

TOWN OF PLYMOUTH
CITIZENS' ANNUAL REPORT



FOR THE YEAR ENDED

JUNE 30, 2018

TOWN OF PLYMOUTH, CONNECTICUT

For Fiscal Year Ended June 30, 2018

PRINCIPAL OFFICIALS

MAYOR AND TOWN COUNCIL

David V. Merchant, Mayor
Councilman Daniel Gentile
Councilwoman Susan R. Murawski
Councilman Tom Zagurski
Councilman John Pajeski
Councilwoman Roxanne McCann

BOARD OF FINANCE

James Kilduff, Chairman
Victoria A. Carey, Vice-Chairman
Pattie DeHuff
James Zalot
Brianna Brumaghim
Jay Dorso

ADMINISTRATION

Registrar of Voters – Democrat
Registrar of Voters – Republican
Interim Assessor
Tax Collector
Director of Finance
Treasurer
Town Attorney
Town Clerk
Fire Marshal
Judge of Probate
Director of Planning and Economic Development
Zoning Enforcement Officer
Police Chief
Fire Chief
Civil Preparedness Director
Building Official
Director of Public Works
Medical Director
Library Director
Parks and Recreation Director
Superintendent of Schools

Cheryl J. Giancesini
Barbara L. Deschaine
Christie Arena
Joseph Kilduff
Ann Marie Rheault
David C. Mischke
William Hamzy
Barbara K. Rockwell
Ray Kovalski
Andre Dorval
Margus T. Laan
Scott Eisenlohr
Karen M. Krasicky
Mark Sekorski
Anthony J. Orsini
Clarence B. Atkinson
Charles Wiegert
Dr. Antonio Scappitici
Vacant
Michael Ganem
Martin Semmel

BOARD OF EDUCATION

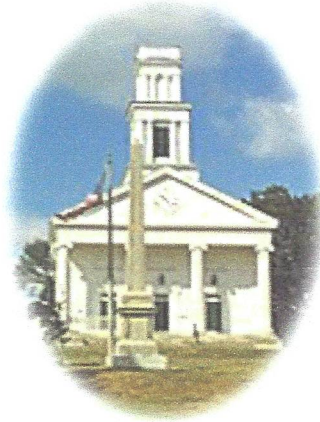
Melissa Johnson, Chairperson
Karen E. Kulesa
Michelle Lucian
Melissa Kremmel
Cindy Candrea-Florenciani

Josiah Elsaghir
Richard Foote
Gregory Showers
Gerard Bourbonniere

Incorporated in 1795, the Town of Plymouth owes its beginnings to the foresight of such manufacturers as Eli Terry, Seth Thomas and Silas Hoadley. The manufacture of clocks first gave Plymouth national recognition. Eventually Seth Thomas moved from Plymouth Center to Plymouth Hollow (now Thomaston) to continue the trade. Eli Terry, Jr. carried the Terry name eastward to (now) Terryville where clocks, and beginning in 1830 locks, were manufactured through harnessing the power of the Pequabuck River. The latter enterprise became known as the Eagle Lock Company, which enjoyed a worldwide reputation and employed some 1,800 persons at its peak.

Plymouth Center, while never a manufacturing center, retains most of its small town colonial charm and many of the original homes of the Town's industrial entrepreneurs. On July 22, 1999, the Plymouth Center Historic District was listed on the National Register of Historic Places. Expanded the following year, it now encompasses 136 acres of land and contains 126 historic assets such as buildings, sites, and objects. The focal point of the Plymouth Center Historic District, Plymouth Center Village, is the green upon which it was reported that Union troops drilled during the Civil War era and now stands the Plymouth Congregational Church which houses the only Eli Terry wooden works tower clock in the world (see photo).

The Town has successfully retained its rural New England charm for generations of Plymouth families, and yet is accessible to the larger communities of Bristol, Waterbury and Torrington. With its three villages of Plymouth, Terryville and Pequabuck, the Town of Plymouth is the perfect place to locate a growing manufacturer, start an office practice or develop a neighborhood-oriented restaurant or retail business.



Plymouth at a Glance

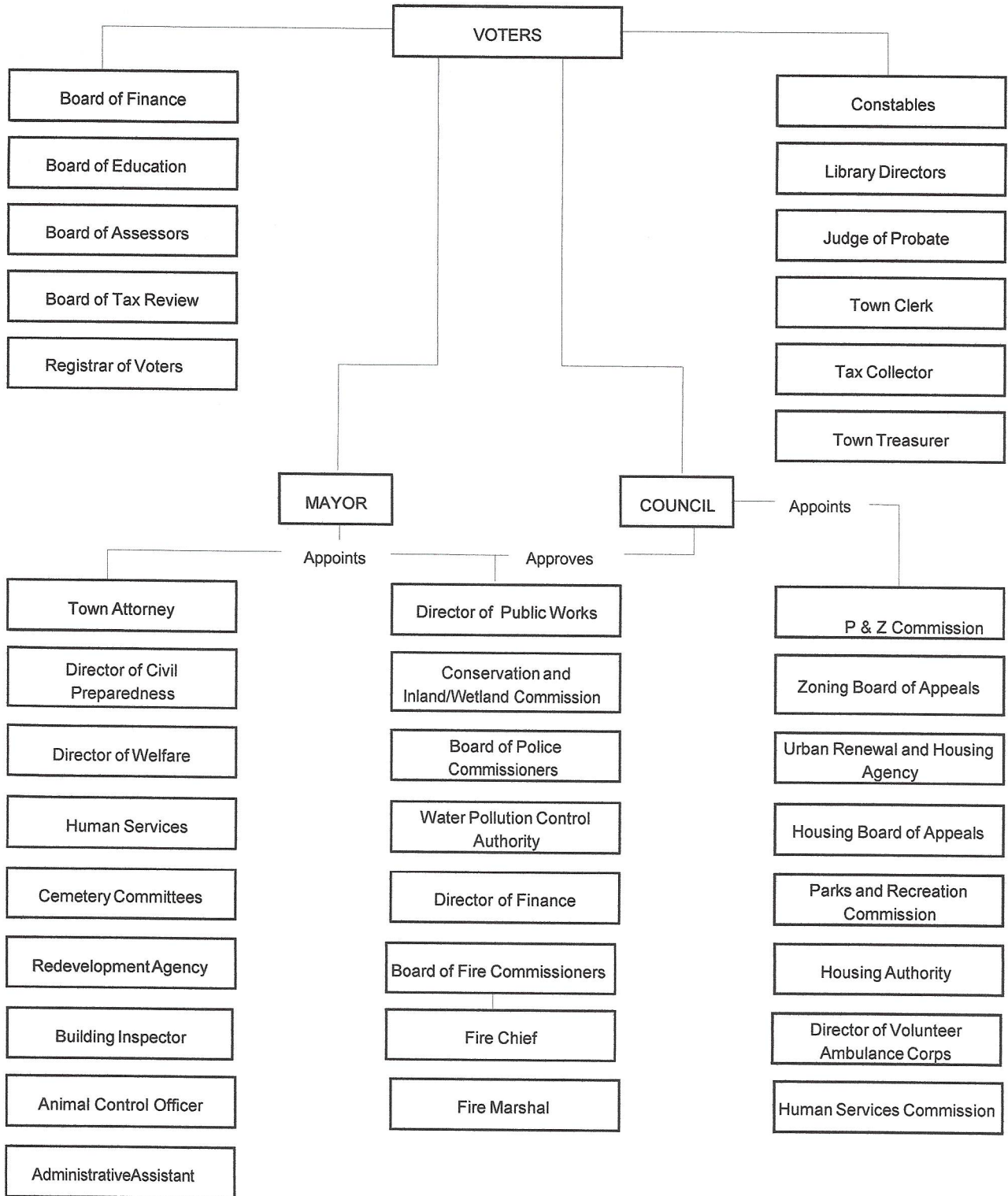
Population: 11,750

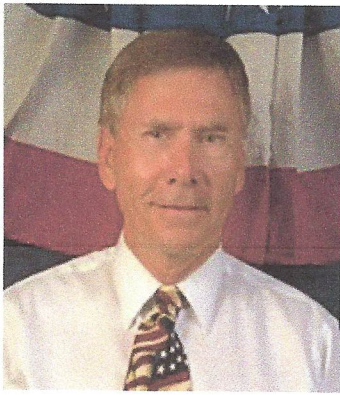
Square Miles: 22.3

Located in Litchfield County

“Plymouth is business friendly, offers a favorable business climate, a skilled work force, excellent transportation and utility infrastructure, a quality education system, and best of all, caring people.” Plymouth boasts a diverse mixture of traditional discrete-parts manufacturing, professional, commercial, retail and contract services, as well as, a small agricultural component.

