

To: Board of Selectmen  
 From: Robert Skinner, Chief Administrative Officer  
 Date: October 20, 2011  
 Re: **Monthly Report – September 2011**

**ASSESSOR**

- General administrative duties continue –
  - Field work, Real property ownership changes, Exemptions are being posted as needed, Assistance to the public and 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
- Deadline to apply for State Renters Rebate Program was 9/01/11 – Total applications submitted 204
- Personal Property information is being collected for the 2011 Grand List – existing accounts are being reviewed–754 Declarations were mailed in September (required completion/return date is 11/01/11)

**BUILDING DEPARTMENT**

- There was one permit issued for a new single family house. The location is Birch Knoll.
- There were two commercial permits issued and both were for interior renovations to spaces at The Shoppes at Farmington Valley. One was for Chipolte’s Mexican Grill and the other for Things Remembered.
- Building Official William Rich conducted a total of 74 inspections. He met with an engineer at 3 homes at Oxbow Ridge to conduct inspections and attended a meeting at the State Building Official’s office regarding Oxbow Ridge. He attended a Department Head meeting and a seminar for Building Officials.

**Building/Renovation Permit Statistics**

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	6	\$301,000
Deck	1	\$2200
Demolition	1	\$13,000
Electrical	15	\$62,000
Garage/Shed	1	\$800
HVAC/Woodstove	17	\$63,174
New Commercial	2	\$360,000
New Residential	1	\$220,000
Plumbing	5	\$34,600
Pool	1	\$46,000
Roofing/Siding	4	\$35,700
Foundation	0	\$0
Total	54	\$1,138,474

**Permit Value Comparison for September**

	<u>2011</u>	<u>2010</u>
Value of Permits Issued	\$1,138,474	\$608,077
Building Permit Fees	\$13,048	\$6,736
Other Income Fees	\$3098	\$1,988
Building Permits Issued	54	54

**Total Value of Permits and Permit Fees**

<u>July 2011-September 2011</u>		<u>July 2010-September 2011</u>	
<u>Value</u>	<u>Permit Fees</u>	<u>Value</u>	<u>Permit Fees</u>
\$2,453,893	\$34,266	\$2,479,738	\$34,508

**FINANCE**

- Professional Development  
None
- Attended Monthly Staff Meeting
- Attended FEMA Briefing and Kick off Meeting
- Processed 2 Retirements
- Attended Monthly Board of Finance Meeting
- Prepared for FY 10-11 Audit

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 8/31/11

General Fund	\$ 14,626,069
Special Revenue Funds	\$ 2,530,841
Capital Projects Funds	\$ 2,922,371
Internal Service Funds	\$ 907,490
Trust and Agency Funds	\$ 303,891
TOTAL ESTIMATED BY FUND	\$ 21,290,662

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 8/31/11

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.01%	.04%	2	2	\$ 5,393,379
Webster	.18%	.20%	2,436	1,135	\$ 15,526,776
Reich & Tang					\$ 370,507
Total Outstanding Investments			2,438	1,137	\$ 21,290,662

**FIRE & EMS DEPARTMENT**

No report

**FIRE MARSHAL / EMERGENCY MANAGEMENT**

The following are highlights during the month of September 2011:

Inspections	8
Inspection Follow-ups	3
Plan Review	3
Job Site Inspections	14
Fire Investigations	0
Blasting Permits	0
Burn Permits	4
Bomb Threats	0
Hazardous Materials	0

- Conducted an after action meeting with various town staff for Tropical Storm Irene on September 1.
- Attended monthly meeting of the Capitol Region Fire Marshals Association in Newington on September 1.
- Attended a FEMA briefing in Rocky Hill September 13 regarding Tropical Storm Irene reimbursements.
- Participated in a school safety lockdown drill on September 26.
- Attended the New England Association of Fire Marshals annual educational conference in Auburn MA on September 29 – 30.

**LIBRARY**

**ADULT SERVICES**

- During September, the library sponsored 7 adult programs, with attendances totaling 61:
  - Monday Night Book Club (*That Summer in Sicily* and *The Terra Cotta Dog*). Attendance: 12

## **LIBRARY, Cont.**

- Worldwide Spin in Public Day. Attendance: 0
- Drop-In Knitting Group. Attendance: 3.
- Painting Demonstration with Artist Art Chouinard. No attendance figures.
- Living Trusts and Probate, featuring Attorney Brendan Daly. Attendance: 20.
- Saturday Book Conversations (*My Reading Life* and other works by Pat Conroy). Attendance: 9.
- Comic Stories and Poems, featuring musician Andrew Weil. Attendance: 17.
- The Monday Night Book Club began its new season by the members holding a Sicilian banquet, for which they prepared Italian dishes like eggplant Parmesan, antipasto, cheeses, and pastries. Their celebration marked the opening of the club's tenth season, and this is their second kick-off banquet. Last year, they celebrated with French food.
- Our drop-in knitting group always attracts small numbers, but it is no hardship for the library to host this event. All we do is open our Program Room and the attendees do the rest.
- The spinning event was the victim of bad timing: it was the very same day as Sam Collins Day.
- The library has begun to host an independent writers' group for authors who live in Canton and the surrounding areas. The group meets one Saturday per month in our program room.
- Several temporarily-homebound residents have asked to enroll in our homebound delivery program.
- September displays: (1) The permanent art collection owned by the library. (2) A collection of hand-carved wooden objects loaned by Canton resident Bill Strinkoski. (3) Books spotlighting self-improvement, books made into movies, and the movies that came out of books.

