

**TOWN OF PLYMOUTH  
CITIZENS' ANNUAL REPORT**



**FOR THE YEAR ENDED**

**JUNE 30, 2019**

**TOWN OF PLYMOUTH, CONNECTICUT**

**For Fiscal Year Ended June 30, 2019**

**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  
Interim Parks and Recreation Director  
Superintendent of Schools

Jeannette C. Brodeur  
Barbara L. Deschaine  
Christie Arena  
Joseph Kilduff  
Ann Marie Rheault  
David C. Mischke  
William Hamzy  
Barbara K. Rockwell  
Ray Kovaleski  
Andre Dorval  
Margus T. Laan  
Scott Eisenlohr  
Karen M. Krasicky  
Mark Sekorski  
Anthony J. Orsini  
Clarence B. Atkinson  
Charles Wiegert  
Dr. Antonio Scappitici  
Gretchen DelCegno  
Briana Brumaghim  
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**

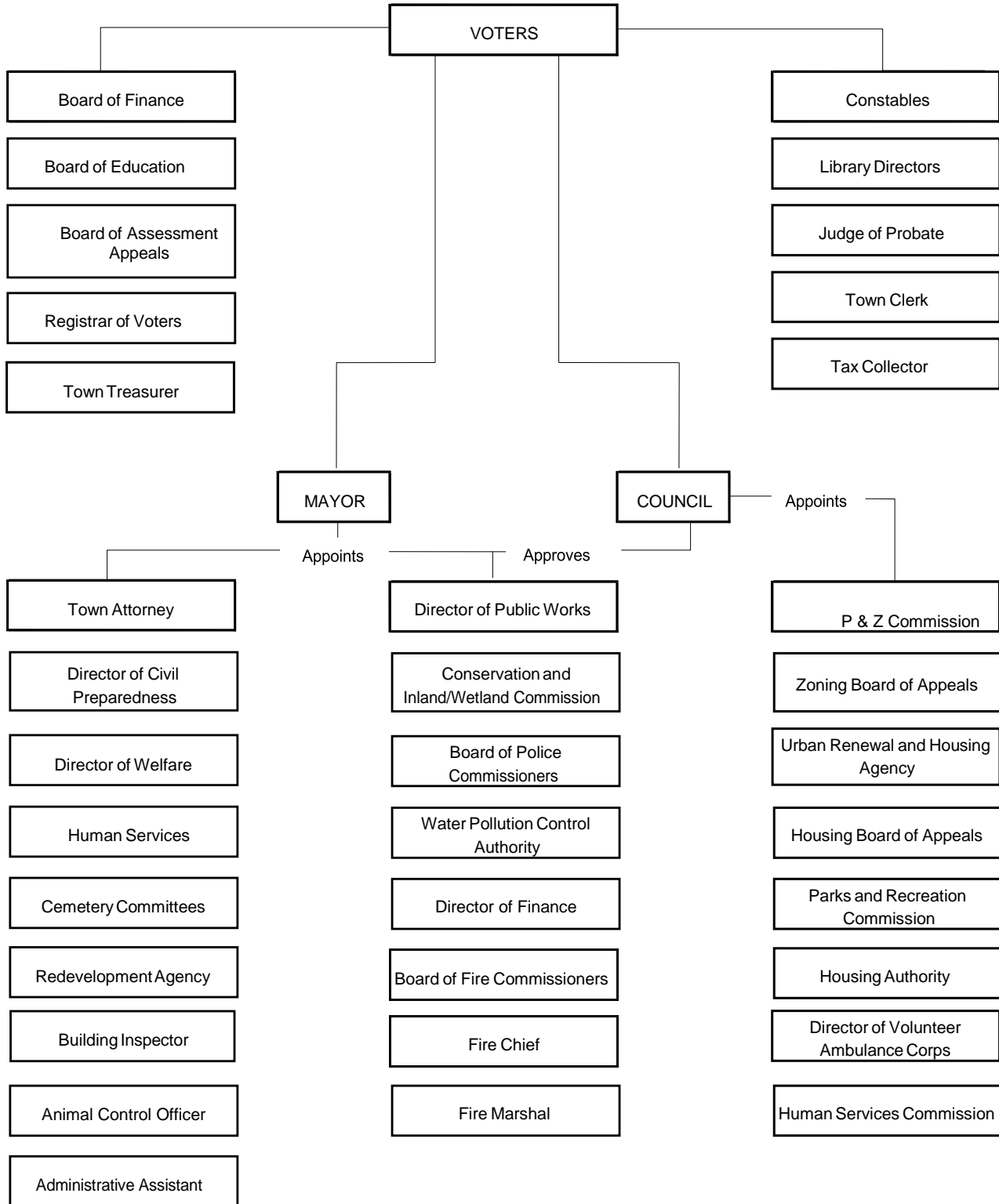
Population: 11,750

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 very pleased to present the 2018 – 2019 Annual Report to the citizens of the Town of Plymouth. What follows is a brief narrative submitted by each department head. As we closed the books on this year we once again finished in the black and we were able to increase our undesignated fund balance to in excess of two million dollars. During this past year we have once again welcomed new businesses to our business park. We not only have new buildings, but we also have expansions of existing buildings. We have continued to clean up our downtown area and this year have torn down the old Mayfair Garage and received a grant to clean up that property. That is now complete

