

TOWN OF OXFORD



ANNUAL TOWN REPORT

2022 — 2023

Town of Oxford, CT
9/16/23
TOWN CLERK



Oxford Ambulance Annual Report 2022-2023

Oxford Ambulance Association is dedicated to providing emergency medical services and education to the Town of Oxford. We currently provide mutual aid service to the Town of Seymour, Beacon Falls and Southbury when requested. Oxford Ambulance also sponsors an Explorer Post program for youths 14-20. We have committed ourselves to injury prevention and CPR for the community. We responded to 1290 dispatches and or transports in the calendar year 2022.

During the years 2022-23 we had 37 members who were certified as EMT's or higher. We presently have 7 members who are EMT's that are in the clearing process. We also have 5 certified EMSI's and 6 AHA instructors for training CPR. Our members do continual education to be able to provide high quality care to the community. We have received two Life Pak 15's to allow our staff to be able to transmit EKG's to the hospitals when a medic is not available. They are on 2 of the 4 ambulances. The third was ordered Oct of 2022 and has not arrived yet. Oxford is one of 2 services that has EKG monitors in the BLS service area of the Valley.

We are a State of Ct practical testing site. This is mainly to service our students to get them through the NREMT testing quicker. This allows for the students who are interested in joining OAA to become members sooner. ~~The class numbers have decreased since Covid with less~~ people going into healthcare. Due to the low numbers in the EMT classes in 2022 were only able to save \$30,000 in the capitol account for the purchase of a new ambulance in the future. We have a total of \$110,000 in the Capitol account for the future purchase of another ambulance. We will be asking the town to help supplement that purchase. The average time to receive an ambulance after ordering is 2.5-3 years which would bring our oldest ambulance (2016) to close to 10 years old if ordered today. I highly recommend ordering a new one in the next year. We were over budget in the vehicle maintenance account by \$2000 this year. Our call volume has increased, and our number of volunteers has decreased. This is not a problem unique to OAA. It is a nationwide problem. The other services in our area have either hired more staff or have contracted with staffing agencies to provide staff.

Our operating budget was \$186,500(WC included). Of that amount \$32,000 is paid to VEMS for the regional paramedic service \$17,000 for the Bundle billing agreement to VEMS as well. This was the second year of the BB agreement. Griffin Hospital is no longer contributing to the BB monies paid to VEMS to continue the contract. The town is now responsible for the full \$34,000 for the agreement. I requested the full amount in my 2023-24 budget however was only given

\$17,000. If the additional 17,000 is not provided the agreement will cease 12/31/2023. After the VEMS monies were paid and WC insurance premium paid OAA has an operating budget of \$119,500 for vehicle repairs, expensed equipment, depreciate equipment, supplies, leases, heating oil etc.



TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov
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ASSESSOR'S OFFICE

August 14, 2023

To: Board of Selectman

From: Penny Mudgett, Assessor

Re: Annual Town Report

The values for the Town of Oxford's 2022 Grand Gist are as follows:

Real estate regular net	\$1,409,223,040
Exemptions	\$16,359,388
Motor vehicle net	\$192,525,649
Personal property net	\$143,209,369
 Total net assessment	 \$1,744,958,058

Overall there was a 2.88% increase from the 2021 grand list.

Real Estate growth is the demand of condominiums at Oxford Greens and the increase of mobile homes units at Oxford Commons. New SF Dwellings are limited because of the interest rates and the on-going supply demand.

Motor Vehicle: New car prices are still rising as a result of higher production costs. In the U.S., the average price of a new vehicle was up 4.2% year-over-year in January 2023. This has fueled demand for used cars, with average prices tracking around 30% above pre-pandemic levels.

Regards,

Penny Mudgett, CCMA II

Assessor



MEMORANDUM

Building Department

TO: Board of Selectmen
FROM: Gordon Gramolini, Building Official
DATE: 8/29/23
RE: Annual report for Fiscal Year 2022/2023

Please find attached a summary of fiscal year activity for 2022/2023. The building activity for the above-referenced fiscal year totals 1,134 permits of which 428 were building permits, 342 were electrical permits, 190 heating permits, 174 plumbing permits and 189 C.O.'s issued.

During this fiscal year, the building department was staffed by one full-time building official, one part-time ABO and one administrative secretary. The budget for this fiscal year was \$156,984.00. The building department generated \$297,731.56 in revenue.

ATT: (3)

Building Department

Accounting Summary Report: 7/1/22 thru 6/30/23

Trn Type: BLDG

PIC Type: Above Ceiling Inspection	(\$50.00)	1
PIC Type: Building Permit	(\$163,045.96)	428
PIC Type: Electrical Permit	(\$81,505.00)	342
PIC Type: Final Inspection for CO	(\$100.00)	2
PIC Type: Gas Line Inspection	(\$150.00)	3
PIC Type: HVAC Permit	(\$29,942.10)	190
PIC Type: Plumbing Permit	(\$21,587.00)	174
PIC Type: Rough Inspection - Complete	(\$150.00)	3
PIC Type: Solar Inspection	(\$50.00)	1
PIC Type: Solar Permit	(\$1,151.50)	5
TOTAL Trn Type: BLDG	(\$297,731.56)	1,149

Trn Type: COFEE

PIC Type: Building Permit	\$4,000.00	400
PIC Type: Electrical Permit	\$2,070.00	207
PIC Type: HVAC Permit	\$1,410.00	141
PIC Type: Plumbing Permit	\$810.00	81
PIC Type: Solar Permit	\$50.00	5
TOTAL Trn Type: COFEE	\$8,340.00	834

Trn Type: COPY

PIC Type: HVAC Permit	\$10.00	1
TOTAL Trn Type: COPY	\$10.00	1

Trn Type: MISCFEE

PIC Type: Building Permit	\$4,286.20	425
PIC Type: Electrical Permit	\$3,420.00	342
PIC Type: HVAC Permit	\$1,900.10	190
PIC Type: Plumbing Permit	\$1,744.50	174
PIC Type: Solar Permit	\$50.00	5
TOTAL Trn Type: MISCFEE	\$11,400.80	1,136

Trn Type: PLANRVW

PIC Type: Building Permit	\$3,075.00	1
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TOTAL Trn Type: PLANRVW	\$3,075.00	1
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Trn Type: PRMTFEE

PIC Type: Building Permit	\$144,095.00	422
PIC Type: Electrical Permit	\$72,556.00	341
PIC Type: HVAC Permit	\$25,490.00	190
PIC Type: Plumbing Permit	\$18,250.00	174
PIC Type: Solar Permit	\$1,005.00	5
TOTAL Trn Type: PRMTFEE	\$261,396.00	1,132

Trn Type: PUBHEAR

PIC Type: Building Permit	\$65.00	1
PIC Type: Electrical Permit	\$85.00	1
TOTAL Trn Type: PUBHEAR	\$150.00	2

Trn Type: REINSFEE

PIC Type: Above Ceiling Inspection	\$50.00	1
PIC Type: Final Inspection for CO	\$100.00	2
PIC Type: Gas Line Inspection	\$150.00	3
PIC Type: Rough Inspection - Complete	\$150.00	3
PIC Type: Solar Inspection	\$50.00	1
TOTAL Trn Type: REINSFEE	\$500.00	10

Trn Type: SGNFFEE

PIC Type: Building Permit	\$8.00	1
PIC Type: Plumbing Permit	\$0.50	1
TOTAL Trn Type: SGNFFEE	\$8.50	2

Trn Type: STEDFEE

PIC Type: Building Permit	\$7,504.26	425
PIC Type: Electrical Permit	\$3,374.00	342
PIC Type: HVAC Permit	\$1,122.50	188
PIC Type: Plumbing Permit	\$782.00	173
PIC Type: Solar Permit	\$46.50	5
TOTAL Trn Type: STEDFEE	\$12,829.26	1,133

Trn Type: STLUFEE

PIC Type: Building Permit	\$12.50	1
PIC Type: HVAC Permit	\$9.50	2

TOTAL Trm Type: STLUFEE

\$22.00

3

BALANCE:

\$0.00



TOWN OF OXFORD

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Oxford Conservation Commission / Inland Wetlands Agency

August 21, 2023

Re: Annual Report for the Fiscal Year of July 1, 2022 to June 30, 2023

The Oxford Conservation Commission Inland Wetlands Agency is a five member appointed board responsible for administering the Inland Wetlands Statutes of the State of Connecticut and the Inland Wetlands and Watercourses Regulations of the Town of Oxford. The Commission meets on the 2nd and 4th Tuesday of the month to review and act on applications submitted to the staff of the Inland Wetlands Agency. All Commission members and staff are required to attend Department of Energy & Environmental Protection training sessions annually and seminars to keep abreast of changes in the wetland statutes and recent court decisions that affect the duties and responsibilities of wetland agencies. Staff and Commission members also attend numerous educational classes that pertain to agricultural uses of wetlands and U.S. Army Corps of Engineers Federal Wetland regulations in the Connecticut. The Commission and Agency rely on the Secretary, Denise Randall to organize and maintain all proper paperwork necessary for the files and more effectively serve the public through out the work week. The Inland Wetlands Enforcement Officer, Michael Herde administers routine applications not requiring activity in the wetlands and conducts all inspections to ensure compliance with permit conditions. The Commission and Agency also employ the services of Nafis & Young Engineers, Southwest Conservation District, and will periodically contract with specialists to review all the technical aspects of complex applications as it relates to environmental impacts.

