

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: October 14, 2010
 Re: Monthly Report – September 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
- Deadline to apply for State Renters Rebate Program was September 15, 2010 – Total applications submitted - 104 – Rebate amount requested \$43,365.35
- 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 November 1, 2010)
- 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 North Mountain Road.
- There were two Certificates of Completion issued. One for a deck and the other for interior renovations. There were also two Certificates of Occupancy issued. One was for a single family house on Sweetheart Mountain and the other was for an addition.
- The Building Department hosted a seminar at the Community Center on 9/7/10.
- Mr. Jasmin conducted a total of 45 inspections and participated in the panel seeking a new Building Official. Mr. George Stronkowsky began those part-time responsibilities on 9/29/10 and as of that date Mr. Jasmin concluded his work as Building Official.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	3	\$62,250
Deck	5	\$36,600
Demolition	0	\$0
Electrical	13	\$14,489
Garage/Shed	21	\$5,124
HVAC	0	\$80,828
New Commercial	0	\$0
New Residential	1	\$338,686
Plumbing	5	\$2,200
Pool	1	\$32,000
Roofing/Siding	4	\$35,900
Foundation	0	\$0
Total	54	\$608,077

Permit Value Comparison for September

	<u>2010</u>	<u>2009</u>
Value of Permits Issued	\$608,077	\$374,322
Building Permit Fees	\$6,736	\$3,094
Other Income Fees	\$1,988	\$2,436
Building Permits Issued	54	41

BUILDING DEPARTMENT, Cont.

Total Value of Permits and Permit Fees

July-September 2010-2011		July-September 2009--2010	
Value	Permit Fees	Value	Permit Fees
\$2,479,738	\$34,508	\$1,161,774	\$16,032

FINANCE

- Professional Development
 - NESGFOA Conference
- Attended September Staff Meeting
- Attended Monthly Board of Finance Meeting
- Worked on Audit Information for End of Year 6/30/10
- MUNIS Training for DPW, WPCA & Police
- Attended CIRMA Insurance Meeting

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 08/31/10

General Fund	\$ 15,139,781
Special Revenue Funds	\$ 2,766,618
Capital Projects Funds	\$ 1,940,982
Internal Service Funds	\$ 690,331
Trust and Agency Funds	\$ 310,277
TOTAL ESTIMATED BY FUND	\$ 20,848,189

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 08/31/10

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.17%	.18%	96	68	\$ 4,262,544
Webster	.35%	.45%	4,945	2,635	\$ 16,344,212
Reich & Tang					\$ 241,433
Total Outstanding Investments			5,041	2,703	\$ 20,848,189

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 September 2010:

Canton Volunteer Fire & EMS Department

Incident Type Report (Summary)

Alarm Date Between {09/01/2010} And {09/30/2010}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	57	82.60%	\$0	0.00%
322 Motor vehicle accident with injuries	1	1.44%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	2.89%	\$0	0.00%
341 Search for person on land	1	1.44%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	1.44%	\$0	0.00%
	62	89.85%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	1.44%	\$0	0.00%
	1	1.44%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	1	1.44%	\$0	0.00%
622 No Incident found on arrival at dispatch	2	2.89%	\$0	0.00%
	3	4.34%	\$0	0.00%
7 False Alarm & False Call				
743 Smoke detector activation, no fire -	1	1.44%	\$0	0.00%
745 Alarm system activation, no fire -	2	2.89%	\$0	0.00%
	3	4.34%	\$0	0.00%
Total Incident Count:	69		Total Est Loss:	\$0

FIRE MARSHAL / EMERGENCY MANAGEMENT Cont.

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

- Attended an educational seminar on September 1 in Rocky Hill regarding residential sprinklers. The seminar was presented by the National Fire Protection Association.
- Attended the monthly meeting of the Capitol Region Fire Marshals Association in Newington on September 2.
- Attended and hosted a continuing education class at the Canton Community Center on September 7. The class topic was Juvenile Firesetters and was presented by the State of CT Department of Public Safety's Office of Education and Data Management.
- Delivered a presentation on September 15 to the senior citizens at their luncheon regarding ICE (In Case of Emergency). ICE is an acronym used as a contact in one's cellular phone for emergency workers to contact family or friends of a person who needs help.
- Participated on the interview panel for the selection of a new Building Official on September 16.
- Attended the New England Association of Fire Marshals annual educational conference on September 23 & 24 in Auburn MA. Fire Marshal Libros was elected to the Board of Directors of the Association.
- Attended Sam Collins Day on September 25. Fire prevention material was distributed to the public and inspections were conducted of all tent and cooking areas.
- Organized a meeting on September 28 with CAO Robert Skinner, Fire/EMS Chief Richard Hutchings, Town Planner Neil Pade and Acting DPW Director Rick Lassen regarding the installation and maintenance of fire protection water supplies in the Town.
- Participated in a telephone conference call on September 30 regarding the severe weather that occurred in our region. Maintained a high alert to the weather conditions and informed Town Officials with weather updates.

LIBRARY

ADULT SERVICES

- The grand prizes for our teen and adult summer reading programs were awarded during the first week of September. We had great public participation in both events: adults read and reviewed 173 books during July and August, while teens read and reviewed 155. Children's Services Assistant Margaret Colavecchio helped Reference Librarian Beth Van Ness to acquire some excellent weekly prizes from such businesses as Dish 'n' Dat, Sephora, Flatbread, the Village Sweet Shoppe, and others. The grand prizes were 2 lift ticket vouchers for an entire day or night of skiing, donated by Ski Sundown, and a one-month free family membership, donated by Healthtrax. It was all great fun and proved that people – even adults and teens -- still read and use libraries.
- Our resident artist, Art Chouinard, painted his landscapes and seascapes in the library on September 21. Art's appearance is always popular. Patrons stop by to watch and comment throughout the day.
- Circulation Supervisor Katie Bunn organized a hand drumming class on September 9. We could not accommodate all the people who wanted to come, and we ended up with a long waiting list, so another session likely will be offered. Attendance: 20

LIBRARY, Cont.