ORGANIZATIONAL CHART





As your Mayor, I am presenting the 2017-2018 Annual Report to the Citizens of the Town of Plymouth. What follows is a brief narrative submitted by each department head. During this past budget year we did not receive anticipated revenues from the State of Connecticut in the amount of approximately \$1.6 million. I am very proud to report to you that we all worked together to make it through the year and still were able to finish in the black. We did not send out additional tax bills as was done by many of our surrounding communities. We, as a community, have overcome overwhelming financial difficulties and through continued cooperation and hard work we have put

our community back on a path of a bright future. During this past year we have also experienced growth in our business park with the addition of new buildings and new businesses coming to our community. The renovated Plymouth fire station is a great example of being prepared for our future. We were also able to build a new entrance and exit to the rear of Eli Terry Jr. Middle School to provide a safe environment for the students and parents. I am very excited about the upcoming year as we continue to focus on growth in our community. We continue to have an open door policy, however, to ensure that adequate time can be given to everyone, residents are encouraged to make an appointment. Let's all work together to continue to make Plymouth a place that we can all be proud to call home.

All concerned citizens and taxpayers are encouraged to take a few minutes to read through the departmental narratives. Additional copies of this report are available in the Town Clerk's office during regular business hours and may be viewed on the town's website at: www.plymouthct.us.

Finance

Financial Highlights:

The fiscal year ending June 30, 2018 proved to be a challenging year for the Town of Plymouth due to the state budget crisis and the ensuing mid-year reduction of approximately \$1.6 million in state grant funding that the town was forced to absorb. Cooperation came from all town departments when faced with drastic budget reductions, staffing cuts and a spending freeze that remained in place for the majority of the fiscal year. The result of the significant cost cutting measures resulted in the town meeting not only but, well exceeding the \$1.6 million in budget reductions to cover the state grant funding gap in fiscal 2018. The unaudited results of the General Fund indicate total revenues exceeded total expenditures by \$762,875. See financial exhibits included at the end of this report. The net surplus in the operating budget is attributable to higher than budgeted departmental revenues and lower than budgeted expenditures in most departments including the board of education, public works, police and the library.

The final impact on the General Fund balance will be determined once the independent audit is completed and all accruals are made to account for grant revenue, pension contributions, depreciation expense and inter-fund transfers according to Government Accounting Standards.

Revenues & Net Grand List:

Total revenues budgeted for fiscal year 2018 were \$41,029,502 compared to actual revenues of \$39,705,095 yielding \$1,324,407 less revenue than budgeted. The majority of this difference is attributable to the loss of \$1,446,040 in state grant funding compared to the

amount budgeted. The loss of revenue was partially offset by higher than expected tax and departmental revenue. Current year tax collections were levied on a Net Grand List of \$741,217,949 as determined by the Assessor's office, a significant decrease over the previous year's \$767,110,569 taxable base, reflecting revaluation results. The total amount budgeted for the current taxes on real and personal property was \$25,380,901 versus actual tax receipts of \$25,261,525. This was offset by \$37,859 higher than budgeted motor vehicle tax revenue and \$23,996 higher than budgeted motor vehicle supplement tax revenue.

The collection of back taxes and lien fees continues to be a priority effort for the Tax Collector's office and the town has taken legal action against a number of delinquent property owners, both residential and commercial. Prior Year's tax collections were budgeted at \$750,000 including late charges and lien fees, and the actual collection of delinquent taxes and fees totaled \$870,468, equaling \$120,468 in excess of budget.

Departmental revenues also exceeded budget by \$88,679 driven mainly by higher than expected metal reimbursements of \$39,231 and town clerk conveyance fees of \$38,442.

Expenditures:

Due to the ongoing state budget crisis and uncertainty of state funding for fiscal year 2018, the town undertook drastic cost cutting measures to contain expenses. These measures including a spending and hiring freeze. Several open positions within public works, town clerk, library and the police department were left unfilled. In addition, the town eliminated one position in town hall maintenance and reduced operating hours at the library. The town also halted any planned general fund funded capital projects and purchases for fiscal year 2018. The Board of Education (BOE) also undertook two tiers of severe cost cutting measures to reduce their budget by \$1.1 million in FY 2018. The BOE cuts included the elimination of 5 positions, a restructuring of the administrative team and a conscious decision to leave several positions vacant; a reduction in travel, professional development, supplies and other non-critical expenses; and the deferral of a long-term facilities planning study to fiscal 2019. The town's and the BOE's cost cutting measures not only covered the anticipated short fall in state funding but, resulted in a general fund surplus at the end of fiscal year 2018. Including encumbrances the BOE expenditures came in \$1,100,083 under budget while the town expenditures are under budget by \$987,199. Most every department ended the year under budget highlighted the following positive variances to budget: legal \$46,163, board of finance (including \$100,000 planned restoration of fund balance) \$98,083, employee benefits \$210,432, police department \$140,502, public works \$325,610 and libraries \$115,645. The above was partially offset by additional pension funding of \$175,000 and \$150,000 transfer to the high school building fund.

Capital Projects & Debt Service:

Taxpayer-funded capital outlays and non-recurring expenditures paid from the General Fund were budgeted at \$458,749, the amount of which was reduced to \$356,249 as a result of the town's budget reduction efforts. As such, most budgeted capital projects for fiscal 2018 were not undertaken. The town did move forward with limited projects including a \$207,327, five year lease with Motorola for the phase one upgrade to the town wide public safety communications system. The reconstruction on the North Main Street bridge was completed in May 2018.

In fiscal 2018, the town saw significant progress or full completion of the \$6.95 million bond capital projects as follows: rear access project at Eli Terry Jr. Middle School, town hall boiler replacement and exterior improvements, various town road improvements including Todd

Hollow Road and the Lake Plymouth area, and the expansion and renovation of the Plymouth fire station. In October 2018, the town will pay the outstanding short term notes payable and will enter into a twenty year bond.

Acknowledgements:

The Finance department would like to acknowledge and thank all of the municipal and school officials who worked diligently over the past year to manage and cut their departmental budgets and who have contributed their time and efforts in the preparation of this annual report. We appreciate everyone's hard work in these difficult economic times.

Registrar of Voters

The Registrar's Office is responsible for registering new voters and maintaining and keeping current lists available for reference. Yearly, we are required to canvass voters between January 2nd and April 30th, to determine if they are still Town residents.

We also conduct registration sessions periodically, including visitations at the local high school. We are available to serve convalescent homes for all elections, primaries, and referendums.

Our responsibilities for elections, primaries, and referendums are procuring space, hiring workers and the set-up and maintenance of all equipment to ensure that Election Day runs smoothly.

Assessor

The Assessor's Office is responsible for the valuation of all taxable and tax exempt property in the Town of Plymouth.

The office is governed by an elected Board of Assessors.

The office administers, and processes all elderly, veterans, blind, farm and forest programs, as well as property transfers, building permits, and sub-divisions. The department provides information and assistance to our citizens, appraisers, attorneys, realtors, title searchers, credit bureaus, banks, and insurance companies. All reimbursement requests for the above funded programs are processed through this office as well.

The assessors' office completed a revaluation for the October 1, 2016 Grand List. The next scheduled revaluation will be for October 1, 2021.

A breakdown of taxable property as it appears on the October 1, 2016, Grand List is as follows:

REAL ESTATE	\$625,147,910
PERSONAL PROPERTY	\$31,859,079
MOTOR VEHICLE	\$90,181,602
TOTAL	\$747,188,591

The assessor's office is open from 8:00am – 5:00pm Monday through Thursday and 8:30am – noon on Fridays.

Tax Collector

The tax office as of June 30, 2018 collected approximately 99.85% of the projected collections, a slight increase from the prior year collection rate of 99.77%. Collection of delinquent taxes, including interest and liens, also continued at an above budgeted amount. The office also collected over \$1.3 million in sewer use fees, including over \$125K of back charges, interest and lien fees (unaudited).

The tax office is still using the services of the American National Recovery Group to collect motor vehicle taxes that have been delinquent at least one year. We also continue to successfully work closely with two area attorneys in our collection efforts of delinquent real estate, sewer use fees and water assessments.

Please check with our office before visiting DMV as it may require 24 hours (longer if paid by personal check or online) to restore registration privileges once a hold has been placed on a delinquent taxpayer.

We continue to partner with Thomaston Savings Bank to allow tax payers, who are not delinquent, to pay their taxes and sewer fees at the Terryville location during collection periods.

Taxpayers are reminded to contact us immediately if they find themselves with financial problems to discuss solutions to unpaid taxes.

Town Clerk

The Town Clerk's office is responsible for maintaining all public land records, survey maps, all vital statistics. The office also issues sports licenses, dog licenses, and marriage licenses. We receive and certify death certificates, birth certificates and Notary Public licenses. The office also issues burial/cremation permits, trade names and archives the town's historical documents. The office has two Notaries Public available daily. The town clerk prepares election ballots and administers the absentee ballots and keeps permanent records of all elections. Town Hall is open from 8:00am to 5:00pm Monday through Thursday and 8:30am – noon on Friday.

