**

Work Request	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	FY Totals
Highway	1	4	3	3	2	2	2	1	18
Parks	1	1	1	1	1	1	2	2	10
Building Maintenance	10	35	18	22	36	24	33	25	203
Signs	4	4	3	4	6	8	14	4	47
Trees	4	4	0	2	0	1	1	7	19
Mailboxes	0	0	18	4	4	0	0	1	27
Pot Holes	0	1	6	10	20	250	19	15	321
Drainage	2	9	0	0	2	1	2	3	19
Curbing	0	0	0	0	0	0	650'	300'	0
Lawn	0	0	0	0	0	1	0	0	1
Animal	1	0	0	1	2	1	1	1	7
<b>Total</b>	<b>21</b>	<b>58</b>	<b>49</b>	<b>47</b>	<b>73</b>	<b>289</b>	<b>74</b>	<b>59</b>	<b>670</b>

**MEETINGS ATTENDED**

1. June 01, 2011: Review of Demand Responses Procedures
2. June 01, 2011: Trash Disposal Services – Board of Education
3. June 02, 2011: Susaya Construction – Valley House
4. June 03, 2011: Martin Laviero Construction – Valley House
5. June 06, 2011: Colonna Concrete – Valley House

## **PUBLIC WORKS, Cont.**

6. June 07, 2011: Town HVAC Meeting
7. June 08, 2011: Dyer Ave. Project Meeting
8. June 08, 2011: Solid Waste Transfer Committee
9. June 09, 2011: All Waste and Paines – Transfer Station
10. June 14, 2011: Project Meeting – Roads/Transfer Station
11. June 15, 2011: Department Head Meeting
12. June 16, 2011: Northeast Utilities – Transfer Station
13. June 20, 2011: Washburn and Lawton Road Meeting
14. June 22, 2011: Solid Waste Transfer Committee
15. June 27, 2011: Public Works Staff Meeting with Foremen
16. June 27, 2011: Jeanette Newell – Valley House
17. June 28, 2011: Project Meeting – Roads/Transfer Station
18. June 29, 2011: Cherry Brook Garden Club
19. June 30, 2011: Clover Construction – Valley House

## **NEW PROJECTS**

1. Valley House Walkway Project

## **PROJECTS IN PROGRESS**

1. Transfer Station Improvements for Permit Renewal
2. Town Vehicle Maintenance Study - Develop RFP
3. Transfer Station Change of Vendors (Hauling and Equipment)
4. Implement Sign Maintenance Program (MUTCD)
5. Develop Employee Performance Measures

## **COMPLETED PROJECTS**

1. Operating and Capital Budget

## **PROFESSIONAL DEVELOPMENT**

1. Earned Bachelor of Arts, University of Hartford, Hartford CT

## **SENIOR & SOCIAL SERVICES**

### **PROGRAMMING**

- Canton Community Café: Open for 9 days, 486 meals served
- Dial A Ride:
  - Total # of passengers: 162
  - Total # of trips: 299
  - Tickets funds collected at Town Clerk's Office: None
  - Tickets funds collected and at Senior Services: \$194 for 97 tickets
  - Annual Membership fees collected: \$1385
- Jump on Board (JOB) Trips:
  - JOB to Foxwoods Casino, 4 people went
- CHOICES volunteer Paula had 4 appointments this month.
- "In The News" met twice, with an average of 11 people
- McLean Meals on Wheels: 818 meals were delivered to 23 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
  - Blood Pressure clinic: 87 screenings
  - Walking group: screenings: 65 screenings
  - Bereavement Support Group: Jim Fox unable to meet this month
- Senior Potluck: 21 folks came with delicious food and enjoyed a meal together
- Cooking with Elaine- 13 people attended
- Medical Transportation: 6 round trips coordinated; 3 one-ways

### **SENIOR & SOCIAL SERVICES, Cont.**

- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: phone given out
- Vials of Life were given out
- e-Scribes: none sent out.

