

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: December 22, 2011
 Re: **Monthly Report – November 2011**

ASSESSOR

- General administrative duties continue –
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Reports
- 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
- The October 1, 2010 Supplemental Motor Vehicle List is complete. This year’s list is \$9,192,269 or 10.1% higher than last year.
- Personal Property information was collected for the 2011 Grand List and is being reviewed.

BUILDING DEPARTMENT

- There was one permit issued for a new single family house. The location is Sweetheart Mountain Road.
- Building Official William Rich conducted a total of 61 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	4	\$37,745
Deck	1	\$15,000
Demolition	0	\$0
Electrical	18	\$49,800
Garage/Shed	0	\$0
HVAC/Woodstove	26	\$118,544
New Commercial	0	\$0
New Residential	1	\$327,000
Plumbing	6	\$14,500
Pool	0	\$0
Roofing/Siding	7	\$90,400
Foundation	0	\$0
Total	63	\$652,989

Permit Value Comparison for November

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$652,989	\$375,467
Building Permit Fees	\$5350	\$2,828
Other Income Fees	\$4508	\$2,576
Building Permits Issued	63	42

Total Value of Permits and Permit Fees

<u>July 2011-November 2011</u>		<u>July 2010-November 2010</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$4,347,489	\$60,290	\$3,526,747	\$49,594

FINANCE

- Professional Development
Attended GFOA Fall Meeting
- Attended Quarterly Pension Committee Meeting
- Worked on FEMA Paperwork for Storm Irene
- Attended Monthly Board of Finance Meeting
- Attended FEMA Meeting for Alfred
- Worked on FY 10-11 Audit

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 10/31/11

General Fund	\$ 8,056,347
Special Revenue Funds	\$ 2,265,669
Capital Projects Funds	\$ 2,907,893
Internal Service Funds	\$ 1,455,092
Trust and Agency Funds	\$ 407,279
TOTAL ESTIMATED BY FUND	\$ 15,092,280

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 10/31/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.00%	.01%	1	4	\$ 5,406,378
Webster	.18%	.18%	1,515	1,926	\$ 9,134,275
TD Bank					\$ 9,090
Reich & Tang					\$ 541,637
Total Outstanding Investments			1,516	1,930	\$ 15,092,280

FIRE & EMS DEPARTMENT

No report

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of November 2011:

Inspections	5
Inspection Follow-ups	2
Plan Review	2
Job Site Inspections	18
Fire Investigations	0
Blasting Permits	0
Burn Permits	23
Bomb Threats	0
Hazardous Materials	0

- Continued dealing with the snow storm that occurred on October 29-30, 2011. Electricity for most of the town was restored in 10 days. This was a crippling storm and the town residents came together to ensure that the shelter ran as efficiently as possible.
- Attended Board of Directors meeting for the New England Association of Fire Marshals on November 15.
- Attended a FEMA meeting in Rocky Hill on November 28 to discuss paperwork required after the Presidential Disaster Declaration for the October 29-30, 2011 snowstorm.
- Had an above average month issuing burn permits. This was due to the waiver of fees associated with debris removal after the October 29-30 snowstorm. Most of the permits required inspections as they were for residents who have not burned in the past.

LIBRARY

ADULT SERVICES

- 6 adult programs, 71 attendees:
 1. Monday Evening Book Club (Susan Vreeland's *The Luncheon of the Boating Party*). Attendance: 9
 2. Saturday Book Conversations (Jamie Ford's *The Hotel on the Corner of Bitter and Sweet*). Attendance: 9
 3. All-day painting demonstration with artist Art Chouinard. No attendance figures.
 4. *An Artist Talk with Dona Dalton*. Attendance: 25
 5. *Tech Topics for Seniors: Facebook*. Attendance: 15
 6. *Online Genealogy, Part 2*. Attendance: 13
- Cataloger Sarah McCusker taught the basics of Facebook to 15 interested seniors on November 16. Sarah demonstrated Facebook's most popular features, discussed security issues, and showed several participants how to set up their own accounts for the first time. The seniors used the laptops from our mobile laptop lab to create and/or log into their own accounts, and simply to explore this social networking service further. This was the second class in our series called *Tech Topics for Seniors*.
- *Online Genealogy, Part 2* was a Hartford Foundation-funded program. The instructor taught the use and features of *Ancestry.com* to 13 participants using our mobile laptop lab. The program was good, but it was impacted by problems with our wireless network, which was not working well that night. Fortunately, the speaker was well-prepared and able to go on despite many connection problems. Attendees seemed to enjoy and learn from the program anyway.
- *An Artist Talk with Dona Dalton* on November 19 featured Philadelphia sculptor Dona Dalton. Ms. Dalton was the featured artist in our display case all month and she told the audience how she creates her unique, handcrafted wooden toys. Ms. Dalton is a former student of Walter Kendra, Canton resident and director of the Maxwell Shepherd Memorial Arts Fund. This event was a joint project of the library and the Shepherd Arts Fund. A good attendance.
- November displays: (1) The handcrafted wooden toys made by Dona Dalton. (2) The artwork of Susan Crawford, Carol de Berry, and Walter Hampton – an exhibit of their work in a joint show hung inside the library. Included: a variety of mixed media abstract works, still lifes, and adventure photographs. (3) Books on holiday cooking and crafting.

TEEN SERVICES

- We did not offer any separate programs for teens during November.
- Head of Children's Services Heather Baker and Reference Librarian Beth Van Ness are planning some large teen events for the spring of 2012 using Friends of the Library funds. Unfortunately, Heather and Beth are busy with children's and adult services respectively and have limited time to fit in the teen work, too.

