

To: Board of Selectmen
 From: Robert Skinner, Chief Administrative Officer
 Date: December 20, 2013
 Re: **Monthly Report – November 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
- Assist Staff and General Public with research requests for current and archival information concerning maps, land, buildings, title and motor vehicles.
- Field work for Building Permits and map changes are in process to update records for the 2013
- We have completed the 2012 Grand List Supplemental Motor Vehicle List -\$10,018,686. Last year’s list was \$10,102,736
- Personal Property information for new accounts is being collected for the 2013 Grand List – existing accounts are being reviewed – 750 Declarations were mailed in September.
- Revaluation:
 - **To Date the following are completed**
 - Preliminary Sales Ratio Study
 - Cost Analysis
 - Land Values & Depreciation Analysis
 - Field Review of Resident Properties
 - Review of New Construction
 - Commercial Values
 - Final Sales Ratio Study
 - **Items to be completed**
 - Assessment Change Notices are planned to be sent out the 1st week of December.

BUILDING DEPARTMENT

- There was one permit issued for a new single family house. The location is 15 Shallot Meadow.
- The Town was issued a permit for construction of a storage facility at Mills Pond.
- Canton Village was issued a permit for a new sign at 220 Albany Turnpike. Collinsville Savings Society at 136 Main Street was issued a permit to construct a new vestibule.
- Mr. Rich conducted a total of 81 inspections.

Building/Renovation Permit Statistics

<u>Type of Permit</u>	<u>No. of Permits</u>	<u>Value of Permits</u>
Addition/Alteration	7	\$99,553
Deck	0	\$0
Demolition	0	\$0
Electrical	20	\$38,464
Garage/Shed	3	\$42,411
HVAC	23	\$70,822
New Commercial	3	\$439,000
New Residential	1	\$300,000
Plumbing	7	\$14,300
Pool	0	\$0
Roofing/Siding	7	\$54,524
Foundation	0	\$0
Total	71	\$1,059,074

BUILDING CONTINUED

Permit Value Comparison for November

	<u>2013</u>	<u>2012</u>
Value of Permits Issued	\$1,059,074	\$700,064
Building Permit Fees	\$7,206	\$7,186
Other Income Fees	\$2,870	\$2,912
Building Permits Issued	71	59

Total Value of Permits and Permit Fees

July 2013- November 2014		July 2012- November 2013	
Value	Permit Fees	Value	Permit Fees
\$5,292,941	\$81,636	\$3,579,431	\$51,073

FIRE MARSHAL / EMERGENCY MANAGEMENT

The following are highlights during the month of November 2013

Inspections	7
Inspection Follow-ups	15
Plan Review	3
Job Site Inspections	4
Fire Investigations	0
Blasting Permits	0
Burn Permits	2
Bomb Threats	0
Hazardous Materials	0

- Attended a career development class in Blue Hills on November 4, provided by the State of CT Department of Education and Data Management.
- Attended the Capitol Region Fire Marshals Association meeting in East Hartford on November 7.
- Attended the annual CT Chapter of the International Association of Arson Investigators conference in Rocky Hill on November 14 & 15.
- Met with MDC official on new access gate to the Water Treatment Facility.
- Picked up fire prevention poster contest material in East Hartford.
- Attended the annual CBOA/CFMA educational seminar in New Britain on November 26.
- Completed the 24 hour/8 week long Community Emergency Response Team training class.
- Multiple meetings with the Collins Co. property owner to discuss code violation correction updates.

FIRE & EMS DEPARTMENT

No Information available at time of printing

FINANCE

- Professional Development
CT GFOA & CASBO Fall Meeting
- Attended Pension Regular Quarterly Meeting
- Attended BOF Regular Monthly Meeting
- Attended Monthly Staff Meeting
- Worked on FY 13 Audit

FINANCE CONTINUED

INVESTMENTS BY ACCOUNTING TYPE (Unaudited) 10/31/13

General Fund	\$ 7,403,793
Special Revenue Funds	\$ 1,699,129
Capital Projects Funds	\$ 7,481,858
Internal Service Funds	\$ 1,425,705
Trust and Agency Funds	\$ 236,395
TOTAL ESTIMATED BY FUND	\$ 18,246,880

INVESTMENTS BY INSTITUTION TYPE (Unaudited) 10/31/2013

	Interest %		Interest \$		\$ Invested
	Current Month	Last Month	Current Month	Last Month	
Avg Monthly Yield, Annualized					
Class Plus	.01%	.01%	26	12	\$ 12,333,377
Webster	.15%	.15%	780	1,754	\$ 5,852,201
TD Bank			13	11	\$ 61,302
Reich & Tang					
Total Outstanding Investments			819	1,777	\$ 18,246,880

