



TOWN OF CANTON

FOUR MARKET STREET
P.O. BOX 168
COLLINSVILLE, CONNECTICUT 06022-0168

OFFICE OF CHIEF ADMINISTRATIVE OFFICER

To: Board of Selectmen
From: Paul J. Fetherston, Chief Administrative Officer
Date: March 7, 2008
Re: **Monthly Report- February 2008**

GENERAL ADMINISTRATION

During the month of February, the Office of the Chief Administrative Officer was focused on completing and presenting the Fiscal Year 2008-2009 Preliminary Budget to the Board of Selectmen by February 11, 2008 as required by Charter. Budget work sessions were held on February 11, 12 and 13, with a Special Meeting held on February 20, 2008 to discuss the proposal. Other items of interest include:

- ✍ Continued participation in a number of on-going contractual negotiations;
- ✍ Participated in a banking services review with Webster Bank; and
- ✍ Handled a number of pending personnel matters.

ADMINISTRATIVE SERVICES COORDINATOR

- Procured new Risograph machine for use by Parks and Recreation Department through State bid process;
- Participated in the collective bargaining process;
- Assisted in coordinating hiring for Library Director hiring process;
- Processed and facilitated adjustments to benefit enrollments;
- Prepared specifications, documents and contracts for Requests for Proposals (RFP) in the following matters: ambulance vehicle; Emergency Medical Services (Paramedic); and Pool Opening and Closing;
- Facilitated and processed paperwork required for retirement benefits;
- Finalized cell phone contract;
- Finalize salary survey associated with positions of Fire Marshal/ Emergency Management Coordinator; and Accountant; and
- Processing appropriate paperwork for participation in regional fuel bid through CRCOG.

FINANCE

- ✍ Finance Officer Amy O'Toole attended the February 26, 2008 Board of Finance regular meeting; February 28, 2008 Pension Committee special meeting; the Board of Selectmen Budget Meetings on February 11, 12 & 13, 2008; MUNIS Users Group meeting on February 28, 2008; a meeting with Webster Bank regarding banking services; and a meeting with The Hartford for the Defined Contribution Plan.
- ✍ Mrs. O'Toole and Marianne Scanlan attended the GFOA Winter Meeting of February 7, 2008

INVESTMENTS BY ACCOUNTING TYPE

(Unaudited)
1/31/08

General Fund	\$11,337,771
Special Revenue Funds	\$ 3,791,441
Capital Projects Funds	\$ 1,636,215

Internal Service Funds	\$ 1,267,657
Trust and Agency Funds	\$ 1,354,992
TOTAL ESTIMATED BY FUND	\$19,388,076

INVESTMENTS BY INSTITUTION TYPE
(Unaudited)
1/31/08

	Interest %		Interest \$		\$ Invested
Avg Monthly Yield, Annualized	Current Month	Last Month	Current Month	Last Month	
Class Plus	4.12%	3.83%	9,786	13,534	\$6,791,362
Webster	4.35%	2.75%	14,256	7,327	\$12,596,714
Reich & Tang					
Total Outstanding Investments			24,042	20,861	\$19,388,076

TAX COLLECTOR

- ✍ Tax collections for the current list were \$738,039.37. Back year collections were \$5,133.34.
- ✍ Sewer Collections on current list \$7,870.26. Back year collections were \$1,671.47.
- ✍ Sewer Assessment collections \$150.00.
- ✍ 54 Tax Warrants and 4 Tax demands were issued.
- ✍ The tax office has collected 99% of the tax revenue budget, 129% of back year revenue budget and 102% of the interest and lien budget as of 2-29-08.

POLICE DEPARTMENT

A total of 859 incident assignments were logged for the month including: 241 directed patrol/business & neighborhood security checks, 173 motor vehicle enforcements, 53 medical emergencies, 34 automatic burglar alarms (23 commercial/11 residential), 12 automatic fire alarms, 34 vehicle collisions, 10 larceny/fraud/theft investigations, 8 narcotics arrests/DUI, 4 disorderly/domestic investigations, 1 armed robbery attempt and 1 missing person (untimely death).