CHILDREN'S SERVICES

- 36 children's programs, 648 attendees:
 1. Story times for babies, toddlers, and children through age 5. 12 sessions – attendances 182
 2. Drop-in after-school story times with yoga. 2 sessions – attendances 24
 3. Drop-in PJ story time (*Harvest Time*). 1 session – attendance 14
 4. *Movies on the Big Screen* series. 17 sessions – attendances 336
 5. *Wii Game Tournaments in the Children's Room*. 4 sessions – attendances 92
- The library and the Parks and Recreation Department worked hand-in-hand to provide a host of children's programs during the main portion of the power outage time (October 30 through November 5). We showed movies throughout the days in the Library Program Room, and we rearranged the Children's Room to accommodate several days of very popular Wii game tournaments. Brian Wilson and Scott Juhl from Parks and Rec were our partners in this work, providing equipment and supervision, and the end product was appreciated by the children and parents.

LIBRARY, Cont.

- One casualty of the power outage week: we were not able to hold the first of our Sunday afternoon family story times on November 6. This event would have included a visit with a live llama. It has been re-scheduled to January 8.
- We will be moving our drop-in after-school story time with yoga from Wednesdays at 4:30 p.m. to Thursdays at 10:30 a.m. because of attendance problems.
- November displays: (1) “Canton Heroes” (photos of the local residents who volunteered throughout the power outage time to make Canton residents comfortable in our building. (2) 2012 Nutmeg Award nominee books for grades 4 through 6. (3) *Diary of a Wimpy Kid* series books. (4) Books spotlighting Thanksgiving and favorite authors.

PERSONNEL

- We had no changes in staff or volunteers during November.
- New Library Aides Anna Boisvert and Liza Pagano and new Page Susan Tarinelli, all of whom joined our staff in late October, seem to be working out well.
- Professional meetings: Simon – Connecticut Library Association Conference Exhibits Committee, Library Connection Governance Committee. Baker – Connecticut Library Consortium Children’s Librarians’ Roundtable, Connecticut Library Association “Day of Dialog” (teen services librarians met with authors and presenters of programs targeted at teenagers)

OTHER HIGHLIGHTS OF THE MONTH

- What an exciting and stimulating week and a half the power outage was! The library and the Community Center had light and heat, so we were mobbed from October 31 to almost to the last day of the emergency shelter operations (November 8). During that period, the library opened from 1:00 to 4:00 p.m. on Sunday (October 30 -- a week early), extended its hours until 9:30 p.m. on Monday through Thursday, until 8:00 p.m. on Friday, until 6:00 p.m. on Saturday, and until 9:00 p.m. on Monday evening, November 7. We enjoyed a huge number of patron visits, constant use of the computers, people re-charging their electronics in our outlets, movies and Wii games for kids, coffee and soda and snacks available all day most days, heavy use of our wifi system, lots of circulations, and lots of reference questions. We were busy around the clock with people using us for all the right reasons. Until late in the week, there wasn’t a vacant chair or table or computer or power outlet to be had, and people were studying and reading on the floor! Our staff and volunteers were wonderful in performing above and beyond, and almost every patron was pleasant and cooperative (even with each other). Many visitors registered for library cards, exclaiming that they had never come in before but now, seeing what the library has to offer, would become users. The power outage was Library Heaven, and I was sorry to see it end.
- A few staff members took pictures and video of the library during the outage, and Town Hall asked to show these in a continuous loop at the polls on Election Day.
- We purchased 3 good-sized (13.3 inches) digital picture frames on which we can show notices of upcoming library programs on screen. The display scrolls through all the fliers automatically and in full color. These electronic picture frames were set up on the Circulation Desk (2 of them) and on the Children’s Room service desk. They are working beautifully and have made the “notice jungles” on the desks a thing of the past.

A SAMPLE OF SOME OF OUR NOVEMBER REFERENCE QUESTIONS:

- Use of the library’s public computers to file for unemployment benefits
- Books on life in the Warsaw Ghetto
- Contact information for Georgia’s 2 US senators
- Research on a plant or animal and provide 3 reasons why it is good or bad for the environment.
- How to become a ventriloquist
- Books containing first-hand accounts of drug addiction, especially addiction to heroin
- Instructions on how to play the mandolin
- How to locate a specialty gardening store in the Great Barrington, MA area – it’s Italian
- An English translation of the Italian poem *Orlando Innamorato*
- Information on Winston Churchill’s only female secret agent

LIBRARY, Cont.

NOVEMBER STATISTICS:

NOVEMBER	2011	2010
Patron Visits	13,301	7,540
Website Visits	3,456	2,942
Circulation	14,863	14,829
New Cards Issued	49	42
Expired Cards Renewed	50	34
Total Card Holders	4,473	4,517
Reference Questions Received	1,511	1,523
Interlibrary Loans Borrowed	355	360
Public-Access Computer Uses	3,499	1,685
Homebound Patron Deliveries	6	10
Programs Held	42	27
Program Attendance	719	562
Study Room Uses	31	13
Item Holds Placed	978	1,085
Total Barcoded Items in Collection	84,239	82,014