LIBRARY**PROGRAMS - ADULT: 27 programs -- 599 participants**

- Monday Evening Book Club (*Little Bee*) – 4 participants
- Saturday Book Conversations (*City of Your Final Destination*) – 4 participants
- Saturday Book Conversations viewing of the movie based on their November book selection *City of Your Final Destination* – 6 participants
- Slide show on Alaskan wildlife -- 30 participants
- The Special Education Process: Advocate for Your Child – 0 participants
- Matinee Movie Showing (*Argo*) – 9 participants
- Moose on the Loose: Sightings in Connecticut – 47 participants
- iPad Support Group: All About Apps – 26 participants
- One-on-One Technology help sessions – 14 sessions with 14 participants
- The Faces of Homelessness panel discussion in cooperation with Hands on Hartford – 9 participants
- Tom Condon Talk on the future of the Collins Company buildings – 64 participants
- 100th Birthday Party & Singing Performance by The Yale Spizzwinks – 311 participants
- Storytelling with Eshu Bumpus and Motoko – 75 participants
- Painting Demo by Resident Artist Art Chouinard – No attendance figures

TEEN: 3 programs – 27 participants

- Start Your Career in Art – 2 participants
- Craft program to celebrate the release of the new *Hunger Games: Catching Fire* movie – 11 participants
- Teen Advisory Group meeting #1 – 14 participants

CHILDREN'S: 7 programs -- 121 participants

- PJ Story Time with guest reader Clarissa Jo Williams – 28 participants
- Story Times for ages 7 months to 3 years – 37 participants
- Story Times for ages 2 and 3 – 3 sessions with 29 participants
- Story Times for ages 4 and 5 – 2 sessions with 27 participants

PROGRESS:

- The library celebrated its 100th birthday in style throughout November. Kathleen Woolam and the Library Director wrote a 65-page illustrated history booklet, which we are selling for \$5.00@ (proceeds to the Friends). All three special programs were well attended: 64 at Tom Condon's talk on the future

LIBRARY CONTINUED

- of the Collins Company complex (11/7), 75 at the storytelling afternoon featuring Eshu Bumpus and
- Motoko (11/16), and *311* at the musical performance by The Yale Spizzwinks (11/9). After the Spizzwinks sang, everyone adjourned upstairs, sang happy birthday to the library, and enjoyed punch, coffee, tea, and two large birthday cakes purchased by the Friends. Nancy Donoghue assembled a great exhibit of library historical artifacts, and we also posted 100 quotes about the value of libraries all throughout the building. Our *Celebrating a Century of Service 1913-2013* banner is still hanging on the front porch and will remain there for some time yet. We celebrated the library's centennial proudly.
- Many of our adult programs in November were big hits. Adam Delaura's One-on-One Technology Help sessions with patrons (by appointment) have drawn interesting questions from the public: with Adam's help, one patron live-streamed a funeral service on her iPad.
- Allyssa Bruce held the first meeting of the newly- revived Teen Advisory Group (TAG) in November. Fourteen teens came to brainstorm programming ideas and talk about their favorite books. Two other teen programs brought in 13 more attendees. Future events include a holiday craft, a pilot program for afterschool Wii gaming, and more TAG meetings for planning other programs, including a possible teen book discussion group. Allyssa is in there "doing"!
- Our new teen blog is still a work in progress, but it is up and running on the website and Allyssa has posted it to our Facebook page. She included book reviews and information about events and giveaways. Visit it: www.cantonteens.wordpress.com.
- Weeding the collection is in progress everywhere: Katie Bunn in the adult fiction, travel, history, and biography collections; Allyssa Bruce in the Teen Zone; and the staff in the Children's Room. All areas are looking leaner and neater. With help from tech services assistant Ann Barrett, many books are being relabeled and reentered in the LCI database (accuracy issues).
- Our Matinee Movie series continues as an experiment co-sponsored with the Commission on Aging (although attendance is open to all). After three showings in October and November, one more is scheduled for December. Then we'll discuss whether or not to go forward.
- We added three more Canton residents to our homebound delivery program, and a fourth may be joining soon. A few thoughtful residents have offered to help staff make deliveries, including library trustee Rick Matos

PROBLEMS:

- Our disc buffing machine in the office is almost dead despite heroic efforts to keep it going. Replacement is inevitable – soon and we are shopping for a new machine right now. This vital equipment is worth every penny because it keeps our heavily-used DVD and CD discs in good condition. Warning: replacement will be expensive.
- One of the adult public-access computers also has died. When I order four new PCs in January, a replacement here will claim one. A few of our computers are getting just too old to keep chugging.
- It appears that our LCI network ILS migration to the new system will occur on May 12. A tremendous amount of staff training will be needed in a relatively short time. A worry: the new ILS is completely different from current one. *Every single procedure* has to be re-learned.