Last December, this department added an assistant town clerk. This was a much needed position. With all the above responsibilities a second pair of eyes and hands in the office will serve the citizens of Plymouth more efficiently.

Vital Statistics:

From July 1, 2017 through June 30, 2018 the Town Clerk's Office recorded the following:

Births	97
Deaths	102
Marriages	72
Documents Recorded on Land Records	2,519

Dog Licenses:

1,120 dogs were licensed in the Town of Plymouth last year. All dogs must be licensed yearly. We send out renewal reminder cards June 1st and all dogs must be licensed by June 30th. A one dollar (\$1) per month late fee is applied to any license renewed after June 30th. A stiff fine can be applied by the Animal Control Officer to anyone neglecting to license their dog. If your dog isn't licensed please consider coming in soon.

2018 Budget Referendums:

For the first time in years we didn't have to go to a budget referendum. The new charter revision allows the Town Council to have the final approval of the budget if certain criteria are met.

Sportsman's Licenses:

The town clerk's office continues to issue less sportsman licenses each year. The state has a public computer system so the sportsmen can go on line at home and buy their annual license.

Probate Court

The Region 19 Probate District provides a variety of services to the citizens of Bristol, Plymouth, and Plainville. While the Court is known regarding the handling of decedent's estates, many individuals are unaware of other services available. Within its areas of jurisdiction regarding family matters include: adoptions, paternity proceedings, removal of guardianship, termination of parental rights, temporary guardianships, emancipations and guardianship of estate for minors.

Alongside family matters, Region 19 Probate District handles a variety of adult matters. These include involuntary adult conservatorships, voluntary conservatorships, commitments for mentally ill adults, guardianships for intellectually disabled adults and change of names.

For additional information regarding probate forms, publications and general information Please visit the State of Connecticut Judicial Branch Website and search for Probate online at <http://jud.ct.gov>

Fire Marshal

It is the mission of the Fire Marshal's office to prevent and/or reduce the incidence of needless and destructive fires by increasing the awareness and knowledge of fire safety in the Town of Plymouth.

The Fire Marshal's Office is responsible for investigating fires and explosions, along with issuing burning, fireworks and blasting permits.

The department also provides fire safety information, fire prevention classes and demonstrations along with the Terryville Fire Department. The office sponsors the annual fire safety poster contest with the 4th and 5th grade students at Harry S. Fisher Elementary School and Plymouth Center School. Plan reviews, construction inspections and cellular tower reviews are done by the office, as well.

The office is governed by the Board of Fire Commissioners.

Martin Sandshaw – Chairman
Keith Golnik
Victor Mitchell
Vern Wagner
Daniel Wollenberg
Gerald Wunsch, Vice-Chairman
Sue Murawski, Town Council Liaison

The Fire Marshal's office received a grant from the Walmart Foundation in the amount of \$1,000.00 to obtain fire prevention handouts and materials and sponsor the Fire Prevention Awards Ceremony which is held in January. Many thanks to the Walmart Foundation for helping us better serve our Community!

The Fire Marshal's office runs the Fire Prevention Poster Contest in the elementary schools. The poster contest is offered to the 4th and 5th graders that attend Plymouth Center School and Harry S. Fisher School in October during Fire Prevention Month. The goal is to make school children and their families aware that preventing fires requires everyone being alert every day to those acts, omissions and dangers which causes fires. This creates a joint education effort between the schools and fire services. The theme is "Fire Prevention – Everyone/Everyday".

The 2017 Local Prevention Poster Contest Winners are:

Harry S. Fisher 5th grade

1st Place – Megan Hudson
2nd Place – Sol Prado-Santiago
3rd Place – Jamie Lentz

Harry S. Fisher 4th grade

1st Place – Emma Kulak
2nd Place – Emelia McCool
3rd Place – Emily Vasquez

Plymouth Center 5th grade

1st Place – Landin Boutot
2nd Place – Tony Montalvo
3rd Place – Sydney Grabowski

Plymouth Center 4th grade

1st Place – Maddison McWilliams
2nd Place – Anthony Boggio
3rd Place – Carley Baldino

The office offers free smoke detectors and carbon monoxide detectors to all residents in the town. The program is called "Operation Save a Life" which is sponsored by WTNH News 8, Kidde and Home Depot. The office will provide and/or install smoke detectors for residents. Our goal is to ensure the safety of our citizens with working smoke detectors in every household. Please contact the office to arrange for pick-up of the smoke detectors.

Last year, the fire incidents and calls for service totaled 423 calls.

Below is a breakdown from January 1, 2017 – December 31, 2017.

Fires	48
Overpressure/Explosion	0
Rescue/EMS	12
Haz Mat	126
Service Calls	134
Good Intent	56
False Alarm/No Fire	47
Special Incident	0

Fire Marshals Incidents from January 1, 2017 – December 31, 2017:

Inspections	120
Re-Inspections	19
Other	102
Follow-up	9
Construction	9
Burn Permits Issued	38
Blasting Permits	1
Site Plan Review	5
Fireworks	2
Plan Review	11

The office income was \$1,450.00 from burn permits, site plans and blasting permits for July 1, 2017 – June 30, 2018 fiscal year.

The Fire Marshal's office is always available to answer any questions or concerns that you may have. Please contact us through our office phone number (860) 585-4012 or via email firemarshal@plymouthct.us and we will get back to you.

Emergency Management

The mission of the Department of Emergency Management for the Town of Plymouth is to provide leadership and support and to minimize the impact of disasters and other emergencies on the health, safety, and property of the residents of the Town of Plymouth through a comprehensive, integrated emergency management program.

DEPARTMENT	CONTACT PERSON
Emergency Management Director	Anthony Orsini
Police	Chief Karen Krasicky
Fire	Chief Mark Sekorski
Plymouth Volunteer Ambulance Corps	Chief Brandon Johndro
Public Works Director	Charles Wiegert
Mayor	David Merchant
Director of Finance	Ann Marie Rheault
Superintendent of Schools	Martin Semmel
BOE Supervisor of Buildings & Grounds	James Mazon

Public Works, Highway Superintendent	Jim Schultz
Fire Marshal	Raymond Kovaleski
Building Inspector	Clarence Atkinson
Shelter Manager	Pam Pelletier
Assistant Shelter Manager	Walter Seaman
Human Services	Angela Morris, HRA
Plymouth Chamber of Commerce	Chet Scoville
Eversource	David Dobratz
Frontier	Harry Carey
Eversource Community Relations Specialist	Stephen Silver
CT Water Company	Craig Patla
Recovery Coordinator	Charles Wiegert
Amateur Radio Specialist	Michael Maffia

Warming Center:

In order to provide relief for the town residents from the frigid winter weather conditions a Warming Center is available in the Town Hall Community Room from 8:30 am until 4:30 pm when needed.

Cooling Center:

In order to provide relief for the town residents from the hot, humid summer weather conditions a Cooling Center is available in the Town Hall Community Room from 8:30 am until 4:30 pm when needed.

Connecticut Emergency Management Symposium:

On April 4, 2018, the Connecticut Emergency Management Symposium was held in Cromwell, Connecticut. Some of the topics for the symposium included an overview of school security, the opioid crisis and response in Connecticut, the Everbridge emergency notification system, cybersecurity initiatives and status in Connecticut, and the 2018 hurricane forecast.

2018 Statewide Emergency Planning and Preparedness Initiative (EPPI):

On June 20, 2018 Plymouth's Emergency Management participated in the Statewide Emergency Planning and Preparedness Initiative. The focus of the exercise included Preparedness, Response, Municipal Conference Call, and Recovery to a category 4 hurricane. The exercise ran for about six hours. All Town Departments worked together very well. The exercise proved to be a very successful experience for Plymouth's first responders.

Connecticut Council of Small Towns (COST) Emergency Management Conference:

Plymouth's Emergency Management Team participated in the Connecticut Council of Small Towns Conference for Municipal Officials on June 27, 2018. This workshop was designed to provide municipal officials with the tools and expertise they need to respond to and recover from storms, disasters and other emergencies. In addition, attendees received important updates regarding school security and the make safe protocol – storm response communications and coordination.

DEMHS Region 5 Meetings:

The Department of Emergency Management Homeland Security (DEMHS) Region 5 meetings are held at the Watertown Fire Department Headquarters 135 Main Street, Watertown, CT.