and is ready for a new tenant. Recently we sold the old Main Street school to EdAdvance and they have completed renovations that will allow them to open for business as a school for special needs. This school will not only serve and benefit the Town of Plymouth but, will also serve surrounding communities. Recently we bought all our street lights in town and have converted them to new LED lighting that will not only make our community brighter but, will save us about \$175,000 a year in electricity costs. I am very excited about the upcoming year as we will continue to keep Plymouth moving forward. We will be bringing to you plans for a new police station. I hope you all have an opportunity to visit our existing station during upcoming open house times so that you can see the cramped quarters and see how badly we need a new police station. As we move forward together, I know that we will continue to make Plymouth a great place to live and a town that we can all be proud of.

All 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](http://www.plymouthct.us).

## **Finance**

*Ann Marie Rheault – Director of Finance*  
*Paul Hendrickson – BOE Business Manager*

### *Financial Highlights:*

In the wake of significant state funding reductions in fiscal year 2018, the Town and the BOE moved forward very conservatively into fiscal year 2019 anticipating additional cuts in state aid. The Town budget included contingency funds that, at the end of the fiscal year 2019, remained mostly intact. The unaudited results of the General Fund indicate total revenues exceeded total expenditures by \$883,811. 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 2019 were \$41,004,069 compared to actual revenues of \$40,999,607 yielding \$4,462 less revenue than budgeted. This difference is attributable to \$167,232 lower than budgeted special education excess cost reimbursement from the state

caused by lower than expected student outplacements. Current year tax collections were levied on a Net Grand List of \$747,188,591 as determined by the Assessor's office. The total amount budgeted for the current taxes on real estate was \$24,261,379 versus actual tax receipts of \$24,246,728. Current motor vehicle tax collections were lower than budgeted by \$115,221 while personal property was lower than budgeted by \$19,358. This was offset by \$27,832 higher than budgeted prior year tax revenue and \$40,631 interest and liens higher than budgeted motor vehicle supplement tax revenue.

Departmental revenues also exceeded budget by \$119,669 driven mainly by higher than expected metal reimbursements of \$26,406 and town clerk fees of \$55,720 and various building department permits totaling \$29,817.

The Town also recognized \$129,903 revenue from the sale of town owned and foreclosed properties in the general fund. Additional revenue from the sale of the former Main Street School and industrial park lots was recorded in the debt service and economic development funds.

*Expenditures:*

As financial pressures on the Town and uncertainty regarding state aid continued into 2019, both the Town and the Board of Education (BOE) continued to look for money saving opportunities. The BOE budget was reduced from \$24,212,791 in fiscal year 2018 to \$24,037,791 in fiscal year 2019, a \$175,000 (0.72%) decrease. In an effort to contain benefits expenses and limit the impact on future budgets, effective July 1, 2018, the BOE transitioned from commercial health insurance to the State sponsored Connecticut Partnership Plan 2.0. With these constraints in mind, the BOE expenditures including encumbrances ended the year \$169,336 under budget while the Town expenditures are under budget by \$713,916. Most individual departments stayed within budget for fiscal year 2019. Notable line items that were overbudget include tech upgrades that were overbudget by \$7,048, legal services of \$24,413 for contract/grievance negotiations and legal fees related to the proposed sale of the former Prospect Street School, \$68,386 overage due to the delay in the switchover to LED lighting and \$21,371 due to an increase in hydrant rentals. Any additional small budget overages in various departments are more than offset by the positive variances for most departments. The 2019 budget included a budgeted \$230,000 reserve for contingency, \$6,980 which was used for additional capital costs for the fire headquarters boiler, and \$100,000 fund balance restoration. All other departments saw positive budget to actual results including property and casualty and workers compensation premium costs of \$72,697, employee benefits of \$195,641, public safety of \$114,488, public works of \$182,377 excluding the utility overages noted above, and the Terryville library of \$28,157.