During the month, the Chief of Police attended a Town Staff meeting, several meetings regarding a proposed new Ethics Ordinance, a Project Review Team meeting regarding Lowes, attended the Board of Selectman Budget review with the Deputy Chief, the monthly Capitol Region Chief's meeting, a North Central Municipal Chief's meeting, attended a luncheon meeting for the Regional Presidents of Connecticut Chiefs and conducted a Cub Scout tour of the PD for a Barkhamsted scout troop.

The Deputy Chief attended two Regional EST training sessions as Team Commander, a Juvenile Justice Grant opportunity preparation session and a meeting concerning the grant with the Substance Abuse Council with the Detective.

An investigation was conducted into a deceased male found in the woods off Town Bridge Road. In addition, the Department responded to an armed robbery attempt at a Route 44 gas station, the first such incident in seven years.

Six narcotics related arrests were made by patrol during the last two weeks of February and several snowstorms and related traffic problems were experienced this month.

A sergeant and two patrol officers attended mandatory recertification training at West Hartford PD and the Detective attended 3 days of computer crime training update in conjunction with the FBI/CSP.

The Department's new recruit completed his 19th week at the P.O.S.T. Academy and has about 3 weeks remaining.

One dispatcher attended training related to Fire Department communications and 911. Administrator certification and two other dispatchers attended two day Critical Incident training for dispatchers.

Due to the retirement of a veteran officer in May, a new recruit selection process is being initiated. Unless a certified officer is hired, the department may continue to have a vacancy for much of the upcoming Fiscal Year.

FIRE DEPARTMENT: Not submitted.

TOWN CLERK

- ? The Town Clerk's office processed 527 transactions during the month of February.
- ? Real estate recordings were down 33% compared to the same time last year.
- ? 11 residential dwelling/land sales were completed in February, including one land and one partial ownership sale.
- ? The largest home sale was for 24 Sweetheart Mountain (\$699,900).
- ? Municipal Conveyance Tax collected on all transfers was \$7,597.58.
- ? Two marriage/civil union licenses were processed.
- ? \$18,790 has been collected to date in Land Preservation funds for the Town via the Community Investment Act.
- ? 1,124 dog licenses have been issued to date.
- ? Canton participated in the 2008 Presidential Primary as part of "Super Tuesday." Optical scan machines were again used successfully. Over 1,900 people participated for a 48.5% turnout.
- ? The FY2008-2009 Town Clerk's annual budget was presented to the Board of Selectman on February 11, 2008.
- ? The Town Clerk is serving as staff support to the Charter Revision Committee. The group's first meetings were held February 19th and 27th. Future meetings will be held every second and fourth Wednesday of the month. The first Public Hearing is scheduled for April 9, 2008, at the Library/Community Center at 7pm.

CITIZEN RESPONSE MANAGEMENT

For the month of February, the Citizen Request Management component of QScend, known as QAlert, logged five messages sent to the Town. Request types included concerns regarding Zoning (signage), Town Clerk (Charter Revision), Highway (mailbox & potholes), and Police (barking dogs). All response time, as shown below, was within 7 days.

<u>Service Request Type</u> ▲	<u>Total #</u>	<u>0-7 Days</u>	<u>8-14 Days</u>	<u>15-30 Days</u>	<u>Over 30 Days</u>	<u>Unclosed</u>
General	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Mailbox	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Other-Planning & Zoning	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Road Signs	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)
Signage	1	1 (100%)	0 (0.0%)	0 (0.0%)	0 (0.0%)	0 (0.0%)

Town Clerk Receipts
February 2008
FY 2007-2008

<u>Description</u>	<u>Total Items</u>	<u>Totals Amount</u>
Conveyance Tax	11	\$7,597.58
Recording Land Records	141	\$3869.00

