

# **ANNUAL TOWN REPORT**

**TOWN OF NEW MILFORD,  
CONNECTICUT**

**FISCAL YEAR ENDING  
June 30, 2016**

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**SPECIAL SERVICES/PERMITS/LICENSES**

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

Fishing Licenses.....	Town Clerk
Flu Shot Clinic.....	Health Department
Food Services Establishment Licenses.....	Health Department
Gambling Permits (Games).....	Police Department
Government Entitlement Programs.....	Social Services
HART Bus Services.....	Commission on Aging
Hazardous Waste.....	Health Department
Hunting Licenses.....	Town Clerk
Inland Wetlands Applications.....	Inland Wetlands
Interlibrary Loan.....	NM Public Library
Library Cards.....	NM Public Library
Liquor Licenses.....	Fire Marshal/Health Department
Maps of New Milford.....	Town Clerk
Maps of Reference.....	Conservation Commission
Marriage Licenses.....	Town Clerk
Motor Vehicle Repair Licenses.....	Zoning
Notary Public.....	Town Clerk/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 Department
Pistol Permits.....	Police Department
Planning-Pre Application.....	Planning Commission

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

## MUNICIPAL AGENCY HOURS AND PHONE NUMBERS

### TAX ASSESSOR

*KATHY CONWAY, TAX ASSESSOR*

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

355-6070

### BOARD OF EDUCATION:

*JEAN ANNE PADDYFOTE, SUPERINTENDENT*

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

355-8406

*ANTHONY GIOVANNONE,*

*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

*KEVIN BIELMEIER, DIRECTOR*

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

355-5001

### FINANCE

*GREG OSIPOW, ACTING DIRECTOR*

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

355-6060

### FIRE MARSHAL

*BRIAN OHMEN, 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

*SALLY TORNOW, DIRECTOR*

355-1191

### MAYOR'S OFFICE

*DAVID GRONBACH, 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

*GREG BOLLARO, DIRECTOR*

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

355-6089

### PLANNING COMMISSION

*JON SEIDMAN, ACTING CHAIRMAN*

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

355-6080

### POLICE DEPARTMENT

*SHAWN BOYNE, CHIEF OF POLICE*

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

355-3133

PROBATE COURT  
*MARTIN LANDGREBE, PROBATE JUDGE*  
355-6029

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

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

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

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

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

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

**Report of the Board of Finance  
Fiscal Year Ending June 30, 2016**

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, 2015 – June 30, 2016 (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.

Gale Alexander,  
Board of Finance Chairman



## **A Message from the Mayor**

When I started my term on December 1, 2015, I plunged head first into the 2016-2017 budget. My mantra, from the moment I stepped into this role, has been “Do more with less.” As an example, I eliminated a staff position in my office. While the State of Connecticut is cutting funding at every turn, we have to be prepared to provide the services to you, the Townsperson. I never want a decrease in funding to affect anyone, but balancing the cuts without raising taxes is a very hard task. I was able to propose a budget that maintained services and actually decreased taxes for the first time in years.

We closed this fiscal year on June 30, 2016 and I’m proud of how hard everyone worked to “do more with less.” We never forget that this is not our money – it is yours, our taxpayers. And we respect that. We respect that just as you work on your personal budgets to save and plan for the future, we believe we should do the same with taxpayer money.

We have taken a variety of steps to save funds, complete projects, and move forward with investing in our community. For example, when we learned of the fact that there was \$15,000.00 left in a Grant account that was provided for the sidewalks on Bridge Street, we immediately requested to use said funds to continue the sidewalks from Bridge to Young’s Field, making the stretch of road safe to walk on. While \$15,000 may not seem like a lot of money, we strive to maximize every dollar.

We work diligently to apply for Grants that will boost our budget. The Senior Center is in the midst of a renovation/expansion that will be paid primarily from grant funds. The River Trail will be paid for in part by grant funds. However, when investment in our Town is necessary, I do not shy away using Town funds. We have to guard against being penny wise and pound foolish.

The demolition and removal of the Century Enterprise Center has been years in the making. I am happy that with the help of my team, we were able to finally take down this blighted and polluted structure. The cleaned property will present a tremendous opportunity for the Town and I look forward to exploring all of the possibilities.

We continue to move forward to bring quality businesses to New Milford while maintaining the charm and country setting of the town’s history. As we move ahead into a new year, we are continuing to move forward. Solar projects, new businesses, the Pettibone Community Center, expansion of parks and trails, and investment in our infrastructure like roads and bridges are all on the horizon. Thank you to all of you who have worked with me to make this progress possible.

As always, my door is open. Please feel free to share your thoughts and opinions with me.

## **Board of Education Annual Report Fiscal Year Ending June 30, 2016**

The New Milford Public Schools served 4,204 students in kindergarten through grade 12 during the 2015-16 academic year with a staff of 376 teachers, 18 building administrators, and 230 support staff (non-certified staff). The operating budget for the New Milford Public Schools for 2015-2016 totaled \$61,178,808.

### **July 2015**

- The Board approved a new, three-year contract for Dr. JeanAnn C. Paddyfote, Superintendent of the New Milford Public Schools.

### **August 2015**

- Superintendent of Schools, Dr. JeanAnn C. Paddyfote, announced the administrative appointment of **Mrs. Kerri Adakonis** as Interim Assistant Principal at Schaghticoke Middle School.
- Teachers and staff were welcomed back on August 18<sup>th</sup> and participated in staff meetings and professional development on August 19<sup>th</sup> and 20<sup>th</sup>.
- All Staff Convocation took place on August 20<sup>th</sup>.
- Students returned August 24<sup>th</sup>.

### **September 2015**

- The Board held a workshop where Deputy Superintendent Joshua Smith presented information regarding district assessment data.
- **Mrs. Jennifer Singer**, Grade 3 teacher at Sarah Noble Intermediate School, was recognized as New Milford's Teacher of the Year for 2016.
- The Board approved signatories on school district accounts.
- Tuition rates were established and approved for the 2015-2016 school year.
- The Board appointed Dr. Evan R. Hack to the position of School District Medical Advisor.
- The Board moved to request that the End-of-Year Balance for 2015, subject to final audit, be designated to capital reserve.
- The Board approved the appointment of the Board's legal counsel to serve as hearing officer in lieu of the Board for student expulsion hearings when the Board Chair deems it necessary or otherwise appropriate.
- The Board regretfully accepted Dr. JeanAnn C. Paddyfote's notice of her intention to retire effective January 31, 2016 as Superintendent of the New Milford Public Schools.
- At a special meeting on September 24, 2015, the Board approved the appointment of **Mr. Kevin Munrett** as district Facilities Manager and agreed with Dr. Paddyfote's plan to name **Dr. Len Tomasello** Interim Principal of Schaghticoke Middle School and to transfer current assistant principal **Dr. Christopher Longo** from New Milford High School to Schaghticoke Middle School for the 2015-16 school year.

### **October 2015**

- The Board recognized:

- SNIS students **Annabelle Colonna** and **Giacomo Colangelo** – Winners in the 2015 CHET Dream Big! Competition
- Artistry in Creating SNIS LMC Mural – **Mrs. Amy Gagnon** and **Mrs. Elizabeth McManus**
- Selection as State Finalist for the 2015 Presidential Awards for Excellence in Mathematics and Science Teaching – **Mrs. Erin Lucia**, NMHS Science teacher
- NMPS Retirees – **Mr. Alan Smith** and **Mrs. Barbara Bates**
- Dr. Paddyfote noted that on October 9, 2015, the keys to John Pettibone School were turned over to the Town. The mural which had been painted at John Pettibone has been moved to Sarah Noble. Everything has been removed from the school building and it is now the Town’s responsibility.
- The Board Chair distributed the 2014-2015 Annual Report of the New Milford Board of Education.
- The Board approved the following grants:
  - Bilingual Education Program Grant – ED114 in the amount of \$4,771.00
  - P-3 Preschool/K Transition and Collaboration Grant from the CT Community Foundation in the amount of \$4,101.38
- The Board approved the following policies:
  - 3524.1 Hazardous Material in School - Pest Management/Pesticide Application
  - 4112.5/4212.5 Criminal History Inquiries & Employment - Reference Checks
  - 4118.25/4218.25 Reporting Child Abuse and Neglect
  - 5113 Truancy
  - 5113.1 Work Permits
  - 5114 Removal/Suspension/Expulsion
  - 5121 Examination/Grading/Rating
  - 5141.3 Health Assessments and Immunizations
- The Board suspended policy 5157 Use of Physical Force and Seclusion.
- The Board approved the following curricula:
  - PE Leader
  - Keyboarding
- The Board approved the following textbooks:
  - *The Silver Star* – Grade 10
  - *Girl with a Pearl Earring* – Grades 10-12
  - *The Round House* – Grades 11-12
- The Board approved stipend positions for Schaghticoke Middle School.
- The Board approved the concept to renovate two fields at SNIS, pending the development and approval of the plans by the appropriate Town boards and the Board of Education.
- The Board approved the successor collective bargaining agreement between the New Milford Board of Education and the Teamster’s Local 677–Custodians and Maintainers as discussed in executive session and authorized the Board Chair to sign the collective bargaining agreement and the Agreement & Declaration of Trust of Teamsters Local 677 HSIP on its behalf.
- At a special meeting on October 23, 2015, the Board authorized the Chairperson of the Board of Education to execute a contract with Mr. Joshua Smith to serve as Interim Superintendent of Schools, based upon the terms discussed in executive session and subject to further legal review.

## November 2015

- The Board held a workshop at which Deputy Superintendent Joshua Smith presented information regarding 2015 assessment results.
- The Board of Education recognized the following:
  - Commended Students - 2016 National Merit Program: NMHS students **Christopher Ciaglo, Alexander Davlos, Nathaniel Diamond, Alexa Kugler, Francine Luo, Mackenzie Morehouse, Allegra Peery** and **Katherine Polley**
  - Semifinalist – 2016 National Merit Program: **Zachary Pitcher**
- Dr. Paddyfote and Board Chair Chastain recognized the outgoing Board of Education members for their service to the New Milford Public Schools: **David Shaffer, Daniele Shook, John Spatola** and **Theresa Volinski**.
- The Board accepted the following donation:
  - New Milford PTO in the amount of \$7,540.00
- The Board approved policy 5141.21 Administration of Medication.
- The Board approved the following curricula:
  - Chinese Studies
  - Children’s Literature
  - Journalism I
  - Journalism II
- The Board approved Sports and Entertainment Marketing as a new course and approved course revisions to Practical Math: Applications of Measurement; Practical Math: Applications of Percent; Practical Math: Applications of Probability; and Practical Math: Applications of Statistics.
- The Board approved the textbook: *Gateways to Art* for Grades 11 and 12.
- The Board approved the following requests for Capital Reserve funds:
  - \$261,900.00 for the telephone system
  - \$113,027.00 for the CEN line to SNIS
  - \$125,000.00 for the Corrective Action Plan
- The Board approved the Memorandum of Understanding re School Resource Officers and authorized the Superintendent of Schools to sign it on the Board’s behalf.
- NMHS Principal Greg Shugrue and Assistant Principal Linda Scoralick made a presentation to the Board regarding the Final Report of the NEASC Visiting Committee.
- The Board approved the Board negotiating committee’s recommended collective bargaining settlements with: 1. Local 1303-154 of Council 4, representing the New Milford Nurses’ bargaining unit, and 2. The New Milford Educational Secretaries Association Chapter of Local 136, I.F.P.T.E. as discussed in executive session and further move that the Board authorize the Board Chair to sign the collective bargaining settlements on its behalf.

## December 2015

- The Board held its Annual meeting and elected the following officers:
  - Chairperson – **Mr. David A. Lawson**
  - Vice Chairperson – **Mr. Bill Dahl**
  - Secretary – **Mrs. Wendy Faulenbach**
  - Assistant Secretary – **Mrs. Tammy McInerney**

- Board Chairperson David A. Lawson appointed **Mr. Robert Coppola** as parliamentarian and **Mrs. Wendy Faulenbach** as assistant parliamentarian for the Board.
- The Board recognized Peace Poster Contest winners: SMS students **Ishaani Pradeep** and **Francesca Spindle**.
- The Board recognized New Milford Public Schools Retiree: **Dr. Eileen Cooper**.
- The Negotiations Committee reported that all three bargaining unit contracts in progress were settled and signed.
- The Board accepted the following donation:
  - New Milford PTO in the amount of \$4,190.00
- The Board awarded the bid for Food and Nutrition Services – Serving Lines to Warehouse Store Fixture Company.
- The Board approved the District Consolidated Grant in the amount of \$368,764.00.
- The Board approved an increase to the compensation rate for a substitute teacher in the New Milford Public Schools to \$90.00 per day.
- Dr. Paddyfote requested Board input for the 2016-2017 Budget.
- The Board held a special meeting on December 14, 2015 where the Board’s Legal Counsel conducted a workshop pertaining to various issues confronting Board members, including the legal contours of Board member speech as well as the Board-Central Office dynamic, such as hiring and working with superintendents.
- The Board held a special meeting on December 17, 2015 at which they authorized the Board Chair and Legal Counsel to negotiate the terms of the agreement with Cooperative Educational Services to provide consulting services for the superintendent search and to further authorized the Board Chair to sign the agreement pending legal review.
- The Board held a special meeting on December 28, 2015 to conduct an orientation regarding the superintendent search.

### January 2016

- The Board of Education conducted three evenings of hearings and adopted a budget on the fourth night for the 2016-2017 school year in the amount of \$62,583,950.00.

### February 2016

- At a special meeting on February 9, 2016, the Board moved to adopt the New Milford Public Schools 2016 Superintendent Search Leadership Profile Report as presented.
- The Board recognized the following students and staff:
  - VFW Patriot's Pen Essay Contest: SMS students **Katherine Lukens, Helen Ma** and **Kaley Toth**
  - National Geographic Geography Bee: SMS student **Ryan Murphy**
  - NMPS Retiree: **Ms. Joanna Desmarais**
- Mr. Smith reported that the first snow day for the year took place on February 5<sup>th</sup>.
- The Facilities Sub-Committee discussed the turf fields project, the SMS roof project and possible PCB testing.
- The Board of Education accepted the following Gifts:
  - New Milford PTO in the amount of \$11,520.00
  - Goldring Family Foundation in the amount of \$46,981.50
- The Board approved the following policies:
  - 3240 Tuition Fees

- 5157 Use of Physical Force
- The Board acknowledged the Town of New Milford Audit Report dated June 30, 2015, as it pertained to the New Milford Board of Education. No material weaknesses were sited.
- The Board held an executive session for the purposes of reviewing and discussing a written legal opinion from the Board's attorney pertaining to the Superintendent's contract and/or formation of same and related legal issues.
- At a special meeting on February 17, 2016 the Board approved the appointment of Mr. Anthony Giovannone as Director of Fiscal Services and Operations.

### **March 2016**

- The Board held a workshop at which Interim Superintendent Joshua Smith presented updates on district initiatives, specifically K-5 science enrichment and middle school Project Lead the Way.
- The Board recognized SMS students **Joshua Abel, Nicholas Bon Tempo, Emma Chamberlin, Sophia Delohery, Kasey Donnelly, Olivia Esposito, Brian Hinger, Corryn Ivey, Scott Klimowich, Madison Lafontan, Samantha Learson, Lorelai Lee Swanek, Allan Lian, Madelyn Malinowski, Amanda Manaog, Lucy McKay, Gianna Militana, Sarah Morris, Eliza Peery, Teagan Piskura, Juliana Rella, Grace Schuette, Terrell Williams, Andrew Xu, and Grace Zona** for their selection to the CMEA Northern Region Middle School Music Festival.
- Mr. Smith noted that March is Board Appreciation Month and thanked the Board members for the many nights, e-mails, packet read-throughs, etc. that they do throughout the year.
- Mr. Smith reported on the first phase of the new phone system installation at Central Office; high school course selection; Read Across America Day; budget presentation to the Joint Town Council/Board of Finance; the showing of SMS artwork at the Silo from March 12 through 25; and the upcoming Lion King, Jr. performances next month.
- The Facilities Sub-Committee discussed an Eagle Scout project, PCB testing regarding the roof at Schaghticoke and the turf fields.
- The Operations Sub-Committee discussed legal fees relating to an FOI complaint and an early retirement incentive proposal.  
The Board of Education accepted the following Gift:
  - New Milford PTO in the amount of \$4,048.00
- The Board approved Changes to Signatories on District Accounts.
- The Board approved the Five Year Technology Capital Plan 2016-2021.
- The Board approved the following textbooks:
  - *The Scrapbook of Frankie Pratt* – Grade 10
  - *Economics* – Grades 11 and 12
- The Board approved the Eagle Scout project of Will Ginn to build buddy benches at NES along with a storage shed.
- An early retirement incentive program was discussed; the Board decided to table discussion and send it back to the Operations Sub-Committee.
- The Board held a special meeting on March 17, 2016 to discuss possible contract/terms of employment/employment of a new superintendent. At the meeting, the Board unanimously authorized the Board Chair and the Board's legal counsel to negotiate with Joshua Smith the terms and conditions of a proposed draft Contract of Employment as

Superintendent of the New Milford Public Schools in accordance with the draft terms discussed in executive session.

### **April 2016**

- At a special meeting on April 12, 2016, the Board appointed **Dr. Christopher Longo** as Principal at Schaghticoke Middle School effective July 1, 2016.
- At its regular meeting, the Board recognized the following students and staff:
  - CAS Arts Festival: SMS students **Annabelle Colonna** and **Jennifer Velez-Scuderi**
  - National K12 Ceramic Exhibition: NMHS student **Kristen Kornhaas**
  - Young Women Rising Essay Contest: NMHS student **Marissa Fugardi**
  - Poetry Out Loud National Recitation Contest: NMHS student **Elizabeth Schlyer**
  - NMPS Retiree: **Laura Hults**
- The Facilities Sub-Committee heard from two experts who said PCB testing is not necessary on the SMS roof project.
- The Operations Sub-Committee discussed an early retirement incentive and it was determined that it will be off the table for the 2016-17 school year but perhaps looked at in the fall for next year's budget as a cost savings.
- The Board of Education accepted the following Gifts and Donations:
  - PTO - \$45,615.18
- The Board approved the following curriculum:
  - Algebra I
  - Development of Western Civilization
  - Modern America 1945 to 1990
  - Sociology
  - AP Literature & Composition
  - Public Speaking
  - Modern and Contemporary Poetry
- The following new courses were approved by the Board:
  - Middle East Studies
  - Literature and Media Study
- The Board approved revisions to the following courses:
  - Introduction to Video Production
  - Advanced Video Production
- The Board approved the following textbooks:
  - *Connected Mathematics 2* – Grade 7
  - *Connected Mathematics 3* – Grade 8
- The Board approved the Five Year Facilities Capital Plan 2016-2021.
- The Board approved June 11, 2016 at 5:00 p.m. as the New Milford High School Graduation Date for 2016.
- The Board approved Exhibit C: Authorization of Signatories on the ED-099 Agreement for Child Nutrition Program to add Anthony Giovannone and Joshua D. Smith as signatories.
- At a special meeting on April 26, 2016 the Board in accordance with Section 10-157 of the Connecticut General Statutes, elected Joshua Smith as Superintendent of the New Milford Public Schools, effective as of July 1, 2016; and in conjunction with the election

of Mr. Smith as Superintendent of the New Milford Public Schools, he was designated Superintendent-Elect, commencing immediately upon the passage of the motion and continuing until July 1, 2016, at which time he will assume the position of Superintendent of Schools. The Board also authorized the Board Chair to execute and thereby enter into on behalf of the Board a three-year contract of employment with Mr. Smith as Superintendent of Schools, with a commencement date of July 1, 2016 and continuing up through and including June 30, 2019.