*Capital Projects & Debt Service:*

Taxpayer-funded capital outlays and non-recurring expenditures paid from the General Fund were budgeted at \$499,657 including the purchase of a replacement front end loader for public works and an update to the Town's road review and six year plan. In fiscal year 2019, the Town completed the renovation and expansion of the Plymouth fire station and in October 2018, the Town entered into a twenty-year bond for the firehouse, various road reconstruction, Eli Terry rear access and town hall improvements. In addition, the BOE has a pending request to transfer their unexpended 2019 surplus of \$169,336 be transferred to the BOE Sinking Fund.

*Acknowledgements:*

The Finance department would like to acknowledge and thank all of the municipal and school officials who worked diligently maintain their departmental budgets and who have contributed their time and efforts in the preparation of this annual report. We appreciate everyone’s hard work and contributions to the financial health of the Town.

**Registrar of Voters**

*Barbara Deschaine – Republican Registrar*  
*Jeannette Brodeur – Democrat Registrar*

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 2<sup>nd</sup> and April 30<sup>th</sup>, 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**

*Christie Arena – Interim Tax 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, 2018, Grand List is as follows:

REAL ESTATE	\$625,882,850
PERSONAL PROPERTY	\$34,955,133
MOTOR VEHICLE	\$93,018,505
TOTAL	\$753,856,488

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

### **Tax Collector**

*Joseph Kilduff – Tax Collector*

The tax office as of June 30, 2019 collected approximately 99.85% of the projected collections. 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 \$160,000 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 two years. 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**

*Barbara Rockwell – Town Clerk*

The Town Clerk's office is responsible for maintaining all public land records, survey maps, all vital statistics. The office also issues dog licenses, and marriage licenses. We receive and certify death certificates, birth certificates, marriage licenses and Notary Public licenses. The office also issues burial/cremation permits, trade names and archives the town's historical documents. The office has a Notary 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 Friday 8:30am to 12 noon.

In December 2017 an assistant town clerk, *Erica Nodine Cabiya*, was hired. This was a much needed position. With all the above responsibilities a second pair of eyes and hands in the office has served the citizens of Plymouth more efficiently.



***Vital Statistics:***

From July 1, 2018 through June 30, 2019 the Town Clerk’s Office recorded the following:

Births	95
Deaths	112
Marriages	69
Documents Recorded on Land Records	2,489

***Dog Licenses:***

1,126 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 30<sup>th</sup>. A one dollar (\$1) per month late fee is applied to any license renewed after June 30<sup>th</sup>. A stiff fine can be applied by Animal Control to anyone neglecting to license their dog. If your dog isn’t licensed, please consider coming in soon.

***Sportsman’s Licenses:***

The town clerk’s office stopped issuing sportsman’s licenses this past June. The state has a public online system so sportsmen can go on line at home and buy their annual license without the help of this office.

***Footnote:***

I will be retiring in November this year. I thank everyone for the great 20 years I’ve spent here. I love my job! I wasn’t born and raised here but, everyone in this town always made me feel welcomed and that’s why I ran for Town Clerk in 1999. I thank you for the support and hope that you will support my assistant Erica Cabiya who will be taking my place. She has been working in the office for almost two years now and is studying for her town clerk certification, which she will receive in about a year. She is also well versed in all of the office procedures.

**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**

*Raymond Kovaleski – 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 4<sup>th</sup> and 5<sup>th</sup> 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

Gerald Wunsch, Vice-Chairman

Keith Golnik

Victor Mitchell

Vern Wagner

Daniel Wollenberg

Mark Redman

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 4<sup>th</sup> and 5<sup>th</sup> 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 2018 Local Prevention Poster Contest Winners are:

### **Harry S. Fisher 5<sup>th</sup> grade**

1<sup>st</sup> Place – Emma Kulak

2<sup>nd</sup> Place – Isabella Parajon

3<sup>rd</sup> Place – Charlotte Racho

### **Plymouth Center 5<sup>th</sup> grade**

1<sup>st</sup> Place – Anthony Boggio

2<sup>nd</sup> Place – Taylor Freimuth

3<sup>rd</sup> Place – Aiden Legassey

### **Harry S. Fisher 4<sup>th</sup> grade**

1<sup>st</sup> Place – Mia Gonzalez

2<sup>nd</sup> Place – Corey Watkins

3<sup>rd</sup> Place – Arianna Vasquez

### **Plymouth Center 4<sup>th</sup> grade**

1<sup>st</sup> Place – Bria Gruner

2<sup>nd</sup> Place – Robert Mailhot

3<sup>rd</sup> Place – Kierdin Ireland

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 358 calls.

Below is a breakdown from January 1, 2018 – December 31, 2018.

