

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: November 10, 2010
 Re: **Monthly Report – October 2010**

ASSESSOR

- General administrative duties continue –
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- Work has started on the 10-1-09 Supplemental Motor Grand List (for billing in January 2011)
- Personal Property information is being collected for the 2010 Grand List – existing accounts are being reviewed–740 Declarations were mailed in September (required completion/return date 11-01-10)
- 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 is in process to update records for the October 1, 2010 Grand List

BUILDING DEPARTMENT

- There was one permit issued for a new single family house. The location is Ridge Road.
- There were four certificates of occupancy issued. Three were to single family homes for interior renovations and one was for space at the Shoppes. One certificate of completion was issued for a porch.
- Building Official George Stronkowsky conducted a total of 53 inspections. He attended the Department Head Meeting and an out of town building official’s seminar.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration		
Deck	6	\$90,098
Demolition	1	\$3600
Electrical	11	\$10,875
Garage/Shed	6	\$158,000
HVAC (includes woodstoves)	27	\$88,087
New Commercial	1	\$3100
New Residential	1	\$205,532
Plumbing	4	\$800
Pool	1	\$20,000
Roofing/Siding	4	\$37,500
Foundation	0	\$0
Total	62	\$617,592

Permit Value Comparison for October

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$617,592	\$1,485,092
Building Permit Fees	\$7,498	\$17,816
Other Income Fees	\$2,184	\$3,276
Building Permits Issued	62	57

Total Value of Permits and Permit Fees

<u>July-October 2010-2011</u>		<u>July-October 2009-2010</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$3,151,280	\$44,190	\$2,646,866	\$37,124

FINANCE

- Professional Development
Attended CCM Annual Conference
Attended Quarterly CT Public Pension Forum
- Attended Monthly Board of Finance Meeting
- Worked on with Auditors for End of Year 6/30/10

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 09/30/10

General Fund	\$ 12,830,181
Special Revenue Funds	\$ 2,721,684
Capital Projects Funds	\$ 1,941,233
Internal Service Funds	\$ 1,193,874
Trust and Agency Funds	\$ 308,538
TOTAL ESTIMATED BY FUND	\$ 18,995,510

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 09/30/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.18%	.17%	126	96	\$ 4,655,332
Webster	.35%	.35%	3,954	4,945	\$ 14,098,745
Reich & Tang					\$ 241,433
Total Outstanding Investments			4,080	5,041	\$ 18,995,510

Project	Month	Hours
Time & Attendance	Oct 2007	150
Time & Attendance	Dec 2007	50
Time & Attendance	Feb 2008	75
Time & Attendance	Sept 2008	50
Time & Attendance	Feb 2009	35
Time & Attendance	July 2010	15
Time & Attendance	Aug 2010	100
Time & Attendance	Sept 2010	15
Total		490

FIRE & EMS DEPARTMENT

Incident Calls: - see attached summary

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of October 2010:

Inspections	6
Inspection Follow-ups	1
Plan Review	2
Job Site Inspections	2
Fire Investigations	3
Blasting Permits	0
Burn Permits	1
Bomb Threats	0
Hazardous Materials	0

- Provided fire safety education to the students at Cherry Brook Primary School on October 4 in conjunction with Fire Prevention Week. The Canton Volunteer Fire & EMS Department also participated by providing apparatus and equipment for the students to browse.

Canton Volunteer Fire & EMS Department

Incident Type Report (Summary)

Alarm Date Between {10/01/2010} And {10/31/2010}

October
Monthly
Report Fuel/Em

(per
Adam +
Hamer)

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	2.35%	\$275,000	100.00%
116 Fuel burner/boiler malfunction, fire	1	1.17%	\$0	0.00%
	3	3.52%	\$275,000	100.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	56	65.88%	\$0	0.00%
322 Motor vehicle accident with injuries	2	2.35%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	3.52%	\$0	0.00%
	61	71.76%	\$0	0.00%
4 Hazardous Condition (No Fire)				
421 Chemical hazard (no spill or leak)	1	1.17%	\$0	0.00%
	1	1.17%	\$0	0.00%
5 Service Call				
553 Public service	2	2.35%	\$0	0.00%
	2	2.35%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	9	10.58%	\$0	0.00%
651 Smoke scare, odor of smoke	1	1.17%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	1.17%	\$0	0.00%
	11	12.94%	\$0	0.00%
7 False Alarm & False Call				
743 Smoke detector activation, no fire -	1	1.17%	\$0	0.00%
745 Alarm system activation, no fire -	5	5.88%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	1.17%	\$0	0.00%
	7	8.23%	\$0	0.00%

Total Incident Count: 85

Total Est Loss:

\$275,000

FIRE MARSHAL / EMERGENCY MANAGEMENT Cont.

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Simsbury on October 7.
- Attended the quarterly Safety Committee meeting on October 12. During the meeting members of the committee discussed providing training classes to the town employees.
- Attended the CT Fire Marshals Association meeting in Southington on October 12.
- Continued working with the Simsbury IT staff in upgrading our current FIREHOUSE Software and installing it on the new server.
- Conducted a fire origin and cause investigation at 36-38 Gildersleeve Ave on October 20. The structure, a two-family house, caught fire again on October 24. Both fires at the residence are listed as undetermined. No injuries were reported during either fire. The structure is a total loss.
- Met with the proposed new tenant for the Canton Racquet Club building On October 27 regarding fire and building code changes.
- Attended a training class on the new CT Fire Prevention Code on October 28 in Berlin.

