

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: February 10, 2011
 Re: Monthly Report – January 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
- Completion of the October 1, 2010 Grand List with an increase of .69% or \$7,692,683. Total Net Grand List of \$1,121,293,316
- 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

BUILDING DEPARTMENT

- Mr. George Stronkowsky’s last day as Building Official was January 25, 2011. Mr. William Rich began his responsibilities as Building Official on January 31, 2011.
- There were two permits issued for new single family homes. Both are located on Sweetheart Mountain Road. Three Certificates of Occupancy were issued. One was for Allstate Insurance at 250 Albany Turnpike and the other two were for new tenants at The Shops of Farmington Valley, Francesca’s Collectibles and The Vein Clinic of America. One commercial permit was issued for a handicap ramp at 20 Canton Springs Road.
- The Building Department hosted a State Building Department seminar at our Community Center. Approximately ninety Building Officials attended this seminar.
- Mr. Stronkowsky conducted seventeen inspections and Mr. Rich, three. Mr. Stronkowsky attended a budget meeting workshop with Mr. Skinner and Ms. O’Toole.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	3	\$47,195
Deck	0	\$0
Demolition	1	\$11,448
Electrical	7	\$140
Garage/Shed	0	\$0
HVAC (includes woodstoves)	2	\$3676
New Commercial	1	\$4860
New Residential	2	\$633,658
Plumbing	3	\$14,000
Pool	0	\$0
Roofing/Siding	0	\$0
Foundation	0	\$0
Total	19	\$714,977

Permit Value Comparison for January

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$714,977	\$422,696
Building Permit Fees	\$9678	\$6038
Other Income Fees	\$560	\$462
Building Permits Issued	19	22

BUILDING DEPARTMENT, Cont.

Total Value of Permits and Permit Fees

July-January 2010--2011		July-January 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$5,359,867	\$75,770	\$3,911,681	\$55,698

FINANCE

- Professional Development
None
- Attended Monthly Board of Finance Meeting
- Attended Department Head Budget Meetings with CAO
- Completed CAO Information & Budget changes for BOS Presentation

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 12/31/10

General Fund	\$ 7,103,981
Special Revenue Funds	\$ 2,934,509
Capital Projects Funds	\$ 1,991,036
Internal Service Funds	\$ 532,137
Trust and Agency Funds	\$ 303,742
TOTAL ESTIMATED BY FUND	\$ 12,865,405

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 12/31/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.15%	.17%	107	120	\$ 3,795,135
Webster	.35%	.35%	2,207	2,346	\$ 8,855,793
Reich & Tang					\$ 214,507
Total Outstanding Investments			2,314	2,466	\$ 12,865,405

FIRE & EMS DEPARTMENT

No Report

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of January 2011:

Inspections	17
Inspection Follow-ups	0
Plan Review	1
Job Site Inspections	13
Fire Investigations	0
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	1

- Participated in a school crisis drill at Canton Middle/High School on January 4 with the Board of Education and the Canton Police Department.
- Attended a meeting at 21 Dowd Ave (Canton Housing Authority) on January 5 to discuss the town's response to the recent winter storm events.

FIRE MARSHAL / EMERGENCY MANAGEMENT, Cont.

- Attended a sexual harassment training class for supervisors on January 5. The class was presented by CIRMA at the Canton Community Center.
- Attended monthly meeting of the Capitol Region Fire Marshal's Association in Rocky Hill on January 6.
- Reviewed egress safety from the Town Hall auditorium with CAO Robert Skinner and DPW Director Robert Martin on January 7.
- Attended a professional development class in New Britain on January 11. The class topic was Fire and Building Code Administration and the Public. The class was presented by the State of CT Department of Public Safety's Office of Education and Data Management.
- Attended the Town of Canton Safety Committee meeting on January 11.
- Attended a development meeting with town officials on January 28.
- Responded to 250 Albany Turnpike (Taco Bell) on January 28 for a propane leak. The leak was caused by a contractor moving snow and striking a relief valve for an underground propane tank. The fire department shut down Rt.44 in the area as a precaution and several people were evacuated in the area. No further damage occurred.
- Continued monitoring the active winter season.