Fires	22
Overpressure/Explosion	1
Rescue/EMS	7
Haz Mat	112
Service Calls	102
Good Intent	53
False Alarm/No Fire	60
Special Incident	1

Fire Marshals Incidents from January 1, 2018 – December 31, 2018:

Inspections	161
Re-Inspections	25
Other	100
Follow-up	9
Construction	17
Burn Permits Issued	34
Blasting Permits	6
Site Plan Review	17
Fireworks	2
Plan Review	7

The office income was \$1,630.00 from burn permits, site plans and blasting permits for July 1, 2018 – June 30, 2019 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](mailto:firemarshal@plymouthct.us) and we will get back to you.

**Emergency Management**

*Anthony Orsini – Emergency Management Director*

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
Eversource	David Dobratz
Frontier	Rick John
Eversource Community Relations Specialist	Hedy Ayers
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.

*DEMHS Region REPT (Regional Emergency Planning Team) Meeting:*

On August 20, 2018, a Region 5 REPT meeting was held in Watertown, CT.

*“Operation Save a Life”:*

On September 13, 2018, “Operation Save a Life” was held in New Haven, CT. This program, which is sponsored by Kidde, WTNH News 8, and Home Depot, offers free smoke and carbon Monoxide alarms to the residents of the Town of Plymouth.

*American Red Cross Shelter Survey:*

On October 4, 2018, the American Red Cross completed a shelter survey at the Eli Terry Jr. Middle School.

*Crisis Tracking Workshop:*

On October 30, 2018, Plymouth Emergency Management participated in a Crisis Tracking Workshop that was held in Watertown, CT.

*DEMHS Region 5 High Band Radio Test:*

On January 31, 2019, a high band radio test was held at TFD Station 1.

*Annual DEMHS Region 5 Emergency Management Directors Meeting:*

On April 8, 2019 the annual EMD's meeting was held in Watertown, CT.

*DEMHS Region 5 Quarterly High Band Radio Test:*

On April 24, 2019 the quarterly high band radio test was held at Station 2.

*Connecticut Emergency Management Symposium:*

On April 25, 2019 the CT Emergency Management Symposium was held in Cromwell, CT. Some of the topics for the symposium included an overview of responses to industrial fires, severe weather, disaster impacts and consequences from power outages, a debris management overview, make safe and blocked roads protocol, an update on cybersecurity initiatives, and the 2019 hurricane season forecast.

*DEMHS Region 5 Meetings:*

All Department of Emergency Management Homeland Security Region 5 meetings are held at the Watertown Fire Department Headquarters at 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**

*Karen Krasicky – Chief of Police*

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 canine handler was out of work from the end of July until he resigned on October 18, 2018. The ACO/police officer position was eliminated in

February 2019, at which time he returned to the patrol division. Beginning in March 2019, a part-time civilian ACO was hired to assume the animal control duties and responsibilities.

The School Resource Officer/Youth Officer (SRO/YO) monitored 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. SRO/YO presented the “Safe and Alcohol/Drug Free School Program” to the fifth-grade classes at Harry S. Fisher and Plymouth Center Schools.

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 significant amount of work.

When the Animal Control Officer/Police Officer was not addressing animal complaints and animal related issues 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 Part-Time Animal Control Officers also addressed animal complaints and animal related issues and they worked in conjunction with the Animal Control Officer/Police Officer.

The Police Officers in our department’s patrol division 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. They also made multiple arrests for driving under the influence of alcohol and/or narcotics. They worked diligently to help 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.

The Dispatchers received and addressed a good amount of service calls for police, fire, and EMS and handled routine matters via the landline and with respect to walk-in issues. They also performed record-keeping functions and assisted the police officers with various items.

In addition to the accomplishments of the criminal investigation unit, the animal control officer/police officer, the police officers in the patrol division, and the dispatchers, the following is a list of some of the other accomplishments and improvements for our department for fiscal year July 1, 2018 to June 30, 2019:

- Compilation and dissemination of the following Procedural Directives: #18-60, “Sexual Assault Investigations”; #18-63, “Biased Based Policing”; and #19-65, “User Account Access/Validation Policy”. Revisions were made to #18-19, “Hiring Procedure for the Position of Police Officer”, #18-37, “Police Response to Crimes of Family Violence, and #18-61, “High Speed Pursuits”.
- Three officers were nominated and chosen to receive awards for the most DUI arrests in our department. Two were presented with the awards and honored at a ceremony/luncheon sponsored by MADD at MADD’s Law Enforcement Recognition Ceremony and the third officer received his award at a later date. 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 thirteenth 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 distracted driving such as cell phone usage.
  - 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 \$1,00.00.

The total amount of grant money, reimbursements, and other donations was \$9,998.92.

