

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: January 17, 2014
 Re: **Monthly Report – December 2013**

ASSESSOR

- General administrative duties continue:
 - Field work
 - Real property ownership changes
 - Exemptions are being posted as needed
 - Assistance to the public
 - Preparing State Report
- October 1, 2012 Motor Vehicle List was received from DMV. We have started to process the information.
- Personal Property information was collected for the 2012 Grand List and is being reviewed.
- 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, 2012 Grand List

BUILDING DEPARTMENT

- There were no permits issued for single family homes.
- There was one commercial permit issued for solar panels at Ace Hardware in Canton Village.
- Ross Solar Group was issued two permits for solar panels to residences through the Solarize Canton.
- Mr. Rich conducted 62 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	4	\$98,960
Deck	0	\$0
Demolition	0	\$0
Electrical	9	\$20,800
Garage/Shed	0	\$0
HVAC	16	\$28,754
New Commercial	1	\$45,500
New Residential	0	\$0
Plumbing	2	\$18,300
Pool	0	\$0
Roofing/Siding	0	\$0
Foundation	0	\$0
Total	32	\$212,314

Permit Value Comparison for December

	<u>2013</u>	<u>2012</u>
Value of Permits Issued	\$212,314	\$531,232
Building Permit Fees	\$1347	\$4592
Other Income Fees	\$812	\$3290
Building Permits Issued	32	78

Total Value of Permits and Permit Fees

<u>July 2013- December 2013</u>		<u>July 2012- December 2013</u>	
Value	Permit Fees	Value	Permit Fees
\$5,505,255	\$83,795	\$4,110,663	\$58,955

FIRE & EMS DEPARTMENT

Incidents

Activity Summary

Date Range Start	12/01/2013
Choose date	
Date Range End	12/31/2013
Choose date	
View Report	

Category	Total	Present	Percent
Brush Fire	1	0	0.00%
Car Fire	2	0	0.00%
Chimney Fire	1	0	0.00%
CO Alarm	4	0	0.00%
Elevator Rescue	2	0	0.00%
Fire	2	0	0.00%
Fire Alarm	10	0	0.00%
Gas Leak	1	0	0.00%
Medical Call	76	0	0.00%
Medical Call - FD Assist	3	0	0.00%
Mutual Aid-EMS	6	0	0.00%
Mutual Aid-Fire	1	0	0.00%
MVA	3	0	0.00%
MVA with Injuries	2	0	0.00%
Public Event Standby	1	0	0.00%
Smell of Gas	1	0	0.00%
Structure Fire	1	0	0.00%
Transformer Fire	1	0	0.00%
Water Problem - Broken Pipe	1	0	0.00%
Total Fire Only	34	0	0.00%
Total Incidents	119	0	

Apparatus

Apparatus	Role	Total	Percent
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Activity Role

Role	Total	Percent
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Training Summary

Category	Total	Present	Percent
Cadet Drill	1	0	0.00%
EMS Drill	2	0	0.00%
Monday Drill	8	0	0.00%
Officer Meeting	1	0	0.00%
Outside EMS Training	2	0	0.00%
Outside Training	2	0	0.00%
Public Fire Education	1	0	0.00%
Total Activites	17	0	

Station Detail Summary

Category	Total	Present	Percent
Total Activites	3	0	

FIRE & EMERGENCY MANAGEMENT

No Information available at time of printing

FINANCE

(Investment Tables not available at time of printing)

Professional Development

Attended Basic and Beyond the Basics Excel classes 12-16 & 12-17

- Submitted Finance FY 14-15 Budget to CAO
- Attended Annual Tri-Board Meeting
- Attended Monthly Board of Finance Meeting Attended Monthly Staff Meeting
- Completed the Pension Administration change to Wells Fargo
- Worked on many pension & 401a account requests and questions