Plymouth has received the following equipment from DEMHS Region 5:

50 cots
5 Kw Generator
Command Board/ Accountability Tags
Food Service Kit for shelters
Ham Radio and Antenna
Laptop
License Plate Reader
Light tower
Variable Message Sign
SART Animal Shelter Kit
Shelter Administrative Kit
Portable Sump Pump
iPad
Swinger 24”X36” Sidewalk Sign
Corex Shelter Signs
Cut vinyl decals

Police Department/Animal Control/Communications

The Plymouth Police Department was comprised of two (2) administrative officers, Chief and Assistant Chief, four (4) sergeants, one (1) detective sergeant, one (1) detective, one (1) animal control officer/police officer, one (1) canine handler, thirteen (13) full-time patrol police officers, one (1) full-time administrative assistant to the Chief of Police, five (5) full-time dispatchers, seven (7) part-time dispatchers, two (2) part-time animal control officers, and five (5) crossing guards.

The school resource officer/youth officer (SRO/YO) could not be placed into the school system for the majority of this past fiscal year because one (1) police officer position was eliminated from the police department budget in Fiscal Year 2017-2018. Subsequent to an agreement that was reached between the police union and the Mayor, the SRO/YO was placed in the school system on April 23, 2018 and conducted said duties for the remainder of the school year. Prior to his presence, the monitoring of the high school and the other schools, handling calls at these locations, investigating numerous juvenile/youth related cases, addressing issues of drug interdiction, and motor vehicle violations on school property and in the immediate vicinity thereof were conducted by officers from the patrol division. The officers were very busy handling numerous other calls for service as well. The “Safe and Alcohol/Drug Free School Program” was not presented to the fifth grade classes at Harry S. Fisher and Plymouth Center Schools this school year because there was not enough time left in the school year for the SRO/YO to present this program.

The detective sergeant and detective in our criminal investigation unit investigated, solved, and made multiple arrests with respect to crimes against persons and crimes against property, especially with respect to burglaries, larcenies, sexual assaults, and domestic violence. They also worked on evidence compliance procedures for which we are responsible to the State of

Connecticut, they networked with other police departments and agencies in which they obtained information that was useful in our department's investigations, they responded to major crime scenes and were the lead investigators in these cases, and they assisted the police officers with their follow-up investigations in many intricate and sensitive cases. They were very professional and dedicated and did a vast amount of work. They did an excellent job for the last fiscal year.

The animal control officer/police officer did a great job during the last fiscal year. When he was not addressing animal complaints or completing related duties he assisted with other duties, including but not limited to, criminal investigations, motor vehicle enforcement, accident investigations, court details, fingerprinting, patrol checks, and helping the officers in the patrol division with their cases. He worked with the Plymouth Town Clerk to see that all Plymouth dogs were properly licensed according to state law. Under his watch, numerous dogs were licensed. He promoted responsible pet ownership, increased public awareness of local animal issues, and enforced local ordinances governing the care and keeping of domestic animals. He also insured adoptable dogs found good homes and that the animals were treated humanely, and he strived to earn the respect of his peers and take pride in the Plymouth Police Department.

The canine handler and his canine partner performed frequent motor vehicle stops and made arrests for narcotics, driving under the influence, and for various other motor vehicle violations. They provided demonstrations to various community organizations and they conducted tracks for suspects and performed narcotics sweeps at the high school and the middle school. The canine handler and his canine have done a great job and are regularly welcomed by our community members. Funds were raised and donations were made to the department to pay for food and supplies for the department canine.

All of the police officers in our department's patrol division did an excellent job as well. They vigilantly patrolled our town streets, especially in the areas where there were increases in crime and they conducted motor vehicle enforcement throughout the town as much as possible based on the shift work loads, especially with respect to speeding, improper cell phone usage, failure to obey traffic control signals, failure to obey stop signs, and failure to wear seat belts. The officers also made multiple arrests for driving under the influence of alcohol and/or narcotics. They worked diligently on a daily basis to foster better police-community relations with our citizens by ensuring there was an open line of communication between them and our community members, and they worked hard to ensure that crime remained at the lowest possible level in our town.

In addition to the accomplishments of the criminal investigation unit, the animal control officer/police officer, the canine handler, and the police officers in the patrol division, the following is a list of some of the other accomplishments and improvements for our department for fiscal year July 1, 2017 to June 30, 2018:

- Compilation and dissemination of the following Procedural Directives: #17-56, "Medication Collection/Disposal Program"; #17-57, "Priority System Dispatch Use"; #17-58, "Incident Address Verification"; #17-59, "Priority Dispatch EMD Assurance"; and #18-62, "Police Interaction With Transgender Individuals". Revisions were made to #17-4, "Police Use of Force"; #17-18, "Sexual Harassment Policy"; #18-37, "Police Response to Crimes of Family Violence"; #17-45, "Domestic Violence Lethality Assessment Program"; and #17-46, "Naloxone/Narcan".

- Two officers were nominated and chosen to receive awards for the most DUI arrests in our department. They were presented with the awards and honored at a ceremony/luncheon sponsored by MADD at MADD's Law Enforcement Recognition Ceremony. These awards are based on several different categories, i.e. DUI enforcement, education, community involvement, training, volunteering with MADD, and underage drinking.
- Implementation of the twelfth Annual "Officer Phil" Program at Harry S. Fisher Elementary and Plymouth Center Schools for the children in grades kindergarten through five which is a free educational program in which the presenter employs various entertainment techniques to address the issues of "Stranger Danger", wearing seatbelts, crossing the street, riding the school bus, and strangers on the internet/internet safety (this last topic was included with the other topics for the third, fourth and fifth grade students in both schools).
- Increase in the clearance of Part 1 crimes.
- Reduction in crime in several of the Part 1 crimes.
- Increase in motor vehicle enforcement especially in the use of radar and distracted driving such as cell phone usage.
- Driving under the Influence roving patrol details were conducted.
- Increased patrol checks of various problem locations.
- Continued effort to strengthen and improve police-community relations.

The total amount of donations for the canine Magnum fund was \$1,615.00.

The total amount of grant money, reimbursements, and other was \$28,011.16.

Grand total received by the department for the past fiscal year was \$29,626.16.

The following is a list of the total calls for service and some of the classifications for fiscal year July 1, 2017 to June 30, 2018:

13,390	Calls for Service
6,746	Routine Calls
1,328	Assists
277	Investigations
344	Criminal Arrests
245	False Alarms
669	Medical Assists
573	Animal Related Incidents

Motor Vehicle Enforcement

1,975	Motor Vehicle Stops
147	Motor Vehicle Arrests
512	Infractions
89	Written Warnings
1,283	Verbal Warnings
7	Parking Tags

Fire Department

Terryville Fire Department Mission Statement:

Through professionalism, dedication, integrity and training, the Terryville Fire Department operates to safeguard the lives and property and to enhance the quality of life of the residents of the Town of Plymouth. This will be achieved by providing a vast range of emergency services, strong public relations and fire safety education. We also strive to protect and preserve the health of our firefighters and return them safely to their families.

In fiscal year 2018 the Terryville Fire Department, a 24 hour, 7 day a week free service, responded to 423 calls for assistance. In that time, we have also visited every school, pre-school, day care facility, elderly housing and Adam's plaza to teach and promote fire safety and prevention. We are on call 24/7 during holidays, major storms and any event where our services are needed so we continue to provide the most up to date and highly trained emergency services to the Town of Plymouth. The department also received a new f-450 utility vehicle to replace a 20 year old piece of apparatus. We are also proud to open our new, up to date and enlarged station 2, thanks to the support of the residents of the Town of Plymouth.

There are three fire stations: the Terryville fire headquarters on Harwinton Avenue, the Plymouth station on Main Street, Plymouth, and the Fall Mountain station at the intersection of Allentown Road and Town Line Road. There are four companies in the Terryville Fire Department: three engine companies and one ladder company.

The fire apparatus in the Terryville Fire Department consists of:

1 – 2000 gallon Engine/Tanker	1 – Mini Pumper/Mini Rescue
4 – 1000 gallon Engines	1 – ATV
2 – 750 gallon Engines	1 – Utility Truck
1 - Heavy Rescue Truck	3 – Rescue Boats
1 – 75 ft. Tower Truck	1 – Support Truck

Present Terryville Fire Department Chain of Command:

Car 1 Chief Mark Sekorski

Car 2 Assistant Chief Chris Masi

Car 3 Deputy Chief Greg Cody

Car 4 Deputy Chief Derek Freimuth

Car 5 Captain Tom O'Keefe, hose co. #4

Car 6 Captain Tom Zagurski, hose co. #2

Car 7 Captain Charles Formhals. Ladder co. #1

Car 8 Eric Saucier, hose co. #1

Car 9 Anthony Orsini, department health and safety officer

Victor Mitchell, Department Chaplin

Scott Poulton, training officer

Mark Poulton, safety officer

Public Works

The *Department of Public Works* is responsible for the management and operations of the Town Hall, Highway Department, Transfer Station, Leaf/Brush Facility, Maintenance Garage, Engineering, and supports the needs of many departments and various other Town facilities. The Highway Department is responsible for the maintenance repair of over eighty-four miles of paved, as well as a portion of unpaved Town-owned roads, and bridges with a replacement value of over sixty million dollars. Highway Dept. services include: roadway reconstruction, snow removal, brush mowing, tree trimming and removal, stump grinding, line painting, street sign replacement, bridge repair, paving, guide rail installation, lawn mowing and drainage improvements.