PARKS AND RECREATION

- Finalized the Ski Bus roster, program revenue report, etc and all the information and check was sent to Sundown for processing the packages. We have 40 participants this season. The Ski Bus program registrations have declined in recent years and this year it was decided to condense from 2 days offered to only one.
- Met with nutritionist Kathy Beach, to discuss a Nutrition program called Sugar Blues and Change your Eating, Change your Life. We agreed to offer it in January and hope it will be a program that Canton residents will find interesting and helpful.
- Worked with staff and a handful of volunteers, to put on the “Halloween Extravaganza” at Mills Pond Park since Halloween was cancelled by the storm. This party was pulled together in only a few days. We estimate that over 1000 people attended this event at Mills Pond Park. The party featured a dance troupe, a DJ, games, inflatable haunted house, a plethora of candy, donated decorations from town residents and the fire department brought a fire truck for the children.
- All Winter & Spring programs are updated on the Recreation website.
- The Parks & Recreation Winter Programs portion of the Canton Connection was edited & completed after being received from Town Hall.
- Director Wilson coordinated the winterizing of town parks and facilities.
- Mills Pond Pool was winterized by pool contractor.
- The first several days of the month Parks and Recreation assisted in the shelter operations at the Community Center from storm Alfred. Parks and Rec coordinated games, video games, and outdoor activities with help from the library and volunteers. There were between 30-40 children in the facility at the peak of the shelter operation.
- Director Wilson coordinated efforts for the Christmas in Collinsville event in December as well as the Breakfast with Santa at the Community Center.
- Director Wilson worked on FY13 budget preparation for the Parks and Recreation Fund, Recreation Special Revenue Fund, Senior/ Social Services, and Parks Department.

POLICE DEPARTMENT

PERSONNEL

- Nov. 3: Disp. Brown’s last day as CPD dispatcher.
- Nov. 4: Part time dispatching shifts offered to former CPD dispatcher Siena.
- Nov. 8: D/C Hull attended mandatory legal update training at State’s Attorney’s office.

POLICE DEPARTMENT, Cont.

- Nov. 14: Part-time Dispatcher Siena attended refresher training at CPD.
- Nov. 29: Officers Saucier and Keepin attended annual recertification training at WHPD.

ADMINISTRATION

- Nov. 8: Chief Arciero attended the Capitol Regions Chief Meeting in Farmington.
- Nov. 8: CPD officers polling location for municipal voting.
- Nov. 9: CPD officers provided criminal and motor vehicle law updated books.
- Nov. 9: CPD provided survey results for CPCA study on eyewitness suspect identification law.
- Nov. 10: Chief Arciero issued G.O. on eyewitness identification procedures.
- Nov. 16: Chief Arciero notified all Canton PD Wrecker Rotation companies of upcoming wrecker vehicle inspection program.
- Nov. 16: D/C Hull completed Evidence Room Audit and Inventory with Det. Wilkinson. submitted
- Nov. 22: Det. Wilkinson and Off. Besse attended the Connecticut Juvenile Justice Annual Statewide Conference on Children, Youth and the Police.
- Nov. 23: CPD received 30 applications for dispatcher position.
- Nov. 28: Chief Arciero and D/C Hull met with Chevrolet Caprice dealers on new patrol cruiser.

COMMUNITY POLICING

- Nov. 8: Chief Arciero attended Chamber of Commerce monthly meeting at Community Center.
- Nov. 11: Off. Besse attended Veterans' Day celebration at Canton Intermediate School.
- Nov. 14: Chief Arciero and Off. Besse attended Substance Abuse Council meeting to present overview of proposal for a police explorer program.
- Nov. 14: Chief Arciero attended SALT Council meeting for TRIAD program at Community Center.
- Nov. 18: Chief Arciero and D/C Hull attended 'Lunch with the Cops' at the Community Center.
- Nov. 20: Chief Arciero attended the swearing in ceremony of the newly elected BOS members.
- Nov. 22: Chief Arciero participated in the CHS Instrumental Fall Concert Tribute to Public Safety Officers.
- Nov. 29: Chief Arciero submitted two additional community policing events/programs for the CPD Community Policing Planbook.

OPERATIONS

- Nov. 1-8: CPD in full storm recovery mode, assisting EOC operations and attending daily operational EOC update meetings.
- Nov. 2: CPD made two arrests for suspects stealing downed copper wires from storms.
- Nov. 7: CPD Detective Wilkinson investigating sexual assault incident.
- Nov. 11: CPD officers investigated interrupted burglary at Case St. residence.
- Nov. 12-27: CPD officers participated in annual seatbelt campaign.
- Nov. 22: Sgt. Witkos, Offs. Colangelo and Selander participated in a combined seatbelt enforcement detail as part of national seatbelt period.
- Nov. 27: CPD officers completed the Seatbelt Enforcement campaign.
- Nov. 28: CPD officers investigated multiple person fight at Mills Pond Rec Center involving youths from Canton and Farmington.

INCIDENT SUMMARY:

Total Incidents for Nov. 875 Previous month: Oct. 956			
Domestic Disturbance	1	Motor Vehicle Stops	151
Driving Under Influe.	1	Motor Vehicle Accidents	37
Larceny-All	12	Suspicious Pers/Vehicle	16
Medical Calls	79	Directed Patrol	139
Fraud	4		

PROJECT ADMINISTRATOR

- Contractor completed crack sealing on 6.1 miles of roadways prior to winter shutdown.

PROJECT ADMINISTRATOR, Cont.

- Attended 2011 annual meeting of the Farmington River Watershed Association
- Met with Canton Housing Authority and negotiated contract for architectural services for the preparation of plans and specifications required for anticipated Small Cities grant solicitation.
- Attended one meeting of the Hydro Project Advisory Committee.
- Attended one meeting of the Upper Collinsville Mill Pond Master Plan Steering Committee.
- Completed field walk of Rustle Meadow Subdivision improvements to be accepted by the Town.
- Continued with coordination and project closeout for the Farmington River Trail – Phase III project.
- Coordinated the feasibility review of 2 additional sites recently identified for potential Town Highway Garage sites.
- Completed study and pavement evaluation for possible options for the rehabilitation of a portion of Scoville Road.