PERSONNEL:

- All five full-time staff received their annual job evaluations in November. Generally, everyone received good marks. Goals for FY 14 were set and pay raises retroactive to July 1 were authorized.
- Meeting attendance: LCI Personnel Committee (2x -- RS), 100th Anniversary Committee (3 x -- RS), Library Board & FOL (RS & AD), biweekly meetings with the CAO (2 x – RS), CLC Non-Print Media Pricing Bid meeting (HB), American Association of School Librarians annual conference (HB as a speaker, A. Bruce), Conference for CT Children and Families – Conversational Reading (MB), CT Library Consortium Tech Night (MB), CLA YA Section (A. Bruce), interview panel for new tech librarian at Berlin-Peck Library (AD), Transition to Office 2010 (AD as speaker), FOCL annual conference (AD), LCI meeting on new acquisitions module (AD, HB, KB.)

SOME NOVEMBER REFERENCE QUESTIONS:

1. Books in the "Demystifying" series (a series similar to the "For Dummies" books)
2. Returning ebooks borrowed on an iPad early
3. How to list/sell items to sell on Craigslist
4. How to re-activate a defunct Yahoo email account
5. Recommendations for adult fiction for a book club

LIBRARY CONTINUED

6. Locating a copy of the US Senate Report for 1973
7. Notable American novels of the 20th century
8. Was there a fourth season of the TV series *The Big C*

STATISTICS:

Category	November 2013	November 2012
Patron Visits	8,001	7,415
Website Entries	3,395	2,887
Website Pages Visited	7,071	6,446
Circulation - Month*	12,002	12,864
Circulation - Fiscal Year To Date	72,239	75,501
New Cards Issued	27	32
Expired Cards Renewed	37	51
Total Card Holders	4,196	4,218
Reference Questions Received	1,257	1,255
Interlibrary Loans Borrowed	365	437
Public-Access Computer Uses	1,097	1,845
Homebound Patron Deliveries	14	6
Programs Held	37	25
Program Attendance	747	496
Study Room Uses	48	51
Item Holds Placed	972	858
Total Barcoded Items in Collection	84,397	87,010
*Circulation of Electronic Materials (Included in <i>Circulation – Month</i> Figure Reported Above)	355	210

PARKS AND RECREATION

- Afterschool Lets Gogh Art program began in November at CBPS with 18 participants.
- Finalized plans for our Recreational Hoops program which will be held at CBPS. Changes to the program include being held after school as opposed to evening, and instructed by Valley Sports Center staff.
- After School Ski Bus program is scheduled to begin in January. We have less participants this year than prior years, and just met minimum requirements to be able to sustain the program.
- All Winter and Spring programs have been entered into the cantonrec.org website and registrations have begun.
- New Programs added are horseback riding, Poppins theater, and teen mediation.
- Planning for Santa's Breakfast and Christmas in Collinsville.
- Met with Community volunteer group from Avon to review project of Community Garden Clean up.
- Assisted the Library in setup for the concert to celebrate the 100th anniversary.
- Attended project meeting for kickoff to pool construction.
- Director Wilson attended the monthly Parks and Recreation Commission meeting.
- Canton hosted a quarterly Connecticut Parks Association Seminar at the Community Center. A total of 40 Parks and Recreation professionals throughout the state attended. Topics included sustainable athletic turf management, soil testing best practices, and a review of the Canton High School Track/Field Project by Milone and MacBroom.
- Several town board and commission meetings schedules for 2014 were filed and input into the community center schedule.

POLICE DEPARTMENT

PERSONNEL

- Nov. 1: CCSU intern continued program at CPD.
- Nov. 6: Capt. Terra attended MRT training at WHPD.
- Nov. 7: FPD started background investigation for employment for Sgt. Messier.
- Nov. 7-10: Off. Rodriguez in Florida for Ct Special Olympics event.
- Nov. 8: Det. Wilkinson's last day of employment due to retirement.
- Nov. 7-9: Officer Colangelo attended Narcotics training seminar in Newport, RI.
- Nov. 11: Off. Lederman started his sixth week of FTO training.
- Nov. 18-22: CPD officers Colangelo and Miller attended annual mandatory recertification training.
- Nov. 26: Request to CAO to appoint Off. Colangelo as Detective.
- Nov. 30: Off. Lederman released from his FTO status.