Listed below you will find the activities for the Fiscal Year July 1, 2022 to June 30, 2023

The Commission had **19** regular meetings, **1** special meetings, **1** public hearings and several independent site walks by Commission Members and the Enforcement Officer. **4** scheduled meetings were cancelled due to a lack of quorum and weather conditions.

The Agency, through the Inland Wetlands Commission processed **42** applications with impact in wetlands and regulated areas. The Wetlands Officer processed **389** applications, which were for various building and other land use permits, Certificate of Occupancies and activities not requiring Commission action. The Wetlands Officer conducted 366 inspections and investigated **41** complaints/violations.

The Inland Wetlands Agency collected **\$53,910** in town and state fees. There is a **\$10.00** charge for a mapping fee and the total annual map fees collected = **\$1,640**. All town fees are deposited in the Town of Oxford Conservation Fund, to be used for the purchase of Open Space. The Inland Wetlands Agency's annual budget for the Fiscal Year July 1, 2022 to June 30, 2023 was **\$192,921**.

The Oxford Conservation Commission has completed an up dated map showing all Open Space and designated conservation easements within the Town of Oxford in 2012 and we are due for an update as it is every 10 years. The Conservation Commission advises the Zoning commission on open space acquisition. The Conservation Commission reviews properties being offered to the town for purchase or donation. The Conservation Commission was an integral part of the acquisition of the 61 acre open space on Good Hill Road. The Commission helped with acquiring a DEEP grant for purchase.

The Commission and staff annually conduct a review of the all detention basins and ponds, which are required to be maintained by the Town of Oxford so as to determine which are in need of maintenance. This will improve the quality of urban runoff from roads, parking lots, residential neighborhoods, commercial areas and industrial sites and to reduce peak storm water runoff rates by providing temporary storage during larger storm events. This year we will be working on amending the Inland Wetlands application and fee schedule to make it flow better.

The Conservation Commission through the efforts of Commission Member Joe Lanier and the Youth Conservation Corps in Oxford High School have been working to add additional trails to Rock House Hill and improve the existing ones. Commissioner Joe Lanier has been instrumental on applying for Grants for developing a trail system behind Great Oak School and has also received other trail grants.

As the Town of Oxford moves into the future, the Conservation Commission Inland Wetlands Agency anticipates further growth on marginal properties containing more wetlands and regulated areas, therefore the work load and the potential for litigation will increase as the Connecticut Inland Wetlands Statutes and Local Wetland Regulations come into conflict with landowners and developers.

We currently have a large violation pending. We are applying for a court order to restore a non-permitted clear cut on Hunters Mountain Road. This violation was found by a random inspection by the enforcement officer.

Oxford Conservation Commission Inland Wetlands Agency,

Susan P. Gibbons
Chairman Susan P. Gibbons



Town of Oxford

Economic Development Annual Progress Report

Fiscal Year July 1, 2022, to June 30, 2023

Economic Development Commission Annual Report for FY 2022 -2023

August 09, 2023

Summary:

Economic growth continues to grow in Oxford. Oxford is still considered to be one of the fastest-growing towns in the state of CT. Oxford is setting the standard of growth in the state with many municipalities calling and asking what we are doing with incentives and other tricks to get them to come to our town. Our answer is we offer very few incentives and it is our very low mill rate and the town's attitude of foster new business in town.

Woodruff Industrial Park has been sold and under contracts. Deposits for the additional lots have been received and "Option Contracts" have been completed. All lots have also gone to Town meetings for approvals. Several of the lots have already started construction and some are in front of P&Z and Wetlands for their application process. The Town has completed the state of CT OSTA traffic study permit for Woodruff Hills Industrial Park. This is necessary for the future construction of the lots in the Industrial area.

Woodruff Hill Industrial Park is a completely new site already has most of the utilities near the lots, but the town also has to install a septic pump house which also has captured a STEEP Grant from the state of CT to pay for more than half the cost of this new pump house. The town has also allocated funds for the rest. With building costs dropping due to Covid we are going back out to bid for the pump house. The Engineering & Electrical plans have also been completed and we are ready to go.

We have also launched and created a new website to help with information about new projects and existing projects. The new website is OxfordScoop.com. We are currently setting up the site to host events and blogs to assist residents to get involved. We are also excited to send out monthly newsletters and information to oxford residents. Stay tuned this will be exciting.

I realized there was an opportunity for Oxford to capitalize on growing its economy with cities and larger populated areas under lockdown, everyone working and going to school through virtual meetings, I envisioned that the potential growth in rural areas will be incredible. With the reduced cost of real estate and plenty of

open space, I felt companies and families would want to get out of those cities and expensive real estate properties, looking to find a cost-effective answer. Oxford is ready and ripe for the picking.

The Board of Economic & Development meets monthly. Dan Wall, the Chairman, has been very successful in getting a quorum and moving the department forward. The board consists of seven members. They all actively participate in the meetings, generating good ideas and concepts. The board is efficient and effective and I enjoy working with them.

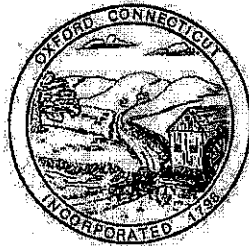
Respectfully,

Jeffrey P. Luff

Jeffrey P. Luff

Economic Development Director

Oxford Fire Department



Mission Statement

The mission of the *Oxford Fire Department*, Oxford, Connecticut, is to protect life, property, and the environment. This includes protecting the residents, property owners and visitors of the Town of Oxford from the ravages of fire, arson, accidents and other manmade or natural incidents when life and property are in jeopardy.

Such service and protection will be provided in the form of education and prevention activities coupled with the prompt, efficient, professional and effective response to all emergencies with the preservation of life as the highest priority. The *Oxford Fire Department* will also make available its physical resources, personnel and technical assistance to other public safety agencies at their request to mitigate emergencies whenever practical and reasonable. We pledge to deliver the highest quality of fire suppression, public education, and fire prevention possible to meet the needs of our community.

Approved 12/12/2012

Oxford Fire Department

Annual report for FY2022-23

Fiscal year 2022-23 was a busy year for the Fire Department. Call and training statistics used for this report will be for the calendar year 2022.

The 2022 work load for the Fire Department increased from last year. There were 506 calls, up 52 from 2021. The number of fire fighters was 110. As usual everyone rose to the challenge and the total fire fighters attending calls during 2022 made the average number per call 18. There were 35 fires; 15 structure fires, 7 vehicle fires, 13 brush fires and 0 miscellaneous. There were 138 rescue/medical assist, 132 false alarms, 60 mutual aid, 83 hazardous conditions and 58 other responses. To respond to these emergencies and resolve the issues, the fire fighters of the Oxford Fire Department gave the Town of Oxford 7813 hours of their time.

In 2022 Oxford fire fighters continued to learn new skills and honed the ones they have. Firefighters spent 1935 hours in classes and on the fire ground training during the year to help them deal with whatever emergencies they encounter. In addition, 3 fire fighters completed NFPA Firefighter I Certification spending at least 150 hours in the program. 2 fire fighters went on to complete NFPA Firefighter II Certification for advanced skills. We take our job seriously!

The FY 2022-23 General Fund Budget was once again different than the previous year and as usual, a continual challenge. The bottom line for the Fire Department budget was \$550,754.22 total expenditures with \$0 remaining not spent. The following accounts were over budget: Computer Systems Maintenance (551) \$184.89; Computer Systems Software (552) \$3,939.03; Facilities Maintenance Services (613) \$5,504.35; Heating/Fuel Oil (625) \$7,662.13; Physical Exams (710) \$1,008.00; Telephone (775) \$1,214.92; Waste Removal (798) \$600.88; Water (799) \$205.97; Vehicle Repair (812) \$21,693.46 and Cable Internet Access (905) \$1,347.87. All unplanned repairs were documented in memos to the Board of Selectmen and Board of Finance at the time the expenses were incurred.

What's New? The new Rescue truck, R44, was approved. Tentative build date is fall 2024. One Chief's vehicle was replaced in the fall of 2022 which allowed us to retire the 2011 Chief's vehicle. The air compressor at Riverside Fire Station was replaced in February 2022. The compressor is used to refill SCBA air bottles for use by interior Firefighters. In an attempt to save energy, weather stripping was added to the bay doors at Center Fire Station and Quaker Farms Fire Station.

ARPA funds were awarded to Riverside Fire Station to repair concrete steps leading to the kitchen area in the rear of the station. Center Fire Company applied for ARPA funds to replace the roof at the station. Shortness of funds has delayed the project. ARPA funds were approved for new mobile radios that are to be installed shortly and fiber optic phone lines are in the process of being replaced. Due to excess time being spent

Oxford Fire Department
Annual report for FY2022-23

in approving funding and receiving supplies for the project, it is anticipated that there will be a deficit of \$4,000.