LIBRARY

ADULT SERVICES

- On January 8, we hosted an opening reception for our January/February art exhibit called *Lewis S. Mills, Photographer*. Forty (40) people (including a few Mills descendents) attended to view the pictures and enjoy refreshments. Lewis S. Mills, for whom the high school in Burlington was named, was a native of Canton, and one of his hobbies was photography. He took fascinating pictures.
- Canton resident Joel Ferola presented a program on puzzles. A collector and inventor of manipulative puzzles made of wood, plastic, and metal, Mr. Ferola displayed his collection, demonstrated many of his puzzles, and let attendees test their skills. Attendance: 3. We will host a repeat session in March.
- Our Monday Evening Book Discussion Club studied *The Help* by Katherine Stockett. This group is facilitated by Reference Assistant Nancy Donoghue. Attendance: 13.
- Canton resident, firefighter, and poet David Leff read from his new book of poetry and photography called *Depth of Field*. After his reading, David answered questions from the audience. Attendance: 5. However, several more people dropped in late to speak with David during the refreshments period.
- Our drop-in knitting groups continue to meet faithfully every month at the library. The members are small in number but very grateful to the library for the chance to meet and socialize with like-minded craftspeople. 2 sessions were held during January, with an attendance of 8.
- Our resident artist Art Chouinard returned for an all-day painting session in the library. Art is always a hit. Many patrons stop to chat with him and to observe his skill live and at close range.
- Our Saturday Book Conversations group studied the novel *Cutting for Stone* by Abraham Verghese. Attendance: 8. Beth Van Ness used the data projector to show pictures of Ethiopia, its culture and life, in order to help shed further light on the plot, which takes place in Ethiopia.
- January displays: (1) On the interior walls, an exhibit of the photographs of Lewis S. Mills. This display will be up through the end of February. (2) In the display case, photographic equipment and other memorabilia that once belonged to Lewis S. Mills. Some of the equipment is so big that it needs to be displayed on tables in the reading area. (3) A "keeping your New Year's resolutions" self-help display. Also, a display of "staff picks" books, the idea of Circulation Assistant Shana Morales.
- The month's 12 deliveries of library materials to Canton homebound residents were accomplished not only by Beth Van Ness and the FAVAHR clients and staff, but also by several staff members and town residents who recently stepped forward to help out.

TEEN SERVICES

- Our teen book discussion club met on January 15 to discuss *The Perks of Being a Wallflower* by Stephen Chbosky. Attendance: 6.

LIBRARY, Cont.

- The *Teen Zone* sign is being designed by the Canton Sign Shop. The suggestions submitted so far are very nice, but the typeface isn't whacky enough yet. We're playing with offbeat fonts -- the off-beater the better.

CHILDREN'S SERVICES

- The winter semester of story hour began on January 10. Ten (10) sessions have drawn attendances totaling 175, which we consider to be low. We have been hard hit by the heavy snow and the many, many school closing and early dismissals. Story hour is not held if school is not in session.
- Beth Griffin's drop-in yoga story times numbered 2. Attendances totaled 29. A reminder: this extra story time each week is funded by a gift from the Friends of the Library.
- For the second year in a row, the Children's Room is running a winter reading program, starting January 19. Called *Snuggle Up with a Good Book*, the program encourages reading at home by parents with their children ages birth to age 5. The children can earn small toys and paperback books for returning completed reading logs to the library. (For each book shared, a sticker is put onto the log sheet.) The program is going well, with over 40 filled log sheets returned in just 2 weeks and more going out every day.
- We have begun to offer a kid's movie on the last Sunday afternoon of every month that we are open. Page Ralph Holley pops the popcorn for attendees, sets up the room, and shows the movie. The January 30 installment was *A Bug's Life*. Abysmal attendance: 2. This is an aberration, as prior sessions were well received.
- Heather Baker visited Canton Community Nursery School on January 7 for a story time built around the theme of fairy tales. The highlight was the reading and singing of the new *Puff the Magic Dragon* picture book by Peter Yarrow. Attendance: 25. A second visit scheduled for January 27 had to be canceled due to snow.
- Our new AWE Early Literacy Station purchased with funds from our Hartford Foundation for Public Giving grant was put into use on January 21. See below.
- We are receiving lots of parent requests for a story time for babies and toddlers (ages 18 months to 3 years old), as well as for more programming during evening and weekend hours. The Head of Children's Services and the Library Director have discussed the idea of re-shuffling our current story time schedule for fall 2011. We are studying possible options.
- Friends of the Library gift money was used to buy multiple copies of all the books nominated to win the 2012 Nutmeg Book Award in the categories of Intermediate (Grades 4-6) and Teen. Wherever possible, we also bought the audio versions of the books. Canton students always participate in this annual election to determine the favorite books of Connecticut's kids. The 2011 award winner will be announced on February 14.

PERSONNEL

- Our staff participated in a number of professional meetings and events. Betsy Ash attended the Northeast Region Children's Librarians' Roundtable in Harwinton on January 20. The topic: conventional and surprising features of Google. The speaker was our own Head of Technical Services, Sarah McCusker. Sarah spoke to a large contingent of children's library staff from around Hartford and Litchfield counties. The Library Director attended the membership meeting of Library Connection, as well as the January 20 meeting of Business Network International -- Valley Chapter, at which BNI (which meets every Thursday at the Community Center) donated \$200 to the library.
- We acquired a new volunteer, who needed to perform community service work as ordered by the court. His attendance has been less than spectacular.