The roadway program for this year included the following areas:

Catchbasin, Curbing or Drainage – Shoulder Work:

Fall Mountain Road, Pleasant Street, Liberty Street, Beach Avenue, Meyers Road, Dorothy Lane, South Main Street, Hickory Street, Eastview Road, Knight Lane, Union Street, Ridge Road, and Harwinton Avenue Fire House.

Road Improvements:

North Harwinton Avenue, Minor Road, Sawmill Road, Town Hill Road, Scott Road, Washington Road, South Eagle Street, Cross Road, Lassy Court, Town Hill Road, Orchard Street, Tunnel Road, Sandra Avenue, North Main Street, Napco Drive, Todd Hollow Road, Lake Plymouth Boulevard, West Lakeview Road, Hoosier Road, Lakeside Drive, Magnolia Lane, and Knollwood Lane, and Plymouth Town Hall Parking lot.

Over 100 trees were trimmed or removed in various locations including the following areas: South Eagle Street, Town Hill Road, Washington Road, Scott Road, Cross Road, Lake Plymouth Boulevard, Hoosier Road, Holt Street, Todd Hollow Road, Plymouth Fire House, and Harwinton Avenue Fire House.

The Public Works Department performed tirelessly to keep roads clear and made safe for travel.

Christmas tree collection was completed in January.

The vehicle *Maintenance Department* is responsible for and oversees the maintenance and repair of over sixty municipally owned vehicles as well as countless small engine pieces of equipment. The vehicles serviced by the maintenance garage include: Police, Fire, Recreation, the Senior Van, Ambulance, WPCA and Public Works Department.

The *Transfer Station facility* is responsible for the proper handling of mixed residential solid waste and the recycling of scrap metal. Income from scrap metal was over \$49,000. We also received rebates in the amount of \$9,848 for recyclable materials collected at the facility. Waste motor oil and bulky waste are also segregated for proper disposal at the Transfer Station. The annual Spring drop off period at the transfer station had excellent response again this year. The disposal of paint at the facility amounted to over 20,000 gals of material collected.

The *Leaf and Brush facility* is open on Saturdays from April through November each year.

The *Town Hall Building Maintenance Department* is responsible for maintenance and repair of the Town Hall, snow removal and grounds maintenance.

The Public Works Department responds to various requests for services. Our internet based service request program had 638 new service requests. We closed 527 open requests by June 30. We have had over 3,214 service requests from residents since the on-line system was implemented and we have closed out 3,830 requests to date. Residents can obtain solid waste disposal permits from the Public Works office for proper disposal at the Transfer Station.

Over 650 permits were issued for disposal of demolition materials, tires and bulky waste. The department also issued 81 permits for driveway installation and excavation within the public right of ways, and the inspections are made by the Public Works Department.

The solid waste program is administered through the Public Works Department. The solid waste program consists of contracted curbside residential bi-monthly recyclable collection for over four thousand households. The program was changed to an automated program at the beginning of October 2011 and Plymouth's recycling tonnage has increased each year. Over 991 tons of glass bottles, cans newspaper and cardboard are recycled by town residents and then transported to the regional processing facility, which is located in Berlin. Over 1915 tons of residential solid waste, was disposed of at the Transfer Station and transported for disposal and over 5,000 tons of solid waste townwide was delivered to the Covanta Facility in Bristol. The Transfer Station operation also recycled 4,785 gallons of waste oil, 200 tons of metal, 384 mattresses and 50 tons of electronic waste. All Solid waste haulers are required to register and obtain hauling permits annually through the Public Works Department. Six (6) Household Hazardous Waste Collection events were held in the region that Plymouth residents were able to attend.

The Public Works office is responsible for design and oversight of several capital projects, excavation permitting, inspection of future town roads and facilities, and procurement of commodities.

Human Services

The Human Services department went through a bit of a transition back in the earlier part of 2017. The Mayor; working with Councilman John Pajeski and the Human Services Commission, moved the Human Services Department operations to the outside vendor, Human Resource Agency of New Britain (HRA), Inc. HRA has evolved in recent years, into a multi-service nonprofit organization, effectively working with the Human Services Commission.

In fiscal 2018 HRA continued delivery of on-site services to each of the low-income facilities in town. HRA's model of integrated service delivery allows for increased access to services including pre-application assistance to Department of Social Services programs such as, but not limited to Supplemental Nutrition Assistance Program (SNAP), Medicare/Medicaid enrollment services, energy assistance, rental rebate provided for all residents at the Human Services office. Case Manager Angela Morris also assisted the Human Services Commission with continuing special services for senior residents such as foot clinics and AARP driver safety courses.

Energy Assistance for 2017-2018 concluded on May 15th, 2018. The Human Services office took 99 Energy Assistance Applications during the season with 72 of those households approved for assistance.

HRA partnered with the Plymouth Human Services Commission to provide on-site Free Tax Preparation Assistance through the IRS Volunteer Income Tax Assistance Program. We completed 33 returns, returning \$24,228 in refunds. Our goal for next year is 50 returns.

The Human Services Commission continues to offer programs such as the Small Wonders Programs for Back to School and Christmas, as well as a Christmas gift bag to 100 seniors located at the low-income facilities. The Commission continues to provide yearly scholarships, recently increased to \$500 each, awarded to two students going into the health care field in college. The Commission has taken on assisting with the Dial-a-ride program in any manner requested. 2018 was the first year that the department and commission circulated a pamphlet to outline the services provided.

The Department is advised by dedicated Commissioners: Chairperson Sally Bain-Picard, Vice Chairperson Heidi Caron, Helena Schwalm, Tracy Dupont, Karen Saccu, Reverend Joel Kotila and alternate Fred Schwalm.

The new van for the Dial-a-ride program was temporarily delayed due to the state's budget delays.

A long-standing difficulty is the understanding of just how many people are assisted, and with what services. Starting in October 2018 those statistics will be able to be answered. A new intake tracking system will be implemented. Any and all people, and whatever services were provided, will be tracked in an electronic case file.

Libraries

The mission of the Terryville Public Library is to be a dynamic hub supporting the process of learning through knowledge, conversation and community. Our vision is to significantly improve the lives of our community. We have identified the specific values and goals that support our mission and result in the continuous improvement of our services, resources and community impact. Visit our website for more information on our Strategic Plan.

The Library faced many challenges during FY 2017-2018, including the retirement of our Library Director, part-time staff reductions, full-time staff turnover and service hours that were reduced by 17 hours a week. Despite these challenges, library staff continues to provide exemplary service to our library patrons.

The following report is an overview of library activities and achievements over the past year.

Highlights

We are grateful for the leadership and service of Library Director Lynn White, who retired in November 2017. A new Library Director was not hired before June 30, 2018.

As a member of the Bibliomation consortium, the Terryville Public Library is among a network of 63 other public libraries and 8 schools in Connecticut. This relationship increases our efficiency, effectiveness, and the value added services we can offer our patrons.

Library circulation has been negatively impacted by both reduced service hours and the contraction of the Connecticut State Library's DeliverIT CT service. The statewide delivery service transports materials among the libraries in the state to meet patron requests above and beyond what is available in their home Library's holdings.

The Library values collaboration with community partners, both for-profit and non-profit organizations. In FY 2017-2018, the library partnered with the Plymouth Community Food Pantry, the Terryville High School LEO Club, Girl Scouts of Connecticut, the Plymouth Early Childhood Council, the Plymouth Beautification Committee, the Chamber of Commerce, and Thomaston Savings Bank on programs large and small.

The Friends of the Terryville Public Library continue to raise funds for the library through their maintenance of monthly Booktique Book Sales and seasonal fundraisers. Their dedicated efforts underwrite numerous library programs, including our popular museum pass program, summer reading programs, and much more.

Adult Service/Reference and Interlibrary Loans

Over 2,466 reference questions were answered by Adult Services/Reference staff this year. Reference request topics may include family heritage and genealogy, resume and job searching or a myriad other unique informational needs. Requests are made in-person, by telephone at 860-583-4467, or by e-mail at tplstaff@biblio.org.

There were over 6,156 sessions logged on the library's public internet computers. Microsoft Office 2010 Suite, including Word, Excel, PowerPoint and Publisher, and a resume crafting program are also available on these workstations.

Adult Services/Reference staff processed over 4,056 interlibrary loans.

Over 2,099 items were downloaded or borrowed from our digital library. Our digital library is available 24/7, 365 days a year. A valid Terryville Public Library card is required to access many of our electronic resources.