## **TEEN SERVICES**

- We did not offer any separate programs for teens during September.
- Staff members Heather Baker and Beth Van Ness are planning some teen programs for later this year, using money donated by the Friends. Also, we will be trying to revive the teen book discussion club. All its members graduated from high school and moved on to college this summer.

## **CHILDREN'S SERVICES**

- During September, the library sponsored 7 children's programs, with attendances totaling 147:
  - Story times for babies through age 5. 5 sessions – attendances totaled 112.
  - Drop-in after-school story times with yoga. 1 session – attendance 15.
  - Drop-in PJ story time. 1 session – attendance 20.
- In September, we instituted our new story time schedule. We now offer these events regularly:
  - Mondays: Story time for 2- and 3-year-olds – registration required
  - Tuesdays: Story time for babies (0-12 months old) – registration required
  - Tuesdays: Story time for toddlers (12-36 months old) – registration required
  - Wednesdays: Story times for 3- and 4-year-olds – registration required
  - Wednesdays: Drop-in after-school story time for 3- to 8-year olds with yoga
  - Thursdays: Story time for 4- and 5-year-olds – registration required
  - Thursdays: Drop-in PJ story time for 3- to 8-year olds in the evening (2<sup>nd</sup> and 4<sup>th</sup> Thursdays)
  - Fridays: Story time for 2- and 3-year-olds – registration required
  - Sundays: Drop-in family story hour (1<sup>st</sup> Sunday afternoon, November to March)

With a small staff, we are trying to satisfy parents who requested story times for babies, as well as story times in the late afternoon, on an evening, and on a weekend day.

- The autumn semester of story time started the last week of September (except for the Friday session – no meeting because of the staff training day). All sessions are full and have waiting lists.
- Heather Baker is working 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. Tracy Renaud and Beth Griffin, active members of the Friends and active Cherry Brook PTO members (Beth also runs our after-school story time with yoga), hope that this event will encourage other parents to join our Friends group.

## **LIBRARY, Cont.**

- September displays: (1) The 2012 Nutmeg Book Award nominees for grades 4 through 6, (2) Miss Heather's Favorite Books, and (3) Books spotlighting dogs, farms, and farm animals.

## **PERSONNEL**

- New Library Aide Nicole Dolat left us in September to accept full-time employment at the Cheshire Public Library. We are currently interviewing to fill her position.
- Library Page Kathy Chouinard will leave us in about a month to accept other part-time work offering more hours and better pay. In early October, we will start interviewing to replace Kathy.
- At our staff training day on September 30, we were trained at CPR and use of the AED life-saving machine that is mounted on the wall just outside the library's Community Center door. I reviewed with the staff the fire exit plan and the emergency generator procedure, and these are now posted in a number of places for staff reference. Beth Van Ness gave a presentation on our databases – what they are, what they offer, and how they work. Lastly, Max Rowe from Library Connection visited to train us again on downloading audiobooks and ebooks. It was a productive day.
- Professional meetings: Simon – Library Connection Governance Committee and Library Connection Membership Council.

## **OTHER HIGHLIGHTS OF THE MONTH**

- We added *A to Z World Travel* and *NoveList Plus* to our growing collection of databases in September.
- The first is a gift from the Friends, the second is being paid for (this year) by the Newman's Own Foundation grant. All but one of our databases can be accessed by Canton residents either in-house on the library's public access computers or remotely through our website (the "Electronic Resources" button). Only *Ancestry.com* does not offer remote access for libraries, a company policy. We now offer 7 databases for public use, plus the library of databases provided through the State Library's *iCONN* program.
- The Friends of the Library held their very successful annual book sale at the Community Center on September 10 and 11. The profits set a new record!
- The Friends also paid (again this year) for the library and the Friends to have a table at Sam Collins Day on September 19. We gave out library literature, raffled off 2 baskets of books (1 adult and 1 children's), sold used books, and generally made our faces know in the community services tent.
- I met with Michael Coderre at the end of September to assess the readiness of our mobile laptop lab purchased through the Hartford Foundation grant. The lab is ready to use -- in fact, we used it at our staff training day. Michael spent considerable time working on getting the laptops programmed and running, for which we paid him out of the grant. Sarah McCusker is ready to offer adult programs utilizing the lab.

## **A SAMPLE OF SOME OF OUR SEPTEMBER REFERENCE QUESTIONS:**

- What is the title of the new book about a World War II veteran called something like *Unbreakable*. Do you own it?
- Do you have a listing of the cemeteries in town? Do you have a map?
- Can you help me find information on traveling inexpensively in Italy?
- Do you have a book about Edwin Foyle? (It turned out the patron wanted information on Eddie Coyle, a character in a movie who was based on Whitey Bulger. We had a number of questions about Whitey Bulger during August and September, following his capture.)
- Can you find an article in *Science* magazine about "single sex education"? It was referenced in the Sunday *New York Times*.