OTHER HIGHLIGHTS OF THE MONTH

- Our new AWE Early Literacy Station purchased with funds from our Hartford Foundation for Public Giving grant was put into use on January 21. In its first 10 days, it was used 68 times, and the many user comments have been positive. In fact, a number of parents have told us that love using the computer along with their young children. (AWE's target audience is ages 5 and up.) Heather Baker demonstrated the

CANTON PUBLIC LIBRARY PUBLIC SERVICE STATISTICS													
	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec 10	Jan-11
CIRCULATION													
Adult	8,082	7,638	8,551	7,493	7,192	8,578	9,233	8,497	7,361	7,014	7,424	6,853	8,622
Children's	6,674	6,287	7,526	6,356	5,813	7,918	10,358	8,690	6,452	5,610	6,700	5,075	6,136
Teen	323	382	393	371	502	759	1,088	806	487	458	532	393	493
Downloadable Audio	126	101	94	124	123	170	140	135	95	131	118	124	102
"Other"	57	45	35	32	63	66	56	76	56	34	55	42	65
Total Circulation	15,262	14,453	16,599	14,376	13,693	17,491	20,875	18,204	14,451	13,247	14,829	12,487	15,418
REGISTRATION													
New Cards Issued	49	72	59	60	50	82	79	67	38	30	42	31	50
Expired Cards Renewed	69	61	71	60	54	97	86	86	43	50	34	31	49
Total Cardholders	4,426	4,458	4,477	4,495	4,506	4,509	4,531	4,553	4,531	4,530	4,517	4,522	4,533
REFERENCE QUESTIONS	1,227	1,282	1,524	1,217	1,509	2,278	2,111	2,087	1,692	1,381	1,523	1,364	1,427
INTERLIBRARY LOAN													
Items Borrowed for Canton Residents	413	349	466	289	279	343	N/A	N/A	350	301	360	239	301
Items Loaned to Other Libraries	320	303	393	328	338	293	N/A	N/A	338	295	267	301	369
PUBLIC COMPUTER USES	1,716	1,566	1,967	1,745	1,619	1,959	1,848	1,854	1,831	1,811	1,685	1,916	1,644
HOMEBOUND PATRON DELIVERIES	6	2	5	5	6	7	6	7	9	9	10	12	12
PROGRAMMING													
Adult Programs Held - Attendance	10 - 305	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
Teen Programs Held - Attendance	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	N/C	1 - 9	1 - 8	1 - 7	1 - 6
Children's Programs Held - Attendance	20 - 405	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
Total Programs Held - Attendance	30 - 710	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
STUDY ROOM USES													
Quiet Study Room	26	10	12	12	14	7	18	21	20	21	12	14	23
Word Processor Room	4	8	12	12	6	5	3	12	0	2	1	8	2
Total Study Room Uses	30	18	24	24	20	12	21	33	20	23	13	22	25
ITEM HOLDS PLACED	1,277	1,252	1,252	1,040	1,053	1,311	1,241	1,162	1,088	983	1,085	884	1,208
THE COLLECTION													
Items Added	580	796	715	791	774	802	920	772	1,109	964	573	596	726
Items Withdrawn	611	1,760	1,033	464	529	450	130	403	478	55	271	923	67
Total Barcoded Items in the Collection	78,288	77,318	77,815	78,142	78,387	79,034	79,759	80,172	80,803	81,712	82,014	81,687	82,346
PATRON VISITS	8,299	7,610	10,116	8,412	7,711	9,344	11,054	9,979	8,474	8,087	7,540	7,880	7,870
N/C - No Count													
N/A - Not available at present. To be reported next month.													

LIBRARY, Cont.

AWE computer to the Library Board at a special presentation on January 20, and all were impressed. Somehow, we hope to be able to buy a second AWE computer. Price: \$3,300.

- The 12 19-inch flat panel monitors purchased with our Hartford Foundation for Public Giving grant were installed in January, replacing our last clunky cathode ray tube monitors. The new tape-back-up system will be installed and ready to use in early February. Most of the other grant equipment is received but not yet installed. The mobile presentation cart and white board are on order.
- Circulation Supervisor Katie Bunn launched an "Adopt a Shelf" program, using volunteers to keep the adult stacks neat and in order and to identify items that need repair. To date, we have 2 volunteers.
- The library was open 27 days in January, versus 29 days last January. Even on some of our open days, business was slow because of nasty weather, bitter cold, questionable roads, etc.