### **SPECIAL JUNE EVENTS**

- Senior Social Services, Canton Public Library and Cherry Brook Health Care sponsored a discussion on “Long Term Care” options on Wednesday June 1, at 6PM at the CCC. 13 People were in attendance for this informal discussion on weighing options and making choices regarding costs of, ‘good fit’ and services to look for in Long Term Care, presented by Cherry Brook staff.
- On Thursday, June 9<sup>th</sup>, the annual “Seniors’ Prom” took place in the lower level of the CCC. This event is sponsored by the Canton High School Music Dept, the Canton National Honors Society, and CATA. There were over 150 people in attendance, including older adults, caregivers, high school students and volunteers. Despite the rain, everyone enjoyed the sounds of the full band, as well as the jazz band; ate delicious goodies provided by CATA, took in the wonderful decorations by the NHS. Because of the storm, many people chose to stay well after the music stopped playing, and we got some card games going- many which involved both older adults and the high school seniors as well- Looking forward to next year again ☺
- On Wednesday June 15, Thomas Burr from NAMI-CT (who received grant monies to do outreach) came and discussed the Medicare Savings Program, as well as legislative changes that are/are going to impact older adults and how they pay for medications to a group of over 20 attendees. People learned about the program, and subsequently, Claire had about ten [10] meetings with people afterwards to sign them up for the program.
- Friday, June 17<sup>th</sup> marked Canton Senior Center’s Fathers’ Day Celebration, with entertainment by Chip Ames, who played the keyboard and sang to the “lunch bunch”. He even memorized a song that was requested by a Canton resident over a year ago and sang it for us!!
- With Rebecca Stevenson as the new Admissions Director at Cherry Brook Health Care Center, a celebration and way of introducing her gave Canton Senior Center a reason to party! We invited Rebecca to the “lunch bunch” and she brought ice cream and a bunch of fixings so over 60 people made sundaes! We also had some wonderful help from volunteer Charles Schweitzer who was doing some service toward a badge for Scouts. Charles and Rebecca scooped a lot of ice cream and provided us with a lot of fun!

### **ADMINISTRATIVE**

- Claire met with Marcia Hess and Neil Kraner of Kraner & Hess Attorneys on Monday, June 7<sup>th</sup>.
- On Wednesday, June 8<sup>th</sup> Claire met with Rebecca Stevenson, new Admissions Director for Cherry Brook Health Care to discuss future collaborations.
- Claire met with two students from Canton High School who were integral in the planning of the Seniors’ Prom; they prepared all the decorations and oversaw the set-up the day of the event.
- Claire attended the FOCUS on Canton’s planning meeting on Thursday, June 9<sup>th</sup> where a wrap-up of the year’s events and successes were discussed, as well as goals for next year. Senior & Social Services would like to thank FOCUS on Canton, Inc. for their continued support in helping clients of all ages who find themselves struggling during these hard economic times. FOCUS has also, for the entire month of June 2011, taken on paying for all medical transportation authorized through this office. This service is not only a help, but is a lifeline for many people who do not have other means of transportation to medical appointments that are not within the Canton Dial-A-Ride service area; it helps to support prevention, independence and overall well-being of Canton’s older and disabled adults.
- Claire attended a meeting at Community Renewal Team (CRT) in Hartford on Thursday June 30<sup>th</sup> with many other Senior Center Directors. This meeting was set up with Nutritional Coordinator; Stefanie Belding who informed us all that funding was going to be even tighter in the next year so we all should expect changes. Stefanie asked all of us what kinds of changes could happen to ensure that CRT is able to continue providing congregate meals; the consensus from the Directors was that we could provide coffee,

### **SENIOR & SOCIAL SERVICES, Cont.**

instead of CRT and if CRT needs our sites to close down a few days per year, we could plan alternate meals on the days we choose to shut down.

- Claire met with over 25 people for social services appointments, including two [2] home visits to homebound clients.
- Toby has redone the ENTIRE Senior Services and Social Services website. Many Thanks to Linda Smith for her support, and Lilly Chung (volunteer) for her input on the mechanics and smoothness of using the website. Toby put many hours into this project of consolidating the two webpages, and continues to modify it and to put special events and activities/programs up there. This will continue to be a work in progress and something this department focuses on, as many of our active older/aging adults are more computer and internet-savvy than previous generations.
- Toby has put together a timeline for the next mailing of the SENIOR CENTER SCRIBE and has been inputting information into the template and things are planned, on an ongoing basis.