Respectfully submitted on behalf of all active Oxford fire fighters, past and present, by


Scott Pelletier
Chief, Oxford Fire Department

Summary Activity for the Oxford Fire Marshal's Office:

Year: 2022

Inspections:

•	4	assembly occupancies,	1.0%
•	337	business occupancies,	80.0%
•	0	mercantile occupancies,	0.0%
•	0	industrial occupancies,	0.0%
•	4	educational occupancies,	1.0%
•	1	daycare occupancies,	0.2%
•	0	oil trucks,	0.0%
•	5	oil tanks,	1.2%
•	32	propane installation,	7.6%
•	29	propane installation,	6.9%
•	8	diesel fuel & gas dispensing system,	1.9%
•	1	apartments	0.2%
	<u>421</u>	Total	

Cert. of Occupancy Inspections:

•	0	CO assembly occupancies,	0.0%
•	64	CO business occupancies,	100.0%
•	0	CO mercantile occupancies,	0.0%
•	0	CO industrial occupancies,	0.0%
	<u>64</u>	Total	

Re-Inspections:

•	0	assembly occupancies,	0.0%
•	552	business occupancies,	100.0%
•	0	mercantile occupancies,	0.0%
•	0	industrial occupancies,	0.0%
•	0	educational occupancies,	0.0%
•	0	daycare occupancies,	0.0%
	<u>552</u>	Total	

Blasts:

•	0	Issuance of blasting permits,	0.0%
•	0	On site & witnessed blasts,	0.0%
•	0	Investigation of blasting complaints,	0.0%
•	0	Inspection of Blast Sites,	0.0%
•	5	Inspected Blasting Magazines	100.0%
	<u>5</u>	Total	

Fires:

• 30	Investigations of Fires,	6.0%
• 472	Completed Fire Reports for OFD	94.0%
502	Total	

Other Activity:

• 116	Review of new building plans,	3.0%
• 47	Review of Hood system plans,	1.2%
• 3017	Attended Pre-Construction meetings/ job meetings,	76.7%
• 33	Conducted fire alarm tests and review plans,	0.8%
• 33	Conducted sprinkler alarm tests and review plans,	0.8%
• 29	Attended continuing education classes,	0.7%
• 3	Processed documents for underground oil tanks,	0.1%
• 7	Conducted Fire Prevention	0.2%
• 640	Open Burning	16.3%
• 6	Alarm Permits	0.2%
3931	Total	

This annual report is missing
data from the month of February
which was lost in the Computer
System and was unable to
retrieve it back

SOP
1-31-23



TOWN OF OXFORD

Karen Cook
Grant Administrator & Writer

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
(203) 888-2543

GRANT OVERVIEW 2022-2023

Active Grants	Award	Match
LOTICIP – Reconstruction of Hawley Road Engineer: B&B Engineering Contractor: Guerrera Construction Project Completed 1/2023	\$2,034,702	\$179,464
Replacement Of Bridge No. 04913 Dutton Road Over Little River Federal Local Bridge Program Engineer: AI Engineering Contractor: Guerrera Construction This project was mandated by the state and overseen by DOT Project Completed 6/2023	\$2,577,300	\$569,218
GOES HVAC Replacement Managed by BOE Eversource Incentive \$417,000 (Heat Pump) Project out to bid.	\$1,888,760	\$2,446,240
OSWA- Vail Property for Open Space Purchase of 62 Acres of open space Closing completed and Conservation Easement Agreement in process with state.	\$370,000	~\$75,000
CCGP - OMSP 1B - Little River Nature Preserve Trail Little River Nature Preserve trail expansion and sidewalk. Plan revised to exclude footbridge due to high cost. Revised plan submitted to DOT for approval.	\$489,621	~\$55,000
OMSP Phase 2 - Multiuse Trail –Dutton Road to Quarry Walk Federal Earmark grant administered by CT DOT Obligation Deadline: September 30,2026 Expenditure Deadline: September 30,3031 Initiating Qualifications-Based Selection (QBS)	\$3,400,000	\$850,000



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GRANT OVERVIEW 2022-2023

Active Grants	Award	Match
STEAP – Woodruff Hill Sanitary Sewage Pump Station at E. Commerce Drive Engineer: Nafis & Young Engineers Project is out to bid.	\$128,205	
MGP - Municipal Grant Program Grant applied for annually and supplements Senior Center drivers' salaries. Reimbursement is provided three times a year.	\$27,499	
LOCIP – Senior Center Cameras Installation of Security Cameras for Sr. Center. Installation plan in progress.	\$10,000	
EMPG – Emergency Management Performance Grant Grant applied for annually reimburses 50% of the Emergency Manager's salary & Emergency Operations Plan funding.	\$16,273	\$6,518
CT DEEP – Climate Resilience Fund – Kirks Pond Replace the drainage pipe on the north side of the Oxford Fire House to mitigate flooding. NVCOG is coordinating with no local match required.	\$65,000	
CT DEEP – Rockhouse Adaptive Trail Building a 1 mile beginner and 1.5 mile intermediate adaptive trail and purchase of 2 adaptive mountain bikes. Reviewing contract and project plan.	\$278,500	\$70,000



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GRANT OVERVIEW 2022-2023

Active Grants	Award	Match
ARPA – Treasury Multiple Projects managed by Jeff Luff and ARPA Committee Obligation Deadline: December 2024 Expenditure Deadline: December 2026	\$3,922,825	
ARPA – Dept. of Emergency Services & Public Protection Rural Roads Speed Enforcement grant issued in \$5,000 projects 1 st project completed Expenditure Deadline: December 2026	\$50,000	
ARPA - Dept of Aging & Disability Service Sr. Center Evaluating Obligation Deadline: December 2024 Expenditure Deadline: December 2026	\$34,777	
CDBG – Small Cities Housing Rehabilitation Loan Program Current balance is 97,000 and expecting additional 70K in payoffs in 2023	\$97,336	



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GRANT OVERVIEW 2022-2023

<u>Grant Applications Submitted Pending Award</u>	<u>Funding Requested</u>	<u>Match</u>
LOTICIP -Chestnut Tree Hill Road Reconstruction (Rt 67 to Rt 42) Engineer: B&B Engineering NVCOG approved pre-application and awaiting final approval.	\$6,509,970	\$387,000
LOCIP – Oxford Center Fire & Ambulance Roof Installation of Security Cameras for Sr. Center. Awaiting confirmation at town meeting & LoCIP.	\$250,000	
LOCIP – Town Hall Sidewalk Replacement rear entrance sidewalk. Awaiting confirmation from LoCIP.	\$45,000	
AFG - Assistance to Firefighters Grant Application for funding for a replacement Air Compressor.	\$100,000	
EOC – Emergency Operations Center Grant Program (Senator Murphy Congressionally Directed Spending) Application for funding to build the Oxford Emergency Operations Center Addition.	\$30,000.00	\$10,000.00

Oxford Public Library Annual Report

July 1, 2022 through June 30, 2023

General:

- Oxford Public Library is one of 63 public libraries in the Bibliomation consortium. The library uses an open-source system called Evergreen to circulate materials and catalog.
- There were 18,105 visits inside the library and 4,106 curbside visits.
- We had 710 usage sessions on our public computers.
- 528 patrons utilized our study room and meeting room for studying purposes.

Collection:

- We added 2,479 new books and materials to our collection, significantly higher than last year because of our grants. This gives us a total of 31,147 physical items.
- Patrons can subscribe to Wowbrary to receive weekly updates on what has been added to the library's physical collection. Wowbrary was viewed 4,248 times this fiscal year.
- OXPL offers six platforms for patrons to access digital materials.
 - Hoopla: Allows patrons to borrow up to 4 titles per month of ebooks, downloadable audiobooks, graphic novels, TV, music, and movies. Allows for multiple patrons to borrow one item at the same time.
 - Libby/Overdrive: Allows patrons to borrow ebooks and downloadable audiobooks from a database to which we subscribe.
 - Overdrive Magazine: Covers simultaneous use lending model accessing 4,355 magazine titles that can be checked out by an unlimited amount of patrons for a set amount of time.
 - Scholastic Bookflix: is a digital literacy resource that pairs more than 135 animated stories from Weston Woods with a best-selling nonfiction e-book from Scholastic on a similar subject. The fiction and nonfiction pairings are designed to strengthen early literacy skills while exposing young learners to real world concepts.
 - Palace App: Allows patrons to borrow ebooks and downloadable audiobooks from the CT State Library collection and Digital Public Library (this was added in April 2022).
 - Newsbank: Allows patrons access to current and archived information from thousands of newspaper titles, as well as newswires, web editions, blogs, videos, broadcast transcripts, business journals, periodicals, government documents and other publications.

Circulation and Interlibrary Loan:

- We are still providing Curbside Pickup completing 4,106 curbside requests of 6,672 materials.
- We loaned 1,691 materials through interlibrary loan to other libraries.
- We received 6,032 materials from other libraries.
- Within our library, we had 33,368 circulations.

Curbside Pick-Up Procedure:

Patrons request books be held for them at our library by calling us or requesting them online. If we don't have the materials, they are requested to be shipped to us through the statewide DeliverIt system. Next, we find the materials on our shelves twice a day and receive them from other libraries twice a week. We check the

materials in on the computer to trigger the hold. We check the materials out to the patron, stamp the due date, contact the patron by email, phone call or text message depending on patron preference, mark a paper bag with patron name and place the materials inside the bag. We then place it out in our curbside cabinet for pickup multiple times daily. Weekly monitoring of the materials not picked up is done, so those materials are checked in and shipped back to their libraries or placed back on our shelves.