- Head of Technical Services (and craftsperson) Sarah McCusker is trying to organize monthly knitting and spinning groups. In September, she offered 2 knitting events. These were intended for knitters to gather together to work and socialize. One session was held on an evening and attendance was 1, so it appears that a weekday evening is not a good time. She tried another knitting group, as well as a spinning group, on a Saturday and attendance was better: 7. The library program room was busy with knitters knitting, spinners spinning, refreshments, and door prizes. These 3 events were “trial balloons” that followed up on patron suggestions to see if there is wide interest for such programs.
- Our Monday Evening Book Discussion group met to discuss *My Life in France* by Julia Child, selected fiction on France by Peter Mayle, and *Julie and Julia* by Julie Powell. Reference Assistant Nancy Donoghue and members of the group brought vichyssoise, creamed roasted chestnuts, French cheeses, and French pastries as refreshments. The discussion was good, too. Attendance: 12.
- The Saturday Afternoon Book Conversations group will start its year in October.
- The library and the Social Services Department teamed up to present a program called *Estate Planning: The Basics* on September 30. Social Services secured the speaker (Attorney Tegan Blackburn from Simsbury) and the library provided the facilities and equipment. Very successful. Attendance: 25.
- We are receiving many more calls from residents possibly interested in our home delivery to shut-ins program.
- The reference staff proctored 3 exams for Canton residents during September.
- September displays: (1) In the display case, collectible pitchers on loan from Glennis Stanchfield Maguire. The collection was photographed by *DotCanton.com* and the photos were posted on its website (with permission). (2) On the interior walls, the New England landscapes painted by Burlington artist Jim Laurino (continued -- our art exhibits stay up for 2 months). (3) The staff's recommended reading picks (also continued).

CHILDREN'S SERVICES

- The autumn story time semester began the week of September 20. As usual, we offer 5 separate sessions each week, grouped by age. Four of the 5 are full to overflowing and have substantial waiting lists. Sessions during September: 9. Attendance: 201.
- Mike Grossi from *Tails of Joy* returned with therapy dogs Oola and Ollie for another *Read to Me* program on September 25. In these sessions, young children practice their new reading skills front of this kind and nonjudgmental audience of dogs (accompanied by their trainer). Many families expressed interest in coming, but this event fell on Sam Collins Day this year, so sign-ups were much fewer than for past appearances. Attendance: 8.
- Following the hectic days of summer, the Children's Room staff took the time to shelfread the entire children's collection during September. This is a slow and uninspiring task, but a necessary one. Shelfreading is the process of moving item-by-item through the books, DVDs, CDs, and other collections to be sure they are in correct Dewey or alphabetical order.
- Head of Children's Services Heather Baker was interviewed by a local freelance writer and asked to provide in-depth suggestions for parents who want to interest their children in reading. The resulting article will appear in an upcoming issue of a regional parenting publication.
- Heather also met with Intermediate School librarian Kelly Conway to discuss way in which our 2 libraries could support each other's work during this school year.
- September displays: Back-to-School books, Roald Dahl books (his birthday is in September), and books about dogs.

PERSONNEL

- Heather Baker and Children's Services Assistant Betsy Ash attended the annual meeting of the Connecticut Library Association's Children's Section. They watched videos promoting libraries and heard how to create them at home, and they attended presentations on library services for non-traditional families and innovative summer reading programs. Heather and Betsy also networked with children's staff from around the state, an activity that often brings out the best ideas.

LIBRARY, Cont.

- Heather was the featured speaker at the September meeting of the Northwest Connecticut Children's Librarians' Roundtable. Her topic: *Low-Cost Technology for Children's Librarians*, the same presentation she gave at the statewide CLA annual conference last spring.
- Sarah McCusker and Reference Assistant Jane Hoben attended a program on *Storage Solutions for Historic Collections*. They returned with ideas for solving problems in our Local History Room related to safety and security for the books and many pieces of unusual materials (like clippings).

OTHER HIGHLIGHTS OF THE MONTH

- The Friends of the Library annual book sale took place on Saturday and Sunday, September 11 and 12. Held as usual in the lower level of the Community Center, income was slightly lower than last year's but still healthy. Several new members joined the Friends to help with the pre-sale sorting, pricing, boxing, and retrieving, and they also worked on the days of the sale. A very big effort!
- The library and the Friends had a table again this year at Sam Collins Day. We distributed fliers and pamphlets about the library – what it has and what it does – and raffled 2 baskets of new adult and children's books. One basket was won by correctly guessing the date of the library's founding (November 8, 1913), the other by guessing the library's operating budget this year. Particularly enjoyable the guess of \$5,000,000. From this child's mouth to God's ear.
- As one of their FY 2011 goals, Heather Baker and Beth Van Ness are assembling a technology inventory of the library listing everything we know about each computer, printer, monitor, etc.
- The Director, Head of Children's Services, and Head of Technical Services are starting a circulating gaming collection for the library. Gaming packages are very popular in the Connecticut libraries that now offer them. These items will be bought as gifts from the Friends of the Library.