### **TAX COLLECTOR**

- Tax collections for the current list were \$48,150.24. Back year collections were \$8,856.88. Interest and fees totaled \$11,317.89.
- Sewer Collections on current list \$3,584.44. Back year collections were \$417.61. Interest and lien fees totaled \$807.40.
- Sewer Assessment collections \$ 85.00 and connection charges collected \$.00.
- The beginning balance of the 2009 grand list due on July 1, 2010 was 29,897,352.17 taxes collectable. The outstanding tax balance for the 2009 grand list as of June 30, 2011 is \$356,811.09. 1.19% of the grand list remains outstanding or in other words 98.81% of the grand list was collected.
- The tax office has collected \$28,696,306 in taxes on the 2009 current grand list and \$28,650,174 was budgeted (the budget is 28,650,174 (\$46,132 was collected over budget), The budget for prior year collections is \$150,000 and the collections for prior year grand lists were \$150,927 (\$47,750 over budget), collected \$137,621 in interest, liens and fees – budget is \$100,000 – (\$37,621 was collected over budget) and \$4,325 in suspense collections as of 6-30-11. The net total of \$135,828 was collected over what was budgeted for.
- The total uncollected tax balance as of 6/30/2011 is \$983,546. A total of \$358,816.57 of this balance is the total back taxes due on the Cadle property at 51 Albany Turnpike leaving \$624,729 uncollected.
- The office filed 70 Real Estate Liens on properties that the current year taxes were not paid in full.
- The office sent out 15,110 tax bills to the tax payers in Canton. Collections during June on the 2010 Grand List totaled \$32,080..
- The collection agency collected \$691.25 in June 2011.

### **TOWN CLERK**

- Processed: 968 transactions and five marriage licenses
- Real estate recordings were down 40% from the same time last year with 11 residential home sales.
- Largest home sale: 29 Pheasant Hill Road (\$695,000).
- Municipal Conveyance Tax collected on transfers was \$10,024.50.
- \$345 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$6474.
- A total of 656 dog licenses were sold to date for the 2011/2012 dog year.
- June 7: Town Clerk accepted on behalf of the Town of Canton a \$3223 grant from the Canton Community Health Fund to purchase an AED machine for the Town Hall.
- June 7: Town Clerk Trained Rose Kubran and Michelle Schroder on the 'Go Daddy' process of uploading audio files to the Town website
- June 8: Budget and Charter question referendum. The budget passed with a 419/216 vote. The total number of votes received for the Charter question did not reach the minimum threshold required under Connecticut General Statute section 7-191(f). Therefore, despite the outcome of those who did vote (446/166), the Charter question did not pass.

**TOWN CLERK, Cont.**

- June 9: Town Clerk assisted the Senior & Social Services Department with redesign of their website page.
- June 21: Town Clerk participated in the online training for the new Department of Public Health Death Registry
- June 29: Town Clerk met with Registrar of Voters to discuss upcoming election, petitioning candidates and possible September primary
- Citizen Request Management component of QScend(QAlert), logged no complaints for the month of June.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in June.
- Liens & lis pendens action:
  - Mortgage lis pendens 1
  - Condo Fees Liens 0
  - Credit Cards/Debt Collectors 2
  - Commercial/tax liens/other 72
  - Medical related 1
- Activity on the Town's website:
  - Number of visits to our site: 5070 people made 8510 visits to the site.
  - Average number of pages/visit: 2.45
  - Average time on site: 2:45 (min:sec)
  - Top pages viewed: Home Page, Assessor, Employment, Agendas & Minutes, Visitor's Guide, Farmington River Trail, Town Clerk, Request for Proposals, Park & Rec, and the Top Dog Contest. In addition, there were 84 visits to the BOS Meetings/Audio Recording Page.

**Town Clerk Receipts-June 2011**

<b>Total Items</b>	<b>Description</b>	<b>Total Amount</b>
	<b>Recordings:</b>	
115	Land Records	\$3546.00
	Conveyance Tax	\$10,024.50
	St of CT Historical Preservation	\$230.00
	Town Clerk Historical Preservation	\$115.00
	Town of Canton-Land Preservation	\$345.00
	St of CT-Land & Dairy Preservation	\$4140.00
	Town Clerk Land Preservation	\$115.00
4	Maps	\$40.00
130	Copies	\$640.50
10	<b>Sport Licenses:</b>	
	St of CT DEP	\$280.00
	Sport Licenses-Town of Canton	\$10.00
13	Miscellaneous	\$61.00
67	Vitals	\$1111.00
5	Marriage/CU Licenses St of CT	\$95.00
489	<b>Dog Licenses:</b>	
	Town of Canton	\$489.00
	State of CT	\$3643.00
0	Notary Fees	\$.00
0	Dial-A-Ride	\$.00
135	Transfer Station	\$3631.00
1	Stone	\$10.00
968	<b>TOTALS</b>	<b>\$28,526.00</b>

