

# **ANNUAL TOWN REPORT**

**TOWN OF NEW MILFORD  
CONNECTICUT**

**FISCAL YEAR ENDING  
June 30, 2018**

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Fiscal Year Ending June 30, 2018

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**SPECIAL SERVICES/PERMITS/LICENSES**

Absentee Ballots.....	Town Clerk
Abatement Orders/Violations of Public Health Code.....	Health Department
Alzheimer’s Support Group.....	Commission on Aging
Bazaar Permits.....	Police Department
Birth Certificates.....	Town Clerk
Blasting Permits.....	Fire Marshal
Boat Stickers.....	Parks & Recreation
Building Permits.....	Building Department
Caregiver Support Group.....	Commission on Aging
Certificate of Compliance (Inland Wetlands).....	Inland Wetlands
Certificate of Occupancy.....	Building Department
Certificate of Review (Inland Wetlands).....	Inland Wetlands
Certificate of Use & Compliance.....	Zoning Commission
Day Care License.....	Health Department
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.....	Zoning

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

Raffle Permits.....	Police Department
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 Department
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 Department
Youth & Families Services/Resources.....	Youth Agency
Zoning Permits.....	Zoning

## MUNICIPAL AGENCY HOURS AND PHONE NUMBERS

### TAX ASSESSOR

*KATHY CONWAY, TAX ASSESSOR*

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

860-355-6070

### BOARD OF EDUCATION:

*JOSHUA SMITH, SUPERINTENDENT*

9:00 A.M. - 4:30 P.M.

860-355-8406

*ANTHONY GIOVANNONE,*

*BOE BUSINESS MANAGER*

9:00 A.M. - 4:30 P.M.

860-354-8726

### BUILDING INSPECTOR

*THOMAS HACKETT, BUILDING INSPECTOR*

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

860-355-6090

### CHILDREN'S CENTER

*SUSAN JOHNSTON, DIRECTOR*

9:00 A.M. - 5:00 P.M.

860-354-1883

### COMMISSION ON AGING (SENIOR CENTER)

*CAROLYN HAGLUND, DIRECTOR*

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

860-355-6075

### FINANCE

*GREG OSIPOW, DIRECTOR*

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

860-355-6060

### FIRE MARSHAL

*BRIAN OHMEN, FIRE MARSHAL*

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

860-355-6099

### HEALTH DEPARTMENT

*MICHAEL CRESPIAN, DIRECTOR*

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

860-355-6035

### HIGHWAY DEPARTMENT

*ROBERT RZASA, HIGHWAY SUPERINTENDENT*

7:30 A.M. - 4:00 P.M.

860-355-6045

### INLAND WETLANDS

*JAMES FERLOW, ENFORCEMENT OFFICER*

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

860-355-6083

### NEW MILFORD PUBLIC LIBRARY

*SALLY TORNOW, DIRECTOR*

860-355-1191

### MAYOR'S OFFICE

*PETE BASS, MAYOR*

8:30 A.M. - 5:00 P.M.

860-355-6010

### PARKS AND RECREATION

*DANIEL CALHOUN, DIRECTOR*

9:00 A.M. - 5:00 P.M.

860-355-6050

### PERSONNEL

*GREG BOLLARO, DIRECTOR*

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

860-355-6089

### PLANNING COMMISSION

*KATHY CASTAGNETTA, PLANNER*

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

860-355-6080

### POLICE DEPARTMENT

*SHAWN BOYNE, CHIEF OF POLICE*

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

860-355-3133

### PROBATE COURT

*MARTIN LANDGREBE, PROBATE JUDGE*

860-355-6029

DEPARTMENT OF PUBLIC WORKS  
*MICHAEL ZARBA, DIRECTOR*  
8:00 A.M. - 4:30 P.M.  
860-355-6040

SOCIAL SERVICES  
*MARGARET MOLINA, DIRECTOR*  
8:00 A.M. - 4:30 P.M.  
860-355-6040

TAX COLLECTOR  
*NANCY MCGAVIC, TAX COLLECTOR*  
8:00 A.M. - 4:00 P.M.  
860-355-6085

TOWN CLERK'S OFFICE  
*NOREEN PRICHARD, TOWN CLERK*  
8:00 A.M. - 4:30 P.M.  
860-355-6020

YOUTH AGENCY  
*MARK MANKIN, DIRECTOR*  
8:00 A.M. - 5:00 P.M.  
860-354-0047

ZONING  
*LAURA REGAN,*  
*ZONING ENFORCEMENT OFFICER*  
8:00 A.M. - 4:30 P.M.  
860-355-6095

## **Report of the Board of Finance Fiscal Year Ending June 30, 2018**

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, 2017 – June 30, 2018 (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.

Walter O'Connor,  
Board of Finance Chairman



## Message from Mayor Bass

My first seven months in office were filled with both challenges and opportunities. Due to the State of Connecticut reducing the amount of aid given to New Milford from the previous year, I had to look at how we operate the Town's government and work toward making it more efficient. I started with a reduction in personnel on the Town side, making some very difficult decisions for the betterment of the Town. I then began to look at the budget, line by line, to find cost savings. With the help of the Town's Department Heads and our Board of Education partners, we were able to not only overcome the deficit but to record a modest surplus.

Through diligent oversight by the Town's Finance Office and the institution of new financial protocols and procedures we were able to not only keep our AA1 rating, but eliminate the negative outlook. This will help us to lower interest costs in the future, saving the Town money. I continue to look at ways to work with our Board of Education partners in using economies of scale on items we both purchase to save money.

As mayor, I asked for a Town Facilities Utilization Committee to study and recommend how to more efficiently use our Town owned facilities lessening the tax burden on our residents. This volunteer committee has worked hard to prepare a report that takes a hard look at Town owned properties and how to better utilize them. This report is due in August.

One of the most daunting responsibilities is the upkeep of New Milford 217 miles of roads. In response to public demand I have instructed the Public Works Department to move forward with a multi-year road program to reconstruct/repair our Town road infrastructure. Further, I have implemented a permanent Municipal Roads Committee to help the Department of Public Works assess and advise on the road projects timeline. To complement the upgrades in the town road system I have emphasized a Town-wide beautification program with additional plantings, cleanups and updated signage to show our commitment to our wonderful Town.

I am happy to continue the investment in outdoor activities for our community by creating a one-mile walking loop to include the downtown and Riverwalk, providing connectivity. We are actively promoting our Town as a destination point for recreational activity. In doing so I am looking at opportunities to redevelop the riverfront and adaptively reuse some of our Town owned property to create economic development by adding jobs and businesses to New Milford's Grand List.

I am proud that New Milford can call home to some of our new businesses: Country Deli, LaNoce's Market, Daubie's Cheesecake, ABC Fuel, Bad Dream Brewing, Cobblestone's Grill, Z&Z Real Estate, Wendy's, Tandoni Flames, Young's Deli and Dominoes. We continue to look at ways to streamline the process of attracting or expanding businesses in New Milford.

It is my utmost honor to continue to support our veterans as partners in various events during the course of the year. Our veterans represent the best of our community with their selfless sacrifice to our country. They epitomize our true spirit of community pride. Thank you for your service.

In closing I would extend thanks to our Town employees who strive to make our Town services work each and every day. Further thanks to our volunteers who serve on the various Town Boards and Commissions that make our town government work and thrive for the benefit of all who live and work in the greatest town in the USA, New Milford!

God Bless,

Pete Bass  
Mayor

## **Board of Education Annual Report 2017 – 2018**

The New Milford Public Schools served 4,102 students in kindergarten through grade 12 during the 2017-18 academic year with a staff of 371.4 teachers, 17 building administrators, and 256.4 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2017-2018 totaled \$62,810,586.

### **July 2017**

- The Board participated in a two day retreat on July 18 and 19. Facilitated by Nick Caruso, CAFE Senior Staff Associate for Field Service, the workshop encompassed Board roles, responsibilities and goal setting.
- At a regular meeting on July 18, the Board approved policy 6141.321/4118.4/4218.4 Responsible Use of Technology, Social Media, and District Network Systems.
- The Board approved a motion to request that the End-of-Year Balance for 2017, subject to final audit, go to capital reserve.
- The Board discussed revised regulation 2400 Superintendent Evaluation Process.
- The Board approved a new, three-year contract for Mr. Joshua Smith, Superintendent of the New Milford Public Schools, and authorized the Board Chair to sign the contract on its behalf.

### **August 2017**

- At a regular meeting on August 15, the Board approved Theories of Action to guide the work of the district.
- Teachers returned August 25, with staff meetings and open houses held on August 29. The All Staff Convocation took place on August 28 followed by professional development.
- Students returned August 30.

### **September 2017**

- **Mrs. Denise Duggan** was recognized as New Milford's Teacher of the Year for 2017-18.
- The 2016-17 Annual Report of the Board was distributed.
- A donation of \$1,205.00 for Girls' Soccer was approved by the Board.
- The Board approved revisions to Policy 5113 Truancy.
- The following curricula were approved by the Board:
  - Kindergarten Art
  - Art Grade 1
  - Art Grade 2
  - Art Grade 3
- Tuition rates were established and approved for the 2017-2018 school year.
- The New Milford High School graduation date for 2018 was approved by the Board for Saturday, June 23, 2018 at 2:00 p.m.
- The Use of Facilities Fee Schedule was approved as proposed.
- The Board discussed the Lillis Building ADA Report, with further discussion to take place at future Facilities Sub-Committee meetings.
- Regulation 1325 Advertising and Promotion was discussed. This new regulation sets general parameters, primarily in regards to fundraising towards replacement of the turf fields.

## October 2017

- The Board held a workshop on October 17, 2017 to review and discuss district assessments.
- At its regular meeting, the Board recognized:
  - NMPS Retiree **Marie Pomeroy**
  - NMPS Stars of the Month: **Deborah Clark, Priscilla Fisher, Cindy Gallagher, Andrea Norem, Rosemary Simmons, and Joanne Weber**
- New student representative **Elizabeth Meskill** joined current representative Gregory Winkelstern.
- On behalf of the Board, Chairperson David Lawson thanked outgoing Board member **Robert Coppola** for his dedication and service.
- The Board accepted the following donations:
  - New Milford PTO in the amount of \$10,240.00
  - New Milford Diamond Club in the amount of \$1,025.00
- The Board awarded the following bids:
  - Medical Advisor to Dr. Evan Hack
  - NES Fire System Device Replacement to Turri-Masterson
- The Board approved the following grant:
  - Pre-K/Kindergarten Transition Initiative Grant from the CT Community Foundation in the amount of \$4,060.00
- The Board approved activity stipend requests:
  - NAMES advisor for New Milford High School
  - Ecology Club advisor and Yoga/Mindfulness Club advisor for Sarah Noble Intermediate School
- The Board approved the following curricula:
  - Honor's Freshman World History
  - AP World History
  - Grade 6 Social Studies
  - Grade 7 Social Studies
  - Grade 8 Social Studies
- The Board approved the Teacher Evaluation Plan.
- The Board received a summary of Direct Donations and Anticipated Fundraisers.

## November 2017

- The Board held a workshop on November 21, 2017 to review and discuss district enrollment and staffing.
- The Board of Education recognized the following:
  - Commended Students - 2018 National Merit Program: NMHS students **Joseph Alexander and Jeffrey Schlyer**
  - NMPS Stars of the Month: **Jane Cox, Judy Grossenbacher, Susan Holland, Al Marchena Rodriguez, Barbara Morris, Jennifer Tuozzoli**
- On behalf of the Board, Chairperson David Lawson thanked outgoing Board member **Dave Littlefield** for his dedication and service.
- The Board approved activity stipend requests for Schaghticoke Middle School for:
  - Unified Sports – Bowling advisor
  - Schaghticoke Allies for Equality (S.A.F.E.) advisor
- The Board approved the following curricula:
  - Conversational Spanish I
  - Conversational Spanish II

- The textbook *American History: Beginnings Through Reconstruction* was approved by the Board for Grade 8 use.
- The Board discussed a review of tobacco policies as they relate to vaping devices.
- Superintendent Smith presented some possible budget drivers and asked for Board input.
- The Board discussed prioritizations for the Lillis Building ADA Report.

### December 2017

- The Board held its Annual meeting and elected the following officers:
  - Chairperson – **Mr. David A. Lawson**
  - Vice Chairperson – **Mrs. Tammy McInerney**
  - Secretary – **Mrs. Angela C. Chastain**
  - Assistant Secretary – **Mrs. Eileen P. Monaghan**
- At its regular meeting, the Board recognized:
  - Peace Poster Contest winner: SMS student **Keira Sosbe**
  - VFW Patriot’s Pen Essay Contest winner: SMS student **Claire Daniels**
  - New Milford Public Schools Retirees: **Jody Altenhof, Claudia Avery, Linda Mercier and Janet Natale**
  - NMPS Stars of the Month: **Karla Buffington, Lee Dovale, Allyson Drahota, Jennifer Okoski, Kathleen Taylor, and Ashley Vinhateiro**
- Mrs. Wendy Faulenbach was appointed Parliamentarian and Interim Operations Subcommittee Chair while subcommittee assignments are being considered.
- The Board accepted the following donations:
  - New Milford PTO in the amount of \$2,665.00
  - CAS/CIAC in the amount of \$1,500.00
- The Board approved the following curricula:
  - Health K-2
  - Health 7 & 8
- The Board approved the following new courses:
  - Digital Photography
  - AP Computer Science Principles
  - Computer Literacy
- The following entitlement grants were reviewed as items of information:
  - Bilingual Grant
  - ESSA Title IV: Student Support and Academic Enrichment Grant
- Mr. Smith continued previous discussion regarding possible budget drivers and asked the Board members to share any thoughts, concerns and suggestions.

### January 2018

- The Board held a meeting on January 9, 2018 for a mid-year review of Board goals and Superintendent performance goals where they had informal discussion and feedback regarding Superintendent performance and adjustment of goals as needed.
- The Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2018-2019 school year in the amount of \$64,278,670.
- At the meeting on January 24, 2018, the Board unanimously passed a motion to rescind the motion and Board action taken at the July 18, 2017 meeting requesting that the End of Year balance for 2017, subject to final audit, go to capital reserve. This was followed by the approval of a motion to request and authorize the Town to use funds from the End of Year balance for 2017, as reflected in the final audit, to cover any budgetary shortfalls resulting from reduced State aide, grants and revenue during the 2017-2018 fiscal year.

## February 2018

- The Board recognized the following students and staff:
  - National Geographic Geography Bee: SMS student **Brett Kornhaas**
  - NMPS Stars of the Month: **Shannon Arcano, Victoria Giudice, Robyn Hicks, Roger Hill, Stephanie Sagaria, and Lynn Sheeran**
- The Board held a special meeting in executive session for the purpose of discussing 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. New Milford Police Chief Boyne was invited into the session.
- At the regular meeting, the Board gave out a summary security overview.
- Superintendent Smith discussed the Next Gen report.
- The Board of Education accepted the following Gifts:
  - New Milford PTO in the amount of \$8,967.00
  - Lowe's Toolbox for Education Program in the amount of \$2,000.00
- The Board approved the following policies:
  - 4112.5/4212.5 Criminal History Inquiries, Employment Reference Checks and Disclosure of Employee Information to Prospective Employers
  - 4118.112/4218.112 Sexual and Other Unlawful Harassment
  - 5114 Removal/Suspension/Expulsion
  - 5157 Use of Physical Force
- The Board approved the following curricula: Physical Education K-12.
- The Board approved the Agreement between the New Milford Board of Education and the Sherman Board of Education and authorized the Board Chair to sign the agreement on its behalf.
- An Important Dates handout for New Milford Public Schools 2018-2019 was distributed.
- The Board discussed fuel tanks.

## March 2018

- The Board held a special meeting on March 20, 2018 where they met in executive session for the purpose of discussing the pending Appellate court NMBOE v. NMEA case with the Board's attorney.
- The Board recognized the following students and staff:
  - The Board recognized **SMS chorus students Leah Lawson, Kayla Machado, Lucy McKay, Teagan Piskura, Paige Raffaele, Connor Sainz, and Cassandra Williams; SMS instrumental students Irene Chen, Charles Greiner, Madison Jewell, Evan Klimowich, Riley Mahlke, Stella Mahlke, Yae Young Min, Alexander Rogg, and Kelsey Stewart** for their selection to the CMEA Northern Region Middle School Music Festival.
  - NMPS Stars of the Month: **Florence Hottes, Michelle Klee, Erin Moriarty, Tracy Nevins, Sandra Sullivan, Konnie Tlasky**
- Mr. Smith noted that March is Board Appreciation Month and thanked the Board members for their service to the community.
- Mr. Smith said the school health inspections for Food Services are complete for the year for 2017-2018 and all the schools achieved a score of either 99 or 100. He reported that the New Milford Police Department and New Milford Public Schools held a joint safety meeting on March 19, 2018 with about 75-100 people in attendance and the presentation and video will be posted on the district website.
- The Board of Education accepted the following Gifts and Donations:
  - New Milford PTO in the amount of \$15,927.00

- The Board approved the following policies:
  - 1140 Distribution of Materials to and by Students (Use of Students)
  - 6146.2 Statewide Mastery Examinations
- The Board approved the following curricula:
  - AP Human Geography
  - AP Environmental Science
  - AP US History
- The Board approved the Capital 5 Year Plan – Technology and Facilities.
- Mr. Smith said the district is preparing an RFP with the Town regarding fuel tanks. This is for a price estimate and to find out the scope of work needed.
- Mr. Smith updated the Board on an expected shortfall in excess cost reimbursement for special education funds that qualify.

### April 2018

- There was a Board Workshop held on April 24, 2018 where the Board received an update on Special Education.
- At its regular meeting on April 24, 2018, the Board recognized the following students and staff:
  - NMHS Art Students: **Maya Addison, Fiona Alexander, Nicholas Arlands, Katherine Clawson, Jenna Epstein, Justin Forero, Kristen Kornhaas, Liam Lacey, Colleen Ryan, Hunter Sloane, Jefferson Vieira, Cassandra Way, Michaela Zegarelli, Karolina Zimny, and Emma Street**
  - NMPS Stars of the Month: **Denise Ambrose-Arnauckas, Christine Benson, Jennifer Chmielewski, Jack Ducey, Theresa McGuinness, Ann Marie Tozzi**
- The Board of Education accepted the following Gifts and Donations:
  - PTO - \$10,121.27
- The Board approved the following curriculum:
  - AP Language and Composition
  - Writing Research and Workshop

### May 2018

- The Board held a Meeting on May 3, 2018 to discuss the Superintendent’s annual performance evaluation.
- John J. McCarthy Observatory Board members presented a status report along with their Annual Report to the BOE.
- At its regular meeting, the Board recognized:
  - New Milford High School student participants in CMEA Northern Region Music Festival events: **Joshua Abel, Hannah Arasim, Jessica Berkun, Michael Cavuoto, Nicholas Cavuoto, Jenna Drahota, Duncan Edel, Jessica Learson, Amanda Manaog, Ryan McNulty, Christina Onorato, Eliza Peery, John Santoro, Connor Stahl, Michael Tarby, and Terrell Williams**
  - NMPS Stars of the Month: **Jennifer Andrea, Gina Bernard, Kelly DeYorio, Yvonne de St. Croix, Michael Fitzgerald and Shayna Sexton**
- The Board accepted the following Gifts and Donations:
  - PTO - \$6,400.00
- The Board approved the following curriculum:
  - Introduction to Engineering Design
- The following bids were awarded by the Board of Education:
  - Septic Cleaning – New Milford Septic

- Boiler Cleaning – Pen Mar Boiler Cleaning
- The Board approved the following grants:
  - Adult Education – ED 244 grant in the amount of \$112,000.00
  - IDEA-611 grant in the amount of \$871,110.00 and the IDEA-619 grant in the amount of \$34,315.00
- The Board voted to continue its participation in the National School Lunch Program and adopted certifications for food items, school fundraisers, and beverages.
- The Board awarded the bid for the HPS fuel tank replacement to ETT Environmental Services.
- The Board authorized the Board Chair and its legal counsel to enter into discussions and/or negotiations with the Superintendent of Schools on a new, three-year contract, the final terms of which shall be subject to Board approval.
- The Board held a Special Meeting on May 29, 2018 to receive public comment regarding the proposed Board of Education budget as recommended by the Town Council on May 21, 2018 for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

## JUNE 2018

- The Board held a reception on June 19, 2018 to recognize the following:
  - New Milford Public School June Retirees: **Vicki Braucci, Karla Buffington, Antoinette Fortuna, Joyce Johnson, Corby Kennison, Mary Mercer, Suanne Merlino, Gary Molenaor, Cathy Neill, Jennifer Sheaffer, Lynn Singleton, Kathleen Taylor, and Karen Terhaar**
  - Winners of the 2018 CHET Dream Big! Competition: SNIS students **Annabella Gronbach** and **Maayan Rosenberg**
  - Winners of the HRRRA Billboard Contest: NES students **Emma Pollack** and **Brooke Buccieri**, SNIS student **Layla Colarusso**, SMS students **Diana Jara Pulla** and **Clarissa Garza**, and NMHS students **Catelyn D’Amato** and **Phair Haldin**
  - SMS Battle of the Books School Champions: for 6<sup>th</sup> grade **Shannon Conley, Quinn Geier, Alex Polo, Hannah Rainey, Trevor Sweet, and Francisco Vazquez**; for 7<sup>th</sup> grade **Allison Higgins, Evan Klimowich, Jmere Robinson-Witherspoon, Brinett Rodriguez, Owen Vaughan, and Christopher Wologodzew**; for 8<sup>th</sup> grade **Clarissa Garza, Kayla Machado, Trinity Mink, Joseph Sturino, and Evelyn Toth**
  - Place finishers at the FBLA State Leadership Conference: NMHS students **John Adams, Randall Davis, James Day, Evan Golembeske, Abby Hunniford, Lilly McDermott, Michael Milczarski, and Ryan Mondonedo**
  - Place finishers at the DECA State Leadership Conference: NMHS students **Mykenzee Baier, Jacob Berendsohn, Matthew Clarke, Kayla Foster, Kallie Johnson, Alicia Leno, Brianna LeRose, James Lewis, Kieth Manaog, Madisyn Martinelli, Vincent Rago, Taha Rao, Victoria Schmidt, and Emilia Tesoriero**. Also recognized for DECA for School Based Gold Certification for the NMHS School Store were **Davin Roberts** and **Olivia Thalassinos**
  - CAS Middle Level Scholar-Leaders: SMS students **Sarah Rondini** and **Dillon Thomas**
  - Connecticut Association of Boards of Education Leadership Award recipients: **Giovanna Esposito** and **Ishaani Pradeep** from SMS and **Davin Roberts** and **Olivia Thalassinos** from NMHS
  - Western Connecticut Superintendents Association 2017-18 Award recipients: **Annabelle Colonna** and **Jack Cossari** from SMS and **Katherine Grinnell** and **Derek Profita** from NMHS



- The Board recognized the senior student representative to the Board of Education:  
**Gregory Winkelstern**
- At its regular meeting on June 19, 2018, the Board recognized and thanked outgoing Town-wide PTO President Kathleen Lewis for her leadership and volunteerism.
- The Board approved an Eagle Scout project for Northville Elementary School which will convert two courtyards into outdoor classrooms.
- The Board accepted the following Gifts and Donations:
  - PTO - \$13,873.54
  - New Milford River Trail Association - \$6,700.00
- The Board approved new policy 3520 Student Data Privacy.
- The following bids were awarded by the Board of Education:
  - Food and Nutrition Services – Milk to Wades Dairy Inc. for a one-year period
  - Food and Nutrition Services – Frozen Dessert to New England Ice Cream Corporation for a one-year period
  - Security Services to Securitas for a three year period
- The Board of Education approved the following Grants:
  - Carl D. Perkins Grant in the amount of \$34,500.00
  - Adult Education Grant: ESL for Life and Work Pathways to the Future in the amount of \$83,000.00
- The Board approved the appointment of the Assistant Superintendent, and in his/her absence, the Director of Human Resources, as the Designee for the Superintendent of Schools from July 1, 2018 through June 30, 2019.
- The Board approved authorization for the Superintendent to accept resignations and make appointments, excluding administrative appointments, from June 20, 2018 through September 18, 2018.
- The Board approved authorization for the Superintendent to purchase budgeted instructional materials and other supplies, equipment and services from June 20, 2018 through September 18, 2018.
- The Board approved the proposed five-year Contract, beginning July 1, 2018, between the New Milford Board of Education and All-Star Transportation for Pupil Transportation Services.
- The Board approved a motion to execute the Memorandum of Agreement with the New Milford School Administrators' Association to implement an early retirement incentive program and to authorize the Board Chair to execute, on the Board's behalf, the individual administrator's Election, Agreement, Release and Waiver Forms when returned to the Superintendent's office.
- The Board received the following annual reports:
  - Annual Emergency Preparedness Report
  - Annual Wellness Report
- The Board entered into Executive Session to discuss the proposed, three-year contract for the Superintendent of Schools.
- At a special meeting on June 21, 2018, the Board approved amending the 2018-19 Board of Education Adopted Budget from \$64,278,670 to \$63,010,586, as proposed by the Superintendent of Schools on Item 3A, “Proposed Adjustments to the 2018-2019 Budget”, dated June 20, 2018.

\*\*\*\*\*

Summary of 2017-2018 Assessments

Smarter Balanced Assessment Grades 3-8

In the spring of 2018 students across Connecticut and the Nation participated in the administration of the Smarter Balanced Assessment. The pilot assessment based on the new NGSS standards took place in lieu of a scored Science assessment. Participation in this assessment counted, even though the scores did not count.

The Smarter Balanced assessment provided district and student level results. In Mathematics, New Milford scored a 47.1% average overall, outperforming the state average of 46.7%. The DRG, however, scored an average of 56.6%. In Reading/Language Arts, New Milford's overall average was 58.3%, outperforming the state average of 55.3%. The DRG, however, outperformed New Milford's average with an overall score of 64.8%.

In 2015-2016 the State of Connecticut removed the Smarter Balanced Assessment from Grade 11 and replaced it with the administration of the SATs for Grade 11 students. Our students in New Milford have historically outperformed the state in terms of both the Math and Reading sections of the SATs. The last four years Connecticut students have averaged a combined score of 1010 (2015), 1023 (2016), 1030 (2017) and is now 1019 (2018). Comparatively, New Milford students have averaged a combined score of 1033 (2015), 1068 (2016) 1084 (2017) and 1060 (2018). The New Milford combined score of a 1060, was comprised of a 542 on the Reading section and a 518 on the Math section. Over the past 3 years, New Milford High School students have been averaging almost 40 points higher than from where we had been historically. The summer of 2017 saw the return of a support program for students with identified gaps in their learning. The program was well attended and resulted in clear gains in math and reading for those involved.