Grand total received by the department for the past fiscal year was \$10,998.92

The following is a list of the total calls for service and some of the classifications for fiscal year July 1, 2018 to June 30, 2019:

11,835	Calls for Service
5,376	Routine Calls
1,176	Assists
217	Investigations
308	Criminal Arrests
300	False Alarms
633	Medical Assists
635	Animal Related Incidents

**Motor Vehicle Enforcement**

2,272	Motor Vehicle Stops
132	Motor Vehicle Arrests
734	Infractions
31	Written Warnings
1,402	Verbal Warnings
6	Parking Tags

**Fire Department**

*Mark Sekorski – Fire Chief*

*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 the fiscal year between July 1, 2018 and June 30, 2019, the Terryville Fire Department, a 24hr, 7 day a week free service, responded to 418 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. 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: Terryville fire headquarters located at 21 Harwinton Ave., the Plymouth station (hose co. 2) located at 691 Main St. and the Fall Mtn Station located at 1 Allentown Rd. There are four companies in the department, 3 hose companies and a ladder company.

The fire apparatus in the Terryville Fire Department consists of:

1 – 2000 gallon Engine/Tanker	1 – Mini Pumper/Mini Rescue
5 – 1000 gallon Engines	1 – ATV
1 - Heavy Rescue Truck	1 – Utility Truck
1 - Heavy Rescue Truck	3 – Rescue Boats
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 Joseph Dolan, 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**

*Charles Wiegert – Director of Public Works*

*James Schultz – Highway Supervisor*

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:*

Town Hill Road, Orchard St, Hickory St, Adams Dr, Oak Dale, Fountainhead, Crestview, Mountainview, Tumblebrook, North Harwinton Ave, Woodland, Old Waterbury Road, Fall Mountain area, Greystone Road, South Main St, Beach Ave, East Washington, Scott Road, South Eagle, Magnolia, Cross Road, Washington Road, Knight Lane, Katy Ct, Roosevelt Ave, Dewey Ave, Sandra Ave, Stevens Street, Ellen Dr, Patricia, Lynn Ave, Matthew Street, E. Plymouth Road, Hoye St, Elko Dr, E. Minor Road, N main St, Baldwin Park Rd, Maple St, Union St, Meadow & Sliver St, Hillside Ave Tville, Charles St, Diamond, Gold, Short St, Judd Road, Preston Rd, Gabrielle, Pineview Crt, Lassy Rd,

### *Road Improvements:*

Curtis and Griffin Road, Kimann Drive, Terry Drive, Zwick Dr.,  
Summit View Rd., Highland Rd., Lakeview Rd., Fall Mt. Terrace, Lakeview Rd. Ext., Fall Mt. Lake Rd.,  
Driftwood Lane, Lake Forest, Eastview Rd., Overlook Rd., Overlook Terrace, Club Lane, Helen Rd., Missy Rd., Frankie Lane, Fall Lake Rd., East View Rd., Dorothy Lane, Siebert Rd., Dawn Lane, West Lakeview, Hosier Rd., Lake Plymouth Blvd., Lake Side Dr., Lake Plymouth Blvd., Visconti Rd., Carol Circle, Westpark Rd., Edward Ln., Town Line Rd., Burr Rd, Railroad St., Harwinton Ave., Sherman Lane, Bemis St., Minor Rd., North St., Harwinton Ave., Saw Mill Rd., Minor Rd., Harwinton Ave., Woodland Road, Public Works Parking Lots, Ridge Rd., and Seymour Rd.

### *Over 100 trees were trimmed or removed in various locations including the following areas:*

High St, Maple Ave, S. Eagle St, Town Hill Rd, Maple St, Ives Lane, Benedict St, King St, Emmet St, North St, Harwinton Ave, Armbruster Rd, North Harwinton Ave, Mountainview, Holt St, Scott Rd, Curtis Rd, Griffin Rd, Old Waterbury Rd, South Eagle St, East Washington, East Plymouth Rd, Kimann Dr, Terry Dr, Minor Rd, Keegan Rd, Todd Rd,

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 \$30,000. We also received rebates in the amount of \$9,026 for recyclable materials. 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 21,000 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 661 new service requests. We closed 578 open requests by June 30. We have had over 4,497 service requests from residents since the on-line system was implemented and we have closed out 4038 requests to date. Residents can obtain solid waste disposal permits from the Public Works office for proper disposal at the Transfer Station.

737 permits were issued for disposal of demolition materials, tires and bulky waste. The department also issued 92 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 997 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. Almost 1800 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 3,300 gallons of waste oil, 150.23 tons of metal, 736 mattresses and 37.85 tons of electronic waste. All Solid waste haulers are required to register and obtain hauling permits annually through the Public Works Department. Plymouth hosted a Household Hazardous Waste Collection event where residents were able to legally dispose of hazardous materials.

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**

*Sally Bain-Picard, Commission Chairperson*

The Human Services department operates with the management of 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. Case Manager Angela Morris continues to work with the Human Services Commission to provide the services that meet the needs of seniors, veterans, handicapped or citizens who have other human services needs.