## **SEPTEMBER STATISTICS:**

<b>SEPTEMBER</b>	<b>2011</b>	<b>2010</b>
Patron Visits	8,002	8,474
Website Visits	3458	3556
Circulation	12,615	14,451
New Cards Issued	63	38
Expired Cards Renewed	62	43
Total Card Holders	4,532	4,531

## **LIBRARY, Cont.**

Reference Questions Received	1,338	1,692
Interlibrary Loans Borrowed	352	350
Public-Access Computer Uses	1,924	1,831
Homebound Patron Deliveries	9	9
Programs Held	14	17
Program Attendance	208	274
Study Room Uses	27	20
Item Holds Placed	958	1,088
Total Barcoded Items in Collection	83,760	80.803

## **PARKS AND RECREATION**

- Ski Sundown After school program information & registration 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 offer ski bus for 6 weeks, but only one day per week to cover costs and lessen the chance of meeting the minimum numbers required to run two days per week, as in the last few years. Deadline to register is November 4, 2011 and the maximum is 50 participants.
- AAA Drivers Education program began in September at Canton High School, Halloween Cookie class and the Recreational Hoops (Cherry Brook) programs are coming up soon. We have hired two new college students to coordinate the hoops program that Kevin Smith used to run. We will be ordering basketballs for each child to keep at the end of the last class.
- We have had to cancel our Henna Tattoo Workshop, for Tweens / Teens, Reiki, and another program Momma Strong, a class geared for new mothers with infants due to lack of interest/registrations.
- Zumba Gold, Let's Gogh Art, Fencing, Karate, ACROfitness, Adult Basketball, Adult Volleyball Senior Exercise, Skateboarding and Mad Science programs are running strong. I have heard from a few participants that they are really enjoying the classes, especially Fencing and Karate, so we have added more sessions and will continue them throughout the year. After school Skateboarding is proving to be a challenge due to rainy conditions and constantly rescheduling make up lessons.
- Program planning for Winter/Spring programs is moving along, due to the CAO's office on October 21, 2011. Three new programs planned for Winter/Spring: Horseback Riding lessons for all ages (grouped by age level) a jewelry design classes workshop (for ages 9+) with Wendy Small and Tennis Lessons with "Fun Unlimited Tennis Camp" out of Simsbury.
- Still Program planning for Winter/Spring programs is moving along, due to the CAO's office on October 21, 2011. Three new programs planned for Winter/Spring: Horseback Riding lessons for all ages (grouped by age level) a jewelry design classes workshop (for ages 9+) with Wendy Small and Tennis Lessons with "Fun Unlimited Tennis Camp" out of Simsbury.
- Director Brian Wilson has been attending the afterschool skateboarding program on Fridays to supervise and make sure participants and general skaters/bikers can use space effectively and safely.
- A panel was setup to interview and select a consultant for the pool study. TLB Architecture was selected. Director Wilson coordinated the draining and cleaning of the pool for TLB to inspect. The Parks Department has been very helpful and involved in the draining and cleaning process.
- Director Wilson coordinated CPR and AED training sessions with other departments including school staff.
- Director Wilson coordinated field usage requests for fall youth sports including softball, soccer, football in addition to working with the school athletic director and coaching staff on field concerns. Some fields were closed temporarily due to significant rainfall.
- Director Wilson attended the Canton's Future workshop. Significant input and comments were made for more recreational space.
- Director Wilson met with CIRMA representative Mark Wantroba to do a site inspection through Mills Pond Park and Pool. A write up regarding recommendations is forthcoming.

## **POLICE DEPARTMENT**

### **PERSONNEL**

- Sep. 1: D/C Hull on vacation until Sept. 12.
- Sep. 5: Canton Life posted an article commending Off. Ferrecchia for his DUI enforcement efforts.
- Sep. 19: Chief Arciero participated in the Canton Rotary Club Golf event.
- Sep. 20: Chief Arciero celebrated his one year anniversary as CPD Chief.
- Sep. 26: Canton Patch article complimentary to Off. Selander and his bike patrol efforts.

### **ADMINISTRATION**

- Sep. 1: Chief Arciero attended a post-Hurricane after action review.
- Sep. 1: Sgt. Witkos attended a pre-construction commission meeting re Rte. 179.
- Sep. 1: Chief Arciero attended a North Central chiefs' meeting to discuss purchase of regional LPR under existing grant funds.
- Sep. 2: Chief Arciero met with Octoberfest organizers for administrative review of event.
- Sep. 9: Chief Arciero assisted at community tag sale preparation at Miller Foods for the project to purchase a new ACO vehicle.
- Sep. 13: Chief Arciero attended LPR meeting at Windsor PD.
- Sep. 14: D/C Hull submitted CPD survey on Personal Protective Equipment status.
- Sep. 15: Chief Arciero promulgated ACO response protocol.
- Sep. 19-21: CPD personnel participated in annual pistol, rifle and shotgun requalification.
- Sep. 20: Chief Arciero attended the Capitol Region's Chief Meeting in Farmington.
- Sep. 21: Chief Arciero attended the Department Heads meeting at Town Hall.
- Sep. 27: Chief Arciero attended After-Action Review of Code Red Drill at Canton High School.
- Sep. 27: Chief Arciero met with Bloomfield police conducting background check on former CPD officer.
- Sep. 28: D/C Hull attended North Central meeting re: DUI Grant process.
- Sep. 29: D/C Hull attended SWAT training.
- Sep. 29: CPD accepted 3 donated vests from local businesses: Shoppes at Farmington Valley and Monarch Jewelers.