2011 Project Log

Project	November
PMBC Highway Garage Proj.	12
Farmington River Trail - Phase 3	6
Small Cities “21” Phase 2	12
Citizen Inquiries	8
Budget / CIP Program	8
Planning / Zoning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	16
Town Bridge Project	2
Canton Hydro Project	11
Housing Rehabilitation Loan Program	
Pavement Management Services	24
Main Street/ Bridge Street Traffic Control Signal	
Town Hall Widows and Door Replacement	
Dyer Avenue Roadway Improvements	2
GIS Project	2
Crack Sealing of Various Roadways	8
Storm Irene - FEMA	8
Bicentennial Field	
Sidewalk Improvements	

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Cleaning up and debris from October snow storm

MAINTENANCE GARAGE

- Serviced 444k loader
- Serviced truck # 4,9,7

PARKS DEPARTMENT

- Helped Highway Dept. clean up debris from October storm
- Prepped fields for school and youth needs
- Maintenance on machines
- Picked up garbage’s
- Pumped water from Mills Pond into pool
- Cleaned up goals and put away for winter on School and Town fields
- Leaf clean up

PUBLIC WORKS, Cont.

BUILDING MAINTENANCE DEPARTMENT

- Deliver packages to finance and selectmen
- Met with Neece Controls to install software
- Tower Generator installed new fan belt
- Propane leak at River Road Firehouse
- Repaired heating system at town hall

PROFESSIONAL DEVELOPMENT

- Rick Lassen went to Introduction to diagnostic and online technical education for international trucks

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 4 days, 156 meals served (Veterans and Thanksgiving Days closed; two days closed due to snowstorm and one day Lunch with Cops event)
- Dial A Ride: Nov.1-4 no service due to snowstorm
 - Total # of passengers: 133
 - Total # of trips: 272
 - Annual Membership fees collected: \$ 50
- Jump on Board (JOB) Trips: Radio City, NYC, 25 people went
 - Jump On Board to Buckland Mall- canceled due to Oct. snowstorm
 - JOB to Casino, no trip scheduled
- CHOICES volunteer Paula had 20 appointments this month.
- “In The News” met once , with an average of 11 people
- McLean Meals on Wheels: 728 meals were delivered to 24 residents.
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 56 screenings
 - Walking group: screenings: 18 screenings
 - Widows/Widowers Support Group: Jim Fox was not available
- Senior Potluck: 20 folks came with delicious food and enjoyed a meal together
- Cooking with Elaine- canceled
- Medical Transportation: 7 round trips coordinated; 2 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

SPECIAL NOVEMBER EVENTS

- Starting on October 30th, Claire Cote, Coordinator, was one of the primary Managers for all the shelter happenings from the aftermath of Storm Alfred. Canton’s shelter served over 1,019 folks from Canton, surrounding towns and even some folks out of state who had been visiting family in Canton during the time. Three hot meals were served everyday, the Canton Library had extended hours and Parks and Recreation coordinated recreational programming for children. The collaborative effort between all departments in the Community Center made for an environment that was comfortable for folks who needed to utilize services and all departments were flexible in canceling normally scheduled classes and programs in order to accommodate the needs of the people at the shelter. There were many volunteers who helped in all aspects of the shelter operations, from cooking to cleaning toilets and everyone’s cooperation was appreciated.
- Claire attended the COA Special Meeting on Monday, November 14th.
- Social Work Intern Ashley Criniti and Police Chief Arciero co-facilitated the first SALT (Seniors And Law enforcement Together) meeting on Monday, November 14th. Participants also included Claire Cote, Coordinator; Linda Spiers of Trinity Episcopal, Nancy Habbal of Canton, Lorraine MacDonald of Canton, Carol Barlow of Canton. This group will oversee the formation of a local TRIAD in the town of Canton,

SENIOR & SOCIAL SERVICES, Cont.

which is a program that is geared toward creating safety nets to keep older and aging adults within a community safe. There are several programs involved with the TRIAD and after the town of Canton's SALT Committee has the blessing of the Attorney General, we will begin to roll these out. Ashley is at the forefront of these proceedings and has coordinated all efforts, thus far, with Chief Arciero. Going forward, she will be responsible for coordinating a kick-off event in March to introduce the TRIAD, as well as the collection of data and assessment of results of a survey that was passed out with the SENIOR SCRIBE newsletter in November which will show the needs of the Canton community specifically.

