

TOWN OF PLYMOUTH
CITIZEN'S ANNUAL REPORT



FOR THE YEAR ENDED JUNE 30, 2017

TOWN OF PLYMOUTH, CONNECTICUT

For Fiscal Year Ended June 30, 2017

PRINCIPAL OFFICIALS

MAYOR AND TOWN COUNCIL

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

BOARD OF FINANCE

Ralph Zovich, Chairman
Victoria A. Carey, Vice-Chairman
Patti DeHuff
James Zalot
Jim Kilduff
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 Kovalesski
Andre Dorval
Margus T. Laan
Scott Eisenlohr
Karen M. Krasicky
Mark Sekorski
Anthony J. Orsini
Clarence B. Atkinson
Charles Wiegert
Dr. Antonio Scappitucci
Lynn White
Michael Ganem
Martin Semmel

BOARD OF EDUCATION

Melissa Johnson, Chairperson
Karen E. Kulesa
Michelle Lucian
Melissa Kremmel
Christopher Goodwin

Roxanne McCann
Anthony J. Orsini
Michael Melchionna
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

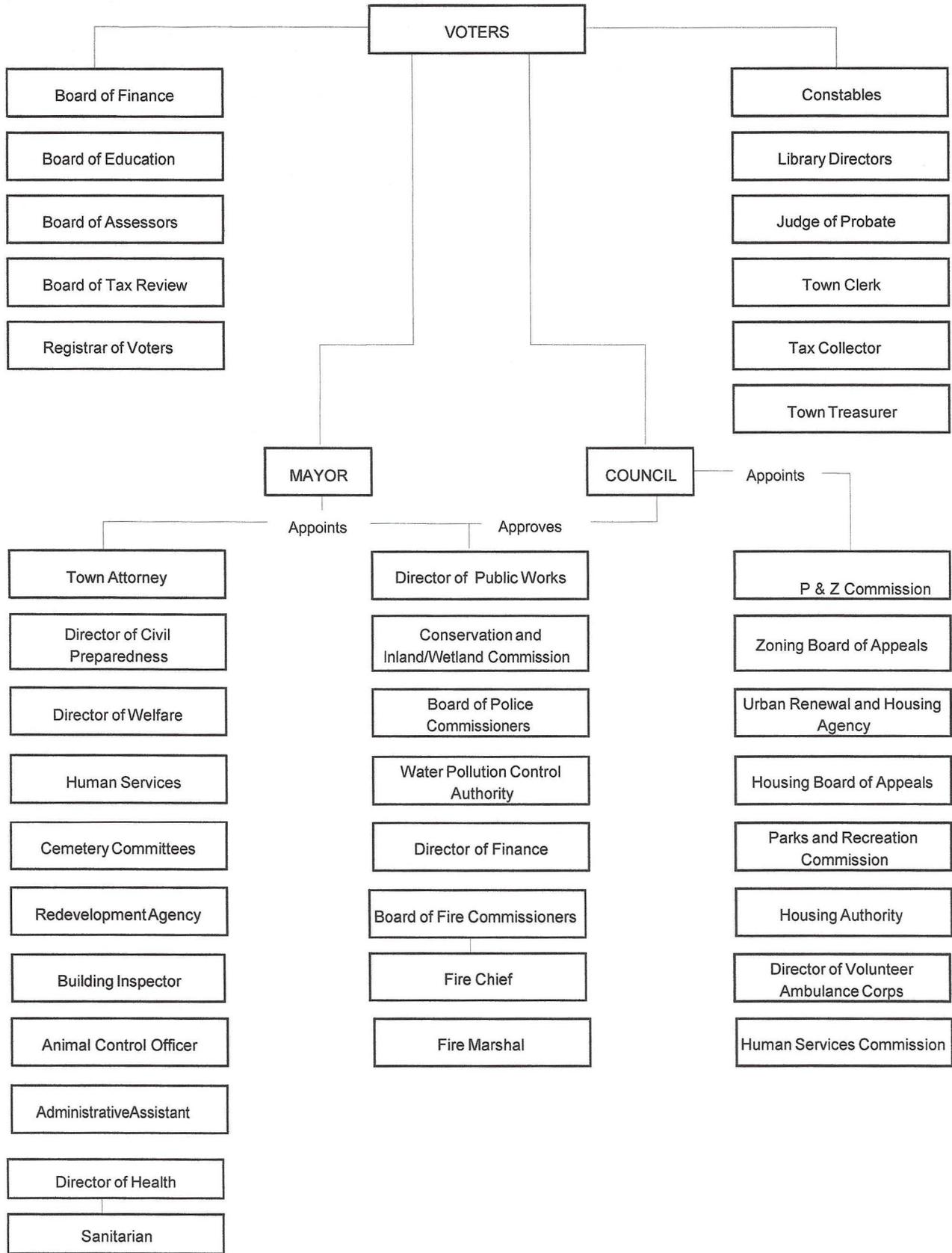
Population: 11,750

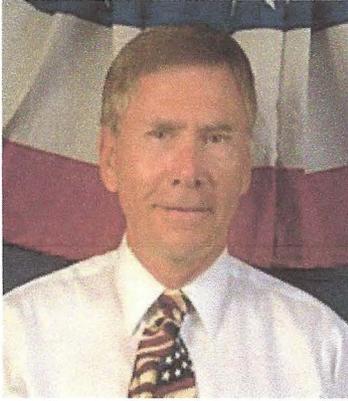
Square Miles: 22.3

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.” Rich, 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 2016-2017 Annual Report to the citizens of the Town of Plymouth. During the past year, the Town has continued its momentum on building and road improvement projects as well as new businesses within the Town. Looking forward, I anticipate continued positive growth for our town. Residents are encouraged to share ideas and comments with the Mayor and the staff. We have an open-door policy, however, to ensure that adequate time can be given to everyone, residents are encouraged to make an appointment.

Comptroller's Office

Financial Highlights

The unaudited results of the General Fund indicate total revenues exceed total expenditures by \$159,706. See financial exhibit included at the end of this report. This anticipated surplus in the operating budget is reflected by both the municipal and education results despite a shortfall in overall operating revenue.