**TOWN PLANNER**  
**PERMITS ISSUED**

- 34 Country Lane – above ground pool
- 33 Breezy Hill Rd. – deck
- 315 Albany Tpke. – temporary tent, Chapter I
- 40 Dyer Ave. – sign, Library
- 42 Country Ln. – above ground pool, front step replacement
- 310 Albany Tpke. – sign, Valley Sports Center
- 20 Pond Rd. – interior renovations
- 71 Albany Tpke. – interior renovations, Mitchell Subaru
- 266 Gracey Rd. – inground pool
- 17 Valley View Dr. – deck
- 434 Cherry Brook Rd. – interior renovations

**INSPECTIONS**

- 34 Country Lane – above ground pool
- 33 Breezy Hill Rd. – deck
- 315 Albany Tpke. – temporary tent, Chapter I
- 40 Dyer Ave. – sign, Library
- 42 Country Ln. – above ground pool, front step replacement
- 310 Albany Tpke. – a/c units, Valley Sports Center
- 20 Pond Rd. – interior renovations
- 71 Albany Tpke. – interior renovations, Mitchell Subaru
- 184 Cherry Brook Rd. – proposed erosion mitigation, Canton Center Congregational Church
- 22 Collins Rd. – proposed shed
- 266 Gracey Rd. – inground pool
- 17 Valley View Dr. – deck
- 434 Cherry Brook Rd. – interior renovations
- 130 Case St. – landscaping, zoning conditions

**AUTHORIZED IWWA AGENT APPROVALS**

- 310 Albany Tpke. – installation of a/c units

**CEASE AND DESIST ORDERS**

- 57 Powder Mill Rd. – removal of junk vehicles, almost all vehicles and debris removed, aiming for early fall completion.

**NOTICES OF VIOLATION**

- 8-10 Collins rd. – RV, trailer, boats, metal container in front yard of residence; all items removed.
- 134 Winterbourne Lane. – dug in upland review area without permits, awaiting wetlands permit application.

**MISCELLANEOUS**

**Assistant Planner**

- Attended Aquifer Training, 6/6
- Met with Naomi Kravitz, Drew Decker and Town Planner on activities at 7 Spring St., 6/7
- Attended IWWA, 6/9
- Met with Jill and Thomas Pasko, 6/14 and 6/16, concerning proposed shed at 22 Collins Rd.
- Met with Doug Bok and Town Planner on proposal to divide property, 6/22.
- Met with Leesa Lawson, Joe Hoke, Lew Wise, & Town Planner concerning activities at 7 Spring St., 6/22
- Met with Allison Guerrera on plans to construct barn on 683 Cherry Brook Rd., 6/22.
- Met with Drew Baugher on proposed Eagle Scout bus shelter project across from Canton High School, 6/23.
- Continued weekly sign sweeps of major arterials; over 410 signs removed since summer '09.

## **TOWN PLANNER, Cont.**

- Completed revisions to IWWA Regulations and submitted to DEP for review; public hearing scheduled for August '11.
- Determined income eligibility for applicant applying for waiting list for affordable housing unit at Powder Mill Village.