- Troubadors musical performers out of West Hartford entertained us on November 10th. This entertainment was sponsored by Canton Senior & Social Services and the Canton Senior Club, who also provided goodies for the occasion.
- Senior Club Tea Cup Auction- rescheduled due to snowstorm/shelter
- Radio City trip to New York City through Getaway Tours was VERY successful- - 25 people went and all enjoyed a family-style meal at Carmines and a show at the Radio City Music Hall.
- On Friday, November 18th, Canton Senior & Social Services hosted "Luncheon with the Canton Police Department" at the Canton Community Center. The entire event went from 11:30am-1:00pm and featured lots of great food, as well as healthy conversation and announcements about what both departments are doing separately, as well as cooperatively (ex: TRIAD) from the Chief and Claire. All food was sponsored by local organizations, as were paper goods- so this event was offered to older adults as well as disabled adults FREE OF CHARGE. Many thanks to those businesses and organizations who sponsored food/materials for the event: Farmington Valley VNA, Cherry Brook Healthcare, River Ridge at Avon, Brookdale Senior Living, Avon Health Center, Arden Courts of Avon, Patient Care, & Healthtrax!! ☺
- On Thursday, November 17th, Claire attended a training for Field Supervisors at Central CT State University through their Social Work department.
- Canton Senior & Services asked Senior Center Members to write down some quotes; these quotes were painted on ornaments that were hung on an artificial tree, that was also decorated and submitted to the Canton Historical Society for their Annual Gallery of Trees. Many thanks to volunteer Kristie Griswold and her daughter, Alexis, for beautifully decorating the tree!
- On November 16th, McLean provided a special dessert to our "Lunch Bunch" and presented it's latest COPD programs.
- Claire participated in FOCUS On Canton's "Neighbors Helping Neighbors" Day on Saturday, November 5th.
- Claire participated in, and delivered meals for FOCUS On Canton's Thanksgiving Meal delivery day on Thursday, November 24th.
- On Thursday November 17th, 12 volunteers and Toby put together the latest edition of our newsletter the SENIOR SCRIBE, which features events, news, and programs through March 2012. Many Thanks to those who helped out and to Flatbread Co. for donating 9 pizzas for our hard workers ☺

TAX COLLECTOR

- Tax collections for the current list were \$154,021.
- Back year collections were \$24,650. Suspense collections of \$163.99.
- Sewer Collections on the current list \$88,877.16. Back year sewer collections \$1,808.10.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- Released 4 tax and 8 sewer liens this month.
- Sent out 25 Alias Tax Warrants and 23 accounts to the Collection Agency.
- Started preparing for the DMV Supplemental List billing.

TOWN CLERK

- Processed: 1470 transactions and two marriage licenses
- Real estate recordings were down 23% from the same time last year with 11 residential home sales and one commercial sale (130 Dowd Ave).

TOWN CLERK, Cont.

- Largest home sale: 29 Sweetheart Mountain (\$724,868).
- Municipal Conveyance Tax collected on transfers was \$10,037.17.
- \$531 was collected via the Community Investment Act.
- A total of 1146 dog licenses were sold to date for the 2011/2012 dog year.
- Nov 8: Municipal Elections and a question on the ballot regarding the Town Charter took place. Results are as follows:

<u>Seated</u>	<u>Candidate</u>	<u>Position</u>	<u>Party</u>	<u>Votes Received</u>
as First Selectman	Richard J. Barlow	First Selectman	Rep	1361
as member of the Board of Selectman	Lowell F. Humphrey	First Selectman	Unaf	802
X	David Gilchrist	Selectman	Rep	998
X	Stephen Roberto	Selectman	Rep	1208
X	Thomas Sevigny	Selectman	Dem	808
	George Thimot	Selectman	Dem	498
	Benedict M. Holden	Selectman	Green	140
	Marc Cerniglia	Selectman	Unaf	279
	Kevin W. Jackson	Selectman	Rep	558
X	Kenneth S. Humphrey	Board of Finance	Rep	1313
X	Bill Canny	Board of Finance	Rep	1352
X	Mary Tomolonius	Board of Finance	Dem	1389
	Todd Matt	Board of Finance	Dem	922
	Arthur Fournier	Board of Finance	Dem	1000
X	Helen Treacy	Board of Education	Rep	1362
X	David Briggs	Board of Education	Rep	1319
X	Laurie McKenna	Board of Education	Rep	1465
	Gretchen Amrein Sonju	Board of Education	Dem	988
X	Peg Berry	Board of Education	Dem	1054
X	Carol York	Bd of AA	Rep	1187
X	David Sinish	Bd of AA	Dem	1004
X	Carrie Sinish	Constable	Dem	937
	David Shepard	Constable	Dem	735
X	Greg Sims	Constable	Dem	888
X	Robert Bessel	Constable	Dem	785
X	Mickey Barlow	Constable	Rep	1247
X	Dan Barnhart	Constable	Rep	1332
X	Larry Minichiello	Constable	Rep	1219
X	Karen Berry	Constable	Rep	1168

Question on the Ballot:

YES	1101
NO	310

Shall Section 5.03 and 6.01 of the Charter of the Town of Canton be revised as proposed by the Canton Charter Revision Commission and as approved by the Canton Board of Selectmen?

TOWN CLERK, Cont.

- Nov 9: Assistant Town Clerk, Christopher O’Herron, started his first day of work with the Town.
- The Citizen Request Management component of QScend (QAlert), logged no complaints for the month of November 2011.
- Under Public Act No. 11-201, an Act Concerning Foreclosure Mediation..., there were two foreclosures in November; one on 761 Cherry Brook Road and one on 14/16/18 River Street.
- Liens & lis pendens action:
 - Mortgage lis pendens 0
 - Condo Fees Liens 0
 - Credit Cards/Debt Collectors 0
 - Commercial/tax liens/other 4
 - Medical related 0
- Activity on the Town’s website:
 - 5788 people made 9722 visits to www.townofcantonct.org during November 2011
 - 44% were new visits; 56% were returning visitors
 - The BOS Meeting Recordings page had 114 hits
 - The most frequently visited pages were:
 - Home Page, Emergency Detail, Assessor’s Office, Employment Opportunities, Voting Information & Election results, Agendas & Minutes, Town Clerk, Visitor’s Guide, Police Department, News