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 actual grant funding and pension contributions, depreciation expense and inter-fund transfers according to Government Accounting Standards.

Revenues & Net Grand List

Total revenues budgeted for FY16-17 total \$39,591,137. The sources of total revenues are composed primarily of three major components, as follows; taxation, state grant funding (intergovernmental) and departmental fees and service charges. The remainder of funds received was derived from investment income and reimbursements. Current year tax collections were levied on a Net Grand List of \$767,110,569 as determined by the Assessor's office, a small increase over the previous year's \$764,609,478 taxable base. The total amount budgeted for the current and prior year's taxes on all real and personal property, including fees was \$28,047,972 versus actual tax receipts of \$27,976,148. Collections of the current year's property taxes fell short by only \$84,578. Motor vehicle tax collections came in \$454,199 under budgeted projections but were partially offset by \$248,089 higher than budgeted motor vehicle supplement income. The 2017 budget had included a projected \$140,000 appropriation of fund balance, which was not needed in order to balance the budget. 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 \$825,000 including late charges and lien fees, and the actual collection of delinquent taxes and fees totaled \$874,608.

The Town received total intergovernmental revenues of \$10,947,094 of which the largest single component is the Education Cost Sharing grant. Plymouth has been fortunate to have been spared significant cuts in state funding but, may face reductions in state education aid going forward.

Expenditures

The results of actual departmental expenditures are much more positive than in the prior fiscal year. While some departments had small budget overages, overall expenditures reflect the town's and the board of education's efforts to control spending.

General administration saw positive budget versus actual results in many departments. Much effort was made to curtail spending, resulting in the following line item surpluses: \$62,626 for legal services, \$19,572 for property and liability insurances and several other small surpluses in other departments. Positive results were partially offset by an unbudgeted expenditure for our town's portion of the Bristol probate court construction costs of \$79,296. The total expenditures within the Communications department were \$40,305 over budget due to a shortfall in full time salaries and in overtime expenses to fill open shifts.

Capital Outlays

Taxpayer-funded capital outlays totaled \$408,146 with an additional \$75,000 funding from the extra duty fund for new police cruisers. Budgeted capital outlays included annual road repair and maintenance, Fall Mountain road paving project, the purchase of a public works equipment trailer, town hall renovations, replacement of AC/heating units at the ambulance building and Lake Winfield water quality monitoring and study. The most significant capital outlay for FY 2017 was the purchase of a new street sweeper for our Public Works department. This sweeper purchase is being financed via a five year lease.

On October 4, 2016, residents approved a \$6.95 million bond referendum for the following capital projects: \$350,000 for rear access project at Eli Terry Jr. Middle School, \$550,000 for town hall boiler replacement and improvements, \$2,300,000 for various town road improvements, and \$3,750,000 for the Plymouth firehouse renovation. In April 2017, the town took out \$5,000,000 of general obligation bond anticipation notes to begin work on all of the above noted projects.

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.

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.

This past year was quite busy for our office with a town wide bond referendum and the presidential election.

Registrar of voters
Cheryl Giancesini - Democrat
Barbara Deschaine - Republican

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 is staffed by Christie Arena, Interim Assessor.

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	\$625,228,390
PERSONAL PROPERTY	\$28,713,833
MOTOR VEHICLE	\$87,202,320
TOTAL	\$741,144,543

Tax Collector

The tax office as of June 30, 2017 collected a total of \$27,982,337.65 (unaudited) which was 99.77% of the projected collections. The total back taxes collected was \$780648.62 (unaudited) including interest and lien fees. The office also collected over \$1.41 million in sewer use fees, including over \$100K 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.

There are new procedures with the Department of Motor Vehicle so 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 have also partnered with Thomaston Savings Bank to all 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 Clerks office is responsible for maintaining all public land records, survey maps, all vital statistics. The town clerk's office also issues sports licenses, dog licenses, and marriage licenses, receives and certifies death certificates and birth certificates. The office also issues burial/cremation permits, trade names and archives the town's historical documents. The office has one Notary Public in the office available daily. The town clerk prepares election ballots and administers the absentee ballots and keeps permanent records of all elections. Town Hall is now open from 8:00 to 5:00 Monday through Thursday and Friday 8:30 to noon. The town clerk will stay in the office on Thursday evenings till 6 or 7 by appointment for anyone who is unable to get to Town Hall during our regular hours.

Vital Statistics:

From July 1, 2016 through June 30, 2017 the Town Clerk's Office recorded the following:

Births	115
Deaths	146
Marriages	68
Documents Recorded on Land Records	3,219

Dog Licenses:

1,194 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 before July 1. *A one dollar (\$1) per month charge is applied to any license renewed after June 30th.* Knowing that there are still a lot of unlicensed dogs in town, our Animal Control Officer (ACO) has been working closely with my office to find those who have not licensed their dog. A stiff fine can be applied by the officer to anyone refusing to license their dog. If your dog isn't licensed please consider coming in soon.

2017 Budget Referendums:

On May 3, 2017 the town held the Annual Budget Referendum. This failed and another vote was taken on May 31st. This also failed and the Town Council set the new budget. The Board of Finance met in June to set a mill rate of 39.69 for the fiscal year 2017-2018.

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. We used to recoup over \$800 per year. Since the state system was implemented we are down to about \$200 year.

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.

In 2017, the Town of Plymouth paid \$79,296 to the City of Bristol, which represented our cost share for the construction of a new probate court facility. We shared this cost with Bristol and Plainville.

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.

The office is governed by the Board of Fire Commissioners.