### **Town Planner**

- POCD Update Committee Meeting 6/2
- CCAPA Executive Committee 6/3
- Aquifer Protection Training 6/6
- Meeting with realtor regarding Albany Turnpike Development potential 6/7
- Met with Planimetrics to review Zoning Regulation Rewrite 6/9
- Met with Planimetrics to review Village District location and boundaries 6/13
- CRCOG Bike-Pedestrian Advisory Committee 6/14
- Department Head Meeting 6/15
- Zoning Commission 6/15
- Connecticut Bicycle-Pedestrian Advisory Board 6/16
- Konover pre-application meeting 6/17
- Lawton & Washburn Roads traffic calming review meeting 6/20
- Mitchell Auto Group, aquifer compliance meeting 6/20
- State POCD crossover workshop 6/21
- GIS survey/ subdivision review meeting 6/22
- Mr. Bok, pre-application meeting 6/22
- Attorney Wise, noise compliant, Collinsville Church 6/22
- Eagle Scout review project 6/23
- Tree inventory review project 6/23
- Met with Planimetrics to review Zoning Regulation Rewrite 6/24
- Meeting at DOT to review Trail crossing at Route 44 and Lawton Road 6/27
- Design Review Team meeting 6/28
- GIS subdivision review meeting 6/29
- Met with Frank Zacchera to review history of proposed activities at 20 Colonial Road 6/30
- Met with Skip Alfond to review flood plain regulation amendment and review of activities at Canton Center Church 6/30
- Met with Farmers Market regarding parking problems 6/30
- Review and research for applicability of PA 09-154 (An Act Improving Bicycle and Pedestrian Access)
- Finalization of POCD consultant contracts
- Management of recording secretary shortfalls
- Updated Town Records and identification of new tasks for Aquifer Protection Program
- Media outreach for POCD
- Outreach to chairs of town boards and non-town community agencies for input into POCD process
- Research on the regulation of digital signage
- Relocation of CT Transit bus stop on Route 44 at the Shoppes
- Follow up regarding cistern inspection at Windmill Hill Lane
- Research other municipal regulations governing flood plain to increase flexibility
- Research ownership of boat ramp next to Collinsville Kayak and Canoe
- Review of recreational trails grant program
- Review use of town signage and type for conformity with the regulations
- Review differences between Village District and Local Historic Districts, start discussing concept to Collinsville Local Historic District, and DRT
- Interviewed by PlaceEconomics and PennDesign regarding Local Historic Districts

**TOWN PLANNER, Cont.**

- Coordination of Flood Plain regulation changes with DEP and FEMA
- Review of history of approvals for Canton Little League in response to a complaint
- Reviewed RFP for an office building for CT DPW
- Review of Robert Fuller’s Land Use Land and Practice, 2<sup>nd</sup> Edition, regarding quorum and voting requirements
- Review of traffic data, and recommendation on one way traffic flow for Claire Hill Road
- Reviewed possible repair of sidewalk on Main Street in front of Valley House
- Review of zoning history at 16 Maple Ave
- Discussion with Attorney Quattro regarding outstanding zoning compliance at Riverside Nursery
- Scheduling and organization for POCD van tour
- Review of PA-11-79 regarding bonding for site plans and subdivisions
- Coordination of GIS consultant, staff, and CRCOG, Orthophotos, data collection, etc...
- Review of professional development goals
- Tree cutting inspections at Sweetheart Mountain
- Additional activities not documented.

**Project Logs**

<b>Project</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Yearly Total</b>
Aquifer Protection	1.5	0.25	17	<b>24</b>
Zoning Regulation Rewrite	5.25	7.6	20.25	<b>172.95</b>
PMBC/ Public Works Garage	3.5	1	0.25	<b>15.6</b>
POCD Update	13.6	20	14	<b>107.1</b>
IWWA Rewrite	10	3	4.8	<b>30.4</b>
Rail Trail	2.5	5	10.5	<b>22.75</b>
401 Albany Turnpike	0.5	11	11.5	<b>26.25</b>
Open Space Grant	2	1.3	0.6	<b>16.35</b>
GIS Initiatives	5	11.75	4.75	<b>39.8</b>
EDA Initiatives	10.5	8	0.25	<b>48.7</b>
Intern Projects	40	0.5	0	<b>129.75</b>
Fiora Property	1.5	3.5	5	<b>15.25</b>
Lowes Site	4.5	3.3	1.75	<b>34.85</b>
Konover/ Sussman	34.5	14.6	17.75	<b>186.35</b>