Patron Registration:

Between 7/1/2022 and 6/30/2023, we added 508 new patrons; active cards are now at 3,650. Our online presence has evolved into being one of the main platforms of patron interaction with the library. We continue to utilize various social media platforms to promote awareness of library services and communicate to our patrons as much as possible. Through our web page (<http://www.oxfordlib.org>), which is updated weekly, patrons can get a library card, access our library catalog, renew their books, request books online to be reserved or shipped to us from other libraries, and see upcoming library events.

Digital Resources and Databases:

We have expanded our collection of digital resources for patrons, and the response has been extremely positive. The total circulation/use for these resources is 14,580.

In addition to providing those resources for borrowing materials, we also offer access to several educational/research databases including:

- The Library of Congress for access to rare literary and print collections.
- Medline Plus, PubMed, and others, for access to medical research, studies, and publications.
- Legal Information Reference Center, full text for many top consumer legal reference books, as well as thousands of legal forms.
- Several databases for access to online versions of newspapers, including, but not limited to The Hartford Courant, New York Times, and Wall Street Journal.
- Several education-related databases, including ERIC, the authoritative database of indexed and full-text education literature and resources.
- Several databases pertaining to the study of History, Biographies, and Genealogy, which range from broad sources such as ancestry.com to local specialty services such as Connecticut Digital Collections.
- Workplace Solutions Database for acquiring career and job skills through practice coursework, testing, and technology training.

Friends of the Library in Oxford:

The Friends continue to be a huge support. This year they committed to giving \$2,972.46 in donations to the library this year for Hoopla, programming, and a kids computer monitor. They purchased two museum passes for our patrons to enjoy which totaled \$350. They also held two book/bake sales and sponsored a graduation Middle School Award of \$100.

Library Board of Directors:

The Board continued with service members Chairman Margaret Keating, Secretary Lenore Sturm, and Treasurer Mark Goumas. Hugh Regan resigned in November 2022, William Federowitz in December 2022, and also Nicole Bunnell in April of 2023. New

members consist of Janet Berger and Rosemary Harner who joined in January of 2023. They have been very active and a pleasure to work with. The Board met on the following dates: 10/19/22, 11/16/22, 1/11/23, 3/15/23 and 5/17/23.

Staffing:

Full Time Staff:

Robbi Costigan, Director of Municipal/Library Media Operations
Dawn Higginson, Assistant Director & Adult Services Librarian retired April 4th.
Robyn Rivero, Children's Librarian
Kathleen Solicito, Circulation Coordinator

Part Time Staff:

Cataloguer Marilyn Kitlas

Nine Clerks work anywhere from four to 19.5 hours a week performing a multitude of tasks including, but not limited to, the following:

- Customer service tasks via telephone, email, and in person and assists staff members as needed.
- Working knowledge of complex library-specific software; place holds, renew materials, search consortium collections, etc.
- Daily Curbside Pickup Service: pulling books off the shelves, checking them out, bagging & labeling them, placing outside, calling the patron.
- Follow and enforce library circulation policies, procedures and educate patrons.
- Balancing of cash register monies and tracking specific income categories for the Library Board, following detailed accounting procedures.
- Assist in the selection and development of materials and programs for a variety of ages.
- Prepare crafts and materials for daily programs.
- Promote programs and events through social media, newspapers, etc.
- Schedule & keep track of reservations for three meeting rooms.

One Page tasks include:

- Perform shelving and shelf reading duties as well as the repairing of books when needed.
- Perform customer service tasks via telephone, email, and in person and assists staff members as needed.

Budget:

The approved 22-23 budget was \$602,867.00. It increased to \$610,728.80 because UPSEU union negotiations were finally settled. Expended \$613,446.55 because of raises and increases in benefits costs.

Grants:

- Final report for \$10,000 ALA American Rescue Plan: Humanities Grants for Libraries was submitted on Oct. 28, 2022.
- Funds for \$20,000 ALA COVID Library Relief 2022 Fund Grant were received on 7/18/22. All administration of this grant was done between July 2022 and January 2023. Interim grant reports were filed on 9/20/22 and 11/8/22. \$20,000 was spent on updating our physical library collection and also supporting our digital loaning platforms. Final report was filed on 1/26/2023.

- On April 25, 2023, we received a grant in the amount of \$388 from the borrowIT CT program. We receive this because we lend other libraries our books, etc. This is being spent on adult Zentangle programs this summer and fall.
- The library was awarded a \$2,000 Summer Enrichment Grant from the CT State Library on April 3, 2023. This grant is being used to enhance our Summer Reading Program. All funds need to be expended by September 30, 2023. Final report is due October 30, 2023.

Programs:

Oxford Public Library held 445 programs this year with total attendance of 5,754 people. Librarians held programs for book clubs, crafts, writing, literacy practices, and technology literacy, among others. Consultants and educators hosted programs on topics including creative writing, endangered local species, college admissions, technology, and Medicare. The library collaborated with community organizations such as the Friends of the Library, the Oxford Historical Society, and Oxford Cultural Arts Commission to provide enriching and relevant programming to our service community.

Adult Programs

The library offered Zentangle workshops every other Saturday for adults and seniors. The program was extremely popular and was full, with a wait list, each week. In response to 2022's success, the library requested and received funds from FOLIO to aid in financing this program to run for another year. 83 adult programs were offered this year with the attendance of 554 people.

Children/Teen/Family Programs

OXPL continued offering three Story Time programs per week for infants through Pre-K, including one specifically geared for neurodivergent kids who attend with their occupational therapists. The library hosted monthly Lego and STEM challenges for children ages 6 to 11, Chess Club for ages 6 to 18, and weekly Dungeons and Dragons programs for teens. In addition, the library held one-off programs about literature, history, art, and more. 362 programs for children and teens were held this year with the attendance of 5,200 people. The Children's Librarian also organized outreach with the local schools this year. The entire Kindergarten class at Quaker Farms School visited the library on May 11 and May 18 to get library cards, become familiar with the collection, and learn more about library services. The Children's Librarian visited Quaker Farms School and Great Oak Elementary School in early June to encourage participation in our Summer Reading Program and to share information about services that students can access at the library over the summer.

Respectfully submitted by:

Robbi Costigan, Director of Municipal Library/Media Operations

August 21, 2023

ANNUAL REPORT
of the
Oxford Board of Education
and the
Superintendent of Schools

2022-2023

INTRODUCTION

The Oxford Board of Education submits this 2022-2023 Annual Report to the citizens of the town of Oxford with a sense of pride in the fine educational achievements of its students, confidence in the competence and professional dedication of its employees, and appreciation of the contributions of its many citizen volunteers.

In the Oxford School District, each student has the opportunity to discover and develop his/her own talents, skills, and abilities both for his/her own benefit and for the ultimate benefit of the local community and a global society. The Oxford Board of Education believes that all children have the right to a full and comprehensive education; and to achieve this goal, the Board and its employees work to ensure all students succeed.

BOARD OF EDUCATION

The duties and responsibilities of the Board include the development and implementation of a district budget, the employment of all personnel, the determination and control of curricula and programs, the development and review of policy, the care and maintenance of all buildings and equipment, the development of long term goals and plans, and ensuring that all relevant laws and regulations are adhered to properly.

The members of the Board of Education during the 2022-2023 school year were as follows:

Member	Term Expiration
Stephanie Miller, Chairperson	11/23
Deborah Sherman, Vice Chair	11/23
Michael Koosa, Secretary	11/23
Vincent Cataudella	11/25
Shelley Lacey-Castelot	11/25
Stephen Kozek	11/25
Joseph Matusovich	11/23
Nicole McGrath	11/25
Victor Tomporowski	11/25

PERSONNEL DATA

The Oxford Public School District employed a total of 291 employees. Some of these individuals were part-time workers. The individuals were employed in the following areas:

<u>Group</u>	<u>Number of Employees</u>
Superintendent	1
Chief Operations Officer	1
Business Manager	1
Director of Pupil Personnel Services	1
Supervisor of Pupil Personnel Services	1
Director of Curriculum	1
Principals/Assistant Principals	6
Coordinator of IT	1
Network Systems Manager	1
Maintenance Technician	1
Athletic Director	1
Athletic Trainer	1
Teachers	166
Nurses	4
Paraprofessionals	48
Tutors	5
Clerical	16
Therapists (OT/PT)	3
Custodians	18
Monitors	8
BCBA/Behavioral Assistant	2
Speech/Language Assistant	1
Armed Security Officers	2
Bus Driver	1
TOTAL	291

Administration

The Administration of the District for the 2022-23 school year:

Dr. Robert Miller	Superintendent
Meghan Pogoneski	Director of Special Education and Pupil Services
Mike Dagostino	Chief Operations Officer
Mark Izzo	Business Manager
Linda Cascella	Supervisor of Special Education
Rachael Cacace	Principal, Quaker Farms School, PreK - 2
Heath Hendershot	Principal, Great Oak Elementary School, 3-5
Silvia Oullete	Principal, Great Oak Elementary School, 6-8
Ellen Knapp	Assistant Principal, Great Oak Elementary School, 6-8
Anthony Hibbert	Principal, Oxford High School, 9-12
Stephanie Kubisek	Assistant Principal, Oxford High School, 9-12
Dorothy Potter	Director of Curriculum, Instruction and Assessment

ADULT EDUCATION

The Oxford Public School District is an active participant in the Adult Education Program of the Naugatuck School District. Oxford's contractual agreement with Naugatuck allows for participation in all Adult Education courses held at Naugatuck High School. However, the administration at Oxford High School highly recommends the diploma based program.