LIBRARY

PROGRAMS - ADULT: 12 programs with 83 participants

- *Connecticut Off the Beaten Path* featuring author Cindi Pietrzak-- 8 participants
- CPL's First Annual Local Author Fair – 47 participants
- Matinee Movie (*Christmas in Connecticut*) – 3 participants
- iPad Support Group: Managing Photos – 18 participants
- One-on-One Technology Help sessions – 7 sessions with 7 participants
- Painting Demonstration with Rosemari Roast – 1 session with no attendance figures

TEEN: 4 programs with 42 participants

- Craft Program: Melted Crayon Ornaments and Paper Snowflakes – 8 participants
- Teen Advisory Group (“TAG”) meeting #2 – 3 participants
- After-School Wii Gaming program – 12 participants
- Raffle for a free copy of Lauren Kate's *Teardrop* – 19 entries

CHILDREN'S: 14 programs with 301 participants

- Friday Drop-In Story Times (ages 2+) – 3 sessions with 74 participants
- PJ Story Times (ages 2+) – 2 sessions with 88 participants
- Toddler *Music & Me* Drop-In programs (ages 6-36 months) with Heather Baker and Michelle Begley -- 3 sessions with 57 participants
- Flash Friday Craft programs with Michelle Begley (all ages) – 3 programs with 16 participants
- Movies on the Big Screen (all ages) – 2 sessions with 54 participants
- Craft program with Susan Tarinelli: String Art and Candy Cane Pins (ages 7+) – 12 participants

PROGRESS:

- Reference Librarian Beth Van Ness had a great idea: a local author fair. Many authors live locally and all of them want publicity and book signing opportunities, especially at the holidays, so Beth organized this event. Fourteen authors registered, including poets, children's authors, essayists, and memoirists. Twelve brought their books to display, talked with visitors, and signed copies. Public turn-out was 35, giving a total of 47 people in attendance, and everyone had a good time. Beth and some of the authors are already at work planning next year's event! A great activity for a small-town public library.
- Circulation Supervisor Katie Bunn has many adult programs in the pipeline for the new year, including another of her popular winter concert series.
- Avon resident Art Chouinard, our “artist in residence” for some time now, visits us one day each month (he had to skip December, unfortunately). He displays his recent artwork and paints, all the while discussing his craft with interested patrons. As of December, we now have a second artist in residence: Rosemari Roast of Winsted. Rosemari will be doing just what Art does but on a different day and only for 3 hours each visit. She started in December but had to skip January. We will see both painters again regularly starting in February.

LIBRARY CONTINUED

- Allyssa Bruce is doing great work on teen programs. She held a craft program (the paper snowflakes are hanging from the ceiling of the Teen Zone), the first installment of an after-school Wii gaming tournament series (refreshments provided), and a book raffle in which 19 teens entered. She also held another Teen Advisory Group (“TAG” – remember this abbreviation) meeting. Although just 3 teens attended due to a competing school event, the group decided to start a teen book discussion club. Four books were selected and a ballot box has been set up for the kids to vote on which title they’d like to start with.
- Many excellent events took place in the Children’s Room during what is traditionally a very slow month. Our fine Children’s Room team collaborated to produce some new events (Friday morning drop-in story times, *Music & Me*, Flash Friday and staff member Sue Tarinelli’s craft events, *Here Be Dragons* PJ story time) and to bring back time-honored favorites (*Movies on the Big Screen* and the Polar Express PJ story time, featuring Heather’s husband and daughter). We have a very talented Children’s Room staff -- attendance figures testify to their success.
- As usual, Edith Offenhartz of Lawton Road remembered the library at year’s end with a \$250 gift. We usually use Mrs. Offenhartz’s gift to pay toward our *Consumer Reports* online database.
- Our FY 2014-15 budget request was submitted on December 13. We asked for very little new this time: another \$1,965 for teen books and audiobooks, \$2,000 more for programs at all levels, and \$30 more for professional dues. CAO review: January 7. Board of Selectmen review: February 11, 6 pm.
- Complaints regarding the elimination of Sunday openings: just two to date.

