

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: March 10, 2011
 Re: **Monthly Report – February 2011**

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
- Assist the Board of Assessment Appeals with four (4) pending appeals for the October 1, 2010 Grand List

BUILDING DEPARTMENT

- There were no permits issued for single family homes. There was one commercial permit issued for 130 Dowd Avenue to convert the space to a fitness facility.
- There was one Certificate of Occupancy issued for an addition to a single family home.
- Mr. Rich conducted 30 inspections.

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	3	\$ 54,500
Deck	0	\$0
Demolition	0	\$0
Electrical	5	\$4640
Garage/Shed	0	\$0
HVAC (includes woodstoves)	9	\$24,748
New Commercial	1	\$5000
New Residential	0	\$0
Plumbing	2	\$56
Pool	1	\$18,000
Roofing/Siding	0	\$0
Foundation	0	\$0
Total	21	\$106,944

Permit Value Comparison for February

	2011	2010
Value of Permits Issued	\$106,944	\$481,491
Building Permit Fees	\$1122	\$5,252
Other Income Fees	\$518	\$1,582
Building Permits Issued	21	30

Total Value of Permits and Permit Fees

July-February 2010--2011		July-February 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$5,466,811	\$77,410	\$4,393,172	\$62,532

FINANCE

- Professional Development - None
- Attended BoS FY 2011-12 Budget Presentation Meeting on the 7th & 8th
- Attended Quarterly Pension Committee Meeting
- Attended Monthly Board of Finance Meeting
- Attended Regular BoS Meeting on the 16th
- Attended Special BoS Budget Meeting on the 23rd
- Attended Meeting with BOE and Auditors to discuss Revenue Recognition with CAO
- Worked on BoS Budget Updates and Analysis

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 1/31/11

General Fund	\$ 14,106,318
Special Revenue Funds	\$ 2,917,359
Capital Projects Funds	\$ 1,991,247
Internal Service Funds	\$ 233,866
Trust and Agency Funds	\$ 303,771
TOTAL ESTIMATED BY FUND	\$ 19,552,561

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 1/31/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.14%	.15%	29	107	\$ 3,479,403
Webster	.35%	.35%	2,365	2,207	\$ 15,858,651
Reich & Tang					\$ 214,507
Total Outstanding Investments			2,394	2,314	\$ 19,552,561

FIRE & EMS DEPARTMENT

No Report

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of February 2011:

Inspections	10
Inspection Follow-ups	12
Plan Review	3
Job Site Inspections	11
Fire Investigations	2
Blasting Permits	1
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

- Held a meeting on February 1 with various town officials regarding preparation for impending winter storm.
- Conducted roof inspections at the Community Center and all three schools with various town officials and a structural engineer to determine safe snow loading.
- Attended the February 7 Board of Selectmen budget meeting.
- Attended the CT Fire Marshals Association meeting in Southington on February 8.
- Conducted a fire origin and cause investigation at 43 East Hill Road on February 8. The origin of the fire was located in the kitchen and the most likely cause was electrical wiring failure. Based on the insurance company's reporting, estimated damages are in excess of \$250,000.

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Attended the ‘Preventing Sprains and Strains, Slips and Falls’ training session presented by CIRMA on February 9.
- Attended a meeting in Simsbury on February 10 regarding the CAPTAIN Fire software program.
- Conducted a fire origin and cause investigation at 6 Bristol Drive on February 22. The origin of the fire was located in the living room and the cause is undetermined.
- Attended several plan review meetings with the building official for various projects.

LIBRARY

ADULT SERVICES

- In February, we offered a program called *The Roses of Elizabeth Park*. Canton resident and master gardener Alice Prescott Whyte was the speaker. Ms. Whyte also has authored a book by the same title and is designing a new “heritage garden” for the park. An excellent program. Attendance: 45.
- Our resident artist Art Chouinard returned for an all-day painting demonstration in the library. Art is always popular: many patrons stop to chat with him and observe his skill live and at close range. While we have no attendance numbers to document Art’s success, we had 5 patrons waiting to speak with him before he had even set up his equipment on February 16.
- A program called *How to Get Published* featured literary agent Jan Kardys as speaker. Fifty-three (53) aspiring writers attended this event, which might be repeated because of its great success.
- We offered a screening of the movie *The Book and the Rose*, which was a semi-finalist for an Oscar in 2003. Writer/director Jeff Bemiss was the moderator. After the movie, Mr. Bemiss answered questions and offered an insider’s view of the filmmaking industry. At the end, he donated 2 copies of his movie to the library. Attendance: 44.
- Our Monday Evening Book Discussion Club studied the classic *Little Women* by Louisa May Alcott. Attendance: 10.
- Our Saturday Book Conversations group also studied a classic: *All Quiet on the Western Front* by Erich Maria Remarque. Beth Van Ness asked attendees to bring along their own stories and photographs of World War I to share with the group, which made the discussion lively. Attendance: 8.
- Three (3) knitters worked on projects in the library during our drop-in knitting club time.
- February displays: (1) On the interior walls, the second month of our 2-month exhibit of the photographs of Lewis S. Mills. (2) In the display case, the second month of our 2-month display of photographic equipment and other memorabilia that once belonged to Lewis S. Mills. (3) Continued: a display of “staff picks” books. (4) A display of gardening books.
- The Reference staff proctored 2 examinations for a Canton resident.