### May 2016

- At a special meeting on May 10, 2016 the Board held an executive session to interview and discuss candidates for the positions of Assistant Principal at Schaghticoke Middle School and Assistant Principal at New Milford High School. The candidates, **Mrs. Kerri Adakonis** and **Ms. Linda Scoralick** were confirmed at the regular Board meeting that evening.
- The Board held a workshop on May 10, 2016 where they entered into Executive Session for the purpose of discussing a security strategy, as well as the deployment of security personnel, and/or devices affecting security, as well as emergency lockdown plans in the New Milford Public Schools.
- At its regular meeting, the Board recognized:
  - New Milford High School student participants in CMEA Northern Region Music Festival events: **Hannah Arasim, Shealyn Baumgarner, Jessica Berkun, Cassandra Bielmeier, Kayla Blackburn, Aidan Busnel, Michael Carroll, Michael Cavuoto, Nicholas Cavuoto, Christopher Ciaglo, Jackson Cramer, Abbi Debes, Nathaniel Diamond, Jacob Dieterle, Nicholas Fitch, Karley Greene, Emma Hallacker, Christopher Kipp, Lukas Kugler, Emily Lessa, Grant Li, Francine Luo, Frank Magnante, Samantha McGuire, Brendan McLean, Chloe Onorato, Allegra Peery, Sunita Pfitzner, Zachary Pitcher, Brandon Rehaag, Michael Smith, Connor Stahl, William Stanton, Kendall Stewart, and Michael Tarby**
- The Board accepted the following Gifts and Donations:
  - PTO - \$7,253.00
  - Entegris Corporation – laptop computers, approximate value \$6,500.00
- The following bids were awarded by the Board of Education:
  - NMHS Chiller - Air Temp Mechanical Services Inc.
  - SNIS Entry (Catwalk) - Christopher Interiors
  - Special Transportation Services for a three-year period to Cardinal Driving Service, Inc.; Education Connection; CT Transport Solutions; and for a one-year period to EastConn Transportation
- 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 \$850,048.00 and the IDEA-619 grant in the amount of \$33,091.00
- The Board voted to continue its participation in the National School Lunch Program and filed the Healthy Food Certification Statement for 2016-2017 and authorized the Superintendent to approve Food Certification Exemptions for School Fundraisers as appropriate for 2016-2017.



- The Board approved a Request for Capital Reserve Funds - Exhibit D in the amount of \$336,240.00.
- At a special meeting on May 27, 2016 the Board discussed possible adjustments to the 2016-2017 Board of Education Adopted Budget. A motion was made and passed to reduce the 2016-2017 Board of Education Adopted Budget by 0.5% and to send that recommendation to the Town Council for discussion the following week.

## JUNE 2016

- The Board held a reception on June 7, 2016 to recognize the following:
  - New Milford Public School June Retirees: **Janet Allsworth, Cecilia Barberio, Kathleen Fitzsimmons, Jane Harrison, Donna LaBella, Joy Marino and Nancy Miller**
  - **NMHS Athletic Excellence in 2015-16** accepted by Athletic Director Keith Lipinsky
  - Student representative to the Board of Education: NMHS senior **Eric Vazquez**
  - Winners of the HRRRA Billboard Contest: NES student **Lana Bramhall**, SNIS student **Caden Reynolds**, SMS students **Helen Ma** and **Hannah Pryor**, and NMHS students **Cassandra Bielmeier, Casey Brown, Christina Onorato and Lizbeth Sanchez**
  - SMS Battle of the Books School Champions: for 6<sup>th</sup> grade **Griffin Bock, Tyler Pilch, Bradley Rivera, Olivia Schulz, and Madelaine Sweeney**; for 7<sup>th</sup> grade **Cole Allen, Matthew Dugan, Caitlin Fanella, Lorelai Lee Swanek, Gabriel Rocca and Amanda Tesoriero**; for 8<sup>th</sup> grade **Mackenzie Brady, Gabriel Diamond, Sean Donahue, Emma Harvison, McKenzie Kleppin and Helen Ma**
  - Place finishers at the FBLA State Leadership Conference: NMHS students **Heather Adams, John Adams, Kathryn Antonelli, Samantha Berry, Mark Chastain, Kyra Danish, Jack Day, Kyle Fabich, Dylan Jimenez, James Kainth, Mitchell Kellett, Ian Langley, Michael Lungo, Kellen Ness, Kelly Quinn, Keegan Robertine, Peter Ward and Kurt Zarba**
  - Place finishers at the DECA State Leadership Conference: NMHS students **Caitlin DeCapua, Helen Elizondo, Kayla Foster, Megan Lynch, Curtis Makowicki, Kelsey Mecha, Christopher Montalvo, Victoria Schmidt, Hannah Seigel and Madeline Symon**
  - CAS Middle Level Scholar-Leaders: SMS students **Alexa Esposito and Ryan Murphy**
  - Connecticut Association of Boards of Education Leadership Award recipients: **Nicholas Bon Tempo** and **Brooke Thibodeua** from SMS and **Morgan Laucius** and **Christopher Montalvo** from NMHS
  - Western Connecticut Superintendents Association 2016 Award recipients: **Emrin Leclair** and **Colin Murphy** from SMS and **Briana Abrams** and **Bryan Rojas** from NMHS
- At its regular meeting on June 14, 2016 the Board approved the recommendation of the Superintendent of Schools regarding the hiring of **Ms. Alisha DiCorpo** as Assistant Superintendent.
- The Board accepted the following Gifts and Donations:
  - PTO - \$7,192.88

- The following bids were awarded by the Board of Education:
  - Food and Nutrition Services – Milk to Wades Dairy Inc. for a one-year period
  - Food and Nutrition Services – Frozen Dessert to New England Ice Cream Corporation for a one-year period
  - Special Education - Occupational Therapy to Integrated Pediatric Services for a three-year period
  - Special Education – Physical Therapy to Ms. Debra Myhill and Integrated Pediatric Services for a three-year period
  - SMS Server Room(s) Cooling to Air Temp Mechanical Services Inc.
- The Board of Education approved the following Grants:
  - Carl D. Perkins Grant in the amount of \$32,766.00
  - Adult Education grant – El Civics for Work and Life Transitions CCR ready Grant in the amount of \$75,000.00
- The Board approved the following curricula:
  - Developmental Guidance K-2
  - Accounting II College Level
  - Business Law
  - Introduction to Web Design
  - Biology Honors
  - Chemistry Honors
  - Astronomy College Level
- The Board approved the End-of-Year Projects as proposed, based on the final end-of-year balance.
- The Board approved the appointment of the Assistant Superintendent, and in his/her absence, the Director of Human Resources, as the Designee for the Superintendent of Schools from July 1, 2016 through June 30, 2017.
- The Board approved authorization for the Superintendent to accept resignations and make appointments from June 15, 2016 through September 13, 2016, excluding administrative appointments.
- The Board approved authorization for the Superintendent to purchase budgeted instructional materials and other supplies, equipment and services from June 15, 2016 through September 13, 2016.
- 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 approved the employment and salary of the Director of Human Resources, Director of Food Services, Director of Technology, District Data Administrator, Systems Analyst, Accounting Manager, Facilities Manager, Assistant Facilities Manager, Administrative Assistant to the Superintendent, and Mail Courier.
- At a special meeting on June 22, 2016 the Board of Education unanimously moved to amend the 2016-2017 Adopted Board of Education Budget from \$62,183,950 to \$61,686,660.
- Mr. Smith presented a draft Turf Field Administration and Facility Use Manual for the turf fields which are scheduled to open in July.

## Summary of 2015-2016 Assessments

### Smarter Balanced Assessment Grades 3-8 and 11

In the spring of 2015 students across Connecticut and the Nation participated in the first administration of the Smarter Balanced Assessment. The Connecticut Mastery Test and the Connecticut Academic Performance Tests were only administered in the area of Science.

The Smarter Balanced assessment provided for the first time, district and student level results. In Mathematics, New Milford scored a 39.9% average overall, outperforming the state average of 38.9%. The DRG, however, scored an average of 46.5%.

In Reading/Language Arts, New Milford's overall average was 52.6%, outperforming the state average of 55.4%. The DRG, however, outperformed New Milford's average with an overall score of 63.3%.

In grades 5, 8 and 10, students participated in the State's Science assessment and maintained our history of strong performance. In grade 5 the mean score was constant and the percent of students at goal rate decreased by 1.2%. Over the same time period, the state percentage of students at goal rate dropped by 4.2%. In grade 5, New Milford's percentage of students at goal was equal to 58.2%; the DRG's average was 65.9%. Our analysis led us to review our elementary curriculum and through the support of an enrichment teacher, hired in 2014, students received additional opportunities to explore scientific concepts.

Our Grade 8 and Grade 10 Science scores demonstrated strong performance. Our grade 8 students performed 1.6% below the DRG average and 12.2% above the state average for students reaching the "Goal" range. Our grade 10 students outperformed the DRG by 1.6% and scored 12.9% above the State average.

### Advanced Placement Exams

In 2015, 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 401 exams, and 81% scored a three or higher. A score of three or higher represents passing. New Milford outperformed the state average of 72.2% and the national average of 60.6%. 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 2015-2016 school year the Board recognized **146** students and **17** staff members for outstanding achievement. Donations in excess of **\$167,652** were received from the PTO and other benefactors to benefit the New Milford Public Schools. The Board was awarded **\$1,521,370** 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 2015-2016 school year saw an expansion in student programming and academic performance. This was the second year of the newly implemented math curriculum in grades K-6 and year one of the program in grade 7. The improved curriculum and instruction in mathematics contributed to our gains in the results of the state assessments. This school year also saw expanded intervention and enrichment programs that allowed students to access a more individualized approach to their education. At the high school level, we saw an increased enrollment in advanced placement courses while the performance levels of our students remained strong. The summer of 2016 saw the return of a support program for students with identified gaps in their learning. The program was well attended and resulted in clear gains in math and reading for those involved. Major facilities projects included a new roof for Schaghticoke Middle School, the installation of two turf fields and a new track. The new athletic facilities have transformed the high school and improved the capacity for the community to host regional athletic events. In addition, the district took great strides to rectify and improve access to our fields and buildings by completing projects recommended under the Americans with Disabilities Act. Safety and communications within our schools have also been improved through an upgrade to our phone system and the move of our core internet connection. Both systems are now up to industry standard and have increased capacity.

## **New Milford Aquifer Protection Agency Annual Report Fiscal Year Ending June 30, 2016**

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

The New Milford Aquifer Protection Agency is comprised of the five elected members and three appointed alternates of the Planning Commission. Appointment to the Aquifer Protection Agency runs concurrent with the Planning Commission's terms. 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 owners 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.

**Building Department Annual Report  
Fiscal Year Ending June 30, 2016**

**Building**

Type of Permit	Number Permits	of Fees Collected	Construction Cost
Deck- Residential	24	\$3,388.52	\$218,140.00
Foundation- Residential	5	\$2,778.50	\$240,000.00
Finished Basement	6	\$1,298.72	\$89,280.00
Pool Aboveground	6	\$563.50	\$16,200.00
New Residential	6	\$14,009.18	\$1,218,488.80
Addition & Alteration Residential	31	\$22,017.67	\$1,865,767.75
Permit Closeout	10	\$1,010.00	\$0.00
Pool In ground	3	\$824.85	\$66,900.00
Demolition	2	\$348.50	\$20,000.00
Additions & Alterations	9	\$30,538.00	\$2,641,589.00
Barn	3	\$647.98	\$46,520.00
Screened Porch	1	\$84.56	\$2,500.00
Garage	2	\$957.00	\$80,000.00
Deck- Commercial	1	\$191.00	\$10,000.00
Building Permit - VB	682	\$292,224.76	\$22,850,671.65
Building Permit - IIIB	1	\$10,955.00	\$951,000.00
Demolition Permit	12	\$13,318.00	
Building Permit - IIB	6	\$7,942.46	\$304,350.00
Foundation Only	34	\$0.00	\$0.00
New Commercial	1	\$8,988.50	\$780,000.00
Shed	1	\$0.00	\$6,428.86
Change of Use	1	\$30.00	\$0.00
	847	\$412,116.70	\$31,407,836.06

**Electrical Permits**

Type of Permit	Number Permits	of Fees Collected	Construction Cost
Service	32	\$1,795.00	\$46,500.00
General Wiring	27	\$1,897.60	\$118,310.00
Electric Pool	3	\$136.00	\$7,000.00
Solar Electric	45	\$11,153.54	\$609,854.75

Alarm Wiring	3	\$92.30	\$2,600.00
Generators	7	\$457.25	\$23,700.00
Electric	259	\$34,685.40	\$0.00
	<b>376</b>	<b>\$50,217.09</b>	<b>\$807,964.75</b>

### Mechanical Permits

Type of Permit	Number Permits	of	Fees Collected	Construction Cost
Signs	4		\$268.45	\$16,530.00
Copies	65		\$295.63	\$0.00
Chimney & Fireplace	5		\$447.87	\$28,030.00
Miscellaneous	12		\$3,369.30	\$258,196.00
HVAC- Residential	17		\$2,359.06	\$176,765.00
Window Replacement	19		\$3,207.55	\$248,352.00
Wood or Pellet Stove	10		\$720.90	\$12,000.00
Roofing	28		\$3,374.09	\$242,162.32
Fuel Tanks- Residential Aboveground	10		\$500.00	\$20,423.35
Furnace / Boiler	13		\$1,512.17	\$110,910.75
Siding	2		\$804.42	\$66,732.25
HVAC- Commercial	4		\$5,502.00	\$472,000.00
Permit Closeout	2		\$204.00	\$0.00
Retaining Wall	1		\$306.00	\$25,000.00
HVAC	85		\$9,704.06	
	<b>277</b>		<b>\$32,575.50</b>	<b>\$1,677,101.67</b>

### Plumbing Permits

Type of Permit	Number Permits	of	Fees Collected	Construction Cost
Plumbing	60		\$4,161.32	\$42,463.23
	<b>60</b>		<b>\$4,161.32</b>	<b>\$42,463.23</b>

**1560      \$502,851.92      \$33,997,175.25**

**New Milford Commission on the Arts Annual Report  
Fiscal Year Ending June 30, 2016**

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 state 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 program on the Green in collaboration with sponsors for horse & wagon rides,
- Maintaining a social media presence (Facebook, electronic calendars, website(s), 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 during 2015 & 2016. They are: Sally Adams, Charlotte Bostwick, Linda Breen, Bob Brophy, Diane Dubreuil, Susan Fogarty, Joanne Lillis, Betty Lou Mandler, Jim Scrimgeour, Barbara Payne, Jachym Porizka, Jayson Roberts, Jeremy Rumen, and Joel Spector as well as the many volunteers who helped facilitate and give programs for Gallery 25 and Creative Arts Studio.



**Conservation Commission Annual Report  
Fiscal Year Ending June 30, 2016**

During this period the Conservation Commission held 11 of the 24 scheduled meetings. Meetings were cancelled when there were no items for the agenda that could not be addressed at a later date.

Applications for subdivisions/re-subdivisions were few. They included:

- Sunny Valley Estates
- Dunns Bridge
- Joseph D. Silva project
- Mitchell Initiative

Mr. Howard Russock joined the Conservation Commission in September, 2016.

The Conservation Commission has started to look at:

1. How best to support the upcoming revision and development of The Plan of Conservation and Development
2. How best to schedule updating open space maps and supporting documents given existing limitations in computer system support and commissioner time availability

During this period New Milford's open space inventory grew by 111.1 acres, increasing the total open space to 6,973.1142 acres and representing 18.3% of the town's total buildable acreage. The 111.1 acres were all in fee.

During the same period The Land Acquisition Reserve Fund (LARF) grew by \$1,686.70 to \$415,263.93. The increase of \$1686.70 was from the Henderson Trust in the amount of \$726.79 and interest in the amount of \$959.91.

**New Milford Film Commission Annual Report**  
**Fiscal Year Ending June 30, 2016**

During this fiscal year, three commercials, two short films, and several episodes of two separate TV series were filmed in New Milford. The filming crews spend approximately \$5,000 in the Town of New Milford on meals, housing, supplies, costumes and make up.

The New Milford Film Commission builds community identity and focus by:

- Bringing focus & attention to the many diverse attractions New Milford has to offer by hosting local events, such as film festivals and screenings.
- Helping producers and directors find our excellent resources through diverse marketing sources.
- Assisting with any applications, permits or regulatory processes that may apply to film production.

## **Fire Marshal's Office Annual Report Fiscal Year Ending June 30, 2016**

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

In the interest both of public safety and of firefighter safety, the Fire Marshal's Office is responsible for inspecting more than 11,752,007 square feet, which increases annually as New Milford becomes further developed. Fire Marshals inspect all buildings and facilities of public service and all occupancies regulated by the Fire Safety Code. The Fire Safety Code covers all occupancies except one and two-family dwellings. Coverage includes, but is not limited to, apartments, churches, day-care centers, nursing homes, hospitals, theaters, schools, warehouses, and manufacturing establishments. As such, the Fire Marshal's services include the community of New Milford as a whole, its businesses, the fire departments and residents.

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

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

Fire Marshals must also attend schools and seminars to stay current and maintain their knowledge base of codes, regulations and new technology (approx. 30 hours annually to equal the required 90 hours in 3 years). CT code updates in 2015 make this training even more imperative. The Connecticut Building and Fire codes were updated October 1, 2016 and are up for updating again January 2018.

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

To remain business friendly and meet dramatically increased workloads within the office due to the adoption of new Codes, and large scale construction projects throughout the community the Fire Marshal's Office is staffed by a Full-Time Fire Marshal, and a Full-Time Deputy Fire Marshal. They administer the department's Risk Assessment Program (inspections, emergency and business continuity plan, and fire drill assistance), and Risk Reduction Program (plan reviews and

construction inspections, public education and community outreach programs, and fire/explosion/hazardous material investigations, statistical research and analysis).

Highlights of the Fire Marshal’s Office for the last year were Brian Ohmen being promoted from Deputy Fire Marshal to Fire Marshal in March of last year filling the vacancy of Karen Facey who left in September of 2015. Along with becoming Fire Marshal the position of Emergency Management Director for the Town was also given to Brian Ohmen previously held by Marla Schribner. The Deputy Fire Marshal position was filled in August 2016 by Kevin Reynolds in a part time role and later full time in December 2016.

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

Operating Budget:

<b>Account</b>	<b>2015/2016</b>
Fire Marshal	\$ 168,265

Revenue 2015-2016 - **\$45,465**

**FIRES:**

The Fire Marshal's Office was called to investigate via 911 calls the cause of 216 incidents, up from 124 incidents the previous year.

Fire Department Incidents 2016:

Gaylordsville Fire Department –104  
Northville Fire Department – 133  
Water Witch Hose Co #2- 603

Total fire dispatch records 2016        840

## **Department of Health Annual Report Fiscal Year Ending June 30, 2016**

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 2015–2016 was 93. There were 22 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 181 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 52 complaints received. Most of the complaints were related to conditions involving housing defects, environmental pollution or improper garbage disposal.

There were also 354 routine inspections conducted of food service establishments.

Again this year, the Health Department organized a regional household hazardous waste collection day for eight participating towns. The waste collection day was held on September 19, 2015. There were 951 households that disposed of hazardous waste material. The town of Kent was a new participant this year and the other towns, which included Bridgewater, Brookfield, Roxbury, Sherman, Warren and Washington, paid their proportionate share of the total cost. The cost to the Town of New Milford was \$16,117.

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.

In regard to reportable diseases, there were two-hundred thirty cases of 25 different illnesses or laboratory findings reported by area physicians and medical laboratories. Thirty-three percent (33%) of these reports were for sexually transmitted diseases and nineteen percent (19%) were for tick-borne diseases.

Concerning seasonal influenza vaccinations, the New Milford Health Department works cooperatively with the New Milford Visiting Nurse Association (NMVNA) to promote and support influenza prevention and vaccination clinics. Between October 2015 and January 2016, 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 4, 2016.

During the year, the Health Department utilized \$6,597 from a federal block grant to conduct a preventive health services program. The funding was used to conduct a diabetes self-management education program.

The Health Department continued to contract services from the New Milford Visiting Nurse Association for a part-time nurse/health educator. The nurse is an integral part of the Health Department's operations and is responsible for conducting a number of important health promotion and disease prevention activities. Some of these include cardiovascular health programs, lead poisoning prevention education, 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 the fiscal year 2015–2016. 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, 2015 to June 30, 2016, the total contract amount was \$25,426. Some of the activities performed by the Health Department included continued development of local public health preparedness and response plans, development of a local health alert network (HAN), conducting local drills and

exercises, participation in regional planning activities and attendance at emergency response training programs.

The Health Department budget for 2015–2016, excluding grant and other programs offset by income, was \$271,217. Also, \$33,691 was collected in fees during the year. Therefore the Town of New Milford funded Health Department activities in the amount of \$237,526, which is \$8.65 per capita.

## **Inland Wetlands Commission Annual Report Fiscal Year Ending June 30, 2016**

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 performed by the Land Use Inspector and follow-up paperwork is completed by the Office Coordinator. The Land Use Inspector continues to split his/her time with the Planning and Aquifer Protection Offices. The Zoning/Inland Wetlands Office Coordinator continues the responsibility for the processing of variance applications, preparation and follow-up of Board meetings as well as the daily office operations for the Zoning Board of Appeals.

