



TOWN OF CANTON
FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To: Board of Selectmen
From: Paul J. Fetherston, Chief Administrative Officer
Date: December 7, 2007
Re: **Monthly Report- November 2007**

GENERAL ADMINISTRATION

During the month of November, the Office of the Chief Administrative Officer was focused on (a) transitioning in a newly elected First Selectman and Board of Selectmen which took office on November 20, 2007; (b) finalizing Canton's involvement in a number of proposals within the State of Connecticut Regional Incentive Grant Program for consideration by the Board of Selectmen and eventual submission to the Office of Policy and Management; and (c) a number of various personnel matters. Other items of interest include:

- ? Conducted a number of meetings with various Department Heads for purposes of completing the Key Issues identification component of the Fiscal Year 2008-2009 Budget process;
- ? Completed the First Quarter Budget Review with a November 26, 2007 meeting with Rich Hutchings, Chief of Fire/ EMS;
- ? Participated in the hiring process for the position of Parks and Recreation Program Supervisor (Part Time);
- ? Met with representatives of the League of Women Voters for purposes of identifying key issues for inclusion in a draft Code/ Board of Ethics;
- ? Attended the November 19, 2007 Board of Finance Meeting; November 14, 2007 Board of Selectmen Meeting; and November 27, 2007 Tri Board Meeting;
- ? Accompanied First Selectman Barlow on a tour of the Highway/ Public Works facility; and
- ? Participated in a number of preliminary meetings with First Selectman Barlow and various Department Heads to address a number of on-going operational matters.

ADMINISTRATIVE SERVICES COORDINATOR

- ? Assist Chief Administrative Officer in compiling information for completion of non-union position salary survey.
- ? Publish and review Ambulance RFP
- ? Coordinate Athletic Fields RFP Interviews
- ? Solicit bids for town copiers.
- ? Coordinate Parks and Recreation Program Supervisor Interviews.
- ? Coordinate Town of Canton's involvement in the United Way Community Campaign.
- ? Assemble new employee paperwork for new employees during month of November (2).
- ? Work with Land Use staff to organize files and filing system in Land Use Office area.
- ? Solicit prices and evaluate prices for General Government cell phone services.
- ? Assist in responding to Freedom of Information request regarding accidents occurring outside Town Hall.
- ? Work with staff from The Hartford Insurance regarding Long Term Disability and Life Insurance benefits.
- ? Work with Town's insurance carrier (CIRMA) regarding collection of payment for damage to town owned property.

- ? Provide information to participate in regional (CROG) gasoline bid.
- ? Compile information to maintain listing of all existing Town contracts involving third party vendor.
- ? Process various Defined Contribution and Defined Benefit requests.
- ? Process payment for invoices relating to advertising, medical exams, insurance.
- ? Serve as staff to PMBC meeting.
- ? Attend tri-board meetings and Board of Selectmen meetings.
- ? Provide an update to union information request related to insurance.
- ? Work with Parks and Recreation Director John Bennett to coordinate pool maintenance bid.
- ? Work with Fire Marshal Adam Libros to establish emergency evacuation plans.
- ? Update employee rosters.
- ? Register department heads to attend CIRMA workshops

FINANCE

- ? Finance Officer Amy O’Toole attended the Board of Finance meeting on November 19, 2007; and Tri-Board Meeting on November 27, 2007;
- ? Continued to work on implementation of MUNIS for Purchase Order and Time & Attendance modules for Remote Access Users
- ? Continued to work on compiling information necessary for completion of the FY 2006-07 audit

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)
10/31/07

General Fund	\$8,074,477
Special Revenue Funds	\$ 3,518,096
Capital Projects Funds	\$ 1,535,356
Internal Service Funds	\$ 993,701
Trust and Agency Funds	\$ 1,566,391
TOTAL ESTIMATED BY FUND	\$15,688,022

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)
10/31/07

	Interest %	Interest \$	\$ Invested		
Avg. Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	4.56%	4.78%	20,760	24,378	\$10,913,416
Webster	4.25%	4.70%	18,286	25,857	\$ 4,774,606
Reich & Tang					
Total Outstanding Investments			39,046	50,235	\$15,688,022