ADMINISTRATION

- Nov. 1: Captain Terra assisted BOE with Director of Security interviews.
- Nov. 4: Chief Arciero posted Monthly Minder re: School checks.
- Nov. 4: Chief Arciero and AA Brodeur met with vendor to finalize new copier purchase lease arrangements.
- Nov. 4: Chief Arciero submitted FY 12/13 annual Report to CAO.
- Nov. 5: Chief Arciero completed IACP survey on Alzheimer's project.
- Nov. 5: Chief Arciero resolved complaint regarding the town bridge road closure citizen concerns.
- Nov. 5: Officers Rodriguez, Gompper and Colangelo attended LPR training at Windsor PD.
- Nov. 6: CPD began change over to LED lighting for all outside fixtures.
- Nov. 6: CPD had all carpets cleaned as part of facility maintenance program.
- Nov. 7 and 20: CPD advertised for certified officers with CSP Alumni, CSP Union and CAWP associations.
- Nov. 7: Chief Arciero participated in telephone with IACP re Alzheimer Registry program.
- Nov. 12: Chief Arciero attended the Capitol Region Chief's meeting in Farmington.
- Nov. 13: State of Connecticut OSET Unit at CPD to check on infrastructure for NexGen 911 equipment installation.
- Nov. 15: State COLLECT completed audit of CPD COLLECT Usage.
- Nov. 18-22: CPD tested prospective certified police officers for openings in patrol.
- Nov. 22: Chief Arciero attended the Connecticut Elder Justice Coalition conference in Southington.
- Nov. 23: Chief Arciero submitted CCHF grant outcome reports for pedestrian signs and AED.
- Nov. 26: Chief Arciero and Captain Terra interviewed candidate for officer position.

COMMUNITY POLICING

- Nov. 6-10: Off. Rodriguez traveled to Florida for Special Olympics recognition.
- Nov. 7: Chief Arciero met with representative re Purple Heart Homes renovation project.
- Nov. 10: Sgt. Penney conducted a ride along for a Canton resident.
- Nov. 12: Chief Arciero attended the Canton Chamber of Commerce meeting at the community center.
- Nov. 16: Sgt. Deloy and Off. Selander attended the CFD truck christening event.
- Nov. 18: CPD commenced annual shoplifting tips awareness campaign for Canton businesses.
- Nov. 19: Chief Arciero recognized as one of Connecticut's 100 Men by the Connecticut Coalition Against Domestic Violence organization.
- Nov. 20: Off. Gompper conducted a ride along for a Canton resident.
- Nov. 27: CPD, CFD, Ambulance and FM office sent out a joint QAlert regarding property posting

OPERATIONS

- Nov. 3: Officers Selander and Miller
- Nov. 4: Sgt. Penney conducted crosswalk safety check at Rte. 44 and Secret Lake Road in response to complaint and report for DOOT.
- Nov. 5: Chief Arciero met with Jeff Shea re: pedestrian crosswalk at CHS.
- Nov. 5: New LPR vehicle deployed to patrol.
- Nov. 15: Chief Arciero attended Martel Bus Company employee meeting at CHS to discuss bus safety plan.

POLICE DEPARTMENT CONTINUED

- Nov. 15: CPD provided security for first CHS football game at new field.
- Nov. 15: CPD initiated overnight winter parking ban.
- Nov. 22: CPD, CFD and Ambulance Department resolved outstanding issues to active 911 paging system protocol.
- Nov. 22: CIRMA submitted safety audit report for town of Canton Public buildings.
- Nov. 22: Officer received 6 signed arrest warrants for Shoppes investigation.
- Nov. 30: CPD officers made 5 DUI arrests over the Thanksgiving Day Holiday weekend.

INCIDENT SUMMARY:

Total Incidents for Nov. 1215 Previous month: Oct. 1103

Domestic Disturbance	4	Motor Vehicle Stops	209
Driving Under Influe.	9	Motor Vehicle Accidents	29
Larceny-All	4	Suspicious Pers/Vehicle	22
Medical Calls	63	Directed Patrol	184
Fraud	2		

MV Infractions: 35 MV Summons: 12 Written Warnings: 20

PROJECT ADMINISTRATOR

- Prepared appropriate agenda and agenda materials, attended meeting and prepared minutes for one PMBC meeting.
- Prepared appropriate agenda and agenda material, attended meetings for two Energy Committee meetings.
- Completed final walk-thru and punch list for closeout of Athletic Facilities, Parking Lot, and Entranceway Improvements at Canton High School. Also worked with town attorney, CAO, and contractor in negotiating settlement to scheduling delay in completing the project. Project accepted for operation and maintenance on October 28, 2013.
- Contractor completed additional work items and continued to work on project closeout documentation for the 21 Dowd Housing Rehabilitation project. Processed grant reimbursement requests, quarterly reports, and reviewed and processed various vendor invoices related to the project.
- 27 % complete on preliminary engineering study that is underway for the Rehabilitation of Town Bridge over the Farmington River project. A 60 day contract extension was requested by the consultant in consideration of the difficulties in procuring services for the required subsurface investigation portion of the project.
- Prepared draft easement mapping and ordered certificates of title for properties requiring easements for the Bridge Street / Main Street Traffic Signal project.
- Contractor substantially complete on the on the Tanglewood Drive Roadway Improvements project.
- Executed contract and initiated work for Engineering Services for the Town Highway Garage project.
- Contractor substantially completed construction of the Library & Community Center Partial Roof Replacement project.
- Contractor substantially completed Crack Sealing of Various Roadways.
- Prepared and executed contract, conducted pre-construction meeting, and attended job meeting for the Aquatic Facilities Renovations for Mills Pond Pool.
- Conducted final inspection of Rustle Meadow Lane for release of residual security to developer.