LIBRARY

ADULT SERVICES

- Our resident artist, Art Chouinard, did not visit us during October. He was on vacation.
- The Monday Evening Book Discussions club discussed *The Brief and Wondrous Life of Oscar Wao* by Junot Diaz. Attendance: 9.
- The Saturday Afternoon Book Conversations group met twice during October. On October 9, the group started its year by studying *Friends of Liberty: Thomas Jefferson, Tadeusz Kosciuszko, and Agrippa Hull* by Nash and Hodges. On October 30, they discussed *London: the Biography* by Peter Ackroyd. Attendances: 5 and 3 for a total of 8. This group is small but enthusiastic and will chug along forever.
- Our brand-new Teen Book Club met for the first time on October 18. Nine (9) teens joined staff member Shana Morales to discuss *The Hunger Games* by Suzanne Collins. We organized this group with assistance from Canton High School student Abigail Bush, who also helped us recruit members. It will meet monthly from now on and is open to all high school students. We have big hopes for this program as we try hard to reach out to Canton's teen population.
- *Long-Term Care Planning* with Marcia Bernstein drew an attendance of 11.
- *Digital Wildlife Photography* with Gary Melnysyn drew an audience of 49.
- Two (2) drop-in knitting group meetings drew attendances totaling 4. Start-up pains.
- Library trustee and author David Owen gave a talk on his new book, *Like No Other Place: The Sandhills of Nebraska*. David spoke and afterwards signed copies of his book. Attendance: 14.
- Canton resident and poet Joan Kantor read selections from her first published book of poetry, *Shadow Sounds*. She also presented some of her newest and as-yet unpublished work. Attendance: 9.
- Canton resident Walter Hampton gave us a photographic presentation of his successful climb to the summit of Denali (also called Mount McKinley) at a program called *Denali: The High One*. Walt and his family also brought some of their mountaineering gear and answered many questions about their sport and their experiences. Attendance: 51.
- October displays: (1) In the display case, an exhibit assembled by Canton's fire and EMS departments, cosponsored with Dish 'n Dat in observance of Fire Prevention Month. (2) On the interior walls, the New England landscape paintings of Burlington artist Jim Laurino. (3) Book displays included volumes on hiking, outdoor recreation in New England, and horror/suspense books and DVDs for Halloween.

CHILDREN'S SERVICES

- The autumn semester of story time continued throughout October. Seventeen (17) sessions drew attendances totaling 395. Each of the 5 classes had a trick-or-treat costume parade through the library for Halloween. The semester runs through the week of November 8.
- On October 19, we launched a pilot program: "Drop-In Story Times with Yoga" for ages 2 through 6. Beth Griffin, director of the Trinity Nursery School, is running this series, which is being paid for by the Friends. Our goals in starting this experiment were (1) to offer a story time to the many kids who are on our regular story time waiting lists and have little hope of getting in during the regular semester, and (2) to

LIBRARY, Cont.

offer more story times (a public request – we currently offer 5 per week). Our first 2 events were held during October and we enjoyed healthy attendances: 20 per session. These drop-in events attracted both “wait-listed” children and other kids whose parents wanted a “healthy option” event for their children. This “trial balloon” continues to the end of November, at which time we will review popularity.

- We offered a family musical concert featuring performer Nancy Tucker. Nancy drew a diverse crowd: in attendance were kids as young as 2-years-old, entire families, adults without kids, and elderly people who attended with their adult children. The performer’s music and good rapport with the audience made this a worthwhile event. Attendance: 41.
- Children’s author/illustrator David Hyde Costello (who wrote *Here They Come*, a wonderful children’s book) visited us at Halloween. The crowd of children ages 4 to 12 and their parents were fascinated by David as he sang, read from his book, created the picture of a monster based on audience suggestions, and signed copies of his book. Great fun! Attendance: 67.
- The children’s librarians of the Farmington Valley created a Harry Potter Trivia Tournament. Each town’s library held its own H.P. trivia contest (Jeopardy-style) in order to assemble a team of winners who would then represent it at a valley-wide competition. Our 2-hour local “qualifying round” competition gave Canton a team of 4 experts who will represent us at the Farmington Valley regional trivia contest on November 10. Our local event drew 17 contestants and 40 in the audience – 47.
- The Canton Early Childhood Education Roundtable met at our library to plan its second annual Early Childhood Community Fair, scheduled for November 18 from 6:00 to 8:00 p.m. at the Community Center. Fourteen (14) local early childhood service providers will be on hand at this “open house” to demonstrate to parents the services they offer. Attendance for this planning session: 12.
- October displays: Scary Reads, Halloween Books, and Owl Books.

PERSONNEL

- The library was closed on Friday, October 1, for our second annual staff training day. Max Rowe from Library Connection came to give us a PowerPoint presentation on the downloadable audiobooks, ebooks, and video. Next, cataloger Sarah McCusker spoke about Facebook and the library’s Facebook page. Last, we conducted a general staff meeting to discuss problems. Very worthwhile.
- Robert Simon was asked by CAO Robert Skinner to sit on the 3-member interview panel for town’s new Maintenance Supervisor. Mr. Skinner, Police Chief Arciero, and Mr. Simon served because they are the managers of the town buildings they operate in. A solid candidate was chosen.
- Heather Baker attended a State Library workshop on children and reading.
- Robert Simon attended meetings of the Connecticut Library Consortium board of directors and the Library Connection membership council.
- In October, we added one new volunteer (Steve Romanzi) and lost one volunteer (Mary Lou Erardi).
- All full-time staff received their FY 2009-10 job evaluations this month.

OTHER HIGHLIGHTS OF THE MONTH

- Several new pieces of shelving were ordered from PSI-NESP in Wolcott. All will be paid for by our state library grant and/or by the Friends. The items included an additional shelving unit for children’s picture books, a new shelving range for children’s paperbacks, an additional shelving unit for adult DVDs, an additional shelving unit for teen paperbacks, and new flat-bottom shelves for the existing bookcases in the Teen Space.
- We started our contest for naming the teen area of the library. Teens can vote on their favorite name from a field of 3 possibilities: Teen Space, Teen Zone, or 4-Teens. The name with the most votes ends up on a sign hung in that area. In addition, 2 “voters” will be chosen to win \$25 iTunes gift cards. One card was donated by Library Trustee Richard Matos, the other will be a gift from the Friends.
- We continue to move ahead in starting a circulating gaming (Wii) collection for the library. These items will be bought as gifts from the Friends of the Library.
- The Friends also gave us a new cultural site pass: to the Norman Rockwell Museum in Stockbridge, MA. The pass admits 4 people free and gives a 10% discount on purchases in the museum store.