PARKS AND RECREATION

- We have worked with the Finance Department to make the transition to the new payment system. Our deposits will still be written on the same deposit sheets, for Munis, but we will be able to use the reporting system on MyRec to make it so much simpler. This past month was the first time that we have been able to tie everything out. The program fees match up perfectly with the fees brought in and this will keep everything much more organized and simple.
- Scheduling conflict issues has been the biggest challenge to utilizing the new software, but we have been able to troubleshoot and come up with solutions to fix the problems.
- Being able to send out Email blasts to program participants has been very beneficial in saving time.
- Fencing, Totally Cool Art Adventures, Wicked Cool Art and a Reiki Class are running with excellent feedback about the programs. Parents have asked that we add another session of Fencing when this current session is finished.
- Working with the new website, Canton Patch, to help promote our programs.
- Recreational Hoops program at Cherry Brook School had to be extended due to the many snow cancelations that happened over the last month. Next week will be the last week of the program.
- Ski Bus program also had to be extended due to the many snow days.
- Music with Miss Jean is running
- We had to cancel Spanish and Little Wrestlers due to lack of interest, just couldn't make the minimum numbers.
- Continuing to work on Summer planning, with about half complete. Adding new Volleyball Camp, Lacrosse, Field hockey and art camps this Summer.
- Contacted Collinsville kayak business to see if they will be willing to work with us to offer a Summer camp, so we can work with an in-town business.
- Trained on new SchoolDude work order system for Public Works requests.
- Finalized budgets for Recreation Special Revenue Fund, General Fund, and Senior/ Social Services for review with Finance and CAO office.
- Attended a Senior Luncheon with the Commission on Aging to survey participants regarding senior programming and operations.
- Drafted RPF for pool consultation that is anticipated to go out to bid some time during February.
- Drafted memo to the CAO requesting new Recreation Program Specialist position. This position if approved would be responsible for organizing and running several new recreation programs and would be funded from the special revenue fund.
- Reviewing department marketing efforts to insure a broad range of promotional avenues. Web and paper advertising, email blasts, and Board of Education notifications are being reviewed and refined.
- Began the development of a new Summer Theater Program that will take place through parks and recreation. The hope is to have a multi-week camp that works toward a final production of a full show.
- There were 144 program registrations in January, totaling \$10,371. We have 869 individuals registered in software over a 2 month period.

POLICE DEPARTMENT

PERSONNEL

- January 5: Dispatcher interview conducted with selection of Michael Roy.
- January 5: Chief Arciero and D/C Hull attended CIRMA training on sexual harassment in the workplace.
- January 14: Chief Arciero attended the Capitol Chiefs of Police meeting in Farmington.
- January 20: Officer Montefalco injured in course of employment (slip and fall) and was transported to UCONN Medical Center for treatment.
- January 24: Dispatcher Roy began his FTO training.
- January 25: 11 applicants participated in the written test for police position.
- January 28: Officer Jonathan Saucier completed his fifth month of Academy Training.

ADMINISTRATION

- January 4: Chief Arciero attended North Central Chiefs meeting to address asset forfeiture purchase orders. had its portable radios recalibrated for DEMHAS.
- January 10: Chief Arciero met with Canton Town Planner/Land Use office to discuss Lawton Rd. Project
- January 11: Chief Arciero met with CAO Skinner and Fiscal relative to CPD budget projections.
- January 11: Anne Raftery attended Safety Committee Meeting
- January 13: Chief Arciero and D/C Hull met with Rick Bazzano to discuss IT issues.
- January 14: Chief Arciero and D/C Hull meeting the Bob Martin to discuss facility maintenance.
- January 14: Chief Arciero, D/C Hull and DPW staff (Martin and Lessard) to discuss federal reflectorized street sign project.
- January 21: Chief Arciero and D/C Hull met with local tow company regarding re-draft of wrecker rotation policy.
- January 23: Regional Dispatching RFP submitted from APD for review.
- January 24: Chief Arciero met with S. Roberto to discuss department programs.
- January 25: Chief Arciero attending the Swearing In Ceremony for Bloomfield Chief of Police
- January 26: Chief Arciero attended the Town Department head meeting at town hall.
- January 28: Chief Arciero attended a meeting with Town Planning and Development on a pre-application for Rte. 44 site.

COMMUNITY POLICING

- January 6: CPD hosted its first "Coffee with the Cops". Attended by over 35 residents. Media covered the event.
- January 6: Chief Arciero attended the TRIAD meeting in Glastonbury to begin initiation of program in Canton.
- January 8: Chief Arciero, D/C Hull, and Sgt. Deloy participated in the first ever 'Drug Take Back' event with Simsbury and Avon PDs.
- January 10: Chief Arciero attended monthly YSB and Substance Abuse Council meeting.
- January 11: Chief Arciero attended the monthly Chamber of Commerce Board meeting at the Community Center.
- January 19: Chief Arciero presented CPD projects and future goals at town's annual meeting.
- January 19: Det. Wilkinson attended JRB meeting to process case for consideration.
- January 20: Det. Wilkinson presented a safety internet talk at the Canton Middle School.
- January 25: Chief Arciero met with Foothills Media Editor and Reporter

OPERATIONS

- January 3: CPD provided holiday traffic enforcement statistics to the CPCA.
- January 12: CPD addressed numerous traffic issues due to severe winter storm.
- January 13: Chief Arciero and Det. Wilkinson attended meeting at Avon PD to discuss regional computer forensic lab partnership with North Central towns.
- January 11: CPD, along with other area Police Departments, participated in the 'CODE RED' drill at Canton High School.

POLICE DEPARTMENT, Cont.

- January 19: Officer Montefalco involved in a two-car accident while on patrol.
- January 20: Chief Arciero and other 8 North Central Chiefs met with S/A Hardy to discuss protocol for use of North Central Accident Reconstruction Unit.