PARKS AND RECREATION

- Program planning for Winter programs is moving along, due to the CAO's office on October 22, 2010. I am always looking to add new and interesting programs and here are a few: Reiki class, kickboxing, Adult CPR and possibly fencing.
- Ski Bus packets have been completed and brought to the Main offices of the schools. Morning announcements and emails are being sent out to students and parents. We have decided to have ski bus for 5 weeks, instead of 6 weeks to lower costs for parents, however, we have had to raise bus only fees a bit to ensure that we cover our costs.
- Some new programs Zumba, Vinyasa Yoga and Let's Gogh Art are running strong! I have heard from participants that they are really enjoying the classes, so we have added more sessions and will continue them through the year.
- I am concerned about our After School Mad Science Program. The company raised the rates (while extending the length of the program) but I am afraid that it has turned some parents off and they have opted for less expensive alternatives.
- I have had to cancel Tai-Chi (Senior services started to offer a reduced rate class during the day for Seniors and our evening class wasn't filling) Music with Miss Jean didn't run this session, but will be running in November.
- We are excited to start working with our new Recreation Software next week. I believe that this will update our department, and make recordkeeping /marketing so much easier and we no longer need to use Point and Pay. Residents will be able to register for programs online and get regular email updates for programs. It has always been difficult to reach the parents of pre-school children to promote programs, and now with Canton School's new "green" policy, I was no longer able to send home fliers in backpacks.

PARKS AND RECREATION, Cont.

- We have received some feedback from a few gardeners in our Community Garden program. They appreciate the extra time we have given them to remove their materials from the garden this year. A few have also made some suggestions for the gardens that we will be trying to implement this year.
- Director Brian Wilson met with Mark Lange to discuss new indoor sports facility at Canton Racquet Club building and possible program development.
- Spend time with MyRec.com software rep discussing features of recreation based software.
- Attended training for usage of emergency generator at the Community Center.
- Met with Tennis Instructor to discuss implementation of new and expanded tennis programs.
- Met with three contractors to procure bids for rehabilitation project for the Millennium Fields.
- Attending training session for the new sign machine located at Public Works.
- Drafted and submitted the annual report for Parks and Recreation.
- Met with Superintendent of Schools Kevin Case to discuss disbursement policy for park and recreation program flyers.
- Supervised all Wednesday sessions of the Game Room after school activity program at the community center.
- Reviewed recreation software MyRec.com with the Finance Department.
- Attended Sam Collins Day in support of Town of Canton table and distributed flyers and information to booth visitors.
- Attended CIRMA training on Sexual Harassment.

POLICE DEPARTMENT

PERSONNEL

- Chief Christopher Arciero started on Sept. 20, 2010. On September 21, Chief Arciero had a 'meet and greet' at town hall.
- Chief Arciero attended POST Comparative Certification Training at the POST Academy and the Manchester Police Department.
- Officer Jonathan Saucier completed his first month of Academy Training on Sept. 28, 2010.
- Officer Matthew Keepin continues to progress well during his Field Training Officer Program. He is expected to be finished with his FTO program by early November.
- 25 Dispatcher applicants qualified to move forward in the selection process. The test will take place on October 14, 2010.
- Department Administrative Secretary attended the quarterly Chiefs of Police Secretary Association (COPSA) meeting.
- The Department has an intern working with Detective Wilkinson and other personnel as part of her criminal justice studies at Northwestern Connecticut Community College. She was instrumental in producing the brochure that was handed out on Sam Collins Day.

ADMINISTRATION

- The Chief States Attorneys' Office delivered 12 Domestic Violence Response Kits for each Canton Police Officer.
- The State Police Forensic Lab delivered to Fingerprint Kits for the Patrol Cruisers.
- Updates to the Canton Police Department Website were finalized.
- Proposed plan for purchase of exercise equipment being discussed with Police and Dispatcher Unions and Town.
- September 22, 2010, Department personnel attended the "Bagging for Hunger" event at the Shoprite Store in town.
- All department printers were networked by Brett Marchand.

POLICE DEPARTMENT, Cont.
OPERATIONS

- Various Department personnel, including the Chief Arciero, Deputy Chief Hull, Sgts. Witkos, Penney, Messier and Officers Wilkinson, Capaldo, Ferrecchia, Recruit Saucier and the department intern attended and manned the Canton Police Department booth at the Annual Sam Collins Day Celebration.
- Incident Summary:
- Total Incidents for September: 694 Previous month (August) 710
- Domestic Disturbance 4 Motor Vehicle Stops 148
- Driving Under Influe. 4 Motor Vehicle Accidents 29
- Larceny-All 9 Suspicious Pers/Vehicle 23
- Medical Calls 51 Burglary 2
- Fraud Offences 3 Directed Patrol 32

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 bi-weekly project meeting for the Farmington River Trail – Phase III. Coordinated as required with consultant and contractor.
- Completed walk-thru and initiated routine maintenance activities for HVAC Services with Tradesmen of New England LLC for HVAC Maintenance Services for Town buildings.
- Received STEAP grant of \$200,000 for Town Bridge matching funds required as part of Local Bridge Commitment to Fund.
- Coordinated interview process and prepared contract documents for Pavement Management Services. Selected consultant - Vanasse Hangen Brustlin, Inc.
- Receive 9 proposals for Upper Mill Pond Master Plan request for proposals.
- Coordinated with Small Cities consultant on 3 possible applications for housing rehabilitation loan requests.
- Completing training and closeout for the Library / Community Generator project.
- Received 7 proposals for Emergency Generator Services. Proposals are presently under review.
- Worked with vendor to complete Town Hall gutter cleaning project.

2010 Project Log

Project	September
PMBC Highway Garage Proj.	8
Farmington River Trail - Phase 3	24
Small Cities “21” Phase 2	8
CT Clean Energy Fund grant app (Hydro)	8
OPM ARRA Energy Grant (Town Hall Windows)	2
Citizen Inquiries	8
Library / Community Center Emergency Generator	6
Solid Waste Transfer Study Committee	12
Zoning Site Plan Review	
Planning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	8
Town Bridge DOT grant	8
TS Hauling Bid MSW	

PROJECT ADMINISTRATOR, Cont.