St of CT Historical Preservation		\$282.00
Town Clerk Historical Preservation		\$141.00
Town of Canton-Land Preservation		\$423.00
St of CT-Land Preservation		\$3666.00
Town Clerk Land Preservation		\$141.00
Maps	1	\$10.00
Copies	140	\$774.75
St of CT DEP	25	\$589.00
Sport Licenses-Town of Canton		\$21.00
Miscellaneous	4	\$14.00
Vitals	41	\$355.00
Marriage/CU Licenses St of CT	2	\$38.00
Dog Licenses-Town of Canton	12	\$11.50
Dog Licenses-State of CT	10	\$116.00
Notary Fees	6	\$60.00
Dial-A-Ride	2	\$26.00
Transfer Station	153	\$7475.00
TOTALS	527	\$25,609.83

PUBLIC WORKS

Highway and Parks Departments

- ✍ Crews continued to deal with weekly snow and ice events; began compiling a list of curbing to be repaired; and continued to cut and clean up brush around Town.
- ✍ The Town Engineer and Director of Public Works met with the Developer and Contractor of Windmill Hill.
- ✍ Crew installed posted educational and environmental signage on the walking bridge in conjunction with Roaring Brook Nature Center and the Audubon Society.

Transfer Station

- ✍ Crews began monitoring actual usage of Transfer Station by residents.

ENGINEER

- ✍ Attend PMBC meeting re: Highway Garage Facilities Plan and fuel tank replacement; BOS meeting for budget; and staff meetings for development projects
- ✍ Site visits to Wind Mill Hill subdivision to check work in progress PC file 505; Red Fox Run subdivision to check work in progress PC file 514; Canton Commerce Park to check work in progress PC file 485; Griswold Farms to check work in progress PC file 487; and Powder Mill Village re: maintenance bond release request PC file 467
- ✍ Review of Upper & Lower Collins Company Dam hydroelectric information
- ✍ Prepare information for ConnDECD for 21 Dowd Small Cities grant
- ✍ Field visits to Highway Garage to check work in progress on fuel tank replacement Prepare FY 2008-2009 budget information
- ✍ Review Transfer Station – Curb Side collection tonnages for CAO
- ✍ Review Zoning Commission & Planning Commission & IWWA applications

TOWN PLANNER

IWWA

- ✍ January 31, 2008 - Dick Shilosky of 48 Bristol Drive has requested that I research the Hinman wetlands approval of 1999 to ascertain whether Phase II has been completed, and if not, was a request made for the extension of the permit.
- ✍ Authorized Agent Approvals - 1/1/08 – 1/31/08: None

Zoning Compliance

Certificates of Zoning Compliance Issued 2/1/08 – 2/29/08

1. Issued two (2) Certificates of Zoning Compliance for Single Family Certificates of Occupancy.
2. Issued zero (0) Certificates of Zoning Compliance so the Building Official can issue building permits (e.g., decks, additions, sheds, interior renovations (no change in footprint), pools, etc.).
3. Issued four (4) memorandums stating Certificate of Zoning Compliance was not required per our current zoning regulations.

Home Occupation Permits Issued 2/1/08 – 2/29/08: None

Sign Permits Issued 2/1/08 – 2/29/08: None

Zoning Enforcement

- ✍ Update: 18 Colonial Road as of 3/5/08 waiting for letter from applicant's attorney to evaluate the complaint and render a decision.
- ✍ Update: Two (2) trailers removed (in connection with the Christmas Tree Sales) on 2/6/08 from Hart's Corner.
- ✍ Car Dealership Update: 2/28/08 - Met with Canton Auto Exchange to ascertain whether they are in compliance with the conditions of their Zoning approval. They were in compliance except for the absence of one handicap parking space. Their zoning approval states that location of handicap space is to be reviewed by the Town Planner first (Update on this will be in next month's memo).
- ✍ Route 44 Drive Thru
- ✍ 2/20/08 – Certified Zoning Enforcement Officer conducted a drive-thru of businesses along Rte. 44 for signage violations, zoning violations, and car dealership violations. Twenty-two (22) locations were viewed and potential violations were identified in a memo to Town Planner dated February 20, 2008 with the following findings:
- ✍ Eight (8) locations were identified as having potential zoning violations for outdoor sales.
- ✍ Two (2) locations were identified as having potential car zoning violations (excessive cars on lot and some in the driveway area).
- ✍ Two (2) locations were identified as having potential signage violations.