### Advanced Placement Exams

In 2017-2018, New Milford High School students continued to increase their participation in Advanced Placement courses and more students elected to take the national proficiency exam. Students took a total of 666 exams in 2017 up from in 529 exams in 2016, and 67% scored a three or higher. A score of three or higher represents passing. The state average for 2017's administration was 71% and the national average was 61%. We expect both enrollment and student successes to continue as the district works to expand opportunities for students and provide professional development to the teachers.

### Summary

The 2017-2018 school year saw a continued focus on student programing and academic performance. This was the fourth year of implementation of the math curriculum in grades K-6, year three of the program in grade 7 and year two in grade 8. Finally, we saw an increased enrollment in Advanced Placement courses while more students met the college and career readiness standards on the exam. At New Milford High School, students passed 433 AP exams up from 404 in 2016.

The Board of Education routinely recognized the talent and accomplishments of students and staff at its meetings and end-of-the-year reception. During the 2017-2018 school year the Board recognized **113** students and **61** staff members for outstanding achievement. Donations in excess of **\$148,489** were received from the PTO and other benefactors to benefit the New Milford Public Schools. The Board was awarded **\$1,447,068** 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.

**NEW MILFORD AQUIFER PROTECTION AGENCY**  
**ANNUAL REPORT**  
**July 1, 2017- June 30, 2018**

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 Commissions terms. At an annual organizational meeting, a Chairman, Vice Chairman and Secretary are elected to serve for one year. Regular meetings are held once a month on the first Thursday of each month following the Planning Commission meeting. Special meetings are scheduled accordingly.

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 his/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 a mix of over 700 residential, business/commercial and Government/Municipal properties. In prior fiscal years, letters were sent to over 550 residential property owners and 120 business/commercial properties in the Aquifer Protection Area notifying them that their properties were located in the Aquifer Protection Area.

During the 2017 – 2018 fiscal year letters were sent to all remaining non-residential properties, business/commercial and Government/Municipal, in the Aquifer Protection Area, the combined total of which is almost 50. The Town was notified that 14 Town owned properties within the Aquifer Protection Area either don't contain a use subject to Aquifer Protection Area Regulations, or the use that may be considered regulated is located outside of the mapped boundary of the designated Aquifer Protection Area.

In the upcoming fiscal year, the registration process will be for those business/commercial and Government/Municipal properties with a regulated activity within the mapped boundary of the designated Aquifer Protection Area.

**BUILDING DEPARTMENT  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

**Building Permits**

Type of Permit	Number of Permits	Fees Collected	Construction Cost
Deck- Residential	33	\$3,923.34	\$272,666.00
Foundation- Residential	30	\$0.00	\$75,000.00
Multiple Family Dwelling	1	\$16,712.27	\$1,451,632.00
New Residential	37	\$111,577.83	\$8,838,200.90
Permit Closeout	17	\$1,710.00	\$1.00
Additions & Alterations	29	\$29,095.41	\$2,467,969.10
Change of Use	3	\$80.00	\$3,000.00
Garage	7	\$2,153.72	\$236,823.00
Addition & Alteration	107	\$68,148.08	\$5,605,298.00
Demolition	10	\$1,541.70	\$87,000.00
Shed	8	\$793.54	\$48,768.15
Finished Basement	16	\$4,506.62	\$273,379.00
Pool Aboveground	10	\$1,025.26	\$36,600.00
New Commercial	4	\$58,599.61	\$5,124,897.00
Porch	5	\$1,210.85	\$96,800.00
Pool Inground	6	\$3,475.72	\$272,000.00
Screened Porch	2	\$466.25	\$37,000.00
Three Season Room	1	\$312.50	\$25,000.00
Foundation- Commercial	1	\$0.00	\$0.00
Roofing, Siding, Window	14	\$2,827.82	\$210,156.00
Insulation & Sheetrock	2	\$260.44	\$19,000.00
Tent (>700 sqft)	3	\$375.00	\$7,350.00
Additions & Alterations	1	\$656.50	\$50,000.00
Barn	1	\$1,429.70	\$120,000.00
Building Permit - VB	30	\$259.32	\$0.00
	378	\$311,141.48	\$25,358,540.15

### Electrical Permits

Type of Permit	Number of Permits	Fees Collected	Construction Cost
General Wiring	120	\$9,292.81	\$760,500.18
Solar Electric	36	\$13,858.47	\$1,138,145.75
Service	69	\$5,178.48	\$213,550.00
Hot Tub / Spa	4	\$133.17	\$3,950.00
Alarm Wiring	12	\$1,119.34	\$74,636.60
Generators	24	\$2,295.63	\$168,473.86
Electric Pool	8	\$387.13	\$20,000.00
Fire Alarm Svstem	1	\$3,391.70	\$69,250.00
Electrical sign on	1	\$0.00	\$15,000.00
	275	\$35,656.73	\$2,463,506.39

### Mechanical Permits

Type of Permit	Number of Permits	Fees Collected	Construction Cost
Copies	133	\$838.76	\$5.00
Furnace / Boiler	66	\$6,755.18	\$493,927.86
HVAC- Commercial	11	\$2,600.82	\$208,561.08
Wood or Pellet Stove	28	\$1,800.00	\$39,189.93
Chimney & Fireplace	6	\$274.97	\$15,311.00
Window Replacement	9	\$1,138.68	\$86,146.38
Permit Closeout	7	\$1,102.00	\$0.00
Siding	13	\$3,402.59	\$273,813.33
Roofing	87	\$11,014.97	\$821,480.59
Tent	26	\$1,425.00	\$3,000.00
Fuel Tanks- Commercial	8	\$1,706.00	\$134,600.00
Mechanical Commercial	4	\$191.00	\$13,400.00
HVAC- Residential	58	\$8,202.77	\$604,674.13
Fuel Tanks- Residential Aboveground	52	\$2,804.00	\$116,043.87
Miscellaneous	26	\$2,929.85	\$211,243.75
Hood & Fire Suppression	8	\$1,254.64	\$96,132.00

Retaining Wall	3	\$321.30	\$23,000.00
Window and Door Replacement	65	\$9,862.52	\$767,547.31
Signs	8	\$587.09	\$39,481.12
Furnace / Boiler Commercial	3	\$308.50	\$22,000.00
Tent (>700 sqft)	2	\$300.00	\$6,743.00
Fuel Tanks- Commercial	2	\$910.00	\$2,200.00
Fuel Tanks- Residential Underground	1	\$80.00	\$3,000.00
	626	\$59,810.64	\$3,981,500.35

### Plumbing Permits

Type of Permit	Number of Permits	Fees Collected	Construction Cost
Plumbing	75	\$4,933.40	\$309,034.29
	75	\$4,933.40	\$309,034.29

### Gas Permits

Type of Permit	Number of Permits	Fees Collected	Construction Cost
Gas Tank Above Ground Commercial	12	\$1,202.00	\$77,905.00
Gas Tank Above Ground Residential	91	\$4,930.99	\$114,600.89
Gas Line- Residential	34	\$1,599.60	\$73,093.63
Gas Tank Under Ground Residential	21	\$1,645.21	\$66,846.00
Gas Lines- Commercial	6	\$233.30	\$7,070.00
Gas Fireplace	11	\$629.80	\$33,230.30
Gas Heater Vented	4	\$313.61	\$19,019.17
Gas Logs	2	\$94.07	\$4,800.00
	181	\$10,648.58	\$396,564.99

**Totals:      \$422,190.83      \$32,509,146.17**

**NEW MILFORD COMMISSION ON THE ARTS**  
**ANNUAL REPORT**  
**July 1, 2017 – June 30, 2018**

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.

During the 2017-2018 year, our activities included:

- Four free to the public summer concerts on the town green (the Edwin Kinkade Concert Series)
- Support for the New Milford Art Walk in downtown New Milford in August
- Support for Merwinsville Hotel Restoration programs
- A free to the public performance by Valerie Tutson at Pettibone
- A free to the public St. Patrick's Day performance
- Christmas Caroling program on the town green
- Support for a free concert by the Sherman Chamber Ensemble at the New Milford Public Library
- Support for a free concert at Hunt Hill Farm
- Funding the restoration of a James Tyler painting at Harden House in Harrybrooke Park
- Continued support for Village Center for the Arts in establishing a mosaic sign for the New Milford River Walk
- Support for the ongoing development of Gallery 25 and Creative Arts Studio in New Milford Art Depot on Railroad Street
- Participating in promotion of area arts programs through membership in the Cultural Alliance of Western Connecticut and the Northwest Connecticut Arts Council
- Maintaining a social media presence on Facebook and websites
- Ongoing discussion and encouragement of developing various art venues in New Milford

The Arts Commission thanks those who give their time, expertise, and energy serving the Commission on the Arts during 2017 and 2018. They are Barbara Payne, Joanne Lillis, Lou Mandler, Bob Brophy, Lacey Yurtoglu, Jeremy Ruman, Jayson Roberts, James Scrimgeour, Linda Breen, Jachym Porizka, Mary Kimball, Dylan Armstrong, and Mary Tanenbaum.

**CONSERVATION COMMISSION  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

During this period the Conservation Commission held ten of the twenty four scheduled meetings. Meetings were cancelled for weather, quorum, or lack of agenda items.

There were no subdivision applications that were presented to the Conservation Commission for review.

Areas that were presented to the Conservation Commission for review and opinion were as follows:

- Ameresco Solar Panel Project
- Scenic Road Signs
- Lingenfelter Property as Open Space
- Criteria for Open Space
- State POCD and Their Open Space Initiative
- New Milford Waterfront Revitalization Project
- Area of New Milford for Future Potential Open Space Designation
- Cricket Valley Power Plant in New York State
- Open Space Map Update
- Hulton Meadows Initiative

In addition to the areas mentioned above the Conservation Commission also faced the possibility of relocating from the current office to the old Post Office. As a result of changes in administration this move did not occur.

As a result of the budget crisis in the Town, the budget of the Conservation Commission has been reduced from \$1,300 to \$300. All contributions for environmental organizations have been eliminated from our budget.

A more in depth report of the areas that the Conservation Commission addressed was as follows:

**Ameresco Solar Panel Project** - The Conservation Commission supports “green” energy. In this instance the Commission felt that the application was incomplete. Furthermore, the Commission believed that the application should follow existing procedures in place. The Conservation Commission recognizes the role of the Siting Council and their role in approving such applications regardless of the Town’s wishes or existing rules in place. Hence the Conservation Commission withheld their approval of the project.

**Scenic Road Signs** – The Town in its wisdom has designated certain roads across Town as scenic to not only protect the environmental quality but to provide enticement for tourists to drive around and see our beautiful community. One time the signs designating them as scenic all but disappeared. Chairman Halasi-Kun, Vice Chairman Michael John Cavallaro and Michael Bird canvassed the Town to identify which signs were missing. Using this information Chairman Halasi-Kun prepared a comprehensive list of the missing signs. Working with the Public Works Department all of the signs have been replaced.

**Lingenfelter Property** – The property was offered for sale to the Town as potential Open Space. Discussions were held with Mr. David Bain, area realtor, and the Town declined the offer due to



boundary issues but more importantly it did not adequately meet the Conservation Commission's criteria for Open Space.

**Open Space Initiative** – In response to the State of Connecticut's effort in addressing open space initiatives in the upcoming POCD, the Town has also embarked on identifying areas for future open space considerations. Twenty seven acres have been identified. The areas selected either have no protection or only limited protection. Working with the Town Planner and HVA, the Conservation Commission has been developing a comprehensive open space map of New Milford.

**Cricket Valley Power Plant** – Sherman Conservation Commission asked the New Milford Conservation Commission to work with them to fight this New York State power plant build near Sherman's border. The New Milford Conservation Commission declined as it has no legal standing in the matter and the location of the plant had already been approved by New York State's Siting Council.

**Hulton Meadows** – The Hulton family has graciously donated a pocket park in the heart of New Milford. The park graces one of the gateways to New Milford and will be an arboreal masterpiece. Michael John Cavallaro, Vice Chairman, has been working with Parks and Recreation and Public Works to make the vision of the park into a reality.

The Conservation Commission was asked to participate in a New Milford Revitalization Presentation. The Chairman attended and provided feedback. The importance of such revitalization has been noted in Connecticut Magazine.

During the period the Town's open space inventory grew by 161.151 +/- acres increasing the total amount of open space to 7,413.751 +/- acres representing 19.5% of the 38,104 acres suitable for building. The newly protected areas are 161.151 acres in fee secured by Weantinoge Heritage Land Trust and zero acres in easements.

During the period the Land Acquisition Reserve Fund (LARF) changed from \$295,879.53 to \$298,946.41. The change was the result of the addition of interest in the amount of \$3,066.88.

**FILM COMMISSION  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

The Film Commission has been working with several independent local filmmakers on local projects, such as documentaries, YouTube series, etc. For example, several residents are working together to produce a food show series which will be pitched to the Food Channel. It is being currently filmed at Hunt Hill Farm. The filmmakers are utilizing local farmers and other vendors for their supplies providing increased revenue for New Milford businesses.

One of the Commission's goals is to advertise and provide events that will bring people into New Milford. In the planning stages are projects that would provide for an occasion quarterly.

In the spring of 2018 the film commission sponsored a showing of a documentary entitled "The Fanatic Heart". It was well received by our community; we had to turn people away at the door.

We also sponsored the annual Greater New Milford Film Festival as well as hosted the Summer Movies on the Green. Most of these separate events are free of charge. Part of the Commission's intention is to provide free entertainment and draw people into town for dinner and a movie. We are not able to estimate the amount of monies spent, however, conversations with local restaurant owners lead me to believe that there was an increase of business on those particular evenings.

All net profits from all aforementioned events are donated to The Greater New Milford Film Festival college scholarship for local students. We were able to give scholarship money to two graduating high school seniors this year.

The Commission is always encouraging filmmakers to use New Milford as a location for their work. There have been four films completed this year as well as two segments on the History Channel that have featured New Milford. You may view the segments via the links below:

<https://www.dropbox.com/s/w3p1uj69x6931oq/FBI%27s%20Most%20Wanted%20-%20Whitey%20Bulger%20.mp4?dl=0>

<https://www.dropbox.com/s/25iqwstw7wq4y2j/FBI%27s%20Most%20Wanted%20-%20Truck%20Heist.mp4?dl=0>

As always the Commission will strive to continue the growth of film development and presentation within the Town. In the face of severe budget cuts our ability to do so has become limited making it all the more important for townspeople to show support by attending events and letting the Town Council know that they wish to see funding restored.

**FIRE MARSHAL  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

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 of New Milford. 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 more than 11,752,007 square feet, which increases annually as New Milford becomes further developed. Fire Marshals inspect all buildings and facilities of public service and all occupancies regulated by the Fire Safety Code. 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 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 occupancies being proposed, or renovated within the Town.

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). CT code updates in 2015 make this training even more imperative. The Connecticut Building and Fire codes were updated October 1, 2016 and are up for updating again in spring of 2018.

Public education is a critical facet of the Fire Marshal's Office as preventing fires is our priority. Accordingly, the Fire Marshals visit local schools, the senior center, library, businesses, and many 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.

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 the Fire Marshal's Office is staffed by a Full-Time Fire Marshal, and a Full-Time Deputy Fire Marshal. They administer the department's Risk Assessment Program (inspections, emergency and business continuity plan, and fire drill assistance), and Risk Reduction Program (plan reviews and construction inspections, public education and community outreach programs, and fire/explosion/hazardous material investigations, statistical research and analysis).

Emergency management has become a part of this department's responsibility and works jointly with other town departments, the state's Department of Emergency Management Homeland Security, and federal agencies with the responsibility of preparedness planning, response to emergencies, and the recovery operations of the town through a wide range of threats/incidents. Planning, and participating in town and statewide exercises help maintain a proactive approach and continuous updating of critical information and standard operating procedures aids in the town's ability to mitigate, respond, and recover from a wide range of incidents including but not limited to natural disasters, to active shooter, school security, and hazardous materials events. Our office sent out an Emergency Services Profile to every resident to help create a database of functional needs and other possible shelter needs during evacuation of areas of town.

Current Staffing :      Full-time Fire Marshal, Brian Ohmen  
                                 Full-time Deputy Fire Marshal, Kevin Reynolds  
                                 Part-time Secretary (20 Hours Week), Donna Talarico

Operating Budget:    \$172,791

Revenue 2017-2018 - **\$43,867** up from **\$33,042**

#### FIRES:

The Fire Marshal's Office was called to investigate via 911 calls the cause of 167 incidents, up from 134 incidents the previous year.

Fire Department Incidents July 1, 2017 to June 30, 2018:

Gaylordsville Fire Department –122 up from 103  
Northville Fire Department – 131 down from 137  
Water Witch Hose Co #2- 664 up from 654  
Total Automatic Fire Alarm dispatches- 320

Total fire dispatch records: 917 up from 894 the previous year.

**HEALTH DEPARTMENT  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

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, cosmetology establishments, public swimming pools and 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 2017–2018 was 104. There were 32 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 225 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 35 complaints received. Most of the complaints were related to conditions involving housing defects, environmental pollution or improper garbage disposal.

There were also 334 routine inspections conducted of food service establishments.

Again this year, the Health Department organized a regional household hazardous waste collection day for eight participating towns. The waste collection day was held on September 23, 2017. There were 930 households that disposed of a record amount of waste collected during the day. The other towns that participated in the event were Bridgewater, Brookfield, Kent, Roxbury, Sherman, Warren and Washington. Each town paid their proportionate share and the cost to the Town of New Milford was \$26,332.

The Health Department also coordinates and/or ensures for the provision of basic public health services to the community. Some of these activities include reportable disease investigations, supporting vaccination clinics for seasonal influenza, conducting clinics related to chronic disease control such as elevated cholesterol and high blood pressure and providing education and testing services related to tick-borne diseases.

In regard to reportable diseases, there were two-hundred ninety-five cases of 25 different illnesses or laboratory findings reported by area physicians and medical laboratories. Thirty percent (30%) of these reports were for sexually transmitted diseases, twenty-three percent (23%) were for influenza A & B and sixteen percent (16%) were for tick-borne diseases.

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 2017 and January 2018, the NMVNA organized and conducted several vaccination clinics in the community including a clinic for New Milford seniors.

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 domestic animals or wildlife.

During the year, the Health Department utilized \$6,566 from a federal block grant to conduct a preventive health services program. The funding was used to conduct a diabetes self-management education program.

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 and case management, tick-borne 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 the fiscal year (2017–2018). 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, 2017 to June 30, 2018, the total contract amount was \$23,773. Some of the activities performed by the Health Department included continued development of local public health preparedness and response plans, development 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 2017–2018, excluding grant and other programs offset by income, was \$295,446. Also, \$44,375 was collected in fees during the year. Therefore the Town of New Milford funded Health Department activities in the amount of \$251,071, which is \$9.25 per capita.

**INLAND WETLANDS COMMISSION**  
**ANNUAL REPORT**  
**July 1, 2017 – June 30, 2018**

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 wellbeing 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. The Wetlands Enforcement Officer and Land Use Inspector have been reappointed as the Inland Wetlands Commissions Duly Authorized Agent for 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 performed by the Land Use Inspector and follow-up paperwork is completed by the Office Coordinator. The Land Use Inspector continues to split his/her time with the Planning and Aquifer Protection Offices. The Zoning/Inland Wetlands Office Coordinator continues the 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 2017-2018 fiscal year, the Commission received for review 33 schedule A applications and conducted 4 public hearings. An additional 5 schedule B applications for as-of-right activities were also submitted. There were 18 applications reviewed by the Wetlands Enforcement Officer as the Duly Authorized Agent. 160 applications, not requiring individual permits, were reviewed by the Wetlands Enforcement Officer or Land Use Inspector for compliance. 8 notice of violations and 1 corrective orders for violations were issued, and the violations corrected. \$11,566.25 in significant activity fees, \$12,680.00 in permit fees and \$3,956.00 in applications not requiring individual permits fees, permit modifications, permit transfers and copies were collected.

**NEW MILFORD PUBLIC LIBRARY**  
**ANNUAL REPORT**  
**July 1, 2017 – June 30, 2018**  
Sally Tornow, 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 2017-18**

**Modernization and Renovation**

2017-18 saw the completion of planning for the first renovation of the Library in over 40 years. The plans, made in response to surveys and focus groups, create additional small meeting space/study rooms, a dedicated young adult area, and a separate space for children's programming.

**Library Use**

The Library continued to be one of the busiest places in town with over 140,000 people coming through our doors in FY17-18. Electronic use ballooned, with a 64% increase in traffic to our website and a 12% increase in our in-house use. Based on CT State Library statistics, New Milford Public Library exceeds the state average in virtually every category, from circulation to programming to computer use. The Library has begun a very popular service of loaning internet hotspots for patrons to use who have no internet access, which was even more valuable for patrons who lost access during the tornado. The Library itself was a refuge for people who lost power at that time, providing charging stations, internet access, and entertainment. Another new service is the loaning of kindles with access to the ebook platforms to which the Library subscribes.

**Library Support**

A grant provided by an anonymous donor, gave New Milford and surrounding towns access to the Foundation Center, an online resource for nonprofit organizations to locate grants. The FRIENDS of NMPL provided extensive support for programming, enabling the library to offer cultural and educational programs not possible through the operational budget, such as the Winter Reading Program, Woman Spies in the Civil War, many music programs including Cameron Sutphin, Kenn Morr Band, A Renaissance Christmas program and Bill Devlin's Irish Music, Art Programs by Valerie Culbertson and a well-received Escape Room, to name but a few. The MOM's Club and the Women's Club of Greater Danbury were also generous in supporting Childrens' programming.



## **Library Departments**

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

The Children's/YA Department, headed up by Sue Ford, and aided by Meghan Morin, YA Librarian, (who was out on maternity leave from June 2017 – early with part-timers Ellen Thompson, Sherry Chaillou, Amy Berkun, and Carol McCarthy, works with children from birth to twelfth grade, along with their parents, caretakers, teachers and college students studying in fields that include children services. Children come to us for a variety of needs – story times, summer reading programs, reference and homework help, internet and computer use. They check out DVDs, music on CDs, books on CD, eBooks, PS4 games, XBox360 games, and, of course, most importantly, books for homework and recreational reading. They use our website to get into various databases for homework resources and practice tests, as well as TumbleBooks, National Geographic for Kids, World Book On-line and Mango Languages. We work with home-schooling parents and their children who use our resources to enhance their education. Sue Ford visits the public schools, local daycares and preschools for various programs throughout the school year.

Our Summer Reading Program theme for FY 17/18 was “Build a Better World” for children ages 4 year olds – 5<sup>th</sup> grades; we offered an early literacy reading program for 1 to 3 year olds, and a reading program for young people in grades 6 – 12, along with “Bedtime Math”. We had a total of 339 participants in the reading program and 35 in the Bedtime Math.

During FY 17/18, we offered 426 programs for children from infants to 5<sup>th</sup> grade, with an attendance of 8,184 and 61 programs for our YA patrons with 586 in attendance.

New programs that we added this year were: Lego Club, Homeschool Hotspot, and The Craft Cubby (a passive craft program).

### **Public Services – Val Fisher, 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 twelve part-time employees served 11,780 registered patrons during the 59 hours the Library was open each week. While charging items in and out was its most familiar function (with 189,272) items checked out in 2017-18, 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. We also visited the high school twice this year, in the fall signing up a total of 52 new patrons. 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. The Library's “Hoopla” service which offers downloadable and streaming movies, audiobooks, music, and eBooks increased with 7,022 circulations. The Library's use of eBooks totaled 3,132 circulations. The use of eaudio books was 3,227.

Public Services also maintained the Adult Services Facebook page which continues to grow as an online location for social interaction and information for our patrons. Programming was an important part of Public Services because it offered instruction, entertainment, and the opportunity for community

building. Over 2017-2018, the Public Services Department increased its programming to 275 programs, with the Public Services program attendance being 3932. Our programs covered an array of topics, including author talks, Medicare, history, handicrafts, cultural education, and music, among many others. The library offered a six week Adulting 101 program for college age patrons, collaborating with the Youth Agency, as well as an English Café, a collaboration with Literacy Volunteers to give ESL students a chance to practice their language skills. Working with the downtown businesses, the library held a Small Business Saturday Scavenger hunt as well. The library offered two monthly film screenings, one foreign film and one popular film, as well as three documentaries presented in cooperation with the Pratt Center. In cooperation with the Post Office, the second Passport Day was held at the library, increasing to 81 people who applied for passports. The Library continues to host the Connecticut Crossroad's Project which invites the public to come and share their memories of New Milford. The project collaborated with the Rotary and the Congregational Church this year. The Library continues to be involved in a Board Games Collaborative with Burnham Library in Bridgewater, expanding to three nights and one Saturday a month. This has attracted many college age participants. The Library continues to offer different monthly book discussion groups which have grown to ten separate groups.

### **Reference/Information Services – Sally Tornow, Director/Reference and Information Services**

The Adult Reference/Information Services Department, comprised of Michael McManus, Rachael Wright, Gloria March, Jody Hyman, and Sally Tornow, answered 28,087 patron questions during FY 2017-18. Of those transactions, 12,956 were research questions. The remaining interactions consisted of non-reference assistance to patrons, such as help in using the catalogs, the Internet, various Microsoft programs, and reference materials. Gloria March fulfilled

The computers in the Adult Reference area were used extensively throughout the year with total use at 10,461 sessions. The individual laptop stations created in FY 2012-13 continued to be extremely popular with patrons who bring their own laptops and mobile devices to the Library, using NMPL wifi over 2,000 times each month.

Rachael Wright, the Digital Literacy Associate, offered 92 free classes on wide-ranging computer related subjects: Social Media Marketing for Small Businesses, Finding Grants through the Foundation Center, Facebook, Pinterest, Downloadable ebooks, etc. Many patrons have indicated a preference for one-on-one sessions, which has been accommodated by several volunteers offering their services on a regular basis.

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

The Technical Services Department of the Library is comprised of 2 staff members, Maryann Jackson and Leslie Schlemmer. They are a very hard working and dedicated professional team. They are each trained not only in their particular areas of expertise, but are also in the responsibilities of the other person which allows them to “back each other up” in the absence of one or the other. They are responsible for a variety of tasks that are required in order to maintain the Library's huge collection (over 100,000 items) of print and non-print material materials. In addition to daily tasks of the physical and digital maintenance of this collection which changes daily, they handle many special projects for other departments.

Each year Maryann and Leslie order, receive, catalogue and process thousands of new items, repair hundreds of damaged items, and perform maintenance tasks on the integrated Library system, in addition to maintaining the Library's serial collections.

Additionally they both attended various meetings and webinars to stay up-to-date with emerging changes in the Technical Services field.

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

The three main focuses of the Technology Department are: 1) maintain and upgrade the existing computer hardware and software; 2) increase our outreach to the community; and 3) investigate and introduce new technologies that are beneficial to our patrons.

Our main focus this year was the CT state fiber project. This project provided for the installation of fiber optic connections to all libraries in the state of Connecticut. After the approval of grant funding procured by Sally Tornow, Library Director Peggy Ganong was responsible for the project. This responsibility included verifying that all appropriate documentation was completed in a timely fashion and the coordination with the technicians from Lightower Inc., the staff of CEN and the network specialists from Bibliomation in order to complete the network conversion.

