TOWN OF OXFORD

ANNUAL TOWN REPORT

2019 – 2020

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 1192 dispatches and or transports in the calendar year 2019.

The new ambulance was delivered this year from AEV. There have been some issues with the box of the ambulance, and we have been working diligently with AEV to get them all resolved.

2020 has proven to be a unique year with the onset of Covid-19. There have been 91 positive cases in Oxford and 6 deaths. OAA has done its due diligence to keep our crews and patients safe while assessing and transporting patients. The ambulances are routinely disinfected, and the crews are wearing all required PPE. There was initially a shortage of PPE nationwide however we managed to acquire what was needed through different avenues. All of our membership stayed safe and none tested positive for Covid.

During the years 2018-19 we have 45 members who were certified as EMT’s or higher. We have 21 members who are EMT’s that are in the clearing process. We also have 4 certified EMSI’s and 8 AHA instructors for training CPR. Our members do continual education to be able to provide high quality care to the community. We have expanded our training programs and did Zoom classes in the beginning of the pandemic. 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 classes have been very successful and has allowed us to save money in a Capitol account for the purchase of another ambulance to replace J30 that is a 2003. I successfully applied for the PPP which allowed me to hire more people during the months of March thru May. This program also gave me the ability to move money from the billing account into the Capitol account for the purchase of a new vehicle. We are waiting for the kinks to be worked out of the new 40 before we order a replacement for 30.

AHA Family and Friends CPR classes are done monthly for free as well CPR classes on an as needed/wanted basis for the community. This was not done in Mar-May due to the Covid but has restarted again. During the Christmas season we adopted 1 family with a total of 3 children.

Our operating budget was $172,662. Of that amount $32,000 is paid to VEMS for the regional paramedic service. I was able to in fact stay under budget for the year. I was able to request 0 dollars for “Contracted SVCS-Labor” in the 2020/2021 budget. For the last two year I have requested a 9% decrease in the budget.
TOWN OF OXFORD ANIMAL CONTROL
ANNUAL REPORT FOR FISCAL YEAR
ENDING JUNE 30, 2020

The Animal Control Department is run by Jason McLain, a certified Animal Control Officer with many years of experience in other municipalities.

The department has been organized for efficient operation for emergency response, animal rescue and the care and adoptions of animals into loving homes.

The department operates with one full time employee and has budgeted for a part time employee for every other weekend. The department is a 24/7 service by Jason and with the help of the police department and mutual aid with another neighboring municipality to ensure that all animals will be cared for and that all calls will be handled promptly and professionally with minimal expense to the town. The Oxford Animal Shelter prides themselves in being a “no kill” shelter. The staff will work tirelessly to make sure that every animal deserves a second chance. Some dogs take time to warm up and the staff will patiently let the animal decompress before helping them become adoptable to a loving local family.

All though the animal shelters primary mission is for dogs, the animal control helps all types of domestic animals and investigates all situations. From July 2019 to June 2020 the department has investigated 104 complaints, 17 dog bites, written 8 infractions and adopted out 6 animals.

The animal control is in need of a new vehicle this coming year. The current vehicle is outdated and weathered.

The shelter and its staff operate on a minimal town contribution. Last year the total expenses spent on salaries, vehicle repair and care of animals was only $72,037.32. This is roughly $5.55 per resident.

Due to the generosity of the town's residents the shelter also receives substantial donations and redemption and dog license fees. The donation account currently has $46,347.00. The shelter saw a $10,200.41 increase since last year.
Please call and stop by the shelter. We would love to show you around the facility and make you a member of The Oxford Animal Control family.

Respectfully Submitted

Jason McLain, Oxford Animal Control Officer
August 25, 2020

To: Board of Selectman

From: Eva Lintzner, Acting Assessor

Re: Annual Town Report

The values for the 2019 Town Grand List are as follows:

- Real Estate Regular Net: $1,287,864,275
- Elderly Home Owners Net: $11,283,200
- Motor Vehicle Net: $133,155,750
- Personal Property Net: $126,454,122

**Total Net Assessment**: $1,558,757,347

Overall there was a 1.06% increase from the 2018 grand list.

The town of Oxford is currently experiencing a rise in commercial and industrial growth as well as the consistent building and sales of condominiums. This office hopes to see the growth of Oxford continue in a positive direction in the years to come and in turn the Grand List continue to increase yearly.

Sincerely,

Eva Lintzner
Acting Assessor, Town of Oxford
MEMORANDUM

Building Department

TO:          Board of Selectmen
FROM:        Gordon Gramolini, Building Official
DATE:        8/31/20
RE:          Annual report for Fiscal Year 2019/2020

Please find attached a summary of fiscal year activity for 2019/2020. The building activity for the above-referenced fiscal year totals 1,142 permits of which 392 were building permits, 308 were electrical permits, 217 heating permits, 214 plumbing permits and 4 C.O.’s issued.

During this fiscal year, the building department was staffed by one-full-time building official, one part time inspector and one Administrative secretary. The budget for this fiscal year was $231,934. The building department generated $332,873.28 in revenue.

Respectfully
Gordon Gramolini

ATT: (2)
### Building Department

Accounting Summary Report: 7/1/19 thru 6/30/20

#### Trn Type: BLDG

<table>
<thead>
<tr>
<th>PIC Type</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above Ceiling Inspection</td>
<td>($30.00)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Building Permit</td>
<td>($226,973.78)</td>
<td>392</td>
<td></td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td>($40.00)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>($46,894.46)</td>
<td>308</td>
<td></td>
</tr>
<tr>
<td>Final Inspection for CO</td>
<td>($60.00)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Gas Line Inspection</td>
<td>($30.00)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HVAC Permit</td>
<td>($35,155.04)</td>
<td>217</td>
<td></td>
</tr>
<tr>
<td>Insulation Inspection</td>
<td>($60.00)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>($23,600.00)</td>
<td>214</td>
<td></td>
</tr>
<tr>
<td>Rough Inspection - Complete</td>
<td>($30.00)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Trn</strong></td>
<td><strong>($332,673.28)</strong></td>
<td><strong>1,142</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Trn Type: COFEE