LIBRARY, Cont.

- October's lower statistics reflect the fact that we were open 1 less day during the month than during October 2009. This was our staff training day.

PARKS AND RECREATION

- We have 64 participants registered and paid for the Ski Sundown after school ski bus. The best part is that we have so many new kids that are joining for the first time. We also have more children signed up for ski /snowboard lessons than we have in the past 3 years. The Mandatory Safety meeting for parents and participants, has been set for November 30th. A Safety Instructor from Sundown and the chaperones will run the meeting.
- Acrofitness & Mad Science programs are currently running and are going strong. Music with Miss Jean is running, as well as Men's pick up basketball, Zumba Gold, Vinyasa Yoga, Adult Yoga, Yogilates and Senior Exercise are all going strong. I had to cancel Zumba on Wednesday evenings. Participants didn't want to commit to classes through the holiday season. Halloween cookie decorating class had 18 kids in attendance.
- Let's Gogh art program was a huge success this Fall! There were 45 children that registered and took part in the after school program. We are changing up the themes and will have them back in the Winter season for another session.
- We have been working with our new Recreation Software. I have received positive feedback from parents, excited about being able to register and pay online, as well as receive email updates on programs. We are waiting on Finance to set us up for the online pay system. There is a lot to learn about the software, but I enjoy the challenge.
- College Planning for Parents and Junior High School students is scheduled for this upcoming weekend from 9:00AM-12:00PM.
- Canton Connection is due out in mailboxes mid –December and will include all new programs for January –May 2011.
- A press release to newspapers and an email flyer was sent out to all schools to promote our Annual Santa's Breakfast which is scheduled for December 4th. We are starting to prepare for that and have arranged for our two Santa Claus' to get ready. In addition, I have mailed out the North Pole Calling sheet, via email to the schools as well. We are always looking for cheery Santas to call the children when we get the sheets returned, if anyone wants to volunteer.
- Director Brian Wilson worked to winterize fields and facilities.
- Administered online survey for Mills Pond Pool Satisfaction which received 71 responses.
- Presented Recreation Software request to the Board of Selectmen. Request to purchase was approved and software has been obtained and the department now has a new web address www.cantonrec.org.
- Director Wilson attended a quarterly Safety Committee meeting.
- Director Wilson attended monthly Connecticut Parks Association meeting in Old Lyme with 2 public works staff. Meeting topic was evaluating athletic playing field surfaces.
- Director Wilson attended monthly Commission on Aging meeting.
- The Parks and Recreation Commission meeting was cancelled due to lack of quorum.
- Director Wilson attended the Track and Field Committee Meeting and reported on funding sources to the committee.
- Director Wilson worked with Canton Little League to formulate a rehabilitation project to Millennium Field.

POLICE DEPARTMENT

PERSONNEL

- Chief Christopher Arciero completed his POST Comparative Certification Training.

POLICE DEPARTMENT, Cont.

- October 7: Chief Arciero was sworn in at the Canton Community Center.
- Officer Jonathan Saucier completed his second month of Academy Training on October 28, 2010.
- October 17: Officer Matthew Keepin successfully completed his FTO training period and was released to patrol.
- October 14: 19 Dispatcher applicants showed up to take the written test.
- October 28: Nine (9) Dispatcher applicants were interviewed.
- During the week of October 17; ads were placed in area newspapers, on line and at POST for the Patrol Officer/Community Officer position. Special ads were placed with the Connecticut Police Women's Association and the Connecticut Black Trooper's Association.
- October 16: Officer John Colangelo suffered a broken foot in an off-duty incident and will be out of work approximately 30-40 days.
- October 22: Deputy Chief Hull attended the IACP meeting in Florida.
- Chief Arciero participated in interviews for Town's Maintenance Supervisor position.

ADMINISTRATION

- October 5: The PERF Report was made public.
- October 15: Chief Arciero attended a meeting with the Avon PD and the Animal Control Officer to establish protocols for ACO call-outs.
- October 19: Chief Arciero attended the Capitol Region Chiefs of Police meeting in Farmington. (As a result, Chief Arciero initiated movement on CPD's involvement on the Regional Dispatching Study with Avon and Simsbury Police Departments. Chief Arciero also submitted two proposals to the area towns to use asset forfeiture funds for regional equipment purchases-Cell phone reader and License Plate Reader).
- October 20: PERF and Chief Arciero and D/C Hull presented their views on the PERF Report at the BOS meeting.
- October 21: Sgt. Messier attended Police Baton Instructor Training.
- During week of October 25: CPD Exercise room and equipment installed at the CPD. (This followed BOS October 6: approval for the purchase of the equipment).
- October 25-27: Det. Wilkinson attended Statement Analysis Training.
- October 28: Chief Arciero met with NESPIN to sign MOU and re-initiate CPD's involvement.

COMMUNITY POLICING

- October 1: Chief Arciero, Det. Wilkinson and Officer Colangelo attended the re-opening of the Canton Teen Center at the Congregational Church.
- October 8: Chief Arciero attended the Senior Citizen luncheon at the Canton Community Center.
- October 12: Chief Arciero attended the Canton Chamber of Commerce meeting and the Safety Committee meeting (w/ Anne Raftery-CPD representative).
- October 18: Chief Arciero attended the Canton Substance Abuse Council meeting. As a result of the meeting Chief Arciero initiated contacts with APD and SPD and the DEA to conduct a 'drug give-back' program in the tri-town area.
- October 20 and 23: CPD Officers conducted tours of the PD with local Boy Scout Troops.
- October 26: Chief Arciero met with Chief Mulhall to discuss various Capital Region Chiefs IT concerns and projects.
- October 27: Chief Arciero met with Chamber of Commerce, Executive Director Phil Worley.
- October 29: Chief Arciero attended the CAVE.
- October 31: Chief Arciero, D/C Hull, Officer Selander worked at the Collinsville Halloween event and parade.