PROBLEMS:

- We will be buying a lot of replacement equipment soon. Our disc buffing machine in the office has died and will be replaced with a new unit for \$1,500 (using Connecticut money). Four new computers will be bought soon, one of which will replace an adult public-access machine that, too, has simply died of old age. Lastly, we need to replace the color printer at the Information Desk. Used by staff and public both, it has not performed well for a long time but it is really bad now.
- We are discontinuing our Movie Matinee series after a 3-month trial. A joint venture with the Senior Center, this good idea attracted little interest.

PERSONNEL:

- Three new substitute aides were selected in December. One, Danielle Ambrose, is a returning ex-staff member. The other two are new and will start in January.
- Meeting attendance: Meeting with CAO (RS), meeting with Finance Department on new invoice payment tracking system (RS), LCI Member Council (RS, AD), Library Board (RS, ABruce), Regional Directors Meeting (RS), LCI Circulation Supervisors (KB), LCI Migration Task Force (AD), CLC’s YA Roundtable (ABruce), general staff meeting (16 staff members), FT staff meeting (RS, KB, HB, AD, BVN)

INTERSTING REFERENCE QUESTIONS:

1. Sources for buying out-of-print historical fiction for teens
2. Books to brush up on Excel skills
3. Finding an article that was published previously on places to take sleigh rides
4. Recommendations to help find a tax preparer
5. Books on the philosophy of time and space
6. Finding a documentary on the surrealists for a class report
7. Price guides for antique glassware
8. Up-to-date books on forensic sciences
9. How to contact companies that manufacture women’s sweatpants with elastic in the ankles
10. Definition of the musical term “commodo”

**STATISTICS:
LIBRARY CONTINUED**

Category	December 2013	December 2012
Patron Visits	6,761	7,060
Website Entries	4,273	2,766
Website Pages Visited	7,520	6,577
Circulation - Month*	12,362	12,404
Circulation - Fiscal Year To Date	84,604	87,905
New Cards Issued	29	28
Expired Cards Renewed	21	49
Total Card Holders	4,198	4,242
Reference Questions Received	1,557	1,213
Interlibrary Loans Borrowed	414	318
Public Computer Uses	945	1,727
Homebound Patron Deliveries	8	6
Tests Proctored	3	0
Programs Held	30	10
Program Attendance	426	319
Study Room Uses	35	48
Item Holds Placed	1,011	968
Total Barcoded Items in Collection	83,834	86,619
*Circulation of Electronic Materials (Included in <i>Circulation</i> – <i>Month</i> Figure Reported Above)	430	207

PARKS AND RECREATION

- Parks and Recreation participated in Christmas in Collinsville with volunteers from CHS dressed in costume, a Santa appearance, CHS Chamber Singers, and a street performer.
- Breakfast with Santa event took place at the Community Center with just over 50 people attending.
- After School Ski Bus program planning and coordinating took place. There are 20 participants.
- January programming promotion is taking place. Teen Mediation, Music Theater, Art Classes, Lego programs are scheduled to begin.
- A majority of the community center reservations for 2014 were input in December.
- Director Wilson attended a Safe Routes to School meeting with BOE staff and Neil Pade to start planning for development of a Safe Routes Master Plan.
- Director Wilson met with BOE staff and others regarding summer theatre programming and consideration of Jazz Drama programs.
- Attended bi-weekly pool construction meetings on site at Mills Pond Park to review progress of pump house construction.
- OSHA met with Director Wilson to review park and rec policies and procedures.
- Director Wilson worked on components of Mills Pond Park improvements to be considered for a STEAP grant application.
- Parks and Recreation budgets were completed and submitted to the CAO.