<table>
<thead>
<tr>
<th>PIC Type</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit</td>
<td>$3,560.00</td>
<td>355</td>
<td></td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td>$40.00</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>$1,180.00</td>
<td>118</td>
<td></td>
</tr>
<tr>
<td>HVAC Permit</td>
<td>$1,130.00</td>
<td>113</td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>$460.00</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Trn</strong></td>
<td><strong>$6,370.00</strong></td>
<td><strong>636</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Trn Type: MISCFEE

<table>
<thead>
<tr>
<th>PIC Type</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit</td>
<td>$8,003.70</td>
<td>380</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>$2,989.10</td>
<td>299</td>
<td></td>
</tr>
<tr>
<td>HVAC Permit</td>
<td>$2,180.50</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>$2,101.00</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Trn</strong></td>
<td><strong>$15,274.30</strong></td>
<td><strong>1,101</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Trn Type: PENALTY

<table>
<thead>
<tr>
<th>PIC Type</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing Permit</td>
<td>$10.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL Trn</strong></td>
<td><strong>$10.00</strong></td>
<td><strong>1</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Trn Type: PRMTFEE

<table>
<thead>
<tr>
<th>PIC Type</th>
<th>Description</th>
<th>Amount</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Permit</td>
<td>$200,407.00</td>
<td>378</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>$39,245.00</td>
<td>299</td>
<td></td>
</tr>
<tr>
<td>PIC Type</td>
<td>Amount</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------</td>
<td>----</td>
<td></td>
</tr>
<tr>
<td>HVAC Permit</td>
<td>$28,860.00</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>$20,025.00</td>
<td>211</td>
<td></td>
</tr>
<tr>
<td>TOTAL Trn Type: PRMTFEE</td>
<td>$288,537.00</td>
<td>1100</td>
<td></td>
</tr>
<tr>
<td>Trn Type: PUBHEAR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>$55.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TOTAL Trn Type: PUBHEAR</td>
<td>$55.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Trn Type: REINSFEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above Ceiling Inspection</td>
<td>$30.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Final Inspection for CO</td>
<td>$60.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Gas Line Inspection</td>
<td>$30.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Insulation Inspection</td>
<td>$60.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Rough Inspection - Complete</td>
<td>$30.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TOTAL Trn Type: REINSFEE</td>
<td>$210.00</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Trn Type: SGNFFEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>$1.50</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>TOTAL Trn Type: SGNFFEE</td>
<td>$1.50</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Trn Type: STEDFEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Permit</td>
<td>$14,933.58</td>
<td>385</td>
<td></td>
</tr>
<tr>
<td>Electrical Permit</td>
<td>$3,425.36</td>
<td>307</td>
<td></td>
</tr>
<tr>
<td>HVAC Permit</td>
<td>$2,984.54</td>
<td>217</td>
<td></td>
</tr>
<tr>
<td>Plumbing Permit</td>
<td>$1,002.50</td>
<td>212</td>
<td></td>
</tr>
<tr>
<td>TOTAL Trn Type: STEDFEE</td>
<td>$22,345.98</td>
<td>1121</td>
<td></td>
</tr>
<tr>
<td>Trn Type: STLUFEE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Permit</td>
<td>$69.50</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TOTAL Trn Type: STLUFEE</td>
<td>$69.50</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BALANCE:</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298

Oxford Conservation Commission / Inland Wetlands Agency

August 25, 2020

Re: Annual Report for the Fiscal Year of July 1, 2019 to June 30, 2020

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 wetlands 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 throughout the 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, 2019 to June 30, 2020

The Commission had 22 regular meetings, 2 special meetings and several independent site walks by Commission Members and the Enforcement Officer. 2 Scheduled meetings were cancelled due to a lack of quorum or weather conditions.

The Agency, through the Inland Wetlands Commission processed 21 applications with impact in wetlands and regulated areas. The Wetlands Officer processed 336 applications, which were for various building and other land use permits, Certificate of Occupancies and activities not requiring Commission action. The Inland Wetlands Enforcement Officer worked 1,408 hours, conducted 534 inspections, and investigated 17 complaints/violations.

The Inland Wetlands Agency collected $27,746 in town and state fees. There is a $10.00 charge for a mapping fee and the total annual map fees collected = $1,980. 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, 2019 to June 30, 2020 was $117,385.

The Oxford Conservation Commission has completed an updated map showing all Open Space and designated conservation easements within the Town of Oxford. The Conservation Commission is currently in discussion with 2 property owners regarding purchase of open space. 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 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.

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 in 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.

Oxford Conservation Commission Inland Wetlands Agency,

Susan P. Gibbons
The Oxford Cultural Arts Commission is in a renaissance period. This time of change has seen some of our commissioners depart, yet others have stepped up and joined to support our mission to "promote and preserve culture and the arts in Oxford".

This has given our commission a new energy and has invigorated our hope for the future of our town, to embrace and grow this necessary facet. The hard work and time we have put in will enhance the quality of life for our citizens and surrounding communities. Needed now more than ever in our town's history is to shine a light and focus on positive, community driven, activities that only the arts can bring. Music, theatre, poetry, along with arts and crafts are healing in nature, and help soothe a community hurting during a national pandemic. We will be a supportive factor for our citizens.

We will have a valuable and tangible impact in our community. We will build further partnerships with our colleagues on commissions such as Finance, Parks and Recreation, Economic Development and with the leadership of the Board of Selectmen we will be successful. Working with local businesses will also strengthen our organization and build a better community. This will lead to exciting opportunities.

We submit our 2019-2020 annual report for the Oxford Cultural Arts Commission which includes our accomplishments, funding, strategic plan and request for space which will allow us to execute our strategic plan and flourish.

Respectfully Submitted,

Cynthia Soucy
Commissioner, Town of Oxford
Chair, Oxford Cultural Arts Commission
Oxford Cultural Arts Commission
"Promoting and Preserving Culture and the Arts in Oxford"


June 2020
Community Scholarships
- Carol Soucy Scholarship awarded to Oxford High School student in collaboration with Connecticut Community Foundation.
- Oxford Cultural Arts Scholarship awarded to Great Oak Middle School student.

