

# **ANNUAL TOWN REPORT**

**TOWN OF NEW MILFORD,  
CONNECTICUT**

**FISCAL YEAR ENDING  
June 30, 2014**

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Fiscal Year Ending June 30, 2014

**TABLE OF CONTENTS**

Services, Permits and Licenses.....	2
Municipal Agencies’ Officers, Phone Numbers and Hours.....	5
Letter of the Board of Finance.....	7
Report of the Mayor.....	8
Board of Education.....	10
Aquifer Protection Agency .....	19
Building .....	20
Commission on the Arts.....	21
Conservation.....	22
Farmland Preservation .....	23
Fire Marshal.....	26
Health Department .....	28
Inland/Wetlands.....	31
Library.....	32
Parks and Recreation.....	37
Personnel.....	42
Planning.....	43
Police.....	44
Public Works.....	47
Registrar of Voters.....	56
Senior Center.....	58
Sewer.....	60
Social Services.....	61
Tax Assessor.....	67
Tax Collector.....	68
Town Clerk.....	69
Youth Agency.....	72
Zoning Commission.....	76
Zoning Board of Appeals.....	77
Management’s Discussion and Analysis.....	78
Basic Financial Statements.....	92

*Town of New Milford  
Annual Report 13/14*

**SPECIAL SERVICES/PERMITS/LICENSES**

Absentee Ballots.....	Town Clerk
Abatement Orders/Violations of Public Health Code.....	Health Dept.
Alzheimer’s Support Group.....	Commission on Aging
Bazaar Permits.....	Police Dept.
Birth Certificates.....	Town Clerk
Blasting Permits.....	Fire Marshal
Boat Stickers.....	Parks & Recreation
Building Permits.....	Building Dept.
Caregiver Support Group.....	Commission on Aging
Certificate of Compliance (Inland Wetlands).....	Inland Wetlands
Certificate of Occupancy.....	Building Dept.
Certificate of Review (Inland Wetlands).....	Inland Wetlands
Certificate of Use & Compliance.....	Zoning Commission
Day Care License.....	Health Dept.
Dog Licenses.....	Town Clerk
Driveway Permits.....	Public Works
Elderly Health Screening.....	Commission on Aging
Elderly Nutrition Site.....	Commission on Aging
Elderly Tax Benefits.....	Assessor
Emergency Shelter.....	Social Services
Energy Assistance.....	Commission on Aging/Social Services
Excavation Permits.....	Public Works

*Town of New Milford  
Annual Report 13/14*

Fishing Licenses.....	Town Clerk
Flu Shot Clinic.....	Health Dept.
Food Services Establishment Licenses.....	Health Dept.
Gambling Permits (Games).....	Police Dept.
Government Entitlement Programs.....	Social Services
HART Bus Services.....	Commission on Aging
Hazardous Waste.....	Health Dept.
Hunting Licenses.....	Town Clerk
Inland Wetlands Applications.....	Inland Wetlands
Interlibrary Loan.....	NM Public Library
Library Cards.....	NM Public Library
Liquor Licenses.....	Fire Marshal/Health Dept.
Maps of New Milford.....	Town Clerk
Maps of Reference.....	Conservation Commission
Marriage Licenses.....	Town Clerk
Motor Vehicle Repair Licenses.....	Zoning
Notary Public.....	Town Clerk/Tax Collector/Probate
Nursing Home License Renewals.....	Fire Marshal
Passports.....	Town Clerk
Public Parks Permit.....	Parks & Recreation
Permits to Discharge (to subsurface sewage disposal systems).....	Health Dept.
Pistol Permits.....	Police Dept.
Planning-Pre Application.....	Planning Commission

*Town of New Milford  
Annual Report 13/14*

Raffle Permits.....Police Dept.

Recycling Punch-Cards.....Public Works, Library, or Town Clerk

Reference/Information Service.....NM Public Library

Sewer Connection Permits.....NM Sewer Commission

Sewer Discharge Permits.....NM Sewer Commission

Seepage Dumping Permits.....NM Sewer Commission

Sign Permits.....Zoning

Soil Erosion Sign Off.....Zoning/Inland Wetlands

Subdivision Applications.....Planning Commission

Subdivision Bonds.....Planning Commission

Subsurface Sewage Disposal Systems Permit.....Health Dept.

Variances.....Zoning Board of Appeals

Vendor Permits.....Mayor’s Office

Visually Impaired Support Group.....Commission on Aging

Voter Registration Cards.....Town Clerk

Well Drilling Permits.....Health Dept.

Youth & Families Services/Resources.....Youth Agency

Zoning Permits.....Zoning

*Town of New Milford  
Annual Report 13/14*

**MUNICIPAL AGENCY HOURS AND PHONE NUMBERS**

TAX ASSESSOR

*KATHY CONWAY, TAX ASSESSOR*  
8:00 A.M. - 4:00 P.M.  
355-6070

BOARD OF EDUCATION:

*JEAN ANNE PADDYFOTE, SUPERINTENDENT*  
9:00 A.M. - 4:30 P.M.  
355-8406

*JAY HUBLEBANK,*  
*BOE BUSINESS MANAGER*  
9:00 A.M. - 4:30 P.M.  
354-8726

BUILDING INSPECTOR

*THOMAS HACKETT, BUILDING INSPECTOR*  
8:00 A.M. - 4:30 P.M.  
355-6090

CHILDREN'S CENTER

*SUSAN JOHNSTON, DIRECTOR*  
9:00 A.M. - 5:00 P.M.  
354-1883

COMMISSION ON AGING (SENIOR CENTER)

*CAROLYN HAGLUND, DIRECTOR*  
8:00 A.M. - 4:00 P.M.  
355-6075

ECONOMIC DEVELOPMENT

*LUIGI FULINELLO, DIRECTOR*  
8:00 A.M. - 4:30 P.M.  
355-5001

FINANCE

*RAYMOND JANKOWSKI, DIRECTOR*  
8:00 A.M. - 5:00 P.M.  
355-6060

FIRE MARSHAL

*KAREN FACEY, FIRE MARSHAL*  
8:00 A.M. - 5:00 P.M.  
355-6099

HEALTH DEPARTMENT

*MICHAEL CRESPIAN, DIRECTOR*  
8:00 A.M. - 4:00 P.M.  
355-6035

HIGHWAY DEPARTMENT

*WILLIAM MAYERS, HIGHWAY SUPERINTENDENT*  
7:30 A.M. - 4:00 P.M.  
355-6045

INLAND WETLANDS

*JAMES FERLOW, ENFORCEMENT OFFICER*  
8:00 A.M. - 4:30 P.M.  
355-6083

NEW MILFORD PUBLIC LIBRARY

*MARK HASSKARL, DIRECTOR*  
355-1191

MAYOR'S OFFICE

*PATRICIA MURPHY, MAYOR*  
8:30 A.M. - 5:00 P.M.  
355-6010

PARKS AND RECREATION

*DANIEL CALHOUN, DIRECTOR*  
9:00 A.M. - 5:00 P.M.  
355-6050

PERSONNEL

*ALAN CHAPIN, DIRECTOR*  
8:00 A.M. - 5:00 P.M.  
355-6089

*Town of New Milford  
Annual Report 13/14*

PLANNING COMMISSION

*JOSEPH GIRARDOT, CHAIRMAN*

8:00 A.M. - 4:30 P.M.

355-6080

TAX COLLECTOR

*CATHERINE REYNOLDS, TAX COLLECTOR*

8:00 A.M. - 4:00 P.M.

355-6085

POLICE DEPARTMENT

*SHAWN BOYNE, POLICE CHIEF*

8:30 A.M. - 4:30 P.M.

355-3133

TOWN CLERK'S OFFICE

*NOREEN PRICHARD, TOWN CLERK*

8:00 A.M. - 4:30 P.M.

355-6020

PROBATE COURT

*MARTIN LANDGREBE, PROBATE JUDGE*

355-6029

YOUTH AGENCY

*MARK MANKIN, DIRECTOR*

8:00 A.M. - 5:00 P.M.

354-0047

DEPARTMENT OF PUBLIC WORKS

*MICHAEL ZARBA, DIRECTOR*

8:00 A.M. - 4:30 P.M.

355-6040

ZONING

*LAURA REGAN,*

*ZONING ENFORCEMENT OFFICER*

8:00 A.M. - 4:30 P.M.

355-6095

SOCIAL SERVICES

*MARGARET MOLINA, DIRECTOR*

8:00 A.M. - 4:00 P.M.

355-6079

*Town of New Milford  
Annual Report 13/14*

***Report of the Board of Finance***

In compliance with the Town Charter of the Town of New Milford, this Board is publishing the Annual Report of the Town of New Milford, covering the period July 1, 2013 – June 30, 2014 (including both dates).

The complete audit report as rendered by the accounting firm of Mahoney Sabol & Company, LLP, of Glastonbury, Connecticut has been filed in the New Milford Town Clerk's Office and with the State Tax Commission of Connecticut.

Included in the publication are the reports of various Board, Commissions and Departments of the Town.

Joanne Chapin,  
Board of Finance Chairwoman



## **Report from the Mayor 2013 - 2014**

As the “cost of business” in the state of Connecticut continues to increase, our job as public servants is to hold costs down as much as possible and stretch the dollars to provide the services expected by our residents. We continue to work hard for the people of New Milford with the resources we have, whether they are local tax dollars, competitive grants, state allocations or municipal bonds.

The Annual Budget process began on February 18<sup>th</sup> when the Mayor presented her recommended budget to the Town Council and Board of Finance. The 2014/15 budget was scrutinized and adjusted by the Town Council and Board of Finance over the next 6-8 weeks before being sent on to the voters. The voting public approved the final budget on May 13<sup>th</sup> at the first referendum.

The Town has moved forward with the ability to accept credit card payments (MasterCard, Visa & Discover) in some of the government offices. Credit card payments are accepted in the Tax Collector, Youth Agency, Building, Fire Marshal, Parks & Recreation and the Public Works Departments. Additional offices may be added to the credit processing during the upcoming year.

The Housatonic Probate Court, Probate District #44, continues to serve the region well, although restricted by the currently available office space in Town Hall. The Judge has requested additional court space, which is being considered with potential for placement of the Probate Court in the Richmond Center Building at an upcoming date.

The Connecticut Department of Economic Development and Community Development awarded \$2.5M to the Town for the demolition and removal of the Century Enterprise Center. This award was well received and very inspiring to the towns’ people, in that it moves the town one-step closer to being able to redevelop this property located in our Industrial Zone.

With the construction of the pump stations completed along southern Route 7, the Sewer Commission reviewed and revised their fee structure for a more business friendly approach to new user hook-up costs.

The Litchfield Crossings Retail Center changed ownership during the course of the year. I am continuing to work with the new owners to encourage increased retailer occupancy in that development. Other areas along Route 7 have seen some changes, including the sale of the Southworth's Car Dealer property just west of Veterans Bridge as well as the opening of DinerLuxe and the demolition of the Schneider Trucking building, making way for a different business.

The new radio system for Emergency Responders and Public Works Personnel was successfully launched in September, after the installation of four new communication site and upgrades to two existing sites. This system provides a safer environment for first responders and the general public while exceeding the 95% coverage area, 95% of the time that was expected. Currently, the system serves almost 100% of the New Milford coverage area, close to 100% of the time. Slight fluctuations in radio coverage can be due to terrain, weather, structural interference and equipment.

The repair of the bridge over the West Aspetuck River, on the northern end of Aspetuck Ridge Road Bridge, has continued on schedule with a completion date of November of 2014. The Wellsville Bridge, over the East Aspetuck River, is being engineered for rehabilitation with construction scheduled to begin in spring of 2015.

*Town of New Milford  
Annual Report 13/14*

The Wellsville Avenue Bridge will be the first bridge rehabilitation in New Milford, under the Local Transportation Capital Improvement Program (LOTICIP), which provides a higher percentage (100%) of funds towards the construction cost.

The Town was awarded a \$448,334 STEAP grant for the repair and replacement of the sidewalks on the north side of Bridge Street, from Young's Field Road to the green. Municipalities with populations under 30,000 are eligible to apply for STEAP grants, administered by the Connecticut Office of Policy and Management.

The State of Connecticut restructured the regional planning agencies and metropolitan planning organizations. This restructuring affects New Milford and the existence of the Housatonic Valley Council of Elected Officials (HVCEO), which has served as both. After much debate and consideration, HVCEO will be dissolved during a transition period and the Western Connecticut Council of Governments will be formed to serve as the regional planning agency for the newly consolidated Western Connecticut Planning Region. The Western Connecticut Planning Region not serve as New Milford's metropolitan planning organization (MPO); HVCEO will continue to serve as our MPO for now.

Nature remains an important part of New Milford's diversity and availability of outdoor recreation. The Young's Field Riverwalk, and the Bird Sanctuary and Nature Preserve on the west side of the Housatonic River, are undergoing some of the final design stages. Both projects, funded by the GE Restoration Grant, are anticipated to be completed by the end of 2015. Housatonic Valley Association has agreed to oversee the implementation of the Still River Greenway project in the area of the Regional Canine Control Facility on Erickson Road.

The Department of Energy and Environmental Protection offered a competitive round of 50% matching grants to targeted municipalities for the installation of Electric Vehicle Charging Stations. New Milford was awarded a grant and the first electric Vehicle Charging Station was installed on the east side of Main Street, across the street from the Library.

Church Street has been reinvigorated since the opening of Gallery 25 and Creative Arts Studio. The Gallery has expanded their hours to include Fridays, Saturdays, Sundays and as well as by appointment. The Gallery often hosts workshops and tutorials offered by local artists. The Gallery is well complimented by the Ameico Gallery located next door at 29 Church Street.

The Town was granted \$7,770 to be used for the development of Connecticut's first Quilt Barn Trail. The funds will be used to procure supplies, provide marketing materials for a driving and biking tour featuring 8' x 8' quilt designs placed on highly visible barns located in New Milford. Barn owners will choose the design and associated colors of the quilt design to be applied to their barn, so that they can express family heritage, farming history or another passion. The tour will begin with a block to be applied to the barn behind town hall.

I continue to welcome your ideas, thoughts and suggestions as I work to provide the high standards of service our residents have come to expect.

Patricia Murphy  
Mayor of New Milford

**Board of Education Annual Report  
2013 – 2014**

The New Milford Public Schools served 4,484 students in kindergarten through grade 12 during the 2013-14 academic year with a staff of 378 teachers, 18 administrators, and 259 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2013-2014 totaled \$59,634,148.

**August 2013**

- Teachers and staff were welcomed back on August 20<sup>th</sup> and professional development days were held August 21<sup>st</sup> and 22<sup>nd</sup>.
- All Staff Convocation took place on August 23<sup>rd</sup>.
- Students returned August 26<sup>th</sup>.

**September 2013**

- **Mr. Ryan Fitzsimmons**, Mathematics Teacher at New Milford High School, was recognized as New Milford's Teacher of the Year for 2014.
- The Board welcomed returning student representative **John Vazquez** and new representative **Teresa (Tess) Harkin**.
- The Board welcomed newly appointed members **Angela C. Chastain** and **John W. Spatola**.
- Dr. Paddyfote reported current enrollment of 4468 students, 28 less than projected.
- The Board set a date of September 24, 2013 for a Public Hearing on the school facilities utilization report.
- The Facilities Manager updated the Board on summer projects.
- The Board accepted the following Stop and Shop A+ Rewards Program donation:
  - New Milford High School - \$1,054.30
- The Board approved the submission of the following grants:
  - School Security Competitive Grant Program in the amount of \$602,478.00
  - P-3 Preschool/K Transition and Collaboration Grant in the amount of \$8,915.00
  - Technology Investments to Implement Common Core State Standards and Administer Common Core aligned Assessments, Specifically Smarter Balanced Assessments Grant in the amount of \$253,785.00
  - ED 229 Bilingual Education Program Grant in the amount of \$2,600.00
- Policy 6146 Graduation Requirements was approved by the Board.
- The Board authorized Dr. Anne Stuhlman as signatory on Hill and Plain School accounts.
- The Board adopted a resolution to the Flexible Spending Plan employee benefit to cap the maximum allowable amount at \$2,500.00
- Tuition rates were established and approved for the 2013-2014 school year.
- A tuition student was accepted into the Junior class at New Milford High School beginning in the Fall of 2013.
- The Board moved to request that the End-of-Year Balance for 2013, subject to final audit, be designated to capital reserve.
- The Superintendent's Goals were provided to the Board as an Item for Information and Discussion.
- The Board held a special meeting on September 24, 2013 at which members of the School Facility and Utilization Study Committee presented a Summary of Findings which provided information regarding the possible closing of a school due to declining enrollment. A Public Hearing was held at which public participation regarding the Summary of Findings was welcomed.

*Town of New Milford  
Annual Report 13/14*

**October 2013**

- The Board recognized:
  - 2010-2013 Danbury-Area Elementary STEM Instructional Coaching Academy (DESICA) Graduates: JPS teachers **Mrs. Carrie Allen** and **Mrs. Cynthia Cotter**, NES teacher **Mrs. Susan Brofford**, and SNIS teachers **Mrs. Carol Allison** and **Ms. Megan Schoonmaker**
- Dr. Paddyfote noted that the enrollment report for October 1<sup>st</sup> was handed out and the total students enrolled are 23 less than projections. This Kindergarten class is the first out of 13 years that is under 300.
- The Board chairman distributed the 2012-2013 Annual Report of the New Milford Board of Education.
- Mrs. Faulenbach reported that New Milford received CAFE communications awards for the BOE Annual Report and NMHS student handbook/planner.
- The Board accepted the following donations:
  - PTO to Sarah Noble Intermediate School and Schaghticoke Middle School in the amount of \$8,900.00
  - Goldring Family Foundation to New Milford High School in the amount of \$32,795.18
- The Board approved the following grants:
  - District Consolidated Grant in the amount of \$276,814.00
  - Title III Grant in the amount of \$19,009.00
- The Board approved the following curricula:
  - Grade 7 Art
  - History through Film
- The Board approved the following policies:
  - 3160 Budget and Transfer of Funds
  - 5000 Equal Employment Opportunity
  - 5113 Truancy
  - 6142.1 Exemption from Instruction
  - 6142.2 Student Nutrition and Physical Activity (Student Wellness)
  - 6146 Graduation Requirements
  - 6200 Adult Education
- The Board approved textbooks for grade 9:
  - *Warriors Don't Cry* and *Persepolis*
- The Board approved an additional teacher for Hill and Plain School.
- The Board accepted the recommendation of adding \$13,000.00 to increase the Adult Education position stipend to \$30,000.00.
- The Board held a special meeting on October 22, 2013 to receive public comments regarding the possible closing of a school due to declining enrollment.

**November 2013**

- The Board of Education recognized the following:
  - Commended Students - 2014 National Merit Program: NMHS students **Maren Harcken**, **Dennis Scheglov**, and **Hugh Sichel**
  - New Milford Public School Retirees: **Mrs. Sharon Arciola** and **Mrs. Nancy Carlson**
- Dr. Paddyfote thanked the Board members whose service was ending: **Mr. Thomas McSherry**, **Mrs. Lynette Celli Rigdon** and **Mr. William Wellman**.
- November enrollment was reported by Dr. Paddyfote at 4,473 students.
- Dr. Paddyfote reported that the district had been awarded a security grant in the amount of \$264,864 which will have to be matched by a \$323,714 expenditure.

*Town of New Milford  
Annual Report 13/14*

- Chairperson Faulenbach also thanked the outgoing Board members for their service.
- The Facilities Sub-Committee received an briefing on upcoming repairs and a preliminary budget forecast which includes the Schaghticoke roof repair.
- The Operations Sub-Committee received the results of the Food Services inspections for the schools, which were excellent and DMV inspection results for the bus fleet which were very impressive. They heard an update on the status of the phone system and on the network infrastructure.
- Mrs. Celli Rigdon, the Education Connection liaison, reported that the annual report was shared at the last meeting. The report included six pages of what Education Connection does for New Milford.
- The Board accepted the following donation:
  - New Milford PTO to Sarah Noble Intermediate School - \$4,475.00
- The Board approved the following curricula:
  - Emergency Medical Technician (EMT)
  - Medical Technology
- The Board approved the following policy:
  - 1140 Distribution of Materials to and by Students
- The Board approved an amendment to the State's approved Educator Evaluation and Support Plan for 2013-14 by checking "no" under the Evaluation Choice section of the District Choice Form for 2013-14 and authorized the Superintendent to sign it as the Board's representative.
- The Board voted to terminate the contract of employment of teacher Dean Roberts.
- The Board received the 2011-12 Strategic School Profile.
- The Board approved the successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677 – Custodians and Maintainers as discussed in executive session and authorized the Board Chair to sign the memorandum on its behalf.
- The Board approved the successor collective bargaining agreement between the New Milford Board of Education and the Teamster's Local 677 – Food and Nutrition Services Employees as discussed in executive session and authorized the Board Chair to sign the memorandum on its behalf.

### **December 2013**

- The Board held its Annual meeting and elected the following officers:
  - Chairperson – **Mrs. Daniele Shook**
  - Vice Chairperson – **Mr. Dave Littlefield**
  - Secretary – **Mrs. Angela C. Chastain**
  - Assistant Secretary – **Mrs. Theresa Volinski**
- Board Chairperson Daniele Shook appointed Mrs. Wendy Faulenbach as parliamentarian for the Board.
- NMHS students who achieved Advanced level on all four sections of CAPT were recognized by the Board:
  - **Serina Ahmed, Bethany Balstad, Emma Bergman, Chelsea Buddle, Kevin Bun, Charlotte Chauvin, Emily Chauvin, Meredith Cowan, Anthony D'Andrea, Carly Drost, Giovanna Fusco, Marta Gryb, Christine Habjan, Abigail Hambidge, Gregory Hansell, Rachel Harbert, Teresa Harkin, Robert Holub, Melanie Horkan, Jedidiah Kang, Stephen Kipp, Carly KleinStern, Sean Kunic, Kathleen Lewis, Zachary Polley, Charles Price, Timothy Rehm, Annie Robbins, Tatiana Rodriguez, Emilyn Tuomala, Sara Wilton, and Duo Zheng.**
- The Committee on Learning discussed the five year curriculum plan as well as SAT scores. The Committee heard a report from the Wellness Committee on the importance of physical activity.
- The Negotiations Committee reported on the Administrators' Union arbitration award and the status of negotiations with the Paraeducators' Union which is through the mediation stage.

*Town of New Milford  
Annual Report 13/14*

- The Board of Education accepted the following Gifts and Donations:
  - PTO - \$2,910.00
  - Special Olympics CT, Inc. - \$1,500.00
- The Board approved the following curricula:
  - Creative Writing
  - Diverse Voices
- The Board approved the following policy:
  - 3541 Transportation Services
- The Board approved two new courses:
  - Civil Engineering and Architecture (CEA)
  - AP Calculus BC
- The Five Year Curriculum Plan (2013-2018) was approved by the Board.

**January 2014**

- The Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2014-2015 school year in the amount of \$61,611,778.00.
- The Board approved a successor collective bargaining agreement between the New Milford Board of Education and New Milford Paraeducators Union, Chapter 136-09, Local 136, I.F.P.T.E., AFL-CIO.

**February 2014**

- The Board recognized the following students:
  - Geography Bee Winners: **Louis Chiarito (SNIS), Lee Conlu (SNIS) and Caitlin Leib (SMS)**
  - VFW Patriot's Pen Essay Contest Winner: **Lukas Kugler (SMS)**
  - Peace Poster Contest Winner: **Sarah Morris (SNIS)**
  - School Bus Safety Poster Contest Winner: **Kelsey Stewart (SNIS)**
  - 2016 Nutmeg Book Award Intermediate Selection Committee Student Reader: **Jackson Zavatsky (SNIS)**
- Dr. Paddyfote said there was a Magnet School Advisory Council meeting on January 23<sup>rd</sup>. Seventeen New Milford students attend the school.
- The Facilities Sub-Committee heard information on building use fee structure, and updates on security and winter maintenance.
- The Board approved the bid for Network Switches to Omni Data, LLC.
- The Board of Education accepted the following Gift:
  - PTO –\$3,230.00
- The Board approved the following policy:
  - 5131.111 Conduct: Camera Surveillance
- The Use of Buildings: Fee Structure Adjustment Appendix 2 as of July 1, 2014 was approved by the Board.
- The Board authorized its legal counsel to commence legal action in order to recover the tuition owed by the family of students discussed in executive session who attended the New Milford Public Schools despite not being New Milford residents.

### **March 2014**

- The Board recognized the following students:
  - **NMHS Wrestling Team as Class L State Champions: Caleb Anderson, David Angulo, Jorge Arcuri, Zachary Arnold, Cameron Berger, Tyler Bohenko, Halim Bourjeili, Christopher Brett, Steven Brooks, Joseph Carangui, Stefan Ceconi, Ryan Christopher, Evan Colley, Alexander Davlos, Drew DiSorbo, Turner Ellis, Ryan Fabich, Jordan Hill, David Ireland, Isaiah Jenkins, Brett Leonard, Kyle Lindner, Matthew Lockwood, Thomas McIlveen, Jomar Orejuela-Nunez, Ryan Paist, Louis Paties, Nikolas Pellicone, Denzel Phillips, Daniel Reyes, Hector Reyes, Bryan Rojas, Charles Schultz, Mijani Smith, and Nikolas Stefanatos.**
- The Superintendent noted that March is Board Appreciation Month and thanked Board members for their hard work and commitment to the New Milford Public Schools.
- The Facilities Sub-Committee discussed the building usage fee structure, the security update and the winter maintenance updates.
- The Board of Education accepted the following Gifts and Donations:
  - Town-wide PTO - \$6,715.00
- The Board approved the following curriculum:
  - Writing Workshop
- The Board approved the following policy:
  - 3313 Relations with Vendors
- The Board approved the Five Year Capital Plans for Facilities and Technology.
- The Board approved the Emergency Health and Safety Containment Process at Schaghticoke Middle School.
- The Board approved Connecticut's Educator Evaluation and Support System 2013-14 Flexibility Request as proposed and further moved that the Board authorize the Superintendent and the Board Chair to sign the request on its behalf.
- The Board heard an update on the Town of New Milford Audit Report dated June 30, 2013.
- The Board held a special meeting on March 20, 2014 to discuss the possible closing of a school due to declining enrollment.

### **April 2014**

- The Board recognized the following:
  - **New Milford Public School Retiree: Mr. David Hawkins**
  - **CMEA Northern Region Middle School Music Festival students: SMS students Jessica Berkun, Michael Cavuoto, Nicholas Cavuoto, Jenna Drahota, Katherine Grinnell, Lukas Kugler, Ryan McNulty, Sunita Pfitzner, Michael Raffaele, Elizabeth Schlyer, and Jeffrey Schlyer and SNIS students Geovanna Coelho, Kasey Donnelly, Madyson Lubas and Eliza Peery**
- The Adult Education grant ED 244 in the amount of **\$108,507.00** was approved.
- The Board of Education accepted the following Gifts and Donations:
  - PTO - \$23,003
  - Eagle Scout Project at SNIS - \$8,000
  - GEDEB Realty - \$1,500
  - Jessica Bradley Memorial Fund - \$4,500
- The Board approved the following curriculum:
  - Drama Workshop
- The Board approved the following policy:

*Town of New Milford  
Annual Report 13/14*

- 1250 Visits to the Schools
- The Board approved June 21, 2014 at 7:00 p.m. as the New Milford High School Graduation Date for June 2014.
- The Board approved the appointment of **Mr. Jay Hubelbank** as Director of Fiscal Services and Operations.

### **May 2014**

The Board recognized:

- **New Milford High School student participants in CMEA music events: Serina Ahmed, David Alvarado, Kayla Blackburn, Michael Carroll, Christopher Ciaglo, Anthony D'Andrea, Lawrence Davis, Nathaniel Diamond, Michael Fitch, Killian Greene, Brandon Halberg, Abigail Heydenburg, Mitchell Kellett, Amber Levine, Alyssa Luis, Francine Luo, Erin Lynch, Jaclyn Mercer, Mackenzie Morehouse, Rebecca Myhill, Sylvia Onorato, Allegra Peery, Nicholas Pitcher, Zachary Pitcher, Brandon Rehaag, Rachel Schaefer, Christian Scillitoe, Emilyn Tuomala, and Brianna Walker.**
- The Board accepted the following PTO donation:
  - Hill & Plain Elementary School - \$3,572.00
- The IDEA Grant in the amount of \$878,359.00 was approved.
- The Board approved the bid for Waste Disposal to Winter Brothers.
- The Board approved the following policies:
  - 1700 Possession of Firearms on School Property Prohibited (formerly titled Otherwise Lawful Possession of Firearms on School Property)
  - 3300 Purchasing
  - 3313.1 Local Purchasing
  - 3516.3 Safety (formerly titled Accident Prevention and Reporting)
  - 3516.4 Sex Offender Notification (formerly titled Safety)
- The Board voted to continue its participation in the National School Lunch Program and filed the Healthy Food Certification Statement for 2014-2015.
- The Board approved the Superintendent's evaluation summary for the 2013-2014 school year, and authorized the Board Chair and its legal counsel to negotiate with the Superintendent a new three-year contract.
- The Board held a special meeting on May 27, 2014 to discuss the possible closing of a school due to declining enrollment.

### **JUNE 2014**

- The Board held a reception to recognize the following:
  - **Retirees: Mrs. Gail Coyle, Mrs. Marceline Daniels, Mrs. Janine Helbig, Mrs. Joan Kick, Mrs. Paula Marian, Mrs. Margaret McLoughlin, Mr. Gregg Miller, Mrs. Jill Morrison, Dr. Donald Naiman, Mr. Frank Peet, Mrs. Eileen Reed, Mrs. Linda Sheldon, Mrs. Kathleen Shemeley and Mrs. Barbara Weber**
  - **Winners of the HRRR Earth Day Poster Contest: Allison Neak (First Place – Third Grade), Jason Zhang (Second Place – Sixth Grade), Carleen Thompson (Second Place – Eighth Grade), Courtney Savino (Third Place – Tenth Grade), Zoe Miolla (Second Place – Eleventh Grade), and Christopher Drew (Second Place – Twelfth Grade)**
  - **Winner of the Fire Prevention Poster Contest – SNIS student Sophia Delohery**
  - **SMS Battle of the Books School Champions: Dylan Appleby, Nova Chen, Ryan Fanella, Audrey Grello, Dillion Kessman, and Aedan Pellicone**



*Town of New Milford  
Annual Report 13/14*

- Place finishers at the FBLA State Leadership Conference: NMHS students **Sara Artese, Jack Day, Elisabeth Paige Foreman, Mitchell Kellett, Kenneth Kozlowski, Yegor Shea, Sara Terry and Phillip Young**
- Place finishers at the DECA State Leadership Conference: NMHS students **Dakota Casarella, Christina Kwapien, Carolyn O’Hara, Rachel O’Hara, Kirsten Potts, Taylor Terranova, Emily Willson, Devon Woods and Abbey Zimmerman**
- Place finishers at the HOSA State Leadership Conference: NMHS students **Nicole Callisen, Jakub Drazkowski, Julia Krier, Rebecca Nusser, Megan Scorza and Phillip Young**
- Connecticut Association of Boards of Education Leadership Award recipients: **John Adams and Julia March** from SMS and **Mark Kugler and Emma Riggs** from NMHS
- Western Connecticut Superintendents Association 2013 Award recipients: **Delaney Kirk and Alexander Lytle** from SMS and **Emily Llerena and Zachary Guptill** from NMHS
- The Board recognized outgoing Student Representative to the New Milford Board of Education **John Vazquez**.
- The Board of Education approved the following Grants:
  - Carl D. Perkins Grant in the amount of \$29,132.00
  - Adult Education grant – Transition: Post-Secondary Education and Training in the amount of \$40,000.00
  - Adult Education grant – English Literacy and Civics Education in the amount of \$23,500.00
- The following bids were awarded by the Board of Education:
  - Food and Nutrition Services – Milk: to Marcus Dairy for a one year period
  - Food and Nutrition Services – Ice Cream: to New England Ice Cream Company for a one year period
  - School Safety Monitors – Securitas Security for the period July 1, 2014 through June 30, 2017
  - SMS Kitchen Reconfiguration – Warehouse Store Fixture Company
- The Board approved the following policy:
  - 3516.3 Safety
- The Board deleted the following policy:
  - 5141.6 Emergency Preparedness
- The Board approved the following curricula:
  - Cut, Paste & Copy
  - Humanities I
  - Introduction to Business
  - Grade 2 Math
- The Board granted permission to Milone and MacBroom to perform soil testing and site analysis of the NMHS Stadium Field and the JV Field for a turf field, upon approval of funding for testing by the New Milford Town Council.
- The Board approved **Jay Hubelbank**, Director of Fiscal Services and Operations, as signatory for school district accounts and the ED-099 Agreement for Child Nutrition Program.
- The Board approved the appointment of Assistant Superintendent Joshua Smith, and in his absence, Director of Human Resources Ellamae Baldelli, as the Designee for the Superintendent of Schools from July 1, 2014 through June 30, 2015.
- The Board approved authorization for the Superintendent to accept resignations and make appointments from June 11, 2014 through September 9, 2014.
- The Board approved authorization for the Superintendent to purchase budgeted instructional materials and other supplies, equipment and services from June 11, 2014 through September 9, 2014.
- The Board received the following annual reports:
  - The Annual Emergency Preparedness Report

*Town of New Milford  
Annual Report 13/14*

- The Annual Wellness Report
- The John J. McCarthy Observatory Annual Report
- The Board amended the 2014-2015 adopted Board of Education budget from \$61,611,778.00 to \$60,961,778.00 as recommended by the Superintendent.
- The Board approved the End-of-Year Projects as proposed by the Superintendent.
- The Board approved the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Accounting/Data Specialist, Facilities Manager, Assistant Facilities Manager, and Administrative Assistant to the Superintendent.
- The Board met in Executive Session to discuss a security strategy, as well as the deployment of security personnel, and/or devices affecting security, as well as emergency, lockdown plans in the New Milford Public Schools.
- The Board held a special meeting on June 18, 2014 where they approved the closing of John Pettibone School at the conclusion of the 2014-2015 school year, effective June 30, 2015 and to redistrict based on scenario B of the School Facility and Utilization Plan and furthermore to assign appropriate subcommittees to review and recommend the disposition of the John Pettibone School property at a future date to be determined.
- The Board authorized the Superintendent of Schools, the Board's legal counsel, and any other district personnel the Superintendent deems appropriate to discuss with the Board's transportation provider in accordance with Board Policies 3300(c) and 3541.23 possible terms and conditions regarding either a revised or new transportation contract, with the understanding that any such revised or new contract will not be deemed final or binding until the Board has approved it by a formal vote.