POLICE DEPARTMENT

PERSONNEL

- Dec. 2-6: Off. Rodriquez at WHPD for annual recert training.
- Dec. 4: Chief Arciero and Off. Rodriquez attended MRT recert class at WHPD.
- Dec. 4: Chief Arciero attended MRT training at West Hartford PD
- Dec. 5: Capt. Terra provided instruction to the WHPD annual recertification training class.
- Dec. 19: Police Officer Candidate underwent polygraph at CSP Polygraph Unit.
- Dec. 19: Capt. Terra provided instruction to the WHPD annual recertification training class.
- Dec. 20: CPD applicant underwent psychological evaluation.

POLICE DEPARTMENT CONTINUED

ADMINISTRATION

- Dec. 2: Capt. Terra assigned to conduct research and recommendation for next CPD patrol vehicle.
- Dec. 3: Chief Arciero posted Monthly Minder re: School checks.
- Dec. 5: Chief Arciero attended the Board of Education School Bus Accident response plan.
- Dec. 6: Chief Arciero submitted console proposal for BOS meeting agenda.
- Dec. 10: Chief Arciero attended Capitol Region Chief's meeting in Farmington.
- Dec. 11: Chief Arciero and Capt. Terra worked on policy and training protocol for BB guns.
- Dec. 13: Chief Arciero submitted CPD budget to CAO.
- Dec. 16: Chief Arciero, Capt. Terra, Adam Libros and CAO Skinner met to discuss the CIRMA Safety Report.
- Dec. 16: CPD officers trained in the LAP roll call training with Interval House advocate.
- Dec. 18: Chief Arciero attended the CAO Department Head meeting at Town Hall.
- Dec. 19-20: Air duct cleaning took place at the police department facility.
- Dec. 20: Chief Arciero and Capt. Terra conducted fixed asset inventory audit for CPD facility.
- Dec. 23: Chief Arciero amended GO policy re: promotional language for rank of sergeant.
- Dec. 27: Chief Arciero and Capt. Terra continued the fixed asset inventory audit.

COMMUNITY POLICING

- Dec. 1-20: CPD officers continued with Shoplifting Prevention Guide for town businesses.
- Dec. 5: Chief Arciero attended the Senior Club Holiday event at the Community Center.
- Dec. 7: Chief Arciero, Capt. Terra, CPD Officers Ferrecchia and Colangelo participated in the annual toy and food drive at the Shoppes.
- Dec. 10: Capt. Terra, Det. Colangelo and Off. Lederman attended toy and food distribution event at Trinity Church.

OPERATIONS

- Dec. 4: Det. Colangelo secured arrest warrant for home burglary.
- Dec. 5: Chief Arciero discussed use of CPD parking lot for temporary parking for a private security company to provide service for a potential strike at a large Connecticut corporation.
- Dec. 13: Suspect in the North Mountain burglary arrested by Winsted PD, suspect held at CPD over weekend for presentment at court on Monday.
- Dec. 13-Capt. Terra conducted interviews of two pistol permit applicants
- Dec. 16: Chief Arciero and Capt. Terra attended Security Report briefing at CAO's office.
- Dec. 18: Chief Arciero reviewed the new State of Connecticut '*Technical Guidelines for Health Care Response to Victims of Sexual Assault.*'
- Dec. 19: Chief Arciero, Capt. Terra and Adam Libros met to discuss the CIRMA Security Plan.
- Dec. 23: Capt. Terra conducted interview of pistol permit applicant.
- Dec. 25: CPD officers made multiple domestic violence arrests.
- Dec. 23-31: CPD officers participated in CPCA annual holiday enforcement initiative.
- Dec. 31: Chief Arciero delivered school bus safety pamphlets to Martel Bus CO. and BOE.