During the 2015-2016 fiscal year, the Commission received for review 26 schedule A applications and conducted 4 public hearings. An additional 3 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. 178 applications, not requiring individual permits, were reviewed by the Wetlands Enforcement Officer or Land Use Inspector for compliance. 4 notice of violations and 5 corrective orders for violations were issued, and the violations corrected. \$3,500.00 in significant activity fees, \$13,920.00 in permit fees and \$4,711.00 in applications not requiring individual permits fees, permit modifications, permit transfers and copies were collected.



## **New Milford Public Library Annual Report Fiscal Year Ending June 30, 2016**

Mark Hasskarl, Director 6/15-10/15  
Sue Welles Ford, Acting Director 10/15-2/16  
Sally Tornow, Director, 3/16-

### **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 2015-16**

#### **Library Use**

The Library continued to be one of the busiest places in town with 162,547 people coming through our doors in FY15-16. 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, headed up by Sue Ford, and aided by Meghan Morin, YA Librarian, with part-timers Ellen Thompson, Sherry Chaillou, Amy Berkun, and Carol McCarthy, works with children from birth to twelfth grade, along with their parents, caretakers, teachers and college students studying in fields that include children services. Children come to us for a variety of needs – story times, summer reading programs, reference and homework help, internet and computer use. They check out DVDs, music on CDs, books on CD, eBooks, PS4 games, Xbox360 games, and, of course, most importantly, books for homework and recreational reading. They use our website to get into various databases for homework resources and practice tests, as well as TumbleBooks, National Geographic for Kids, World Book On-line and Mango Languages. We work with home-schooling parents and their children who use our resources to enhance their education. Sue Ford visits the public schools, local daycares and preschools for various programs throughout the school year.

Our Summer Reading Program theme for FY 15/16 were “Every Hero Has a Story” for children ages 1 – 5<sup>th</sup> grades, and “Escape the Ordinary” for young people in grades 6 – 12, along with “Bedtime Math”. We had a total of 523 participants in the reading program and 75 in the Bedtime Math.

During FY 15/16, we offered 438 programs for children from infants to 5<sup>th</sup> grade, with an attendance of 7,459 and 114 programs for our YA patrons with 1,718 in attendance.

Sue Ford, Erin Johnson and Valerie Fisher built a 3D Printer for use in programming.

## **Public Services – Valerie Fisher, Public Services Librarian**

The Public Services Department encompassed several aspects of operation within the Library: Circulation, Collection Development, and Adult Programming. A dedicated staff of two full-time and twelve part-time employees served 8,020 registered patrons during the 55 hours the Library was open each week. While charging items in and out was its most familiar function (with 246,000 items checked out in 2015-16), 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's "Hoopla" service which offers downloadable and streaming movies, audiobooks, music, and eBooks had 2,817 circulations. The Library's use of eBooks increased by over 500 circs to 2,894.

Public Services also maintained the Adult Services Facebook page which continues to grow as an online location for social interaction and information for our patrons. 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 2015-2016, the Public Services Department offered 110 programs, increasing the Public Services program attendance to 2196. Our programs covered an array of topics, including author talks, Medicare, history, handicrafts, cultural education, and political forums, among many others. We held the Mayoral Debate in November, which was filled to capacity. The overflow of patrons watched the debate on monitors located in the Children's room of the library. The Library continues to offer 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. The Library is the first in Connecticut to offer the Connecticut Crossroad's Project which invites the public to come and share their memories of New Milford. These memories will be preserved digitally, as well as physically in the Library. The Library also is involved in a Board Games Collaborative with Burnham Library in Bridgewater, held twice monthly. This has attracted many college age participants.

## **Reference/Information Services**

The Adult Reference/Information Services Department, comprised of Amy Berkun, Erin Johnson, Gloria March, and Sally Tornow, answered 32,167 patron questions during FY 2015-16. Of those transactions, 11,170 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.

The computers in the Adult Reference area were used extensively throughout the year with total use at 10,481. The individual laptop stations created in FY 2012-13 continued to be popular with

patrons who brought their own laptops and mobile devices to the Library. Their use of the Wi-Fi totaled 17,588 logins for the year.

Erin Johnson, the Digital Literacy Associate, offered 64 free classes on wide-ranging computer related subjects: How to Do EBay, Learn about Windows 10, Facebook, Basic Excel, eBooks, iPhones and many more. There were 446 participants over the year.

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

The Technical Services Department of the Library is comprised of 2 staff members, Maryann Jackson and Leslie Schlemmer. Over the years, they have formed a very hard working and dedicated professional team. They work extremely hard and they are able to back each other up in the absence of one or the other. They are the backbone of the library as they are responsible for a variety of tasks to maintain the Library's huge collection of print and non-print material materials. In addition to these daily tasks, when called upon, they often handle special projects from other departments.

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

A new updated ordering system was instituted this year. This necessitated Leslie and Maryann to learn this system and to teach the Department Heads how to use the new system. The library also acquired a new automated system for the management and report-generating functions of our collection; again Leslie and Maryann had to learn how to use those functions as well.

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.

For our computer hardware and software upgrades this year, Peggy Ganong set up and configured a new wide printer staff can use to produce promotional posters for the library. Peggy also updated the software on the self-serve station, installed 15 new monitors in the Adult Ref and Junior Room, worked with Telspan to resolve telephone issue of failure of in-coming calls to go through to extensions, ordered and installed computer software to produce fill-in PDF forms and for the Modernization Committee's survey, advertised the link on web site, mobile web site, welcome screen on the adult reference area PCs, Constant Contact and set up a dedicated PC for patrons to use in the adult reference area.

In our goal of continued outreach to the community Peggy Ganong met with marketing personnel from the Spectrum to discuss electronic and print marketing options, researched

outside vendors for new design for web site, and we continue to use our electronic message board in the Library; and Peggy Ganong maintains a special mobile web site that patrons can access through their tablets and phones.

Our final focus was to find new, innovative technologies to enhance our patrons' Library experience. With that focus, Peggy Ganong designed a graphical representation of the adult and teen programs for the web site and Mobile Web, designed and uploaded a new graphical index page for Mobile Web, met with Sally, Dan Stanton, the Town Engineer and Kendrick Protzmann, IT Director of the Town to discuss fiber connectivity for our library computer network.

Peggy Ganong attended 7 meetings, webinars and workshops to stay current with newest technologies and products.

## **Parks and Recreation Annual Report Fiscal Year Ending June 30, 2016**

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 approximately 500 acres. The Department maintains and utilizes, for the benefit of the residents, the following locations: the Town Green, Lynn Deming Park, Andrew Gaylord Barnes Park, Carlson's Grove, Emmanuel Williamson Park, Baldwin Park, Addis Park, Clatter Valley Park, Young's Field, Canterbury Pond, Helen Marx Park, Pickett District Road Ball Fields, Sarah Noble Soccer Field, Sega Meadows, Northville Soccer Fields, Creative Playground, Hulton's Meadow, Chappuis Park, John Pettibone School Fields & Grounds 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 the High 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).

- 302 campers at our Rec-On summer playground program (summer 15')
- 254 participants in our soccer programs (fall 15'-spring 16')
- Over 1,000 players in our Men's, Women's, and Co-Ed Adult Softball Leagues (fall 14'-spring 15')
- Approximately 120 players in our Over 30 Men's basketball League
- Approximately 160 players in our Touch Football League

- 499 participants in our aquatic programs (winter swim team and swim lessons)
- 494 runners in our Fair Days 5K & 8-Mile Road Races (summer 14')
- Over 300 individuals participated in annual Easter Egg Hunt
- Over 3,000 participants at our Halloween Trunk or Treat Event

During fiscal year 2015-2016, 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 Railroad & Bank Streets.
- Purchased a new spreader for grass seed, fertilizer and calcium chloride.
- Purchased new fitness equipment through CIGNA wellness initiative.
- Purchased a refurbished a pontoon boat for dock installation & removal, buoy installation, etc.
- Purchased a small Honda Generator for use on small projects and special events.
- Completed site plan and bid specifications for the Lynn Deming Park Improvement Project.
- Continued working with new program registration software & on-line registration.
- Continued training on the new MUNIS accounting system.
- Implemented new program offerings such as Introduction to Field Hockey, Archery, Crafty Arts for Kids, Intro to Facebook & Skillz & Drills Lacrosse Clinics.
- Led trips to see the New York Yankees vs. Detroit Tigers and to the Macy's Thanksgiving Day parade.
- Made repairs to fencing and gates at Young's Field Park.
- Had the Young's Field tennis & basketball courts resurfaced and re-lined.
- Had the Emmanuel Williamson Park basketball court resurfaced and re-lined.
- Installation of safety mulch at Young's Field, Emmanuel Williamson Park, Carlson's Grove 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 Carlson's Grove, Town Green, Sega Meadows, Lynn Deming Park and Young's Field.
- Completed brush removal at the Richmond Center, Patriots Way, Pickett District Road Fields, Addis Park, Police Department, Library, and Young's Field.
- Planted four new trees on the Town Green.
- Installed new signage at Sega Meadows Park.
- Replaced grills at Lynn Deming Park.
- Power-washed, sanded and applied two coats of stain to boat slip docks at Lynn Deming Park.
- Began turf and infield repairs at Young's Field.
- Began infield repairs at Helen Park.
- Completed drainage project at Helen Marx Park.
- Began turf repairs on the Town Green.
- Made repairs to dive, swim team and boat docks.

- Repainted the interior of the lifeguard shack at Lynn Deming Park.
- Completed welding repairs on boat slip docks at Lynn Deming Park.
- Repaired security and athletic field lighting at Lynn Deming and Young's Field Parks.
- Treated Conn's Pond for weed growth.
- Conducted Milfoil removal at Lynn Deming Park.
- Repaired irrigation system on the Town Green and Young's Field.
- Aerated, re-seeded and fertilized Young's Field and Town Green
- Aerated Sarah Noble Soccer Field, Northville Soccer Fields, Pickett District Fields Clatter Valley, Helen Marx and Carlson's Grove Parks.
- Completed vandalism repairs at Young's Field, 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 (2015).
- Contributed and helped organize the "Walk of Honor" event.

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 48th Annual 8 Mile Road Race & Village Fair Days 5K Road Race (summer 2015) totaled \$4,000.00 with sponsorship and support from Union Savings Bank, Dr. Phillips, Circle Asphalt, Candlewood Valley Motors, Bank Street Theater, Full Circle Promotions, New Milford Orthopedics, Western CT Health Network, and Candlewood Valley Pediatrics.
- Non-monetary donations for the 8 Mile and 5K Road Races were made by: Wal-Mart, 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, BJ's Wholesale, Children's Movement Center, the Cookhouse, Active Networks, & Big Y.
- 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 \$750.00 from Arthur H. Howland & Associates for our annual Halloween Trunk or Treat event (2015).
- Received a \$800.00 donation from Arthur Howland & Associates for our Annual Easter Egg Hunt (2016)
- Received a donation of \$100.00 from Glenn Miller for our annual Easter Egg Hunt (2016).
- 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, Village Center Organization, CERT, American Red Cross, United Way, Social Services Department, Animal Welfare, Relay for Life, Ousatonic Fish & Game, Garden Club of New Milford, NMYBBSB, New Milford Youth Lacrosse, River Indians Youth Lacrosse Team, New Milford Bulls, New Milford Saints, New Milford Cricket Team, New Milford River Trail, Housatonic River Trail, Autism Awareness, Alzheimer's Association, Women's Club, MVP-SOS, CT DEEP, Etc.

- The Parks & Recreation Department has received numerous contributions in the form of volunteerism from the citizens of New Milford.

Sticker sales for Lynn Deming Park (summer 15') totaled 1068 resident vehicles passes, 31 resident day passes, 26 non-resident day passes, 93 boat launch passes and 83 boat slip rentals. Sticker sales, permit filing fees, concessions and vending totaled \$177,989.25 for 2015-2016. Park reservation issuance continued to increase significantly from 2014/2015 to 2015/2016. Land acquisition has resulted in greater responsibilities and planning for the next year. Revenues brought in from recreation programs and summer camp totaled \$344,511.14 for 2015-2016. These figures reflect the growth of the department, as well as the increasing needs of an up-surging population.

Parks & Recreation locations and programming are more important to New Milford residents than ever before. The trend towards greater diversity in programming and opportunities for league play is increasing steadily. The Department 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), updated athletic field lighting at Young's Field, a larger maintenance building, additional storage areas and most importantly an aquatic center. We also hope to one day have a small bus for trips and other Recreation Programs. 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.



## **2015 - 2016 Parks and Recreation Staff**

### ***Daniel Calhoun***

Eleanor Covelli  
Jeanne Radcliff  
Lorraine McEntee  
William Faure  
Blaze Tuz  
Eugene Davis  
Kevin Swanson  
John Moniz

### ***Director***

Assistant Director  
Secretary I  
Secretary II  
Park Working Foreman  
Park Maintainer I  
Park Maintainer II  
Park Maintainer II  
Park Maintainer I

## **2015-2016 Parks and Recreation Commission Members**

**Thomas Beecher**

**William Kamp**

Thomas Saunders

Alfred Esposito

Shari Barron

Lisa Arasim

Douglas Skelly

**Chairperson**

**Vice-Chairperson**

Secretary

**Personnel Department Annual Report  
Fiscal Year Ending June 30, 2016**

During 2015 the Town had 193 full time employees. This includes 24 total separations (7 retirements, 6 terminations and 11 resignations) and 24 hires, leaving the Town with a zero net gain in employees. Our employee list includes Police, 911 Dispatchers, Public Works, Park & Recreation, Senior Center, Social Services, Library, Town Hall and Youth Services. The Personnel Department is responsible for all facets of Human Resource Management. This includes employee benefits, contract negotiation/administration, recruiting, 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 had significant change. We successfully negotiated 4 bargaining contracts that will be in effect until June of 2018. In October the personnel department closed/settled a long standing worker's compensation claim. In January, we implemented and went live with a new Town Management Software system (HRIS) -MUNIS. In February, Alan Chapin went out on FMLA then subsequently retired leaving Diane Cunningham to administer the office until our new director, Greg Bollaro came in June. Since joining, there has been a focus on updating job descriptions, the employee code and Town policies. An immediate focus under the new Personnel Director has been ensuring compliance within our health insurance. We also had a series of management training programs including: Managing stress, workplace violence and Workplace Harassment Prevention for Managers. One of our Wellness programs initiatives included our new bike program that allows employees to rent bicycles with no cost.

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 Annual Report Fiscal Year Ending June 30, 2016**

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 Commissions 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.

During the 15/16 fiscal year the Planning Commission agenda included the following:

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

## **New Milford Police Department Annual Report Fiscal Year Ending June 30, 2016**

On behalf of the men and women of the New Milford Police Department, it is my distinct pleasure to present to you our 2015 -2016 Annual Report. I would like to extend our thanks and appreciation to Mayor David Gronbach, 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 promote 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 two new officers. Officer Joseph Locascio, a twenty five year veteran of the Torrington Police Department who retired at the rank of Sergeant; and Jeffrey Covello, who recently retired at the rank of Sergeant and Commanding Officer of the Western District Major Crime Squad of the Connecticut State Police. Each brings a unique set of skills and expertise to the New Milford Police Department that will assist us in our efforts to be a leading agency in the state.

We continue our efforts to strengthen the partnership with the community that is ever so important to the success of making our town safe for our children and families. We have improved our department website ([www.newmilfordpolice.org](http://www.newmilfordpolice.org)) 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. We had an excellent showing this year at the annual Law Enforcement Torch Run. As usual, we have our weekly 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

	2013-2014	2014-2015	2015-2016
ALARMS	1,893	2,052	1,958
ASSAULTS	49	228	214
BURGLARIES	54	201	40
ROBBERIES	2	6	0
MOTOR VEHICLE ACCIDENTS	1,129	1,110	1,008
VANDALISM	218	167	167
DISTURBANCES	902	975	680
DOMESTIC VIOLENCE	205	192	174
DUI	81	50	75
FOLLOW UP INVESTIGATIONS	2,541	4,936	4,481
LARCENY	261	394	243
MEDICAL ASSISTS	1,009	736	1,661
MOTOR VEHICLE COMPLAINTS	972	927	804
NARCOTIC INVESTIGATIONS	53	114	142
PUBLIC ASSISTANCE	1,330	1,332	1,399
RADAR/TRAFFIC ASSIGNS.	4,357	5,987	3,997
SUSPICIOUS ACTIVITY	941	1,009	1,140
MISCELLANEOUS SERVICES	17,107	39,137	41,538

The Department's overall calls for police services remained consistent at 41,538 as compared to last year. Our efforts are focused on maximizing patrol presence through increased patrol details and assignments, efficiently exercising available resources based on comprehensive statistical analysis of existing department data identifying existing trends that often require police service; and deterring such activity by enforcement initiatives, police presence, public education and/or community partnerships.

Most noteworthy is the increase of Narcotics investigations from 114 to 142. A direct result of our proactive initiatives to identify the source and organizations of illicit narcotics activity in our town as a result of national spike in heroin trafficking that in turn increases our attention to the situations of opioid overdose cases that have tragically affected many of our young citizens.

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.

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. We introduced a Narcan training platform into our daily patrol. Each officer is equipped with Naloxone "NARCAN" in our efforts to combat overdose situations in our community.

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

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

The department has on an “open door” media relations approach that has proven and continues to be most effective. This benefits the department and the community. It maintains 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.

## **Public Works Department Annual Report Fiscal Year Ending June 30, 2016**

### **INTRODUCTION**

The Public Works Department is responsible for the maintenance, repair and plowing of more than 215 miles of town-maintained roads, 60 Bridges (37 over 20 feet), maintenance and replacement of over 100 pieces of rolling stock, the cleaning and repairing of storm sewers, cleaning and upkeep of all town buildings, maintenance and upkeep of over 200 decorative streetlights, recycling and transfer station operations. Our services range from custodial duties to renovation projects including full carpentry, plumbing, and electrical trade services; from paving and drainage operations to snow plowing and ice control; from routine vehicle maintenance to welding and fabrication services; from plan review to full engineering design. Our customers include the public at large but in particular our taxpaying residents, town department staff, land use commissions, volunteer organizations, and other elected and/or appointed committees.

**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, 2015 to June 30, 2016. 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 (unfilled), Road Construction Supervisor and Engineering/AutoCAD technician. Engineering staff plan and provide construction design, oversight and administration for various Town construction projects, bridge renovation and replacement projects. 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 pickup 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, Maxx Center, Richmond Center, 533 Danbury Road and 7 Public Works buildings and the recently added JPS site. FM also handles all downtown decorative streetlights that now number more than 200. 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 839 (down from 1257 last year) 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. The decrease in calls is one metric in measuring the quality and efficiency of work this department performs.

### ***Engineering Services***

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 in progress. Many man hours from these two departments went into the preparation and design of these applications. Continued funding from outside sources has progressed into the next fiscal year as well. (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 161 Right of Way permits were issued, subsequently inspected, and processed by the department in the FY 2015-2016. The Engineering Department responded to 245 customer service requests including review or issuance of 14-911 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. We have performed numerous sign-offs for building permits through the Town's new ViewPermit Software.

The Engineering and administrative staff supplements our Town Budget with various grant programs. Of the three DOT grants we applied and have received, the first implemented was the school warning signs completed in summer 2015. 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 2015 the investment in New Milford roads has reconstructed 1.0 mile, has chip sealed 17 miles, performed a mill and patch of 9 miles and we crack sealed 2 miles. Road segments were selected utilizing our Cartegraph Asset Management Software and a weighted benefit analysis utilizing road condition, length and average daily traffic. Capital road projects that were completed this fiscal year included the reconstruction of Warwick Drive, Dailey Road, Carriage Drive and Archer Lane reconstruction. These roads were designed and inspected utilizing in-house personnel.

The Town Engineer participated in the Artificial Turf Field Construction Committee. Two new artificial turf field and new track and field amenities were complete June 2016. Mr. Stanton began meeting with the new Bike and Trail Committee in July 2016 and has advised on their Consultant RFQ and will continue advising the committee about funding and construction.

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

- *Aspetuck Ridge Road Bridge (South end)* – This complete bridge superstructure replacement and abutment rehabilitation project is under construction with a

completion of Spring 2017. Design and inspection services are performed by WMC Consulting Engineers.