Collaboration
- Membership for Arts and Culture Collaborative Waterbury 2020 is a core advertising platform for live in-person events and online activities in the local area.

Event
- Make Music Day June 21st, virtual this year because of Covid 19.

March-April-May 2020
Strategic Planning
- Published and shared a strategic yearly plan to enable Cultural Arts to execute on a consistent yearly cadence. Created a space plan and request.

November 2019
Events
- Hosted 48th Annual Arts & Crafts Fair at Oxford Center School to record attendance.

Community
- Donation to Boy Scouts Troop 1.

October 2019
Events
- Marketing for Annual Arts & Crafts Fair (local news ad, channel 8 segment, signage).
- Bards and Brews Poetry readings at two local businesses were successful and have moved to an online stay at home edition due to Covid 19 Pandemic.
- Musical performances supporting local farmer’s market and driving tourism & business.

August 2019
Events
- Musical performances to support the local farmer’s market and give exposure to musicians. The Oxford residents enjoy this time while purchasing fresh produce.
- Art Gallery at the Library - Cultural Arts began a two month rotation accentuating the new building for Oxford residents to enjoy. Paused due to Covid 19.
# Annual Fiscal Report
07/2019 - 06/2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2019</td>
<td>Advertising</td>
<td>Laynards / Advertising - Campus Customs</td>
<td>0.00</td>
<td>269.00</td>
</tr>
<tr>
<td>Jul 2019</td>
<td>Website</td>
<td>Website and domain address</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>Aug 2019</td>
<td>Farmers market/musician</td>
<td>Terrance Clark (musician)</td>
<td>0.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Sep 2019</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Oct 2019</td>
<td>Gallery Sale/Artist Reimbursement</td>
<td>Artist payment for gallery sale - Arterna Romnell (grantor)</td>
<td>200.00</td>
<td>160.00</td>
</tr>
<tr>
<td>Oct 2018</td>
<td>Farmers market/musician</td>
<td>John Sollanes (musician) - 5 appearances</td>
<td>0.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Oct 2018</td>
<td>PO Box</td>
<td>PO Box through Haynes (Ace Hardware location)</td>
<td>0.00</td>
<td>76.00</td>
</tr>
<tr>
<td>Nov 2019</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dec 2019</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jan 2020</td>
<td>Book Batch</td>
<td>Requires Research</td>
<td>0.00</td>
<td>392.16</td>
</tr>
<tr>
<td>Feb 2020</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mar 2020</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Apr 2020</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>May 2020</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Jun 2020</td>
<td>No Expenses Reported</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ACCOUNT TOTAL</td>
<td></td>
<td></td>
<td>200.00</td>
<td>1,416.16</td>
</tr>
</tbody>
</table>

# GENERAL FUND ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2019</td>
<td>Town Funding</td>
<td>Annual funding of Cultural Arts</td>
<td>3,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Aug 2019</td>
<td>Advertising</td>
<td>Greater Watorbury Arts &amp; Culture Collaborative</td>
<td>0.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Oct 2019</td>
<td>Library Gallery Reception</td>
<td>Reimbursement for opening night party - Dianna Lucas</td>
<td>0.00</td>
<td>148.32</td>
</tr>
<tr>
<td>June 2020</td>
<td>Event Materials</td>
<td>Abel Sound - PA for future performances</td>
<td>0.00</td>
<td>2,274.00</td>
</tr>
<tr>
<td>June 2020</td>
<td>Scholarship</td>
<td>Cysyl Savoy Award Scholarship (CT Community Foundation)</td>
<td>0.00</td>
<td>79.00</td>
</tr>
<tr>
<td>June 2020</td>
<td>Scholarship</td>
<td>Great Oak Middle School scholarship</td>
<td>0.00</td>
<td>150.00</td>
</tr>
<tr>
<td>June 2020</td>
<td>Event Materials</td>
<td>Bistro Tables and table cloths (Amazon)</td>
<td>0.00</td>
<td>145.28</td>
</tr>
<tr>
<td>ACCOUNT TOTAL</td>
<td></td>
<td></td>
<td>3,000.00</td>
<td>2,071.80</td>
</tr>
</tbody>
</table>

# ARTS AND CRAFTS FAIR ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Description</th>
<th>Credit</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2019</td>
<td>Advertising</td>
<td>Advertising for 48th Annual Fair - Facebook Booth</td>
<td>0.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Oct 2019</td>
<td>Advertising</td>
<td>Advertising for 48th Annual Fair - Oxford Patch</td>
<td>0.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Nov 2019</td>
<td>Custodial Services</td>
<td>Custodial Support during Arts &amp; Crafts Fair</td>
<td>0.00</td>
<td>598.07</td>
</tr>
<tr>
<td>Nov 2019</td>
<td>Income from Craft Fair</td>
<td>Vendor / Crafter Fees</td>
<td>1,360.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dec 2019</td>
<td>Donation to Boy Scouts</td>
<td>Troop assisting crafters load/unload setup</td>
<td>0.00</td>
<td>50.00</td>
</tr>
<tr>
<td>ACCOUNT TOTAL</td>
<td></td>
<td></td>
<td>1,360.00</td>
<td>748.87</td>
</tr>
</tbody>
</table>
The Cultural Arts Commission, Fiscal Year 20-21

