

# **ANNUAL TOWN REPORT**

**TOWN OF NEW MILFORD,  
CONNECTICUT**

**FISCAL YEAR ENDING  
June 30, 2015**

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TOWN OF NEW MILFORD,  
CONNECTICUT  
Fiscal Year Ending June 30, 2015

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**SPECIAL SERVICES/PERMITS/LICENSES**

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

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

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Raffle Permits.....	Police Dept.
Recycling Punch-Cards.....	Public Works, Library, or Town Clerk
Reference/Information Service.....	NM Public Library
Sewer Connection Permits.....	NM Sewer Commission
Sewer Discharge Permits.....	NM Sewer Commission
Seepage Dumping Permits.....	NM Sewer Commission
Sign Permits.....	Zoning
Soil Erosion Sign Off.....	Zoning/Inland Wetlands
Subdivision Applications.....	Planning Commission
Subdivision Bonds.....	Planning Commission
Subsurface Sewage Disposal Systems Permit.....	Health Dept.
Variances.....	Zoning Board of Appeals
Vendor Permits.....	Mayor's Office
Visually Impaired Support Group.....	Commission on Aging
Voter Registration Cards.....	Town Clerk
Well Drilling Permits.....	Health Dept.
Youth & Families Services/Resources.....	Youth Agency
Zoning Permits.....	Zoning

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**MUNICIPAL AGENCY HOURS AND PHONE NUMBERS**

TAX ASSESSOR

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

BOARD OF EDUCATION:

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

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

BUILDING INSPECTOR

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

CHILDREN'S CENTER

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

COMMISSION ON AGING (SENIOR CENTER)

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

ECONOMIC DEVELOPMENT

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

FINANCE

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

FIRE MARSHAL

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

HEALTH DEPARTMENT

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

HIGHWAY DEPARTMENT

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

INLAND WETLANDS

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

NEW MILFORD PUBLIC LIBRARY

*MARK HASSKARL, DIRECTOR*  
355-1191

MAYOR'S OFFICE

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

PARKS AND RECREATION

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

PERSONNEL

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

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PLANNING COMMISSION

*JOSEPH GIRARDOT, CHAIRMAN*

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

355-6080

TAX COLLECTOR

*CATHERINE REYNOLDS, TAX COLLECTOR*

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

355-6085

POLICE DEPARTMENT

*SHAWN BOYNE, POLICE CHIEF*

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

355-3133

TOWN CLERK'S OFFICE

*NOREEN PRICHARD, TOWN CLERK*

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

355-6020

PROBATE COURT

*MARTIN LANDGREBE, PROBATE JUDGE*

355-6029

YOUTH AGENCY

*MARK MANKIN, DIRECTOR*

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

354-0047

DEPARTMENT OF PUBLIC WORKS

*MICHAEL ZARBA, DIRECTOR*

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

355-6040

ZONING

*LAURA REGAN,*

*ZONING ENFORCEMENT OFFICER*

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

355-6095

SOCIAL SERVICES

*MARGARET MOLINA, DIRECTOR*

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

355-6079

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

In compliance with the Town Charter of the Town of New Milford, this Board is publishing the Annual Report of the Town of New Milford, covering the period July 1, 2014 – June 30, 2015 (including both dates).

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

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

Joanne Chapin,  
Board of Finance Chairwoman



## Report of the Mayor

2014 - 2015

While the State of Connecticut continues to face economic challenges, it has never been more important to hold costs down while providing exemplary services to our residents, without a significant impact to their tax burden. We continue our efforts to accomplish that goal through careful review of expenses and a deliberate search for supportive funds from competitive grants, state allocations and municipal bonding opportunities.

The annual budget was delivered to the Board of Finance and Town Council on Tuesday, February 17<sup>th</sup> after months of meetings with Department Heads to review their requests and upcoming projects. The first Joint Budget Hearing meeting was held on Monday, February 23<sup>rd</sup>, thus beginning the 6-8 week review of the 2015/16 budget by the Town Council and Board of Finance. Adjustments were made and the budget was sent forward to the voters. The voting public approved the final budget on May 5<sup>th</sup> at the first referendum.

In August, the Town applied for a \$498,253 Small Town Economic Assistance Program (STEAP) grant to expand the recreation room and facilities at the New Milford Senior Center in the Paul S. Richmond building. We received notice of the grant award in May. Once the grant contracts are in place with the State, the project will be bid out for engineering design with anticipated construction in early spring of 2016.

The Housatonic Probate Court, Probate District #44, continues to serve the region well, although restricted at times by the available office space in Town Hall. The Judge maintains his request for additional court space, which is being considered with potential for placement of the Probate Court in the Richmond Building, in the future.

Bid documents were developed for the demolition and removal of the Century Enterprise Center building. This project will be largely funded by the Connecticut Department of Economic Development and Community Development grant award of \$2.5 Million. As required by State and local purchasing regulations, the project was put to bid, with bids due by June 18<sup>th</sup>. Once a bidder is selected and approved by the EPA, the demolition will begin. The hope is for all approvals to be complete for building demolition in the fall of 2015.

The Sewer Commission reviewed and revised their fee structure for a more business friendly approach to new user hook-up costs. The Economic Development Commission was supportive of the new fee structure in their continued efforts to bring business into New Milford.

The Litchfield Crossings Retail Center continues to attract tenants under new ownership. Panera Bread opened in November, while GNC opened their doors in the early spring of 2015 and Petco confirmed to open during the summer. Other retailers have expressed interest in the location, as it is marketing through both local and national efforts by the current owners. Retail development continues along the Route 7 corridor, with the most

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notable construction being a new Goodwill Donation Center and Store at the site of the old Schneider Trucking building and the former Southworth's car dealership renovation.

The Town filed for the conveyance of the "triangle" property at the intersection of Sullivan Road and Connecticut Route 7 that was a result of the Route 7 expansion and reconstruction project. The intention is that the .29 acres be kept as green and open space at that intersection, making the approach into New Milford more visually appealing.

Bridge review, repair and reconstruction continue throughout town with the assistance of the Local Transportation Capital Improvement Program (LOTICIP), which provides up to 100% funding for construction costs. The Riverview Road Bridge in Gaylordsville was completed in early May. Since Housatonic Railroad closed the railroad crossing at Waller Road in Gaylordsville, several neighbors have expressed concern about emergency service access, large truck deliveries and a general inconvenience due to the extensive detour. Discussions with Housatonic Railroad are on-going in an attempt for a reasonable solution.

Plans and bid specs were finalized for the reconstruction of sidewalks on the north side of Bridge Street from Young's Field Road to the Green. With only one bid received, the project had to be rebid based on the \$448,334 STEAP grant requirements. With a second round of bidding, the project is expected to be constructed during the early fall of 2015.

The Western Connecticut Council of Governments was formed and began monthly meetings, rotating meeting locations throughout the region. The staff members at HVCEO continue to serve as New Milford's Metropolitan Planning Organization.

The GE Settlement Fund projects are moving along. Final engineering designs were completed for the Young's Field Riverwalk project and applications were filed for the variety of required permits. An extension was granted by the U.S. Fish and Wildlife, allowing for construction of the project during the 2016 construction season, as long as all permits are approved. The Indian Fields Wildlife Preserve project on the west side of the Housatonic River, just north of Veteran's Bridge, is almost complete and will be a wonderful place for an educational nature walk.

The GE Settlement Fund also provided for the Housatonic River Trail (on the Still River) project and was awarded to King's Mark Resource Conservation and Development. King's Mark no longer has sufficient staffing available to carry out the project. Currently, this project is being reviewed by local Wetlands and Engineering for any necessary project adjustments to

the Still River access and clean-up. We began discussion with Housatonic Valley Association regarding administration of the grant and the project.

The Department of Economic and Community Development awarded the town a \$10,000 Arts Catalyze Placemaking grant for engineering and architectural design of the town owned parcel behind 25 Church Street. The funds will be used to draft plans for an intimate outdoor arts and gathering space that can be used for small performances and public gatherings. The conceptual designs include a few small artist pavilions that can be seasonally rented to local artists for the display and sales of their works.

Gallery 25 and Creative Arts Studio on Church Street continues to attract area artists and residents wishing to explore the arts through show or workshops held at the gallery. The Gallery is staffed by artist volunteers

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several days a week and on weekends. The variety of workshops held in the gallery are well attended and bring a fresh feel for appreciation of local art.

The \$7,770 grant received from the Department of Economic and Community Development Office of Culture and Tourism has been instrumental in the development of Connecticut's first Barn Quilt Block Trail. Barn locations and the preliminary Barn Quilt Block Trail route were developed through the efforts of several community volunteers. Quilt block designs are being chosen by property owners to reflect their family heritage, farming history or another passion. The Tour will begin with a block on the barn behind Town Hall, direct visitors up Second Hill, over the ridge and back down to Route 202 in Northville before bringing them back into the downtown, with the final block of the tour on the Historical Society.

There are a lot of exciting and innovative projects, as well as some necessary one's going on. As we work to provide you with a high standard of service, I continue to welcome your ideas, thoughts and suggestions on how we can improve or extend services in our wonderful community.

Sincerely,

Patricia Murphy  
Mayor of New Milford

**Board of Education Annual Report  
2014 – 2015**

The New Milford Public Schools served 4,343 students in kindergarten through grade 12 during the 2014-15 academic year with a staff of 377 teachers, 18 administrators, and 230 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2014-2015 totaled \$60,961,778.

**July 2014**

- The Board approved the appointment of **Mrs. Anne Bilko** as Principal for Sarah Noble Intermediate School.
- The Board approved the appointment of **Mrs. Jennifer Hankla** as K-3 Assistant Principal for Hill and Plain and John Pettibone Elementary Schools.
- The Board approved the appointment of **Mrs. Barbara Nanassy** as Assistant Principal for Sarah Noble Intermediate School.
- Dr. Paddyfote said as a point of information that as a result of these appointments Dr. Len Tomasello will be transferred to Hill and Plain School as Interim Principal for 2014-2015 and Mrs. Paula Kelleher will become Principal at Hill and Plain School effective July 1, 2015.
- The Board approved a new, three year contract for Dr. JeanAnn C. Paddyfote, Superintendent of the New Milford Public Schools.

**August 2014**

- Teachers and staff were welcomed back on August 19<sup>th</sup> and professional development days were held August 20<sup>th</sup> and 21<sup>st</sup>.
- All Staff Convocation took place on August 23<sup>rd</sup>.
- Students returned August 25<sup>th</sup>.

**September 2014**

- **Mrs. Connie Williams**, Grade 2 teacher at Northville Elementary School, was recognized as New Milford's Teacher of the Year for 2015.
- Dr. Paddyfote reported current enrollment of 4,345 students, four less than projected. She said she has been setting up community meetings with stakeholders and has six currently scheduled including the first one on September 24<sup>th</sup>.
- The Facilities Manager updated the Facilities Sub-Committee on summer projects.
- The Board approved signatories on school district accounts.
- The Board approved the submission of the following grants:
  - P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation in the amount of \$6,962.00
  - ED-229 Bilingual Education Program Grant for 2014-2015 in the amount of \$5,030.00
- The Board approved the following curricula:
  - Grade K Mathematics
  - Grade 1 Mathematics
  - Grade 3 Mathematics
  - Grade 4 Mathematics
  - Grade 5 Mathematics

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- Tuition rates were established and approved for the 2014-2015 school year.
- The Board moved to request that the End-of-Year Balance for 2014, subject to final audit, be designated to capital reserve.
- The Board approved the 2014-2015 New Milford Public Schools Teacher Evaluation Plan and Administrator Evaluation Plan.
- The Board agreed to contract with Milone and MacBroom, Inc. to provide technical assistance with redistricting for services totaling \$13,750.00.
- The Board approved the establishment of a 457(b) Deferred Compensation Plan through the Omni Group.

**October 2014**

- The Board recognized:
  - SNIS student **Wesley Hallock** – Winner in the 2014 CHET Dream Big! Competition
- Dr. Paddyfote handed out the latest enrollment data. The overall district enrollment is down 134 students when comparing June 2014 with current enrollment as of October 1<sup>st</sup>. When comparing the 2014 projection with actual, the overall enrollment is down by 17 students.
- The Board Chair distributed the 2013-2014 Annual Report of the New Milford Board of Education.
- The Board accepted the following donations:
  - PTO in the amount of \$6,621.00
  - New Milford High School Band Parents Organization in the amount of \$10,377.00
  - Goldring Family Foundation in the amount of \$48,617.00
- The Board approved the following grants:
  - District Consolidated Grant in the amount of \$337,822.00
  - Title III Grant in the amount of \$19,810.00
- The Board approved the following policies:
  - 1331 Smoking
  - 4117.41/4217.41 Employee Discipline
  - 4118.232/4218.232 Smoking
  - 4118.25/4218.25 Reporting Child Abuse and Neglect
  - 5113 Truancy
  - 5114 Removal/Suspension/Expulsion
  - 5131.6 Drugs, Alcohol and Tobacco
  - 5131.911 Safe School Climate Plan/Bullying
  - 5141 Student Health Services
  - 6111 School Calendar
  - 6142.1 Exemption from Instruction
  - 6145.2 Interscholastic/Intramural Athletics
- The Board approved a textbook for grade 9:
  - *Tell the Wolves I'm Home*
- The Board approved an amendment to the Section 125 Cafeteria Plan.
- The Board appointed Dr. Evan R. Hack to the position of School District Medical Advisor.
- The Board approved the School Security and Safety Plans.
- The Board approved the stipend position for Math Honor Society at New Milford High School.
- The Board approved the Memorandum of Understanding: Food Services and Emergency Shelter.
- The Board discussed the Schaghticoke Roof Replacement Project.
- The Superintendent's updated goals were provided to the Board as an Item for Information and Discussion.

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- The Board approved the appointment of **Mrs. Emily Gervasio** as Assistant Principal for Sarah Noble Intermediate School and Schaghticoke Middle School.

#### **November 2014**

- The Board of Education recognized the following:
  - Commended Students - 2015 National Merit Program: NMHS students **Serina Ahmed, Kevin Bun, Marta Gryb, Abigail Hambidge and Zachary Polley**
  - Publication of Dissertation, *Holographic Mind: Thinking the Future* – **Dr. Eileen Cooper**
  - New Milford Public School Retiree: **Mrs. Karen Kovacs**
- Mrs. Rebecca Auger, Planner for Milone and MacBroom, Inc., presented “Pettibone Consolidation Redistricting Review” to the Board.
- Mrs. Shook reported that the district received an Honorable Mention from CABA for its e-newsletter.
- The Board accepted the following donation:
  - New Milford PTO in the amount of \$4,264.00
- The Board approved the Arts in Education Mini-Grant in the amount of \$7,325.00.
- The Board approved the following curriculum:
  - Grade 8 Technology
- The Board approved AP Microeconomics as a new course and approved a revision to AP Physics.
- The Board agreed to contract with Arum and Associates, LLC, to serve as Transition Year Project Managers and to accept the terms of their proposal.
- The Board received the 2012-13 Strategic School Profile.

#### **December 2014**

- There was a Board Workshop on December 3<sup>rd</sup> to discuss common core.
- The Board held its Annual meeting and elected the following officers:
  - Chairperson – **Mrs. Angela C. Chastain**
  - Vice Chairperson – **Mr. Dave Littlefield**
  - Secretary – **Mrs. Wendy Faulenbach**
  - Assistant Secretary – **Mr. David A. Lawson**
- Board Chairperson Angela C. Chastain appointed **Mrs. Wendy Faulenbach** as parliamentarian for the Board.
- The Board recognized New Milford Public Schools Retirees: **Mrs. Marissa Froehlich and Mrs. Gayle Stewart**
- The Negotiations Committee reported on the Teachers’ Union arbitration award.
- The Board approved the following curricula:
  - Allied Health Careers
  - Health I
- The Board approved a new course:
  - Engineering Design and Development
- The Board approved a revision to Academic Statistics.
- The Five Year Curriculum Plan (2014-2019) was approved by the Board.
- Improvement to the front baseball field at SNIS by the New Milford Youth Little League was approved by the Board.
- The Board agreed to engage the Garland Company to develop bid specifications for the 1990’s section of the SMS roof, which comprises approximately 20,000 square feet, and to not seek state reimbursement for this portion of the work.

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- The Board approved School Boundary Lines for 2015-2016 per refined Scenario B as recommended by Milone and MacBroom, Inc. at the November 18, 2014 Special Meeting of the Board of Education.

### **January 2015**

- The Board held a special meeting on January 12, 2015 at which a Special Joint Meeting of the Town Council, Board of Education and Board of Finance heard a consultant's presentation of Feasibility Study findings conducted for the Ad Hoc Turf Committee. Following the presentation the Board authorized the Town of New Milford to access school property as necessary for the installation of a turf field or fields.
- The Board approved sending a letter from Board of Education members to legislators regarding the regional calendar.
- The Board approved the Sending Town Agreement for the Shepaug Regional Agriscience Program.
- The Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2015-2016 school year in the amount of \$61,578,808.00.

### **February 2015**

- The Board recognized the following students and staff:
  - Fire Prevention Poster Contest Winner: **Ryan Classey (SNIS)**
  - VFW Patriot's Pen Essay Contest Winner: **Morganne Cartee (SMS)**
  - NMPS Awardees of a CT Core Standards (CCS) Professional Learning Mini-Grant: **Mrs. Katherine Ciparelli, Ms. Corinne Clarke, Mrs. Dawn Delpha, Mrs. Tracy Nevins, Ms. Tracy Olmsted, Mrs. Robin Renner, Mrs. Stephanie Zappone, Mr. Brian Zupcoe**
  - NMPS Retiree: **Mrs. Barbara Adams**
- Dr. Paddyfote said New Milford High School's Project Lead the Way (PLTW) program has received national certification.
- The Facilities Sub-Committee discussed the Schaghticoke grade reconfiguration including the new lockers, the pods to help start the preparation for the move, the conversion of the metal shop into art rooms, and the cafeteria sound proofing, as well as an update on overtime.
- The Operations Sub-Committee discussed the monthly reports and exhibits, gifts and donations, the planning for the district-wide grade reconfiguration and the potential uses for the John Pettibone School building.
- The Board of Education accepted the following Gifts:
  - New Milford Police Union in the amount of \$2,000.00 and
  - Western CT Health Network (New Milford Hospital) in the amount of \$2,000.00
- The Board approved the following policies:
  - 4112.9/4212.9 Outside Employment
  - 4115 Evaluations
  - 4118.5/4218.5 Electronic Monitoring
  - 4121 Substitute Teachers
- The Board approved the planning for district-wide grade reconfiguration as discussed.
- The Board amended the agenda to suspend the rules to add to the agenda discussion of the Schaghticoke school roof project.

### **March 2015**

- The Board recognized the following students:
  - Geography Bee Winners: **Andrew Xu (SNIS)** and **Scott Klimowich (SMS)**

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- The Superintendent noted that March is Board Appreciation Month and thanked Board members for their hard work and commitment to the New Milford Public Schools.
- Dr. Paddyfote offered kudos to the New Milford High School band for its invitation to perform at Carnegie Music Hall last Friday. She reported that New Milford High School DECA Club members placed first, second and third at the state competition and therefore have advanced on to the international career development competition.
- The Facilities Sub-Committee discussed the roof at Schaghticoke and a water leak at the high school which was caused by a sprinkler pipe under the foundation in the theatre.
- The Operations Sub-Committee discussed the disposition of John Pettibone School.
- The Committee on Learning discussed the middle school version of Project Lead the Way and heard a K-5 math program update.
- The Board of Education approved the following grant:
  - District Technology Upgrades to Support Transition to the New Standards in the amount of \$321,887.00
- The Board approved the following curriculum:
  - Architectural Drafting II
  - Architectural Drafting III
- The Board approved the Five Year Technology Capital Plan 2015-2020.
- The Board approved the following textbooks:
  - *Fortune's Bones* – Grades 9 – 12
  - *Conversations in American Literature* – Grade 11
  - *Country Driving: A Chinese Road Trip* – Grades 11 – 12
  - *Economics* – Grades 11 – 12
  - *Economics: Principles, Problems & Policies* – Grade 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.
- The Board authorized the administration to seek bids on the 1973 portion of the Schaghticoke Middle School roof and further authorize the administration to work with the Garland Company to develop bid specs for the 1973 portion of the Schaghticoke Middle School roof per their contract with the US Communities Government Purchasing Alliance.
- The Board received a summary of the Town of New Milford Audit Report dated June 30, 2014.