INCIDENT SUMMARY:

Total Incidents for Dec. 934 Previous month: Nov. 1215

Domestic Disturbance	7	Motor Vehicle Stops	109
Driving Under Influe.	7	Motor Vehicle Accidents	36
Larceny-All	5	Suspicious Pers/Vehicle	16
Medical Calls	80	Directed Patrol	99
Fraud	5		

MV Infractions; 12 MV Summons; 1 Written Warnings 10

PROJECT ADMINISTRATOR

No Information available at time of printing

PUBLIC WORKS ADMINISTRATION

- Preparing Operating Budget
- Building Maintenance Meeting
- Attended and addressed Senior Lunch
- Project Management Meeting
- Public Works Facility Meeting
- Department Head Meeting
- OSHA Inspection at Town Hall, Public Works Facility, Community Center, Parks Building and Transfer Station
- OSHA Closing Meeting
- Surplus Equipment Auction

HIGHWAY

- Repaired two basins on Orchard Hill Road
- Repaired guide rail on West Street
- Repaired guide rail on corner of Pond and Lovely Street
- Hauled salt from Burlington Public Works 4 different times
- 5 snow events requiring the whole crew
- 6 separate events where we required staff call-outs for spot sanding

MAINTENANCE GARAGE

- Maintenance on trucks # 12,1,& 8

PARKS DEPARTMENT

- Maintenance on equipment
- Set up Christmas trees and lights at town gazebos and Tree in front of Historical Society
- Plowed snow

TRANSFER STATION

- New permits for sale
- Transfer Station Operational Improvements

BUILDING MAINTENANCE DEPARTMENT

- Checked and cleaned grease trap at Community Center
- Burnished Community Center floor
- Replaced mini-ballast in lunch room of Senior Center
- Installed new Britta filter in Library kitchen
- Poured digester in Community Center grease trap
- Delivered 3 cases of paper to Finance
- Adjusted heat in Park & Rec office
- Hang coat rack in Senior Coordinator's office
- Adjust heat in Senior Center area
- Shampooed rug in first floor Town Hall
- Removed old grease trap in lower level of Senior Center
- Mopped auditorium floor in Town Hall

PROFESSIONAL DEVELOPMENT

- Richard Lassen, Solid Waste Facility Operator Certification Class, Newington, CT
- Terri Anderson, Solid Waste Facility Operator Certification Class, Newington, CT

PUBLIC WORKS CONTINUED
WORK ORDERS RECEIVED

Work Request	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	FY Totals
Highway	3	4	4	4	7	6	28
Parks	2	2	2	1	2	2	11
Building Maintenance	40	45	50	60	45	27	267
Signs	8	3	4	5	15	8	43
Trees	4	6	2	6	3	4	25
Mailboxes	1	1	1	0	0	2	5
Pot Holes	18	15	12	9	20	9	83
Drainage	2	3	1	8	7	0	21
Curbing	350'	0	0	0	1500'	0	0
Lawn	0	0	0	0	0	0	0
Animal	2	3	2	3	5	2	17
Total	0	82	78	96	104	60	500

SENIOR & SOCIAL SERVICES

No information provided at time of printing

TOWN CLERK

- Processed: 794 transactions and two marriage licenses.
- Real estate recordings: 5 residential home sales, one land sale and one commercial sale (CT Sand and Stone).
- Largest home sale: 57 Wilders Pass (\$679,000).
- Municipal Conveyance Tax collected on transfers was \$5013.25.
- \$339 was collected via the Community Investment Act.
- Transfer Station sticker sales for the 2014 calendar year have been brisk. The majority of sales are anticipated in January 2014.
- To date, 1237 dog licenses have been sold for the new 2013-2014 'dog' year.
- Under Public Act No. 11-201, an Act Concerning Foreclosure Mediation, there were four registrations of property in the process of/that completed foreclosure.
- Dec 4: The Town Clerk met with the Town Planner to discuss ways in which to update the information provided on his web page. The TC spent approximately eight hours over the remainder of the month building linkable pages to be used for the update.
- Dec 7: The Town Clerk and Registrar of Voters conducted an audit of the November 2013 election in compliance with the requirements set forth by the SOTS.
- Dec 9: The Assistant Town Clerk attended a one day class at the CT Town Clerk School.
- Liens & lis pendens action:
 - Condo Fees lis pendens 0
 - Credit Cards/Debt Collectors 0
 - Commercial/tax liens/other 6
 - Medical related 0
- Activity on the Town's website/social media:
 - **Website:** 4256 people made 6479 visits to www.townofcantonct.org during Dec 2013
 - The 'BOS Meeting Recordings' page had 88 hits
 - The most frequently visited website pages were: Home Page, Assessor, Employment Opportunities, Agendas & Minutes, Calendar, Tax Dept, Police Dept, Request for Proposals, Senior & Social Services, Town Clerk, Building Dept.
 - **Facebook:** Daily Total Reach (the number of people who have seen any content associated with the page) in December = 571
 - **Twitter:** 16 tweets were sent out in the month of December for a grand total of 412 since Oct 26, 2012. Current 'Followers' total 275.