### **COMMUNITY POLICING**

- Sep. 2: Chief Arciero met with Canton Museum representatives to discuss planning of Octoberfest event.
- Sep. 2: Chief Arciero met with Rev. Spiers regarding TRIAD/SALT Council membership.
- Sep. 8: Chief Arciero attended FOCUS on Canton meeting at Cherry Brook Health Facility.
- Sep. 11: Chief Arciero and D/C Hull attended 9-11 ceremony at Peace Pole in Canton.
- Sep. 12: Chief Arciero attended meeting at Canton Commission on Aging to discuss TRIAD project.
- Sep. 13: Chief Arciero attended the Chamber of Commerce meeting.
- Sep. 15: Coffee with the Cops was held at CPD and hosted by Canton Physical Therapy.
- Sep. 22: Chief Arciero, D/C Hull and Sgt. Witkos participated in the "Bagging for Hunger" at the Shoprite.
- Sep. 26: Off. Selander presented a safety talk at local day care "Stepping Stones" on children safety.

### **OPERATIONS**

- Sep. 5: Officer Colangelo secured arrest warrant for Crown and Hammer burglary investigation.
- Sep. 8: Canton Police Department personnel attended to emergency construction traffic concerns at Rte. 179.
- Sep. 12: CPD Officers conducted investigation and TIC order warrant for a juvenile incident.
- Sep. 14: Chief Arciero attended meeting as FPD as new NCMARS Administrative oversight chief
- Sep. 15: CPD officers made an arrest in a family violence arrest that involved cooperative effort with State Police in arresting suspect as he was prepared to board a flight and leave Connecticut.
- Sep. 17: Chief Arciero, D/C Hull and various CPD personnel attended and participated in Sam Collins Day event.
- Sep. 18: CPD officers assisted with nationwide Tour DaVita bike event.

**POLICE DEPARTMENT, Cont.**

- Sep. 23: CPD officers handled serious motor vehicle accident at Rte. 179 and 202 that required extrication and FD assistance.
- Sep. 26: Chief Arciero, D/C Hull, Sgt. Messier and Off. Selander participated in a ‘Code Red’ drill at Canton High School.
- Sep. 27: Chief Arciero attended CHS teacher meeting to discuss results of Code Red Drill.

- **INCIDENT SUMMARY:**

Total Incidents for Sept. <b>903</b>		Previous month: Aug. 945	
Domestic Disturbance	6	Motor Vehicle Stops	170
Driving Under Influe.	0	Motor Vehicle Accidents	20
Larceny-All	6	Suspicious Pers/Vehicle	16
Medical Calls	75	Directed Patrols	103
Fraud	4		

**PROJECT ADMINISTRATOR**

- Met with our GIS consultant to review progress on the development of the GIS system
- Prepared punch list, completed field measurements for final pay quantities, and prepared receiving report for the Dyer Avenue Roadway Improvements Project from Simonds Avenue to Maple Avenue.
- Advertised, solicited bids and, awarded contract for Crack Sealing of Various Roadways.
- Continued with coordination and project closeout for the Farmington River Trail – Phase III project.
- Coordinated with consultant in the development of the Upper Collinsville Mill Pond Master Plan project.
- Communicated with PMBC on the status of various tasks for the Town Highway Garage Project, and attended one PMBC meeting.
- Prepared various quarterly reports for reporting on ongoing projects.
- Completed and filed Stormwater quality report with CTDEEP in compliance with the General Permit.
- Prepared and filed Annual Municipal Recycling Report with CTDEEP for Transfer Station

**2011 Project Log**

<b>Project</b>	<b>September</b>
PMBC Highway Garage Proj.	12
Farmington River Trail - Phase 3	8
Small Cities “21” Phase 2	2
Citizen Inquiries	
Budget / CIP Program	4
Planning / Zoning Site Plan Review	
IWWA Site Plan Review	
DEP Mill Pond Master Plan	10
Town Bridge Project	2
Canton Hydro Project	
Housing Rehabilitation Loan Program	
Pavement Management Services	
Main Street/ Bridge Street Traffic Control Signal	
Town Hall Widows and Door Replacement	
Dyer Avenue Roadway Improvements	16
GIS Project	4
Crack Sealing of Various Roadways	20
Stormwater Management	2
Municipal Recycling Report	6

## **PUBLIC WORKS**

### **HIGHWAY DEPARTMENT**

- Cleaning up from hurricane Irene
- Repaired 4 catch basins around town
- Patching around town
- Prepared various roads for crack sealing
- Spent a lot of time on east hill rd full depth patching
- Repaired wash outs at different areas around town

### **MAINTENANCE GARAGE**

- Built leaf box for truck 9
- Installed trailer hitch on truck 9

### **PARKS DEPARTMENT**

- Mow Parks, Schools and Town facilities
- Prepped fields for school and youth needs
- Step 3 fertilization of schools, parks and town facilities
- Prepped Peace pole for memorial service
- Maintenance on machines
- Started prepping pool for pool study
- Picked up garbage's

### **TRANSFER STATION**

### **BUILDING MAINTENANCE DEPARTMENT**

- Deliver packages to finance and selectmen
- Repair broken ballast at town hall
- Install new bulbs in parking lot of police dept.
- Talked to NEEC about energy controls at CC
- Installed two new lights at DPW

### **PROFESSIONAL DEVELOPMENT**

- Tom Richardson and Bob Cahill chain saw safety course
- Henry and Dan to confined space training