**April 2015**

- The Board recognized the following students:
  - CAS Elementary Arts Recognition: **HPS students Zachary Schneider and Kaia Wotzak** (pictured above with HPS Principal Len Tomasello)
  - CMEA Northern Region Middle School Music Festival: **SMS students Jessica Berkun, Madison Bielmeier, Michael Cavuoto, Nicholas Cavuoto, Emma Chamberlin, Geovanna Coelho, Kasey Donnelly, Jenna Drahota, Emma Harvison, Scott Klimowich, Madyson Lubas, Eliza Peery, Melissa Salazar, Grace Schuette, William Stanton and SNIS students Sophia Conklin, Adam Crispo, August Latta, Madelyn Malinowski, Amanda Manaog, Emma Padros, Samuel Quigley, Hannah Spinner, Terrell Williams and Andrew Xu**
- The Board of Education accepted the following Gifts and Donations:
  - PTO - \$14,975.50
  - MCCA, Inc. - \$1,000.00
- The Board approved the following policy:
  - 4115.1/4215.1 Athletic Coaches Evaluation and Termination



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- The Board approved the Five Year Facilities Capital Plan 2015-2020.
- The Board approved the 2015-2016 Curriculum Plan adjustment to add Grade 6 Math, K-5 Social Studies and K-2 Developmental Guidance.
- The Board approved a Middle School Project Lead the Way Program.
- The Board approved June 20, 2015 at 5:00 p.m. as the New Milford High School Graduation Date for June 2015.
- The Board approved the position of a full time Adult Education Director and granted permission to fill the position as soon as possible.
- The Board approved a 5 year contract with Frontier Communications for fiber link connections between schools and authorized the Superintendent to sign the contract on the Board's behalf.
- The Board authorized the Superintendent to approve Food Certification Exemptions for School Fundraisers as appropriate.
- The Board approved recommended expenditures from the 2014-2015 End of Year Projected Balance in the amount of \$482,450.

**May 2015**

The Board recognized:

- New Milford High School student participants in CMEA music events:  
**Serina Ahmed, David Alvarado, Kayla Blackburn, Aidan Busnel, Michael Carroll, Nathaniel Diamond, Michael Fitch, Nicholas Fitch, Killian Greene, Brandon Halberg, Amber Levine, Francine Luo, Frank Magnante, Sylvia Onorato, Allegra Peery, Zachary Pitcher, Brandon Rehaag, Annie Robbins, Christian Scillitoe, Kendall Stewart and Yuri Suzuki**
- The Board accepted the following donation:
  - New Milford Youth Agency – Town of New Milford in the amount of \$2,000.00
- The Board approved the following grants:
  - Adult Education – ED 244 grant in the amount of \$163,000.00
  - IDEA-611 grant in the amount of \$863,367.00 and the IDEA-619 grant in the amount of \$33,186.00
- The Board approved the following policies:
  - 4118.112/4218.112 Sexual and Other Unlawful Harassment
  - 4118.231/4218.231 Drug and Alcohol Use
  - 9325 Meeting Conduct
- The Board voted to continue its participation in the National School Lunch Program and filed the Healthy Food Certification Statement for 2015-2016 and authorized the Superintendent to approve Food Certification Exemptions for School Fundraisers as appropriate for 2015-2016.
- The Board approved a request that the Mayor and Town Council acquire the necessary funding to replace the roof at Schaghticoke Middle School, form a SMS Roof Building Committee for that purpose, and schedule the work in coordination with the Board of Education.
- The Board approved the purchase of process aggregate in the amount of \$11,000 to support the Baldwin Park Expansion Project.
- The Board amended the agenda to add the vote to return the JPS building to the Town.
- The Board of Education approved relinquishing the statutory rights to the John Pettibone School building and property effective September 30, 2015.
- The Board approved the Superintendent's evaluation summary for the 2014-2015 school year, and authorized the Board Chair and its legal counsel to negotiate with the Superintendent a new three-year contract.

**JUNE 2015**

- The Board held a reception to recognize the following:
  - New Milford Public School June Retirees: **Cynthia Agati, Mary Ann Burch, Victoria Chaudhuri, Bonnie Jo Cheron, Jeanne Dingee, Mary Furse, Dolores Hennessy, Mark Iannucci, Fotini King, Lloyd Miner, Lois Peters, JoAnn Raimondi, Norm Remsen, Sandra Shatney, Heidi Sullivan, Maureen Vialotti and Debbie Winder**
  - Second place finish among first graders in the state of Connecticut for the eesmarks poster contest: NES student **Cheyenne Brown**
  - Winners of the HRRRA Earth Day Poster Contest: **Amanda Tesoriero** (Third Place – Sixth Grade), **Allison Thomas** (Second Place – Seventh Grade), **Kayla Ludovicy** (Second Place – Eighth Grade), **Liam Pitt** (First Place – Tenth Grade), **Erin Farley** (Second Place – Eleventh Grade) and **Meredith Cowan** (First Place – Twelfth Grade)
  - SMS Battle of the Books School Champions: **Victoria Giancaspro, Lily Hutchinson, Amelia McKay, Alexandra McKibben, Jessica Thayer and Madison Wuttke**
  - Place finishers at the FBLA State Leadership Conference: NMHS students **Heather Adams, Jack Day, Charlotte Durr, Gregory Hansell, Mitchell Kellett, Ian Langley, Michael Lungo, Zachariah Neill, Dylan Nenadal and Anna Terry**
  - Place finishers at the DECA State Leadership Conference: NMHS students **Madisyn Doud, Karli Golembeski, Christopher Montalvo, Brianna Paiva, Kirsten Potts, Elimisha Williams and Emily Willson**
  - Place finishers at the HOSA State Leadership Conference: NMHS students **Amanda Aguayo, Kathryn Burger, Andrew Hovasapian, Emma Hunniford, Shannon Jugler, Corbin Lyons, Ashley Maioriello and Robert Mordente**
  - Connecticut Association of Boards of Education Leadership Award recipients: **Liam Lacey and April Li** from SMS and **Emma Hunniford and Timothy Rehm** from NMHS
  - Western Connecticut Superintendents Association 2015 Award recipients: **Thomas King and Julia March** from SMS and **Amanda Aguayo and Jameson Steinhardt** from NMHS
- The Board of Education accepted the following Gifts and Donations:
  - PTO - \$13,814.26
- The Board of Education approved the following Grants:
  - Carl D. Perkins Grant in the amount of \$30,330.00
  - Adult Education grant – El Civics for Work and Life Transitions CCR ready in the amount of \$75,000.00
- The following bids were awarded by the Board of Education:
  - Food and Nutrition Services – Milk: to Marcus Dairy for a one year period
  - Food and Nutrition Services – Frozen Dessert: to New England Ice Cream Company for a one year period
- The Board approved the following policies:
  - 3541 Transportation Services
  - 5121 Examination/Grading/Rating
  - 5121.2 Eligibility for Honor Rolls
  - 5123 Promotion/Acceleration/Retention
- The Board approved the textbook *Forensic Psychology: Research, Clinical Practice, and Applications* for Grades 11-12.
- The Board approved the following curricula:
  - Forensic Psychology
  - Sports Medicine

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- The Board approved an Education Connection Contract Extension for Special Education Vehicles through 2016-2017 while holding the prices at the current 2014-2015 level.
- The Board approved \$45,000 in additional funding for Munis.
- The Board approved the Teacher and Administrator Educator Evaluation and Support Plans 2015-2016.
- The Board approved the Reclassification of the Assistant Superintendent Position.
- The Board approved the Uniform Chart of Accounts (UCOA) Resolution of Endorsement and Authorization.
- The Board approved the appointment of Assistant Superintendent Joshua Smith, and in his absence, Director of Human Resources Ellamae Baldelli, as the Designee for the Superintendent of Schools from July 1, 2015 through June 30, 2016.
- The Board approved authorization for the Superintendent to accept resignations and make appointments from June 10, 2015 through September 8, 2015.
- The Board approved authorization for the Superintendent to purchase budgeted instructional materials and other supplies, equipment and services from June 10, 2015 through September 8, 2015.
- The Board received the following annual reports:
  - The Annual Emergency Preparedness Report
  - The Annual Wellness Report
  - The John J. McCarthy Observatory Annual Report
- The Board amended the 2015-2016 adopted Board of Education budget from \$61,578,808.00 to \$61,178,808.00 as recommended by the Superintendent.
- The Board approved the End-of-Year Projects as proposed by the Superintendent, based on the final end-of-year balance.
- The Board approved the employment and salary of the Assistant Superintendent, Director of Human Resources, Director of Fiscal Services and Operations, Director of Food Services, Director of Technology, Network Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, Mail Courier and Lab Assistant.
- At a special meeting on June 16<sup>th</sup> the Board approved the appointment of **Mr. Eric Williams** as Assistant Principal at New Milford High School.

**Summary of 2014-2015 Assessments**

**Connecticut Mastery Test**

In the spring of 2014 students across Connecticut and the Nation participated in the pilot administration of the SmarterBalanced Assessment. The Connecticut Mastery and the Connecticut Academic Performance Tests were only administered in the Science area.

The pilot assessment of the SmarterBalanced test did not provide any district or student level results, but was an opportunity for students and districts to learn about the process, test our capacity to administer the test and practice with the new testing environment.

In grades 5, 8 and 10, students did participate in the State's Science assessment and maintained our history of strong performance. In grade 5 we were just at the State average and below our DRG comparison. Our analysis led us to review our elementary curriculum and helped to identify the need for the K-5 Science enrichment teacher that was approved as part of the 2015-2016 school budget.

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Our Grade 8 and Grade 10 Science scores demonstrated strong performance and in both cases outperformed the state and DRG averages. Our grade 8 students performed 2.5% above the DRG average and 14.5% above the state average for students reaching the “Goal” range. Our grade 10 students had the most impressive results, outperforming the DRG by more than 15% and scoring almost 25% above the State average.

Advanced Placement Exams

In 2014 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 333 exams and 80% of them scored a three or higher. A score of three or higher represents passing. New Milford outperformed the state average of 74% and the national average of 61%. In five of our Advanced Placement courses, 100% of students achieved a three or higher. 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 Board of Education routinely recognizes the talent and accomplishments of students and staff at its meetings and end-of-the-year reception. During the 2014-2015 school year the Board recognized **105** students and **31** staff members for outstanding achievement. Donations in excess of **\$159,000.00** were received from the PTO and other generous benefactors to benefit the New Milford Public Schools. The Board was also awarded **\$1,394,903.68** in grants. The majority of funds were obtained through entitlement grants from the State Department of Education and the federal government. It should be noted that most grants cover a two-year period.

The district successfully managed a year-long transition process to reconfigure the Kindergarten through grade eight schools (K-8) due to the closing of John Pettibone School on June 18, 2015. The consulting firm of Arum and Associates was hired to facilitate focus group meetings with parents and staff impacted by the transition from five K-8 schools to four. Certified staff in third and sixth grades participated in instructional planning meetings to collaborate with their new administrators about professional learning communities, instructional practices and related grade level organizational topics. The Facilities Department developed a schedule to move materials and furniture after school ended on June 18. The department hired a local moving company to ensure materials were packed, labeled and sent to the proper location. In addition, a library moving contractor was hired to move books to their new locations at Hill and Plain, Northville, Sarah Noble Intermediate School and Schaghticoke Middle School.

The Board of Education continued to manage the funds provided by the taxpayers of New Milford in a transparent environment. Information regarding expenditures is reviewed monthly by the Board of Education and posted on the District’s website. The District participates in a number of statewide purchasing consortiums for buying anything from classroom supplies to food for the cafeterias, in an effort to purchase goods and services at the best price. Additionally, the District has developed a rolling five year capital plan to ensure that our buildings and grounds are properly maintained and that we are prepared to address the long term needs of our facilities. These measures are examples of the Board of Education’s due diligence when it comes to managing taxpayer dollars judiciously.

## **NEW MILFORD AQUIFER PROTECTION AGENCY ANNUAL REPORT**

**July 1, 2014- June 30, 2015**

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

The New Milford Aquifer Protection Agency is comprised of the five elected members and three appointed alternates of the Planning Commission. Appointment to the Aquifer Protection Agency runs concurrent with the Planning Commission 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 over 700 properties both residential and commercial. During the previous fiscal year, letters were sent to over 550 residential property owner's notifying them that their properties were located in the Aquifer Protection Area and asking them to complete and return a regulated activities check list. Almost 450 forms were returned, none indicating a regulated activity.

In the September and October of 2014 data was compiled on all State and Town owned properties in the Aquifer Protection area. This was followed in February and March of 2015 with the creation of application forms, informational material, and the collection of data on all remaining non-residential properties in the Aquifer Protection Area. The combined total of Government and commercial/business properties is almost 150. Because it is anticipated that some of these properties are conducting regulated activities requiring registration a plan was put in place to begin the registration process with properties owned by the Town of New Milford, which will be followed by registration of privately owned non-residential properties in the Aquifer Protection Area. All State properties have been registered.

## 2014/2015 Annual Building Activity Report

**Thomas Hackett Building Official**

Building Type	# Permits	Value	Fees
Single Family Dwelling New	22	\$5,277,520	\$66,082.14
Garage	8	\$272,608	\$3,869.00
Shed	5	\$54,360	\$717.14
Barn	2	\$80,000	\$957.00
Pool	19	\$531,296	\$6,750.99
Deck	42	\$424,033	\$5,763.38
Commercial Building New	3	\$2,782,102	\$32,088.17
Commercial Addition & Alteration	35	\$3,647,150	\$42,561.76
Residential Addition & Alteration	79	\$2,974,848	\$36,304.62
Use Change	1	\$1,000	\$30.00
Finished Basement	18	\$267,509	\$3,968.74
Screened Porch	3	\$36,000	\$469.50
Alarm Systems	19	\$95,682	\$1,485.16
Chimney & Fireplace	14	\$48,005	\$819.25
Electric	313	\$3,729,643	\$50,557.19
Plumbing	47	\$224,444	\$3,528.11
HVAC	128	\$1,316,339	\$17,728.94
Gas Lines	51	\$85,256	\$2,372.15
Roofing	80	\$805,056	\$11,091.86
Siding	15	\$198,727	\$2,628.47
Signs	18	\$134,749	\$1,907.39
Wood or Pellet Stove	49	\$78,455	\$3,094.00
Fuel Tanks	118	\$180,675	\$6,512.88
Tent	18	\$0	\$1,000.00
Sprinkler System	8	\$316,782	\$3,822.11
Retaining Wall	7	\$78,200	\$1,028.30
Window Replacement	55	\$631,113	\$8,277.61
Miscellaneous	39	\$308,447	\$10,621.01
Foundation	1	\$10,000	\$133.50
Permit Close Out	5	\$0	\$600.00
Hood & Fire Suppression Systems	4	\$59,900	\$764.00

Totals: 1,230                      \$24,649,900                      \$327,552.99

## New Milford Commission on the Arts

### **ANNUAL REPORT 2014 - 2015**

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

Most notably this past year our activities included:

- Participation in two regional cultural art councils, and state arts and tourism,
- Discussions and encouragement toward the development of arts venues within New Milford,
- Programs in the New Milford Railroad Station (free to the public),
- Contribution and support for arts program at The Silo (free to the public),
- A performance at Merryall Center for the Arts (free to the public),
- Contribution to and other support for Village Center for the Art's "Paint the People" (over 50 free passes provided for needy children through town's social services),
- A contribution to the fireworks celebration,
- Five (free to the public) summer concerts on the town bandstand (the Edwin Kinkade Concert Series),
- Support for Merwinsville Hotel Restoration's regional arts programs and exhibitions,
- Christmas Caroling on the Green,
- Maintaining a social media presence (Facebook, electronic calendars, etc.),
- On-going development of Gallery 25 and Creative Arts Studio, a community visual arts venue.

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

CONSERVATION COMMISSION  
ANNUAL REPORT  
2014/2015

During this period the Conservation Commission held 12 of the 25 scheduled meetings. Meetings were cancelled either due to lack of agenda items or weather.

Applications for new subdivisions/re-subdivisions were few. The Conservation Commission reviewed and commented on three applications – Sunny Valley Estates, Dunns Bridge and Joseph Dasilva. The Conservation Commission also reviewed/commented on such projects as Hulton Meadows, Scott acquisition of land on US 7 North, use of Land Acquisition Reserve Fund (LARF) to purchase development rights to farmland off of Hartwell Road and the Naromi/Dunham open space initiative on Candlewood Mountain.

Anne Cutter, responsible for spearheading the development of a comprehensive map of open space in New Milford, vacated her position on the commission. She has moved from the area.

The Conservation Commission also reviewed and commented on a proposed contractual agreement between the Town of New Milford and a resident who asked the Town for permission to maintain Peet Hill Cemetery, a historic cemetery in northern New Milford. The Conservation Commission rejected the proposed agreement because it concluded that it would not provide adequate protection to the cemetery. Furthermore, the Conservation Commission believed that assigning it with enforcement responsibility was inappropriate as it was an advisory body only.

The Conservation Commission has and will continue to explore the feasibility of developing videos to showcase the natural and historic aspects of New Milford.

During the year, New Milford's open space inventory grew by 21.8 acres to 6,845.8 acres – some 18% of the Town's total buildable acreage. Of the 21.8 acres, 11.9 were in fee and 9.9 were in easements.

During the same period, the Land Acquisition Reserve Fund (LARF) grew by \$255,700.66 from \$157,876.57 to \$413,577.23. Bulk of the increase \$255,206.38 – was from the Hunt Hill initiative. The balance of \$497.28 was from interest earned.



**New Milford Farmland & Forest Preservation Committee  
Fiscal Year 2014-2015 Initiatives & Accomplishments**

In fiscal Year 2014-2015, the New Milford Farmland & Forest Preservation Committee accomplished the following:

**Preserving Surviving New Milford Farmland:**

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

- NMFFPC continued working on preservation of development rights with the owners of a fourth possible farm in the Ridge Road area. On Jan. 13, 2015, the New Milford Town Council approved a grant of \$127,560 toward the farm's preservation. At present, the CT Department of Agriculture is moving toward possible approval of the outstanding dollar amount for preservation. This is the first farm in New Milford accepted for consideration by the CT Department of Agriculture's 2012 program focusing on preservation of smaller family farms (under 100 acres).
- NMFFPC also expanded its focus on preservation in the Ridge Road area. It identified and has begun discussions to determine whether a fifth parcel, a 60+acre property, presently for sale and demonstrating an unusually high percentage of prime agricultural soils, would be a cost-effective candidate for preservation. The owner has long permitted one of our town's largest produce and dairy family farms to utilize it for grazing purposes but has now placed the property on the market. In Q3 2014, NMFFPC commissioned from Arthur H. Howland a survey report to determine whether the present value of the land for residential development presents an opportunity to persuade the developer-owner of the property to consider instead a PDR strategy for preserving the property as potential working farmland
- In 2014, The Greenprint, a land preservation advocacy housed within the Housatonic Valley Association (HVA), completed a first draft updating existing maps of preserved farmland within New Milford. The purpose is to obtain a more accurate visual rendering of the amount of surviving farmland that is presently available for cultivation or grazing.
- In 2015, the NMFFPC Chair turned to the Northwest Conservation District to ascertain whether the organization had the GIS resources/expertise to create more detailed maps, identifying both New Milford farmland and forestlands appropriate for preservation. The

lack of such maps has made prioritizing where the committee focuses its energies on land preservation more difficult. Working with a volunteer member of NMFFPC with extensive mapping experience, it was decided to continue instead on a more cost-effective basis with HVA. Work is expected to begin in Q1, 2016 after a joint meeting with the Conservation Commission to determine what up-to-date maps of both New Milford farmland and forest land already exist

### **Expanding Marketing Opportunities for our Area Farmers:**

- In 2014, NMFFPC successfully persuaded and assisted the Director of the New Milford Youth Agency in negotiating a pilot sale of several varieties of potatoes to the Big Y grocery in New Milford—the first time any truly local produce grown in our town has been sold through the Springfield MA-based grocery chain’s New Milford store. Grown, harvested, cleaned and packaged by high school and college participants participating in the YA’s growing programs at Harris Hill and Davenport Farms, the produce is being marketed also to the Northville and Bantam Markets under the Ridge Road Farms brand. In the 2015 harvest season, Big Y again invited the Youth Agency interns to supply wholesale produce to the New Milford store, noting that as the interns expand their production operations, the possibility exists to sell to other Big Y stores in CT and MA as well.
- In Q3 2015, a NMFFPC member began working with the Director of the New Milford Youth Agency to establish a permanent Winter Farmer’s Market in the lower level of the East Street Building. Discussions were initiated with the Market Master of the highly successful Litchfield Farmers Market to exchange vendor contacts in both the New Milford and Litchfield markets to invite both groups to sell on alternate weekends in both—thus expanding area farmers’ marketing opportunities. Joint planning for the 2015 Winter Farmers Market has continued and marketing efforts are expected to be underway by Oct. 15. The 2015 Winters Farmers Market in New Milford will launch in Dec. and continue through Feb.-end 2016.

### **Technical and Service Infrastructure Support for our Farmers:**

- On January 11, 2015, the NMFFPC Chair and a committee member attended a brainstorm dinner meeting with over 20 area farmers in Litchfield organized under the auspices of the regional Farmers Table Dinner organizing committee (the event was held at Sullivan Farm in 20120). The priority issues the farmers
- identified included more affordable access to available arable soils, a stronger voice in farming legislation in Hartford and Washington DC, more sales outlets for their produce and product, classes on using social media for driving customer traffic to their farm

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stands, farm-focused accounting and legal advice, and assistance with grant-writing state and federal entities that support the revitalization of farming in Litchfield County.