Storm Water Management	
Sidewalk Replacement – Valley House	
Hazardous Waste Day	
Torrington Avenue Water Main Replacement	2
Town Hall Building Management	16
Traffic Signal - Route 179 at Main Street	2
Police Station 911 System	
HVAC Services	12
Canton Hydro Project	8
Tree Trimming / Removal Services	
Swimming Pool Road Bridge	
Rustle Meadow Subdivision	2
Housing Rehabilitation Loan Program	4
Cherry Brook School Window Replacement	2
Pavement Management Services	16
Transfer Station Invoice Processing	2

PUBLIC WORKS

HIGHWAY DEPARTMENT:

- Swept up chip seal stone
- Repaired sink hole on Wilders pass
- Went around cutting back to improve sight line
- Patched holes around town, on going process
- Finished repairing head wall on gracey
- Crew cleaned up weeds at the P.D

PARKS DEPARTMENT:

- Parks Supervisor closed up pool for winter
- Installed sod on Bowdin field for soccer
- Finished spreading the last of the fertilizer
- Continued mowing and painting lines for football, soccer , lacrosse, & baseball

TRAINING:

- Chris Davis was sent to a two day course on O.S.H.A regulations
- Grimco came out gave training on the use of the sign machine, he will be back a couple more times Rick, Chris and Brian were trained.

MAINTENANCE GARAGE:

- Replaced batteries truck 2 & 6
- Replaced alternators truck 2&3.

JANITORIAL AND CLEANING STAFF:

- Crew continues clean and maintain buildings had to send a couple of men to help staff move tables for event

SENIOR & SOCIAL SERVICES

PROGRAMMING

- Canton Community Café: Open for 9 days, 442 meals served (and so many new volunteers helping weekly, including Jean Cote, Carol Barlow, & Sara Martin! THANK YOU!)
- Dial A Ride:
 - Total # of passengers: 154

SENIOR & SOCIAL SERVICES, Cont.

- Total # of trips: 315
- Tickets funds collected at Town Clerk's Office: \$5 for 10 tickets
- Tickets funds collected and at Senior Services: \$226 for 452 tickets
- Jump On Board/Trips:
 - Jump on Board to Enfield: 7 people went
 - JOB to Mohegan Sun: 10 people
 - JOB to Blue Back Square: 2 people
 - JOB to Lyman Orchards: 5 people
- CHOICES volunteer Paula had 3 appointments this month. Paula and Toby set up dates and times for Paula to come in during open enrollment period. During that time, Paula will be here every Tuesday morning to meet with clients who are looking to re-evaluate their prescription drug plans and to enroll in new plans.
- "In The News" met twice, with an average of 9 people
- McLean Meals on Wheels: 804 meals were delivered to 21 residents.
- Foot care clinic (held 1x this month) 6 regular foot cares at the Senior Center
- FVVNA:
 - Blood Pressure clinic: 72 screenings
 - Walking group: 101 screenings
 - Bereavement Support Group: Jim Fox met with 3 people
- Senior Potluck: 23 people enjoyed lunch, while listening to tunes & conversing with friends
- Cooking with Elaine-16 people attended for "Soup-er Harvest" recipes
- Collaborative program on estate planning with Library: 25 people attended
- Medical Transportation: 12 round trips coordinated; 1 one way trip
- Volunteer Dialysis Transportation: Pat Swan coordinated 24 rides.
- Senior Cell Phone Program: 2 phones given out
- New Mah Jongg group very successful! They play alongside the card players every Friday now at 12:45pm
- No Vials of Life given out
- e-Scribes: one was sent out to subscribers this month:
 - Wednesday September 15th: Fuel Bank donations, Energy Assistance, solid waste transfer study survey, women's fitness day, Naomi Lynch Day, UCONN trip, White Christmas Trip, flu vaccine updates, local flu clinics, book club meeting dates, Safe Driving program, upcoming special presentations, 911 Cell Phone Bank, Housing Authority open wait-list, LTC Insurance presentations, Happenings in the Valley, Medicaid for Low-Income Adults in CT.

SPECIAL SEPTEMBER PROGRAMS

- On Friday September 3rd the Senior Center was visited by many friends and family to celebrate Naomi Lynch's 103rd Birthday. After our normal CRT lunch, we welcomed Pam Giannini and Cheryl Jackson from the CT Department of Social Services Aging Division, who read aloud a proclamation from Governor Rell in honor of September being National Senior Center month. Pam congratulated Naomi and took pictures with her.

Following this presentation, about 75 visitors enjoyed the melodious sounds of singer & entertainer Karen Wagner, while enjoying some delicious Ice from Rita's in Farmington. First Selectman, Dick Barlow, congratulated Naomi Lynch and told stories about growing up next to her as a child in Canton. Following this presentation of congratulations, Representative LeGeyt thanked Naomi for her contributions to the town of Canton over the years and read aloud a proclamation from Governor Rell proclaiming September 3rd to be "Naomi Lynch Day" in the state of Connecticut.

Naomi was presented with these proclamations, as well as a large handful of birthday cards, and 3 extra large cupcakes with '1' '0' '3' candles on them as everyone sang "Happy Birthday" to her. Steve Wilder from dotcanton.com interviewed Naomi and her daughter Kate Lynch and featured the story on his blog.

SENIOR & SOCIAL SERVICES, Cont.

Tracey Weiss from CantonLIFE publications interviewed Naomi in her home shortly thereafter and her article and pictures is featured in a mid-October publication of CantonLIFE.