**Application Tracking – June, 2011**

**Received by Zoning in April 2011**

1. File #345; Apln. #1318; 70 Gracey Road; Assessor’s Map 8-3; Lot 32; Zone AR3; Site Plan Amendment Section 51; Roaring Brook Nature Center, applicant; The Children’s Museum, owner. – *Referred to DRT’s April meeting, continued to May, 2011; Continued to June Zoning meeting, no quorum to act; Continued to July Zoning meeting with extension from Applicant*
2. File #377; Apln. #1320; 401 Albany Turnpike; Assessor’s Map 11-8; Lot 1; Zone SB; Special Exception Sections 31.2.5 Restaurant, 32.2.8 Signs, 31.2.11 Parking, 32.2.3 Uses in a B1 District, 68.4 Soil & Erosion Control Plan; Section 51 Site Plan Amendment; Argeo Realty Advisors, LLC, applicant/owner. – *Public hearing required, scheduled for May, 2011; Public hearing continued to June 2011; Public hearing Closed in June; Approved with conditions in June;*
3. File #285; Apln. #1321; 285 Albany Turnpike; Assessor’s Map 9-4; Lot 17; Zone SB; Special Exception Sections 5.3 Extension of Use, 31.2.28 Apartment Use Upper Floor, 31.2.1 Retail, 31.2.2 Personal Services, 31.2.3 Banks, 31.2.4 Offices, 31.2.5 Restaurants, 31.2.8 Signs, 31.2.11 Parking, 31.2.30 Massage Therapy; Section 51 Site Plan Amendment; 285 Albany Turnpike, LLC, applicant/owner. – *Public hearing required, scheduled for May, 2011; Public hearing closed in May,, deliberations continued to June, 2011; Approved with conditions in June;*

## **TOWN PLANNER, Cont.**

### **Received by Zoning in May 2011**

1. **File #420; Apln. #1322;** Amendment to Zoning Regulations; Amend Section 53.22.3.b.iii; Add new Section 53.14.4; Alford Associates, Inc., applicant. – *Received, public hearing and referral required. Referred to Planning Commission June 2011 meeting, public hearing scheduled for July 2011.*
2. **File #400; Apln. #1324;** 15 Canton Springs Road; Assessor's Map 4-3; Parcel 13; Zone LI; Special Exception for Section 31.2.25 Kennels and Section 31.2.27 Pet Boarding Facility; Mary Boylan and Carol Dobrozensky, applicant; Four Paws Realty, owner – *Received, public hearing required, scheduled for June 2011. Public hearing opened June, 2011; Public hearing closed and approved with conditions in June;*
3. **File #363; Apln. #1325;** 45 River Road; Assessor's Map 10-4; Parcel 2; Zone AR1; Site Plan Amendment Section 51.5; Town of Canton Police Department, applicant; Town of Canton, owner. – *Received, applicant not able to attend, referred back to DRT, public hearing scheduled for June, 2011; Public hearing opened June, 2011; Public hearing closed in June and approved with conditions.*
4. **File #199; Apln. #1326;** 150 Cherry Brook Road; Assessor's Map 5-8; Parcel 60; Zone AR2; Special Exception for Section 21.2.17 Add dwelling unit to non-conforming business building; Canton Clay Works, LLC., applicant/owner. – *Received, public hearing required, scheduled for June, 2011. Public hearing opened in June, no quorum to act; Continued to July Zoning meeting*
5. **File #336; Apln. #1327;** 76 Simonds Avenue; Assessor's Map 11-6; Parcel 61; Zone AR1; Site Plan Amendment Section 51.5; Waivers as required Section 51.12; Town of Canton, applicant/owner. – *Received, public hearing scheduled for June 2011. Public hearing opened June, 2011; Public hearing closed and approved with conditions.*
6. **File #156, Application #1328,** amendment to 63.3.3 Flashing signs. *Application submitted by Commission, referral and public hearing required. Referred to Planning Commission's June 2011 meeting. Public hearing scheduled for July, 2011.*

### **Received by Zoning in June 2011**

1. **File #116; Apln. #1329;** 310 Albany Turnpike; Assessor's Map 10-8; Lot 103; Zone SB; Site Plan Amendment Section 51; Mark Lange, applicant; Canton Realty Associates, owner. *Received and approved as presented in June.*

### **Received by Design Review in May 2011**

1. **File #363, Apln. #1325,** 45 River Road, Assessor's Map 10-4; Parcel 2; Zone AR1, Site Plan Amendment Section 51.5; Town of Canton Police Department, applicant; Town of Canton, owner. *Applicant not able to attend, additional information necessary to conduct review; Review continued at Special Meeting in June; Positive recommendation issued at Special Meeting in June;*