Promoting and Preserving Culture and the Arts in Oxford

Oxford Cultural Arts Commission
<table>
<thead>
<tr>
<th>Center</th>
<th>Winter Celebrations</th>
<th>Summer Fun</th>
<th>Spring Renewal</th>
<th>Community Funded Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Music Day, June 21st</td>
<td>Fall into Autumn</td>
<td></td>
<td>4. Art Gallery</td>
<td>5. Arts in the Community</td>
</tr>
<tr>
<td>Farmers Market</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships Given</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Gardening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Children's Art Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Photography</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Theatre Production</td>
<td>Serena Oxford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Proprietary, Adult Population and Business</td>
<td>Adult Population and Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Scape down</td>
<td>Earth Day Poster Contest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Scape down</td>
<td>Adult Population and Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Fundraising BBO</td>
<td>Procedural Day Poster Contest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Gardening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Children's Art Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Photography</td>
<td>Serena Oxford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Theatre Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Program</td>
<td>Adult Population and Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Scape down</td>
<td>Earth Day Poster Contest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Scape down</td>
<td>Adult Population and Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Fundraising BBO</td>
<td>Procedural Day Poster Contest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Gardening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Children's Art Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Photography</td>
<td>Serena Oxford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Theatre Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Program</td>
<td>Adult Population and Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Scape down</td>
<td>Earth Day Poster Contest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Scape down</td>
<td>Adult Population and Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Fundraising BBO</td>
<td>Procedural Day Poster Contest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Adult Gardening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Children's Art Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A Yearly Strategic Plan**

Promoting and Preserving Culture and the Arts in Oxford

Oxford Cultural Arts Commission
<table>
<thead>
<tr>
<th>Event of Activity</th>
<th>Proposed Date &amp; Location</th>
<th>Target Community</th>
<th>Budget Notes</th>
<th>Description</th>
<th>Segement Theme: Spring - Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cascade Event</td>
<td>Every May 1st and 2nd 2021</td>
<td>Oxford Cultural Arts</td>
<td>Location TBD</td>
<td>Show Oxford Cultural Arts Film</td>
<td>&quot;Oxford Cultural Arts Commission&quot;</td>
</tr>
<tr>
<td>2. Proposal Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;Promoting and Preserving Culture and the Arts in Oxford&quot;</td>
</tr>
<tr>
<td>3. Talent Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;Art Gallery Refresh&quot;</td>
</tr>
<tr>
<td>4. Art Gallery Refresh</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;Class of Children's art&quot;</td>
</tr>
<tr>
<td>5. Arts in the Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>6. Proposal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Note:**
- "Proposal" budget needs $20000.
- "Art Gallery Refresh" will become self-sustaining.
- "Class of Children's art" will be approved and sent in March.
- "Proposal Programs" will be presented at the new Forum.
- "Art Gallery Refresh" will display the new Forum's winner.
- "Class of Children's art" will be approved and sent in March.

---

**Population:** General Oxford
- Oxford Library
- Oxford Town Hall
- TBD

**Per Opining:**
- $200 to $300
- To be approved and sent in March.
- Drop off posters or send electronic copy to OAC.

**Advising:**
- Teaching how to use those materials and advising where to find them.
- Setting up a schedule.

**Buy Back:**
- Buy back the art.
- $75 for reception.
- $100 for second piece.
- $20 for third piece.
- $500 for first piece or first piece.
- Example: $200 for first piece.

**Potential Fundraising Parents:**
- We can standardize the prices.
- K - 6 as main targets.
- Middle School - High.

**Initial budget needed:**
- $20000
- $1000 for reception.
- $500 for first piece.
- $200 for second piece.
- $100 for third piece.

---

**Target Community:** General Population
- TBD
- TBD
<p>| Event or Activity | Description | Date &amp; Location | Tag/Community | Budget Notes | Sponsorships, donations, $2,000 Seeking a grant and per opening 50 persons, with per person calculated by using an average of $250.00 ($50 per child), $150 per adult, $200.00 per adult. The total budget can be $1,000 per event. May be a summer or fall event. | Population General Population Oxford Town Hall Event and Art Gallery Theme Four, Art Gallery | Entertainment and fundraising events Focus on Youth - Engaging the community with our youth, children, and families. Multiple locations, arts, and outdoor events. Presentation of arts and culture. Proposal: Full Arts Week, Family Events, Youth Arts Festival, Family Picnics, Business Building Network Back at the Image of Roadside, a local business, and the community. May be held outdoors with a tent. Pre-proposal: August 1, 2021, Proposal Date: July 26th. Creator Display: TBD - Quarry Walk. Community Focus Summer-Fun Music Community Make Day 5: Music in the park Theme Arts in the park |</p>
<table>
<thead>
<tr>
<th>Event Title</th>
<th>Description</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Capsule Jam Show</td>
<td>Arts and Crafts Show</td>
<td>November, Center School</td>
<td></td>
</tr>
<tr>
<td>2. Proposals</td>
<td>Events</td>
<td>Various Oxford locations</td>
<td></td>
</tr>
<tr>
<td>3. Team</td>
<td>May use images for promotion of our mission, development and our activities and programs.</td>
<td></td>
<td>Oxford Library, Oxford Town Hall</td>
</tr>
<tr>
<td>4. Art Gallery</td>
<td>Theme</td>
<td></td>
<td>6. Arts in the Community</td>
</tr>
<tr>
<td>5. Arts in the Community</td>
<td>Celebration of the Season</td>
<td>TBD</td>
<td>Oxford Library</td>
</tr>
<tr>
<td>Target Community</td>
<td>Proposed Dates &amp; Locations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Notes</td>
<td></td>
<td></td>
<td>Monthly Covered: September, October, November</td>
</tr>
</tbody>
</table>

### Per Opening
- 5 persons viewed per artist
- Average calculated by using an average of $2 to $3 per artist
- Additional costs can be calculated by multiplying by the number of artists for promotion, potential selling of merchandise and use of images.