Stephen J. Fennessey, Sr. – Chairman

Keith Golnik

Victor Mitchell

Martin Sandshaw

Vern Wagner, Vice-Chairman

Daniel Wollenberg

Gerald Wunsch

Sue Murawski, Town Council Liaison

The office is staffed on a part time basis by the following:

Raymond Kovaleski, Fire Marshal

Robert Norton, Jr., Deputy Fire Marshal

Charles R Doback Jr., Deputy Fire Marshal

Linda Schnaars, Administrative Assistant

The Fire Marshal's office received a grant from the Thomaston Savings Bank Foundation, Inc. in the amount of \$825.00 to purchase three personal gas meters for use during building

inspections and fire scene investigations. Many thanks to the Thomaston Savings Bank

Foundation, Inc. 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 2016 Local Prevention Poster Contest Winners are:

Harry S. Fisher 5th grade

1st Place – Micahel Muldong

2nd Place – Zachary Carlson

3rd Place – Mackenzie Sandro

Harry S. Fisher 4th grade

1st Place – Megan Hudson

2nd Place – Preston Eddy

3rd Place – Emily Tardif

Plymouth Center 5th grade

1st Place – Hayden Lewandoski

2nd Place – John Fitzherbert

3rd Place – Charlotte Greene

Plymouth Center 4th grade

1st Place – Landin Boutot

2nd Place – Hailey Gandarillas

3rd Place – Brandon Hovanak

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 367 calls.

Below is a breakdown from January 1, 2016 – December 31, 2016.

Fires	42
Overpressure/Explosion	0
Rescue/EMS	15
Haz Mat	133
Service Calls	81
Good Intent	37
False Alarm/No Fire	59
Special Incident	0

Fire Marshals Incidents from January 1, 2016 – December 31, 2016:

Inspections	150
Re-Inspections	9
Other	83
Follow-up	5
Construction	18
Burn Permits Issued	38
Blasting Permits	1

Site Plan Review	3
Fireworks	1
Plan Review	17

The office income was \$1497 from burn permits, site plans and blasting permits for July 1, 2015 – June 30, 2016 fiscal year.

The office is responsible for plan reviews, construction inspections and cellular tower reviews.

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 Emergency Management Department 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 Chris Hoebel
Public Works Director	Charles Wiegert
Mayor	David Merchant
Director of Finance	Ann Marie Rheault
Superintendent of Schools	Martin Semmel
BOE Business Manager	Phillip Penn
BOE Supervisor of Buildings & Grounds	Joseph Dennis
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
Eversource Community Relations Specialist	Lynn Vasquez
CT Water Company	Dave Connors
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 a.m. until 4:30 p.m. 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 a.m. until 4:30 p.m. when needed.

Connecticut Division of Emergency Management and Homeland Security Training for School Districts:

On January 26-27, 2017, Plymouth's Emergency Management Team participated in this training. The training was located at Watertown Fire Department Headquarters.

Winter Storm Readiness Meeting:

Plymouth's Unified Command met in the Mayor's conference room on March 13, 2017 to prepare for an approaching winter storm. All departments were put into a storm readiness mode.

Connecticut Emergency Management Symposium:

On April 25, 2017, the Connecticut Emergency Management Symposium was held in Cromwell, Connecticut. Some of the topics for the symposium included an overview of school security, Connecticut Department of Public Health preparedness and response, mass casualty best practices, counter terrorism, Web EOC demonstration, and the 2017 hurricane forecast.

Eversource Safety Training:

Plymouth's Emergency Management Team participated in an Eversource Safety Day Training Program on June 5, 2017. This exercise, which focused on electrical safety, was held at the Cornucopia in Torrington, CT. The program was a tremendous success.

Region 5 Field Day:

Plymouth's Emergency Management Team participated in a Region 5 Field Day which took place on June 14, 2017. The field day, which was held at Post University, Waterbury, CT, focused on mutual aid and the resources available for mutual aid in Region 5. The field day program was a success.

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
Shelter Signs

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.

Police Department/Animal Control/Communications

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

The School resource officer/youth officer (SRO/YO) could not be placed into the school system this past fiscal year because one police officer position was eliminated from the police department budget for fiscal year 2016-2017. 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, and presenting the “Safe and Alcohol/Drug Free School Program” to the fifth grade classes at Harry S. Fisher and Plymouth Center Schools was not done by the SRO/YO. The burden of all of these matters, except presenting the “Safe and Alcohol/Drug Free School Program” for which an officer must be certified, was placed on the officers in the patrol division who were very busy handling numerous other calls for service.

The detective sergeant and detective 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 (ACO/PO) 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 monitored the “Plymouth Animal Control” Facebook page to gain public awareness and encourage community involvement and he frequently updated and improved this page. 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. The handler and his canine also assisted the officers in the patrol division in building entries, as back up for motor vehicle stops, and to conduct vehicle searches for narcotics. Their presence was also utilized on daily calls. 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 are doing a great job and are regularly welcomed by our community members. The position has proven to be a tremendous asset to our department and our community. Funds were raised and donations were made to the department to pay for supplies for the department canine so there would be no cost to the Town for these items.

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, 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. The split-shift sergeant position which was negotiated and created to cover the first and second shifts when these respective shift sergeants were on their regular days off continues to work very well. This position has helped create a continuity of supervision on these shifts and has helped decrease overtime expenditures for the off duty reviewing and signing of paperwork by the sergeants. The split-shift patrol officer assignment which was created five years ago helped to reduce overtime expenditures with respect to time off because this shift enables the first and second shifts to have four officers working every day of the week so when one officer is off-duty on earned time off no overtime has to be expended to replace said officer. There was an increase in the usage of overtime between July 1, 2016 and June 30, 2017 due to one officer that was out of work on extended injury for the fiscal year.

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, 2016 to June 30, 2017:

- On March 17, 2017, the Plymouth Police seized 232 pounds of marijuana, various edibles and hallucinogenics and \$22,894 in cash. This amounted to the largest drug bust in the history of our department.
- Compilation and dissemination of the following Procedural Directives: #16-54, "Communicable Disease Prevention" and #16-55, "Hazardous Materials Response Awareness"; and mandated revisions were made to #16-37, "Police Response to Crimes of Family Violence" and #17-45, "Domestic Violence Lethality Assessment Program".
- Ipad's have replaced the mobile data terminals (MDTs) in most of the patrol vehicles. The Ipad's allow officers to take statements and photographs while in the field.