PUBLIC WORKS

HIGHWAY DEPARTMENT

- Installed 450' of curbing in different areas
- Repaired driveway lips Morgan Road, Sexton Hollow, and Trails End
- Repaired catch basins on North Mountain, East Hill, Allen Place
- Patched around town
- Road side mowing
- Back filled curbing Pond Road ,Jeff's Lane, Mill Lane, Hill Street, Allen Place, and Gildersleeve Avenue
- Cut out parking area for crossing guard
- Called out three trucks for ice two different times

MAINTENANCE GARAGE

- Winter service on Trucks 2,3,4,5,6 and loader
- Repaired sander on 9 & 2

PARKS DEPARTMENT

- Continued mowing of Schools, Parks and Town Facilities
- Completed leaf clean up
- Finished winterizing pool
- Picked up garbage on trails and parks
- Maintenance on equipment
- Continued painting fields for schools and youth sports

TRANSFER STATION

- New permits for sale
- Transfer Station Operational Improvements

BUILDING MAINTENANCE DEPARTMENT

- Checked and cleaned grease trap at Community Center
- Delivered 21 packages for Finance/BOS/Land Use
- Burnished Community Center floor
- Replaced mini-ballast in lunch room of Senior Center
- Installed new Britta filter in Town Hall kitchen
- Computer training for Winn Control system at Community Center
- Installed ceiling tile in hallway of Community Center due to water damage
- Managed HVAC system at Community Center during roof replacement
- Fired furnace at Grange
- Poured digester in Community Center grease trap
- Lowered flag at CC/PD/TH/Gazebo
- Cleaned up broken glass at entrance to Park & Rec
- Repaired broken door handle on Children's Room bath at Library
- Delivered 3 cases of paper to Finance
- Delivered 4 packages to Pension Committee members
- Adjusted heat in Park & Rec office
- Emergency shut off Town Gardens – water leaking
- Change all clocks back one hour and replace batteries
- Replaced lights in Sally Port
- Caulked windows above Library Children's are on roof

PROFESSIONAL DEVELOPMENT

- Henry Maskaitis, CT Parks Association Meeting, Canton, CT
- Tom Richardson, CT Parks Association Meeting, Canton, CT
- Dan Manyak, Truck Repair Seminar, Wallingford, CT
- Bob Cahill, Truck Repair Seminar, Wallingford, CT
- Henry Maskaitis, Drug and Alcohol Regulations, Torrington, CT
- Kevin Smith, Drug and Alcohol Regulations, Torrington, CT

PUBLIC WORKS CONTINUED ...
WORK ORDERS RECEIVED

Work Request	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	FY Totals
Highway	3	4	4	4	7	22
Parks	2	2	2	1	2	9
Building Maintenance	40	45	50	60	45	240
Signs	8	3	4	5	15	35
Trees	4	6	2	6	3	21
Mailboxes	1	1	1	0	0	3
Pot Holes	18	15	12	9	20	74
Drainage	2	3	1	8	7	21
Curbing	350'	0	0	0	1500'	0
Lawn	0	0	0	0	0	0
Animal	2	3	2	3	5	15
Total	0	82	78	96	104	440

SENIOR & SOCIAL SERVICES

No information provided at time of printing

TOWN CLERK

- Processed: 451 transactions and no marriage licenses.
- Real estate recordings: 10 residential home sales and one land sale.
- Largest home sale: 30 Ellsworth Lane (\$539,750).
- Municipal Conveyance Tax collected on transfers was \$7304.38.
- \$414 was collected via the Community Investment Act.
- To date, a total of 1323 households have purchased Transfer Station stickers for the 2013 calendar year.
- We have begun selling Transfer Station stickers for the 2014 calendar year. To-date, 54 households have purchased stickers.
- To date, 1226 dog licenses have been sold for the new 2013-2014 'dog' year.
- Under Public Act No. 11-201, an Act Concerning Foreclosure Mediation, there was one registration of property in the process of/that completed foreclosure.
- Nov 5: Election Day. Successful incorporation of Electronic Check-In, Election Day Registration and Electronic Moderator's Returns.
- Nov 12 & 13: Town Clerk swore-in newly elected Board of Education members
- Nov 18: Town Clerk swore-in newly elected Board of Finance members
- Liens & lis pendens action:
 - Condo Fees lis pendens 0
 - Credit Cards/Debt Collectors 5
 - Commercial/tax liens/other 2
 - Medical related 1
- Activity on the Town's website/social media:
 - **Website:** 4902 people made 7624 visits to www.townofcantonct.org during Nov 2013
 - The 'BOS Meeting Recordings' page had 139 hits
 - The most frequently visited website pages were:
 - Home Page, Assessor, Employment Opportunities, Agendas & Minutes, Calendar, Tax Dept, Police Dept, Voting & election Info, Request for Proposals, Senior & Social Services.
 - **Facebook:** Daily Total Reach (the number of people who have seen any content associated with the page) in November = 1016
 - **Twitter:** 28 tweets were sent out in the month of November for a grand total of 396 since Oct 26, 2012. Current 'Followers' total 261.