- On Tuesday September 7th, Senior/Social Services opened up their Senior Room so the Canton Historical Society could meet in there after office hours.
- On Friday September 10th Senior/Social Services held a presentation by Attorney Mike Keenan entitled “Medicaid-Not just for Nursing Homes” and one by Kathleen Lucas entitled “Long Term Care Insurance: In-Home Care is the First Option”.
- On Saturday/Sunday September 11th and 12th the Senior Center opened it’s Senior Room up to the Friends of the Canton Library for their annual book sale.
- On September 15th Adam Libros, Canton Fire Marshal, came to talk with the Lunch Bunch about “ICE” in their phones. Thankyou, Adam!
- On Wednesday September 15th The New McLean sent over two Physical Therapists to do free Balance Assessments for 10 older residents.
- On Friday September 17th Senior/Social Services held a presentation entitled “In-home Care: Do’s & Don’ts” by Melanie Sevetz of Companions & Homemakers and one entitled “Safety: It’s Critical” by Tom Harrington of Senior Safe New England.
- On Wednesday September 22nd Cherry Brook Healthcare Center sent over a great therapist who talked about “How to Stay Fit During the Colder Months”. She gave some great information, and handed out free resistance bands and raffled off a gift card to Kohl’s!
- Mark Harrington and Samir Doshi of Horizon Home Mortgage, LLC finished off the stream of presentations sponsored by Senior/Social Services and The Aging In My Place Council on Friday September 24th with “Home Equity: Your Home Can Pay You Back”.
- On Thursday September 30th Canton Senior/Social Services and Canton Public Library co-sponsored an evening presentation by Attorney Tegan Blackburn. This presentation was all about Estate Planning and the basic documents you should have to ensure the safety of yourself and your belongings. Over 25 people were in attendance. Senior/Social Services is very pleased to be collaborating with the Library to provide educational and informational resources free of charge to Canton residents and neighbors and looks forward to more collaboration and co-sponsorship in the future!!
- Claire participated in Sam Collins Day on Saturday September 25th. Many Thanks to Toby and volunteers Lilly & Kristie who put together the informative packets that were handed out to folks throughout the day. What an event! Thank you for stopping by to meet & greet!!

ADMINISTRATIVE

- Senior/Social Services submitted the department’s monthly report to the Director of Parks & Rec/Senior Services
- Claire went on a home visit with the Police Department and Animal Control on September 1st.
- Claire attended Director of Public Works, Walter LeGeyt’s going away party at Town Hall on September 1st.
- Claire met with over 35 clients over the course of the month for counseling, referral and resources, financial assistance, application help, eviction mediation and help and mediation between state & other offices. This number does not count the enormous number of calls that were screened on a daily basis and referrals that were given over the phone or via email to clients.
- Claire attended and co-chaired NASW-CT Aging Committee’s meeting on Wednesday September 15th evening.
- Claire attended FOCUS On Canton, Inc’s monthly meeting on Thursday September 16th from 7-9pm.
- Toby attended the Canton Commission on Aging meeting on Monday September 20th at 12noon.
- Claire attended training at Community Renewal Team in Hartford on Monday September 20th for Energy Assistance CAPTAIN software.
- Senior & Social Services welcomed another new volunteer to the office: Kristie Griswold!

SENIOR & SOCIAL SERVICES, Cont.

- Claire went to Hartford on Friday September 24th to pick up free 2-month supply of diapers for clients. Senior/Social Services participated in the Diaper Bank this year through CRT and everyone who signed up through this office was awarded free diapers.
- Claire attended Sexual Harassment Training for Supervisors from 1-3:00pm at Simsbury Library on Monday September 27th.
- Claire & Toby have started intake with people for Energy Assistance and are gearing up for the Energy Assistance Blitz with CRT Intake Specialists on Monday October 25th.
- Toby sent out press releases to local papers mid September, highlighting upcoming events and special programs in October & November.
- Both Claire & Toby have been working on planning upcoming projects:
 - All eScribes: consistently gathering information & resources
 - Upcoming Jump On Board/Other Trips:
 - UCONN Basketball Game, White Christmas show, Casino trips, monthly shopping trips, Litchfield Inn "Oktoberfest", garden show, etc.
 - Upcoming educational & informational presentations, visit from Town Clerk Linda Smith
 - Energy Assistance Blitz on October 25th
 - Community Chili Night in October
 - Flu Shot clinics in October & November

TAX COLLECTOR

- Tax collections for the current list were \$69,018.66. Back year collections were \$10636.63.
- Last year at the end of September we had collected 52.3825% of the current year collectable balance and this year we collected 52.61% of the current year collectable balance.
- Rose returned this month from maternity leave and we had bagels for Heidi and thanked her for stepping in while she was out.
- Sewer collections on the current list were \$11,419.13. Back year collections were \$157.14.
- Sewer Assessment collections were \$.00 and connection charges collected were \$.00.
- 83 liens were placed on the land records for the sewer accounts that were unpaid from last years billing compared to 58 liens placed last year.
- Prepared and sent out 1,700 + sewer bills. Bills are due during the month of October.
- Sent out the Final Rate Book for printing to the binder.
- Worked with Amy on her questions concerning the July collections and discussed briefly about some questions she had concerning reconciling the April numbers.
- July is still being worked on by accounting to reconcile to the monies collected during July. When accounting has finished with July I am ready to answer any questions they may have on collections for August and September.
- The Collection Agency has collected \$2,722 through September 2010, September being the highest amount to date collected of \$ 2,152.00. This is a sign that they are starting to locate people and Canton is starting to benefit from the collection agency's efforts. (See chart of collections)