- *Wellsville Avenue Bridge* – The bridge design is complete and awaiting final peer review thru Western Connecticut Council of Government. This project is funded under the State LOTCIP program. This program is beneficial to the Town since the grant will pay for 100% of construction cost. This project is going out to bid and the start of construction is expected to occur in the spring of 2017.
- *Mill Street Bridge* – Dewberry has initiated design work and the project was reviewed by CJM and we expect project plans to be at 90% by the end of September. This will be followed by CT DEEP/ACOE permitting. Our local inland wetlands permit was obtained in the spring. The project is going out to bid in Winter of 2017 for construction during FY 2017/2018.
- *Merryall Road Bridge* - Town funds were approved with the FY 14-15 budget to finance the Town's share of this bridge rehabilitation/replacement project. WMC Consulting Engineers to perform the design and inspection. Design has been started and two public hearings have 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 has selected WMC Consulting Engineers to perform the design and inspection.
- *Mud Pond Road* – An application was submitted for funding for this bridge rehabilitation/replacement project under the State Local Bridge Program FY 2015. The Town has received a commitment to fund and has selected WMC Consulting Engineers to perform the design and inspection.
- Other bridges are being considered for Federal Local applications
- The State recently completed their semi-annual >20' bridge inspections and their inspection of <20' bridges and we are expecting those reports in the Fall of 2016.

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.

### ***Highway Department***

The Highway Department is responsible for the maintenance, drainage and snow plowing for all 185+ miles of paved roads and 26.71 miles of gravel roads throughout Town. Besides the obvious basics of paving and plowing the Highway department: cleans catch basins, sprays guide rails for weed control, repairs guide rails, sweeps, grades gravel roads, maintains drainage, plants trees, clears downed trees and branches, installs drainage, repairs and conducts preventative maintenance on Town vehicles, installs flags, beaver dam removal, installs and replaces signs,

line stripes, patches potholes, fixes and installs curbing, responds to CSR's [545 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 a winter consisting of 28 storm events. Many of these storms were slow moving, requiring the overnight presence of the highway department to keep the roads open. Below is a FY summary for the cost of the winter operations.

Tons – Treated Salt:	5,724.85	Gal –Brine Liquid:	6,500.00
Tons – Salt/Sand:	5,915.00	Sand	0
Tons – Salt:	185.00	OT Hours:	6,525
		OT Cost:	\$244,982.24

Total of Material and Labor for 28 storms: \$1,093,046.19

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

Work Order -Grading Gravel Roads FY 15-16	
Labor Cost Actual (wo fringe)	\$43,262.40
Equipment Cost Actual	\$73,755.00
Material Cost Actual	\$8,328.00
<b>Total Cost Actual</b>	<b>\$125,345.40</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~1250 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 2015-2016.

- Annual & Re-occurring Maintenance Program items
- Carpet, hardwood and vinyl tile cleaning
- Streetlight maintenance program
- Town Hall brownstone restoration (part II complete)
- Town Hall window sill restoration
- Highway Office renovation
- PW Wash Bay #2
- PW Building #5 generator installation
- PD interior lighting upgrade thru Eversource
- PW security camera upgrade/replacement
- Goodman House boiler replacement

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:

- Painting program under way at TH, 47 Bridge, Senior Center and PD-ongoing
- PD-Eversource interior lighting up grades-scheduled
- Street light cleaning and lens change out-ongoing
- Energy savings program throughout Town buildings-ongoing
- Library-temporary stabilization of the floor, in progress

### **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 Town of New Milford**

##### **Recycling Center**

**For the Fiscal Year ending June 30, 2016**

<b>Gross margin [L/J]</b>	<b>4.2%</b>
<b>Return on sales [T/J]</b>	<b>-2.6%</b>

	Prior Period	Budget	Current Period	Current Period as % of Sales	% Change from Prior Period	% Change from Budget
<b>Revenue</b>						
Interest Income						
Credit Card Svc Charges	360	1,030	1,030	0.3%	186.1%	0.0%
Sherman/Brookfield Cost Share	76	671	671	0.2%	783.1%	0.0%

Batteries	30,000	30,000	30,000	9.9%	0.0%	0.0%
Ticket Sales	898	2,151	2,151	0.7%	139.4%	0.0%
Scrap Sales	248,231	242,173	242,173	79.9%	-2.4%	0.0%
E-Waste				0.0%	-	-
Scrap Metal	3,520	4,402	4,402	1.5%	25.1%	0.0%
Textile	35,834	21,480	21,480	7.1%	-40.1%	0.0%
<b>Total Sales Revenue [J]</b>	463	1,134	1,134	0.4%	145.2%	0.0%
	319,382	303,040	303,040	100.0%	-5.1%	0.0%

#### Cost of Sales

General Expenses						
Operating Transfers Out	205	200	393	0.1%	92.1%	96.7%
<b>Total Cost of Sales [K]</b>	290,000	300,000	290,000	95.7%	0.0%	-3.3%
	290,205	300,200	290,393	95.8%	0.1%	-3.3%

#### Gross Profit [L=J-K]

	29,177	2,840	12,647	4.2%	-56.7%	345.3%
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#### Operating Expenses

##### General Budget

Wages and salaries						
Overtime	99,195	102,764	103,522	34.2%	4.4%	0.7%
Recycling Operations/Contractual (Hauling fees)	10,435	14,000	12,434	4.1%	19.2%	-11.2%
Single Stream (xxx tons)				0.0%	-	-
Bulky Waste (xxx tons)	17,690	18,000	16,728	5.5%	-5.4%	-7.1%
Municipal Solid Waste (xxx tons)	13,630	13,500	12,546	4.1%	-8.0%	-7.1%
Misc.	9,805	10,000	9,293	3.1%	-5.2%	-7.1%
Tipping Fees	6,130	6,000	5,576	1.8%	-9.0%	-7.1%
Single Stream (xxx tons)				0.0%	-	-
Bulky Waste (xxx tons)	5,467	7,000	6,011	2.0%	9.9%	-14.1%
Municipal Solid Waste (xxx tons)	47,818	54,000	46,278	15.3%	-3.2%	-14.3%
Tires	45,521	54,000	46,278	15.3%	1.7%	-14.3%
	1,495	1,500	1,294	0.4%	-13.4%	-13.7%
Recycling Contractual (Freon Extraction)						
Supplies	6,000	6,000	3,120	1.0%	-48.0%	-48.0%
<b>Total General Budget Expenses [M]</b>	3,960	4,000	3,200	1.1%	-19.2%	-20.0%
	267,147	290,764	266,281	87.9%	-0.3%	-8.4%

#### Overhead and Administrative

Personnel (SS, Med, Health Ins, Benefits, etc. - 35% of labor)						
Telephone	34,718	35,967	36,233	12.0%	4.4%	0.7%
Utilities	120	120	120	0.0%	0.0%	0.0%
Insurance	4,500	4,500	4,500	1.5%	0.0%	0.0%
<b>Total Overhead and Administrative Expenses [N]</b>	2,000	2,000	2,000	0.7%	0.0%	0.0%
	41,338	42,587	42,853	14.1%	3.7%	0.6%

**Capital Equipment**

Compactors and Containers						
Backhoe	9,834	9,834	9,834	3.2%	0.0%	0.0%
Repairs and Maintenance (Vehicle Maint. Budget)	3,300	3,300	3,300	1.1%	0.0%	0.0%
<b>Total Capital Equipment Expenses [O]</b>	1,313	1,313	1,313	0.4%	0.0%	0.0%
	14,448	14,448	14,448	4.8%	0.0%	0.0%
<b>Total Operating Expenses [P=M+N+O]</b>						
	322,933	347,799	323,581	106.8%	0.2%	-7.0%
<b>Income from Operations [Q=L- P]</b>						
	-293,756	-344,959	-310,934	-102.6%	-5.8%	9.9%
<b>Other Income [R]</b>						
	319,382	303,040	303,040	100.0%	-5.1%	0.0%
<b>Net Profit [T=Q+R]</b>						
	25,625	-41,919	-7,894	0	0	0

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

ID #	Grant Title	Description	Agency Applied to / Grant Type	Estimated Dollar Value		STATUS as of June 15, 2016
				Grant	Total Project	
5	Aspetuck Ridge Road (southern end) Bridge	Design and Engineering Services for Bridge 05655 (Including Construction Inspection Services)  Construction of project # 95-245	CT DOT - Federal Local Bridge Program 95-245	\$192,000+\$249,600  \$1,300,000	\$240,000+\$312,000  \$1,684,000	Under contract w/CTDOT - Final design complete Final Plans/Docs submitted and approved Bid for Constr. Dec. 2015 Begin Constr. Expected April 2016 Under Construction - Dayton
6	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 is Consult. Eng. signed contract March 2013 Public Info Meeting held Nov 2014 project in Final Design Final Design 40% Complete
10	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 - Contract w/Trustee Sub Council signed Sept 2012 Design kickoff meeting held fall 2013 Preliminary Design complete Nov 2014 Obtained Wetlands Permit 2015, applied for ACOE/DEEP permits 2015
24	Wellsville Ave Bridge	Design and Engineering Services for Bridge 04258 Construction and ROW activities to rehabilitate this Bridge	<del>CT DOT - State Local Bridge Program 9095-4258</del> REMOVED from SLBP (June 2014) Now under LOTCIP (WestCOG)	<del>309797.71 (old amt under SLBP)</del> \$1,381,000.00	<del>989314 (old amt under SLBP)</del> \$1,381,000.00	Commitment letter from CTDOT issued July 2012 - signed Aug 2012 Town's share for design funded in FY 2013-14 budget Under LOTCIP Town is responsible for design (100%) LOTCIP will pay for Construction/ROW (100%) up to max amount of commitment Waiting for ACOE/DEEP approvals Fall 2015 - ACOE permit received May 2016 Under peer review WestCOG May 2016
25	Century Brass Enterprise Center Demolition Project	Prepare detailed demolition, salvage and disposal plans and Demolish both the structure and foundation of building	DECD - Urban Action	\$2,500,000.00	\$3,000,000.00	Assistance Agreement signed June 2014 Engineering Consultant (LEP) selected August 2014 (TRC) Notice to Proceed issued Oct 2014 Bid for Demolition Contract issued May 2015 Demolition project began Sept 2015 SDS let go Jan 2016 Project Re-bid - Awarded to Costello NTP issued June 1, 2016
26	Merryal Road Bridge	Design/Engineering, Construction, and ROW Services to replace Bridge 05118	CT DOT -State Local Bridge Program 9095-5118	\$889,958.39	\$1,879,930.00	Commitment letter from CT DOT issued Sept 2013 - signed Sept 2013 47.34% State share Town share for design funded 2014-15 FY Consultant selected - bridge in design
27	Mud Pond Road Bridge (south)	Design/Engineering, Construction, and ROW Services to replace Bridge 095003	CT DOT -State Local Bridge Program 9095-003	\$235,750.00	\$500,000.00	Commitment letter from CTDOT issued July 2014 - signed July 2014 47.17% State share Town share for design funded 2014-15 FY Consultant Selected - WMC
28	Gaylord Road Bridge (west)	Design/Engineering, Construction, and ROW Services to replace Bridge 095021	CT DOT -State Local Bridge Program 9095-021	\$499,790.00	\$1,060,000.00	Commitment letter from CTDOT issued July 2014 - signed July 2014 47.15% State share Town share for design funded 2015-16 FY Consultant Selected - WMC
29	Richmond Senior Center Expansion Project	Design and construction of an addition to the Richmond Center for use by the Senior Center	DECD - STEAP	\$498,253.00	\$498,253.00	Assistance Agreement signed May 2015 Arch/Eng Consultant (Silver Petrucelli) selected Oct 2015 Notice to Proceed issued Oct 2015 Final Design Complete - Expected Bid due July 14, 2016
30	Skill River Drive Roundabout	Design and Engineering Services for Project L095-002	LOTCIP (WestCOG)	\$590,150.00	590,150+\$200,000+\$75,000+\$7,500 Total = \$872,650	Prelim Engineering complete Nov 2015. PIM held and Final Design initiated. FD complete May 2016 Under peer review WestCOG June 2016
31	Relocate Young's Field Road & Greenway Extension	Relocate Young's Field Road to Patriots Way, close Bridge St end thru traffic (per Option 2A or 3 of the Transportation Mgt Plan) and extend the Greenway to Helen Marx Park (from its ending at Patriot's Way)	OPM - Responsible Growth & Transit-Oriented Development	\$1,967,295.00	\$1,967,295.00	APPLIED - Submitted Application for TOD Responsible Growth Grant Feb 4, 2016 Notified June 8, 2016 by Governor's Press Release that our project was NOT awarded the grant

## **Registrar of Voters Annual Report Fiscal Year Ending June 30, 2016**

The Registrar of Voters Office (ROV) is located in the lower level of Town Hall. There is a Republican Registrar and Deputy Republican Registrar, and a Democratic Registrar and Deputy Democratic Registrar. Although each major party is represented, the ROV's serve to help any and all citizens of New Milford, regardless of party affiliation or non-affiliation. The office is officially open every Thursday afternoon, but, because we now have a page on the town web site, the web page can handle most inquiries that were previously performed by phone or in person.

The Registrars maintain a list of all voters in the Town of New Milford and constantly update their records both in the Secretary of the State's (SOTS) Election Division computer system and the individual voter registration cards filled out by the resident voters. With the help of the State Department of Motor Vehicles, the office is informed of voters that have changed their address within New Milford, that have moved out of New Milford as well as notifications from other states for those who have relocated. The ROV office also removes voters from the voter rolls who have died 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 Registrar's 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. This year we are happy to report that 107 high school seniors registered.

Registrar's records show a total voting population of 16467 as of 8/18/16. The breakdown is as follows:

DEMOCRATS = 4393 REPUBLICANS = 4774 UNAFFILIATED = 7053 OTHER = 247



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

The Election Day Registration was in effect for the November 3, 2015 Municipal Election. We had 93 voters who registered and voted on Election Day.

**Marcel Grenier, Democratic Registrar**

**John Gaiser, Republican Registrar**

**Barbara Payne, Democratic Deputy Registrar**  
**Registrar**

**Eleanor Florio, Republican Deputy Registrar**

## **New Milford Senior Center Annual Report Fiscal Year Ending June 30, 2016**

**The Commission on Aging:** established in 1973 to study the local needs of the aged and to create, coordinate and foster programs to promote the health, education, welfare, independence and the wellbeing of Seniors in the Town of New Milford. There are over 6,000 individuals 60 years of age and older living in New Milford; and over 3,000 individuals were served by the Center this past year.

### **Municipal Agent Services**

Municipal Agents offer seniors in the community information, advocacy and support pertaining to available programs, benefits and provides options in problem resolution. The statistics for the 2015-2016 fiscal year indicate that the Municipal Agents served approximately 1,200 seniors, providing over 4600 units of service. An increase of 20% over last year. This fiscal year, the Medical Insurance Category took the lead back from Energy Assistance for number of services provided, with about 900 units of service captured. Energy Assistance came in at a close second at over 860 units of service. Energy Assistance was less demanding this past year, likely due to low fuel prices and a very mild winter. The service category for the Department of Social Services (DSS) was the third highest category again this year, which may be because DSS has improved its service delivery over the previous two years. Interestingly, Financial (whether direct assistance to pay a bill or advisement on the available financial programs) came in third with 338 units of service, and right behind it was Housing with 322 units of service reported. SNAP/Food Pantry and other nutrition assistance programs take fifth place in service units (316). This was slightly lower than last year, possibly due to the seniors not having as high energy costs as the previous year. Last year's most notable trend was the increasing number of hoarders in our Town. This past year the Town's Health Department, Police Department, Zoning Department and Public Works Department began to work together as a team to deal with this mounting problem. Lastly, the growing trend to keep people at home has made it necessary to implement a New Milford Chores Service. Chores Service will provide help with light yard work, small household jobs and a friendly visitors program. Chores Service will also provide volunteer opportunities for those who are seeking to continue 'working' even after Retirement.

### **Transportation**

Bus service is provided Monday through Friday, to over 150 riders within the Town of New Milford. Over 10,000 rides were provided for work, shopping, and, social; plus more than 1,000 rides were provided to non-emergent medical appointments. Our transportation service has experienced a 19% increase in the past two years. A partnership with the Volunteer based *WHEELS Program of Greater New Milford* provided an extra 3,000 non-emergent medical rides. The add-on of a wheelchair accessible van to their fleet of two cars has expanded the service they provide.

### **Nutrition**

The Elderly Nutrition Program is administered through CW Resources and New Opportunities, Inc. The congregate lunches served at the Center totaled 6,500 meals to over 100 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 12 volunteers who contributed 800 hours and drove their own vehicles over 10,000 miles in the course of the year. A Registered Dietitian from CW Resources also provides quarterly Nutrition Education programs throughout the year with over 120 participants.

## **PROGRAM ACTIVITIES 2015-2016**

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, Western Connecticut Health Network, Alzheimer’s Association, Western CT Area Agency on Aging, and the Senior Center staff. Participants in various exercise opportunities enjoyed Strength & Balance, Line Dancing, Tai Chi, Yoga, Chair Yoga, and Dance classes. Overall, participants in all these activities were over 3,600.

### **Education**

The “Never Stop Learning Series”, information and public affair programs, and special interest classes presented throughout the year were offered in partnership with the 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 900.

### **Support Groups**

A variety of support groups are available including Alzheimer’s Couples Social Group, Caregivers Support, Living without a Partner, Visually Impaired Persons (VIP) Group, Healthy Spirit Healthy Life Group, and Grandparents Raising Grandchildren. 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 NVMNA & Hospice, NM Senior Service Municipal Agents 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 300 hours offering introductory, advanced classes, and workshops. The AARP tax aide program submitted over 200 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, Day trippers and over-night excursions. Sponsored events by local

businesses', Center Staff & Volunteers, collectively had over 17,000 participants, an increase of 22%.

### **Volunteers**

The New Milford Senior Center is most fortunate to have over 70 individuals, including an Advisory Board, 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 2015-2016, the Center was the recipient of volunteer assistance valued at \$175,000.00.

**New Milford Sewer Commission Annual Report  
Fiscal Year Ending June 30, 2016**

Members:	Frank Bidetti, Chairman	Scott Chamberlain
	Michael Bensema, Vice Chairman	Bob Coppola
	William Buckbee	Peter Bass, Alt.
	Gary Pfaff	Jeff Vill, Alt.

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

The annual operating budget for 2015-2016 was \$2,206,748, a 5.0% increase. Sewer use rates were raised an average of 11% per unit with the average annual charges for residential unit \$322 and commercial unit \$570. 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 3,856 (+0.4%) sewer units and 4,100 (+6.2%) septage permits.

During the year, the Class IV Waste Water Treatment Plant processed over 201 (+4%) 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 2.3 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 \$4,795 (+47%) from the CT DEEP Nitrogen Exchange. The credit was the third year in a row for the WPCA, coming in with an average of 24 (-4%) lb. /day, four pounds under the average daily limit. These results were obtained while monthly loading rates reached as high as 98% of design load capacity for the treatment facility.

The facility and staff achieved those results while receiving 10.4 (+16%) million gallons of septage and grease waste, which generated \$680,125 (+15.6%) in revenue. Septage Receiving is up 359% in gallons over the last four years. In addition, more than 3,337 (+8%) wet tons of dewatered sludge was processed and shipped to Synagro in Waterbury for disposal by incineration at a cost of \$316,950 (+9%). The staff also operated and maintained over 42 miles of collection system piping with its fourteen pump stations. The office received 3,260 Call Before You Dig requests, of which O&M staff needed to respond to 750 for mark-outs, as well as the numerous inspections.

The Sewer Commission's only significant capital improvement project this year was the continuation of its Septage Receiving Upgrade. Phase III, the re-fitting of the Lakeside unit was completed with most of the moveable parts and master control panel replaced at a cost of \$325,000. The WPCA now has three pieces of equipment able to receive septage, which has reduced wait times for the haulers and gives the WPCA some redundancy, flexibility to service down equipment without turning down its customer base. The planning and design of the next project has begun for the Headworks Influent Pump by Wright-Pierce Engineering which should be completed in 2016.

The WPCA still struggles to be able to generate enough revenues from connection fees to pay the bond payment of \$1.43 million for the 2012 plant upgrade, with a shortfall of some \$900,000 on the Clean Water Fund loan.

## **Social Services Annual Report Fiscal Year Ending June 30, 2016**

Most of us can relate to having “one of those weeks” where everything seems to break or go wrong. Suddenly the checkbook balance hits a new low and funds are tight for a bit. You might have to forego shopping for pleasure or dinner and a movie until the next infusion of cash hits the bank. Imagine that feeling of funds being tight as your *never-ending reality*. Most of the households we see at Social Services literally live paycheck (or monthly fixed income check) to paycheck, month after month and year after year. There is very little opportunity to put money aside for a rainy day because that would mean taking it from what’s needed for rent or the car payment or the electric bill. Can you begin to imagine how stressful this can be?