## **SENIOR & SOCIAL SERVICES**

### **PROGRAMMING**

- Canton Community Café: Open for 9 days, 372 meals served
- Dial A Ride:
  - Total # of passengers: 215
  - Total # of trips: 428
  - Annual Dial-A-Ride Membership fees collected: \$ 175
- Jump on Board (JOB) Trips:
  - Jump On Board to Blue Back Square – no one went
  - JOB to Casinos- Mohegan- one person went
- CHOICES volunteer Paula had 4 appointments this month.
- “In The News” met twice, with an average of 11 people
- McLean Meals on Wheels: meals delivered: unavailable
- Foot care clinic (held 1x this month): Ten [10] regular foot cares at the Senior Center
- FVVNA:
  - Blood Pressure clinic: 82 screenings
  - Walking group: screenings 72 screenings
  - Widows/Widowers Support Group: Jim Fox met with 2 people

### **SENIOR & SOCIAL SERVICES, Cont.**

- Senior Potluck: folks came with delicious food and enjoyed a meal together
- Cooking with Elaine- not held
- Medical Transportation: 8 round trips coordinated; 7 one-ways
- Volunteer Transportation: Pat Swan & Sen/Soc Services coordinated 24 rides.
- Senior Cell Phone Program: 1 phone given out
- 3 Vials of Life were given out

### **SPECIAL SEPTEMBER EVENTS**

- Canton Senior & Social Services welcomed our Social Work Intern, Ashley Criniti, who is in her senior year at Central Connecticut State University!!! ☺
- Luau jointly with Avon Senior Center- 100 people
- Flu talk with VNA nurse Lori Hoover
- Aging and the Eye presentation with Dr. Daniel Kessler
- Fall Prevention Clinic with John M. from PatientCare
- Nordic Walking class with Jack Fila
- Jim Fox LCSW is now running a Widow/Widowers Support Group, re-formatted the Bereavement Support Group
- Computer training for energy assistance for Claire, Toby & Ashley at Community Renewal Team in Hartford.

### **TAX COLLECTOR**

- Tax collections for the current list were \$120,189.37. Prior year collections were \$32,511.27.
- Last year at the end of September we had collected 52.61% of the current year collectable balance and this year we collected 52.87% of the current year collectable balance.
- Sewer collections on the current list were \$19,272.71. Back year collections were \$4,811.69.
- Sewer Assessment collections were \$ .00 and connection charges collected were \$ 8,150.00.
- 86 liens were placed on the land records for the sewer accounts that were unpaid from last years billing compared to 83 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.
- Met with Kyra and confirmed August receipts were in balance with the accounting dept.
- The Collection Agency collected \$250.00 during the month of September 2011. Year to date for this fiscal year is \$1,969.00.

### **TOWN CLERK**

- Processed: 1485 transactions and four marriage licenses
- Real estate recordings were down 20% from the same time last year with 8 residential home sales, 2 land sales and 1 commercial sale.
- Largest home sale: 15 Ellsworth Drive (\$560,000).
- Municipal Conveyance Tax collected on transfers was \$8258.
- \$465 was collected via the Community Investment Act.
- A total of 1108 dog licenses were sold to date for the 2011/2012 dog year.
- September 14: The Ballot Order Lottery was held for all candidates of the November 2011 municipal election. The completed ballot was sent to the printer. On September 27<sup>th</sup> the absentee and poll ballots were received from Adkins Printing.
- September 14: A Special Town Meeting was held to consider and take action on the following question:  
*Shall the Town of Canton appropriate an additional \$25,839.62 from the undesignated fund balance to account number 1008130-52010 entitled Workers Compensation to fund the current portion of the special assessments charged by the Town's previous workers compensation insurer Municipal Interlocal Risk Management Agency (MIRMA) for fiscal years 2003-2004 and 2004-2005?*

**TOWN CLERK, Cont.**

*The motion passed unanimously with a vote of Yes 11/No 0. Minutes of the meeting are available on the website.*

- September 16: Assistant Town Clerk Michele Clark’s last day of employment. She and her family have moved to Georgia due to her husband’s job relocation. Her position will be replaced with a part time (25 hour) position. Job postings have been made on the Town’s website and in the Hartford Courant.
- Absentee ballot requests have started to come in. October 7<sup>th</sup> is the first day they are available to the public.
- The Citizen Request Management component of QScend (QAlert), logged no complaints for the month.
- Under Public Act No. 09-144, an Act Concerning Neighborhood Protection, there was one foreclosure in September on 193 Cherry Brook Road.
- Liens & lis pendens action:
  - Mortgage lis pendens 2
  - Condo Fees Liens 0
  - Credit Cards/Debt Collectors 0
  - Commercial/tax liens/other 88 (86 of which were sewer liens)
  - Medical related 2
- Activity on the Town’s website:
  - Number of visits to our site: 4472 people made 7558 visits to the site.
  - Average number of pages/visit: 2.6
  - Average time on site: 2:10 (min:sec)
  - Top pages viewed: Home Page, Assessor, Employment Opportunities, Agendas & Minutes, Town Clerk, Visitor’s Guide, Request for Proposals, Farmington River Trail, News and Tax Collector. In addition, there were 134 visits to the BOS Meetings/Audio Recording Page.