Our newly designed web site is a true success. This fiscal year saw 115,673 visits to the site. The site is maintained and updated by Peggy Ganong. Peggy's responsibility is to continually maintain and update the site. She finds interesting and pertinent content to add and finds ways to increase usability in order to further improve the appeal and functionality for our patrons.

We also upgraded our in-house digital sign. Peggy found a new company that provides the hardware and software that provides for a more dynamic and sophisticated format for advertising our programs and making announcements regarding the library's special features and events. It is Peggy's responsibility to provide content, design formats and continually update the sign

Peggy Ganong attended several meetings, webinars and workshops to stay current with newest technologies and products.

# **PARKS & RECREATION ANNUAL REPORT July 1, 2017 – June 30, 2018**

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 will be enjoyed by and be of interest to residents of all ages.

The New Milford Parks and Recreation Department is responsible for the care, management, maintenance and control of twenty town park facilities totaling over 500 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, Ray Ramsey 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, Creative Playground, John Pettibone Community Center, Hulton Meadow, Chappuis Park, and the Nostrand Trail Park. Included in these park sites are: six little league fields, a beach on Candlewood Lake, swim team docks, two fishing docks, canoe and kayak racks, tennis courts, basketball courts, five 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, including the River Walk, 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 John Pettibone Community Center, the Maxx, New Milford Public School facilities, East Street School, Canterbury School (pool and ice skating rink), Shepaug Regional School System (pool), New Milford Fitness & Aquatic Club, and summer playground programs held at Northville School, Hill & 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 Community Center grounds and softball fields, 47 Bridge Street, the Richmond Center grounds, the Railroad Street parking lot, Patriots Way, Rotary Park lawn, Young's Field Road Riverwalk, 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 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 5,600 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 (140+ employees).

- 262 campers at our Rec-On summer playground program (summer 17')
- 217 participants in our soccer programs (fall 17'-spring 18')
- Over 950 players in our Men's, Women's, and Co-Ed Adult Softball Leagues (fall 17'-spring 18')
- Approximately 75 players in our Touch Football League
- 515 participants in our aquatic programs (winter/summer swim teams and swim lessons)
- 528 runners in our Fair Days 5K & 8-Mile Road Races (summer 17')

- Over 250 individuals participated in annual Easter Egg Hunt (2018)
- Over 3,000 participants at our Halloween Trunk or Treat Event (2017)

During fiscal year 2017-2018, 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:

- The Lynn Deming Park improvement project has been completed. The project entailed new parking areas, new asphalt and travel configuration, improved drainage, maintenance storage building, additional picnic areas, updated street lighting, landscaping, updated signage, new playground, new swim team dock and float, additional trash receptacles, grills, picnic tables and the Lifeguard, Security and two storage buildings were repainted and other park enhancements were added and completed.
- Continued training on the Munis accounting system and Employee Self-Serve.
- Implemented new program offerings such as Cutting the Cable TV Cord, Beginner Knitting, Horsemanship, Horseback Riding Lessons, Pickleball, and Wild Hoops Basketball.
- Led trips to Radio City Music Hall Christmas Spectacular.
- Made repairs to fencing and gates at Young's Field Park and Lynn Deming.
- Completed renovations at Young's Field Skate Park.
- Installation of playground safety mulch at Young's Field, Emmanuel Williamson Park, Carlson's Grove, Lynn Deming and the Creative Playground.
- Continued annual brush-hogging at Still Meadows, Sega Meadows Park, Clatter Valley Park, Carlson's Grove, Nostrand Trail & Andrew Gaylord Barnes Park.
- York raked Lynn Deming beach during winter drawdown to remove milfoil.
- Installed a flag pole and solar light at Lynn Deming Park, thanks to the donation of the Women's Club of Greater New Milford.
- Repaired gravel driveways at Clatter Valley, Conn's Pond, Helen Marx Park, Sega Meadows Park, Carlson's Grove, Pickett District Fields, & Creative Playground.
- Removed dead trees, branches and stumps at Carlson's Grove, Town Green, Lynn Deming Park, Sega Meadows, Clatter Valley, Sarah Noble Soccer Field and Young's Field.
- Completed brush removal at the Richmond Center, New Milford Library, Patriots Way, Pickett District Road Fields, Addis Park, Police Department, Town Hall, and Young' Field.
- Planted two new trees on the Town Green.
- Installed new signage at Lynn Deming Park, Addis Park and Sega Meadows Park.
- Installation and removal of boat slips, dive docks, swim team docks and fishing dock.
- Completed turf and infield repairs at Young's Field, town Green, Helen Marx, Picket District Fields and John Pettibone Softball Fields.
- Made repairs to boat slip docks.
- Repaired security and athletic field lighting at Lynn Deming and Young's Field Parks.
- Treated Conn's Pond for weed growth.
- Hired a company to remove milfoil at Lynn Deming Park.
- Repaired irrigation system on the Town Green and Young's Field.
- 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, Clatter Valley, Emmanuel Williamson, Sega Meadows, Lynn Deming, and Carlson's Grove Parks.

- Painted and repaired picnic tables, garbage receptacles and park benches.
- Completed Request for Quotes and Bid packages for seasonal brochure, road race timing, photography, softballs and softball equipment, portable restrooms, security, beach sand, clay, calcium chloride, t-shirts & uniforms, custodial supplies, concessions, playground mulch, and milfoil removal.

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 50th Annual 8 Mile Road Race & Village Fair Days 5K Road Race (summer 2017) totaled \$4,750.00 with sponsorship and support from Union Savings Bank, Dr. Allan S. Phillips, Circle Asphalt, Candlewood Valley Motors, Bank Street Theater, Candlewood Valley Pediatrics, Western CT Health Network, M & O Construction, Dawn Hough, and Medinstill.
- Non-monetary donations for the 8 Mile and 5K Road Races were made by: Stop and Shop, Triple Springs Water, Stew Leonard's, Northville Market, H & H Taylor and Sons, Wal-Mart, Kimberly Clark, Costco, New Milford Sports Club, BJ's Wholesale, GU Energy, the Cookhouse, Olympia Sports, Dagwood's New American Lounge, National Peanut Board, & Big Y.
- Received a donation & planting of one white oak tree from Emmons Tree Service valued at \$1,600.00.
- Received a donation of \$800 from M & O Construction for the Halloween Trunk or Treat event.
- Received a donation of a sycamore tree for the Town Green from the Arbor Day Committee.
- Received a donation of a Christmas Tree for the front of Town Hall from Christopher Prause
- Received a donation of a park bench from Candlewood Lake Authority, valued at \$612.
- Received a donation of a park bench from the Rotary Club for \$1,900.
- Greg Winklestern completed an ultimate Frisbee & disc golf field at Clatter Valley Park for his Eagle Scout Project.
- John Farrell renovated and built a fishing dock and a bench at Lynn Deming park for his Eagle Scout Project.
- Henry Oliver built a trail and a kiosk at Lynn Deming Park for his Eagle Scout Project.
- Received a donation from Mr. Farrell for \$100.00 for summer camp.
- 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, Moonlight Run, 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, River Indians Youth Lacrosse Team, New Milford Bulls, New Milford Saints, New Milford Cricket Team, New Milford River Trail, Housatonic River Trail, Autism Awareness, Alzheimer's Association, Women's Club, MVP-SOS, CT DEEP, 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 17') totaled 917 resident vehicles passes, 36 resident day passes, 31 non-resident day passes, 88 boat launch passes and 82 boat slip rentals. Sticker sales, permit filing fees, concessions and vending totaled \$168,105.00 for 2017-2018. Park reservations continued to

increase significantly from 2016/2017 to 2017/2018. Land acquisition has resulted in greater responsibilities and planning for the next year. Revenues brought in from recreation programs and summer camp totaled \$331,345.04 for 2017-2018. These figures reflect the growth of parks and recreational programs and facilities, as well as the increasing needs of an up-surging 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 welcomed the addition of a Community Center 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 may be a need for an additional park maintainer in the future.

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 maintained and developed in accordance with the needs of the people. As a Department, we foresee the need for such items as an additional Seasonal Park Maintainer, a Splash Pad, and updated athletic field lighting at Young's Field. Due to the ever-increasing needs in town and the prospect of losing certain currently used fields, a top priority for the Department is to increase the number of quality playing fields for multi-sport purposes, including centralized playing fields (including lighted areas). We also hope to one day have a small bus for trips and other Recreation Programs.

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.

**PERSONNEL DEPARTMENT  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

During 2017-2018 the Town had 187 full time employees. This includes 23 total separations (5 retirements, 8 terminations and 9 resignations and 1 death) and 18 hires (including a change in Mayor), the Town eliminated 4 positions and added 6 including filling 5 vacancies with the Police Department, leaving the Town with a **net loss of 5** employees. Our employee list includes Police, 911 Dispatchers, Public Works, Park & Recreation, Senior Center, Social Services, Library, Town Hall and Youth Services. The Personnel Department is responsible for all facets of Human Resource Management. This includes employee benefits, contract negotiation/administration, recruiting, performance appraisals and record keeping, just naming a few. We provide counsel to managers in resolving complaints, training, discipline issues and enforcement of town policy and procedures.

This year we continued our significant progress. The Personnel Department has saved the Town of New Milford Employees and Tax Payers hundreds of thousands of dollars through our Training and Safety initiative, Health and Life insurance audits, and a renegotiation with our Insurance Carrier on Prescription Costs. Our Health Insurance Benefits Consultant assisted us in realizing savings of over \$225,000. In total, the Town has realized over \$500,000 dollars in savings. We successfully negotiated one bargaining contract that went into effect in July of 2018 and will be in effect until June of 2021. As noted in our last annual report, an immediate focus under the new Personnel Director has been ensuring compliance within our health insurance, this continues. Another focus is automating payroll and providing resources online. We rolled out Munis Employee Self Service and eliminated paper pay stubs, saving our tax payers over \$10,000 in labor and supply costs. We also worked with our Risk Insurance broker CIRMA to roll out a new training policy that requires all employees to take a minimum of 6 e-Learning courses related to safety and risk compliance, this will go into effect July, 1 2018. We also rolled out a new Social Media policy, Ethics Policy and ensured everyone is registered for our public notification system, Everbridge. There has been a continued focus on updating job descriptions many of which had not been updated in nearly 20 years. We also had a series of management training programs including: Basic Management Training for new and established managers, managing stress, workplace violence and Workplace Harassment Prevention for Managers. One of our Wellness programs initiatives included our new bike program that allows employees to rent bicycles with no cost. We have added to our Wellness programs to include yoga, healthy Mediterranean eating and continue to introduce new topics regularly. After the successful reorganization of the archives, taking a fully neglected and disheveled file room, and successfully alphabetized all files, The Personnel Department was also approved to relocate to the old Probate office in 2018/2019.

Every day is a challenge when dealing with human resources in the workplace. We remain committed to a healthy and productive workforce in the best interest of the Town. We would like to thank all our employees for their dedication and hard work.



**PLANNING COMMISSION  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

The New Milford Planning Commission and its Regulations became effective in September, 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, New Milford's Plan of Conservation and Development, and New Milford Subdivision Regulations.

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 Commissions hears discussion of the following requests:

- Road Acceptances
- Bond Releases
- Bond Reductions
- Extensions of Subdivision and Re-subdivision Approvals

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. It is anticipated that the Planning Commission will begin to review the POCD in preparation for an update in the upcoming fiscal year.

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. At an annual organizational meeting, a Chairman, Vice Chairman and Secretary are elected to serve for one year. Regular meetings are held once a month on the first Thursday of each month. Special meetings are scheduled accordingly.

The Planning Office is staffed by the Town Planner who attends meetings of the Planning Commission and the Land Use Inspector who fulfills the duties of Office Coordinator. 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, 2017 and June 30, 2018 the Planning Commission agenda included the following:

- 1 Subdivision Modification
- 4 8-24 Referrals
- 7 8-3a Referrals

**POLICE DEPARTMENT  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

**Message from the Chief of Police  
Shawn M. Boyne**

On behalf of the men and women of the New Milford Police Department, it is my distinct pleasure to present to you our 2017 -2018 Annual Report. I would like to extend our thanks and appreciation to Mayor Peter Bass, the members of the Town Council, the Board of Finance and the citizens of New Milford, for your continued support of our agency. Without the strong partnership with our community, it would be impossible for us to accomplish our mission to provide the highest level of professional police services to the citizens of New Milford.

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 our residents and visitors.

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

The department has aggressively pursued efforts to fill several vacancies created by attrition. Mayor Bass authorized the hiring of five new officers. They are anticipated to graduate from the Police Academy in the Fall of 2018. Over the past year we saw the retirement of Deputy Chief Mark Buckley. Our sincerest appreciation for his decades of dedicated service to the citizens of New Milford.

We continue our efforts to strengthen the partnership with the community that is ever so important to the success of making our town safe for our children and families. We have improved our department website ([www.newmilfordpolice.org](http://www.newmilfordpolice.org)) and have become more involved with other social medias to keep the public informed recognizing the importance of effective communication with our community and the vital role it plays in accomplishing our mission. These efforts offer 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 the annual Duck Race. 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. We had an excellent showing this year at the annual Law Enforcement Torch Run. As usual, we have our weekly Child Safety Seat [kidcarseats@newmilfordpolice.org](mailto:kidcarseats@newmilfordpolice.org) installation program at various locations in town on a weekly basis.

During this report period, the New Milford Police Department answered 53,259 calls for service up down from 59,553 from last year, a decrease of decrease.

	CALLS FOR SERVICE				
	2013-14	2014-15	2015-16	2016-17	2017-18
<b>ALARMS</b>	1893	2052	1959	1995	2189
<b>ASSAULT</b>	49	228	207	326	196
<b>BURGLARY</b>	54	201	85	77	30
<b>ROBBERY</b>	2	6	3	2	3
<b>MOTOR VEHICLE ACCIDENTS</b>	1129	1110	1008	1113	1103
<b>VANDALISM</b>	218	167	191	170	106
<b>DISTURBANCES</b>	902	975	506	496	637
<b>DOMESTIC VIOLENCE</b>	205	192	174	155	125
<b>DUI</b>	81	50	69	56	94
<b>LARCENY</b>	261	394	364	358	298
<b>MEDICAL ASSISTS</b>	1009	736	838	776	799
<b>MOTOR VEHICLE COMPLAINTS</b>	972	927	804	970	845
<b>NARCOTIC INVESTIGATIONS</b>	53	114	199	118	169
<b>PUBLIC ASSISTANCE</b>	1330	1332	1270	1525	1382
<b>RADAR/TRAFFIC ASSIGN</b>	4357	5987	4416	4901	3382
<b>SUSPICIOUS ACTIVITY</b>	941	1009	1141	849	689
<b>MISCELLANEOUS SERVICES</b>	17,107	39,137	40,054	34,764	19,662
<b>HOMICIDE</b>	0	1	0	0	2

Our efforts are focused on maximizing patrol presence through increased patrol details and assignments, efficiently exercising available resources based on comprehensive statistical analysis of existing department data identifying existing trends that often require police service; and deterring such activity by enforcement initiatives, police presence, and public education and/or community partnerships.

We continue with several proactive initiatives to identify the source and organizations of illicit narcotics activity in our town as a result of national spike in heroin trafficking that in turn increases our attention to the situations of opioid overdose cases that have tragically affected many of our young citizens.

One of the priorities over the past year 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. We continued our commitment to the Narcan training platform into our daily patrol. Each officer is equipped with Naloxone “NARCAN” in our efforts to combat overdose situations in our community. During this reporting period the New Milford Police had administered NARCAN at drug overdose calls on 29 occasions.

The department will continue to build towards the future by recognizing the need of a competent leadership team, a solid supervisory platform and consistently pursue professional development in all areas.

I would like to thank the men and women of the New Milford Police Department for their dedicated service. I feel our commitment has improved the public perception and awareness of the New Milford Residents concerning the mission and goals of the police department. As a community interactive agency, perception of the department and its officers is paramount. We will continue to partner with the community through active engagement i.e.: (Media, Community Outreach, Foot Patrols, Bicycle Patrols, Community Enhancement Unit, School Resource Officers and Department Command Staff out on the street). Supervisors are out on patrol providing direct supervision and strive to promote a proactive police presence in the community.

The department has on an “open door” media relations approach that has proven and continues to be most effective. This benefits the department and the community. It maintains the highest-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. They will continue provide our community with a 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 also the quality of service the residents of New Milford and our visitors deserve.

**PUBLIC WORKS DEPARTMENT  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

**Introduction**

The Public Works Department is responsible for the maintenance, repair and plowing of more than 215 miles of town-maintained roads, 60 Bridges (37 over 20 feet), maintenance and replacement of over 100 pieces of rolling stock, the cleaning and repairing of storm sewers, cleaning and upkeep of all town buildings, maintenance and upkeep of over 200 decorative streetlights, 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.

The following report details work done by the various departments, for the fiscal year from July 1, 2017 to June 30, 2018. The report is broken down into the various divisions – Administrative, Engineering, Highway, Facility Maintenance, and Recycling so that each function is detailed:

**GENERAL**

***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, annual reporting to the Municipality and other regulatory agencies, customer service routing and tracking, grant writing and fiduciary documentation, 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 also maintains 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, Project Manager, Road Construction Supervisor and Engineering/AutoCAD technician. Engineering staff plan and provide construction design, oversight and administration for various Town construction projects, bridge renovation and replacement projects utilizing design and construction services also. They also assist numerous Town Committees, conduct plan reviews for the various land use departments, and oversee Right of Way permitting and subdivision road construction activities as well as 911 addressing.

***Highway & Vehicle Maintenance:***

The Highway Department is comprised of a superintendent, highway foreman, and 32 highway maintenance personnel including a vehicle maintenance supervisor and

four vehicle maintenance personnel. The Public Works Department owns 24 dump trucks, six small trucks, two front loaders, two graders, two backhoes, five pickup trucks, a van, two excavators, 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 25 years ago, and the center is now staffed with two people plus the new position Recycling Manager. 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".) During this year the Center also became electronic with the ability to accept credit and debit cards.

***Facility Maintenance:***

This department consists of a staff of ten 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, Maxx Center, Richmond Center, 533 Danbury Road and 7 Public Works buildings and the recently added JPS site. FM also handles all downtown decorative streetlights that now number more than 200.

***Customer Service:***

Public Works receives many requests from the public, one of its customers. The requests this year approximately numbered 827 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 time from the administrative personnel. The decrease in calls is one metric in measuring the quality and efficiency of work this department performs.

**ENGINEERING**

The Engineering Department helps the Department of Public Works thru infrastructure management utilizing Cartegraph Government software. This gives us the ability to lower our operating costs for town assets including: signs, markings, sidewalks, bridges, culverts, pavement, and guiderails. Additionally, we track work requests, work orders and asset events with Cartegraph an asset management program. They perform land use reviews for the various Town commissions and provide various support tasks for Town Committees and Departments. 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. The Engineering Department also issues 911 numbers and ensures existing numbers are unique, sequential and standard. We also participate in the Design Services Team with town land use, building, fire and health officials; this service is available to owners and developers to discuss their project(s).

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 at the end of this report lists the grants currently in progress. 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.

Various customer service tasks are performed on a daily basis by the Engineering Department. 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 136 Right of Way permits were issued, subsequently inspected, and processed by the department in the FY 2017/2018. The Engineering Department responded to hundreds of customer service requests including review or issuance of 21-911 street addresses and 189 road needs paving requests. We also are the consultant for the Traffic Authority and advise them on regulatory signs and markings particularly for downtown New Milford's safety and parking enforcement. We have performed numerous sign-offs for building permits through the Town's new View Permit Software.

The Engineering and administrative staff supplements our Town Budget with various grant programs. Of the DOT grants we applied and have received and planned are; Hazardous Curve Safety signs. Other funding sources are continually sought including STEAP, Small Cities, LOTCIP, State/Federal Bridge Programs, and other grants available to our department and Town.

There was an additional emphasis placed on pavement preservation and in 2017/2018 the investment in New Milford Road segments were selected utilizing our Cartegraph Asset Management Software and a weighted benefit analysis utilizing road condition, length and average daily traffic. Engineering also had Street Scan perform an all town scan and report the PCI to be used in weighting the roads for reconstruction/ rehabilitation.

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

- *Mill Street Bridge* – Is under construction for substantial completion by Dayton Construction in December 2018.
- *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. WMC Consulting Engineers to perform the design and inspection. Design is approximately 50% complete.
- *Gaylord Road Bridge* – An application was submitted for funding for this bridge rehabilitation/replacement project under the State Local Bridge Program FY 2015. The Town has received a commitment to fund and has selected WMC Consulting Engineers to perform the design and inspection. Design is approximately 40% complete.
- *Mud Pond Road* – An application was submitted for funding for this bridge rehabilitation/replacement project under the State Local Bridge Program FY 2015. The

Town has received a commitment to fund and has selected WMC Consulting Engineers to perform the design and inspection. Design is approximately 60% complete.

- Other bridges are being considered for Federal Local applications notably Upland Road, Van Car Road and Squire Hill Road.
- Funding has been received for Cherniske and Tamarack road bridges.
- The State recently completed their semi-annual >20’ bridge and their periodic screening of <20’ bridges and we were expecting those reports in the Fall of 2016, and we received them in 2018.

A summary of various levels of progress on road projects are as follows:

- Still River Drive Roundabout – Substantially completed in October 2018.
- BAN’s – various road projects were authorized and expected construction thru 17/18.

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

## HIGHWAY

The Highway Department is responsible for the maintenance, drainage and snow plowing for all 185+ 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 [3533 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 hour emergencies. Most of these off hour emergencies are for fallen trees, and winter related incidences.

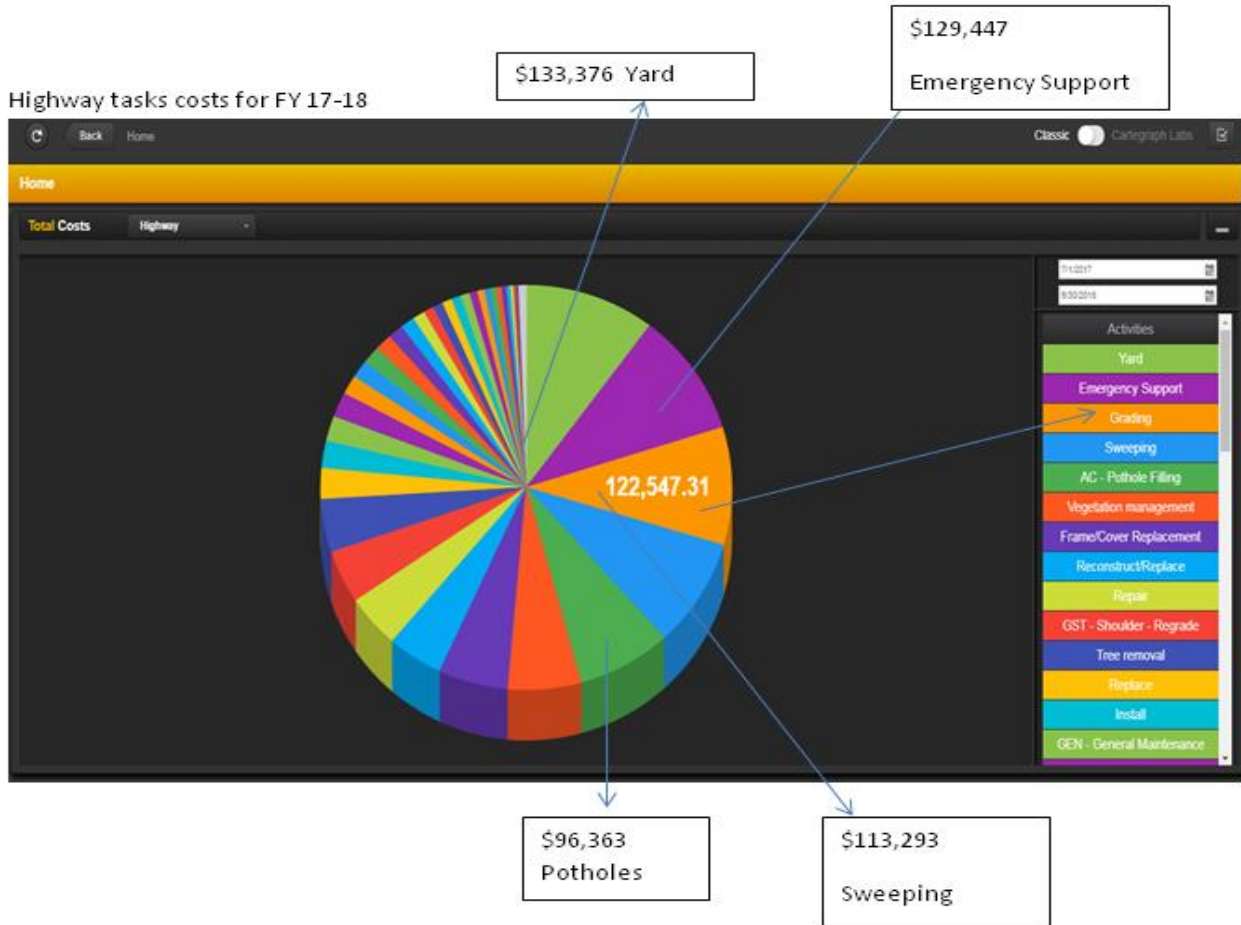
The Highway department had to contend with a winter consisting of 19 storm events. Many of these storms were slow moving, requiring the overnight presence of the highway department to keep the roads open. Below is a FY summary for the cost of the winter operations.