In July 2018, the Human Services Commission revised their bylaws which were approved by the Town Council in September 2018.

In fiscal 2019, 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. Community Case Manager Angela Morris continues to assist the Human Services Commission with continuing to improve its special services for the residents in need.

Energy Assistance for 2018-2019 concluded on May 15th, 2019. The Human Services office took 347 Energy Assistance Applications during the season.

HRA partnered with the Plymouth Human Services Commission to provide on-site Free Tax Preparation Assistance through the IRS Volunteer Income Tax Assistance Program. This past tax season we completed 84 returns. This constitutes a 155% increase from last year's total of 33 returns. The total refund amount, for Plymouth residents was \$49,082.

HRA applied for the Senior Farmers' Market Nutrition Program on behalf of the Plymouth Human Services Department with the CT Department of Agriculture. We were able to provide (50) booklets for residents aged 60 or higher who met income eligibility guidelines.

The Human Services Commission continues to offer a variety of programs to aid its residents. Sixty-five children for the Back to School portion; and (95) for the Christmas portion of the Small Wonders Program were serviced in the past year. We also continued with providing (100) Christmas gift bags for seniors located at the low-income facilities.

The Commission also continues to provide \$500 scholarships, 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, including review of the monthly invoices prior to payment and questions that arise with scheduling. The new van for the Dial-a-ride program arrived in January 2019.

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

## **Terryville Public Library**

*Gretchen DelCegno – Library Director*

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 Mission and Goals.

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

### *Highlights*

Gretchen DelCegno was hired in September 2018 to fill the vacant Library Director position. She brings a passion for the community and library service, commitment to customer service excellence and a bright vision of the future. She previously worked as the Director of Children's Services at the Meriden Public Library.

As a member of the Bibliomation consortium, the Terryville Public Library is among a network of 66 other public libraries and 8 schools in Connecticut. This relationship increases our efficiency, effectiveness, and the value-added services we can offer our patrons.

The State Library's DeliverIT CT service was partially restored in fiscal year 2018-2019. 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 fiscal year 2018-2019, the library partnered with the Plymouth Community Food Pantry, the Terryville High School LEO Club, the Plymouth Early Childhood Council, the Plymouth Beautification Committee, the Central Connecticut Chambers of Commerce, the Dance Project, Lucky Cup Restaurant, the CATO Rocketry Club, the Lock Museum of America, Jayne Eugene Florist, Plymouth Meats, Thomaston Savings Bank and more on initiatives large and small. Many of these collaborative relationships enhanced library programming for all ages.

The Friends of the Terryville Public Library continue to raise funds for the library through their 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. With the Friend's support, the Robert Leroux Coffee Station was unveiled in fiscal year 2018-2019 near the rear entrance of the library.

### *Adult Service/Reference and Interlibrary Loans*

Over 1,541 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 of other unique informational needs. Requests are made in-person, by telephone at 860-583-4467, or by e-mail at [tplstaff@biblio.org](mailto:tplstaff@biblio.org).

There were over 5,793 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 provide basic computer and technology assistance to library patrons by request.

Adult Services/Reference staff processed over 4,212 interlibrary loans. 1,434 items were lent to us from other libraries for our patrons and we lent 2,778 items to other libraries for their patrons. Interlibrary loans are generated by patrons through the Bibliomation open access catalog or FindIT CT – a catalog of materials available in libraries statewide. Interlibrary loans are delivered via DeliverIT CT.

Over 4,131 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 104 teen and adult programs this year. The total attendance for all adults and teens was 785. These included craft and special interest programs, book discussion groups and more. Programming was held throughout the week, with morning, evening and Saturday programming scheduled, to meet the needs of various populations. In fiscal year 2018-2019, history programs for adults proved to be the most popular. Increased engagement through community outreach, social media marketing, and collaborations with other local history organizations may be partially responsible. Daytime programming for seniors and year-round teen activities were introduced in response to community needs; Craft activities generated the most interest for these populations.

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*

Over 552 reference questions were answered by Children's Services staff this year.

A combined 4,958 children attended 193 programs conducted by Children's Services staff. These included story times for children birth through 5 years old, summer and winter reading programs, holiday and seasonal activities, book discussions, live animal shows, and more. Several new programs were offered including "Sit, Stay, Read" – where children can read aloud to a therapy dog to practice their literacy skills – and a very popular dance program where participants learned several dances made popular in the video game "Fortnite".

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. Increased engagement with the public school system has resulted in greater awareness of library service and programs through outreach to both elementary schools and the middle school.

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 fiscal year 2018-2019, over 2,122 sessions were reported on the ELS.

