

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: November 17, 2011
 Re: **Monthly Report – October 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
- Work has started on the 10-1-10 Supplemental Motor Vehicle Grand List (for billing in January 2012)
- Personal Property information is being collected for the 2012 Grand List – existing accounts are being reviewed – 754 Declarations were mailed in September (required completion/return date has been extended to November 15, 2011 – due to the wide spread storm power outage)

BUILDING DEPARTMENT

- There was one permit issued for a new single family house. The location is Bart Drive.
- There were three commercial permits issued. One was for an indoor golf center at 220 Albany Turnpike and another was for interior renovations to La Trattoria Restaurant. Twin Landscaping was issued a permit for a temporary greenhouse.
- Building Official William Rich conducted a total of 69 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	6	\$405,600
Deck	0	\$0
Demolition	1	\$10,000
Electrical	9	\$16,037
Garage/Shed	6	\$22,878
HVAC/Woodstove	21	\$74,592
New Commercial	3	\$166,000
New Residential	1	\$450,000
Plumbing	4	\$3,350
Pool	0	\$0
Roofing/Siding	12	\$92,150
Foundation	0	\$0
Total	63	\$1,240,607

Permit Value Comparison for October

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$1,240,607	\$617,592
Building Permit Fees	\$13,470	\$7,498
Other Income Fees	\$2,926	\$2,184
Building Permits Issued	63	62

Total Value of Permits and Permit Fees

<u>July-October 2011</u>		<u>July 2010-October 2011</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$3,694,500	\$50,432	\$3,151,280	\$44,190

FINANCE

- Professional Development
Attended CCM Conference
- Attended Monthly Staff Meeting
- Attended Quarterly Safety Committee Meeting
- Attended CIRMA Insurance Meeting
- Met with FEMA for Storm Irene & gathered information
- Attended Monthly Board of Finance Meeting
- FY 10-11 Audit underway

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 9/30/11

General Fund	\$ 12,902,999
Special Revenue Funds	\$ 2,513,222
Capital Projects Funds	\$ 2,922,387
Internal Service Funds	\$ 528,443
Trust and Agency Funds	\$ 303,893
TOTAL ESTIMATED BY FUND	\$ 19,170,944

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 9/30/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.01%	.01%	4	2	\$ 4,996,517
Webster	.18%	.18%	1,926	2,436	\$ 13,803,920
Reich & Tang					\$ 370,507
Total Outstanding Investments			1,930	2,438	\$ 19,170,944

FIRE & EMS DEPARTMENT

No Report

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of October 2011:

Inspections	9
Inspection Follow-ups	1
Plan Review	2
Job Site Inspections	12
Fire Investigations	0
Blasting Permits	1
Burn Permits	3
Bomb Threats	0
Hazardous Materials	0

- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Avon on October 6.
- Attended the bi-monthly meeting of the CT Fire Marshals Association in Southington on October 11.
- Attended the Safety Committee meeting at the Canton Middle/High School on October 11.
- Conducted fire prevention education to the children at Stepping Stones on October 12.
- Conducted fire prevention education to the students at Cherry Brook Primary School on October 13.
- Attended a meeting on October 26 regarding the fire protection cisterns at Wind Mill Lane.
- Responded to the historical snowstorm that occurred on October 29-30. The town's Emergency Operations Center was opened at 7:30pm on October 29 to assist the town's emergency services respond to calls for assistance. Calls included stranded motorists on roadways, downed power lines and downed trees. The town's emergency shelter opened on October 30 at 10:00am and remained opened for nearly 10 days. The town was 100% without electricity for approximately 24 hours and some residents did not have power restored for 11 days.