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 all walks of life and 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:** Despite an extraordinary combination of lower oil and natural gas prices and a very mild winter this past year, the energy affordability “gap” for lower income households exceeds \$1500!. Operation Fuel, a non-profit that studies this problem states: “As a result of this mismatch between energy bills and the resources needed to pay them, low-income households incur unpaid bills and experience the termination of service associated with those arrears. In addition, the paid-but-unaffordable bill is a real phenomenon in Connecticut. Even when low-income households pay their bills in a full and timely manner, they often suffer significant adverse hunger, education, employment, health and housing consequences in order to make such payments.” 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. A total of 476 applications for the CT Energy Assistance Program were taken at our office this winter. (Down 10% due to 50 fewer oil applicants) Over \$341,000 in federal energy aid went to New Milford residents this year.

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Operation Fuel, a non-profit energy assistance organization mainly funded by private and corporate contributions, also chipped in to help residents. 60 of our local families received \$23,923 in combined winter and summer aid with heat or utilities through Operation Fuel.

The greater New Milford community generously supports our efforts to help off-set the loss of government funds. Local generosity enabled our Community Fuel Bank to assist 45 Social Services households with an additional \$10,688 in fuel assistance. The Fuel Bank and Operation Fuel also aided a substantial number of senior households in town through the work of our counterparts in the Senior Center. All told, Social Services provided 581 applicants with aid related to heating their homes.

**FOOD:** The rate of food hardship in the U.S. is slightly better with 16% of Americans (down from 19% in 2013) stating that there had been times over the past 12 months that they didn't have enough money to buy the food they needed. However, a sizeable number of people have not felt the improved economy of these post- Great Recession years and that includes many here in New Milford. 1525 town residents rely on SNAP (food stamps) to help purchase food while 20.2% of our school children participate in the free/reduced lunch program. Hunger continues to affect young and old in our town. Sad to say, relying on food pantries has become a way of life rather than short-term need for many. On the local level our Food Bank provides weekly bags of non-perishable groceries, plus produce and other goods to qualified households. 8805 such bags were distributed last year (up 3.2%) to approximately 170 weekly households. Emergency food vouchers were also given out to 78 households. Households with children comprise 38% and those with seniors are 34% of our program participants.

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, Aldi, NM's Fort Hill Farm, Tamarack Farm in Roxbury 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 5860 homemade meals for clients (and 76,019 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 Department., 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 business operations Kimberly Clark, the NM Board of Realtors and Park Lane Animal Hospital have helped to keep the Food Bank going. In the schools, Northville, Hill & Plain, Sarah Noble, Canterbury, Kent, and Marvelwood Schools deserve an extra big bravo for their on-going efforts. Schaghticoke and NMHS clubs also held successful food drives. Town departments of Public Works, Parks & Rec, the Youth



Agency and Town Clerk all chipped in, as did NM Ambulance. We are grateful to many child care centers, Girl and Boy Scout troops and other youth groups and businesses that hold events or food drives and our loyal individual donors. We appreciate and count on all of you!

Our Food Bank is a prime example of volunteerism at its best. Operating all day on Thursdays, we have an energetic, faithful team of about twenty volunteers who fill orders and distribute goods to the clients. In addition, they sort food and re-stock shelves (a never-ending job!), pick up or package fresh goods and grocery orders, lending a sympathetic ear and cheery smile all the while. We are ever so grateful to these amazing women and men! One in particular, deserves special mention: five years ago, Donald Franco retired from PepsiCo and basically came to work for us, donating upwards of 20 hours a week ever since! Donnie has a hand (or two!) in just about every aspect of the Food Bank, never shy to recruit his brawny son Andrew, or loyal wife Allie when needed. Are we ever lucky!

**HOUSING:** Social Services handle many calls for help with housing problems. For many, this largest single expense presents a continual budgetary challenge. As the rental market grows, the extremely low vacancy rate has driven prices up, further burdening lower income renters. In the preface to “Out of Reach 2016”, an annual report about the cost of housing, Julian Castro, Secretary of the U.S. Department of Housing and Urban Development notes that “three-quarters of extremely low-income families pay more than half of their income just to keep a roof over their heads”. He feels that tackling our unaffordability crisis isn’t just “the right thing to do, but is “is one of the most important steps we can take to help people succeed today”. 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 52 residents with \$13,508 (up 31%) through this fund that is supported by private contributions and grants. We were very happy to receive a donation from the Archbishop’s Annual Appeal thanks to Our Lady of the Lakes Church. Additionally, The Goldring Family Foundation and Thrift Mart of New Milford were major contributors. We are most grateful!

The office also assisted 58 disabled residents with applications for renter’s rebates totaling \$32,860 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 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 148 grants totaling \$25,117 (down 17%) 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 Ellen Knowles Harcourt Foundation made a special gift 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 occurs in conjunction with our client assistance counseling and through workshops offered at the Community Culinary School, Family First Weekends 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, 360 adults and 586 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. This year the Ellen Knowles Harcourt and Goldring Family Foundations and a loyal anonymous donor 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) Private donors and family foundations: there are some special people who are in the fortunate position to give generously to their community, *and they do*. We are deeply indebted to five such entities, the Harcourt Foundation, Goldring Family Foundation and three who prefer to remain anonymous. They allow us to extend their helping hand through programs and direct support often stabilizing a dire situation or providing a lifetime opportunity in the process. On behalf of clients, we are ever grateful!!
- (2) Over the years we’ve benefitted time and again from the energies of our pals at the NM Youth Agency. They recruit kids to haul boxes of toys at Christmas and play games with kids at our summer picnic. They refurbish used bikes for Bike Day giveaways and are always up for collaboration where our paths cross. Thank you wonderful staff and youth!
- (3) For 3 years and counting Megan Sokolnicki and company at The Kent School have made up “weekend bags” of food for school kids, and driven them down to our food bank. Megan recruited Wendy Love and Marvelwood School to pitch in too and this vital need is filled twice monthly by our Kent friends. Awesome!

In the community, the department hosts meetings of the NM Social Service Providers Group, an informational exchange between area service providers. We participate in regional and statewide organizations that advocate or follow issues related to poverty, health & mental health care, housing, hunger, financial literacy, homelessness and family strengthening. We maintain contact with state legislators who represent New Milford, and with town offices, boards and commissions to share information and budgetary concerns. This year Social Services has been particularly active with the NM Substance Abuse Prevention Council, a regional Housing Placement Committee that seeks to end chronic homelessness and together with the Youth Agency, Senior Center and Nurturing Families of the NMVNA, started a grandparents raising children support group.

**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 111 monthly volunteer visits and logged a total of 4455 volunteer hours. This represents a significant gift to the community under the capable guidance of social worker Ivana Butera, our volunteer coordinator 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:

Program	Participants
• S.A. Camp CONNRI	12 kids
• Back to School Clothes	256 kids
• Thanksgiving Baskets	305 HHs
• Santa Fund Children	500 kids
• Sibling Shopping	223 kids
• Parks & Rec Camp	44 kids
• Gifts to Disabled Adults	74

In closing, in this America, a person can work full time in most service industry jobs and still be unable to afford the basic needs of food, shelter and clothing.

In this America, nearly half of our child care workers need federal assistance with programs like Medicaid and SNAP compared to 26% of the workforce overall. In this America, 62% of elementary public school teachers said that they had children in their classrooms who regularly come to school hungry because they lack food at home.

In this America, the wealthiest 160,000 families own as much wealth as the poorest 145 million families. Looking at the top 1% and the remaining 99% of earners, CT and NY are the *most*

*unequal states in the nation.* Our culture and economy supports a reality that means Social Services offices will always be busy places. This one certainly is!

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

**Office of the Assessor Annual Report  
October 1, 2015 Grand List  
Fiscal Year Ending June 30, 2016**

The Gross Grand List Decreased from \$2, 988, 150 400, to \$2,959,808,880

The Net Collectible Grand List went from \$2,902,881,880 to \$2,871,440,640

There were 236 Real Estate Accounts transferred by Warranty Deed

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

The number of Motor Vehicles Increased from 27,062 to 27,071

Personal Property Accounts Increased from 2108 to 2137

The number of Elderly Accounts (555) & FF/AMB Abatements (139) RE&MV

The Grand List was signed and turned over to the Town Clerk on February 29, 2016.

NEW MILFORD TOP 10 TAXPAYERS						% OF 15 Grand List
10/1/2015						
KIMBERLY CLARK	\$101,034,630.00	53 PICKETT DIST RD	MANUFACTURER	RE+PP		0.0342%
EVERSOURCE ENERGY	\$61,790,290.00	PERSONAL PROPERTY	UTILITY CO	PP		0.0209%
U B LITCHFIELD LLC	\$ 14,971,250.00	164 DANBURY RD	SHOPPING CENTER	RE		0.0051%
LITCHFIELD CROSSING LLC	\$ 14,141,610.00	169 DANBURY RD	SHOPPING CENTER	RE		0.0048%
FIRST LIGHT HYDRO GENERATING CO	\$ 13,631,720.00	VARIOUS	UTILITY CO	RE		0.0046%
AQUARIAN WATER CO OF CT	\$ 9,487,795.00	VARIOUS	UTILITY CO	PP		0.0032%
HOME DEPOT USA INC	\$ 8,595,440.00	104 DANBURY RD	RETAIL SHOPPING CENTER	RE		0.0000%
UB NM FAIRFIELD PLAZA LLC	\$ 5,561,780.00	146 DANBURY RD	SHOPPING CENTER	RE		0.0029%
U B NEW MILFORD LLC	\$ 5,184,220.00	1 KENT RD	SHOPPING CENTER	RE		0.0018%
HOUSATONIC RE II LLC	\$ 5,129,810.00	HOUSATONIC AVE	MANUFACTURER	RE		0.0018%

## **Tax Collector's Annual Report Fiscal Year Ending June 30, 2016**

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 Nia Miller, Data Entry Clerk.

The 2014 Grand List Gross Tax Collected for year ending 6/30/16 was: \$78,177,241.11  
The Annual Suspense List approved by Board of Finance totaled: \$151,355.43  
The total amount of Refunds was: \$132,696.93.

**Town Clerk Annual Report  
Fiscal Year Ending June 30, 2016**

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

Vital Statistics	Births	Marriages	Deaths	Fetal Deaths
	216	166	270	2
	<u>Number Issued</u>	<u>State Fees</u>		<u>Town Fees</u>
Fish & Games Licenses	439	\$13,092.00		\$439.00
Dog licenses	2316	\$20,325.00		\$2,320.00
Marriage Licenses	117	\$2,340.00		\$1,170.00
Recycling Fees				\$3,881.00
Recording, copies, etc. fees				\$247,842.98
Passports	563			\$14,075.00
Historic Doc Sur-charge fees		\$8,312.00		\$4,156.00
MERS Documents	780	\$91,376.00		\$7,096.62
Farmland PA 09-229		\$149,616.00		
LOCIP				\$12,468.00
Conveyance tax		\$1,144,646.13		\$381,548.71
Land Recordings	5,139 (690 are e-Recordings)			
Maps Recorded	46			\$480.00
Trade Names Recorded	135			\$675.00
Postage –	94,941	pieces	Cost \$58,218.00	
Totals		State Fees \$1,429,707.13		Town Fees \$734,370.31
<b>Total Operating Budget</b>	<b>\$241,383.00</b>			
<b>Total Revenue</b>	<b>\$2,164,077.44</b>			
<b>Grants Received</b>	<b>\$4,000.00</b>			

**Projects and Accomplishments started and/or completed in Fiscal year 2015-2016**

- Continued to submit land records, maps and trade names online for public access outside the office.
- Worked 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 \$ 4,000.00 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 121 companies for eRecording (electronic recording).

- The office has processed 690 eRecordings from July 2015 to June 2016
- Edited and transferred over 8,000 survey maps to the Cott indexing system.
- The office collected over \$360.00 in pet donations during the month of June for our “Coolest Canine” contest.

**New Projects for fiscal year 2016-2017**

- Continue to make the office more efficient, to accommodate computers & scanners.
- Applied for \$5,000 grant with the State Library.
- Continue efforts to have more companies sign up for eRecording.
- Continuation of transferring maps to the Cott indexing system.
- Continue scanning land record deeds earlier than 1977, allowing access online.

**Ordinance: Tax Deferral:** Chapter 19-45 9/28/2015

**Ordinance: Littering & Dumping:** Chapter 7 Article IV, Sections 7-53 & 7-54 4/25/2016

**Election, Municipal:** 11/3/2015

**Primary, Democrat & Republican Presidential :** 04/26/2016

**Annual Town Budget Meeting –** 5/10/2016

**Budget Referendum: Failed** - Town( passed) and Board of Education (failed) 05/24/2016

**Budget Referendum: Passed** – Town & Board of Education 06/14/2016

**Special Town Meeting: Approved** - \$2,550,000 Bond for Schaghticoke school roof 10/13/2015

**Special Town Meeting: Approved** - \$4,000,000 N.M. H.S. Artificial Turf Fields 10/26/2015

**Special Town Meeting: Approved** – Wellsville Avenue Bridge Project 05/09/2016



## **New Milford Youth Agency Annual Report Fiscal Year Ending June 30, 2016**

### **Executive Director, G. Mark Mankin**

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

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

The Agency is staffed by 11 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 **2015-2016** in the amount of \$1,019,595.00 of which 67% was returned in the form of revenue. According to our statistics reported to the State Department of Education, 9,165 people participated in individual programs, group activities or other Youth Agency sponsored program. A ten member Board of Directors is responsible for the operation of the Agency in accordance with the town ordinance that created the Agency.

The following programs were offered during the 2015 - 2016 fiscal year:

**YOUTH & FAMILY ADVOCACY** – Our part time Youth and Family Advocate was responsible for workshops and educational sessions for youth and parents promoting healthy development. Brief assessment and referral for mental health and substance abuse needs. Support groups for adults and children of blended and unconventional families. Frequent collaboration with other town organizations make these activities possible and reduce duplication. These groups included the New Milford Public Schools, VNA Nurturing Families, Senior Center, Social Services Department, New Milford Lions Club, New Milford Community Ambulance, New Milford Police Department, and Family and Children's Aid.

**WORKSHOPS** – The Youth Agency's Advocacy Department offered a number of different groups and workshops this past year. Some examples include:

- Conflict resolution
- Emotional intelligence
- Healthy relationships
- Life skills
- Self-esteem
- Technology safety
- Kindness and tolerance

**JUVENILE REVIEW PANEL** – Run in cooperation with the New Milford Police Department. Our JRP continues to offer 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. Twenty area youth were referred to the program in 2015-2016 and received contracts.

**POLICE/YOUTH ENRICHMENT PROGRAM**- This past year, the Youth Agency collaborated with the New Milford Police Department to help build positive relations with police and youth. Together, several police officers participated with 30 different youth in positive leadership building activities and community service projects with the Youth Agency staff.

**SUBSTANCE ABUSE PREVENTION COUNCIL** – Comprised of members from numerous facets of the New Milford community. This group meets monthly to discuss, plan, and implement programs on prevention, alternate choices, and support to reduce drug, alcohol and tobacco abuse among youth in our community. Some programs in the last year included the annual school health fair, Chris Herren presentation, community forums, drug take back initiatives, naloxone trainings, family scavenger hunt, I am DIRT presentation, international overdose awareness day event, mental health first aid, youth involvement in HVCASA teen advisory board, and Village Fair Days participation. The New Milford Youth Agency's Youth and Family Advocate deserves as co-chair of the council and was instrumental in implementing and coordinating these events. For updated abuse prevention information, visit our website at <http://nmsubstanceabusecouncil.org>.

**BEFORE & AFTER SCHOOL CHILDCARE** – The Youth Agency offers before and after school care for children in grades K-8 with care also available on vacations, snow days and during the summer. The Latchkey Program is school based with sites at Northville, Hill and Plain, Sarah Noble and Schaghticoke. We provided before and after school care for around 150 local children this past year. We have also recently included online registration and online bill paying to our program.

**ENRICHMENT CLASSES AND ACTIVITIES** – The Youth Agency offers programs for grades 6-8 ranging from culinary classes to game design. We utilize the Maxx five days a week as our headquarters where students meet to go to their different classes or activities. The Enrichment Program is happy to be returning to SMS after 6<sup>th</sup> grade merged back in and is looking to grow through new ideas, 21<sup>st</sup> century innovation and the community. last year, the Enrichment Program was proud to host 12 different activities, classes and workshops and looks to build as we gain momentum.

**HIGH SCHOOL AFTERSCHOOL PROGRAMING** – Involves the provision of safe recreational programs for New Milford Teens with the focus on providing pro-social, fun activities and events occurring after school and on the weekends. Last year, activities included skiing, hiking, photography, trail cleanups, community event participation, and other programs driven by teen feedback.

## **YOUTH LEADERSHIP AND ADVOCACY –**

- **Student Advisory Board** – consists of volunteer student representatives of New Milford High School and Schaghticoke Middle School with the purpose to oversee and evaluate programming at the Youth Agency. The Board acts as student liaisons who identify social trends and culture of New Milford area youth and help advise the Agency in their programming. Involved students actively participated in a wide range of Agency sponsored projects as well as community projects and events. One youth volunteer, Ryan Fanella, was chosen at Youth Leader of the Year at the State’s Connecticut Youth Services Association’s annual conference.
- **Regional Teen Advisory Board-** Youth Agency high school volunteers participate in HVCASA (Housatonic Valley Coalition Against Substance Abuse) Teen Advisory Board (TAB). TAB is a community based student leadership group that is dedicated to encouraging positive choices among youth in the region. The group focuses on peer to peer mentoring and education regarding how to remain substance free, make pro-social choices, and advocating for further education and awareness in area school systems on the subject of youth substance abuse.
- **Youth Day at the Capitol-** Once again, our youth attended the yearly state wide Youth Service Bureau summit. this year’s theme was “Change the Tide, Lead by Example.”
- **Intergenerational Program-** In participation with New Milford Senior Center, high school and middle school volunteers coordinated in the creation of programs, events, and activities involving area senior citizens with the goal to bring two generations together through socialization and fun. Youth volunteers participated in senior events including lunches, dances, picnics, and community based activities.
- **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 3rd-7th 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.

**COMMUNITY PROJECTS** – We are proud to continue collaborating with The Town of New Milford, New Milford Public Schools, local nature conservancies and other youth and family serving organizations as we assist and participate in community projects such as Bike Day, Grad Party, Village Fair Days, Health Fair, and the SNIS Walking Project, in addition, this past year, our Student Advisory Board assisted Project Help the Homeless, Alzheimer’s Association fundraisers, and other local charitable groups.

**VOLUNTEER OPPORTUNITIES** – the Agency provides opportunities for teenagers to perform volunteer service under the supervision of Agency staff. Youth volunteers participate in numerous agency events as well as helping out other community organizations. Youth are referred from the Juvenile Review Panel, school groups and community groups as well as individual youth with personal goals.

**YOUTH EMPLOYMENT** - Youth who are employed at the Agency are trained and supervised. It is often a stepping stone to other jobs and helps build solid work skills. This past year, youth employees learned Dee Jaying skills at the Maxx, helped mentor youth who wanted to learn video skills, learned how to make maple candy, played lots of games with children after school, catered large events, interviewed government officials, took field trips in the summer and learned how to plant and harvest crops, just as examples! The Agency hires the largest number of youth workers in the town.

**THE MAXX** – A youth run restaurant and 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 Troops meetings. Last school year, afternoon activities centering on culinary skills, music and the arts were extended to the 6th graders who are now located at SMS.

**SULLIVAN FARM** - In April, 2016, the Youth Agency announced that Sullivan Farm was now back under our stewardship. Utilized as a vocational and educational agricultural center, local youth benefit by learning marketable skills through hands-on involvement in 21st century farming and agro-business practices. It also provides opportunities for school children to reconnect with New England's rich agricultural heritage and learn about the benefits of healthy, fresh, and locally grown produce. Consumers enjoy supporting a local farm that also educates and employs youth as well as providing a delicious and nutritious product.

**MAPLE SYRUP PROGRAM** – Known as Great Brook Sugar House (located at Sullivan Farm), our maple syrup operation, and this successful operation tapped 1600 trees last year. Youth volunteers and Work Crew staff make this project possible.

**WORK CREW** - Seasonal projects throughout the community keep over 21 middle school and high school youth employed. Last year, projects included trail maintenance and upkeep as well as planting and harvesting crops and tapping trees during the winter.

**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. We also offer seasonal culinary classes geared toward different age groups. This past year, our catering events and cooking classes expanded, offering opportunities to youth from grades 6-12.

**VIDEO PRODUCTION** –named *Apprentice FX* - High school youth who want to learn the art and technical aspects of video production are supervised and trained on various media. This past year, 7 paid students and 5 youth volunteers helped create educational programs, weekly news features to promote positive youth and family activities and several public service announcements that are shown at Bank St. Theater and elsewhere. PSA subjects addressed safety and health concerns regarding drugs, alcohol and other subjects.