Administrative Initiatives

- ✍ Presented Draft standardized conditions for Subdivision/ Resubdivision approvals to the Planning Commission for review and consideration;
- ✍ Met with Chamber of Commerce representatives to discuss Zoning Regulations pertaining to signs and how Zoning Rewrite process can be used to create a win-win between business community and Zoning;
- ✍ Reviewed past procedures and contract for establishing third party review services and prepared revisions;
- ✍ Surveyed and reviewed Inland Wetland fee schedules around the state for comparison to Canton's IWWA. Prepared summary and introduced to IWWA for review and consideration;
- ✍ Rescheduled Legal Refresher Workshop with Zoning Commission for April 9, 2008;
- ✍ Continued developing the process of performing formal Application Completion Reviews for all Zoning, IWWA and Planning applications.
- ✍ Continued the process of adopting formal staff reports to all regulatory land use commissions, working well now with Planning and Zoning. needs to be re-enforced at IWWA and ZBA;
- ✍ Continued the implementation of re-organized work responsibilities for ZEO/ WEO;
- ✍ Began the process of drafting new Aquifer Protection regulations for Zoning. Began working on a method to amend town zoning map to include Aquifer Protection Areas as required by CTDEP.

Miscellaneous Land Use Office Activities

- ✍ 2008-2009 Budget preparation;

- ✍ Received Zoning Application for Lowes Home Improvement Center;
- ✍ Prepared Third Party Review Scope of Services and RFQ for proposed Lowes;
- ✍ Through Zoning Commission formed and held a Selection Committee meeting to review and evaluated RFQ response for Third Party Services;
- ✍ Prepared contract agreement for specific services pertaining to the review of Lowes;
- ✍ Referred Lowes application to North Central Conservation District for ESCP certification review;
- ✍ Review and received application for new development at 361 Albany Turnpike;
- ✍ Worked with DRT to rewrite and propose revisions to Section 69 of Zoning Regulations;
- ✍ Proposed DRT revisions of Section 69 to Zoning Commission;
- ✍ Met with CARE, EDA, and Chamber Representatives to discuss a proposal by CARE to conduct a Design Charrette for the Route 44 Corridor and Collinsville;
- ✍ Reviewed pre-mylar submissions for subdivision at 185 High Valley Drive; pre-mylar and bonding submission for Joni's Daycare at 352-356 Albany Turnpike; and pre-mylar submission for Konover Albany Turnpike Gateway District-2 Zoning Amendments;
- ✍ Reviewed minor modification of approved site plan at 306 Albany Turnpike;
- ✍ Worked with Town Engineer, Town Assessor and consultant to evaluate potential sites for Town Garage;
- ✍ Prepared draft motion for IWWA application Michael Drive Associates;
- ✍ Reviewed 2008 CTDEP IWWA Commissioner's Training Program and recommended to IWWA;
- ✍ Prepared draft motion for DRT Final Review of proposal at 361 Albany Turnpike;
- ✍ Conducted Project Review Team meeting for Proposed Lowes Home Improvement Center;
- ✍ Reviewed petition and proposed amendment of Subdivision Regulations to include waivers of A2 survey requirements;
- ✍ Reviewed site plan changes and bond release at 61 Albany Turnpike;
- ✍ Received complaint of traffic problems at 50 Albany Turnpike; and
- ✍ Reviewed FRWA proposed draft regulations supporting bio-diversity;

Land Use Meetings for February, 2008

Commission	February 2008 Meeting Dates	Comments
Planning	2/3	3 Old Business items, 2 New Business items, 4 discussion items.
Open Space	2/5	Discussion of funding options and real estate
Zoning Board of Appeals	2/11	Cancelled due to lack of business items.
Economic Development Agency	2/12	Chamber and Forum Updates, Main St. Connecticut
Conservation Commission	2/13	Informal Discussion, 1 New Business item.
Inland Wetlands & Watercourses Agency	2/14	1 Old Business item, 5 New Business items, 4 Discussion items