The Adult Services/Reference staff coordinated 74 teen and adult programs this year. The total attendance for all adults and teens was 596. These included craft and special interest programs, book discussion groups and more. An annual Henna program is very informative and popular, often turning bystanders into participants. The Grounded Goodwife provided instruction on preparing homemade body scrubs and Kim Larkin's Perfect Pairings program taught patrons which chocolates and wines were natural pairing that brought out the best qualities of each. These are just a sample of the unique programs coordinated by Adult Services staff.

Staff also organizes regular book displays, provides readers advisory to connect patrons with library materials they want and/or need, and assists patrons with the computers, internet or e-reader devices. They also facilitate the display of artwork or collections from patrons of all ages in one of three areas in the library.

Children's Services

Children's Services faced significant turbulence during this fiscal year. When a part-time position in the department opened due to staff attrition, it remained unfilled throughout the fiscal year. In early January 2018, the Children's Librarian accepted a position in another

Connecticut library. Her replacement, Cecelia Dias, was hired in March 2018. This staff reduction and turnover, paired with reduced library hours, is reflected in our statistics. Over 596 reference questions were answered by Children's Services staff this year.

A combined 3,722 children attended 222 programs conducted by Children's Services staff. These included storytimes for children birth through 5 years old, summer and winter reading programs, holiday and seasonal activities, book discussions, live animal shows, and more. The staff conducted outreach in the community through monthly visits to early care and education classrooms at Terry Nursery School, the Family Resource Center, and The Learning Center.

The Children's area in the library provides multiple opportunities for play, learning and socialization. Currently, many toys and games, including blocks, a kitchen set, train table and more encourage families to stay and socialize. An Early Literacy Station (ELS) is also available for children to use in the library. The ELS is a touchscreen computer preprogrammed with over 50 different educational games for toddlers up to 10 years old. During FY 2017-2018, over 2,335 sessions were reported on the ELS.

Launchpads are also available in the Children's area. These circulating tablets for grades PreK-2 or grades 3-5 have up to 10 educational apps installed on each device related to a specific topic such as STEM, occupations, Spanish, and more. Launchpads are protected with a plastic bumper for accidental drops.

TumbleBooks Library is a collection of online animated picture books to encourage young children to read. Over 441 books were viewed this year. TumbleBooks is accessible in the library, from home and on a mobile device. The *TumbleBooks Library* app is available for iOS and Android devices.

Children's Services staff, in coordination with the Plymouth Early Childhood Council, has developed curriculum kits that are available to all early child care providers in Plymouth/Terryville. This includes all educators in public, private, home daycare, and homeschool settings. The materials offered in these Lending Library cover topics such as weather, measurement, fairy tales, imaginative play, puppets and more.

Circulation Services

Circulation staff reports over 2,938 town residents have active library cards. Connecticut library cards are valid at any library in the state.

Library circulation for the fiscal year was 41,751 physical items, averaging nearly 19 transactions an hour.

The Library's Museum Pass program continues to be popular with passes for free or reduced admission to over 11 museums and attractions including *Imagine Nation*, *Beardsley Zoo*, *Mystic Aquarium*, *KidsPlay Children's Museum* and more. In FY 2017-2018, museum passes were borrowed 162 times. *Imagine Nation*, *Beardsley Zoo* and the Connecticut State Parks and Forest Day Pass are the most popular passes, with a yearly total circulation of 29, 24, and 22 respectively.

Circulation Services provide the focal point for all library activities. Activities include checking items in and out of the library, recommending resources, organizing and shelving library materials to make them accessible for patron use, answering phone calls, placing items

on hold, assisting with the patron copier and children's computer, providing backup for the children's room, and signing up program attendees.

Our faxing service continues to be popular, however unstable phone lines continue to negatively impact this service.

The Collection

As of June 30, 2018, our total physical collection of 68,063 items includes books, magazines, audio CDs, DVDs, audiobooks, and children's kits. While we continually reorganize and redesign our use of space to provide reading areas, study areas and computer access areas while maintaining a vibrant physical collection of materials, the space limitations do impact our overall functionality.

Downloadable e-books, audiobooks, videos and music can be found in *Overdrive* or *Hoopla*. Electronic database resources include *Consumer Reports Online*, *Encyclopedia Britannica Online*, *Learning Express Library*, *Small Engine Repair Center* and the *Auto Repair Reference Center* and can meet a variety of informational needs. *Novelist Plus* and *eSequels* continue to provide valuable readers advisory assistance to patrons of all ages. *Overdrive* and *Hoopla* apps are available for iOS and Android. The *Encyclopedia Britannica* app is available for iOS.

With thanks to the Connecticut State Library and the Department of Higher Education, the citizens of Connecticut have access to a core level of online information resources at ResearchIT CT. Most of these databases are full text, providing our residents with a broad base of information, newspaper, and magazine resources to complement our digital library holdings. The Connecticut State Library also offers additional downloadable audiobooks and e-books through its RB Digital platform.

Hours

The Library is open 35 hours per week. Library hours are: Monday, Wednesday and Friday 10am-5pm; Tuesday and Thursday 1pm-8pm. (We are closed Saturdays and Sundays.)

Library Board Officers

Mary Wollenberg, Chairman; Linda Kazmierski, Vice-Chairman; Bonnie Leroux, Treasurer; Sandy Klimkoski, Secretary.

Parks and Recreation

The Plymouth Parks and Recreation Commission (PPR) is chartered to "to serve the needs, general and specific, of all Town of Plymouth citizens in matters of recreation." Members included Gerry Bourbounniere (Chair) Linda Kazmierski (Vice Chair), Kerry Bamrick, Dennis Fowler, Paul Gianesini, Nicole McWilliams and Richard Schnaars.

This mission helps guide the Plymouth Parks and Recreation Department to have the ability to bring together the desires and efforts of volunteers, community and civic organizations, and local businesses.

Parks and Facilities

The PPR takes pride in the town's parks, recreation facilities, and equipment. Without hesitation, credit goes to your department's full time staff, and by extension to their dedicated

seasonal assistants. With the cooperation of the Mayor's Office, the Department of Public Works, the Board of Education, and assistance from additional town departments and nearly every Board and Commission, the Department continues to focus on protecting the Town's investment in its parks.

The PPR is responsible for the routine upkeep and mowing of several parks and facilities including: Ososki Field at the former Main Street School, the Plymouth Community Garden; the Plymouth Skate Park; the Born Learning Trail at the Lake Winfield Playscape; the Plymouth Reservoir Recreation Area (PRRA); Veterans Memorial Playground; the soccer field at Prospect Street School; the Mile Marker at the corner of Main and Bushnell Streets; the Veteran's Memorial adjacent to Baldwin Park; and the Welcome to Plymouth Signs and Banners. The Department staff also performs a variety of support services to the Town of Plymouth. The maintenance staff is responsible for snow removal at the parks, the Terryville Public Library, the Booktique, and at other town facilities including town hall.

The PPR continues its efforts to assess and monitor the water quality at Lake Winfield and the PRRA. An annual maintenance plan is in place at Lake Winfield to control invasive aquatic plants. Almost daily park staff attends to a variety of maintenance issues at these parks; both are among Plymouth's greatest assets. Cooperation and communication with several town boards, commissions, departments and the Mayor's office is required to assure the town's best interests are pursued for the parks.

Grants and Donations

Again, in 2018, the PPR received an invaluable amount of in-kind services, volunteer hours and monetary donations from local businesses, civic organizations and many thoughtful residents too many to list.

Knights of Columbus Council 1090, the Plymouth Family Resource Center and the Rotary Club of Terryville partnered to participate in the annual United Way Day of Caring. These groups, in one day, contributed the equivalent of over 100 hours to spread playground surface at the Lake Winfield Playscape.

New trees, benches, tables and other landscapes adorn town parks; many are donated in memory of loved ones, several from the Conservation Commission to celebrate Arbor Day, and others from those of whom wish to simply be kind.

Programs and Activities

There are program offerings and activities for "All Seasons and Ages." The PPR provides you with the convenience of 24 hours-7 days a week online access to www.plymouthtownrec.com. Here you can view news, updates, and other information about programs and events. In addition to online registrations, here you will find a link to the community calendar and our Facebook page.

The youth rec summer camp continues to provide your community with tons of fun, games and a safe environment for countless local families. This past year the camp was held at Fisher Elementary School. Our dedicated staff takes an abundance of pride to ensure that your camp remains one of increasingly high quality and affordable to working families. So successful is your youth rec summer camp registrations were sold to capacity! This is possible through and with the cooperation of the Plymouth Board of Education. Regular visits by the Plymouth Volunteer Ambulance Corp and Terryville Volunteer Fire Department allow the campers to learn about public safety, public safety equipment and to interact with these professionals.