- 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 eleventh 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).
- In response to an increase in active shooter situations across the nation, patrol vehicles have been outfitted with rifles, shot guns and ballistic helmets. The departments also purchased a storage cabinet to properly secure and store department ammunition.
- 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 (DUI) roving patrols were conducted.
- Increased patrol checks of various problem locations.
- Continued effort to strengthen and improve police-community relations.

The Plymouth Police Department obtained the following total grants, reimbursements, and donations for fiscal year July 1, 2015 to June 30, 2016:

The total amount of donations for the Canine Magnum Fund was \$4,002.77.

The total amount of grant money, reimbursements, and other was \$14,393.15.

Grand total received by the department for the past fiscal year was: \$18,395.92.

Between July 1, 2016 and June 30, 2017 there was the following:

14,212	Calls for Service
344	Investigations
276	Criminal Arrests
264	False Alarms
652	Medical Assists
839	Animal Related Incidents

Motor Vehicle Enforcement

2,345	Motor Vehicle Stops
100	Motor Vehicle Arrests
526	Infractions

127	Written Warnings
1,501	Verbal Warnings
10	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 the fiscal year between July 1, 2016 and June 30, 2017 the Terryville volunteer fire department, a 24hr-7 day a week free service, responded to 467 calls for assistance. In that time, we have also visited every school, pre-school, day care, elderly housing in town and Adams 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 volunteer fire department operates on a \$277,000 annual budget.

There are three fire stations: the Terryville HQ station 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 – Command Vehicle

Present Terryville Fire Department Chain of Command

- Car 1 Chief Mark Sekorski
- Car 2 Assistant Chief Ray Kovalski
- Car 3 Deputy Chief Chris Masi
- Car 4 Deputy Chief Greg Cody
- Car 5 Captain Scott Milliken, Hose Company #1
- Car 6 Captain Tom O’Keefe, Hose Company #4
- Car 7 Captain Derrick Freimuth, Ladder Company
- Car 8 Captain Tom Zagurski, Plymouth Company
- Car 9 Captain Anthony Orsini, Health & Safety Officer
- Victor Mitchell, Department Chaplan
- Scott Poulton, Training 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:

Charles St., Dawn Lane, Eagle St., Helen Rd., Hickory St., Hillside Ave. (Terryville), Ives Lane, Lake Plymouth Blvd., Maple St., Old Waterbury Rd., Pearl St., Pleasant St., Todd Hollow Rd., Wolcott Rd.

Road Improvements:

Allen St., Allentown Rd., Charles St., Eagle St., Fall Mountain Lake Area Roads, Greystone Rd., Haase Ave., Harwinton Ave., Hillside Ave. (Terryville), N Main St., Prospect St., Prospect St. Ext., Schroback Rd., So. Main St., Industrial Park -Preston Rd., Schultz St.

Over 100 trees were trimmed or removed in various locations including the following areas: Crescent St., E. Orchard St., Harwinton Ave., Hillside Ave, Maple St., Minor Rd., North St., N. Higgins St., Sawmill Rd., S. Eagle St., Tomlinson Ave., Washington Rd., Wolcott Rd., and the Plymouth Recreational Reservoir.

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 \$17,000. We also received rebates in the amount of \$9,000 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. A new program for disposal of paint was implemented at the facility and over 20,000 gals of material was 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 400 new service requests. We closed 327 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 2,920 requests to date. Residents can obtain solid waste disposal permits from the Public Works office for proper disposal at the Transfer Station.

Over 626 permits were issued for disposal of demolition materials, tires and bulky waste. The department also issued 52 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 1,500 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 1,900 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 6,615 gallons of waste oil, 170 tons of metal, 384 mattresses and 1100 pieces 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, CBYD mark outs, excavation permitting, inspection of future town roads and facilities, and procurement of commodities.

Some of the construction projects that have been worked on this year included: On-going work at the Waterwheel Park and Main Street Streetscape Improvements, Fall Mountain Water Rd. Paving, N. Main St. Bridge Improvements, Bemis St. Reconstruction Project, and Safe Routes to School Sidewalk Project.

Human Services

The Human Services Department is advised by dedicated Commissioners: Heidi Caron, Sally Bain-Picard, Helena Schwalm, Fredrick Schwalm, Elzina (Dickie) Zalaski (retired in December 2016), Karen Saccu, Tracy Dupont and the newest member, Pastor Joel Kotila.

The Human Services office provides confidential assistance to town residents of all ages. Assistance includes but is not limited to, referrals to state, federal and local programs to aid in

helping residents with heating, food, insurance and basic needs to sustain a healthy quality of life.

Human Services assists residents of all ages with the application process of applying for state benefits such as SNAP, Husky, Medicare/Medicaid, Access Health and other state assistance.

Services also include monthly outreach to senior housing, commodity supplemental food program, and emergency food assistance when the local pantry is closed.

The Human Services office works with Plymouth families in need. The Small Wonders Committee provided holiday gifts to 143 children and 90 children were given backpacks filled with clothes, school supplies and a gift card to Payless Shoes. The Small Wonders program is supported by hard working volunteers including Sergeant Cesar Beiros, who conducts fill-a-cruiser events multiple times a year to help provide supplies needed for the program and for surrounding towns. The Small Wonders program is funded by private donations from local residents, local churches and businesses including Thomaston Savings Bank. The Christmas giving has expanded to provide seniors at Eli Terry and Gosinski Park with a gift bag of various items as well as a homemade item.

Human Services has provided scholarships to two graduating seniors majoring in the medical field.

In March 2017, the town outsourced the Human Services function to The Human Resources Agency of New Britain (HRA). The local community case worker staffing the office at town hall is Angela Morris. HRA is a multi-service, non-profit organization delivering over thirty results driven programs focused on prevention, intervention and emergency services.

The Human Services commission continues to work with HRA in the development of special programs and services to be delivered to residents.

In 2017, the town submitted a grant request to the state of CT for replacement of our Dial A Ride van.