**Summary of 2013-2014 Assessments**

**State Assessments:**

This was the first year New Milford administered the Smarter Balanced Assessment instead of the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT). The Smarter Balanced test is an online assessment that will replace Connecticut's state tests and will be consistent across states and communities nationwide.

The Smarter Balanced Assessment was administered over several weeks to all students in grades 3-8 and in grade 11. Utilizing district technology, our students and staff were able to complete the process with minimal issues. As this is the first year of the assessment, results will not be available until late 2014 and will be used to gauge the district's readiness to participate in the future.

**Measures of Academic Progress (MAP):**

Beginning in 2013-14, the district began to implement a universal assessment to all students in grades K-10. The MAP is used to help establish what students know, what they are ready to learn and potential gaps in knowledge or skills. The assessments help teachers and administrators understand the students they teach and adapt instruction accordingly.

NWEA MAP was administered in kindergarten through grade 10 three times in the 2013-14 school year for Reading and Math. MAP's Language Usage assessment was administered in grade 2 through grade 10 three times in the 2013-14 school year.

*Town of New Milford  
Annual Report 13/14*

In terms of national norms, New Milford students who participated in the testing improved 10% higher than the national expectations. This was highlighted by students performing 18% higher in Math and 22% higher in Language Usage.

District-wide, there was a reduction of 2.29% in the number of students achieving below average on the MAP assessments. There was also an increase of 3.35% of students achieving above average on the MAP assessments over the course of the year. As this is a new tool for us, we are still establishing base line data and will be better able to look at trends in the years to come.

AP Data:

Students took three hundred and thirty-three Advanced Placement exams this year in sixteen different subjects. The number of exams taken increased by fifteen exams over last year. Student enrollment has been increasing annually as well, rising by 12% this year and 30% over the past three years. Our students' mean score on the Advanced Placement exams all exceeded the means on the state, national and global domains. The percentage of students passing the Advanced Placement exams has also increased as well. Last year the passing rate increased by more than 4.5% and more than 1.0% on a three year basis.

Summary

The Board of Education routinely recognizes the talent and accomplishments of students and staff at its meetings and end-of-the-year reception. During the 2013-2014 school year the Board recognized **166** students and **23** staff members for outstanding achievement.

The Board had an extremely busy and productive year. The policy and procedures manual was reviewed and the Board approved **18** policies. Significant work was done with curriculum as the Board approved **11** new or revised curriculum guides. Two contracts were settled through negotiations: Maintainers & Custodians and Food & Nutrition Workers, and one through arbitration: School Administrators Association. After conducting two public hearings and holding three Board of Education special meetings, the Board voted to close John Pettibone School in June 2015.

Donations in excess of **\$180,000.00** were received from the PTO and other generous benefactors to benefit the New Milford Public Schools. The Board was awarded **\$1,485,518.05** in grants. The majority of funds were obtained through entitlement grants from the State Department of Education and the federal government. It should be noted that most grants cover a two-year period.

The Board of Education continued to spend taxpayer dollars wisely and efficiently in order to provide the best educational experiences to all students. The Board consistently seeks opportunities to reduce expenditures by taking advantage of the bidding process to procure goods and services, participating in the Cenergistic Energy Program to reduce or avoid escalating energy costs, and availing itself of energy efficiency programs offered by CT Light and Power and other vendors. The Board collaborates with the Town to purchase diesel, gasoline and oil. In addition, the Board participates with the Town to administer its health insurance plans through CIGNA. The Board of Education administered its appropriation diligently and managed taxpayers' dollars prudently.

**Aquifer Protection Agency  
ANNUAL REPORT**

**July 1, 2013- June 30, 2014**

In an effort to provide protection for public water supplies, State Legislation required municipalities to adopt local Aquifer Protection Regulations. New Milford's Aquifer Protection Regulations went into effect on February 28, 2012. In August 2012, an Ordinance was passed transferring oversight of the Aquifer Protection Regulations from the Sewer Commission to the Planning Commission. In November 2012, the members of the Planning Commission were appointed by the Town Council to also serve as New Milford's Aquifer Protection Agency. The Zoning and Wetlands Enforcement Officers were named as the Enforcement Officers for the Aquifer Protection Regulations.

The New Milford Aquifer Protection Agency is comprised of the five elected members and three appointed alternates of the Planning Commission. Appointment to the Aquifer Protection Agency runs concurrent with the Planning Commission's terms. A Chairman, Vice Chairman and Secretary are elected to serve for one year at an annual organizational meeting. Regular meetings are held once a month on the first Thursday of each month following the Planning Commission meeting. Special meetings are scheduled accordingly.

As of July 1, 2013, the Aquifer Protection Agency office staff includes the Land Use Inspector who fulfills the duties of Office Coordinator and the Zoning and Wetlands Enforcement Officers. The Land Use Inspector splits her time between the Zoning, Inland Wetlands, Planning and Aquifer Protection offices. There is also a paid Recording Secretary who is responsible for taking the minutes at each meeting.

New Milford's designated Aquifer Protection Area contains over 700 properties both residential and commercial. In November 2013, letters were sent to over 550 residential property owners notifying them that their properties were located in the Aquifer Protection Area. With each letter was a form listing activities considered regulated by Statute. Property owners were asked to check any of the listed activities if they operated a business from their residential property or check "none of the above" and return the form to the Agency office. By February 2014, almost 300 forms were returned, none indicating a regulated activity. A second and final residential mailing was done in March 2014 with approximately 125 additional responses with none indicating regulated activities.

## TOWN OF NEW MILFORD

### Building Activity Report

### 2013/2014

<b>Building Type</b>	<b>Permits:</b>	<b>Value:</b>	<b>Fees:</b>
Single Family Dwelling New	14	\$3,988,078	\$46,526.91
Garage	4	\$160,420	\$2,029.29
Shed	22	\$70,453	\$1,406.23
Barn	5	\$199,665	\$2,755.38
Pool	23	\$221,700	\$3,283.24
Carport	1	\$30,000	\$363.50
Deck	40	\$312,872	\$4,577.35
Commercial Building New	13	\$4,073,767	\$57,137.44
Commercial Addition & Alteration	36	\$11,096,319	\$128,357.31
Residential Addition & Alteration	83	\$4,268,330	\$52,906.77
Gazebos	1	\$3,800	\$62.20
Finished Basement	23	\$401,827	\$5,333.83
Screened Porch	3	\$43,445	\$555.12
Alarm Systems	22	\$106,611	\$1,676.01
Chimney & Fireplace	9	\$38,970	\$616.09
Electric	260	\$2,551,043	\$35,351.80
Plumbing	53	\$312,323	\$4,528.11
HVAC	128	\$2,334,036	\$29,290.46
Gas Lines	50	\$88,137	\$2,325.73
Roofing	88	\$858,401	\$11,967.30
Siding	20	\$336,904	\$4,232.71
Signs	13	\$135,095	\$1,794.69
Wood or Pellet Stove	45	\$48,600	\$2,895.60
Fuel Tanks	142	\$223,528	\$8,048.27
Tent	18	\$400	\$1,380.00
Sprinkler System	10	\$554,899	\$6,613.54
Retaining Wall	3	\$42,000	\$538.50
Window Replacement	49	\$516,491	\$6,961.94
Miscellaneous	25	\$360,639	\$4,582.78
Demolition	2	\$10,000	\$163.50
Foundation	1	\$24,000	\$300.39
Permit Close Out	3	\$0	\$302.00
Hood & Fire Suppression Systems	6	\$34,200	\$505.05
<b>Totals:</b>	<b>1,215</b>	<b>\$33,446,954</b>	<b>\$429,369.04</b>

## **New Milford Commission on the Arts Annual Report 2013/2014**

The New Milford Commission on the Arts directs its efforts and activities to fund, advise on, originate, coordinate and encourage participation in, promotion of, development of, acceptance of and appreciation of, artistic and cultural activities, which shall include but are not limited to: music, theater, dance, painting, sculpture, architecture, literature, films and allied arts and crafts.

Most notably this past year our activities included:

- A performance at Merryall Center for the Arts (free to the public - packed house)
- A contribution to the fireworks celebration
- Five summer concerts on the town bandstand (the Edwin Kinkade Concert Series weather great for every performance!)
- Support for a New Milford Historical Society's New Milford Outdoor Arts Festival
- Contribution and support for Village Center for the Art's youth programming
- Contribution to and other support for Village Center for the Art's "Paint the People"
- Christmas Caroling on the Green
- Support for local writers, including support for a regional poetry organization presenting several times in New Milford (plus a presentation at the art commission's "Gallery 25 and Creative Arts Studio")
- Programs in the New Milford Railroad Station
- Discussions and encouragement toward the development of arts venues within New Milford
- Support for Merwinsville Hotel Restoration's regional arts programs and exhibitions
- Participation in two regional cultural art councils, and state arts and tourism
- On-going development of a community visual arts venue (Gallery 25 and Creative Arts Studio)

\*The art commission thanks each of the people who give their time, expertise, and energy serving the commission on the arts. They are: Diane Dubreuil, Charlotte Bostwick, Jim Scrimgeour, Barbara Payne, Sally Adams, Joanne Lillis, Jayson Roberts, Jeremy Rumen, Susan Fogarty, Karl Hermonat, Abe Echevarria, Kim Porizka, and Joel Spector.

## New Milford Conservation Commission

### Annual Report

July 1, 2013 – June 30, 2014

Over the year the Conservation Commission held 11 of the 15 scheduled meetings. The cancelled meetings were because of weather, lack of new agenda items, etc. While meetings were held, for the most part, it was to deal with administrative issues, such as budgets, annual reports, etc.

Applications for new subdivisions were few and relatively small. And, while issues did arise – lot line configuration, well servicing a parcel not connected with the application – they were relatively minor in nature and did not have a negative impact on our ability to endorse with caution. Other issues, such as the cell tower proposal off of New Preston Hill Road and on-going maintenance of a Town owned cemetery by a private citizen, were also discussed. However, the Commission concluded that these issues were for the Connecticut Siting Council and the New Milford town attorney to address.

The Commission's Vice Chairman, Michael-John Cavallaro, was asked and did assist the DAR and the Mayor's Office in creating the Roger Sherman Memorial Plaque for the Town Hall. The plaque hangs outside the Town Clerk's Office.

The Town continues to be blessed with open space additions. During the year, New Milford's open space inventory grew by 186 acres, of which 137.8 acres are fee and 48.2 acres are under a protective easement. This raises the total amount of acreage permanently protected in New Milford to 6,824 acres. This represents some 17.9% of buildable acreage. And, while not up to the 21% State guideline, progress is being made.

During the same period, the Land Acquisition Reserve Fund (LARF) grew by 21,986.20, from \$135,890.37 to \$158,876.57.

## **New Milford Farmland & Forest Preservation Committee Initiatives & Accomplishments 2013 - 2014**

In fiscal year 2013/2014 the New Milford Farmland & Forest Preservation Committee accomplished the following:

Preserving Surviving New Milford Farmland:

*NMFFPC continued systematic efforts to protect the 1,000+ acre Ridge Road farm area. One of the largest contiguous swathes of working farms still surviving in southern Litchfield County, it represents a potentially important town economic driver and quality of life asset. Over 50% of the Ridge Road farmland consists of prime agricultural soils as compared with 12-15% for Litchfield County as a whole. Since 2007, NMFFPC has assisted in the preservation of three Ridge Road area farms: Chapin (a private conservation buyer), Davenport and Harris Hill (CT DoAg, USDA and the Town of New Milford through the Waste Management Fund) totaling about 240 acres.*

- NMFFPC continued tracking preservation efforts on a fourth farm in the Ridge Road area where the owner had requested ongoing NMFFPC assistance: two parcels totaling 50 acres of the Patterson Farm, 77 Hartwell Road. This was the first farm in New Milford accepted for consideration by the CT Department of Agriculture's new program focusing on preservation of smaller family farms (under 100 acres). At present, the CT Department of Agriculture's Purchase of Development Rights (PDR) program has completed the two appraisals required to preserve those two parcels and NMFFPC expects that an offer will shortly be made to the Patterson family
- NMFFPC also expanded its focus on preservation in the Ridge Road area. It identified and has begun discussions to determine whether a fifth parcel, a 60+acre property, presently for sale and demonstrating an unusually high percentage of prime agricultural soils, would be a cost-effective candidate for preservation. The owner has long permitted one of our town's largest produce and dairy family farms to utilize it for grazing purposes but has now placed the property on the market. In Q3 2014, NMFFPC commissioned from Arthur H. Howland a survey report to determine whether there is an opportunity to persuade the developer-owner of the property to consider a PDR strategy for preserving the property as potential working farmland
- In 2014, The Greenprint, a land preservation advocacy housed within the Housatonic Valley Association (HVA), completed a first draft updating existing maps of preserved farmland within New Milford. The purpose is to obtain a more accurate visual rendering of the amount of surviving farmland that is presently available for cultivation or grazing.



*Town of New Milford  
Annual Report 13/14*

The NMFFPC Chair is presently working with The Greenprint staff to ensure as thorough an update as possible

Expanding Marketing Opportunities for our Area Farmers:

- NMFFPC worked to drive traffic to the New Milford Farmers Market by identifying an area web designer willing to work at a non-profit rate and underwriting his cost of construction of a website for the New Milford Farmers Market: [www.newmilfordfarmersmarket.org](http://www.newmilfordfarmersmarket.org), The Market vendors' organization has agreed to maintain and update the site while ensuring accuracy themselves. At present NMFFPC is working with the designer to republish and reactivate the website to reflect the growth and diversification of the Farmers Market
- A second website, also commissioned in mid-2013 from the same designer for NMFFPC itself: [www.newmilfordarmlandpres.org](http://www.newmilfordarmlandpres.org), has been up and running successfully since then. Farmers can use it to find information on public and private grants, technical assistance, machinery and equipment resources, commercial kitchens for rent, workshops and conferences. Residents can use it to find specific kinds of locally grown produce and/or farms w/n New Milford and the surrounding communities. At present, NMFFPC is negotiating with an area writer to keep the website updated regularly and to launch a NMFFPC Facebook page for breaking news stories of interest to farmers, announcements of events and workshops and potential new marketing channels
- In 2014, NMFFPC successfully persuaded and assisted the Director of the New Milford Youth Agency in negotiating the continuing sale of several varieties of potatoes to the Big Y grocery in New Milford—the first time any truly local produce grown in our town has been sold through the Springfield MA-based grocery chain's New Milford store. Grown, harvested, cleaned and packaged by high school and college participants participating in the YA's growing programs at Harris Hill and Davenport Farms, the produce is being marketed also to the Northville Market under the Ridge Road Farms brand.
- In Q4, discussions began with an area graphic designer to produce a 3<sup>rd</sup> edition of *Who's Your Farmer?*, NMFFPC's eight-page booklet covering almost 100 farms in the New Milford and surrounding communities offering locally-grown to area residents. In Q2-3, an area researcher-writer was commissioned to update the database last updated in 2012, that is used to produce the booklet
- An additional 1,000 four-color cards were reprinted in Q4 2014 to utilize at area public events providing the NMFFPC website link so residents utilize the website for finding local food and the farms that produce it in our area. On Oct. 12, a NMFFPC member was present at Sullivan Farm Fall Festival to distribute some of them and to provide information for town residents on NMFFPC activities.

Technical and Service Infrastructure Support for our Farmers:

*Town of New Milford  
Annual Report 13/14*

- In 2014, discussions and research continued to determine how New Milford and other similar-sized CT towns structure tax incentives that encourage farmers to expand their operations
- In 2014, NMFFPC will have hosted two mid-week evening presentations for area farmers and farming advocates. The first, held in mid-March, attracted almost 50 participants from New Milford all the way north to Salisbury. Topics covered impact of the 2013 revised Farm Bill and its targeted funding opportunities for farmers, do's and don't of sales of produce to New Milford Hospital, and the Freund Farm success story in self-producing energy with solar panel arrays and inventing and marketing compostable seedling pots from manure processed from the farm's dairy herds on 200+ acres—all while creating full-time jobs for six employees. The second presentation, scheduled for Nov. 19 will cover—at the request of area farmers—cost-effective insurance options, farm-specific accounting issues, ways to identify, recruit and manage farm labor plus a presentation by a regional farm with successful niche marketing strategies
- In Q4, 2014, at the request of the Mayor, the NMFFPC Chair and a committee member met with an area entrepreneur backed by a private investor group seeking to find land in New Milford on which to 1.) establish a seasonal two-acre pilot truck garden for Southeast Asian-specialty vegetables (for a Danbury-based independent grocery outlet seeking to substitute locally grown organics for the over \$140,000 worth of wholesale Asian vegetables presently being secured from a Queens broker; and 2.) construct and manage a halal slaughtering facility for the estimated 400 Southeast Asian families living within a 40-mile radius of New Milford and presently forced to purchase certified halal meat from as far away as New Jersey. At present, under the aegis of NMFFPC, the entrepreneur has launched an initial discussion with a New Milford industrial property owner

New Milford Fire Marshal's Office  
2013 - 2014

The New Milford Fire Marshal's Office is responsible for the enforcement of many sections of The Connecticut General Statutes as well as numerous codes, which are promulgated under the provision of these Statutes. The Fire Marshal has a multitude of responsibilities and duties that relate to life safety and the protection of property from fire within the community. These duties are varied and require the Fire Marshal's attention, often within a mandated time frame.

In the interest both of public safety and of firefighter safety, the Fire Marshal's Office is responsible for inspecting all buildings and facilities of public service and all occupancies regulated by the Fire Safety Code each calendar year. The Fire Safety Code covers all occupancies except one and two-family dwellings. Coverage includes, but is not limited to, apartments, churches, day-care centers, nursing homes, hospitals, theaters, schools, warehouses, and manufacturing establishments. As such, the Fire Marshal's services include the community of New Milford as a whole, its businesses, the fire departments and residents.

In addition to conducting inspections, the Fire Marshal's Office also investigates and reports to the State within a ten day period the cause, origin and circumstance of all fires. Reports are completed on State designated forms and submitted to the State Fire Marshal.

The Office issues permits for the use, transportation and storage of explosives in compliance with State Explosives Regulations, is responsible for the inspection of all flammable and combustible liquids storage tank installations for compliance with Regulations, and conducts Code compliance reviews of plans and specifications for various occupancies being proposed, or renovated.

Fire Marshals must also attend schools and seminars to stay current and maintain their knowledge base of codes, regulations and new technology (approx. 30 hours annually to equal the required 90 hours in 3 years).

Public education is a critical facet of the Office as preventing fires is our priority. Accordingly, the Fire Marshals visit local schools, the senior center, library, businesses, and any other organizations to provide fire safety training and fire prevention programs. The Office is also tasked with any additional obligations for enforcing regulations affecting life, property and public protection from the hazards of indiscriminate fire.

The Fire Marshal's Office brought 2 iPads online this year to improve our efficiency in the field. In addition, we transitioned our database, Firehouse Software, to be cloud based, along with converting Water Witch Hose Co. #2, Northville Volunteer Fire Dept., and Gaylordsville Volunteer Fire Dept. to the cloud version of Firehouse Software. This allows improved efficiency providing mandatory fire incidence reports to the State of CT Office of Education and Data Management.

To remain business friendly and meet dramatically increased workloads within the office due to the adoption of new Codes, and large scale construction projects throughout the community (New

*Town of New Milford  
Annual Report 13/14*

Milford Hospital Emergency Dept., the continuation of Litchfield Crossings, the construction of several banks, retail stores, and restaurants, along with over 100 units of upcoming residential apartments all of which require near daily inspections) the Fire Marshal's Office continues to need full staffing restored to the office, to include a Full-Time Fire Marshal, Full-Time Deputy Fire Marshal and Part-Time Deputy Fire Marshal. This will become even more imperative as the Town's population and businesses grow in the future.

Operating Budget:

<b>Account</b>	<b>2013/2014</b>
Fire Marshal – 6093	\$ 160,448
Fire Marshal – 6311	\$ 0

REVENUE

<b>Service</b>	<b>Income</b>
Open Burning permits (76)	\$1,602
Blasting permits (13)	\$780
UST Removal+New (10)	\$450
FOI Requests	\$275.61
Plan Reviews (148)	\$20,540.25
Inspections (666 establishments, which includes ~2,000 apartment units)	\$27,072.50
Fire Works (2)	\$50
Public Education (18)	No charge
Consultations/DST (60+)	No charge
Grants Received	\$399
Fire Watch (3)	\$200
<b>TOTAL</b>	<b>\$51,369.36</b>

FIRES:

The Fire Marshal's Office was called to investigate the cause and origin of 109 fires.

Fire Departments Combined Dispatches 2013/2014

Gaylordsville Fire Department – Northville Fire Department – Water Witch Hose Co #2

TOTAL FIRE SERVICE CALLS   **356**    July thru December 2013  
 TOTAL FIRE SERVICE CALLS   **407**    January thru June 2014  
 Total fire dispatch records    July 1, 2013 - June 30, 2014    =    763

*Town of New Milford  
Annual Report 13/14*

**Health Department  
Annual Report  
2013/2014**

The New Milford Department of Health is responsible for regulating and/or providing for the environmental and public health needs of residents of the Town of New Milford.

The Department enforces the Connecticut Public Health Code, the Connecticut General Statutes and the Code of Ordinances of the Town of New Milford related to environmental and public health. The Department also provides a variety of services related to health promotion and disease prevention and is involved in local and regional public health emergency preparedness activities.

The primary environmental health activities include inspection and/or permitting of subsurface sewage disposal systems, private drinking water supplies, food service establishments, rental housing, day care facilities, public bathing areas and response to nuisance complaints and inquiries from the public related to any other environmental health concerns. Laboratory tests and other investigations are conducted as necessary to support these activities. Special projects are sometimes conducted depending upon need and available funding from the Connecticut Department of Public Health or other sources.

The number of permits issued for subsurface sewage disposal systems during fiscal year 2013 – 2014 was 68. There were 19 private well construction permits reviewed and approved for individual drinking water supplies. For the purpose of determining minimum separation distance requirements and soil suitability, there were 145 building additions reviewed and approved for private dwellings. Most of these were for open decks or swimming pools.

All public health and nuisance complaints received during the year were followed up with an investigation. There were 73 complaints received. Most of the complaints were related to conditions involving housing defects, environmental pollution or improper garbage disposal.

There were also 213 routine inspections conducted of food service establishments.

Again this year, the Health Department organized a regional household hazardous waste collection day for five participating towns. The waste collection day was held on September 28, 2013. There were 822 households from New Milford that participated. The other participating towns (Brookfield, Sherman, Warren and Washington) paid their proportionate share of the total cost. The cost to the town of New Milford was \$17, 914.

The Health Department also coordinates and ensures provision for basic public health services to the community. These activities include reportable disease follow-up, conducting immunization clinics for such vaccine preventable diseases as influenza A, hepatitis B, and rabies in domestic animals and conducting clinics related to chronic disease control such as elevated cholesterol and high blood pressure.

*Town of New Milford  
Annual Report 13/14*

In regard to reportable diseases, there were one-hundred eighty-three cases of 23 different illnesses or laboratory findings reported by area physicians and medical laboratories. Twenty-nine percent (29%) of these reports were for sexually transmitted diseases, twenty-two percent (22%) were for tick-borne diseases and fourteen percent (14%) were for seasonal influenza.

Concerning seasonal influenza vaccinations, the New Milford Health Department works cooperatively with the New Milford Visiting Nurse Association (NMVNA) to promote and support influenza prevention and vaccination clinics. Between October 2013 and January 2014, the NMVNA organized and conducted several vaccination clinics in the community including a clinic for New Milford seniors. Pharmacies and other private providers continue to have greater involvement in administering influenza vaccinations, which has lessened the demand at public influenza clinics.

The Health Department continued to experience activity responding to incidents involving wildlife rabies. The Regional Animal Control Officer, Police Department and Health Department work cooperatively in responding to reports of cases of contact between humans and/or domestic animals and/or wildlife. Also each spring the Health Department organizes and conducts a low-cost rabies vaccination clinic in cooperation with local veterinarian, Raymond Maizel, DVM and the Connecticut Veterinary Medical Association. This year the rabies vaccination clinic was held on May 31, 2014.

During the year, the Health Department was awarded a federal preventive health block grant in the amount of \$4,836 to conduct a preventive health services program. This year the funding was used to conduct an unintentional injury prevention (or fall prevention) program for the elderly. The total number of participants in the program was fifteen (15).

The Health Department continued to contract services from the New Milford Visiting Nurse Association for a part-time nurse/health educator. The nurse is an integral part of the Health Department's operations and is responsible for conducting a number of important health promotion and disease prevention activities. Some of these include cardiovascular health programs, lead poisoning prevention education, Lyme disease education and reportable disease follow-up.

The Town of New Milford and the Town of Washington continued to carry out a health services agreement during fiscal year 2013 – 2014. As specified by this cooperative agreement, the Health Department performs environmental and public health services for the Town of Washington and the Town of Washington pays the Town of New Milford for these services.

During the year, the Health Department was also involved in activities related to public health emergency and response preparedness. New Milford has been designated as one of 41 public health mass dispensing regions in the State of Connecticut. The planning team has continued to develop plans and make preparations for mass dispensing operations for all residents of the region consisting of the towns of New Milford, New Fairfield, Sherman and Washington. Funding was made available in a personal service agreement (contract) with the Connecticut Department of Public Health. During the current funding year, which was from July 1, 2013 to June 30, 2014, the total contract amount was \$54,723. Some of the activities performed by the

*Town of New Milford  
Annual Report 13/14*

Health Department included continued development of local public health preparedness and response plans, purchasing supplies and equipment needed for emergency response, maintenance of a local health alert network (HAN), conducting local drills and exercises, participation in regional planning activities and attendance at emergency response training programs.

The Health Department budget for 2013 – 2014, excluding grant and other programs offset by income, was \$268,972. Also, \$26,505 was collected in fees during the year. Therefore the Town of New Milford funded Health Department activities in the amount of \$242,467 which is \$8.73 per capita.

**INLAND WETLANDS COMMISSION  
ANNUAL REPORT 2013-2014**

The Town of New Milford Inland Wetland and Watercourse Commission was established in 1988 to enforce Connecticut General Statutes and the Inland Wetland and Watercourse Regulations from the Code of the Town of New Milford. The purpose of the wetlands regulations is for the protection, preservation, maintenance and use of this natural resource endowed to the citizens of this community while allowing continued economic growth and development in an environmentally sound manner. The regulations offer a structured permit process to promote environmentally sensitive development, while preserving the natural indigenous character and functions of wetlands and watercourses from direct and indirect pollution and unnecessary land disturbance. The preservation of our natural resources, in particular the wetlands, watercourses and aquifer systems, is necessary for the health and well being of our community.

The Wetlands Commission consists of seven appointed members and three appointed alternates. Meetings are held the second Thursday of each month. The Inland Wetlands Commission reviews all applications for subdivisions and any application that proposes work within the regulated and upland review areas. In April 2010, the Wetlands Enforcement Officer, as the Inland Wetlands Commissions Duly Authorized Agent, began reviewing applications proposing minor projects with minimal impact to the regulated and upland review areas. The office staff is comprised of a full time Enforcement Officer, a Land Use Inspector and an Office Coordinator. Both the Land Use Inspector and Office Coordinator split their time between the Inland Wetlands and Zoning offices. The Land Use Inspector has been able to expedite signoffs for patrons and has also, in conjunction with the Wetlands Enforcement Officer, allowed for more prompt inspections and better service to the members of our community. The Zoning and Inland Wetlands office continue to collect and release all sedimentation and erosion control (S&E) bonds. Inspections are primarily preformed by the Land Use Inspector and follow-up paperwork is completed by the Office Coordinator. On July 1, 2013, the Land Use Inspector is now also splitting his/her time with the Planning and Aquifer Protection Offices. In January, 2009 the Zoning/Inland Wetlands Office Coordinator assumed responsibility for the processing of variance applications, preparation and follow-up of Board meetings as well as the daily office operations for the Zoning Board of Appeals.

During the 2013-2014 fiscal year, the Commission received for review 36 schedule A applications and conducted 6 public hearings. An additional 9 schedule B applications for as-of-right activities were also submitted. There were 16 applications reviewed by the Wetlands Enforcement Officer as the Duly Authorized Agent. 161 applications, not requiring individual permits, were reviewed by the Wetlands Enforcement Officer or Land Use Inspector for compliance. 7 notice of violations and 2 corrective orders for violations were issued, and the violations corrected. \$11,190.00 in significant activity fees, \$16,360.00 in permit fees and \$3,730.00 in applications not requiring individual permits fees, permit modifications, permit transfers and copies were collected.

As always, the Wetlands Commission will serve the community to the best of its ability.



**New Milford Public Library  
Annual Report  
Fiscal Year 2013-2014**

Mark P. Hasskarl, Library Director

**Mission**

As an essential part of the town, the New Milford Public Library empowers a strong community by promoting reading, basic literacy, and knowledge of 21<sup>st</sup>-century resources and information.

**Overview of FY 2013-2014**

**Cooperative Ventures**

The cooperative venture with New Milford Hospital continued last year. With hospital funding, the library provides New Milford library card holders in-library and remote access to Consumer Health Complete, a database offering consumer-based health information on many topics. Additional print resources are available in the Consumer Health Information Center (CHI).

**Budget**

The library budget for Fiscal Year 2013-2014 contained a decrease of 4.3%. The Materials and Supplies line-items were increased by 2.2%, but the Personnel lines were decreased by 8% through the elimination of the Reference and Information Services Librarian position. (However, the FY 2014-15 budget includes several dramatic and positive changes.)

**Library Use**

The library continued to be one of the busiest places in town. Despite having to close on Sunday afternoons as a result of budget cuts (Sunday hours will return in October 2014!), a loss of 128 hours or 4.6% of the library's annual operating hours, overall library use increased by 3.4%. In fact, hourly use of the library's services and programs increased by 8.5%. Library staff members completed 33,555 informational transactions. There were 695 library programs offered for adults, teens and children attended by 12,394 people. Based on CT State Library statistics, the New Milford Public Library compares very favorably to other Connecticut public libraries based on the most current available statistics (see last page).

**Departments**

**Children's Services – Sue Ford, Children's Services Librarian**

With a collection of over 44,000 items, the Children's/Young Adult Department encourages a lifetime of reading as it works with children from birth to twelfth grade, along with their parents, caretakers, teachers, and students studying fields that include children's services. Children came to us for a variety of services: story times, summer reading programs, reference and homework help, Internet and computer use. They checked out 120,041 DVDs, music on CDs, books on CD, eBooks and, of course, books for homework and recreational reading. They used our website more than 7, 320 times to access various databases for homework resources and practice tests, as well as TumbleBooks, National Geographic for Kids, and Mango Language.

*Town of New Milford  
Annual Report 13/14*

Our summer reading program theme for FY 2013-14 was “Dig into Reading,” with 598 children participating.

Last year we offered 534 programs for children from infants to 5<sup>th</sup> grade that were attended by 9,683 people. During a typical school-year week they included: Little Lap-Sitters (1-year-olds), Parent and Child programs (2-year-olds), Three-Year-Old Story Times, Story/Craft Times (4-, 5- and 6-year-olds), Preschool Film Programs, Three- & Four-Year-Old Monday Story Time, The Clue Crew, Lunch Bunch, Fun Time, and Boy’s Book Club.

For older children, we presented 90 programs with 1,796 in attendance. Weekly programs included the Stock Market Game, Book Buddies, Knit-Wits (an inter-generational group, ages 8 to 80+), the Anime Club, Tweens’ Creative Writing, Teens Creative Writing and Chess Club.

The Young Adult Council, an advisory group for the reading and programming needs of our 6<sup>th</sup>- to 9<sup>th</sup>-graders, as well as a volunteer group that helps us with programming for the younger patrons, met once a month with Young Adult Librarian Valerie Fisher during the school year. In addition to a Teen blog and a YA Facebook page, Mrs. Fisher also continued with the Anime and Manga Club, the Creative Writing Group and added “Pizza and a Movie.”

**Public Services – Sally Tornow, Public Services Librarian**

The Public Services Department encompassed several aspects of operation within the Library: Circulation, Collection Development, and Adult Programming. A dedicated staff of two full-time and thirteen part-time employees served 9,732 registered patrons during the 49 hours the Library was open each week. While charging items in and out was its most familiar function (with nearly 252,000 items checked out in 2013-14), Public Services staff also registered new patrons, answered readers’ advisory questions, processed requests, sent notices, managed the volunteers, created displays, assisted with technology questions, and oversaw the development of the adult fiction, audiovisual material, and large print collections.

The Department continued to purchase well-reviewed, popular, and newly requested fiction, large print, audiobooks, e-books and DVDs for the use of our adult patrons. Our e-book collection continued to grow and be used, having reached nearly 1,400 titles with 4,600 total check-outs.

Public Services also maintained the Adult Services Facebook and Twitter pages. An average of 5,123 people was reached by the library’s Facebook page each month, keeping them informed on an almost daily basis of the library’s activities.