### Small admission to offset costs
- Currently running at all capacity
- Enhancement potential

### Signage, Advertising and Signage
- General population
- Oxford General

### Music Presentation
- General Oxford
- Oxford Library
- Oxford Town Hall

### Promotion
- Photography - Scenic
- Development
- Programs

### Proposal Notes
- Earliest Alumni

---

Promoting and Preserving Culture and the Arts in Oxford
OXFORD CULTURAL ARTS COMMISSION
<table>
<thead>
<tr>
<th>Event #</th>
<th>Description</th>
<th>Audience</th>
<th>Location</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Celebration Gala</td>
<td>Adult to Young Adult</td>
<td>Oxford Library</td>
<td>Celebration Gala</td>
<td>TBD</td>
</tr>
<tr>
<td>2</td>
<td>Theater Program</td>
<td>Adult to Young Adult</td>
<td>Oxford Town Hall</td>
<td>Improv Night</td>
<td>TBD</td>
</tr>
<tr>
<td>3</td>
<td>Presentation of Development</td>
<td>Multiple dates and possible</td>
<td>Multiple locations</td>
<td>Shows and/or Children's Live</td>
<td>TBD</td>
</tr>
<tr>
<td>4</td>
<td>Art Gallery Theme Event</td>
<td>Adult to Young Adult</td>
<td>Oxford Library</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>5</td>
<td>Arts in the Community</td>
<td>General Oxford Population</td>
<td>Senior Center</td>
<td>Celebrating the Music &amp; Presentation Live</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Budget Notes:**
- $2500 Kickoff for Food, Advertising
- $3000 for Classes, Refreshments, Per Artist Selected x $2.50 or $3.00 (0-15) per using an average of 5 persons visit per show.

**5000 Signage, Advertising and Founding Act:**
- per Opening
- Free to any attending
- Small admission to offset costs

**Title:** Promoting and Preserving Culture and the Arts in Oxford

**Oxford Cultural Arts Commission**
**OXFORD CULTURAL ARTS COMMISSION**

"Promoting and Preserving Culture and the Arts in Oxford"

Cultural Arts - Space Planning - Spaces marked by an asterisk (*) will provide future income for Oxford Cultural Arts - reducing the need for incremental town funding.

<table>
<thead>
<tr>
<th>Space Need</th>
<th>Description</th>
<th>Uses</th>
<th>Renovation Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office(s)</td>
<td>Designated Office Space, Desks, Files, Phone, computer, clerical space</td>
<td>Office Hours for our Commission to have a presence for the town</td>
<td>One classroom divided into 2 or more office spaces for our team. This should be designated space not shared.</td>
</tr>
<tr>
<td>Kitchen*</td>
<td>Kitchen, prep, ovens, stove top and hoods.</td>
<td>Space for cooking classes Prep for food sale during auditorium use</td>
<td>Existing Center School Kitchen is ideal. Sharing the kitchen would be fine. Master calendar held by Admin Ass’t</td>
</tr>
<tr>
<td>Stage and Auditorium*</td>
<td>Presenting shows for both children and adults. Music presentation for both kids and adults.</td>
<td>Comedy, theatre, music presentation, and teaching theatre</td>
<td>Center School stage and auditorium. Sharing the auditorium. Master Calendar held by Admin. Ass’t</td>
</tr>
<tr>
<td>Green Room* Rehearsal Room</td>
<td>Area for actors/ musician/performers to get into character or relax before onstage appearance</td>
<td>During stage shows we need a green room for performers. Maybe a small intimate show- 'Live from the Green Room' type event</td>
<td>A large room, dedicated and not shared, to accommodate as a green room and contain a piano and percussion for rehearsal (band, singers)</td>
</tr>
<tr>
<td>Conference Room</td>
<td>Conference room for up to 12</td>
<td>Regular Commission meetings</td>
<td>Shared conference room would work Master calendar held by Admin Asst.</td>
</tr>
<tr>
<td>Classrooms*</td>
<td>To teach art , theatre, music classes</td>
<td>Minimally 3 classrooms are needed as each would be appointed differently and may operate simultaneously</td>
<td>These should be dedicated classrooms where we can store supplies related to the classes</td>
</tr>
<tr>
<td>Storage Space</td>
<td>Minimum 12 x 12 storage needed</td>
<td>Storage should be temperature controlled in order to maintain sound system and costume longevity</td>
<td>Non-shared, secure space. Commissioners are currently storing items at their homes. We need storage for tables, tents, signage, sound systems, costumes, stage props, lighting etc.</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Restrooms and dressing room area</td>
<td>Restrooms. Actors area for changing into costume and applying make-up</td>
<td>Shared restrooms are fine provided the stalls are sufficiently large enough and private for changing</td>
</tr>
<tr>
<td>Aspirational: Artist in residence space *</td>
<td>Artist in residence programs require living quarters</td>
<td>Aspirational program, it is worth mentioning during the space planning discussions</td>
<td></td>
</tr>
</tbody>
</table>
Economic Development Commission Annual Report for FY 2019-2020

August 24, 2020

Summary:

On May 11th, 2020 I was appointed to the position of Economic Development Director by George Temple. This position has been vacant for about two years. It was previously held by Andy McGeever.

As we all know, Covid-19 hit hard in the first couple of months of 2020 and with everyone in quarantine, 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.

Since May, I have been looking through, organizing, and archiving years and years of old files that graced my office. With the assistance of the Economic & Development Commission, led by Chairman Ed Carver, my office was allowed to use the budget for FY 2019-2020 to continue to work without interruption going into FY 2020-2021.

The commission used part of the budget, for FY 2019-2020, on a video campaign about Oxford, to showcase the growth and success of the town. We plan on producing seven additional videos this year, focusing on our education system, police department, fire department, our parks, recreational opportunities, industrial growth, residential life, sports programs, and more. These videos will allow people, who are searching the web, to look for a new place to start a business and find a new home easily. This will also allow us to establish a new social media platform on YouTube as well as Facebook. YouTube will be very beneficial with its SEO (Search Engine Optimization) which allows people on the web to find our little but growing town and to see what we are about. This will help us to attract new businesses and families.

We have also created a beautiful, double-sided presentation folder for Oxford. It is filled with contact numbers, helpful information about our town, and
industrial/residential areas. These folders will be handed out to all new applicants who apply for wetland, P&Z, and building permits in Oxford.

The Commission was also authorized to hire an MAI appraiser. They are appraising the 13 lots we have for sale at Woodruff Hills Industrial Park. These lots have a great potential to generate a lot of cash for the town, currently estimated at approximately $2,500,000.