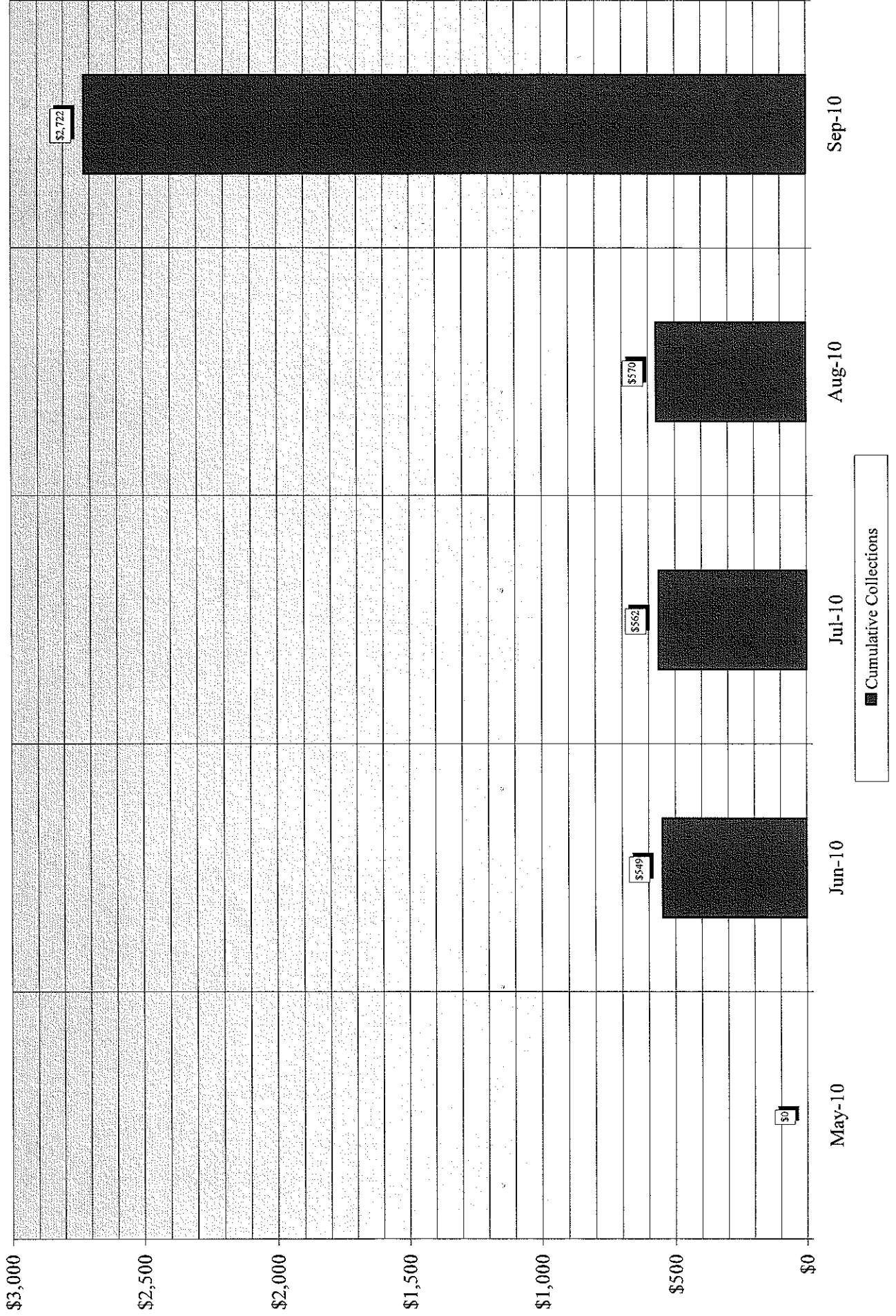
TOWN CLERK

- Processed: 537 transactions and 2 marriage licenses
- Real estate recordings were up 20% compared to the same time last year with 10 residential home sales.
- Largest home sale: 19 Sweetheart Mountain (\$810,000).
- Municipal Conveyance Tax collected on transfers was \$10,167.00.
- \$582 was collected via the Community Investment Act. The FYTD 2010-2011 total is \$1563.
- A total of 1154 dog licenses have been sold for FY2010-2011.
- September 15-17: Town Clerk to the Connecticut Town Clerk Conference.
- September 25: Town Clerk staffed the Town of Canton booth at Sam Collins Day.

SCHEDULE A2

CANTON CT - TAXSERV CAPITAL SERVICES, LLC

CUMULATIVE COLLECTIONS FOR MV FOR THE PERIOD MAY 1, 2010 THROUGH SEPTEMBER 30, 2010



TOWN CLERK, Cont.

- The funds from the Historic Documents Preservation Grant have been received (\$3000) and project implementation has begun.
- 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 89
 - Medical related 1
- Activity on the Town's website:
 - Number of visits to our site: 5086 people made 8837 visits to the site, 45% of which were new visitors to the site
 - Average number of pages/visit: 2.7
 - Average time on site: 2:31 (min:sec)
 - Top pages viewed: Home Page, Employment, Assessor, Park & Recreation, Agendas and Minutes, Farmington River Trail, Visitor's Guide, Request for Proposals, Police Dept, Town Clerk

Town Clerk Receipts-September 2010

Total Items	Description	Total Amount
	Recordings:	
194	Land Records	\$6257.00
	Conveyance Tax	\$10,167.00
	St of CT Historical Preservation	\$388.00
	Town Clerk Historical Preservation	\$194.00
	Town of Canton-Land Preservation	\$582.00
	St of CT-Land & Dairy Preservation	\$6984.00
	Town Clerk Land Preservation	\$194.00
1	Maps	\$10.00
173	Copies	\$959.00
22	Sport Licenses:	
	St of CT DEP	\$462.00
	Sport Licenses-Town of Canton	\$16.00
7	Miscellaneous	\$29.00
16	Vitals	\$251.00
2	Marriage/CU Licenses St of CT	\$38.00
29	Dog Licenses:	
	Town of Canton	\$28.00
	State of CT	\$297.00
2	Notary Fees	\$20.00
8	Dial-A-Ride	\$183.50
83	Transfer Station	\$2261.00
1	Stone	\$50.00
536	TOTALS	\$29,370.50

TOWN PLANNER

Zoning Permits Issued:

- 340 Cherry Brook Rd. – interior renovations, single family house
- 123 Bahre Corner Rd. – deck replacement, single family house
- 93 Cherry Brook Rd. – shed accessory, single family house
- 18 Washburn Rd. – deck expansion, single family house
- 14 Noja Trail – shed accessory, single family house
- 270 East Hill Rd. – solar panels, single family house
- 63 Gildersleeve Ave. – front step replacement, single family house
- 302 East Hill Rd. – inground swimming pool
- 15 High Ledge Rd. – cover deck, single family house
- 343 Cherry Brook Rd. - interior renovations, single family house
- 7 Frey Rd. – deck expansion, single family house
- 54 Breezy Hill Rd. – interior renovations, single family house
- 104 Main St. – liquor permit, LaSalle Market & Deli
- 29-41 North Mountain Rd. – proposed single family house
- 2 Woodchuck Hill Rd. - deck expansion, single family house
- 27 Indian Hill Rd. – wheelchair ramp, single family house
- 32 Pheasant Hill Rd. – deck expansion, single family house

IWWA Authorized Agent Approvals:

- 29-41 North Mountain Rd. – driveway in upland review area
- 18 Washburn Rd. – deck expansion in upland review area

Inspections were conducted at the following locations:

- 29-41 North Mountain Rd. – driveway in upland review area
- 57 Powder Mill Rd. – monthly junkyard inspection
- 14 Noja Trail – shed accessory, single family house
- 340 Cherry Brook Rd. – interior renovations, single family house
- 123 Bahre Corner Rd. – deck replacement, single family house
- 93 Cherry Brook Rd. – shed accessory, single family house
- 270 East Hill Rd. – solar panels, single family house
- 54 Woodchuck Hill Rd. – possible illegal dog kennel
- 63 Gildersleeve Ave. – front step replacement, single family house
- 302 East Hill Rd. – in ground swimming pool
- 15 High Ledge Rd. – cover deck, single family house
- 343 Cherry Brook Rd. - interior renovations, single family house
- 7 Frey Rd. – deck expansion, single family house
- 54 Breezy Hill Rd. – interior renovations, single family house
- 201 Albany Tpke. – verification of site plan vs. existing conditions
- 2 Woodchuck Hill Rd. - deck expansion, single family house
- 27 Indian Hill Rd. – wheelchair ramp, single family house
- 32 Pheasant Hill Rd. – deck expansion, single family house
- 345 Albany Tpke. – sign

Cease & Desist Orders Issued/ Ongoing

- 57 Powder Mill Rd. – removal of junk cars. Continued progress being made.
- 220 Albany Tpke. – Treehouse Antiques relocated to New Hartford, all signs removed.

Notices of Violation

- 211 Albany Tpke. – off-premises storage of autos for dealership. Special Exception application not received, engineer doesn't return calls. Second notice to be mailed.
- 16 Pond View Dr. – storage of manure and trailer in front yard removed.

TOWN PLANNER, Cont.

Aquifer Protection

- Processed outstanding registration at 10 Cheryl Drive

Miscellaneous Land Use Office Activities

- Assistant Planner Activities
 - Open Space Preservation and Acquisition Commission 9/7
 - IWWA 9/16
 - Conservation Commission 9/22
 - IWWA Site Walks 9/23 and 9/29
 - Continued weekly sign sweeps along major thoroughfares; over 260 signs removed since 8/09
 - Met with Town Planner and community volunteers to coordinate bicycle-pedestrian traffic counts along Farmington River Rail Trail at key intersections in Collinsville
 - Met with Town Planner, Pulte Homes representatives and Oxbow Ridge HOA on punch list for repairs at Oxbow Ridge 9/29
- Town Planner Activities:
 - Met with owner of 8 Spring Street to review historic nature of property and construction plans 9/1
 - Zoning Regulation Rewrite 9/1
 - Met with developer of Canton Racquet 9/2
 - Planning Commission 9/7
 - Department Head Meeting 9/8
 - CRCOG Bicycle Pedestrian Committee 9/14
 - Economic Development Agency 9/14
 - Met with Canton Housing Authority to provide update on Fair Housing activities 9/15
 - Conducted bicycle and pedestrian counts at key intersections along Farmington River Trail in Collinsville 9/15 & 9/18
 - Zoning Commission 9/15
 - Aquifer Protection Agency 9/15
 - Attended Board of Selectmen meeting to discuss proposed changes to Design Review Team ordinance and proposal to form an Update Committee for the Plan of Conservation and Development 9/15
 - Met with applicants regarding car wash at 10 Dyer Cemetery Road to review conditions of approvals and filing requirements 9/16
 - CRCOG Transportation Committee 9/20
 - Coordinated meeting with EDA member, Tax Collector, Tax Assessor and CAO to review new initiative to determine net revenues of non-residential development projects 9/21
 - Met with commercial broker to review development potential/ constraints of property surrounding 15 Albany Turnpike 9/21
 - Final meeting with intern regarding photo-documentation survey of Farmington River Protection Overlay District 9/22
 - Attended IWWA site walk 9/23
 - Met with Fire Marshal, Fire Chief, Director of Public Works, and CAO to discuss the drafting of regulations to address fire safety standards in new subdivisions 9/28
 - Met with developer and 3rd party engineer (BL Companies) at Sweetheart Mountain to review proposed subdivision modifications around the North Pond 9/28
 - Site walk with Pulte, 3rd party engineer (Tighe & Bond) and representatives of HOA's of both Oxbow Ridge condominiums and town houses to review progress on punch list items required prior to release of bonds 9/29
 - Met with developer to review approval history and development potential/ constraints of former Lowes site 9/30
- Continued revisions to Zoning Rewrite Project

TOWN PLANNER, Cont.