Programming was an important part of Public Services because it offered instruction, entertainment, and the opportunity for community building. Over 2013-2014, the Public Services Department offered 105 programs, with an attendance of 807 people. Our programs covered an array of topics, including author talks, Medicare, history, handicrafts, general technology instruction, cultural education, and political forums, among many others. In addition, 501 patrons participated in our annual Adult Winter Reading Program, reading over 2,600 books. The library offered five different monthly book discussion groups, one of which is a coordinated

effort with the Senior Center. It also offered two monthly film screenings, one foreign film and one popular film.

### **Reference/Information Services – Mark Hasskarl**

The Adult Reference/Information Services Department, comprised of Amy Berkun, Erin Johnson and Gloria March, answered 23,744 patron questions during FY 2013-14. Of those transactions, 7,423 were research questions. The remaining 16,321 interactions consisted of non-reference assistance to patrons, such as help in using the catalogs, the Internet, various Microsoft programs, and reference materials.

The Department continued its collection development initiative to update both the nonfiction and reference materials. Weeding of outdated materials remained a major focus to ensure that accurate and timely information is available to our patrons.

Interlibrary loan continued to be a very busy part of library operations. Jody Hyman processed 11,445 requests from New Milford patrons and sent an additional 8,549 items from New Milford Public Library to other libraries in the state.

The computers in the Adult Reference area were used extensively throughout the year; and total use rose by 4.1% to 9,790. The individual laptop stations created in FY 2012-13 continued to be popular with patrons who brought their own laptops to the library.

### **Technical Services – Peggy Ganong, Library Technology Coordinator**

A large volume of processing of library materials and special projects has always been the distinguishing characteristic of this department, and last year was no different, keeping the department's two employees, Maryann Jackson and Leslie Schlemmer, extremely busy. Some of the highlights last year included:

- Because the FRIENDS no longer want our discarded books, Tech Services created an account with Better World Books as a means to discard our deleted books. Better World Books is a self-sustaining, for-profit social venture that funds literacy initiatives locally, nationally and globally by collecting library discards from nearly 3,100 libraries and unwanted textbooks from over 1,800 college campuses across the U.S. and Canada in support of non-profit literacy programs. BWB covers shipping costs, and the library receives and forwards to the FRIENDS 20% of any proceeds. In FY 13-14, we sent more than 5,000 books to BWB.
- Use of the VenMill disc cleaner continued not only to extend the life of our CD and DVD collections, but also to provide a fee-based service to patrons for cleaning of their personal discs. On average, 500 discs were cleaned per month.
- Last year the department ordered, received, catalogued and processed 11,700 new items, deleted 10,990 old items, repaired hundreds of damaged items, and performed maintenance tasks on the integrated library system, in addition to maintaining the library's serial collections.
- At the request of Sue Ford, the staff relabeled and changed computer records for more than 1,000 books to create a new Easy Reader category in the children's library.
- Maryann and Leslie both attended various meetings and webinars to stay up-to-date with emerging changes and trends in the Technical Services field.

**Technology – Peggy Ganong, Library Technology Coordinator**

The three main focuses of the Technology Department last year were: 1) to maintain and upgrade the existing computer hardware and software; 2) to continue our outreach to the community; and 3) to introduce new technologies that would be beneficial to our patrons.

We took a two-fold approach about the computer hardware and software: first, try to upgrade the existing equipment and services, and secondly to replace outdated equipment with new. Because Microsoft was no longer supporting its Windows XP operating system, we replaced it with Windows 7. Due to budget constraints, we could only replace our eleven public access PC's; the staff machines will be replaced this year.

Our goal of continued outreach to the community was achieved in the following ways: our quarterly NMPL Newsletter, in both print and electronic form; our redesigned web site ([www.newmilfordlibrary.org](http://www.newmilfordlibrary.org)); our electronic message board in the library; and Village Fair Days booth in July. We also added two more methods of getting our information out to the community: our new NMPL Blog and a mobile web site that patrons can access through their tablets and phones.

Our final focus was to find new, innovative technologies to enhance our patrons' library experience, and we have three new products that do just that. The first is a new, enhanced, and more powerful online calendar that offers information about library programs for adults, children and teens and is color-coded, available in calendar or list view, and searchable by several keywords. Another new product is the Library Document Station, a one-stop scanner/printer station where you can scan, print, save to a flash drive, fax or email documents and pictures. The only fees are for printing and faxing. Our final addition is Mobile Print, a service that allows you to print from your mobile device. Just go to our website and click on Mobile Print to submit print jobs from in the library or remotely from outside.

Peggy Ganong also attended 15 assorted workshops, webinars and workshops and became a member of four different technology groups in an attempt to stay current with newest technologies, products and trends.

*Town of New Milford  
Annual Report 13/14*

Below is a comparison of New Milford Public Library and CT public libraries statistics for the year 2012-13, the most recent available from the CT State Library. With the exceptions of “Reference Transactions” and “Program Expenditures,” New Milford's numbers were higher than the state’s public libraries’ average or median. For only \$36 per capita, New Milford residents received a very substantial return on the money they invested in their library.

<b>Connecticut's Public Libraries: A Statistical Profile, July 2013- June 2014</b>	<b>State Average or Median</b>	<b>New Milford Public Library</b>	<b>Activity Compared to State</b>
Library Visits per Capita Served	6.0	6.7	12%
Library Visits per Service Hour	40.9	67.5	65%
Transactions per Service Hours	6.7	8.7	30%
Reference Transactions per Capita Served	1.0	0.9	-10%
Total Circulation	83,792	292,188	249%
Total Circulation per Capita	8.6	10.5	22%
Circulation per Service hour	59	106	80%
Program Attendance per Capita Served	0.51	0.53	4%
Number of Children's Programs	210	460	119%
Children's Program Attendance	3,836	9,818	156%
Children's Program Attendance per Capita	0.32	0.35	9%
Number of Young Adult/Teen Programs	11	92	736%
Young Adult/Teen Program Attendance	146	1,579	982%
Number of Adult Programs	67	142	112%
Adult Program Attendance	1,230	2,933	138%
Total Number of Programs	329	728	121%
Total Program Attendance	6,609	14,779	124%
Program Expenditures per Capita Served	\$0.55	\$0.25	-55%
Interlibrary Loan: Total Borrow Requests	2,281	12,176	434%
Interlibrary Loan: Total Lend Requests	1,812	7,713	326%
Public Internet Computers	13	16	23%
Total Public Internet Computer Sessions	9,501	18,072	90%

**THE NEW MILFORD PARKS & RECREATION DEPARTMENT  
ANNUAL REPORT  
FISCAL YEAR 2013-2014**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of fiscal and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events, and programs that are of use to any and all segments of the population.

The New Milford Parks and Recreation Department is responsible for the care, management, maintenance and control of nineteen town park facilities totaling over 464 acres. The Department maintains and utilizes, for the benefit of the residents, the following locations: the Town Green, Lynn Deming Park, Andrew Gaylord Barnes Park, Carlson's Grove, Emmanuel Williamson Park, Baldwin Park, Addis Park, Clatter Valley Park, Young's Field, Canterbury Pond, Helen Marx Park, Pickett District Road Ball Fields, Sarah Noble Soccer Field, Sega Meadows, Northville Soccer Fields, New Creative Playground, Chappuis Park and the Nostrand Trail Park. Included in these park sites are: six little league fields, a beach on Candlewood Lake, two tennis courts, two basketball courts, four playgrounds, two boat ramps, two canoe/kayak portages, a marina, three fresh water ponds, access to the East Aspetuck River, access to the Housatonic River at five parks, three extensive trail systems, numerous picnic areas, five soccer fields, four softball fields, a bathhouse, five pavilions, an equipment garage, and other park amenities. In addition, programs and activities for all residents are held at the Maxx, New Milford Public School facilities, 47 Bridge Street, East Street School, Canterbury School (pool and ice skating rink), Shepaug Regional School System (pool), New Milford Sports Club, and summer playground programs held at Northville School, Hill and Plain School, and Schaghticoke Middle School. In addition, areas maintained by this Department include: the New Milford Police Department lawns, Building Maintenance lawn, the Town Hall, the New Milford Library grounds, Lanesville Fire Department lawns, John Pettibone softball fields, 47 Bridge Street, the Richmond Center grounds, the Railroad Street parking lot, Patriots Way, Rotary Park lawn, Gaylordsville School grounds, and downtown traffic islands, as well as garbage removal and snow removal along Bank Street, Church Street, Bridge Street, Main Street, the new sidewalks on Grove Street, Railroad Street, the Public Works Department, the former Community Center lot, The Maxx and all parks.

The Department also schedules year round recreational programs for all ages (well over 5,000 people participated in programs, leagues, and special events offered by the Department last year), controls the park use permit system, issues vehicle parking stickers, boat launch stickers, boat slip leasing, day passes, performs revenue collections, and manages the largest seasonal staff in New Milford (150+ employees).

- 316 campers at our Rec-On summer playground program (summer 13')
- 244 in our soccer programs (fall 13'-spring 14')

*Town of New Milford  
Annual Report 13/14*

- Over 1,040 in our Men's, Women's, and Co-Ed Adult Softball Leagues (fall 13'-spring 14')
- 421 in our aquatic programs
- 612 in our Fair Days 5K & 8-Mile Road Races (summer 12')
- Over 400 individuals participated in annual Easter Egg Hunt
- Over 2,000 participants at our Halloween Trunk or Treat Event

During fiscal year 2013-2014, the department experienced continued growth in program offerings. Among the improvements accomplished by the department to the parks and recreation leisure delivery system were the following:

- Purchased a new John Deere Tractor.
- Purchased new coring tine attachment for core aerator.
- Continued site plan and updated surveys for the Lynn Deming Park Improvement Project.
- Continued working with new program registration software & on-line registration.
- Implemented new program offerings such as Speed & Agility Training for Athletes, iTeach-Your Apple Device, Ballroom Dancing, Crafty Art for Kids, Jazz & Hip Hop, Ballet Princesses, For Tikes Only, Tikes Lacrosse, Jewelry Camp, Golf on the Green, Tap Dancing, Mommy & Me Swimming & Preschool Swimming.
- Led trips to Broadway, Radio City Christmas Spectacular, Radio City Hearts & Lights, Baseball Hall of Fame, Saratoga Racing, and a Red Sox vs. Orioles game.
- Installed new curbing in the parking lot behind the Town Hall.
- Made repairs to fencing at Young's Field Park.
- Installation of safety mulch at Young's Field, Carlson's Grove, Emmanuel Williamson Park & Creative Playground.
- Continued annual brush-hogging at Still Meadows, Sega Meadows Park, Clatter Valley Park, Carlson's Grove, Nostrand Trail & Andrew Gaylord Barnes Park.
- Repaired gravel driveways at Clatter Valley, Helen Marx Park, Sega Meadows Park & Creative Playground.
- Removed dead trees, branches and stumps at Helen Marx Park, Sarah Noble Soccer Field, Patriots Way, Carlson's Grove, Chappuis, Town Green, Sega Meadows and Lynn Deming Parks.
- Planted two red maple trees on the Town Green & a crab apple tree at Young's Field.
- Completed brush removal at the Richmond Center, Patriots Way, Pickett District Road Fields, Addis Park, Ray Ramsey Park, Conn's Pond, Police Department, Library, Patriots Way and Young' Field.
- Installed new signage at Lynn Deming and Sega Meadows Parks.
- Added additional park benches, grills, picnic tables, informational boxes, bike racks and bluebird & wood duck nesting boxes to Sega Meadows Park.
- Completed turf renovations at Young's Field and Town Green.
- Renovated one Little League Field at Helen Marx Park and one field at Pickett District Fields.
- Made repairs to dive, swim team and boat docks.
- Repaired and repainted lifeguard shack at Lynn Deming Park.

*Town of New Milford  
Annual Report 13/14*

- Repainted storage barn at Lynn Deming Park.
- Repainted the storage barn at Young's Field.
- Made repairs to boat launch at Lynn Deming Park.
- Repaired fishing dock at Sega Meadows Park.
- Completed welding repairs on boat slip docks at Lynn Deming Park.
- Repaired security and athletic field lighting at Lynn Deming and Young's Field Parks.
- Treated Conn's Pond for weed growth.
- Treated Sega Meadows Pond to control phragmites.
- Repaired irrigation system on the Town Green and Young's Field.
- Updated and moved backflow preventers on the Town Green.
- Aerated, re-seeded and fertilized Young's Field and Town Green
- Aerated Sarah Noble Soccer Field, Northville Soccer Fields, Pickett District Fields Clatter Valley, Helen Marx and Carlson's Grove Parks.
- Completed vandalism repairs at Young's Field, Town Green, Clatter Valley, Emmanuel Williamson, Sega Meadows, Sarah Noble, Lynn Deming, and Carlson's Grove Parks.
- Construction of new picnic tables and garbage receptacles.
- Painted and repaired picnic tables, garbage receptacles and park benches.
- Installed new park grills at Lynn Deming Park.
- Installed park benches at Clatter Valley Park.
- Hosted Dragon Boat Races at Lynn Deming Park.
- Assisted in the procurement and installation of bike racks around town.
- An Eagle Scouts completed the renovation of the Army Tank on the Town Green.

The Parks and Recreation Department accepted many wonderful donations on behalf of the Town to aid in park development and program enrichment including the following:

- Monetary donations for the 46th Annual 8 Mile Road Race & Village Fair Days 5K Road Race (summer 2013) totaled \$3,750.00 with sponsorship and support from New Milford Hospital, Union Savings Bank, Lillis Funeral Home, Webster Bank, Dr. Phillips & Lambert, Circle Asphalt and Candlewood Valley Pediatrics.
- Non-monetary donations for the 8 Mile and 5K Road Races were made by: the Greater New Milford Spectrum, Wal-Mart, National Peanut Board, Big Y, Stop and Shop, Redstar, Pepe's Pizza, Triple Springs Water, Stew Leonard's, Northville Market, H & H Taylor and Sons, Kimberly Clark, California Raisin Marketing Board, Road ID, Costco, New Milford Sports Club, All Aboard Pizza, ah Yoga & The Woodbridge Running Company.
- Received 500 baseball calendars from Goodsport Art.
- Received grant dollars from the Housatonic River Restoration Project for Sega Meadows Park (\$18,178.41.).
- Received a donation of two pieces of playground equipment worth \$50,000.00.
- Received a donation of \$800.00 from Arthur H. Howland & Associates for our annual Halloween Trunk or Treat event.



*Town of New Milford  
Annual Report 13/14*

- Received a donation of \$750.00 from Arthur H. Howland Associates for our annual Easter Egg Hunt.
- Collaborated and received assistance from many Town of New Milford departments, commissions, agencies, clubs and groups on many projects including, but not limited to: New Milford Chamber of Commerce, New Milford Fire Departments, Candlewood Lake Authority, New Milford Hospital, New Milford Ambulance, Commission on the Arts, Lions Club, Twilight Run, Underground Railroad, Police Department, Board of Education, Senior Center, IT Department, Public Works Department, New Milford Library, Zoning Department, Inland Wetlands Department, Building Department, Personnel Department, Mayor's Office, Planning Commission, Youth Agency, Health Department, Economic Development Department, Village Fair Days Committee, Village Center Organization, CERT, American Red Cross, United Way, Social Services Department, Animal Welfare, Relay for Life, Ousatonic Fish & Game, Garden Club of New Milford, NMYBBSB, New Milford Youth Lacrosse, New Milford Bulls, New Milford Saints, New Milford River Trail, Housatonic River Trail, Women's Club, MVP-SOS, CT DEP, Etc.
- The Parks & Recreation Department has received numerous contributions in the form of volunteerism from the citizens of New Milford.

Sticker sales for Lynn Deming Park (summer 13') totaled 942 resident vehicles passes, 178 resident day passes, 9 non-resident day passes, 96 boat launch passes and 83 boat slip rentals. Sticker sales, permit filing fees, concessions and vending totaled \$168,675.17 for 2013-2014. Park reservation issuance continued to increase significantly from 2012/2013 to 2013/2014. Land acquisition has resulted in greater responsibilities and planning for the next year. Revenues brought in from recreation programs and summer camp totaled \$352,368.13 for 2013-2014. These figures reflect the growth of the department, as well as the increasing needs of an up-surgng population.

Parks & Recreation locations and programming are more important to New Milford residents than ever before. The trend towards greater diversity in programming and opportunities for league play is increasing steadily. The Department is hampered by a lack of space in meeting these demands. As New Milford grows, so does its need for wholesome, creative recreational pursuits as well as facilities to provide these services. Land for new parks and preserved open space, and facility locale will become increasingly limited with time, while the need for further recreational space will increase.

With the growth of the department and facilities there comes a desperate need for additional Park Maintainers as well as a Recreational Programmer to offer additional programs.

The importance of recreation and leisure activities in the lives of the citizens of New Milford places an ever-increasing responsibility on the Department to maintain a high standard of program offerings and park sites developed in accordance with the needs of the people. As a Department we foresee the need for such items as the addition of a Recreation Programmer, an additional Park Maintainer, larger more efficient office space, field house/gymnasium, more playing fields (including lighted areas), a larger maintenance building, additional storage areas and most importantly an aquatic center. In the interim, we desperately need an air conditioning unit installed in the program room of the Parks & Recreation Building because class offerings

*Town of New Milford  
Annual Report 13/14*

are hampered during the summer months. One of the goals of the Department is to reach out to those citizens who, for reasons of health, age, economic situation, or disability feel isolated from the department and the services that we offer.

Parks, recreational facilities, and programs are vital to the quality of life, which makes New Milford a highly desirable location to live, work, and play. Residents, employers, and officials have worked hard to carefully nurture, plan for, and protect the quality of life in New Milford—a quality which must be maintained to adequately serve the needs of present and future residents.

**2013 - 2014 Park and Recreation Staff**

Daniel Calhoun	Director
Eleanor Covelli	Assistant Director
Kim Fitch	Secretary I
Lorraine McEntee	Secretary II
William Faure	Park Working Foreman
Blaze Tuz	Park Maintainer I
Eugene Davis	Park Maintainer II
Kevin Swanson	Park Maintainer II
David Martin	Park Maintainer II

**2013-2014 Parks and Recreation Commission Members**

Thomas Beecher	Chairperson
Susan Lamb	Vice-Chairperson
Shari Barron	Secretary
William Kamp	
Thomas Saunders	
Lisa Arasim	
Oscar Rasmussen	

**PERSONNEL DEPARTMENT**  
**2013 – 2014**

Human Resource Management mirrors the technical changes we see in our daily lives. A few years ago employees were recruited through print media and word of mouth. Today, we look to internet job sites as the most effective method. At the same time, employees look at technical information available on their tablet to educate themselves on state and federal labor law.

Much of our time is spent on training and employee wellness. Keeping our workforce healthy allows for improved productivity and enhanced morale. For example, sprain and strain prevention training can prevent expensive on the job injuries and claims. Accident investigation participants learn how to conduct comprehensive investigations and learn how to determine the root causes of accidents and develop accident prevention action. Direct supervisors are our first line of defense in what can be catastrophic to the individual and have huge financial impact on the Town. Our department constantly emphasizes better health through our Employee Assistance Program and Wellness Programs to lower medical claims. On the job injuries are monitored as are trends in our employee group insurance claims and prescription utilization. We anticipate our successes will compound going forward and benefit both the employees and the taxpayer.

**NEW MILFORD PLANNING COMMISSION  
July 1, 2013- June 30, 2014**

The New Milford Planning Commission and its Regulations became effective on September 20, 1958. The Regulations were adopted to promote and ensure the orderly development of land within the Town of New Milford so that land, when subdivided, can be used for building purposes without danger to health and safety and the general welfare of the Town.

The purpose of the Planning Commission is to consider the subdivision or re-subdivision of land as presented by an Applicant pursuant to Connecticut General Statutes and New Milford's Plan of Conservation and Development.

In accordance with State Statute the Planning Commission also provides recommendations on referrals for Municipal improvements known as an 8-24 Referral and revisions to the Zoning Regulations (text amendment) or a zone boundary (map amendment) known as an 8-3a Referral.

In addition to subdivision and re-subdivisions applications and 8-24 and 8-3a Referrals, the Planning Commission hears discussion of the following requests:

- Road Acceptance
- Bond Releases
- Conversion of Conditional Approval to Final Approvals
- Bond Reductions
- Extensions

The Planning Commission is also responsible for updating the Town's Plan of Conservation and Development (POCD) at least once every ten years and regularly reviewing and maintaining the POCD following the adoption of an update. The most recent update was completed in 2010.

The New Milford Planning Commission consists of five elected members and three appointed alternates. Elected members serve four-year terms and appointed alternates serve two-year terms. A Chairman, Vice Chairman and Secretary are elected to serve for one year at an annual organizational meeting. Regular meetings are held once a month on the first Thursday of each month. Special meetings are scheduled accordingly.

As of July 1, 2013, the planning office is staffed by the Land Use Inspector who fulfills the duties of Office Coordinator and the Land Use Supervisor who is also the Zoning Enforcement Officer. The Land Use Inspector splits her time between the Zoning, Inland Wetlands, Planning and Aquifer Protection offices. There is also a paid Recording Secretary who is responsible for taking the minutes at each meeting.

Between July 1, 2013 and June 30, 2014 the Planning Commission agenda included the following:

- 1 Subdivision Application
- 2 Re-subdivision Applications
- 2 8-24 Referrals
- 16 8-3a Referrals
- 2 Extension Requests

**Annual Report  
2013 - 2014  
Shawn M. Boyne, Chief of Police**

On behalf of the men and women of the New Milford Police Department, it is my distinct pleasure to present to you our 2013 -2014 Annual Report. I would like to extend our thanks and appreciation to Mayor Patricia Murphy, the members of the Town Council, the Board of Finance and you, the citizens of New Milford, for your continued support of our agency. Without your strong support, it would be impossible for us to accomplish our mission to provide the highest level of professional police services to this community.

I am proud of the commitment of the men and women of the New Milford Police Department and would like to share with you some of our accomplishments. The Command staff consistently strives to identify ways to improve service, increase efficiency and provide the best protection to the residents of New Milford Police.

I am committed to secure a strong ethical standard for our officers, in addition to establishing clear and realistic goals with a vision for the future.

The department has aggressively pursued efforts to fill several vacancies created by attrition. During this period the department has welcomed eight new officers. Officers Guy Scarcella, Dru Sin, Nick Ardizzone, Chris Shaw, and Matthew Dietz. Officer Charles Cochran and Officer Tom Kenney joined the ranks during this report period from recent retirements from the Hartford and Winchester Police departments. I am looking forward to the graduation (9/14) of two recruits presently in training at the Police Academy, Recruit Chris Hayes and Recruit Mike Ward.

As the Chief, I would like to extend my gratitude to Sergeant Mark Blanchette, Detective Peter DeLouis, Detective James Mullin and Officer Kevin O'Neill who retired during the year as well as Stephan Adamcik who returned to active service in the United States Army, after their dedicated years of service to our town.

We continue our efforts to strengthen the partnership with the community that is ever so important to success of making our town safe for our children and families. We have improved our department website ([www.newmilfordpolice.org](http://www.newmilfordpolice.org)) recognizing the importance of effective communication with our community and the vital role it plays in accomplishing our mission. The site offers insight into the many services we provide to the town of New Milford and it provides a direct link to our department for the public to share their views which is as equally important for us to meet our goals and deliver the optimum level of service. I encourage you to visit the site and share your input.

The department continues to serve the community "beyond the badge". The dive team assisted the Rotary again this year at its annual Duck Race. The team will be providing service at annual Dragon Boat Race on Candlewood Lake this year. Both sworn and civilian members of the department participated in a number of Toy Drives during the holiday season during the "Stuff a Cruiser" campaign. Your donations made the efforts a great success.

*Town of New Milford  
Annual Report 13/14*

During this report period, the New Milford Police Department answered 43,0745 calls for service up from 30,833 from last year, an increase of 12,241.

CALLS FOR SERVICE

	2012-2013	2013-2014
ALARMS	1,899	1,893
ASSAULT	57	49
BURGLARY	65	54
ROBBERY	3	2
MOTOR VEHICLE ACCIDENTS	1,097	1,129
VANDALISM	280	218
DISTURBANCES	1,166	902
DOMESTIC VIOLENCE	244	205
DUI	134	81
FOLLOW UP INVESTIGATIONS	1,833	2,541
LARCENY	1,037	261
MEDICAL ASSISTS	2,160	1,009
MOTOR VEHICLE COMPLAINTS	890	972
NARCOTIC INVESTIGATIONS	29	53
PUBLIC ASSISTANCE	1,838	1,330
RADAR / TRAFFIC ASSIGN.	3,400	4,357
SUSPICIOUS PERSONS	1,039	941
MICELLANEOUS SERVICES	<u>13,662</u>	<u>17,107</u>

Overall the Department’s primary calls for service volume decreased by approximately 7 percent however our overall calls for police services increased approximately 28 percent. This can be directly attributed to the increased patrol details and assignments efficiently exercising available resources based comprehensive statistical analysis of existing department data identifying existing trends that often require police service and either deterring such activity by enforcement initiatives, public education or community partnerships.

We continue assignments of department personnel with the Connecticut State Police Statewide Narcotics Task Force. This has afforded the additional level of resources necessary to aggressively combat the ever growing drug abuse problem that plagues our society. In addition, NMPD’s commitment to the Task Force has proven rewarding, not only an increase in narcotic related arrests, but approximately \$81,000.00 in drug asset forfeiture assisting the purchase of desperately needed equipment and vehicles at no cost to the tax payers.

During the report period, the New Milford Police Department was afforded the opportunity to assign an investigator to the Connecticut State Police Internet Crime Control Task. This

*Town of New Milford  
Annual Report 13/14*

assignment brings state of the art cybercrime investigative techniques and resources into our police department.

One of the priorities over the past several months has been attention to training. Numerous officers have been afforded advanced training opportunities, not only in the routine areas of law enforcement but in areas that are the future of the agency. The department will continue to build towards the future by recognizing the need to build a leadership foundation and professional development in all areas.

The department saw the completion of new Emergency Communication System overseen by Lieutenant William Scribner. The system provides optimum interactive radio communication availability to our Fire, Ambulance, Public Works and Police. The project was completed six weeks ahead of schedule and \$158,000.00 under budget.

I would like to thank the men and women of the agency for their dedicated service. I feel our commitment to date has improved the public perception and awareness of the New Milford Residents the mission and goals of their police department. As a community interactive agency, perception of the department and its officers has improved (Media, Community Outreach, Foot Patrols, Bicycle Patrols, Community Enhancement Unit and Department Command Staff out on the street). Supervisors are out on patrol providing direct supervision and have a police presence in the community.

The department has taken on an “open door” media relations approach. Lieutenant Larry Ash has created a positive working relationship with the media and is seeing more positive reporting. This benefits the department and the community. It maintains higher level information available to the public on a regular basis.

The Command Staff’s efforts to improve the agency and service to the community are ongoing. My staff and I are committed to the betterment of the department and ability to serve the residents of the town of New Milford. I will continue my efforts to provide our community with police department we all can be proud of and depend on. To provide not only the quality of service that is to be expected, but the quality of service the residents of New Milford and our visitors deserve.

**ANNUAL REPORT**  
**NEW MILFORD PUBLIC WORKS DEPARTMENT**  
**2013-2014 FISCAL YEAR**

The Public Works Department is responsible for the maintenance, repair and plowing of more than 200 miles of town-maintained roads, 46 Bridges (over 20 feet), maintenance and replacement of over 70 pieces of rolling stock, the cleaning and repairing of storm sewers, cleaning and upkeep of all town buildings, and recycling and transfer station operations. Our services range from custodial duties to renovation projects including full carpentry, plumbing, and electrical trade services; from paving and drainage operations to snow plowing and ice control; from routine vehicle maintenance to welding and fabrication services; from plan review to full engineering design. Our customers include the public at large but in particular our taxpaying residents, town department staff, land use commissions, volunteer organizations, and other elected and/or appointed committees.

**Mission:** The Department of Public Works strives to provide top quality, professional, effective, and timely services to residents and business customers. We do this by focusing on relationships with ourselves and our customers, and on customer service and satisfaction, thus improving our image and maintaining the community's trust. We support and enhance a high quality of life for the Town's residents, businesses and visitors by providing well planned, environmentally sensitive, cost effective infrastructure and services to promote public health, personal safety, transportation, economic growth and civic vitality.

The following report details work done by the various departments, for the fiscal year from July 1, 2013 to June 30, 2014. The report is broken down into the various divisions – Administrative, Engineering, Highway, Facility Maintenance, and Recycling so that each function can be adequately explained:

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**GENERAL**

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***Administrative:***

The departments' administrative staff includes a director, administrative assistant to the director, a public works secretary, and a data entry clerk. The administrative staff provides all the support functions, including human resources, budgetary and financial accounting, customer service routing and tracking, grant writing, permit tracking, and other clerical duties as needed, to the various divisions comprising Public Works: Engineering, Highway & Vehicle Maintenance, Facilities Maintenance, and Recycling. This department has also maintained the website pages, including forms and up to date road information for all departments under Public Works.

***Engineering:***

The Engineering Department consists of a Town Engineer, Assistant Town Engineer, and Road Construction Supervisor. Engineering staff plan highway construction projects, bridge renovation and replacement projects, conduct plan reviews for the various land use departments, and oversee driveway and subdivision road construction activities.



***Highway & Vehicle Maintenance:***

The Highway Department is comprised of a superintendent, highway foreman, working highway foreman and 31 highway maintenance personnel including a vehicle maintenance supervisor and four vehicle maintenance personnel. The Public Works Department owns 24 dump trucks, five small trucks, two front loaders, two graders, two backhoes, five pick up trucks, a van, an excavator, a paver, a 10 and 5 ton roller, a catch-basin cleaner, three sweepers, and various other tractors and small equipment. In addition we maintain more than 15 vehicles and pieces of equipment for other town departments and agencies.

***Recycling:***

The Town of New Milford opened the first Recycling Center in the area more than 20 years ago, and the center is now staffed with two people and recycling has expanded to include acceptance of all mandatory recyclables as well as bulky waste, household trash, metal, tires, waste oil and office paper. The E-Waste (*Computers and televisions are only part of the consumer electronics waste stream which also includes VCRs, radios, cell phones, and small appliances and collectively, they are referred to as electronic waste, or "e-waste"*) and Single Stream (*Collection system where recyclables are fully commingled, mixing fiber (papers) and containers (glass bottles, metal cans and plastic containers)*) have completely changed the way and types of recyclables accepted and since the Center now owns many of its containers the costs have decreased significantly.

***Facility Maintenance:***

This department consists of a staff of nine and is responsible for routine and custodial maintenance as well as preventative work to all Town buildings that include: Police Station, Town Hall, Library, Railroad station, Teen Center, Richmond Center, 533 Danbury Road and 7 Public Works buildings. FM also handles all downtown decorative streetlights that now number more than 200. Staffing includes: a trade licensed manager, a senior technician, two skilled technicians and five custodial staff.

***Customer Service:***

Public Works receives many requests from the public, one of its customers. The requests this year approximately numbered 1267 and are not fully representative of all phone calls received at Public Works, but the ones that merit logging into the Customer Service Request (CSR) database. Frequently the department receives "informational" calls that do not merit logging into the database but do, however, require some time from the administrative personnel.

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**ENGINEERING**

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The Engineering Department is responsible for the design and/or implementation of municipal projects including the construction of buildings, roads, bridges, and stormwater drainage facilities. Engineering is also responsible for land use reviews for the various Town commissions. The Engineering department processes all permits for Town right-of-way use, including driveways, road use, and excavation permits that impact the flow of traffic in Town. A total of 149 Right of Way permits were issued and subsequently inspected and processed by the department in the FY 2013-2014. The Engineering department responded to 855 work orders

*Town of New Milford  
Annual Report 13/14*

(from the database) that encompassed approximately \$7,000,000 in work including: labor, engineering, material and equipment including Capital projects.

The Engineering and administrative staff recognized the pending reduction in Capital funding for many of our projects. To replace budgetary monies that were not forthcoming, we applied for and received several grants. This department also had enough projects ready to obtain Federal Government stimulus money awarded to the state. The table below shows the grants currently not completed. Many man hours from these two departments went into the preparation and design of these applications. Continued funding from outside sources has progressed into the next fiscal year as well. Sustained man hours from these departments for the management of the many approved grants reach into the thousands of hours.

	Grant Title	Description	Agency Applied to / Grant Type	Estimated Dollar Value		STATUS as of June 30, 2013
				Grant	Total Project	
4	Aspetuck Ridge Road (southern end) Bridge	Design and Engineering Services for Bridge 05655	CT DOT Federal Local Bridge Program 95-245	\$192,000.00	\$240,000.00	Under contract w/ CTDOT - In final design 90% complete, apply for FMC and permits and finalize design based on DOT comments
5	Mill Street Bridge	Design and Engineering Services for Bridge 05314	CT DOT Federal Local Bridge Program 95-248	\$192,000.00	\$240,000.00	Under contract w/ CTDOT Dewberry selected as Consultant Negotiated scope and fee, signed contract March 2013 Notice to Proceed issued Project in preliminary design
9	Young's Field Park Riverwalk & Greenway	Expand and develop approximately 0.5 mile stretch to re-establish natural vegetation, floating docks for fishing, and redesign parking area.	DEP - Trustee Sub Council for Connecticut Housatonic River Basin Natural Resources Restoration Project	\$180,000.00	\$281,000.00	AWARDED - Waiting for contract w/ Trustee Sub Council (expected 2012) Contract signed Sept 2012 Kick off/organizational meetings held in fall of 2013 Project design initiated in the spring of 2014
20	Bridge Street Sidewalk and Safety Improvements (not awarded 2010) REAPPLIED 2011 (not awarded 2011) REAPPLIED FY 2014	Engineering design and construction of approximately 800 feet of sidewalk and curbing on Bridge St.	OPM - STEAP	\$250,000.00	same	Submitted June 2011 - Under Review Not awarded Reapplied November 2013
21	Transportation Management Plan (Downtown New Milford)	Study and determine downtown traffic patterns and solutions to help alleviate congestion	OPM - STEAP	\$80,000.00	same	RFP sent out in March 2012 Awarded to Fitzgerald & Halliday in July 2012 Public meeting held May 2013 Draft report due Aug. 2013
22	Century Brass Mill Demolition Survey	Prepare and in depth opinion of probable demolition cost and site remediation. Cost opinion should include any salvage value of the building (i.e. scrap metal) and removal and disposal of the concrete slab	DECD	\$60,000.00	same	Tighe & Bond will continue to provide professional services for this project Demolition estimate provided More detail on demo process and scope still needed.
23	Wellsville Ave Bridge	Design and Engineering Services for Bridge 04258	CT DOT -State Local Bridge Program 95-xxx (not assigned yet)	\$309,797.71	\$989,314.00	Commitment letter from CTDOT issued July 2012 - signed Aug 2012 Town's share for design funded in FY 2013-14 budget

Engineering performed a considerable number of land use reviews that required hundreds of man hours. Land use reviews incorporate site plan review, traffic studies, engineering meetings, site walks and inspections, photo documentation and any other research necessary to provide current up to date standards to the requesting commission. An average review consists of at least 25-30 engineering hours if there is no complexity involved but that is not typical. Several land use reviews this year were complex with multiple outside engineers changing per review and many scope changes resulting in numerous meetings for each difficult review.