**ON-LINE INFORMATION** Our websites include: [www.youthagency.org](http://www.youthagency.org); [www.themaxxclubonline.com](http://www.themaxxclubonline.com); [www.sullivanfarmnm.org](http://www.sullivanfarmnm.org) and our new site for registration; [www.myyouthagency.com](http://www.myyouthagency.com). We are also on Facebook and Twitter.

## **Zoning Commission Annual Report Fiscal Year Ending June 30, 2016**

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 2015-2016, 248 zoning permits were issued with a total of \$44,284.38 in permit fees collected. An additional 112 applications for interior renovations and activities not requiring individual permits were processed. Additional revenue of \$16,085.50 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 48 Site Plan Applications and 28 Special Permit Applications were received and reviewed. There were also 2 Zone Change Applications and 3 Regulation Amendment Applications. Gross engineering fees for review totaled \$8,987.80. Over 47 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  
Fiscal Year Ending June 30, 2016**

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 2015 – 2016 fiscal year the Zoning Board of Appeals heard 16 appeals for variance requests and 0 appeal for a decision made by the Zoning Enforcement Officer. The Board collected \$1,810.00 in application fees.

**Management's Discussion and Analysis**  
**Fiscal Year Ending June 30, 2016**  
**Taken from the 2015/2016 Audit**

The management of the Town of New Milford, Connecticut (the "Town") offers the readers of its financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2016.

Financial Highlights

- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$171,668,343 (net position). Of this amount, \$39,227,308 represents the Town's unrestricted net position.
- The Town's total net position decreased by \$267,882 during the current fiscal year, which consisted of a current year decrease of \$2,923,469 relating to the Town's governmental activities and an increase of \$2,655,587 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 \$23,957,576, a current year decrease of \$5,289,223 in comparison with the prior year.
- At the close of the current fiscal year, unassigned fund balance of the General Fund was \$17,880,019 or 16.3% of total General Fund expenditures and other financing uses. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover approximately 2.0 months of General Fund operating expenditures.

**Overview of the Financial Statements**

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

**Government-wide Financial Statements**

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

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



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

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

### **Fund Financial Statements**

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

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

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

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

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

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

### ***Proprietary Funds***

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

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

### ***Fiduciary Funds***

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

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

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### **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 \$171,668,343 and \$171,936,225 as of June 30, 2016 and 2015 and are summarized as follows:

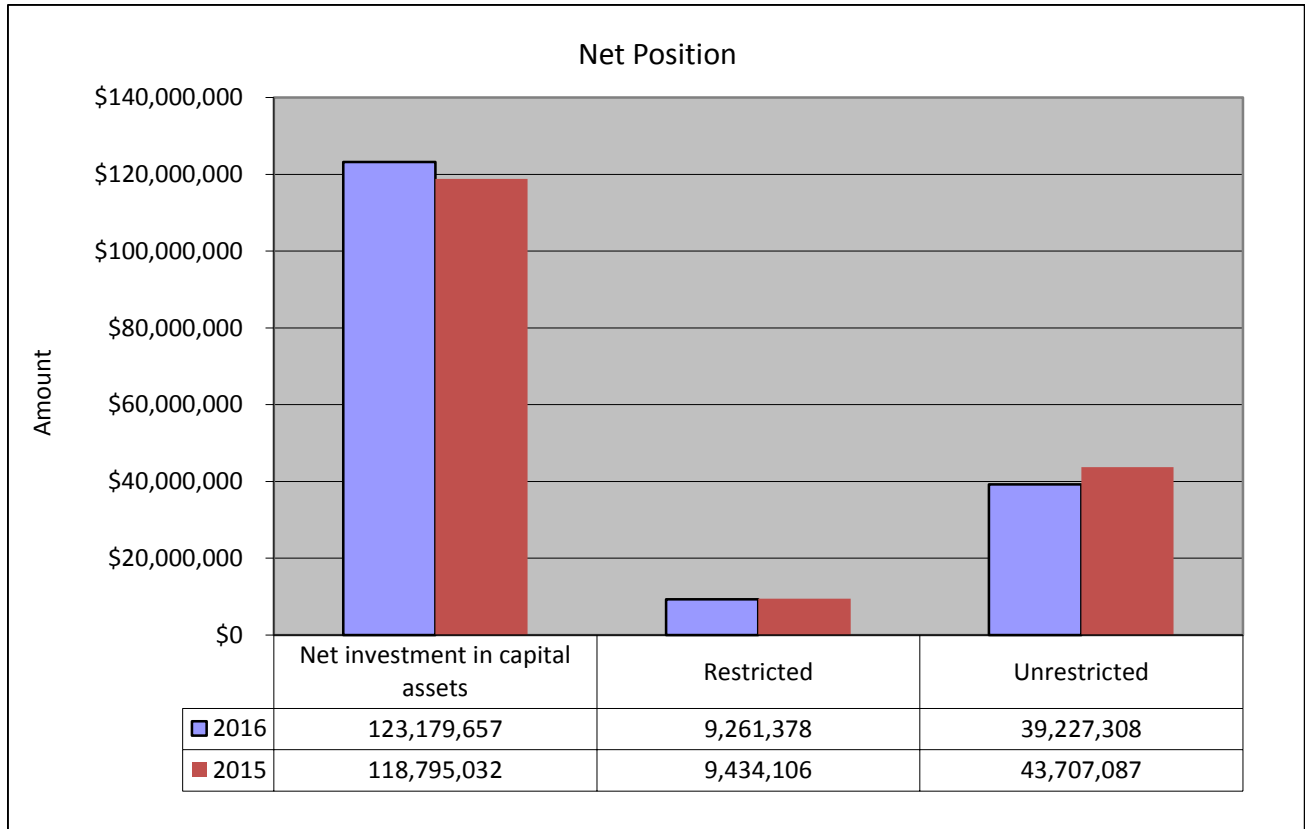
**Net Position**  
**June 30, 2016**

	Governmental Activities	Business-type Activities	Total
Current and other assets	\$ 71,505,885	\$ 4,539,111	\$ 76,044,996
Capital assets	132,674,316	40,515,502	173,189,818
Total assets	<u>204,180,201</u>	<u>45,054,613</u>	<u>249,234,814</u>
Deferred outflows of resources	6,765,487	276,558	7,042,045
Other liabilities	21,906,938	321,969	22,228,907
Long-term liabilities	38,189,933	22,395,582	60,585,515
Total liabilities	<u>60,096,871</u>	<u>22,717,551</u>	<u>82,814,422</u>
Deferred inflows of resources	1,722,330	71,764	1,794,094
Net position:			
Net investment in capital assets	104,318,070	18,861,587	123,179,657
Restricted	9,261,378	-	9,261,378
Unrestricted	35,547,039	3,680,269	39,227,308
Total net position	<u>\$ 149,126,487</u>	<u>\$ 22,541,856</u>	<u>\$ 171,668,343</u>

**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	4,492,871	198,780	4,691,651
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	2,445,000	113,674	2,558,674
Net position:			
Net investment in capital assets	100,392,837	18,402,195	118,795,032
Restricted	9,434,106	-	9,434,106
Unrestricted	42,223,013	1,484,074	43,707,087
Total net position	<u>\$ 152,049,956</u>	<u>\$ 19,886,269</u>	<u>\$ 171,936,225</u>

## Net Position (Continued)



As of June 30, 2016, 71.8% of the Town's net position reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

5.4% of the Town's net position is subject to 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 \$267,882 in comparison with the prior year.

## Changes in Net Position

Changes in net position for the years ended June 30, 2016 and 2015 are as follows.

### Changes in Net Position For The Year Ended June 30, 2016

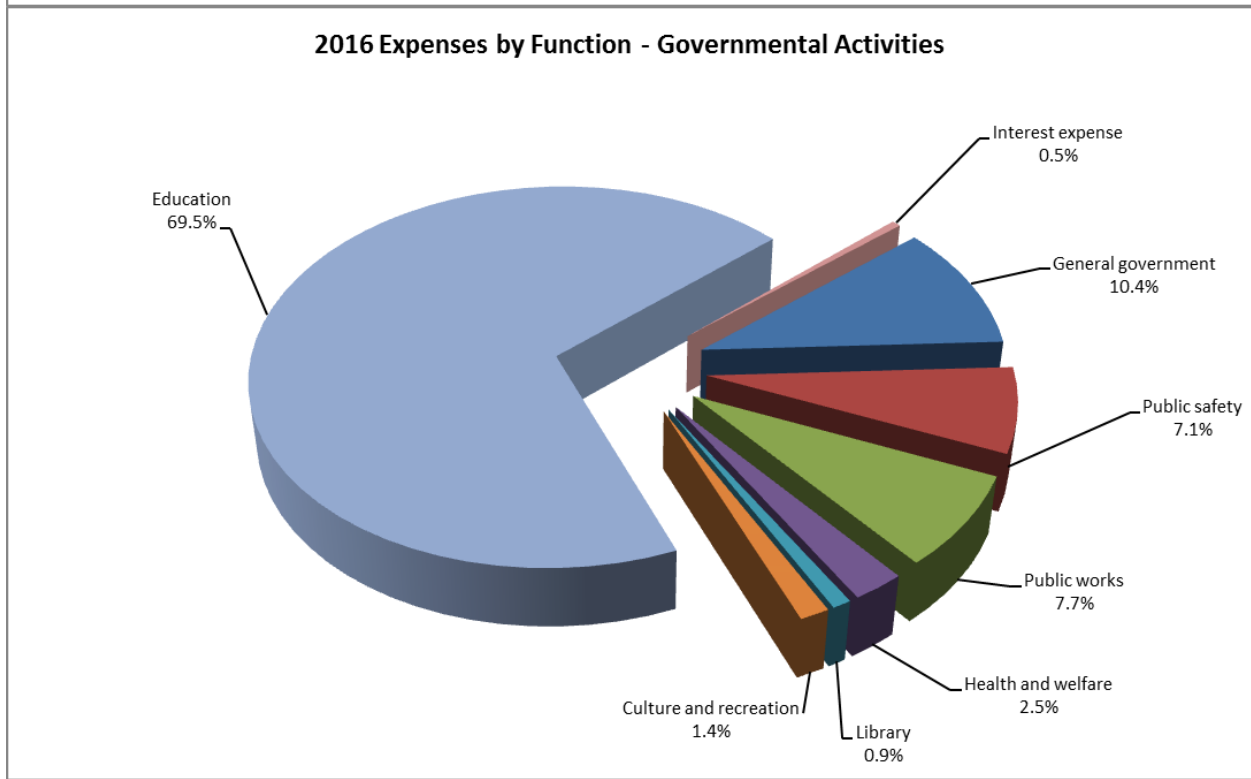
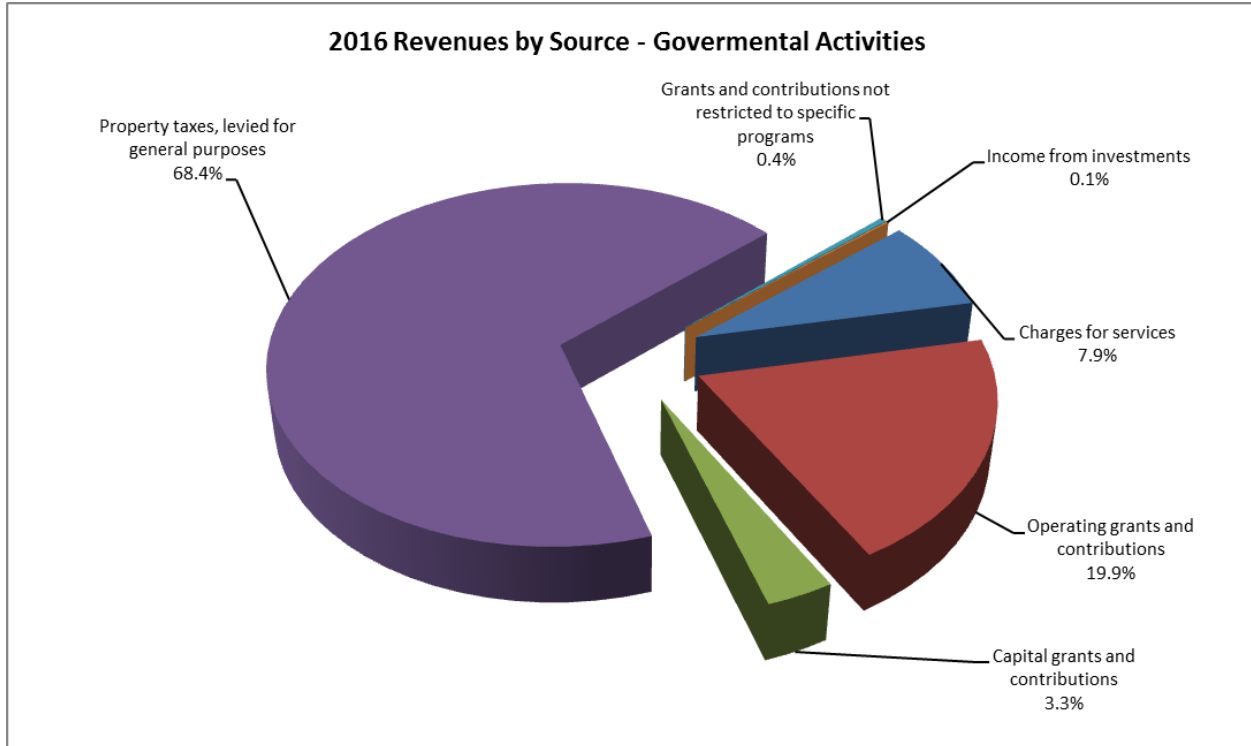
	Governmental Activities	Business-type Activities	Total
<b>Revenues</b>			
Program revenues:			
Charges for services	\$ 9,074,125	\$ 2,655,421	\$ 11,729,546
Operating grants and contributions	22,688,544	-	22,688,544
Capital grants and contributions	3,806,351	-	3,806,351
General revenues:			
Property taxes, levied for general purposes	78,057,872	-	78,057,872
Grants and contributions not restricted to specific programs	480,073	-	480,073
Investment earnings	111,744	68,294	180,038
Total revenues	<u>114,218,709</u>	<u>2,723,715</u>	<u>116,942,424</u>
<b>Expenses</b>			
General government	11,854,893	-	11,854,893
Public safety	8,047,636	-	8,047,636
Public works	8,724,058	-	8,724,058
Health and welfare	2,810,573	-	2,810,573
Library	1,012,947	-	1,012,947
Culture and recreation	1,600,138	-	1,600,138
Education	79,158,653	-	79,158,653
Interest expense	602,680	502,375	1,105,055
Sewer	-	2,896,353	2,896,353
Total expenses	<u>113,811,578</u>	<u>3,398,728</u>	<u>117,210,306</u>
Change in net position before transfers	407,131	(675,013)	(267,882)
Transfers	<u>(3,330,600)</u>	<u>3,330,600</u>	<u>-</u>
Change in net position	<u>\$ (2,923,469)</u>	<u>\$ 2,655,587</u>	<u>\$ (267,882)</u>

## Change in Net Position (Continued)

### 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>

## 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 \$2,923,469. The decrease is primarily attributed to a net transfer out of \$3,330,600 to the Water Pollution Control Authority. The transfer out consisted of a transfer of unspent sewer project funds in the amount of \$1,773,930 used by the Water Pollution Control Authority to reduce amounts previously advanced by the governmental activities for debt service and a transfer of \$1,586,670 to fund a portion of the current year debt service requirements of the Water Pollution Control Authority.

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

Business-type activities increased the Town's net position by a current year change of \$2,655,587. The increase is primarily attributed to the net transfer in of \$3,330,600 from the governmental activities, as previously discussed.

### **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 \$23,957,576.

### **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 \$17,880,019. 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 16.3% of total General Fund expenditures and other financing uses. Expressed another way, unassigned fund balance for the General Fund was sufficient to cover approximately 2.0 months of General Fund operating expenditures.

The Fund Balance of the Town's General Fund increased by \$225,373 during the current fiscal year; which was primarily due to favorable revenue and expenditure variances within the General Fund budget.



**Waste Management Fund** - The fund balance of the Waste Management Fund increased by \$824,643 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 increased by \$161,409 during the current fiscal year. The increase was primarily attributable to the \$182,000 transfer in to pay down a portion of the outstanding bond anticipation notes. The fund balance as of June 30, 2016 was a deficit of \$3,447,980 and is expected to be funded by future permanent financing sources.

**Capital Projects Fund** - The fund balance of the Capital Projects Fund decreased by \$4,535,920 during the current fiscal year. The decrease was primarily attributable to capital outlay expenditures related to the Schaghticoke Middle School roof and the installation of the synthetic turf field at the High School. The current year capital outlays were funded by the issuances of bond anticipation notes. The fund balance as of June 30, 2016 was a deficit of \$4,535,920 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 \$1,750,814. Expenditures were \$1,737,382 less than budgeted. Total budgetary revenues were \$987,805 more than expected, primarily due to unbudgeted police private duty revenues. During the year ended June 30, 2016, the Town Council approved additional appropriations of \$1,228,994 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, 2016 totaled \$173,189,818 (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 \$2.1 million or 1.2%. This decrease was primarily comprised of depreciation and amortization on capital assets of approximately \$7.0 million, offset by current year capital asset additions of approximately \$9.2 million. Significant capital events during the current fiscal year included the following:

- Outlays for various road and bridge construction projects of approximately \$1.183 million
- Outlays pertaining to Village Center streetscape project of approximately \$448 thousand
- Outlays pertaining to the synthetic turf field project of approximately \$3.460 million
- Outlays pertaining to the Schaghticoke Middle School roof project of approximately \$1.075 million
- Outlays of leased equipment and vehicles of approximately \$1.031 million
- Outlays for the acquisition of equipment by the Board of Education of approximately \$945 thousand

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**

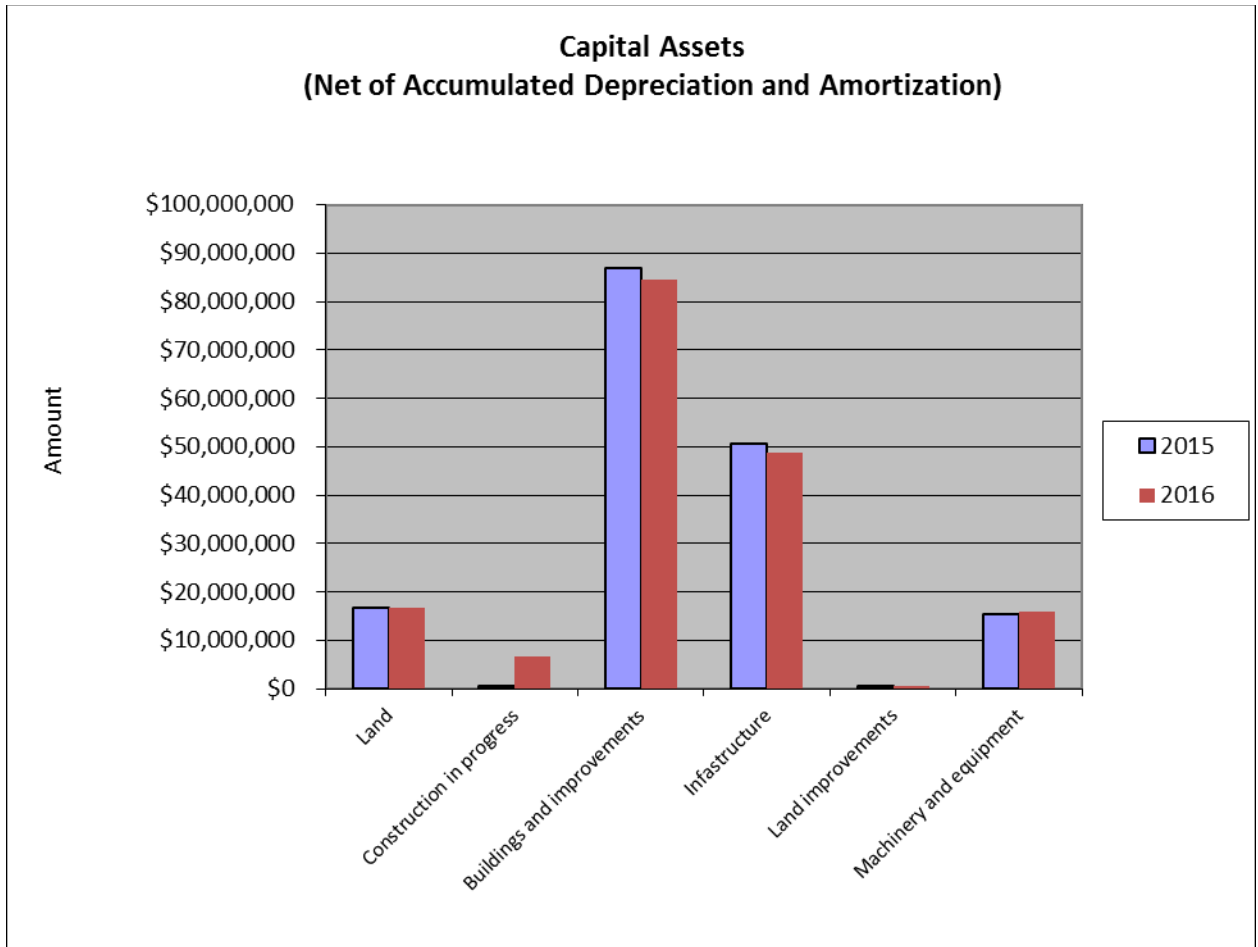
**June 30, 2016**

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

**Capital Assets, Net**

**June 30, 2015**

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



Additional information on the Town’s capital assets can be found in Note E 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 \$49,516,743. This entire amount is comprised of debt backed by the full faith and credit of the Town. The Town’s total debt decreased by \$384,345 or 0.8% during the current fiscal year primarily due to the payment of scheduled debt service on outstanding general obligation bonds offset by the issuance of additional bond anticipation notes in the amount of \$4,700,000.

