



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

**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

To: Board of Selectmen  
From: Paul J. Fetherston, Chief Administrative Officer  
Date: October 9, 2007  
Re: **Monthly Report- September 2007**

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GENERAL ADMINISTRATION

During the month of September, the primary focus of the Office of the Chief Administrative Officer was on matters related to (1) on-going collective bargaining negotiations; (2) completion of Fiscal Year 2008-2009/ 2009-2010 Key Issues for consideration by the Board of Selectmen on October 3, 2007; and (3) various personnel matters. Other items of interest during the month include:

- ? Facilitated the internal hiring process for the position of Senior Services Coordinator;
- ? Facilitated the hiring process for the following positions: Children's Librarian; Head of Technical Services (Library); Parks and Recreation Program Supervisor; and various part time positions;
- ? Participated in discussions directed upon resolving permit issues related to the maintenance of Route 44 traffic islands with the State of Connecticut and Shoppes at Farmington Valley with the assistance of Representative Witkos;
- ? Attended the September 10 Special Meeting of the Open Space Preservation and Acquisition Committee;
- ? Attended the September 18 meeting of the CRCOG Municipal Services Committee;
- ? Attended the September 17 regular meeting of the Board of Finance;
- ? Participated in the interview process for the selection of a Police Officer recruit and Children's Librarian;
- ? Participated in the internal controls review component of the annual financial audit; and
- ? Facilitated the acquisition of and installation of replacement computers and printers based upon age and need.

PROFESSIONAL DEVELOPMENT

- ? Amy O'Toole attended the New England Government Finance Officers Conference from September 19-23<sup>rd</sup>, 2007
- ? Chief of Police Lowell Humphrey attended workplace safety training sponsored by CIRMA.
- ? A Police Sergeant attended training as a member of the Regional Accident Reconstruction Team
- ? A Patrol Officer attended Firearms Instructor training at the Police Academy and one officer began a 10 week, (one day per week), legal update training session at the academy.
- ? Deputy Chief Hull and five sworn members of the Police Department attended training regarding a recently adopted Domestic Violence legislation.
- ? Fire Marshal Libros started the Fire Service Instructor I class at the CT Fire Academy on September 5. The class is held every Wednesday and will conclude on October 17.
- ? Fire Marshal Libros attended the New England Association of Fire Marshal's annual conference in Auburn, MA on September 6 & 7.
- ? Fire Marshal Libros attended a course titled "Fundamentals of Crisis and Emergency Risk Communications" on September 27. The course was held at the Avon Fire Department Headquarters.
- ? Town Engineer Ken Wassall completed a distance learning course on "Flexible Pipe for Culvert and Drainage Applications: Understanding Design and Performance Differences" sponsored by Civil Engineering News and Contech Construction Products.

- ? Building Official Fran Jasmin attended a development team meeting, a meeting regarding location of Town voting and a seminar in which he earned 4 hours of continuing education credits.
- ? Parks and Recreation Director John Bennett has attended training recently at the New England Parks association as well as training in “sprains and strains” and “managing volunteers.”

FINANCE

- ? Finance Officer Amy O’Toole attended a special meeting for the Pension Committee on September 12, 2007 and the Board of Finance Regular Meeting on September 17, 2007.
- ? Significant time was spent to set-up MUNIS for Purchase Order and Time & Attendance modules along with implementation.
- ? Assisted with Banking Services RFP Analysis.
- ? Worked with Tim Ryor from Hooker & Holcombe on Valuation Questions.