PROFESSIONAL LEARNING

The Oxford Public School District provides all certified and non-certified staff with appropriate professional development opportunities, at no cost to the employee, as required by law. Programs are aimed at improving student achievement, maintaining safe school environments and other relevant topics that correlate to the District's Strategic Operating Plan.

ENROLLMENT

The pre-kindergarten through grade 12 students receive their education at Oxford's four schools, plus the Alternative Education Program-Connections. Students interested in the study of vocational agriculture attended Nonnewaug High School on a tuition basis. Some Oxford students also attend Emmett O'Brien and the Sound School. Student enrollment within the District's pre-kindergarten through grade 12 schools was 1,708 for the 2022-2023 school year. Enrollment within the District was as follows:

<u>SCHOOL LEVELS</u>	<u>GRADE</u>	<u>October 1, 2022 Count</u>
Quaker Farms School	Pre-Kindergarten through 2	406
Great Oak Elementary	3 through 5	353
Oxford Middle School	6 through 8	406
Oxford High School	9 through 12	536
Connections Program		7

GRANTS

Oxford automatically receives funds from the state for regular education under the provisions of the Education Cost Sharing (ECS) Act as well as money for special education and special education transportation costs. In addition, each year the District, through the actions of its administrative staff and faculty, is awarded grant money from both the state and federal governments. These monies greatly contribute toward paying for the costs of education; and thereby, ease the burden of local taxpayers. During the 2022-2023 school year, the District obtained a total of \$636,655 in grant funds. These funds were used to defray the costs of specific regular education and special education programs.

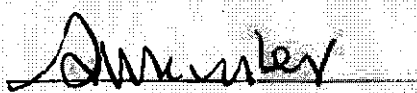
The following grants were either awarded competitively or provided upon application:

Adult Education	\$ 7,000.00
ARPA School Mental Health Workers	\$ 118,420.00
CT-SEDS Implementation Stipend	\$ 15,000.00
IDEA 611	\$ 365,064.00
IDEA 619	\$ 11,119.00
Perkins	\$ 14,937.00
Title I Part A	\$ 71,650.00
Title II Part A	\$ 23,465.00
Title IV Part A	\$ 10,000.00
Total Awarded Grants	\$ 636,655.00

CONCLUSION

Over the course of the school year, each of the members of the Oxford Board of Education worked hundreds of hours to provide the children of Oxford with an outstanding educational program that supports all students. It is spearheaded by an excellent administrative team and professional staff, in concert with caring and knowledgeable staff members and dedicated volunteer parents and citizens. The Board, administration, faculty, staff, and citizen volunteers believe that a quality education is the most important gift our community can give our children. To this end, the Board of Education and its staff provide an educational program that is consistent with the State Department of Education's mandates and the fiscal realities of the town.

Stephanie Miller
Chairperson Oxford Board of Education



Mike Koosa,
Secretary Oxford Board of Education



Dr. Robert Miller
Superintendent of Schools



Dated: 8/28/23

OXFORD PARKS AND RECREATION

Annual Report

Fiscal Year 7/1/22-6/30/23

Below is a summary of activities that are self-sustaining through fees that are collected by this office. Most of the fees collected are paid back for expenses associated with that activity.

Summer Camps – Ran July 3rd through August 11th

Huskies Camp is for children who have completed grades K-5; OPR Teen Travel Camp is for children who have completed grades 5-8. Huskies attend Monday through Friday from 9am-4pm and spend 4 days each week at Community Chapel and one day each week traveling to another location for the day (ex. Quassy Amusement Park, Dave & Buster's and Beardsley Zoo). The OPR kids travel by bus to different locations Monday-Wednesday each week. Some locations include Shelton Sports Center, Nomads Adventure Quest, Brownstone Quarry, Six Flags, Urban Air and the Bronx Zoo. On Thursdays, OPR kids spend the day at Community Chapel while the Huskies are away. On Fridays, OPR kids spend the day at Jackson Cove. Huskies had 126 kids per week. This is the first time ever that we had to turn Oxford kids away and start a wait list. OPR has 43 kids (the maximum) per week. The cost per week for Huskies is \$160 and the cost per week for OPR is \$200. The Huskies Camp required 16 camp counselors and the OPR Teen Travel Camp required 7 camp counselors. The program is overseen by a Camp Director.

Activities

Other self-sustaining activities offered throughout the year include: Yoga, HIIT, Zumba, PiYo, Barre, Mediation classes, Country Line Dancing, Swimming Lessons, Open Swim, Lego Engineering programs, STEM programs, Art programs, Boot Camp & Jailball programs, Meal Preparation classes, Multi-Sports programs, Volleyball programs, Basketball programs, Kids yoga, Toddler Art programs and Toddler STEM/Movement programs. All of these programs and others like them are supported by the fees that are charged. The price per program varies.

Sports Leagues

Oxford Parks and Recreation sponsors various sports leagues – all of which are also self-sustaining and governed by their own Board of Directors and are comprised of volunteers:

Flag Football – approximately 200 children;

Oxford Youth Football and Cheer – approximately 450 participants;

Oxford Otters Swim Team – approximately 150 swimmers;

Youth Basketball – approximately 450 participants;

Men's Over 30 Basketball – approximately 75 participants;

Fall Co-Ed Softball – approximately 100 participants;

Women's Softball - approximately 110 participants;

Men's Over 30 Softball – approximately 110 participants;

Co-Ed Volleyball – approximately 150 participants;

Women's Volleyball – approximately 50 participants;

Men's Golf – approximately 40 participants.

Independent Sports Leagues

There are also some independent sports leagues who do not fall under the auspices of Parks and Recreation, but do service our children and use our facilities. They are:

Babe Ruth Baseball – about 400 children;

Oxford Soccer League – about 450 children;

Little League Softball – about 150 children.

Bus Trips

Parks and Recreation offers various Bus Trips throughout the year. As with most of the activities in Parks and Recreation, Bus Trips are self-supportive. Some of the offerings included: Block Island, 911 Memorial & Museum, Halloween in Salem, Boston Whale Watch and Hudson River Cruise.

Regular Programs *

Some of the Regular Programs offered by Parks and Recreation include the following:

Easter Egg Hunt – every year it's held on the Saturday before Palm Sunday. We offer prizes and eggs for about 300 young (pre-K to 2nd grade) children each year.

Fishing Rodeo – held in May. We co-host this with the Seymour Fish and Game Club. We give prizes for various categories and usually have attendance of about 100 people including children and their families.

Trick or Trunk – held on Halloween night at Oxford High School. Generally, about 500 people attend including families who decorate their car trunks and give out candy to the trick or treaters while their own children go around from car to car in a fun and safe setting. Lots of fun music, refreshments and prizes for best-decorated trunks and best-carved jack-o-lanterns.

Turkey Shoot – held in mid-November. Kids and their parents are allowed ten free throw basketball shots each. The total number they sink may win them a prize. Prizes are cranberry sauce, stuffing mix, a pie or a turkey.

Holiday Light Fights Contest – Oxford residents decorate their houses and compete for the best-decorated house in various categories such as "Jingle Bell Rock", "Deck the Halls", "Cousin Eddie" and "Full Griswald".

Christmas in Oxford – Town Tree lighting ceremony held on first Friday of December. Parks and Recreation decorates the outside of the Town Hall. At the ceremony, school choruses perform, the tree (as well as the other decorations) are lit, Santa arrives on a fire truck and refreshments are served by the gazebo. Oxford Ambulance Association has a "stuff an ambulance" food drive and the Oxford police collect for the Toys for Tots program.

*Parks & Recreation collects food for local food banks at all of our events

Facilities

Posypanko Park – located on Hawkins Road. 2 Baseball Diamonds with press boxes, T-Ball Field, Basketball Court, Playground, Concession Stand, Bathrooms and Storage.

Jackson Cove Park – located on Jackson Cove Road. Beach on Lake Zoar, Playground, Sand Volleyball Court, Boat Launch, Pavilion, Bathrooms, Concession Stand and Guard Shack. Open Memorial Day to Labor Day by permit only.

Lily Park – Located on Great Oak Road across from Great Oak Middle School. The playground consists of two playscapes – one for children between the ages of 2 and 5 years and a second for children ages 5-12 years. There are swings and slides, poles to climb, ladders to scale, beams to balance on, sand to dig and build upon and a cabin to hide in. More than 90 percent of this playground was constructed of recycled materials and it is ADA Compliant.

Ryan's Courts – located on Great Oak Road. 2 Tennis Courts with lighting for night play. Courts were constructed in 2012 and resurfaced in 2021.

Oxford Glen – located on Route 34. Soccer and softball field with an irrigation system.

Agnes Tetlak Schiavi Park – located on Bowers Hill Rd. 2 Softball Fields and a Multi-Purpose Field.

Kirk's Pond - located on Route 67 near the Town Hall. Available for ice-skating and youth fishing. It is the site of the children's Fishing Rodeo, which is held every year in May.