TEEN SERVICES

- Our teen book discussion club met to discuss the memoir *The Glass Castle* by Jeannette Walls. Attendance: 4.

CHILDREN’S SERVICES

- The semester of story hour that began in January ended on February 18. The weather interfered with our usual good attendances. Thirteen (13) sessions drew 206 children.
- We enjoyed continued good attendance at Beth Griffin’s drop-in yoga story times. These events constitute a sixth story time each week and are paid for by The Friends. Three (3) sessions brought in 80 children. These events will continue when the new story time semester starts.
- Registration for the new semester of story time opened on February 14. Four (4) of the 5 weekly divisions filled to capacity almost immediately. The new semester starts the week of March 8.
- Heather Baker planned a *Teddy Bear Sleep Over* on February 11, followed by a *Teddy Bear Story Time* the next day when the owners came to pick up their bears. Two (2) very successful events for little children. As a bonus, CIS students helped the tots find good spots for their bears to camp out in and read stories to their bears, as well. Attendance: 77.

CANTON PUBLIC LIBRARY PUBLIC SERVICE STATISTICS													
	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11
CIRCULATION													
Adult	7,638	8,551	7,493	7,192	8,578	9,233	8,497	7,361	7,014	7,424	6,853	8,622	7,074
Children's	6,287	7,526	6,356	5,813	7,918	10,358	8,690	6,452	5,610	6,700	5,075	6,136	6,199
Teen	382	393	371	502	759	1,088	806	487	458	532	393	493	421
Downloadable Audio	101	94	124	123	170	140	135	95	131	118	124	102	152
Other	45	35	32	63	66	56	76	56	34	55	42	65	53
Total Circulation	14,453	16,599	14,376	13,693	17,491	20,875	18,204	14,451	13,247	14,829	12,487	15,418	13,899
REGISTRATION													
New Cards Issued	72	59	60	50	82	79	67	38	30	42	31	50	48
Expired Cards Renewed	61	71	60	54	97	86	86	43	50	34	31	49	33
Total Cardholders	4,458	4,477	4,495	4,506	4,509	4,531	4,553	4,531	4,530	4,517	4,522	4,533	4,509
REFERENCE QUESTIONS													
	1,282	1,524	1,217	1,509	2,278	2,111	2,087	1,692	1,381	1,523	1,364	1,427	1,362
INTERLIBRARY LOAN													
Items Borrowed for Canton Residents	349	466	289	279	343	N/A	N/A	350	301	360	239	301	N/A
Items Loaned to Other Libraries	303	393	328	338	293	N/A	N/A	338	295	267	301	369	N/A
PUBLIC COMPUTER USES													
	1,566	1,967	1,745	1,619	1,959	1,848	1,854	1,831	1,811	1,685	1,916	1,644	1,436
HOMEBOUND PATRON DELIVERIES													
	2	5	5	6	7	6	7	9	9	10	12	12	6
PROGRAMMING													
Adult Programs Held - Attendance	6 - 53	7 - 187	7 - 107	7 - 90	4 - 27	5 - 12	1 - N/C	7 - 65	10 - 155	7 - 51	3 - 16	8 - 77	7 - 163
Teen Programs Held - Attendance	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6	1 - 4
Children's Programs Held - Attendance	12 - 308	20 - 650	12 - 382	14 - 471	23 - 845	28 - 1,213	14 - 1,137	10 - 209	23 - 602	19 - 503	5 - 286	14 - 231	21 - 411
Total Programs Held - Attendance	18 - 361	27 - 837	19 - 489	21 - 561	27 - 872	33 - 1,225	15 - 1,137	17 - 274	34 - 766	27 - 562	9 - 309	23 - 314	29 - 578
STUDY ROOM USES													
Quiet Study Room	10	12	12	14	7	18	21	20	21	12	14	23	35
Word Processor Room	8	12	12	6	5	3	12	0	2	1	8	2	6
Total Study Room Uses	18	24	24	20	12	21	33	20	23	13	22	25	41
ITEM HOLDS PLACED													
	1,252	1,252	1,040	1,053	1,311	1,241	1,162	1,088	983	1,085	884	1,208	1,064
THE COLLECTION													
Items Added	796	715	791	774	802	920	772	1,109	964	573	596	726	1,092
Items Withdrawn	1760	103	464	529	450	130	403	478	55	271	923	67	368
Total Barcoded Items in the Collection	77,318	77,815	78,142	78,387	79,034	79,759	80,172	80,803	81,712	82,014	81,687	82,346	83,070
PATRON VISITS													
	7,610	10,116	8,412	7,711	9,344	11,054	9,979	8,474	8,087	7,540	7,880	7,870	7,921
N/C - No Count													
N/A - Not available at present. To be reported next month.													

LIBRARY, Cont.

- Our second annual winter reading program, *Snuggle Up with a Good Book*, continued all month. As of February 28, more than 1,900 books had been read. The closing party, a special story time with the Connecticut Audubon Society, is set for March 5.
- We showed the movie *Despicable Me* on Sunday afternoon, February 27, to an audience of 28.
- We also showed the movie *Megamind* to an exclusive audience of 12 of the 15 CIS students who read all 10 of the 2011 Nutmeg Book Award nominees. Heather Baker and CIS librarian Kelly Conway intend for this to become an annual event.
- Canton hosted the monthly meeting of the Central Connecticut Children's Librarians' Roundtable on February 7. Participants discussed their summer reading program plans. Attendance: 8. Heather Baker will be a co-chair of this group starting in July.
- Our new AWE Early Literacy Station continued to attract heavy use and lots of positive comments from patrons. Lots of parents are making visits specifically to use this computer with their small children. I hope to be able to buy a second AWE station in the near future.
- Other projects: working with CIS librarian Kelly Conway to develop their summer reading list, weeding, and collection maintenance.