LIBRARY

ADULT SERVICES

- 13 adult programs, 179 attendees:
 1. Monday Evening Book Club (Tony Blair's *A Journey: My Political Life*). Attendance: 9
 2. Saturday Book Conversations (George Bush's *Decision Points*). Attendance: 8
 3. Painting Demonstration with artist Art Chouinard. No attendance figures.
 4. *Introduction to Meditation* with Paula Sistare. Attendance: 21
 5. *Job Search Boot Camp* (4 sessions). Total attendance: 33
 6. *Poetry Reading with the Elder Poets of Summerwood*. Attendance: 20
 7. *Tech Topics for Seniors: Google Tips and Tricks*. Attendance: 14
 8. *Asset Protection* featuring Attorney Brendan Daly. Attendance: 27
 9. *Bob Steele's Century* featuring Phil Steele, Bob's son. Attendance: 22
 10. *Online Genealogy: Part 1, The Basics*. Attendance: 25
- October 8's *Job Search Boot Camp* was funded by our Hartford Foundation grant. It consisted of 4 separate and distinct events held throughout the same day (Resumes, Cover Letters, Online Job Hunting, Interview Coaching), followed by one-on-one career counseling at the end. Presenter Sarah Eiseman gave the attendees a great deal of personal attention and the audience was appreciative of the series and learned a lot. This was the first time we used the mobile laptop lab, also paid for by the Hartford Foundation grant, at a public program and it worked flawlessly. A very successful day.
- The first of 2 online genealogy programs also was a Hartford Foundation-funded technology program. The sign-up was so large that we actually had to turn people away (but we will try to have a repeat session sometime in early 2012). Part 2 was scheduled for November 2 but had to be canceled because of the snow storm/power outage. It will be re-scheduled.
- Cataloger Sarah McCusker held her first *Tech Topics for Seniors* event in October: Topic: *Google Tips and Tricks*. *Tech Topics* is a monthly series co-sponsored by the library and the Senior Center. Session 1 went well: the seniors are excellent students – they really want to learn. The November session will deal with Facebook. The HFPG mobile laptop lab is used at these events, too.
- October displays: (1) The permanent art collection owned by the library (continued). (2) Educational items and memorabilia showing the services provided by Canton's fire and EMS services.

TEEN SERVICES

- We did not offer any separate programs for teens during October.

CHILDREN'S SERVICES

- 37 children's programs, 829 attendees:
 1. Story times for babies through age 5. 23 sessions – attendances totaled 484
 2. Drop-in after-school story times with yoga. 4 sessions – attendances totaled 52
 3. Drop-in PJ story time (*Autumn Fun*). 1 session – attendance 25
 4. Drop-in PJ story time (*Happy Halloween*). 1 session – attendance 42
 5. Library/Cherry Brook PTO family fun movie night. 1 session - attendance: 82
 6. *Movies on the Big Screen* series. 4 sessions – attendance totaled 75
 7. Wii gaming in the Children's Room. 1 session – attendance 23.
 8. Trick or Treating at the library. 2 sessions – attendance totaled 46
- The new story time semester was in full swing during October. We are offering 7 story times each week (babies through age 5), plus extra Thursday PJ evening sessions twice per month. Starting November 6, we will be offering a family story time on the first Sunday afternoon of each month through March.
- Heather Baker worked with the Cherry Brook Primary School PTO to provide a "family fun movie night" in the Community Center's multi-purpose room on October 20. It was well-attended (82) and may be repeated in the spring.
- Wasps getting into the Story Room caused story times to be relocated for most of the month.
- October displays: (1) The 2012 Nutmeg Book Award nominees for grades 4 through 6, (2) Favorite Authors, (3) Books spotlighting transportation, (4) Halloween books.

LIBRARY, Cont.

PERSONNEL

- Katie Bunn and I interviewed 6 candidates for the Library Aide I position vacated when Nicole Dolat left. I hired Anna Boisvert, a beginning MLS student from Bristol. We like her very much.
- Library Aide Sara Lo Presti also resigned effective October 28. We filled her position with Liza Pagano from Granby. Liza, too, will be starting her MLS studies.
- We interviewed 3 candidates to fill the Library Page position left vacant when Kathy Chouinard left on October 21. We chose Susan Tarinelli of Collinsville.
- Professional meetings: Simon – Library Connection Governance Committee, Library Connection Membership Council. Baker – New York Comic Con (talks on graphic novels and manga), Central Region Children’s Librarian Roundtable. McCusker – Services to Older Adults Roundtable (topic: teaching computer skills to seniors), New York Comic Con (talks on graphic novels and manga), webinar on weeding.

OTHER HIGHLIGHTS OF THE MONTH

- The last 2 days of October were spent dealing with the power outage resulting from the freak snow storm of Saturday, October 29. As you know, power was out in Canton for almost a week. The Community Center is the designated emergency shelter for the town, and the shelter was open from October 30 through November 7. Three meals each day were served for those who came to or stayed in the shelter, and every meeting room in the building was used for people sleeping on cots. For us, it was an exciting week. Three staff members opened the library on Sunday afternoon, October 30, so that adults and children in the shelter had something to do. Then, the library extended its hours on Monday, October 31, until 9:30 p.m. because so many people were staying at the shelter. (Extra hours became the practice on most of the following 8 days.) The library was mobbed: there was not an unused chair or table or computer or electrical outlet (for re-charging cell phones, laptops, etc.) to be found anywhere. The library was busy every minute and for all the right reasons: study, computer use, program attendance, etc. Patrons were appreciative of our lighted and heated facilities and the extra hours, and mostly everyone behaved politely and cooperatively to make a trying situation less unpleasant. We joined with the Parks and Recreation Department to provide 25 children’s programs throughout the week (most will show up on the November statistics), such as children’s movies each day, Wii tournaments in the Children’s Room (supervised by Brian Wilson and Scott Juhl of Parks and Rec). Patrons also enjoyed coffee and snacks coordinated by a library volunteer. On October 31, Jim McCusker (husband of Cataloger Sarah) and the Kitchings (relatives of Library Aide Meghan Glasgow) donated candy so that the children in the shelter could trick or treat at the library. Only the first day of this most interesting week occurred during October, but we wouldn’t have missed being part of it for anything.
- Thanks to gifts from two donors, we may be adding a new information database: *Consumer Reports Online*. \$400 per year.