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

Respectfully,

Jeffrey P. Luff

Economic Development Director
ANNUAL REPORT
of the
Oxford Board of Education
and the
Superintendent of Schools

2019-2020

INTRODUCTION

The Oxford Board of Education submits this 2019-2020 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 2019-20 school year were as follows:

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>TERM EXPIRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Miller, Chairperson</td>
<td>11/23</td>
</tr>
<tr>
<td>Shelley Lacey-Casteiot, Vice Chair</td>
<td>11/21</td>
</tr>
<tr>
<td>Deborah Sherman, Secretary</td>
<td>11/23</td>
</tr>
<tr>
<td>Scott Flaherty</td>
<td>11/21</td>
</tr>
<tr>
<td>Michael Koosa</td>
<td>11/23</td>
</tr>
<tr>
<td>Stephen Kozek</td>
<td>11/21</td>
</tr>
<tr>
<td>Joseph Matusovich</td>
<td>11/23</td>
</tr>
<tr>
<td>Nicole McGrath</td>
<td>11/21</td>
</tr>
<tr>
<td>Victor Tomporowski</td>
<td>11/21</td>
</tr>
</tbody>
</table>
PERSONNEL DATA

The Oxford Public School District employed a total of **285** employees. Some of these individuals were part-time workers. The individuals were employed in the following areas:

<table>
<thead>
<tr>
<th>GROUP</th>
<th>NUMBER OF EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>1</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>1</td>
</tr>
<tr>
<td>Principals/Assistant Principals (Jan ‘20 to Present)</td>
<td>6</td>
</tr>
<tr>
<td>Director of Pupil Personnel Services</td>
<td>1</td>
</tr>
<tr>
<td>Director of Connections</td>
<td>1</td>
</tr>
<tr>
<td>Director of Curriculum</td>
<td>1</td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>1</td>
</tr>
<tr>
<td>Business Manager (July’19 to Dec ‘20)</td>
<td>1</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>1</td>
</tr>
<tr>
<td>Teachers</td>
<td>165</td>
</tr>
<tr>
<td>Nurses</td>
<td>4</td>
</tr>
<tr>
<td>Paraprofessionals</td>
<td>38</td>
</tr>
<tr>
<td>Tutors</td>
<td>8</td>
</tr>
<tr>
<td>Clerical</td>
<td>16</td>
</tr>
<tr>
<td>Computer Technicians</td>
<td>3</td>
</tr>
<tr>
<td>Therapists (OT/PT)</td>
<td>3</td>
</tr>
<tr>
<td>Custodians</td>
<td>18</td>
</tr>
<tr>
<td>Monitors</td>
<td>8</td>
</tr>
<tr>
<td>Behavioral Assistants</td>
<td>3</td>
</tr>
<tr>
<td>Transition Coordinator</td>
<td>1</td>
</tr>
<tr>
<td>Armed Security Officers</td>
<td>2</td>
</tr>
<tr>
<td>Speech Assistant</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL** 285

**Administration**

The Administration of the District for the 2019-2020 school year:

- **Dr. Jason McKinnon** - Superintendent of Schools
- **Dr. Robert Miller** - Assistant Superintendent for Business, HR & Operations
- **Rebecca Cavallaro** - Director of Pupil Personnel Services
- **Frank Savo** - Director of Connections
- **Rachael Cacace** - Principal, Quaker Farms School, Grades Pre-Kindergarten –2
- **Heath Hendershot** - Principal, Oxford Center School, Grades 3 – 5
- **Anthony Hibbert** - Principal, Great Oak Middle School, Grades 6 – 8
- **Donna Morelli** - Assistant Principal, Great Oak Middle School, Grades 6 - 8
- **Dorothy Potter** - Principal, Oxford High School
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 1,710 for the 2019-2020 school year. Enrollment within the District and the tuition high schools was as follows:

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>GRADE LEVELS</th>
<th>October 1, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Count</td>
</tr>
<tr>
<td>Quaker Farms</td>
<td>Pre-Kindergarten through 2</td>
<td>349</td>
</tr>
<tr>
<td>Oxford Center</td>
<td>3 through 5</td>
<td>380</td>
</tr>
<tr>
<td>Great Oak Middle</td>
<td>6 through 8</td>
<td>446</td>
</tr>
<tr>
<td>Oxford High School</td>
<td>9 through 12</td>
<td>524</td>
</tr>
<tr>
<td>Connections Program</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>GRADE LEVELS</th>
<th>October 1, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonnewaug High School</td>
<td>9 through 12</td>
<td>25</td>
</tr>
<tr>
<td>Sound School</td>
<td>9 through 12</td>
<td>7</td>
</tr>
<tr>
<td>Educational Center of the Arts</td>
<td>9 through 12</td>
<td>12</td>
</tr>
<tr>
<td>Other Public Schools</td>
<td>9 through 12</td>
<td>20</td>
</tr>
</tbody>
</table>

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 2019-2020 school year, the District obtained a total of $505,425 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:

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>7,000</td>
</tr>
<tr>
<td>Title I</td>
<td>92,374</td>
</tr>
<tr>
<td>Title II - Part A</td>
<td>25,045</td>
</tr>
<tr>
<td>Title IV</td>
<td>12,980</td>
</tr>
<tr>
<td>IDEA B - Sec. 611</td>
<td>343,301</td>
</tr>
<tr>
<td>IDEA B - Sec. 619</td>
<td>10,485</td>
</tr>
<tr>
<td>Magnet School Transportation</td>
<td>14,040</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$505,425</strong></td>
</tr>
</tbody>
</table>

**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

Deborah Sherman, Board Secretary
Oxford Board of Education

Dr. Jason McKinnon
Superintendent of Schools

Dated: 10/15/2020
August 24, 2019

To: Board Of Selectmen

From: Board Of Fire Chiefs

Re: Annual Report FY2019-20

Attached is the Annual Report for the Fire Department for FY2019-20. If you have any questions, please contact me.

Respectfully submitted,

Scott J. Pelletier
Chief Of Department
Oxford Fire Department

Copies:
AC Downs, Jr.
AC Gramigna
Captain Andrew
Captain Blood
Captain Hellauer
File
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
Fiscal year 2019-20 was a busy year for the Fire Department. Call and training statistics used for this report will be for the calendar year 2019.