PERSONNEL

- We interviewed 5 candidates for our open Library Page position. We selected Caitlin Bentley, a sophomore at Canton High School. Caitlin will start work after March 1.

OTHER HIGHLIGHTS OF THE MONTH

- The new tape back-up system for safeguarding the library's non-circulation records went into effect on February 7. Paid for by our Hartford Foundation for Public Giving grant, tape back-up is run every weekday night. One set of Monday-through-Friday back-up tapes is in-library and used for recording during the current week. A second set (last week's tapes) is kept in the Town Clerk's vault at Town Hall. A third set (2 weeks ago's tapes) is protected at another site. The sets rotate among these 3 locations every week. Staff members have been instructed to save important files to the server so as to take advantage of tape back-up protection.
- Our new Wii game collection went into circulation on February 16. Accompanying it, we have a new brochure outlining the borrowing rules and procedures. There is a permanent Wii display set up in the Children's Room to show what games the library owns. "Dummy" cases sit on the open shelves, and the games themselves are kept behind the Circulation Desk to protect them from theft. Our Wii game collection was a gift from the Friends of the Library.
- A local writers group is meeting once per month in the Library Program Room. We are happy to encourage this kind of activity. We may ask if they want to become a program of the library, as there would be some benefits (e.g., better publicity).
- The office of State Representative Tim LeGeyt has asked if Tim could meet with constituents at the library once per month. We have arranged this in the past and are willing to do so again if Tim wants to pursue it.
- We added a large number of foreign language instructional CD sets in February. Hopefully, they will meet patron demand for such items, which has become extremely high. Our previous foreign language teaching cassettes were withdrawn due to deplorable condition.

PARKS AND RECREATION

- Recreational Hoops program was extended due to many snow days, but is now completed.
- Ski Bus program also had to be extended due to the many snow days, but that is now done for the season as well.
- Music with Miss Jean is running, as is Acrofitness for Wee Ones.
- Spent a great part of this month planning for Summer activities & camps.
- Summer planning is complete and the brochure information sent to CAO's office to be added to the Canton Connection.
- T-Ball and Coach Pitch program is set to begin April 30th at Mills Pond, registration is going well

PARKS AND RECREATION, Cont.

- Attempted to add Summer Volleyball Camps, but couldn't find a suitable location to offer the camps due to the fact that the school gymnasiums are unavailable in the evening hours throughout the Summer months.
- Found a new Field hockey coach to run the program throughout the Summer and to coach a week long pre-season camp.
- Worked with Collinsville Canoe & Kayak to offer a local Summer camp this year.
- All programs are online and ready for registration.
- Working on putting together "Movies in the park" and "Family Fun Day" activities.
- Director Brian Wilson met with an Eagle Scout to review a trail enhancement project at Mills Pond Park.
- Brian Wilson attended the monthly Commission on Aging Meeting.
- Brian attended the monthly Parks and Recreation Commission meeting.
- Brian attended the Board of Selectmen budget presentation for Parks and Recreation and Senior/ Social Services.
- Brian coordinated a parks and field maintenance meeting with the Public Works Director and Park Foreman to review upcoming spring field maintenance and projects.
- Brian and Program Supervisor Darrien Lynn met with new tennis program instructor to develop spring and summer tennis programs which are new and expanded now that the Canton Racquet Club is closed.
- Brian and Darrien worked on finalizing all spring and summer program information which was submitted to the COA's office for publication.
- Brian worked on development of a new Summer Theater Program with Trevor Pierce who will be running the summer program.
- An ad swap was established with www.dotcanton.com for web advertising on our www.cantonrec.org site.
- Brian has been coordinating the summer concert series line up as well as the other special events.
- Brian wrote the request for proposal for pool maintenance for Mills Pond Pool as well as an RFP for pool consultant work which has been posted with March deadlines.

POLICE DEPARTMENT

PERSONNEL

- February 5: Officer Montefalco returned to full-duty from his injury leave.
- February 7: CPD conducted oral board test to prospective police candidates.
- February 9: Officer Saucier graduated from his POST Training course and began his CPD FTO training.
- February 10: D/C Hull attended SWAT training.
- February 14: Chief Arciero involved in minor MVA. Report filed.
- February 15: Chief Arciero attended the Capitol Chiefs of Police meeting in Farmington.
- February 18: Dispatcher Roy attended COLLECT training in Meriden.
- February 22: CPD began background investigations on final two police candidates.
- February 28: Dispatcher Roy completed his 1st month of dispatcher FTO training.

ADMINISTRATION

- February 1: Chief Arciero met with Classic Car Club to discuss hospital toy drive.
- February 1: CPD had its portable radios recalibrated for DEMHAS.
- February 2: D/C Hull participated in COLLECT teleconference.
- February 4: CPD issued updated Wrecker policy/regulations to certified tow companies.
- February 7: Chief Arciero addressed BOS at annual town budget meeting.
- February 14: Chief Arciero and D/C Hull conducted chief's interview of police officer candidates.
- February 14: Chief Arciero met with CAO and town attorney to discuss collective bargaining negotiations.
- February 16: Chief Arciero met with reps from Canton Physical therapy to discuss preventative maintenance program.
- February 22: Chief Arciero met with State Police Computer Crime Lab CO and APD to discuss regional lab.