In March 2019, the Knights of Columbus Council 1090 awarded a grant to the Terryville Public Library to purchase and install several sensory panels in the Children's Library to provide

opportunities to developmentally disabled toddlers and children the opportunity to practice developing their fine motor skills, hand-eye coordination and early literacy concepts.

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.

In May 2019, a grant from the Phyllis Corsetti Endowment Fund allowed the Library to create a new collection of *Wonderbooks* - print books with a ready-to-play audiobooks inside. Different reading and learning modes help students develop reading fluency and comprehension.

*TumbleBooks Library* is a collection of online animated picture books to encourage young children to read. Over 576 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 continue to be 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 3,074 town residents have active library cards. Connecticut library cards are valid at any library in the state. Circulation staff registered many new patrons as a result of the Library Card Campaign that began in February 2019.

Library circulation for the fiscal year was 41,227 physical items, averaging nearly 19 transactions an hour. "Fine Forgiveness" initiatives give patrons the opportunity to return overdue items and bring their accounts back into good standing by making a donation to the Plymouth Community Food Pantry. A new book drop was installed with separate compartments for print and audiovisual materials to prevent damage to delicate items while increasing convenience for library patrons.

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 fiscal year 2018-2019, museum passes were borrowed 136 times. *Imagine Nation*, *Beardsley Zoo* and the *KidsPlay Museum Pass* were the most popular passes.

901 pages were transmitted using our faxing service.

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 the children's computer, managing public fax and copier services, coordinating ILL and ConnectiCar preparation, verifying overdue notices, providing backup for the children's room, and signing up program attendees.

### *The Collection*

As of June 30, 2019, our total physical collection of 68,167 items includes books, magazines, audio CDs, DVDs, audiobooks, and children's kits. While we continually reorganize and reconfigure our use of space to provide reading areas, study areas and computer access areas while maintaining a vibrant physical collection of materials, 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*, *AtoZ World Food*, *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.

With thanks to the Connecticut State Library and the Department of Higher Education, the citizens of Connecticut continue to 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 genealogy and family history resources and additional downloadable audiobooks and e-books through its RB Digital platform.

### *Hours*

The Library is open 42 hours per week. Library hours are: Monday and Wednesday 10am-6pm, Tuesday and Thursday 1am-8pm, Friday 10am-5pm and Saturdays 10am-3pm. (We are closed Sundays.)

### *Library Board Officers*

Linda Kazmierski, Chairperson; Ellen Roth, Vice-Chairperson; Bonnie Leroux, Treasurer; Anita Hamzy, Secretary.

## **Parks and Recreation**

### *Briana Brumaghim, Parks and Recreation Director*

The Plymouth Parks and Recreation Commission is the town's governing body for parks and recreation areas. Commission members are Gerry Bourbonniere (Chair), Linda Kazmierski (Vice Chair), Kerry Bamrick, Dennis Fowler, Paul Gianesini, Nicole McWilliams, and Richard Schnaars. In the Spring 2019, Briana Brumaghim was appointed as interim director upon the Michael Ganem's resignation.

### *Parks and Facilities*

The Parks and Recreation Department 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. The department continues to focus on protecting the town's investment in its parks, an essential part of the town infrastructure.

The department is responsible for the routine maintenance of many parks and facilities, including: Lake Winfield Recreation Area, with a walking path around the lake, playscape, Born Learning Trail, two tennis courts, gazebo, bocce court, surrounding grounds, and three parking areas; Ososki Softball Field (at the former Main Street School); Plymouth Skate Park;

the Plymouth Reservoir Recreation Area (PRRA), on North Street; the Festa Forest Trails, located in the PRRA; Veterans Memorial Playground, at the corner of Eagle Street and Orchard Street; soccer field at the former Prospect Street School; Veterans Memorial area with gazebo, adjacent to Baldwin Park; and the Welcome to Plymouth Signs and Banners along Main Street (Rt. 6). Department staff also performs a variety of support services to the Town of Plymouth, including the daily opening of town hall and covering custodial duty shortages. The maintenance staff is responsible for snow removal at the parks, the Terryville Public Library, the Booktique, and town hall.

Reconstruction of the basketball court at Veterans Memorial Playground was approved to be funded from the Recreation Revolving Special Revenue Fund and is planned to be completed during the year 2020. Construction began in May 2019 of a new multi-purpose field at dedicated recreational space in the Plymouth Business Park. The Community Garden will be re-established in the same area as raised gardening beds in the Spring of 2020.

Water quality at Lake Winfield and the PRRA are assessed and monitored. An annual maintenance plan is in place at Lake Winfield to control invasive aquatic plants. Park staff attends to a variety of maintenance issues at these parks, which are among Plymouth's greatest assets. Cooperation and communication with the Public Works Department, Board of Education, several town boards and commissions, and the mayor's office is required to assure the town's best interests are pursued for the parks.