- Prepared outline and documentation necessary for PC and BOS to consider the creation a temporary committee to update the Plan of Conservation and Development
- Began communicating POCD update process to Superintendent of Schools for inclusion of school programs, and involvement of children and parents
- Began researching use of social media for upcoming POCD update process
- Reviewed bonding policy for land use commissions, working on developing standard procedures
- Received and began reviewing inquiry from Mohawk Drive residents regarding the conversion of Mohawk Drive to a Town Road
- Updated Zoning Development Application Checklist distributed to the public
- Management of applicant trying to finalize the subdivision approval at 686 Cherry Brook Road
- Updated process on required notifications for IWWA Agent approvals
- Reviewed possible improvements to Farmington River Access for a public boat launch
- A substantial amount of time was required to responded to inquiries from the public and IWWA Chair regarding improvements to the Farmington Valley Rail Trail Phase III in the area of Bond Pond
- Responded to inquiries regarding Upper Pond Master Plan Study RFQ
- Processed inquiry regarding the possible purchase of an affordable housing unit at Powder Mill Village
- Researched E-permitting systems
- Responded to complaints regarding center island median in-front of the Shoppes
- Reviewed regulations and town ordinances for possible massage therapy studio looking to lease space at the Axe Factory
- Reviewed planning advisory service report on fiscal impact analysis for discussion with EDA
- Review of regulatory issues pertaining to the proposed sale of alcohol at 104 Main Street
- Reviewed PA 09-154 legislation requiring the consideration of “complete streets” criteria for roadway projects
- Prepared Land Use sections for Annual Report
- Researched proper procedures for land use commissioners that attend late and become seated in a matter that has already started
- Communicated with Conservation Commission members access issues regarding Cannon property
- Reviewed request from BOE regarding outdoor lighting of nighttime football games
- Met with owner of Husk restaurant to discuss possible expansion of business. Discussed possible changes to farmers market. Working on facilitating meeting with operators to discuss possible changes
- Researched inclusions of Route 44 Corridor Study recommended improvements into TIP, STIP, and Long Range Plan at DOT
- Responded to inquiry from Canton Center Church regarding regulations and procedures pertaining to local historic districts

Commission	Dates	Comments
Zoning Re-write	9/1	On going process of rewriting Zoning regulations
Planning Commission	9/7	1 New Business item; 3 Other Business items, POCD update.
Open Space Preservation & Acquisition	9/7	Discussion of Cannon property and Executive session.
Zoning Board of Appeals	9/13	Cancelled due to lack of business items.
Economic Development Agency	9/14	Discussion of Bylaws, projects, promotional materials, surveys, commercial development, grants and POCD.
Zoning Commission	9/15	2 Public Hearings, 2 New Business Items, 4 Other Business Items.
Aquifer Protection Agency	9/15	1 New Application
Inland Wetlands & Watercourses Agency	9/16	1 Public Hearing, 2 Old Business Items, 1 New Business Item, 3 Other Business items.

TOWN PLANNER, Cont.

Conservation Commission	9/22	Discussion of inventories; Cannon property.
Inland Wetlands & Watercourses Agency (special)	9/23	Site walk at 310 Albany Turnpike (Canton Racquetball)
Design Review	9/28	Cancelled due to lack of business items.
Inland Wetlands & Watercourses Agency (special)	9/29	Site walk on Rail Trail Phase III

Project Logs				2010
Project	July	August	September	Yearly Total
Pulte Homes/ Oxbow Ridge	6.6	1.25	7.35	17.6
Zoning Regulation Rewrite	4	8	11	40.5
Powder Mill Junk Yard Enforcement	5.29	2	4	14.29
PMBC/ Public Works Garage	0	0.65	0	51.5
Miner Lumber Development	0	0.65	0	19.2
20 Colonial Road	1.5	2.15	0	31.75
Martinelli Subdivision (686 Cherry Brook)	0	0.5	2.55	11.55
Regional Initiatives	4.95	6	0.25	38.2
Axe Factory	10.15	1.1	0.25	60.55
20 Canton Springs Road/AA Automotive/Tow Star	0	1.25	0.35	47.75
POCD Update	5.2	2.15	6.5	24.8
Affordable Housing	3.25	0	1	16.05
Sweet Heart Mountain	4.85	5.25	9.5	58.55
On Call Consultant Services	1.55	0.2	0.45	58.4
IWWA Rewrite	0	0	0	26.65
Shoppes at Farmington Valley	0	0	0.25	15.55
Rail Trail	0.1	0.5	9.1	22.4
105-109 Main Street	0	0	0.25	17.8
Fee Ordinance	5	0	0.15	19.05
GIS Initiatives	0.25	0	0.6	12.25
EDA Initiatives	18.5	7	12.25	85.8
310 Albany Turnpike	0	1	15.25	16.25

WPCF

OPERATIONS

- The plant achieved 97 % BOD removal and 97 % Suspended Solids removal
- The Effluent plant flow monthly average decreased from .481 MGD to .479 MGD
- Rainfall total for the month is 2.38 inches, down from 4.33 in August
- 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 2 different locations.

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 permit.

WPCF, Cont.

- We had a violation of our permit in regards to a failed Aquatic Toxicity Test
- **Shipped sludge solids, averaged 3.1% this month down from 3.7 % last month.**
- Ten loads of sludge were sent to Synagro @ 65,000 gallons this month.

COLLECTION SYSTEM

- Lift station Inspections were performed twice per week
- Marked call before you dig locations
- Russ's Septic Services into clean wet wells at 3 pump stations and 2 at the main plant.
- Changed out a manhole cover in front of 9 Belden Ave.

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.

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights
- Calibrated 4 function Gas meter
- Monthly fire extinguisher inspection performed
- Attended Supervisor Sexual Harassment Training in Simsbury
- Gave a local resident a tour of the facility

ADMINISTRATIVE

- Worked with Tax collector for training and billing,
- Worked with Finance Officer for training on Munis and Budget reporting.
- Attended monthly Dept Head meeting
- Notified Ct. DEP in regards to Failed Toxicity test.
- Mountain Machine Works and Woodard & Curran in for RBC upgrade