OPERATIONS

- October 13: various CPD officers involved in highly publicized arrests of 4 suspects in theft from Kohl's Department Store. During event, CPD cruiser heavily damaged when rammed by suspect vehicle.
- October 20: several CPD officers successfully investigated and made arrests in larceny case at the Canton Community Center.

POLICE DEPARTMENT, Cont.

- October 20: CPD officers and dispatchers involved in police, fire and dispatch response to house fire.
- October 22: Updates to CPD policies regarding interaction with Animal Control Officer.
- October 28: CPD Officers Capaldo, Selander, Wilkinson and Witkos involved in significant arrest of suspect at Kohl's. Search of vehicle indicated that suspect appeared to be involved in widespread area shoplifting operation. Investigation continues.
- Incident Summary:

Total Incidents for October: 640 Previous month (September) 694

Domestic Disturbance	2	Motor Vehicle Stops	151
Driving Under Influe.	5	Motor Vehicle Accidents	28
Larceny-All	10	Suspicious Pers/Vehicle	10
Medical Calls	56	Burglary	1
Fraud Offences	1	Directed Patrol	28

PROJECT ADMINISTRATOR

- Review and approve CRRA, Paine's, and Murphy Road Recycling invoices for Transfer Station
- Prepared information for and attended meeting of the Hydro Power Advisory Committee
- Prepared information for and attended PMBC meeting for Highway Garage project
- Prepared requested information, minutes and attended Solid Waste Transfer Committee meetings
- Attended weekly project meeting for the Farmington River Trail – Phase III. Coordinated as required with consultant and contractor. Coordinated groundbreaking for the project.
- Coordinated emergency repairs with HVAC Services with Tradesmen of New England LLC for HVAC Maintenance Services for Town buildings.
- Prepared presentation for Town Meeting on Town Road Bridge Project
- Executed contract with Vanasse Hangen Brustlin, Inc. The consultant initiated field data collection required for the project.
- Receive 9 proposals for Upper Mill Pond Master Plan request for proposals.
- Completed field inspection of Rustle Meadow subdivision for acceptance of roadway by the Town.
- Attended IWWA meetings (2) relative to Farmington River Trail – Phase III.
- Participated in and assisted in coordinated the Director of Public Works selection process.
- Attended debriefing at CTDECD - Small Cities relative to 21 Dowd – Phase 2 application.
- Attended kickoff meeting at ConnDOT for Front Street/ Bridge Street Traffic Control Signal Project

2010 Project Log

Project	October
PMBC Highway Garage Proj.	8
Farmington River Trail - Phase 3	16
Small Cities "21" Phase 2	4
CT Clean Energy Fund grant app (Hydro)	4
OPM ARRA Energy Grant (Town Hall Windows)	
Citizen Inquiries	4
Solid Waste Transfer Study Committee	12
Zoning Site Plan Review	
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	
Town Bridge DOT grant	20
TS Hauling Bid MSW	
Storm Water Management	

PROJECT ADMINISTRATOR, Cont.

Sidewalk Replacement – Valley House	
Hazardous Waste Day	
Torrington Avenue Water Main Replacement	
Town Hall Building Management	12
Traffic Signal - Route 179 at Main Street	6
Police Station 911 System	
HVAC Services	12
Canton Hydro Project	16
Tree Trimming / Removal Services	
Swimming Pool Road Bridge	
Rustle Meadow Subdivision	6
Housing Rehabilitation Loan Program	2
Cherry Brook School Window Replacement	
Pavement Management Services	8
Front Street/ Bridge Street Traffic Control Signal	6

PUBLIC WORKS

HIGHWAY DEPARTMENT:

- Repaired catch basins: Tanglewood ,Indian hill , Highwood , Hilltop , and Trailsend
- Continued Roadside mowing
- Went around cutting back to improve sight line
- Patched holes around town, on going process
- Back filled curbing Gracey road
- Regraded Doyle road the gravel portion
- Strom clean up

PARKS DEPARTMENT:

- Continued mowing and painting lines for football, soccer, lacrosse.
- Leaf blowing & pick up
- Took down battings tunnel Bowdoin field
- Aerated and over seeded millennium field & infield at bowdoin infield

TRAINING:

- Henry & Tom Conn Park Association, maintaining and care of athletic fields
- Henry, Tom, Work Shop on trees and tree care.

MAINTENANCE GARAGE:

- Routine maintenance of vehicles.

JANITORIAL AND CLEANING STAFF:

- Crew continues clean and maintain buildings

SENIOR SERVICES

Programming

- Canton Community Café: Open for 9 days, 440 meals served
- Dial A Ride:
 - Total # of passengers: 150
 - Total # of trips: 304
 - Tickets funds collected at Town Clerk’s Office: no tickets sold
 - Tickets funds collected and at Senior Services: \$136. for 272 tickets
- Jump On Board/Trips:
 - Jump on Board to Oktoberfest in Litchfield: 6 people went
 - JOB to Foxwoods: 4 people

Farmington Valley VNA
 Summary of Community Programs
 Town of Canton – Fiscal Year 2010-2011

Blood Pressure Screenings:

	July 2010	August 2010	September 2010	1st Quarter	Year to Date
Canton Village DFO	58	11	0	69	69
Walgreens	0	24	32	56	56
Canton Community Center	65	75	72	212	212
Canton Community Center Blood Pressure Walk	114	100	101	315	315
Other locations	0	0	28	28	28
TOTAL	237	210	233	680	680

Foot care:

	July 2010	August 2010	September 2010	1st Quarter	Year to Date
Canton Home Visits	0	2	1	3	3
TOTAL	0	2	1	3	3

Ear Care:

	July 2010	August 2010	September 2010	1st Quarter	Year to Date
Other locations	0	0	0	0	0
TOTAL	0	0	0	0	0

Immunizations:

	July 2010	August 2010	September 2010	1st Quarter	Year to Date
Canton Community Center	0	0	0	0	0
Other Locations	0	0	0	0	0
TOTAL	0	0	0	0	0

Health Screenings:

	July 2010	August 2010	September 2010	1st Quarter	Year to Date
Canton Community Center	0	0	0	0	0
Other Locations	0	0	0	0	0
TOTAL	0	0	0	0	0

1st Quarter: September 25, 2010 Sam Collins Day

Upcoming Programs: October 27, 2010 Influenza and Pneumonia Clinic at Canton Community Center
November 9, 2010 Influenza and Pneumonia Clinic at Canton Community Center

SENIOR SERVICES, Cont.