- On March 18, 2015, a third annual farmers workshop was organized by NMFFPC at the Railroad Station to offer speakers on finding, motivating and keeping farm labor and legal and tax issues facing area farmers. The topics were chosen based on farmer input. Speakers included the director of the agricultural program at Noonewaug High School and Laura McKinney, owner of Riverbank Farm and the New Milford Farmers Market master. Attendance comprised 30 area farmers and farming advocates.
- In Q4, 2014, at the request of the Mayor, the NMFFPC Chair and a committee member met with an area entrepreneur backed by a private investor group seeking to find land in New Milford on which to 1.) establish a seasonal two-acre pilot truck garden for Southeast Asian-specialty vegetables (for a Danbury-based independent grocery outlet seeking to substitute locally grown organics for the over \$140,000 worth of wholesale Asian vegetables presently being secured from a Queens broker; and 2.) construct and manage a halal slaughtering facility for the estimated 400 Southeast Asian families living within a 40-mile radius of New Milford and presently forced to purchase certified halal meat from as far away as New Jersey. Despite extensive efforts by NMFFPC to identify land for the produce garden, none has been found. The entrepreneur was directed to an area property owner with an industrial site potentially appropriate for such a facility. However, no agreement was reached. Lack of a reliable slaughtering facility with USDA approval at a convenient distance continues to be an infrastructure challenge for all chicken, beef, pig and goat farmers in southern Litchfield County.

Several members of NMFFPC independently formed a separate residents committee, “Friends of New Milford Farms” to be able to assist the Harris Hill Farm owners. Purpose: to build a permanent endowment fund administered by the CT Community Foundation to provide agricultural scholarships for New Milford students interested in pursuing agricultural careers in college. On Saturday, September 19, a free Farm Tour of six farms in New Milford and Sherman will be followed by an affordable pulled pork and smoked BBQ chicken supper in the barn at Harris Hill Farm with a silent auction and children’s activities to raise an additional \$5,000 for the fund. The New Milford Hospital’s chef will provide part of the dinner, and Plow to Plate, the hospital’s healthy eating outreach is a co-sponsor of the event.

**Fire Marshal's Office  
Annual Report 2014-2015**

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, transportation and storage of explosives in compliance with State Explosives Regulations, is responsible for the inspection of all flammable and combustible liquids storage tank installations for compliance with Regulations, and conducts Code compliance reviews of plans and specifications for 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.

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).

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Current Staffing :      Full-time Fire Marshal, Karen A. Facey  
                                  Full-time Deputy Fire Marshal, Brian Ohmen  
                                  Part-time Secretary (20 Hours Week), Donna Talarico

Operating Budget:

<b>Account</b>	<b>2014/2015</b>
Fire Marshal – 6093	\$ 164,466
Fire Marshal – 6311	\$ 0

REVENUE

<b>Service</b>	<b>Income</b>
Open Burning permits (69)	\$800
Blasting permits (16)	\$960
UST Removal+New (Commercial Only) (3)	\$150
FOI Requests	\$236.50
Plan Reviews & Construction Inspections (524)	\$16,861.25
Inspections (873 establishments, which includes ~2,000 apartment units)	\$24,825
Fire Works (2)	No charge
Public Education (9)	No charge
Consultations/DST (243)	No charge
Grants Received (1)	\$399.99
Fire Watch (1)	\$200
<b>TOTAL</b>	<b>\$44,432.74</b>

FIRES:

The Fire Marshal's Office was called to investigate the cause and origin of 124 fires.

Fire Departments Combined Dispatches 2014/2015: Gaylordsville Fire Department – Northville  
 Fire Department – Water Witch Hose Co #2

**TOTAL FIRE SERVICE CALLS    385    July thru December 2014**  
**TOTAL FIRE SERVICE CALLS    440    January thru June 2015**

Total fire dispatch records      July 1, 2014 - June 30, 2015 = 825

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Health Department  
Annual Report  
2014-2015

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

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

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

The number of permits issued for subsurface sewage disposal systems during fiscal year 2014 – 2015 was 75. There were 21 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 179 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 47 complaints received. Most of the complaints were related to conditions involving housing defects, environmental pollution or improper garbage disposal.

There were also 232 routine inspections conducted of food service establishments.

Again this year, the Health Department organized a regional household hazardous waste collection day for seven participating towns. The waste collection day was held on September 13, 2014. There were 893 households overall that disposed of hazardous waste material. Bridgewater and Roxbury were new participants this year and the other towns, which included Brookfield, Sherman, Warren and Washington, paid their proportionate share of the total cost. The cost to the Town of New Milford was \$14,266.

The Health Department also coordinates and/or ensures for the provision of basic public health services to the community. These activities include reportable disease follow-up, supporting vaccination clinics for seasonal influenza, a rabies vaccination clinic for domestic animals and conducting clinics related to chronic disease control such as elevated cholesterol and high blood pressure.

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In regard to reportable diseases, there were 267 cases of 27 different illnesses or laboratory findings reported by area physicians and medical laboratories. Tick-borne diseases accounted for 60 of these reports and seasonal influenza 61, which together made up approximately 45% of the total number of cases.

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 2014 and January 2015, 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/or domestic animals and/or wildlife. Also each spring the Health Department organizes and conducts a low-cost rabies vaccination clinic in cooperation with local veterinarian, Raymond Maizel, DVM and the Connecticut Veterinary Medical Association. This year the rabies vaccination clinic was held on June 13, 2015.

During the year, the Health Department utilized \$3,824 from a federal block grant to conduct a preventive health services program. This funding was used to conduct an injury prevention program for the elderly. The total number of participants in the program was ten.

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

The Town of New Milford and the Town of Washington continued to carry out a health services agreement during fiscal year 2014 – 2015. 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, 2014 to June 30, 2015, the total contract amount was \$54,723. Some of the activities performed by the Health Department included continued development of local public health preparedness and response plans, purchasing supplies and equipment needed for emergency response, maintenance

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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 2014 – 2015, excluding grant and other programs offset by income, was \$269,941. Also, \$28,990 was collected in fees during the year. Therefore the Town of New Milford funded Health Department activities in the amount of \$240,951 which is \$8.68 per capita.



**INLAND WETLANDS COMMISSION  
ANNUAL REPORT 2014-2015**

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

The Wetlands Commission consists of seven appointed members and three appointed alternates. Meetings are held the second Thursday of each month. The Inland Wetlands Commission reviews all applications for subdivisions and any application that proposes work within the regulated and upland review areas. 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 preformed by the Land Use Inspector and follow-up paperwork is completed by the Office Coordinator. The Land Use Inspector is also splitting 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 2014-2015 fiscal year, the Commission received for review 33 schedule A applications and conducted 10 public hearings. An additional 6 schedule B applications for as-of-right activities were also submitted. There were 11 applications reviewed by the Wetlands Enforcement Officer as the Duly Authorized Agent. 127 applications, not requiring individual permits, were reviewed by the Wetlands Enforcement Officer or Land Use Inspector for compliance. 2 notice of violations and 2 corrective orders for violations were issued, and the violations corrected. \$19,960.00 in significant activity fees, \$18,810.00 in permit fees and \$3,339.00 in applications not requiring individual permits fees, permit modifications, permit transfers and copies were collected.

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

**New Milford Public Library  
Annual Report  
Fiscal Year 2014- 2015  
Sue Welles Ford, Acting 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 2014-2015**

**Library Use**

The Library continued to be one of the busiest places in town. Sunday hours returned in October 2014, along with the addition of Monday and Thursday evening hours from 5:00 – 8:00 PM. Based on CT State Library statistics, the New Milford Public Library compares very favorably to other Connecticut public libraries.

**Departments**

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

The Children’s/YA Department, comprised of Valerie Fisher, Ellen Thompson, Sherry Chaillou and Amy Berkun, 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 and, of course, 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 and Valerie Fisher visit the public schools, local daycares and preschools for various programs throughout the school year.

Our Summer Reading Program themes for FY 14/15 were “FIZZ, BOOM, READ!” for children ages 2 – 5<sup>th</sup> grades, along with “Bedtime Math”. We had a total of 765 participants.

During FY14/15, we offered 467 programs for children from infants to 5<sup>th</sup> grade, with an attendance of 8,784, and 115 programs for our YA patrons with 2,223 in attendance.

This year we added “Crazy Eights” and Bedtime Math programs for our preschool/school-aged children. For older children, we added a Minecraft Club, College Essay Help and a Dungeons & Dragons Club.

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

The Public Services Department encompassed several aspects of operation within the Library: Circulation, Collection Development, and Adult Programming. A dedicated staff of two full-time and twelve part-time employees served 9,732 registered patrons during the 55 hours the Library was open each week. While charging items in and out was its most familiar function (with 241,000 items checked out in 2014-15), Public Services staff also registered new patrons, answered readers' advisory questions, processed requests, sent notices, managed the volunteers, created displays, assisted with technology questions, and oversaw the development of the adult fiction, audiovisual material, and large print collections.

The Department continued to purchase well-reviewed, popular, and newly requested fiction, large print, audiobooks, e-books and DVDs for the use of our adult patrons. The Library added the "Hoopla" service which offers downloadable and streaming movies, audiobooks, music, and eBooks. The Library also added a subscription to eBooks from Recorded Books as an addition to the popular downloadable audiobooks.

Public Services also maintained the Adult Services Facebook and Twitter pages. They continue to grow as an online location for social interaction and information for our patrons. One post this year was seen by 2500 people and shared by 241.

Programming was an important part of Public Services because it offered instruction, entertainment, and the opportunity for community building. Over 2014-2015, the Public Services Department offered 92 programs, with an attendance of 1,694 people. Our programs covered an array of topics, including author talks, Medicare, history, handicrafts, cultural education, and political forums, among many others. We held the semi-annual Murder Mystery Party with all parts played by staff members. It is always a full event and enjoyed as much by the staff as it is by the patrons, who eagerly await the program in the off years. The Library offered five different monthly book discussion groups, one of which is a coordinated effort with the Senior Center. It also offered two monthly film screenings, one foreign film and one popular film.

## **Reference/Information Services**

The Adult Reference/Information Services Department, comprised of Amy Berkun, Erin Johnson and Gloria March, answered 27,540 patron questions during FY 2014-2015. Of those transactions, 7,745 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.

Interlibrary loan continued to be a very busy part of Library operations. Jody Hyman processed 11,590 requests from New Milford patrons and sent an additional 8,860 items from New Milford Public Library to other libraries in the state.

The computers in the Adult Reference area were used extensively throughout the year; and total use was 12,541. The individual laptop stations created in FY 2012-13 continued to be popular with patrons who brought their own laptops to the Library.

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

Maryann Jackson and Leslie Schlemmer comprise the stellar staff of Technical Services. Through their efforts and dedication, they are responsible for a huge volume of processing of Library print and non-print materials. In addition to these daily tasks, when called upon, they also handle special projects from other departments.

Last year Maryann and Leslie ordered, received, catalogued and processed 11,360 new items, deleted 10,282 old items, repaired hundreds of damaged items, and performed maintenance tasks on the integrated Library system, in addition to maintaining the Library's serial collections.

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 continue to be: 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.

This year we completed our change-over to Windows 7 OS by upgrading the staff machines.

Our goal of continued outreach to the community remains through our quarterly NMPL Newsletter, in both print and electronic form; our redesigned web site; our electronic message board in the Library; our NMPL Blog; a mobile web site that patrons can access through their tablets and phones, and our Village Fair Days booth in July. Also, as noted above, we additionally have an Adult, a Teen and a Children's Facebook pages.

Our final focus was to find new, innovative technologies to enhance our patrons' Library experience. The three products introduced last year, the LDS, the new calendar and the Mobile Print Service continue to be a boost to the services we offer our patrons. In addition we have purchased a subscription to a Baker & Taylor product, collectionHQ. This product will enable us to continuously monitor our collection. It will enable us to better track which parts of our collection are circulating, not circulating or lacking in current content. In addition, it provides us with reports to assist us in making the collection more useful and helpful to our patrons. We are one of only 2 public libraries in the state (and the only Bibliomation library) that use this product.

Peggy Ganong attended various trainings, workshops and in an attempt to stay current with newest technologies, products and trends.

**THE NEW MILFORD PARKS & RECREATION DEPARTMENT  
ANNUAL REPORT  
FISCAL YEAR 2014-2015**

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

The New Milford Parks and Recreation Department is responsible for the care, management, maintenance and control of nineteen town park facilities totaling over 465 acres. The Department maintains and utilizes, for the benefit of the residents, the following locations: the Town Green, Lynn Deming Park, Andrew Gaylord Barnes Park, Carlson's Grove, Emmanuel Williamson Park, Baldwin Park, Addis Park, Clatter Valley Park, Young's Field, Canterbury Pond, Helen Marx Park, Pickett District Road Ball Fields, Sarah Noble Soccer Field, Sega Meadows, Northville Soccer Fields, New Creative Playground, Hulton's Meadow, Chappuis Park and the Nostrand Trail Park. Included in these park sites are: six little league fields, a beach on Candlewood Lake, two tennis courts, two basketball courts, four playgrounds, two boat ramps, two canoe/kayak portages, a marina, three fresh water ponds, access to the East Aspetuck River, access to the Housatonic River at five parks, three extensive trail systems, numerous picnic areas, five soccer fields, four softball fields, a bathhouse, five pavilions, an equipment garage, and other park amenities. In addition, programs and activities for all residents are held at the Maxx, New Milford Public School facilities, 47 Bridge Street, East Street School, Canterbury School (pool and ice skating rink), Shepaug Regional School System (pool), New Milford Sports Club, and summer playground programs held at Northville School, Hill and Plain School, and Schaghticoke Middle School. In addition, areas maintained by this Department include: the New Milford Police Department lawns, Building Maintenance lawn, the Town Hall, the New Milford Library grounds, Lanesville Fire Department lawns, John Pettibone softball fields, 47 Bridge Street, the Richmond Center grounds, the Railroad Street parking lot, Patriots Way, Rotary Park lawn, Gaylordsville School grounds, and downtown traffic islands, as well as garbage removal and snow removal along Bank Street, Church Street, Bridge Street, Main Street, the new sidewalks on Grove Street, Railroad Street, the Public Works Department, the former Community Center lot, The Maxx and all parks.

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

- 310 campers at our Rec-On summer playground program (summer 14')
- 313 in our soccer programs (fall 14'-spring 15')

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- Over 950 in our Men's, Women's, and Co-Ed Adult Softball Leagues (fall 14'-spring 15')
- 388 in our aquatic programs (winter swim team and swim lessons)
- 609 in our Fair Days 5K & 8-Mile Road Races (summer 14')
- Over 400 individuals participated in annual Easter Egg Hunt
- Over 2,500 participants at our Halloween Trunk or Treat Event

During fiscal year 2014-2015, the department experienced continued growth in program offerings. Among the improvements accomplished by the department to the parks and recreation leisure delivery system were the following:

- Purchased 8 new trash receptacles for Main & Bank Streets.
- Purchased 2 new weed trimmers, 1 new backpack blower and 1 new backpack sprayer.
- Purchased a new sand/salt spreader.
- Completed site plan & updated surveys for Lynn Deming Park Improvement Project.
- Received permits from First Light Generating, Zoning, Inland Wetlands & Planning Commissions for the Lynn Deming Park Improvement Project.
- Continued working with new program registration software & on-line registration.
- Replaced informational kiosk at Ray Ramsey Park.
- Installed 3 new backflow preventers on the Town Green.
- Began training on the new Munis accounting system.
- Implemented new program offerings such as Adult Tap Dance, Jewelry Making, Mad Science, All Tuckered Out, Gymnastics, Horsing Around, Getting Jiggy With It, Irish Step Dancing, and I-Phone Classes.
- Led trips to Broadway, Radio City Christmas Spectacular, New York on your own, and a Yankees vs. Tigers game.
- Made repairs to fencing at Young's Field Park.
- Had the tennis and basketball courts resurfaced and re-lined.
- Installation of safety mulch at Young's Field 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.
- 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 Sarah Noble Soccer Field, Carlson's Grove, Town Green, Sega Meadows, Lynn Deming Park, Emmanuel Williamson Park, Richmond Center, Town Hall, Main Street, Railroad Street, Bridge Street and Patriots Way.
- Planted donated flowering trees at Hulton's Meadow.
- Completed brush removal at the Richmond Center, Patriots Way, Pickett District Road Fields, Addis Park, Police Department, Library, and Young' Field.
- Installed new signage at Sega Meadows and Carlson's Grove Parks.
- Added additional park benches, grills, picnic tables at Hulton's Meadow.
- Completed turf repairs on the Town Green.
- Renovated Little League Fields at Helen Marx Park and Pickett District Fields.
- Made repairs to dive, swim team and boat docks.

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- Repainted lifeguard shack at Lynn Deming Park.
- Repainted storage barn at Lynn Deming Park.
- Repainted pavilion at Lynn Deming Park.
- Completed welding repairs on boat slip docks at Lynn Deming Park.
- Repaired security and athletic field lighting at Town Green, Lynn Deming and Young's Field Parks.
- Treated Conn's Pond for weed growth.
- 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, Town Green, Clatter Valley, Emmanuel Williamson, Sega Meadows, Lynn Deming, and Carlson's Grove Parks.
- Painted and repaired picnic tables, garbage receptacles and park benches.
- Hosted Dragon Boat Races at Lynn Deming Park.
- Assisted in the procurement and installation of bike racks around town.
- An Eagle Scouts completed trail work at Sega Meadows Park.

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 47th Annual 8 Mile Road Race & Village Fair Days 5K Road Race (summer 2014) totaled \$3,500.00 with sponsorship and support from Union Savings Bank, Dr. Phillips & Lambert, Circle Asphalt, O&G Industries, Fire Control Services, Western CT Health Network, and Candlewood Valley Pediatrics.
- Non-monetary donations for the 8 Mile and 5K Road Races were made by: the Greater New Milford Spectrum, Wal-Mart, National Peanut Board, Stop and Shop, Triple Springs Water, Stew Leonard's, Northville Market, H & H Taylor and Sons, Kimberly Clark, Road ID, Costco, New Milford Sports Club, Active Rewards, BJ's Wholesale, Children's Movement Center, the Cookhouse, & The Woodbridge Running Company.
- Received 500 baseball calendars from Goodsport Art.
- The Tree Warden received a grant for the purchase of six trees for the Town Green from CT. DEEP.
- Received a donation of \$800.00 from Arthur H. Howland & Associates for our annual Halloween Trunk or Treat event.
- Received a donation of \$100.00 from Glenn Miller for our annual Easter Egg Hunt.
- Collaborated and received assistance from many Town of New Milford departments, commissions, agencies, clubs and groups on many projects including, but not limited to: New Milford Chamber of Commerce, New Milford Fire Departments, Candlewood Lake Authority, New Milford Hospital, New Milford Ambulance, Commission on the Arts, Lions Club, Twilight Run, 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,

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Village Center Organization, CERT, American Red Cross, United Way, Social Services Department, Animal Welfare, Relay for Life, Ousatonic Fish & Game, Garden Club of New Milford, NMYBBSB, New Milford Youth Lacrosse, New Milford Bulls, New Milford Saints, New Milford River Trail, Housatonic River Trail, 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 14') totaled 1024 resident vehicles passes, 19 resident day passes, 2 non-resident day passes, 100 boat launch passes and 83 boat slip rentals. Sticker sales, permit filing fees, concessions and vending totaled \$163,145.91 for 2014-2015. Park reservation issuance continued to increase significantly from 2013/2014 to 2014/2015. Land acquisition has resulted in greater responsibilities and planning for the next year. Revenues brought in from recreation programs and summer camp totaled \$372,905.89 for 2014-2015. These figures reflect the growth of the department, as well as the increasing needs of an up-surgng population.

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

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

The importance of recreation and leisure activities in the lives of the citizens of New Milford places an ever-increasing responsibility on the Department to maintain a high standard of program offerings and park sites developed in accordance with the needs of the people. As a Department we foresee the need for such items as the addition of a Recreation Programmer, an additional Park Maintainer, larger more efficient office space, field house/gymnasium, more playing fields (including lighted areas), a larger maintenance building, additional storage areas and most importantly an aquatic center. In the interim, we desperately need an air conditioning unit installed in the program room of the Parks & Recreation Building because class offerings are hampered during the summer months. One of the goals of the Department is to reach out to those citizens who, for reasons of health, age, economic situation, or disability feel isolated from the department and the services that we offer.

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



**PERSONNEL DEPARTMENT**  
**2014 – 2015**

During 2015 the Town had 187 full time employees, down from 195 in 2009. This 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 administration, recruiting, and records 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 focused on Manager Training with 4 sessions. Those included Management Skills, Managing Unacceptable Employee Behavior, Managing Workplace Conflict and Workplace Harassment Prevention.

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.

**NEW MILFORD PLANNING COMMISSION  
July 1, 2014- June 30, 2015**

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

The purpose of the Planning Commission is to consider the subdivision or re-subdivision of land as presented by an Applicant pursuant to Connecticut General Statutes, 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 Commission hears discussion of the following requests:

- Road Acceptances
- Bond Releases
- Bond Reductions
- Conversion of Conditional Approvals to Final Approvals
- 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.

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

Between July 1, 2014 and June 30, 2015 the Planning Commission agenda included the following:

- 2 Subdivision Applications
- 2 Re-subdivision Applications
- 5 8-24 Referrals
- 7 8-3a Referrals
- 2 Extension Requests
- 1 Road Bond Release Request

**2014/2015 Annual Report  
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 2014 -2015 Annual Report. I would like to extend our thanks and appreciation to Mayor Patricia Murphy, the members of the Town Council, the Board of Finance and you, the citizens of New Milford, for your continued support of our agency. Without your strong support, it would be impossible for us to accomplish our mission to provide the highest level of professional police services to this community.