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)  
08/31/07

|                                |                     |
|--------------------------------|---------------------|
| General Fund                   | \$13,937,483        |
| Special Revenue Funds          | \$ 3,528,501        |
| Capital Projects Funds         | \$ 1,433,936        |
| Internal Service Funds         | \$ 365,025          |
| Trust and Agency Funds         | \$ 1,499,903        |
| <b>TOTAL ESTIMATED BY FUND</b> | <b>\$20,764,847</b> |

INVESTMENTS BY INSTITUTION TYPE

(Unaudited)  
08/31/07

| Avg Monthly Yield, Annualized        | Interest %    |            | Interest \$   |               | \$ Invested         |
|--------------------------------------|---------------|------------|---------------|---------------|---------------------|
|                                      | Current Month | Last Month | Current Month | Last Month    |                     |
| Class Plus                           | 4.80%         | 4.90%      | 16,096        | 8,653         | \$12,218,920        |
| Webster                              | 4.85%         | 4.85%      | 43,905        | 13,875        | \$ 8,545,927        |
| Reich & Tang                         |               |            |               |               |                     |
| <b>Total Outstanding Investments</b> |               |            | <b>60,001</b> | <b>22,527</b> | <b>\$20,764,847</b> |

ASSESSOR

- ? Updates were made to the web site and maps. Where appropriate, new maps were created.
- ? Processed August 2007 transfers and changes as a result of documents and maps filed with Town Clerk- resulting report sent to Office of Policy & Management.
- ? Ownership information kept current from information provided by the Town Clerk.
- ? Filed appropriate forms with the State of Connecticut
- ? Mailed approximately 750 Annual Personal Property Declaration Forms
- ? Fieldwork continues.
- ? Proration of assessments for new construction for the 2006 Grand List
- ? Continued to process certificates of correction, primarily for motor vehicle tax bills
- ? Processing Elderly/Disabled Renter’s Applications

REVENUE COLLECTOR

- ? Tax collections for the current list were \$86,614.49. Back year collections were \$12,934.33.
- ? Sewer Collections on current list \$7,093.15. Back year collections were \$2,178.51.
- ? Sewer Assessment collections \$1,401.14 and connection charges collected \$.00.
- ? Sent out delinquent notices and received quite a few new addresses from the post office.
- ? Liens were placed in the beginning of September for those who were unpaid.

#### POLICE DEPARTMENT

- ? A total of 888 incident assignments were logged for the month of September including: 273 directed patrol/business security checks, 211 motor vehicle enforcement, 51 medical emergencies, 38 automatic alarms, 31 motor vehicle collisions, 20 larceny/fraud/theft investigations, 6 DWI/Narcotics offenses & 6 vandalism complaints.
- ? Chief of Police Lowell Humphrey attended and participating in the following meetings/ training: MDC Goodwin DAM Emergency Action training scenario, Capitol Region Chiefs meeting, CRCOG sponsored Regional Traffic Emergency Management session, meeting with the Town Planner regarding the Farmington Valley Shoppes median issue, Collinsville Traffic & Pedestrian Safety meeting, October 3, 2007 Board of Selectmen meeting regarding polling location and the Mormon Church open house.
- ? Chief Humphrey commanded the Regional Accident Reconstruction Squad at the scene of another Rt.44/Avon Mountain truck accident then attended the State Traffic Commission emergency meeting to represent Canton's interests regarding Avon Mountain thru truck restrictions.
- ? Chief Humphrey and Deputy Chief Hull participated in the interview/selection process for a new patrol officer.
- ? Deputy Chief Hull commanded the Regional EST over two days in a multi-agency training.
- ? A Sergeant who is a member of the Regional Accident Reconstruction Team was activated for the Avon Mountain crash.
- ? Detective Wilkinson spent a significant amount of time conducting required background checks on several police officer applicants.
- ? Several members of the department staffed the Police Department's booth at Sam Collins Day and took the opportunity to speak with many interested citizens.
- ? Daniel Langer was hired as the new police officer effective October 9, 2007 and will begin the Police Academy on October 22.

#### FIRE DEPARTMENT

Not submitted.