Community (Cherry Brook) Chili Night Dinner: 55 people attended

- CHOICES volunteer Paula had 3 appointments this month.
- "In The News" met twice, with an average of 10 people
- McLean Meals on Wheels: ___meals were delivered to residents.
- Foot care clinic (held 1x this month) regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: screenings 74
 - Walking group: screenings 129
 - Bereavement Support Group: Jim Fox met with 2 people
- Senior Potluck: 25 people enjoyed lunch, while listening to tunes & conversing with friends
- Cooking with Elaine- 18 people attended for "Oriental October" recipes
- Medical Transportation: 9 round trips coordinated; 2 one way trips
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: 1 phones given out
- 1 Vial of Life was given out
- e-Scribes: one was sent out to subscribers this month.

Special October Programs

- Senior & Social Services hosted Community Renewal Team here on Monday October 25th for an Energy Assistance Blitz; over 62 people had an intake with a Specialist from CRT to be qualified for this state program that helps with heating costs.
- Over the course of a month and a half, the Senior & Social Services office has processed almost 80 Energy Assistance applications, totaling over 140 applications for households in Canton to be helped.
- AARP Safe Driving course was hosted by Senior/Social Services on the 18th and 19th of the month. 25 folks took advantage of this course offered.
- FVVNA flu clinic was held on October 27th at the Canton Community Center

Administrative

- Claire has met with clients back to back every day in 45 minute increments throughout the entire month of October for energy assistance applications, as well as other concerns and for requests for financial assistance.
- Senior & Social Services is supervising and getting the help of Social Work intern Kelly from Avon Senior Center. Kelly is helping with copying and inputting Energy Assistance information. Thank you, Kelly!
- Claire and Toby are working tirelessly to expedite the intake of Energy Assistance applications quickly, while trying to plan Senior Center activities into next year and coordinate the planning, printing and mailing of our SENIOR SCRIBE Newsletter.

TAX COLLECTOR

- Tax collections for the current list were \$75,157.70. Back year collections were \$10,488.73.
- Last year at the end of October, we had collected 52.86% of the current year collectable balance and this year we collected 52.89% of the current year collectable balance.
- Sewer collections on the current list were \$47,6253.17. Back year collections were \$2,631.27.
- Sewer Assessment collections were \$.00 and connection charges collected were \$ 8,000.00.
- 6 liens were released on the land records for the sewer accounts and 1 lien released for the tax accounts.
- Sewer collections were down 7.03% compared to the same time last year but this may be due to November 1st being on a Monday this year and more people paid in November.
- The auditors were in and I supplied them with documentation that they asked for.
- Worked with Amy on her questions concerning the Sewer collections for the previous fiscal year.
- The Collection Agency collected \$17.39 for the month of October.

GRAND RATEBOOK BALANCE SHEET REPORT
TOWN OF CANTON
GRAND LIST YEAR 2009

Year/Type	ACTS	Year: 1994 To 2009, Pay Date: 10/31/2010, Time: 11/10/2010 08:29:51 am	INC.	DEC.	LAWFUL CORRECTIONS	TAXES	COLLECTABLE	SUSPENSE	CURRENT TAXES/BINT PAID	INTEREST PAID	L+FEES PAID	TOTAL PAID	OVER PAID	UNCOLLECTED TAXES
MV	12	1,605.46	0.00	0.00	1,605.46	-400.29	959.80	931.22	0.00	1,891.02	-1.90	245.37		
MVS	4	384.73	0.00	0.00	384.73	-32.36	352.45	338.82	0.00	691.27	-0.08	-0.08		
YR: 2003	23	26,828.69	0.00	0.00	26,828.69	-868.30	1,312.25	1,671.85	7.50	2,991.60	-2.44	24,648.14		
RE	4	28,105.04	0.00	0.00	28,105.04	0.00	3,542.92	1,263.24	24.00	4,830.16	0.00	24,562.12		
PP	2	535.17	0.00	0.00	535.17	-438.48	0.00	0.00	0.00	0.00	0.00	96.69		
MV	11	2,678.17	0.00	0.00	2,678.17	-1,552.40	695.65	666.63	6.00	1,368.28	-153.52	430.12		
MVS	3	978.17	0.00	0.00	978.17	-487.65	443.16	334.22	0.00	777.38	0.00	47.36		
YR: 2004	20	32,296.55	0.00	0.00	32,296.55	-2,478.53	4,681.73	2,264.09	30.00	6,975.82	-153.52	25,136.29		
RE	10	38,701.19	0.00	0.00	38,701.19	0.00	4,376.63	5,211.43	45.00	9,633.06	0.00	34,324.56		
PP	6	4,093.57	0.00	0.00	4,093.57	-3,630.25	294.65	96.50	0.00	391.15	-1.03	168.67		
MV	30	6,605.90	77.48	0.00	6,683.38	-3,978.92	1,139.95	982.40	250.83	2,373.18	-4.76	1,564.51		
MVS	9	1,629.45	0.00	0.00	1,629.45	-572.86	243.98	168.16	53.60	465.74	0.00	812.61		
YR: 2005	55	51,030.11	77.48	0.00	51,107.59	-8,182.03	6,055.21	6,458.49	349.43	12,863.13	-5.79	36,870.35		
RE	27	68,380.93	0.00	-50.26	68,330.67	0.00	17,157.14	3,980.06	192.00	21,329.20	-0.03	51,173.53		
PP	11	11,431.76	0.00	-261.80	11,169.96	-955.64	5,136.85	1,919.75	157.40	7,214.00	-0.42	5,077.47		
MV	65	13,825.03	0.00	-492.78	13,332.25	-4,603.23	2,877.89	1,604.84	50.27	4,533.00	-84.00	5,851.13		
MVS	50	9,613.22	0.00	-75.99	9,537.23	-3,154.83	2,307.95	857.99	104.00	3,269.94	-0.35	4,074.45		
YR: 2006	153	103,250.94	0.00	-880.83	102,370.11	-8,713.70	27,479.83	8,362.64	503.67	36,346.14	-84.80	66,176.58		
RE	4,355	239,382.09	1.22	-52.34	239,330.97	0.00	126,375.46	34,747.43	1,649.54	162,672.43	-3,408.13	113,055.51		
PP	730	22,788.49	0.00	-266.26	22,522.23	-865.44	9,347.27	1,028.90	43.01	10,219.18	0.00	12,509.52		
MV	10,378	49,294.05	103.16	-12,959.87	36,437.34	-4,282.45	18,203.97	8,944.55	1,411.25	28,559.77	-968.34	13,950.92		
MVS	1,596	14,200.36	319.88	-1,410.80	13,109.44	0.00	10,278.35	2,902.34	221.87	13,402.56	-2.00	2,831.09		
YR: 2007	17,059	325,664.99	424.26	-14,689.27	311,399.98	-5,147.89	163,905.05	47,623.22	3,325.67	214,853.94	-4,378.47	142,347.04		
RE	4,352	25,425,829.62	41,705.06	-107,758.53	25,359,776.15	0.00	25,116,895.21	63,752.67	2,821.90	25,183,509.78	-0.51	242,880.94		