### **Received by Design Review in June 2011**

1. **Preliminary Review,** 115 Albany Turnpike; Assessor's Map 3-4; Lots 10 & 116; Zone ATG-2; Review of preliminary site plans ; Canton 44, LLC and Konover Development Corporation, applicant; Canton, 44 LLC, owner. *Preliminary review initiated at Regular Meeting in June. Preliminary comments provided to applicant; Revised plans anticipated for July meeting*

### **Received by Planning Commission in June 2011**

1. **File #535;** 11 Bel-Aire Lane; Assessor's Map 4-11; Parcel 5980011; Zone AR3; Re-subdivision plan for 1 new lot; Denise & Martin Maxwell, applicant/owner. *Approved*
2. **File #507;** Sweetheart Mountain Subdivision; Proposed modification to approved tree-line, Lot # 6, 21 Sweetheart Mountain Road; Stonecap Associates, LLC, applicant/owner. *No action necessary, continued to July*
3. **Ref. #366; Zoning File #420;** Apln. #1322; Amendment to Zoning Regulations; Amend Section 53.22.3.b.iii; Add new Section 53.14.4; Alford Associates, Inc., applicant. *Report issued*
4. **Ref. #367; Zoning File #156;** Apln. #1328; Text Amendment to Zoning Regulations; Amend Section 63.3.3 Signs; Town of Canton, applicant. *Report issued*

## **TOWN PLANNER, Cont.**

### **Received by IWWA in May 2011**

1. **File #05-11-1046**; Upper Collinsville Mill Pond; Discussion of development of a master plan for the Upper Collinsville Mill Pond and adjacent shoreline areas; Town of Canton, applicant/owner. – *Continued to June 2011; Continued to July 2011*
2. **File #05-11-579**; 55 Indian Hill Road; Assessor's Map 6-8; Lot 99; Zone AR3; Proposed first cut subdivision of lot creating rear lot requiring driveway access in upland review area; Susan & Edward Pepin, applicant/owner. – *Continued to June 2011, site walk scheduled for May 24, 2011; Approved at June meeting*

### **Received by IWWA in June 2011**

1. **File #06-11-193**; 184 Cherry Brook Road; Assessor's Map 5-8; Lot 68; Zone AR2; and 22 West Mountain Road; Assessor's Map 5-8; Lot 72; Zone AR3 Maintenance of area behind building and construction of elevator on west side of building; First Congregational Church of Canton Center, applicant/owner. *Continued to July 2011*

## **WPCA**

### **OPERATIONS**

- The plant achieved 95 % BOD removal and 96 % Suspended Solids removal
- The Effluent plant flow, monthly average decreased from .794 MGD to .73 MGD
- Rainfall total for the month is 7.2 inches.
- Received no odor complaints this month.

### **LABORATORY**

- Analyzing Primary Tank solids, Secondary Solids, and sludge shipped by Synagro.
- 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 the permit. All required permit parameters were met.
- **Shipped sludge solids, averaged 4.8 % this month.**
- Seven loads of sludge were sent by Synagro @ 45,500 gallons this month.

### **COLLECTION SYSTEM**

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- JH Lapierre Electric, and Woodard & Curran, along with TCS Communications, in to wire up SCADA panels and radios at pump stations.
- Sewer Lateral inspection at 9 Valley view lane
- Dye test performed at Ben and Jerry's with owners and FOG Coordinator.

### **MAINTENANCE**

- Monthly and weekly duties performed
- Weekly cleaning of UV disinfection bulbs.
- KMNO4 Potassium Permanganate odor control system is on line and running 24 / 7.
- Flushed trickling filter.
- Drained, washed, and inspected secondary Clarifier #1, back on line.
- Assisted DPW with mechanical problems in regards to the pool pump.
- Russ's Septic in to clean out scum well at plant.
- Woodard & Curran into calibrate effluent flow meter

### **SAFETY AND TRAINING**

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed

**WPCA, Cont.**

**ADMINISTRATIVE**

- Tours were given to 6 classes from Avon School system.
- Attended Town Department Head meeting
- Performed staff evaluations
- Met with Town of Avon and Paul Dombrowski to work on a tri- town agreement.
- Tour of facility was given to WPCA Chairman.
- Attended Nitrogen and Phosphorus Seminar in Cromwell.
- Bid opening for RBC Blowers at town hall.