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

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

The department has aggressively pursued efforts to fill several vacancies created by attrition. During this period the department has welcomed five new officers. Officers Christopher Hayes, Michelle Yiznitsky, Keith April. Dylan McKintyre and Jacob Schneider.

As the Chief, I would like to extend my gratitude to Officer Ed Delisle who retired during the year and recognize his years of service to our town.

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

The department continues to serve the community “beyond the badge”. The dive team assisted the Rotary again this year at its annual Duck Race. The team provides service at the annual Dragon Boat Race on Candlewood Lake each year. Both sworn and civilian members of the department participated in a number of Toy Drives during the holiday season during the “Stuff a Cruiser” campaign. Your donations made the efforts a great success. As usual, we have our week child safety seat installation program at various locations in town on a weekly basis.

During this report period, the New Milford Police Department answered 59,553 calls for service up from 43,745 from last year, an increase of 15,808.

CALLS FOR SERVICE

	2012-2013	2013-2014	2014-2015
ALARMS	1,899	1,893	2,052
ASSAULT	57	49	228
BURGLARY	65	54	201
ROBBERY	3	2	6
MOTOR VEHICLE ACCIDENTS	1,097	1,129	1,110
VANDALISM	280	218	167
DISTURBANCES	1,166	902	975
DOMESTIC VIOLENCE	244	205	192
DUI	134	81	50
FOLLOW UP INVESTIGATIONS	1,833	2,541	4,936
LARCENY	1,037	261	394
MEDICAL ASSISTS	2,160	1,009	736
MOTOR VEHICLE COMPLAINTS	890	972	927
NARCOTIC INVESTIGATIONS	29	53	114
PUBLIC ASSISTANCE	1,838	1,330	1,332
RADAR / TRAFFIC ASSIGN.	3,400	4,357	5,987
SUSPICIOUS ACTIVITY	1,039	941	1,009
MICELLANEOUS SERVICES	<u>13,662</u>	<u>17,107</u>	<u>39,137</u>

Overall the Department's overall calls for police services increased by the noted 15,808 calls. This can be directly attributed to the increased patrol details and assignments efficiently exercising available resources based comprehensive statistical analysis of existing department data identifying existing trends that often require police service and either deterring such activity by enforcement initiatives, public education or community partnerships.

Most noteworthy is the increase of Narcotics investigations from 53 to 114. A demonstration of our proactive initiatives, in addition to the uptick in heroin trafficking not only statewide but nationwide.

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

During the report period, the New Milford Police Department was afforded the opportunity to assign an investigator to the Connecticut State Police Internet Crime Control Task. This assignment brings state of the art cybercrime investigative techniques and resources into our police department.

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

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

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

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

Again, we thank you for your continued support.

ANNUAL REPORT  
NEW MILFORD PUBLIC WORKS DEPARTMENT  
2014-2015 FISCAL YEAR

**Introduction**

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

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

The following report details work done by the various departments, for the fiscal year from July 1, 2014 to June 30, 2015. 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, Assistant Town Engineer/Quality Assurance Manager, Road Construction Supervisor and Engineering/AutoCad technician. Engineering staff plan and provide construction oversight for highway construction

projects, bridge renovation and replacement projects. They also conduct plan reviews for the various land use departments, and oversee driveway and subdivision road construction activities.

***Highway & Vehicle Maintenance:***

The Highway Department is comprised of a superintendent, highway foreman, and 32 highway maintenance personnel including a vehicle maintenance supervisor and four vehicle maintenance personnel. The Public Works Department owns 24 dump trucks, five small trucks, two front loaders, two graders, two backhoes, five pick up trucks, a van, an excavator, a paver, a 10 and 5 ton roller, a catch-basin cleaner, three sweepers, and various other tractors and small equipment. In addition we maintain more than 15 vehicles and pieces of equipment for other town departments and agencies.

***Recycling:***

The Town of New Milford opened the first Recycling Center in the area more than 25 years ago, and the center is now staffed with two people and recycling has expanded to include acceptance of all mandatory recyclables as well as bulky waste, household trash, metal, tires, waste oil and office paper. The E-Waste (*Computers and televisions are only part of the consumer electronics waste stream which also includes VCRs, radios, cell phones, and small appliances and collectively, they are referred to as electronic waste, or "e-waste"*) and Single Stream (*Collection system where recyclables are fully commingled, mixing fiber (papers) and containers (glass bottles, metal cans and plastic containers)*) have completely changed the way and types of recyclables accepted and since the Center now owns many of its containers the costs have decreased significantly.

***Facility Maintenance:***

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

***Customer Service:***

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

**ENGINEERING**

Engineering is responsible for land use reviews for the various Town commissions. The Engineering Department processes all permits for Town right-of-way use, including driveways, road use, and excavation permits that impact the flow of traffic in Town. The Engineering Department also issues 911 numbers and ensures existing numbers are unique, sequential and standard. 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. 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 not completed. Many man hours from these two departments went into the preparation and design of these applications. Continued funding from outside sources has progressed into the next fiscal year as well. (see sheet at end of Annual Report)

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 157 Right of Way permits were issued, subsequently inspected, and processed by the department in the FY 2014-2015. The Engineering Department responded to 286 customer service requests including review or issuance of forty-six 911 street addresses and sixty 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 safety and parking enforcement. The Engineering and administrative staff supplements our Town Budget with various grant programs. Three DOT grants we applied and have received are school warning signs which was completed in summer 2015, horizontal curve safety to be completed in summer 2016, and centerline rumble strips to be completed in summer 2016. 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 2014 your investment in New Milford roads has reconstructed 1.6 miles, has chip sealed 13.6 miles, performed a mill and fill of 6.3 miles and we crack sealed 1.5 miles. Road segments were selected utilizing our Cartegraph Asset Management Software and a benefit analysis utilizing road condition, length and average daily traffic. Capital road projects that were completed this fiscal year included the reconstruction of Russeling Ridge, Cathryn Street, Meetinghouse Terrace and Meadowland Drive and Norton Lane's rehabilitation.

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

- *Aspetuck Ridge Road Bridge (North end)* - This total bridge replacement project was completed in the Fall of 2014.
- *Riverview Road Bridge* – This total bridge replacement project was completed in the Spring of 2015.
- *Aspetuck Ridge Road Bridge (South end)* – This complete bridge superstructure replacement and abutment rehabilitation project is currently in Final Design status. Permits have been applied for and start of construction is expected to occur in the spring of 2016.



- *Wellsville Avenue Bridge* – A design consultant was selected for this bridge rehabilitation/replacement project and the design contract was awarded on October 7, 2014. Although this project is currently in the State Local Bridge Program, an application was submitted for funding under the new State LOTCIP program. Acceptance into this program would be beneficial to the Town since the grant would pay for 100% of construction cost. The bridge was accepted into this program. This project is going out to bid and the start of construction is expected to occur in the spring of 2016.
  
- *Mill Street Bridge* – The design consultant has initiated work and the status of the project at 70% design with a second public meeting being scheduled for this fall. This project is going out to bid in spring of 2016 for construction FY 2016/2017.
  
- *Merryall Road Bridge* - Town funds were approved with the FY 14-15 budget to finance the Town's share of this bridge rehabilitation/replacement project. Initial work was completed regarding the selection of a design consultant. Design has been started and one public hearing has been held.
  
- *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 will be selecting a consultant this fall.
  
- *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 will be selecting a consultant this fall.

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

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## **HIGHWAY**

The Highway Department is responsible for the maintenance, drainage and snow plowing for all 181.53 miles of paved roads and 26.71 miles of gravel roads throughout Town. Besides the obvious basics of paving and plowing the Highway department: cleans catch basins, sprays guide rails for weed control, repairs guide rails, sweeps, grades gravel roads, maintains drainage, plants trees, clears downed trees and branches, installs drainage, repairs and conducts preventative maintenance on Town vehicles, installs flags, beaver dam removal, installs and replaces signs, line stripes, patches potholes, fixes and installs curbing, responds to CSR's [837 this year], rakes, seeds and hays new drainage installations, and mows roadsides, just to name a few daily jobs. In addition to the routine maintenance and snowplowing, the department responds to off hours emergencies. Most of these off hour emergencies are for fallen trees, black ice and vehicle accident clean ups.

The Highway department had to contend with an above average winter with 28 consisting of some storm events. Many of these storms were slow moving, requiring the overnight presence of the highway department to keep the roads open. The supply of salt was cut and became difficult to obtain by January and the department had to use sand near the end of the season. This dramatically impacted the snow and ice operation, and created more sweeping work for the spring season.

The following chart shows the expenses incurred by the gravel roads in New Milford-all 26+ miles: 211 Assigned Tasks for the following costs:

Work Order -Grading Gravel Roads FY 14-15	
Labor Cost Actual (wo fringe)	\$74,642.16
Equipment Cost Actual	\$190,022.75
Material Cost Actual	\$76,958.16
<b>Total Cost Actual</b>	<b>\$341,623.07</b>

## **BUILDING MAINTENANCE / CUSTODIAL**

The Building Maintenance Department is responsible for the day-to-day custodial responsibilities in all Town buildings. The day-to-day custodial activities include: cleaning, repairs, carpet, lights, department projects/requests and painting of all offices in the Town. 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~527 work orders logged into the new 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. The FM Manager also is responsible for the Energy consumption of the Town buildings and continues researching and implementing new lighting, HVAC and electrical facilities in order to reduce spending. The following lists are a partial maintenance and capital repair program that was completed this fiscal year 2014-2015.

- Annual & Re-occurring Maintenance Program items
- Carpet, hardwood and vinyl tile cleaning
- Streetlight maintenance program
- Town Hall brownstone restoration (part 1)
- Town Hall window sill restoration
- 533 Danbury Road facility upgrade
- 533 Danbury Road-used forklift purchase
- The Maxx exterior ground condenser
- Richmond Center incremental heater unit

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

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

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

## RECYCLING

The center has seen an increase in usage, again probably due to the economy, but has managed to cover 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.

Profit and Loss Statement for the Fiscal Year ending June 30, 2015

<b>Gross margin [L/J]</b>	<b>9.1%</b>
<b>Return on sales [T/J]</b>	<b>8.0%</b>

	Prior Period	Budget	Current Period	Current Period as % of Sales	% Change from Prior Period	% Change from Budget
<b>Revenue</b>						
Interest Income	428	360	360	0.1%	-15.9%	0.0%
Credit Card Svc Charges	38	76	76	0.0%	99.9%	0.0%
Sherman/Brookfield Cost Share	30,000	30,000	30,000	9.4%	0.0%	0.0%
Batteries	743	898	898	0.3%	20.8%	0.0%
Ticket Sales	249,764	248,231	248,231	77.7%	-0.6%	0.0%
Scrap Sales				0.0%	-	-
E-Waste	3,273	3,520	3,520	1.1%	7.5%	0.0%
Scrap Metal	37,234	35,834	35,834	11.2%	-3.8%	0.0%
Textile	0	463	463	0.1%	4624900.0%	0.0%
<b>Total Sales Revenue [J]</b>	<b>321,481</b>	<b>319,382</b>	<b>319,382</b>	<b>100.0%</b>	<b>-0.7%</b>	<b>0.0%</b>
<b>Cost of Sales</b>						
General Expenses	127	205	205	0.1%	61.4%	0.0%
Operating Transfers Out	288,640	290,000	290,000	90.8%	0.5%	0.0%
<b>Total Cost of Sales [K]</b>	<b>288,767</b>	<b>290,205</b>	<b>290,205</b>	<b>90.9%</b>	<b>0.5%</b>	<b>0.0%</b>
	Prior Period	Budget	Current Period	Current Period as % of Sales	% Change from Prior Period	% Change from Budget
<b>Gross Profit [L=J-K]</b>	<b>32,715</b>	<b>29,177</b>	<b>29,177</b>	<b>9.1%</b>	<b>-10.8%</b>	<b>0.0%</b>

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**Operating Expenses**

**General Budget**

Wages and salaries	89,266	98,105	99,195	31.1%	11.1%	1.1%
Overtime	10,826	14,000	10,435	3.3%	-3.6%	-25.5%
Recycling Operations/Contractual (Hauling fees)				0.0%	-	-
Single Stream (546.72 tons)	16,799	18,000	17,690	5.5%	5.3%	-1.7%
Bulky Waste (557.64 tons)	12,130	13,500	13,630	4.3%	12.4%	1.0%
Municipal Solid Waste (532.04 tons)	7,570	10,000	9,805	3.1%	29.5%	-2.0%
Misc	9,794	6,000	6,130	1.9%	-37.4%	2.2%
	Prior Period	Budget	Current Period	Current Period as % of Sales	% Change from Prior Period	% Change from Budget
Tipping Fees				0.0%	-	-
Single Stream (546.72 tons)	5,912	7,000	5,467	1.7%	-7.5%	-21.9%
Bulky Waste (557.64 tons)	51,207	54,000	47,818	15.0%	-6.6%	-11.4%
Municipal Solid Waste (532.04 tons)	43,880	54,000	45,521	14.3%	3.7%	-15.7%
Tires	1	1,500	1,495	0.5%	149400.0%	-0.3%
Recycling Contractual (Freon Extraction)	4,760	6,000	6,000	1.9%	26.1%	0.0%
Supplies	2,431	4,000	3,960	1.2%	62.9%	-1.0%
<b>Total General Budget Expenses [M]</b>	254,576	286,105	267,147	83.6%	4.9%	-6.6%
<b>Overhead and Administrative</b>						
Personnel (SS, Med, Health Ins, Benefits, etc - 35% of labor)	31,243	34,718	34,718	10.9%	11.1%	0.0%
Telephone	120	120	120	0.0%	0.0%	0.0%
Utilities	4,500	4,500	4,500	1.4%	0.0%	0.0%
Insurance	2,000	2,000	2,000	0.6%	0.0%	0.0%
<b>Total Overhead and Administrative Expenses [N]</b>	37,863	41,338	41,338	12.9%	9.2%	0.0%
<b>Capital Equipment</b>						
Compactors and Containers	9,834	9,834	9,834	3.1%	0.0%	0.0%
Backhoe	3,300	3,300	3,300	1.0%	0.0%	0.0%
Repairs and Maintenance (Vehicle Maint Budget)	1,313	1,313	1,313	0.4%	0.0%	0.0%
<b>Total Capital Equipment Expenses [O]</b>	14,448	14,448	14,448	4.5%	0.0%	0.0%
<b>Total Operating Expenses [P=M+N+O]</b>	306,887	341,891	322,933	101.1%	5.2%	-5.5%
<b>Income from Operations [Q=L-P]</b>	<b>-274,172</b>	<b>-312,714</b>	<b>-293,756</b>	<b>-92.0%</b>	<b>-7.1%</b>	<b>6.1%</b>
<b>Other Income [R]</b>	321,481	319,382	319,382	100.0%	-0.7%	0.0%
<b>Net Profit [T=Q+R]</b>	<b>47,309</b>	<b>6,668</b>	<b>25,625</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

<u>Grant Title</u>	<u>Description</u>	<u>Agency Applied to / Grant Type</u>	<u>Estimated Dollar Value</u>		<u>STATUS as of June 30, 2013</u>	
			<u>Grant</u>	<u>Total Project</u>		
4	Aspetuck Ridge Road (southern end) Bridge	Design and Engineering Services for Bridge 05655	CT DOT Federal Local Bridge Program 95-245	\$192,000.00	\$240,000.00	Under contract w/ CTDOT - In final design 90% complete, apply for FMC and permits and finalize design based on DOT comments
5	Mill Street Bridge	Design and Engineering Services for Bridge 05314	CT DOT Federal Local Bridge Program 95-248	\$192,000.00	\$240,000.00	Under contract w/ CTDOT Dewberry selected as Consultant Negotiated scope and fee, signed contract March 2013 Notice to Proceed issued Project in preliminary design
9	Young's Field Park Riverwalk & Greenway	Expand and develop approximately 0.5 mile stretch to re-establish natural vegetation, floating docks for fishing, and redesign parking area.	DEP - Trustee Sub Council for Connecticut Housatonic River Basin Natural Resources Restoration Project	\$180,000.00	\$281,000.00	AWARDED - Waiting for contract w/ Trustee Sub Council (expected 2012) Contract signed Sept 2012 Kick off/organizational meetings held in fall of 2013 Project design initiated in the spring of 2014
20	Bridge Street Sidewalk and Safety Improvements (not awarded 2010) REAPPLIED 2011 (not awarded 2011) REAPPLIED FY 2014	Engineering design and construction of approximately 800 feet of sidewalk and curbing on Bridge St.	OPM - STEAP	\$250,000.00	same	Submitted June 2011 - Under Review Not awarded Reapplied November 2013
21	Transportation Management Plan (Downtown New Milford)	Study and determine downtown traffic patterns and solutions to help alleviate congestion	OPM - STEAP	\$80,000.00	same	RFP sent out in March 2012 Awarded to Fitzgerald & Halliday in July 2012 Public meeting held May 2013 Draft report due Aug. 2013

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22	Century Brass Mill Demolition Survey	Prepare and in depth opinion of probable demolition cost and site remediation. Cost opinion should include any salvage value of the building (i.e. scrap metal) and removal and disposal of the concrete slab	DECD	\$60,000.00	same	Tighe & Bond will continue to provide professional services for this project Demolition estimate provided More detail on demo process and scope still needed.
23	Wellsville Ave Bridge	Design and Engineering Services for Bridge 04258	CT DOT -State Local Bridge Program 95-xxx (not assigned yet)	\$309,797.71	\$989,314.00	Commitment letter from CT DOT issued July 2012 - signed Aug 2012 Town's share for design funded in FY 2013-14 budget

## **Registrar of Voters Annual Town Report 2014-2015**

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 of the work that is required, and the fact that we are lucky enough to have two town employees already working in Town Hall, the ROV office is available almost full time each week to handle calls and walk-ins.

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

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

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

Yearly, the Registrars attend a special year-end session at the New Milford High School for the purpose of registering new voters who are either 18 or are 17 and will be 18 by the time the General Election is conducted. These new voters are read the oath and get sworn in. This year we are happy to report that 104 high school seniors registered.

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Registrar's records show a total voting population of 16061 as of 8/24/2015. The breakdown is as follows:

DEMOCRATS = 3858      REPUBLICANS = 4397      UNAFFILIATED = 7581  
OTHER = 225

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.

**Marcel Grenier, Democratic Registrar**  
**Barbara Payne, Democratic Deputy Registrar**

**Eleanor Florio, Republican Registrar**  
**John Gaiser, Republican Deputy Registrar**



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

***The Commission on Aging***: established in 1973 to study the local needs of the aged and to create, coordinate and foster programs to promote the health, education, welfare, independence, and the wellbeing of Seniors in the Town of New Milford. There are **5,093** individuals over 60 years of age in New Milford (2010 census); and **3,000** individuals were served by the Center, a 14% increase from the previous year.

**SENIOR SERVICES COUNSELORS**

The role of the Senior Services Counselors is to maintain a body of information on issues of importance to elders, to help access programs, advocate and resolve problems. The statistics for the 2014-15 fiscal year indicate that the counselors served about **1,000** persons providing close to **4,200 units of service**. This number increased about 200 units over last year. This fiscal year, energy assistance topped the list of services provided for the second time in the history of the Senior Center, with around **1000 units** of service captured. This beats the year before by around 200 units of service! Again, this was likely due to the long cold winter although fuel prices were lower than the previous year. The second most units of service performed by the counselors was in the area of medical insurance, as was last year, but this year there were 250 more units of service performed (971) which can probably be accounted for by the baby boomers coming in to apply for Medicare insurances for the first time. Unfortunately, the service category for the Department of Social Services (DSS) was the third highest category again this year. The new application system is getting a little better but still has its problems. It also appears that more people are qualifying for medical help through the Medicare Savings Programs operated through DSS, which offer great savings for qualifying Medicare recipients. Interestingly, SNAP and other food assistance programs combined to take fourth place in service units (**380**). The **New Milford Food Pantry** run by the Social Services office has over **100** seniors coming for a bag of non-perishable food items at least once per month. This number is right above Financial Assistance and Tax/Renter's assistance, which may indicate that several seniors from the Town are experiencing financial difficulties. The most notable trend that the counselors saw in 2014-15 was the increasing number of hoarders in our Town and the lack of a comprehensive plan for dealing with them. Most of the hoarders that were referred to the Town or sought help themselves were over 60 years of age. Deteriorating health and physical ability make it more difficult to keep up with cleaning and if one is prone to hoarding characteristics it is that much more difficult to stay on top of things and keep things in order. The Senior Services Counselors as well as other Town officials from Social Services, the Health Department and the Fire Marshall's Office attended a State-wide workshop to learn more about how to deal with this growing problem. Lastly, honorable mention should go to programs that help seniors stay at home. There are many financial loan and grant programs that provide financial assistance for repairs and improvements, as well as other organizations that actually buy the materials and supply the labor to repair and improve existing homes. There is a definite trend to remain at home as long as possible and all of what the counselors do help seniors to age in place as gracefully as possible.