ASSESSOR

- ? Continued to update the Department’s webpage; maps; and created new maps.
- ? Processed October 2007 transfers and changes as a result of documents & maps filed with Town Clerk-for reporting to the Office of Policy & Management
- ? Maintained current information on ownership as provided by the Town Clerk
- ? Filed appropriate forms with the State of Connecticut
- ? Continued processing of Personal Property Declarations
- ? Continued to complete fieldwork

- ? Continued to process certificates of correction, primarily for motor vehicle tax bills
- ? Continued project of updating field cards to reflect accurate listing of those properties connected to sewer/water
- ? Printed, priced, and corrected 2006 Supplemental Motor Vehicle Grand List

TAX COLLECTOR

- ? Tax collections for the current list were \$115,006.84. Back year collections were \$24,719.36.
- ? Sewer Collections on current list \$52,464.85. Back year collections were \$2,723.70.
- ? Sewer Assessment collections \$1,275.00 and connection charges collected \$7,550.00.
- ? The office sent out delinquent notices on the tax list and the sewer list.
- ? Continued to locate individuals through various programs such as the DMV Look Up program, WhitePages.com.; Zabasearch.com; and phone calls.
- ? 34 Tax Warrants and 47 Tax demands were issued.

POLICE DEPARTMENT

- ? A total of 972 incident assignments were logged for the month including: 334 Directed patrol/business and neighborhood security checks, 287 motor vehicle enforcements, 56 medical emergencies, 41 automatic alarms, 24 vehicle collisions, 14 vandalism reports, 10 larceny/theft/fraud investigations, 3 DWI's and a narcotics arrest.
- ? Lowell Humphrey, Chief of Police and Donald Hull, Deputy Chief attended various meetings and training sessions including firearms training; meeting with Chief Administrative Officer and Town Counsel regarding the newly signed Dispatcher bargaining agreement; meeting with the Chief Administrative Officer regarding the department's Key Issue proposals for the Fiscal Year 2008-2009 and 2009-2010; attended the monthly Capitol Region Chief's meeting; and meeting with new Hartford State's Attorney to discuss Police/Court operations and interaction.
- ? Chief Humphrey attended a meeting with the Chief Administrative Officer and Town Staff regarding traffic/roadway concerns in the Canton Springs/Dowd Avenue neighborhood; met with CT DOT representatives about such issues at Rt.44/Dowd Ave. and Rt.179 just north of Rt.44; met with a local developer on-site regarding approval of road signage for a sub-division; attended a Collinsville Traffic & Pedestrian Safety Committee meeting and a Town Staff; met and assisted with the new recruits practical skills evaluation day at the Police Academy along with a veteran Patrol Officer.
- ? Deputy Chief Hull oversaw two training sessions as commander of the Regional EST, held a staff meeting with the Sergeants and attended a State Traffic Safety seminar with a Sergeant and Patrol Officer.
- ? All members of the department attended firearms training this month.
- ? Two Sergeants held a supervisory meeting with the Dispatch Division and two attended a training seminar for Youth/Police initiatives.
- ? One Sergeant attended a week long training session at the Police Academy regarding the use of Digital Photography in police investigations; and one Sergeant attended the monthly training session for the Regional Accident Reconstruction Squad.
- ? The Detective attended the Substance Abuse Council meeting, mandatory recertification training at West Hartford PD and CPR Instructor recertification training.
- ? Four members of the Patrol Division participated in a traffic enforcement detail in conjunction with CT DMV & CSP and the entire division was involved in the State-wide 'CLICK-IT-OR-TICKET' seatbelt safety campaign.
- ? One Patrol Officer continued the 10 session legal up-date training presented by the State's Attorney in conjunction with the Police Academy.
- ? The Patrol Officer recruit at the Police Academy completed week six of training as this month came to a close. The Department continues to feel the effects of patrol staffing constraints.
- ? A dispatcher attended Communications related FTO certification training designed to develop a structured training program for new dispatchers.
- ? The Department continues to operate with a dispatch vacancy due to a long term medical issue.