• **Incident Summary:**

Total Incidents for January: 730 Previous month (December-743)			
Domestic Disturbance	8	Motor Vehicle Stops	136
Driving Under Influe.	5	Motor Vehicle Accidents	29
Larceny-All	3	Suspicious Pers/Vehicle	15
Medical Calls	58	Business/Resident Check	91
Fraud Offences	2	Directed Patrol	31

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 Power Advisory Committee
- Prepared information for and attended two PMBC meetings.
- Prepared for Town Meeting relative to Town Garage Presentation and Pavement Management presentation
- Review cost information provided by our consultant, Vanasse Hangen Brustlin, Inc., in the development of budgets for roadway improvements.
- Executed contract for Town wide Emergency Generator Services with Tower Generator Services of Canton, CT.
- Responded to 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.
- Interviewed consultants as part of the selection process for the Upper Collinsville Mill Pond Master Plan.
- Coordinated the review of a housing rehabilitation loan with the Town Attorney and Small Cities consultant.
- 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.
- Participated in preliminary review meetings for two zoning applications.
- Provide support for budget preparation for CAO and Capital Improvement Plan

2011 Project Log

Project	January
PMBC Highway Garage Proj.	16
Farmington River Trail - Phase 3	2.5
Small Cities “21” Phase 2	24
OPM ARRA Energy Grant (Town Hall Windows)	4
Citizen Inquiries	
Solid Waste Transfer Study Committee	2
Zoning Site Plan Review	
Planning Site Plan Review	7.5
IWWA Site Plan Review	
DEP Mill Pond Master Plan	14
Town Bridge Project	14
TS Hauling Bid MSW	1
Canton Hydro Project	12
Housing Rehabilitation Loan Program	4
Pavement Management Services	10
Main Street/ Bridge Street Traffic Control Signal	2.5

PROJECT ADMINISTRATOR, Cont.

Municipal Recycling Report	2
GIS Services	12
Budget Preparation	6
Townwide Generator Services	2
Budget Preparation	12

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Seven 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

- Repairs on truck # 2 a new rear end & repaired radiator
- Repairs on truck #5 a new rear end
- Repairs on truck #7 a new turbo & EGR cooler and center shaft bearing
- Truck # 6 two rear brake cans
- A couple of hydro hoses

PARKS DEPARTMENT

- Maintenance on tractor
- Seven snow and ice storms
- Set up for Town meeting

TRANSFER STATION

- Staff working with Director to set up for Single Stream implementation
- New Permits approved and available for purchase

BUILDING MAINTENANCE DEPARTMENT

- Roof raked front entrance to Police Dept
- Steam leak in Board of Education
- Preventive filter changes on all town owned buildings
- Painted part of mechanical room floor in Town Hall
- Seven snow and ice storms
- Replaced battery in Simplex System in Community Center for alarm system
- Opened Warming Center at Community Center in response to Emergency Management call to propane leak at Taco Bell

PROFESSIONAL DEVELOPMENT

- Kevin Smith - Sexual Harassment Training for Supervisors, Canton, CT

Work Orders Received:

Work Request	Nov-10	Dec-10	Jan-11	FY Totals
Highway	1	4	3	8
Parks	1	1	1	3
Building Maintenance	10	35	18	63
Signs	4	4	3	11
Trees	4	4	0	8
Mailboxes	0	0	18	18
Pot Holes	0	1	6	7
Drainage	2	9	0	11

PUBLIC WORKS, Cont.

Curbing	0	0	0	0
Lawn	0	0	0	0
Animal	1	0	0	1
Total	21	58	49	128

DIRECTOR STATUS REPORT

MEETINGS ATTENDED

1. January 03, 2011: Public Works Staff Meeting with Foremen
2. January 03, 2011: Solid Waste Meeting
3. January 06, 2011: MUTCD Meeting
4. January 06, 2011: Webinar for School Dude Work Order Software
5. January 07, 2011: Building Maintenance Staff Meeting
6. January 07, 2011: Transfer Station Staff Meeting
7. January 10, 2011: Budget Review – CAO
8. January 11, 2011: Town Safety Meeting
9. January 13, 2011: Pavement Management System Progress Meeting
10. January 14, 2011: MUTCD Meeting with Chief of Police
11. January 19, 2011: Solid Waste Transfer Committee
12. January 19, 2011: Town Meeting
13. January 20, 2011: Webinar for School Dude Work Order Software
14. January 24, 2011: Paine’s Inc, Re: Single Stream Implementation
15. January 26, 2011: Department Head Meeting

NEW PROJECTS

1. Implementation of Single Stream Recycling at Transfer Station

PROJECTS IN PROGRESS

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

COMPLETED PROJECTS

1. Up-Date Heating Oil Tank at DPW Garage
2. Sale of Town Property (Trucks and Roller)

PROFESSIONAL DEVELOPMENT

1. Social Relations, Bachelor Studies, University of Hartford, Hartford CT
2. Sexual Harassment Training for Supervisors, Canton, CT

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 6 days, 221 meals served
- Dial A Ride:
 - Total # of passengers: 111
 - Total # of trips: 234
 - Tickets funds collected at Town Clerk’s Office: \$0
 - Tickets funds collected and at Senior Services: \$80. FOR 160 tickets
- Jump on Board (JOB) Trips:
 - Jump On Board to Buckland Mall, one person went
 - JOB to Mohegan Sun Casino, 9 people went
- CHOICES volunteer Paula had 4 appointments this month.