A SAMPLE OF SOME OF OUR OCTOBER REFERENCE QUESTIONS:

1. Books on canning and preserving?
2. What novels by Jo Nesbo will be published in this country this year?
3. How can I download ebooks from the library catalog to my Kindle?
4. A movie that is set in Ireland was a romantic comedy and the characters are trekking through the countryside. Can you tell me the title?
5. Books on carpentry that would help me repair the roof of my porch and the gutters on my house?
6. Information on financial assistance for medication and equipment for a life-threatening condition?
7. A book describing the construction of the Golden Gate Bridge.
8. I’d like to visit the Keukenhof Gardens in the Netherlands. What is the best time to visit and how can I get there from Amsterdam?

OCTOBER STATISTICS:

OCTOBER	2011	2010
Patron Visits	10,177	8,087
Website Visits	3,023	3,221
Circulation	13,686	13,247
New Cards Issued	46	30
Expired Cards Renewed	86	50
Total Card Holders	4,500	4,530
Reference Questions Received	1,586	1,381
Interlibrary Loans Borrowed	378	301
Public-Access Computer Uses	1,911	1,811
Homebound Patron Deliveries	10	9
Programs Held	50	34
Program Attendance	1,008	766
Study Room Uses	26	23
Item Holds Placed	1,012	983
Total Barcoded Items in Collection	83,889	81,712

PARKS AND RECREATION

- The Parks & Recreation Winter Programs portion of the Canton Connection was completed and sent to the town hall.
- Winter Programs are being added and updated on the Rec website.
- Recreational Hoops program is set to begin the week of December 14th. We have hired two new coaches to instruct the children. Both of them attended the coaching clinic at Avon high school to give them some preparation to work with the primary school children.
- A babysitting course was held in the CCC on October 11th (no school that day) and was well attended. Over 20 children attended the class.
- Halloween cookie craft class, Karate, Skateboarding and Fencing were our most popular programs this Fall.
- The Ski Safety meeting for parents and participants of After School Ski Bus is planned (date decided by Ski Sundown) for November 17th a Safety Instructor from the ski school will run the meeting at Ski Sundown. Registration is slow and as of today, only 40 children have registered, a much lower number compared to years past. When I compared the numbers from last year, we noted that registration for the ski program has been going down each year. In anticipation of that, we are only having ski bus one day per week, instead of two.
- Director Brian Wilson did a safety/ risk management walkthrough with CIRMA rep Mark Wantroba.
- Staff attended CPR training held by Scott Juhl from the Recreation Department.
- Director Wilson met with TLB Architecture at Mills Pond Pool to review the facility operations with them as part of the pool study that is underway.
- Director Wilson attended the Park and Recreation Commission and Commission on Aging meetings.
- Director Wilson met with Canton Little League President and town land use/ planning staff to review field restoration efforts for Bicentennial Field next to the Public Works Garage.
- Director Wilson attended the Youth Sports Presentation by Bob Bigelow held at Avon High School as a joint effort between Canton, Avon, and Simsbury Rec departments.
- Director Wilson did a walk through of Collinsville with members of the Christmas in Collinsville event he coordinate efforts for this season.
- Conducted interviews for the Recreation Program Specialist position.
- Coordinated park and field efforts with the Parks department for School and youth athletic field usage.
- Director Wilson did an analysis the water usage at Mills Pond Park to calculate irrigation usage.
- Routine facility reservations accepted for the Community Center meeting rooms.

POLICE DEPARTMENT

PERSONNEL

- Oct. 1: Sgt. Penney suffered broken leg in off-duty accident.
- Oct. 14: Disp. Getz assigned to town committee to study EMS practices and procedures.
- Oct. 31: Disp. Brown's last week as CPD dispatcher.
- Oct. 21: D/C Hull attended IACP conference in Chicago.
- Oct. 23: CPD posted ad for dispatcher position.
- Oct 31: Robert Siena hired as part-time Dispatcher.