TOWN CLERK CONTINUED ...

- Home Page, Assessor, Employment Opportunities, Agendas & Minutes, Calendar, Request
- for Proposals, Police Dept, Tax Dept, Pavement Management & Town Clerk.
- **Facebook:** Daily Total Reach (the number of people who have seen any content associated with the page) in October = 1161
- **Twitter:** 35 tweets were sent out in the month of October for a grand total of 368 since Oct 26, 2012. Current 'Followers' total 251.

Town Clerk Receipts – Nov 2013

<u>Description</u>	<u>Items</u>	<u>Amount</u>
Conveyance Tax	11	\$7304.38
Recording Land Records (\$10+add'l pages)	138	\$3513.00
St of CT Historical Preservation (\$2)	138	\$276.00
Town Clerk Historical Preservation (\$1)	138	\$138.00
Town of Canton-Land Preservation (\$3)	138	\$414.00
St of CT-Land & Dairy Preservation (\$36)	138	\$4968.00
Town Clerk Land Preservation (\$1)	138	\$138.00
MERS-Grr/Gre-TOC (\$39+add'l pages)	12	\$1278.00
MERS-Grr/Gre-State Treasurer (\$110)	12	\$1320.00
MERS-Grr/Gre-Town Clerk (\$10)	12	\$120.00
MERS-Rel & Assign-TOC (\$32+add'l pages)	11	\$352.00
MERS-Rel & Assign-State Treasurer (\$127)	11	\$1397.00
Maps	4	\$40.00
Copies	123	\$728.00
St of CT DEP	9	\$209.00
Sport Licenses-Town of Canton	7	\$7.00
Miscellaneous	15	\$52.00
Vitals	38	\$675.00
Marriage/CU Licenses St of CT	0	\$0.00
Dog Licenses-Town of Canton	21	\$21.00
Dog Licenses-St of CT	21	\$215.00
Notary Fees	0	\$0.00
Bad Check Fees	0	\$0.00
Stone	0	\$0.00
Transfer Station	82	\$8956.00
Total	451	\$32,121.38

TAX COLLECTOR

- Tax collections for the current list were \$131,876.
- Back year collections were \$6,091. Suspense collections of \$276.65.
- Sewer Collections on the current list \$60,852.29. Back year sewer collections \$486.11.
- Sewer Assessment collections \$.00 and connection charges collected \$0.00.
- Released 1 tax and 0 sewer liens this month.
- Sent out 5 Alias Tax Warrants and 0 accounts to the Collection Agency.
- Worked with the assessor's office to put together the DMV Supplemental List and started to prepare for the billing of the same list.
- The collection agency collected \$236.00 this month.

TAX COLLECTOR CONTINUED

% OF COLLECTION

GL YEAR	TAXES COLLECTABLE	TAXES COLLECTED	% COLLECTED OF COLLECTABLE BALANCE	BUDGET AMOUNT	% COLLECTED OF BUDGETED AMOUNT
2012	\$30,334,506	\$16,330,774	53.92%	\$ 30,073,101	54.30%
2011	\$308,902	\$ 88,104	28.52%		
2010	\$109,067	\$ 27,655	25.36%		
2009	\$103,260	\$ 7393	7.16%		
2008	\$ 76,296	\$ 1,528	2.00%		
2007	\$ 38,002	\$ 78	0.00%		
2006	\$ 32,741	\$ 1,450	0.44%		
2005	\$ 27,913	\$ 1,958	7.01%		
2004	\$ 21,614	\$ -	0.00%		
2003	\$ 21,625	\$ 217	0.00%		
2002	\$ 19,644	\$ -	0.00%		
2001	\$ 18,634	\$ -	0.87%		
2000	\$ 18,039	\$ -	0.00%		
1999	\$ 17,467	\$ -	0.15%		
1998	\$ 28,957	\$ -	0.00%		
1997	\$ 28,354	\$ -	0.00%		
TOTAL					
PRIOR YRS	\$870,515	\$ 128,383	17.58%	\$220,000	58.36%
		AMOUNT COLLECTED		BUDGETED AMOUNT	
INTEREST, LIENS & FEES		\$ 49,024		\$130,000	37.7%