- ? Plans for the second annual Holiday Food & Toy Drive sponsored by the department are in place and the Police/Citizen Awareness Program initiative has been postponed due to a lack of applications from interested members the public.

FIRE DEPARTMENT

No report submitted.

TOWN CLERK

- ? The Town Clerk’s office processed 628 transactions during the month.
- ? Real estate recordings were down 8% compared to the same time last year.
- ? There were 11 residential dwelling/land sales in November. The largest home sale was for 62 Bart Drive (\$858,453).
- ? Municipal Conveyance Tax collected on all transfers was \$9862.56.
- ? Three marriage/civil union licenses were processed.
- ? \$17,432 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
- ? 1,073 dog licenses have been issued to date.
- ? The Town experienced a 43% turnout of all registered electors for the November 6th election. The introduction and use of the new optical scan voting machines proved to be successful. A swearing-in ceremony was held on November 19th for all the newly elected officials.
- ? QAlert went live on November 26th. A QNotify as well as Hartford Courant article helped to advertise the new feature of the website. Response has been positive and we have received about one dozen QAlerts to date.
- ? A Special Town meeting was held on November 14th to consider and take action on a resolution authorizing the acceptance of Small Cities Grant Funding in the amount of \$550,000 for Canton Senior Housing Rehabilitation; a resolution approving special appropriations in the amount of \$12,469.76 for the EMS Special Revenue Fund and \$28,928.22 for the Parks and Recreation Special Revenue Fund for purposes of funding FY2006-2007 deficits; and, a resolution approving a special appropriation for the Board of Education in an amount not to exceed \$25,000 for expenditures related to removal of two hot water storage tanks (1,000 and 2,000 gallon) and acquisition of two hot water tank replacements (180 and 400 gallon). Each of the three resolutions was approved unanimously.

Town Clerk Receipts
November 2007
FY 2007-2008

<u>Description</u>	<u>Total Items</u>	<u>Totals Amount</u>
Conveyance Tax	11	\$9,862.56
Recording Land Records	180	\$4484.00
St of CT Historical Preservation		\$360.00
Town Clerk Historical Preservation		\$180.00
Town of Canton-Land Preservation		\$540.00
St of CT-Land Preservation		\$4680.00
Town Clerk Land Preservation		\$180.00
Maps	10	\$100.00
Copies	102	\$516.00
St of CT DEP	33	\$487.00
Sport Licenses-Town of Canton		\$25.00
Miscellaneous	8	\$25.75
Vitals	54	\$494.00
Marriage/CU Licenses St of CT	3	\$57.00
Dog Licenses-Town of Canton	15	\$15.00
Dog Licenses-State of CT	15	\$166.00

Notary Fees	1	\$10.00
Dial-A-Ride	2	\$45.00
Transfer Station	220	\$12,180.00
TOTALS	628	\$34,407.31

FIRE MARSHAL/ EMERGENCY MANAGEMENT

The Offices of the Fire Marshal and Emergency Management completed the following during the month of November 2007:

Inspections	15
Inspection Follow-ups	5
Plan Review	1
Job Site Inspections	11
Fire Investigations	0
Blasting Permits	0
Burn Permits	0
Bomb Threats	0
Hazardous Materials	0
Underground Tank Removal	0

Fire Marshal/Director of Emergency Management Adam Libros completed the following:

- ? Attended the monthly Capitol Region Fire Marshal’s Association meeting in East Hartford on November 1.
- ? Attended the Emergency Management Directors meeting with the State of CT Department of Emergency Management and Homeland Security’s management staff on November 2 in Wethersfield.
- ? Conducted a walk through of all three schools on November 5 with the Board of Education staff for the purpose of assessing security concerns for the school security grant.
- ? Attended a meeting on November 6 to discuss fire protection water cisterns with Town Engineer Ken Wassall, Director of Planning and Community Development Neil Pade and Chief of Fire and EMS Rich Hutchings.
- ? Assisted Chief of Fire and EMS Rich Hutchings with the testing of cisterns located at Red Fox Run.
- ? Received training on November 8 for the National Fire Incident Reporting System from the State of CT Department of Public Safety’s Office of Education and Data Management.
- ? Attended the monthly CT Fire Marshal’s Association meeting on November 13 in Southington.
- ? Attended a meeting on November 13 with Langan Engineering to discuss the Lowe’s site plan application.
- ? Attended a meeting with Chief Administrative Officer Paul Fetherston to discuss key issues submittal.
- ? Attended the CT Emergency Management Association meeting on November 14 held at the WFSB Channel 3 studios in Rocky Hill.
- ? Attended the Newington Amateur Radio Club’s Technician level class for new ham radio operators and successfully passed the exam on November 27. As a licensed ham radio operator, Director Libros can communicate to other licensed operators during emergencies and to the National Weather Service via the Skywarn program to relay severe weather events.
- ? Attended sexual harassment training for supervisors in Hartford on November 14.
- ? Attended the CT Chapter of the International Association of Arson Investigators annual educational seminar on November 15 & 16. The seminar was located in Farmington and topics included proper evidence collection, explosive devices and courtroom testimony preparation.

PHYSICAL PLANT

- ? Town of Canton facilities staff continued to maintain all buildings and the cooling systems throughout the Town Hall, Library/Community Center, Police Department and Collinsville Fire Station to maintain an acceptable temperature range, started the heating system ;
- ? Continued replacing the ceiling in the Community Center Multipurpose room;

- ? Finished Preventive Maintenance for the heating/cooling systems in the Town Hall, Library/Community Center, PD and Fire Station;
- ? Repaired (re pointing) the North wall and chimneys of the Town Hall;
- ? Continued repairing and minor painting in the all Town facilities; and
- ? Repaired the exterior awnings at Town Hall;

PUBLIC WORKS

The Highway Department continued to clean catch basins; installed new street signs on High Hill, Highwood and High ledge; repaired driveway on Gracey Road; repaired curbing on various roads around town; cut back site line on Hilltop and Sexton Hollow; responded to light snow event with Clear Lane salt; and replacing catch basin tops on High Valley

During the month of November, the Parks Department continued fall maintenance on all Town maintained property; removed all sports related equipment; moved equipment from the Parks shop to the depot; repaired and set up the Christmas lights on Town Green with the assistance of Bristol Tree Service.

The Maintenance crew completed repairs to and painted all snowplows; and placed sanders and plows on all vehicles.

Director of Public Works LeGeyt attended the PMBC meeting associated with the Highway Garage; and a CIRMA workshop on Snowplow with Maintainers Chris Johnson, Dan Manyak and Perry Polderman.

ENGINEER

- ? Attended PMBC meeting concerning the replacement of fuel tanks at the Highway Garage and the Highway Garage Facilities Plan;
- ? Conducted field visits to Wind Mill Hill subdivision to check work in progress PC file 505; Red Fox Run subdivision to check work in progress PC file 514; Canton Commerce Park to check work in progress PC file 485; Griswold Farms to check work in progress PC file 487; Highway Garage to check work in progress on fuel tank replacement; and Connecticut 179 Bridge over the Farmington River per citizen Q-Alert complaint and report to ConnDOT Bridge Safety;
- ? Develop a 5 year road surface program;
- ? Research the development of a drainage inventory spreadsheet;
- ? Review of proposed FEMA flood zone regulation and mapping changes;
- ? Review AM and PM operation of the intersection of Canton Springs Road and Dowd Avenue;
- ? Attend interviews of consult for Town Athletic Field Study; and
- ? Prepare FY 2008-2009 budget information

TOWN PLANNER

Zoning Commission:

- a. **Zoning Rewrite:** Special Meetings are scheduled to focus specifically on the Zoning rewrite. The Commission failed to have a quorum on the November meeting. The next rewrite meeting is scheduled for December 5.
- b. **Regular Meetings:** The Commission met on November 14, 2007 and took the following actions:
Approved **File #364, Apln. #1204**; 115 Albany Turnpike and a portion of 27 Lawton Road; Assessor's Map 3-4; Parcel 10; Zone ATG-2; Second Amendment of ATG-2 Regulation and change to ATG-2 Zone to Revise Master Plan re building layout, parking requirements and typographic errors, no change in allowable square footage; Canton 44, LLC and Konover Development Corporation, applicant; Thomas Killeen and Paul J. Stefanik, owners.