ADMINISTRATION

- Oct. 3: Chief Arciero prepared/submitted Canton Police Department Annual Report.
- Oct. 5: Det. Wilkinson supplied CPD officers with Juvenile Justice Patrol Officer's Guide.
- Oct. 6: Chief Arciero submitted survey results to CPCA for Juvenile Justice study.
- Oct. 6: D/C Hull initiated new procedure for Summons/Infractions Control.
- Oct. 11: Anne Raftery attended the Canton Safety Committee meeting at CHS.
- Oct. 12: Chief Arciero, D/C Hull and Anne Raftery attended meeting with new Canton IT staff to discuss CPD operations.
- Oct. 12: Chief Arciero attended department dispatcher meeting.
- Oct. 13: Anne Raftery attended State of Connecticut – POST training on FOI laws.
- Oct. 17: Chief Arciero completed update to PERF Report recommendations.
- Oct. 18: CPD test drove Chevy Caprice for patrol usage.
- Oct. 18: Chief Arciero attended the Capitol Regions Chief Meeting in Farmington.
- Oct. 18: D/C Hull attended meeting with WPCS regarding purchase of new radio computers.
- Oct. 19: Chief Arciero attended the Department Heads meeting at Town Hall.
- Oct. 20: Chief Arciero held mandatory sergeant's meeting.
- Oct. 25: Chief Arciero attended regional dispatch meeting with consultants at Avon PD.
- Oct. 26: Chief Arciero disseminated new General Order on Firearm Seizure procedures.
- Oct. 26: Chief Arciero attended CROG Regional Performance Incentive Grant workshop at CRRA in Hartford.

COMMUNITY POLICING

- Oct.. 4: Chief Arciero submitted article for Canton Connections newsletter.
- Oct. 5: Chief Arciero and Off. Besse met to discuss initiation of Explorer Program in Canton.
- Oct. 6: Chief Arciero, D/C Hull, Offs. Capaldo and Selander and Administrative Asst. Anne Raftery held Coffee with the Cops at Cherry Brook Health Facility.
- Oct. 12: Chief Arciero established protocol with Canton Boy Scout Troop for firearm storage at CPD.
- Oct. 18: Chief Arciero attended the Community of Concern- Substance Abuse meeting at the Community Center.
- Oct. 21: Off. Selander participated in a career day at Joni's Daycare.
- Oct. 21 CPD posted 'Halloween Safety' tips on CPD website.
- Oct. 24: Off. Besse participated in the Shoppes Halloween safety event "Give a treat, Get a treat".

OPERATIONS

- Oct. 4: CPD officers made narcotics arrest at Canton High School.
- Oct. 5: Chief Arciero met with CFD Chief Goeben to discuss road closure for promotion film event.
- Oct. 6: Det. Wilkinson attended Child Victim Investigator's meeting.
- Oct. 20: D/C Hull called out on Regional SWAT call in Windsor.
- Oct. 20: Det. Wilkinson assisted Avon PD in execution of a search warrant on a computer crime/Internet safety investigation.
- Oct. 26: Chief Arciero attended regional meeting in Hartford to discuss regional traffic enforcement grants.

POLICE DEPARTMENT

- Oct. 28: Chief Arciero and D/C Hull attended the CRCOPA Operation Threat tabletop exercise in Hartford.
- Oct. 29-31: CPD involved in emergency response to significant winter storm.

INCIDENT SUMMARY:

Total Incidents for Oct. 958		Previous month: Sep. 903	
Domestic Disturbance	7	Motor Vehicle Stops	185
Driving Under Influe.	0	Motor Vehicle Accidents	36
Larceny-All	17	Suspicious Pers/Vehicle	16
Medical Calls	77	Directed Patrol	96
Fraud	6		

PROJECT ADMINISTRATOR

- Executed contract for Crack Sealing of Various Roadways and monitored crack sealing of various roadways.
- Continued with coordination and project closeout for the Farmington River Trail – Phase III project.
- Attended one meeting of the Upper Collinsville Mill Pond Master Plan Steering Committee.
- Completed site visit of Town of Barkhamsted Highway Garage under construction and reported to the PMBC. Initiated a review of 2 additional sites recently identify for potential Town Highway Garage sites. Attended one PMBC meeting.
- Attended an assignment meeting with ConnDOT and TranSystems (selected consultant) for the Town Bridge Road Bridge project. Scope of work to be prepared by consultant for review and comment.
- Completed site visit with FEMA representative to review damage to Town owned infrastructure as a result of Storm Irene.
- Prepared presentation and attended Town Meeting for additional funding for Pavement Management Program.
- Prepared contract and conducted site walk for repairs to various sidewalks.
- Attended Canton Housing Authority meeting to discuss selection of architectural consultant for preparation of plans and specifications required for anticipated Small Cities grant solicitation.
- Updated web site information relative to Pavement Management Program.
- Met with community representatives and on-call consultant to discuss improvements to Bicentennial Field.
- Coordinated and attended Public Informational Meeting to present draft Upper Collinsville Mill Pond Master Plan.
- Observe test pits completed on Scoville Road and issued task order to VHB for evaluation of possible options for rehabilitation of the portion of the roadway.
- Prepared various quarterly reports for reporting on ongoing projects.