TOWN PLANNER

To be provided separately

- Permits Issued
- Inspections
- Authorized Wetlands Agent Approvals
- Cease and Desist Orders
- Citations
- Notices of Violation
- Assistant Planner

TOWN PLANNER:

- Plan of Conservation and Development Update Committee Special Meeting – 11/6
- Zoning Rewrite Workshop – 11/6
- CRCOG COST Subcommittee, LOTCIP Review – 11/8
- Collinsville Historic District Commission – 11/12
- Canton Main Street Program – 11/13
- Meeting with new EDA member Thomas Bradley – 11/15
- Submission of Connecticut Main Street Program Preservation of Place Grant application – 11/18
- EDA Special Meeting – 11/19
- Board of Selectman Special Meeting on Draft Plan of Conservation and Development – 11/20
- Planning and Zoning Commission – 11/20
- Plan of Conservation and Development Update Committee Special Meeting – 11/25
- Coordination of final review comments from public, residents from the East Gateway and Collinsville area, MDC, FRCC and BOS to POCD Update Committee for discussion and incorporation

TOWN PLANNER CONTINUED

- CTDOT OSTA review of 115 Albany Turnpike site changes (UCONN Medical Office)
- Final Mylar Review – 115 Albany Turnpike
- Road Acceptance review and coordination, Livingston Road
- Reviewed SRTS facilitation program offered by CTDOT and VNB Engineering
- Discussions with Tom Condon regarding Draft POCD and Collinsville
- Zoning Compliance review of 241 Albany Turnpike for Attorney Smith representing CuraLeaf LLC
- Orientation of new recording secretaries
- Reviewed by-laws and documents of incorporation for Canton Main Street Program
- Reviewed zoning compliance observations concurrent with the Superintendent of Schools per conditions of approval for 11/15 night football game
- Participated in Interview Panel to hire new Town Planner for Columbia, CT
- PZC By-laws
- Review possibilities for DEEP Open Space preservation grant
- Zoning expiration review for The Beauty Mark Tattoo
- Issued RFP for Streetscape Design Services for Collinsville Town Commercial Center Plan
- Review of “Demand” situation at 80 & 76 Dartmouth Road
- Review of new Canton specific municipal housing data issued by the Partnership of Strong Communities and submission of questions/ comments.
- Review of CL&P easement over Shallot Meadow Road and forwarded to Town Attorney due to concerns over road acceptance implications.

PROJECT LOG

Project	Sept	Oct	NOV	2013 Yearly Total
Zoning Regulation Rewrite	6	7	3	171
Design Regulations	3	9	0	39
POCD Update	24	40	32	252
Affordable Housing	1	1	0	36
CRCOG	6	6	4	23.5
Rail Trail	0	0	1	51
GIS Initiatives	0	0	0	15
EDA Initiatives	5	1	2	36
Konover/ Sussman	3	3	2	57
Martel Transportation Relocation	2.5	2.5	1	16.25
Livingston Road	0.5	2.5	3	8.5
CT Main Street Program	3	5.5	2.5	43.25
Main Street Investment Fund	2	5	4	16
Shallot Meadow Subdivision	6	5	0	36
Brass Bed Boutique and Lawton Road	2.5	1	0.75	9.5
Donation Drop Boxes	1.5	1.5	0	14

LAND USE COMMISSION ACTIVITY

AQUIFER PROTECTION

No Meeting-Meets Quarterly (March, June, September, December)

TOWN PLANNER CONTINUED

INLAND WETLANDS - Regular meeting October 10, 2013:

NEW BUSINESS: None OLD BUSINESS: Discuss:

Executive Session – Pending Litigation Pertaining to File #06-13-1090.

Discuss and continued: File #06-13-1090; Request for Jurisdictional Determination: 11 Westview Drive; Assessor's Map 21; Lot 5660011; Zone AR3; Jurisdictional determination of Agricultural Use of land; Abi Gezunt Farm, LLC, applicant/owner.

OTHER BUSINESS: Discuss and approve as Authorized Agent:

- **File # 10-13-229AA;** 27 Sexton Hollow Road; Assessor's Map 20; Parcel 4700027; AR-3; Authorized Agent approval for construction of an attached garage; Pamela A. Huntington, applicant/owner
- **File # 10-13-201AA;** 75 Albany Turnpike; Assessor's Map 101; Parcel 1010075; Zone SB; Authorized Agent approval for the placement of a 6-foot chain link fence; Canton Gateway Inc., owner; Avon Gateway Inc. d/b/a Acura of Avon, applicant
- **File # 11-13-832AA;** 244 Albany Turnpike; Assessor's Map 31; Parcel 1010244; Zone SB; authorized Agent approval for the interior and exterior renovations and upgrades of Canton Auto Exchange; Bootsie 2 LLC, owner; Robert Celmer, applicant