The 2019 work load for the Fire Department was about the same as last year. There were 486 calls, down from 2018. The number of fire fighters was 108. As usual everyone rose to the challenge and the total fire fighters attending calls during 2019 made the average number per call sixteen (16). There were 486 calls; 25 structure fires, 6 vehicle fires, 3 brush fires and 70 miscellaneous. There were 115 rescue/medical assist, 142 false alarms, 23 mutual aid, 25 hazardous conditions and 77 other responses. To respond to these emergencies and resolve the issues, the fire fighters of the Oxford Fire Department gave the Town of Oxford 8,000 hours of their time.

In 2019 Oxford fire fighters continued to learn new skills and honed the ones they have. FFs spent 2,686 hours in classes and on the fire ground training during the year to help them deal with whatever emergencies they encounter. In addition, three (3) fire fighters completed NFPA Firefighter I Certification spending at least 150 hours in the program. Four (4) fire fighters went on to complete NFPA Fire Certification II for advanced skills. Two (2) fire fighters completed Fire Officer I. We take our job seriously!

The FY 2019-20 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 $501,649 total expenditures with $19,817 remaining not spent. Unplanned vehicle repairs were $5,608 over budget. All repairs were documented when they occurred in memos to the Board of Selectmen and Board of Finance. Computer systems maintenance (551) was $643 over budget. Electricity (595) was $44 over budget. Equipment (604) was $50 over budget. Facility maintenance services (613) was $1,969 over budget. Trash removal (798) was $1,041 over budget. Cable/internet (905) was $1,014 over budget. Clerk wages (517-0052) was $4,501 over budget due to an increase in her duties. All accounts that were over budget were covered within our budget.

What’s New?

Engine 31, which was put in service in 1998, will be the next Engine to be replaced.
We are in the process of working on specification on R44 which is a 2000 vehicle. This is in the capital plan and will be coming up in the next couple years.

We are in the process of working on Tanker 33 which was approved in the current year. We are continuing to improve on the keyless entry system for our three fire stations. We are also in the process of replacing mobile radios to complete the upgrade. Since it would be a large capital expenditure at one time, the replacement process will be done over a two to three year period.
Interior firefighter gear needs to be replaced after ten years of use. We continue to replace and update turnout gear as needed and include costs for the same in our annual proposed budget. There is a need to start doing exterior upgrades to all three stations. This would include replacement of roofs and sealing of exterior concrete at Center Fire, Quaker Farms and Riverside Fire Stations. The need for replacement of the driveway and the HVAC system at Center Fire Station should be addressed. In addition, the Town needs to look at the drainage issue near Kirk's Pond.
Oxford Fire Department
Annual Report for FY2019-20

We are still waiting on hiring of full-time clerk, which we have been waiting on for the last five years.

The Town should move more water lines forward for fire protection issues throughout the Town. This would also include adding fire hydrants to the existing line in the industrial park areas.

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

[Signature]
Scott Pellanier
Chief
Oxford Fire Department
TOWN OF OXFORD  
S.B. Church Town Hall  
486 Oxford Road  
Oxford, CT 06478  
Kathleen O’Neil – Oxford Grant Admin/Writer

**Active Grant Overview August 2020**

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOTCIP – Reconstruction of Hawley Road</td>
<td>$2,200,000.00</td>
</tr>
<tr>
<td>Engineer, Bryan Nesteriak, has been chosen for $48,750.00.</td>
<td></td>
</tr>
<tr>
<td>Now in design phase with bid for construction expected April 1, 2017.</td>
<td></td>
</tr>
<tr>
<td>MGP – Supplements Senior Center Drivers’ Salaries 2017</td>
<td>$25,611.00</td>
</tr>
<tr>
<td>Funding is quarterly and current.</td>
<td></td>
</tr>
<tr>
<td>5310 – New Senior Mini-bus</td>
<td>$65,000.00</td>
</tr>
<tr>
<td>New bus should be received in September.</td>
<td></td>
</tr>
<tr>
<td>EMPG – Emergency Management Salary 2016-2017</td>
<td>$6,437.00</td>
</tr>
<tr>
<td>Dutton Road Bridge</td>
<td>$2,200,000.00</td>
</tr>
<tr>
<td>Community Connectivity Grant</td>
<td>$398,000.00</td>
</tr>
<tr>
<td>AFG-S</td>
<td>$5,419.00</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT AWARDED:**  
$4,900,467.00

**Grants Pending:**

School Security Violence Prevention Grant  
$1,000,000.00

**TOTAL AMOUNT PENDING:**  
$1,000,000.00
Oxford Housing Authority  
DBA Crestview Ridge  
100 Stakum Circle, Oxford, CT 06478  
Phone: (203) 881-9555  

Town of Oxford  
S.B. Church Memorial Town Hall  
Connecticut Housing Finance Authority  
Oxford, CT 06478  

December 10, 2019

This is the annual report of the Oxford Housing Authority for the period July 1, 2018 — June 30, 2019.

Crestview Ridge is a state subsidized elderly/disabled housing complex consisting of 34 one-bedroom units. Six of these units are handicapped accessible. There are five buildings with two floors. There is one employee resident services coordinator who is funded through a grant from the DOH.

On July 1, 2019 Imagineers LLC took over as the new management company. Rachael Rosario is the new onsite Property Manager.

The base rent is $550 per month. Electric, propane, phone and cable services are not included in the rent. Bulk extended basic cable is available through the housing Authority for discounted cost.

For the fiscal year July 1, 2018 through June 30, 2019 we will have received $11,868 in rental assistance from the ERP program.

As of July 1, 2019, we have thirty-five individuals residing in the complex. Thirty-four of our residents are 62 years of age or older, 6 handicapped, and one under the age of 62.