TOWN CLERK

- Processed: 507 transactions and no marriage licenses
- Real estate recordings were equal to the same time last year with 7 residential home sales.
- Largest home sale: 15 Sweetheart Mountain (\$851,500).
- Municipal Conveyance Tax collected on transfers was \$9362.13.
- \$537 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$2100.
- A total of 1168 dog licenses have been sold for FY2010-2011.
- October 1: In accordance with CGS 46B-38rr, all Civil Unions converted to marriages except those that were dissolved, or had dissolution, annulment or legal separation proceedings pending on October 1, 2010.
- October 7: The Town Clerk had the pleasure of swearing in the new Canton Chief of Police, Christopher Arciero.
- October 21: A Special Town Meeting was held to consider authorizing the expenditure of \$6,683,232 for the reconstruction of the Town Bridge, with the proposed sources of such expenditure being the acceptance of a grant of approximately \$5,346,586 and the appropriation of no more than \$1,336,646 from the undesignated fund. Pursuant to Section 7-7 of the General Statutes, the meeting was adjourned at its conclusion and the resolution was submitted to vote by paper ballot on Election Day.
- Absentee Ballots requests for the November 2nd election were brisk. Over 270 absentee ballots were sent out during the month upon request.
- The Historic Documents Preservation Grant project has begun. A printer has been installed for land record searches and archival quality binders have been purchased to house the minutes of various Boards and Commissions. Scanning of these Board/Commission minutes has also begun. The work is being done by A&A Office Systems.
- Citizen Request Management component of QScend (QAlert), logged no comments/complaints.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there were no foreclosures in September.
- Liens & lis pendens action:
 - Mortgage lis pendens 0
 - Condo Fees Liens 0
 - Credit Cards/Debt Collectors 1
 - Commercial/tax liens/other 4
 - Medical related 2
- Activity on the Town's website:
 - Number of visits to our site: 4994 people made 8499 visits to the site, 46% of which were new visitors to the site
 - Average number of pages/visit: 2.6
 - Average time on site: 2:33 (min:sec)
 - Top pages viewed: Home Page, Employment, Assessor, Park & Recreation, Agendas and Minutes, Visitor's Guide, Police Dept, Registrar of Voters, Farmington River Trail, Town Clerk.

Town Clerk Receipts-October 2010

Total Items	Description	Total Amount
	Recordings:	
179	Land Records	\$4992.00
	Conveyance Tax	\$9362.13
	St of CT Historical Preservation	\$358.00
	Town Clerk Historical Preservation	\$179.00
	Town of Canton-Land Preservation	\$537.00
	St of CT-Land & Dairy Preservation	\$6444.00
	Town Clerk Land Preservation	\$179.00
8	Maps	\$150.00
142	Copies	\$854.50

TOWN CLERK, Cont.

22	Sport Licenses:	
	St of CT DEP	\$488.00
	Sport Licenses-Town of Canton	\$15.00
13	Miscellaneous	\$243.00
23	Vitals	\$409.00
0	Marriage/CU Licenses St of CT	\$0.00
12	Dog Licenses:	
	Town of Canton	\$11.00
	State of CT	\$115.00
1	Notary Fees	\$10.00
4	Dial-A-Ride	\$117.00
103	Transfer Station	\$2683.00
1	Stone	\$5.00
536	TOTALS	\$27,151.63

TOWN PLANNER

Zoning Permits Issued:

- 345 Albany Tpke. – sign, Wine & Liquor Warehouse
- 13 Birch Knoll Rd. – add dormer to single family house
- 38 Dartmouth Dr. – interior renovations, single family house
- 110 Albany Tpke. – sign, Hickory Farms
- 134 Bunker Hill Rd. – deck addition, single family house
- 15 High Ledge Dr. – solar panels, single family house
- 110 Albany Tpke. – sign, Rugged bear
- 97 Andrew Dr. – in ground pool, single family house
- 221 Barbourtown Rd. – rear addition, single family house
- 8 Spring St. – replacement of garage
- 23 Sweetheart Mountain Rd. – CO for single family house
- 13 High Fields Dr. – replace deck, single family house
- 207 Albany Tpke. – sign, Fast Lane
- 8 Cheryl Dr. – sign, Advance Automotive
- 140 Albany Tpke. – awning for drive-through, Dunkin Donuts
- 51 Bridge St. – sign, Tab photographic
- 285 Albany Tpke. – interior renovations, single family house

IWWA Authorized Agent Approvals:

- None

Inspections were conducted at the following locations:

- 13 Birch Knoll Rd. – add dormer to single family house
- 38 Dartmouth Dr. – interior renovations, single family house
- 110 Albany Tpke. – sign, Hickory Farms
- 134 Bunker Hill Rd. – deck addition, single family house
- 15 High Ledge Dr. – solar panels, single family house
- 110 Albany Tpke. – sign, Rugged bear
- 221 Cherry Brook Rd. – reconstruction of barn in side yard
- 8 Spring St. – replacement of garage
- 8 Cheryl Dr. – sign, Advance Automotive, Approval of Location, sign
- 97 Andrew Dr. – in ground pool, single family house

TOWN PLANNER, Cont.