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. In our efforts to meet the dynamic needs of our community, we continually provide relevant programming, and current, pertinent library holdings regardless of format. The Library Director and the Library Board of Directors are pleased to report that the year ending June 30, 2017 was a successful one in terms of our mission.

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

Highlights of FY 2016-2017

Our Bibliomation consortium consists of 68 public library members and 8 schools in the member towns. While staff operations are managed through our use of the open source Evergreen system, the public catalog interface allows our users online access to their borrowing information and provides the ability to request an item be held for them.

Overall, circulation was impacted significantly by the State Library's problem with the deliverIT CT service. The Connecticut statewide delivery service transports materials among the libraries in the State including items requested by our patrons. There were several weeks throughout the year where the service was not available or problematic.

In addition to our very successful children's summer and winter reading programs, we continued the adult and teen summer reading programs. Music, crafts, live animals, Star Wars,

Family Bingo, Henna tattoos, science club, magic show, Legos, crafts, Yoga, and lots and lots of reading all ending with a concert, party and rewards.

Through a collaborative effort with the Beautification Committee, the Historical Society, and Art in Motion, a mural depicting Plymouth historical persons and places was created on the library's Main Street parking lot wall. School groups and walking tours have made it a destination.

The Library Board of Trustees gave out its first *Phyllis Corsetti Endowment Fund* scholarships for graduating students, and mini grants to organizations supporting educational, recreational, and enrichment needs of the children of Plymouth. Phyllis Corsetti was a local educator who encouraged the best qualities in her students.

The Friends of the Library continue to work to raise funds for the library. Their efforts help to underwrite library programming including the highly successful summer reading programs. They purchase passes for patron use to numerous Connecticut attractions providing free or reduced admission, and our movie license for public showings.

The library continues to partner with the Chamber of Commerce for two very successful annual programs. Funding was provided by the Chamber for the *Visit with Santa*, and Thomaston Savings Bank sponsored our annual *Children's Concert on the Green* which is specifically geared for a young audience during our summer reading program.

Throughout the year, the Library has collaborated with multiple community organizations and groups including the Plymouth Human Services Department, the Plymouth Historical Society, the Plymouth Community Food Pantry, the Plymouth Beautification Committee, the Terryville High School Leo's Club and the School to Career Office, the Plymouth Early Childhood Council, Plymouth Parks and Recreation, Family Resource Center and the Girl Scouts of CT.

Additional grant funding for materials and programming for specific populations has been generously provided by the Terryville Lions Club.

Our calendar of events is available on line at our website <http://www.terryvillepl.info/> or in our newsletter available in the library or online.

Adult Services, Reference and Interlibrary Loans

Over 6549 reference questions were answered by the adult and children's staff this year. Averaging over 545 questions a month, requests are made in-person, via telephone or email. Requests at tplstaff@biblio.org are answered within 24 hours.

Over 8456 patrons used the children's and adult public computers which have access to the Internet, productivity software, and resume writing software. Due to Internet connectivity issues, we did not have online computer use for patrons a significant number of days.

Reference staff processed 5125 interlibrary loans. 1305 items were lent to us from other libraries for our patrons and we lent 3715 items to other libraries for their patrons. The State Library's DeliverIT CT service transports items among the various libraries. Due to State budget issues, the system failed to maintain a steady service impacting our patron borrowing.

Community artists, young and old, are encouraged to display their artwork or collections in the library. Displays change monthly. The display wall on the upper level serves to showcase hanging artwork. The display cabinets, one on each level, serve to showcase collections or pieces of art. We encourage the use of the lower level cabinet showcase for children's collections and creative artwork. There continues to be a significant demand for the display of artwork. Receptions are arranged by request.

Staff organizes thematic book and material displays, and updates the resources on the website and Facebook page.

The Adult Services coordinated 82 programs this year. The total attendance for all adult and young adult programs was 716. These included: special interest programs, AARP tax preparation, book discussion groups, Plymouth History, a tea party, and self-help programs.

Children's Services

The Children's Services conducted 308 programs with a combined attendance of 5157 children. These included story hours for children birth through 5 years, summer and winter reading programs, holiday activities, book discussions, craft programs, movie showings, live animal programs, lots of music, visits by school classes and the Tiger Cubs.

The Children's Department introduced two new programs this year:

Mini Artists – a program focusing on process art for ages 1-5.

Thematic Book Club – a monthly book club for ages 6-10 that focuses on different genres such as humor and mystery. Each meeting includes reading, crafts, and discussion without requiring reading to be done beforehand.

The Children's Department added Launchpads to its circulating collection this year. Launchpads are tablets that are pre-loaded with apps that promote learning through play. The library's collection offers tablets for ages 3-5 and 5-7.

The staff conducted outreach in the community with monthly visits to preschool classrooms at the Terry Nursery School, the Family Resource Centers, and The Learning Center. The Children's Librarian continues to be an active member of the Plymouth Early Childhood Council, whose mission is to ensure that all Plymouth children ages birth through eight are healthy, safe, and successful in school.

The Children's area provides multiple opportunities for play, learning and socialization. Currently, many games and toys (including blocks, a kitchen set, a train table and more) encourage families to stay and socialize.

TumbleBookLibrary is a collection of online animated picture books to encourage young children to read. 2395 titles were viewed this past year.

The Early Literacy Station, providing over 50 educational software titles in 7 curricular areas for ages 2-8, was used for 1087 sessions.

Circulation Services

Library circulation for the fiscal year was 51,037 items, averaging over 20 transactions per hour. This does not include the circulation of online items from *TumbleBookLibrary* picture books (2395), from *Overdrive* audiobooks (564) and ebooks (804), and from *Hoopla* movies (180), music (108) and audiobooks (352).

The circulation staff reports over 3249 town residents have active library cards. Connecticut library cards are valid at any library in the state.

Circulation staff provides the focal point for all library activities. Activities include checking items in and out of the library, recommending resources, organizing and shelving these items to make them accessible for patron use, answering phone calls, placing items on reserve, assisting with the copier, computers and printers, providing backup for the children's room and reference, and signing up program attendees.