*Town of New Milford  
Annual Report 13/14*

Internally, Engineering worked to produce GIS maps for Town property, Town parks, and Town buildings and for stimulus projects. Bleachery Dam and Reservoir #4 safety repairs are handled by this department contractually.

Capital road projects that were completed this fiscal year include Sullivan Road 2, Long Mountain Road 1 and 2, Aspetuck Avenue, Elm Street and Elm Street Extension rehabilitation. We started the operating capital reconstruction of Russelling Ridge and Cathryn Street also. Plans for three additional capital road reconstructions in the 2014/2015 year were prepared also.

There was an additional emphasis placed on pavement preservation and during the 2013/2014 year 12 miles of crack sealing was completed, 14.3 miles of chip seal and the complete reconstruction of 3.4 miles out of 181.53 paved roads.

A summary of various levels of progress on the eight active bridge projects are as follows:

- *Aspetuck Ridge Road Bridge (North end)* - This total bridge replacement project was bid on September 26, 2013 and awarded on December 30, 2013. The contractor was given Notice to Proceed on April 1, 2014 and construction was initiated. Construction on this project is expected to be complete in the fall of 2014.
- *Aspetuck Ridge Road Bridge (South end)* – This complete bridge superstructure replacement and abutment rehabilitation project is currently in Final Design status. Permits have been applied for and start of construction is expected to occur in the spring of 2015.
- *Riverview Road Bridge* – This total bridge replacement project was bid on March 6, 2014 and awarded on April 11, 2014. The contractor was authorized to begin work on April 22, 2014. Although a short delay was encountered due to utility relocation conflicts, this project is still expected to be substantially complete in the fall of 2014.
- *Mill Street Bridge* – The design consultant has initiated work and the status of the project has reached Preliminary Design.
- *Wellsville Avenue Bridge* – A design consultant was selected for this bridge rehabilitation/replacement project and the design contract was awarded on October 7, 2014. Although this project is currently in the State Local Bridge Program, an application was submitted for funding under the new State LOTCIP program. Acceptance into this program would be beneficial to the Town since the grant would pay for 100% of construction cost. It is anticipated that acceptance

into this program will occur in the summer of 2014. This project is currently in Final Design and start of construction is expected to occur in the spring of 2015.

- *Merryall Road Bridge* - Town funds were approved with the FY 14-15 budget to finance the Town's share of this bridge rehabilitation/replacement project. Initial work was completed regarding the selection of a design consultant. It is expected that a contract will be signed and design started in the fall of 2014.
- *Gaylord Road Bridge* – An application was submitted for funding for this bridge rehabilitation/replacement project under the State Local Bridge Program FY 2015. It is anticipated that the Town will receive a Commitment to Fund notification in the summer of 2014.
- *Mud Pond Road* – An application was submitted for funding for this bridge rehabilitation/replacement project under the State Local Bridge Program FY 2015. It is anticipated that the Town will receive a Commitment to Fund notification in the summer of 2014.

The Engineering division continues to partner with the Connecticut Technology Transfer Center, CASHO and APWA for continuing education and implementation of best management practices in Public Works.

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## **HIGHWAY**

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The Highway Department is responsible for the maintenance, drainage and snow plowing for all 181.53 miles of paved roads and 26.71 miles of gravel roads throughout Town. Besides the obvious basics of paving and plowing the Highway department: cleans catch basins, sprays guide rails for weed control, repairs guide rails, sweeps, grades gravel roads, maintains drainage, plants trees, clears downed trees and branches, installs drainage, repairs and conducts preventative maintenance on Town vehicles, installs flags, beaver dam removal, installs and replaces signs, line stripes, patches potholes, fixes and installs curbing, responds to CSR's [788 this year], rakes, seeds and hays new drainage installations, and mows roadsides, just to name a few daily jobs. In addition to the routine maintenance and snowplowing, the department responds to off hours emergencies. Most of these off hour emergencies are for fallen trees, black ice and vehicle accident clean ups.

The Highway department had to content with an above average winter with 22 storms. Many of these storms were slow moving, requiring the overnight presence of the highway department to keep the roads open. For the first time the supply of salt was cut and the department had to use straight sand near the end of the season. This dramatically impacted the snow and ice operation, and created more sweeping work for the spring season.

The following chart shows the expenses incurred by the gravel roads in New Milford-all 26+ miles:

Work Order 3281-Grading Gravel Roads FY 13-14	
Labor Cost Actual (w/o fringe)	\$69,816.70
Labor Hours	2,957.50
Equipment Cost Actual	\$156,088.25
Material Cost Actual	\$67,150.97
<b>Total Cost Actual</b>	<b>\$293,182.92</b>

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### **BUILDING MAINTENANCE / CUSTODIAL**

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The Building Maintenance Department is responsible for the day-to-day custodial responsibilities in all Town buildings. The day-to-day custodial activities include: cleaning, repairs, carpet, lights, department projects/requests and painting of all offices in the Town. In addition to these projects the Facilities department was also responsible for the recent upgrade to LED decorative street lights for our downtown area. Facilities Maintenance also has the customer service request system based on the internal requests of Town employees and the needs of the offices and responded to ~200 work orders. Many of the technical projects are ongoing and are scheduled accordingly as manpower allows. Our list of maintenance and projects grows every year. The FM Manager also is responsible for the Energy consumption of the Town buildings and continues researching and implementing new lighting, HVAC and electrical facilities in order to reduce spending. The following lists are a partial maintenance and capital repair program that was completed this fiscal year 2013-2014.

- Annual & Re-occurring Maintenance Program items
- Carpet, hardwood and vinyl tile cleaning
- 47 Bridge-IT generator project
- 20 Young's Field renovation for FM new home – Finally Complete 😊
- Designed and fabricated Kiosk for the New E. V. Charge station on green
- Streetlight maintenance program
- Police department Roof Ice Melt system
- PWs overhead auto door openers
- Library Upgrade rear Entrance

- Goodman House Replacement Front Door system (Energy reductions)
- Goodman House soffit repair and paint
- PWDs main office re-organization
- Library HVAC upgrade, pipe and duct insulation
- Maxx Front Room New Flooring system
- PD attic insulation improvement
- PD dispatch center and associated extras
- Goodman House – Exterior Windows and Painting

FM has a back log of work requests that average approximately 127-149 per year that continue to roll over if unable to be finalized or funded.

The items on the next column are still Works in Progress that are continuing into the next fiscal year:

- Gaylord schoolhouse-septic system exposure
- Gaylord schoolhouse yard work
- Painting program under way at TH, 47 Bridge, Senior Center and PD
- PWD security upgrades
- Street light cleaning and lens change out
- Energy savings program throughout Town buildings

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## **RECYCLING**

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The center has seen an increase in usage, again probably due to the economy, but has managed to reduce the net loss of the center for the year. The ownership of containers and compactors has significantly reduced the costs of hauling MSW, bulky and single stream. The savings seen are a combination of lower fees and less haul fees because of more waste being generated for each removal. Single stream has been very successful and the Center added another container for this purpose.

Below is a data table outlining the basic costs and tonnages received at the Center this fiscal year 2013-2014:

Town of New Milford  
Annual Report 2013 - 2014

Tons/Month						
Month	SS	\$/Ton	BW	\$/Ton	MSW	\$/Ton
JAN	45.34	\$ 453.40	39.02	\$ 3,511.23	46.48	\$ 4,103.48
FEB	34.95	\$ 485.50	23.89	\$ 2,066.48	34.76	\$ 3,112.46
MAR	52.31	\$ 659.10	31.74	\$ 2,745.51	37.19	\$ 3,321.77
APRIL	46.05	\$ 596.50	65.03	\$ 5,625.10	37.19	\$ 3,321.77
MAY	55.42	\$ 699.20	67.93	\$ 5,875.95	50.01	\$ 4,456.85
JUNE	47.69	\$ 621.90	52.55	\$ 4,545.57	42.8	\$ 3,840.97
JULY	56.77	\$ 703.70	61.56	\$ 5,324.94	45.62	\$ 3,997.60
AUG	50.8	\$ 644.00	65.53	\$ 5,717.84	50.63	\$ 4,420.70
SEPT	49.48	\$ 630.80	51.29	\$ 4,436.58	40.7	\$ 3,582.12
OCT	48.47	\$ 620.70	42.04	\$ 3,772.46	37.81	\$ 3,338.05
NOV	45.57	\$ 591.70	49.18	\$ 4,254.07	45.28	\$ 3,968.90
DEC	58.37	\$ 719.70	31.67	\$ 2,875.45	37.8	\$ 3,337.21
<b>TOTALSFY</b>	591.22	\$ 7,426.20	581.43	\$ 50,751.18	506.27	\$ 44,801.88
<b>TOTAL \$FY13-14</b>						<b>\$ 102,979.26</b>

The center has seen an increase in usage for Bulky Waste and Municipal Solid Waste while costs have decreases slightly. Last FY reported a combined total usage fees of \$126,162.77 compared to the \$98,646.17 shown above. This is the second year with depreciation in costs to run the center since the renovations. This year's revenue for just household trash was \$93,389. A breakdown of other recycling items follows:

Bags MSW	Appliances	Freon Units	Tires	Tanks
NM =31887 SH&BFD = 5212	102	343	190	55

Scrap metal revenue showed an increase reflecting the markets and the new E-Waste market:

<b>Scrap Metal Revenue = \$44,057.68</b>
<b>E-Waste Revenue = \$4198.23</b>

Recycling saw a decrease in revenue from used batteries:

<b>Battery Total FY 13-14</b>	<b>\$522.68</b>	<b>2413 lbs</b>
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*Town of New Milford  
Annual Report 2013 - 2014*

There were approximately 797 paying stickers issued for access to the Center for New Milford residents resulting in revenue of \$15,940 out of a total of 1382 stickers. Sherman and Brookfield residents obtain a sticker from their Town Hall.

Below is a data table outlining the basic costs and tonnages received at the Center this fiscal year 2012-2013:

Month	Tons/Month					
	SS	\$\$/Ton	BW	\$\$/Ton	MSW	\$\$/Ton
JAN	54.79	\$1,561.52	37.66	\$3,257.59	43.75	\$3,694.25
FEB	34.41	\$344.10	18.85	\$1,630.53	43.56	\$3,678.21
MAR	47.4	\$474.00	35.2	\$3,044.80	39.91	\$3,370.00
APRIL	48.8	\$488.00	58.42	\$5,053.33	39.75	\$3,356.49
MAY	57.81	\$578.10	64.61	\$5,588.77	40.77	\$3,442.62
JUNE	48.46	\$484.60	62.74	\$5,427.01	52.23	\$4,410.30
JULY	48.71	\$487.10	66.93	\$5,689.05	34.66	\$3,657.50
AUG	55.8	\$558.00	62.52	\$5,314.20	45.16	\$3,641.62
SEPT	45.8	\$458.00	44.77	\$3,805.45	55.07	\$3,336.48
OCT	53.12	\$531.20	55.32	\$4,702.20	40.6	\$3,323.10
NOV	53.09	\$530.90	60.17	\$5,114.45	28.15	\$3,408.37
DEC	45.71	\$457.10	35.55	\$3,075.08	42.48	\$4,366.43
<b>TOTALSFY</b>	593.9	\$6,952.62	602.74	\$51,702.45	506.09	\$39,991.11
<b>TOTAL \$FY12-13</b>						<b>\$98,646.17</b>

The center has seen an increase in usage for Bulky Waste and Municipal Solid Waste while costs have decreases slightly. Last FY reported a combined total usage fees of \$126,162.77 compared to the \$98,646.17 shown above. This is the second year with depreciation in costs to run the center since the renovations. This year's revenue for just household trash was \$93,389. A breakdown of other recycling items follows:

Bags MSW	Appliances	Freon Units	Tires	Tanks
32844	103	277	142	29

Scrap metal revenue showed a decrease reflecting the markets: \$38,434.61

Recycling also saw an increase in revenue from used batteries: 3143 lbs for \$707.58

There were approximately 1410 paying stickers issued for access to the Center for New Milford residents resulting in revenue of \$23,571 out of a total of 2259 stickers. Sherman and Brookfield residents obtain a sticker from their Town Hall.



## **Registrar of Voters Annual Town Report 2013/2014**

The Registrar of Voters Office (ROV) is located in the lower level of Town Hall. There is a Republican Registrar and Deputy Republican Registrar, and a Democratic Registrar and Deputy Democratic Registrar. Although each major party is represented, the ROV's serve to help any and all citizens of New Milford, regardless of party affiliation or non-affiliation. The office is officially open every Tuesday afternoon, but because of the work that is required, and the fact that we are lucky enough to have two town employees already working in Town Hall, the ROV office is available almost full time each week to handle calls and walk-ins.

The Registrars maintain a list of all voters in the Town of New Milford and constantly update their records both in the Secretary of the State's (SOTS) Election Division computer system and the individual voter registration cards filled out by the resident voters. With the help of the State Department of Motor Vehicles, the office is informed of voters that have changed their address within New Milford, that have moved out of New Milford as well as notifications from other states for those who have relocated. The ROV office also removes voters from the voter rolls who have died and also people that have committed a felony upon notification from the state. They also work closely with the Town Clerk's office in regard to Absentee Voters, ordering necessary materials (ballots, etc.), keeping all the necessary documentation and the recording of such. The Registrars Office would like to recognize and thank the Town Clerk's office for all the help and professionalism that they constantly afford.

The Registrars conduct an annual canvass. This is done by reviewing and updating voting lists based on information received from the National Address system and this information is maintained for four (4) years. This canvass consists of a mailing to voters that may have moved within the town or have relocated elsewhere within the state and also out of state.

They also attend all town meetings and are prepared to take a count in case a vote should be taken, attend Spring and Fall conferences sponsored by the Secretary of State (and county seminars when requested), attend courses to learn and teach others on all of the new practices or procedures SOTS has put into effect and laws enacted by the State legislature this year, make themselves available to the public when required to accept petitions, conduct Poll Workers training sessions prior to Primary and General Elections, conduct tests to insure the integrity of all voting machines and telecommunications prior to each referendum and election conducted, and prepare an annual budget.

Yearly, the Registrars attend a special year-end session at the New Milford High School for the purpose of registering new voters who are either 18 or are 17 and will be 18 by the time the General Election is conducted. These new voters are read the oath and get sworn in. This year we are happy to report that 136 high school seniors registered.

*Town of New Milford  
Annual Report 2013 - 2014*

Registrar's records show a total voting population of 17752 as of 7/1/14. The breakdown is as follows:

DEMOCRATS = 4166  
REPUBLICANS = 4748  
UNAFFILIATED = 8602  
OTHER = 236

During each fiscal year, the Registrars conduct a Budget Referendum, a Primary (if necessary) and a General Election and are prepared to conduct other referendums. After each election/referendum, the Registrars update their records that are linked to the Secretary of the State's Election Division computers with every resident who voted and file their report with accompanying documentation with the Town Clerk. To conduct these elections, the ROV's office prepares Master Voting lists for their office and for each political party, prepare voting lists for each voting district, hire approximately seventy (70) people as Poll Workers, prepare pay slips, and arrange for the polling places to be clean and available.

The Election Day Registration was in effect for the November 5, 2013 Municipal Election. We had 9 voters who registered and voted on Election Day.

Marcel Grenier, Democratic Registrar  
Barbara Payne, Democratic Dep. Registrar

Robert Driscoll Republican Registrar  
Eleanor Florio, Republican Dep. Registrar

Registrar's records show a total voting population of 20,468 as of July 03, 2013. The breakdown is as follows:

DEMOCRATS = 4,740 REPUBLICANS = 5,466 UNAFFILIATED = 10,011 OTHER = 167

During each fiscal year, the Registrars conduct a Budget Referendum, a Primary (if necessary) and a General Election and are prepared to conduct other referendums as needed. After each election/referendum, the Registrars update their records which are linked to the Secretary of the State's Election Division computers with every resident who voted and file their report with accompanying documentation with the Town Clerk. To conduct these elections, the ROV's office prepares Master Voting lists for their office and for each political party, prepares voting lists for each voting district, hires approximately seventy (70) people as Poll Workers, prepares pay slips and arranges for the polling places to be clean and available.

The Registrars are currently formulating plans to implement the Election Day Registration (EDR) that went into effect on July 1, 2013. The first election to use this policy will be on November 5, 2013 for the municipal election.

**NEW MILFORD SENIOR CENTER  
2013 –2014 ANNUAL REPORT**

***The Commission on Aging:*** established in 1973 to study the local needs of the aged and to create, coordinate and foster programs to promote the health, education, welfare, independence, and the wellbeing of Seniors in the Town of New Milford. There are **5,093** individuals over 60 years of age in New Milford (2010 census); and **2,800** individuals were served by the Center.

**SENIOR SERVICES COUNSELORS**

The role of the Senior Services Counselors is to maintain a body of information on issues of importance to elders, to help access programs, advocate and resolve problems. The statistics for the 2013-14 fiscal year indicate that the counselors served about **1,000** persons providing close to **4,000 units of service**. This was about the same as last year. In the past fiscal year, energy assistance topped the list of services provided for the first time in the history of the Senior Center, with around **800 units** of service captured. This was likely due to the long cold winter and higher fuel prices. The second most units of service performed by the counselors was in the area of medical insurance (**700**), which was the same as last year. Around **25** seniors applied for insurance through the Affordable Care Act. Unfortunately for our seniors, the service category for the Department of Social Services (DSS) was the third highest, almost equaling the insurance category. This was largely due to problems stemming from changes DSS made in the application process for their service programs. Interestingly, as we saw the cost of living continue to rise and seniors continue to live on fixed incomes, we have seen a marked increase in financial requests and requests for the Food Stamp program now called SNAP. Lastly, provider organizations are moving their application processes to online access with the assumption that the newer generation of seniors will be able to search and apply for programs by computer. The Social Security Administration, the CT Department of Social Services, Medicare and the CT Health Care Exchange are already implementing this process.

**TRANSPORTATION**

Bus service is provided within the Town of New Milford, Monday through Friday. Over **7,500** rides were provided for work, shopping, and, social; plus more than **1,000** rides were provided to non-emergency medical appointments. A partnership with the Volunteer **WHEELS Program of Greater New Milford** also provided an additional **3,000** non-emergency medical rides.

**NUTRITION**

The Elderly Nutrition Program is administered through CW Resources and New Opportunities, Inc. The congregate lunches served at the Center totaled **6,200** meals to over **80** participants, Monday – Thursday. The *Meals on Wheels Program*, delivery of two meals with a snack to **90** homebound recipients, totaled **30,000** meals. We have **10** volunteers who contributed **800** hours and drove their own vehicles over **10,000** miles in the course of the year. A Registered Dietitian from CW Resources also provides quarterly Nutrition Education programs throughout the year with over **120** participants.

## **PROGRAM ACTIVITIES**

The Senior Center provides a full range of programs which are designed to respond to a broad spectrum of needs and interests. They include, but are not limited to:

### **Ann Potter Health and Wellness Center**

Our “For Your Health” promotion programs, classes, screenings, education, and exercise opportunities were developed in collaboration with the NM Health Department, NM Visiting Nurse Association, New Milford and Danbury Hospital, Alzheimer’s Association, Western CT Area Agency on Aging, the Health & Wellness Advisory Board, and the Senior Center staff. Overall, participants in all these programs were over **3,600**.

### **Education**

Information and public affair programs presented throughout the year were offered in partnership with the New Milford Library, Historical Society, and other NM Town Agencies, TRIAD, Connecticut Community Foundation, AARP, and varied community professionals and civic organizations. Participants in these programs totaled over **750**.

### **Support Groups**

A variety of support groups are available including Alzheimer’s Couples Social Group, Caregivers Support, Living without a Partner, and the Visually Impaired Persons (VIP) Group. The group size allows for conversational interaction, providing members the ability to share personal relevant information and establishing social networks and advocacy. Group size varies from **10 – 20** members which are facilitated by NM Senior Service Counselors and other allied health professionals.

### **Jim Palmer Computer Lab**

The Computer Center’s success is due to the dedication of our instructors/tax aide volunteers who volunteered over **1,000** hours offering introductory, advanced classes, and workshops. The AARP tax aide program submitted over **200** tax returns. A partnership with the NM Library has fostered several workshops, including face-book and genealogy research. An intergenerational program with NM High School Seniors assisted participants in understanding ‘how their personal device operates’! These programs were attended by over **50** members who now have social media and personal advancement in technology skills.

### **Social/Recreation**

Activities offered at the Center, include occasion and theme parties, musical events, dances and monthly birthday parties. Hobby groups include: Handwork Circle, Quilting, Senior Singers, Mah Jongg, Scrabble, BINGO, Bridge, Crafts, Wood Carving, Wii Bowling, Mexican Train Dominoes, Bocce Ball, and Pinochle. There are also Cards and Puzzles, Book Exchange, Book Discussions, Reading with children from the Children’s Center, Writing Group, Foreign Language Classes and Bible discussions. Outside groups include day trips and overnight trips. These groups collectively had over **11,500** participants.

*Town of New Milford  
Annual Report 2013 - 2014*

**New Milford Sewer Commission – Water Pollution Control Authority  
Annual Report 2013-2014**

Members:	Frank Bidetti, Chairman	Michael Ferguson
	John Heaton, Vice Chairman	Michael Bensema
	William Buckbee	Peter Bass, Alt.
	Gary Pfaff	

The New Milford Sewer Commission and its employees regret to inform of the passing of long-term Superintendent Ken Bailey on January 26, 2014. Ken's presence, knowledge, and leadership will be missed.

The Sewer Commission staff includes the Superintendent, Office Manager/Bookkeeper, Shift Supervisor, two office staff and four operating, maintenance and laboratory staff.

The office staff generated and processed several thousand sewer use, benefit assessment and connection fee bills this fiscal year.

The annual operating budget for 2013-2014 remained unchanged at \$1,950,823 and the sewer use rates, septage fees and connection fees remained constant.

During the year, the Class IV Waste Water Treatment Plant processed over 205 million gallons of raw waste water to a high standard of 99% removal of suspended solids and BOD, as well as achieving all nutrient limits as set by our NPDES discharge permit. The phosphorous seasonal cap limit was half of what was allowable and the nitrogen removal was successful enough to merit a credit of \$942 from the CT DEEP Nitrogen Exchange. The credit was a first for the N.M. WPCA and a direct result of good process control of the upgraded biological nutrient removal facility.

To further support the competency of the operations, the facility achieved those results while taking in 8.25 million gallons of septage and grease waste, more than doubling the previous year. In addition, more than 2,709 wet tons of dewatered sludge was processed and shipped to Synagro in Waterbury for disposal by incineration at a cost of \$267,380. The staff also operated and maintained over 42 miles of collection system piping with its fourteen pump stations, and handled the numerous Call Before You Dig mark-outs and inspections.

The staff was also instrumental in providing knowledge and support to two projects taken on by the department this year. The first being the digitizing and organizing of all our maps to form a GIS web site with technical support provided by Tighe and Bond engineering firm, and the second an equipment upgrade to our septage receiving area with the first phase being completed of a 'Tankless unit'. Both projects will allow our staff to provide more efficient customer service.

## **New Milford Department of Social Services**



### **2012 – 2013 Annual Report**

**Peg Molina, LCSW, Director** **Andrina Santana, Secretary** **Ivana Butera, MSW** **Leah Pullaro, MSW**  
40 Main St. New Milford, CT.06776 (860)355-6079 [socialservices@newmilford.org](mailto:socialservices@newmilford.org)

Several months ago, a young mother, Samantha, returned to her home town of New Milford, escaping an abusive relationship with her two children, some clothes and \$20 to her name. A friend temporarily offered help, but the family needed to re-settle and start putting a new life together. She contacted New Milford Social Services for practical support and the Greater Danbury Women's Center for counseling. Initially, we helped with emergency food, gas for her car and help with other immediate needs. Within about six weeks, Sam had found a job and a home to rent, was utilizing SNAP and our food bank, had HUSKY insurance, affordable child care for her daughter and her son had enrolled in New Milford schools. The crisis was easing and life was taking shape again.

This is but one story out of many people in our community who approach New Milford Social Services at a time of need. Even though the presenting problem was sorted through and solved, life is hard for this family. Nearly half of Sam's take-home income goes directly to the rent. During the winter, electric heating costs rose to nearly \$400/month in the small, poorly insulated apartment. There is no budget for new clothes, extracurricular activities, holiday gifts, haircuts and occasional meals out . . . many of the things that most of us take for granted. Thankfully, in New Milford there are several ways to help struggling families keep going; doing the important work of raising their kids and feeling a sense of worth in their accomplishments. This report describes our yearly work and the collaborations that make many things possible.

The mission of Social Services is to help residents meet basic needs of food, housing, clothing, maintenance of health and well-being, and to help provide various seasonal goods and programs for residents experiencing financial hardship. Promotion of self-sufficiency through programs such as financial education, Family First!, and referrals to the Community Culinary School (job training and placement) is a priority of the department. Still, our staff has met with a great number of people who never expected to walk through our doors and have met with continual roadblocks as they try to make ends meet and support themselves. Last year we provided services to approximately 850 households from diverse neighborhoods, the common denominator being residence in New Milford and financial hardship.

The work of this department is carried out by four people: a full-time Director, full-time Admin. Assistant, 32-hour Social Worker and a 21-hour Social Worker. Additionally, our office could not function to the degree it does without the contributions of many volunteers and community partners. Our efforts are focused upon assistance to families and individuals and working toward wider system changes that can positively impact the social fabric of our community. This report

*Town of New Milford*  
*Annual Report 2013 - 2014*

details our activities in matters of energy/utility assistance, food, housing, financial assistance, seasonal programs and coordination with other community agencies and initiatives.

**ENERGY ASSISTANCE:** The average low income household in CT owes \$2363 more in energy bills than they can afford to pay. This “energy affordability gap” is just under \$700 million in CT. The federal energy assistance program allocation for CT was \$76 million, covering less than 11% of the state’s home energy affordability gap. A combination of local, state and federal dollars assist families in need but clearly a sizeable gap remains. Social Services is the access point for residents under age 60 who apply for energy assistance. Last year’s long, frigid winter impacted hundreds of households in town. Stories of people using their ovens to provide heat were real and troubling. A total of 498 New Milford households applied for federal energy assistance at our office. The department was able to access approximately \$320,000 of federal dollars in-home heating assistance (up 6.7% from 2012/13).

Operation Fuel, a non-profit fuel assistance agency funded by private and corporate contributions and some state funds, also chipped in to help residents. 60 of our local families receive \$27,170 in aid through Operation Fuel.

Our own community has increased efforts to help off-set the loss of government funds. The “Cold Homes, Warm Hearts 5-K Walk” for the New Milford Community Fuel Bank netted about \$25,000 from sponsors, walkers and other donors. Local generosity enabled our Community Fuel Bank to assist 63 Social Services households with an additional \$22,500 (up 32% over last year) in fuel assistance. The Fuel Bank also aided an equal measure of Senior households in town. All told, Social Services helped 621 households to assistance with heating costs totaling just under \$370,000 last winter (up 7.6% from 2012/13 but down significantly from previous years).

**FOOD:** One in five of our great nation’s households struggle to put food on the table. We may think this can’t include New Milford, but it does. 21.4% of our school children participate in the free/reduced lunch program! Hunger continues to affect young and old in our town. To address this problem on the local level our Food Bank provides weekly bags of non-perishable groceries, produce and other goods to qualified households. 8216 such bags were distributed last year. Emergency food vouchers were also given out to 87 households. Households with children comprise 40% and households with seniors are 34% of our program participants (continuing the steady rise in New Milford seniors experiencing “food hardship”).

The Food Bank could not exist without the help of our generous neighbors. We team with food vendors and growers, Big Y Foods, Stop and Shop, Northville Store, Fort Hill Farm, and Washington’s Judea Community Garden project among others. They enable us to provide bakery products and fresh produce, conduct food drives and special events, make special contributions and are always willing helpers in our efforts. Great appreciation also goes to the Community Culinary School, which donated 7000+ homemade meals for clients. All together, we make a significant impact on abating hunger in this community! Among the many donors of food and financial support, we thank: NM Lion’s Club, The New Milford Women’s Club, Paradise Cruisers (“Thanksgiving in July” car show), the Rotary Club, AARP (New Milford and Brookfield chapters), the VFW Ladies Auxiliary, NM Postal Workers, The Odd Fellows and

*Town of New Milford*  
*Annual Report 2013 - 2014*

Palm Rebekah Lodge, Ch. 55 Order of the Eastern Star, The NM Police Dept., Northville Baptist Church, St. Paul's Anglican Church (Brookfield), Temple Shalom, Our Lady of the Lakes RC Church, First Congregational Churches of New Milford, Bridgewater and Washington, the United Methodist Church (for its pantry "Our Daily Bread"), and Walnut Hill Community Church. Local corporations, Kimberly Clark, Wal-Mart and Chemical Marketing have provided help to keep the Food Bank going. In the schools, Northville Elementary, Sarah Noble Intermediate, Canterbury, Kent, and Marvelwood Schools deserve an extra big bravo for their efforts. We so appreciate the helping hands of many child care centers, Girl and Boy Scout troops and other youth groups, businesses that hold events or food drives and our loyal individual donors. We appreciate and count on all of you!

Our Food Bank is a prime example of volunteerism at its best. Operating every Wednesday morning and all day on Thursdays, we have an energetic, faithful team of about twenty volunteers who fill orders and distribute goods to the clients. In addition, they sort goods and restock shelves (a never-ending job!), pick up or package fresh goods and grocery orders, lending a sympathetic ear and cheery smile all the while. We are ever so grateful to these *amazing* women and men!

**HOUSING:** Social Services handles many calls for help with problems related to housing. For many, this largest single expense presents a continual budgetary challenge. In the US, more than three quarters of low-income households who qualify for rent subsidies are left to find housing in the private market. In NO state can a full-time minimum wage worker afford a one bedroom apartment at fair market rent! In CT, a minimum wage earner must work 106 hours per week to afford an apartment (140 hours for the greater Danbury area). Affordable housing is clearly a national and local crisis.

This office is often a starting point as people search for housing or for ways to remain in their homes when financial hardship strikes. We spend a great deal of time working to provide residents with information, referrals, advocacy and some direct assist grants for housing needs. The Hope Fund is our assistance fund to help clients with money toward security deposits or with preventive rent/mortgage assistance during extraordinary circumstances such as illness or unemployment. Last year, we were able to assist 39 residents with \$9225 through this fund that is supported by private contributions and grants. (down 23%) The Thrift Mart of New Milford has been the one consistent donor to this fund in the past year. We are most grateful!

The office also assisted 64 disabled clients with applications for renter's rebates from the State of CT (down 12%). We are relieved to report that legislation was passed to overturn the "sun-setting" of this program and expect to see our number of applicants increase next year.

**FINANCIAL ASSISTANCE:** When New Milford residents experience financial hardship, Social Services is a place people can turn to. Our help includes counseling and budget guidance as well as concrete financial aid when appropriate. In addition to the forms of financial help described elsewhere, the department administers the Good Samaritan Fund, a charitable crisis fund used for services or items not provided by other available resources. During the past year 179 grants totaling \$22,479 (down 14%) were distributed to households in distress. Like the Food Bank and Hope Fund, the Good Samaritan Fund is reliant upon private gifts and grants.



*Town of New Milford  
Annual Report 2013 - 2014*

Assistance includes payments to utilities in order to continue service, car repairs, help with prescriptions and other medical needs, and funding for children's activities and programs.

We are very grateful to the Thrift Mart for their on-going support to this fund. The Ellen Knowles Harcourt Foundation and New Milford Hospital Registered Nurses made special gifts last year. In addition, many groups and individuals donate sums large and small to help their neighbors in need.

Financial Fitness continues to be a priority for the department. This takes place in conjunction with our client assistance programs and through workshops offered to other organizations such as the Community Culinary School and to the public. We use material from The Center for Financial Social Work to help residents improve their relationship with money, learn budgeting principles, recognize emotional spending patterns and set goals to gain financial security.

**FAMILY FIRST!:** Years ago, New Milford Social Services developed a program known as "Family First!" aimed at enhancing the quality of family life for lower-income residents. This is a weekend retreat experience offering workshops for parents on stress management, parenting and financial fitness, and recreational activities for both parents and children. Last fall as we reflected on ten years of this program, we invited an original participant to address the group. She talked of being shattered by her marital break-up and the impact this had upon her young son, her years of mending and strengthening, and her more recent joy in realizing a life-long dream of becoming a homeowner on her own! She thanked the community of support she had found through Family First. To improve feelings of self-worth and hope is some of the best work we can do at Social Services. We are so grateful that MVP-SOS continues to support a portion of the children's participation. This year the Goldring Family Foundation and another loyal anonymous donor also made Family First possible. We believe in the value of Family First and thank these sponsors for their trust in our work!