#### TOWN CLERK

- ? The Town Clerk's office processed 546 transactions during the month of September.
- ? Real estate recordings were down 23% compared to this time last year.
- ? There were 216 residential dwelling/land sales in September.
- ? The largest home sale was for 60 Queens Peak (\$727,000).
- ? Municipal Conveyance Tax collected on all transfers was \$11,740.50.
- ? Four marriage licenses were processed.
- ? \$16,349 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
- ? The Town Clerk's office has completed 40% of the Backfile Conversion project to date.
- ? 1,033 dog licenses have been issued to date.
- ? A lottery was held on September 12<sup>th</sup> for the purpose of determining candidate positions on the multi-member boards of the November ballot.
- ? A Special Town Meeting was held on September 19<sup>th</sup> to consider and take action on a special appropriation in accordance with Town Charter 9-3(e) (3) in an amount not to exceed \$117,500 for purposes of settlement of

Mr. Kenneth Ripley's claim currently pending before the Worker's Compensation Commission. The motion passed unanimously.

- ? The Town Clerk attended the CT Town Clerk conference on September 20. The emphasis of the day was on the November election, February Presidential preference primary, and the new Optical Scan voting machines.
- ? The Town Clerk met with the Senior Services Coordinator to put together a New Resident Package that could welcome and inform new members of our community to the services and opportunities of our town.
- ? A desktop computer, installed for the Assistant Town Clerk this month, was paid for by a grant and will enable many more hand-written and typewriter functions to be computerized for easier access.
- ? Five additional years (1979-1983) worth of death records were computerized. Currently, the death records from 1979-2006 are on the system. The Town Clerk's office is committed to inputting five years worth of records every fiscal year.
- ? The Town Clerk's office has been experiencing a fair amount of system trouble with the Land Record computer. Staff continues to work with the programmers to rectify the problems which have minimally impacted land record turn-around.

Town Clerk Receipts for September 2007 (FY 2007-2008)

| Description                        | Total<br>Items | Totals<br>Amount   |
|------------------------------------|----------------|--------------------|
| Conveyance Tax                     | 16             | \$11,740.50        |
| Recording Land Records             | 183            | \$5077.00          |
| St of CT Historical Preservation   |                | \$366.00           |
| Town Clerk Historical Preservation |                | \$183.00           |
| Town of Canton-Land Preservation   |                | \$549.00           |
| St of CT-Land Preservation         |                | \$4758.00          |
| Town Clerk Land Preservation       |                | \$183.00           |
| Maps                               | 11             | \$110.00           |
| 0opies                             | 130            | \$793.00           |
| St of CT DEP                       | 18             | \$182.00           |
| Sport Licenses-Town of Canton      |                | \$13.00            |
| Miscellaneous                      | 7              | \$27.34            |
| Vitals                             | 53             | \$475.25           |
| Marriage/CU Licenses St of CT      | 4              | \$76.00            |
| Dog Licenses-Town of Canton        | 37             | \$36.50            |
| Dog Licenses-State of CT           | 36             | \$378.00           |
| Notary Fees                        | 2              | \$20.00            |
| Dial-A-Ride                        | 2              | \$42.00            |
| Transfer Station                   | 99             | \$2204.00          |
| <b>TOTALS</b>                      | <b>546</b>     | <b>\$27,213.59</b> |

FIRE MARSHAL/ EMERGENCY MANAGEMENT

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

|   |     |
|---|-----|
| I n s p e c t i o n s                       | 6   |
| I n s p e c t i o n F o l l o w - u p s     | 2   |
| P l a n R e v i e w                         | 5   |
| J o b S i t e I n s p e c t i o n s         | 1 7 |
| F i r e I n v e s t i g a t i o n s         | 1   |
| B l a s t i n g P e r m i t s               | 0   |
| B u r n P e r m i t s                       | 1   |
| B o m b T h r e a t s                       | 0   |
| H a z a r d o u s M a t e r i a l s         | 0   |
| U n d e r g r o u n d T a n k R e m o v a l | 1   |

- ? Fire Marshal Adam Libros attended the Development Team meeting on September 4.
- ? A fire investigation was conducted at 285 Albany Turnpike on September 9.
- ? Met with members of the State Fire Marshal’s Office to walk-through a construction site for formal code interpretation.
- ? Met with the Cheshire Fire Marshal’s Office on September 21 at the Shoppes at Farmington Valley to discuss life and fire safety features of the buildings and property.
- ? The Office of the Fire Marshal applied for and was awarded a \$500 grant from the CT Fair Plan to offset costs for a digital camera. The grant will be applied if accepted from the Boards of Selectmen and Finance.