<b>Treated Salt:Tons</b>	5,856
<b>Salt/Sand:Tons</b>	1.271
<b>Salt:Tons</b>	876
<b>Brine Liquid:Gal</b>	0.00
<b>Sand:Tons</b>	0.00

OT Hours	OT Cost	TOTAL OF Material and Labor for 28 Winter Storms
4,763	\$189,587.36	\$ 776,410.99



Cost of Tasks Performed by Highway for FY 17-18 including annual Work orders

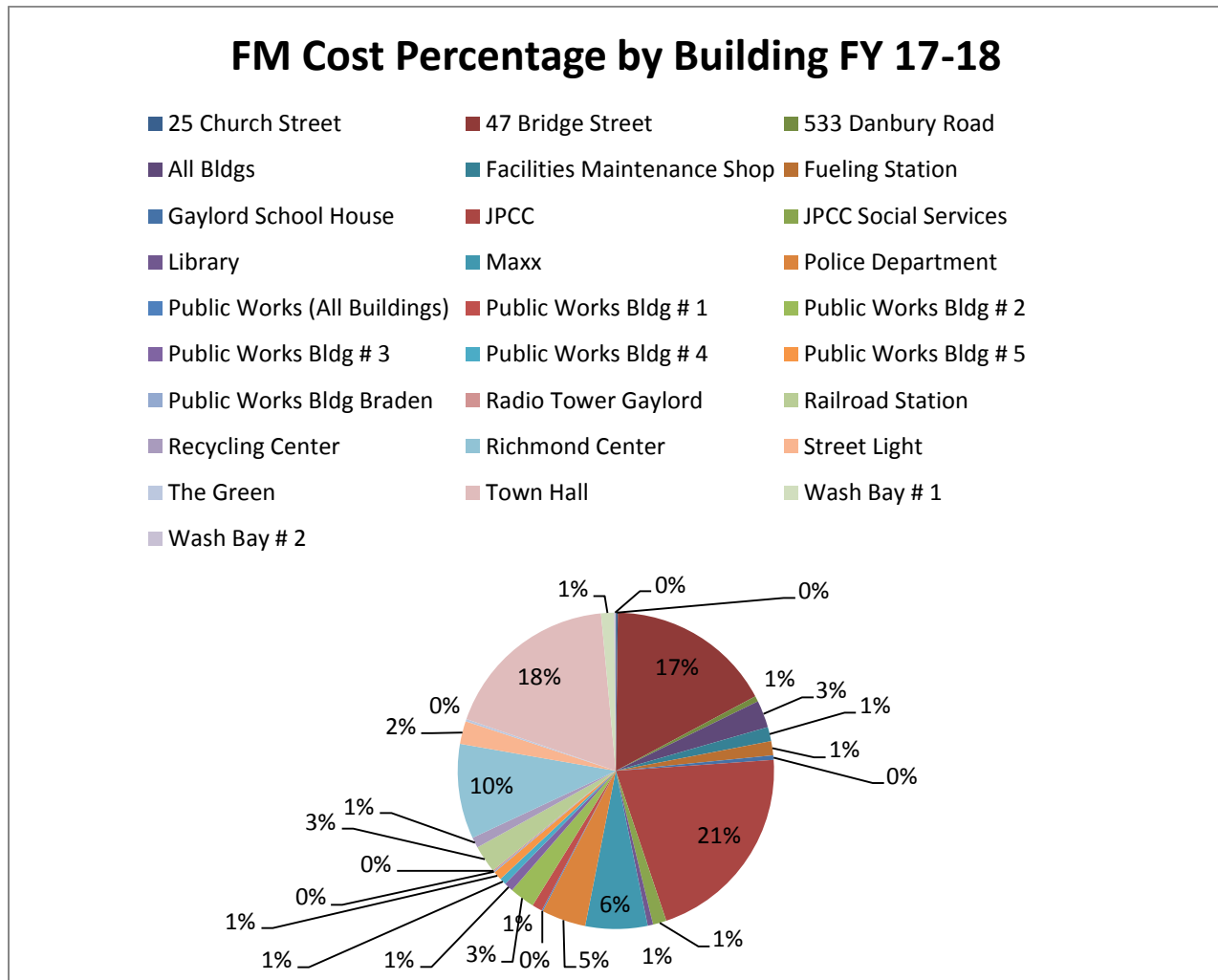


The following chart shows the planned expenses incurred with 183 separate tasks in maintaining gravel roads in New Milford--all 26+ miles:

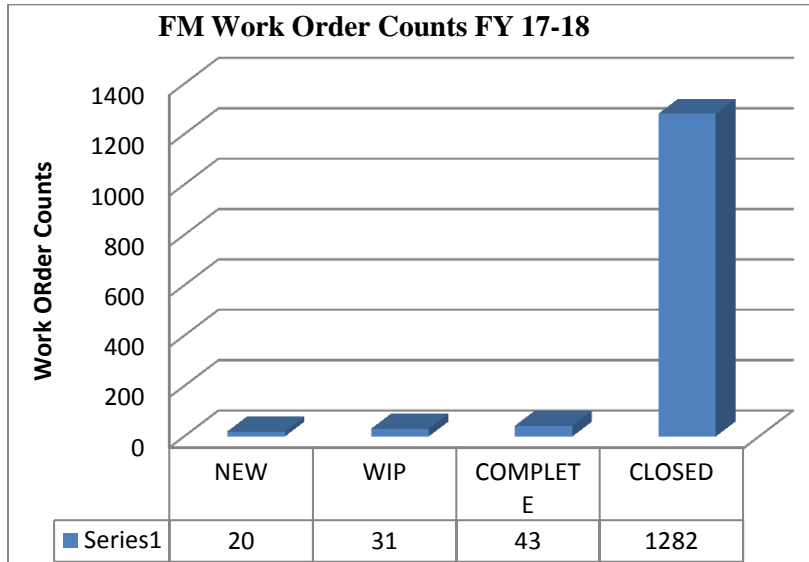
Work Order Planned -Grading Gravel Roads FY 17-18	
Labor Cost Actual (wo fringe)	\$ 57,265.00
Equipment Cost Actual	\$ 94,554.00
Material Cost Actual	\$ 4,543.00
<b>Total Cost Actual</b>	<b>\$ 156,362.00</b>

## FACILITIES MAINTENANCE / CUSTODIAL

The Facilities 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. 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 ~1350 work orders logged into the Facility Dude software. Many of the technical projects are ongoing and are scheduled accordingly as manpower allows. Our list of maintenance and projects grows every year.



Work Order Counts FY 16-17



# of Work Orders	Total WO Costs
1350	\$163,927.77

**RECYCLING**

The center has seen an increase in usage, again probably due to the economy, but has managed to cover almost all operating expenses of the center for the fiscal year through usage fees. The ownership of containers and compactors has significantly reduced the costs of hauling MSW, bulky and single stream. The Profit and Loss statement was generated for review at the Recycling Subcommittee meetings and now serves as a basis for analyzing the Center’s activities and performance. The newly hired Recycling Manager has made several improvements already that have increased revenue from subsidies as well as organizational enhancements.

**Profit and Loss Statement**  
**Town of New Milford Recycling Center**  
**For the Fiscal Year ending June 30, 2017**

Gross margin [L/J]  
 Return on sales [T/J]

6.8%  
 -2.1%

Prior Period	Budget	Current Period	Current Period as % of Sales	% Change from Prior Period	% Change from Budget
<b>Revenue</b>					
Interest Income	1,030	2,179	2,179	0.7%	111.6%
Credit Card Svc Charges	671	472	472	0.1%	-29.7%
Sherman/Brookfield Cost Share	30,000	33,250	33,250	10.3%	10.8%
Batteries	2,151	1,939	1,939	0.6%	-9.8%
Ticket Sales	242,173	262,030	262,030	80.9%	8.2%
Scrap Sales		0.0%	-	-	-
E-Waste	4,402	3,949	3,949	1.2%	-10.3%
Scrap Metal	21,480	18,361	18,361	5.7%	-14.5%
Textile	1,134	1,520	1,520	0.5%	34.1%
<b>Total Sales Revenue [J]</b>	<b>303,040</b>	<b>323,701</b>	<b>323,701</b>	<b>100.0%</b>	<b>6.8%</b>
<b>Cost of Sales</b>					
General Expenses	393	200	1,578	0.5%	301.2%
Operating Transfers Out	290,000	300,000	300,000	92.7%	3.4%
<b>Total Cost of Sales [K]</b>	<b>290,393</b>	<b>300,200</b>	<b>301,578</b>	<b>93.2%</b>	<b>3.9%</b>
<b>Gross Profit [L=J-K]</b>	<b>12,647</b>	<b>23,501</b>	<b>22,122</b>	<b>6.8%</b>	<b>74.9%</b>
<b>Operating Expenses</b>					
<b>General Budget</b>					
Wages and salaries	103,522	124,291	116,735	36.1%	12.8%
Overtime	12,434	13,000	13,823	4.3%	11.2%
Recycling Operations/Contractual (Hauling fees)		0.0%	-	-	-
Single Stream (510 tons)	16,728	18,000	23,270	7.2%	39.1%
Bulky Waste (480 tons)	12,546	13,500	13,425	4.1%	7.0%
Municipal Solid Waste (497 tons)	9,293	10,000	13,233	4.1%	42.4%
Misc	5,576	6,000	13,240	4.1%	137.4%
Tipping Fees		0.0%	-	-	-
Single Stream (510 tons)	6,011	7,000	5,102	1.6%	-15.1%
Bulky Waste (480 tons)	46,278	54,000	41,582	12.8%	-10.1%
Municipal Solid Waste (497 tons)	46,278	54,000	42,891	13.3%	-7.3%
Tires	1,294	1,500	946	0.3%	-26.9%
Recycling Contractual (Freon Extraction)	3,120	6,000	3,348	1.0%	7.3%
Supplies	3,200	4,000	3,199	1.0%	0.0%
<b>Total General Budget Expenses [M]</b>	<b>266,281</b>	<b>311,291</b>	<b>290,794</b>	<b>89.8%</b>	<b>9.2%</b>
<b>Overhead and Administrative</b>					
Personnel (SS, Med, Health Ins, Benefits, etc - 35% of labor)	36,233	43,502	40,857	12.6%	12.8%
Telephone	120	120	120	0.0%	0.0%
Utilities	4,500	4,500	4,500	1.4%	0.0%
Insurance	2,000	2,000	2,000	0.6%	0.0%
<b>Total Overhead and Administrative Expenses [N]</b>	<b>42,853</b>	<b>50,122</b>	<b>47,477</b>	<b>14.7%</b>	<b>10.8%</b>
<b>Capital Equipment</b>					
Compactors and Containers	9,834	9,834	9,834	3.0%	0.0%
Backhoe	3,300	3,300	3,300	1.0%	0.0%
Repairs and Maintenance (Vehicle Maint Budget)	1,313	1,313	1,313	0.4%	0.0%
<b>Total Capital Equipment Expenses [O]</b>	<b>14,448</b>	<b>14,448</b>	<b>14,448</b>	<b>4.5%</b>	<b>0.0%</b>
<b>Total Operating Expenses [P=M+N+O]</b>	<b>323,581</b>	<b>375,860</b>	<b>352,718</b>	<b>109.0%</b>	<b>9.0%</b>
<b>Income from Operations [Q=L-P]</b>	<b>-310,934</b>	<b>-352,360</b>	<b>-330,596</b>	<b>-102.1%</b>	<b>-6.3%</b>
<b>Other Income [R]</b>	<b>303,040</b>	<b>323,701</b>	<b>323,701</b>	<b>100.0%</b>	<b>0.0%</b>
<b>Net Profit [T=Q+R]</b>	<b>-7,894</b>	<b>-28,659</b>	<b>-6,896</b>	<b>0</b>	<b>0</b>

Finance transferred \$395,000 to cover other revenue deficits NOT related to Recycling (cell D25). It should

## Active Grant Projects-Administered by Department of Public Works

ID #	Grant Title	Description	Agency Applied to / Grant Type	Estimated Dollar Value		STATUS as of August 31, 2018
				Grant	Total Project	
5	Aspetuck Ridge Road (southern end) Bridge	Design and Engineering Services for Bridge 05655 (Including Construction Inspection Services)  Construction of project # 95-245	CT DOT - Federal Local Bridge Program 95-245	\$192,000+\$249,600  \$1,300,000	\$240,000+\$312,000  \$1,684,000	Under contract w/ CTDOT - Final design complete Final Plans/Docs submitted and approved Bid for Constr Dec-2015 Begin Constr- Expected April 2016 Under Construction - Dayton Construction Complete Needs Final Audit
6	Mill Street Bridge	Design and Engineering Services for Bridge 05314  Construction of 95-248	CT DOT - Federal Local Bridge Program 95-248	\$192,000  \$1,596,000	\$240,000  \$2,820,000	Under contract w/ CTDOT Dewberry is Consult. Eng. signed contract March 2013 Public Info Meeting held Nov 2014 project in Final Design Final Design 40% Complete Final Design Complete-Permits Obtained Bids due June 8, 2017 Dayton Construction awarded contract NTP issued for Sept 2017 Construction in progress Sub Comp expected by Dec 1, 2018
25	Century Brass Enterprise Center Demolition Project	Prepare detailed demolition, salvage and disposal plans and Demolish both the structure and slab of building	DECD - Urban Action	\$2,500,000.00	\$3,308,000.00	Assistance Agreement signed June 2014 Engineering Consultant (LEP) selected August 2014 (TRC) Notice to Proceed issued Oct 2014 Bid for Demolition Contract issued May 2015 Demolition project began Sept 2015 SDS let go Jan 2016 Project Re-bid - Awarded to Costello NTP issued June 1, 2016 Building demolished Partials Slab removed Waiting for EPA approval to recycle steel
26	Merryal Road Bridge	Design/Engineering, Construction, and ROW Services to replace Bridge 05118	CT DOT -State Local Bridge Program 9095-5118	\$889,958.39	\$1,879,930.00	Commitment letter from CTDOT issued Sept 2013 - signed Sept 2013 47.34% State share Town share for design funded 2014-15 FY Consultant selected - bridge in design Design Approx 95% complete Under IWC review
27	Mud Pond Road Bridge (south)	Design/Engineering, Construction, and ROW Services to replace Bridge 095003	CT DOT -State Local Bridge Program 9095-003	\$235,750.00	\$500,000.00	Commitment letter from CTDOT issued July 2014 - signed July 2014 47.17% State share Town share for design funded 2014-15 FY and 2016-17 FY Consultant Selected - WMC Design Approx 95% complete Under IWC review
28	Gaylord Road Bridge (west)	Design/Engineering, Construction, and ROW Services to replace Bridge 095021	CT DOT -State Local Bridge Program 9095-021	\$499,790.00	\$1,060,000.00	Commitment letter from CTDOT issued July 2014 - signed July 2014 47.15% State share Town share for design funded 2015-16 FY Consultant Selected - WMC Design Approx 95% complete Under IWC review
30	Still River Drive Roundabout	Design and Engineering Services Construction Funding Project L095-002	LOTICIP (WestCOG) L095-002	\$1,219,175.00	\$1,219,175.00	Prelim Engineering complete Nov 2015. PIM held and Final Design initiated. FD complete May 2016 Peer review complete WestCOG May 2017 Under Final review by CTDOT Bid Awarded to Guerrera Const. NTP issued for start April 1, 2018 Under construction
31	Relocate Young's Field Road & Greenway Extension	Relocate Young's Field Road to Patriot's Way, close Bridge St end to thru traffic (per Option 2A or 3 of the Transportation Mgt Plan) and extend the Greenway to Helen Marx Park (from its ending at Patriot's Ways	OPM - Responsible Growth & Transit-Oriented Development	\$1,967,295.00	\$1,967,295.00	APPLIED - Submitted Application for TOD Responsible Growth Grant Feb 4, 2016 Notified June 8, 2016 by Govenor's Press Release that our project was NOT awarded the grant Town Planner is working on Re-submitting
32	TAP Grant 80% State funded 20% Town match	Sidewalks on Route 7 (portions) and up Aspetuck Ave to connect from existing S/W to Canterbury School S/W Pedestrian Safety Improvement Project	WestCOQ/CT DOT State Project 95-TBD	\$1,000,000 (Estimated)	\$1,200,000 (Estimated)	APPLIED - Submitted Application for TAP Grant October 2016 Notified August 2018 by CT DOT that our project was awarded the grant
33	Community Connectivity Grant Program	Sidewalks on JPCC property	CT DOT	\$210,000.00	\$210,000.00	APPLIED - Submitted Application for CCGP Grant July 2017 Notified August 2018 by CT DOT that our project was awarded the grant in the amount of \$210,000
34	VW NOx Mitigation Grant	Replace 6-Wheel truck and Low Boy Trucks older than 2009	CT DEEP	\$2,100,000.00	\$3,200,000.00	APPLIED - Submitted Application for VW Nox Mitigation Grant July 2018 Notified August 2018 by CT DOT that our project passed Administrative review and is under Technical review

Further information about these grants or any other Public Works project is on our department pages on the Town of New Milford website.

**REGISTRAR OF VOTERS  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

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 Thursday afternoon, but, because we now have a page on the town web site, the web page can handle most inquiries that were previously performed by phone or in person.

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. Upon notification from the state, individuals that have been convicted of a felony are also removed from the voter lists.

Registrars also work with the Town Clerk's office with regard to Absentee Voters, ordering necessary election 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.

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

Registrars attend town meetings as requested, and are prepared to take a count in case a vote should be taken. They 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.

Registrars are required to complete a certification program by the end of their first term. This is a program of eight 2 to 4 hours classroom courses and a final examination. Registrars Marcel Grenier, John Gaiser and Deputy Registrar Barbara Payne have completed the course and received certification. It is our intention to seek certification for Deputy Registrar Clifford LoDolce.

Annually the Registrars seek to register New Milford High School students who are either 18 or are 17 and will be 18 by the time the General Election. This year 67 high school seniors registered.

Registrar's records show a total voting population of 16721 as of 7/20/17. The breakdown of active voters is as follows:

DEMOCRATS = 4379

REPUBLICANS = 4632

UNAFFILIATED = 7114

OTHER = 287

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.

**SENIOR CENTER  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

SENIOR CENTER STAFF - Carolyn M. Haglund, Director - Jasmin Marie J. Ducusin, Assistant Director/Program Coordinator, Leonardo Ghio & Mira LeVasseur, Municipal Agents / Elder Advisors – Elaine Donahue, Chore Coordinator - Kim Fitch, Secretary - Leslie Koellmer, Tom William, Transportation.

COMMISSION ON AGING MEMBERS Gretchen O'Shea Reynolds, Chairman - Michael Moran, Vice-Chairman - Robert Bennett; Patricia Hammer; Rudy Kuss; Mary Jane Lundgren; Debbie Wilcox

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 over 6,000 individuals 60 years of age and older living in New Milford; and over 3,000 individuals were served by the Center this past year.*

**MUNICIPAL AGENT SERVICES**

Municipal Agents (MA) offer seniors in the community information, advocacy and support pertaining to available programs and benefits, and provide options in problem resolution. The statistics for the 2017 – 2018 fiscal year indicate that the MA's served approximately 1,500 seniors, providing over 4,850 units of service. This year the Energy Assistance category produced the most units of service at 712, indicative of the need for this valuable State and Town wide benefit. Department of Social Services followed with 647 units showing the amount of interaction that is necessary with DSS in order to obtain State benefits. The Medical Insurance category was third highest with 526 units of service. Renter's Rebate, Home Owner's Tax Credit and other financial assistance produced 337 units of service. We can see that the Housing category has increased drastically this year to 205 units of service, not all of which have been resolved; this is indicative of the need for more senior housing in New Milford. The Food Stamp (SNAP), Farmers Market Coupons and Food Pantry categories increased to a total of 345 units of service. Finally, it should be noted that the number of units for Adult Protective Services increased by 33% from last year and is most often related to behavioral health issues. The New Milford Chore Services Program, which is now in its second year of operation, has a significant increase in statistics with 276 units of service. The New Milford Chapter of TRIAD continues to offer safety awareness and educational events and continues to see an increase in attendance of new programs. We are also fortunate to have a number of Volunteers that provided 756 units of services for our programs, equaling \$18,900 in kind. Lastly, the MA's began offering quarterly "Coffee with the Counselor" meetings in order to provide valuable information pertaining to various aspects of the aging process.

**TRANSPORTATION**

Bus service is provided Monday through Friday, to over 180 riders within the Town of New Milford. Over 12,000 rides were provided for work, shopping, personal trips, and social/recreation. A partnership with the Volunteer based *WHEELS Program of Greater New Milford* provided an extra 3,000 non-emergent medical rides.



## NUTRITION

The Elderly Nutrition Program is administered through CW Resources and New Opportunities, Inc. The congregate lunches served at the Center totaled 8,000 meals to over 200 participants, Monday – Friday. The *Meals on Wheels Program*, delivery of two meals with a snack to homebound recipients, totaled 30,000 meals. We have 12 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 150 participants.

## PROGRAM ACTIVITIES

*A STEAP Grant was awarded to enable the expansion of the Dining Room to accommodate the growing number of seniors; completion of the GRAND room was celebrated with a Re-Opening Celebration held in June to close out the year.*

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:

### Health and Wellness Center

Our “For Your Health” and “Wellness Wednesday” promotion programs, classes, screenings, education, relaxation station, were developed in collaboration with the NM Health Department, NM Visiting Nurse and Hospice Association, Western Connecticut Health Network, Alzheimer’s Association, Western CT Area Agency on Aging, and the Senior Center staff. Participants in various exercise opportunities enjoyed Strength & Balance, Line Dancing, Tai Chi, Yoga, Chair Yoga, and Dance classes. Overall, participants in all these activities were over 4,200 - a 7.7% increase from last year.

### Education

The “Never Stop Learning Series”, information and public affair programs, and special interest classes presented throughout the year were offered in partnership with the NM Library, Historical Society, and other NM Town Agencies, TRIAD, AARP, local attorneys and varied community professionals and civic organizations. Participants totaled over 900. Also, we facilitated a second installment of the *Aging Mastery Program*®, a 10-week pilot program by the National Council on Aging.

### Computer Lab

The Computer Center’s success is due to the dedication of our instructors/tax aide volunteers who volunteered over 300 hours offering introductory, advanced classes, and workshops on various devices and social media. The AARP tax aide program submitted over 200 tax returns.

### Support Groups

A variety of support groups are available including Giving Alzheimer’s Purpose (GAP) group, Caregivers Support, Living without a Partner, and Journey to Agelessness. The group size allows for conversational interaction, providing members the ability to share personal relevant information and establishing social networks and advocacy. Group sizes vary from 10 – 20 members, and are facilitated by NMVNA & Hospice, NM Senior Service Municipal Agents and other allied health professionals.

### Social/Recreation

Activities offered at the Center, include occasion and theme parties, musical events, dances and monthly birthday parties. Hobby groups include: Handwork, Quilting, Senior Singers, Mah Jongg, Scrabble, BINGO, Bridge, Crafts, Wood Carving, Wii Bowling, Mexican Train Dominoes, and Bocce Ball. There are also Cards and Puzzles, Book Exchange, Book Discussions, Reading with children from the Children's Center, Midweek Matinee, Inter-generational activities, Day Trips, and over-night excursions. Sponsored events by local businesses', Center Staff & Volunteers, collectively had over 17,000 participants.

### Volunteers

The New Milford Senior Center is most fortunate to have over 75 individuals who volunteer their time and talents. Everyone at the Center appreciates the ongoing contribution of all our volunteers. Using the current dollar amount (\$25.00 per hour) to calculate the value of 7,000 volunteer hours during the year, the Center was the recipient of volunteer assistance valued at \$175,000.00.

**SEWER COMMISSION – WATER POLLUTION CONTROL AUTHORITY**  
**ANNUAL REPORT**  
**July 1, 2017 – June 30, 2018**

Members:	John Wittmann, Chairman	John Learson
	Frank Bidetti, V. Chairman	Gary Hida
	Theresa McSpedon	Gary Pfaff, Alt.
	Alexander Carpp	Jeff Vill, Alt.

The New Milford WPCA staffs nine employees, the Superintendent, Office Manager/Bookkeeper, O&M Supervisor, two office staff, and four wastewater O&M operators.

The annual operating budget for 2017-2018 was \$2,602,200. Sewer Use Rates for Residential users \$175 Per Unit and \$6.30 per thousand gallon of water use. Commercial users \$275 Per Unit and \$6.30 per thousand gallon of water use. Septage fees changed to \$75 per thousand gallons plus additional charge for outside the Greater New Milford District of \$115 per thousand gallons. Connection fees for One bedroom dwelling unit \$1,500 plus each additional bedroom \$700. Commercial Connection fee from Daily Flow estimated using Ct Public Health Code with NMSC multiplier of (0.7) Daily flow @ \$11.00.

The office staff generated and processed Sewer Use, Benefit Assessment and Connection Fees bills this fiscal year, as well as the administration of 4,007 sewer units and 2,265 septage permits.

During the year, the Class IV Waste Water Treatment Plant processed over 208 million gallons of raw waste water to a high standard of 98% removal of Suspended Solids and BOD, as well as achieving all nutrient limits as set by our NPDES discharge permit. The phosphorous average pounds per day were 3.2 lb/day, well under the Seasonal Cap Limit of 5.76 lb/day allowable by permit. The nitrogen removal was successful 10 months out of 12 with our limit of 28 lbs per day, but because of the heavy volume of septage in June and July we were over limit and were required to purchase credits for \$11,098 from the CT DEEP Nitrogen Exchange.

The facility and staff achieved those results while receiving 4.4 million gallons of septage and grease waste, which generated \$389,329 in revenue. In addition, more than 2,112 wet tons of dewatered sludge was processed and shipped to Synagro in Waterbury for disposal by incineration at a cost of \$216,579. The staff also operated and maintained over 42 miles of collection system piping with its fourteen pump stations. The office received 1,492 Call Before You Dig requests, of which O&M staff needed to respond to 316 for mark-outs, as well as the numerous inspections.

The Sewer Commission completed several Capital Improvement Projects this year. Headwork Influent Project, Evaluation of Westside and Still River Pump Station, and a third pump at West Side Pump Station. The planning, design and Construction of the next project has begun for the West Side Pump Station and Phase I Still River Improvements to Upgrade by Wright-Pierce Engineering which should be completed in 2019.

The WPCA continues to generate enough revenue to operate our plant and to fund our Fixed Asset Replacement and Fixed Asset Acquisition Funds.

**SOCIAL SERVICES  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

Very often, when one of us asks a client how they are doing we hear, “I’m hanging in there”, “well, not so good” or simply, “I’m trying”. Other times a simple question like this sets off the “waterworks” as tears and a troubling story flow forth. Plainly stated, life is very difficult for the nearly 900 households who seek out Social Services aid in any given year. They often pay far more toward housing costs than the nationally accepted 30% of one’s income standard. Child care is also high and cuts to state and federal subsidies in both of these sectors haven’t helped. Our clients often drive older cars...that need repairs, have jobs with hours that fluctuate, or get cut... and generally live from paycheck to pay (or Social Security) check with little ability to save an emergency cushion for harder times.

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 Fitness, Family First, and referrals to the Community Culinary School for 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. The department continues to provide services to approximately 900 households from all walks of life and diverse neighborhoods, the common denominator being residence in New Milford and financial distress.

The work of this department is carried out by four people: a full-time Director, Office Coordinator, and Social Worker/Volunteer Coordinator 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 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:** We had a “typical New England winter” with lingering cold and storms that put home heating to the test. One of our largest and most significant forms of assistance is helping residents access home heating resources. Social Services is the access point for residents under age 60 who apply for any form of energy assistance. A total of 400 applications for the CT Energy Assistance Program were taken at our office last winter. Through this program over \$260,956 in federal energy aid went to Social Service resident households this past year.

Operation Fuel, a non-profit energy assistance organization mainly funded by private and corporate contributions, also chipped in to help residents. 92 of our local families received \$38,788 in combined winter and summer aid with heat or utilities through Operation Fuel.

The greater New Milford community generously supports our efforts, filling in many gaps in federal or state funds. Local generosity enabled our Community Fuel Bank to assist 48 Social Services households with an additional \$13,820 in fuel assistance. The Fuel Bank and Operation Fuel also aided a substantial number of senior households in town through the work of our counterparts at the Senior Center. All told, Social Services provided 540 applicants with aid related to heating their homes.