- 221 Barbourtown Rd. – rear addition, single family house
- 8 Spring St. – replacement of garage
- 23 Sweetheart Mountain Rd. – CO for single family house
- 13 High Fields Dr. – replace deck, single family house
- 207 Albany Tpke. – sign, Fast Lane
- 140 Albany Tpke., - awning for drive-through, Dunkin Donuts
- 285 Albany Tpke. – interior renovations, single family house
- 12 Collins Rd. – trailers in front yard, possible business
- 25 Powder Mill Rd. - stair construction in upland review area
- 57 Powder Mill Rd. – monthly junkyard inspection

Cease & Desist Orders Issued/ Ongoing

- 57 Powder Mill Rd. – removal of junk cars; about 80-90% of vehicles removed.

Notices of Violation

- 211 Albany Tpke. – off-premises storage of autos for dealership. Met with engineer who is preparing survey and plan for submission.
- 220 Albany Tpke. – temporary banner at McDonald's removed.

Aquifer Protection

- None

Miscellaneous Land Use Office Activities

- Assistant Planner Activities
 - Met with David Whitney and Town Planner concerning the resolution of a Zoning violation at 211 Albany Turnpike 10/13
 - Attended DEP Open Space Grant ceremony to accept \$97,500 Carpenter property open space grant 10/14
 - Inland Wetlands and Watercourses Agency 10/14
 - Met with Cherry Brook Health Care Center regarding possible signage application 10/15
 - Zoning Board of Appeals 10/18
 - Met with David Miner and Town Planner 10/21 & 10/25 (including Fire Chief, Fire Marshal and IWWA Chair on 10/25) on revised plans for Miner Lumber water line.
 - Met with Hinmans, Mark Quattro and Town Planner concerning buildings and outdoor merchandise at Riverside Nursery 10/25
 - Conservation Commission 10/27
 - Continued weekly sign sweeps on major thoroughfares; over 300 signs removed since 8/09
 - Submitted application and case study to CAZEO for certification as Zoning Enforcement Official; decision pending Spring 2011.
- Town Planner Activities:
 - Planning Commission 10/4
 - Zoning Regulation Rewrite 10/5
 - CERC GIS Mapping workshop 10/6
 - Pre-application with Mike Mansour regarding possible subdivision between Collins Crossing and Griswold Farms 10/7
 - Webinar presentation of GOV QA web service for EDA 10/12
 - Design Review Team special meeting 10/12
 - Economic Development Agency 10/12
 - Responded to inquiry from Canton Center Church on state statues and local regulations governing historic properties 10/13
 - Met with new restaurateur in Collinsville to discuss Farmer's Market, parking conditions, areas for possible expansion, etc. 10/3

TOWN PLANNER, Cont.

- Attended Community Builders Institute training on streamlining the development review process for economic development 10/14
- 2 meetings with separate potential buyers interested in the Martinelli property (686 Cherry Brook Road) 10/15
- Met with Jeff Miller regarding close out procedures for road acceptance for Rustle Meadow 10/15
- Met with Robbin Martinelli, Jay Praty, and CAO regarding foreclosure issues at 686 Cherry Brook Road 10/18
- Zoning Commission 10/20
- Met with Jeff Miller regarding standards for asbuilts submissions for Rustle Meadow 10/21
- Met with Carol York regarding subdivision issues at 386-388 Cherry Brook Road 10/22
- Review of Town Engineer records on asbuilts for subdivision road acceptance 10/25
- Met with Dan LeGyt in field to review excavation and grading activities on Barbourtown Rd & Humphrey Farm 10/25
- Follow up review of maps and plans for filing approvals at 10 Dyer Cemetery Rd. (Car Wash) 10/25
- Met with Paul Meehan to review outstanding requirements to close out Sweetheart Mountain 10/26
- Planning Commission Site Walk to review possible subdivision at end of paved portion of Breezy Hill Road (when accessed through Barbourtown Rd.) 10/27
- Post approval meeting with developer of 310 Albany Turnpike regarding IWWA and ZC conditions 10/27
- Met with NBC Connecticut News to review file history of affordable housing proposal at 5 Cherry Brook Road 10/27
- Met with and reviewed inventory of available industrial land for possible manufacturing operation 10/28
- Review of driveway reclamation activities at 3 Fox Croft Lane
- Processing and paperwork for On Call Engineer for review of subdivision modification to Sweetheart Mountain
- Spent a considerable amount of time finalizing Mylar submission and responding to inquiries from the applicant for subdivision approval of 686 Cherry Brook Road
- Review of outstanding invoices and processing of paperwork for escrow account for Oxbow Farms/ Pulte Homes
- Review and processing of EDA article for Canton quarterly news letter
- Assembling of 2011 calendars, schedules and contact information for all land use boards
- Review of PMBC facility needs and draft zoning edits for MCPF zoning district proposal
- Pre-application meeting and review of possible site plan changes to Mitchell's Subaru
- Continued review of COCS and Fiscal Impact Analysis spreadsheets being developed by EDA
- Review of availability of Belmar Marine parcel and CRCOG Route 44 Corridor Study, CROCG TIP, State TIP and DOT Long Range Plan for recommended improvements on the realignment of SR 585 with SR 44
- Review of Bloomfield Standard RFQ template for engineering projects
- Continued responding to inquiries from Oxbow Ridge/ Oxbow Farms HOA regarding Pulte Homes bond release and inspections
- Finalized integration of new zoning checklist into office documents
- Review of CERC economic feasibility services for Canton EDA
- Continued communicating with Simsbury regarding possible joint EDA forum on regional development and grants for regional planning studies
- Review of file history and outstanding issues with site plan extension at 101 & 107 Albany Turnpike
- Distributed promotional material to solicit interest of possible community members at large in the POCD update process

TOWN PLANNER, Cont.