POLICE DEPARTMENT, Cont.

- February 23: Administrative in-service training block held at CPD.
- February 24: CPD Equipment Request policy initiated.
- February 24: Disp. Chesanek attended NCIC/COLLECT recert training.
- February 25: D/C Hull, Sgts. Deloy, Messier, and Penney and Disps. Brown and Canny attended NEXGEN training in East Haven.

COMMUNITY POLICING

- February 3: CPD held its "Coffee with the Cops".
- February 4: Chief Arciero attended the Canton/Avon Rotary Club breakfast.
- February 4: Sgt. Penney administered cell phone donations to Military support and town Senior Center.
- February 9: Chief Arciero attended Community Drug talk at CHS. "Parents 4 A Change".
- February 10: Chief Arciero presented Police update at 'Focus on Canton' monthly meeting.
- February 15: Chief Arciero had CT Alert link posted to town and PD website.
- February 16: Chief Arciero presented CPD update to 21 Dowd housing complex.
- February 17: Chief Arciero submitted articles on public safety to Canton Connections magazine.
- February 16: Det. Wilkinson attended JRB meeting to process case under consideration.
- February 18: Chief Arciero attended CAVE event with YSB members.
- February 25; Chief Arciero attended meeting at new Canton Sports Center to discuss grand opening and regional police basketball event.
- February 26: Chief attended the Avon/Canton Chamber of Commerce event in Avon.

OPERATIONS

- February 1: Chief Arciero and D/C Hull attended Emergency Operations meeting re winter storm.
- February 2-3: CPD officers attended to numerous issues as a result of winter storm.
- February 3: Chief Arciero attended meeting at Avon PD to discuss regional computer forensic lab and cell phone extractor equipment.
- February 7: CPD submitted traffic stats to CPCA regarding Super Bowl Enforcement weekend.
- February 9: CPD and NCMARS investigated serious MVA involving town truck and truck.
- February 11: Ongoing traffic hot spot enforcement on East Hill Rd
- February 16: Sgt. Penney developed PRAWN warrant service task force.
- February 16: CPD investigated suspicious postings on CHS building.
- February 22: Several members of CPD assisted with house fire on Bristol Drive.
- February 24: CPD completed Federal Juvenile Justice Survey re: Juvenile holding policies and facilities study.

• **Incident Summary:**

Total Incidents for February: 718 Previous month (January- 730)			
Domestic Disturbance	2	Motor Vehicle Stops	108
Driving Under Influe.	2	Motor Vehicle Accidents	44
Larceny-All	6	Suspicious Pers/Vehicle	4
Medical Calls	61	Directed Patrol	43

PROJECT ADMINISTRATOR

- Reviewed and approved CRRA, Paine's, and Murphy Road Recycling invoices for Transfer Station
- Prepared information for and attended two meetings of the Hydro Project Advisory Committee.
- Completed inspection of all Town facilities for snow load issues. Commissioned structural engineering services to assist with evaluation of the same
- Coordinated with town attorney and consultant on two housing rehabilitation loan applications. Reviewed loan documents for one application that met the requirements of program.
- Reviewed and provided comments for proposed road improvement program under various budget scenarios provided by our consultant, Vanasse Hangen Brustlin, Inc. Worked with consultant in preparing presentation for the Board of Selectman meeting.

PROJECT ADMINISTRATOR, Cont.

- Commissioned a review of permit requirements for 21 Dowd – Phase II project relative to flood plain issues for possible submission of Small Cities grant application.
- Responded to additional comments resulting from monitoring visit completed by CTDECD for review of civil rights and fair housing compliance related to Small Cities 21 Dowd – Phase 1 project.
- Met with Town staff and provided comment to consultant completing an updated space needs assessment for Town Highway Garage Project.
- Completed conditional selection of Milone & Mac Broom as consultant for the Upper Collinsville Mill Pond Master Plan. Met with consultant to review scope of work and contract.
- Prepared and submitted documentation to ConnDOT for review and approval of to public outreach completed by the Town for the Town Bridge Project.
- Prepared and submitted various quarterly reports required for grant funded projects.
- Provide support for budget preparation for CAO and Capital Improvement Plan.
- Received Draft pre-feasibility report for the Canton Hydroelectric project. Prepared preliminary comments for internal review.

2011 Project Log

Project	February
PMBC Highway Garage Proj.	5.5
Farmington River Trail - Phase 3	4
Small Cities "21" Phase 2	9.25
OPM ARRA Energy Grant (Town Hall Windows)	
Citizen Inquiries	
Zoning Site Plan Review	
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	8.5
Town Bridge Project	2
TS Hauling Bid MSW	7.25
Canton Hydro Project	17.5
Housing Rehabilitation Loan Program	9
Pavement Management Services	8.5
Main Street/ Bridge Street Traffic Control Signal	7.5
Municipal Recycling Report	
GIS Services	2
Budget Preparation	6.5
Building Inspection – Snow Loads	10.25

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Eight snow and ice storms
- Pushing snow back including site lines
- Overnight snow bank and sidewalk clearance of Collinsville business district
- Mail box repairs
- Pot hole repairs

MAINTENANCE GARAGE

- Oil & Filter changes on trucks 1,2,3,4,5,6,7,8,9,12, Backhoe & loader
- Engine repair on truck 3 replaced engine head.