Our faxing service faxed 1302 pages this past year for patrons. Unstable phone line service impacted this service.

The Collection

As of June 30, 2017 our total physical collection of 62,511 items includes books, magazines, music, videos, audiobooks, and children's kits. Online access to ebooks, audiobooks, videos and music supplements the physical collection. While we continually reorganize and redesign our use of space to provide reading areas, study areas and computer access areas, the space limitations do impact our overall functionality.

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 <http://www.iCONN.org>. Most of these databases are full text providing our residents with a broad base of information, newspapers, magazines, and downloadable audiobooks and ebooks available online from the library and home.

To complement the State online collection, we have available online *Consumer Reports Online* (consumer buying rating reviews), *Encyclopedia Britannica Online* (both adult and children's), *Novelist Plus* (read alike advisory), *Learning Express Library* (over 1,000 practice exams and skill building tutorials including the SAT exam now required of all 11th grade students), *Teen Health and Wellness* (up to date teen issues), *eSequels* (reader's guide to novels in series), *Small Engine Repair*, and *Auto Repair Reference Center*. We no longer purchase hard copies of the information available in these resources.

Through our Bibliomation consortium, we participate in a downloadable media collection from *OverDrive*. Library users may download audiobook and ebook titles to their computer or portable devices.

A service through *Hoopla* from Midwest Tapes gives patron access to online movies, older TV programs, and audiobooks.

Hours

The library is open 52 hours per week. Library hours are: Monday – Wednesday 10am-8pm; Thursday 10am-6pm; Friday and Saturday 10am-5pm. (We are closed Saturday July through Labor Day.)

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 Linda Kazmierski (Chair), Gerry Bourbounniere (Vice Chair), Kerry Bamrick, Dennis Fowler, Paul Ganesini, 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 your parks, your recreation facilities, and your equipment. Without hesitation, credit goes to your department's full time staff, Paul Denis and Will Millish, 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. Within the past few years, the Parks and Recreation Department has delivered to the community several NEW facilities, including: The Plymouth Community Garden; The Plymouth Skate Park; The Born Learning Trail at the Lake Winfield Playscape; and the Plymouth Reservoir Recreation Area (PRRA).

On a routine basis, the PPR is responsible for the upkeep and mowing of several parks and facilities including: the aforementioned locations; 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 Gardens. 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 Terryville Library, the Booktique, and at other town facilities including Town Hall.

Your PPR continues its efforts to assess and monitor the water quality at Lake Winfield and the PRRA. 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 your parks.

Grants and Donations.

Again, in 2017, 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.

The late Mr. Raymond Lassy generously bequeathed the impressive Gazebo to the Parks and Recreation Department and to the Town of Plymouth. The Gazebo is located in the area of the Veterans' Memorial adjacent to Baldwin Park.

The PPR was awarded a grant from the Phyllis Corsetti Endowment Fund which was used in cooperation with The Friends of Lake Winfield (FOLW) who hosted their second annual Twilight Walk at Lake Winfield. The FOLW also received a grant from the Phyllis Corsetti Endowment Fund, and together with a donated fleet of shuttles from TLC Limousine, we provided a safe environment for children and families to enjoy this community event.

The Terryville Volunteer Fire Department is everywhere! A special "thank you" to these volunteers for their time and for providing fire trucks and apparatuses at many community events, including many appearances at PPR activities.

Knights of Columbus Council 1090 partnered with the Rotary Club of Terryville to participate in annual United Way Day of Caring. These groups, in one day, contributed the equivalent of over 100 hours to spread playground surface at two parks. In addition, volunteers from the Plymouth Family Resource Center and the Plymouth Early Childhood Council represented the UW this day and executed a clean-up project at the PRRA.

New trees, benches, tables and other landscapes adorn your 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 online access; www.plymouthtownrec.com is available 24-7-365, to 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. Your dedicated staff takes an abundance of pride to ensure that your camp remains one of increasingly high quality and affordable to working families. This is possible through and with the cooperation of the Plymouth Board of Education. Regular visits by the Plymouth Volunteer Ambulance Corp; the Plymouth Police Department and Police Canine: Magnum; the Local Prevention Council; and the Terryville Volunteer Fire Department allow the campers to learn about public safety, public safety equipment and to interact with these professionals.

Participation in your 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: boy’s 5th and 6th grade and boy’s 7th and 8th grade, won the championships in their respective leagues!

“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.

Promoting Plymouth.

The Friends of Lake Winfield, “CITIZENS FOR THE BEUTIFICATION, PRESEVERATION, AND SUSTAINABILTY OF PLYMOUTH’S GREAT LAKE” hosted its 2nd Annual Twilight Walk at Lake Winfield.

“Plymouth Paddle Day” was held at the PRRA on June 2. This statewide event was sponsored by the CT Forest and Park Association and initiated by Jerry Milne.

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.

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 the land use 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 wetland and watercourse areas; 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, when a complaint is filed, reviewing the actions and decisions of the Zoning Enforcement Officer 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. Two are comprised of Town Hall professionals: the Code Enforcement Committee, often called the "Blight Committee", which the Zoning / Wetland Enforcement Officer chairs; and the Tax Incentive Committee which the Planning & Economic Development Director serves on. The third 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 accrued 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 two members of the Town Council and the chair of the Economic Development Commission.

The four boards and three committees are advised by two staff members: Margus Laan, the Director of Planning & Economic Development, and Scott Eisenlohr, the Zoning Wetland Enforcement Officer, who has been with the Town for over a year now. Providing support is a team of three administrative assistants located in the office across the hall from the Land Use department.

During fiscal year 2017, the Land Use Department issued 127 permits, most of which were administrative approvals, which did not involve going before any of the boards. For board reviews, staff prepares reports for assessment by the respective board members and then meetings are held, usually in the evening, with the board members and with the applicant, experts working on behalf of the applicant, and interested public present to participate in the process. Staff's preparation of reports 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. Fortunately, Fiscal Year July 2016 June 2017 was much less dramatic than the prior fiscal year of July 2015 June 2016, the year when an application before the Planning & Zoning Commission was so newsworthy

that television news crews were dispatched to Plymouth to cover the story and the Town made the evening newscasts of the television stations in Connecticut. That is not to say that projects before the land use boards this past year did not have their own issues that sparked debate.