PHYSICAL PLANT

- ? Town of Canton facilities staff continued to maintain all buildings, as well as keep an acceptable temperature range by maintaining the cooling systems at the Town Hall, Library/Community Center, Police Department and Collinsville Fire Station;
- ? Replacement of ceiling tiles in the Community Center Multipurpose room continued;
- ? Lights in the Collinsville Fire Station were replaced; and
- ? Long range facility condition evaluations were completed for capital planning purposes at the Chief Administrative Officer’s request of the following facilities: Canton Library/Community Center, Collinsville Fire Station; Town Hall; and Police Department;

PUBLIC WORKS

- ? Staff performed a number of tasks and assignments including repair of the catch-basin on Christmas Tree Hill Road; continued roadside mowing around town; swept up loose stone that was left over from chip-sealing; repaired driveway aprons where water from the road was causing damage; hauled 50 tons of leftover salt to the Town of New Hartford to make room for the new treated salt which will be used for ice and snow removal this year; and continued marking crosswalks and stop bars on roads that had been chip-sealed; began to raise the catch-basins on Lawton Road and installing drainage on Washburn Road to be resurfaced.
- ? Bristol Tree Service was called to remove a rope swing from Town Bridge Road;
- ? The fuel tank removal contractor began work at the Highway Garage;
- ? Cargill Salt briefed Staff on the use of treated road salt and what might be expected from it;
- ? Director of Public Works Walter LeGeyt and Town Engineer Ken Wassall met with the developer and contractor of Wind Mill Hill subdivision to prepare a punch list prior to the final paving.
- ? Mr. LeGeyt and Mr. Wassall attended the PMBC meeting regarding the renovation and/or relocation of the Highway Garage.

## TOWN ENGINEER

- ? Field visits were conducted in the following areas for purposes of checking work in progress: Wind Mill Hill subdivision; Red Fox Run subdivision; Highway Garage (fuel tank replacement); and Canton Commerce Park.
- ? Additional information regarding the Small Cities grant for improvements to Senior Housing at 21 Dowd was prepared at DECD request.
- ? Attended Housing Authority meeting concerning DECD Small Cities grant.
- ? Met with contractors for the repair of bearing areas on Town Bridge.
- ? Attended FEMA Community meeting for proposed flood zone regulation changes.
- ? Worked with Weston & Sampson personnel on the Highway Garage Facilities Plan.
- ? Reviewed changes to drainage plan proposed by with Todd Parsons, Lenard Engineering re: Rustle Meadow subdivision.
- ? Prepared RR Trail drawing for proposed new sign locations.
- ? Prepared reimbursement documents for East Hill Road bridges 23-005, 007, & 009 for submission to ConnDOT.
- ? Prepared annual ConnDEP report for recycling.
- ? Prepared draft US 44-202 sidewalk snow plowing contract for review by Town's attorney.

## TOWN PLANNER

### **Zoning Commission:**

- a. **Zoning Rewrite:** Special Meetings are in the process of being scheduled to aggressively tackle the Zoning rewrite. October 24, November 7, and December 5 are tentatively scheduled specifically to focus on the Zoning regulations.
- b. **Regular Meetings:** The Commission met on September 19 and took the following actions:
  - Approved with stipulation **File #400; Apln. #1201;** 15 Canton Springs Road; Assessor's Map 4-3 ; Lot 13; Zone LI; Section 31.2.25 Special Exception and Site Development Plan for use as Dog Daycare and Grooming Facility; Four Paws Only, LLC, applicant; Carol Dobrozensky and Mary Boylan, owners.
  - Approved with stipulation **File #188; Apln. #1206;** 306 Albany Turnpike; Assessor's Map 10-8; Lot 102; Zone SB; Site Plan Modification to replace existing gasoline & diesel underground storage tanks & piping and reinstall fuel dispensers in some locations; Mark Smith, P.E., applicant; Mobil Oil Corporation, owner.