PUBLIC WORKS, Cont.

- Replaced sander chain #3
- Replaced rear brake cans on truck #5
- Replaced muffler on truck #6 and rear tire also fixed lights

PARKS DEPARTMENT

- Eight snow and ice storms
- Assisted Highway Department
- Assisted Building Maintenance Department with trash removal and installation of circulator pump
- Maintenance on parks machinery
- sharpening of blades

TRANSFER STATION

- Single Stream implementation
- New Permits available for purchase

BUILDING MAINTENANCE DEPARTMENT

- Changed circulator pump for River Road Fire House heating system
- Instituted lock out/tag out system for Library and Town Hall
- Instituted MSDS booklets for Library and Town Hall
- Repaired heating system relay switch for DPW garage
- Installed electrical plug for Town Hall truck in an effort to maintain core temperature of diesel engine
- Replaced broken burner switch for heating system in Board of Education boiler
- Installed eight motion sensor switches for Police Department lighting
- Assisted DPW in snow removal efforts

PROFESSIONAL DEVELOPMENT

- Mark Kapral - Preventing Strains, Sprains, Slips and Falls, Canton, CT
- Rob White - Preventing Strains, Sprains, Slips and Falls, Canton, CT
- Henry Maskaitis - Preventing Strains, Sprains, Slips and Falls, Canton, CT
- Perry Polderman - Preventing Strains, Sprains, Slips and Falls, Canton, CT

WORK ORDERS RECEIVED

Work Request	Nov-10	Dec-10	Jan-11	Feb-11	FY Totals
Highway	1	4	3	3	11
Parks	1	1	1	1	4
Building Maintenance	10	35	18	22	85
Signs	4	4	3	4	15
Trees	4	4	0	2	10
Mailboxes	0	0	18	4	22
Pot Holes	0	1	6	10	17
Drainage	2	9	0	0	11
Curbing	0	0	0	0	0
Lawn	0	0	0	0	0
Animal	1	0	0	1	2
Total	21	58	49	47	128

DIRECTOR STATUS REPORT

MEETINGS ATTENDED

- February 01, 2011: Emergency Management Storm Meeting
- February 08, 2011: Board of Selectman – Department Budget Presentation
- February 09, 2011: Pavement Management System Progress Meeting
- February 09, 2011: Solid Waste Transfer Committee
- February 11, 2011: Updated: Space need Assessment

PUBLIC WORKS, Cont.

- February 14, 2011: Public Works Staff Meeting with Foremen
- February 14, 2011: Park and Recreation Meeting
- February 16, 2011: Board of Selectman – CIP Budget
- February 17, 2011: Webinar for School Dude Work Order Software
- February 23, 2011: Solid Waste Transfer Committee
- February 24, 2011: Transfer Station Refuse Hauling Bid

NEW PROJECTS

- Bid – Highway 4x4 Pick-up Truck

PROJECTS IN PROGRESS

- Bid Waste and Recycling Removal Services for Transfer Station
- Bid Metal Recycling Services for the Transfer Station
- Transfer Station Improvements for Permit Renewal
- Develop 2011/2012 Operating and Capital Budget
- Implementation of School Dude Work Order Software
- Implement Sign Maintenance Program (MUTCD)

COMPLETED PROJECTS

- Implementation of Single Stream Recycling at Transfer Station

PROFESSIONAL DEVELOPMENT

- Social Relations, Bachelor Studies, University of Hartford, Hartford CT

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 6 days, 224 meals served
- Dial A Ride:
 - Total # of passengers: 112
 - Total # of trips: 226
 - Tickets funds collected at Town Clerk's Office: \$0
 - Tickets funds collected and at Senior Services: \$113.00 FOR 226 tickets
- Jump on Board (JOB) Trips:
 - Jump On Board to Buckland Mall, no one went
 - Jump on Board to UHART Women's basketball: one person
 - Jump on Board to West Farms Mall: one person
 - JOB to Foxwoods Casino, 3 people went
- CHOICES volunteer Paula had no appointments this month due to snow storm
- "In The News" met twice, with an average of 11 people
- McLean Meals on Wheels: 592 meals were delivered to 19 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 35 screenings (snow day closed one Wednesday)
 - Walking group: screenings 64 screenings (snow day closed one Friday)
 - Bereavement Support Group: Jim Fox canceled due to other needs
- Senior Potluck: 20 folks came with delicious food and enjoyed a meal together
- Cooking with Elaine- 22 people, including several first-timers ☺
- Medical Transportation: 17 round trips coordinated; 1 one-way
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: 1 phone given out
- 3 Vials of Life were given out
- e-Scribes: none

SENIOR & SOCIAL SERVICES, Cont.

SPECIAL FEBRUARY EVENTS

- On Friday February 11th, Canton Senior Center worked with Avon Senior Center to put on their second annual "Love Your Neighbor Day". This event featured older and disabled adults from the Canton & Avon communities, as well as friends from the neighboring towns of: Simsbury, Farmington, Unionville, Burlington, Harwinton, Tarriffville and Weatogue. The Canton Community Nursery School joined us with their teachers & parent-chaperones and performed many songs for us. Everyone enjoyed a meal of coffee, tea, soda, tossed salad, tortellini salad with pesto, fresh baguettes and butter, 3 kinds of soup and ice cream for dessert ☺ Sponsorship of over \$800.00 worth of food was provided by Panera Bread, Ben & Jerry's, and the Village Gate of Farmington. Décor & refreshments were provided by Canton & Avon Senior Centers, and our young visitors all walked away with goodie bags! We are already looking forward to next year ☺
- AARP Tax Preparation Services began a week late on February 9th because of a snow day. During the month of February, thirty three [33] people were seen/helped by volunteers.
- Collections began through the Senior/Social Services Office for two [2] sets of families whose houses had fires.