TOWN CLERK CONTINUED
Town Clerk Receipts – Dec 2013

<u>Description</u>	<u>Items</u>	<u>Amount</u>
Conveyance Tax	7	\$5013.25
Recording Land Records (\$10+add'l pages)	113	\$3042.00
St of CT Historical Preservation (\$2)	113	\$226.00
Town Clerk Historical Preservation (\$1)	113	\$113.00
Town of Canton-Land Preservation (\$3)	113	\$339.00
St of CT-Land & Dairy Preservation (\$36)	113	\$4068.00
Town Clerk Land Preservation (\$1)	113	\$113.00
MERS-Grr/Gre-TOC (\$39+add'l pages)	8	\$777.00
MERS-Grr/Gre-State Treasurer (\$110)	8	\$880.00
MERS-Grr/Gre-Town Clerk (\$10)	8	\$80.00
MERS-Rel & Assign-TOC (\$32+add'l pages)	12	\$384.00
MERS-Rel & Assign-State Treasurer (\$127)	12	\$1524.00
Maps	23	\$230.00
Copies	101	\$543.00
St of CT DEP	17	\$591.00
Sport Licenses-Town of Canton	17	\$17.00
Miscellaneous	10	\$27.00
Vitals	29	\$455.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	10	\$9.50
Dog Licenses-St of CT	9	\$97.00
Notary Fees	0	\$0.00
Bad Check Fees	0	\$0.00
Stone	0	\$0.00
Transfer Station	471	\$67,722.00
Total	794	\$86,288.75

TAX COLLECTOR

- Tax collections for the current list were \$3,567,841.21. Compared to last year at this time we are 1.50% above last year's collections at this time. Percentage collected is 66.1% of the budgeted amount.
- Back year collections were \$21,789.10. Suspense collections were \$75.17.
- As of December 31, 2013, the tax office has collected in back taxes, 68.2% of the annual budget amount. At the same time last year the office collected 80.4% . The office has collected 46.3% of the budget interest and liens compared to last year at the same time it was 57.97%.
- Sewer Collections on the current list were \$20,017.55. Back year collections were \$416.26.
- Sewer Assessment collections \$.00 and connection charges collected \$.00.
- Motor Vehicle Supplemental bills went out for a total tax due of \$269,443.74 an increase of \$2,678.73 over last year's total due or an increase of 15% over last year and we have collected 11.3% of the budget through December 31st..
- Released 2 tax and 1 sewer lien this month.