Planning Commission: The Planning Commission held a Regular Meeting on November 5, 2007 and had a Special Meeting/ Site Walk on November 16, 2007.

Zoning Board of Appeals: The ZBA Regular meeting on November 12, 2007 was cancelled.

Design Review Team: The Design Review Team (DRT) met at a Special Meeting on November 13, 2007 to review proposed site plan changes at 352-356 Albany Turnpike (Joni's Childcare); and met at a Regular Meeting on November 27, 2007 to conduct a final review of 3 Albany Turnpike (Lowes Home Center) and 3 Depot Street (Crown and Hammer).

Open Space Committee: The Open Space Committee met on November 5, 2007 and conducted regular business.

Inland Wetlands and Watercourses Agency

Authorized Agent Approvals - 11/1/07 – 11/30/07

1. File #10-07-978 – 352-356 Albany Turnpike; Proposed childcare facility for 92 children with minor site grading in the Upland Review Area, Robert Schneider, applicant; Rocco and Martha Defronzo, owner.
2. File #10-07-976; 185 High Valley Drive; Review of proposed subdivision in accordance with Section 826 for re-subdivision of existing lot into two lots, one existing house and one proposed rear lot – Sent letter stating since proposed activity is not in a wetland, watercourse, or within the 100' Upland Review Area, a wetlands permit is not required.

IWWA Approvals – 11/1/07 – 11/31/07

1. File #10-07-977; 134 Case Street – Proposed dredging of pond to remove sedimentation (approved with conditions).
2. File #04-05-905; 105B Bahre Corner Road – Request for transfer or permit from Loren Bristol to Gervais Jouvin.

IWWA Special Meeting/Site Walks – 11/01/07 – 11/30/07

1. Site walk conducted on 11/16/07 – File #09-07-975; Michael Drive – Request to extend and relocate existing processed stone storage area; extend the existing row of white pines to provide buffer; clear and grade stone storage area; portion of sanitary sewer connection from proposed building will cross a portion of the Upland Review Area; portion of roof leader from proposed building to existing catch basin will cross Upland Review Area.

A Public Hearing for above is scheduled for December 13, 2007 at The Library Community Center at 7:00 p.m.

Project Review Team: The project review team (PRT) did not meet in November. The process has been re-established to have all new applications starting in January to go to PRT the first Wednesday of every month.

Zoning Compliance

Certificates of Zoning Compliance Issued 11/1/07 – 11/30/07

1. Issued three (3) Certificates of Zoning Compliance for Single Family Certificates of Occupancy.
2. Issued four (4) Certificates of Zoning Compliance so the Building Official can issue building permits (e.g., decks, additions, sheds, interior renovations (no change in footprint), pools, etc.).
3. Issued six (6) memorandums stating Certificate of Zoning Compliance was not required per our current zoning regulations.
4. Issued one (1) Certificate of Zoning Compliance for Commercial Certificates of Occupancy.

Total: 14

Home Occupation Permits Issued 11/1/07 – 11/30/07: None

Sign Permits Issued 11/1/07 – 11/30/07

1. 11/2/07 – 364 Albany Turnpike – Great Wood Furniture
2. 11/9/07 – 220 Albany Turnpike – The Village Café (formerly Truffle's).
3. 11/9/07 – 97 River Road – Canton Business Park (Updated lettering, no change in sign).

Zoning Enforcement

1. 11/19/07 - Powder Mill Village - Complaint from owner of 5 Village Lane re: main entrance sign lighting spilling onto her home. Follow-up: Visited the site on 11/19/07 at 5:20 p.m. to view two ground lights that illuminated the sign. The tree behind the sign was partially lit but lighting but there was no direct lighting or glare spilling onto the 5 Village Lane property. The lighting is installed tastefully and is unobtrusive.
2. 11/20/07 – 50 Washburn Road – addition of new structures without obtaining building permits and possible use of unapproved accessory structures. Informed Building Official of my findings and visited the site and obtained photographic evidence of three (3) separate structures. I am researching accessory uses to see if owner complies. I will provide you with an update in next month's report.
3. 11/29/07 – Sent letter to Zoning Board of Appeals (“ZBA”) for possibility of “Blanket Variances” for all future deck requests from Powder Mill Village. Since there are several units at Powder Mill that have sliding doors with no decks it is becoming more common place for owners of these units to request a variance with the hardship being that the original construction of the house with sliders did not include a deck, thus creating a safety hazard. Since these deck will encroach into the rear yard setback a variance from the ZBA is required. However, according to our Town Attorney, he is not in favor of “Blanket Variances” especially when the hardship is self-created.