Participation in youth rec basketball league continues to increase. This program is for girls and boys in grades K-8. There are now girl's divisions for grades 2-8 and boy's division in grades 2-8. Two Plymouth rec travel teams continue to achieve success. The boy's 7th and 8th grade team won the league championship.

"Friday Nights Lights" is the term that refers to one of our recent start-ups: youth rec flag football. This program for boys and girls takes place at Ososki Field, Plymouth's only athletic field with lights.

Giving Back

The Plymouth Community Garden remains to meet the rising demand of health conscience and in some cases financially prudent citizens. The garden annually produces bountiful harvests and from this harvest local volunteers are proud to donate hundreds of pounds of fresh fruit and vegetables to the Plymouth Community Food Pantry. Also, the community garden is a great example of multi-generational and socio-economic groups coming together for a common cause.

The Plymouth Parks and Recreation Department continues to offer a variety of programs for all seasons and all ages. Take a tour of www.plymouthtownrec.com to learn more about the ever expanding recreational opportunities for adults, seniors, children, families and you.

Land Use

This is to give you an insight into the Land Use department and the seven boards and committees that this office serves and works with. There are four citizen land use boards of the Town, all of which are concerned with and responsible for land in the town and how land is used. The Planning & Zoning Commission oversees use, determining what activities are allowed where, and the form of the development (density, lot size and building style); and meets twice a month (except for August and once in November). The Inland Wetlands & Conservation Commission is the advisor to the Town on environmental issues and the guardian of the vital and sensitive wetlands and watercourses; and meets twice a month (except for August). The Economic Development Commission watches over the Town's economy, seeking growth of the business portion of the Town's tax base to assure new tax revenues and increased employment options for the citizens of Plymouth; and meets once a month (except for August). The fourth board is the Zoning Board of Appeals, whose role is much different than that of the other three. Its primary role is as the rule bender for the development process, allowing zoning rules to be modified if circumstances warrant it. The second role is adjudicator to review the actions and decisions of the Zoning Enforcement Officer, when a complaint is filed, to assure that the decisions are reasoned and fair. The third role is mandated by the State of Connecticut General Statute, reviewing applications for motor vehicle dealers and repairers' licenses. Unlike the other three Commissions, Zoning Board of Appeals meets "on-demand", whenever there are applications to be heard.

In addition to the volunteer citizen boards, there are three specialized committees. The Code Enforcement Committee, often called the "Blight Committee", is comprised of town hall professionals plus citizen representatives and is chaired by the Zoning/Wetland Enforcement Officer. The Tax Incentive Committee is comprised of the mayor, town department heads, including the Planning & Economic Development Director, and the chair of the Economic Development Commission. The Tax Incentive Committee is part of the Town's effort to grow

the Town's business tax base. The third committee is the Real Estate Committee, which, the Planning & Economic Development Director, together with the Tax Collector, advise and coordinate. The charge of the Real Estate Committee is to review properties that the town has acquired by tax default and then determine whether to sell for revenue or keep for future use by the town. The Real Estate Committee is comprised of three members.

Behind the scenes to these boards and committees is the land use staff who prepares reports to inform and advise the respective board members. Board meetings are usually in the evening and committee meetings are usually day time. Land use staff works with the applicant(s), their professionals and interested members of the public. Report preparation involves independent research plus consultation with other departments of the town, notably Public Works, Building, Fire Marshal, Water Pollution Control Authority, Torrington Area Health District, and the Police Department and also with the three Commissions and the Zoning Board of Appeals.

There are daily tasks. Chief is permitting: reviewing applications and then issuing zoning and wetland permits. Permitting is not an isolated task; it involves coordinating with related town departments, most notably the Building Office, Public Works, Fire Marshal, Tax Assessor, Tax Collector and Torrington Area Health District, which is the health department for the Town. The other daily task is advising, explaining to people what they can and cannot do with their land and building, and also their neighbors are doing and can and cannot do.

Real Estate Committee

The Real Estate Committee (REC) operates under guidelines approved by the Plymouth Town Council. This three member committee, scheduled to meet once a month, is made up of two members of the Town Council and the Director of Parks and Recreation.

When properties are acquired by the Town of Plymouth, state statute requires that the Town's Planning Agency review each property to determine if a property should remain part of the Town's inventory; a public park, open space, or for a municipal improvement. The Planning Agency may otherwise approve that the (REC) market the property for sale. Any proposals and subsequent transfer of Town owned property ultimately requires the approval of the Plymouth Town Council.

Building Department

The Building Department is responsible for issuing building permits, answering questions from the public, inspecting all permitted projects, inspection of any rental units for housing compliance and review of plans.

The Building Department has implemented an on-line permitting system for residents and contractors, all permits must be completed on-line or at the public kiosk located in the Town Hall. Since implementation of the system there has been a significant increase in permits and ease of tracking information.

Permits are required for any repair, remodel, addition, alteration, or new construction which includes sheds, gazebos, decks, pools, etc. Permits are also required for all electrical,

mechanical, or plumbing work whether new work or repairs/alterations. There is also a penalty for any work completed without a proper permit.

The following permits were issued between July 1, 2017 and June 30, 2018:

Building Permits	241
Plumbing Permits	39
Mechanical Permits	102
Electrical Permits	86
Demolition Permits	20
Misc Requests	15
TOTAL PERMITS	529

Plymouth Board of Education

The school system has been engaged in significant work over the past three years but faced many challenges along the way due to the financial instability of the State. It is the intention of the school system to graduate students prepared for college but, aware of the complete range of choices that lie beyond high school. Student attendance has also received a great deal of attention and the efforts at each school have resulted in reductions in the percentage of students who are labeled chronically absent. Significant effort has continued around the implementation of the workshop model from Kindergarten through Grade 6. In addition, the district has now aligned a word study program from K-5, using “Foundations” from K-3 and district developed units for grades 4 and 5. A new math program was introduced for students K-8 in 2016-2017 and teachers have received support and training over the past few years to master implementation. We worked with CREC in order to bring the Next Generation Science Standards to our district in phases and will continue that work in 2018-2019. The high school successfully added AP Language and Culture to its Program of Studies in 2017-2018 and students were highly successful on the AP test during its inaugural year. Unfortunately, the school system has been plagued with significant cuts due to State holdbacks in ECS and increased costs in insurance. These cuts have reduced classroom teachers, instructional coaches, and some support staff. The reductions have made it more challenging to provide the growing need in our district for more individual and small group attention.

As we move forward we are excited about the future. We are moving our workshop model to grade 7 in 2018-2019. AP Government and Politics is being taught for the first time to our high school students and predominantly to students in Grade 10, a group that has not traditionally had the opportunity to take an AP class. We are also taking greater advantage of technology to allow for better data analysis and curriculum work. The curriculum for all of our core classes will be housed in our online system. Data will be analyzed at the district, school, grade level, and teacher level using an online platform thus allowing for a greater understanding of the correlates that occur between and among the data. A major district initiative is our focus on emotional intelligence. Our emphasis during the 2018-2019 school year is Self-Awareness and Relationship building with all adults. We expect that as we become more aware of our own emotions, values, and thoughts and how they influence behavior that we will become even stronger and more resilient as a district with a greater capacity to support all learners.

Water Pollution Control Authority (WPCA)

The Plymouth Water Pollution Control Authority (WPCA) was established in 1979 and has the power and duties set forth in Chapter 103 of the Connecticut General Statutes. The WPCA operates and maintains eight pumping stations and 47.5 miles of sanitary sewer lines and the main treatment facility located at 35 Canal street in the Pequabuck section of Plymouth and Terryville.

The facility was originally built in 1960 with upgrades in 1990 and most recently in 2015. The system was designed as an extended aeration process. The latest upgrade was for nitrogen removal and the system was modified for a 5-stage bartenpho process. The facility was designed to treat 1.75 mgd.

In June 2016 the WPCA received its new National Pollutant Discharge Elimination System (NPDES) permit which includes a compliance schedule to meet new requirements outlined in the new permit. The WPCA has purchased a new Ultraviolet disinfection system to be installed after October 31, 2018 and be in full operation for the beginning of our next disinfection season which begins April 1, 2019. We are also in the early stages of designing a temporary Phosphorus removal system to be in operation by June 1, 2019 to meet the above referenced compliance schedule. During this temporary time period a permanent system will be designed which will include upgrading existing equipment with new and making additional process modifications to the last major treatment plant upgrade in 1990.

The main function of the water Pollution Control Authority is to abate pollution and make a safe environment for the residents in the town of Plymouth as well as other communities downstream along the Pequabuck River Watershed.