2011 Project Log

Project	October
PMBC Highway Garage Proj.	16
Farmington River Trail - Phase 3	12
Small Cities “21” Phase 2	8
Citizen Inquiries	8
Budget / CIP Program	
Planning / Zoning Site Plan Review	4
IWWA Site Plan Review	
DEP Mill Pond Master Plan	14
Town Bridge Project	6
Canton Hydro Project	4
Housing Rehabilitation Loan Program	
Pavement Management Services	24

PROJECT ADMINISTRATOR, Cont.

Main Street/ Bridge Street Traffic Control Signal	
Town Hall Windows and Door Replacement	
Dyer Avenue Roadway Improvements	2
GIS Project	2
Crack Sealing of Various Roadways	16
Storm Irene – FEMA	6
Bicentennial Field	4
Sidewalk Improvements	4

PUBLIC WORKS**ADMINISTRATION****HIGHWAY DEPARTMENT**

- Cleaning up from hurricane Irene
- Repaired 2 catch basins
- Patching around town
- Prepared various roads for crack sealing
- Snow storm 29th & 30th
- Sent staff to help with parks

MAINTENANCE GARAGE

- Serviced chipper new blades
- Serviced sanders & plows for Oct snow storm
- Serviced truck #

PARKS DEPARTMENT

- Mow Parks, Schools and Town facilities
- Prepped fields for school and youth needs
- Maintenance on machines
- Started to close pool for season
- Picked up garbage's
- Seeded Bowdoin field

BUILDING MAINTENANCE DEPARTMENT

- Deliver packages to finance and selectmen
- Install AED machine at town hall
- Filled generators at police dept-town hall and community center
- Talked to NEEC about energy controls at CC
- Repaired generator at town hall
- Met with new rep from Tradesmen

SENIOR & SOCIAL SERVICES - Not available at time of printing.

TAX COLLECTOR

- Tax collections for the current list were \$101,009.00. Back year collections were \$53,180.72.
- 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 \$514,478.77. Back year collections were \$1,101.80.
- Sewer Assessment collections were \$.00 and connection charges collected were \$.00.
- 10 liens were released on the land records for the sewer accounts and 8 liens released for the tax accounts.
- Total sewer collections were up 10% compared to the same month last year.
- The auditors were in and I supplied them with documentation that they asked for.
- Worked with Kyra on her questions concerning the sewer collections for the entire previous fiscal year.
- The Collection Agency collected \$242.57 for the month of October.

TOWN CLERK

- Processed: 1524 transactions and two marriage licenses
- Real estate recordings were up 5% from the same time last year with 10 residential home sales.
- Largest home sale: 6 Sweetheart Mountain (\$749,659).
- Municipal Conveyance Tax collected on transfers was \$7909.78.
- \$564 was collected via the Community Investment Act.
- A total of 1123 dog licenses were sold to date for the 2011/2012 dog year.
- Oct 7: Absentee Ballots became available for the November 8, 2011 Municipal Election.
- Oct 11-12: AED training took place for Town of Canton employees. The purchase of the new Town Hall AED machine and the costs associated with the training were all made possible by a grant from the Canton Community Health Fund.
- Oct 26: The Town Clerk, accompanied by the Avon and Simsbury Town Clerks, interviewed six candidates for the part time Canton Assistant Town Clerk’s position.
- Oct 29: The town of Canton, as well as the rest of Connecticut, experienced a fall nor’easter that knocked down trees, limbs, power lines and cable lines. While the Town Hall operated on generator power, internet and email connections from the Town Hall were unavailable for the rest of the month into November.
- The Citizen Request Management component of QScend (QAlert), logged no complaints for the month of October 2011.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there was one foreclosure in October on 50 East Hill Road #8S.
- Liens & lis pendens action:
 - Mortgage lis pendens 1
 - Condo Fees Liens 1
 - Credit Cards/Debt Collectors 6
 - Commercial/tax liens/other 3
 - Medical related 2
- Activity on the Town’s website: Unavailable due to storm/no internet connection

Town Clerk Receipts-October 2011

Total Items	Description	Total Amount
	Recordings:	
188	Land Records	\$5775.00
	Conveyance Tax	\$7909.78
	St of CT Historical Preservation	\$376.00
	Town Clerk Historical Preservation	\$188.00
	Town of Canton-Land Preservation	\$564.00
	St of CT-Land & Dairy Preservation	\$6768.00
	Town Clerk Land Preservation	\$188.00
3	Maps	\$30.00
144	Copies	\$971.5
11	Sport Licenses:	
	St of CT DEP	\$332.00
	Sport Licenses-Town of Canton	\$11.00
9	Miscellaneous	\$9.00
46	Vitals	\$739.00
2	Marriage/CU Licenses St of CT	\$38.00
17	Dog Licenses:	

TOWN CLERK, Cont.