**Planning Commission:** The Planning Commission held a Regular Meeting on September 10, 2007, and took the following actions: Issued a positive §8-3a recommendation to Zoning Commission; Zoning File #364, Apln. #1204; 115 Albany Turnpike and a portion of 27 Lawton Road; Assessor's Map 3-4; Parcel 10; Zone ATG-2; Second Amendment of ATG-2 Regulation and change to ATG-2 Zone to Revise Master Plan re building layout, parking requirements and typographic errors, no change in allowable square footage; Canton 44, LLC and Konover; and Issued a positive §8-24 Review and Report from Board of Selectmen to Planning Commission for proposed Exclusive License Agreement & Encroachment Easement pertaining to 15 Canton Springs Road; Town of Canton, applicant.

**Zoning Board of Appeals:** The ZBA meeting for September was cancelled due to lack of quorum:

**Design Review Team:** The Design Review Team (DRT) met at a Special Meeting on September 12, 2007 to review the Design Review/ Zoning Processes and work on the creation of Design Review Guidelines to be distributed to the public and interested parties looking to do business with the Town.

The Design Review Team (DRT) met at a Regular Meeting on September 25, 2007 and took the following actions: Completed a formal review of the Zoning Application for the Shoppes at Farmington Valley, for the review of the proposed shed to August 28, 2007; and Completed a formal review of the Zoning Application for 143 & 145 Main Street, the old Collinsville Fire House, and continued that review to the September 25, 2007 meeting.

**Open Space Committee:** The September Open Space Committee meeting was cancelled.

### **Inland Wetlands and Watercourses Agency**

Authorized Agent Approvals - 9/1/07 – 8/31/07: 9/20/07 – File #09-07-974AA – 2 River Road, Assessor's Map 10-4, Parcel 1, AR-1, Installation of rail signs and a ground sign to be placed along the rails to trails in an upland review area.

IWWA Approvals: There was no regular meeting of the Canton Inland Wetlands and Watercourses Agency due to lack of business items

**Project Review Team:** The project review team met in September to review the application at 143-145 Main Street in Collinsville.

**Zoning Compliance:** Certificates of Zoning Compliance Issued 9/1/07 – 9/30/07: One (1) for Single Family Certificates of Occupancy; Six (6) for Building Permits; One (1) for the Church of Latter Day Saints; Five (5) memorandums stating Certificate of Zoning Compliance was not required per our current zoning regulations. Total: 13

Home Occupation Permits Issued 9/1/07 – 9/30/07:None

Sign Permits Issued 9/1/07 – 9/30/07: 9/14/07 - 100B Main Street – Jon Art Tattoo; 9/27/07 – 225 – 227 Albany Turnpike – Replacement of all existing Pinewood Furniture signs with new tenant signs for Rosenberg Orthodontics – Same size signs in same location.

#### Zoning Enforcement

- ? 9/13/07 – Responded to a complaint that someone was living in a trailer at 165 Case Street. Pursuant to Section 65.3.1 of The Town of Canton Zoning Regulations “at no time shall such parked or stored trailers be occupied or used for living, sleeping, or housekeeping purposes”.
- ? 9/21/07 - Sent a certified letter to the owner of 165 Case Street detailing the violation.
- ? 9/24/07 – Spoke to the gentleman residing in the trailer and was told that this is a temporary situation and he is searching for permanent living quarters.
- ? 10/3/07 - Sent another certified letter to 165 Case Street stating that trailer and other items that are being used in connection with a living space will have to be removed from the premises by October 29, 2007 or we will then have to issue a Cease and Desist Order (which will give him another 10 days to comply before further legal action is taken).