**Town Clerk Receipts-September 2011**

<b>Total Items</b>	<b>Description</b>	<b>Total Amount</b>
	<b>Recordings:</b>	
<b>155</b>	Land Records	\$4691.00
	Conveyance Tax	\$8258.00
	St of CT Historical Preservation	\$310.00
	Town Clerk Historical Preservation	\$155.00
	Town of Canton-Land Preservation	\$465.00
	St of CT-Land & Dairy Preservation	\$5580.00
	Town Clerk Land Preservation	\$155.00
0	Maps	\$0.00
174	Copies	\$903.00
<b>8</b>	<b>Sport Licenses:</b>	
	St of CT DEP	\$248.00
	Sport Licenses-Town of Canton	\$7.00
7	Miscellaneous	\$130.00
54	Vitals	\$976.00
4	Marriage/CU Licenses St of CT	\$76.00
<b>87</b>	<b>Dog Licenses:</b>	
	Town of Canton	\$86.00
	State of CT	\$851.00
1	Notary Fees	\$10.00
116	Transfer Station	\$2660.00
1	Stone	\$30.00
<b>1485</b>	<b>TOTALS</b>	<b>\$25,592.00</b>

## **TOWN PLANNER**

### **PERMITS ISSUED**

- 110 Albany Tpke. – interior renovations, Chipotle restaurant
- 5 Thayer Ave. – deck.
- 250 Albany Tpke. – sign, Competitive Edge
- 272-276 Albany Tpke. – 2 signs, European Car
- 110 Albany Tpke. – 2 signs, Clark’s Shoe store
- 17 Morgan Rd. – multiple additions
- 19 Tanglewood Dr. – interior renovations
- 612 Cherry Brook Rd. – interior renovations
- 40 Forest Lane – window replacement
- 110 Albany Tpke. – sign, Lindt Chocolate
- 16 Birch Knoll Rd. – proposed single family house
- 110 Albany Tpke. – interior renovations, Things Remembered
- 49 Trails End Dr. – deck repair
- 12 Evens Dr. enclose deck, condo
- 75 Torrington Ave, - home occupation, stock holding company
- 6 Sweetheart Mountain Dr. – certificate of occupancy

### **INSPECTIONS**

- 110 Albany Tpke. – interior renovations, Chipotle restaurant
- 5 Thayer Ave. – deck.
- 250 Albany Tpke. – sign, Competitive Edge
- 272-276 Albany Tpke. – 2 signs, European Car
- 110 Albany Tpke. – 2 signs, Clark’s Shoe store
- 17 Morgan Rd. – multiple additions
- 19 Tanglewood Dr. – interior renovations
- 612 Cherry Brook Rd. – interior renovations
- 40 Forest Lane – window replacement
- 110 Albany Tpke. – sign, Lindt Chocolate
- 16 Birch Knoll Rd. – proposed single family house
- 110 Albany Tpke. – interior renovations, Things Remembered
- 49 Trails End Dr. – deck repair
- 12 Evens Dr. enclose deck, condo
- 75 Torrington Ave, - home occupation, stock holding company
- 6 Sweetheart Mountain Dr. – certificate of occupancy
- 239 Cherry Brook Rd. – trailers in front yard removed
- 5 Cheryl Dr. – new commercial building
- 6 Sweetheart Mountain Dr. – certificate of occupancy
- Lots #1 & 36 Sweetheart Mountain Dr. – tree replacement
- 57 Powder Mill Rd. – junkyard
- 4 North Mountain Rd. – unregistered vehicle in front yard
- 77 West Mountain Rd. – possible firewood business
- 16 Woodland Dr. - possible clear cutting in upland review area.

### **AUTHORIZED IWWA AGENT APPROVALS**

- None.

### **CEASE AND DESIST ORDERS**

- 57 Powder Mill Rd. – removal of junk vehicles; nearly all vehicles and debris removed, shed destroyed by Tropical Storm Irene to be removed, aiming for fall completion.

## **TOWN PLANNER, Cont.**

### **NOTICES OF VIOLATION**

- 56 River Rd. – construction of multiple buildings without permits – awaiting application for Site Plan modification, illegal sign returned to utility pole, second Notice of Violation issued 9/28.
- 4 North Mountain Rd. – unregistered vehicle visible from street; Notice of Violation issued 9/29

### **MISCELLANEOUS**

#### **ASSISTANT PLANNER**

- Attended Open Space Commission 9/6, IWWA 9/8, Conservation Commission 9/21, POCD workshop 9/26
- Participated in Collinsville Bike/ped count 9/14
- Met with Lans Perry et al on pre-excavation at 225 Cherry Brook Rd. 9/1
- Met with Joel Fried and Town Planner on possible reconstruction of Dunkin' Donuts, 9/8.
- Met with Keith Nadeau on possible garage construction at 57 High St. 9/29
- Completed and delivered STP Urban grant application with Town of Simsbury for extension of Farmington River Trail
- Continued weekly signage sweeps, nearly 480 signs removed since summer 2009