Additional Information

Oxford Parks and Recreation also schedules and maintains all of the fields at Quaker Farms School, Great Oak Elementary School, Oxford Middle School, Oxford High School (including Wolverine Field) and Oxford Center Municipal Annex Building where the various leagues play. In addition, we schedule the gyms in those schools and the indoor pool at Oxford High School for the public's use during nights and on weekends.

TOWN OF OXFORD PLANNING & ZONING COMMISSION

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
Phone: (203) 828-6512 · Email: pandz@oxford-ct.gov
www.Oxford-CT.gov



PLANNING & ZONING - ANNUAL REPORT

July 1, 2022 TO June 30, 2023

The duties and responsibilities of the Planning & Zoning Commission are governed by Chapter 124 and Chapter 126 of the Connecticut General Statutes, the Town of Oxford Zoning Regulations, Subdivision Regulations, and the Plan of Conservation and Development.

The State of Connecticut is currently reviewing and proposing many changes to land use regulations. The State is very focused on affordable housing, and accessory dwelling units. The Commission must consider any amendments to the CT General Statutes when revising the regulations, and the POCD.

The Planning & Zoning Commission is comprised of seven (7) elected members and three (3) alternates. The elected members serve overlapping terms of four (4) years, and alternates are appointed by the Board of Selectmen. Election of new officers are by a majority vote of the Commission every two (2) years, concurrent with the Town Elections.

The functions and responsibilities of the Planning & Zoning Commission include the preparation and adoption of a Plan of Development and the Plan of Conservation and Development. The Commission is also responsible for the preparation, adoption, and implementation of zoning and subdivision regulations that protect the health, safety, and welfare of the Town, as specified in the Oxford Zoning Regulations and Chapters 124 and 126 of the General Statutes.

PROJECTS

The Planning & Zoning Commission is in the process of amending the zoning regulations to address accessory dwelling units, farm events, and cannabis. This year the Commission chose to opt-out of items included in the 2021 land use legislation.

The Zoning Regulations are a detailed document that outlines the processes and procedures related to all land use under the purview of Planning & Zoning in the Town of Oxford. The regulations are designed to meet all the requirements of Chapter 124 and 126 of the CT General Statutes, as amended, while attempting to attract economic development to Town.

Additional projects underway are, updating the Policies and Procedures, records retention, upgrading land use applications, reviewing and updating the filing system, and researching ways to digitize documentation in the department. Planning & Zoning staff are being trained on a new online permitting program that will be implemented this year.

PLANNING & ZONING DEPARTMENT STAFF

The Town of Oxford employs two full time hired staff members that manage the Planning & Zoning Department daily. The Zoning Enforcement Officer works 40 (forty) hours per week, and the Planning & Zoning Coordinator works 32 (thirty-two) hours per week. The office is open from 9:00 AM to 5:00 PM Monday thru Thursday, and 8:00 AM Monday to 4:00 PM Friday.

EXPERTS AND CONTRACTED SERVICES

The Town, on behalf of the Commission, contracts with James Galligan, of Nafis & Young Engineers to review applications that require specific and detailed expertise regarding engineering plans, drainage, road specifications and soil and erosion.

The Commission utilizes the services of Land Use Counsel, Kevin McSherry. Land Use Commissions retain attorneys for various reasons, such as legal opinions regarding processes and procedures, litigation, FOI complaints and requests, and resolutions for more complicated applications that require a legal interpretation of the regulations. The Commission works in conjunction with counsel to make the best decisions possible for the residents and businesses in Oxford.

The Commission also contracts with any other specialized contracted service whose expertise may be needed for a specific application.

MEETINGS

The Planning & Zoning Commission meets the 1st and 3rd Tuesday of each month. The Commission held 22 (twenty-two) regular meetings, and approximately 12 (twelve) public hearings. The length of the meetings varied in length due to the type of applications before the Commission, as well as the number of items on the agenda.

REVENUE

The Planning & Zoning Commission uses a fee schedule, last revised in 2014. The Zoning Enforcement Officer uses the schedule to calculate the fees of all applications submitted to the department. The applications are submitted to the Planning & Zoning Department, processed, and then presented to the Commission when applicable. Fees paid to the Planning & Zoning Department are submitted to the Finance Department on a monthly basis, and the Finance Department deposits the fees into the General Fund.

EDUCATION

Members of the Commission are now required under Public Act 21-29 to attend training beginning in January 2023. Commissioners are encouraged to take classes and seminars on Freedom of Information, and the Basic & Advanced Land Use Training offered each year.

Also addressed in Public Act 21-29 is a requirement that the ZEO be certified and be recertified annually after January 2023.

CONCLUSION

The Planning & Zoning Commission must consider all aspects of applications and how a decision to approve or deny an application will affect the health, safety, and welfare of the residents of Oxford. They consider the Town's financial benefits from commercial and industrial development, and also strive to maintain a balance between beneficial growth while protecting and maintaining the integrity of the Town and its residents.

Respectfully Submitted,

Patrick J. Cocchiarella, Chairman
Planning & Zoning Commission



Oxford Resident State Trooper's Office

429 Oxford Road
Oxford, Connecticut 06478-1231
Telephone- 203-888-4353
Fax- 203-888-1734



INTERDEPARTMENTAL MEMORANDUM

TO: First Selectman George Temple

FROM: Sergeant Roman Gray #172

DATE: 08/10/2023

RE: Oxford Police Annual Report 07/01/2022 – 06/30/2023

Sir,

Total Calls for Service – 6,960

Self-Incited Motor Vehicle Traffic Stops

Citations – 50

Verbal and Written Warnings – 323

DWI – 4

Criminal Investigations/Reportable Cases – 290

Motor Vehicle Accidents:

Fatal Crash – 1

Minor Injury/No injury – 204

Staffing as of June 30, 2023

State Police Resident Trooper Sergeant – 1

Oxford Patrol Sergeants – 3

Patrol Officers – 12

School Resource Officers – 2 (SRO's are utilized as patrol officers when school is not in session.)

Part Time Officers – 2

Total personal assigned to Oxford Police Department – 20

We continue to make improvements in technology and operations while staying within budget limitations. Some of the improvements are as follows:

- Updated Axon Body Worn Cameras
- Updated Fire Department/EMS radio at the Oxford Police Department
- Purchased 3 new Mobile Data Terminal (MDT) for police vehicles
- Integrated Aladtec online scheduling, time, and attendance software that provides an efficient, cost-effective way to efficiently manage employee scheduling.



Oxford Resident State Trooper's Office

429 Oxford Road
Oxford, Connecticut 06478-1231
Telephone- 203-888-4353
Fax- 203-888-1734



Respectfully Submitted,

Sgt. Roman Gray #172

Sgt. Roman Gray #172
Oxford Resident Trooper Sergeant

MEMORANDUM

Date: August 18, 2023
To: Selectman's Office
From: Registrars of Voters
RE: 2022 - 2023 Annual Town Report

Registrars of Voters' Written Annual Report

During the fiscal year 2022-2023, we performed the town's Canvass procedure with the NCOA Canvass by Mail System. As required by State Statute, canvass notification was sent to all voters that have not voted in the last four years.

The Town held Party Primaries in August 2022, a Gubernatorial Election in November 2022 with a subsequent Recount, and one Budget Referendum in May 2023. EDR (same day voter registration) was held simultaneously with the November Election in the Main Meeting Room across from the Registrar's Office.

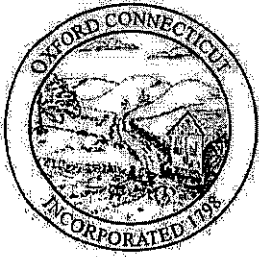
Voter turnout for the August 2022 Republican Primary was 890 out of 3,278 voters. Voter turnout for the August 2022 Democratic Primary was 240 out of 1,770 voters. Voter turnout for the November 2022 State Election was 6,606 out of 9,514 total voters. We were required to do a recanvass on November 11, 2022 and there were no changes with the outcome. Voter turnout for the Budget Referendum in May 2023 was 869 out of 9,294 voters.

Between July 1, 2022 - June 30, 2023, we registered 691 new voters, had 1,182 changes, and 909 removals from our voter list for a total of 9,406 electors in the town of Oxford.

The Democratic Registrar, Joanne Jelenik, stepped down on August 31, 2022. Ellen Fox was sworn in as the Democratic Registrar on September 1, 2022 and was formally elected in November 2022. During this time, Ellen Fox has started to take the required coursework for Registrar Certification from UConn's Connecticut Information Technology Institute that must be completed in two years from start date.

Respectfully submitted,

Linda Crowe
Ellen Fox
Registrars of Voters



TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
Phone: 203-888-2543 • Fax: 203-888-2136

Office of the First Selectman
George R. Temple, Esquire

Arnold Jensen, Selectman
David McKane, Selectman

Board of Selectmen 2022 – 2023 Annual Report

Fiscal Year 2022 – 2023 started off with a bang. The 2nd Annual Cheer for Oxford Event had a great turnout! This event had: games, food trucks, local produce, local merchandise, dunk tank, bounce house, pony rides, a Pep Rally, and fireworks, just to name a few of the highlights.