**FOOD:** Recently, one of our residents confided that he'd been living on crackers for the past three days. This employed man was struggling to afford housing, transportation and food at once. Hunger is not unknown to this lovely Litchfield Hills community. 1536 New Milford town residents rely on SNAP (food stamps) to help purchase food while 22.7% of our school children participate in the free/reduced lunch program. Hunger continues to affect young and old in our town. While use of food pantries is a chapter for those with a temporary financial setback, it has become an essential support for many others due to flat wage growth since the great recession or low fixed incomes. Our Food Bank provides weekly bags of non-perishable groceries, plus produce and other goods to qualified households. 8500 such bags were distributed last year to approximately 173 weekly household visitors. Emergency food vouchers were also given out to 70 households. Families with children comprise 37% and those with seniors are 33% of our average monthly program participants. When incomes drop and family budgets shrink, food choices shift toward cheaper but more energy-dense foods. The first items dropped are usually healthier foods – high-quality proteins, whole grains, vegetables and fruit. Low cost energy-rich starches, added sugars, and vegetable fats represent the cheapest way to fill hungry stomachs.

2017 was the first full season for the New Milford Farmers Market Collaborative, an effort that provides doubled SNAP (food stamp) dollars for fruits and vegetables at the NM Farmers Market. Last year saw a 90% increase over our first year in overall customers using this program. We are grateful to the donors who have made the doubling incentive possible: The Goldring Family Foundation, the Harcourt Foundation, St. John's Episcopal Church, First Congregational Church of New Milford, Candlewood Valley Pediatrics and our local United Way. Bravo!

The Food Bank could not exist without the help of our generous neighbors. We team with food vendors and growers, Stop and Shop, Big Y Foods, Aldi, The CT Food Bank, NM's Fort Hill Farm, and Washington's Judea Community Garden project among others. These supporters 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 7304 homemade meals for clients last year. 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 Women's Club of greater New Milford, Paradise Cruisers ("Thanksgiving in July" car show), Litchfield Food Rescue, the Rotary Club, AARP (New Milford and Brookfield chapters), the VFW Ladies Auxiliary, NM Postal Workers, The Odd Fellows and Palm Rebekah Lodge, The NM Police Dept., Northville Baptist Church, St. Paul's Anglican Church (Brookfield), Temple Sholom, Our Lady of the Lakes RC Church, the local Knights of Columbus, First Congregational Churches of New Milford, Bridgewater and Washington, St. John's Episcopal Church of NM, St. Andrew's Episcopal of Marbledale, NM Church of Christ, the United Methodist Church (for its pantry "Our Daily Bread"), and Walnut Hill Community Church. Local business operations, Kimberly Clark, the NM Board of Realtors and Park Lane Animal Hospital have also helped to keep the Food Bank going. In the schools, Northville, Hill & Plain, Sarah Noble, Canterbury, and Kent School, deserve an extra big shout-out for their on-going efforts. Schaghticoke and NMHS clubs and teams also held successful food drives and participated in "Walk a Mile for a Meal". Town Departments of Public Works, Parks & Rec, the Youth Agency and Town Clerk all chipped in, as did NM Ambulance. We are grateful to many child care centers, Girl and Boy Scout troops and other youth groups and businesses that hold events or food drives and our loyal individual donors. We appreciate and rely on all of you!

Our Food Bank is a prime example of volunteerism at its best. Operating all day on Thursdays, we have an energetic, faithful team of about twenty volunteers who oversee and escort our participants. They also sort food and re-stock 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!

This year marked one of vast improvement for the operation of the Food Bank. By moving to John Pettibone Community Center, the Food Bank is set up as a “full choice pantry” for our clients, a far more dignified system. We have fantastic storage capacity and a lay-out that enhances functionality—staff, volunteers and clients are very happy!

**HOUSING:** Social Services handle many calls for help with housing problems. For many, this single largest expense presents a continual budgetary challenge. Housing is the most daunting and frustrating basic need our staff tries to address. Since the last recession, the rental market has grown and an extremely low vacancy rate has driven prices up, further burdening lower income renters. Connecticut continues as one of the most expensive states in the country for housing costs. *Out of Reach 2018* finds that a CT household must earn \$24.90 an hour (or \$51,799 per year) to afford a fair market two-bedroom apartment. Yet, in 2018, the average CT renter working 40 hours per week earns \$17.38 per hour or \$36,150 a year. A parent earning CT's minimum wage of \$10.10 an hour would have to work 98 hours per week to pay for a two-bedroom apartment!

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 provide residents with information, referrals, advocacy with landlords or agencies and direct assist grants for housing needs.

The Hope Fund is our way to assist 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 59 residents with \$25,789 through this fund that is supported by private contributions and grants. We were very happy to receive a nice donation from the Archbishop's Annual Appeal thanks to Our Lady of the Lakes Roman Catholic Church. Additionally, The Goldring Family Foundation and Thrift Mart of New Milford were major contributors. We are most grateful!

The office also assisted 69 disabled residents with applications for renter's rebates totaling \$38,847 from the State of CT.

**FINANCIAL ASSISTANCE:** When New Milford residents experience financial hardship, Social Services is often the place people are referred to. Our help includes counseling and budget guidance as well as concrete financial aid. 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 166 grants totaling \$30,484 were distributed to households in distress. Like the Food Bank and Hope Fund, the Good Samaritan Fund is totally reliant upon private gifts and grants. 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 Harcourt Foundation made a special gift last year. Martha and Mary Fund of St. Francis Xavier Church provided key matching grants. In addition, many groups and individuals donate generously to help their neighbors in need.

Financial Fitness education is a priority for the department. This occurs in conjunction with our direct client contact and through workshops offered at the Community Culinary School and other opportunities. Using materials from The Center for Financial Social Work and the Consumer Financial Protection Bureau, we help residents explore their relationship with money, learn about budgeting, recognize “emotional spending” and set goals for financial security.

**FAMILY FIRST!:** For 15 years, New Milford Social Services has run a program known as “Family First!” aimed at strengthening family ties and enhancing the quality of family life for lower-income residents. Moving away from a retreat format, this program is currently in transition. We appreciate Harrybrooke Park’s generosity in hosting our annual summer picnic and look forward to providing future updates on Family First activities. One terrific spin-off that occurred is that a large group of client families became Camp Jewell volunteers by participating in their annual “Woodcutter’s Weekend” last November. This will surely continue, keeping our “community of friends” alive and well.

**COMMUNITY PARTNERSHIPS:** The Social Services Department is able to accomplish its work because of 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) New Milford Girl Scout troops: from their donations of cookies, “birthday bags” for families with kids and care kits for our disabled adults to participation in food drives, the “Walk a Mile for a Meal” food-raiser and holiday projects, our local scouts totally rock! We appreciate all of their efforts.
- (2) Barber Leslie Roy: for the past six months, this skilled barber has been donating her time to us one day each month, enabling Social Services clients to receive free haircuts. What a great gift for the lucky men and boys who have come for appointments! Thank you, Leslie!
- (3) New Milford Public Works Dept.: this department has truly been indispensable to Social Services this year. The Facilities Maintenance Dept. worked long and hard to help us move into renovated space in the John Pettibone building, handling much of the renovation and *all* of the trouble-shooting needed! The Highway Dept. sponsored a week long food drive and the Town garage ably keeps our sturdy but aged van road worthy. Three cheers!

In the community, the department hosts the NM Social Service Providers Group, an informational exchange between area service providers. We participate in regional and statewide organizations that advocate or follow issues related to poverty, health & mental health care, housing, home heat, hunger, financial literacy and homelessness. We maintain contact with state legislators who represent New Milford, and with town offices, boards and commissions to share information and budgetary concerns. We are active with a regional Housing Placement Committee that seeks to end chronic homelessness and we facilitate the “Parenting Again” support group for grandparents and other custodial caregivers.

**OUR SHINING STARS!:** The Social Services Department provides volunteer opportunities for students in need of community service through their school or church, social work college and graduate students, and for a full range of people whose lives are enriched by giving back to their community. Last year, we averaged 115 monthly volunteer visits and logged a total of 4664 volunteer hours. This time represents more than two full-time employees, under the capable leadership of social worker Ivana Butera, our volunteer coordinator. We simply could not function at the level that we do without our fantastic volunteers!

SEASONAL PROGRAMS: For many lower income households, Social Service programs make the difference at key times when special events or holidays occur. These “extras” are a challenge to their 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 adults the same advantages as their neighbors:

Program	Participants
• Back to School Clothes	276 kids
• S.A. Camp CONNRI	9 kids
• Thanksgiving Baskets	269 HHs
• Santa Fund Children	493 kids
• Sibling Shopping	271 kids
• Parks & Rec Camp	41 kids
• Gifts to Disabled Adults	65 men/women

In closing, the year ahead is one of significant transition for Social Services as this Director is stepping down after many years at the helm. It is exciting to realize advancement from within as management will move into Ivana Butera’s able hands, while Sarah Geary will assume the full-time social worker/volunteer coordinator role. Bravo to these fine professionals!

As the excerpt that began this report notes, most of our clients live challenging lives filled with troubling choices and harsh realities. And yet, we’ll often hear a resonant sense of hope, that “this too shall pass” or “I’m not giving up!” and always, appreciation for our efforts to lend a helping hand. We are humbled by the strength and perseverance of those who willingly share their stories in an effort to gain stability and improvement for themselves or their families.

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



**ASSESSOR  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

The Gross Grand List Increased from \$2,970,505,692, to 2,987,948,175

The Net Collectible Grand List went from \$2,881,583,428 to \$2,894,764,353

There were 377 Real Estate Accounts transferred by Warranty Deed

There were 393 Real Estate Accounts increased as a result of Building Permits and Certificate of Occupancy.

The number of Motor Vehicles Decreased from 27,758 to 27,629

Personal Property Accounts Increased from 2260 to 2493

The number of Elderly Accounts (356) & FF/AMB Abatements (125) RE&MV

The Grand List was signed and turned over to the Town Clerk on January 31, 2018.

**NEW MILFORD TOP 10 COMBINED TAXPAYERS  
2017 GRAND LIST**

10/1/2017

NAME OF TAXPAYER	GRAND LIST AMOUNT	% NET TAXABLE GRAND LIST	CLASS	% OF 15 Grand List
KIMBERLY CLARK CORPORATION	\$100,795,270	0.035	P RE+PP	0.03%
EVERSOURCE ENERGY	\$66,460,390	0.023	P PP	0.02%
U B LITCHFIELD LLC	\$15,334,830	0.005	R RE	0.01%
LITCHFIELD CROSSING LLC	\$13,737,500	0.005	R RE	0.00%
FIRSTLIGHT HYDRO GENERATING CO	\$13,654,250	0.005	R M RE	0.00%
AQUARIAN WATER CO OF CT	\$11,844,230	0.004	R P PP	0.00%
HOME DEPOT USA INC	\$8,595,440	0.003	R RE	0.00%
UB NM FAIRFIELD PLAZA LLC	\$5,561,780	0.002	R RE	0.00%
U B NEW MILFORD LLC	\$5,184,200	0.002	M RE MV	0.00%
O & G INDUSTRIES INC	\$4,806,780	0.002	R	
Net Taxable Grand List 10/01/17	\$245,974,670	0.083		
Net Taxable Grand List 10/01/17 Amount	\$2,899,588,245	8.48%		

**TAX COLLECTOR  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

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 at [www.newmilford.org](http://www.newmilford.org). 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. We report all paid & delinquent M.V. accounts regularly to the D.M.V. of the State of Connecticut.

Tax Sales are held with the assistance of Tax Attorney, A. Cohen of Pullman & Comley, LLC with the intention of increasing our back tax collections thus adding these accounts back onto the tax rolls. All costs & fees are added to the buyers purchase price, thus no cost to the Town.

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.

A reduction in staff resulted in an increase to Assistant Tax Collector Doreen Shrack's workload.

The 2016 Grand List Gross Tax Collected for year ending 6/30/18 was: \$78,922,507.90  
The Annual Suspense List approved by Board of Finance totaled: \$166,016.18  
The total amount of Refunds was: \$248,969.00

**TOWN CLERK  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

Vital Statistics	Births 234	Marriages 196	Deaths 265	Fetal Deaths 4
	<u>Number Issued</u>	<u>State Fees</u>	<u>Town Fees</u>	
Fish & Games Licenses	583	\$11,967.00	\$583.00	
Dog licenses	2042	\$17,081.00	\$2,042.00	
Marriage Licenses	126	\$2,520.00	\$1,260.00	
Recycling Fees			\$2,623.50	
Recording, copies, etc. fees			\$187,660.84	
Passports	406		\$11,140.00	
Historic Doc Sur-charge fees		\$19,998.00	\$5,845.00	
MERS Documents	733	\$86,308.00	\$49,369.00	
Farmland PA 09-229		\$135,648.00		
LOCIP			\$11,304.00	
Conveyance tax		\$1,186,469.31	\$395,489.77	
Maps Recorded -	30		\$310.00	
Trade Names Recorded –	123		\$615.00	
Postage –	93,557 pieces	Cost - \$55,865.28		
Land Recordings –	4,747 (856 are e-Recordings)			
<b>Total Operating Budget</b>		<b>\$ 243,335.60</b>		
<b>Town Revenue</b>		<b>\$ 668,242.11</b>		
<b>Fees Forwarded to State</b>		<b>\$ 1,459,991.31</b>		
<b>Grants Received</b>		<b>\$ 5,000.00</b>		

**Projects and Accomplishments started and/or completed in  
Fiscal year 2017-2018**

- Continued to submit land records, maps and trade names online for public access outside the office.
- Scanned older land record deeds back to 1970's into the Cott computer indexing system.
- Received a \$ 5,000.00 grant for the preservation and restoration of land records.
- Applied for competitive Grant from the Connecticut State Library.
- Upgraded land record scanning equipment.
- Signed up 43 more companies for eRecording (electronic recording) in 2017-2018 fiscal year, totaling 228 companies signing up since we started in March 2015.

- The office collected \$215.00 in pet donations during the month of June for our “2018 Coolest Canine” contest to give to Social Service department.

**New Projects for fiscal year 2018-2019.**

- Continue to make the office more efficient, to accommodate computers & scanners.
- Applied for \$6,500 grant with the State Library to continue preserving out records.
- Continue efforts to have more companies sign up for eRecording.
- Continue scanning land record deeds earlier than 1977, allowing access online.
- Update printer & office equipment to make office run more efficiently.

**Ordinance: Prohibits Storage, Disposal or use of Waste from Oil & Gas:**

Chapter 7 Article X Sec 7-81 – 7-84

**Ordinance: Driveways Public Works:** Chapter 6C. 6C-5, Chapter 22, Article II Div 1, etc.

**Ordinance: Health Dept. Water, Sewers, & Sewage Disposal:** Chapter 22-23

**Ordinance: Zoning Commission Fees:** Chapter 24-1, Chapter 18 Article IV 18-72

**Ordinance: Food Service Establishment Fees:** Chapter 6C-5

**Ordinance: Office of the Fire Marshall:** Chapter 5B, Article III, 5B-21

**Ordinance – REPEALED: Comptroller:** Chapter 2, Article II, Div 3

**Ordinance – REPEALED: Boards of Commissioners:** Chapter 17, Article I

**Ordinance – REPEALED: New England New Year Committee:** Chapter 2, Article XI

**Ordinance – REPEALED: Ambulance Facility Building Committee:** Chapter 2, Article XVIII

**Election, Municipal:** 11/7/2017

**Annual Town Budget Meeting – 5/3/2018**

**Budget Referendum: Failed** - Town, passed & Board of Education, failed 5/15/2018

**Budget Referendum: Failed** - Town, passed & Board of Education, failed 6/5/2018

**Budget Referendum: Passed – 6/19/2018**

**Special Town Meeting: Approved – Sale of town properties- 28 East View Dr. & 2 Elm Ln.**  
08/14/2017

**Special Town Meeting: Approved** - Convey of property, 0.296 Acres at the intersection Danbury Rd & Sullivan Rd 10/10/2017

**Special Town Meeting : Approved** – To consider and vote on a resolution for planning, acquisition, and construction of road improvements and authorizing the issue of \$6,000,000 bonds of the town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose as recommended by the Town Council & Board of Finance. 04/09/2018

**Special Town Meeting: Approved** – To consider & vote upon a resolution for a Declaration of Easements for Driveway & Utilities with respect to Open Space Access way to Meadowland Drive as on Map on file # 1087R. 04/23/2018

**YOUTH AGENCY  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

Executive Director, G. Mark Mankin

Mandated by Connecticut General Statute section 10-19m, a Youth Service Bureau (YSB) *is an agency operated directly by one or more municipalities that is designed for planning, evaluation, coordination, and implementation of a network of resources and opportunities for children, youth, and their families. In addition, YSBs are responsible for the provision of services and programs for all youth to develop positively and to function as responsible members of their communities.*

The New Milford Youth 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 ordinance that created the New Milford Youth Agency.

The Agency is staffed by 11 full time professionals. The Agency also provided employment for a seasonal/part time staff to approximately 50 people. The Town of New Milford funded the Agency's fiscal year **2017-18** in the amount of \$989,348 of which 74% was returned in the form of revenue. The Agency offered 67 different small-group educational and therapeutic programs; reaching over 600 unduplicated, individual registered youth. This does not include youth or families who participate in events that do not require registration. The Youth Agency collaborated with 50 local town departments, civic groups, businesses, non-profit and health professionals. The following programs were offered during the 2017-2018 fiscal year:

**YOUTH & FAMILY ADVOCACY** – The Youth Agency staff helped promote healthy family relationships throughout the year through outreach, crisis intervention, referral and advocacy services. Our professional staff helped connect families with services ranging from drug and alcohol screenings and counseling, special education support, family therapy, individual counseling and school resources. Frequent collaboration with 54 other youth serving professionals make it easier to help families find the right resources to meet their needs.

**WORKSHOPS** – The Youth Agency offered seasonal, small group activities that are appealing to children but offer a supportive environment. Referrals from social service agencies and schools as well as open registration offers a diverse population of students who can benefit from support, education and guidance. These groups have included:

- Building Champions - middle school boy's group
- Girl's Circle Group - 4-6 grade group
- Art Therapy workshops
- Just Breathe- stress management workshop
- Kindness Groups - learning empathy through community service activities, small group activities and trips to help build resilience and reduce bullying behavior.
- Family Dinner Unplugged - activities and workshops that encourage families to reconnect with each other. Nutrition, online safety, physical activity and better communication incorporated in this theme.

- Intermediate School Lunch Bunch - working with the Sarah Noble School staff, our Youth and Family Advocate spends 1 day a week having lunch with small groups who are referred for extra support during lunch.

**TRUANCY PREVENTION AND INTERVENTION** - Here in Connecticut, truancy cases can no longer be petitioned to court. Youth Service Bureaus are now mandated to accept referrals from the school system. This past fiscal year, the Youth Agency worked with the New Milford Assistant Superintendent and staff to develop a referral process for truant cases. Prevention and early intervention components were addressed. The Youth Agency staff was invited to speak at Kindergarten parent orientation to help address the concerns of school attendance at an early age by providing families with support and information to reduce anxiety and improve communication between schools and families, for example.

**JUVENILE REVIEW PANEL** – Run in cooperation with the New Milford Police Department. Our JRP continued to offer local youth offenders the opportunity to receive local counseling, community service, substance abuse screening and treatment, restitution and other programming designed to offer an alternative to contact with the court system. The Juvenile Review Panel served 23 juveniles throughout the fiscal year with only 1 case closed unsuccessful and referred back to the police department.

**COMMUNITY EDUCATION-**

- Cyber safety -A collaboration with the Women’s Center of Greater Danbury, addressed ways for students to protect themselves online.
- Vaping - A collaboration with HVCASA (Housatonic Valley Coalition against Substance Abuse), this program was very well attended educational discussion.
- Angst - A collaboration with Bank Street Theater and the New Milford Substance Abuse Prevention council, this film addressed the issue of anxiety.
- The Ripple Effect - A collaboration with Bank Street Theater. This film brought awareness to the issues of suicide and depression.
- Anti-bullying Forum - A collaboration with Rep. Bill Buckbee and local police and school officials, this public discussion helped answer questions and address concerns.
- Adulthood 101 - A collaboration with the library, Agency staff taught 2 life skills classes to 5 teens.

**SUBSTANCE ABUSE PREVENTION COUNCIL MEMBERSHIP** – The Youth Agency continues it’s active membership with our local prevention council. Project Purple, I Am Dirt presentation, Narcan trainings, The TAB youth group activities, Village Fair Days table and more were enhanced or made possible through this collaboration of community events in which the Agency participates. We thank the NMSAPC for helping with the funding of Angst at Bank Street.

**BEFORE & AFTER SCHOOL CHILDCARE** – The Youth Agency offered before and after school care for children in grades K-8 with care also available on vacations, snow days and holidays. The Latchkey Program is school based with sites at Northville, Hill and Plain, Sarah Noble and Schaghticoke. We provided before and after school care for around 154 local children this past school year.

**SUMMER PROGRAM-** The Youth Agency offered summer care for 107 local children ages 4-13. Our summer program ran for 7 weeks. It consisted of 33 field trips to places such as Quassy Amusement Park, Splashdown, Legoland and local beaches.

**ENRICHMENT CLASSES AND ACTIVITIES** – Youth grades 3-8 were offered a wide range of opportunities to explore new things. This past year, students participated in outdoor adventure activities, yoga, art classes, cooking classes, scrapbooking, community service, Zumba, learn to DJ, basic mechanics class, RC Drones program, farm projects and more were introduced to students.

**PREVENTION PROGRAMMING** – Positive youth development comes in many forms and should be fun. Our mission is to build relationships with youth, provide positive role modeling, build their self-esteem and coping skills and learn to help others. Our most successful activities include:

- Events for youth with special needs
- Seasonal and Holiday crafts and activities
- Parent’s Night Out
- Skiing and hiking
- High School Basketball at JPCC
- Trips to promote kindness and environmental awareness

**YOUTH LEADERSHIP AND ADVOCACY** – Teen volunteers in our community continued to make many activities possible. Our active Student Advisory Board met monthly to plan events and discuss local teen issues. These students provided input to the Maxx in order to make some updates and program changes, attended regional discussions and trainings, operated a successful Homework Club and Summer Thursdays program as well as Bike Day, Social Service events, holiday programs and events for children with special needs. They helped local non-profits with events, fundraisers and collections to improve the community and help those in need. Over 40 high school students and an additional 10 middle school students were regularly and actively involved in Youth Agency and community events. Many more students participate throughout the year as well. Six students attended Youth Day at the State Capitol to advocate for youth issues and experience our government at work. 12 youth leaders participated in a team building day at Club Getaway at the end of the school year, which was a highlight for many of the students who were challenged as a team and individually.

**YOUTH EMPLOYMENT** - Youth 16 and over work in all areas of the Youth Agency. Students apply and pass a background check and complete trainings suitable for the work they perform. Our employees are DJ’s, cooks and bakers, child care providers, farm crew workers, maple syrup makers, caterers, video makers, and so much more. In fact, the Youth Agency still boasts the highest number of youth employees in the town.

**THE MAXX** – This past year, the Maxx spent a great deal of time assessing the needs of the youth and addressing their ideas and updates. The Work Crew staff helped with some maintenance and cosmetic improvements, new tvs and video game systems were purchased.

As a result, local teens began dropping in on Friday after school to play video games. Several fundraisers for high school clubs took place. Rentals and catering events increased and school aged dances were offered monthly. Middle school dances still remain popular. Probably the most rewarding event was the Mother/Son Dance for all ages. This was a sold out venue. Keepsake photos, dancing, food and a formal “red carpet” helped make this a great night. The Litchfield Hills Transitional School still occupies the front room during school time and the building was used as an emergency shelter during a winter storm and as a cooling center when needed during the summer.

**SULLIVAN FARM** - The popularity and appreciation for local, homegrown, healthy and fresh products continues to grow. Over 4,000 people visited our farm and/or bought our products over the past year. This includes school children and families from all over New England. The farm provides jobs, education and training as well as program opportunities for youth throughout the year. We are a year-round operation, usually working 6-7 days a week. Student workers and volunteers work from

the ground up, learning to plant, harvest, sell and market. Students learn the basics of science, apply their math skills, learn hands on trade skills and learn problem solving. Customer service, handling money, marketing, safety and working as a team are just some of the life skills that are practiced with our staff. This past year, our students learned to deal with environmental issues and challenges each season brings and how to adapt to various conditions to still be successful.

**GREAT BROOK SUGAR HOUSE** - Youth workers were taught how to tap trees, collect sap and produce maple syrup and candy during the fall and winter months. The Great Brook Sugar House is located on the Sullivan Farm property but taps over 1500 trees throughout the local area.

**CULINARY PROGRAMS** – Employment opportunities, job skills training, nutrition, restaurant and management skills are just the start of what our students learn in our ongoing culinary programs. This past year, our staff cooked for local civic and school groups, youth events and community groups. Youth baked pies and other items, often using fresh ingredients from the farm and other local markets. Culinary classes were offered throughout the year for children grades 3-12 with an emphasis on nutrition and menu planning.

**VIDEO PRODUCTION** - High school youth learn the art and technical aspects of video production and are supervised and trained on various media. The students produce PSA's that promote Agency activities, community events and positive teen programs as well as educational programs. Some projects this year included Family Dinner Night Unplugged video, Summer Thursdays promotions, Latchkey childcare registration promotion, community forums, Narcan video, suicide prevention video and news coverage of the Housatonic River ice jam (getting to meet Jim Cantore was a highlight).

**Myyouthagency.com** - We now use this online web based software to make it easier for parents and teens to register for events and check their accounts. Staff is able to access emergency information, contact information, send emails and gather data through this system.



**ZONING COMMISSION  
ANNUAL REPORT  
July 1, 2017 – June 30, 2018**

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 and Zoning Office Staff review all applications for land development through the Site Plan, Special Permit, and/or Zoning 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, Inland Wetlands, 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 regulation amendments initiated by the Commission. The Enforcement Officer or Land Use Inspector also reviews all residential and sign 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 2017-2018, 251 zoning permits were issued with a total of \$50,060.48 in permit fees collected. An additional 129 applications for interior renovations and activities not requiring individual permits were processed. Additional revenue of \$17,020.63 was generated through fees for Site Plan and Special Permit Applications, Zone Change and Regulation Amendment Applications, and the sale of copies of the Zoning Regulations and Map. A total of 41 Site Plan Applications, 27 Special Permit Applications, and 7 Zone Change and Regulation Applications were received and reviewed. Gross engineering fees for review totaled \$11,371.55.

Over 117 complaints and/or violations dealing with issues such as prohibited uses, unregistered motor vehicles, livestock nuisances, dangerous trees, illegal apartments, non-permitted signs, grading and filling activities, and improper erosion controls were received and investigated. Inspections, often multiple inspections, were made of these complaints and the appropriate follow-up action taken to bring properties into compliance. Additional inspections were conducted on undocumented verbal and anonymous complaints.