	Town of Canton	\$16.50
	State of CT	\$143.00
1	Notary Fees	\$10.00
125	Transfer Station	\$3441.50
1	Stone	\$40.00
1524	TOTALS	\$27,574.28

TOWN PLANNER

PERMITS ISSUED

- 110 Albany Tpke. – 4 signs, Chipotle Mexican Grill
- 47 Andrew Dr. – shed
- 22 Collins Rd. – third floor addition
- 126 East Mountain Rd. – window replacement
- 250 Albany Tpke. – 2 signs, Simsbury Bank
- 55 Bart Dr. – proposed single family house
- 63 Bart Dr. – shed
- 84 Dunne Ave. – home occupation, writing service
- 88 East Mountain Rd. – addition
- 220 Albany Tpke. – indoor golf facility
- 76 Simonds Ave. – bus shelter
- 6 Saddle Ridge – interior renovations, condo
- 461 Cherry Brook Rd. – shed
- 36 Queen’s Peak – shed
- 21 Country Lane – shed
- 21 Albany Tpke. – interior renovations, La Trattoria
- 110 Albany Tpke. – sign, Things Remembered
- 178 Albany Tpke. - gazebo repair, Canton Green
- 126 Dowd Ave. – sign, Focus Center for Autism
- 26 Sweetheart Mountain Dr. – proposed single family house

INSPECTIONS

- 550 Cherry Brook Rd. – possible junkyard
- 110 Albany Tpke. – 4 signs, Chipotle Mexican Grill
- 47 Andrew Dr. – shed
- 22 Collins Rd. – third floor addition
- 126 East Mountain Rd. – window replacement
- 250 Albany Tpke. – 2 signs, Simsbury Bank
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TOWN PLANNER, Cont.

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- 178 Albany Tpke. - gazebo repair, Canton Green
- 126 Dowd Ave. – sign, Focus Center for Autism
- 26 Sweetheart Mountain Dr. – proposed single family house
- 43 East Hill Rd. – construction of new house
- 5 Cheryl Dr. – construction of commercial building
- 100 Bahre Corner Rd. – possible grading near wetlands

AUTHORIZED IWWA AGENT APPROVALS

- None.

CEASE AND DESIST ORDERS

- 57 Powder Mill Rd. – removal of junk; nearly all vehicles removed, most of hurricane damaged shed removed; fall completion anticipated.

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.

MISCELLANEOUS

ASSISTANT PLANNER

- Attended ZBA 10/4, IWWA 10/13.
- Attended Southern New England APA Conference, Providence, RI 10/20-21.
- Met with Charlie DeWeese and Harrison Wasserbauer at Robin Rd. on possible trail route to Cannon property 10/12.
- Met with Rusty Tilney on repair alternatives for hurricane damaged bridge at ax factory 10/12.
- Met with Steven Tarver on possible agricultural use of potential property purchase on Case St. 10/25.
- Assisted in kitchen at Community Center and temporary shelter 10/31.
- Responded to concern from Shagbark Lane residents regarding private bridge. Coordination of concerns from IWWA agency on resolving this issue.

TOWN PLANNER

- Monthly Meetings –
 - Planning Commission - Regular Meeting 10/3; Legal Workshop with Town Attorney 10/11; & Sitewalk at Sweetheart Mountain, review of approved tree clearing limits 10/13;
 - DRT - Special Meeting 10/11, & Regular Meeting 10/25;
 - Zoning Commission - 10/19;
 - POCD Update Committee - Special Meeting 10/6, & Regular Meeting 10/24
- Discussion with Canton WPCA on recent development activity and process 10/3
- Conference call to review complaint and potential violation at 7 Spring Street 10/3
- Met with potential Eagle Scout to review possible projects 10/4
- Conference call with BL Companies 10/4
- Site walk Sweetheart Mountain 10/13
- Met with potential Eagle Scout to review and approve final eagle project proposal 10/19
- Attended Connecticut Pedestrian Advisory Board regular meeting 10/20
- Met with John Bahre to review development constraints/ potential of land off of West Mountain Drive 10/21
- Development Alternatives Workshop, Burlington 10/26
- Met with Simscroft regarding issues with fire protection cistern on Windmill Lane 10/26
- Finalized and distributed press releases for POCD workshop 10/26

TOWN PLANNER, Cont.