Town Clerk Receipts-November 2011

Total Items	Description	Total Amount
	Recordings:	
177	Land Records	\$5162.00
	Conveyance Tax	\$10,037.17
	St of CT Historical Preservation	\$354.00
	Town Clerk Historical Preservation	\$177.00
	Town of Canton-Land Preservation	\$531.00
	St of CT-Land & Dairy Preservation	\$6372.00
	Town Clerk Land Preservation	\$177.00
24	Maps	\$330.00
131	Copies	\$1041.50
3	Sport Licenses:	
	St of CT DEP	\$82.00
	Sport Licenses-Town of Canton	\$3.00
9	Miscellaneous	\$50.00
51	Vitals	\$832.00
2	Marriage/CU Licenses St of CT	\$38.00
21	Dog Licenses:	
	Town of Canton	\$20.50
	State of CT	\$204.00
0	Notary Fees	\$0.00
132	Transfer Station	\$9002.00
0	Stone	\$0.00
1470	TOTALS	\$34,413.17

TOWN PLANNER

PERMITS ISSUED

- 285 Albany Tpke. – wheelchair ramp, office building
- 18 Old Mill Ln. – interior renovations
- 437 Dowd Ave. – window replacement, condo

INSPECTIONS

- 49 Church St. – unregistered vehicles on church property
- 86 Barbourtown Rd. – proposed replacement of garage
- 123 Barbourtown Rd. – proposed mucking out of stream
- 109 Torrington Ave. – proposed garage
- 57 Powder Mill Rd. – junkyard
- 104 Torrington Ave. – landscaping business
- 7 Case St. – dumping of debris
- 550 Cherry Brook Rd. – junk on residential property
- 100 Bahre Corner Rd. – installation of composting containment bins near wetland
- 220 Albany Tpke. – indoor golf facility
- 54 Woodchuck Hill Rd. possible unlicensed kennel
- 5 Canton Green Rd. – proposed wheelchair ramp, Gallery on the Green.

AUTHORIZED IWWA AGENT APPROVALS - None.

CEASE AND DESIST ORDERS

- 57 Powder Mill Rd. – removal of junk; all but one backhoe and hurricane damaged shed removed.
- 100 Bahre Corner Rd. – installation of composting bins without wetlands permit. Show Cause hearing held 11/21; application expected.

NOTICES OF VIOLATION

- 56 River Rd. construction of multiple buildings without permits – violator has written letter explaining why he should be able to continue without applying for Site plan Modification. Illegal banner removed. Reviewing next course of action.
- 4 North Mountain Rd. – unregistered vehicle visible from street. Owner has obtained temporary registration, permanent registration in progress.
- 550 Cherry Brook Rd. – building materials and junk cars in yard; little visible improvement evident.
- 24 Albany Tpke. – use of parked truck as off-premises sign, has not been removed.
- 49 Church St. – parking of unregistered vehicles associated with repair garage on church property; vehicles remain.
- 104 Torrington Ave. – unregistered home occupation, dumping of material on adjacent property. – home occupation application received, dumping stopped.

MISCELLANEOUS

ASSISTANT PLANNER

- Attended IWWA 11/10, 11/21, Conservation Commission 11/16.
- Attended POCD workshop 11/14
- Met with Carol York on possible replacement of garage 11/9.
- Met with David Olson, Town Planner, on possible establishment of pet crematory 11/10.
- Met with Roman Zaslavsky on proposed replacement of house on Secret Lake Rd. 11/21
- Met with Kent McCoy on proposed wheelchair ramp at Gallery on the Green 11/30.
- Continued regular signage sweeps along Rte. 44; over 500 signs removed since summer '09.
- Assisted in kitchen at Community Center and temporary shelter 11/1.
- Completed Intent to Apply for CMAQ funds application for acquisition of electric car charging stations.
- Reproduced readable copy of zoning map for submission to GIS contractor.
- Determined Max Resale Price for 8 Old Line Lane.
- Met with Kent McCoy on proposed wheelchair ramp at Gallery on the Green.

TOWN PLANNER, Cont.

TOWN PLANNER

- Transportation Committee meeting 11/7
- Planning Commission meeting 11/7
- Meeting on Axe Factory 11/8
- Participated in White House Roundtable on Transportation with FHA, Deputy Administrator Greg Nadeau 11/9
- Met with small business entrepreneurs looking to bring pet funeral home/ crematory to town 11/10
- Zoning Commission meeting 11/16
- Connecticut Bicycle Pedestrian Advisory Board meeting 11/17
- POCD Workshop 11/14
- Meeting between representatives of the Development Community and POCD Consultant 11/21
- MDC issue with fencing off trail installed by Canton Land Trust 11/21
- POCD Update Committee meeting 11/28
- Review and distribution of “Planning Issues” summary generated by POCD consultant
- Pre-construction meeting with George Clossin regarding construction at 71 Albany Turnpike 11/29
- Zoning Rewrite Committee meeting 11/30
- Meeting with Canton Little League regarding re-skinning of Bi-centennial Field
- Numerous communications regarding Collinsville Congregational Church, Downright Music and Art, and neighbors Attorney
- Review outstanding zoning issue regarding unauthorized use of St. Patrick’s Church’s parking lot
- Organization and preparation for POCD workshop
- Review of Land Use Office operational standards for possible improvements in 2012
- Organization of lot tree clearing procedures and communication between developer and commission for Sweetheart Mountain
- Began working with EDA volunteer on land use commission process flow diagram to assist new applicants/ small business navigate the system/ development review process
- Post approval work on Konover application including pre-mylar reviews and coordination of information being inputted into STC certificate process
- Pre-application review and coordination of proposed modifications to Kohls department stores based on corporate model driven design
- Review of Connecticut City and Town Development Act, Chapter 114 of the Connecticut General Statutes for applicability to underutilized development properties and possible EDA initiatives
- Began receiving and organizing portions of Draft Natural Resources Inventory being prepared by volunteers of the Conservation Commission, and others. Need to start reviewing draft text and provide input
- Continued moving forward on implementation of Town digital mapping system. Review of strategic plan and finalization of software needs
- Researched and prepared cost estimates for Key Issues proposal to update Town Subdivision Regulations and technical standards for roadway design and construction
- Researched financial incentives, tax abatement, tax increment financing, etc... to stimulate investment in privately owned properties for possible EDA initiatives
- Worked to resolve outstanding post approval issues with Mansour subdivision, leading up to a development agreement
- Responded to an inquiry from an Uplands resident regarding changes in trail access to land trust property
- Review of CMAQ funding program, and applicability of possible initiatives for Canton
- Researched and organized history of Zoning Commission limiting hours of operation of small businesses in Collinsville
- Coordination with Engineer overseeing paving of private roadway at Sweetheart Mountain
- Review of PA 11-5 and applicability to current permit time-lines for various activities in Canton
- Review of outstanding, post approval conditions for subdivision at 115 Albany Turnpike.