Design Review Team (special)	2/14	Review of Section 69 (Zoning)
Zoning Commission	2/20	1 Public Hearing, 2 Old Business item, 1 New Business item.
Design Review Team	2/26	1 Old Business item, 2 Other Business items.
Zoning Re-write	2/27	Section 2000 & 7000
Inland Wetlands & Watercourses Agency	2/29	Site Walk at 100 Bahre Corner Road

BUILDING DEPARTMENT

- ✍ There were no permits issued for single family homes.
- ✍ There were five Certificates of Occupancy issued. One for a house on Sweetheart Mountain, one for a restaurant on Albany Turnpike and three for additions to single family homes.
- ✍ In addition to the regularly scheduled monthly meetings, Mr. Jasmin attended a Board of Selectmen’s meeting to discuss the 2008-2009 fiscal year budget.
- ✍ The Building Dept hosted two seminars (2/14 & 2/20) at the Community Center.
- ✍ Mr. Jasmin conducted a total of 59 inspections.

Building/Renovation Permit Statistics

Addition/Alteration	9	\$240,900
Deck	0	\$0
Demolition	0	\$0
Electrical	10	\$12,800
Garage/Shed	0	\$0
HVAC	14	\$54,285
New Commercial	0	\$0
New Residential	0	\$0
Plumbing	5	\$22,000
Pool	0	\$0
Roofing/Siding	3	\$41,577
Foundation	0	\$0
Total	41	\$371,562

Permit Value Comparison for February

	2008	2007
Value of Permits Issued	\$371,562	\$534,825
Building Permit Fees	\$3,402	\$6,708
Other Income Fees	\$1,862	\$952
Building Permits Issued	41	49

Total Value of Permits and Permit Fees

July - February 2007-2008		July - February 2006-2007	
Value	Permit Fees	Value	Permit Fees
\$8,018,991	\$115,247	\$8,475,735	\$116,751

SENIOR SERVICES: Not submitted.

PARKS & RECREATION

- ✍ The department has scheduled a Hip-hop dance night in early March and numbers are very good with students from CIS.
- ✍ Staff has met with President of the Canton Little League, Stan Krzanowski. Staff also met with CHS athletic director, Nancy Grace, to go over any needs for the upcoming season. Schedules will be distributed to Mr. Bennett as soon as they are available and he will handle distribution to town staff. Procedural directions were discussed to keep the smooth communication system working.
- ✍ Letters to returning summer staff were sent for the coming year. Staff members have until March 30 to respond. Thereafter, decisions will be made regarding hiring of additional staff. Staff training is scheduled for mid May immediately preceding the annual “Swim Lesson Registration Night.” Tentative pool opening is June 16.
- ✍ Staff has met with the aquatic director about proposed changes for lessons for the upcoming season. Changes would be to accommodate more kids and their parent’s schedules.
- ✍ Staff is working with the new Red Cross representative to set up training classes here in Canton.
- ✍ Director John Bennett is working with Director of Public Works, Walter LeGeyt and the Board of Education regarding pesticide and weed management program.
- ✍ Letters to Community gardeners will be issued. Plots will be cleared when the weather breaks and plots will be assigned for planting.
- ✍ Staff is working on completion of the Spring/summer brochure scheduled to be distributed on mid April, which will cover programs from May to August.
- ✍ The ski bus program sponsored by the department concluded another successful year on February 14 with over 76 children participating.

LIBRARY

- ✍ *Little Red Riding Hood*, an opera production as part of the Library’s Opera Grant, was presented by UConn Opera Outreach to an audience of 136.
- ✍ The Polar Express stopped in Canton and was boarded by 56 passengers, stories were read by Heather Baker, Children’s Librarian and hot chocolate was provided.
- ✍ A “Spiderwick Chronicles” Special Event was hosted by Heather Baker for ages six and up during school vacation week.
- ✍ The Children’s Department also hosted the CT Audubon Society of Glastonbury presentation of “The Hat” with live animal visitors.
- ✍ The Canton Community Nursery School visited the library for a tour and a special story time.
- ✍ Heather Baker was the guest storyteller for all Canton Parents as Teachers’ playgroups on February 25th and 26th and a guest reader at Light One Little Candle at the West Hartford Library.
- ✍ Stone Tools workshop with archaeologist Ken Feder was attended by 25 children.
- ✍ *The History of Love* was discussed by the Monday Night Book Club.
- ✍ The Thursday Book Conversations group discussed *The Thief Taker* by Janet Gleeson.
- ✍ Heather Baker met with both the School Art teachers and Media Specialists planning art shows, 4th grade class visits and summer reading.
- ✍ A special Valentine’s PJ story time was presented by Heather Baker.
- ✍ Twenty-two programs, attended by 509 people were presented by the Children’s Department staff, Heather Baker, Children’s Librarian and Betsy Ash, Assistant Children’s Librarian.