Bicentennial Field meeting on re-grading in compliance of FEMA standards 10/27

- Site walk of Fiora property and review of development potential, Albany Turnpike 10/28
- Review of requirements for potential new business on Route 44 for pet funeral & crematory services
- Review of potential development alternatives and initiatives for Collins Co.
- Marketing, public education and outreach work for 2nd POCD workshop
- Review of legal arguments on complaint and potential violation of use of Collinsville Congregational Church by local business, Downright Music and Art
- Discussions with neighbors regarding fence violation on Foxcroft Lane
- Coordination and communication with development team proposing new Dunkin Donuts on Route 44
- Discussion with Rusty Tilney regarding utility easements through Collins Co. and connections to Town and other private properties
- Monitoring and providing input to STC permit application to modify intersection of Route 44 and Lawton Road
- Nighttime inspection of Valley Sports Center at 310 Albany Turnpike and recommendation to modify conditions of approval
- Informal review of proposed modifications to 361 Albany Turnpike
- Review of funding under municipal management of Brownfield's opportunity
- Review of tax abatement/ tax increment financing/ and other incentives for discussion with EDA
- Collect information for EDA for development of new business guide/ guidance document for understanding the development review process
- Review and updating of post approval documents, i.e. "letter of credit" and "development agreement" standardization
- Review of funding opportunities under Transportation Enhancement program and CMAQ
- Review of concern from Ocean State Job lot on conditions of approval that limit hours, modified hours with consent of the Commission
- Development of guidelines for modification of approved tree cutting guidelines at Sweetheart Mountain
- Coordination with DEP Flood Plain Administrator to allow construction of Greenhouse off Powder Mill Road
- Follow up on legal review of proposed zoning regulation rewrite. Received final comments. Developed new schedule of meetings to bring project to completion.
- Review of subdivision potential at 387 Cherry Brook Road at request of resident
- Review of construction observations services contract proposal for developer funded changes to Lawton Road
- Review of proposed bus maintenance facility and changes in the flood plain/ way on Powder Mill Road
- Review of porous pavement standards for possible incorporation into site plan/ subdivision standards
- Review of POCD "Planning Issue's" booklet generated from first public workshop
- Request for fee proposals to understand cost associated with updating town roadway standards and other subdivision standards;
- Review of outstanding tree clearing bonds at Sweetheart Mountain
- Review of site plan history and non-conformities at 135 Dowd
- Development of an introductory work plan for new EDA members
- Prepared an article for the CCAPA newsletter to highlight the Canton POCD update process
- Review of new Jobs Growth Bill and how it affects the development review process at state and local level.

TOWN PLANNER, Cont.**Project Logs**

Project	August	September	October	Yearly Total
Aquifer Protection	2	0.5	0.25	29.4
Pulte Homes/ Oxbow Ridge	3	1.85	0	17.65
Zoning Regulation Rewrite	17.5	4	4.55	228.5
PMBC/ Public Works Garage	0.5	0.25	3	19.35
Axe Factory	1.5	5.4	2.95	11.25
71, 91, & 95 Albany	11	11.5	1	35.5
POCD Update	17.7	25	18	169.8
Sweet Heart Mountain	5.65	8.75	10.9	43.05
IWWA Rewrite	3.25	0	0	34.65
Rail Trail	11.25	48.5	2.5	88.55
401 Albany Turnpike	1	1.25	1.4	29.9
Open Space Grant	0.2	0	0	20.35
GIS Initiatives	6	8	2.25	57.55
EDA Initiatives	2.75	1	2.5	56.15
Itern Projects	0	0	0	129.75
Fiora Property	2.5	0.25	3.3	21.8
Lowes Site	2	1	0.5	38.35
Konover/ Sussman	42.5	11.5	6	265.2
Windmill Hill Cistern	3	0	1.85	13.05
Martel Transportation Relocation	0.15	4	10.25	18.4
Downright Music and Art	2.25	3.65	8.15	23.05
Dunkin Donuts Reconstruction	1	5.25	7.15	20.7

Application Tracking – October, 2011**Received by Zoning in July 2011**

- 1. File #422; Apln. #1334;** 5 Foxcroft Lane; Assessor's Map 5-12; Lot 264-5; Zone AR3; Special Exception for Section 8.4 Fence Exceeding 6 feet; Michael & Tara Gay, applicant/owner. *Application received in July; Public Hearing opened in August, 2011, continued to September meeting. Lack of progress between neighbors, continued to October. Approved in October.*

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 continued to 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.*
- 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

TOWN PLANNER, Cont.

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.