**COMMUNITY PARTNERSHIPS:** The Social Services Department could never accomplish its work without the support and partnership of the greater New Milford community. Our office is the referral point for many a 211-InfoLine call, yet we act as the hub of a great support wheel consisting of other agencies, service providers, civic groups, charitable organizations, youth groups, churches, town departments, businesses and individuals. We are indebted to all for their support and teamwork!

Three "special mentions" this year: (1) The Feinsein Hunger Relief Fund: Alan Shawn Feinsein's Challenge is a national appeal that incentivizes donations made to hunger fighting organizations during March and April. Participating in this effort netted \$5968 from our generous donors, plus 2650 food items (half from Sarah Noble School!). In response, the Feinsein Fund made a nice donation in July. Yeah team!!

(2) The Santa Fund: Under the leadership of Nancy Camp, a core group of elves have organized the donation of *thousands* of holiday gifts for children for about thirty years! We are all so sad that Nancy lost her battle with cancer last winter; however, her friends pay her utmost honor by continuing this crucial program for us. Thank you Carol Staib, Maryann Stewart and Nancy Nichols!

(3) Supervisors Isabel King and Theresa Polseno, CT Dept. of Social Services: the CT DSS has been going through a daunting "modernization" and overhaul in the way they do business. For

*Town of New Milford  
Annual Report 2013 - 2014*

clients and new applicants communication has been extremely difficult at times. We are so grateful for the on-going efforts of these women, who have gone above and beyond helping us to find or move information so that benefits are made available.

In the community, the department hosts meetings of the New Milford Social Service Providers Group, an informational exchange between area service providers. Time permitting, we participate in regional and statewide organizations that advocate or follow issues related to poverty, health care, housing, food insecurity, financial literacy, homelessness and family strengthening. Efforts are made to maintain contact with state legislators who represent New Milford, and with town boards and commissions to share information and budgetary concerns.

Volunteerism is alive and well!: The Social Services Department provides volunteer opportunities for students in need of community service through their school or church, social work college students, and for a full range of people whose lives are enriched by giving back to their community. Last year, we averaged 149 monthly volunteer visits and logged a total of 7093 volunteer hours (up 14%), or 136 hours per week! This represents a significant gift to the community under the capable guidance of social worker Ivana Butera, who manages volunteer activities for the department. We simply could not function at the level that we do without our dedicated volunteers!

**SEASONAL PROGRAMS:** For many lower income families and individuals, Social Service programs make the difference at key times of the year when special events or holidays occur. These “extras” are a hardship to their personal budget and our community responds with great generosity. This department is the access point for seasonal programs, verifying residence and income eligibility, overseeing many activities and coordinating donations and distribution to participants.

The following programs represent community-wide efforts to give Social Service children and families the same advantages as their neighbors:

<u>Program</u>	<u>Participants</u>
• Bike Day	27 kids
• Camp CONNRI	7 kids
• Back to School Clothes	272 kids
• Thanksgiving Baskets	288 HHs
• Santa Fund Children	565 kids
• Sibling Shopping	263 kids
• Parks & Rec Camp	43 kids
• Gifts to Disabled Adults	71 individuals

In closing, Social Services continues to operate at a very busy pace, a reflection of larger systemic issues that keep a segment of the population in prolonged struggle. In both good and bad times, Connecticut’s working households have seen their economic opportunities diminish. Income in Connecticut does not go as far toward meeting basic needs as it does in other states. Recent data show that Connecticut had the third highest cost of living of any state in the contiguous U.S., with the highest prices in the country for groceries and the second highest for utilities. Our residents cannot help but be affected by these trends. We hear this in their stories

*Town of New Milford  
Annual Report 2013 - 2014*

and bear witness to the ever-present obstacles they face. We also know very well that any of us are but an accident, a serious illness or a job lay-off away from joining their ranks. New Milford Social Services recognizes our important role of being the logical first place for distressed people in town to turn. We are committed to providing services, advocacy and referral information with utmost compassion and professionalism.

On-going needs for our neighbors:

- \*Gift cards: gas, food, local shops
- \*Teen gifts for the holidays (especially boys!)
- \*Volunteer time
- \*Program support: financial donations and/or help with our events

*Town of New Milford  
Annual Report 2013 - 2014*

TOWN OF NEW MILFORD  
OFFICE OF THE ASSESSOR  
OCTOBER 1, 2013 GRAND LIST  
ANNUAL TOWN REPORT  
2013-2014

The Gross Grand List increased from \$2,960,793,350 to \$2,968,000,105  
The Net Collectible Grand List went from \$2,884,668,215 to \$2,895,742,200

There were 148 Real Estate Accounts transferred by Warranty Deed

There were 224 Real Estate Accounts increased as a result of Building Permits and Certificate of Occupancy.

The number of Motor Vehicles Decreased from 26,881 to 26,869

Personal Property Accounts increased from 2117 to 2168

The number of Town Elderly Accounts (438) & FF Abatements(97) N/C 535 to 535

The Grand List was signed and turned over to the Town Clerk on January 31, 2014

*Kathleen Conway*

Kathleen Conway CCMAII  
Assessor  
Submitted August 13, 2014

## **Tax Collector's Annual Report 2013/2014**

The Tax Collector's office is run strictly by CT State Statues.

The Tax Collector's office is responsible for processing all information generated by the Tax Assessor's office in determining the tax amounts due. The office reports to the State of CT Office of Policy and Management, and locally to the Director of Finance, Board of Finance, Town Council and Mayor. The Tax Office balances all daily, monthly and yearly work to reconcile with the Finance Office. The Tax Office works in conjunction with the Assessor's Office and other Town Offices. Taxes are paid in two semi-annual installments during the year, July for the first installment and January of the following year for the second installment which are the heaviest months of collection. Online payments and payment history are available through the Town's website [newmilford.org](http://newmilford.org). Throughout the year notices are published in the local newspapers per CT State Statute.

The Tax Office pursues delinquencies and follows State Statutes for collections in the following ways: The office pursues all delinquencies through statements, legal demands, legal tax warrants, and tax sales with assistance of the Town Tax Attorney. The office also pursues delinquent bankruptcies through the Bankruptcy Courts in conjunction with Specialized Bankruptcy Attorneys. Real estate tax liens are filed on the land records in the Town Clerk's Office to protect the Town when real estate taxes are not paid. The office files U.C.C. Liens at the Secretary of State's Office against delinquent personal property taxes (business, equipment, furniture, and fixtures). The office uses a Collection Agency – American National Recovery Group located in Matamoras, Pennsylvania in pursuing all delinquent motor vehicle accounts. Additionally, our State Marshal has pursued some delinquent accounts with Tax Collector's Tax Warrants, all of which has benefited the Town. The Town does not incur any additional costs as the fees associated with the collection process are paid by the delinquent tax payer.

Tax Sales are held with the intention of increasing our back tax collections thus adding these accounts back onto the tax rolls. The office also reports all paid and delinquent motor vehicle accounts regularly to the DMV for a fee determined by the State of Connecticut.

The CT Tax Collector's Association and the County Association, through the direction of the Office of Policy and Management have seminars and certification courses available. These seminars/courses keep the office informed of legislation changes and pertinent tax information.

The office has a staff of two members – Doreen Shrack, Assistant Tax Collector and Nancy McGavic, Data Entry Clerk.

The 2012 Grand List Gross Tax Collected for year ending 6/30/14 was \$74,613,686.34.

*Town of New Milford*  
*Annual Report 2013 - 2014*

**ANNUAL REPORT**  
**JULY 1, 2013 - JUNE 30, 2014**

**Statistics of the Town Clerk's office**

Vital Statistics	Births	Marriages	Deaths	Fetal Deaths
	245	147	272	1
	Number Issued	State Fees		Town Fees
Fish & Games Licenses	573	\$ 16,384.00		\$ 573.00
Dog licenses	2341	\$ 20,334.00		\$ 2,355.00
Marriage Licenses	91	\$ 1,820.00		\$ 910.00
Recycling Fees				\$ 4,635.00
Recording, copy, etc. fees				\$287,260.14
Passports	525			\$ 13,125.00
Historic Doc Sur-charge fees		\$ 8,964.00		\$ 4,482.00
Farmland PA 09-229		\$161,352.00		
LOCIP				\$ 13,446.00
Conveyance tax		\$962,348.25		\$ 320,782.75
Land Recordings –	6,068	documents		
Maps Recorded -	46			\$ 500.00
Trade Names Recorded –	135			\$ 675.00
Postage –	112,255	pieces		Cost -\$ 63,945.00
Totals			State Fees \$1,171,202.25	Town Fees \$ 712,718.98
<b>Total Operating Budget</b>		<b>\$ 294,304.00</b>		
<b>Total Revenue</b>		<b>\$ 1,883,921.14</b>		
<b>Grants Received</b>		<b>\$ 6,500.00</b>		

*Town of New Milford  
Annual Report 2013 - 2014*

**Projects and Accomplishments started and/or completed in  
Fiscal year 2013 - 2014.**

- Put land records, maps and trade names online for public access outside the office.
- Indexed all maps into indexing system.
- Simplified monthly spreadsheet
- Continuing scanning of old land record deeds back to 1980.
- Received a \$ 6,500.00 grant for the preservation and restoration of land records.
- Applied for competitive Grant from the Connecticut State Library.
- Scanned trade names and archived CD's to microfilm.
- Scanned town meetings and finance minutes and archived CD's to microfilm.
- Add roller shelving to the vault.
- Upgraded computer system software and scanner for vitals and minutes.

**New Projects for fiscal year 2014 – 2015.**

- Put marriage and dog license programs on Cott system with the land records, maps and trade names.
- Transfer and scan all maps to the Cott system and eliminate Docuware program.
- Print a 10 year index for the land records from 2004-2013
- Index and scan foreclosure registration forms into Cott system.
- Start taking in E-recordings.
- Replace Fax machine.
- Reorganize filing system.

**Ordinance: Streets & Sidewalks:** Driveway amendment, chapter 4 Article 1 7/18/2013

**Ordinance: Volunteer Firefighter & Ambulance Corp. Tax Abatement:**  
Amendment, Chapter 23 Article IV Sec.7-148 9/23/213

*Town of New Milford  
Annual Report 2013 - 2014*

**Municipal Election November 5, 2013**

Mayor	Patricia A. Murphy	R	125 Chapin Road	12/1/2013	11/30/2015
Town Council	Tom Esposito	R	19 Mockingbird Lane	12/1/2013	11/30/2015
Town Council	Pete Bass	R	31 Mount Tom Road	12/1/2013	11/30/2015
Town Council	Walter M. Bayer	D	137 Candlewood Mountain Road	12/1/2013	11/30/2015
Town Council	Joe Failla	R	17 Cobbler Lane	12/1/2013	11/30/2015
Town Council	Paul Szymanski	R	31 Beach Drive	12/1/2013	11/30/2015
Town Council	Frank E. Wargo	D	6 High Meadows Road	12/1/2013	11/30/2015
Town Council	Katy Francis	R	125 Candlewood Mountain Road	12/1/2013	11/30/2015
Town Council	Mary Jane Lundgren	D	89 Cherniske Road	12/1/2013	11/30/2015
Town Council	Beth Falder	R	7 North Star Lane	12/1/2013	11/30/2015
Board of Finance	Walter O'Connor	R	3 Cortland Drive	12/1/2013	11/30/2017
Board of Finance	Joanne Chapin	R	151 Chapin Road	12/1/2013	11/30/2017
Board of Finance	Gale M. Alexander	D	29 Summit Street	12/1/2013	11/30/2017
Board of Finance	Bill Hall	R	66 Meadowland Drive	11/6/2013	11/30/2015
Board of Finance	Barbara Mary Wolf	D	3 Birch Road	11/6/2013	11/30/2015
Board of Education	Angela Chastain	R	26 Deer Woods Drive	12/1/2013	11/30/2017
Board of Education	Robert W. Coppola	D	28 Treadwell Avenue	12/1/2013	11/30/2017
Board of Education	Wendy Faulenbach	R	76 Bonnie Vu	12/1/2013	11/30/2017
Board of Education	David Littlefield	R	8 Spruce Lane	12/1/2013	11/30/2017
Board of Education	John Spatola	R	8 Pleasant View Road	12/1/2013	11/30/2015
Board of Education	Teresa Volinski	R	28 Mud Pond Road	11/6/2013	11/30/2015
Board of Assessment Appeals	Sheri-Lynn Gunn	R	7 Old Farms Lane	12/1/2013	11/30/2017
Planning Commission	Rich Morea	R	8 Maloney Lane	12/1/2013	11/30/2017
Planning Commission	Joe Davis	R	100 Pumpkin Hill Road	12/1/2013	11/30/2017
Planning Commission	Michael Nahom	R	16 Hickory Hearth Lane	11/6/2013	11/30/2015
Zoning Commission	Bill Taylor	R	176 Taylor Road	12/1/2013	11/30/2017
Zoning Commission	Charles Bogie	R	30 Greenwood Road	12/1/2013	11/30/2017
Zoning Board of Appeals	Pauline Branigan	R	13 Silver Birch Road	12/1/2013	11/30/2017
Zoning Board of Appeals	Martin Monteiro	R	117 Washington Ridge Road	12/1/2013	11/30/2017

**Democratic Primary – Democratic Town Committee March 4, 2014**

**Annual Town Meeting – April 29, 2014**

**Panhandling Control Ordinance – Chapter 4B Article 1 May 8, 2014**

**Referendum of Annual Budget - Passed May 13, 2014**



**YOUTH AGENCY  
Annual Report 2013-2014  
G. Mark Mankin**

The Youth Agency's main office is located at 50 East Street in New Milford. The Agency is staffed by 9 full time professionals, a part time office coordinator, and a part time counselor. The Agency also provided employment for a seasonal/part time staff of 70. The Town of New Milford funded the Agency's fiscal year **2013-2014** in the amount of \$1,045,520.00 of which 65% was returned in the form of revenue. (The Agency is under the auspices of the State Department of Education.) A ten member Board of Directors is responsible for the operation of the Agency in accordance with the town ordinance that created the Agency. During the past year the Agency provided services and programs that reached over 16,000 participants.

The Agency's mission statement is to study the local needs of the youth and their families and where feasible to create, coordinate and foster programs to promote the protection, health, education, welfare and well being of the youth of the Town of New Milford, in accordance with the general statute of the State of Connecticut and the charter of the Town of New Milford.

The following programs were offered during the 2013 - 2014 fiscal year:

YOUTH & FAMILY COUNSELING SERVICES – provides professional crisis intervention assessment and referral services at the Agency's offices and in the schools at no cost to the clients.

SUPPORT GROUPS – Held at the Youth Agency, the Maxx and New Milford schools. Parenting Education, Substance Abuse Prevention, Teen Support, Teen Mom Workshops and Grant Funded programming directed at youth and family development, education and support.

JUVENILE REVIEW PANEL – run in cooperation with the New Milford Police Department. Offers local youth offenders the opportunity to receive local counseling, community service, restitution and other programming designed to offer an alternative to contact with the court system.

WORKSHOPS – The Youth Agency's counseling department offers a number of different groups and workshops every year. Some examples are shown below:

Parenting	High Schoolers Going to College
Substance Abuse Prevention	Life Skills
Anger Management	Bullying
Girl Empowerment	Effective Habits of Teens
8 <sup>th</sup> Graders entering high school	

ASK A COUNSELOR For teens and parents to email questions about relationships, stress, substance abuse and other issues. You can tell us your name or stay anonymous. [askacounselor@youthagency.org](mailto:askacounselor@youthagency.org)

*Town of New Milford*  
*Annual Report 2013 - 2014*

SUBSTANCE ABUSE PREVENTION COUNCIL

Comprised of members from the New Milford Youth Agency, New Milford Hospital, New Milford High School and the Police Department. The group meets on a monthly basis to allocate state money back into the community to prevent substance abuse within the town of New Milford. Some of the programs that have been funded include; Health Fair, DIRT Presentation, Parent University, Prescription Drug Dropbox, NMHS Assembly's for students and parents, NMCARES campaign, Community Speakers, Parenting Forums, Educational Campaign directed at community.

SUBSTANCE ABUSE RESOURCE WEBSITE-

Easily accessible on-line information for parents, youth and professionals seeking information on substance abuse. Free printed materials are also available at the Agency's office. <http://nmsubstanceabusecouncil.org>

BEFORE & AFTER SCHOOL CHILDCARE – School age childcare program, grades K-6, also available on vacations, snow days and during the summer. The Latchkey Program is school based with sites at all three of our local elementary schools and the Sarah Noble Intermediate School.

COMMUNITY PROJECTS – collaboration with Town of New Milford, Schools, Nature Conservancies' and other youth serving organizations to collaborate and assist with community projects such as "Earth Day", Trails Day, Bike Day, Grad Party, Career Fair, Health Fair, Healthy Community 2020, SNIS Walking Project, United Way Youth Leadership, Sports Swap, and Childhood Nutrition Programs.

YOUTH EMPLOYMENT - One of the largest employers of teens in the Town of New Milford, with young employees involved in diverse work experiences, including projects at Sullivan Farm, The Maxx and Latchkey Program.

HIGH SCHOOL AFTERSCHOOL PROGRAM-

These programs offer after school, volunteer activities for high school students such as skiing, hiking, photography, trail cleanups and other programs driven by teen feedback.

STUDENT ADVISORY BOARD – consists of 12 members, 3 from each grade at the high school. The Board oversees evaluations of Agency programming and acts as advisors to the Youth Agency. They actively participate in a wide range of Agency sponsored projects as well as community projects.

THE MAXX – A youth run restaurant and music venue, open to high school age teens. The Maxx catering project also accommodates birthday parties, award dinners and many other special occasions such as fundraisers for cancer survivors, United Way Breakfast, New Milford Idol, High School Graduation party and more. Some of the other activities held at the Maxx are the Red Cross Blood Drives, Rotary meetings, Karate classes, cooking classes, Father's Day Breakfast, Litchfield Hills Transition Center, Girl Scout and Boy Scout Troops meetings.

*Town of New Milford  
Annual Report 2013 - 2014*

During the school year, afternoon activities centering on culinary skills, music and the arts are available to high school age students.

MAPLE SYRUP PROGRAM – For the past 30 years, the Youth Agency has operated a sugar house, which is located at Sullivan Farm in New Milford. Utilizing local high school and middle school students the Great Brook Sugar House taps 1600 trees on properties located in Kent. The program runs from January through March and features historical tours and classes for school groups.

VOLUNTEER OPPORTUNITIES – the Agency provides opportunities for teenagers to perform volunteer service under the supervision of Agency staff.

WEBSITES – The Agency maintains three different web sites for use by New Milford area youth and families.

[www.YouthAgency.org](http://www.YouthAgency.org) – The New Milford Youth Agency’s website created by a New Milford High School student is now a major source of information on the Agency including up-coming events and programs. Besides this information, the website provides links to: the Teen Yellow pages, Resource Directory, Substance Abuse Prevention Council and the Maxx website.

[www.nmsubstanceabusecouncil.org](http://www.nmsubstanceabusecouncil.org) - A local substance abuse task force made up of staff from the Youth Agency, New Milford Police, New Milford Hospital and New Milford schools. The group meets once a month to create and fund local substance abuse prevention programming. The web site contains substance abuse prevention information as well as a community calendar of events.

[www.themaxxclubonline.com](http://www.themaxxclubonline.com) – This web site provides schedule of events at the Maxx as well as information about the facility, catering availability and rental information.

WORK CREW – 25 high school students maintain graveyards and hiking trails throughout the greater New Milford area. The crew assists both area non-profits, and the town, with many landscaping and light construction projects.

MENTORING PROGRAM – A free weekly homework club held on Saturday mornings at the Youth Agency. The program connects exemplary high school volunteers, who after screening and training are matched with 4<sup>th</sup> – 6<sup>th</sup> graders who are referred by teachers, staff and parents to improve on study skills, organization, reading and math skills.

SUMMER THURSDAYS – Open to 4<sup>th</sup> to 9<sup>th</sup> graders who can benefit from social, physical and creative activities, free of charge. Older student volunteers and Youth Agency staff offer crafts, supervision, sports and games every Thursday in the summer, with times convenient for working parents.

CULINARY PROGRAMS – High School age students learn the business of the culinary arts from the ground up. Students participate in all aspects of running a restaurant, as well as food preparation and serving at catering events at the Maxx.

*Town of New Milford  
Annual Report 2013 - 2014*

POLICE & YOUTH GRANTS – The Agency, in conjunction with New Milford Police, run leadership and outdoor adventure based programming that bridges the gap between our town’s youth and police department. A community service project is involved with each year’s grant. Two years ago, the group constructed a fishing dock at Sega Meadows Park. This past year, the group constructed an agility course at the Town’s dog park.

PARENT UNIVERSITY – Held this past November, a free, day-long parent education event was open to New Milford area parents. There was a choice of over 16 free workshops for parents to choose from.

VIDEO PRODUCTION - Available to high school age students who want to learn the art and technical aspects of video production. Student created programs are produced and broadcast on the Youth Agency website and other relevant online sites weekly.

**ZONING COMMISSION  
ANNUAL REPORT 2013-2014**

The Zoning Regulations were adopted in the Town of New Milford in December 1971. The stated purpose of the Zoning Regulations is to guide the growth and development of the Town of New Milford and promote beneficial and convenient relationships among residential, commercial, industrial and public areas.

The Zoning Commission consists of five elected members and three appointed alternates. Meetings are held on the second and fourth Tuesday of each month. The Zoning Commission reviews all applications for commercial development through the site plan and special permit application processes. The Commission also reviews all requests for amendments to the Zoning Map and Zoning Regulations.

Zoning Office staff is comprised of a full-time Zoning Enforcement Officer, Land Use Inspector, and an Office Coordinator. The Office Coordinator splits his/her time between the Zoning, Zoning Board of Appeals, and Inland Wetlands Offices. The Land Use Inspector splits his/her time between the Zoning and Inland Wetlands Offices, and as of July 1, 2013, he/she is now also splitting his/her time with the Planning and Aquifer Protection Offices.

The Zoning Enforcement Officer represents the Zoning Commission and is responsible for enforcement of the regulations, review of all site plan, special permit, zone change and regulation amendment applications brought before the Zoning Commission and review of subdivision applications brought before the Planning Commission. The Enforcement Officer also works closely with the Zoning Commission on the regulation amendments initiated by the Commission. The Enforcement Officer or Land Use Inspector also review all residential permit applications to determine conformity with the regulations. The Zoning and Inland Wetlands Offices continue to collect and release all sedimentation and erosion control (S&E) bonds.

During fiscal year 2013-2014, 112 applications not requiring individual permits were processed and 246 zoning permits were issued with a total of \$43,751.36 in permit fees collected. Additional revenue of \$14,719.50 was generated through fees for site plan review, special permit applications, municipal citations and the sale of copies of the Zoning Regulations and Map. A total of 51 Site Plan Applications and 26 Special Permit Applications were received and reviewed. There were also 3 Zone Change Applications; 8 Regulation Amendment Applications and 5 regulation amendments initiated by the Commission. Gross engineering fees for review totaled \$28,775.49. Approximately 30 complaints and/or violations dealing with issues such as prohibited uses, unregistered motor vehicles, illegal apartments, non-permitted signs and improper erosion controls were received and investigated. Inspections, sometimes multiple inspections, were made of these sites and the appropriate follow-up action taken. Additional inspections were conducted on verbal and anonymous complaints.

**Zoning Board of Appeals  
Annual Report 2013-2014**

The Zoning Board of Appeals is charged with hearing appeals for relief from any requirement of the Zoning Regulations as well as requests to appeal the decision of the Zoning Enforcement Officer. The Board is made up of five regular members and three alternates and has the power to grant variances under Section 8-6(3) of the Connecticut General Statutes. The concurring vote of four members of the Zoning Board of Appeals is necessary to reverse any order, requirement, decisions of the Zoning Enforcement Officer or to vary the Zoning Regulations.

The Zoning Board of Appeals meetings are scheduled for the third Wednesday of each month and are generally held in the Loretta Brickley Room located on the lower level of Town Hall.

In January, 2009 the Zoning/Inland Wetlands Office Coordinator assumed responsibility for the processing of variance applications, preparation and follow-up of Board meetings as well as the daily office operations for the Zoning Board of Appeals.

During the 2013 – 2014 fiscal year the Zoning Board of Appeals heard 29 appeals for variance requests and 0 appeal for a decision made by the Zoning Enforcement Officer. The Board collected \$5,070.00 in application fees.

# **Management's Discussion and Analysis**

**Taken from the 2013/2014 Audit**

The management of the Town of New Milford, Connecticut (the “Town”) offers the readers of its financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2014.

### **Financial Highlights**

- The assets and deferred outflows of resources of the Town exceeded its liabilities at the close of the most recent fiscal year by \$183,259,772 (net position). Of this amount, \$53,616,385 represents unrestricted net position. Of this amount, \$3,789,741 represents unrestricted net position attributed to the operations of the Town’s Water Pollution Control Authority (business-type activities).
- The Town’s total net position increased by \$5,198,379 during the current fiscal year, which consisted of an increase of \$24,227,385 relating to the Town’s governmental activities and a decrease of \$19,029,006 relating to the Town’s business-type activities.
- As of the close of the current fiscal year, the Town’s governmental funds reported a combined ending fund balance of \$26,207,376, a current year increase of \$3,162,699 in comparison with the prior year. Of this amount, there was a current year increase of \$2,123,770 in the General Fund, an increase of \$1,015,994 in the Waste Management Ordinance Fund, a decrease of \$1,337,590 in the Roads III 12-13 BANS Fund, a decrease of \$755,865 in the Police Communications II Fund, and a current year increase of \$2,116,390 in the other governmental funds.
- At the close of the current fiscal year, unassigned fund balance of the General Fund was \$16,016,768 or 15.9% of total general fund expenditures and net other financing uses. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover 1.8 months of General Fund operating expenditures and other financing uses.

### **Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the Town’s basic financial statements. The Town’s basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### **Government-wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Town’s finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town’s assets, deferred outflows of resources, and liabilities, with net position as the residual of these other elements. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.



The statement of activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

Both of the government-wide financial statements are intended to distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include activities such as: general government, public safety, public works, health and welfare, library, culture and recreation, and education. The business-type activities of the Town include the activities of the Water Pollution Control Authority.

### **Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

#### ***Governmental Funds***

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Town's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Town's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains several individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, the Waste Management Ordinance Fund, the Roads III 12-13 BANS Fund and the Police Communications II Fund, all of which are considered to be major funds. Data from the other governmental funds are

combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

### ***Proprietary Funds***

Enterprise funds are used to report the same functions presented as business type activities in the government-wide financial statements. The Town uses an enterprise fund to account for the operations of the Town's Water Pollution Control Authority. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail.

Internal service funds are an accounting device used to accumulate and allocate costs internally among the Town's various functions. The Town uses an internal service fund to account for its risk management activities. Because this service predominantly benefits governmental rather than business-type functions, it has been included within governmental activities in the government-wide financial statements.

### ***Fiduciary Funds***

Fiduciary funds are used to account for resources held for the benefit of parties outside the Town government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

### ***Notes to the Financial Statements***

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 107-138.

### ***Other Information***

In addition to the basic financial statements and accompanying notes, this report also contains required supplementary information and combining and individual fund statements and schedules which can be found on 60 through 96 of the full audit.

*Town of New Milford  
Annual Report 12/13*

**Net Position**

Over time, net position may serve as one measure of a government's financial position. Total net position of the Town (governmental and business type activities combined) totaled \$178,061,393 and \$176,711,967 as of June 30, 2013 and 2012 and are summarized as follows:

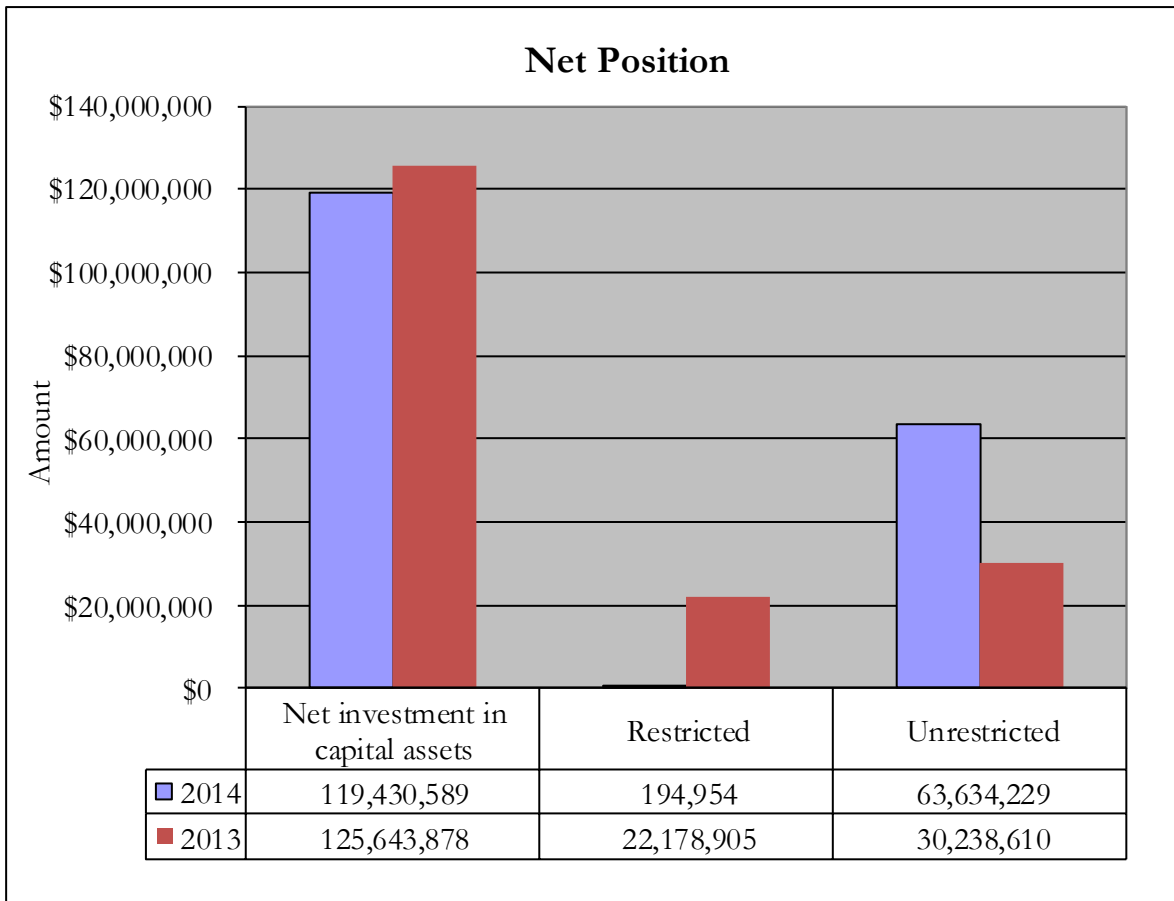
**Town of New Milford  
Net Position  
June 30, 2014**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 75,277,199	\$ 4,063,886	\$ 79,341,085
Capital assets	133,811,767	42,243,723	176,055,490
Total assets	209,088,966	46,307,609	255,396,575
Deferred outflows of resources	306,563	-	306,563
Other liabilities	22,443,544	1,722,291	24,165,835
Long-term Liabilities	25,250,769	23,026,762	48,277,531
Total liabilities	47,694,313	24,749,053	72,443,366
Net position:			
Net investment in capital assets	101,661,774	17,768,815	119,430,589
Restricted	194,954	-	194,954
Unrestricted	59,844,488	3,789,741	63,634,229
Total net position	\$ 161,701,216	\$ 21,558,556	\$ 183,259,772

**Town of New Milford  
Net Position  
June 30, 2013**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 75,129,752	\$ 26,111,931	\$ 101,241,683
Capital assets	135,410,667	40,232,650	175,643,317
Total assets	210,540,419	66,344,581	276,885,000
Deferred outflows of resources	395,802	-	395,802
Other liabilities	45,661,202	1,282,111	46,943,313
Long-term Liabilities	27,801,188	24,474,908	52,276,096
Total liabilities	73,462,390	25,757,019	99,219,409
Net position:			
Net investment in capital assets	110,837,753	14,806,125	125,643,878
Restricted	13,476	22,165,429	22,178,905
Unrestricted	26,622,602	3,616,008	30,238,610
Total net position	\$ 137,473,831	\$ 40,587,562	\$ 178,061,393

*Net Position (Continued)*



As of June 30, 2014, 65.2% of the Town’s net position reflect its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town’s investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

Less than 1% of the Town’s net position is subject to external restrictions on how it may be used and are, therefore, presented as restricted net position.

The remainder of the Town’s net position is considered unrestricted.

Overall, net position increased during the current year by \$5,198,379 in comparison with the prior year.