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 \$547,300,432, which is in excess of the Town’s outstanding general obligation debt.

The following are tables of bonded debt as of June 30, 2016 and 2015:

**Town of New Milford, Connecticut**

**Bonded Debt**

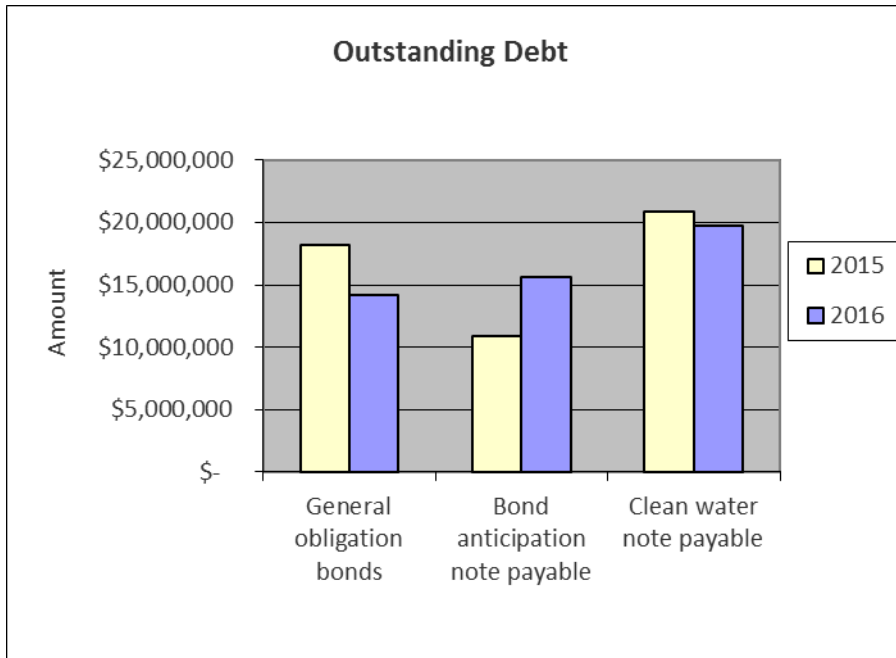
**June 30, 2016**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 12,257,828	\$ 1,947,172	\$ 14,205,000
Bond anticipation notes	15,605,000	-	15,605,000
Clean water note	-	19,706,743	19,706,743
<b>Totals</b>	<b>\$ 27,862,828</b>	<b>\$ 21,653,915</b>	<b>\$ 49,516,743</b>

**Bonded Debt**

**June 30, 2015**

	Governmental Activities	Business-type Activities	Total
General obligation bonds	\$ 15,936,157	\$ 2,223,843	\$ 18,160,000
Bond anticipation notes	10,905,000	-	10,905,000
Clean water note	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>



Additional information on the Town's long-term debt can be found in Note I and Note J 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 as of June 2016 was 5.0%, which compared favorably to the state's average unemployment rate of 5.8% and unfavorably to the national unemployment rate of 4.9%.
- Unassigned fund balance of the General Fund totaled \$17,880,019 at June 30, 2016.
- 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 2017, 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 2017 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 2017.

### **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 non-major 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 non-

exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

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

### *Fund Financial Statements*

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

The Town reports the following major governmental funds:

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

***Waste Management Ordinance Fund*** - This fund is used to account for monies set aside pursuant to a Town ordinance for the acquisition of land and building for public recreation, public education, or public library facilities. In addition, the Town may apply an amount not to exceed 10.0% of the total fund balance available as of July 1 of each fiscal year towards the Town's annual General Fund budget. As such, \$9,062,980 has been presented as restricted for capital purposes pursuant to enabling legislation enacted by the Town. The major source of revenue for this fund is settlement proceeds from certain zoning violations relating to a municipal solid waste facility.

***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.

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

The Town reports the following major proprietary funds:

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

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

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

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

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

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

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

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

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

The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and



judgments, are recorded only when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds. Issuance of long-term debt and acquisitions under capital lease are reported as other financing sources.

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

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

Proprietary funds distinguish operating revenues and expenses from non-operating 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 non-operating revenues and expenses.

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

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

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

### **Inventories**

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

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

Property taxes are assessed as of October 1. Real estate and personal property taxes are billed in the following July and are due in two installments, July 1 and January 1. Motor vehicle taxes are billed in July and are due in one installment, July 1, and supplemental motor vehicle taxes are due in full January 1. Taxes become delinquent thirty days after the installment is due. Liens are effective on the assessment date and are continued by filing before the end of the year following the due date. Based on historical collection experience and other factors, the Town has established an allowance for uncollectible taxes and interest as of June 30, 2016 of \$58,000 and \$46,000, respectively.

Upon completion of projects, sewer assessments are levied to users. Once levied, annual assessments are made to users periodically throughout the year, based on the start date of the levy. Usage charges are billed semi-annually. Assessments and user charges are due and payable within 30 days and delinquent amounts are subject to interest at prevailing rates. Liens are filed on all properties until the assessments and usage charges are paid in full. Based on historical collection experience and other factors, an allowance for uncollectible assessments as of June 30, 2016 is not considered necessary.

### **Capital Assets**

Capital assets, which include land, buildings and improvements, improvements other than buildings, machinery and equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and proprietary fund financial statements. 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.

### **Unearned Revenue**

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

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

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

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

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

### **Compensated Absences**

Town employees accumulate vacation and sick leave hours for subsequent use or payment upon termination based upon length of employment. Expenditures for compensated absences are recognized in the governmental fund financial statements in the current year to the extent they

are paid during the year, or the vested amount is expected to be paid with available resources. All compensated absences are accrued when incurred in the government-wide, proprietary fund and fiduciary fund financial statements. Expenditures for compensated absences are recognized in the governmental fund financial statements in the current year to the extent they have matured (i.e. due to resignation or retirement).

### **Long-term Obligations**

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Net Position Flow Assumption***

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

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

### ***Fund Balance Flow Assumption***

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

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

### ***Interfund Activities***

Interfund activities are reported as follows:

## **Interfund Receivables and Payables**

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

## **Interfund Services Provided and Used**

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

## **Interfund Transfers**

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

## **Interfund Reimbursements**

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

## **Use of Estimates**

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

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

### **Budgetary Information**

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

- The Mayor, with the approval of the Town Council, presents to the Board of Finance an annual budget by the third Tuesday in March. The Board of Finance holds one or more public hearings on the budget by the third Tuesday in April. Within fifteen days of the last public hearing, the Board of Finance approves the budget for submission to the annual Budget Meeting.

- The annual Budget Meeting adopts the budget by the second Tuesday in May, which provides for appropriations by major object of the following categories: personal services, contractual services, materials and supplies, fixed charges, capital outlays and revenues other than property taxes to be collected in the ensuing fiscal year.
- Expenditures are budgeted by function, department and object. The legal level of budgetary control, the level at which expenditures may not exceed appropriations, is established at the department level.
- Transfers of budgeted amounts between departments must be approved by the Board of Finance. Management may transfer amounts between line items within a department. The Board of Finance may approve additional appropriations for a department, provided such additional appropriations do not exceed, in the aggregate in any one year, an amount in excess of 1/5<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, 2016, the Board of Finance and, where required, Town meetings approved additional appropriations from fund balance of \$1,228,994.
- 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.

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, 2016:

	<u>Total Revenues</u>	<u>Total Expenditures</u>	<u>Other Financing Sources, Net</u>	<u>Net Change in Fund Balance</u>
Budgetary basis	\$ 98,723,713	\$ 97,902,326	\$ 929,427	\$ 1,750,814
"On-behalf" payments - State Teachers Retirement Fund (see Note K)	7,516,056	7,516,056	-	-
Changes in encumbrances	-	1,659,773	-	(1,659,773)
Cancellation of prior year encumbrances	-	(170,040)	(170,040)	-
Reimbursement for certain costs recorded as a reduction to expenditures for budgetary purposes	1,509,338	1,509,338	-	-
Certain items recorded as transfers for budgetary purposes	-	(3,415,584)	(3,415,584)	-
Volunteer Fire Fund	725	71,393	250,000	179,332
Other commitments	-	45,000	-	(45,000)
Noncash capital lease financing activity	-	998,531	998,531	-
GAAP basis	<u>\$ 107,749,832</u>	<u>\$ 106,116,793</u>	<u>\$ (1,407,666)</u>	<u>\$ 225,373</u>

### **Deficit Fund Balances**

The following funds have deficit fund balances as of June 30, 2016, none of which constitutes a violation of statutory provisions:

<u>Fund</u>	<u>Amount</u>
Capital Projects Fund	\$ 4,535,920
Police Communications II Fund	3,447,980
Route 7 Pump Station 12-13 BANS Fund	2,175,000
Bridge Dam & Fueling Station Fund	1,658,476
Roads III 12-13 BANS Fund	1,264,999
Century Brass Clean Up Fund	54,515
Grove Street Relocation Fund	1,737
Drug Education Prevention Fund	869
STEAP Grants Fund	479

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



## NOTE C - CASH DEPOSITS AND INVESTMENTS

### Cash Deposits

A reconciliation of the Town's cash deposits as of June 30, 2016 is as follows:

Government-wide statement of net position:

Cash and cash equivalents \$ 47,310,941

Statement of fiduciary net position:

Cash and cash equivalents 3,755,753  
51,066,694

Less: cash equivalents considered investments  
for disclosure purposes

(10,191,160)  
\$ 40,875,534

### **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, 2016, \$41,387,408 of the Town's bank balance of \$42,837,637 was exposed to custodial credit risk as follows:

Uninsured and uncollateralized \$ 37,248,667  
Uninsured and collateralized with securities held by the pledging  
bank's trust department or agent but not in the Town's name 4,138,741  
\$ 41,387,408

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, 2016 is as follows:

Government-wide statement of net position:

Investments \$ 1,688,519

Statement of fiduciary net position:

Investments 51,536,936  
53,225,455

Add: cash equivalents considered investments  
for disclosure purposes

10,191,160  
\$ 63,416,615

As of June 30, 2016, the Town's investments consist of the following:

Investment type	Valuation Basis	Credit Rating	Value	Investment Maturities (In Years)		
				Less Than 1	1 to 5	6 to 10
<b>Debt securities:</b>						
<i>Government-wide investments (excluding Library):</i>						
Short-term Investment Fund	Net asset value	AAA	\$ 10,130,590	\$ 10,130,590	\$ -	\$ -
<i>Fiduciary investments:</i>						
Money market mutual funds	Net asset value	Unrated	60,570	60,570	-	-
Corporate bonds	Fair value	AAA	10,862	-	10,862	-
Corporate bonds	Fair value	AA	25,332	-	25,332	-
Corporate bonds	Fair value	A	144,931	-	123,684	21,247
Corporate bonds	Fair value	BBB	15,520	-	15,520	-
			<u>10,387,805</u>	<u>\$ 10,191,160</u>	<u>\$ 175,398</u>	<u>\$ 21,247</u>
<b>Other investments:</b>						
<i>Library investments:</i>						
Equity mutual funds	Fair value		1,688,519			
<i>Fiduciary investments:</i>						
Insurance contracts	Contract value		50,489,097			
Equity mutual funds	Fair value		833,306			
Common stock	Fair value		17,888			
			<u>\$ 63,416,615</u>			

## Interest Rate Risk

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

## Credit Risk

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

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

## Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of a counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town's investments in external investment pools, mutual funds and insurance contracts are not evidenced by securities and are therefore not exposed to custodial credit risk. The Town's investments in corporate bonds and common stock are held in book entry form in the name of the Town and are therefore also not exposed to custodial credit risk.

## Concentrations of Credit Risk

The Town places no limit on the amount of investment in any one issuer. As of June 30, 2016, 100% of the Town's government-wide investments, excluding library investments, were invested in the State of Connecticut Short-term Investment Fund. As of June 30, 2016, 98% of the Town's fiduciary investments were invested in insurance contracts issued by the Principal Financial Group. As of June 30, 2016, more than 10% of the Town's library investments were invested in the following:

<u>Issuer</u>	<u>Investment</u>	<u>Value</u>	<u>% of Library Investments</u>
First Eagle	Global Fund Class A	\$ 249,826	15%
Oppenheimer	Global Strategic Income Class A	190,756	11%
Washington Mutual	Investors Fund Class A	175,449	10%

## NOTE D - FAIR VALUE MEASUREMENTS

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants, as of the measurement date. Authoritative guidance establishes a hierarchy of valuation techniques based upon whether the inputs to those valuation techniques reflect assumptions other market participants would use

based upon market data obtained from independent sources (also referred to as observable inputs). The Town classifies its assets and liabilities measured at fair value into Level 1 (securities valued using quoted prices from active markets for identical assets), Level 2 (securities not traded on an active market for which market inputs are observable, either directly or indirectly, and Level 3 (securities valued based on unobservable inputs). Assets and liabilities are classified in their entirety based on the lowest level of input that is significant to the fair value measurement.

The Town's financial assets that are accounted for at fair value on a recurring basis as of June 30, 2016, by level within the fair value hierarchy are presented in the table below.

<b>Financial Assets Measured at Fair Value</b>	<b>Prices in Active Market (Level 1)</b>	<b>Significant Other Observable Inputs (Level 2)</b>	<b>Significant Unobservable Inputs (Level 3)</b>
Corporate bonds	\$ -	\$ 196,645	\$ -
Equity mutual funds	2,521,825	-	-
Common stock	17,888	-	-

## NOTE E - CAPITAL ASSETS

Capital asset activity for governmental activities for the year ended June 30, 2016 consisted of:

	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Transfers</b>	<b>Ending Balance</b>
<b>Governmental Activities</b>					
Capital assets, not being depreciated:					
Land	\$ 16,778,689	\$ -	\$ -	\$ -	\$ 16,778,689
Construction in progress	359,783	5,822,944	-	-	6,182,727
Total capital assets, not being depreciated	<u>17,138,472</u>	<u>5,822,944</u>	<u>-</u>	<u>-</u>	<u>22,961,416</u>
Capital assets, being depreciated:					
Buildings and improvements	93,737,527	43,202	-	-	93,780,729
Infrastructure	107,446,600	711,880	-	-	108,158,480
Land improvements	1,030,467	111,333	(158,566)	-	983,234
Machinery and equipment	25,526,709	2,294,709	(7,272,044)	-	20,549,374
Total capital assets, being depreciated	<u>227,741,303</u>	<u>3,161,124</u>	<u>(7,430,610)</u>	<u>-</u>	<u>223,471,817</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	34,483,162	1,877,535	-	-	36,360,697
Infrastructure	64,682,578	2,302,157	-	-	66,984,735
Land improvements	494,754	56,642	(158,566)	-	392,830
Machinery and equipment	15,591,564	1,632,317	(7,203,226)	-	10,020,655
Total accumulated depreciation and amortization	<u>115,252,058</u>	<u>5,868,651</u>	<u>(7,361,792)</u>	<u>-</u>	<u>113,758,917</u>
Total capital assets, being depreciated, net	<u>112,489,245</u>	<u>(2,707,527)</u>	<u>(68,818)</u>	<u>-</u>	<u>109,712,900</u>
Governmental activities capital assets, net	<u>\$ 129,627,717</u>	<u>\$ 3,115,417</u>	<u>\$ (68,818)</u>	<u>\$ -</u>	<u>\$ 132,674,316</u>

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

Governmental Activities:

General government	\$ 286,103
Public safety	562,585
Public works	2,859,792
Health and welfare	36,721
Culture and recreation	117,182
Education	<u>2,006,268</u>
Total depreciation and amortization expense - governmental activities	<u>\$ 5,868,651</u>

Capital asset activity for business-type activities for the year ended June 30, 2016 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	<u>383,262</u>	<u>172,547</u>	<u>-</u>	<u>(35,342)</u>	<u>520,467</u>
Total capital assets, not being depreciated	<u>388,262</u>	<u>172,547</u>	<u>-</u>	<u>(35,342)</u>	<u>525,467</u>
Capital assets, being depreciated:					
Buildings and improvements	29,571,006	-	-	-	29,571,006
Infrastructure	10,431,231	-	-	35,342	10,466,573
Machinery and equipment	<u>8,027,885</u>	<u>57,531</u>	<u>-</u>	<u>-</u>	<u>8,085,416</u>
Total capital assets, being depreciated	<u>48,030,122</u>	<u>57,531</u>	<u>-</u>	<u>35,342</u>	<u>48,122,995</u>
Less accumulated depreciation and amortization for:					
Buildings and improvements	1,935,260	605,643	-	-	2,540,903
Infrastructure	2,606,576	222,070	-	-	2,828,646
Machinery and equipment	<u>2,447,591</u>	<u>315,820</u>	<u>-</u>	<u>-</u>	<u>2,763,411</u>
Total accumulated depreciation and amortization	<u>6,989,427</u>	<u>1,143,533</u>	<u>-</u>	<u>-</u>	<u>8,132,960</u>
Total capital assets, being depreciated, net	<u>41,040,695</u>	<u>(1,086,002)</u>	<u>-</u>	<u>35,342</u>	<u>39,990,035</u>
Business-type activities capital assets, net	<u>\$ 41,428,957</u>	<u>\$ (913,455)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,515,502</u>

**NOTE F - 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, 2016 totaled \$18,900,000. Future annual installments collectible under the settlement agreement are as follows as of June 30, 2016:

<b>Year ending</b>	
<b>June 30:</b>	<b>Amount</b>
2017	\$ 2,700,000
2018	2,700,000
2019	2,700,000
2020	2,700,000
2021	2,700,000
2022-2023	5,400,000
	<u>\$ 18,900,000</u>

## **NOTE G - INTERFUND RECEIVABLES AND PAYABLES**

Interfund receivable and payable balances at June 30, 2016 are as follows:

<b>Receivable Fund</b>	<b>Payable Fund</b>	<b>Amount</b>
<b>Governmental Funds:</b>		
General Fund	Water Pollution Control Authority	\$ 4,351,575
	Waste Management Ordinance Fund	145
	Police Communications II Fund	2,763
	Capital Projects Fund	747,570
	Other Governmental Funds	<u>1,202,177</u>
		<u>6,304,230</u>
Capital Projects Fund	Other Governmental Funds	<u>2,106</u>
Other Governmental Funds	Other Governmental Funds	<u>160,042</u>
		<u>6,466,378</u>
<b>Proprietary Funds:</b>		
Internal Service Fund	General Fund	<u>2,409,192</u>
<b>Business Type Activities Funds:</b>		
Water Pollution Control Authority	Other Governmental Funds	<u>2,457,496</u>
		<u>\$ 11,333,066</u>

Except as disclosed below, the above balances resulted from the time lag between the dates that (1) Interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. The General Fund has previously advanced funds to the Water Pollution Control Authority to fund bond principal and interest payments. The Town intends to liquidate the amounts due to the General Fund through future revenues collected by the Water Pollution Control Authority. It is anticipated that a portion of the balance due to the General Fund from the Water Pollution Control Authority will not be repaid within one year and, therefore, an amount of \$1,894,079 has been presented as an advance as of June 30, 2016.