#### **TOWN PLANNER**

- Monthly Meetings – Planning Commission 9/8 & 9/12, DRT 9/13, Zoning Commission 9/21, POCD workshop 9/26
- September organization of annual pedestrian and cyclist counts on Trail (counts taken on 9/10 & 9/14)
- GIS implementation meeting 9/1
- Meeting with State Traffic Commission 9/7
- Pre-application meeting for possible Dunkin Donuts reconstruction 9/8
- CROCG Pedestrian Bicycle Subcommittee 9/13
- Connecticut Bicycle Pedestrian Advisory Board 9/15
- Meeting on Axe Factory development potential 9/16
- POCD Organizational meeting 9/16;
- Pre-mylar filing meeting with Diane Barnes 9/23
- Meeting with Rob Huff regarding possible construction of greenhouse in a flood plain 9/23
- Meeting with Rusty Tilney to review approval history of Axe Factory 9/23
- Meeting with Paul Meehan to review bond release and road acceptance process for Sweetheart Mtn. 9/30
- Review of new Aquifer Protection guidance documents
- Review of DEEP requirements for expansion of regulated activities in Aquifer Areas
- Review of materials prepared for STP Urban grant
- Zoning Rewrite, coordination and review of legal experts comments
- Post approval processes for CVS, Sweetheart Mountain, Livingston Road, 285 & 401 Albany Turnpike, Canton Citgo, MDC Entrance Drive, etc...
- Coordination of information for GIS consultant
- CVS Coordinated Development Scheme & subdivision
- Participation in development of business district sign for Collinsville merchants
- Closed out long standing post approval process releasing final bonds held by Pulte for Oxbow Farms
- Responded to Brownfield Research request to DECD
- Evaluated collaborative opportunity between Town of Canton and University of Harford CT EGG program
- Monitoring of Canton EDA Sewershed amendment application
- Considerable amount of time was spent on scheduling, coordination, and communications related to the September 26<sup>th</sup> POCD workshop

**TOWN PLANNER, Cont.**

- Inspection of land trust access to open space property at Sweetheart Mountain at the request of adjacent property owner
- Review of complicated lot line revisions at 232-288 Albany Turnpike
- Review and coordination of activities involving minor modifications at West Field
- Monitoring and input into State POCD process for coordination with Town of Canton process
- Review of proposed site changes at 65 & 71 Albany Turnpike
- Provide assistance to local eagle scout project
- Standardized document formats on all PC's in land use office
- Responded to survey from DEEP Urban Forestry program
- Pre-application and application receipt review for proposed facility for Martel Transportation
- Update Land Use Office Public Notice Registry
- Monitoring of STC MTG permit for intersection of Route 4\$ and Lawton Road
- Continued working on complaint between local residents and Collinsville Congregational Church
- Discussion with Mark Lange regarding post approval compliance and possible modifications at 310 Albany Turnpike
- Reviewed history and rights of access for existing boat launch along trail in Collinsville

**Project Logs**

<b>Project</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Yearly Total</b>
Aquifer Protection	2.65	2	0.5	<b>29.15</b>
Pulte Homes/ Oxbow Ridge	1.15	3	1.85	<b>17.65</b>
Zoning Regulation Rewrite	29.5	17.5	4	<b>223.95</b>
71, 91, & 95 Albany	2	11	11.5	<b>34.5</b>
POCD Update	2	17.7	25	<b>151.8</b>
Sweet Heart Mountain	7	5.65	8.75	<b>32.15</b>
IWWA Rewrite	1	3.25	0	<b>34.65</b>
Rail Trail	3.55	11.25	48.5	<b>86.05</b>
401 Albany Turnpike	0	1	1.25	<b>28.5</b>
Open Space Grant	3.8	0.2	0	<b>20.35</b>
GIS Initiatives	1.5	6	8	<b>55.3</b>
EDA Initiatives	1.2	2.75	1	<b>53.65</b>
Itern Projects	0	0	0	<b>129.75</b>
Lowes Site	0	2	1	<b>37.85</b>
Konover/ Sussman	18.85	42.5	11.5	<b>259.2</b>
Martel Transportation Relocation	0	0.15	4	<b>8.15</b>
Downright Music and Art	2.2	2.25	3.65	<b>14.9</b>
Dunkin Donuts Reconstruction	0.5	1	5.25	<b>13.55</b>

## TOWN PLANNER, Cont.

### Application Tracking – September, 2011

#### Received by Zoning in July 2011

- 1. File #364; Apln. #1330;** 115 Albany Turnpike; Assessor's Map 3-4, Parcel 10; Zone ATG-2; Special Exception Sections 34.10.3.3.a Drive-in windows; 34.10.5.8 Increase in max impervious coverage up to 60%; 34.10.11.2 Approval of architectural renderings; 66.3 Sale of liquor in a restaurant; 34.4.4.b ATG-2 terms of site plan approval; Section 51 Site Development Plans; Canton 44, LLC and Konover Development Corporation, applicant; Canton 44, LLC, owner. *Application received in July; Public Hearing opened in August, 2011, Approved August 2011 (to open, close, and approve this application in one meeting consumed a substantial amount of time. There are other applications that could possibly have been acted on more thoroughly, approved, or denied in August, but were continued because there was not enough time left in the meeting).*
- 2. File #102; Apln. #1331;** 71 Albany Turnpike; Assessor's Map 3-4; Parcel 18; Zone L1 & SB; Special Exception for Section 31.5 Enlargement of Special Exception; Section 31.2.14 Automobile Repair and Section 51 Amendment to an approved Site Development Plan; LADA, PC, applicant; Steven & Mark Mitchell, owners. *Application received in July; Public Hearing opened in August, 2011 and continued to September meeting. Approved in September.*
- 3. File #5; Apln. #1332;** 150 Torrington Ave. (Water Treatment Facility); Assessor's Map 6-4; Lot 34; Zone AR1; Section 51 Site Development Plan and Section 64 Excavation and Grading for 24' x 300 'access roadway; The Metropolitan District, applicant/owner. *Application received in July; Public Hearing opened in August 2011 and continued to September meeting. Approved in September*
- 4. File #183; Apln. #1333;** 184 Cherry Brook Road; Assessor's Map 5-8; Lot 68; Zone AR2; Section 51 Site Plan Amendment for addition of elevator; The First Congregational Church of Canton Center, applicant; First Eccles Society of Canton, owner. *Application received in July; action from Zoning requires wetlands approval tabled to September meeting. Approved in September*
- 5. 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.*