PLANNING & ZONING COMMISSION - Special Meeting November 20, 2013

PUBLIC HEARINGS Discuss and approve:

- **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 approve:

- **File #294; Apln #1422;** 111 East Hill Road; Assessor Map 27; Parcel 2430111; Zone AR-3; Special Exception 21.2.16 Accessory apartment; Larry Chase, applicant; Mary Vincent, owner

Discuss and deny with conditions:

- **File #14; Apln #1423;** 192 Albany Turnpike; Assessor Map 31; Parcel 1010192; Zone B1; Section 51.5; Amendment to an Approved Site Development Plan; Section 31.5; Enlargement of a Special Exception Use (Restaurant); to install a 40'x 13' patio on the right (west) side of the building; Section 52; Kris Hall, applicant; Valley Real Estate Holdings, LLC, owner

Discuss and approve:

- **File #538;** 115 Albany Turnpike; Assessor's Map 3-4; Lot 10; Zone ATG-2; Resubdivision of Development Area B (medical office building) into separate lot; Canton 44, LLC and Konover Development Corporation, applicant; Canton 44, LLC, owner

NEW BUSINESS

Set for public hearing:

- **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

Discuss and approve:

- **File # 414; Apln 1426;** 51 River Road; Assessor Map 34; Parcel 4490051; Zone AR-1; Section 51.5 Site Development Amendments for installation of an emergency generator; Town of Canton Volunteer Fire & EMS, applicant; Town of Canton, owner

Discuss and approve:

- **File # 400; Apln 1427;** 15 Canton Springs Road; Assessor Map 31; Parcel 1640015; Zone LI; Section 51.5 Site Development Amendment to eliminate approved sidewalk; Philip Doyle, LADA, PC, applicant; ARC of the Farmington Valley, LLC, owner

Discussion:

- **File #407; Apln: 1424;** Request for Pre-application Review; Autumn Sutherland, request for clarification of setbacks for property on Dyer Cemetery Road

OTHER BUSINESS:

- **Review** Minutes of October 16, 2013.
- **Discussion/ Review** of Schedule - Zoning Regulation Rewrite and Map Amendment
- **Discussion/ Review** of Schedule - Plan of Conservation and Development

TOWN PLANNER CONTINUED

Discussion:

File # 336; ApIn # 1421; 76 Simonds Avenue; Canton High School; Assessor's Map 30, Parcels 4820076; Zone AR1; Discussion of use of temporary lighting for 9/28/13, 10/04/13, 10/05/13, from 6:30 p.m. to 10:30 p.m. to enable athletic events during Spirit Week; Canton Board of Education, applicant; Town of Canton, owner.

- **Discussion/ Review** – Existing Zoning Regulations pertaining to Medical Marijuana
- **Discussion** of Request for Proposal (RFP) for Planning and Design Services
- **Discussion** of Zoning Enforcement Letters
- **Discussion/Review** of Application Forms

Staff Reports:

- a. ZEO Report
- b. Town Planner's Report:

ZONING BOARD OF APPEALS

Regular meeting **Cancelled** ; DESIGN REVIEW - Regular meeting **Cancelled**

WPCA

OPERATIONS

- The plant achieved 96 % BOD removal and 97 % Suspended Solids removal.
- The Effluent plant flow, monthly average decreased from .521 MGD to .511MGD
- Rainfall total for the month is 3.86 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 1.9 % this month.
- Four loads of sludge were shipped by Synagro @ 26,000 gallons this month.

COLLECTION SYSTEM

- Lift station inspections were performed twice per week.
- Marked call before you dig locations.
- New signs were installed at each pump station
- Sreco was used for annual cleaning of main line coming into plant
- Crack sealing of driveway and parking lot at WPCF was completed

MAINTENANCE

- Monthly and weekly duties performed.
- Cleaning D.O. Probe in RBC Tank on a weekly basis
- 24 hour cleaning of sand filters; UV Disinfection system turned off for the season
- Oil changes were performed on each RBC drive

SAFETY AND TRAINING

- Performed test of all emergency exits signs and lights.
- Purchased new Confined Space Gas meter

ADMINISTRATIVE

- CVC completed work on the buried primary sludge piping.
- Lapiere Electrical started work on sludge pump wiring
- Masons completed working on Solids Handling Bldg. and tanks
- New cover installations completed, on solids holding tanks
- 3 New Penn Valley Pumps arrived
- Attended CAWPCA Fall Conference in Cromwell Ct.
- Filed CIP Budget with town hall
- Attended Department Head Meeting; Roof replacement for the Solids Handling Bldg completed.
- Chief Operator attended NEWEA Wastewater Laboratory Analyst Class and passed Exam