**ZONING BOARD OF APPEALS**  
**ANNUAL REPORT**  
**July 1, 2017 – June 30, 2018**

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.

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

During the 2017 – 2018 fiscal year the Zoning Board of Appeals heard 22 appeals for variance requests and no appeals were submitted for a decision made by the Zoning Enforcement Officer. The Board collected \$3,870.00 in application fees.

## MESSAGE FROM FINANCE DIRECTOR OSIPOW

Fiscal year 2017-2018 was a challenging year for the Town of New Milford. December of that year found the Town of New Milford facing a 2.3 million dollar deficit due to a reduction in State revenues. Through the swift action of the Mayor's Office, the Finance Office and the support of both the Town Council and Board of Finance, we were able to mitigate this situation through layoffs, spending and hiring freezes and conservative fiscal restraint to realize a modest surplus for the Town.

Our audit was the cleanest it has been in recent memory with no material weaknesses and no deficiencies in financial reporting or compliance issues. Many thanks to my staff for all of their hard work and dedication that contributed to this result.

The Finance Office hired a Comptroller and a Grant Writer that brought the Department up to full operating strength.

Rest assured, the Finance Department will stand vigilant in monitoring the finances of the Town in the effort of preserving our strong fund balance as well as our excellent credit rating and will strive to obtain a AAA rating that will result in lower cost of capital for the Town of New Milford.

Best Regards,

Gregory Osipow

**Management's Discussion and Analysis  
Fiscal Year Ending June 30, 2018  
Taken from the 2017/2018 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, 2018.

### Financial Highlights

- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$162,461,597 (net position). Of this amount, \$6,894,221 represents the Town’s unrestricted net position.
- The Town’s total net position increased by \$1,228,970 during the current fiscal year, which consisted of a current year increase of \$560,098 relating to the Town’s governmental activities and an increase of \$668,872 relating to the Town’s business-type activities.
- The beginning net position of the Town was decreased by \$10,980,430 as a result of implementing Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. This decrease represented the difference between the net other post-employment benefits obligation previously recognized in accordance with GASB Statement No. 45 and the total other post-employment benefits liability recognized in accordance with GASB Statement No. 75.
- As of the close of the current fiscal year, the Town’s governmental funds reported a combined ending fund balance of \$37,746,180, a current year increase of \$504,111 in comparison with the prior year.
- At the close of the current fiscal year, unassigned fund balance of the General Fund was \$17,562,227 or 17.2% of the Town’s fiscal year 2019 budgetary expenditure appropriations. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover approximately 2.1 months of General Fund operating expenditures.

### Overview of the Financial Statements

This discussion and analysis is 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 and inflows 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, and the Capital Projects 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 29 through 69 of this report.

### ***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.

### **Government-wide Financial Analysis**

#### ***Net Position***

Over time, net position may serve as one measure of a government's financial position. The Town's total net position (governmental and business-type activities combined) totaled \$162,461,597 as of June 30, 2018 and \$161,232,627 as of June 30, 2017, as adjusted for the implementation of GASB Statement No. 75, and is summarized as follows:

**Net Position**  
**June 30, 2018**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 69,560,605	\$ 4,311,521	\$ 73,872,126
Capital assets	134,320,969	38,730,404	173,051,373
Total assets	<u>203,881,574</u>	<u>43,041,925</u>	<u>246,923,499</u>
Deferred outflows of resources	<u>7,330,944</u>	<u>145,004</u>	<u>7,475,948</u>
Other liabilities	13,217,302	375,545	13,592,847
Long-term liabilities	49,598,347	21,511,606	71,109,953
Total liabilities	<u>62,815,649</u>	<u>21,887,151</u>	<u>84,702,800</u>
Deferred inflows of resources	<u>7,127,704</u>	<u>107,346</u>	<u>7,235,050</u>
Net position:			
Net investment in capital assets	113,598,527	17,676,991	131,275,518
Restricted	24,291,858	-	24,291,858
Unrestricted	3,378,780	3,515,441	6,894,221
Total net position	<u>\$ 141,269,165</u>	<u>\$ 21,192,432</u>	<u>\$ 162,461,597</u>

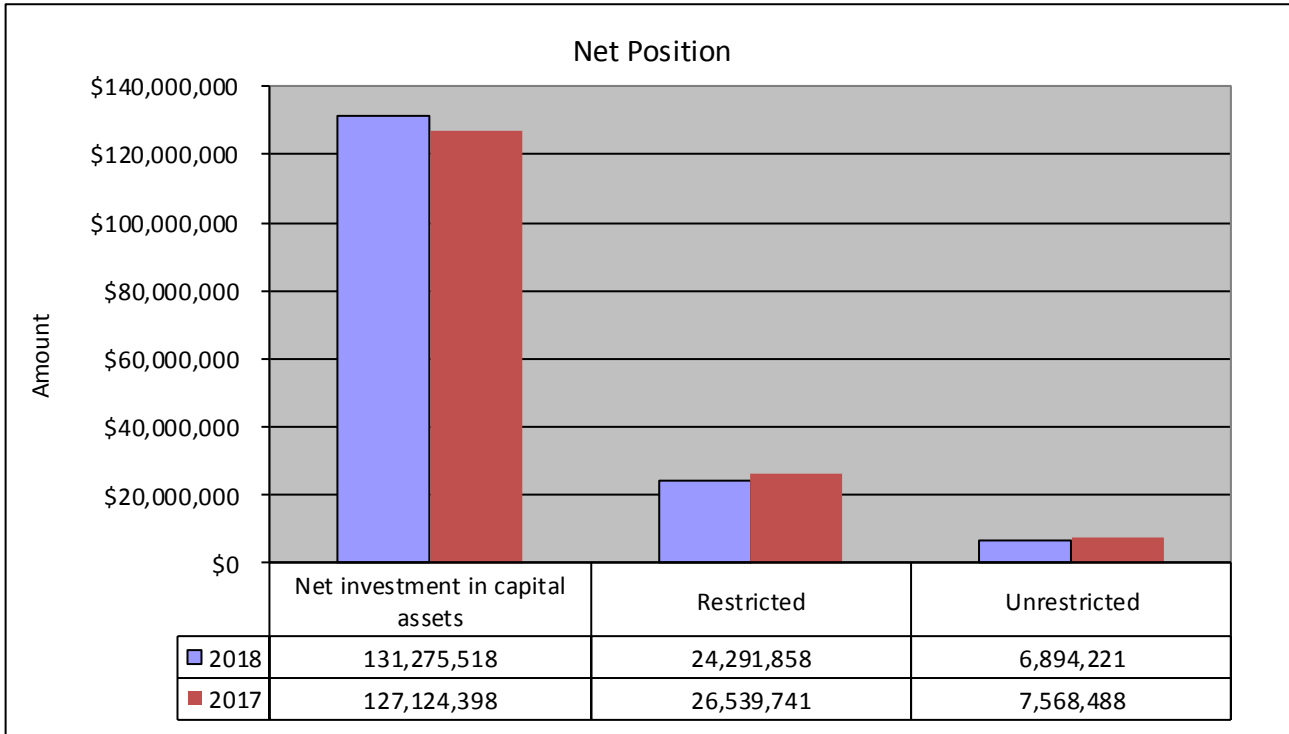
**Net Position**  
**June 30, 2017 (As Adjusted)**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 67,107,628	\$ 3,962,742	\$ 71,070,370
Capital assets	133,056,933	39,657,908	172,714,841
Total assets	<u>200,164,561</u>	<u>43,620,650</u>	<u>243,785,211</u>
Deferred outflows of resources	<u>5,115,453</u>	<u>127,677</u>	<u>5,243,130</u>
Other liabilities	7,367,017	308,786	7,675,803
Long-term liabilities	53,419,716	22,820,306	76,240,022
Total liabilities	<u>60,786,733</u>	<u>23,129,092</u>	<u>83,915,825</u>
Deferred inflows of resources	<u>3,784,214</u>	<u>95,675</u>	<u>3,879,889</u>
Net position:			
Net investment in capital assets	109,925,346	17,199,052	127,124,398
Restricted	26,539,741	-	26,539,741
Unrestricted	4,243,980	3,324,508	7,568,488
Total net position	<u>\$ 140,709,067</u>	<u>\$ 20,523,560</u>	<u>\$ 161,232,627</u>



**Government-wide Financial Analysis (Continued)**

*Net Position (Continued)*



As of June 30, 2018, 80.8% of the Town’s net position reflects 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.

15.0% of the Town’s net position is subject to restrictions on how it may be used and are, therefore, presented as restricted net position. Of this amount, \$22,859,878 represents the portion of the Town’s net position relating to a long-term settlement that has been restricted by enabling legislation for the acquisition of land and building for public recreation, public education, or public library facilities.

The remainder of the Town’s net position represents a deficit in unrestricted net position.

Overall, net position increased during the current year by \$1,228,970 in comparison with the prior year.

**Government-wide Financial Analysis (Continued)**

*Changes in Net Position*

Changes in net position for the years ended June 30, 2018 and 2017 are as follows. Reclassifications have been made to the amounts reported for the year ended June 30, 2017 to conform with the current year presentation. The amounts reported for the year ended June 30, 2017 have not been adjusted for the implementation of GASB Statement No. 75, since the effects of the adjustments on the statements of changes in net position are not readily determinable.

**Changes in Net Position  
For The Year Ended June 30, 2018**

	Governmental Activities	Business-type Activities	Total
<b>Revenues</b>			
Program revenues:			
Charges for services	\$ 7,207,728	\$ 2,966,891	\$ 10,174,619
Operating grants and contributions	25,429,403	-	25,429,403
Capital grants and contributions	3,564,165	-	3,564,165
General revenues:			
Property taxes, levied for general purposes	79,088,583	-	79,088,583
Grants and contributions not restricted to specific programs	194,264	-	194,264
Investment earnings	782,533	64,606	847,139
Other	702,267	-	702,267
Total revenues	<u>116,968,943</u>	<u>3,031,497</u>	<u>120,000,440</u>
<b>Expenses</b>			
General government	12,162,149	-	12,162,149
Public safety	7,459,620	-	7,459,620
Public works	8,486,387	-	8,486,387
Health and welfare	2,705,107	-	2,705,107
Library	1,045,813	-	1,045,813
Culture and recreation	1,372,998	-	1,372,998
Education	81,353,603	-	81,353,603
Interest expense	699,040	-	699,040
Sewer	-	3,486,753	3,486,753
Total expenses	<u>115,284,717</u>	<u>3,486,753</u>	<u>118,771,470</u>
Change in net position before transfers	1,684,226	(455,256)	1,228,970
Transfers	(1,124,128)	1,124,128	-
Change in net position	<u>\$ 560,098</u>	<u>\$ 668,872</u>	<u>\$ 1,228,970</u>

**Government-wide Financial Analysis (Continued)**

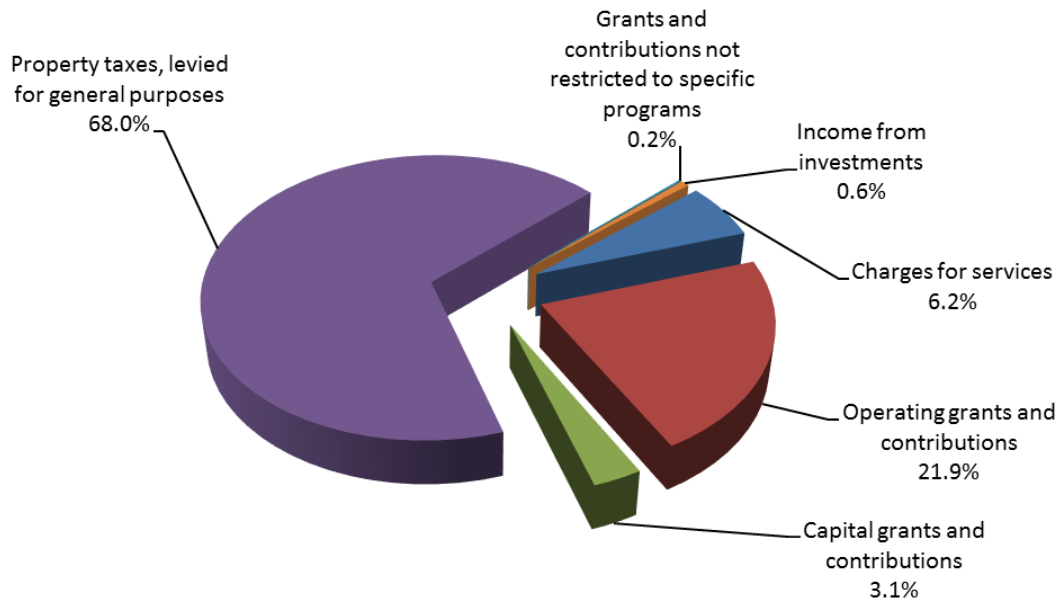
**Change in Net Position (Continued)**

**Changes in Net Position  
For The Year Ended June 30, 2017**

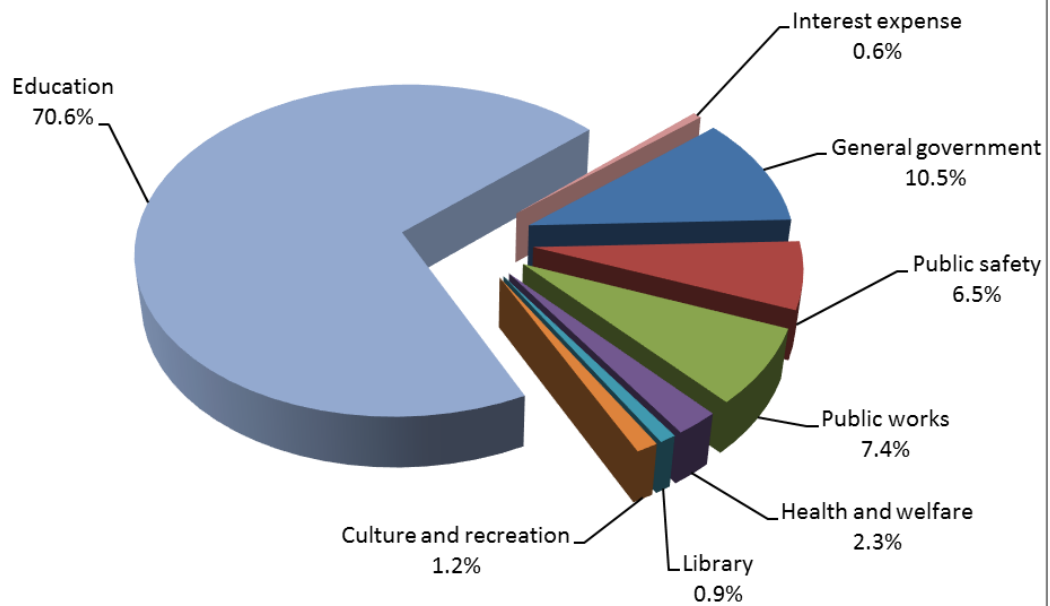
	Governmental Activities	Business-type Activities	Total
<b>Revenues</b>			
Program revenues:			
Charges for services	\$ 7,059,305	\$ 2,711,589	\$ 9,770,894
Operating grants and contributions	26,557,128	-	26,557,128
Capital grants and contributions	2,625,314	-	2,625,314
General revenues:			
Property taxes, levied for general purposes	77,365,935	-	77,365,935
Grants and contributions not restricted to specific programs	914,722	-	914,722
Investment earnings	445,918	107,095	553,013
Total revenues	<u>114,968,322</u>	<u>2,818,684</u>	<u>117,787,006</u>
<b>Expenses</b>			
General government	11,493,089	-	11,493,089
Public safety	7,955,838	-	7,955,838
Public works	9,924,338	-	9,924,338
Health and welfare	2,680,045	-	2,680,045
Library	1,094,583	-	1,094,583
Culture and recreation	1,402,312	-	1,402,312
Education	78,720,361	-	78,720,361
Interest expense	742,929	476,932	1,219,861
Sewer	-	2,751,865	2,751,865
Total expenses	<u>114,013,495</u>	<u>3,228,797</u>	<u>117,242,292</u>
Change in net position before transfers	954,827	(410,113)	544,714
Transfers	1,608,183	(1,608,183)	-
Change in net position	<u>\$ 2,563,010</u>	<u>\$ (2,018,296)</u>	<u>\$ 544,714</u>

**Change in Net Position (Continued)**

**2018 Revenues by Source - Governmental Activities**



**2018 Expenses by Function - Governmental Activities**



## **Government-wide Financial Analysis (Continued)**

### ***Governmental Activities***

Governmental activities increased the Town's net position by a current year change of \$560,098. Revenues increased over the prior year by \$2,000,621 or 1.7% from \$114,968,322 to \$116,968,943. Revenues were negatively impacted by an overall reduction in State aid, including a reduction of \$1.7 million in education cost sharing funds. Revenues were positively impacted by an increase in property tax revenues and the current year inclusion of \$948 thousand in on-behalf revenues relating to OPEB costs incurred by the State of Connecticut relating to OPEB benefits provided under the State Teachers' Retirement System. Expenses increased over the prior year by \$1,271,222 or 1.1% to \$115,284,717.

### ***Business-type Activities***

Business-type activities increased the Town's net position by a current year change of \$668,872. Revenues increased over the prior year by \$212,813 or 7.6% from \$2,818,684 to \$3,031,497. Expenses increased over the prior year by \$257,956 or 8.0% from \$3,228,797 to \$3,486,753.

## **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 \$37,746,180.

### **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 \$17,562,227. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. 17.2% of the Town's fiscal year 2019 budgetary expenditure appropriations. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover approximately 2.1 months of General Fund operating expenditures.

The fund balance of the Town's General Fund increased by \$376,724 during the current fiscal year.

## Financial Analysis of the Town's Funds (Continued)

### *Waste Management Fund*

The fund balance of the Waste Management Fund increased by \$255,736 during the current fiscal year from \$10,144,129 to \$10,399,865. This increase was primarily due to proceeds received related to a long-term settlement receivable offset by a transfer to the General Fund to reduce the amount of taxes levied and by current year authorized capital outlays.

### **Capital Projects Fund**

The fund balance of the Capital Projects Fund decreased by \$1,323,000 during the current fiscal year from a deficit of \$203,608 to a deficit of \$1,526,608. The deficit is due to the use of short-term debt to finance capital outlays. The Town intends to retire the short-term debt through the issuance of long-term debt.

### General Fund Budgetary Highlights

The actual net change in fund balance of the General Fund on a budgetary basis was an increase of \$18,358. Revenues were \$1,274,991 less than budgeted. The budgetary revenue shortfall was driven by a \$1.9 million negative variance in education cost sharing funds received from the State. Expenditures and transfers out were \$2,026,508 less than budgeted. This variance included a \$450,000 return of the education expenditure appropriation to help offset the Town's shortfall in revenues.

### 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, 2018 totaled \$173,051,373 (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 \$336,532 or 0.2%. Significant capital events during the current fiscal year included the following:

- Outlays for various road and bridge construction projects of approximately \$4.5 million
- Outlays pertaining to Lynn Deming Park project of approximately \$53 thousand
- Outlays of leased equipment and vehicles of approximately \$673 thousand
- Outlays for the Senior Center Expansion of approximately \$885 thousand
- Outlays for the Library design of approximately \$657 thousand
- Outlays for the Young's Field Riverwalk project of approximately \$188 thousand

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

**Capital Assets, Net  
June 30, 2018**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,906,235	\$ 5,000	\$ 16,911,235
Construction in progress	10,226,851	97,388	10,324,239
Buildings and improvements	59,628,528	25,821,468	85,449,996
Infrastructure	36,749,195	7,197,756	43,946,951
Land improvements	1,147,390	-	1,147,390
Machinery and equipment	9,662,770	5,608,792	15,271,562
Totals	<u>\$ 134,320,969</u>	<u>\$ 38,730,404</u>	<u>\$ 173,051,373</u>

**Capital Assets, Net  
June 30, 2017**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,906,235	\$ 5,000	\$ 16,911,235
Construction in progress	5,343,138	279,333	5,622,471
Buildings and improvements	61,332,072	26,426,463	87,758,535
Infrastructure	38,864,201	7,416,691	46,280,892
Land improvements	523,232	-	523,232
Machinery and equipment	10,088,055	5,530,421	15,618,476
Totals	<u>\$ 133,056,933</u>	<u>\$ 39,657,908</u>	<u>\$ 172,714,841</u>

Capital Assets (Continued)

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

**Capital Assets, Net  
June 30, 2017**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,906,235	\$ 5,000	\$ 16,911,235
Construction in progress	5,343,138	279,333	5,622,471
Buildings and improvements	61,332,072	26,426,463	87,758,535
Infrastructure	38,864,201	7,416,691	46,280,892
Land improvements	523,232	-	523,232
Machinery and equipment	10,088,055	5,530,421	15,618,476
Totals	<u>\$ 133,056,933</u>	<u>\$ 39,657,908</u>	<u>\$ 172,714,841</u>

**Capital Assets, Net  
June 30, 2016**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,778,689	\$ 5,000	\$ 16,783,689
Construction in progress	6,182,727	520,467	6,703,194
Buildings and improvements	57,420,032	27,030,103	84,450,135
Infrastructure	41,173,745	7,637,927	48,811,672
Land improvements	590,404	-	590,404
Machinery and equipment	10,528,719	5,322,005	15,850,724
Totals	<u>\$ 132,674,316</u>	<u>\$ 40,515,502</u>	<u>\$ 173,189,818</u>



**Town of New Milford, Connecticut**

**Capital Assets, Net**

**June 30, 2016**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,778,689	\$ 5,000	\$ 16,783,689
Construction in progress	6,182,727	520,467	6,703,194
Buildings and improvements	57,420,032	27,030,103	84,450,135
Infrastructure	41,173,745	7,637,927	48,811,672
Land improvements	590,404	-	590,404
Machinery and equipment	10,528,719	5,322,005	15,850,724
Totals	<u>\$ 132,674,316</u>	<u>\$ 40,515,502</u>	<u>\$ 173,189,818</u>

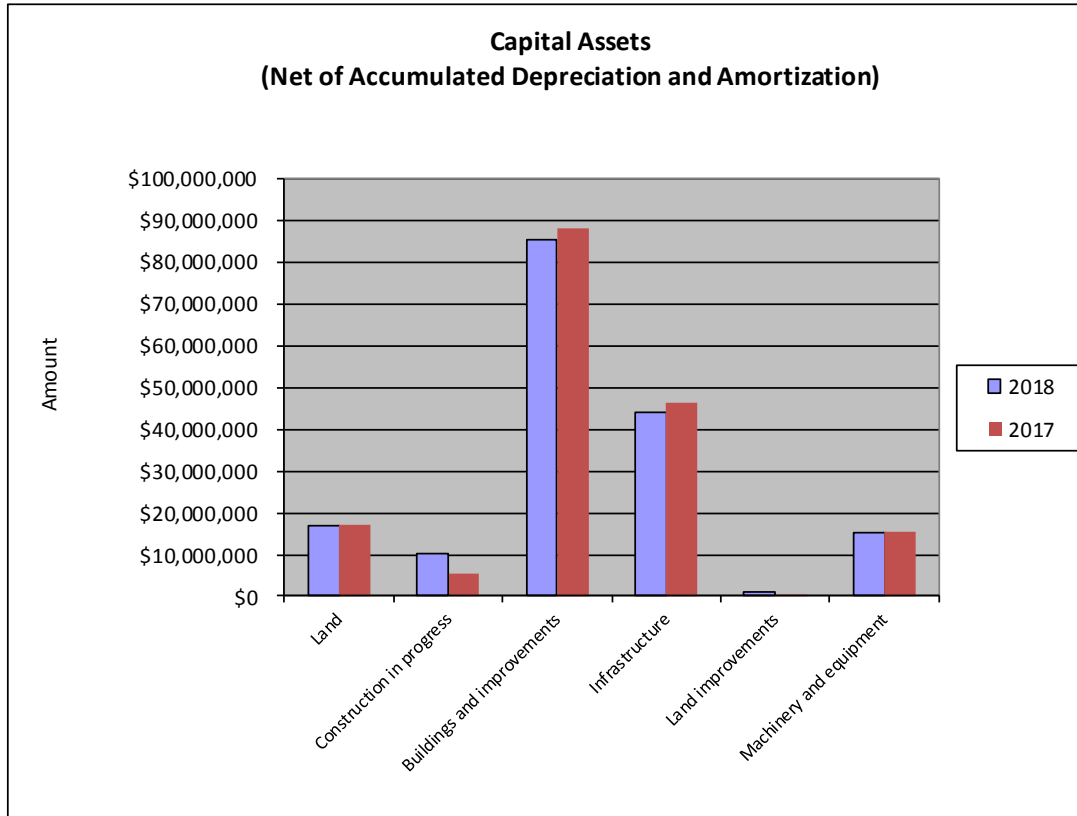
**Capital Assets, Net**

**June 30, 2015**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,778,689	\$ 5,000	\$ 16,783,689
Construction in progress	359,783	383,262	743,045
Buildings and improvements	59,254,365	27,635,746	86,890,111
Infrastructure	42,764,022	7,824,655	50,588,677
Land improvements	535,713	-	535,713
Machinery and equipment	9,935,145	5,580,294	15,515,439
Totals	<u>\$ 129,627,717</u>	<u>\$ 41,428,957</u>	<u>\$ 171,056,674</u>

Capital Asset and Debt Administration (Continued)

*Capital Assets (Continued)*



Additional information on the Town’s capital assets can be found in Note 4 of this report.

*Debt Administration*

At the end of the current fiscal year, the Town had total long-term and short-term bonds and notes payable of \$45,444,413. This entire amount is comprised of debt backed by the full faith and credit of the Town. The Town’s total debt increased by \$1,931,057 or 4.2% during the current fiscal year.

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 significantly in excess of the Town’s outstanding general obligation debt.