- ✍ Kathy Cockcroft, Library Director, attended the CT Advisory Council for Long Range Planning and Development representing small libraries.
- ✍ Sharon Brettschneider, Director of the Division of Library Development, was the guest speaker for the February Board of Trustees Meeting.
- ✍ Art Chouinard, local artist, spent the day at his craft.
- ✍ The Friends had a day time meeting hoping to attract new members.
- ✍ Reference queries included:
 - ✍ Information on Iwo Jima for a nine year old
 - ✍ Art of Northwest coast Native American Indians
 - ✍ DVD about selling on eBay
- ✍ The numbers: 14,058 items were loaned; 549 people attended programs; 47 new cards were issued and 44 renewed; 803 holds were processed; 485 items were added to the database and 878 removed.

WPCF

Parameter	January 2008	February 2008	Permit limits
Average Daily Flow	.587 MGD	.856 MGD	0.80 M.G.D
Influent B.O.D	176 mg/l	182 mg/l	N/A
Effluent B.O.D	13 mg/l	10 mg/l	20 mg/l 90 % removal
Influent S.Solids	179 mg/l	178mg/l	N/A
Effluent S.Solids	7 mg/l	8 mg/l	20 mg/l 90 % removal
Turbidity	7.5 NTU	6.7 NTU	N/A

As can be seen from the table above the Influent flow increased 269,000 gals per day This is a 31% increase in flow due to Inflow and Infiltration.

- ✍ Conducted numerous phone conversations with DEP and Bond Counsel regarding Dowd Avenue Sewer Replacement
- ✍ B/G Mechanical services called in for problem with Boiler and furnace. Found water in fuel lines. Discovered problem, repaired.
- ✍ Work Order awarded to Woodard and Curran Engineering to conduct an assessment of existing SCADA system and investigate future enhancements to system including providing SCADA to remote Pump station sites
- ✍ Painted stairwells in Administration and Digester buildings
- ✍ Pulled pump #1 and #2 at Canton Valley circle Pump station
- ✍ Conducted kick off meeting with Woodard and Curran on SCADA
- ✍ Ordered necessary materials to rebuild half of Ultraviolet Disinfection system
- ✍ Alarm at pump stations due to power failures
- ✍ Replaced packing gland on Primary sludge pump #1
- ✍ Performed monthly checks of fire extinguishers, eye wash stations and emergency and exit lighting; monthly calibration of 4 function Gas meter; and monthly exercise of all portable auxiliary equipment
- ✍ Staff attended quarterly safety meeting
- ✍ Processed call before you dig tickets
- ✍ Continued change out of 100 Watt and 200 Watt incandescent lighting fixtures to 100 watt equivalent fluorescent (actual 26 Watt usage)
- ✍ Attended Project Review Team meeting for Lowes project; Staff meeting
- ✍ Shipped seven loads (45,500 Gallons) of sludge

- ✍ Russ's Septic service pumped out scum well at WPCF
- ✍ LaPierre Electric called in to troubleshoot service panel in RBC building
- ✍ Kinsley Power equipment called in to adjust three phase power monitor on generator transfer switch.
- ✍ Design engineer from Infilco Degreemont on site to review Sand filter specifications
- ✍ Received preliminary plans for site at 361 Albany Turnpike and began review.
- ✍ Worked with Tax Collector in reviewing suspect properties
- ✍ Scraped, primed and painted three RBC pumps
- ✍ Shut down recirculation to Trickling filter due to high flows
- ✍ Submitted monthly operating reports to DEP Water Management bureau, all required permit parameters were met.