SENIOR & SOCIAL SERVICES, Cont.

- “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 met with 1 person
- Senior Potluck: 20 folks came with delicious food and enjoyed a meal together (with a visit from Canton fire & police departments!)
- Cooking with Elaine- canceled due to insufficient numbers signed up
- Medical Transportation: 8 round trips coordinated; three one-ways
- 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: one was sent out January 27th to constituents on the distribution list:

SPECIAL JANUARY EVENTS

- Canton Senior/Social Services welcomed Cynthia Ebanks from New England Nightingales Home Care for an educational presentation and workshop on “Enhancing Memory through Sensory Stimulation” on Wednesday the 19th.
- On Wednesday, January 19th the Canton Commission on Aging held a special meeting during the Congregate Meals Luncheon at the CCC. This special meeting was the jump off to an initiative by the Commission to increase public participation and to increase their outreach to the community. Each Commission member sat at a different table and an informal survey was done during the luncheon hour while residents (Commission members & Participants alike) enjoyed a meal together. The results of this survey will help the Commission assess areas of strength and need for improvement, while perhaps guiding future initiative planning and advocacy efforts.
- Senior/Social Services began its winter recreational programming at the beginning of January, with Tai Chi for Long Life continuing and Meditative Yoga for 55+ beginning! ☺

ADMINISTRATIVE

- Claire met with Howard Raff of “And Hear Now” offices on Friday January 7th to discuss future collaborations, including free hearing assessments for Canton residents, either on an annual or monthly basis. A date was set up for May.
- Claire met with CAO Bob Skinner, Dir of Finance Amy O’Toole and Dir of Parks & Rec/Senior Services Brian Wilson on Tuesday January 11th for a budget meeting.
- Claire introduced the Canton Commission on Aging members for their special meeting to Luncheon-ers on Wednesday January 19th.
- Toby attended a Virtual Dementia Tour Workshop at Arden Courts in Avon on Tuesday January 25th.
- Claire met with over 30 clients for Senior/Social Services appointments during the month of January in regards to: energy assistance, SNAP and W-1 applications, financial assistance, home care resources, fuel bank assistance, etc.
- Approximately 3,909.82 of supplemental assistance was authorized to help residents through Senior/Social Services for January.
- 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 January 17th in honor of Martin Luther King Jr. Day.
- Claire & Toby are working on preparing and planning upcoming events such as:

SENIOR & SOCIAL SERVICES, Cont.

- JOB trips (shopping/malls, UHartt Hawks game in February, etc.) & casino trips
- Overnight trips
- Upcoming special events: "Love Your Neighbor Day" & "Swing Into Spring"
- Collaborations with the Canton library, Cherry Brook Health Care Center, Aging My Way, Canton Physical Therapy, etc.
- Free hearing assessments
- Intergenerational Pen-Pal & Days Of Our Lives programs
- AARP Tax Preparation assistance
- AARP Safe Driving Course

TAX COLLECTOR

- Tax collections for the current list were \$9,181,230.93. Compared to last year at this time we are .23% higher in collections.
- Back year collections were \$8,199.86. Suspense collections were \$288.47.
- As of January 31, 2011, the tax office has collected 59.22% of the annual budgeted back taxes, 61.07% of the budgeted interest and liens and 97% of current year budget.
- Sewer Collections on the current list were \$20,455.05. Back year collections were \$1,458.08. Interest and Liens collected \$1,270.50.
- Connection charges collected \$.00
- Released 14 liens
- Sent out 9 demands
- Sent out 4 Alias Tax Warrants

TOWN CLERK

- Processed: 1208 transactions and three marriage licenses
- Real estate recordings were up 19% over the same time last year with 5 residential home sales.
- Largest home sale: 2 Livingston Road (\$855,000).
- Municipal Conveyance Tax collected on transfers was \$6108.75.
- \$672 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$4227.
- A total of 1211 dog licenses have been sold for FY2010-2011.
- January 5: Assistant Town Clerk, Michele Clark, attended Sexual Harassment Training sponsored by CIRMA
- January 19: the Annual Town Meeting was held at the Town Hall auditorium. Topics for discussion included:
 1. An update from the Permanent Municipal Building Committee on the Town of Canton's highway garage relocation project;
 2. Recent police programs and long range planning for the Police Department; and,
 3. The results of the pavement management survey and its impact on future budgeting.
- January 26: The Town Clerk and Assistant Town Clerk were trained on the new School Dude work order program
- January 27: The Town Clerk attended a webinar regarding updates to the town's website sponsored by QScend
- Transfer Station sticker sales continue to be good. Over 1130 households have purchased 2011 passes to date.
- Citizen Request Management component of QScend (QAlert), logged one comment/complaint regarding overnight parking.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in January.
- Liens & lis pendens action:
 - Mortgage lis pendens

TOWN CLERK, Cont.