*Debt Administration (Continued)*

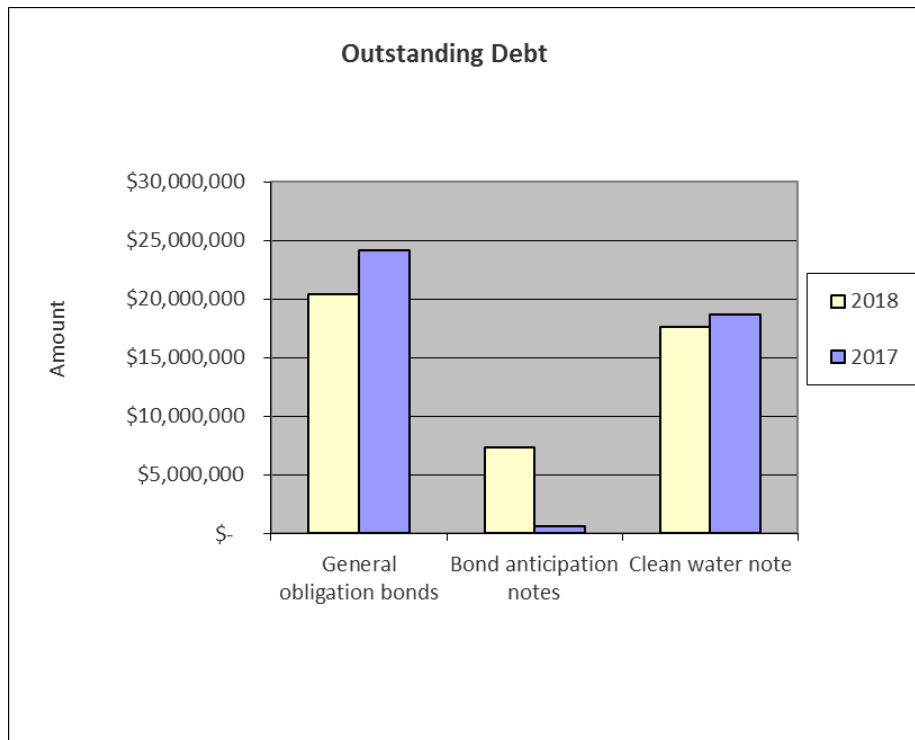
The following are tables of bonded debt as of June 30, 2018 and 2017:

**Bonded Debt  
June 30, 2018**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 17,031,000	\$ 3,404,000	\$ 20,435,000
Bond anticipation notes	7,360,000	-	7,360,000
Clean water note	-	17,649,413	17,649,413
Totals	<u>\$ 24,391,000</u>	<u>\$ 21,053,413</u>	<u>\$ 45,444,413</u>

**Bonded Debt  
June 30, 2017**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 20,424,500	\$ 3,770,500	\$ 24,195,000
Bond anticipation notes	630,000	-	630,000
Clean water note	-	18,688,356	18,688,356
Totals	<u>\$ 21,054,500</u>	<u>\$ 22,458,856</u>	<u>\$ 43,513,356</u>



Additional information on the Town’s debt can be found in Note 8 and Note 9 of this report.

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

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

Unassigned fund balance of the General Fund totaled \$17,562,227 at June 30, 2018.

- 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 2019, 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 2019 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 2019.

### **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**

## NOTE 1 - 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.

## **Government-wide and Fund Financial Statements (Continued)**

### *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 pursuant to a Town ordinance for the acquisition of land and building for public recreation, public education, or public library facilities. In addition, the Town may apply an amount not to exceed 10.0% of the total fund balance available as of July 1 of each fiscal year towards the Town's annual General Fund budget. As such, \$9,359,878 has been presented as restricted for capital purposes pursuant to enabling legislation enacted by the Town. The major source of revenue for this fund is settlement proceeds from certain zoning violations relating to a municipal solid waste facility.

**Capital Projects Fund** - This fund is used to account for the financial activity of capital projects financed with debt proceeds.

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 medical self-insurance 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.

**Agency Funds** - These funds are used to account for resources held by the Town in a purely custodial capacity.

### **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 or is available to be 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, other post-employment benefits 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.

### **Measurement Focus and Basis of Accounting (Continued)**

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 Accounting Standards**

Effective July 1, 2017, the Town adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 81, *Irrevocable Split-Interest Agreements*, GASB Statement No. 85, *Omnibus 2017*, and GASB Statement No. 86, *Certain Debt Extinguishment Issues*. The adoption of these statements did not have a material effect on the Town's financial statements.

Effective July 1, 2017, the Town adopted the provisions of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. GASB Statement No. 75 established standards for recognizing and measuring liabilities, deferred outflows and inflows of resources, and expenses/expenditures for post-employment benefits other than pension. This standard identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. In addition, this statement provides for certain required supplementary information and note disclosures about post-employment benefits other than pensions.

The Town has reported the following cumulative effect of applying GASB Statement No. 75 as an adjustment of beginning net position as of July 1, 2017.

	<b>Governmental Activities</b>
Net position - beginning, as originally reported	\$ 151,689,497
Adjustment to remove net other post-employment benefit obligation recognized under GASB Statement No. 45	3,536,030
Adjustment to record net other post-employment benefit liability recognized under GASB Statement No. 75	(14,516,460)
	<u>(10,980,430)</u>
Net position - beginning, as adjusted	<u>\$ 140,709,067</u>

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

### **Cash and 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 are measured by the Town at fair value (generally based on quoted market prices), except for investments in certain external investment pools and insurance contracts as described below.

Investments in certain external investment pools consist of money market mutual funds and the Short-Term Investment Fund (STIF), which is managed by the State of Connecticut Treasurer's Office. Investments in these types of funds, which are permitted to measure their investment holdings at amortized costs, are measured by the Town at the net asset value per share as determined by the fund.

Investments in insurance contracts are measured by the Town at contract value.

## 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, 2018 of \$74,000 and \$71,000, 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, 2018 is not considered necessary.

## 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. 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 defined by the following capitalization thresholds:

<u>Asset Category</u>	<u>Capitalization Threshold</u>
Vehicles, Machinery, Equipment	\$ 5,000
Improvements (Examples: Land improvements, Building modifications or additions, parking lot expansion)	20,000
Infrastructure (Examples: New roads, bridges, water lines, etc.)	100,000

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

Asset Category	Useful Lives
Computer equipment	5
Equipment	5-20
Vehicles	10-20
Sidewalks	20
Minor Building Improvements (e.g. sculptures, signs)	0
Intangible assets (copyrights, patents, etc.)	30-50
Buildings/Maj. Building & Land Improvements:	50-100
Roads, Catch Basins	75

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 and Inflows of Resources**

Deferred outflows and inflows of resources represent either an acquisition or consumption of net position that applies to a future period(s) and so will not be recognized as an outflow or inflow of resources until that time.

Deferred outflows of resources consist of deferred charges on refunding and deferred charges on pension and OPEB expenses reported in the government-wide financial statements. Deferred charges on refunding resulted from the difference in the carrying value of refunded debt and its reacquisition price. This amount has been deferred and is being amortized over the life of the related debt. Deferred charges on OPEB and pension expenses resulted from changes in the net pension liability and is being amortized as a component of pension expense on a systematic and rational basis.

Deferred inflows of resources consist of revenues that are considered unavailable under the modified accrual basis of accounting and deferred charges on OPEB and pension expenses. Unavailable revenue is reported in the governmental funds financial statements. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. Deferred charges on pension and OPEB expenses are reported in the government-wide financial statements. Deferred charges on pension and OPEB expenses resulted from changes in the net pension liability and is being amortized as a reduction of pension expense on a systematic and rational basis.

### **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 and inflows 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 outflows/inflows 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 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 2 - CASH DEPOSITS AND INVESTMENTS**

### *Cash Deposits*

A reconciliation of the Town's cash deposits as of June 30, 2018 is as follows:

Government-wide statement of net position:	
Cash and cash equivalents	\$ 46,124,465
Statement of fiduciary net position:	
Cash and cash equivalents	<u>3,699,517</u>
	49,823,982
Less: cash equivalents considered investments for disclosure purposes	<u>(12,415,779)</u>
	<u><u>\$ 37,408,203</u></u>

### **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 an outside party. The Town does not have a deposit policy for custodial credit risk. As of June 30, 2018, \$35,888,609 of the Town's bank balance of \$37,102,740 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 32,299,748
Uninsured and collateralized with securities held by the pledging bank's trust department or agent but not in the Town's name	<u>3,588,861</u>
	<u><u>\$ 35,888,609</u></u>

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, 2018 is as follows:

Government-wide statement of net position:	
Investments	\$ 6,637,514
Statement of fiduciary net position:	
Investments	59,169,157
	<u>65,806,671</u>
Add: cash equivalents considered investments for disclosure purposes	12,415,779
	<u>\$ 78,222,450</u>

As of June 30, 2018, the Town’s investments consist of the following:

Investment type	Valuation Basis	Value	Investment Maturities (In Years)		
			Less Than 1	1 to 5	6 to 10
<b>Debt securities:</b>					
<b>Governmental Activities:</b>					
Short-Term Investment Fund	Net asset value	\$ 11,512,026	\$ 11,512,026	\$ -	\$ -
Municipal bonds	Fair value	1,971,361	248,960	1,098,911	623,490
U.S. Agency securities	Fair value	2,514,351	-	1,462,287	1,052,066
<b>Business-Type Activities:</b>					
Short-Term Investment Fund	Net asset value	829,355	829,355	-	-
<b>Fiduciary:</b>					
Money market mutual funds	Net asset value	74,398	74,398	-	-
Corporate bonds	Fair value	191,743	-	162,693	29,050
		<u>17,093,234</u>	<u>\$ 12,664,739</u>	<u>\$ 2,723,891</u>	<u>\$ 1,704,606</u>
<b>Other investments:</b>					
<b>Governmental Activities:</b>					
Mutual funds	Fair value	2,151,802			
<b>Fiduciary:</b>					
Mutual Funds	Fair value	1,073,225			
Common stock	Fair value	32,600			
Insurance contracts	Contract value	57,871,589			
		<u>\$ 78,222,450</u>			

The Town's investments in debt securities, whose ratings are required to be disclosed, were rated by Standard & Poor's as follows:

	AAA	AA	A	BBB	Unrated
<b>Debt Securities:</b>					
<i><b>Governmental Activities:</b></i>					
Short-Term Investment Fund	\$ 11,512,026	\$ -	\$ -	\$ -	\$ -
Municipal bonds	964,768	1,006,593	-	-	-
U.S. Agency securities	2,514,351	-	-	-	-
<i><b>Business Type Activities</b></i>					
Short-Term Investment Fund	829,355	-	-	-	-
<i><b>Fiduciary Funds:</b></i>					
Money market mutual funds	-	-	-	-	74,398
Corporate Bonds	10,009	-	55,049	126,685	-

### 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 debt securities, 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 in external investment pools, mutual funds and insurance contracts are not evidenced by securities and are therefore not exposed to custodial credit risk. The Town's investments in corporate bonds and common stock are held in book entry form in the name of the Town and are therefore also not exposed to custodial credit risk.



## Concentrations of Credit Risk

The Town places no limit on the amount of investment in any one issuer. As of June 30, 2018, more than 10% of the Town's investments were invested in the following:

<u>Issuer</u>	<u>Investment</u>	<u>Value</u>	<u>% of Investments</u>
<b>Governmental Activities:</b>			
State of CT Treasurer	Short-Term Investment Fund	\$ 11,512,026	63.4%
<b>Business Type Activities:</b>			
State of CT Treasurer	Short-Term Investment Fund	829,355	100.0%
<b>Fiduciary:</b>			
Principal Financial Group	Bond Market Index Separate Account-R6	6,303,474	10.6%
Principal Financial Group	Core Plus Bond Separate Account-R6	18,978,924	32.0%

## NOTE 3 - FAIR VALUE MEASUREMENTS

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants, as of the measurement date. Authoritative guidance establishes a hierarchy of valuation techniques based upon whether the inputs to those valuation techniques reflect assumptions other market participants would use based upon market data obtained from independent sources (also referred to as observable inputs). The Town classifies its assets and liabilities measured at fair value into Level 1 (securities valued using quoted prices from active markets for identical assets), Level 2 (securities not traded on an active market for which market inputs are observable, either directly or indirectly, and Level 3 (securities valued based on unobservable inputs). Assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

The Town's financial assets that are accounted for at fair value on a recurring basis as of June 30, 2018, by level within the fair value hierarchy are presented in the table below.

<u>Financial Assets Measured at Fair Value</u>	<u>Prices in Active Market (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
<b>Governmental Activities:</b>			
Municipal bonds	\$ -	\$ 1,971,361	\$ -
U.S. Agency securities	-	2,514,351	-
Mutual funds	2,151,802	-	-
<b>Fiduciary Funds:</b>			
Corporate bonds	-	191,743	-
Mutual funds	1,073,225	-	-
Common stock	32,600	-	-

Mutual funds and common stock classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Debt securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for governmental activities for the year ended June 30, 2018 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	\$ 16,906,235	\$ -	\$ -	\$ -	\$ 16,906,235
Construction in progress	5,343,138	6,531,239	(101,607)	(1,545,919)	10,226,851
Total capital assets, not being depreciated	<u>22,249,373</u>	<u>6,531,239</u>	<u>(101,607)</u>	<u>(1,545,919)</u>	<u>27,133,086</u>
Capital assets, being depreciated:					
Buildings and improvements	100,036,651	-	-	658,290	100,694,941
Infrastructure	108,158,480	-	-	124,268	108,282,748
Land improvements	979,970	-	-	691,442	1,671,412
Machinery and equipment	19,983,561	1,055,386	(137,555)	71,919	20,973,311
Total capital assets, being depreciated	<u>229,158,662</u>	<u>1,055,386</u>	<u>(137,555)</u>	<u>1,545,919</u>	<u>231,622,412</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	38,704,579	2,361,834	-	-	41,066,413
Infrastructure	69,294,279	2,239,274	-	-	71,533,553
Land improvements	456,738	67,284	-	-	524,022
Machinery and equipment	9,895,506	1,535,307	(120,272)	-	11,310,541
Total accumulated depreciation and amortization	<u>118,351,102</u>	<u>6,203,699</u>	<u>(120,272)</u>	<u>-</u>	<u>124,434,529</u>
Total capital assets, being depreciated, net	<u>110,807,560</u>	<u>(5,148,313)</u>	<u>(17,283)</u>	<u>1,545,919</u>	<u>107,187,883</u>
Governmental activities capital assets, net	<u>\$ 133,056,933</u>	<u>\$ 1,382,926</u>	<u>\$ (118,890)</u>	<u>\$ -</u>	<u>\$ 134,320,969</u>

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

Governmental Activities:	
General government	\$ 267,272
Public safety	457,276
Public works	2,921,101
Health and welfare	24,484
Culture and recreation	70,449
Education	<u>2,463,117</u>
Total depreciation and amortization expense - governmental activities	<u>\$ 6,203,699</u>

**NOTE 4 - CAPITAL ASSETS (Continued)**

Capital asset activity for business-type activities for the year ended June 30, 2018 consisted of the following:

	Beginning Balance	Increases	Decreases	Transfers	Ending Balance
<b>Business-type Activities</b>					
Capital assets, not being depreciated:					
Land	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Construction in progress	279,333	267,872	-	(449,817)	97,388
Total capital assets, not being depreciated	<u>284,333</u>	<u>267,872</u>	<u>-</u>	<u>(449,817)</u>	<u>102,388</u>
Capital assets, being depreciated:					
Buildings and improvements	29,571,006	659	-	-	29,571,665
Infrastructure	10,466,573	-	-	3,300	10,469,873
Machinery and equipment	8,645,863	12,728	-	446,517	9,105,108
Total capital assets, being depreciated	<u>48,683,442</u>	<u>13,387</u>	<u>-</u>	<u>449,817</u>	<u>49,146,646</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	3,144,543	605,654	-	-	3,750,197
Infrastructure	3,049,882	222,235	-	-	3,272,117
Machinery and equipment	3,115,442	380,874	-	-	3,496,316
Total accumulated depreciation and amortization	<u>9,309,867</u>	<u>1,208,763</u>	<u>-</u>	<u>-</u>	<u>10,518,630</u>
Total capital assets, being depreciated, net	<u>39,373,575</u>	<u>(1,195,376)</u>	<u>-</u>	<u>449,817</u>	<u>38,628,016</u>
Business-type activities capital assets, net	<u>\$ 39,657,908</u>	<u>\$ (927,504)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,730,404</u>

**NOTE 5 - 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, 2018 totaled \$13,500,000. Future annual installments collectible under the settlement agreement are as follows as of June 30, 2018:

Year ending June 30:	Amount
2019	\$ 2,700,000
2020	2,700,000
2021	2,700,000
2022	2,700,000
2023	2,700,000
	<u>\$ 13,500,000</u>

## NOTE 6 - INTERFUND RECEIVABLES AND PAYABLES

Interfund receivable and payable balances at June 30, 2018 are as follows:

Receivable Fund	Payable Fund	Amount
<b>Governmental Funds:</b>		
General Fund	Water Pollution Control Authority	\$ 1,866,801
	Other Governmental Funds	700,579
		<u>2,567,380</u>
Other Governmental Funds	General Fund	363,893
	Other Governmental Funds	25,676
		<u>389,569</u>
		<u>\$ 2,956,949</u>

Except as disclosed below, 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. The General Fund has previously advanced funds to the Water Pollution Control Authority to fund bond principal and interest payments. The Town intends to liquidate the amounts due to the General Fund through future revenues collected by the Water Pollution Control Authority. It is anticipated that a portion of the balance due to the General Fund from the Water Pollution Control Authority will not be repaid within one year and, therefore, an amount of \$1,866,801 has been presented as an advance as of June 30, 2018.

## NOTE 7 - INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2018 consisted of the following:

Transfers In	Transfers Out	Amount
<b>Governmental Funds</b>		
General Fund	Waste Management Ordinance Fund	\$ 1,445,000
	Other Governmental Funds	322,500
		<u>1,767,500</u>
Other Governmental Funds	General Fund	2,257,380
	Waste Management Ordinance Fund	55,000
	Capital Projects Funds	910,000
	Other Governmental Funds	430,700
		<u>3,653,080</u>
		<u>\$ 5,420,580</u>
<b>Business Type Activities Funds:</b>		
Water Pollution Control Authority	General Fund	<u>\$ 1,124,128</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 8 - BOND ANTICIPATION NOTES PAYABLE

In July 2017, the Town retired \$630,000 in previously outstanding bond anticipation notes. In August 2017, the Town issued \$3,360,000 in bond anticipation notes, which were refinanced in April 2018 through the issuance of \$7,360,000 in bond anticipation notes. The \$7,360,000 in bond anticipation notes matured on January 24, 2019 and was refinanced through the issuance of new bond anticipation notes (*see Note 16*). The purposes of the notes were to provide short-term financing to fund authorized capital projects.

The following is a summary of terms and changes in short-term debt for the year ended June 30, 2018:

	<u>Interest Rates</u>	<u>Maturity Date</u>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>						
Bond anticipation notes payable	1.70%	July 2017	\$ 630,000	\$ -	\$ (630,000)	\$ -
Bond anticipation notes payable	1.75%	April 2018	-	3,360,000	(3,360,000)	-
Bond anticipation notes payable	1.00%	January 2019	-	7,360,000	-	7,360,000
			<u>\$ 630,000</u>	<u>\$ 10,720,000</u>	<u>\$ (3,990,000)</u>	<u>\$ 7,360,000</u>

## NOTE 9 - LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2018:

	<u>Beginning Balance (As Adjusted)</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	\$ 20,424,500	\$ -	\$ (3,393,500)	\$ 17,031,000	\$ 3,328,500
Unamortized premium	1,644,848	-	(96,502)	1,548,346	-
Total bonds payable	22,069,348	-	(3,490,002)	18,579,346	3,328,500
Other liabilities:					
Capital leases	1,466,238	673,353	(891,760)	1,247,831	495,016
Compensated absences	1,071,326	32,047	(16,179)	1,087,194	108,719
Net pension liability	14,296,344	-	(424,489)	13,871,855	-
Net OPEB liability	14,516,460	295,661	-	14,812,121	-
	<u>\$ 53,419,716</u>	<u>\$ 1,001,061</u>	<u>\$ (4,822,430)</u>	<u>\$ 49,598,347</u>	<u>\$ 3,932,235</u>
<b>Business-type Activities</b>					
Bonds payable:					
General obligation bonds	\$ 3,770,500	\$ -	\$ (366,500)	\$ 3,404,000	\$ 361,500
Other liabilities:					
Notes payable	18,688,356	-	(1,038,943)	17,649,413	1,059,913
Net pension liability	361,450	96,743	-	458,193	-
	<u>\$ 22,820,306</u>	<u>\$ 96,743</u>	<u>\$ (1,405,443)</u>	<u>\$ 21,511,606</u>	<u>\$ 1,421,413</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.

**General Obligation Bonds and Notes Payable**

A summary of general obligation bonds and note payable outstanding at June 30, 2018 is as follows:

<b>Purpose of Bonds</b>	<b>Date of Issue</b>	<b>Original Issue</b>	<b>Interest Rates</b>	<b>Maturity Date</b>	<b>Amount Outstanding</b>
<b>Governmental Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	6,472,120	2.0% - 5.0%	2020	\$ 1,366,000
General Obligation Bonds	2008	16,963,000	4.0% - 5.0%	2028	2,570,000
General Obligation Bonds	2010	3,865,000	2.0% - 4.0%	2031	2,205,000
General Obligation Bonds	2017	11,840,000	3.0% - 5.0%	2037	10,890,000
					<u>\$ 17,031,000</u>
<b>Business-type Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	4,630,000	2.0% - 5.0%	2024	\$ 1,389,000
General Obligation Bonds	2008	242,000	4.0% - 5.0%	2019	25,000
General Obligation Bonds	2017	2,100,000	3.0% - 5.0%	2037	1,990,000
					<u>3,404,000</u>
Notes Payable					
State of Connecticut Clean Water Fund	2013	22,165,429	2.0%	2033	17,649,413
					<u>\$ 21,053,413</u>

Annual debt service requirements to maturity on general obligation bonds and the notes payable are as follows as of June 30, 2018:

<b>Year ending June 30:</b>	<b>Governmental Activities</b>		
	<b>Bonds Payable</b>		
	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2019	\$ 3,328,500	\$ 634,532	\$ 3,963,032
2020	1,853,500	526,761	2,380,261
2021	1,348,500	445,739	1,794,239
2022	1,263,500	386,050	1,649,550
2023	1,263,500	327,313	1,590,813
2024-2028	5,438,500	878,512	6,317,012
2029-2033	2,035,000	225,911	2,260,911
2034-2038	500,000	39,530	539,530
	<u>\$ 17,031,000</u>	<u>\$ 3,464,348</u>	<u>\$ 20,495,348</u>

Year ending June 30:	Business-type Activities				
	Bonds Payable		Notes Payable		Total
	Principal	Interest	Principal	Interest	
2019	\$ 361,500	\$ 130,271	\$ 1,059,913	\$ 343,307	\$ 1,894,991
2020	336,500	116,186	1,081,307	321,914	1,855,907
2021	336,500	101,444	1,103,132	300,088	1,841,164
2022	336,500	86,471	1,125,398	277,822	1,826,191
2023	336,500	71,383	1,148,114	255,107	1,811,104
2024-2028	826,500	198,978	6,097,675	918,427	8,041,580
2029-2033	725,000	87,000	6,033,874	280,621	7,126,495
2034-2038	145,000	4,350	-	-	149,350
	<u>\$ 3,404,000</u>	<u>\$ 796,083</u>	<u>\$ 17,649,413</u>	<u>\$ 2,697,286</u>	<u>\$ 24,546,782</u>

### 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. 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, 2018.

### Capital Leases

A summary of assets acquired through capital leases is as follows as of June 30, 2018:

	<b>Governmental Activities</b>
Equipment	\$ 5,216,009
Less: accumulated amortization	1,716,268
	<u>\$ 3,499,741</u>

Amortization expense relative to leased property under capital leases totaled \$442,157 for the year ended June 30, 2018 and is included in depreciation and amortization expense disclosed in Note 4.

Future minimum lease obligations and the net present value of the minimum lease payments as of June 30, 2018 is as follows:

	<b>Governmental Activities</b>
Year Ending June 30:	
2019	\$ 515,138
2020	330,907
2021	199,215
2022	116,066
2023	116,066
Total minimum lease payments	<u>1,277,392</u>
Less: amount representing interest	<u>29,561</u>
Present value of minimum lease payments	<u>\$ 1,247,831</u>

## NOTE 10 - EMPLOYEE RETIREMENT PLANS

### Pension Trust Fund

#### Plan Description

*Plan administration* - 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 Teachers’ Retirement System. The Plan is administered by the Town Finance Director. Plan benefits and contribution requirements are established by the plan document.

*Plan membership* - 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 June 30, 2018:

Retirees and beneficiaries receiving benefits	249
Terminated plan members entitled to but not yet receiving benefits	113
Active plan members	405
	<u>767</u>

*Benefits provided* - 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 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 0.5% 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 0.5% 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 consists of insurance contracts and are measured by the Town at contract value.

**Concentrations** - As of June 30, 2018, 100% of the Town Plan's investments were invested in insurance contracts issued by the Principal Financial Group.

**Rate of return** - For the year ended June 30, 2018, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was approximately 6.28%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

## Net Pension Liability

The components of the Town's net pension liability of the Town Plan at June 30, 2018, were as follows:

Total pension liability	\$ 72,201,637
Plan fiduciary net position	<u>57,871,589</u>
Net pension liability	<u><u>\$ 14,330,048</u></u>
 Plan fiduciary net position as a percentage of the total pension liability	 80.15%

The components of the change in the net pension liability of the Town Plan for the year ended June 30, 2018, were as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance as of June 30, 2017	\$ 69,930,965	\$ 55,273,171	\$ 14,657,794
<b>Changes for the year:</b>			
Service cost	1,432,314	-	1,432,314
Interest	5,164,801	-	5,164,801
Differences between expected and actual experience	(1,127,221)	-	(1,127,221)
Change in assumption	728,554	-	728,554
Contributions - employer	-	2,712,258	(2,712,258)
Contributions - employee	-	315,114	(315,114)
Net investment income	-	3,525,752	(3,525,752)
Benefit payments, including refunds	(3,927,776)	(3,927,776)	-
Administrative expense	-	(26,930)	26,930
<b>Net changes</b>	<u>2,270,672</u>	<u>2,598,418</u>	<u>(327,746)</u>
Balance as of June 30, 2018	<u><u>\$ 72,201,637</u></u>	<u><u>\$ 57,871,589</u></u>	<u><u>\$ 14,330,048</u></u>

The Town's net pension liability has been allocated between its governmental and business-type activities based on the proportionate share of contributions made to the plan.