Town of Plymouth
General Fund Revenue/Expenditures Summary
6/30/2018

	FY2017-18 ORIGINAL BUDGET	YEAR-TO- DATE ACTUALS	ENCUMR.	TOTAL YTD WITH ENCUMBR.	Y-T-D VARIANCE POS. (NEG.)	PERCENT VAR. POS. (NEG.)
REVENUES BY SOURCE:						
CURRENT TAX LEVY	25,380,901	25,261,525		25,261,525	(119,376)	-0.47%
MOTOR VEHICLE TAXES	2,650,951	2,688,810		2,688,810	37,859	1.43%
PRIOR YEAR'S TAXES	500,000	565,353		565,353	65,353	13.07%
INTEREST & LIEN FEES	250,000	305,115		305,115	55,115	22.05%
MOTOR VEHICLE SUPPLEMENT	300,000	323,996		323,996	23,996	8.00%
CHARGES FOR SERVICES (ALL)	302,600	391,279		391,279	88,679	29.31%
STATE GRANTS / INTERGOV.	11,403,100	9,957,060		9,957,060	(1,446,040)	-12.68%
INVESTMENT & MISC. INCOME	97,500	75,342		75,342	(22,158)	-22.73%
APPROPRIATION OF FUND BALANCE	-	-		-	-	
OPERATING TRANSFERS IN	114,450 **	76,950		76,950	(37,500)	-32.77%
SUBTOTAL P.I.L.O.T.	30,000	59,665		59,665	29,665	98.88%
TOTAL REVENUES	41,029,502	39,705,095	-	39,705,095	(1,324,407)	-3.23%
EXPENDITURES BY DEPARTMENT						
GENERAL GOVERNMENT:						
001 MAYOR'S OFFICE	153,123	144,913	-	144,913	8,210	5.36%
002 TOWN COUNCIL	5,575	5,315	-	5,315	260	4.66%
003 HUMAN RESOURCES	38,000	42,634	-	42,634	(4,634)	-12.20%
005 FINANCE DIR. OFFICE	269,623	283,046	-	283,046	(13,423)	-4.98%
006 CENTRAL OFFICE	113,591	142,189	524	142,713	(29,122)	-25.64%
007 TREASURER	3,600	3,600	-	3,600	-	0.00%
011 REGISTRARS	58,100	42,401	400	42,801	15,299	26.33%
012 CLERICAL STAFF	114,256	112,408	-	112,408	1,848	1.62%
013 BOARD of FINANCE	229,900	131,817	-	131,817	98,083	42.66%
014 ASSESSOR'S OFFICE	98,363	82,524	531	83,055	15,308	15.56%
015 BOARD of TAX APPEALS	800	430	-	430	370	46.24%
016 TAX COLLECTOR'S OFFICE	97,882	75,825	604	76,429	21,453	21.92%
017 LEGAL SERVICES	122,750	76,465	123	76,587	46,163	37.61%
019 PROP. & LIABILITY INSURANCE	1,002,626	967,848	-	967,848	34,778	3.47%
020 EMPLOYEE BENEFITS	3,253,200	3,012,791	29,978	3,042,768	210,432	6.47%
021 HEART & HYPERTENSION	21,000	1,078	-	1,078	19,922	94.87%
022 TOWN CLERK'S OFFICE	126,650	108,104	-	108,104	18,546	14.64%
023 PROBATE COURT	5,140	5,140	-	5,140	-	0.00%
027 SPECIAL SERVICES	18,925	4,424	-	4,424	14,501	76.62%
SUB-TOTAL GENERAL GOV.	5,733,104	5,242,952	32,159	5,275,111	457,993	7.99%
PUBLIC SAFETY:						
031 FIRE MARSHAL'S OFFICE	69,800	67,769	222	67,990	1,810	2.59%
032 POLICE DEPARTMENT	2,374,362	2,217,610	16,250	2,233,860	140,502	5.92%
033 EMERGENCY MANAGEMENT	30,100	25,383	88	25,471	4,629	15.38%
034 ANIMAL CONTROL	18,450	13,083	-	13,083	5,367	29.09%
035 COMMUNICATIONS	477,627 **	484,706	5,965	490,671	(13,044)	-2.73%
036 FIRE DEPARTMENT HQ	238,805	228,346	12,428	240,773	(1,968)	-0.82%
037 TERRYVILLE STATION	22,550	20,310	-	20,310	2,240	9.93%
038 PLYMOUTH STATION	14,100	27,093	3,607	30,700	(16,600)	-117.73%
039 FALL MOUNTAIN STATION	12,700	12,944	97	13,041	(341)	-2.68%
SUB-TOTAL PUBLIC SAFETY	3,258,494	3,097,243	38,657	3,135,900	122,594	3.76%

* Amended budget reflects any line item transfers approved by BOF

Town of Plymouth
General Fund Revenue/Expenditures Summary
6/30/2018

	FY2017-18 ORIGINAL BUDGET	YEAR-TO- DATE ACTUALS	ENCUMR.	TOTAL YTD WITH ENCUMBR.	Y-T-D VARIANCE POS. (NEG.)	PERCENT VAR. POS. (NEG.)	
PUBLIC WORKS:							
026	TOWN HALL MAINT.	297,545	206,732	3,743	210,475	87,070	29.26%
030	UTILITIES	583,000	568,823	908	569,731	13,270	2.28%
040	SNOW REMOVAL	387,350	366,125	-	366,125	21,225	5.48%
041	HIGHWAY DEPT.	835,248	636,291	25,920	662,210	173,038	20.72%
043	FACILITIES & BLDG.	59,000	59,042	4,419	63,461	(4,461)	-7.56%
044	TRANSFER STATION	566,797	587,464	14,949	602,413	(35,616)	-6.28%
046	PUBLIC WORKS DIRECTOR	141,467	79,703	208	79,911	61,556	43.51%
047	MAINTENANCE GARAGE	423,098	382,860	29,957	412,817	10,281	2.43%
051	BUILDING OFFICIAL	77,733	78,388	97	78,485	(752)	-0.97%
	SUB-TOTAL PUBLIC WORKS	3,371,238	2,965,428	80,200	3,045,628	325,610	9.66%
HEALTH AND SOCIAL SERVICES:							
060	HUMAN SERVICES COMMISSION	2,200	2,219	100	2,319	(119)	-5.41%
061	HUMAN SERVICES	61,375	45,996	-	45,996	15,380	25.06%
062	TORR. AREA HEALTH DISTR.	65,735	66,770	-	66,770	(1,035)	-1.57%
065	AMBULANCE CORPS	42,265	40,990	226	41,216	1,049	2.48%
066	MENTAL HEALTH - OTHER	860	857	-	857	3	0.35%
067	ELDERLY TRANSPORT.	47,500	27,302	4,101	31,404	16,096	33.89%
	SUB-TOTAL HEALTH	219,935	184,133	4,428	188,561	31,374	14.27%
LIBRARIES:							
070	TERRYVILLE LIBRARY	473,268	365,128	4,495	369,623	103,645	21.90%
071	PLYMOUTH LIBRARY	22,000	10,000	-	10,000	12,000	54.55%
	SUB-TOTAL LIBRARIES	495,268	375,128	4,495	379,623	115,645	23.35%
PARKS & RECREATION:							
080	PARKS & RECREATION DEPT.	202,034	190,545	5,474	196,020	6,014 (a)	2.98%
LAND USE:							
024	PLANNING & ZONING	140,094	128,180	1,240	129,420	10,674	7.62%
025	Z.B.A.	3,750	1,790	372	2,162	1,589	42.36%
049	CONSERVATION COMMISSION	5,100	2,221	195	2,416	2,684	52.62%
095	CEMETARIES	6,000	6,000	-	6,000	-	0.00%
096	HISTORIC PROPERTIES COMM.	3,000	773	-	773	2,227	74.23%
097	ECONOMIC DEVELOPMENT COMM.	29,800	2,686	15,000	17,686	12,114	40.65%
	SUB-TOTAL LAND USE	187,744	141,650	16,807	158,457	29,287	15.60%
CAPITAL OUTLAYS & N.R.E.:							
	SUB-TOTAL CAPITAL OUTLAY	458,749	506,249	-	506,249	(47,500)	-10.35%
DEBT SERVICE:							
090	SUBTOTAL INTEREST	602,381	651,588	-	651,588	(49,207)	-8.17%
091	SUBTOTAL PRINCIPAL	2,287,766	2,292,377	-	2,292,377	(4,611)	-0.20%
	TOTAL DEBT SERVICE	2,890,147	2,943,964	-	2,943,964	(53,817)	-1.86%
TOTALS:							
	MUNICIPAL	16,816,712	15,647,293	182,220	15,829,513	987,199	5.87%
099	EDUCATION	24,212,790	22,710,537	402,170	23,112,707	1,100,083	4.54%
	TOTAL GENERAL FUND EXP.	41,029,502	38,357,830	584,390	38,942,220	2,087,282	5.09%

ESTIMATED FY 2018 GENERAL FUND SURPLUS (DEFICIT)

762,875

* Amended budget reflects any line item transfers approved by BOF