#### Update from last month\*

- ? 8/29/07 – Site visit to Innovative Concepts Corporation - 200 Smith Way (Canton Commerce Center) to investigate a complaint by an Oxbow Ridge neighbor regarding lighting, height of berm, loading dock area. Tenant has already addressed lighting issue by installing motion sensors and adding shielding to ensure lighting is now full-cut off luminaire. Awaiting letter from LADA addressing berm height. Should receive early next week. Staff received a letter from the landscape architect of the project, LADA, regarding this property. The height of the berm is consistent with the approved plans and the loading dock is screened properly by a double row of white spruce trees averaging between 8’ – 10’ in height. There are no other outstanding issues with this property.

#### **Administrative Initiatives**

- a. Reviewed additional processes and procedures for the Issuance of Certificates of Zoning Compliance pertaining to Building Permits and Certificates of Occupancy and implemented new requirements and procedures to the ZEO.
- b. Reviewed the process of requiring the expiration of Site Plans within 1 year of approval with Connecticut General Statutes prescribing 5 year. Currently debating courses of corrective action if necessary.
- c. Met with the Collinsville Merchant’s Group to introduce new planner and receive input from and understand concerns of this stakeholder group.
- d. Continued the process of identifying approved zoning amendments and map changes with the Town Clerk in accordance with CGS 8-3(d) so that all zone changes made to date will be documented and available.
- e. Reviewed process of issuing sign permits and regulations pertaining to temporary sign permits, public Interest signs, and real-estate signs;
- f. Reviewed process, procedures, and regulations between Zoning Commission and Design Review Team;
- g. Began the process of developing goals and objects for ZEO/ IWWA Agent for coming year;
- h. Reviewed Design Review draft guidelines. Looking toward goals for 2008 including visioning, photo documenting and mapping of areas of character;
- i. Met with Fire Marshall to begin discussions for the adoption of formal policy for Planning to include requirements and safety protocol relative to fire protection for new developments. Future discussion item.

- j. Researched grant and other funding opportunities for regulation updates.
- k. The process of drafting reports to land use commissions on pending applications and making them available to the public and Commissions prior to public meetings is continuing its development.
- l. Reviewed services agreement between Land Use and North Central Conservation District.

**Miscellaneous Land Use Office Activities**

- ? Met with numerous members of the public to explain/ assist in their evaluation of the proposed changes to the Konover parcel on the Corner of Route 44 and Lawton Drive;
- ? Processed 15 inquiries for affordable housing program;
- ? Reviewed CGS and town ordinances pertaining to Noise;
- ? Review of Pulte Homes development history and potential outstanding issues;
- ? Worked on annual report, weekly reports, monthly reports, department head meeting, development staff meeting and project review team meetings;
- ? Zoning Compliance Review for donation at Mills Pond Field;
- ? Meeting with Pulte homes and Tigh & Bonde to evaluate outstanding site issues at Oxbow Ridge;
- ? Review of proposed subdivision at 185 High Valley Drive
- ? Review past site plan/ special expectation approval for VW dealership on Route 44 – extensions needed;
- ? Processed 2 affordable housing applications;
- ? Attended FEMA meeting with Town Engineer to review new Digital FIRM Maps, proposed model regulations and steps that will be required by FEMA for adoption in the coming months.
- ? Pre-application meeting for a potential subdivision on West Simsbury Road;
- ? Pre-application meeting for potential development activities at 361 Albany Turnpike;
- ? Continued pursuing bond release for 266 Gracey Road and the Shoppes;

**BUILDING DEPARTMENT**

- ? There was one permit issued for a single family home at 24 Sweetheart Mountain Road - fee of \$4090. Two permits were issued for interior build-outs at the Shoppes at Farmington Valley, American Eagle Outfitters and Omni Fitness. There was one other commercial permit issued for “Jump Zone” at 15 Cheryl Drive. The fees collected for the three permits were \$8110.00.
- ? There was one Certificate of Occupancy issued. The Church of Jesus Christ of Latter Day Saints at 27 Lawton Road was given their permanent CO.
- ? The Building Official conducted 117 inspections.