Upcoming Zoning Enforcement

1. 12/5/07 - Letters were sent to automobile dealerships on Route 44 stating that the Town is in the process of researching past Zoning approvals in Canton to ascertain whether they are presently in compliance with the conditions of their approval. The Zoning Enforcement Officer will be meeting with these dealerships in the upcoming weeks to review the conditions of their Zoning approval and assist them in becoming compliant if necessary.
2. The ZEO has been directed to adopt a process for conducting routine inspections (construction monitoring and post construction monitoring) of development activities occurring under all approvals authorized by the Zoning Commission. Reports of all inspections should be generated and provided to the Zoning Commission and supervisor.
3. The ZEO has been directed to develop a weekly to bi-monthly circuit to cover the town to identify and address potential Zoning Violations. The finding of each circuit ride should be documented in a report to be provided to the Zoning Commission and supervisor.

Administrative Initiatives

- Continued the process of adopting formal staff reports to all regulatory land use commissions;
- Continued the process of introducing and review of new FEMA DFIRMS and MODEL Regulations with the Zoning Commission with the assistance of Town Engineer;
- Continued process of drafting of amendments to Section 69 Zoning Regulations Design Review Guidelines;
- Began the implementation of re-organized work responsibilities for ZEO/ WEO;
- Began the implementation of the new process for issuing zoning violations and follow thru;
- Reviewed the process for the creation of a subcommittee/ work group to expedite the Zoning regulation rewrite;
- Began the process of organizing electronic and paper files –
 - ✍ Created a shared land use drive created with access of three department members and a new hierarchy for storing and accessing electronic data;
 - ✍ Secured files stored outside of the land use office;
 - ✍ Created a new process for filing/ storing digital photos;
 - ✍ Began process of map/ plan clean up - identifying various rolled maps and plans in copy room and main office to be filed properly;
- Began the process of distributing development application comment sheets to Department Heads (Police Chief, Superintendent of Public Works, Superintendent of Water Pollution Control, Fire Marshall, Fire Chief, Town Engineer, Building Inspector, Director of Parks and Recreations); For newly received applications. Comment sheets will notify other department heads of the application and give them a media to provide comments from their perspective/ interest into the land use review process.
- Began process of carrying out ZC desire to aggressively pursue the enforcement of the Zoning Regulations. Will need to work with business community to reduce shock and identify any necessary changes
- Revisited departmental process of issuing legal notices of approval and approval letters by certified mail with

- 15 days of action and proposed changes where necessary;
- Began process of keeping a detailed accounting of exhibits on file used/ applied to larger/ potentially more contentious applications;
- Reviewed legal issues with existing zoning regulations pertaining to the discontinuance of uses;
- Reviewed the process of reviewing notices to adjacent municipalities to ensure they notified within the appropriate amount of time (within 7 days of receipt);
- Began process of developing natural resources inventory (multi-year objective);
- Working on adding a process of notifying relevant staff about land use approvals that would increase efficiency;
- Reviewed land use process for adopting regulatory amendments (Zoning);
- Reviewed process of issuing authorized agent approvals to reduce department expenditures and time.