## **TRANSPORTATION**

Bus service is provided Monday through Friday, to over **175 riders** within the Town of New Milford. Over **9,000 rides** were provided for work, shopping, and, social; plus more than **1,200 rides** were provided to non-emergent medical appointments. Our transportation has experienced a **17% increase** this year. A partnership with the Volunteer **WHEELS Program of Greater New Milford** provided an additional **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 **6,200** meals to over **103** participants, Monday – Thursday. The *Meals on Wheels Program*, delivery of two meals with a snack to **90** homebound recipients, totaled **30,000** meals. We have **13** volunteers who contributed **800** hours and drove their own vehicles over **10,000** miles in the course of the year. A Registered Dietitian from CW Resources also provides quarterly Nutrition Education programs throughout the year with over **120** participants.

## **PROGRAM ACTIVITIES**

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

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

Our “For Your Health” promotion programs, classes, screenings, education, Relaxation Station, were developed in collaboration with the NM Health Department, NM Visiting Nurse and Hospice Association, New Milford and Danbury Hospital, Alzheimer’s Association, Western CT Area Agency on Aging, the Health & Wellness Advisory Board, and the Senior Center staff. Participants in various exercise opportunities enjoyed Strength & Balance, Line Dancing Tai chi, Zumba Gold, Yoga, Chair Yoga, and Pilobolus classes. Overall, participants in all these activities were over **3,600**.

### **Education**

The “Never Stop Learning Series”, information and public affair programs presented throughout the year were offered in partnership with the New Milford Library, Historical Society, and other NM Town Agencies, TRIAD, AARP, local attorneys and varied community professionals and civic organizations. Participants in these programs totaled over **750**.

### **Support Groups**

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

**Jim Palmer Computer Lab**

The Computer Center's success is due to the dedication of our instructors/tax aide volunteers who volunteered over **350** hours offering introductory, advanced classes, and workshops. The AARP tax aide program submitted over **175** tax returns.

**Social/Recreation**

Activities offered at the Center, include occasion and theme parties, musical events, dances and monthly birthday parties. Hobby groups include: Handwork Circle, Quilting, Senior Singers, Mah Jongg, Scrabble, BINGO, Bridge, Crafts, Wood Carving, Wii Bowling, Mexican Train Dominoes, and Bocce Ball. There are also Cards and Puzzles, Book Exchange, Book Discussions, Reading with children from the Children's Center, Midweek Matinee, Sing a Song Karaoke, Brain Games, Bible discussions, Day trippers and over-night excursions. Sponsored events by local businesses', Center Staff & Volunteers, collectively had over **14,000** participants, an **increase of 17%**.

**Volunteers**

The New Milford Senior Center is most fortunate to have over **70** 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 2013-2014, the Center was the recipient of volunteer assistance valued at **\$175,000.00**.

New Milford Sewer Commission – Water Pollution Control Authority

Annual Report 2014-2015

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

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 2014-2015 was \$2,100,777, a 7.7% increase. Sewer use rates, septage fees and connection fees remained constant.

The office staff generated and processed several thousand benefit assessment and connection fee bills this fiscal year, as well as the administration of 3,840 sewer users and 4,100 septage permits.

During the year, the Class IV Waste Water Treatment Plant processed over 193 million gallons of raw waste water to a high standard of 99% removal of Suspended Solids and BOD, as well as achieving all nutrient limits as set by our NPDES discharge permit. The phosphorous average pounds per day were 2.27 lb/day, well under the Seasonal Cap Limit of 5.76 lb/day allowable by permit. The nitrogen removal was successful enough to merit a credit of \$3259 from the CT DEEP Nitrogen Exchange. The credit was the second year in a row for the N.M. WPCA, coming in with an average of 25 lb/day, three pounds under the limit. These results were obtained while loading rates reached as high as 80% of design load capacity for the treatment facility.

The facility and staff achieved those results while receiving 8.95 million gallons of septage and grease waste, an increase of 9.4% over the previous year, which generated \$588,279 in revenue. In addition, more than 3,086 wet tons of dewatered sludge was processed and shipped to Synagro in Waterbury for disposal by incineration at a cost of \$290,893. The staff also operated and maintained over 42 miles of collection system piping with its fourteen pump stations, and responded to 3,875 Call Before You Dig, mark-outs, and inspections.

The Sewer Commission's largest project this year was the continuation of its Septage Receiving Upgrade. Phase II, the addition of the Raptor unit is completed and Phase III, the re-fitting of the Lakeside unit, nearing start up. The WPCA will have three pieces of equipment able to receive septage, which should provide better customer service to the haulers with reduced wait times. Two other projects for the department were the completion of the GIS mapping and the Water Pollution Control Plan, which awaits DEEP approval.

## New Milford Department of Social Services



### 2014 - 2015 Annual Report

Despite an improved economic outlook in the US the going stays tough for many people. They may be left with a lot less in the aftermath of divorce or separation. Perhaps they lost their job and are having a tough time finding one that utilizes their skill set. Maybe illness or chronic health problems have created a whole new landscape to adjust to, including changes in work capacity. Or they never did well in school or lacked opportunity for higher education and struggle with low paying jobs, plentiful in our service economy. In New Milford, many such people find their way to the Social Services office. They rent or own homes all over our town, work in our schools, stores, hospital and medical offices. They drive our school buses, care for our elders and toddlers, and volunteer with Scouts and church groups. With one twist of fate, they could be you or me, my son or your cousin. They ARE our brothers and sisters, collectively.

**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 (job training and placement) is a priority of the department. Still, our staff has met with a great number of people who never expected to walk through our doors and have met with continual roadblocks as they try to make ends meet and support themselves. Last year we provided services to approximately 850 households from diverse neighborhoods, the common denominator being residence in New Milford and financial hardship.

The work of this department is carried out by four people: a full-time Director, full-time Secretary, full-time 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: The typical low income household in CT owes \$2560 more in energy bills than they can afford to pay.** This “energy affordability gap” is 784 million in CT! The federal energy assistance program (CEAP) allocation for CT was \$79.2 million, covering roughly 10% of that gap. A combination of local, state and federal dollars assist families in need but clearly a sizeable disparity remains. Social Services is the access point for residents under age 60 who apply for any form of energy assistance. Last year’s endless winter impacted

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hundreds of households in town. CEAP deliveries began in mid-November and ended in mid-March, while frigid temperatures widely exceeded these dates. **A total of 529 applications for the CT Energy Assistance Program were taken at our office this winter.** (up 6.2% from last winter) 23% of applicants were new to the program and of the 1450 people assisted, 43% were children. **A total of \$310,732 in energy aid was provided.**

**Operation Fuel**, a non-profit energy assistance organization funded by private and corporate contributions and some state funds, also chipped in to help residents. **69 of our local families received \$29,338 in winter aid while 19 had \$6789 in help with utilities last summer** through Operation Fuel.

The greater New Milford community generously supports our efforts to help off-set the loss of government funds. **The “Cold Homes, Warm Hearts 5-K Walk” for the New Milford Community Fuel Bank raised dollars from sponsors, walkers and other donors.** Local generosity enabled our **Community Fuel Bank to assist 67 Social Services households with an additional \$16,626** in fuel assistance. The Fuel Bank and Operation Fuel also aided a good number of senior households in town through the work of our counterparts in the Senior Center. **All told, Social Services helped 665 households to assistance with heating costs totaling just under \$358,000 last winter.**

**FOOD:** **One in six Americans (17.2 percent) said in 2014 that there had been times over the past 12 months that they didn’t have enough money to buy the food that they needed. Tens of millions of people are still struggling, despite an improving economy. We may think this can’t include New Milford, but it does.** 21.4% of our school children participate in the free/reduced lunch program! Hunger continues to affect young and old in our town. Feeding America’s quadrennial “Hunger in America” study indicates that families and elders no longer visit emergency food sources for temporary relief, but rely on food pantries as a supplemental food source. On the local level our **Food Bank** provides weekly bags of non-perishable groceries, plus produce and other goods to qualified households. **8519 such bags were distributed last year.** Emergency food vouchers were also given out to 89 households. **Households with children comprise 40% and households with seniors are 31% of our program participants.** Our annual program users total 1495 residents, and are predominantly female (56% to 44% male) and white (73%), with Hispanic the second largest group at 14%.

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, Northville Store, Fort Hill Farm, and Washington’s Judea Community Garden project** among others. They enable us to provide bakery products and fresh produce, conduct food drives and special events, make special contributions and are always willing helpers in our efforts. **Great appreciation also goes to the Community Culinary School, which donated 6000+ homemade meals for clients (and 67,859 meals since its inception!).** All together, we make a significant impact on abating hunger in this community! Among the many donors of food and financial support, we thank: **NM Lion’s Club, The New Milford Women’s Club, Paradise Cruisers (“Thanksgiving in July” car show), the Rotary Club, AARP (New Milford and Brookfield chapters), the VFW Ladies Auxiliary, NM Postal Workers, The Odd Fellows and Palm Rebekah Lodge, Korean War Veterans, Roger Sherman Chapter of the DAR, The NM Police Dept., Northville Baptist Church, St. Paul’s Anglican Church (Brookfield), Temple Sholom, Our Lady of the**

Lakes RC Church, First Congregational Churches of New Milford, Bridgewater and Washington, St. John's Episcopal Church of NM, St. Andrew's Episcopal of Marbledale, the United Methodist Church (for its pantry "Our Daily Bread"), and Walnut Hill Community Church. Local corporations, Kimberly Clark and Wal-Mart have helped to keep the Food Bank going, plus special efforts from Candlewood Valley Health and Rehab and Candlewood Valley Country Club. In the schools, Northville Elementary, Hill & Plain, John Pettibone Sarah Noble Intermediate, Canterbury, Kent, and Marvelwood Schools deserve an extra big bravo for their on-going efforts. Schaghticoke and NMHS also held successful food drives. 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 count on all of you!

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

**HOUSING:** Social Services handles many calls for help with problems related to housing. For many, this largest single expense presents a continual budgetary challenge. In the June report entitled "State of the Nation's Housing" released by the Joint Center for Housing Studies of Harvard University, it is evident that for many of us, housing has become less affordable. The report found that the U.S. housing recovery lost momentum last year:

- homeownership rates continued to fall;
- single-family construction remained near historic lows;
- existing home sales cooled.

And while rental markets and households continued to grow, the study concluded that "with rents rising and incomes well below pre-recession levels, the U.S. is also seeing record numbers of cost-burdened renters." Affordable housing continues as a national and local crisis.

This office is often a starting point as people search for housing or for ways to remain in their homes when financial hardship strikes. We spend a great deal of time working to provide residents with information, referrals, advocacy and some direct assist grants for housing needs.

The **Hope Fund** is our assistance fund to help clients with money toward security deposits or with preventive rent/mortgage assistance during extraordinary circumstances such as illness or unemployment. Last year, we were able to assist **40 residents** with **\$10,295** through this fund that is supported by private contributions and grants. **The Thrift Mart of New Milford** has been the one consistent donor to this fund in the past year. Additionally, **The Harcourt Foundation** made a major gift. We are most grateful!

The office also assisted **75 disabled clients (up 17%) with applications for renter's rebates totaling \$40,762** from the State of CT.

**FINANCIAL ASSISTANCE:** When New Milford residents experience financial hardship, Social Services is a place people can turn to. Our help includes counseling and budget guidance as well as concrete financial aid when appropriate. In addition to the forms of financial help

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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 170 grants totaling \$30,356 (up 35%) were distributed to households in distress.** Like the Food Bank and Hope Fund, the Good Samaritan Fund is 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 NM Stop & Shop and NM Board of Ed secretaries** made special gifts last year. In addition, many groups and individuals donate sums large and small to help their neighbors in need.

**Financial Fitness** continues to be a priority for the department. This takes place in conjunction with our client assistance programs and through workshops offered at the Community Culinary School and to the public. 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!**: In 2003, New Milford Social Services developed a program known as "Family First!" aimed at enhancing the quality of family life for lower-income residents. This is a weekend retreat experience offering workshops for parents on stress management, parenting and financial fitness, and recreational activities for both parents and children. Overall, 335 adults and 544 kids have benefited from Family First! To improve feelings of self-worth and offer respite and hope is some of the best work we can do at Social Services. **We are so grateful that MVP-SOS continues to provide vital support for the children's participation. This year the Goldring Family Foundation and another loyal anonymous donor also made Family First possible. We believe in the value of Family First and thank these sponsors for their trust in our work!**

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

Three "special mentions" this year: (1) **Park Lane Animal Hospital and The NM Town Clerk's Office:** It is well documented that pets enhance the lives of families, the disabled and elders. These two organizations have helped our client's pets! Park Lane held a free rabies clinic, provides free vet services and has been dropping off dog and cat food routinely over the past year. The Town Clerk's office has run a #1 Dog contest, bringing in funds and attention to the needs of lower income pet owners; as a result they deliver a huge supply of donated pet food each summer. Thanks guys!!

(2) **United Way of Western CT** has been a long-time partner to this department and has found several ways to benefit this community. Under Kathy Thomas' local leadership, they sponsor the Back to School Clothes for Kids program, have teamed with the Women's Club to "Stuff the



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Gazebo” in preparation for Thanksgiving food distribution, and have an awesome Youth Volunteer Corps that engages in projects with Social Services. Additionally, the United Way published the **ALICE Report**, a pivotal document for illuminating the issues of the hard working, lower income population. Bravo!!

(3) **John Pettibone Elementary School:** this year we say good-bye to a long-standing supporter, JPS. For over 20 years, their students did chores and good deeds at home to raise funds, providing 20+ NM children with holiday gifts and clothes delivered to Santa with great fanfare! JPS conducted many a school food drive as well; we appreciate *all* of their efforts!

In the community, the department hosts meetings of the New Milford 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 care, housing, food insecurity, financial literacy, homelessness and family strengthening. Efforts are made to maintain contact with state legislators who represent New Milford, and with town boards and commissions to share information and budgetary concerns.

**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 students, and for a full range of people whose lives are enriched by giving back to their community. **Last year, we averaged 150 monthly volunteer visits and logged a total of 6549 volunteer hours or 126 hours (3.2 FT employee equivalent) per week! This represents a significant gift to the community under the capable guidance of social worker Ivana Butera, who coordinates volunteer activities for the department.** 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:

<b><u>Program</u></b>	<b><u>Participants</u></b>
• S.A. Camp CONNRI	14 kids
• Back to School Clothes	238 kids
• Thanksgiving Baskets	290 HHs
• Santa Fund Children	565 kids
• Sibling Shopping	247 kids
• Parks & Rec Camp	45 kids
• Gifts to Disabled Adults	66

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**In closing,** Social Services continues to operate at a very busy pace, a reflection of larger systemic issues that keep a segment of the population in prolonged struggle. In both good and bad times, Connecticut's working households have seen their economic opportunities diminish. The State of Working CT reports that the large majority of workers have faced stagnant or falling wages over the past decade, accelerating the rise of inequality. Only Connecticut's highest earners have seen wage growth since 2000. The 2015 Kids Count report shows that nearly 20% of Litchfield County children are under the 200% poverty level and 29% live in homes that lack secure employment. Daily life in these circumstances is challenging. We hear this in our clients' stories and bear witness to the continual obstacles they face.

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

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OFFICE OF THE ASSESSOR  
OCTOBER 1, 2014 GRAND LIST  
ANNUAL TOWN REPORT  
2014-2015

The Gross Grand List increased from \$2,968,000,105 to \$2,988,150,400  
The Net Collectible Grand List went from \$2,895,742,200 to \$2,902,881,880

There were 158 Real Estate Accounts transferred by Warranty Deed

There were 340 Real Estate Accounts increased as a result of Building Permits and Certificate of Occupancy.

The number of Motor Vehicles Increased from 26,869 to 27,062

Personal Property Accounts Decreased from 2168 to 2108

The number of Elderly Accounts (552) & FF/AMB Abatements(143) RE&MV

The Grand List was signed and turned over to the Town Clerk on January 30, 2015

## **Tax Collector's Annual Report 2014-2015**

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

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

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

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

The 2013 Grand List Gross Tax Collected for year ending 6/30/15 was \$76,878,551.44

The Annual Suspense List approved by Bd of Finance totaled: \$441,605.90

The total amount of Refunds was: \$115,569.27

## ANNUAL REPORT

**JULY 1, 2014 - JUNE 30, 2015**

### Statistics of the Town Clerk's office

Vital Statistics	Births	Marriages	Deaths	Fetal Deaths
	225	182	289	1
	<u>Number Issued</u>		<u>State Fees</u>	<u>Town Fees</u>
Fish & Games Licenses	534		\$ 15,834.00	\$ 534.00
Dog licenses	2492		\$ 20,998.00	\$ 3,416.00
Marriage Licenses	101		\$ 2,020.00	\$ 1,010.00
Recycling Fees				\$ 4,608.00
Recording, copy, etc. fees				\$254,945.76
Passports	474			\$ 11,875.00
Historic Doc Sur-charge fees			\$ 7,944.00	\$ 3,972.00
MERS Documents			\$ 86,664.00	\$ 3,930.00
Farmland PA 09-229			\$142,992.00	
LOCIP				\$ 11,916.00
Conveyance tax			\$792,256.23	\$ 264,085.41
Land Recordings –	4,902	documents		
Maps Recorded -	41			\$ 420.00
Trade Names Recorded –	152			\$ 760.00
Postage –	104,702	pieces		Cost -\$ 65,196.00
Totals			State Fees \$1,068,708.23	Town Fees \$ 626,668.17
<b>Total Operating Budget</b>			<b>\$ 261,637.00</b>	
<b>Total Revenue</b>			<b>\$ 1,695,376.40</b>	
<b>Grants Received</b>			<b>\$ 7,500.00</b>	

**Projects and Accomplishments started and/or completed in  
Fiscal year 2014- 2015**

- Continued to submit land records, maps and trade names online for public access outside the office.
- Working on moving maps from one computer system to the indexing and search system used by the public.
- Simplified monthly spreadsheet to account for eRecordings.
- Scanned older land record deeds back to 1977.
- Received a \$ 7,000.00 grant for the preservation and restoration of land records.
- Applied for competitive Grant from the Connecticut State Library.
- Upgraded computer system software for vitals.
- Signed up 55 companies for eRecording (electronic recording).
- The office has processed 59 eRecordings from starting in March 2015 thru June 2015
- The office collected over \$500 in pet donations during the month of June for our “Coolest Canine contest.

**New Projects for fiscal year 2015 – 2016**

- Move all vital records from old server onto the Cott company hosted server with the land records and maps.
- Continue efforts to have more companies sign up for eRecording.
- Continuation of transferring maps and scanning old land records.
- Continuation of scanning of old land record deeds back earlier then 1977.
- Records/Vital clerk will take State of Connecticut test to become certified.

**Ordinance: Sewers & Sewers Disposal:** Chapter 22 22-63 9/8/2014

**Ordinance: Western CT Council of Governments:** Division 3A Chapter 16a 9/8/2014

**Ordinance: Exemption for Veterans:** Chapter 19 Article VIII, Sec 19-43a 3/9/2015

**Ordinance: Administration:** Chapter 2 Article 1 Sec 2-1 3/9/2015

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**Primary, Republican Governor:** 8/12/2014

**Election, State Governor:** 11/4/2014

**Annual Town Budget Meeting** - 4/28/2015

**Budget Referendum: Approved** - Town and Board of Education 5/5/2015

**Special Town Meeting: Approved** - Grove Street Property donation 3.69 acres 9/8/2014

**Special Town Meeting: Approved** - Sale of town property on Candlewood Mtn. Rd 9/8/2014

**Special Town Meeting: Approved** - Discontinue portion of Larson Road 1/12/2015

**Special Town Meeting: Approved** – Amend 2012 PW program Bond resolution 6/8/2015

## **YOUTH AGENCY**

G. Mark Mankin

The Youth Agency's main office is located at 50 East Street in New Milford. The Agency is staffed by 12 full time professionals. The Agency also provided employment for a seasonal/part time staff of 50. The Town of New Milford funded the Agency's fiscal year **2014-2015** in the amount of \$1,045,520.00 of which 65% was returned in the form of revenue. (The Agency is under the auspices of the State Department of Education.) A ten member Board of Directors is responsible for the operation of the Agency in accordance with the town ordinance that created the Agency. During the past year the Agency provided services and programs that reached over 16,000 participants.

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

The following programs were offered during the 2014 - 2015 fiscal year:

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

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

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

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

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



**SUBSTANCE ABUSE PREVENTION COUNCIL**

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

**SUBSTANCE ABUSE RESOURCE WEBSITE-**

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

<http://nmsubstanceabusecouncil.org>

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

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

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

**HIGH SCHOOL AFTERSCHOOL PROGRAM-**

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

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

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

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

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

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

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

[www.YouthAgency.org](http://www.YouthAgency.org) – The New Milford Youth Agency’s website created by a New Milford High School student is now a major source of information on the Agency including up-coming events and programs.

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

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

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

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

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

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

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

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

YOUTH LEADERSHIP AND ADVOCACY – Youth attended, “Change the Tide, Lead by Example” at the Capitol this past year. Youth are given many opportunities to learn, lead their peers and represent the community locally and state wide.

**ZONING COMMISSION  
ANNUAL REPORT 2014-2015**

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 is also the Land Use Supervisor for the Planning and Aquifer Protection Agency Offices.