TOWN PLANNER, Cont.

- Review of changes at 65 Albany Turnpike
- Continued coordination of ongoing initiative of former EDA to expand town sewer shed
- Post approval review of subdivision modification at Canton Citgo/ Happy Dolphin
- Continued working with owner of D&D franchise at 140 Albany Turnpike on potential site plan modifications
- Continued working on, and pushing an aggressive schedule, to complete the zoning regulation rewrite
- Reviewed with Attorney Branse the legal defensibility of the prohibition of internally illuminated signs, and issues with the ZBA granting variances for these signs
- Review of changes in bonds being held for excavation and grading operation on Cherry Brook Road.
- Put together initial building blocks of a formal town policy on the posting and release of bonds/ security
- Preparation of FY 2012-2013 budget.
- Preparation of Monthly Report
- Preparation of Annual Report

Project Logs

Project	September	October	November	Yearly Total
Aquifer Protection	0.5	0.25	2	31.4
Pulte Homes/ Oxbow Ridge	1.85	0	0	17.65
Zoning Regulation Rewrite	4	4.55	10.5	239
PMBC/ Public Works Garage	0.25	3	0	19.35
Axe Factory	5.4	2.95	5.5	16.75
71, 91, & 95 Albany	11.5	1	1	36.5
Design Overlays	0	0	1.5	10.55
POCD Update	25	18	38	207.8
Affordable Housing	0.5	0	1	15.75
Sweet Heart Mountain	8.75	10.9	2	45.05
IWWA Rewrite	0	0	0	34.65
CRCOG (including CMAQ)	3	0	8	30.25
Rail Trail	48.5	2.5	1	89.55
401 Albany Turnpike	1.25	1.4	0	29.9
5-9 Cheryl Drive	0	0	3	13
Open Space Grant	0	0	1.25	21.6
GIS Initiatives	8	2.25	7.25	64.8
EDA Initiatives	1	2.5	7	63.15
Intern Projects	0	0	0	129.75
Fiora Property	0.25	3.3	1.5	23.3
Lowes Site	1	0.5	1.5	39.85
Konover/Sussman	11.5	6	5.75	270.95
Martel Transportation Relocation	4	10.25	3	21.4
361 Albany Turnpike	1.25	1.25	1.15	6.65
Downright Music and Art	3.65	8.15	3.5	26.55
Dunkin Donuts Reconstruction	5.25	7.15	3	23.7

Application Tracking – November, 2011

Received by Zoning in September 2011.

- 1. File #63; Apln. #1337;** 155-157 Albany Turnpike; Assessor’s Map 4-5; Lot 58; Zone B1; Special Exception for Section 31.2.29 Tattooing & Tattoo Parlor and Section 31.2.2k Personal Services other business; Thomas Blische, applicant; Bolder Property, LLC, owner. *Application received and hearing opened in September. Tattooing approved at September meeting. Body piercing continued to October meeting. Applicant did not show up for October meeting. Public hearing was closed and deliberations were*

TOWN PLANNER, Cont.

continued to November meeting. Applicant failed to respond to numerous attempts to establish contact and to appear at November meeting. Application for body piercing was denied at November meeting.

- 3. File #49; Apln. #1339;** 65 Albany Turnpike; Assessor's Map 8-3; Lot 92; Zone LI; Section 51.2 Amendment to a Site Plan; Section 41.18 Parking & Garaging; Section 68 Erosion Control for reduction of parking spaces and connection to adjacent properties; Mitchell Auto Group, applicant; Mark Blair, owner. *Application received in September, continued to October for review of Erosion Control Certification by NCCD. DRT review also required. DRT review before the October Zoning meeting was not possible, revised plans were submitted. Application continued to November meeting. Application approved at November meeting.*
- 4. File #378; Apln. #1340;** 140 Powder Mill Road; Assessor's Map 6-6; Lot 11; Zone LI; Section 53.12.2 and 53.12.3 New Water Supply System and New Sewer System in Flood Way; Section 53.14.1 New Water and Sewer Systems in Flood Fringe Zone; Section 53.14.3 New Non-Residential Building in Flood Fringe Zone; Section 51 Site Plan; Section 68 Erosion Controls for construction of building for office, storage and repair of school busses and vans; Martel Transportation, applicant; Martel Real Estate, LLC, owner. *Received in September and scheduled for public hearing in October. DRT review required. Public notice defect by applicant prior to October meeting. Opening of public hearing postponed to November. Public hearing opened at November meeting and continued to December.*