Land Use Meetings for November, 2007

Commission	November Meeting Dates	Comments
Planning Commission	11/5	1 Public Hearing, 1 Old Business item, 3 New Business item.
Open Space Pres. and Acquisition.	11/5	Presentation to BOF, Funding Options, Real Estate
Zoning Re-write	11/7	Review of Sections 2000 and 7000
Inland Wetlands and Watercourses Agency	11/8	4 Old Business Items; 2 New Business Items
Conservation Commission	11/13	Discussion of Planning referral, funding options, land trust,
Design Review Team Special	11/13	4 Old Business Items; 2 New Business Items
Economic Development Agency	11/13	Educational Forum, FV Network, Main Street Committee
Zoning Commission	11/14	4 Public Hearings; 2 New Business Items.
Planning Commission Special	11/16	Site Walk & Meeting regarding High Valley Drive
Inland Wetlands and Watercourses Agency	11/16	Site Walk and Meeting regarding Michael Drive
Zoning Board of Appeals	11/19	No meeting due to lack of business items
Design Review Team	11/27	3 Old Business Items, 2 New Business Items

BUILDING DEPARTMENT

- ? There were four (4) permits issued for single family homes at the following locations: 79 Gracey Road, 3 Livingston Road, 15 Sweetheart Mt., Lot #51 Elizabeth Road. Fees collected for those single family homes were \$15,912.
- ? Three commercial permits were issued all for interior renovations.
- ? Four (4) Certificates of Occupancy were issued during the month - one was for a new retail store at the Shoppes, two were for finished basements and one for an addition.

- ? In addition to the regularly scheduled monthly meetings, Mr. Jasmin attended a seminar in East Hartford regarding two types of residential handicap accessibility.
- ? Mr. Jasmin conducted a total of 125 inspections.

Building/Renovation Permit Statistics

Type of Permit	No. of Permits	Value of Permits
Addition/Alteration	9	\$247,870
Deck	1	\$4,000
Demolition	0	\$0
Electrical	18	\$21,600
Garage/Shed	1	\$2,500
HVAC	18	\$47,405
New Commercial	3	\$29,000
New Residential	4	\$1,125,990
Plumbing	4	\$0
Pool	0	\$0
Roofing/Siding	6	\$41,952
Foundation	0	\$0
Total	64	\$1,520,317

Permit Value Comparison for November

	2007	2006
Value of Permits Issued	\$1,520,317	\$1,574,031
Building Permit Fees	\$15,912	\$19,636
Other Income Fees	\$1,722	\$1,176
Building Permits Issued	64	52

Total Value of Permits and Permit Fees

July - November 2007-2008		July - November 2006 - 2007	
Value	Permit Fees	Value	Permit Fees
\$6,768,568	\$91,873	\$5,728,099	\$79,306

SENIOR SERVICES

No report submitted.

PARKS & RECREATION

- ? The Department is coordinating the ski bus program this year with an anticipated larger number of children for registration.
- ? The Department and Parks and Recreation Commission are planning for the annual North Pole Calling program.
- ? The second sessions of all fall activities are wrapping up.
- ? Work on the winter/spring brochure continues with distribution planned during the third week of December. The focus on programming has been to diversify and include more outdoor type programming.
- ? The annual Holiday tree lighting scheduled for November 30 was a big success with the Girl Scouts and Farmington Valley band assisting in the event's success. Pictures with Santa were taken and the proceeds will be donated to the food pantry.
- ? Breakfast with Santa December 1 was a success with 170 people attending. Each child was given a gift from Santa, was entertained by a jester, and enjoyed a breakfast cooked by the Canton/Avon Rotary.
- ? Work continues on the compilation and distribution of an RFP for Mills Pond pool opening and closing.

- ? The Department is finalizing a new computerized scheduling arrangement for the Community Center which will allow for easier staff scheduling.
- ? Director John Bennett is working with Public Works Director Walter LeGeyt to ensure that all fields are prepared for the Spring. Fall issues are leaf pick up and roto-tilling of the community gardens.
- ? “Rec Hoops” program has begun at CBPS and is again between 80 and 90 registrants