In September, the First Selectman attended the Naugatuck Valley Council of Governments meeting with Governor Lamont to discuss Affordable Housing, E-cycles and more.

It was around this time that the HVAC systems in our schools became a familiar topic. The outdated equipment and the importance of upgrading them was discussed at length. In fact, October began with a joint meeting between the Board of Selectmen and the Board of Finance to discuss the replacement of the HVAC system at Great Oak School; which was the beginning of a lengthy, arduous process involving, committees, companies, regulations, and state grant requirements.

In November, the First Selectman attended the CCM Convention Gubernatorial Debate. There he discussed Oxford with Governor Lamont and was able to speak with other Mayors and Selectmen.

The end of the fiscal year brought the Boy Scout's Troop I Annual Ornament Presentation for 2022.

The Board of Selectman also presented certificates and town coins to the Oxford High School Varsity and Junior Varsity soccer players and their coaches.

It was also during this time that the Board of Selectmen accepted a 6-acre parcel on Oxford Road in lieu of taxes. This property has many exciting opportunities and is situated in a very desirable location.

The year ended and began with numerous power outages for Oxford.

It was during this time that the Board of Selectmen reviewed their boards and committees which were established for specific missions. The Selectmen carefully reviewed and researched all of

them and began the process of disbanding the committees and boards that had completely fulfilled their duties.

And on a happy note, the town received news that the total increase in our Grand List was only increased by 2.88%.

And for more good news around this timeframe, the Board of Selectmen were informed that the town would be receiving \$3.4 million dollars from the federal government for our Main Street Project. The money would be used to continue the walkway from Town Hall to Quarry Walk and which would include 3 pedestrian bridges and a walk area along the river for fishing.

Speaking of money... February also brought in the annual budget review process. The Board of Selectmen met with Department Supervisors throughout the month to discuss their upcoming fiscal year budgets.

In March, the Board of Selectmen recognized the heroic actions of Oxford Police Officer Michael Dyki and Trumbull Officer Quinn Gagstetter. It all began when off-duty Officer Gagstetter was driving along Route 67 and the passenger in the car in front of him began shooting his weapon out the window. Officer Gagstetter called the situation into dispatch and followed the vehicle into the plaza. Officer Dyki responded immediately to the call. While waiting for the Oxford police response, Officer Gagstetter maintained visual contact with the suspect but did not draw his revolver so as not to confuse the responding officer as to which person was illegally discharging a gun on Route 67. When Oxford Officer Dyki arrived at the scene, Officer Dyki inquired as to whether Officer Gagstetter was armed. After an affirmative response, Officer Dyki requested Officer Gagstetter to cover him while the suspect was placed into custody. The actions of both officers, and their professional demeanor shown at the scene, resulted in a very serious incident being diffused with minimum danger to the public. Both officers' actions demonstrated the highest standards of training and commitment to the highest ideals of law enforcement.

It was also during this time that the Board of Selectmen were informed that Phase 1 of the Main Street Project was complete.

And during this time the Board of Selectmen approved the Fiscal Year 2023 – 2024 Municipal Operating Budget and the Fiscal Year 2023 – 2024 Capital Plan Requests and forwarded them both to the Board of Finance.

In March, the Board of Selectmen recognized the Pop Warner U9 Team for winning the New England Regional Championship. They all received certificates and town coins.

The Board also recognized the Mighty Mite Cheer Team for their Northern CT Pop Warner Local Championship and the New England Regional Championship. All were presented with certificates and town coins.

April of 2023 began with the Town of Oxford's Annual Town-Wide Cleanup Month. Town-Wide Cleanup is celebrated annually to protect flora and fauna and make Oxford a beautiful

place to live. The Board of Selectmen encouraged all citizens, businesses, organizations, schools, clubs, neighborhoods, and families to participate in community cleanup activities. To help aide in the cleanup, the Recycling Center at the Public Works Department remained opened until 5:00 PM on the last two Saturdays of April.

In April, Oxford was privileged to receive a grant for the HVAC System at Great Oak School. Oxford was the only town who had a grant approved in the 37 senatorial districts. An honor indeed!

The first day of May started with a Town Meeting to discuss the Fiscal Year 2023 – 2024 budgets. The town had a slight increase in the mil rate; the first in quite some time. On May 11, 2023 a Budget Referendum was held and all items were approved.

Also in May, the town of Oxford received \$278,500.00 from Governor Lamont's State Grants for Recreational Trails Across Connecticut. The money the town received will be used for Rockhouse Hills trail planning, designing, construction, equipment, and amenities for ADA compliant trails.

May concluded with the Town of Oxford's Annual Memorial Day Parade. There was a phenomenal participant and spectator turn-out and the weather was very accommodating. The parade even included a stunning C-130 flyover.

June brought the town with its first, and hopefully not last, Town-Wide Tag Sale. Any resident was able to pay a registration fee which would secure their address being included on the master tag sale list and map. On the day of the tag sale, and for a small donation, a printed map was given of all participating address locations of the tag sales. All fees and registration received were given to the Seymour Oxford Food Bank.

June 17th also brought the town it's first, and hopefully not last, Juneteenth Celebration at Quarry Walk. The event brought in poets, speakers, and musicians. It was a well-attended celebration.



George R. Temple, Esq.
First Selectman

SENIOR CENTER
TOWN OF OXFORD
ANNUAL REPORT - FISCAL YEAR 2021 – 2022

With the worst of the COVID-19 pandemic well behind us now, this past year at the senior center has proved to be a much better one for all of our members and staff. Although we continue to see different variants of the virus spread within our community, we do our best to help those in need and offer support and guidance to all individuals.

The Oxford Senior Center is located at 10 Old Church Road. We are nestled in a lovely country environment and reside next door to our towns Elderly Housing complex. We are in close proximity to Quarry Walk, a remarkable and lovely plaza which offers many wonderful shops, restaurants, a food market along with numerous medical offices which provide much needed services to the residents of our community. The centers hours of operation are Monday through Thursday from 9:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m.

Our center welcomes and encourages all individuals aged sixty or above to join. Oxford residents are charged a small fee of five dollars per year. Oxford residents aged eighty or above are considered a Gold Member, and their annual cost of dues is waived. The yearly membership rate for out of town residents is ten dollars per year. The yearly membership term begins on January 1st of each year. We currently have over 1,300 members enrolled.

A commission consisting of six Oxford residents is appointed by the Board of Selectmen, with each member serving a term of four years. The Elderly Commission is responsible for focusing on and offering solutions to meet the needs of elderly residents and to encourage participation in all aspects of community life. Other duties include overseeing and supervising all activities and programs at the center and assuring elderly citizens equal access to all town resources. Current commission includes Chairman, Joyce Niestemski and members Elizabeth Andrews, Harue Bailey, Susan DeScheen, Edith Witham and Lyndon Mayers. The entire commission plays a very important role in keeping our center running in a safe and efficient manner.

Joanne Jelenik, Municipal Agent for the Town of Oxford provides information and referral services to our residents. She offers assistance with State of Connecticut programs, Federal programs, Medicare and Social Security, along with many others. The Municipal Agent can assist in applying for benefits and other needed services. Joanne provides a vast range of excellent and accessible resources. She is always available to any member in need and handles her duties and responsibilities in a very professional manner. She provides our members with her office phone number along with her personal home phone number, and welcomes calls at any time of the day or night to any resident in need.

The Oxford Senior Center is a vibrant and vital organization that responds to the changing needs of the community through education and outreach programs, developed to enhance the overall quality of life. We provide a wide variety of programs and offer a supportive environment where participants can engage in programs that are designed around key areas including socialization, health, exercise, nutrition, art, music, intergenerational partnerships, interaction with animals and much more. We strive to promote a healthy and active lifestyle in a safe and welcoming atmosphere.

The senior center works in conjunction with all municipal departments and committees, including our local police department, fire department, ambulance service, Oxford schools, Housatonic Health Department, Griffin Hospital, state agencies, national organizations, along with many medical and independent professionals to support the needs of our senior population.

With our dedicated staff and wonderful volunteers, we continue to offer a wide variety of indoor and outdoor programs and events. We serve thousands of seniors throughout the year and filter hundreds of phone calls on a weekly basis. Volunteer opportunities are available for any member of our community who would like to become involved. We always ensure the safety and well being of all participants.

A wide variety of nutritious and affordable meals are provided throughout each month. We work in conjunction with a large number of local caterers, restaurants and various organizations to provide our members with healthy, delicious, low-cost meals. With the help of a local caterer, we are also able to provide our members and homebound individuals with specially prepared frozen meals that are sold weekly for their convenience.

Our talented quilters and crafters graciously donated a wide variety of items such as quilts, lap blankets, hats and scarves to various organizations. Several of the recipients include Chapel Haven, Special Education School, Camp Erin - The Cove Center for Grieving Children, Griffin Hospital Cancer Center and Neonatal Unit and the Veterans Hospital in West Haven. The center also made a monetary donation to an Oxford Middle School recipient.

The center provides a "Lending closet" which hosts an assortment of walkers, wheelchairs, transport chairs, raised toilet seats, shower seats, commodes, canes, crutches, and many other medical devices that help provide assistance to our members. These items are donated by kind individuals and are made available for use to anyone in need.