The Zoning Enforcement Officer represents the Zoning Commission and is responsible for enforcement of the regulations, review of all site plan, special permit, zone change and regulation amendment applications brought before the Zoning Commission and review of subdivision applications brought before the Planning Commission. The Enforcement Officer also works closely with the Zoning Commission on the regulation amendments initiated by the Commission. The Enforcement Officer or Land Use Inspector also 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 2014-2015, 199 zoning permits were issued with a total of \$31,190.17 in permit fees collected. An additional 129 applications for interior renovations and activities not requiring individual permits were processed. Additional revenue of \$10,822.00 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 and 18 Special Permit Applications were received and reviewed. There were also 4 Zone Change Applications and 3 Regulation Amendment Applications. Gross engineering fees for review totaled \$19,327.47. Over 50 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 2014-2015**

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 2014 – 2015 fiscal year the Zoning Board of Appeals heard 24 appeals for variance requests and 0 appeal for a decision made by the Zoning Enforcement Officer. The Board collected \$3,980.00 in application fees.

# **Management's Discussion and Analysis**

**Taken from the 2014/2015 Audit**

*Town of New Milford*  
*Annual Report 14/15*

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, 2015.

**Financial Highlights**

- Effective July 1, 2014, the Town implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27*, which replaced the requirements of GASB Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, and GASB Statement No. 50, *Pension Disclosures*. GASB Statement No. 68 required the Town to recognize a net pension liability relating to its long-term obligations for pension benefits in the government-wide financial statements. In addition, the implementation of GASB Statement No. 68 resulted in enhanced note disclosures and required supplementary information. The Town has recognized a cumulative effect adjustment from implementing this statement, which resulted in a decrease in the Town’s beginning net position of \$6,073,149.
- 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 \$171,936,225 (net position). Of this amount, \$52,952,422 represents the Town’s unrestricted net position.
- The Town’s total net position decreased by \$5,250,398 during the current fiscal year, which consisted of a current year decrease of \$3,926,310 relating to the Town’s governmental activities and a decrease of \$1,324,088 relating to the Town’s business-type activities.
- As of the close of the current fiscal year, the Town’s governmental funds reported a combined ending fund balance of \$29,246,799, a current year increase of \$3,039,423 in comparison with the prior year.
- At the close of the current fiscal year, unassigned fund balance of the General Fund was \$17,761,259 or 19.0% of total General Fund budgetary expenditures. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover approximately 2.3 months of General Fund budgetary 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.



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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 Police Communications II Fund, all of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor 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.

**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 \$171,936,225 and \$177,186,623 as of June 30, 2015 and 2014 (as adjusted for the implementation of GASB Statement No. 68), respectively, and are summarized as follows:

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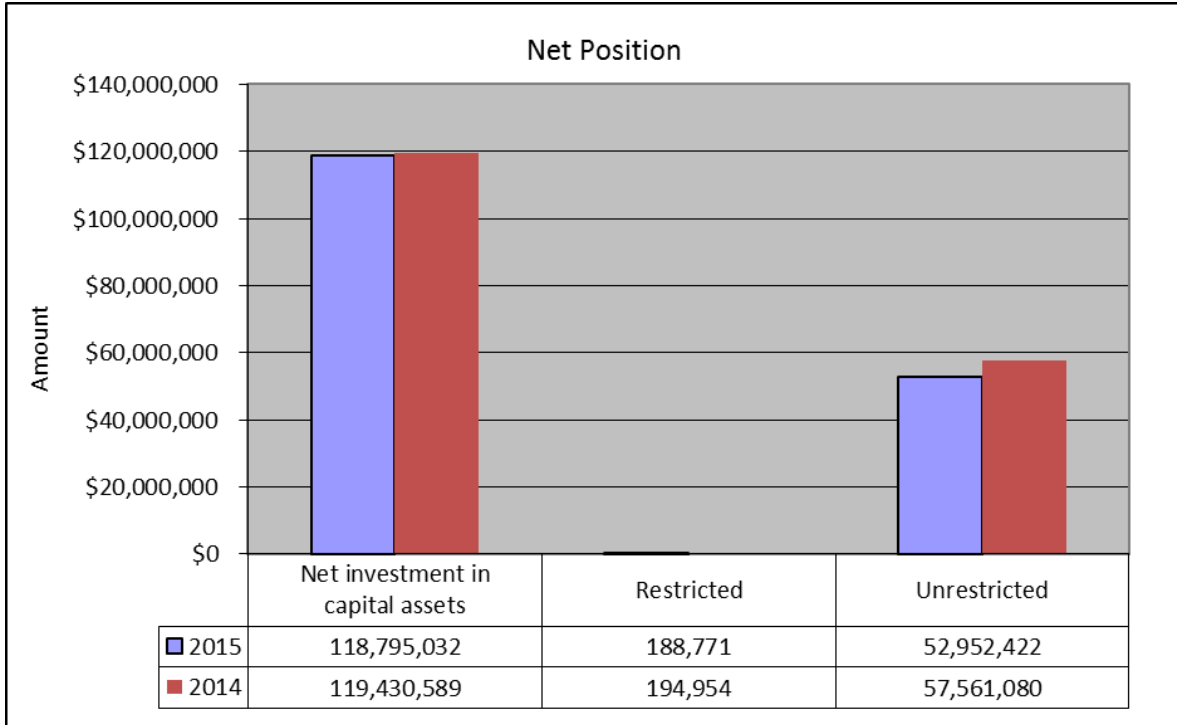
**Town of New Milford, Connecticut**  
**Net Position**  
**June 30, 2015**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 72,605,665	\$ 2,317,517	\$ 74,923,182
Capital assets	129,627,717	41,428,957	171,056,674
Total assets	<u>202,233,382</u>	<u>43,746,474</u>	<u>245,979,856</u>
Deferred outflows of resources	<u>4,492,871</u>	<u>198,780</u>	<u>4,691,651</u>
Other liabilities	14,497,229	279,673	14,776,902
Long-term liabilities	37,734,068	23,665,638	61,399,706
Total liabilities	<u>52,231,297</u>	<u>23,945,311</u>	<u>76,176,608</u>
Deferred inflows of resources	<u>2,445,000</u>	<u>113,674</u>	<u>2,558,674</u>
Net position:			
Net investment in capital assets	100,392,837	18,402,195	118,795,032
Restricted	188,771	-	188,771
Unrestricted	51,468,348	1,484,074	52,952,422
Total net position	<u>\$ 152,049,956</u>	<u>\$ 19,886,269</u>	<u>\$ 171,936,225</u>

**Net Position**  
**June 30, 2014 (As Adjusted)**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 74,574,981	\$ 4,063,886	\$ 78,638,867
Capital assets	131,134,572	42,243,723	173,378,295
Total assets	<u>205,709,553</u>	<u>46,307,609</u>	<u>252,017,162</u>
Deferred outflows of resources	<u>5,489,055</u>	<u>240,946</u>	<u>5,730,001</u>
Other liabilities	15,210,458	274,145	15,484,603
Long-term liabilities	36,836,272	24,916,411	61,752,683
Total liabilities	<u>52,046,730</u>	<u>25,190,556</u>	<u>77,237,286</u>
Deferred inflows of resources	<u>3,175,612</u>	<u>147,642</u>	<u>3,323,254</u>
Net position:			
Net investment in capital assets	101,661,774	17,768,815	119,430,589
Restricted	194,954	-	194,954
Unrestricted	54,119,538	3,441,542	57,561,080
Total net position	<u>\$ 155,976,266</u>	<u>\$ 21,210,357</u>	<u>\$ 177,186,623</u>

**Net Position (Continued)**



As of June 30, 2015, 69.1% 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.

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

The remainder of the Town’s net position is considered unrestricted and may be used to meet the Town’s ongoing obligations to citizens and creditors.

Overall, net position decreased during the current year by \$5,250,398 in comparison with the prior year.

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**Changes in Net Position**

Changes in net position for the years ended June 30, 2015 and 2014 are as follows. Amounts reported for the year ended June 30, 2014 have not been adjusted for the implementation of GASB Statement No. 68 since the effects of the adjustments were not readily determinable.

**Town of New Milford, Connecticut**  
**Changes in Net Position**  
**For The Year Ended June 30, 2015**

	Governmental Activities	Business-type Activities	Total
<b>Revenues</b>			
Program revenues:			
Charges for services	\$ 10,045,327	\$ 2,137,844	\$ 12,183,171
Operating grants and contributions	22,928,468	-	22,928,468
Capital grants and contributions	2,268,059	-	2,268,059
General revenues:			
Property taxes, levied for general purposes	76,254,200	-	76,254,200
Grants and contributions not restricted to specific programs	527,577	-	527,577
Investment earnings	111,074	70,248	181,322
Total revenues	<u>112,134,705</u>	<u>2,208,092</u>	<u>114,342,797</u>
<b>Expenses</b>			
General government	12,805,752	-	12,805,752
Public safety	7,796,860	-	7,796,860
Public works	9,467,216	-	9,467,216
Health and welfare	2,803,452	-	2,803,452
Library	1,054,020	-	1,054,020
Culture and recreation	1,655,802	-	1,655,802
Education	79,542,105	-	79,542,105
Interest expense	935,808	539,626	1,475,434
Sewer	-	2,992,554	2,992,554
Total expenses	<u>116,061,015</u>	<u>3,532,180</u>	<u>119,593,195</u>
Change in net position	<u>\$ (3,926,310)</u>	<u>\$ (1,324,088)</u>	<u>\$ (5,250,398)</u>

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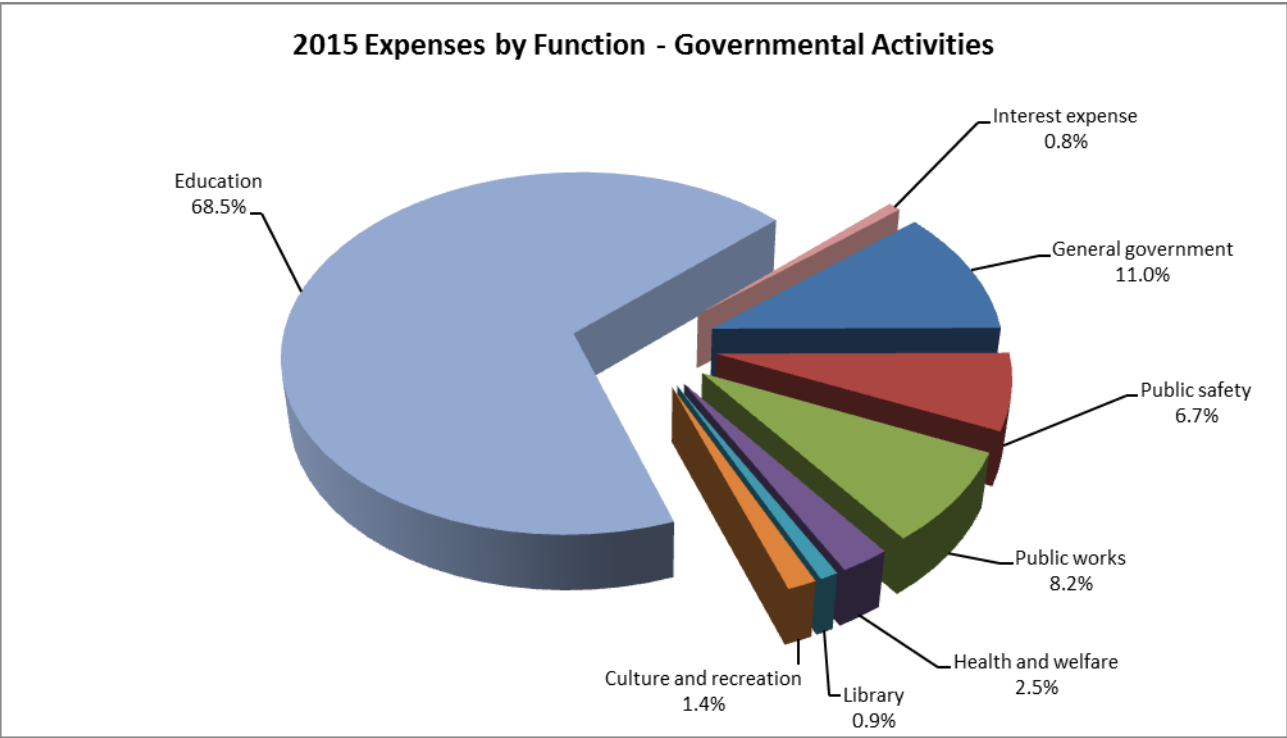
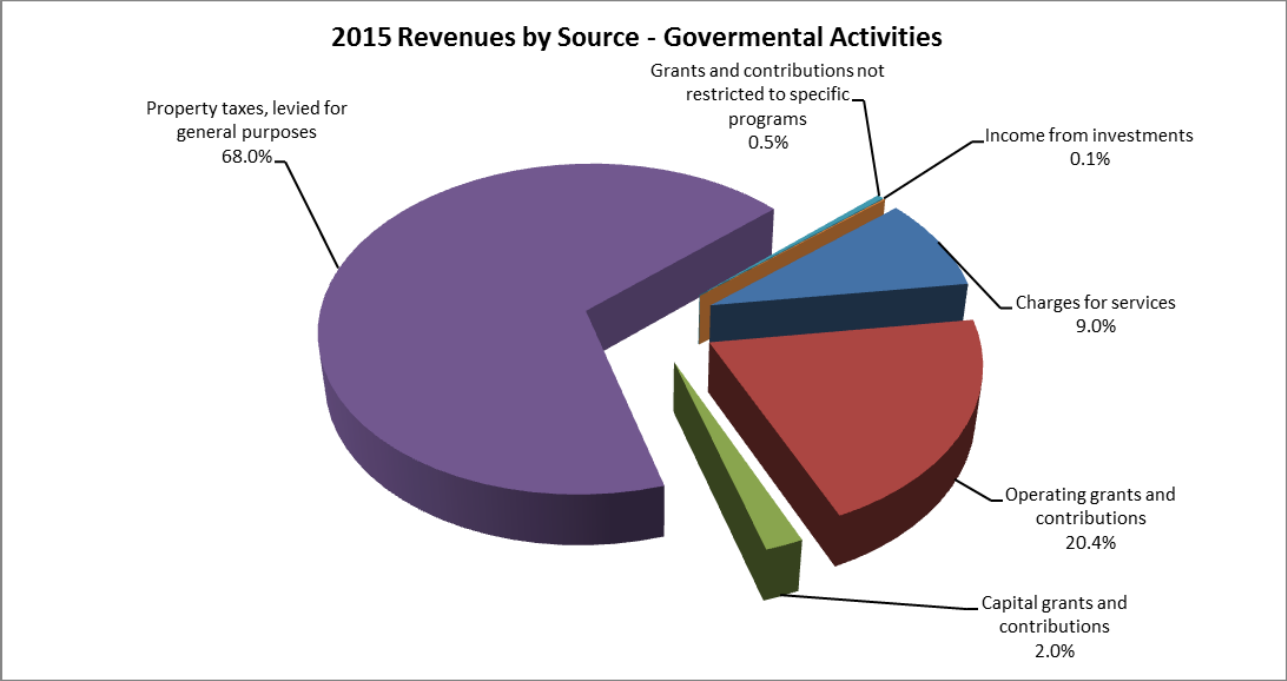
**Change in Net Position (Continued)**

**Town of New Milford, Connecticut**  
**Changes in Net Position**  
**For The Year Ended June 30, 2014**

	Governmental Activities	Business-type Activities	Total
<b>Revenues</b>			
Program revenues:			
Charges for services	\$ 11,431,440	\$ 4,304,300	\$ 15,735,740
Operating grants and contributions	23,034,016	-	23,034,016
Capital grants and contributions	2,106,341	-	2,106,341
General revenues:			
Property taxes, levied for general purposes	74,383,450	-	74,383,450
Grants and contributions not restricted to specific programs	803,416	-	803,416
Investment earnings	310,772	65,470	376,242
Total revenues	<u>112,069,435</u>	<u>4,369,770</u>	<u>116,439,205</u>
<b>Expenses</b>			
General government	11,414,589	-	11,414,589
Public safety	7,333,092	-	7,333,092
Public works	7,902,118	-	7,902,118
Health and welfare	2,572,232	-	2,572,232
Library	1,017,968	-	1,017,968
Culture and recreation	1,521,470	-	1,521,470
Education	75,046,534	-	75,046,534
Interest expense	1,185,626	575,637	1,761,263
Sewer	-	2,671,560	2,671,560
Total expenses	<u>107,993,629</u>	<u>3,247,197</u>	<u>111,240,826</u>
Change in net position before transfers	<u>\$ 4,075,806</u>	<u>\$ 1,122,573</u>	<u>\$ 5,198,379</u>

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

**Change in Net Position (Continued)**



**Change in Net Position (Continued)**

***Governmental Activities***

Governmental activities decreased the Town's net position by a current year change of \$3,926,310. The decrease is primarily attributed to the recognition of the change in the Town's net pension liability in the amount of \$4,421,613.

***Business-type Activities***

Business-type activities decreased the Town's net position by a current year change of \$1,324,088. The decrease is primarily attributed to the recognition of depreciation and amortization expense of \$1,129,282 and the change in the net pension liability of \$205,571.

**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 \$29,246,799.

**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 \$17,761,259. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 19.0% of total General Fund budgetary expenditures. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover approximately 2.3 months of General Fund budgetary expenditures.

The fund balance of the Town's General Fund increased by \$1,614,797 during the current fiscal year, which was primarily due to favorable revenue and expenditure variances within the General Fund budget.

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

**Waste Management Fund**

The fund balance of the Waste Management Fund increased by \$961,867 during the current fiscal year. This increase was primarily due to proceeds received related to a long-term settlement receivable offset by transfers to the General Fund.

**Police Communications II Fund**

The fund balance of the Police Communications II Fund decreased by \$107,779 during the current fiscal year. The decrease was primarily attributable to current year capital outlays of \$107,867, which were funded by bond anticipation notes. The fund balance as of June 30, 2015 was a deficit of \$3,609,389 and is expected to be funded by future permanent financing sources.

**General Fund Budgetary Highlights**

The actual net change in fund balance of the General Fund on a budgetary basis was an increase of \$1,877,198. Expenditures were \$3,453,851 less than budgeted. Total budgetary revenues were \$1,494,087 more than expected, primarily due to better than expected tax collections. During the year ended June 30, 2015, the Town Council approved additional appropriations of \$1,645,148 from fund balance.

**Capital Asset and Debt Administration**

**Capital Assets**

The Town's investment in capital assets for its governmental and business type activities as of June 30, 2015 totaled \$171,056,674 (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 decrease in the Town's investment in capital assets for the current fiscal year was approximately \$2.3 million or 1.3%. This decrease was primarily comprised of depreciation and amortization on capital assets of approximately \$6.8 million, offset by current year capital asset additions of approximately \$4.6 million. Significant capital events during the current fiscal year included the following:

- Outlays for various road and bridge construction projects totaling approximately \$2.8 million.
- Outlays of pertaining to the Police Communications project totaling approximately \$108,000.
- Outlays of leased equipment and vehicles totaling approximately \$853,000.
- Outlays for purchased equipment and vehicles totaling approximately \$497,000.



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**Capital Assets (Continued)**

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

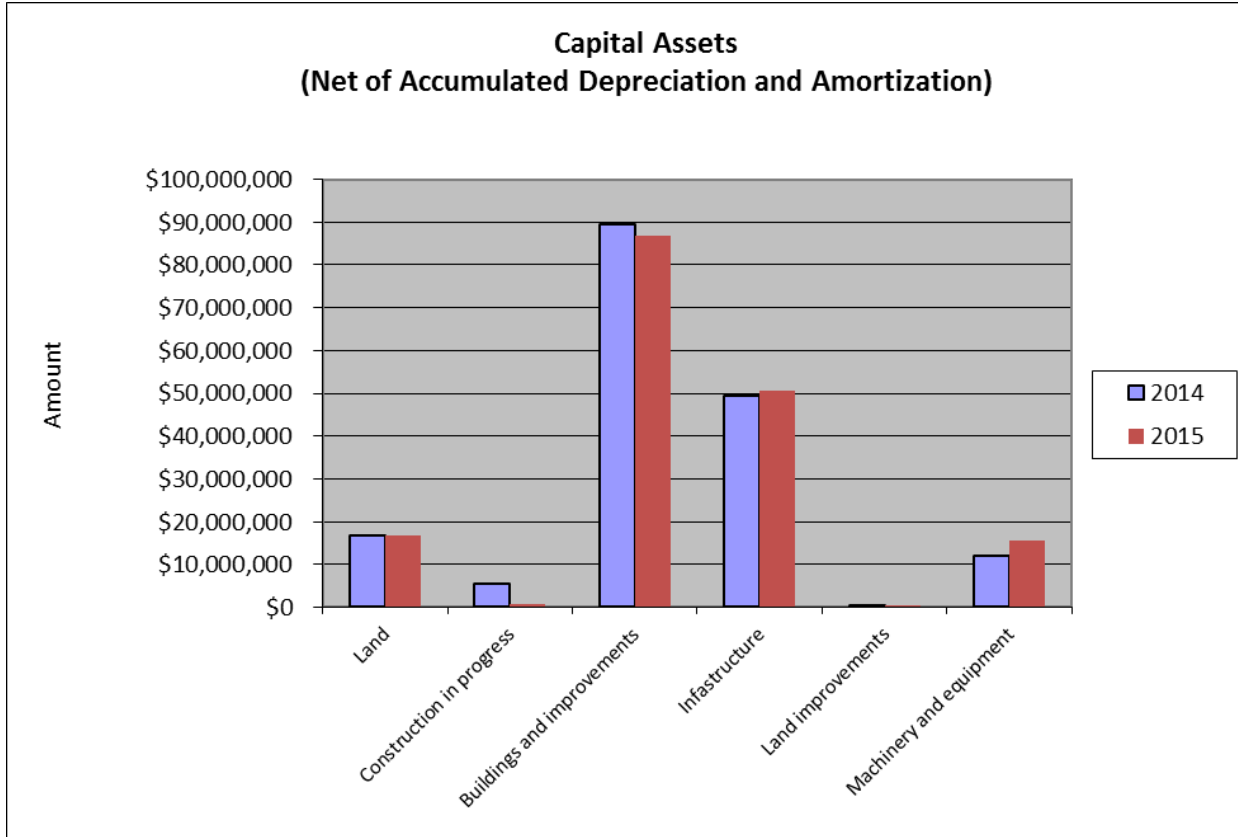
**Town of New Milford, Connecticut**  
**Capital Assets, Net**  
**June 30, 2015**

	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 Assets, Net**  
**June 30, 2014**

	Governmental Activities	Business-type Activities	Total
Land	\$ 16,778,689	\$ 5,000	\$ 16,783,689
Construction in progress	5,087,672	416,915	5,504,587
Buildings and improvements	61,138,819	28,221,086	89,359,905
Infrastructure	41,258,337	8,043,191	49,301,528
Land improvements	532,953	-	532,953
Machinery and equipment	6,338,102	5,557,531	11,895,633
Totals	<u>\$ 131,134,572</u>	<u>\$ 42,243,723</u>	<u>\$ 173,378,295</u>

**Capital Assets (Continued)**



Additional information on the Town’s capital assets can be found in Note D 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 \$49,901,088. This entire amount is comprised of debt backed by the full faith and credit of the Town. The Town’s total debt decreased by \$6,235,698 or 11.1% during the current fiscal year primarily due to the payment of scheduled debt service on outstanding general obligation bonds.