Received by Zoning in October 2011

1. **File #219; Apln. #1341;** 16 Maple Avenue Assessor's Map 10-4; Lot 3; Zone AR1; Special Exception for Section 10.1.2 Change of non-conforming use of land; Stephen Roberto dba DentFix Express, LLC, applicant; Gibbs Oil Co. Limited Partnership, owner. *Application received and public hearing opened at October meeting. Approved with conditions at October meeting.*
2. **File #116; Apln. #1300;** 310 Albany Turnpike; Valley Sports Center; Modification of condition of approval. *Modification approved at October meeting.*
3. **File #226,** 133 River Road, Ocean State Job Lot; Modification of store hours for November 24 & 25 only. *Modification approved at October meeting.*

Received by Design Review in June 2011

1. Preliminary Review, 115 Albany Turnpike; Assessor's Map 3-4; Lots 10 & 116; Zone ATG-2; Review of preliminary site plans ; Canton 44, LLC and Konover Development Corporation, applicant; Canton, 44 LLC, owner. *Preliminary review initiated at Regular Meeting in June. Preliminary comments provided to applicant; Revised plans reviewed in July meeting, comments issued to applicant and continued to August; Final Review comments issued at special meeting called early in August. Zoning approval in August required DRT confirmation of changes at applicant's convenience. Final changes endorsed by DRT at October 11th special 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.*
2. **Zoning 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. *Reviewed at October regular meeting. Due to changes made to the plans after initial submittal, it was determined project no longer warranted DRT review.*
3. **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 at October regular meeting. Final review comments issued.*
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.*

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.*

TOWN PLANNER, Cont.

Received by Planning Commission in October 2011

1. File #536; Livingston Road Subdivision modifications of conditions of approval. *Modifications granted at October meeting.*

Received by IWWA in June 2011

1. File #06-11-193; 184 Cherry Brook Road; Assessor's Map 5-8; Lot 68; Zone AR2; and 22 West Mountain Road; Assessor's Map 5-8; Lot 72; Zone AR3 Maintenance of area behind building and construction of elevator on west side of building; First Congregational Church of Canton Center, applicant/owner. *Continued to July 2011; At July meeting Site Walk was scheduled for July 28th, Public Hearing opened August 2011, and continued to September meeting. Approved at September meeting.*

Received by IWWA in September 2011

1. File #09-11-1051MA; 232 Albany Turnpike; Assessor's Map 9-4; Parcel 77; Zone B1; Request for map amendment; B&K Realty, LLC, applicant; 232 Albany Turnpike, LLC, owner. *Received in September and scheduled for PublicHearing in October. Public Hearing closed in October. Application approved in October.*

Received by ZBA in July 2011

1. File #2011-4; 22 Collins Road; Assessor's Map 11-4; Parcel 30; Zone AR1; Section 11 minimum height requirement of the regulations; Request variance of 3' to 5' wall and the 40 percent total floor area height restriction; Thomas & Jill Pasko, applicant/owner. *Submitted to Land Use Office in July. Lack of ability to get a quorum delayed this application until a special meeting in October could be arranged. Special meeting held in October. Application approved in October.*

WPCA

OPERATIONS

- The plant achieved 96 % BOD removal and 96 % Suspended Solids removal.
- The Effluent plant flow, monthly average decreased from 1.045 MGD to .917 MGD
- Rainfall total for the month is 6.03 inches.
- Plant is running well with a small amount of Nitrogen being removed.

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 3.9 % this month.**
- Three loads of sludge were sent by Synagro @ 19,500 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week.
- Marked call before you dig locations.
- Analyzing Mobile Robotics video for work that needs to be done in collection system.

MAINTENANCE

- Monthly and weekly duties performed.
- Weekly cleaning of UV disinfection bulbs.
- KMNO4 Potassium Permanganate odor control system is on line and running 24 / 7.
- Flushed trickling filter.
- 24 Hour cleaning of all 3 Sand filters.
- Annual oil changes getting ready for winter.

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights.
- Calibrated 4 function gas meter.

WPCA, Cont.

- Attended quarterly town safety meeting.
- Chief Operator, Troy Radcliffe took the NEWEA Class IV Collection System class and exam and passed.

ADMINISTRATIVE

- New Primary Effluent Sampler has been plumbed in and is on line.
- Aeration blowers, from the Maher Corporation, are here at the facility.
- Award Bid for a contractor, Delray Construction to install aeration system.
- Preconstruction meeting for the RBC Aeration project.
- Attended a Dept Head meeting.
- Solar Panel Dedication and ribbon cutting ceremony.
- Working with CAO's office in updating phone lines, servers and Internet services.
- Paul Dombrowski and I met with WPCA boards in the towns of Avon and Simsbury in regards to Inter-municipal agreements.
- Paul Dombrowski and I met with CAO to discuss up and coming contracts for SSCA and Inter-municipal agreements.