ADMINISTRATIVE

- Claire participated in the Storm Preparation Meeting at Town Hall on Tuesday February 1st, in preparation for anticipated storm and its effects.
- Claire attended the Canton Commission on Aging meeting on February 7th at 12noon at the CCC.
- Claire met with intern Christina Crawford from Aging My Way organization about events/programs that they can collaborate on together.
- Claire attended the Board of Selectmen budget hearing meeting on Tuesday February 8th.
- Claire met with Karen Murphy from McLean on Thursday February 10th.
- Claire attended the FOCUS on Canton, Inc. meeting on February 10th where she was officially voted in as a member ☺
- Approximately \$1,659.50 of supplemental financial assistance was authorized to help residents through Senior/Social Services for February.
- Canton Senior/Social Services programming was canceled when Canton public schools were closed.
- Senior/Social Services office, along with all town departments was closed on Monday February 21st in honor of Presidents' Day.
- Claire met with over 20 people for social services this month, helping with over five [5] applications for S.N.A.P. (food stamps), state medical programs, multiple energy assistance apps, homelessness, counseling, trauma victims, etc.
- Claire interviewed by John Fitts from Patch.com about the needs of survivors of house fires on Thursday February 24th.
- Claire met with resident of 21 Dowd and member of the Emergency Preparedness Committee, Patricia Kilbourn on Friday February 25th regarding emergency planning for residents in housing communities.
- Claire interviewed by Ryan Casey from Canton News via phone about Energy Assistance programs and other heating assistance programs available to folks in Canton on Friday February 25th.
- Claire & Toby are working on preparing and planning upcoming events such as:
 - JOB trips (shopping/malls, movie matinees, gourmet food shopping, etc.)
 - Casino Trips
 - Larger trips: upcoming Mystery in the Poconos!!
 - Upcoming special events: "Swing Into Spring" & Volunteer Recognition Brunch

SENIOR & SOCIAL SERVICES, Cont.

- Collaborations with the Canton library, Cherry Brook Health Care Center, Canton Physical Therapy, Valley Sports Center, Apple Rehab & Health, etc.
- Free hearing assessments
- Intergenerational Days Of Our Lives programs
- AARP Safe Driving Course

TAX COLLECTOR

- Tax collections for the current list were \$772,894.74. Compared to last year at this time we are .44 % higher in collections. We are at 99.1% collections of budget.
- Back year collections were \$9,650.22, we are at 65.5% of budget. Interest and Lien collections were \$20,106.31, 81.2% of budget. Suspense collections were \$.00.
- Sewer Collections on the current list were \$5,451.79. Back year collections were \$2,546.84. Interest and Liens collected \$922.47.
- Connection charges collected \$.00.
- Released 5 liens
- Sent out 1 demands
- Sent out 2 Alias Tax Warrants
- The staff sent 6 accounts to TaxServ collection agency for processing.
- Sent out delinquent notices and answered many phone calls.
- Collector attended CT Tax Collector's meeting to discuss up-coming seminar
- Staff attended training for Preventing Sprains and Strains; basics of Ergonomics
- DMV delinquent tax flags were updated for all grand lists this month

TOWN CLERK

- Processed: 467 transactions and no marriage licenses
- Real estate recordings were even with the same time last year with 7 residential home sales, 2 commercial sales and one land sale.
- Largest home sale: 44 Ellsworth Lane (\$577,500); largest commercial sale: 306 Albany Turnpike/Mobil Gas Station (\$900,000).
- Municipal Conveyance Tax collected on transfers was \$8415.49.
- \$462 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$4689.
- A total of 1222 dog licenses have been sold for FY2010-2011.
- Assistant Town Clerk Michele Clark has begun Farmington Continuing Education classes in Microsoft Word and Excel. She'll attend a total of seven sessions through March 17th.
- February 16: A Special Town Meeting was held on the following motions:
 - Shall the Town of Canton purchase approximately 35 acres of land known as a portion of Assessor's Lot No. 1730109 or 109 Case Street for \$195,000 and authorize the First Selectmen to sign all documents necessary to complete the purchase? The funds for the purchase shall come from the following sources: \$97,500 from Department of Environmental Protection's Open Space and Watershed Land Acquisition Grant; \$57,214 from the Open Space Acquisition Fund; and \$40,286 from the Acquisition of Open Space Account located within the Capital Improvement Plan. If approved, the property will be subject to a Department of Environmental Protection Easement restricting the use of the property to passive recreation. The motion passed with a vote of 47 YES/6 NO.
 - Shall the Town of Canton create a new part-time position entitled "Recreation Program Specialist"? The position will be responsible for supervising, developing and coordinating a variety of recreational, social and cultural programs for all ages and will work under the direct supervision of the Director of Parks and Recreation. The position shall be for an average of eight hours per week. The position shall be funded through the Park & Recreation Special Revenue Fund until June 30, 2011 and thereafter be funded through the regular budget process. The motion passed with a vote of 29 YES/0 NO.
- February 24: The Charter Revision Commission met for the first time and conducted a Public Hearing to address the following resolution:

TOWN CLERK, Cont.