Building/Renovation Permit

|                     |           |                    |
|---------------------|-----------|--------------------|
| Addition/Alteration | 11        | \$170,347          |
| Deck                | 3         | \$11,560           |
| Demolition          | 0         | \$0                |
| Electrical          | 9         | \$51,000           |
| Garage/Shed         | 2         | \$5,240            |
| HVAC                | 18        | \$31,087           |
| New Commercial      | 3         | \$376,560          |
| New Residential     | 1         | \$289,540          |
| Plumbing            | 9         | \$16,199           |
| Pool                | 2         | \$44,500           |
| Roofing/Siding      | 5         | \$82,750           |
| Foundation          | 0         | \$0                |
| <b>Total</b>        | <b>63</b> | <b>\$1,078,783</b> |

Permit Value Comparison for September

|                         | 2007        | 2006      |
|-------------------------|-------------|-----------|
| Value of Permits Issued | \$1,078,783 | \$656,195 |
| Building Permit Fees    | \$13,903    | \$7,420   |
| Other Income Fees       | \$2,688     | \$1,666   |
| Building Permits Issued | 63          | 38        |

Total Value of Permits and Permit Fees

| July - September 2007-2008 |             | July - September 2006-2007 |             |
|----------------------------|-------------|----------------------------|-------------|
| Value                      | Permit Fees | Value                      | Permit Fees |
| \$4,373,114                | \$61,075    | \$2,331,177                | \$32,754    |

SENIOR SERVICES

Not submitted.

PARKS & RECREATION

- ? All fall activities have begun. One or two programs were pushed back due to low enrollment but numbers have been met and are now running.
- ? Second sessions of programs will be pushed off 1 week and additional advertising will be done.
- ? Director John Bennett met with FAVARH representatives to discuss an inclusion agreement with the town and intends to submit the information during the budget cycle.
- ? Interviews are being completed for the Program Supervisor position.
- ? Mr. Bennett is working with Director of Public Works, Walter LeGeyt, to assure that all fields are prepared for games. The Parks Department is also working on upkeep issues for all fields.
- ? Dates have been set and preparations are underway for the annual Holiday tree lighting and breakfast with Santa.
- ? The Department is also in the planning stages for the winter/spring brochure.
- ? Speed bumps have been removed from Mills Pond Park.
- ? The Department is looking into planning and running additional bus trips.

LIBRARY

- ? Win Purrington, Head of Technical Services, retired after twenty years of dedicated service to the Library and the Town of Canton. A reception honoring Win was held on September 27, 2007 offering Trustees, Friends, Canton residents and fellow librarians an opportunity to bid her farewell.
- ? Cheryl Donahue, Children's Librarian for seven years, resigned on September 5<sup>th</sup> to take the position of Children's Librarian at the Simsbury Public Library.
- ? The Friends of the Canton Public Library held their annual two day book sale on September 8<sup>th</sup> & 9<sup>th</sup>.
- ? The Friends and Library Staff participated in Sam Collins Day, sponsoring a booth in the Community Organizations area.
- ? The Library is now open 10AM to 5PM on Saturdays.
- ? The Monday Night Book Club reviewed *I Am David* by Anne Holm.