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 \$538,528,221, which is in excess of the Town’s outstanding general obligation debt.

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**Debt Administration (Continued)**

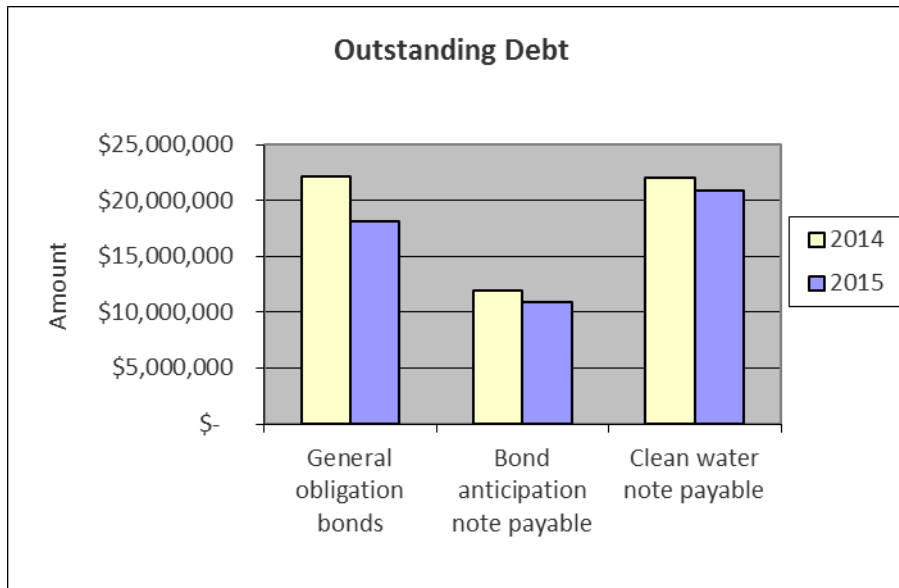
The following are tables of long-term bonded debt:

**Long-term Debt  
June 30, 2015**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 15,936,157	\$ 2,223,843	\$ 18,160,000
Bond anticipation note payable	10,905,000	-	10,905,000
Clean water note payable	33,169	20,802,919	20,836,088
<b>Totals</b>	<b>\$ 26,874,326</b>	<b>\$ 23,026,762</b>	<b>\$ 49,901,088</b>

**Long-term Debt  
June 30, 2014**

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



Additional information on the Town's long-term debt can be found in Note H and Note I of this report.

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

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

- The unemployment rate for the Town is currently 4.4%, which compares favorably to the state's average unemployment rate and the national unemployment rate.
- Unassigned fund balance of the General Fund totaled \$17,761,259 at June 30, 2015.
- 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 2016, 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 2016 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 2016.

**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 A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

### **Financial Reporting Entity**

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

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

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

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

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

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

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

**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 for the acquisition of land and building for public recreation, public education, or public library facilities. The major source of revenue for this fund is settlement proceeds from certain zoning violations relating to a municipal solid waste facility.

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

The Town reports the following major proprietary funds:

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

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

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

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

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

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

Fund Financial Statements (*Continued*)

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

**Measurement Focus and Basis of Accounting**

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

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

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

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

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



**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.

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

**Cash Equivalents**

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

**Investments**

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

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

**Inventories**

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

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

Property taxes are assessed as of October 1. Real estate and personal property taxes are billed in the following July and are due in two installments, July 1 and January 1. Motor vehicle taxes are billed in July and are due in one installment, July 1, and supplemental motor vehicle taxes are due in full January 1. Taxes become delinquent thirty days after the installment is due. Liens are effective on the assessment date and are continued by filing before the end of the year following the due date. Based on historical collection experience and other factors, the Town has established an allowance for uncollectible taxes and interest as of June 30, 2015 of \$59,710 and \$56,000, respectively.

**Assets, Liabilities, Deferred Inflows/Outflows of Resources and Net Position/Fund Equity  
(Continued)**

**Property Taxes, Sewer Usage Charges and Sewer Assessment Fees (Continued)**

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, 2015 is not considered necessary.

**Loans Receivable**

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

**Capital Assets**

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

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

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

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

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

**Assets, Liabilities, Deferred Inflows/Outflows of Resources and Net Position/Fund Equity (Continued)**

**Unearned Revenue**

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

**Deferred Outflows/Inflows of Resources**

Deferred inflows and outflows 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 pension expenses. Deferred charges on refunding resulted from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. Deferred pension expenses result from changes in the net pension liability. This amount is deferred and amortized as a component of pension expense on a systematic and rational basis.

Deferred inflows of resources consists of revenue that is considered unavailable under the modified accrual basis of accounting and deferred pension benefits. Unavailable revenue is reported in the governmental funds balance sheet. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. Deferred pension benefits result from changes in the net pension liability. This amount is deferred and 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.

**Assets, Liabilities, Deferred Inflows/Outflows of Resources and Net Position/Fund Equity (Continued)**

**Net Position and Fund Balance**

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

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

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

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

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

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

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

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

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

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

***Net Position Flow Assumption***

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

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

**Assets, Liabilities, Deferred Inflows/Outflows of Resources and Net Position/Fund Equity (Continued)**

**Net Position and Fund Balance (Continued)**

***Fund Balance Flow Assumption***

Sometimes the Town will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied.

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

**Interfund Activities**

Interfund activities are reported as follows:

**Interfund Receivables and Payables**

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

**Interfund Services Provided and Used**

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

**Interfund Transfers**

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

**Interfund Reimbursements**

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

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**Use of Estimates**

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

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

**Budgetary Information**

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

- The Mayor, with the approval of the Town Council, presents to the Board of Finance an annual budget by the third Tuesday in March. The Board of Finance holds one or more public hearings on the budget by the third Tuesday in April. Within fifteen days of the last public hearing, the Board of Finance approves the budget for submission to the annual Budget Meeting.
- The annual Budget Meeting adopts the budget by the second Tuesday in May, which provides for appropriations by major object of the following categories: personal services, contractual services, materials and supplies, fixed charges, capital outlays and revenues other than property taxes to be collected in the ensuing fiscal year.
- Expenditures are budgeted by function, department and object. The legal level of budgetary control, the level at which expenditures may not exceed appropriations, is established at the department level.
- Transfers of budgeted amounts between departments must be approved by the Board of Finance. Management may transfer amounts between line items within a department. The Board of Finance may approve additional appropriations for a department, provided such additional appropriations do not exceed, in the aggregate in any one year, an amount in excess of 1/5<sup>th</sup> of one mill per each one thousand dollars of the last completed Grand List. Appropriations in excess of the amount which the Board of Finance may approve must be approved by vote of a Town Meeting. During the year ended June 30, 2015, the Board of Finance and, where required, Town meetings approved additional appropriations from fund balance of \$1,645,148.
- Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the fiscal year lapses unless continued upon recommendation of the Director of Finance and approved by the Board of Finance, except those for Capital Projects Funds. Appropriations for Capital Projects Funds are continued until completion of the applicable projects, which often last more than one fiscal year, but cannot exceed five years.
- Formal budgetary integration is employed as a management control device during the year.
- The budget is prepared on the modified accrual basis of accounting. Intergovernmental revenues and other reimbursement for certain special education costs are recorded as reductions to expenditures for budgetary purposes and “on-behalf” payments made by the State of Connecticut into the State Teachers’ Retirement System are not recorded for budgetary purposes. Encumbrances are recognized as a valid and proper charge against a budget appropriation in the year in which the purchase order, contract or other commitment is issued and, accordingly, encumbrances outstanding at year-end are reported in budgetary reports as expenditures of the current year.

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**Budgetary Information (Continued)**

As described above, accounting principles applied for purposes of developing data on a budgetary basis differ from those used to present financial statements in conformity with accounting principles generally accepted in the United States of America (“GAAP basis”). A reconciliation of General Fund amounts presented on the budgetary basis to amounts presented on the GAAP basis is as follows for the year ended June 30, 2015:

	<u>Total Revenues</u>	<u>Total Expenditures</u>	<u>Other Financing Uses, Net</u>	<u>Net Change in Fund Balance</u>
Budgetary basis	\$ 97,056,711	\$ 93,628,687	\$ (1,550,826)	\$ 1,877,198
"On-behalf" payments - State Teachers Retirement Fund ( <i>see Note J</i> )	7,050,113	7,050,113	-	-
Changes in encumbrances	-	437,636	-	(437,636)
Cancellation of prior year encumbrances	-	(570,595)	(570,595)	-
Reimbursement for certain costs recorded as a reduction to expenditures for budgetary purposes	1,997,857	1,997,857	-	-
Certain items recorded as transfers for budgetary purposes	-	(89,714)	(89,714)	-
Volunteer Fire Fund	235	120,000	250,000	130,235
Other commitments	-	(45,000)	-	45,000
Noncash capital lease financing activity	-	852,865	852,865	-
GAAP basis	<u>\$ 106,104,916</u>	<u>\$ 103,381,849</u>	<u>\$ (1,108,270)</u>	<u>\$ 1,614,797</u>

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**NOTE B - BUDGETARY INFORMATION AND DEFICIT FUND BALANCES (Continued)**

**Deficit Fund Balances**

The following funds have deficit fund balances as of June 30, 2015, none of which constitutes a violation of statutory provisions:

Fund	Amount
Police Communications II Fund	\$ 3,609,389
Route 7 Pump Station 12-13 BANS Fund	2,250,000
Roads III 12-13 BANS Fund	1,899,999
Bridge Dam & Fueling Station Fund	1,311,594
Capital Road Project Fund	87,296
Century Brass Clean Up Fund	84,514
Education Services	6,372
Grove Street Relocation Fund	1,859
Drug Education Prevention Fund	869

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

**NOTE C - CASH DEPOSITS AND INVESTMENTS**

**Cash Deposits**

A reconciliation of the Town's cash deposits as of June 30, 2015 is as follows:

Government-wide statement of net position:	
Cash and cash equivalents	\$ 43,544,477
Statement of fiduciary net position:	
Cash and cash equivalents	3,415,820
	46,960,297
Less: cash equivalents considered investments for disclosure purposes	(12,906,447)
	\$ 34,053,850

**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, 2015, \$33,619,472 of the Town's bank balance of \$35,157,383 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized	\$ 30,257,525
Uninsured and collateralized with securities held by the pledging bank's trust department or agent but not in the Town's name	3,361,947
	\$ 33,619,472



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**Cash Deposits (Continued)**

**Custodial Credit Risk (Continued)**

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, 2015 is as follows:

Government-wide statement of net position:		
Investments		\$ 1,645,256
Statement of fiduciary net position:		
Investments		50,916,479
		52,561,735
Add: cash equivalents considered investments for disclosure purposes		
		12,906,447
		\$ 65,468,182

As of June 30, 2015, the Town's investments consist of the following:

Investment type	Credit Rating	Fair Value	Investment Maturities (In Years)	
			Less Than 1	1 to 5
<b>Debt Securities:</b>				
Pooled fixed income accounts - STIF	AAA	\$ 12,775,971	\$ 12,775,971	\$ -
Corporate bonds	AAA	11,055	-	11,055
Corporate bonds	AA	51,835	-	51,835
Corporate bonds	A-	131,849	-	131,849
Corporate bonds	BBB	25,318	-	25,318
Money market mutual funds	Unrated	130,476	130,476	-
		13,126,504	\$ 12,906,447	\$ 220,057
<b>Other investments:</b>				
Pooled separate accounts		49,816,525		
Equity mutual funds		2,510,379		
Common stock		14,774		
		\$ 65,468,182		

**Investments (Continued)**

**Interest Rate Risk**

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

**Credit Risk**

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

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

**Custodial Credit Risk**

For an investment, custodial credit risk is the risk that, in the event of the failure of a counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town's investments are not exposed to custodial credit risk at June 30, 2015, as they are held by a trustee in the Town's name.

**Concentrations of Credit Risk**

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

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**NOTE D - CAPITAL ASSETS**

Capital asset activity for governmental activities for the year ended June 30, 2015 consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>					
Capital assets, not being depreciated:					
Land	\$ 16,778,689	\$ -	\$ -	\$ -	\$ 16,778,689
Construction in progress	<u>5,087,672</u>	<u>1,588,670</u>	<u>(2,160)</u>	<u>(6,314,399)</u>	<u>359,783</u>
Total capital assets, not being depreciated	<u>21,866,361</u>	<u>1,588,670</u>	<u>(2,160)</u>	<u>(6,314,399)</u>	<u>17,138,472</u>
Capital assets, being depreciated:					
Buildings and improvements	93,730,622	6,905	-	-	93,737,527
Infrastructure	103,638,758	1,138,327	-	2,669,515	107,446,600
Land improvements	974,695	8,916	-	46,856	1,030,467
Machinery and equipment	<u>21,136,607</u>	<u>1,555,797</u>	<u>(763,723)</u>	<u>3,598,028</u>	<u>25,526,709</u>
Total capital assets, being depreciated	<u>219,480,682</u>	<u>2,709,945</u>	<u>(763,723)</u>	<u>6,314,399</u>	<u>227,741,303</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	32,591,803	1,891,359	-	-	34,483,162
Infrastructure	62,380,421	2,302,157	-	-	64,682,578
Land improvements	441,742	53,012	-	-	494,754
Machinery and equipment	14,798,505	1,415,343	(622,284)	-	15,591,564
Total accumulated depreciation and amortization	<u>110,212,471</u>	<u>5,661,871</u>	<u>(622,284)</u>	<u>-</u>	<u>115,252,058</u>
Total capital assets, being depreciated, net	<u>109,268,211</u>	<u>(2,951,926)</u>	<u>(141,439)</u>	<u>6,314,399</u>	<u>112,489,245</u>
Governmental activities capital assets, net	<u>\$ 131,134,572</u>	<u>\$ (1,363,256)</u>	<u>\$ (143,599)</u>	<u>\$ -</u>	<u>\$ 129,627,717</u>

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

Governmental Activities:	
General government	\$ 275,007
Public safety	415,674
Public works	2,795,364
Health and welfare	39,622
Culture and recreation	124,792
Education	<u>2,011,412</u>
Total depreciation and amortization expense - governmental activities	<u>\$ 5,661,871</u>

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

Capital asset activity for business-type activities for the year ended June 30, 2015 consisted of the following:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Transfers</u>	<u>Ending Balance</u>
<b>Business-type Activities</b>					
Capital assets, not being depreciated:					
Land	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Construction in progress	416,915	293,613	-	(327,266)	383,262
Total capital assets, not being depreciated	<u>421,915</u>	<u>293,613</u>	<u>-</u>	<u>(327,266)</u>	<u>388,262</u>
Capital assets, being depreciated:					
Buildings and improvements	29,551,198	-	-	19,808	29,571,006
Infrastructure	10,431,231	-	-	-	10,431,231
Machinery and equipment	7,699,523	20,904	-	307,458	8,027,885
Total capital assets, being depreciated	<u>47,681,952</u>	<u>20,904</u>	<u>-</u>	<u>327,266</u>	<u>48,030,122</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	1,330,112	605,148	-	-	1,935,260
Infrastructure	2,388,040	218,536	-	-	2,606,576
Machinery and equipment	2,141,992	305,599	-	-	2,447,591
Total accumulated depreciation and amortization	<u>5,860,144</u>	<u>1,129,283</u>	<u>-</u>	<u>-</u>	<u>6,989,427</u>
Total capital assets, being depreciated, net	<u>41,821,808</u>	<u>(1,108,379)</u>	<u>-</u>	<u>327,266</u>	<u>41,040,695</u>
Business-type activities capital assets, net	<u>\$ 42,243,723</u>	<u>\$ (814,766)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,428,957</u>

**NOTE E - SETTLEMENT RECEIVABLE**

The Town executed a twenty-four year settlement agreement dated September 21, 1998 in the amount of \$43,100,000 in connection with certain zoning violations relating to a municipal solid waste facility. Annual installments are due to the Town in various amounts, as stipulated in the settlement agreement. The balance of the settlement receivable as of June 30, 2015 totaled \$20,500,000. Future annual installments collectible under the settlement agreement are as follows as of June 30, 2015:

<u>Year ending June 30:</u>	<u>Amount</u>
2016	\$ 1,600,000
2017	2,700,000
2018	2,700,000
2019	2,700,000
2020	2,700,000
2021-2023	8,100,000
	<u>\$ 20,500,000</u>

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**NOTE F - INTERFUND RECEIVABLES AND PAYABLES**

Interfund receivable and payable balances at June 30, 2015 are as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
<b>Governmental Funds:</b>		
General Fund	Water Pollution Control Authority	\$ 4,351,575
	Other governmental funds	<u>1,095,426</u>
		<u>5,447,001</u>
Other Governmental Funds	Other Governmental Funds	<u>25,000</u>
		<u>\$ 5,472,001</u>
<b>Proprietary Funds:</b>		
Internal Service Fund	General Fund	<u>\$ 4,320,220</u>

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

**NOTE G - INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2015 consisted of the following:

<u>Transfers In</u>	<u>Transfers Out</u>	<u>Amount</u>
<b>Governmental Funds</b>		
General Fund	Waste Management Ordinance Fund	\$ 634,000
	Other Governmental Funds	<u>290,007</u>
		<u>924,007</u>
Other Governmental Funds	General Fund	<u>2,947,966</u>
		<u>\$ 3,871,973</u>

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

**NOTE H - BOND ANTICIPATION NOTES PAYABLE**

In July 2014, the Town retired a portion of the \$11,935,000 in bond anticipation notes payable previously outstanding and refinanced the remaining portion through the issuance of \$10,905,000 in bond anticipation notes payable. The \$10,905,000 in bond anticipation notes bore a coupon rate of .75% and matured in April 2015. In April 2015, the Town refinanced the \$10,905,000 in bond anticipation notes through the issuance of \$10,905,000 in bond anticipation notes payable, which bore an interest rate of .50% and matured in July 2015 (*See Note P*). The purpose of the note was to provide short-term financing to fund ongoing construction projects.

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The following is a summary of changes in short-term debt for the year ended June 30, 2015:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
<b>Governmental Activities</b>				
Bond anticipation notes payable	\$ 11,935,000	\$ 21,810,000	\$ (22,840,000)	\$ 10,905,000
	<u>\$ 11,935,000</u>	<u>\$ 21,810,000</u>	<u>\$ (22,840,000)</u>	<u>\$ 10,905,000</u>

**NOTE I - LONG-TERM LIABILITIES**

The following is a summary of changes in long-term liabilities for the year ended June 30, 2015:

	<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	\$ 19,624,486	\$ -	\$ (3,688,329)	\$ 15,936,157	\$ 3,678,329
Unamortized premium	791,217	-	(82,561)	708,656	-
Total bonds payable	20,415,703	-	(3,770,890)	16,644,813	3,678,329
Other liabilities:					
Notes payable	102,392	-	(69,223)	33,169	33,169
Capital leases	1,725,663	852,865	(709,306)	1,869,222	513,511
Compensated absences	489,835	502,648	(9,655)	982,828	489,611
Early retirement obligations	312,000	-	(312,000)	-	-
Pollution remediation obligation	2,071,129	-	(85,434)	1,985,695	-
Net pension liability	9,496,253	4,245,280	-	13,741,533	-
Net OPEB obligation	2,223,297	253,511	-	2,476,808	-
	<u>\$ 36,836,272</u>	<u>\$ 5,854,304</u>	<u>\$ (4,956,508)</u>	<u>\$ 37,734,068</u>	<u>\$ 4,714,620</u>
<b>Business-type Activities</b>					
Bonds payable:					
General obligation bonds	\$ 2,500,514	\$ -	\$ (276,671)	\$ 2,223,843	\$ 276,671
Other liabilities:					
Notes payable	21,974,394	-	(1,171,475)	20,802,919	1,096,176
Net pension liability	441,503	197,373	-	638,876	-
	<u>\$ 24,916,411</u>	<u>\$ 197,373</u>	<u>\$ (1,448,146)</u>	<u>\$ 23,665,638</u>	<u>\$ 1,372,847</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.