- Condo Fees Liens 2
- Credit Cards/Debt Collectors 2
- Commercial/tax liens/other 3
- Medical related 4
- Activity on the Town's website:
 - Number of visits to our site: 4209 people made 7397 visits to the site, 42% of which were new visitors to the site
 - Average number of pages/visit: 2.65
 - Average time on site: 2:24 (min:sec)
 - Top pages viewed: Home Page, Assessor, Employment, Agendas and Minutes, Town Clerk, Visitor's Guide, Tax Collector, Police Dept, News, Request for Proposals.

Town Clerk Receipts-January 2011

Total Items	Description	Total Amount
	Recordings:	
224	Land Records	\$6419.00
	Conveyance Tax	\$6108.75
	St of CT Historical Preservation	\$448.00
	Town Clerk Historical Preservation	\$224.00
	Town of Canton-Land Preservation	\$672.00
	St of CT-Land & Dairy Preservation	\$8064.00
	Town Clerk Land Preservation	\$224.00
30	Maps	\$300.00
140	Copies	\$833.50
10	Sport Licenses:	
	St of CT DEP	\$317.00
	Sport Licenses-Town of Canton	\$9.00
7	Miscellaneous	\$35.00
69	Vitals	\$1166.00
3	Marriage/CU Licenses St of CT	\$57.00
15	Dog Licenses:	
	Town of Canton	\$15.00
	State of CT	\$161.00
3	Notary Fees	\$30.00
0	Dial-A-Ride	\$0.00
707	Transfer Station	\$92,892.00
0	Stone	\$0.00
1208	TOTALS	\$117,795.25

TOWN PLANNER

ZONING PERMITS ISSUED

- 66 Dyer Ave. – interior renovations, single family house
- 106 West Rd. – replace windows, single family house
- 310 Albany Tpke. – sign, Valley Sports Center
- 29 Sweetheart Mountain Rd. – proposed single family house
- 12 Sweetheart Mountain Rd. – proposed single family house
- 6 Pheasant Hill Rd. – swimming pool, single family house

IWWA AUTHORIZED AGENT APPROVALS

- None

TOWN PLANNER, Cont.

INSPECTIONS WERE CONDUCTED AT THE FOLLOWING LOCATIONS

- Lot 5 Sweetheart Mountain Rd. – tree bond
- 66 Dyer Ave. – interior renovations, single family house
- 70 Gracey Rd. – possible addition, Roaring Brook nature Center
- 18 Case St. – wheelchair ramp, single family house
- 324 Albany Tpke. – zoning compliance request
- 106 West Rd. – replace windows, single family house
- 310 Albany Tpke. – sign, E&S controls, Valley Sports Center,
- 132 Dowd Ave. – possible gym under construction
- 220 Albany Tpke. – activity in former DFO
- 29 Sweetheart Mountain Rd. – proposed single family house
- 12 Sweetheart Mountain Rd. – proposed single family house
- 6 Pheasant Hill Rd. – swimming pool, single family house
- 41 North Mountain Rd. – E&S controls, driveway to single family house under construction
- 65 Albany Tpke. – off-site storage of cars, Mitchell VW
- 8-10 Collins Rd. – storage of trailers boat, single family house

CEASE & DESIST ORDERS ISSUED/ ONGOING

- 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, submitted Special Exception application.
- 152 East Hill Rd. – installation of shed without permits; awaiting permit application.

AQUIFER PROTECTION

- Received Notification of Statutory change requiring official regulation amendment

MISCELLANEOUS LAND USE OFFICE ACTIVITIES

- Assistant Planner Activities
 - Attended Open Space Preservation & Acquisition Commission 1/4
 - Attended IWWA 1/13
 - Meeting with Art Hoffman on survey of Carpenter property 1/20 and 1/31.
 - Provided application assistance to Mark Izzo on renovation of Balmar Marine to gym, 1/24
 - Assisted Mark Mitchell on Special Exception application for Mitchell VW.
 - Continued weekly sign sweeps on major thoroughfares; about 340 signs removed since summer '09
 - Assembling information required by DEP for Carpenter property Open Space grant.
 - Represented IWWA & CC concerns at pre-application meeting with Town Planner, Project Administrator, & public safety personnel on possible development on Route 44.
- Town Planner Activities:
 - Met with CARE Board of Directors and Konover to discuss proposal at corner of Route 44 and Lawton Road 1/3
 - Planning Commission 1/3
 - Met with Skip Alford and Dan LeGeyt to discuss potential activities and FEMA/ flood plain requirements at Humphrey Farm west side 1/5
 - Met with Traffic Authority and Konover 1/10
 - Budget Meeting 1/10
 - Met with Collinsville Merchants group to discuss small business needs, comments for POCD update, signage requirements and several other matters 1/14
 - Zoning Commission 1/19

TOWN PLANNER, Cont.