## **NOTE H - INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2016 consisted of the following:

Transfers In	Transfers Out	Amount
<b>Governmental Funds</b>		
General Fund	Waste Management Ordinance Fund	\$ 798,500
	Other Governmental Funds	390,000
		<u>1,188,500</u>
Police Communications II Fund	General Fund	<u>182,000</u>
Other Governmental Funds	General Fund	2,629,844
		<u>\$ 4,000,344</u>
<b>Business Type Activities Funds:</b>		
Water Pollution Control Authority	General Fund	873,104
	Other Governmental Funds	2,457,496
		<u>3,330,600</u>
		<u>\$ 7,330,944</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them from 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 I - BOND ANTICIPATION NOTES PAYABLE**

In July 2015, the Town retired a portion of the \$10,905,000 in previously outstanding bond anticipation notes and refinanced the remaining portion through the issuance of \$9,505,000 in bond anticipation notes. In January 2016, the Town retired a portion of the \$9,505,000 in bond anticipation notes and refinanced the remaining portion through the issuance of \$15,605,000 in bond anticipation notes. The \$15,605,000 in bond anticipation notes matured in July 2016 (*See Note Q*). The purposes of the notes were to provide short-term financing to fund authorized capital projects.

The following is a summary of terms and changes in short-term debt for the year ended June 30, 2016:

	Interest Rates	Maturity Date	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities</b>						
Bond anticipation notes payable	0.50%	July 2015	\$ 10,905,000	\$ -	\$ (10,905,000)	\$ -
Bond anticipation notes payable	1.00%	January 2016	-	9,505,000	(9,505,000)	-
Bond anticipation notes payable	1.00%	July 2016	-	15,605,000	-	15,605,000
			<u>\$ 10,905,000</u>	<u>\$ 25,110,000</u>	<u>\$ (20,410,000)</u>	<u>\$ 15,605,000</u>

## NOTE J - LONG-TERM LIABILITIES

The following is a summary of changes in long-term liabilities for the year ended June 30, 2016:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental Activities</b>					
Bonds payable:					
General obligation bonds	\$ 15,936,157	\$ -	\$ (3,678,329)	\$ 12,257,828	\$ 3,673,328
Unamortized premium	708,656	-	(82,561)	626,095	-
Total bonds payable	<u>16,644,813</u>	<u>-</u>	<u>(3,760,890)</u>	<u>12,883,923</u>	<u>3,673,328</u>
Other liabilities:					
Notes payable	33,169	-	(33,169)	-	-
Capital leases	1,869,222	998,531	(819,720)	2,048,033	741,979
Compensated absences	982,828	66,135	(136,036)	912,927	456,538
Pollution remediation obligation	1,985,695	-	(331,654)	1,654,041	-
Net pension liability	13,741,533	4,058,476	-	17,800,009	-
Net OPEB obligation	2,476,808	414,192	-	2,891,000	-
	<u>\$ 37,734,068</u>	<u>\$ 5,537,334</u>	<u>\$ (5,081,469)</u>	<u>\$ 38,189,933</u>	<u>\$ 4,871,845</u>
<b>Business-type Activities</b>					
Bonds payable:					
General obligation bonds	\$ 2,223,843	\$ -	\$ (276,671)	\$ 1,947,172	\$ 276,672
Other liabilities:					
Notes payable	20,802,919	-	(1,096,176)	19,706,743	1,018,387
Net pension liability	638,876	102,791	-	741,667	-
	<u>\$ 23,665,638</u>	<u>\$ 102,791</u>	<u>\$ (1,372,847)</u>	<u>\$ 22,395,582</u>	<u>\$ 1,295,059</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.



**NOTE J - LONG-TERM LIABILITIES (Continued)**

**General Obligation Bonds and Notes Payable**

A summary of general obligation bonds and note payable outstanding at June 30, 2016 is as follows:

<b>Purpose of Bonds</b>	<b>Date of Issue</b>	<b>Original Issue</b>	<b>Interest Rates</b>	<b>Maturity Date</b>	<b>Amount Outstanding</b>
<b>Governmental Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	\$11,162,645	2.0% - 5.0%	2017	\$ 1,235,530
General Obligation Bonds	2004	6,472,120	2.0% - 5.0%	2020	2,502,298
General Obligation Bonds	2008	16,963,000	4.0% - 5.0%	2028	5,845,000
General Obligation Bonds	2010	3,865,000	2.0% - 4.0%	2031	2,675,000
					<u>\$ 12,257,828</u>
<b>Business-type Activities</b>					
Bonds Payable					
General Obligation Bonds	2004	\$ 170,235	2.0% - 5.0%	2017	\$ 20,172
General Obligation Bonds	2004	4,630,000	2.0% - 5.0%	2024	1,852,000
General Obligation Bonds	2008	242,000	4.0% - 5.0%	2019	75,000
					<u>1,947,172</u>
Notes Payable					
State of Connecticut Clean Water Fund	2013	22,165,429	2.0%	2033	19,706,743
					<u>\$ 21,653,915</u>

Annual debt service requirements to maturity on general obligation bonds and the notes payable are as follows as of June 30, 2016:

<b>Year ending June 30:</b>	<b>Governmental Activities</b>				
	<b>Bonds Payable</b>		<b>Notes Payable</b>		<b>Total</b>
	<b>Principal</b>	<b>Interest</b>	<b>Principal</b>	<b>Interest</b>	
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	393,500	99,313	-	-	492,813
2022-2026	1,425,500	327,212	-	-	1,752,712
2027-2031	1,050,000	87,622	-	-	1,137,622
	<u>\$ 12,257,828</u>	<u>\$ 1,640,841</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,898,669</u>

**NOTE J - LONG-TERM LIABILITIES (Continued)**

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

Year ending June 30:	Business-type Activities				
	Bonds Payable		Notes Payable		Total
	Principal	Interest	Principal	Interest	
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	231,500	39,644	1,103,132	300,088	1,674,364
2022-2026	694,500	60,132	5,858,777	1,157,325	7,770,734
2027-2031	-	-	6,474,412	541,692	7,016,104
2032-2033	-	-	2,071,872	32,960	2,104,832
	<u>\$ 1,947,172</u>	<u>\$ 360,704</u>	<u>\$ 19,706,743</u>	<u>\$ 3,446,397</u>	<u>\$ 25,461,016</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, 2016 was \$1,165,483. Additional reimbursements of principal and interest aggregating \$1,709,181 and \$102,320, respectively, are expected to be received through the applicable bonds' maturity dates. The Town has recorded a receivable relating to the principal 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, 2016.

**Capital Leases**

A summary of assets acquired through capital leases is as follows as of June 30, 2016:

	<b>Governmental Activities</b>
Equipment	\$ 4,343,220
Less: accumulated amortization	892,462
	<u>\$ 3,450,758</u>

**Capital Leases (Continued)**

Amortization expense relative to leased property under capital leases totaled \$391,387 for the year ended June 30, 2016 and is included in depreciation and amortization expense disclosed in Note E.

Future minimum lease obligations and the net present value of the minimum lease payments as of June 30, 2016 is as follows:

	<b>Governmental Activities</b>
Year Ending June 30:	
2017	\$ 778,316
2018	581,971
2019	272,298
2020	125,127
2021	116,066
Thereafter	232,132
Total minimum lease payments	2,105,910
Less: amount representing interest	57,877
Present value of minimum lease payments	<u>\$ 2,048,033</u>

**Pollution Remediation Obligation**

Pursuant to local laws, the Town has recorded a liability of \$1,654,041 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 K - 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, 2014, 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
	<u>692</u>

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

***Non-union employees:*** All full time regular employees are eligible for participation in the Plan and become fully vested in the Plan upon completion of 10 years of service. The normal retirement benefit is calculated as 1.6% (for general government employees and library employees), 2.0% (for sewer employees) and 1.33% (for Board of Education employees) of the participant’s highest average annual compensation in the five years during the last ten years of service, multiplied by the number of years of service. The normal retirement age is the earlier of age 65 with 5 years of service or the attainment of age 60 and age plus service equals or exceeds 85. Employees are eligible for early retirement (within ten years of the normal retirement date but not earlier than age 55). Benefits are reduced by 0.5% per month for each month that the early retirement date precedes the normal retirement date.

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

***AFSCME:*** All full time regular employees are eligible for participation in the Plan and become fully vested in the Plan upon completion of 10 years of service. The normal retirement benefit is calculated as 1.6% of the participant’s highest average annual compensation in the three years during the last ten years of service, multiplied by the number of years of service. The normal retirement age is the earlier of age 65 with 5 years of service or the attainment of age 60 and age plus service equals or exceeds 84. Employees are eligible for early retirement (within ten years of the normal retirement date but not earlier than age 55). Benefits are reduced by 0.5% per month for each month that the early retirement date precedes the normal retirement date.

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

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

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

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

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

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

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

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

**Investments** - Investments consists of insurance contracts and are measured by the Town at contract value.

**Concentrations** - As of June 30, 2016, 100% of the Town Plan's investments were invested in insurance contracts issued by the Principal Financial Group.

**Rate of return** - For the year ended June 30, 2016, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was approximately 2.01%. 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, 2016, were as follows:

Total pension liability	\$ 69,030,772
Plan fiduciary net position	<u>50,489,096</u>
Net pension liability	<u><u>\$ 18,541,676</u></u>

Plan fiduciary net position as a percentage of the total pension liability	73.14%
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The components of the change in the net pension liability of the Town Plan for the year ended June 30, 2016, were as follows:

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance as of June 30, 2015	\$ 64,196,934	\$ 49,816,525	\$ 14,380,409
<b>Changes for the year:</b>			
Service cost	1,557,262	-	1,557,262
Interest	4,914,704	-	4,914,704
Differences between expected and actual experience	279,655	-	279,655
Change in assumption	1,066,294	-	1,066,294
Contributions - employer	-	2,327,020	(2,327,020)
Contributions - employee	-	317,343	(317,343)
Net investment income	-	1,012,365	(1,012,365)
Benefit payments, including refunds	(2,984,077)	(2,984,077)	-
Administrative expense	-	(80)	80
<b>Net changes</b>	<u>4,833,838</u>	<u>672,571</u>	<u>4,161,267</u>
Balance as of June 30, 2016	<u><u>\$ 69,030,772</u></u>	<u><u>\$ 50,489,096</u></u>	<u><u>\$ 18,541,676</u></u>

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

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

Inflation	3.00%
Salary increases, including inflation	4.50%
Investment rate of return, including inflation	7.50%
Discount rate	7.50%

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, 2016 are summarized in the following table:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Target Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Domestic Equity	31.96%	31.50%	8.19%
International Equity	10.27%	10.50%	4.42%
Fixed Income	49.58%	50.00%	6.20%
Real Estate / Other	8.19%	8.00%	Unavailable

*Discount rate* - The discount rate used to measure the total pension liability of the Town Plan was 7.50%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that the Town contributes at rates equal to the actuarially determined contribution rates. For this purpose, only employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs of future plan members and their beneficiaries, as well as projected contributions from future plan members, are not included. Based on those assumptions, the Town Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the net pension liability to changes in the discount rate* - The following presents the net pension liability of the Town Plan, calculated using the discount rate of 7.50% 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 (6.50%) or 1-percentage-point higher (8.50%) than the current rate:

	<u>1% Decrease (6.5%)</u>	<u>Current Discount (7.5%)</u>	<u>1% Increase (8.5%)</u>
Town Plan's net pension liability as of June 30, 2016	\$ 26,612,033	\$ 18,541,676	\$ 11,881,825

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

For the year ended June 30, 2016, the Town recognized pension expense related to the Town Plan of \$1,353,069. At June 30, 2016, the Town reported deferred outflows and inflows of resources related to the Town Plan from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Difference between expected and actual experience	\$ 233,697	\$ (442,832)
Changes of assumptions and demographics	3,334,266	-
Difference between projected and actual earnings on plan investments	3,345,997	(1,351,262)
Total	<u>\$ 6,913,960</u>	<u>\$ (1,794,094)</u>

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

Year ended June 30,	<b>Amortization Pension Expense</b>
2017	\$ 971,719
2018	971,719
2019	1,647,350
2020	1,286,677
2021	266,971
Thereafter	(24,570)
	<u>\$ 5,119,866</u>

### **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, 2016, plan members of the Town contributed \$2,230,512 to the plan and covered payroll for the year was \$30,765,683.



The Town has recognized on-behalf payments of \$7,516,056 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, 2015 was \$10.972 billion, the most recent available reporting provided by the Board. The portion that was associated with the Town totaled approximately \$77.952 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 as of June 30, 2015, rolled forward from the June 30, 2014 actuarial valuation, was determined using the following actuarial assumptions, applied to all periods in the measurement:

Inflation	3.50%
Salary increases	Varies with age and position
Investment rate of return	8.50%
Discount rate	8.50%

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	25.0%	5.8%
Developed Non-U.S. Equities	20.0%	6.6%
Emerging Markets (Non-U.S.)	9.0%	8.3%
Real Estate	5.0%	5.1%
Private Equity	10.0%	7.6%
Alternative Investment	8.0%	4.1%
Core Fixed Income	13.0%	1.3%
High Yield Bonds	2.0%	3.9%
Emerging Market Bonds	4.0%	3.7%
Inflation Linked Bonds	6.0%	1.0%
Cash	6.0%	0.4%

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>
Proportionate share of the net pension liability attributed to the Town	\$98.304 million	\$77.952 million	\$60.653 million

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

### **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 - AWARDS PROGRAM**

The Town, in collaboration with the volunteer firefighters and ambulance organizations that serve the Town, has established a revocable trust fund (the “Firefighters Reward Program Fund”) to accumulate awards for the benefit of the organizations’ members. Members generally become eligible to participate in the awards program upon completion of one year of continuous service. The contribution requirements of the Town are established and may be amended by the Boards governing each organization, with approval by the Town Council. The Town generally contributes \$300 annually to the fund on-behalf of each active participant. Participants become fully vested in the awards program upon completion of 10 years of service, upon death or upon becoming disabled. The Town finance director serves as the administrator of the awards program and, accordingly, the Town has reported the Firefighters Reward Program Fund as an agency fund in the accompanying financial statements. During the year ended June 30, 2016, the Town contributed \$44,473 to the fund for awards earned by participants for the fiscal 2015 service year.

**NOTE M - 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
	<u>63</u>	<u>415</u>	<u>478</u>

**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.

## Plan Provisions

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

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

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

## Funding Policy

Contribution requirements of the plan members and the Town are established in the provisions of the program and in accordance with the General Statutes of the State of Connecticut. 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	\$ 1,077,895
Interest on net OPEB obligation	179,569
Adjustment to annual required contribution	(195,105)
Annual OPEB cost (expense)	<u>1,062,359</u>
Contributions made	<u>648,167</u>
Increase in net OPEB obligation	414,192
Net OPEB obligation, beginning of year	<u>2,476,808</u>
Net OPEB obligation, end of year	<u><u>\$ 2,891,000</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:

<b>Year Ended June 30</b>	<b>Annual OPEB Cost (A)</b>	<b>Total Contribution (B)</b>	<b>Percentage of Annual OPEB Cost Contributed (B/(A))</b>	<b>Net OPEB Obligation</b>
2014	\$ 1,142,966	\$ 575,764	50.4%	\$ 2,223,297
2015	1,071,368	817,857	76.3%	2,476,808
2016	1,062,359	648,167	61.0%	2,891,000

### Funded Status and Funding Progress

The funded status of the plan as of July 1, 2014 (most recent actuarial valuation) was as follows:

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (A)</b>	<b>Actuarial Accrued Liability (AAL) - Entry Age Actuarial Cost Method (B)</b>	<b>Unfunded AAL (UAAL) (B-A)</b>	<b>Funded Ratio (A/B)</b>
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	7.25%
Projected salary increases	4.5%, includes inflation
Healthcare cost trend rate	6.1% initial
	4.7% final

## NOTE N - 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 2016 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, 2016. 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, 2016 and 2015 are as follows:

Year Ended June 30	Claims Payable, Beginning of Year	Claims and Changes in Estimates	Claims Paid	Claims Payable, End of Year
2015	\$ 901,500	\$ 11,699,328	\$ 11,619,828	\$ 981,000
2016	981,000	11,696,740	11,681,940	995,800

The Town is a member of the Connecticut Interlocal Risk Management Agency (“CIRMA”), an unincorporated association of Connecticut local public agencies, which was formed in 1980 by the Connecticut Conference of Municipalities (“CCM”) for the purpose of establishing and administering an Interlocal risk management program pursuant to the provisions of Section 7-479a et. seq. of the Connecticut General Statutes. The Town is a member of CIRMA’s worker’s compensation pool, a risk sharing pool, which commenced operations on July 1, 1980. The worker’s compensation pool provides statutory benefits pursuant to the provisions of the Connecticut Worker’s Compensation Act. The Town pays an annual premium for its coverage.

CIRMA is to be self-sustaining through member premiums but reinsures in excess of \$1,000,000 for each insured occurrence. Members may be subject to supplemental assessment in the event of deficiencies; however, potential assessments are limited pursuant to the by-laws.

**NOTE O - FUND BALANCE**

Fund balance of the governmental funds has been committed to the following purposes as of June 30, 2016:

	<b>General Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
Committed			
Public safety	\$ -	\$ 21,996	\$ 21,996
Public works	-	227,778	227,778
Health and welfare	-	41,866	41,866
Library	-	1,788,157	1,788,157
Culture and recreation	-	11,642	11,642
Education	-	864,346	864,346
Capital purposes	-	2,977,540	2,977,540
Volunteer fire	450,879	-	450,879
	<u>\$ 450,879</u>	<u>\$ 5,933,325</u>	<u>\$ 6,384,204</u>

Fund balance of the governmental funds has been assigned to the following purposes as of June 30, 2016:

	<b>General Fund</b>	<b>Waste Management Ordinance Fund</b>	<b>Total Governmental Funds</b>
Assigned			
Property tax stabilization	\$ -	\$ 1,006,998	\$ 1,006,998
Subsequent appropriations	503,982	-	503,982
Information technology	26,000	-	26,000
Lanseville engineering	60,000	-	60,000
Strategic plan	45,000	-	45,000
Youngsfield phase II	75,000	-	75,000
General government	14,234	-	14,234
Public works	18,683	-	18,683
Education	58,112	-	58,112
Other purposes	18,606	-	18,606
Capital purposes	182,834	-	182,834
Debt service	90,251	-	90,251
	<u>\$ 1,092,702</u>	<u>\$ 1,006,998</u>	<u>\$ 2,099,700</u>

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

In July 2016, the \$15,605,000 in bond anticipation notes outstanding as of June 30, 2016 matured and were retired by available funds and proceeds from the issuance of \$14,570,000 in bond anticipation notes. The \$14,570,000 in bond anticipation notes bear an interest rate of 2.0% and mature in April 2017.

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

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 August 2015, the GASB issued Statement No. 77, *Tax Abatement Disclosures*. This statement establishes disclosure of information about the nature and magnitude of tax abatements to allow users of the financial statements to understand 1) how tax abatements affect a government's future ability to raise resources and meet its financial obligations and 2) the impact those abatements have on a government's financial position and economic condition. The requirements of this statement are effective for the Town's reporting period beginning July 1, 2016. The Town does not expect this statement to have a material effect on its financial statements.

In December 2015, the GASB issued Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*. This statement amends the scope and applicability of Statement 68 to exclude pensions provided to employees of state or local governmental employers through a cost-sharing multiple-employer defined benefit pension plan that (1) is not a state or local governmental pension plan, (2) is used to provide defined benefit pensions both to employees of state or local governmental employers and to employees of employers that are not state or local governmental employers, and (3) has no predominant state or local governmental employer (either individually or collectively with other state or local governmental employers that provide pensions through the pension plan). The requirements of this statement are effective for the Town's reporting period beginning July 1, 2016. The Town does not expect this statement to have a material effect on its financial statements.

In December 2015, the GASB issued Statement No. 79, *Certain External Investment Pools and Pool Participants*. This statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. Certain provisions of this statement are effective for the Town's reporting period beginning July 1, 2016. The Town does not expect this statement to have a material effect on its financial statements.

In January 2016, the GASB issued Statement No. 80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*. This statement amends the blending requirements established in GASB Statement No. 14, *The Financial Reporting Entity*, as amended. The requirements of this statement are effective for the Town’s reporting period beginning July 1, 2017. The Town does not expect this statement to have a material effect on its financial statements.

In March 2016, the GASB issued Statement No. 81, *Irrevocable Split-Interest Agreements*. This statement addresses accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. The requirements of this statement are effective for the Town’s reporting period beginning July 1, 2017. The Town does not expect this statement to have a material effect on its financial statements.

In March 2016, the GASB issued Statement No. 82, *Pension Issues – an amendment of GASB Statements No. 67, No. 68 and No. 73*. This statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. The requirements of this statement are effective for the Town’s reporting period beginning July 1, 2017. The Town does not expect this statement to have a material effect on its financial statements.