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.

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, 2016 and June 30, 2017:

Building Permits	313
Plumbing Permits	45
Mechanical Permits	106
Electrical Permits	126
Demolition Permits	18
Gas Permits	23
Misc Requests	9
TOTAL PERMITS	640

Plymouth Board of Education

Plymouth Public Schools ended the 2016-17 year with budget surplus of \$231,612. On April 1, 2017, after learning of the stress on the Town's unrestricted fund balance, we froze all

discretionary spending in the district. Discretionary spending has remained frozen through the beginning of the 2017-18 year given the state budget crisis and the impact of the governor's executive order on the Educational Cost Sharing grant for Plymouth. Late in 2016-17 we began the preparations to move our central office location from the old Main Street School to Terryville High School. The move, which will save the Town more than \$1 million maintenance and utility costs over the next 20 years, also allows the Town to now market the property to a potential buyer.

From an academic perspective, the district continued to build upon the strong foundation that was developed in 2015-2016. We were highly successful with our instructional and curricular goals for the year, as we placed a heavy emphasis on preparing our elementary schools for the full implementation of Readers and Writers workshop. We also implemented our new word study program, Foundations, for all students in grades K-2. The transition of our Pre-K classes to Plymouth Center School was a success and the district applied for and received a state grant allowing for a district full day Pre-K program beginning in 2017-2018. The middle school launched the new Innovative Technologies course to develop key technology skills in our students, and the high school found success with the 2016-2017 SAT and AP testing. We doubled our efforts to communicate with our constituents by using our award-winning Facebook page, district website, and weekly updates to our parents as the keystone to our efforts. As we move into the 2017-2018 school year our goals will include enhancing school safety, improving social and emotional learning, developing instructional expertise and further updating and enhancing our curriculum.

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 main requirement is Phosphorus removal and the WPCA has retained an engineering firm to perform a study and apply process changes to meet the compliance limits. The latest capital improvement project the WPCA has undertaken is to upgrade its existing ultraviolet disinfection system which was installed in 1989. The new system has been designed and we recently had our bid opening and hope to award the project in October 2017 so when our disinfection season ends October 31, 2017 the new system can be installed and be operational for the start of our April 1, 2018 disinfection season. This new system will keep the Town of Plymouth in compliance with the river discharge requirements as outlined in facility NPDES Permit.

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.

Town of Plymouth
General Fund Revenue/Expenditures Summary

Year to Date as of 6/30/2017

	FY2016-17 ORIGINAL BUDGET	FY2016-17 AMENDED 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	24,017,695	24,017,695	24,102,273		24,102,273	84,578	0.35%
MOTOR VEHICLE TAXES	2,930,277	2,930,277	2,476,078		2,476,078	(454,199)	
PRIOR YEAR'S TAXES	600,000	600,000	572,862		572,862	(27,138)	-4.52%
INTEREST & LIEN FEES	225,000	225,000	301,746		301,746	76,746	34.11%
MOTOR VEHICLE SUPPLEMENT	275,000	275,000	523,089		523,089	248,089	90.21%
CHARGES FOR SERVICES (ALL)	511,277	511,277	436,642		436,642	(74,635)	-14.60%
STATE GRANTS / INTERGOV.	10,869,689	10,869,689	10,947,094		10,947,094	77,405	0.71%
INVESTMENT & MISC. INCOME	127,312	127,312	80,888		80,888	(46,424)	-36.46%
APPROPRIATION OF FUND BALANCE	140,000	188,720 *			-	(188,720)	
OPERATING TRANSFERS IN	105,324	121,324	121,324		121,324	-	0.00%
SUBTOTAL P.I.L.O.T.	30,000	30,000	29,141		29,141	(859)	-2.86%
TOTAL REVENUES	39,831,574	39,896,294	39,591,137	-	39,591,137	(305,157)	-0.76%
EXPENDITURES BY DEPARTMENT							
GENERAL GOVERNMENT:							
001 MAYOR'S OFFICE	151,837	151,837	147,175	-	147,175	4,662	3.07%
002 TOWN COUNCIL	5,575	5,575	4,422	-	4,422	1,153	20.67%
003 HUMAN RESOURCES	34,500	34,500	38,127	-	38,127	(3,627)	-10.51%
005 FINANCE DIR. OFFICE	236,257	284,977	287,017	-	287,017	(2,040)	-0.72%
006 CENTRAL OFFICE	111,031	111,031	112,721	-	112,721	(1,690)	-1.52%
007 TREASURER	3,600	3,600	3,600	-	3,600	-	0.00%
011 REGISTRARS	55,445	55,445	57,420	-	57,420	(1,975)	-3.56%
013 BOARD of FINANCE	107,250	107,250	97,391	-	97,391	9,859	9.19%
014 ASSESSOR'S OFFICE	93,918	114,918 *	106,613	80	106,693	8,226	7.16%
015 BOARD of TAX APPEALS	750	750	538	-	538	212	28.32%
016 TAX COLLECTOR'S OFFICE	172,355	172,355	134,584	-	134,584	37,771	21.91%
017 LEGAL SERVICES	145,750	145,750	80,515	2,609	83,124	62,626	42.97%
019 PROP. & LIABILITY INSURANCE	884,851	934,851 *	915,279	-	915,279	19,572	2.09%
020 EMPLOYEE BENEFITS	2,939,016	3,149,605 *	3,152,276	-	3,152,276	(2,671)	-0.08%
021 HEART & HYPERTENSION	50,500	50,500	1,426	-	1,426	49,074	97.18%
022 TOWN CLERK'S OFFICE	119,555	119,555	113,811	432	114,243	5,312	4.44%
023 PROBATE COURT	5,220	5,220	84,516	-	84,516	(79,296)	-1519.08%
027 SPECIAL SERVICES	18,425	18,425	5,103	430	5,533	12,892	69.97%
						-	
SUB-TOTAL GENERAL GOV.	5,135,835	5,466,144	5,342,534	3,551	5,346,085	120,059	2.20%
PUBLIC SAFETY:							
031 FIRE MARSHAL'S OFFICE	68,852	68,852	70,589	340	70,929	(2,077)	-3.02%
032 POLICE DEPARTMENT	2,025,756	2,101,155 *	2,054,123	10,374	2,064,497	36,658	1.74%
033 EMERGENCY MANAGEMENT	30,376	30,376	31,882	7,779	39,661	(9,285)	-30.57%
034 ANIMAL CONTROL	18,450	18,450	14,428	-	14,428	4,022	21.80%
035 COMMUNICATIONS	352,425	367,425 *	407,610	120	407,730	(40,305)	-10.97%
036 FIRE DEPARTMENT HQ	220,955	220,955	220,466	6,053	226,520	(5,565)	-2.52%
037 TERRYVILLE STATION	20,950	20,950	23,669	1,915	25,584	(4,634)	-22.12%
038 PLYMOUTH STATION	12,100	12,100	15,701	595	16,296	(4,196)	-34.68%
039 FALL MTN. STATION	11,900	11,900	12,242	463	12,705	(805)	-6.76%
SUB-TOTAL PUBLIC SAFETY	2,761,764	2,852,163	2,850,711	27,639	2,878,350	(26,187)	-0.92%