#### *Grants and Donations*

Donations were received to install at the Lake Winfield Recreation Area playscape two Expression Swings and a Rope Walk.

Post 20 American Legion Riders donated a beautiful new Welcome Sign for Veterans Memorial Playground and a six-foot, engraved bench for the park.

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 department provides you with the convenience of 24 hours/7 days a week online registration access at [www.plymouthtownrec.com](http://www.plymouthtownrec.com). Here you can view news, updates, and other information about programs and events. In addition to online registrations, you will find a link to the community calendar and our Facebook page (Plymouth, CT Parks & Recreation).

The Youth Recreation Summer Camp continues to provide your community with tons of fun, games, and a safe environment for countless local families. The camp is located 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 for working families. This is made possible 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, personal safety equipment, and to interact with these professionals.



Participation in the Youth Recreation Basketball league continues to increase. There are separate programs for girls and boys in grades 2<sup>nd</sup> – 8<sup>th</sup> and K/1<sup>st</sup> is a co-ed program. Two Plymouth recreation boys' travel teams for 5<sup>th</sup>/6<sup>th</sup> grades and 7<sup>th</sup>/8<sup>th</sup> grades continue to achieve success.

Youth Recreation Flag Football has been developing for the past few years and has now established itself as an annual fall program. This program for boys and girls takes place at Ososki Field; Plymouth's only athletic field with lights.

Other recreational programs include an Adult/Senior Exercise class, Cheerleading (co-ed); Adult Open Gym, Loop the Lake 5K Run and Walk at Lake Winfield, Dance Program in cooperation with Reach for the Stars Academy of Dance, Karate beginners' class in cooperation with D'Amato's Excel Martial Arts, and Active Yoga for Adults.

## **Land Use**

*Margus Laan, Director of Planning and Economic Development*

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**

*Clarence Atkinson, Building Inspector*

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, 2018 and June 30, 2019:

Building Permits	331
Plumbing Permits	41
Mechanical Permits	150
Electrical Permits	136
Demolition Permits	17
Misc Requests	25
TOTAL PERMITS	700

### **Plymouth Board of Education**

*Martin Semmel, Superintendent of Schools*

The 2018-2019 school year saw a number of successes. Student, staff and community safety continues to be a priority and the district took multiple steps to layer on additional measures. Safety reviews were conducted at each building by our School Resource Officer, a full week of police training was held at Eli Terry Middle School, and a prioritized list of additional needs for each building were identified. We continued our efforts to support and develop the emotional skills of our students and staff as well. Our teachers and building leaders developed “charters” that identified how they wanted to feel while at work. Furthermore, they learned how to identify their feelings and learned ways to regulate their feelings. The teaching staff also worked to increase their instructional capacity by participating in “Instructional Rounds” at each building as well as a number of school-based training in areas such as Reader’s Workshop, Math Workshop, NGSS, and others. We were also very successful this year with using a student database that helped our principals and teachers “drill” down into student data to identify specific needs for each student. We will continue to develop our expertise with this new program in the coming years. Overall, we saw some progress as a district in terms of student attendance with 92% of our students K-12 being present on a consistent basis. It is our hopes to increase that percentage to 95%. A number of new practices and procedures were emphasized at ETJMS over the past 2-3 years and we saw significant gain for both math and ELA in the most recent (2019) SBAC scores. We were excited to see that our high school students are taking advantage of our Advanced Placement classes with close to 50% of the class of 2019 taking at least one AP class before they graduated, which is more than double than that of the class of 2018. Furthermore, our physical fitness scores continue to increase as well at all levels.

As we move forward, we are excited about the future. We will continue to review safety procedures and protocols at all schools and will place additional focus on our crisis communication plan and reunification plan during the coming school year. We will continue to practice “tabletop” exercises to stress our systems and find additional improvements and we will “harden” our facilities with defensive bollards at each school and a double entry system for the high school. Our work on social emotional learning will now directly connect with our students as we ask them to consider how they and their peers want to feel at school and to be able to identify how they are feeling at a given point in time. We will identify a K-12 instructional framework at the outset of this school year and use it to improve practice with all teachers. We will also develop a Portrait of the Graduate, a process that will include members from throughout the community and result in a high level set of expectations that we have for the skills and knowledge that we want all students to possess when they graduate THS. Our

successful workshop model will move to grade 8 for 2019-2020. We will also add two new courses to the high school: AP Computer Science and Fire Science. Our curriculum review cycle will allow us to focus on critical curriculum needs and our online curriculum platform will improve communication between educators

### **Water Pollution Control Authority ( WPCA)**

*William Kryzanowski – Plant Manager*

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.