*Town of New Milford  
Annual Report 12/13*

**Changes in Net Position**

Changes in net position for the years ended June 30, 2014 and 2013 are as follows:

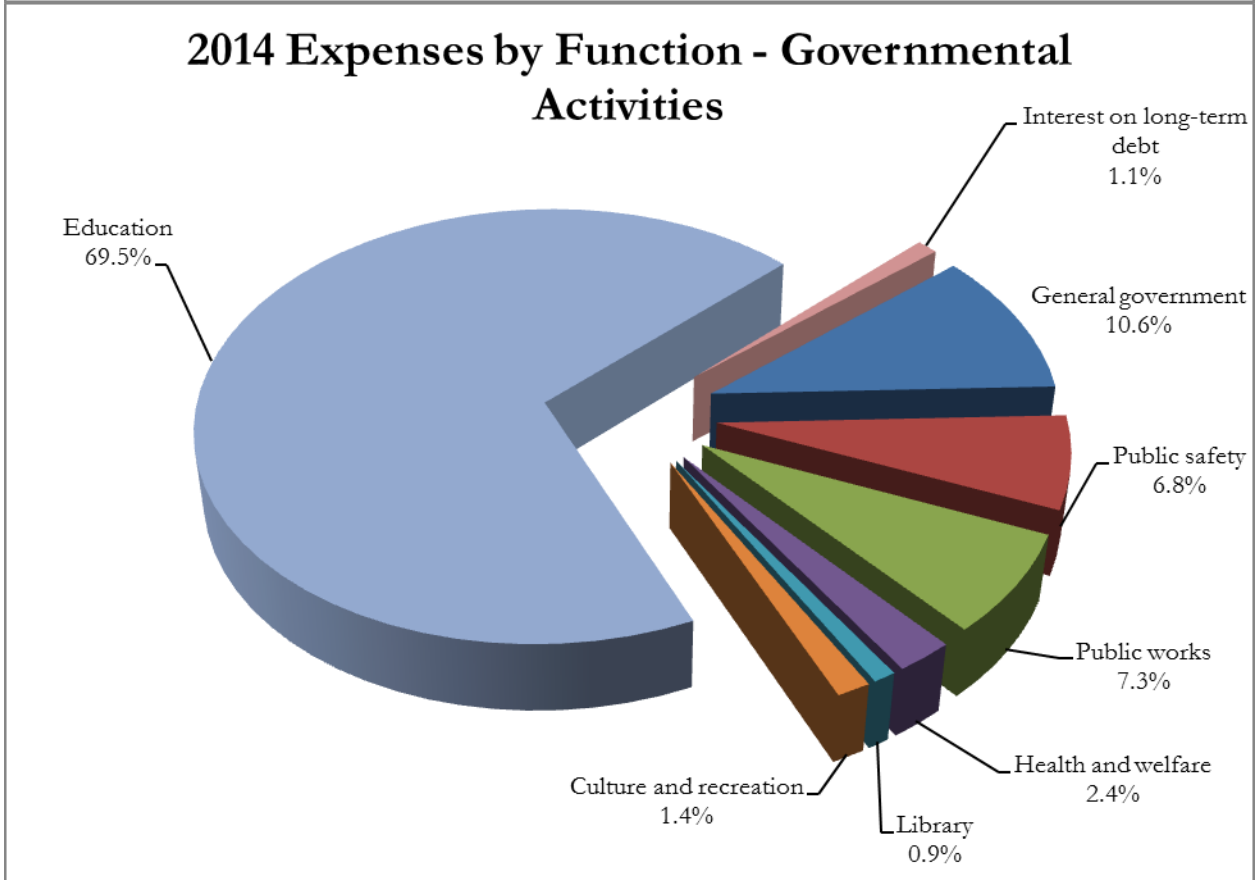
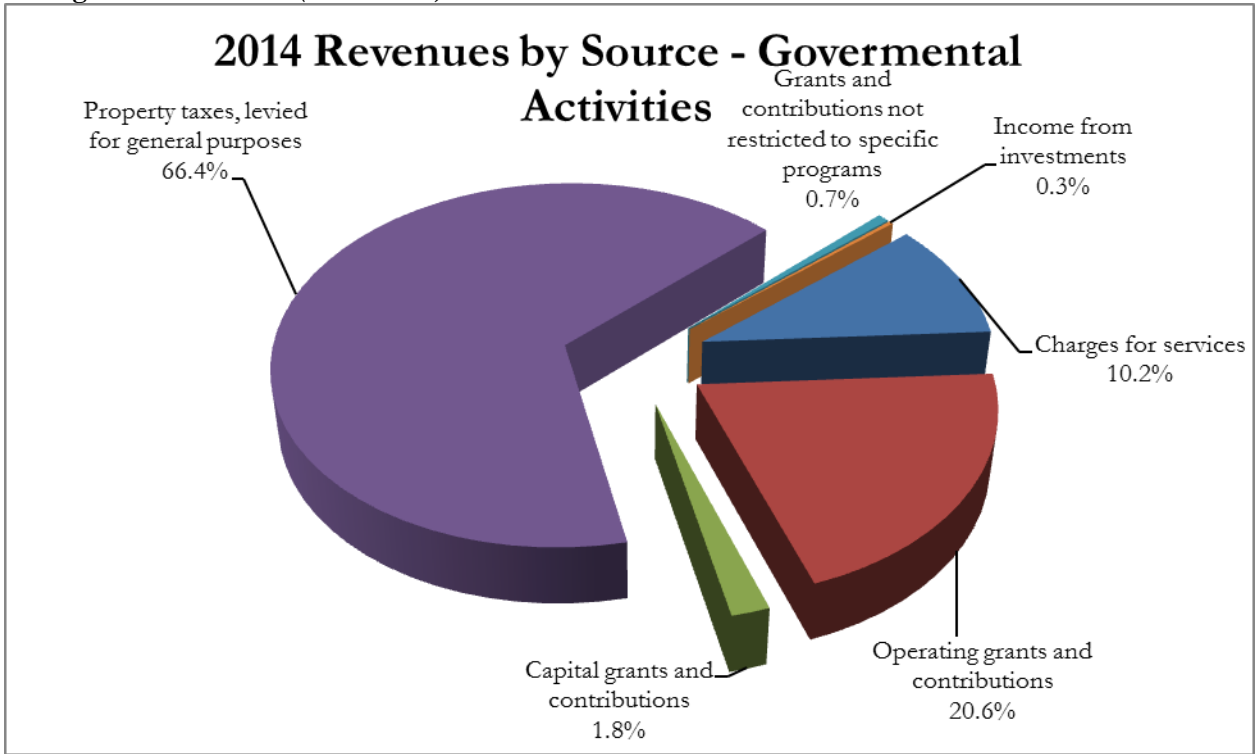
<b>Town of New Milford, Connecticut</b>			
<b>Changes in Net Position</b>			
<b>For the Year Ended June 30, 2014</b>			
	Governmental	Business Type	
	Activities	Activities	Total
<b>Revenues:</b>			
<b>Program revenues:</b>			
Charges for services	\$ 11,431,440	\$ 4,304,300	\$ 15,735,740
Operating grants and contributions	23,034,016	-	23,034,016
Capital grants and contributions	2,106,341	-	2,106,341
<b>General revenues:</b>			
Property taxes	74,383,450	-	74,383,450
Grants and contributions not restricted to specific programs	803,416	-	803,416
Income from investments	310,772	65,470	376,242
<b>Total revenues</b>	<b>112,069,435</b>	<b>4,369,770</b>	<b>116,439,205</b>
<b>Expenses:</b>			
General government	11,414,589	-	11,414,589
Public safety	7,333,092	-	7,333,092
Public works	7,902,118	-	7,902,118
Health and welfare	2,572,232	-	2,572,232
Library	1,017,968	-	1,017,968
Culture and recreation	1,521,470	-	1,521,470
Education	75,046,534	-	75,046,534
Interest on long-term debt	1,185,626	575,637	1,761,263
Sewer	-	2,671,560	2,671,560
<b>Total expenses</b>	<b>107,993,629</b>	<b>3,247,197</b>	<b>111,240,826</b>
Change in net assets before transfers	4,075,806	1,122,573	5,198,379
Transfers	20,151,579	(20,151,579)	-
<b>Change in net assets</b>	<b>24,227,385</b>	<b>(19,029,006)</b>	<b>5,198,379</b>
Net position, beginning	137,473,831	40,587,562	178,061,393
<b>Net position, ending</b>	<b>1,617,001,216</b>	<b>21,558,556</b>	<b>183,259,772</b>

*Town of New Milford  
Annual Report 12/13*

**Change in Net Position (Continued)**

<b>Town of New Milford, Connecticut</b>				
<b>Changes in Net Position</b>				
<b>For the Year Ended June 30, 2013</b>				
	Governmental	Business Type		
	Activities	Activities		Total
Revenues:				
Program revenues:				
Charges for services	\$ 10,883,926	\$ 2,037,106		\$ 12,921,032
Operating grants and contributions	22,392,341	-		22,392,341
Capital grants and contributions	1,238,198	-		1,238,198
General revenues:				
Property taxes	72,733,052	-		72,733,052
Grants and contributions not restricted to specific programs	1,386,290	-		1,386,290
Income from investments	253,475	55,620		309,095
<b>Total revenues</b>	<b>108,887,282</b>	<b>2,092,726</b>		<b>110,980,008</b>
Expenses:				
General government	10,343,679	-		10,343,679
Public safety	7,118,001	-		7,118,001
Public works	8,950,539	-		8,950,539
Health and welfare	2,743,661	-		2,743,661
Library	1,052,298	-		1,052,298
Culture and recreation	1,666,361	-		1,666,361
Education	74,016,712	-		74,016,712
Interest on long-term debt	1,011,941	172,983		1,184,924
Sewer	-	2,554,407		2,554,407
<b>Total expenses</b>	<b>106,903,192</b>	<b>2,727,390</b>		<b>109,630,582</b>
Change in net assets	1,984,090	(634,664)		1,349,426
Net position, beginning	135,489,741	41,222,226		176,711,967
Net position, ending	137,473,831	40,587,562		178,061,393

Change in Net Position (Continued)



***Governmental Activities***

Governmental activities increased the Town's net position by a current year change of \$24,227,385. This increase is mainly attributable the transfer of loan proceeds from the business-type activities in the amount of \$22,165,429 for the purpose of retiring outstanding bond anticipation notes relating to a sewer project. In addition, the Town benefited from an increase in property tax revenues over the prior fiscal year.

***Business-type Activities***

Business-type activities decreased the Town's net position by a current year change of \$19,029,006. This decrease is mainly attributable to the transfer of loan proceeds to the governmental activities in the amount of \$22,165,429. In addition, charges for services increased by approximately \$2,267,000 over the prior year due to new benefit assessments levied during the current year.

***Financial Analysis of the Town's Funds***

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental Funds**

The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Town's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town's governmental funds reported a combined ending fund balance of \$26,207,376.

**General Fund**

The General Fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$15,766,768. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 15.0% of total General Fund expenditures and other financing uses. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover 1.8 months of General Fund operating expenditures and other financing uses.

The fund balance of the Town's General Fund increased by \$2,123,770 during the current fiscal year, which was primarily due to favorable revenue and expenditure variances within the General Fund budget.



### **Waste Management Fund**

The fund balance of the Waste Management Fund increased by \$1,015,994 during the current fiscal year. This increase was primarily due to proceeds received related to a long-term settlement receivable offset by transfers to the General Fund.

### **Roads III 12-13 BANS Fund**

The fund balance of the Roads III 12-13 BANS Fund decreased by \$1,337,590 during the current fiscal year. The decrease was primarily attributable to current year capital outlays of \$1,338,158, which were funded by bond anticipation notes. Current year capital outlays were related to various ongoing road projects. The fund balance as of June 30, 2014 was a deficit of \$2,449,385 and is expected to be funded by future permanent financing sources.

### **Police Communications II Fund**

The fund balance of the Police Communications II Fund decreased by \$755,865 during the current fiscal year. The decrease was primarily attributable to current year capital outlays of \$756,511, which were funded by bond anticipation notes. Current year capital outlays were related to improvements made to the Town's Police Communications system. The fund balance as of June 30, 2014 was a deficit of \$3,501,610 and is expected to be funded by future permanent financing sources.

### **General Fund Budgetary Highlights**

The actual net change in fund balance of the General Fund on a budgetary basis was an increase of \$1,269,329. Expenditures were \$1,127,854 less than budgeted. Total budgetary revenues were \$2,109,755 more than expected, primarily due to unbudgeted grant receipts from the State of Connecticut Town Aid Road program and Municipal Revenue Sharing program as well as better than expected tax collections. During the year ended June 30, 2014, the Town Council approved additional appropriations of \$1,924,414 from fund balance.

### **Capital Asset and Debt Administration**

#### **Capital Assets**

The Town's investment in capital assets for its governmental and business type activities as of June 30, 2014 totaled \$176,055,490 (net of accumulated depreciation and amortization). This investment in capital assets includes land, construction in progress, buildings and improvements, infrastructure, land improvements, and machinery and equipment. The total increase in the Town's investment in capital assets for the current fiscal year was \$412,173 or 0.2%. This increase consisted primarily of capital asset additions of approximately \$7.0 million, offset by depreciation expense of approximately \$6.5 million. Major capital asset events during the current fiscal year included the following:

*Town of New Milford  
Annual Report 12/13*

- Capital transfer of the Route 7 Pump Station in the amount of approximately \$2.6 million from the Town to the Water Pollution Control Authority.
- Outlays for various road and bridge construction projects totaling approximately \$2.6 million.
- Outlays of \$740,804 pertaining to the Police Communications project.
- Outlays of \$449,672 pertaining to the Route 7 Pump Station project.
- Outlays for various machinery and equipment and vehicles totaling approximately \$2.4 million.

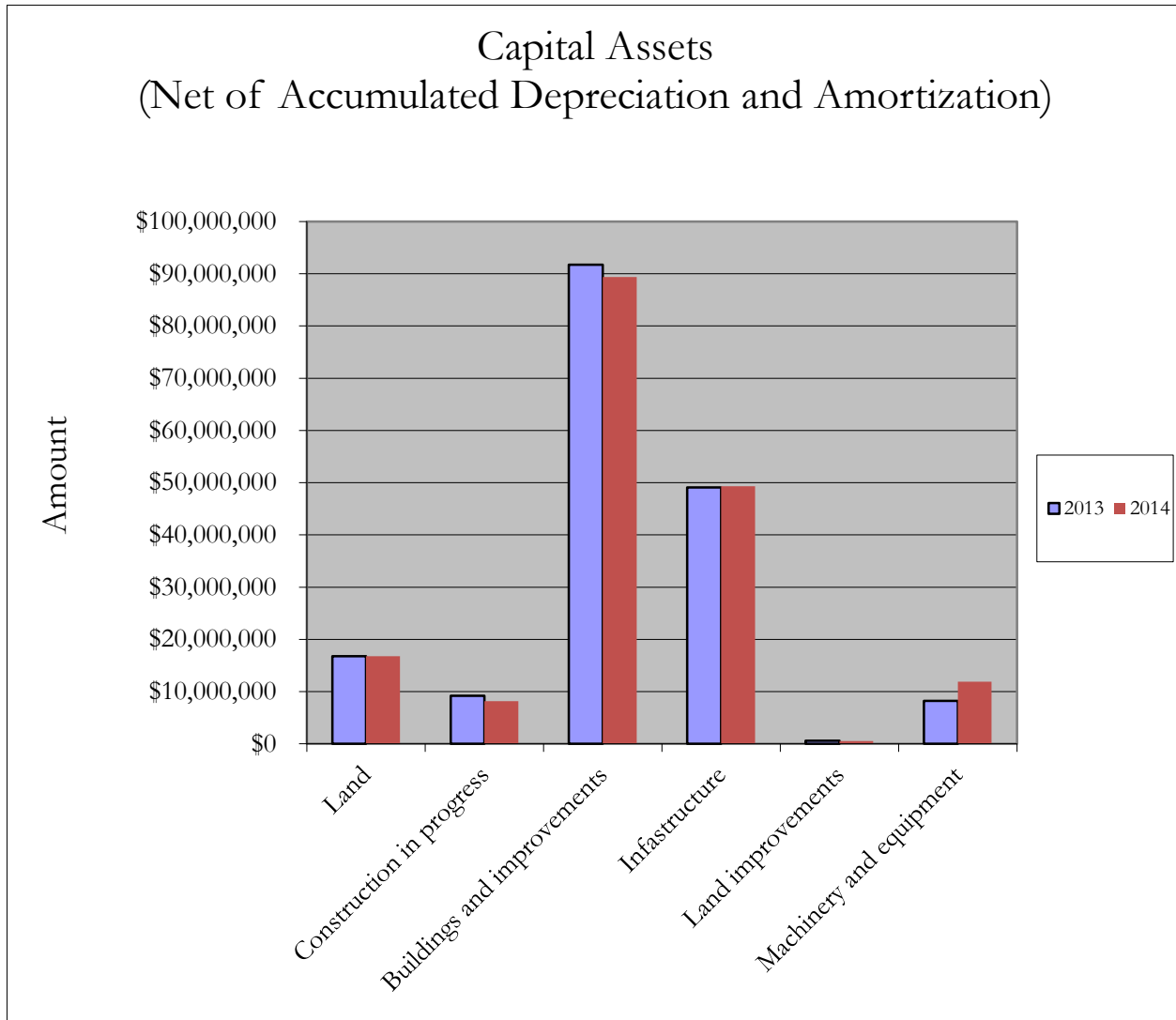
The following are tables of the investment in capital assets presented for both governmental and business-type activities:

**Town of New Milford, Connecticut  
Capital Assets, Net  
June 30, 2014**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,778,689	\$ 5,000	\$ 16,783,689
Construction in progress	7,764,867	416,915	8,181,782
Buildings and improvements	61,138,819	28,221,086	89,359,905
Infrastructure	41,258,337	8,043,191	49,301,528
Land improvements	532,953	-	532,953
Machinery and equipment	6,338,102	5,557,531	11,895,633
Totals	<u>\$ 133,811,767</u>	<u>\$42,243,723</u>	<u>\$ 176,055,490</u>

**Town of New Milford, Connecticut  
Capital Assets, Net  
June 30, 2013**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,778,689	\$ 5,000	\$ 16,783,689
Construction in progress	9,037,972	173,909	9,211,881
Buildings and improvements	62,910,585	28,826,015	91,736,600
Infrastructure	40,841,022	8,261,727	49,102,749
Land improvements	573,834	-	573,834
Machinery and equipment	5,268,565	2,965,999	8,234,564
Totals	<u>\$ 135,410,667</u>	<u>\$40,232,650</u>	<u>\$ 175,643,317</u>



#### Debt Administration

At the end of the current fiscal year, the Town had total long-term and short-term bonds and notes payable of \$56,136,786. This entire amount is comprised of debt backed by the full faith and credit of the Town. The Town's total debt decreased by \$27,859,170 or 33.2% during the current fiscal year due primarily to the pay down of the \$35,050,000 bond anticipation note with proceeds from the issuance of a \$11,935,000 bond anticipation note and the use of \$22,165,429 in loan proceeds received in the prior year from the State of Connecticut Clean Water Fund program.

State statutes limit the amount of general obligation debt the Town may issue to seven times its annual receipts from taxation, as defined by the statutes. The current debt limitation for the Town is \$522,587,401, which is in excess of the Town's outstanding general obligation debt.

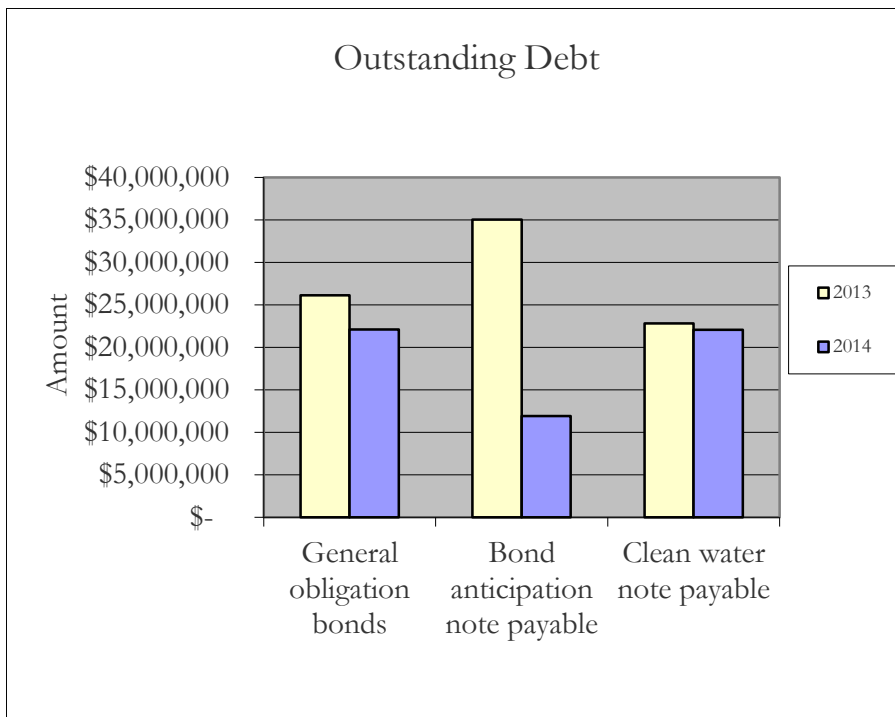
Capital Assets (Continued)

**Town of New Milford, Connecticut**  
**Long-term Debt**  
**June 30, 2014**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 19,624,486	\$ 2,500,514	\$ 22,125,000
Bond anticipation note payable	11,935,000	-	11,935,000
Clean water note payable	102,392	21,974,394	22,076,786
Totals	<u>\$ 31,661,878</u>	<u>\$ 24,474,908</u>	<u>\$ 56,136,786</u>

**Town of New Milford, Connecticut**  
**Long-term Debt**  
**June 30, 2013**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 23,347,816	\$ 2,777,184	\$ 26,125,000
Bond anticipation note payable	35,050,000	-	35,050,000
Clean water note payable	171,615	22,649,341	22,820,956
Totals	<u>\$ 58,569,431</u>	<u>\$ 25,426,525</u>	<u>\$ 83,995,956</u>



Additional information on the Town's long-term debt can be found in Notes H and I.

**Economic Factors and Next Year's Budget and Rates**

A summary of key economic factors affecting the Town are as follows:

- The unemployment rate for the Town is currently 5.1%, which compares favorably to the state's average unemployment rate and the national unemployment rate.
- Unassigned fund balance of the General Fund totals \$15,766,768 at June 30, 2014.
- Significant estimates affecting next year's budget that are subject to change in the near term consist of the following:
  - For purposes of calculating property tax revenues for fiscal year 2015, the assessor's grand list was used along with an estimated tax rate, and an estimated rate of collection, with deductions for taxes to be paid by the State on behalf of certain taxpayers.
  - Intergovernmental grants were based on estimates from the State. Connecticut's economy moves in the same general cycle as the national economy, which may affect the amount of intergovernmental revenues the Town will receive in fiscal year 2015 and thereafter.
  - It is unknown how changes in market interest rates will impact real estate activity and related revenues collected by the Town Clerk and the amount of conveyance taxes and interest income.

All of these factors were considered in preparing the Town's budget for fiscal year 2015.

**Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Office of the Finance Director, New Milford Town Hall, 10 Main Street, New Milford, Connecticut 06776.

**Basic  
Financial  
Statements**

*Town of New Milford*  
*Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
STATEMENT OF NET POSITION  
JUNE 30, 2014

	<b>Primary Government</b>		<b>Total</b>
	<b>Governmental Activities</b>	<b>Business-type Activities</b>	
<b>ASSETS</b>			
Cash and cash equivalents	\$ 38,855,169	\$ 3,703,943	\$ 42,559,112
Investments	1,570,885	-	1,570,885
Receivables:			
Property taxes, net of allowance for uncollectible of \$175,000	2,254,477	-	2,254,477
Intergovernmental	1,859,485	-	1,859,485
Settlement	1,600,000	-	1,600,000
Interest on property taxes and assessments, net of allowance for uncollectible of \$208,000	527,753	-	527,753
Sewer user charges	-	193,648	193,648
Special assessments and connection fees	-	503,316	503,316
Other	621,733	-	621,733
Internal balances	3,865,525	(3,865,525)	-
Other	49,406	112,057	161,463
Noncurrent assets:			
Net pension asset	702,218	-	702,218
Receivables:			
Special assessments and connection fees	-	3,416,447	3,416,447
Intergovernmental	2,870,548	-	2,870,548
Settlement	20,500,000	-	20,500,000
Capital assets:			
Non-depreciable	24,543,556	421,915	24,965,471
Depreciable, net	109,268,211	41,821,808	151,090,019
Total assets	<u>209,088,966</u>	<u>46,307,609</u>	<u>255,396,575</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred charges on refunding	<u>306,563</u>	<u>-</u>	<u>306,563</u>
<b>LIABILITIES</b>			
Accounts payable	4,346,756	36,291	4,383,047
Accrued liabilities:			
Salaries and benefits payable	407,175	12,862	420,037
Accrued interest	384,233	50,603	434,836
Other accrued liabilities	257,472	174,389	431,861
Unearned revenue	346,462	-	346,462
Bond anticipation note payable	11,935,000	-	11,935,000
Noncurrent liabilities:			
Due within one year	4,766,446	1,448,146	6,214,592
Due in more than one year	25,250,769	23,026,762	48,277,531
Total liabilities	<u>47,694,313</u>	<u>24,749,053</u>	<u>72,443,366</u>
<b>NET POSITION</b>			
Net investment in capital assets	101,661,774	17,768,815	119,430,589
Restricted for:			
Grant program purposes	99,076	-	99,076
Other purposes	95,878	-	95,878
Unrestricted	59,844,488	3,789,741	63,634,229
Total net position	<u>\$ 161,701,216</u>	<u>\$ 21,558,556</u>	<u>\$ 183,259,772</u>

*Town of New Milford  
Annual Report 12/13*

<b>TOWN OF NEW MILFORD, CONNECTICUT</b>							
STATEMENT OF ACTIVITIES							
FOR THE YEAR ENDED JUNE 30, 2014							
Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
<b>Primary Government:</b>							
Governmental activities:							
General government	\$ 11,414,589	\$ 1,552,235	\$ 255,206	\$ 30,000	\$ (9,577,148)	\$ -	\$ (9,577,148)
Public safety	7,333,092	832,071	97,729	-	(6,403,292)	-	(6,403,292)
Public works	7,902,118	522,250	56,812	2,076,341	(5,246,715)	-	(5,246,715)
Health and welfare	2,572,232	184,485	381,655	-	(2,006,092)	-	(2,006,092)
Library	1,017,968	35,618	32,915	-	(949,435)	-	(949,435)
Culture and recreation	1,521,470	1,176,546	7,964	-	(336,960)	-	(336,960)
Education	75,046,534	7,128,235	22,201,735	-	(45,716,564)	-	(45,716,564)
Interest expense	1,185,626	-	-	-	(1,185,626)	-	(1,185,626)
Total governmental activities	<u>107,993,629</u>	<u>11,431,440</u>	<u>23,034,016</u>	<u>2,106,341</u>	<u>(71,421,832)</u>	<u>-</u>	<u>(71,421,832)</u>
Business-type activities:							
Sewer	3,247,197	4,304,300	-	-	-	1,057,103	1,057,103
Total primary government	<u>\$ 111,240,826</u>	<u>\$ 15,735,740</u>	<u>\$ 23,034,016</u>	<u>\$ 2,106,341</u>	<u>(71,421,832)</u>	<u>1,057,103</u>	<u>(70,364,729)</u>
General revenues:							
Property taxes, levied for general purposes					74,383,450	-	74,383,450
Grants and contributions not restricted to specific programs					803,416	-	803,416
Investment earnings					310,772	65,470	376,242
Total general revenues					<u>75,497,638</u>	<u>65,470</u>	<u>75,563,108</u>
					4,075,806	1,122,573	5,198,379
Change in net position before transfers					20,151,579	(20,151,579)	-
Transfers, net					<u>24,227,385</u>	<u>(19,029,006)</u>	<u>5,198,379</u>
					137,473,831	40,587,562	178,061,393
					<u>\$ 161,701,216</u>	<u>\$ 21,558,556</u>	<u>\$ 183,259,772</u>



*Town of New Milford  
Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2014

	General Fund	Waste Management Ordinance Fund	Roads III 12-13 BANS Fund	Police Communications II Fund	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and cash equivalents	\$ 18,860,912	\$ 8,283,468	\$ 85,615	\$ 144,097	\$ 8,581,134	\$ 35,955,226
Investments	-	-	-	-	1,570,885	1,570,885
Receivables:						
Property taxes, net of allowance for uncollectibles of \$175,000	2,254,477	-	-	-	-	2,254,477
Interest on property taxes, net of allowance for uncollectibles of \$208,000	527,753	-	-	-	-	527,753
Intergovernmental	31,093	-	-	-	612,472	643,565
Other	331,799	-	-	-	289,934	621,733
Due from other funds	4,387,513	-	-	-	-	4,387,513
Inventories	32,753	-	-	-	16,553	49,306
Prepaid items	-	-	-	-	100	100
Total assets	<u>\$ 26,426,300</u>	<u>\$ 8,283,468</u>	<u>\$ 85,615</u>	<u>\$ 144,097</u>	<u>\$ 11,071,078</u>	<u>\$ 46,010,558</u>
<b>LIABILITIES</b>						
Accounts payable	\$ 779,966	\$ -	\$ -	\$ 15,707	\$ 169,974	\$ 965,647
Accrued liabilities:						
Salaries and benefits payable	407,175	-	-	-	-	407,175
Other	70,670	-	-	-	186,802	257,472
Due to other funds	2,821,007	-	-	-	521,988	3,342,995
Due to the State of Connecticut	-	-	-	-	12,968	12,968
Unearned revenue	301,068	-	-	-	45,394	346,462
Bond anticipation note payable	-	-	2,535,000	3,630,000	5,770,000	11,935,000
Total liabilities	<u>4,379,886</u>	<u>-</u>	<u>2,535,000</u>	<u>3,645,707</u>	<u>6,707,126</u>	<u>17,267,719</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable revenue - property taxes and interest	2,535,463	-	-	-	-	2,535,463
<b>FUND BALANCES (DEFICITS)</b>						
Nonspendable:	32,753	-	-	-	16,653	49,406
Restricted for:						
Capital purposes	-	-	71,570	124,132	1,526,500	1,722,202
Grant program purposes	-	-	-	-	99,076	99,076
External	-	-	-	-	95,878	95,878
Committed	141,312	8,283,468	-	-	7,546,910	15,971,690
Assigned	3,570,118	-	-	-	-	3,570,118
Unassigned	15,766,768	-	(2,520,955)	(3,625,742)	(4,921,065)	4,699,006
Total fund balances (deficits)	<u>19,510,951</u>	<u>8,283,468</u>	<u>(2,449,385)</u>	<u>(3,501,610)</u>	<u>4,363,952</u>	<u>26,207,376</u>
Total liabilities, deferred inflows of resources, and fund balances (deficits)	<u>\$ 26,426,300</u>	<u>\$ 8,283,468</u>	<u>\$ 85,615</u>	<u>\$ 144,097</u>	<u>\$ 11,071,078</u>	<u>\$ 46,010,558</u>

*Town of New Milford*  
*Annual Report 12/13*

<b>TOWN OF NEW MILFORD, CONNECTICUT</b> <b>RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS</b> <b>TO THE STATEMENT OF NET POSITION</b> <b>JUNE 30, 2014</b>		
Total fund balances for governmental funds	\$	26,207,376
Total net position reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds. Those assets consist of:		
Land	\$	16,778,689
Construction in progress		7,764,867
Buildings and improvements		93,730,622
Infrastructure		103,638,758
Land improvements		974,695
Machinery and equipment		21,136,607
Less accumulated depreciation and amortization		<u>(110,212,471)</u>
Total capital assets, net		133,811,767
Annual required pension contributions not contributed or expected to be liquidated with expendable available resources are not reported as fund liabilities. Such liabilities are applicable to the Town's governmental activities and are reported in the statement of net position.		
		(2,466,641)
The net pension asset resulting from contributions in excess of the annual required contributions are not financial resources and, therefore, are not reported in the funds.		
		702,218
Some of the Town's taxes and interest will be collected after year end, but are not available soon enough to pay for the current period's expenditures and, therefore, are reported as deferred inflows of resources in the funds.		
		2,535,463
Long-term receivables are not available soon enough to pay for the current periods expenditures and, therefore, are not reported in the funds:		
School construction receivable		4,086,468
Settlement receivable		<u>22,100,000</u>
		26,186,468
Long-term liabilities and related amounts applicable to the Town's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities and related amounts - both current and long-term - are reported in the statement of net position.		
Accrued interest payable		(384,233)
Long-term debt:		
Bonds and note payable		(20,518,095)
Deferred charges on refunding		306,563
Other long-term liabilities:		
Capital lease obligations		(1,725,663)
Compensated absences		(489,835)
Early retirement obligations		(312,000)
Pollution remediation obligation		(4,748,325)
Net OPEB obligation		<u>(2,223,297)</u>
Total long-term liabilities		(30,094,885)
An internal service fund is used by the Town to charge the cost of risk management activities to individual funds. The assets and liabilities of the internal service fund are included in the governmental activities statement of net position.		
		<u>4,819,450</u>
Net position of governmental activities	\$	<u>161,701,216</u>