- Mill Pond Master Plan interview panel 1/20
- Attended Connecticut Bicycle and Pedestrian Advisory Board meeting 1/20
- Meeting with DECD Small Cities consultant to review audit 1/24
- CRCOG Transportation Committee 1/24
- POCD Update Committee 1/24
- GIS Services interview panel 1/26
- A substantial amount of time (52 project hours) was dedicated towards completing an updated working draft for the zoning regulation rewrite project 1/4, 1/11, 1/18/, 1/25, 1/27
- Reviewed requirements for appointments to Regional Planning Commission
- Reviewed additional requests from Konover for tree pruning and removal at Lawton Road site
- Spent a considerable amount of time working on, coordinating, and communicating on POCD update including coordination of subgroups, responding to inquiries from several members, reviewing legal requirements for website postings, review of content requirements for website distribution, planning and organization, etc...
- Spent time organizing and review GIS proposals, interviews, and evaluations
- Worked on PMBC, MPCF District
- Final review of EDA annual report
- Review of MA Design Manual Process for inclusion of stakeholders and community interests
- Review of office files and spatial needs. Worked on plan with land use coordinator to modify layout to add much needed storage space
- In response to a request researched language for inclusion into rewrite for kennels, and veterinary hospitals
- Responded to inquiries from Oxbow Farms/ Oxbow Ridge and worked with Pulte Homes to obtain information related to furnace inspections
- Reviewed draft Natural Resources Inventory framework
- Assisted attorney preparing application for Goodwill donation center
- Worked on connecting steps between WPCA SSCA and Zoning
- Researched funding requirements for development of current socioeconomic data and mapping for update project
- Reviewed filing mylar for Hoffman Farms
- Conference call with developer performing site evaluations for potential self storage facility
- Evaluated pricing transitions on cost per acre on land from Route 44 east to west
- Responded to numerous inquiries regarding GIS RFP
- Prepared monthly report and annual tally of project logs
- Assisted Mark Mitchell in preparing zoning application
- Researched commercial vehicle weight ratings and classifications for zoning rewrite
- Researched density calculations and calculations for site characteristics that limit development for inclusion in rewrite
- Researched downward lighting calculations and requirements for rewrite
- Finalized bonding release inspections and evaluations for Oxbow Farms/ Oxbow Ridge
- Coordinated contracts and required fees for third party review, Konover proposal
- Review of site limitations and approval requirements for Lowes site
- Continued working with CC on update of Open Space inventory, began putting together a process for hunting down land required but not deeded
- Reviewed final draft of bylaws for POCD update committee
- Reviewed mylar recording for Sullivan property
- Researched legal requirements and procedures for public comment at meetings and distributed
- Reviewed documents pertaining to emergency response considerations for POCD update and zoning

TOWN PLANNER, Cont.

rewrite

- Coordinated and conducted pre-application meeting for developer evaluating commercial site on Route 44
- Responded to potential intern from CCSU planning student seeking intern credits to graduate
- Updated list of approved building lots per recent subdivision approvals (1999 tot present)
- Communications with Steve Paine from McLean Game Refuge to discuss issues from recent article
- Reviewed Fair Housing Plan implemented action steps for inclusion in DECD response
- Finalized task orders for Canton peer review services (traffic)

Project Logs 2010

Project	2011
	January
Pulte Homes/ Oxbow Ridge	10.5
Zoning Regulation Rewrite	52
PMBC/ Public Works Garage	5
POCD Update	16.25
Affordable Housing	3.5
Sweet Heart Mountain	2.25
GIS Initiatives	9
EDA Initiatives	9
Lowes Site	10
Konover/ Sussman	26.5

WPCA

OPERATIONS

- The plant achieved 95 % BOD removal and 97 % Suspended Solids removal
- The Effluent plant flow monthly average decreased from .772 MGD to .598 MGD
- Rainfall total for the month is .8 inches.
- Plant continues to perform ok, #1 RBC starting to build biomass

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 4.1 % this month down from 5.2 % last month.**
- Six loads of sludge were sent by Synagro @ 39,000 gallons this month.

COLLECTION SYSTEM

- Lift station Inspections were performed twice per week
- Marked call before you dig locations
- Mobile Robotics in to televise several sewer lines in town where grease could be a problem

MAINTENANCE

- Mountain Machine Works in to Repair/ Replace #1 RBC, Completed 1/19/11
- Monthly and weekly duties performed
- Recharged Plant Water system
- Snow removal at facility and pump stations

WPCA, Cont.

- 24 Hour cleaning of Sand filters #1, #2
- Repacked both primary sludge pumps with parachute packing

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 for staff at plant to review and sign off on Emergency Action Plan

ADMINISTRATIVE

- Attended Town safety meeting.
- Attended Department head meeting.
- Attended New England Water Environment Association Conference in Boston.
- Tour was given to operators from Mattabassett District who were going for the state exam.
- Paul Dombrowski of Woodard & Curran in to do an evaluation of future projects and sewer use rates.