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**General Obligation Bonds and Notes Payable**

A summary of general obligation bonds and note payable outstanding at June 30, 2015 is as follows:

<u>Purpose of Bonds</u>	<u>Date of Issue</u>	<u>Original Issue</u>	<u>Interest Rates</u>	<u>Maturity Date</u>	<u>Amount Outstanding</u>
<b>Governmental Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	\$ 11,162,645	2.0% - 5.0%	2017	\$ 2,471,060
General Obligation Bonds	2004	6,472,120	2.0% - 5.0%	2020	3,065,097
General Obligation Bonds	2008	16,963,000	4.0% - 5.0%	2028	7,490,000
General Obligation Bonds	2010	3,865,000	2.0% - 4.0%	2031	2,910,000
					15,936,157
Notes Payable					
State of Connecticut Clean Water Fund	1996	1,682,814	2.0%	2016	33,169
					\$ 15,969,326
<b>Business-type Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	\$ 170,235	2.0% - 5.0%	2017	\$ 40,343
General Obligation Bonds	2004	4,630,000	2.0% - 5.0%	2024	2,083,500
General Obligation Bonds	2008	242,000	4.0% - 5.0%	2019	100,000
					2,223,843
Notes Payable					
State of Connecticut Clean Water Fund	2013	22,165,429	2.0%	2033	20,704,981
State of Connecticut Clean Water Fund	1996	3,561,394	2.0%	2016	97,938
					20,802,919
					\$ 23,026,762

Annual debt service requirements to maturity on general obligation bonds and the notes payable are as follows as of June 30, 2015:

<u>Year ending June 30:</u>	<u>Governmental Activities</u>				
	<u>Bonds Payable</u>		<u>Notes Payable</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2016	\$ 3,678,329	\$ 641,761	\$ 33,169	\$ 195	\$ 4,353,454
2017	3,673,328	480,857	-	-	4,154,185
2018	2,443,500	311,096	-	-	2,754,596
2019	2,373,500	202,156	-	-	2,575,656
2020	898,500	132,585	-	-	1,031,085
2021-2025	1,569,000	382,006	-	-	1,951,006
2026-2030	1,150,000	129,328	-	-	1,279,328
2031-2033	150,000	2,813	-	-	152,813
	\$ 15,936,157	\$ 2,282,602	\$ 33,169	\$ 195	\$ 18,252,123

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**General Obligation Bonds and Notes Payable (Continued)**

Year ending June 30:	Business-type Activities				
	Bonds Payable		Notes Payable		Total
	Principal	Interest	Principal	Interest	
2016	\$ 276,671	\$ 96,823	\$ 1,096,176	\$ 405,552	\$ 1,875,222
2017	276,672	83,240	1,018,387	384,833	1,763,132
2018	256,500	69,531	1,038,943	364,278	1,729,252
2019	256,500	59,021	1,059,913	343,307	1,718,741
2020	231,500	49,136	1,081,307	321,914	1,683,857
2021-2025	926,000	99,776	5,742,861	1,273,241	8,041,878
2026-2030	-	-	6,346,315	669,787	7,016,102
2031-2033	-	-	3,419,017	89,037	3,508,054
	<u>\$ 2,223,843</u>	<u>\$ 457,527</u>	<u>\$ 20,802,919</u>	<u>\$ 3,851,949</u>	<u>\$ 27,336,238</u>

**School Bond Reimbursements**

The State of Connecticut reimburses the Town for eligible school bond principal and interest costs. The amount of reimbursement for the year ended June 30, 2015 was \$1,215,920. Additional reimbursements of principal and interest aggregating \$2,760,000 and \$110,548, respectively, are expected to be received through the applicable bonds' maturity dates. The Town has recorded a receivable relating to the principal and interest portion of these payments in the accompanying statement of net position. Remaining amounts will be realized by the Town through fiscal year 2020.

**Legal Debt Limit**

Connecticut General Statutes Section 7-374(b) provides that debt of the Town shall not exceed seven times base receipts, as defined in the Statute. 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, 2015.

**Capital Leases**

A summary of assets acquired through capital leases is as follows as of June 30, 2015:

	<b>Governmental Activities</b>
Equipment	\$ 3,343,846
Less: accumulated amortization	512,923
	<u>\$ 2,830,923</u>



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**Capital Leases (Continued)**

Amortization expense relative to leased property under capital leases totaled \$327,182 for the year ended June 30, 2015 and is included in depreciation and amortization expense disclosed in Note D.

Future minimum lease obligations and the net present value of the minimum lease payments as of June 30, 2015 is as follows:

	<b>Governmental Activities</b>
Year Ending June 30:	
2016	\$ 540,495
2017	470,883
2018	274,538
2019	166,101
2020	116,066
Thereafter	348,198
Total minimum lease payments	1,916,281
Less: amount representing interest	47,059
Present value of minimum lease payments	\$ 1,869,222

**Early Retirement Obligations**

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

The Town made final payments related to these obligations during the year ended June 30, 2015.

**Pollution Remediation Obligation**

Pursuant to local laws, the Town has recorded a liability of \$1,985,695 for remediation at the Century Enterprise Center. Management has estimated this liability based on the current understanding of the site and experience and discussion with contractors. This amount has been recorded as a liability in the government-wide financial statements.

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

**NOTE J - EMPLOYEE RETIREMENT PLANS**

**Pension Trust Fund**

**Plan Description**

*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 July 1, 2015, the date of the latest actuarial valuation:

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

*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.

**Pension Trust Fund (Continued)**

**Plan Description (Continued)**

*Benefits provided (Continued) -*

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

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

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

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

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

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

**Summary of Significant Accounting Policies**

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

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

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

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**Pension Trust Fund (Continued)**

**Summary of Significant Accounting Policies (Continued)**

*Rate of return* - For the year ended June 30, 2015, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was approximately 4.32%. 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, 2015, were as follows:

Total pension liability	\$ 64,196,934
Plan fiduciary net position	<u>49,816,525</u>
Net pension liability	<u><u>\$ 14,380,409</u></u>
Plan fiduciary net position as a percentage of the total pension liability	77.60%

The components of the change in the net pension liability of the Town Plan for the year ended June 30, 2015, were as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance as of June 30, 2014	\$ 57,654,950	\$ 47,717,194	\$ 9,937,756
<b>Changes for the year:</b>			
Service cost	1,462,144	-	1,462,144
Interest	4,555,324	-	4,555,324
Differences between expected and actual experience	(328,502)	-	(328,502)
Change in assumption	3,620,085	-	3,620,085
Contributions - employer	-	2,466,641	(2,466,641)
Contributions - employee	-	292,426	(292,426)
Net investment income	-	2,107,491	(2,107,491)
Benefit payments, including refunds	(2,767,067)	(2,767,067)	-
Administrative expense	-	(160)	160
<b>Net changes</b>	<u>6,541,984</u>	<u>2,099,331</u>	<u>4,442,653</u>
Balance as of June 30, 2015	<u><u>\$ 64,196,934</u></u>	<u><u>\$ 49,816,525</u></u>	<u><u>\$ 14,380,409</u></u>

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

**Pension Trust Fund (Continued)**

**Net Pension Liability (Continued)**

*Actuarial assumptions* - The total pension liability for the Town Plan was determined by an actuarial valuation as of July 1, 2014, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Salary increases	4.50%
Investment rate of return	8.00%
Discount rate	7.75%

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, 2015 are summarized in the following table:

Asset Class	Asset Allocation	Target Allocation	Long-term Expected Real Rate of Return
Domestic Equity	34.80%	30.00%	9.85%
International Equity	9.98%	10.00%	5.02%
Fixed Income	55.22%	50.00%	6.20%
Real Estate / Other	0.00%	5.00%	N/A
Cash	0.00%	5.00%	N/A

*Discount rate* - The discount rate used to measure the total pension liability of the Town Plan was 7.75%. 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.

**Pension Trust Fund (Continued)**

**Net Pension Liability (Continued)**

*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 7.75% 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 (6.75%) or 1-percentage-point higher (8.75%) than the current rate:

	1% Decrease (6.75%)	Current Discount (7.75%)	1% Increase (8.75%)
Town Plan's net pension liability as of June 30, 2015	\$ 21,934,310	\$ 14,380,409	\$ 8,098,274

**Pension Expense and Deferred Outflows/Inflows of Resources**

For the year ended June 30, 2015, the Town recognized pension expense related to the Town Plan of \$1,998,889. At June 30, 2015, 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
Difference between expected and actual experience	\$ -	\$ (531,781)
Changes of assumptions and demographics	3,031,645	-
Difference between projected and actual earnings on plan investments	1,442,682	(2,026,893)
Total	\$ 4,474,327	\$ (2,558,674)

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

	Deferred Outflows and Deferred (Inflows) of Resources
Year ended June 30,	
2016	\$ 184,531
2017	184,531
2018	184,531
2019	860,160
2020	499,491
Thereafter	2,409
	\$ 1,915,653

**State of Connecticut Teachers' Retirement System**

The faculty and professional personnel of the Town's Board of Education participate in the Teachers' Retirement System ("TRS"), which is a cost-sharing multiple-employer defined benefit pension plan established under Chapter 167a of the Connecticut General Statutes. The TRS is administered by the Connecticut State Teachers' Retirement Board (the "Board") and is included as a fiduciary pension trust fund in the State of Connecticut's basic financial statements.

Plan benefits, cost-of-living allowances, required contributions of plan members and the State, and other plan provisions are described in Sections 10-183b to 10-183ss of the Connecticut General Statutes. The plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to plan members and their beneficiaries.

The contribution requirements of plan members and the State are established and may be amended by the State legislature. In accordance with Section 10-183z of the General Statutes, 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 one hundred percent of employer's contributions on-behalf of its participating municipalities at an actuarially determined rate. Plan members are currently required to contribute 7.25% of their annual earnings to the plan. After five years of service, teachers are fully vested in their own contributions. After ten years of service, teachers are fully vested in the monthly pension benefit which is payable at the age of sixty. For the year ended June 30, 2015, plan members of the Town contributed \$1,996,614 to the plan and covered payroll for the year was \$27,539,503.

The Town has recognized on-behalf payments of \$7,050,113 made by the State of Connecticut into the plan as intergovernmental revenues, and related expenditures of the General Fund in the accompanying statement of revenues, expenditures and changes in fund balances of the governmental funds.

Administrative costs of the plan are funded by the State.

The total estimated net pension liability of the TRS as of June 30, 2014 was \$10.141 billion, the most recent available reporting provided by the Board. The portion that was associated with the Town totaled approximately \$72.1 million or approximately 0.71% of the total estimated net pension liability. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014. The portion of the net pension liability associated with the Town was based on a projection of the long-term share of contributions to the plan related to the Town relative to the projected contributions of all participating employers, actuarially determined.

The total pension liability in the June 30, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods in the measurement:

Inflation	3.0%
Salary increases	3.75% - 7.0% (includes inflation)
Investment rate of return	8.5% (includes inflation)
Cost of living adjustments:	
Retirements prior to 9/1/1992	3.0%
Retirements on or after 9/1/1992	2.0%

**State of Connecticut Teachers' Retirement System (Continued)**

For healthy retirees and beneficiaries, the RP-2000 Combined Mortality Table projected forward 19 years using scale AA, with a two-year setback for males and females.

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:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Large Cap U.S. Equities	21%	7.30%
Developed Non-U.S. Equities	18%	7.50%
Emerging Markets (Non-U.S.)	9%	8.60%
Core Fixed Income	7%	1.70%
Inflation Linked Bonds	3%	1.30%
Emerging Market Bonds	5%	4.80%
High Yield Bonds	5%	3.70%
Real Estate	7%	5.90%
Private Equity	11%	10.90%
Alternative Investment	8%	0.70%
Liquidity Fund	6%	0.40%

The discount rate used to measure the total pension liability was 8.50%. 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.

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 8.50%, 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 (7.50%) or 1-percentage-point higher (9.50%) than the current rate:

	<u>1% Decrease (7.50%)</u>	<u>Current Discount (8.50%)</u>	<u>1% Increase (9.50%)</u>
Town proportionate share of the net pension liability	\$63.6 million	\$72.1 million	\$80.5 million

Detailed information about the plan's fiduciary net position is included in the State of Connecticut's basic financial statements.



**NOTE K - DEFERRED COMPENSATION PLAN**

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

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

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

**Plan Description**

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

At July 1, 2014, plan membership consisted of the following:

	<b>Police</b>	<b>Teachers</b>	<b>Total</b>
Current retirees, beneficiaries, and dependents	21	94	115
Current active participants	42	321	363
	63	415	478

**Summary of Significant Accounting Policies**

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

Investments are recorded at fair value. Securities traded on national exchanges are valued at the last reported sales price. Investment income is recognized when earned and gains and losses on sales or exchanges are recognized on the transaction date. Administrative costs of the Plan are generally financed through investment earnings.

**Plan Provisions**

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

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

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**Plan Provisions (Continued)**

*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.

**Annual OPEB Cost and Net OPEB Obligation**

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

Annual required contribution	\$ 1,041,980
Interest on net OPEB obligation	161,189
Adjustment to annual required contribution	<u>(131,801)</u>
Annual OPEB cost (expense)	1,071,368
Contributions made	<u>817,857</u>
Increase in net OPEB obligation	253,511
Net OPEB obligation, beginning of year	<u>2,223,297</u>
Net OPEB obligation, end of year	<u><u>\$ 2,476,808</u></u>

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

Year Ended	Annual OPEB Cost	Actual Contribution	Allocation for Implicit Rate Subsidy	Total Contribution	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
June 30	(A)	(B)	(C)	(B+C)	(B+C)/(A)	
2013	\$ 1,135,698	\$ 134,240	\$ 489,175	\$ 623,415	54.9%	\$ 1,656,095
2014	1,142,966	250,056	325,708	575,764	50.4%	2,223,297
2015	1,071,368	435,950	381,907	817,857	76.3%	2,476,808

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**Funded Status and Funding Progress**

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

<u>Actuarial Valuation Date</u>	<u>Actuarial Value of Assets (A)</u>	<u>Actuarial Accrued Liability (AAL) - Entry Age Actuarial Cost Method (B)</u>	<u>Unfunded AAL (UAAL) (B-A)</u>	<u>Funded Ratio (A/B)</u>
July 1, 2014	\$ 230,924	\$ 11,099,078	\$ 10,868,154	2.1%

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

**Actuarial Methods and Assumptions**

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

Valuation date:	July 1, 2014
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	7.25%
Investment rate of return	8.00%
Projected salary increases	4.50%
Healthcare cost trend rate	6.1% initial 4.7% final

**NOTE M - RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts, thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees or acts of God for which the Town carries commercial insurance, except as disclosed below. During fiscal year 2015, 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, 2015. 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, 2015 and 2014 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>
2014	\$ 869,900	\$10,288,951	\$10,257,351	\$ 901,500
2015	901,500	11,699,328	11,619,828	981,000

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.

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**NOTE N - FUND BALANCE**

Fund balance of the governmental funds has been committed to the following purposes as of June 30, 2015:

	Waste			Total Governmental Funds
	General Fund	Management Ordinance Fund	Other Governmental Funds	
Committed				
Public safety	\$ -	\$ -	\$ 23,814	\$ 23,814
Public Works	-	-	215,131	215,131
Health and welfare	-	-	43,930	43,930
Library	-	-	1,770,635	1,770,635
Culture and recreation	-	-	11,366	11,366
Education	-	-	711,675	711,675
Capital purposes	-	9,245,335	5,147,818	14,393,153
Volunteer fire	271,547	-	-	271,547
Munis commitment	45,000	-	-	45,000
	<u>\$ 316,547</u>	<u>\$ 9,245,335</u>	<u>\$ 7,924,369</u>	<u>\$ 17,486,251</u>

Fund balance of the governmental funds has been assigned to the following purposes as of June 30, 2015:

	General Fund
Assigned	
Subsequent appropriations	\$ 820,317
Gaylordville Radio	5,000
Charter Revision	5,000
Lanseville Engineering	60,000
Strategic Plan	45,000
Youngsfield Phase II	75,000
General government	100,114
Public safety	24,155
Public works	75,609
Health and welfare	12,202
Culture and recreation	46,061
Education	1,447,767
Capital purposes	236,334
Debt service	62,824
	<u>\$ 3,015,383</u>

**NOTE O - COMMITMENTS AND CONTINGENCIES**

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

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

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

**NOTE P - SUBSEQUENT EVENT**

In July 2015, the \$10,905,000 in bond anticipation notes payable outstanding as of June 30, 2015 matured and were retired by available funds and proceeds from the issuance of \$9,505,000 in bond anticipation notes payable. The \$9,505,000 in bond anticipation notes bear an interest rate of 1.0% and mature in January 2016.

**NOTE Q - IMPLEMENTATION OF NEW ACCOUNTING STANDARDS**

Effective July 1, 2014, the Town implemented the provisions of Governmental Accounting Standards Board (GASB) Statement No. 69, *Government Combinations and Disposals of Government Operations*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68*. The implementation of these statements did not have a material effect on the Town’s financial statements.

Effective July 1, 2014, the Town implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27*, which replaced the requirements of GASB Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, and GASB Statement No. 50, *Pension Disclosures*. GASB Statement No. 68 required the Town to recognize a net pension liability relating to its long-term obligations for pension benefits in the government-wide financial statements. In addition, the implementation of GASB Statement No. 68 resulted in enhanced note disclosures and required supplementary information.

The Town has reported the following cumulative effect of applying GASB Statement No. 68 as an adjustment of beginning net position as of July 1, 2014:

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Pension Trust Fund</b>
Net position - beginning, as originally reported	\$ 161,701,216	\$ 21,558,556	\$ 50,183,834
Adjustment to remove net pension asset previously recorded under GASB Statement No. 27	(702,218)	-	-
Adjustment to record net pension liability and related deferred deferred inflows of resources under GASB Statement No. 68	(7,489,373)	(348,199)	-
Adjustment to remove contribution payable and related receivable not received by the Pension Trust Fund prior to the June 30 reporting	2,466,641	-	(2,466,641)
Net position - beginning, as adjusted	<u>\$ 155,976,266</u>	<u>\$ 21,210,357</u>	<u>\$ 47,717,193</u>

**NOTE R - RECENTLY ISSUED ACCOUNTING STANDARDS**

In February 2015, the GASB issued Statement No. 72, *Fair Value Measurement and Application*. This statement addresses accounting and financial reporting issues related to fair value measurements and provides guidance for a) determining a fair value measurement for financial reporting purposes and b) applying fair value to certain investments and disclosures related to all fair value measurements. The requirements of this statement are effective for the Town’s reporting period beginning July 1, 2015. The Town does not expect this statement to have a material effect on its financial statements.

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

In June 2015, the GASB issued Statement No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. This statement establishes standards of accounting and financial reporting for defined benefit pensions and defined contribution pensions that are provided to the employees of state and local governmental employers and are not within the scope of GASB Statement No. 68. The requirements of this statement that address accounting and financial reporting by employers and governmental non-employer contributing entities for pensions that are not within the scope of GASB Statement No. 68 are effective for the Town's reporting period beginning July 1, 2016, and the requirements of this statement that address financial reporting for assets accumulated for purposes of providing those pensions are effective for the Town's reporting period beginning July 1, 2015. The requirements of this statement for pension plans that are within the scope of GASB Statement No. 67, or for pensions that are within the scope of GASB Statement No. 68, are effective for the Town's reporting period beginning July 1, 2015. The Town does not expect this statement to have a material effect on its financial statements.

In June 2015, the GASB issued Statement No. 74, *Financial Reporting for Postemployment Benefit Plans other than Pension Plans*. This statement establishes new accounting and financial reporting requirements for OPEB plans included in the general purpose external financial reports of state and local governmental OPEB plans and replaces the requirements of GASB Statements No. 43, *Financial Reporting for Postemployment Benefit Plans other than Pension Plans*, as amended, and GASB Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2016. The Town currently provides other post-employment benefits to certain eligible employees. The Town has not yet determined the impact that this statement will have on its financial statements.

In June 2015, the GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits other than Pensions*. This statement establishes new accounting and financial reporting requirements for OPEB plans and replaces the requirements of GASB Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and GASB Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2017. The Town currently provides other post-employment benefits to certain eligible employees. The Town has not yet determined the impact that this statement will have on its financial statements.

In June 2015, the GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. This statement establishes the hierarchy of GAAP for state and local governments and supersedes GASB Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments* and amends GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2015. The Town does not expect this statement to have a material effect on its financial statements.