*Town of New Milford  
Annual Report 12/13*

<b>TOWN OF NEW MILFORD, CONNECTICUT</b>						
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (DEFICITS)						
GOVERNMENTAL FUNDS						
FOR THE YEAR ENDED JUNE 30, 2014						
	General Fund	Waste Management Ordinance Fund	Roads III 12-13 BANS Fund	Police Communications II Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES</b>						
Property taxes	\$ 74,688,984	\$ -	\$ -	\$ -	\$ -	\$ 74,688,984
Intergovernmental	24,262,031	-	-	-	2,615,352	26,877,383
Charges for services	4,498,646	-	-	-	4,106,851	8,605,497
Investment earnings	39,668	11,718	568	646	258,059	310,659
Miscellaneous	-	1,600,000	-	-	301,854	1,901,854
Total revenues	<u>103,489,329</u>	<u>1,611,718</u>	<u>568</u>	<u>646</u>	<u>7,282,116</u>	<u>112,384,377</u>
<b>EXPENDITURES</b>						
Current:						
General government	10,732,936	-	-	-	18,632	10,751,568
Public safety	6,716,445	-	-	-	73,139	6,789,584
Public works	5,035,485	-	-	-	-	5,035,485
Health and welfare	2,508,706	-	-	-	23,148	2,531,854
Library	-	-	-	-	1,017,968	1,017,968
Culture and recreation	1,310,579	-	-	-	6,396	1,316,975
Education	66,335,339	-	-	-	5,514,831	71,850,170
Debt service:						
Principal payments	4,439,872	-	-	-	-	4,439,872
Interest and fiscal charges	1,139,310	-	-	-	222,879	1,362,189
Capital outlays	2,791,318	-	1,338,158	756,511	1,761,865	6,647,852
Total expenditures	<u>101,009,990</u>	<u>-</u>	<u>1,338,158</u>	<u>756,511</u>	<u>8,638,858</u>	<u>111,743,517</u>
Excess (deficiency) of revenues over expenditures	2,479,339	1,611,718	(1,337,590)	(755,865)	(1,356,742)	640,860
<b>OTHER FINANCING SOURCES (USES)</b>						
Capital lease financing	1,801,702	-	-	-	-	1,801,702
Premium on bond anticipation notes	125,437	-	-	-	-	125,437
Transfers in	1,276,241	-	-	-	4,101,440	5,377,681
Transfers out	(3,558,949)	(595,724)	-	-	(628,308)	(4,782,981)
Total other financing sources (uses)	<u>(355,569)</u>	<u>(595,724)</u>	<u>-</u>	<u>-</u>	<u>3,473,132</u>	<u>2,521,839</u>
Net change in fund balances	2,123,770	1,015,994	(1,337,590)	(755,865)	2,116,390	3,162,699
Fund balances (deficits) - beginning	<u>17,387,181</u>	<u>7,267,474</u>	<u>(1,111,795)</u>	<u>(2,745,745)</u>	<u>2,247,562</u>	<u>23,044,677</u>
Fund balances (deficits) - ending	<u>\$ 19,510,951</u>	<u>\$ 8,283,468</u>	<u>\$ (2,449,385)</u>	<u>\$ (3,501,610)</u>	<u>\$ 4,363,952</u>	<u>\$ 26,207,376</u>

*Town of New Milford  
Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2014**

Net change in fund balances - total governmental funds \$ 3,162,699

Total change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The amount by which depreciation expense and transfers exceeded capital outlays in the current period is as follows:

Expenditures for capital assets	\$ 6,521,381	
Depreciation and amortization expense	(5,532,177)	
Transfer of assets to Water Pollution Control Authority	<u>(2,608,550)</u>	
Net adjustment		(1,619,346)

In the statement of activities, only the gain (loss) on the sale of capital assets is reported whereas the proceeds from the sale increase financial resources in the governmental funds. (9,554)

Donations of capital assets increase net position in the statement of activities, but do not appear in the governmental funds because they are not financial resources. 30,000

Certain revenues are not susceptible to accrual and, therefore, are only reported as revenue in the funds when the cash is received by the Town. In the government-wide financial statements, the cash received reduces the receivable recognized in the government-wide statement of net position:

School construction receivable	(1,270,302)	
Settlement receivable	<u>(1,600,000)</u>	
		(2,870,302)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of principal on long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. The net effect of these differences in the treatment of long-term obligations is as follows:

Debt issued or incurred:		
Capital lease financing	(1,801,702)	
Principal repayments:		
Bonds and note payable	3,792,553	
Capital lease financing	<u>651,546</u>	
Net adjustment		2,642,397

*(Continued)*

*Town of New Milford  
Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES *(Continued)***  
**FOR THE YEAR ENDED JUNE 30, 2014**

Transfer of loan proceeds to the governmental activities from the business-type activities to repay debt does not appear in the governmental funds because the loan is considered to be long-term debt. \$ 22,165,429

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. In addition, interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. The net effect of such items is as follows:

Accrued interest	\$	57,804	
Bond premium amortization		82,561	
Deferred charges amortization		(89,239)	
Compensated absences		8,330	
Early retirement obligations		312,000	
Pollution remediation obligation		1,675	
Net OPEB obligation		(567,202)	
Net pension asset		105,458	
Pension contribution payable		<u>(267,912)</u>	(356,525)

Certain revenues reported in the statement of activities do not provide current financial resources and therefore are reported as deferred inflows of revenue in governmental funds. This amount represents the change in deferred inflows. (305,534)

Internal service funds are used by management to charge the costs of certain activities to individual funds. The net revenue (expense) of the internal service fund is reported within the governmental activities. 1,388,121

Change in net position of governmental activities \$ 24,227,385

*Town of New Milford*  
*Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -  
BUDGETARY BASIS - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2014

	Budgeted Amounts		Actual	Variance With Final Budget Over (Under)
	Original	Final		
<b>REVENUES</b>				
Property taxes	\$ 74,016,913	\$ 74,016,913	\$ 74,688,984	\$ 672,071
Licenses and permits	546,000	546,000	585,665	39,665
Intergovernmental	15,014,037	15,027,708	15,912,408	884,700
Charges for goods and services	3,326,711	3,344,341	3,873,243	528,902
Investment earnings	55,000	55,000	39,417	(15,583)
Total revenues	<u>92,958,661</u>	<u>92,989,962</u>	<u>95,099,717</u>	<u>2,109,755</u>
<b>EXPENDITURES</b>				
Current:				
General government	11,434,985	11,214,738	10,936,087	(278,651)
Public safety	6,264,826	6,530,974	6,362,588	(168,386)
Public works	4,972,988	5,236,050	5,185,579	(50,471)
Health and welfare	2,244,431	2,291,362	2,226,527	(64,835)
Culture and recreation	1,419,052	1,433,844	1,343,787	(90,057)
Education	59,634,148	59,634,148	58,953,586	(680,562)
Debt service:				
Principal payments	4,746,879	4,746,879	4,744,170	(2,709)
Interest and fiscal charges	1,427,747	1,427,747	1,688,747	261,000
Capital outlays	2,131,864	2,169,381	2,116,198	(53,183)
Total expenditures	<u>94,276,920</u>	<u>94,685,123</u>	<u>93,557,269</u>	<u>(1,127,854)</u>
Excess (deficiency) of revenues over expenditures	(1,318,259)	(1,695,161)	1,542,448	3,237,609
<b>OTHER FINANCING SOURCES (USES)</b>				
Premium on bond anticipation notes issued	-	-	125,437	125,437
Cancellation of prior year encumbrances	-	-	330,558	330,558
Appropriation of fund balance	500,000	2,424,414	-	(2,424,414)
Transfers out	(1,881,975)	(3,524,088)	(3,523,949)	139
Transfers in	2,700,234	2,794,835	2,794,835	-
Total other financing sources (uses)	<u>1,318,259</u>	<u>1,695,161</u>	<u>(273,119)</u>	<u>(1,968,280)</u>
Net change in fund balances	<u>\$ -</u>	<u>\$ -</u>	1,269,329	<u>\$ 1,269,329</u>
Fund balance - beginning			<u>15,720,432</u>	
Fund balance - ending			<u>\$ 16,989,761</u>	

*Town of New Milford*  
*Annual Report 12/13*

<b>TOWN OF NEW MILFORD, CONNECTICUT</b>		
STATEMENT OF NET POSITION		
PROPRIETARY FUNDS		
JUNE 30, 2014		
	<b>Business-type Activities</b>	<b>Governmental Activities</b>
	<b>Water Pollution Control Authority</b>	<b>Internal Service Fund</b>
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 3,703,943	\$ 2,899,943
Receivables:		
Sewer user charges	193,648	-
Connection fees	79,652	-
Assessments	423,664	-
Due from other funds	-	2,821,007
Inventories	112,057	-
Total current assets	4,512,964	5,720,950
Noncurrent assets:		
Receivables:		
Connection fees	80,223	-
Assessments	3,336,224	-
Capital assets:		
Non-depreciable	421,915	-
Depreciable, net	41,821,808	-
Total assets	50,173,134	5,720,950
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	36,291	901,500
Accrued liabilities:		
Salaries and benefits payable	12,862	-
Accrued interest	50,603	-
Escrow deposits	144,095	-
Other	30,294	-
Current portion of bonds and notes payable	1,448,146	-
Due to other funds	3,865,525	-
Total current liabilities	5,587,816	901,500
Noncurrent liabilities:		
Long-term portion of bonds and notes payable	23,026,762	-
Total liabilities	28,614,578	901,500
<b>NET POSITION</b>		
Net investment in capital assets	17,768,815	-
Unrestricted	3,789,741	4,819,450
Total net position	\$ 21,558,556	\$ 4,819,450

*Town of New Milford*  
*Annual Report 12/13*

<b>TOWN OF NEW MILFORD, CONNECTICUT</b>		
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION		
PROPRIETARY FUNDS		
FOR THE YEAR ENDED JUNE 30, 2014		
	<b>Business-type Activities</b>	<b>Governmental Activities</b>
	<b>Water Pollution Control Authority</b>	<b>Internal Service Fund</b>
<b>OPERATING REVENUES</b>		
Charges for services and premiums	\$ 4,304,300	\$ 12,798,941
Total operating revenues	4,304,300	12,798,941
<b>OPERATING EXPENSES</b>		
Personnel services	521,070	-
Employee benefits	335,894	-
Utilities	261,692	-
Laboratory	20,771	-
Maintenance and repairs	74,074	-
Process expense	349,474	-
Claims incurred	-	10,288,951
Administration	92,045	1,121,982
Depreciation and amortization	1,016,540	-
Total operating expenses	2,671,560	11,410,933
Operating income	1,632,740	1,388,008
<b>NON-OPERATING INCOME (EXPENSE)</b>		
Interest income	65,470	113
Interest expense	(575,637)	-
Total non-operating income (expense)	(510,167)	113
Change in net position before transfers and capital contributions	1,122,573	1,388,121
Capital contribution - Town	2,608,550	-
Transfers out - Town	(22,760,129)	-
	(20,151,579)	-
Change in net position	(19,029,006)	1,388,121
Net position - beginning	40,587,562	3,431,329
Net position - ending	\$ 21,558,556	\$ 4,819,450



*Town of New Milford*  
*Annual Report 12/13*

<b>TOWN OF NEW MILFORD, CONNECTICUT</b>		
STATEMENT OF CASH FLOWS		
PROPRIETARY FUNDS		
FOR THE YEAR ENDED JUNE 30, 2014		
	<b>Business-type Activities</b>	<b>Governmental Activities</b>
	<b>Water Pollution Control Authority</b>	<b>Internal Service Fund</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received for the following:		
Customers and users	\$ 2,724,106	\$ 13,085,065
Cash paid for the following:		
Personnel services	(524,224)	-
Employee benefits	(335,894)	-
Utilities	(261,692)	-
Laboratory	(20,771)	-
Maintenance and repairs	(78,269)	-
Process expense	(396,443)	-
Claims incurred	-	(10,257,351)
Administration	(92,045)	(1,121,982)
Net cash provided by operating activities	1,014,768	1,705,732
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>		
Interfund activity	316,608	-
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Purchases of capital assets	(419,325)	-
Sale of capital assets	262	-
Interest paid on capital debt	(581,863)	-
Principal paid on capital debt	(951,617)	-
Net cash used in capital and related financial activities	(1,952,543)	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest income	65,470	113
Net increase (decrease) in cash and cash equivalents	(555,697)	1,705,845
Cash and cash equivalents, beginning of year	4,259,640	1,194,098
Cash and cash equivalents, end of year	\$ 3,703,943	\$ 2,899,943
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Operating income	\$ 1,632,740	\$ 1,388,008
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation and amortization	1,016,540	-
Changes in assets and liabilities:		
Increase in receivables	(1,580,194)	-
Increase in inventory	(4,195)	-
Decrease in accounts payable	(17,944)	-
Decrease in accrued payroll	(3,154)	-
Decrease in other accruals	(29,025)	-
Decrease in due from other funds	-	286,124
Increase in claims payable	-	31,600
Net cash provided by operating activities	\$ 1,014,768	\$ 1,705,732

*Town of New Milford*  
*Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**JUNE 30, 2014**

	<b>Pension and Other Post- Employment Benefits Trust Funds</b>	<b>Private Purpose Trust Funds</b>	<b>Agency Funds</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 230,924	\$ 66,676	\$ 2,497,700
Investments, at fair value:			
Pooled separate accounts	47,717,193	-	-
Mutual funds	-	58,054	769,477
Corporate bonds	-	-	196,012
Common stock	-	14,774	-
Employer contribution receivable	2,466,641	-	-
Total assets	<u>50,414,758</u>	<u>139,504</u>	<u>\$ 3,463,189</u>
<b>LIABILITIES</b>			
Accounts payable	-	193	-
Due to student groups	-	-	537,508
Due to others	-	-	2,925,681
Total liabilities	<u>-</u>	<u>193</u>	<u>\$ 3,463,189</u>
<b>NET POSITION</b>			
Held in trust for pension benefits and other purposes	<u>\$ 50,414,758</u>	<u>\$ 139,311</u>	

*Town of New Milford  
Annual Report 12/13*

**TOWN OF NEW MILFORD, CONNECTICUT**  
STATEMENT OF CHANGES  
IN FIDUCIARY NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2014

	<b>Pension and Other Post- Employment Benefits Trust Funds</b>	<b>Private Purpose Trust Funds</b>
<b>ADDITIONS</b>		
Contributions:		
Employer	\$ 2,466,641	\$ -
Plan members	297,706	-
Total contributions	2,764,347	-
Investment earnings:		
Interest	111	996
Net increase in the fair value of investments	6,845,411	7,493
Total investment earnings	6,845,522	8,489
Total additions	9,609,869	8,489
<b>DEDUCTIONS</b>		
Benefit payments	2,648,261	-
Awards expense	-	500
Administrative expenses	23,643	164
Total deductions	2,671,904	664
Change in net position	6,937,965	7,825
Net position - beginning	43,476,793	131,486
Net position - ending	\$ 50,414,758	\$ 139,311

## **NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Town of New Milford, Connecticut (the “Town”) conform to accounting principles generally accepted in the United States of America, as applicable to governmental organizations. The following is a summary of significant accounting policies:

### **Financial Reporting Entity**

The Town of New Milford, Connecticut was originally settled in 1706 and was granted the powers and privileges of a township by the General Assembly of Connecticut in 1712. The current charter in use was approved and has been amended as recently as 2007. The Town operates under a Town Council and Board of Finance form of government and provides the following services as authorized by its charter: public safety, public works, health and welfare, library, culture and recreation, education, and sewers.

Accounting principles generally accepted in the United States of America require that the reporting entity include the primary government and its component units, entities for which the government is considered to be financially accountable, all organizations for which the primary government is financially accountable, and other organizations which by nature and significance of their relationship with the primary government would cause the financial statements to be incomplete or misleading if excluded. Blended component units, although legally separate entities, are in substance, part of the government’s operations and therefore, data from these units are combined with data of the primary government. Based on these criteria, the New Milford Public Library has been included in the Town’s financial statements as a blended component unit.

The New Milford Public Library (“NMPL”) was established in 1898 for the purposes of circulation of library materials to the public. The Town currently subsidizes a portion of the NMPL’s operations within its General Fund budget on an annual basis. NMPL activity is reported as part of the Town’s financial statements within the Library Memorial Trust Fund and Library Expansion Fund, as nonmajor special revenue funds, as well as the Woolsey-Pepper and Egbert Marsh private purpose trust funds.

### **Government-wide and Fund Financial Statements**

#### **Government-wide Financial Statements**

The statement of net position and the statement of activities display information about the Town and include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double-counting of internal activities. Interfund services provided and used are not eliminated in the process of consolidation. The statements are intended to distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

#### Fund Financial Statements

The fund financial statements provide information about the Town's funds, including its fiduciary funds. Separate statements for each fund category – governmental, proprietary and fiduciary - are presented. The emphasis of fund financial statements is on major governmental funds and enterprise funds, each displayed in a separate column. All remaining governmental funds and enterprise funds are aggregated and reported as nonmajor funds.

The Town reports the following major governmental funds:

**General Fund** - This fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

**Waste Management Ordinance Fund** - This fund is used to account for monies set aside for the acquisition of land and building for public recreation, public education, or public library facilities. The major source of revenue for this fund is settlement proceeds from certain zoning violations relating to a municipal solid waste facility.

**Roads III 12-13 BANS Fund** - This fund is used to account for the expenditures incurred in relation to the reconstruction and improvement of the various roads within the Town of New Milford.

**Police Communications II Fund** - This fund is used to account for the expenditures incurred for emergency communication improvements. The appropriated funding was used to upgrade the communications system of the Town which broadened the coverage, eliminating "dead zones". Improvements were made through the construction of several antenna towers along with the purchase of communication systems and radios from Motorola.

The Town reports the following major proprietary funds:

**Water Pollution Control Authority** - This fund is used to account for revenues and expenses associated with the sewer collection and processing services for the Town's residences and businesses.

In addition, the Town reports the following proprietary and fiduciary fund types:

**Internal Service Fund** - This fund accounts for activities that provide goods or services to other funds, departments, or agencies of the Town on a cost-reimbursement basis. The Town utilizes an internal service fund to account for risk management activities.

**Pension and Other Post-Employment Benefits Trust Funds** - These funds are used to account for resources held in trust for the members and beneficiaries of the Town's pension plan, which is a defined benefit pension plan, and the other post-employment benefits plan.

**Private Purpose Trust Funds** - This fund type is used to account for trust arrangements under which principal and income benefit individuals, private organizations, or other governments. There is no requirement that any portion of the resources be preserved as capital. The Town utilizes a private purpose trust fund to account for activities of various specified purposes.

**Agency Funds** - These funds are used to account for resources held by the Town in a purely custodial capacity. The Town utilizes these funds to account for assets of the student activities funds, performance bond funds, fuel bank funds, community food bank funds, good samaritan funds, hope funds, firefighter funds, and flexible spending funds.

### **Measurement Focus and Basis of Accounting**

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital lease are reported as other financing sources.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues in the current fiscal period. Entitlements are recorded as revenues when all eligibility requirements are met, including any time requirements, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met, and the amount is received during the period or within the availability period for this revenue source (within 60 days of year end). All other revenue items are considered to be measurable and available only when the cash is received.

The proprietary, pension trust, and private-purpose trust funds are reported using the economic resources measurement focus and the accrual basis of accounting. The agency fund has no measurement focus but utilizes the accrual basis of accounting for reporting its assets and liabilities.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connections with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's enterprise fund consist of charges to customers for services relating to sewer usage. Operating expenses of the Town's enterprise fund include the cost of operations and maintenance, administrative expenses, and depreciation of capital assets. The principal operating revenues of the Town's internal service fund consist of charges for premiums. Operating expenses of the Town's internal service fund consist of claims incurred and administrative expenses. Revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

### **Implementation of New Accounting Standard**

The Town has implemented the provisions of Governmental Accounting Standards Board (GASB) Statement No. 67, Financial Reporting for Pension Plans – An Amendment of GASB Statement No. 25, effective July 1, 2013. GASB Statement No. 67 replaced the requirements for GASB Statement No. 50, Pension Disclosures. The implementation of GASB Statement No. 67 resulted in changes to the disclosures and required supplementary information relating to the Town's defined benefit pension plan. The implementation of GASB Statement No. 67 had no impact on the Town's financial position or on the financial position of the Town's pension trust fund.

### **Assets, Liabilities, Deferred Inflows/Outflows of Resources and Net Position/Fund Equity**

#### **Cash Equivalents**

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

## **Investments**

Investments for the Town are reported at fair value (generally based on quoted market prices) except as described below.

The Town invests in the State Treasurer's Short-Term Investment Fund (STIF), which is an investment pool managed by the State Treasurer's Office, and the Cooperative Liquid Asset Security Systems Fund (CLASS), which is an investment pool managed by Cutwater Asset Management. STIF and CLASS operate in conformity with all of the requirements of the Securities and Exchange Commission's (SEC) Rule 2a7 as promulgated under the Investment Company Act of 1940, as amended. Accordingly, STIF and CLASS qualify as a 2a7-like pools and are reported at the net asset value per share (which approximates fair value) even though it is calculated using the amortized cost method. STIF and CLASS are subject to regulatory oversight even though they are not registered by the SEC.

## **Inventories**

Inventories are reported at cost using the first-in first-out (FIFO) method, except for USDA donated commodities, which are recorded at market value. Inventories are recorded as expenditures when consumed rather than when purchased.

## **Property Taxes, Sewer Usage Charges and Sewer Assessment Fees**

Property taxes are assessed as of October 1. Real estate and personal property taxes are billed in the following July and are due in two installments, July 1 and January 1. Motor vehicle taxes are billed in July and are due in one installment, July 1, and supplemental motor vehicle taxes are due in full January 1. Taxes become delinquent thirty days after the installment is due. Liens are effective on the assessment date and are continued by filing before the end of the year following the due date. Based on historical collection experience and other factors, the Town has established an allowance for uncollectible taxes and interest as of June 30, 2014 of \$175,000 and \$208,000, respectively.

Upon completion of projects, sewer assessments are levied to users. Once levied, annual assessments are made to users periodically throughout the year, based on the start date of the levy. Usage charges are billed semi-annually. Assessments and user charges are due and payable within 30 days and delinquent amounts are subject to interest at prevailing rates. Liens are filed on all properties until the assessments and usage charges are paid in full. Based on historical collection experience and other factors, an allowance for uncollectible assessments as of June 30, 2014 is not considered necessary.

## **Loans Receivable**

The Town records loans receivable in both the government-wide and fund financial statements loan proceeds are advanced and records an allowance for uncollectible amounts based on historical experience and other factors.



## **Capital Assets**

Capital assets, which include land, buildings and improvements, improvements other than buildings, machinery and equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and proprietary fund financial statements. Capital assets are defined by the Town as assets with an initial individual cost of more than \$300 and an estimated useful life in excess of one year. Such assets are recorded at historical cost, or estimated historical cost, when purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of a capital asset or materially extend capital asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred net of interest earned on project specific debt during the construction phase of capital assets of business-type activities and enterprise funds are included as part of the capitalized cost of the assets constructed.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Improvements other than buildings	15 - 20
Machinery and equipment	5 - 15
Infrastructure	15 - 50

Capital assets acquired under capital lease are amortized over the life of the lease term or estimated useful life of the asset, as applicable.

## **Unearned Revenue**

This liability represents resources that have been received but not yet earned.

## **Deferred Outflows/Inflows of Resources**

Deferred outflows of resources represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town only has one item that qualifies for reporting in this category. It is the deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

Deferred inflows of resources represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The Town only has one type of item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes and interest thereon. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

### **Compensated Absences**

Town employees accumulate vacation and sick leave hours for subsequent use or payment upon termination based upon length of employment. Expenditures for compensated absences are recognized in the governmental fund financial statements in the current year to the extent they are paid during the year, or the vested amount is expected to be paid with available resources. All compensated absences are accrued when incurred in the government-wide, proprietary fund and fiduciary fund financial statements. Expenditures for compensated absences are recognized in the governmental fund financial statements in the current year to the extent they have matured (i.e. due to resignation or retirement).

### **Long-term Obligations**

In the government-wide financial statements and proprietary fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

### **Net Position and Fund Balance**

The government-wide statement of net position presents the Town's assets, deferred outflows of resources and liabilities, with net position as the residual of these other elements. Net position is reported in three categories:

Net investment in capital assets - This component of net position consists of capital assets, net of accumulated depreciation and amortization and reduced by outstanding balances for bonds, notes and other debt that are attributed to the acquisition, construction or improvement of capital assets.

Restricted net position - This component of net position consists of amounts restricted either through external restrictions imposed by creditors, grantors, contributors, and the like, or through restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position - This component of net position is the net amount of the assets, liabilities, and deferred inflows/outflows of resources which do not meet the definition of the two preceding categories.

The Town's governmental funds report the following fund balance categories:

Nonspendable - Amounts that cannot be spent because they are not in spendable form or they are legally or contractually required to be maintained intact.

Restricted - Constraints are placed on the use of resources that are either externally imposed by creditors, grantors, contributors or laws and regulations of other governments or imposed by law through enabling legislation.

Committed - Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town Council (the highest level of decision making authority of the Town) and cannot be used for any other purpose unless the Town removes or changes the specified use by taking the same formal action.

Assigned - Amounts are constrained by the government's intent to be used for specific purposes, but are not restricted or committed. Amounts may be constrained to be used for a specific purpose by a governing board or body or official that has been delegated authority to assign amounts by the Town Charter.

Unassigned - Residual classification for the General Fund or amounts necessary in other governmental funds to eliminate otherwise negative fund balance amounts in the other four categories.

### **Net Position Flow Assumption**

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied.

The Town does not have a formal policy over net position. In practice, the Town considers restricted net position to have been depleted before unrestricted net position is applied.

### **Fund Balance Flow Assumption**

Sometimes the Town will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order

to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied.

The Town does not have a formal policy over the use of fund balance. In accordance with the applicable accounting guidance, when committed, assigned and unassigned resources are available for use, it is assumed that the Town will use committed resources first, then assigned resources and then unassigned resources as they are needed.

### **Interfund Activities**

Interfund activities are reported as follows:

#### **Interfund Receivables and Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e. the current portion of interfund loans) or “advances to/from other funds” (i.e. the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances”.

#### **Interfund Services Provided and Used**

Sales and purchases of goods and services between funds for a price approximating their external exchange value are reported as revenues and expenditures, or expenses, in the applicable funds.

#### **Interfund Transfers**

Interfund transfers represent flows of assets without equivalent flows of assets in return and without a requirement for repayment. In governmental funds, transfers are reported as other financing uses in the funds making transfers and other financing sources in the funds receiving transfers. In proprietary funds, transfers are reported after non-operating revenues and expenses.

#### **Interfund Reimbursements**

Interfund reimbursements represent repayments from the funds responsible for particular expenditures or expenses to the funds that initially paid for them.

## **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures in the financial statements. Actual results could differ from those estimates.

## **NOTE B - BUDGETARY INFORMATION AND DEFICIT FUND BALANCES**

### **Budgetary Information**

The Town adheres to the following procedures in establishing the budgetary data included in the General Fund financial statements, in accordance with provision of its Town Charter.

- The Mayor, with the approval of the Town Council, presents to the Board of Finance an annual budget by the third Tuesday in March. The Board of Finance holds one or more public hearings on the budget by the third Tuesday in April. Within fifteen days of the last public hearing, the Board of Finance approves the budget for submission to the annual Budget Meeting.
- The annual Budget Meeting adopts the budget by the second Tuesday in May, which provides for appropriations by major object of the following categories: personal services, contractual services, materials and supplies, fixed charges, capital outlays and revenues other than property taxes to be collected in the ensuing fiscal year.
- Expenditures are budgeted by function, department and object. The legal level of budgetary control, the level at which expenditures may not exceed appropriations, is established at the department level.
- Transfers of budgeted amounts between departments must be approved by the Board of Finance. Management may transfer amounts between line items within a department. The Board of Finance may approve additional appropriations for a department, provided such additional appropriations do not exceed, in the aggregate in any one year, an amount in excess of 1/5 th of one mill per each one thousand dollars of the last completed Grand List. Appropriations in excess of the amount which the Board of Finance may approve must be approved by vote of a Town Meeting. During the year ended June 30, 2014, the Board of Finance and, where required, Town meetings approved additional appropriations from fund balance of \$1,924,414.
- Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the fiscal year lapses unless continued upon recommendation of the Director of Finance and approved by the Board of Finance, except those for Capital Projects

*Town of New Milford  
Annual Report 12/13*

Funds. Appropriations for Capital Projects Funds are continued until completion of the applicable projects, which often last more than one fiscal year, but cannot exceed five years.

- Formal budgetary integration is employed as a management control device during the year.
- The budget is prepared on the modified accrual basis of accounting. Intergovernmental revenues and other reimbursement for certain special education costs are recorded as reductions to expenditures for budgetary purposes and “on-behalf” payments made by the State of Connecticut into the State Teachers’ Retirement System are not recorded for budgetary purposes. Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued and, accordingly, encumbrances outstanding at year-end are reported in budgetary reports as expenditures of the current year.

As described above, accounting principles applied for purposes of developing data on a budgetary basis differ from those used to present financial statements in conformity with accounting principles generally accepted in the United States of America (“GAAP basis”). A reconciliation of General Fund amounts presented on the budgetary basis to amounts presented on the GAAP basis is as follows for the year ended June 30, 2014:

	<u>Total Revenues</u>	<u>Total Expenditures</u>	<u>Other Financing Uses, Net</u>	<u>Net Change in Fund Balance</u>
Budgetary basis	\$ 95,099,717	\$ 93,557,269	\$ (273,119)	\$ 1,269,329
"On-behalf" payments - State Teachers Retirement Fund <i>(see Note J)</i>	6,715,337	6,715,337	-	-
Changes in encumbrances	-	(1,004,140)	-	1,004,140
Cancellation of prior year encumbrances	-	(330,558)	(330,558)	-
Reimbursement for certain costs recorded as a reduction to expenditures for budgetary purposes	1,681,132	1,681,132	-	-
Certain items recorded as transfers for budgetary purposes	(7,158)	(1,710,752)	(1,703,594)	-
Volunteer Fire Fund	301	300,000	150,000	(149,699)
Noncash capital lease financing activity	-	1,801,702	1,801,702	-
GAAP basis	<u>\$ 103,489,329</u>	<u>\$ 101,009,990</u>	<u>\$ (355,569)</u>	<u>\$ 2,123,770</u>

**Expenditures Which Exceed Appropriations**

As discussed above, the legal level of control at which expenditures may not legally exceed appropriations is at the department level. During the year ended June 30, 2014, expenditures exceeded appropriations in the following amounts:

<u>Department</u>	<u>Amount</u>
Interest and fiscal charges	\$261,000

**Deficit Fund Balances**

The following funds have deficit fund balances as of June 30, 2014, none of which constitutes a violation of statutory provisions:

<u>Fund</u>	<u>Amount</u>
Police Communications II	\$3,501,610
Roads III 12-13 BANS Fund	2,449,385
Route 7 Pump Station 12-13 BANS	2,256,518
Capital Road Project Fund	405,263
Bridge Dam & Fueling Station	728,562
Federal Asset Forfeiture Fund	3,353
Drug Education Prevention	869

The deficits are expected to be eliminated through future revenue sources, transfers from the General Fund and proceeds from the issuance of long-term debt.

**NOTE C - CASH DEPOSITS AND INVESTMENTS**

A reconciliation of the Town's cash and cash equivalents as of June 30, 2014 is as follows:

Government-wide statement of net position:	
Cash and cash equivalents	\$42,559,112
Statement of fiduciary net position:	
Cash and cash equivalents	<u>2,795,300</u>
	45,354,412
Less: cash equivalents considered investments for disclosure purposes	<u>(12,827,233)</u>
	\$32,527,179

**Cash Deposits – Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of

*Town of New Milford*  
*Annual Report 12/13*

an outside party. The Town does not have a deposit policy for custodial credit risk. As of June 30, 2014, \$31,741,285 of the Town's bank balance of \$33,218,692 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$28,567,156
Uninsured and collateralized with securities held by the pledging bank's trust department or agent but not in the Town's name	<u>3,174,129</u>
	\$31,741,285

All of the Town's deposits were in qualified public institutions as defined by Connecticut state statute. Under this statute, any bank holding public deposits must at all times maintain, segregated from its other assets, eligible collateral in an amount equal to a certain percentage of its public deposits. The applicable percentage is determined based on the bank's risk-based capital ratio. The amount of public deposits is determined based on either the public deposits reported on the most recent quarterly call report, or the average of the public deposits reported on the four most recent quarterly call reports, whichever is greater. The collateral is kept in the custody of the trust department of either the pledging bank or another bank in the name of the pledging bank.

Investments

A reconciliation of the Town's investments as of June 30, 2014 is as follows:

Government-wide statement of net position:	
Investments	\$1,570,885
Statement of fiduciary net position:	
Investments	<u>48,755,510</u>
	50,326,395
Add: cash equivalents considered investments for disclosure purposes	<u>12,827,233</u>
	\$63,153,628

As of June 30, 2014, the Town's investments consist of the following:



*Town of New Milford  
Annual Report 12/13*

Investment type	Credit Rating	Fair Value	Investment Maturities (In Years)	
			Less Than 1	1 to 5
<b>Debt Securities:</b>				
Pooled fixed income accounts - STIF	AAA	\$ 9,764,437	9,764,437	\$ -
Pooled fixed income accounts - CLASS	AAA	2,955,705	2,955,705	-
Corporate bonds	AAA	11,416	-	11,416
Corporate bonds	AA	27,561	-	27,561
Corporate bonds	AA-	26,408	-	26,408
Corporate bonds	A-	46,643	-	46,643
Corporate bonds	A+	28,718	-	28,718
Corporate bonds	A	44,678	-	44,678
Corporate bonds	BBB	10,588	-	10,588
Money market mutual funds	Unrated	107,091	107,091	-
		13,023,245	\$ 12,827,233	\$ 196,012
<b>Other investments:</b>				
Pooled separate accounts		47,717,193		
Equity mutual funds		2,398,416		
Common stock		14,774		
		\$ 63,153,628		

### Interest Rate Risk

The Town does not have a formal investment policy that limits Town investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, its practice is to structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

### Credit Risk

The Town has no investment policy that would further limit its investment choices beyond those limited by Connecticut state statutes. Connecticut state statutes permit the Town to invest in obligations of the United States, including its instrumentalities and agencies; in obligations of any state or of any political subdivision, authority or agency thereof, provided such obligations are rated within one of the top two rating categories of any recognized rating service; or in obligations of the State of Connecticut or of any political subdivision thereof, provided such obligations are rated within one of the top three rating categories of any recognized rating service.

The Town's investments in pooled fixed income accounts and corporate bonds, whose ratings are required to be disclosed, were rated by Standard & Poor's as presented above.

### Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of a counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town's investments are not exposed to custodial credit risk at June 30, 2014, as they are held by a trustee in the Town's name.

*Town of New Milford  
Annual Report 12/13*

Concentrations of Credit Risk

The Town places no limit on the amount of investment in any one issuer. More than 5 percent of the Town's investments are in pooled fixed income accounts and pooled separate accounts. Investments in this type of account are not subject to concentrations of credit risk as they are considered diversified by nature.