- ? The Library is offering a free SAT course called “PrepMe”. It is 40+ hours of instructional content, practice quizzes and full length tests available with a library card using the Library’s website.
- ? The Library Board started to receive survey responses from the Friends’ newsletters.
- ? The Thursday Book Conversations group discussed *The Creators* by Paul Johnson.
- ? Interviews were conducted to fill the position of Children’s Librarian.
- ? “Tea with Edna” , the opening event for “Walking with Edna”, a collaborative art installation featuring the photography of Margaret Stewart and the poetry of Edna St. Vincent Millay attracted sixty people on a Sunday afternoon. Abigale Parker, Rennie McQuilken, Pit Pinegar and Annie Barrett performed.
- ? Assistant Children’s Librarian Betsy Ash, along with private storytellers, maintained our story times. During the last two weeks of September, ten story hours were presented for 100 children.
- ? Members of the Friends, the Library Board and the Library Director participated in the Canton’s Chamber Golf Tournament.
- ? Art Chouinard, local artist, once again spent the day painting and answering questions about his craft and his works.
- ? Reference queries included:  
Who donated Elizabeth Park to the state?  
What are the symptoms of e-coli poisoning?  
What is the name of the business that rents the “Flower Cottages” in North Truro, MA?  
Senior care services on Long Island & Annandale, VA?
- ? The numbers: 11,029 items were loaned;409 people attended events; 49 new cards were issued and 53 renewed; 612 holds were processed; 527 items were added to the database

WPCF

As can be seen by the continued decrease in average daily flow, inflow and infiltration contribute a substantial amount of flow to the WPCF.

| Parameter          | August 2007 | September 2007 | Permit limits           |
|--------------------|-------------|----------------|-------------------------|
| Average Daily Flow | .500 MGD    | .476 MGD       | 0.80 M.G.D              |
| Influent B.O.D     | 225 mg/l    | 236 mg/l       | N/A                     |
| Effluent B.O.D     | 13 mg/l     | 15 mg/l        | 20 mg/l<br>90 % removal |
| Influent S.Solids  | 220 mg/l    | 209 mg/l       | N/A                     |
| Effluent S.Solids  | 9 mg/l      | 10 mg/l        | 20 mg/l<br>90 % removal |
| Turbidity          | 8.4 NTU     | 7.5 NTU        | N/A                     |

- ? Dowd Avenue Sewer Project Bids came in. Four bids were received, bids ranged from 2.293 million to 4.458 million. Engineers estimate was 1.8 million. A meeting has been scheduled with the CT DEP to discuss a possible scale back of the project in order to reduce the cost.
- ? Conducted meeting with Roland Denny and Tighe and Bond engineers to discuss Sand Filter feasibility study.
- ? Superintendent Art Enderle attended an energy seminar sponsored by the CT DEP in regards to energy savings at Water Pollution Control Facilities.
- ? Canton Village Construction installed sanitary sewer service at 6 Allen Place.
- ? Worked on sewer use billing to be sent out for October 1 billing.
- ? Attended the Development Team meeting; Sewer Commission meeting; Staff meeting; and meeting with Webster Insurance.

- ? The following maintenance was completed: Changed oil in air compressor garage; Changed oil in air compressor main building; Changed oil in Primary Tank #1 and #2 main drive; Changed oil in Primary Tank #3 main drive; Changed oil in secondary clarifier #1 upper gear box; Changed oil in secondary clarifier #2 upper gear box; Changed oil in secondary clarifier #1 lower gear box; Changed oil in secondary clarifier #2 lower gear box; Changed oil in secondary clarifier #1 speed reducer; Changed oil in secondary clarifier #2 speed reducer; Completed painting of all outside structures; Pumped down, cleaned and inspected Primary tank #1; Pumped down, cleaned and inspected Primary tank #2; Pumped down, cleaned and inspected Primary tank #3; Pressure washed inside of Rotating Biological contactor building; All scheduled semi annual maintenance was completed this month; and Installed 1 inch hose reel and hose at Influent end of primary tanks to facilitate washing of scum troughs and weirs to eliminate a source of odors
- ? Mobile Robotics spent 2 days finishing up televising segments of the collection system.
- ? Roger Ignazio attended plant tour and technical session at the Simsbury WPCF.
- ? Attended Connecticut Water Pollution Abatement Association Board of directors meeting
- ? Superintendent Enderle and Mr. Ignazio attended class on pump selection and application held at HISCO pump in Bloomfield.
- ? Sewer Commissioner Matt Stone toured the facility.