The senior center has four vehicles, three of which are wheelchair accessible. We employ four part-time drivers and a transportation coordinator. Our drivers work very hard throughout the year, transporting our residents to necessary appointments while ensuring their safety. Transportation for our elderly and disabled Oxford residents is available Monday through Thursday between the hours of 9:00 a.m. and 5:00 p.m. We offer safe, reliable rides to various destinations such as medical appointments, shopping, banking, personal care, to and from the senior center as well as for off-site trips for educational and recreational purposes.

The center is also provided with two part-time custodians who worked diligently performing their duties and taking all precautions to keep our environment safe and clean.

Currently the center is still operating at full capacity. All activities and programs are extremely well attended as membership continues to increase on a daily basis. Many local day trips as well as out of state motor coach trips have been offered and continue to sell out. Our trip abroad to Portugal which went out in November 2021 was a great success and had we no issues relating to COVID-19.

I am extremely fortunate and truly grateful to be part of this wonderful organization. The following programs were offered from July 1, 2021 through June 30, 2022.

Health and Wellness Programs

Blood Pressure Screening
Flex, Fit & Fun Exercise
Foot Clinics
Chair Reiki
Hearing Screenings
Blood Drives
Strength & Balance
Art Instructional Classes
Flu Shot Clinic
Latin Fusion Dance
Yoga
Tai Chi
Sound Healing Workshop

Bocce
Walking Group
Mat Pilates
Municipal Agent/Social Services
Ballroom Dancing
Wii Bowling
Fall Prevention
Young at Heart Meal Delivery
Salsa Workout
Poise & Posture
Chair Yoga
Diabetes Workshop
Food Safety Class

Socialization and Educational Programs

Billiards
Day Trips
Knitting
Movie Matinees
Bingo
Bell Choir
Crochet Group
Mahjong
Left, Center Right Game
Center Cafe Lunch Program
AARP Tax Preparation
Summer Parties at the Cove
Mother's Day Luncheon at the Cove
Grateful Vibes High School Event
Butter Lamb Class
OASIS DeTerra Bag pickup
Casino Bus Trips
Christmas Party
TEAM Lunch Program
Billiards Tournament
Monthly Birthday Socials
AARP Driver Safety Classes
Halloween Party
Thanksgiving Luncheon
Garden Club Programs
High School Choir Performance
Roots & Branches Program

Arts & Crafts Classes
Board Games
Wii Bowling
Continental Breakfasts
Luncheons
Quilting Guild
Men & Womens Poker
Ice Cream Socials
Apples to Apples Group
Pinochle Group
St. Patty's Day Lunch
Father's Day Lunch
Weekly Hot Dog Lunch Programs
Fundraising Events
Valentines Lunch
Choral Group
Musical Performances
Grandparents Day Program
Lifeline Presentation
Bocce Tournament
Arts & Craft Fair
Outdoor Tag Sale
Guest Speakers
Veterans Day Program
Red Hatters Programs
Holiday Food Drives
Photography Class

Respectfully submitted,

Heather Haney
Director of Senior Services



TOWN OF OXFORD
S.B. CHURCH MEMORIAL TOWN HALL
486 OXFORD ROAD, OXFORD, CONNECTICUT 06478

TAX COLLECTOR

Annual Report
Fiscal Year 2022-2023

Fiscal Year 2022-2023 was a transition year. After a decade of service in the Tax Office and three years as the Tax Collector, Ashley Schremmer resigned. I, Helen Leung, was appointed the Acting Tax Collector in January 2023. With three years of experience in the Tax Office, Tax Clerk Sandra Kozikowski was integral in ensuring that the level of service our residents have come to expect from this office was maintained throughout this period.

Real Estate, Motor Vehicle and Personal Property tax bills were sent out in July. The total number of bills generated were 12,082 with a tax levy of \$41,316,486.07. This includes 3,471 for Real Estate, 7,809 for Motor Vehicles and 802 for Personal Property. We also sent out Aircraft Registration bills due in October. There were 61 bills sent out and we collected \$25,290. Motor Vehicle Supplemental bills were due in January 2023. 1,635 bills were sent out with a tax levy of \$525,375.66. In March of 2023 Sewer Use bills were due. There were 880 bills sent out with a collection total of \$467,669.94. \$2,931,484.33 of the total taxes collected during the fiscal year were paid with a credit card or electronic check. In addition to our normal billing cycle, we also send out delinquencies at least twice a year in September of 2022 and March of 2023. Overall these figures are based on General Accepted Accounting Principles (GAAP) and will not tie into the audit report.

There are a few other collection tools we used, one of which was a collection agency who were given 2019 Grand List and prior delinquent taxes for Motor Vehicle and Personal Property. This has been helpful for the tax payers who have relocated and we are unable to find a current address. The Marshall continues to collect on existing tax warrants. Demand Notices and Intent to Lien Notices were sent out for delinquent taxes for Real Estate and Sewer in April. On the other end, refunds have been processed regularly so that we can minimize accounts with credits.

Overall the Tax Office is running smoothly with both Sandra and I learning new tasks and attending classes towards getting certified. Our drive to improve and learn as well as making the taxpayers our top priority are key components to how we can best serve the Town.

Respectfully submitted,

Helen Leung

Acting Tax Collector

ANNUAL REPORT FISCAL YEAR 2022-2023

The Town Clerk's actual operating budget for Fiscal Year 2021-2022 was \$225,177 Total fees collected were \$434,262.52 of which \$315,548.52 was turned over to the town's general fund as well as \$5,824.00 for Local Capital Improvement and Historical Preservation funds. The remainder of fees collected was for various State of Connecticut agencies. Recorded on the land records this year was 2015 documents 27 maps and 37 trade names.

The Town Clerk's Office has taken on many responsibilities on top its regular duties for many reason beyond our control. The town's population is growing steadily, which increases the workflow. We continue to service the public with ever-increasing duties from the State Legislature. The State of Connecticut continues to change the voting computer programs as well as the State vital programs.

Vitals processed this year were as follows: 131 birth records, 78 marriage licenses, 107 deaths certificates. We licensed 962 dogs and 10 kennels and sold over 509 sport licenses and permits

Town Budget for Fiscal year 2022-2023 passed on May 12, 2022 Yes 423 no 204, Education Yes 405 no 222, Roads Yes 484 no 144. Total Votes cast 628 Total names on check list 9325

August 9, 2022 we had a primary for both parties for Senator, Congressional, Secretary of State and Treasurer. November 8, 2022 was the State Election for Governor. Also on the ballot was the Constitution question for early voting which passed state wide, but in Oxford it was Yes 2517 No 3282

With a retirement in our office we welcomed a new Assistant Town Clerk. Meredith has proven to be a great asset to the Oxford Town Clerk's office,

I am pleased to serve as your Town Clerk. If you have any questions, feel free to visit or call your Town Clerk's office.

Respectfully Submitted,

Margaret A West-Mainor

Margaret A West-Mainor



TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Water Pollution Control Authority

8/9/23

Town of Oxford
486 Oxford Road
Oxford, CT 06478

Re: Annual Report for the Fiscal Year of July 1, 2022 to June 30, 2023.

The Oxford Water Pollution Control Authority is a 5 Member appointed board responsible for administering the Water Pollution Control Statutes of the State of Connecticut and the Water Pollution Control Regulations of the Town of Oxford. The Authority meets on the last Wednesday of the month to review and act on applications submitted to the staff of the W.P.C.A.

The W.P.C.A. oversees all the sewers and pump stations. There is about 12.5 miles of public sewer lines in the town and 4 pump stations. There are 4 private sewer areas. In those areas there is about 10.5 miles of sewer lines and 11 pump stations. All the private sewage goes into the town's public sewers. The town has an agreement with Naugatuck for a 1,000,000 {gpd} of sewage and an agreement with Seymour for 250,000 {gpd} of sewage.

The Authority relies on the staff, Scott Halstead, to maintain all paperwork necessary for the files and to more effectively serve the public through out the work week. He also conducts all inspections on any sewer work in the town and all the town pump stations maintenance. The Authority has a clerk, Kathy Sundstrom, who does paperwork for the Authority. The Authority also employs a part time sewer inspector he also conducts inspections on any sewer work in the town. The Authority also employs the services of Nafis & Young Engineers to review all the technical aspects of complex applications.

Listed below you will find the activities for the Fiscal Year July 1, 2022 to June 30, 2023:

The Authority had 10 Regular Meetings, 1 Special Meetings including Public Hearings, and they processed 10 applications. All of the 10 applications were approved.

The Authority, through the W.P.C.A. staff, processed 209 building applications. Among those 209 applications, 128 were for Certificate of Occupancies. The W.P.C.A. staff worked 2,811 hours, conducted 419 inspections, and the maintenance of the pump stations. The sewage flow for the Fiscal Year was about 124,000,000 {gal}. There were 118 alarms set off at the pump stations and there was 0 by – passes of waste.

The Water Pollution Control Authority collected \$ 790042.89 in town sewer user and hookup fees. The Water Pollution Control Authority annual budget for the Fiscal Year July 1, 2022 to June 30, 2023 was \$793,771 and expenditures for the year are \$779,814.90.

As the Town of Oxford moves into the future, the Authority anticipates further growth with more sewer areas and more pump stations. As a result, the work load and responsibility of the staff will increase.

Sincerely,

Chairman
Fred D'Amico