WHEREAS, the Board of Selectmen of the Town of Canton, pursuant to Chapter 99 of the Connecticut General Statutes, voted affirmatively on January, 5, 2011, to establish a Charter Revision Commission; and NOW, THEREFORE, IT IS RESOLVED by the Board of Selectmen that the Charter Revision Commission shall consider the following recommendations for revisions to the Charter:

1. That section 6.01 of the current Charter be revised in a manner that would allow each political party to nominate 3 individuals for the Board of Selectmen.
2. That section 6.01 of the current Charter be further revised in a manner that would allow Electors to vote for one candidate for First Selectman and no more than three candidates for the Board of Selectmen.

IT IS FURTHER RESOLVED, that, although the foregoing recommendations are not an exclusive list, the Charter Revision Commission limits the scope and time of its review in light of the comprehensive review of the Charter which recently occurred.

IT IS FURTHER RESOLVED, that the Charter Revision Commission shall submit a report of recommended Charter changes to the Town Clerk no later than March 31, 2011.

Two additional meetings and a second Public Hearing have been scheduled in March. Minutes have been posted to the Town's website.

- Transfer Station sticker sales continue to be good. Over 1254 households have purchased 2011 passes to date.
- Citizen Request Management component of QScend (QAlert), logged no comments/complaints.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in February.
- Liens & lis pendens action:
 - Mortgage lis pendens 3
 - Condo Fees Liens 2
 - Credit Cards/Debt Collectors 1
 - Commercial/tax liens/other 5
 - Medical related 1
- Activity on the Town's website:
 - Number of visits to our site: 3797 people made 6517 visits to the site, 43% of which were new visitors to the site
 - Average number of pages/visit: 2.54
 - Average time on site: 2:23 (min:sec)
 - Top pages viewed: Home Page, Assessor, Employment, Agendas and Minutes, Visitor's Guide, Tax Collector, Town Clerk, Police Dept, News.

Town Clerk Receipts-February 2011

Total Items	Description	Total Amount
Recordings:		
154	Land Records	\$3987.00
	Conveyance Tax	\$8415.49
	St of CT Historical Preservation	\$308.00
	Town Clerk Historical Preservation	\$154.00
	Town of Canton-Land Preservation	\$462.00
	St of CT-Land & Dairy Preservation	\$5544.00
	Town Clerk Land Preservation	\$154.00
0	Maps	\$0.00
101	Copies	\$521.00
1	Sport Licenses:	
	St of CT DEP	\$31.00
	Sport Licenses-Town of Canton	\$1.00
4	Miscellaneous	\$20.00

TOWN CLERK, Cont.

46	Vitals	\$651.00
0	Marriage/CU Licenses St of CT	\$0.00
11	Dog Licenses:	
	Town of Canton	\$10.50
	State of CT	\$129.00
1	Notary Fees	\$10.00
0	Dial-A-Ride	\$0.00
149	Transfer Station	\$13,911.00
0	Stone	\$0.00
467	TOTALS	\$34,308.99

TOWN PLANNER

PERMITS ISSUED

- 104 Case St. – interior renovations & window replacement, single family house.
- 19 Thompson Hill Rd. – home occupation, engineering services.
- 130 Dowd Ave. – exercise facility, signage
- 201 Albany Tpke. – sign, High Class Auto
- 6 Sweetheart Mountain Rd. – proposed single family house

INSPECTIONS

- 104 Case St. - interior renovations & window replacement, single family house.
- 152 Wright Rd. – 2 unregistered vehicles on residential lot.
- 339 Cherry Brook Rd. – shed with possible resident
- 19 Thompson Hill Rd. – home occupation, engineering services
- 6 Sweetheart Mountain Rd. – proposed single family house
- 130 Dowd Ave. – exercise facility, signage
- 201 Albany Tpke. – sign, High Class Auto
- Nepaug Reservoir – proposed MDC drainage improvements

AUTHORIZED IWWA AGENT APPROVALS

- None

CEASE AND DESIST ORDERS

- 57 Powder Mill Rd. – removal of junk vehicles, monthly inspection cancelled due to snow cover.

NOTICES OF VIOLATION

- 211 Albany Tpke. – off-premises storage of cars; engineer’s survey received and under review.
- 8-10 Collins Rd. – RV, trailer, boats, metal container in front yard of residence; all but one boat removed.
- 65 Albany Tpke. – off-premises storage of cars; dealer has removed cars, public hearing for Special Exception on 3/16/11.
- 152 East Hill Rd. – installation of shed without permits; second NOV sent; awaiting permit application
- 165 Wright Rd. – two unregistered vehicles on residential lot; resident will remove vehicles.
- 339 Cherry Brook Rd. – shed built without permits, possibly containing a resident; NOV returned as undeliverable.

MISCELLANEOUS

- Attended IWWA 2/10, Special Town Meeting 2/16.
- Attended Small Cities program 2/16
- Began supervision of CCSU intern (Mike D’Amato).
- Met with Sarah Faulkner and intern on Open Space Inventory procedures.
- Continued weekly sign sweeps along major thoroughfares; more than 340 signs removed since summer ’09.
- Assembling information required by DEP for Carpenter property open space grant.