#### Received by Zoning in August 2011.

- 1. File #416; Apln. #1302;** 225 Cherry Brook Road; Assessor's Map 5-8; Lot 26; Zone AR3; Set bond amounts for soil erosion control and excavation; Lansford Perry, applicant/owner. *Application received and acted on at August meeting.*

#### 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.*
- 2. File #336; Apln. #1336;** 76 Simonds Ave; Assessor's Map 11-6; Lot 61; Zone AR1; Section 51 Site Plan Amendment for addition of bus shelter; Andrew Baugher applicant; Town of Canton, owner. *Application received and approved in September.*
- 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.*
- 4. File #368; Apln. #1251;** Canton Springs Road, Bridle Path, Meadowview Court, Saddle Ridge, & Evans Drive; Assessor's Map 4-3; Lots 99, 100, 6 & 7; Zone AAH; Release of escrow balance of \$3,928.50; Pulte Homes of New England, LLC, applicant; Oxbow Ridge Owners Association, Inc., owner. *Release approved in September. Long standing project is now closed.*

### **TOWN PLANNER, Cont.**

- 5. File #336; Apln. #1338;** 76 Simonds Ave; Assessor's Map 11-6; Lot 61; Zone AR1; Section 51 Site Plan Amendment for deck outside of storage area; Town of Canton, applicant/owner. *Received in September and approved.*
- 6. File #378; Apln. #1340;** 140 Powder Mill Road; Assessor's Map 6-6; Lot 11; Zone LI; Section 53.12.2 and 53.12.3 New Water Supply System and New Sewer System in Flood Way; Section 53.14.1 New Water and Sewer Systems in Flood Fringe Zone; Section 53.14.3 New Non-Residential Building in Flood Fringe Zone; Section 51 Site Plan; Section 68 Erosion Controls for construction of building for office, storage and repair of school busses and vans; Martel Transportation, applicant; Martel Real Estate, LLC, owner. *Received in September and scheduled for public hearing in October. DRT review required.*

#### **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 requires DRT confirmation of changes at applicant's convenience. On agenda for October special meeting.*

#### **Received by Design Review in September 2011**

- 1. File #336; Apln. #1336;** 76 Simonds Avenue; Assessor's Map 11-6; Lot 61; Zone AR1; Section 51 Site Plan Amendment for addition of bus shelter; Andrew Baugher, applicant; Town of Canton, owner *Positive referral 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.*

#### **Received by Planning Commission in August 2011**

- 1. File #537;** 21 Thompson Hill Road; Assessor's Map 6-6; Lot 29.12; Zone AR2; Lot Line Adjustment; Jeffrey Windsor, applicant/owner. *Application Approved upon receipt.*

#### **Received by Planning Commission in September 2011**

- 1. File #539;** 232 & 228 Albany Turnpike; Assessor's Map 9-4; Lot 77 & 76; Zone B1/SB; Lot line revision; B&K Realty, LLC, applicant; 232 Albany Turnpike LLC, owner. *Application Approved upon receipt.*
- 2. File #538;** 115 Albany Turnpike; Assessor's Map 3-4; Lot 10; Zone ATG2; Subdivision of existing parcel to create one (1) new lot; Canton 44, LLC and Konover Development Corporation, applicant; Canton 44, LLC, owner. *Application Approved upon receipt.*

#### **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 August 2011**

- 1. File #06-11-1030;** Amendments to Inland Wetlands and Watercourse Regulations; Town of Canton Applicant: *Application Approved at August meeting.*
- 2. File #08-11-1050AA;** 168 Gracey Road; Assessor's Map 3-6; Lot No 22; Zone AR3; Construction of Tool Shed; Robert Witkewicz, applicant/owner. *Under review of Authorized Agent, Approved in August, 2011.*

#### **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 public hearing in October.*

## **TOWN PLANNER, Cont.**

**2. File #09-11-776;** 339 Cherry Brook Road; Assessor's Map 4-9; Parcel 15; Zone AR3; Construction of single family house; Elizabeth Mayo, applicant/owner. *Received in September. Extension granted in September, Modification referred to Authorized Agent.*

### **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.*

## **WPCA**

### **OPERATIONS**

- The plant achieved 96 % BOD removal and 97 % Suspended Solids removal
- The Effluent plant flow, monthly average increased from .744 MGD to 1.045 MGD
- Rainfall total for the month is 8.81 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.
- We did have a bypass of a manhole on Bridge St. because of a partial blockage of grease in the main line on Rt. 179 Ct. DEP was notified.
- **Shipped sludge solids, averaged 3.5 % this month.**
- Eight loads of sludge were sent by Synagro @ 52,000 gallons this month

### **COLLECTION SYSTEM**

- Lift station inspections were performed twice per week
- Marked call before you dig locations
- 1 connection made to system @ 5 Cheryl dr.
- Mobile Robotics in to televise problem areas of our sewer 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.
- Annual pump down and inspection of Primary Clarifiers
- 24 Hour cleaning of all 3 Sand filters.

### **SAFETY AND TRAINING**

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

### **ADMINISTRATIVE**

- New Primary Effluent Sampler has arrived.
- Aeration blowers were shipped from the Maher Corporation
- Bid opening for a contractor to install aeration system.
- Attended a Dept Head meeting.
- Sent in Annual Report to CAO office.