LIBRARY

- ? Starting November 4 and continuing through March 30, 2008, the Library is open Sundays from 1PM to 4PM.
- ? The Canton Education Foundation presented a \$3,000 Opera Grant to the Library at the performance of the CT Opera Express production, “Antipasto, A Taste of Italian Opera”. Approximately 75 people enjoyed the voices of four performers from the CT Opera.
- ? Ten story times were presented to 110 children. Two of the story times had special visitors: Mrs. Wishy Washy & Little Miss Spider.
- ? The Library hosted the monthly meeting of the Executive Board of the Connecticut Library Association.
- ? Heather Baker, Children’s Librarian & Katie Bunn, Circulation Supervisor, attended the Chris Crutcher program which was held at the Canton Public Library. Crutcher is the author of over a dozen teen novels.
- ? Children’s Library staff has relocated the DVD and VHS collection as well as the new book display.
- ? Two new part time circulation staff started working at our front desk: Danielle Ambrose and Ann Barrett.
- ? The Monday night book club discussed *Monique and the Mango Rains* by Kris Halloway.
- ? The Acorn Button Club presented the history of “Grandmother’s Buttons” and audience members brought their own buttons for identification purposes.
- ? The Thursday Book Conversations group discussed *Tapestries* by Kien Nguyen.
- ? Art Chouinard has become a regular artist in residence painting and discussing techniques with visitors.
- ? Works of local artist Wick Knaus were on display for the month.
- ? Kathy Cockcroft, Library Director, attended the Strategic Planning Committee Meeting for Library Connection.
- ? The Library’s webpage migrated to a new server, providing more memory.
- ? Reference queries included:
 Info on Cherry Brook Road house that burned down in the 1940s
 Does CT have a law prohibiting expiration dates on gift certificates?
 Books on painters’ self portraits
- ? The numbers: 12,306 items were loaned; 210 people attended events; 47 new cards were issued and 36 renewed; 713 holds were processed; 421 items were added to the database

WPCF

Parameter	October 2007	November 2007	Permit limits
Average Daily Flow	.481 MGD	.490 MGD	0.80 M.G.D
Influent B.O.D	246 mg/l	213 mg/l	N/A
Effluent B.O.D	14 mg/l	14 mg/l	20 mg/l 90 % removal
Influent S.Solids	214 mg/l	193 mg/l	N/A
Effluent S.Solids	7 mg/l	10 mg/l	20 mg/l 90 % removal
Turbidity	7.5 NTU	7.7 NTU	N/A

The average daily flow increased slightly this month.

- ? The Superintendent, E. Arthur Enderle participated in a number of meetings and training sessions during November including meeting with Dave Prickett of Tighe and Bond to discuss Dowd Ave Sewer Project;

Attended Workshop on Operator Certification Training and preparing Future Wastewater Treatment Plant Managers at Waterbury WPCF; Conducted number of meetings with WPCF staff to discuss budget and proposed winter projects; Attended Water Wastewater Advanced Warning workshop at MDC Training Center; met with a resident to discuss issues with the sanitary sewer system; Received excellent training from Finance Director Amy O'Toole on accessing Munis from remote location; Met with engineer from Milone and McBroom to review proposed Daycare at 352-356 Albany Turnpike; Attended Development Team meetings; Attended Staff meeting; and provided a tour of the facility to First Selectman Barlow.

- ? Snow plow was installed on Ford F-250 truck
- ? Maintenance conducted during November included changed oil in RBC Drive #1; Changed oil in RBC Drive #2; Changed oil in RBC Drive #3; Shut down Ultraviolet disinfection system for the Season; Removed all 16 U.V Racks and prepped for annual maintenance; Installed new wiring for solenoid switch Plant Water Make up Air compressor; Pulled pumps at Canton Valley circle Pump station to remove rags; Performed Sewer Inspection Lot # 52 Livingston road; Performed monthly checks of fire extinguishers, eye wash stations and emergency and exit lighting; Performed monthly calibration of 4 function Gas meter; Performed monthly exercise of all portable auxiliary equipment; Cleaned seal water screens on RBC Pumps; Cleaned Seal Water Screens on Influent Pumps; Performed 24 hour cleaning of Sand filter #1; Performed 24 hour cleaning of Sand filter #2; B/G Mechanical services performed annual service on Boiler and furnace per Service Agreement; and Drained exterior water lines
- ? Toured East Hartford WPCF
- ? Shipped six loads (39,000 Gallons) of sludge
- ? Submitted specification for new Sand Filter to Manufacturer
- ? Processed numerous call before you dig tickets
- ? Fielded phone inquires from residents regarding Sewer use fee increase
- ? Began preparing 08/09 WPCF Budget