Received by Zoning in November 2011

- 1. File #219; Apln. #1341;** 16 Maple Avenue; Assessor's Map 10-4; Lot 3; Zone AR1; Modifications of conditions of approval; Stephen Roberto dba DentFix Express, LLC, applicant; Gibbs Oil Co. Limited Partnership, owner. *Modifications approved at November meeting.*
- 2. File #364;** 115 Albany Turnpike; Assessor's Map 3-4; Lots 10, 116 & 117; Zone ATG-2; Return of escrow balance; Canton 44, LLC and Konover Development Corporation, applicant; Canton, 44 LLC, owner. *Escrow released at November meeting.*
- 3. File #416; Apln. #1302;** 225 Cherry Brook Road; Assessor's Map 5-8; Lot 26; Zone AR3; One year extension to December 15, 2012 to complete approved site improvements; Lansford Perry, applicant/owner. *Extension granted at November meeting.*

Received by Design Review in October 2011

- 1. Zoning File #85;** 140 Albany Turnpike; Assessor's Map 4-3; Lot 82; Zone B1; Site Plan amendment at Dunkin Donuts; 140, LLC, applicant/owner. *Preliminary review comments issued at October 11th special meeting. Subsequent review comments issued at October 25th regular meeting. Final Review Comments issued at November 22nd meeting.*
- 4. Zoning File #405;** 361 Albany Turnpike; Assessor's Map 11-8; Lot 10; Zone SB; Preliminary review; Doris Darling & Sherman Charles, owner. *Received at October regular meeting. Preliminary review comments issued. Partial application presented at November 22nd meeting (architectural information was available, site plan information was not.) Subsequent comments issued at November meeting.*

Received by Planning Commission in June 2011

- 1. File #507;** Sweetheart Mountain Subdivision; Proposed modification to approved tree-line, Lot # 6, 21 Sweetheart Mountain Road; Stonecap Associates, LLC, applicant/owner. *Discussion ensued with no resolution, continued to July, additional discussion some resolution site walk scheduled, continued to August. August meeting, no resolution, continued to September meeting. Decision to adopt guidelines and schedule a site walk to resolve issue. Site walk not scheduled due to lack of quorum. Continued to October. Draft guidelines developed at October meeting, site walk scheduled for October 13th and continued to November meeting. At the November meeting this application was postpone to the December meeting.*

Received by Inland Wetlands and Watercourses Agency in November 2011

- 1. File #09-08-863;** 140 Powder Mill Road; Assessor's Map 6-6; Parcel 11; Zone LI; Discussion of amendment to previously approved plans; Martel Transportation, LLC, applicant/owner. *Approved at November meeting.*

TOWN PLANNER, Cont.

2. **File #11-11-1052**; North side of West Mountain Road; Assessor's Map 5-8 Lot 1 and Map 6-8 Lot 37; Expansion of cropland; Lansford Perry, applicant/owner. *Determined to be a permitted use at the November meeting.*
3. **600 Cherry Brook Farm**; Assessor's Map 4-15; Parcel 1850600; Zone AR3; Feasibility of pond construction and replacement of existing bridge; Yong & Cecile Cui. *Referred to Authorized Agent at November meeting.*
4. **File #11-11-983**; 100 Bahre Corner Road; Assessor's Map 4-5; Parcel 133; Zone AR-3; Cease and correct order; Neil Manus, owner. *Order left in effect and continued to December meeting.*

ZBA in November 2011

No November meeting.

WPCA

OPERATIONS

- The plant achieved 96 % BOD removal and 96 % Suspended Solids removal.
- The Effluent plant flow, monthly average decreased from .917 MGD to .889 MGD
- Rainfall total for the month is 3.75 inches.
- Plant is running well with a small amount of Nitrogen being removed.
- Aeration blowers, from the Maher Corporation, were installed at the facility
- Delray Construction in to install headers and diffusers in RBC tank
- Lapierre Electric in for Electrical/Scada work on aeration system.

LABORATORY

- Analyzing Primary Tank solids, Secondary Solids, and sludge shipped by Synagro.
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen.
- Regular permit testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by the permit. All required permit parameters were met.
- **Shipped sludge solids, averaged 4.6 % 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.
- Cut roots and debris from several locations in collection system.
- Tower Generator in to troubleshoot problem with generator transfer at Townbridge Rd. pump station.

MAINTENANCE

- Monthly and weekly duties performed.
- KMNO₄ Potassium Permanganate odor control system is off for the winter.
- 24 Hour cleaning of all 3 Sand filters.
- Annual oil changes getting ready for winter.
- Pulled and cleaned UV racks for the winter.

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights.
- Calibrated 4 function gas meter.
- Chief Operator Troy Radcliff attended training classes, preparing for the Class IV State Wastewater Exam.

ADMINISTRATIVE

- Paul Dombrowski and I met with WPCA boards in the towns of Avon and Simsbury in regards to Inter-municipal agreements.
- Met with Town planner in regards to a pet funeral home coming into town.
- Met with First Selectman and Powder Mill Association in regards to Snow Storm Alfred.
- Notified Sonitrol and ATT in regards to cancellation of service for the pump Stations effective 1/1/2012