- Review of 2011 Barns Grant opportunity from CT Trust for Historic Preservation and distribution to stakeholders for interest
- Communications and research with Bruce Donald, Farmington Valley Trails Council on technical matters in consideration of opponents to trail improvements in Bond Pond area
- Multiple communications with interested parties in POCD update process
- Review and coordination of EDA property inventory
- Review and response to inquiry regarding potential ground water contaminates in Lovely Street area
- Responded to inquiries regarding feasibility of site plan expansion of 296 Albany Turnpike
- Processing of paperwork for engineering consultants review of excavation and grading proposal at 225 Cherry Brook Road
- Responded to numerous complaints regarding use of and parking of cherry picker as part of maintenance project on private building in Collinsville.
- Review of funding mechanism of Simsbury Charrette
- Facilitated meeting of EDA member and CARE members regarding Charrette concept
- Began processing request to accept open space as part of Carrier subdivision on Powder Mill Road
- Review of statutes governing the protection of trap rock ridges for applicability in Canton development review process
- Review of CGS 8-24 referral process for municipal improvements specific to Town Bridge and school athletic fields
- Review of easement changes proposed on multiple rear lots off Indian Hill Road
- Review of legal procedures for “Super Commission” meetings
- Review of Town Garage site selection process with EDA members
- Review and distribution of “complete streets” legislation, effective 10/1/10
- Responded to inquiry from the Green Valley Institute on the evaluation of river protection districts

Commission	Dates	Comments
Planning Commission	10/4	1 New Business item, 4 Other Business Items, POCD
Zoning Rewrite	10/5	On going process of rewriting Zoning regulations
Open Space Preservation & Acquisition	10/5	Cancelled lack of quorum.
Economic Development Agency	10/12	Project reports, bylaws, EDA Forum, website changes
Design Review Team	10/12	1 New Business Item
Inland Wetlands & Watercourses Agency	10/14	2 Old Business Items, 1 New Business Item, 3 Other Business Items.
Zoning Board of Appeals	10/18	2 New Applications/Public Hearings; 1 Motor Vehicle application.
Zoning Commission	10/20	1 Old Business Item, 3 New Business Items, 3 Other Business items.
Aquifer Protection Agency	10/20	Cancelled due to lack of business items.
Design Review Team	10/26	Cancelled due to lack of business items.
Conservation Commission	10/27	Open Space inventory; Cannon Property
Planning Commission	10/27	Site walk for possible subdivision on Breezy Hill Road

Project	August	September	October	Yearly Total
Pulte Homes/ Oxbow Ridge	1.25	7.35	2.25	27.2
Zoning Regulation Rewrite	8	11	0	51.5
Powder Mill Junk Yard Enforcement	2	4	2	20.29

TOWN PLANNER, Cont.

PMBC/ Public Works Garage	0.65	0	1.9	53.4
Miner Lumber Development	0.65	0	3.65	22.85
20 Colonial Road	2.15	0	0.15	31.9
Martinelli Subdivision	0.5	2.55	13.25	27.35
Regional Initiatives	6	0.25	0	38.45
Axe Factory	1.1	0.25	0	60.8
20 Canton Springs Rd/ AA Automotive/ Tow Star	1.25	0.35	0	48.1
POCD Update	2.15	6.5	9	40.3
Affordable Housing	0	1	1	18.05
Sweet Heart Mountain	5.25	9.5	5.7	64.25
On Call Consultant Services	0.2	0.45	1.4	59.8
IWWA Rewrite	0	0	0	26.65
Shoppes at Farmington Valley	0	0.25	0.75	16.3
Rail Trail	0.5	9.1	1.2	23.6
105-109 Main Street	0	0.25	1.25	19.05
GIS Initiatives	0	0.6	1.1	13.35
EDA Initiatives	7	12.25	9.5	95.3
225 Cherry Brook Road	8.5	1	9.75	20.75
310 Albany Turnpike	1	15.25	6.65	22.9

WPCF

Operations

- The plant achieved 95% BOD removal and 96% Suspended Solids removal
- The Effluent plant flow monthly average increased from .479 MGD to .584 MGD
- Rainfall total for the month is 8.34 inches, up from 2.38 in September
- Plant continues to perform ok with #1 RBC out of commission
- There were 0 odor complaints this month, odor counter actants are still being used as well as Potassium Permanganate is being injected at 1 location.

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.
- We passed our Aquatic Toxicity Test this month.
- **Shipped sludge solids, averaged 3.3% this month up from 3.1 % last month.**
- Eight loads of sludge were sent by Synagro @ 52,000 gallons this month.

Collection system

- Lift station Inspections were performed twice per week
- Marked call before you dig locations
- Ran Sreco in main truck line coming into facility from downtown Collinsville.

Maintenance

- Monthly and weekly duties performed
- Cleaning both Ultraviolet light disinfection banks weekly.
- Recharged Plant Water system
- Rebuilt gear drive for Primary Tanks 1 & 2
- Various oil changes performed on equipment in preparation for winter.

WPCF, Cont.

Safety and Training

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed
- Town Safety Committee met this quarter @ WPCF.

Administrative

- Attended monthly Dept Head meeting
- Administrative Assistant collected monies (\$6615.42) owed to WPCA from The Mitchell Auto Group
- Correspondence with Mountain Machine Works in regard to the gantry system for the RBCs
- Held interviews for the Chief Operators position