TAX COLLECTOR CONTINUED

% OF COLLECTION

GL YEAR	TAXES COLLECTABLE	TAXES COLLECTED	% COLLECTED OF COLLECTABLE BALANCE	BUDGET AMOUNT	% COLLECTED OF BUDGETED AMOUNT
2012	\$30,604,886	\$19,898,615	65.02%	\$ 30,073,101	65.73%
2011	\$308,902	\$ 108,357	35.08%		
2010	\$109,067	\$ 28,107	25.77%		
2009	\$103,260	\$ 7,393	7.16%		
2008	\$ 76,296	\$ 1,926	2.52%		
2007	\$ 38,002	\$ 78	0.00%		
2006	\$ 32,741	\$ 2,061	6.29%		
2005	\$ 27,913	\$ 2,034	7.29%		
2004	\$ 21,614	\$ -	0.00%		
2003	\$ 21,625	\$ 217	0.00%		
2002	\$ 19,644	\$ -	0.00%		
2001	\$ 18,634	\$ -	0.00%		
2000	\$ 18,039	\$ -	0.00%		
1999	\$ 17,467	\$ -	0.00%		
1998	\$ 28,957	\$ -	0.00%		
1997	\$ 28,354	\$ -	0.00%		
TOTAL PRIOR YRS	\$870,515	\$ 150,173	17.25%	\$220,000.00	68.26%
		AMOUNT COLLECTED		BUDGETED AMOUNT	
INTEREST, LIENS & FEES		\$ 60,185		\$130,000.00	46.30%

TOWN PLANNER

PERMITS ISSUED

- 5 Gemstone Dr. – solar panel installation.
- 90 Barbourtown Rd. – heating and plumbing home occupation 200 Albany Tpke. – window & door replacement, BK Design Works

INSPECTIONS

- 5 Gemstone Dr. – solar panel installation.
- 90 Barbourtown Rd. – heating and plumbing home occupation.

AUTHORIZED WETLANDS AGENT APPROVALS

- None

CEASE AND DESIST ORDERS

- 100 Bahre Corner Rd. – Installation of composting bins without wetlands permits; no further use.
- 49 Church St. – vehicle parking on church parking lot, junkyard; cleaned up but Order to stay in place.

CITATIONS

- None

NOTICES OF VIOLATION

- 21 Atwater Rd. – unregistered vehicle in front yard. Vehicle removed.

TOWN PLANNER CONTINUED...

PROJECT LOG

Project	Oct	NOV	DEC	2013 Yearly Total
Zoning Regulation Rewrite	7	3	3	174
Martinelli Subdivision	1	0	2	23
Design Regulations	9	0	2	41
POCD Update	40	32	4	256
Affordable Housing	1	0	4	40
On Call Consultant Services	2	2	2	30.5
CRCOG	6	4	4	27.5
Rail Trail	0	1	0	51
GIS Initiatives	0	0	1	16
EDA Initiatives	1	2	5	41
Konover/ Sussman	3	2	2	59
Martel Transportation Relocation	2.5	1	2	18.25
Livingston Road	2.5	3	1.5	10
CT Main Street Program	5.5	2.5	2.5	45.75
Main Street Investment Fund	5	4	2	18
Shallot Meadow Subdivision	5	0	4	40
Brass Bed Boutique and Lawton Road	1	0.75	1	10.5
Donation Drop Boxes	1.5	0	2	16

LAND USE COMMISSION ACTIVITY

AQUIFER PROTECTION

- Quarterly meeting December 18, 2013
- No action taken

INLAND WETLANDS

- Special meeting December 12, 2013:
- **Discuss and vote to accept settlement agreement: File #06-13-1090;** - Review and consider approval of settlement agreement in the matter of *Abi Gezunt Farm, LLC v. Inland Wetlands and Watercourses Agency of the Town of Canton*, Case No.: HHD-CV-13-6045420-S

PLANNING & ZONING COMMISSION

- Special Meeting December 18, 2013

PUBLIC HEARINGS

- Discuss and approved new regulation amendment: File #156; Apln #1415; Zoning Regulation Amendment; Amend Section 9 Definitions to add Donation Drop Box and add to Section 8 Additional Standards, Section 8.7 Donation Drop Boxes; Canton Zoning Commission, applicant
- Discuss and approved: File # 192; Apln 1425; 244 Albany Turnpike; Assessor Map 31; Parcel 1010244; Zone SB; Section 31.5, Enlargement of Special Exception; Site Plan Amendment Section 51.1 for construction of second floor and gabled roof at Canton Auto Exchange; Bootsie 2, LLC, owner; Robert Celmer, AIA, applicant