TOWN PLANNER, Cont.

- Intern Evaluation 2/2
- Lawton Road neighborhood meeting 2/3
- Planning Commission 2/7
- GIS Meeting 2/8
- Special Design Review Team Meeting 2/9
- Met with Rob Huff to review development proposal at 316 Albany Turnpike 2/10
- Met to review history of Lowes Development Site 2/10
- Met with 3rd party traffic engineer, Tighe and Bond, 2/14
- Zoning Commission 2/16
- Connecticut Bike/ Pedestrian Advisory Board 2/17
- Met with Farmer's market organizer's to discuss spatial needs, history, and other matters 2/18
- Met with Dan LeGeyt to review flood plain issues at Humphrey Farm, 2/18
- Met with Arthur Godbout to review development proposals at 401 and 285 Albany Turnpike
- GIS meeting 2/28

Project Logs

	2010	2011	2011	
Project	December	January	February	Yearly Total
Pulte Homes/ Oxbow Ridge	2	10.5	1	11.5
Zoning Regulation Rewrite	2.5	52	24	76
PMBC/ Public Works Garage	3.5	5	4.35	9.35
POCD Update	26.25	16.25	3.75	20
Open Space Grant	2.25	3.3	6.15	9.45
GIS Initiatives	12	9	6.8	15.8
EDA Initiatives	10	9	6.95	15.95
Intern Projects	0	2	47.25	49.25
Lowes Site	1	10	10.9	20.9
Konover/ Sussman	9	26.5	22	48.5

Commission	Meeting Date	Comments
Open Space	2/1	Cancelled due to inclement weather.
Conservation	2/2	Special Meeting. Cancelled due to lack of quorum
Planning	2/7	Report to Zoning on Lawton Road/Albany Turnpike site was main discussion topic. Although there was not a public discussion portion, many members of the public attended and the item was continued to March. A review & report for the Cannon property was made and review of Open Space for the Carpenter property.
EDA	2/8	Guest speaker Mark Deming from Simsbury EDA attended. Members discussed the Lawton Road/Albany Turnpike Konover site and ways to support it. Upcoming presentations to the BOS and BOF were discussed.
Conservation	2/9	Special Meeting. Cancelled due to lack of quorum
Design Review	2/9	Special Meeting. A before-and-after Master Plan was reviewed. The modifications to the approved Master Plan include the down-sizing of the largest building from 62,000 sq. ft. to 46,000 sq. ft. The smaller pad on the nw corner is unchanged, but a third building site (16,000 sq. ft.) is added to the ne corner. The third change is modification to the parking lot with the addition of an access driveway to Lawton Road, eliminating the need for the emergency access driveway. The DRT gave direction to the Konover team. They will return when a Site Plan has been developed.

TOWN PLANNER, Cont.

Wetlands	2/10	Members discussed the extension of permits at the 3 Albany Turnpike site (formerly Lowes). There was some disagreement as to whether the transfer of permit should take place. Members agreed to extend permits with the caveat that the new permit holder will uphold the original conditions. Rewrite of the IWWA regulations has been ongoing and incorporation of views has begun.
ZBA	2/14	Meeting cancelled due to lack of quorum.
Design Review	2/15	Meeting moved to the 9th.
Zoning	2/16	Amendment to Zoning reg's to facilitate PMBC discussed and approved via public hearing. Goodwill donation site on Albany Turnpike approved via public hearing. Fitness training facility using vacated space of Balmar Marine on Dowd Ave approved via public hearing. Little League snack shack at Millennium Field approved and public hearing set for car dealership on Albany Turnpike. ZEO report, procedural points and bylaws were discussed during staff report.
Aquifer	2/16	Meeting cancelled due to lack of business items.
Conservation	2/23	Meeting cancelled due to lack of quorum.
POCD Update	2/28	Meeting cancelled due to procedural matter.

WPCF

OPERATIONS

- The plant achieved 98 % BOD removal and 98 % Suspended Solids removal
- The Effluent plant flow, monthly average increased from .598 MGD to .621 MGD
- Rainfall total for the month is 2.36 inches.
- **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 the permit. All required permit parameters were met.
- **Shipped sludge solids, averaged 4.5 % this month.**
- Five loads of sludge were sent by Synagro @ 32,500 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- Tower Generator came in to set up maintenance schedule in April for annual service of generators
- Met with Suburban Sanitation Services regarding jetting of main lines at the Shoppes for grease removal

MAINTENANCE

- Monthly and weekly duties performed
- Replaced motor for Primary drive on tanks 1 & 2
- Snow removal at facility and pump stations
- 24 Hour cleaning of Sand filters #1, #2, #3

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed
- Held safety meeting with staff, to review and sign off on Lock out / Tag Out Plan

WPCF, Cont.

ADMINISTRATIVE

- Paul Dombrowski of Woodard & Curran in to do an evaluation of future projects and sewer use rates.
- Attended Board of Selectmen meeting for Budget workshop
- Craig Motasky from Ct. DEP in for annual inspection, passed ok.
- Development meeting with Town planner, Developer, and Paul Dombrowski
- Vicki attended a FOG Workshop held at the Ct. DEP
- Met with Farmington Valley Health regarding the FOG program.
- Budget Line item # 59250 Nitrogen Credit Purchases, has been increased from \$25,000 to \$28,045
Ct. DEP has increased the cost of each credit to \$4.59 for the Calendar year 2010.