*Actuarial assumptions* - The total pension liability for the Town Plan was determined by an actuarial valuation as of July 1, 2018, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Salary increases	2.50%
Investment rate of return, including inflation	7.35%
Discount rate	7.35%

The long-term expected rate of return on the Town Plan’s 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 Town Plan’s target asset allocation as of June 30, 2018 are summarized in the following table:

<b>Asset Class</b>	<b>Asset Allocation</b>	<b>Target Allocation</b>	<b>Long-term Expected Real Rate of Return</b>
Domestic Equity	28.56%	27.30%	7.20%
International Equity	14.35%	14.70%	5.25%
Fixed Income	55.00%	50.00%	4.98%
Real Estate / Other	2.09%	8.00%	N/A

*Discount rate* - The discount rate used to measure the total pension liability of the Town Plan was 7.35%. 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. 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 Plan’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 Plan, calculated using the discount rate of 7.35% as well as what the Town Plan’s net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.35%) or 1-percentage-point higher (8.35%) than the current rate:

	<b>1% Decrease (6.35%)</b>	<b>Current Discount (7.35%)</b>	<b>1% Increase (8.35%)</b>
Town Plan's net pension liability as of June 30, 2018	\$ 25,763,419	\$ 14,330,048	\$ 7,492,685

## Pension Expense and Deferred Outflows and Inflows of Resources

For the year ended June 30, 2018, the Town recognized pension expense related to the Town Plan of \$2,504,547. At June 30, 2018, the Town reported deferred outflows and inflows of resources related to the Town Plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Difference between expected and actual experience	\$ 141,781	\$ (2,238,626)	\$ (2,096,845)
Changes of assumptions and demographics	2,399,397	(455,069)	1,944,328
Difference between projected and actual earnings on plan investments	1,993,828	(663,574)	1,330,254
Total	<u>\$ 4,535,006</u>	<u>\$ (3,357,269)</u>	<u>\$ 1,177,737</u>

Amounts reported as deferred outflows and inflows of resources related to the Town Plan will be recognized as a component of pension expense in future years as follows:

Year ended June 30,	Amortization Expense
2019	\$ 1,023,456
2020	662,785
2021	(356,922)
2022	(117,400)
2023	(34,182)
	<u>\$ 1,177,737</u>

### Connecticut State Teachers' Retirement System

#### Plan Description

The faculty and professional personnel of the Town's Board of Education participates in the State of Connecticut's Teachers' Retirement System ("TRS"), which is a cost sharing multiple-employer defined benefit pension plan that provides retirement, disability, survivorship and health insurance benefits to plan members and their beneficiaries. The TRS is governed by Connecticut General Statute ("CGS") *Title 10, Chapter 167a* and is administered by the Connecticut State Teachers' Retirement Board (the "Board"). The TRS is included as a fiduciary pension trust fund in the State of Connecticut's Comprehensive Annual Financial Report and the Board issues publicly available financial reports.

#### Benefit Provisions

The plan provides retirement, disability and death benefits. Employees are eligible to retire at age 60 with 20 years of credited service in Connecticut, or 35 years of credited service including at least 25 years of service in Connecticut.

*Normal Retirement:* Retirement benefits for the employees are calculated as 2.0% of the average annual salary times the years of credited service (maximum benefit is 75.0% of average annual salary during the

3 years of highest salary). In addition, amounts derived from the accumulation of the 6.0% contributions made prior to July 1, 1989 and voluntary contributions are payable.

*Early Retirement:* Employees are eligible after 25 years of credited service with a minimum of 20 years of Connecticut service, or age 55 with 20 years of credited service with a minimum of 15 years of Connecticut service. Benefit amounts are reduced by 6.0% per year for the first 5 years preceding normal retirement age and 4.0% per year for the next 5 years preceding normal retirement age. Effective July 1, 1999, the reduction for individuals with 30 or more years of service is 3.0% per year by which retirement precedes normal retirement date.

*Minimum Benefit:* Effective January 1, 1999, Public Act 98-251 provides a minimum monthly benefit of \$1,200 to teachers who retire under the normal retirement provisions and who have completed at least 25 years of full time Connecticut service at retirement.

*Disability Retirement:* Employees are eligible for service-related disability benefits regardless of length of service. Five years of credited service is required to be eligible for non-service related disability. Disability benefits are calculated as 2% per year of service times the average of the highest three years of pensionable salary, as defined per the Plan, but not less than 15%, nor more than 50%. In addition, disability benefits under this plan (without regard to cost-of-living adjustments) plus any initial award of Social Security benefits and workers' compensation cannot exceed 75% of average annual salary. A plan member who leaves service and has attained 10 years of service will be entitled to 100% of the accrued benefit as of the date of termination of covered employment. Benefits are payable at age 60, and early retirement reductions are based on the number of years of service the member would have had if they had continued work until age 60.

*Pre-Retirement Death Benefit:* The plan also offers a lump-sum return of contributions with interest or surviving spouse benefit depending on length of service.

## **Contributions**

Per CGS 10-183z, contribution requirements of active employees and the State are amended and certified by the Board and appropriated by the General Assembly. The contributions are actuarially determined as an amount that, when combined with employee contributions and investment earnings, is expected to finance the costs of the benefits earned by employees during the year, with any additional amounts to finance any unfunded accrued liability.

In accordance with CGS Section 10-183z, the Town does not and is not legally responsible to contribute to the plan as a special funding situation exists that requires the State to contribute 100% of an employer's contributions on-behalf of its participating municipalities at an actually determined rate. Effective January 1, 2018, active employees are required to contribute 7.0%, previously 6.0%, of their annual earnings to the plan.

## **Administrative Expenses**

Administrative costs of the plan are funded by the State.

## **Basis of Presentation**

The collective net pension liability, deferred outflows and inflows of resources, and pension expense for the TRS has been measured as of June 30, 2017 based on an actuarial valuation performed as of

June 30, 2016. Since the Town does not contribute directly to the TRS, the Town does not recognize its proportionate share of these amounts in its financial statements. The information determined as of the June 30, 2017 measurement date for the TRS has been utilized by the Town for reporting on-behalf revenues, expenditures and expenses for the year ended June 30, 2018 and for reporting the proportionate share of the collective net pension liability that is attributed to the Town as of June 30, 2018.

### **Allocation Methodology**

The schedule of employer allocations for the TRS was calculated based upon the fiscal year 2017 expected contribution effort for each participating employer. The employer allocations were then applied to the net pension liability and pension expense to determine the amount applicable to each employer. For fiscal year 2017, the Town's expected contribution effort for allocation purposes totaled \$5,956,283 or 0.59% of the total expected contribution effort. The Town has recognized this amount as an on-behalf payment into the TRS as intergovernmental revenues and related education expenditures of the General Fund for the year ended June 30, 2018.

The components associated with the collective pension expense and deferred inflows and outflows of resources for the TRS have been determined based on the fiduciary net position as audited by the State of Connecticut Auditors of Public Accounts as part of the State of Connecticut's Comprehensive Annual Financial Report as of and for the year ended June 30, 2017. The portion of the collective pension expense allocated to the Town totaled \$9,190,886. The Town has recognized this amount as an operating contribution and related education expense of the governmental activities for the year ended June 30, 2018.

The total collective net pension liability of participating employers for the TRS was approximately \$13.502 billion as of the June 30, 2017 measurement date. The portion attributed to the Town totaled \$79,457,277 or approximately 0.59% of the total collective net pension liability.

### **Actuarial Assumptions**

The total pension liability as of June 30, 2016, was determined using the following actuarial assumptions, applied to all periods in the measurement:

Inflation	2.75%
Salary increases	3.25% - 6.50%, including inflation
Investment rate of return	8.00%, net of pension plan investment expense, including inflation

Mortality rates were based on the RPH-2014 White Collar table with employee and annuitant rates blended from ages 50 to 80, projected to the year 2020 using the BB improvement scale.

Future cost-of-living increases for teachers who retired prior to September 1, 1992, are made in accordance with increases in the Consumer Price Index, with a minimum of 3% and a maximum of 5% per annum. For teachers who were members of the Teachers' Retirement System before July 1, 2007, and retire on or after September 1, 1992, pension benefit adjustments are made that are consistent with those provided for Social Security benefits on January 1 of the year granted, with a maximum of 6% annum. If the return on assets in the previous year was less than 8.5%, the maximum increase is 1.5%. For teachers who were members of the Teachers' Retirement System after July 1, 2007, pension adjustments are made that are consistent with those provided for Social Security benefits on January 1 of

the year granted, with a maximum of 5% per annum. If the return on assets in the previous year was less than 11.5%, the maximum increase is 3%, and if the return on the assets in the previous year was less than 8.5%, the maximum increase is 1.0%.

### Long-Term Rate of Return

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. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Large Cap U.S. Equities	21.0%	5.80%
Developed Non-U.S. Equities	18.0%	6.60%
Fixed Income (Core)	7.0%	1.30%
Private Equity	11.0%	7.60%
Emerging Markets (Non-U.S.)	9.0%	8.30%
Alternative Investments	8.0%	4.10%
Inflation Linked Bonds	3.0%	1.00%
Cash	6.0%	0.40%
Real Estate	7.0%	5.10%
Emerging Market Bonds	5.0%	3.70%
High Yield Bonds	5.0%	3.90%
	100.0%	

### Discount Rate

The discount rate used to measure the total pension liability was 8.00%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that State contributions will be made at the actuarially determined rates in future years. Based on those assumptions, the pension plan’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.

### Proportionate Share of the Collective Net Pension Liability

The following presents the Town’s proportionate share of the net pension liability calculated using the discount rate of 8.00%, as well as what the Town’s proportionate share of the 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%)
Proportionate share of the net pension liability attributed to the Town	\$ 99,457,080	\$ 79,457,277	\$ 62,548,696

### **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 11 - AWARDS PROGRAM**

The Town, in collaboration with the volunteer firefighters and ambulance organizations that serve the Town, has established a revocable trust fund (the “Firefighters Reward Program Fund”) to accumulate awards for the benefit of the organizations’ members. Members generally become eligible to participate in the awards program upon completion of one year of continuous service. The contribution requirements of the Town are established and may be amended by the Boards governing each organization, with approval by the Town Council. The Town generally contributes \$300 annually to the fund on-behalf of each active participant. Participants become fully vested in the awards program upon completion of 10 years of service, upon death or upon becoming disabled. The Town finance director serves as the administrator of the awards program and, accordingly, the Town has reported the Firefighters Reward Program Fund as an agency fund in the accompanying financial statements. During the year ended June 30, 2018, the Town contributed \$40,500 to the fund for awards earned by participants for the fiscal 2017 service year.

### **NOTE 12 - OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

#### **Plan Description**

The Town administers an Other Post-Employment Benefits Plan (the “OPEB Plan”), which is a single-employer defined benefit healthcare plan. The OPEB 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 OPEB Plan is considered to be part of the Town’s financial reporting entity. The OPEB Plan does not issue a publicly available financial report and is not included in the financial statements of another entity.

#### **Plan Membership**

At June 30, 2018, plan membership consisted of the following:

	<u>Police</u>	<u>Teachers</u>	<u>Total</u>
Current retirees, beneficiaries, and dependents	21	74	95
Current active participants	39	311	350
	<u>60</u>	<u>385</u>	<u>445</u>



## Plan Provisions

Contribution requirements of the plan members and the Town are established 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. The Town is funding these benefits in an Other Post-Employment Benefits Trust Fund.

## Net OPEB Liability

The Town's net OPEB liability reported as of June 30, 2018 totaled \$14,812,121. The total OPEB liability was measured as of June 30, 2018 using an actuarial valuation performed as of July 1, 2016.

*Actuarial Assumptions and Other Inputs* – The net OPEB liability as of June 30, 2018 was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation date:	July 1, 2016
Actuarial cost method:	Projected Unit Credit Cost
Amortization method:	Level Dollar
Remaining amortization period:	30 years, closed
Asset valuation method:	Fair Market Value
Actuarial assumptions:	
Discount rate	3.57%
Investment rate of return	7.50%
Projected salary increases	4.5%, includes inflation
Healthcare cost trend rate	5.9% initial 3.8% final

The discount rate was based on the Bond Buyer 20 (GO 20 Index) as of the measurement date, which represents municipal bond trends based on a portfolio of 20 general obligation bonds that mature in 20 years.

Mortality rates were based on the RP-2014 Mortality Tables for Males and Females projected forward 18 years.

### Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balance as of June 30, 2017	\$ 15,189,094	\$ 672,634	\$ 14,516,460
<b>Changes for the year:</b>			
Service cost	563,565	-	563,565
Interest	530,982	-	530,982
Differences between expected and actual experience	(128,494)	-	(128,494)
Change in assumption	(99,718)	-	(99,718)
Contributions - employer	-	563,767	(563,767)
Contributions - employee	-	-	-
Net investment income	-	6,907	(6,907)
Benefit payments, including refunds	(463,767)	(463,767)	-
Administrative expense	-	-	-
<b>Net changes</b>	<u>402,568</u>	<u>106,907</u>	<u>295,661</u>
Balance as of June 30, 2018	<u>\$ 15,591,662</u>	<u>\$ 779,541</u>	<u>\$ 14,812,121</u>

Changes in assumptions primarily reflects a change in the discount rate from 3.57% to 3.62% as of June 30, 2018 measurement date.

*Sensitivity of the net OPEB asset to changes in the discount rate* - The following presents the Town's net OPEB liability for the OPEB Plan, calculated using the discount rate disclosed above, as well as what the Town's net OPEB liability would be for the OPEB Plan if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	1% Decrease (2.62%)	Current Discount (3.62%)	1% Increase (4.62%)
Town's net OPEB liability as of June 30, 2018	\$ 16,543,410	\$ 14,812,121	\$ 13,305,993

*Sensitivity of the net OPEB asset to changes in the healthcare cost trend rates* - The following presents the Town's net OPEB liability for the OPEB Plan, calculated using the discount rate disclosed above, as well as what the Town's net OPEB liability would be for the OPEB Plan if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	1% Decrease	Current Discount	1% Increase
Town's net OPEB liability as of June 30, 2018	\$ 12,619,229	\$ 14,812,121	\$ 17,531,328

## OPEB Expense and Deferred Outflows and Inflows of Resources

For the year ended June 30, 2018, the Town recognized OPEB expense of \$1,021,835. As of June 30, 2018, the Town reported deferred outflows and inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Net Deferred Outflows (Inflows) of Resources</u>
Difference between expected and actual experience	\$ -	\$ (3,877,781)	\$ (3,877,781)
Changes of assumptions and demographics	2,852,922	-	2,852,922
Difference between projected and actual earnings on plan investments	47,894	-	47,894
Total	<u>\$ 2,900,816</u>	<u>\$ (3,877,781)</u>	<u>\$ (976,965)</u>

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized as a reduction of OPEB expense as follows:

Year ended June 30,	<u>Amortization Pension Expense</u>
2019	\$ 46,217
2020	46,217
2021	46,217
2022	56,960
2023	60,867
Thereafter	720,487
	<u>\$ 976,965</u>

### Connecticut State Teachers' Retirement System

#### Plan Description

The faculty and professional personnel of the Town's Board of Education participates in the State of Connecticut's Teachers' Retirement System ("TRS"), which is a cost sharing multiple-employer defined benefit pension plan that provides retirement, disability, survivorship and health insurance benefits to plan members and their beneficiaries. The TRS is governed by Connecticut General Statute ("CGS") *Title 10, Chapter 167a* and is administered by the Connecticut State Teachers' Retirement Board (the "Board"). The OPEB trust fund is included in the TRS, and the TRS is included in the State of Connecticut audit as a pension trust fund.

#### Benefit Provisions

The Plan covers retired teachers and administrators of public schools in the State who are receiving benefits from the Plan. The Plan provides healthcare insurance benefits to eligible retirees and their spouses. Any member that is currently receiving a retirement or disability benefit through the Plan is

eligible to participate in the healthcare portion of the Plan. Subsidized Local School District Coverage provides a subsidy paid to members still receiving coverage through their former employer and the TRB Sponsored Medicare Supplemental Plans provide coverage for those participating in Medicare, but not receiving Subsidized Local School District Coverage.

Any member that is not currently participating in Medicare Parts A & B is eligible to continue health care coverage with their former employer. A subsidy of up to \$110 per month for a retired member plus an additional \$110 per month for a spouse enrolled in a local school district plan is provided to the school district to first offset the retiree's share of the cost of coverage, any remaining portion is used to offset the district's cost. The subsidy amount is set by statute, and has not increased since July of 1996. A subsidy amount of \$220 per month may be paid for a retired member, spouse or the surviving spouse of a member who has attained the normal retirement age to participate in Medicare, is not eligible for Part A of Medicare without cost, and contributes at least \$220 per month towards coverage under a local school district plan.

Any member that is currently participating in Medicare Parts A & B is eligible to either continue health care coverage with their former employer, if offered, or enroll in the plan sponsored by the System. If they elect to remain in the plan with their former employer, the same subsidies as above will be paid to offset the cost of coverage.

If a member participating in Medicare Parts A & B so elects, they may enroll in one of the CTRB Sponsored Medicare Supplemental Plans. Active members, retirees, and the State pay equally toward the cost of the basic coverage (medical and prescription drug benefits).

Employees are eligible to retire at age 60 with 20 years of credited service in Connecticut, or 35 years of credited service including at least 25 years of service in Connecticut.

### **Contributions**

Per CGS 10-183z, which reflects Public Act 79-436 as amended), contribution requirements of active employees and the State of Connecticut are amended and certified by the TRB and appropriated by the General Assembly. The State pays for one third of plan costs through and annual appropriation in the General Fund. School district employers are not required to make contributions to the Plan.

The cost of providing plan benefits is financed on a pay-as-you-go basis as follows: active teachers' pay for one third of the Plan costs through a contribution of 1.25% of their pensionable salaries, and retired teachers pay for one third of the Plan costs through monthly premiums, which helps reduce the cost of health insurance for eligible retired members and dependents.

Contributions remitted by the State are recognized when legally due, based upon statutory requirements.

### **Administrative Expenses**

Administrative costs of the Plan are to be paid by the General Assembly per Section 10-183r of the Connecticut General Statutes.

## **Basis of Presentation**

The collective net OPEB liability, deferred outflows and inflows of resources, and OPEB expense for the TRS has been measured as of June 30, 2017 based on an actuarial valuation performed as of June 30, 2016. Since the Town does not contribute directly to the TRS, the Town does not recognize its proportionate share of these amounts in its financial statements. The information determined as of the June 30, 2017 measurement date for the TRS has been utilized by the Town for reporting on-behalf revenues, expenditures and expenses for the year ended June 30, 2018 and for reporting the proportionate share of the collective net OPEB liability that is attributed to the Town as of June 30, 2018.

The components associated with the OPEB expense and deferred inflows and outflows of resources have been determined using the unrecognized portions of each year's experience and assumption changes for the year ended June 30, 2017.

## **Allocation Methodology**

The schedule of allocations have been prepared to provide the total amount of employer contributions from the State and the proportionate share percentages that have been determined based on these contributions. Based on these percentages the proportionate share amounts of the net OPEB liability associated with each participating employer and the employer OPEB expense and revenue for State support for each participating employer for the year ending June 30, 2017.

For fiscal year 2017, the Town's expected contribution effort for allocation purposes totaled \$117,235 or 0.588% of the total expected contribution effort. The Town has recognized this amount as an on-behalf payment into the TRS as intergovernmental revenues and related education expenditures of the General Fund for the year ended June 30, 2018.

The components associated with the collective OPEB expense and deferred inflows and outflows of resources for the TRS have been determined based on the fiduciary net position as audited by the State of Connecticut Auditors of Public Accounts as part of the State of Connecticut's Comprehensive Annual Financial Report as of and for the year ended June 30, 2017. The portion of the collective OPEB expense allocated to the Town totaled \$947,821. The Town has recognized this amount as an operating contribution and related education expense of the governmental activities for the year ended June 30, 2018.

The total collective net OPEB liability of participating employers for the TRS was approximately \$3.475 billion as of the June 30, 2017 measurement date. The portion attributed to the Town totaled \$20,451,392 or approximately 0.588% of the total collective net OPEB liability.

## Actuarial Assumptions

The total OPEB liability was determined by an actuarial valuation as of June 30, 2016 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.75%
Salary increases	3.25% - 6.50%, including inflation
Investment rate of return	2.75%, net of investment related expense
Healthcare cost trend rates:	
Pre- Medicare	7.25% for 2017 decreasing to an ultimate rate of 5.00% by 2022
Medicare	7.25% for 2017 decreasing to an ultimate rate of 5.00% by 2022

Mortality rates were based on the RPH-2014 White Collar table with employee and annuitant rates blended from ages 50 to 80, projected to the year 2020 using the BB improvement scale.

## Long-Term Rate of Return

The long-term expected rate of return on plan assets is reviewed as part of the actuarial valuation process. Several factors are considered in evaluating the long-term rate of return assumption, including the Plan's current asset allocations and a log-normal distribution analysis using the best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) for each major asset class.

The long-term expected rate of return was determined by weighing the expected future real rates of return by the target asset allocation percentage and then adding expected inflation. The assumption is not expected to change absent a significant change in the asset allocation, a change in the inflation assumption, or a fundamental change in the market that alters expected returns in future years.

The target asset allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
U.S. Treasuries (Cash Equivalents)	100.0%	0.04%

## Discount Rate

The discount rate used to measure the total OPEB liability was 3.56%. The projection of cash flows used to determine the discount rate was performed in accordance with the applicable standards. The projection's basis was an actuarial valuation performed as of June 30, 2016. In addition to the actuarial methods and assumptions of the June 30, 2016 actuarial valuation, the following actuarial methods and assumptions were used in the projection of cash flows:

- Total payroll for the initial projection year consists of the payroll of the active membership present on the valuation date. In subsequent projection years, total payroll was assumed to increase annual at a rate of 3.25%.
- Employee contributions were assumed to be made at the current member contribution rate.
- Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members.

- No future employer contributions were assumed to be made.
- For future plan members, contribution inflows were further reduced by the estimated amount of total service costs for future plan members not financed by their member contributions.

Based on those assumptions, the Plan's fiduciary net position was projected to be depleted in 2018 and, as a result, the Municipal Bond Index Rate was used in the determination of the single equivalent rate.

### Proportionate Share of the Collective Net Pension Liability

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate* - The following presents the proportionate share of the collective net OPEB liability attributed to the Town as of the June 30, 2017 measurement date, calculated using a discount rate of 3.56%, as well as what the proportionate share of the net OPEB liability attributed to the Town would be if it were calculated using a discount rate that is 1-percentage point lower (2.56%) or 1-percentage-point higher (4.56%) than the current rate:

	<u>1.00% Decrease (2.56%)</u>	<u>Current Rate (3.56%)</u>	<u>1.00% Increase (4.56%)</u>
Proportionate share of the net OPEB liability attributed to the Town	\$ 24,647,202	\$ 20,451,392	\$ 17,152,276

*Sensitivity of the Net OPEB liability to Changes in the Healthcare Cost Trend Rates* - The following presents the proportionate share of the collective net OPEB liability attributed to the Town as of the June 30, 2017 measurement date, calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease in Trend Rates</u>	<u>Current Trend Rates</u>	<u>1% Increase in Trend Rates</u>
Proportionate share of the net OPEB liability attributed to the Town	\$ 16,838,874	\$ 20,451,392	\$ 25,315,204

### NOTE 13 - 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, except as disclosed below. During fiscal year 2018 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.

The Town establishes claims liabilities based on estimates of claims that have been incurred but not reported at June 30, 2018. 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, 2018 and 2017 are as follows:

<b>Year Ended June 30</b>	<b>Claims Payable, Beginning of Year</b>	<b>Claims and Changes in Estimates</b>	<b>Claims Paid</b>	<b>Claims Payable, End of Year</b>
2017	\$ 995,800	\$ 10,534,958	\$ 11,530,758	\$ 671,208
2018	671,208	12,769,423	12,665,999	774,632

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 member 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 by-laws.



## NOTE 14 - FUND BALANCE

As of June 30, 2018, fund balances have been classified based on the following purposes:

	General Fund	Waste Management Ordinance Fund	Capital Projects Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable:					
Advances to other funds	\$ 1,866,801	\$ -	\$ -	\$ -	\$ 1,866,801
Inventories	33,442	-	-	15,141	48,583
	<u>1,900,243</u>	<u>-</u>	<u>-</u>	<u>15,141</u>	<u>1,915,384</u>
Restricted for:					
Health and Welfare:					
Charitable programs	-	-	-	87,588	87,588
Debt Service	351,500	-	-	-	351,500
Education:					
School lunch program	-	-	-	907,890	907,890
Education programs	-	-	-	812	812
Capital purposes:					
Enabling legislation	-	9,359,878	-	-	9,359,878
Unspent bond proceeds	-	-	5,833,392	591,217	6,424,609
Grant programs	-	-	-	84,190	84,190
	<u>351,500</u>	<u>9,359,878</u>	<u>5,833,392</u>	<u>1,671,697</u>	<u>17,216,467</u>
Committed to:					
Health and welfare	-	-	-	101,602	101,602
Library	-	-	-	2,267,375	2,267,375
Education	-	-	-	67,898	67,898
Public works	-	-	-	64,832	64,832
Capital purposes	-	-	-	1,642,461	1,642,461
Volunteer fire	406,541	-	-	-	406,541
	<u>406,541</u>	<u>-</u>	<u>-</u>	<u>4,144,168</u>	<u>4,550,709</u>
Assigned to:					
Property tax stabilization	-	1,039,987	-	-	1,039,987
Use in fiscal year 2019:					
Original budgetary appropriation	250,000	-	-	-	250,000
Supplemental appropriation	250,000	-	-	-	250,000
Supplemental appropriation - capital purposes	1,500,000	-	-	-	1,500,000
Carried in force appropriations	389,321	-	-	-	389,321
General government - encumbrances	7,690	-	-	-	7,690
Public safety - encumbrances	8,794	-	-	-	8,794
Public works - encumbrances	7,224	-	-	-	7,224
Health and welfare - encumbrances	1,010	-	-	-	1,010
Culture and recreation - encumbrances	5,949	-	-	-	5,949
Capital purposes - encumbrances	169,792	-	-	-	169,792
Other purposes	259,629	-	-	-	259,629
	<u>2,849,409</u>	<u>1,039,987</u>	<u>-</u>	<u>-</u>	<u>3,889,396</u>
Unassigned	17,562,227	-	(7,360,000)	(28,003)	10,174,224
	<u>\$ 23,069,920</u>	<u>\$ 10,399,865</u>	<u>\$ (1,526,608)</u>	<u>\$ 5,803,003</u>	<u>\$ 37,746,180</u>

### **Deficit Fund Balances**

The following funds have deficit fund balances as of June 30, 2018, none of which constitutes a violation of statutory provisions:

<u>Fund</u>	<u>Amount</u>
Capital Projects Fund	\$ 1,526,608
STEAP Grants Fund	28,003

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

### **NOTE 15 - 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 16 - SUBSEQUENT EVENT**

In January 2019, the Town issued \$7,360,000 of bond anticipation notes to refinance previously outstanding bond anticipation notes. The \$7,360,000 in bond anticipation notes bear an interest rate of 2.75% and mature on July 25, 2019.

### **NOTE 17 - IMPLEMENTATION OF NEW ACCOUNTING STANDARDS**

In November 2016, the GASB issued Statement No. 83, *Certain Asset Retirement Obligations*. This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement which (1) establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs, (2) requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred, and (3) requires the

current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2019. The Town is currently evaluating the potential impact of adopting this Statement on its financial statements.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2019. The Town is currently evaluating the potential impact of adopting this Statement on its financial statements.

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2020. The Town is currently evaluating the potential impact of adopting this Statement on its financial statements.

In April 2018, the GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*. The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. The requirements of this Statement are effective for the Town's reporting period beginning July 1, 2018. The Town is currently evaluating the potential impact of adopting this Statement on its financial statements.

In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*. The objective of this Statement are (a) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (b) to simplify accounting for interest cost incurred before the end of a construction period. The requirements of this Statement should be applied prospectively and are effective for the Town's reporting period beginning July 1, 2020. The Town is currently evaluating the potential impact of adopting this Statement on its financial statements.