NEW BUSINESS

- Discuss and approved: File # 2; Apln: 1428; 220 Albany Turnpike; Assessor Map 31; Parcel 1018220; Zone SB; Section 51.5; Site Plan Amendment, for Installation of a 45kw roof mounted array of solar panels; Section 63.5.4(g), New wall sign at Larsen's Ace Hardware; Canton Sign Shop & Energy Systems & Installation, Inc, applicant; FSL 2, LLC, owner
- Discuss and approved with conditions: File # 130; Apln: 1429; 219 Albany Turnpike; Assessor Map 31; Parcel 1010215; Zone B1; Section 51.5, Site Plan Amendment; Establish outdoor display of merchandise at Porter's Gold Exchange; Doyle L. McGaha, Jr. d/b/a MAC Investment Services, applicant; William Baer, owner
- Referral of the 2014-2024 Plan of Conservation and Development from the POCD Update Committee

TOWN PLANNER CONTINUED...

- PRE-APPLICATION REVIEW: File 50; Apln: 1430; 64 Maple Avenue; Assessor Map 31; Parcel 3620065; Zone AR-1; Request for Pre-application Review; Melinda Harvey, prospective purchaser/applicant; Ronald Morris, owner.
- **OTHER BUSINESS:**
- File # 85; Apln # 1342; 140 Albany Turnpike; Assessor's Map 4-3; Lot 82; Zone B1; request for extension of Special Exception for a personal service business use for The Beauty Mark Tattooing; Jessica O'Sullivan, applicant; 140 LLC, owner.
- Review Minutes of November 20, 2013.
- Discussion and approval: Set 2014 Regular Meeting Schedule (currently the third Wednesday of the month)
- Discussion of Zoning Regulation Rewrite Committee 2014 meeting schedule (currently the first Wednesday of the month)
- Discussion and acceptance: File # 536; Livingston Road; Mansour Development; Request for road acceptance
- Discussion/Review of By-laws; Discussion/ Review of - Zoning Regulation Rewrite and Map Amendment
- Discussion/Review of Request for Proposal (RFP) for Planning and Design Services
- Discussion/Distribution of Zoning Enforcement Letters
- Discussion/Review of Application Forms and Standard Zoning Enforcement Procedures
- Staff Reports:
 - a. ZEO Report & Town Planner's Report

ZONING BOARD OF APPEALS & DESIGN REVIEW

- Regular meeting Cancelled

WPCA

OPERATIONS

- The plant achieved 96 % BOD removal and 98 % Suspended Solids removal.
- The Effluent plant flow, monthly average increased from .511 MGD to .564 MGD
- Rainfall total for the month is 3.01 inches; Plant is running well.

LABORATORY

- Analyzing Primary Tank solids, Secondary Solids, and sludge shipped by Synagro.
- Monthly Nitrogen and Phosphorus are analyzed and weekly Effluent Nitrogen to comply with the general permit for Nitrogen.
- Regular permit testing was done in house including pH, Temp, BOD, TSS, Alkalinity, and other tests as needed or required by the permit. All required permit parameters were met.
- Shipped sludge solids, averaged 2.0 % this month.
- One load of sludge were shipped by Synagro @ 6500 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week; Marked call before you dig locations.
- Tower Generator replaced block heater on the Shoppes Pump Station Generator

MAINTENANCE

- Monthly and weekly duties performed; Cleaning D.O. Probe in RBC Tank on a weekly basis
- 24 hour cleaning of sand filters
- New England Energy Controls in for annual service of furnace at facility

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights; OSHA came in for inspection 12/11/2013

ADMINISTRATIVE

- CVC completed work emergency repair of buried valve Secondary Clarifier # 2
- Lapierre Electrical working on sludge pump wiring and odor control wiring
- Installation of the 3 New Penn Valley Pumps was completed by Delray Contracting
- Penn Valley representative on site for startup training
- New roof on the solids handling building completed
- Filed 2014/2015 Budget with town hall