* Amended budget reflects any line item transfers approved by BOF

Town of Plymouth
General Fund Revenue/Expenditures Summary
Year to Date as of 6/30/2017

		FY2016-17 ORIGINAL BUDGET	FY2016-17 AMENDED 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.	277,329	277,329	273,201	3,293	276,494	835	0.30%
030	UTILITIES	543,000	543,000	608,043	41,129	649,173	(106,173)	-19.55%
040	SNOW REMOVAL	455,350	335,350 *	358,396	32	358,428	(23,078)	-6.88%
041	HIGHWAY DEPT.	839,690	839,690	697,515	24,873	722,388	117,302	13.97%
043	FACILITIES & BLDG.	56,950	56,950	48,167	437	48,604	8,346	14.66%
044	TRANSFER STATION	692,383	559,490 *	523,232	15,162	538,394	21,096	3.77%
046	PUBLIC WORKS DIRECTOR	168,371	168,371	135,208	2,220	137,428	30,943	18.38%
047	MAINTENANCE GARAGE	390,325	390,325	421,647	8,863	430,510	(40,185)	-10.30%
051	BUILDING OFFICIAL	77,308	77,308	79,276	10	79,286	(1,978)	-2.56%
	SUB-TOTAL PUBLIC WORKS	3,500,706	3,247,813	3,144,684	96,019	3,240,703	7,110	0.22%
HEALTH AND SOCIAL SERVICES:								
060	HUMAN SERVICES COMMISSION	2,200	2,200	2,111	-	2,111	89	4.06%
061	PUBLIC HEALTH DEPT.	56,170	56,170	54,200	-	54,200	1,971	3.51%
062	TORR. AREA HEALTH DISTR.	65,789	65,789	67,460	-	67,460	(1,671)	-2.54%
065	AMBULANCE CORPS	31,643	32,400 *	40,842	2,169	43,012	(10,612)	-32.75%
066	MENTAL HEALTH - OTHER	860	860	857	-	857	3	0.35%
067	ELDERLY TRANSPORT.	47,000	47,500 *	27,387	1,122	28,509	18,991	39.98%
	SUB-TOTAL HEALTH	203,662	204,919	192,856	3,292	196,148	8,771	4.28%
LIBRARIES:								
070	TERRYVILLE LIBRARY	469,120	469,120	441,033	17,638	458,671	10,449	2.23%
071	PLYMOUTH LIBRARY	22,000	22,000	22,000	-	22,000	-	0.00%
	SUB-TOTAL LIBRARIES	491,120	491,120	463,033	17,638	480,671	10,449	2.13%
PARKS & RECREATION:								
080	PARKS & RECREATION DEPT.	195,302	195,302	148,430	8,075	156,505	38,797	19.87%
LAND USE:								
024	PLANNING & ZONING	152,894	131,894 *	124,433	1,539	125,972	5,922	4.49%
025	Z.B.A.	3,850	3,850	929	-	929	2,921	75.88%
049	CONSERVATION COMMISSION	5,200	5,200	2,780	147	2,927	2,273	43.72%
095	CEMETARIES	6,000	6,000	6,000	-	6,000	-	0.00%
096	HISTORIC PROPERTIES COMM.	3,000	3,000	1,063	-	1,063	1,938	64.58%
097	ECONOMIC DEVELOPMENT COMM.	31,758	29,800 *	13,280	850	14,130	15,670	52.58%
	SUB-TOTAL LAND USE	202,702	179,744	148,485	2,535	151,020	28,724	15.98%
CAPITAL OUTLAYS & N.R.E.:								
	SUB-TOTAL CAPITAL OUTLAY	564,540	483,146 *	483,146		483,146	-	0.00%
DEBT SERVICE:								
090	SUBTOTAL INTEREST	635,979	635,979	621,402	3,139	624,541	11,438	1.80%
091	SUBTOTAL PRINCIPAL	2,227,174	2,227,174	2,153,556	39,528	2,193,084	34,090	1.53%
	TOTAL DEBT SERVICE	2,863,153	2,863,153	2,774,959	42,667	2,817,626	45,527	1.59%
TOTALS:								
	MUNICIPAL	15,918,784	15,983,504	15,548,838	201,415	15,750,253	233,251	1.46%
099	EDUCATION	23,912,790	23,912,790	23,112,791	568,387	23,681,178	231,612	0.97%
	TOTAL GENERAL FUND EXP.	39,831,574	39,896,294	38,661,629	769,802	39,431,431	464,863	1.17%
	ESTIMATED SURPLUS (DEFICIT)					159,706		

* Amended budget reflects any line item transfers approved by BOF