**NOTE D - CAPITAL ASSETS**

Capital asset activity for governmental activities for the year ended June 30, 2014 consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>					
Capital assets, not being depreciated:					
Land	\$ 16,778,689	\$ -	\$ -	\$ -	\$ 16,778,689
Construction in progress	9,037,972	3,762,361	-	(5,035,466)	7,764,867
Total capital assets, not being depreciated	<u>25,816,661</u>	<u>3,762,361</u>	<u>-</u>	<u>(5,035,466)</u>	<u>24,543,556</u>
Capital assets, being depreciated:					
Buildings and improvements	93,607,918	122,704	-	-	93,730,622
Infrastructure	100,947,895	263,947	-	2,426,916	103,638,758
Land improvements	1,067,257	11,198	(103,760)	-	974,695
Machinery and equipment	19,202,565	2,391,171	(457,129)	-	21,136,607
Total capital assets, being depreciated	<u>214,825,635</u>	<u>2,789,020</u>	<u>(560,889)</u>	<u>2,426,916</u>	<u>219,480,682</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	30,697,333	1,894,470	-	-	32,591,803
Infrastructure	60,106,873	2,273,548	-	-	62,380,421
Land improvements	493,423	52,079	(103,760)	-	441,742
Machinery and equipment	13,934,000	1,312,080	(447,575)	-	14,798,505
Total accumulated depreciation and amortization	<u>105,231,629</u>	<u>5,532,177</u>	<u>(551,335)</u>	<u>-</u>	<u>110,212,471</u>
Total capital assets, being depreciated, net	<u>109,594,006</u>	<u>(2,743,157)</u>	<u>(9,554)</u>	<u>2,426,916</u>	<u>109,268,211</u>
Governmental activities capital assets, net	<u>\$ 135,410,667</u>	<u>\$ 1,019,204</u>	<u>\$ (9,554)</u>	<u>\$ (2,608,550)</u>	<u>\$ 133,811,767</u>

Depreciation and amortization expense was charged to functions of the Town as follows:

<b>Governmental Activities:</b>	
General government	\$ 149,623
Public safety	414,227
Public works	2,750,137
Health and welfare	41,148
Culture and recreation	131,950
Education	<u>2,045,092</u>
Total depreciation and amortization expense - governmental activities	<u>\$5,532,177</u>

*Town of New Milford  
Annual Report 12/13*

Capital asset activity for business-type activities for the year ended June 30, 2014 consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
<b>Business-type Activities</b>					
Capital assets, not being depreciated:					
Land	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Construction in progress	173,909	309,008	-	(66,002)	416,915
Total capital assets, not being depreciated	<u>178,909</u>	<u>309,008</u>	<u>-</u>	<u>(66,002)</u>	<u>421,915</u>
Capital assets, being depreciated:					
Buildings and improvements	29,567,627	-	(16,429)	-	29,551,198
Infrastructure	10,517,060	-	(85,829)	-	10,431,231
Machinery and equipment	4,924,965	110,317	(10,311)	2,674,552	7,699,523
Total capital assets, being depreciated	<u>45,009,652</u>	<u>110,317</u>	<u>(112,569)</u>	<u>2,674,552</u>	<u>47,681,952</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	741,612	603,662	(15,162)	-	1,330,112
Infrastructure	2,255,333	218,536	(85,829)	-	2,388,040
Machinery and equipment	1,958,966	194,342	(11,316)	-	2,141,992
Total accumulated depreciation and amortization	<u>4,955,911</u>	<u>1,016,540</u>	<u>(112,307)</u>	<u>-</u>	<u>5,860,144</u>
Total capital assets, being depreciated, net	<u>40,053,741</u>	<u>(906,223)</u>	<u>(262)</u>	<u>2,674,552</u>	<u>41,821,808</u>
Business-type activities capital assets, net	<u>\$ 40,232,650</u>	<u>\$ (597,215)</u>	<u>\$ (262)</u>	<u>\$ 2,608,550</u>	<u>\$ 42,243,723</u>

**NOTE E - SETTLEMENT RECEIVABLE**

The Town executed a twenty-four year settlement agreement dated September 21, 1998 in the amount of \$43,100,000 in connection with certain zoning violations relating to a municipal solid waste facility. Annual installments are due to the Town in various amounts, as stipulated in the settlement agreement. The balance of the settlement receivable as of June 30, 2014 totaled \$22,100,000. Future annual installments collectible under the settlement agreement are as follows as of June 30, 2014:

<u>Year ending June 30:</u>	<u>Amount</u>
2015	1,600,000
2016	1,600,000
2017	2,700,000
2018	2,700,000
2019	2,700,000
2020-2023	10,800,000
	<u>\$ 22,100,000</u>

**NOTE F - INTERFUND RECEIVABLES AND PAYABLES**

Interfund receivable and payable balances at June 30, 2014 are as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
<b>Governmental Funds:</b>		
General Fund	Water Pollution Control Authority	\$ 3,865,525
	Other governmental funds	521,988
		<u>\$ 4,387,513</u>
<b>Proprietary Funds:</b>		
Internal Service Fund	General Fund	<u>\$ 2,821,007</u>

The above balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

**NOTE G - INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2014 consisted of the following:

<u>Transfers In</u>	<u>Transfers Out</u>	<u>Amount</u>
<b>Governmental Funds</b>		
General Fund	Water Pollution Control Authority	\$ 244,700
	Waste Management Ordinance Fund	595,724
	Other governmental funds	435,817
		<u>1,276,241</u>
Other governmental funds	General Fund	3,558,949
	Other governmental funds	192,491
	Water Pollution Control Authority	350,000
		<u>4,101,440</u>
		<u>\$ 5,377,681</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (2) move unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**NOTE H – BOND ANTICIPATION NOTES PAYABLE**

In July 2013, the Town retired \$35,050,000 in bond anticipation notes payable through the issuance of a new \$11,935,000 bond anticipation note payable and the proceeds from the \$22,165,429 Clean Water Fund loan. The note bears a coupon rate of 1.25% and matured in July 2014. The purpose of the note was to provide short-term financing to fund ongoing construction projects. The following is a summary of changes in short-term debt for the year ended June 30, 2014:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>				
Bond anticipation notes payable	\$ 35,050,000	\$ 11,935,000	\$ (35,050,000)	\$ 11,935,000
	<u>\$ 35,050,000</u>	<u>\$ 11,935,000</u>	<u>\$ (35,050,000)</u>	<u>\$ 11,935,000</u>

**NOTE I - LONG-TERM LIABILITIES**

The following is a summary of changes in long-term liabilities for the year ended June 30, 2014:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental Activities</b>					
Bonds payable:					
General obligation bonds	\$ 23,347,816	\$ -	\$ (3,723,330)	\$ 19,624,486	\$ 3,688,329
Unamortized premium	873,778	-	(82,561)	791,217	-
Total bonds payable	24,221,594	-	(3,805,891)	20,415,703	3,688,329
Other liabilities:					
Notes payable	171,615	-	(69,223)	102,392	69,223
Capital leases	575,507	1,801,702	(651,546)	1,725,663	461,686
Compensated absences	498,165	26,665	(34,995)	489,835	235,208
Early retirement obligations	624,000	-	(312,000)	312,000	312,000
Pollution remediation obligation	4,750,000	-	(1,675)	4,748,325	-
Net OPEB obligation	1,656,095	567,202	-	2,223,297	-
	<u>\$ 32,496,976</u>	<u>\$ 2,395,569</u>	<u>\$ (4,875,330)</u>	<u>\$ 30,017,215</u>	<u>\$ 4,766,446</u>
<b>Business-type Activities</b>					
General obligation bonds	\$ 2,777,184	\$ -	\$ (276,670)	\$ 2,500,514	\$ 276,671
Notes payable	22,649,341	-	(674,947)	21,974,394	1,171,475
	<u>\$ 25,426,525</u>	<u>\$ -</u>	<u>\$ (951,617)</u>	<u>\$ 24,474,908</u>	<u>\$ 1,448,146</u>

Long - term liabilities above typically have been liquidated by the General Fund for governmental activities and the Water Pollution Control Authority for business-type activities.

*Town of New Milford  
Annual Report 12/13*

**General Obligation Bonds and Notes Payable**

A summary of general obligation bonds and note payable outstanding at June 30, 2014 is as follows:

<u>Purpose of Bonds</u>	<u>Date of Issue</u>	<u>Original Issue</u>	<u>Interest Rates</u>	<u>Maturity Date</u>	<u>Amount Outstanding</u>
<b>Governmental Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	\$ 11,162,645	2.0% - 5.0%	2017	\$ 3,706,590
General Obligation Bonds	2004	6,472,120	2.0% - 5.0%	2020	3,627,896
General Obligation Bonds	2008	16,963,000	4.0% - 5.0%	2028	9,145,000
General Obligation Bonds	2010	3,865,000	2.0% - 4.0%	2030	3,145,000
					19,624,486
Notes Payable					
State of Connecticut Clean Water Fund	1996	1,682,814	2.0%	2015	102,392
					\$ 19,726,878
<b>Business-type Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	\$ 170,235	2.0% - 5.0%	2017	\$ 60,514
General Obligation Bonds	2004	4,630,000	2.0% - 5.0%	2024	2,315,000
General Obligation Bonds	2008	242,000	4.0% - 5.0%	2019	125,000
					2,500,514
Notes Payable					
State of Connecticut Clean Water Fund	2013	22,165,429	2.0%	2033	21,683,469
State of Connecticut Clean Water Fund	1996	3,561,394	2.0%	2015	290,925
					21,974,394
					\$ 24,474,908

Annual debt service requirements to maturity on general obligation bonds and the note payable are as follows as of June 30, 2014:

<b>Year ending</b>	<b>Governmental Activities</b>				
	<b>Bonds Payable</b>		<b>Notes Payable</b>		<b>Total</b>
	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	
<b>June 30:</b>					
2015	\$ 3,688,329	\$ 802,278	\$ 69,223	\$ 1,441	\$ 4,561,271
2016	3,678,329	641,761	33,169	195	4,353,454
2017	3,673,328	480,857	-	-	4,154,185
2018	2,443,500	311,096	-	-	2,754,596
2019	2,373,500	202,156	-	-	2,575,656
2020-2024	2,217,500	460,878	-	-	2,678,378
2025-2029	1,250,000	174,697	-	-	1,424,697
2030	300,000	11,157	-	-	311,157
	\$ 19,624,486	\$ 3,084,880	\$ 102,392	\$ 1,636	\$ 22,813,394

*Town of New Milford  
Annual Report 12/13*

Year ending June 30:	<b>Business-type Activities</b>				
	<b>Bonds Payable</b>		<b>Notes Payable</b>		<b>Total</b>
	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	
2015	\$ 276,671	\$ 110,407	\$ 1,171,475	\$ 428,753	\$ 1,987,306
2016	276,671	96,823	1,096,176	405,552	1,875,222
2017	276,672	83,240	1,018,387	384,833	1,763,132
2018	256,500	69,531	1,038,943	364,278	1,729,252
2019	256,500	59,021	1,059,913	343,307	1,718,741
2020-2024	1,157,500	148,912	5,629,239	1,386,864	8,322,515
2025-2029	-	-	6,220,752	795,349	7,016,101
2030-2033	-	-	4,739,509	171,766	4,911,275
	<u>\$ 2,500,514</u>	<u>\$ 567,934</u>	<u>\$ 21,974,394</u>	<u>\$ 4,280,702</u>	<u>\$ 29,323,544</u>

#### Clean Water Funds

The State of Connecticut Department of Environmental Protection has provided Clean Water financing in the form of two serial notes to the Town of New Milford for sewer system upgrades under projects CWF 292-C and CWF 143-C. The Town continues to repay this debt with a 2% interest rate directly to the State of Connecticut.

#### School Bond Reimbursements

The State of Connecticut reimburses the Town for eligible school bond principal and interest costs. The amount of reimbursement for the year ended June 30, 2014 was \$1,270,302. Additional reimbursements of principal and interest aggregating \$3,814,487 and \$271,981, respectively, are expected to be received through the applicable bonds' maturity dates. The Town has recorded a receivable relating to the principal and interest portion of these payments in the accompanying statement of net position. Remaining amounts will be realized by the Town through fiscal year 2020.

#### Legal Debt Limit

Connecticut General Statutes Section 7-374(b) provides that debt of the Town shall not exceed seven times base receipts, as defined in the Statute, or \$522,587,401 as of June 30, 2014. Further, the Statute limits the amount of debt that may be authorized by the Town for general purposes, schools, sewers, urban renewal and pension deficit. The Town did not exceed any of the statutory debt limitations at June 30, 2014.

*Town of New Milford  
Annual Report 12/13*

Capital Leases

A summary of assets acquired through capital leases is as follows as of June 30, 2014:

	<b>Governmental Activities</b>
Equipment	\$ 2,966,800
Less: accumulated amortization	310,609
	<b>\$ 2,656,191</b>

Amortization expense relative to leased property under capital leases totaled \$179,333 for the year ended June 30, 2014 and is included in depreciation and amortization expense disclosed in Note D.

Future minimum lease obligations and the net present value of the minimum lease payments as of June 30, 2014 is as follows:

	<b>Governmental Activities</b>
Year Ending June 30:	
2015	\$ 485,926
2016	292,876
2017	223,264
2018	182,931
2019	116,066
Thereafter	464,264
Total minimum lease payments	1,765,327
Less: amount representing interest	39,664
Present value of minimum lease payments	<b>\$ 1,725,663</b>

Early Retirement Obligations

The Town provides early retirement incentives to certain contracted certified employees who have attained the age of 50 and who have completed at least 15 years of service with the Town. The provisions of the plan are based on union contract and the discretion of the Board of Education, when the contract expires.

Payments for the early retirement incentive program totaled \$312,000 for the year ended June 30, 2014. These payments are funded on an annual basis by General Fund appropriations. The remaining payments to be made to participants in the early retirement incentive program at June 30, 2014 total \$312,000 and are expected to be paid in full during fiscal year 2015.



**Pollution Remediation Obligation**

Pursuant to local laws, the Town has recorded a liability of \$4,748,325 for remediation at the Century Enterprise Center. Management has estimated this liability based on the current understanding of the site and experience and discussion with contractors. This amount has been recorded as a liability in the government-wide financial statements.

Amounts provided for pollution remediation are based on current costs. These costs may be adjusted each year due to changes in the remediation plan, inflation or deflation, technology, or applicable laws or regulations. It is at least reasonably possible that these estimates and assumptions could change in the near term and that the change could be material.

**NOTE J – EMPLOYEE RETIREMENT PLANS**

**Pension Trust Fund**

**Plan Description**

The Town sponsors and administers the Town of New Milford Pension Plan (the “Plan”) which is a single employer, contributory, defined benefit plan. The Plan covers substantially all full time employees of the Town and Board of Education personnel other than certified teachers, who are covered under the State Teacher’s Retirement System. The Plan is administered by the Town Finance Director. Plan benefits and contribution requirements are established by the plan document.

All full time employees eligible to participate in the plan become a plan participant with their date of hire. Membership of the Plan consisted of the following as of July 1, 2013, the date of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	184
Terminated plan members entitled to but not yet receiving benefits	85
Active plan members	423
	692

The Plan provides retirement, death and disability benefits to all eligible members. Benefit provisions are established and may be amended by the Town Council and vary by class of employees covered, per terms of the Plan agreement. The following is a summary of the provisions for each type of class covered:

*Non-union employees:* All full time regular employees are eligible for participation in the Plan and become fully vested in the Plan upon completion of 10 years of service. The normal retirement benefit is calculated as 1.6% (for general government employees and library employees), 2.0% (for sewer employees) and 1.33% (for Board of Education employees) of the participant’s highest average annual compensation in the five years during the last ten years of

*Town of New Milford  
Annual Report 12/13*

service, multiplied by the number of years of service. The normal retirement age is the earlier of age 65 with 5 years of service or the attainment of age 60 and age plus service equals or exceeds 85. Employees are eligible for early retirement (within ten years of the normal retirement date but not earlier than age 55). Benefits are reduced by 0% per month for each month that the early retirement date precedes the normal retirement date.

**Teamsters:** All full time regular employees are eligible for participation in the Plan and become fully vested in the Plan upon completion of 10 years of service. The normal retirement benefit is calculated as 1.8% (amended in 2007 from 1.7%) of the participant's highest average annual compensation in the three years during the last ten years of service, multiplied by the number of years of service. The normal retirement age is the earlier of age 65 with 5 years of service or age plus service equals or exceeds 84, regardless of age. Employees are eligible for early retirement (within ten years of the normal retirement date but not earlier than age 55). Benefits are reduced by 0.5% per month for each month that the early retirement date precedes the normal retirement date.

**AFSCME:** All full time regular employees are eligible for participation in the Plan and become fully vested in the Plan upon completion of 10 years of service. The normal retirement benefit is calculated as 1.6% of the participant's highest average annual compensation in the three years during the last ten years of service, multiplied by the number of years of service. The normal retirement age is the earlier of age 65 with 5 years of service or the attainment of age 60 and age plus service equals or exceeds 84. Employees are eligible for early retirement (within ten years of the normal retirement date but not earlier than age 55). Benefits are reduced by ½% per month for each month that the early retirement date precedes the normal retirement date.

**Police:** All full time regular employees are eligible for participation in the Plan and become fully vested in the Plan upon the completion of 10 years of service. The normal retirement benefit is calculated as 2.5% (amended during 2007 from 2.25%) of the participant's highest average annual compensation in the three years during the last five years of service, multiplied by the number of years of service, up to a 30 year maximum, plus 1.0% of the participant's highest average annual compensation in the three years during the last five years of service, multiplied by the number of years of service, up to a 35 year maximum. The normal retirement age is the earlier of age 55 with 5 years of service or the completion of 25 years of service.

*Contributions* - The contribution requirements of plan members and the Town are established and may be amended by the Town Council. The employer's contributions were based on normal cost and an amortization of the unfunded actuarial accrued liability. The Town's actuary determines annual employer contributions to the plan. Employee contribution requirements vary by class of employees covered, per terms of the Plan agreement. The following is a summary of the contribution requirements for each type of class covered:

**Non-union employees:** Employees are not required to contribute to the plan.

**Teamsters:** Employees are required to contribute 2% of compensation under a salary reduction agreement to the Plan.

**AFSCME:** Employees are required to contribute 2% of compensation under a salary reduction agreement to the Plan.

**Police:** Employees are required to contribute 6% of compensation to the Plan, until 35 years of service is attained, at which point, contributions are not required. There are no early retirement provisions.

### **Summary of Significant Accounting Policies**

*Accounting Policies* - The Plan is accounted for using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. Employer contributions to the Plan are recognized when due and the employer has made a formal commitment to provide contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the Plan.

*Investments* - Investments are recorded at fair value. Short-term investments are reported at cost, which approximates fair value. Fair value of other securities is determined by the mean of the most recent bid and asked process as obtained from dealers that make markets in such securities. Investments for which market quotations are not readily available are value at their fair values as determined by the custodian under the direction of the Town, with the assistance of a valuation service. Securities traded on national exchanges are valued at the last reported sales price. Investment income is recognized when earned and gains and losses on sales or exchanges are recognized on the transaction date.

*Concentrations* - More than 5 percent of the investments are in pooled separate accounts. Investments in this type of account are considered diversified by nature.

*Rate of return* - For the year ended June 30, 2014, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was approximately 15.81%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

### **Net Pension Asset and Net Pension Liability**

The Town has not yet implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*, which is effective for fiscal years beginning after June 15, 2014. GASB Statement No. 68 will require the Town to record the net pension liability of its Pension Plan in its government-wide financial statements. The net pension liability has been disclosed below in accordance with the implementation of GASB Statement No. 67. The Town continues to apply the provisions of GASB Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, which requires the employers to recognize a net pension asset or obligation in its government-wide financial statements based on the cumulative difference between the annual pension cost and the amounts contributed to the plan.

*Town of New Milford  
Annual Report 12/13*

The following presents the Town's net pension asset as of June 30, 2014 and the related change in the net pension asset for the year ended June 30, 2014:

Annual required contribution	\$ 2,348,968
Interest on net pension obligation	(47,741)
Adjustment to annual required contribution	<u>59,956</u>
Annual pension cost	2,361,183
Contributions made	<u>2,466,641</u>
Increase in net pension asset	(105,458)
Net pension asset, beginning of year	<u>(596,760)</u>
Net pension asset, end of year	<u><u>\$ (702,218)</u></u>

The components of the net pension liability of the Town's Plan at June 30, 2014, were as follows:

Total pension liability	\$57,654,950
Plan fiduciary net position	<u>50,183,835</u>
Net pension liability	<u><u>\$ 7,471,115</u></u>
 Plan fiduciary net position as a percentage of the total pension liability	 87.04%

*Actuarial assumptions* - The total pension liability for the Town was determined by an actuarial valuation as of July 1, 2013 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	4.50%
Salary increases	4.50%
Investment rate of return	8.00%
Discount rate	8.00%

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation are summarized in the following table:

*Town of New Milford  
Annual Report 12/13*

	June 30, 2014	Target	Long-term
Asset Class	Asset Allocation	Allocation	Expected Real Rate of Return
Domestic Equity	29.83%	30.00%	11.33%
International Equity	9.86%	10.00%	9.04%
Fixed Income	50.21%	50.00%	2.95%
Real Estate/Other	4.93%	5.00%	6.85%
Cash	5.17%	5.00%	0.50%
	100.00%	100.00%	

*Discount rate* - The discount rate used to measure the total Town pension liability was 8.00%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that the Town contributes at rates equal to the actuarially determined contribution rates. For this purpose, only employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included.

*Discount rate (Continued)* - Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the Town's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the net pension liability to changes in the discount rate* - The following presents the net pension liability of the Town, calculated using the discount rate of 8.00% as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1- percentage-point lower (7.00%) or 1- percentage point higher (9.00%) than the current rate:

	1% Decrease (7.00%)	Current Discount (8.00%)	1% Increase (9.00%)
Net pension liability			
as of June 30, 2014	\$ 13,909,402	\$ 7,471,115	\$ 2,041,234

**Teacher's Retirement System**

The faculty and professional personnel of the Board of Education participate in a contributory defined benefit plan, established under Chapter 167a of the Connecticut General Statutes, which is administered by the Connecticut State Teachers' Retirement Board.

Certain part-time and all full-time certified teachers are eligible to participate in the plan and are required to contribute 7.25% of their annual earnings to the plan. The Town does not and is not legally responsible to contribute to the plan. After five years of service, teachers are fully vested

in their own contributions. After ten years of service, teachers are fully vested in the monthly pension benefit which is payable at the age of sixty. The State of Connecticut contributes based on actuarially determined amounts. The funding level was determined based on an actuarial valuation of the plan as a whole, which does not provide actuarial information on an individual Town basis. For the year ended June 30, 2014, Town teachers contributed \$1,963,945 to the plan and covered payroll for the year was \$27,088,897.

The Town has reported “on-behalf” payments of \$6,715,337 made by the State of Connecticut into the plan as intergovernmental revenues and education expenditures of the General Fund in the accompanying statement of revenues, expenditures and changes in fund balances of governmental funds.

#### **NOTE K - DEFERRED COMPENSATION PLAN**

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The deferred compensation is not available to participants until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property or rights are held in trust for the exclusive benefit of the plan participants and their beneficiaries. In addition, the Town has no liability for losses under the plan. Therefore, the accounts of the deferred compensation plan are not reported in the basic financial statements of the Town.

#### **NOTE L - OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

##### **Plan Description**

The Town administers an Other Post-Employment Benefits Plan (the “Plan”), which is a single-employer defined benefit healthcare plan. The Plan provides healthcare insurance benefits for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active and retired members, as well as certain life insurance benefits. Benefit provisions are established through negotiations between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Plan is considered to be part of the Town’s financial reporting entity. The Plan does not issue a publicly available financial report and is not included in the financial statements of another entity.

##### **Summary of Significant Accounting Policies**

The Plan is accounted for using the accrual basis of accounting. Employer contributions to the Plan are recognized when due and the employer has made a formal commitment to provide contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the Plans.

Investments are recorded at fair value. Securities traded on national exchanges are valued at the last reported sales price. Investment income is recognized when earned and gains and losses on sales or exchanges are recognized on the transaction date.

Administrative costs of the Plan are generally financed through investment earnings.

### **Plan Provisions**

Contribution requirements of the plan members and the Town are established in the Plan document and may be amended through negotiations between the Town and the unions. Retired program members and beneficiaries currently receiving benefits are required to contribute specified amounts monthly towards the cost of health insurance premiums. Currently, the Town contributes the following for various classes of employees covered:

*Board of Education Teachers:* Teachers retiring under the Connecticut State Teachers Retirement system are eligible to receive health benefits for self and spouse. Normal retirement for teachers is the earlier of age 60 with 20 years of services, or completion of 35 years of service regardless of age. Individuals receiving benefits contribute 100% of their premium costs.

*Police:* Police Officers who retire under the Town's pension plan with at least 25 years of service, shall be eligible to continue receiving health benefits for self and spouse. All retirees under the age of 65 are required to contribute 100% of their premium costs. Individuals receiving benefits contribute 10% of their premium costs.

### **Funding Policy**

Contribution requirements of the plan members and the Town are established in the provisions of the program and in accordance with the General Statutes of the State of Connecticut. For fiscal year 2014, plan member contributions totaled \$250,056. The Town is funding these benefits in an Other Post-Employment Benefits Trust Fund.

### **Annual OPEB Cost and Net OPEB Obligation**

The Town's annual OPEB cost (expense) is calculated based on the annual required contribution ("ARC"), an amount actuarially determined. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. The Town's annual OPEB cost is entirely attributed to an implicit rate subsidy, whereby retirees are considered to be receiving a benefit from the Town for access to premium rates offered to the Town's active employees. The following table shows the components of the Town's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Town's net OPEB obligation.

*Town of New Milford  
Annual Report 12/13*

Annual required contribution	\$ 1,113,771
Interest on net OPEB obligation	132,488
Adjustment to annual required contribution	<u>(103,293)</u>
Annual OPEB cost (expense)	1,142,966
Contributions made	<u>575,764</u>
Increase in net OPEB obligation	567,202
Net OPEB obligation, beginning of year	<u>1,656,095</u>
Net OPEB obligation, end of year	<u><u>\$ 2,223,297</u></u>

The Town's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for the past three years is as follows:

Year Ended June 30	Annual OPEB Cost (A)	Actual Contribution (B)	Allocation for Implicit Rate Subsidy (C)	Total Contribution (B+C)	Percentage of Annual OPEB Cost Contributed (B+C)/(A)	Net OPEB Obligation
2012	\$ 1,190,474	\$ 1,041,000	N/A	\$ 1,041,000	87.4%	\$ 1,143,812
2013	1,135,698	134,240	489,175	623,415	54.9%	1,656,095
2014	1,142,966	250,056	325,708	575,764	50.4%	2,223,297

### Funded Status and Funding Progress

The funded status of the plan as of July 1, 2012 (the date of the most recent actuarial valuation) was as follows:

Actuarial Valuation Date	Actuarial Value of Assets (A)	Actuarial Accrued Liability (AAL) Entry Age Actuarial Cost Method (B)	Unfunded AAL (UAAL) (B-A)	Funded Ratio (A/B)	Covered Payroll (C)	UAAL as a Percentage of Covered Payroll ((B-A)/C)
July 1, 2012	\$ 235,000	\$ 11,987,076	\$ 11,752,076	2.0%	N/A	N/A

### Funded Status and Funding Progress

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of events in the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the Town are subject to continual revision, as actual results are compared with past expectations and new estimates are made about the future. The schedules of funding progress, presented as required supplementary information (RSI) following the notes to the financial statements, present



multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Actuarial Methods and Assumptions**

Projections of benefits are based on the substantive plan (the plan as understood by the Town and plan members) and include the types of benefits in force at the valuation date and the pattern of sharing benefit costs between the Town and the plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Town and plan members in the future. Actuarial calculations reflect a long-term perspective and employ methods and assumptions that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. Significant methods and assumptions were as follows:

Valuation date:	July 1, 2012
Actuarial cost method:	Projected Unit Credit Cost
Amortization method:	Level Percent
Remaining amortization period:	30 years, closed
Asset valuation method:	N/A
Actuarial assumptions:	
Investment rate of return	8.00%
Projected salary increases	4.50%
Healthcare cost trend rate	6.1% initial 4.7% final

**NOTE M - RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts, thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees or acts of God for which the Town carries commercial insurance. During fiscal year 2014, deductibles paid by the Town were insignificant. Neither the Town nor its insurers have settled any claims which exceeded the Town's insurance coverage during the past three years. There have been no significant reductions in any insurance coverage from amounts in the prior year.

The Medical Reserve Account, an internal service fund, was established to account for and finance employee medical benefits claims for eligible full-time employees and qualified retirees of both the Town and the Board of Education. The Town retains the risk of loss under the plan. A third party processes the claims filed under the self-insured health plan, for which the Town is charged an administrative fee. The Town has purchased a stop-loss policy for total claims in any one year exceeding an aggregate of 125% of expected claims and for individual claims exceeding \$125,000 for combined hospital and major medical.

*Town of New Milford  
Annual Report 12/13*

The Town establishes claims liabilities based on estimates of claims that have been incurred but not reported at June 30, 2014. Claims liabilities are recorded if information prior to the issuance of the financial statements indicates that it is possible that a liability has been incurred at the date of the financial statements and the amount of possible loss can be reasonably estimated. The amount of the claims accrual is based on the ultimate costs of settling the claims, which include past experience data, inflation and other future economic and societal factors and incremental claim adjustment expenses, net of estimated subrogation recoveries. The claims accrual does not include other allocated or unallocated claims adjustment expenses.

A summary of claims activity for the years ended June 30, 2014, 2013 and 2012 are as follows:

Year Ended June 30	Claims Payable, Beginning of Year	Claims and Changes in Estimates	Claims Paid	Claims Payable, End of Year
2012	\$ 1,392,909	\$ 11,561,198	\$ 11,914,707	\$ 1,039,400
2013	1,039,400	10,874,046	11,043,546	869,900
2014	869,900	10,288,951	10,257,351	901,500

The Town is a member of the Connecticut Interlocal Risk Management Agency (“CIRMA”), an unincorporated association of Connecticut local public agencies, which was formed in 1980 by the Connecticut Conference of Municipalities (“CCM”) for the purpose of establishing and administering an interlocal risk management program pursuant to the provisions of Section 7-479a et. seq. of the Connecticut General Statutes. The Town is a member of CIRMA’s worker’s compensation pool, a risk sharing pool, which commenced operations on July 1, 1980. The worker’s compensation pool provides statutory benefits pursuant to the provisions of the Connecticut Worker’s Compensation Act. The Town pays an annual premium for its coverage. CIRMA is to be self-sustaining through members premiums but reinsures in excess of \$1,000,000 for each insured occurrence. Members may be subject to supplemental assessment in the event of deficiencies; however, potential assessments are limited pursuant to the bylaws.

The Town purchases commercial insurance for all other risks of loss, including blanket and umbrella. Coverage has not been materially reduced, nor have settled claims exceeded commercial coverage in any of the past three years.

*Town of New Milford  
Annual Report 12/13*

**NOTE N - FUND BALANCE**

Fund balance of the governmental funds has been committed to the following purposes as of June 30, 2014:

	<b>General Fund</b>	<b>Waste Management Ordinance Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
Public safety	\$ -	\$ -	\$ 11,129	\$ 11,129
Public Works	-	-	185,955	185,955
Health and welfare	-	-	30,705	30,705
Library	-	-	1,695,955	1,695,955
Culture and recreation	-	-	29,229	29,229
Education	-	-	755,815	755,815
Capital purposes	-	8,283,468	4,838,122	13,121,590
Volunteer fire	141,312	-	-	141,312
	<u>\$ 141,312</u>	<u>\$ 8,283,468</u>	<u>\$ 7,546,910</u>	<u>\$ 15,971,690</u>

Fund balance of the governmental funds has been assigned to the following purposes as of June 30, 2014:

	<b>General Fund</b>
Subsequent appropriations	\$ 1,064,803
General government	207,416
Public safety	35,527
Public works	258,322
Health and welfare	22,459
Culture and recreation	55,250
Education	1,091,899
Capital purposes	709,005
Debt service	125,437
	<u>\$ 3,570,118</u>

**NOTE O - COMMITMENTS AND CONTINGENCIES**

There are several lawsuits pending against the Town. The outcome and eventual liability to the Town, if any, in these cases is not known by management. The Town's management believes it has meritorious defenses against these lawsuits and estimates that potential claims against the Town, not covered by insurance, resulting from such litigation would not have a material adverse effect on the financial condition of the Town.

The Town has received state and federal grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursement to the grantor agency for any expenditure disallowed under terms of the grant. Based on prior experience, Town management believes such disallowances, if any, would not have a material adverse effect on the financial condition of the Town.

The Town may be subject to rebate penalties to the federal government relating to various bond and note issues. The Town expects such amounts, if any, would not have a material adverse effect on the financial condition of the Town.

#### **NOTE P - SUBSEQUENT EVENT**

In July 2014, the \$11,935,000 bond anticipation note outstanding as of June 30, 2014 matured and was retired with proceeds from the issuance of a \$10,905,000 bond anticipation note. The \$10,905,000 bond anticipation note bears an interest rate of 0.75% and matures in July 2015.

#### **NOTE Q - RECENTLY ISSUED ACCOUNTING STANDARDS**

The GASB has issued Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*, which replaces the requirements of GASB Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, and GASB Statement No. 50, *Pension Disclosures*, as they relate to governments that provide pensions through pension plans administered as trusts or similar arrangements that meet certain criteria. GASB 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability for the first time, and to more comprehensively and comparably measure the annual costs of pension benefits. GASB 68 also enhances accountability and transparency through revised and new note disclosures and required supplementary information. The provisions in GASB 68 are effective for fiscal years beginning after June 15, 2014. Management is currently evaluating the effect implementation of this standard will have on its financial statements.

#### **Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Office of the Finance Director, New Milford Town Hall, 10 Main Street, New Milford, Connecticut 06776.