Since taking over management in July 2019, much business has been completed. All unit leases were filled out, Annual Recertifications were completed and submitted to CHFA. Unit 16 was renovated due to past water damage with new flooring, paint, and then occupancy was obtained. The light pole and fixture on the lower level outside of building C that was damaged in the May 15, 2018 microburst was replaced.

Esteban Rivera, from Imagineers Maintenance took on one hundred twenty-four work orders and completed all. Eight, after hours emergency calls were responded to and addressed immediately. All 84 batteries were changed inside of all 84 doors controlled with fobs. There were two trees removed, one was dead for a long time on the corner of Dunn Drive and Stakum Circle, and the other was a large pine that was posing a hazard on the lower level between buildings B & C.

Many inspections have also been completed. Barry Wilcock from CHFA was onsite and completed random unit inspections, HAF completed the Insurance Inspection, Barnum Fire Monitoring Inspection, Bullock Access Platform Lift inspection, Huntington Power Generator Inspection, and the Oxford Fire Marshall Inspections were all completed. New England Septic also came out and pumped the septic system. Signatories for the Housing Authority Bank Accounts were updated. An audit of the storage units was completed, bulk trash left behind has been removed, AC covers were installed on time, Buddy’s Fuel turned on all propane units, and monthly meter readings are being taken.

There are currently 82 people on the waiting list. Applications for occupancy continue to be mailed weekly to persons that request them. The waiting list will remain open to keep it healthy.

Respectfully Submitted By,

Rachael Rosario CMCA, AMS, COS  
Property Manager  
Imagineers, LLC
Oxford Public Library Annual Report

July 1, 2019 through June 30, 2020

To provide an accurate comparison, all statistics are from 7/1/2019 to 3/1/2020 due to the COVID-19 Pandemic.
The statistics are compared to 7/1/2018 - 3/1/2019 for fair and accurate representation.
Please see attached table for full year statistical comparisons.

Circulation and Interlibrary Loan:

- The Oxford Public Library is a vital part of the Bibliomation consortium, which gives our patrons easy access to the collections of 79 public libraries. The library uses an open-source system called Evergreen to circulate materials and catalog.

- Oxford circulated 25,254 items which included books, videos, DVDs, audiobooks, and magazines; almost 12% more than last year.

- Patrons borrowed 3,104 materials from other libraries through our interlibrary loan system, up 136%. This increase in borrowing of materials is a direct reflection of the library’s support of local book clubs. We provide materials for three separate library-run book clubs, and also one each at the middle school and high school and at least three other privately run book clubs throughout Oxford, totaling eight.

- We loaned 1,629 materials through interlibrary loan to other libraries, which is up 125% over last year. In an effort to become a more engaged partner of the statewide sharing system, we have increased running reports for other libraries to borrow our materials from once a day to twice a day.

Patron Registration, Library Materials, and Digital Resources:

- Between 7/1/2019 and 3/1/2020, we added 297 new patrons. Our total number of registered patrons is 6,672.

- We added 2,144 new books and materials to our collection and our collection now stands at 32,601 items. We have developed new approaches to planning purchases of materials for our many different collections and audiences and have received positive feedback about the additions to the library.

- 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 Oxford’s library catalog, renew their books, request books online to be reserved or shipped to us from other libraries, and see upcoming library events.

- 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 8,602. The library currently offers the following digital resources:
  - Wowbrary: Allows patrons to view materials that are brand new at the library.
  - Hoopla: Allows patrons to borrow ebooks, audiobooks, graphic novels, TV, music, and movies. Allows for multiple patrons to borrow one item at the same time.
- Libby: Allows patrons to borrow ebooks and audiobooks.
- Overdrive: Allows patrons to borrow ebooks and audiobooks.
- RbdDigital Magazines: Allows patrons to borrow e-versions of popular magazines.
- RbdDigital iConn: Allows patrons to borrow ebooks and audiobooks.

- 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 newspaper, 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.

**Friends of the Library in Oxford:**

- The Friends continue to be a huge support to the Library. They were very active again this year. Their contributions and accomplishments include, but are not limited to:
  - Sold bricks in the summer and early fall.
  - Donated ice cream and funds to purchase prizes for Summer Reading.
  - Donated $2,000 to our landscaping project.
  - Donated $2,636 to replace a Children’s AWE Computer.
  - Donated $1,000 to begin Hoopla in response to the COVID-19 pandemic because of limited access to materials.
  - Donated the charging cart and cases for Microsoft Gos and Pros purchased with Community Support Grant funds.
  - Held a fundraising book sale in October.
  - Held a fundraising Holiday raffle in December.
  - Paid for a visit from Santa.
  - Donated a Cricut (crafting machine used for programs and library displays).
Library Board of Directors:
- Met on the following dates: 9/18/19, 12/18/19, 1/15/20, 2/19/20.
- Developed & approved an Internet and Technology Policy.
- No new board members, but actively searching as some board members’ terms are ending.

Staffing:
- **Full Time Staff:**
  - Robbi Costigan, Director of Municipal/Library Media Operations
  - Dawn Higginson, Assistant Director and Adult Services Librarian
  - Robyn Rivero, Children’s Librarian
  - Sandra Davis, Cataloger (retiring early July 2020)
  - Kathy Kycia, Circulation Coordinator (retiring early July 2020)
- **Part Time Staff:**
  - Seven Library Clerks & two Substitute Clerks perform 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.
    - Follow and enforce library circulation policies, procedures and educate patrons.
    - Daily 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.
  - Two Pages, 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:
- 2019-2020 - $603,088
- Increase in budget was due to the opening of the new library with increased staffing needs and facility maintenance.
- Due to COVID-19, the Library had unspent funds in the amount of $44,432.22.

**Sponsorships & Grants:**

- The library was awarded two grants at the end of the last fiscal year which affected the 2019-2020 fiscal year. A summary of the results of these grants is as follows:

- **Community Support Grant: $6,322.74 for handheld technology 6/19/2019**
  
  o With this grant, the library was able to purchase 9 Microsoft Surface Go’s and 2 Microsoft Surface Pro’s. The addition of this technology was vital to the Community Technology Access & Training Project, which addresses needs outlined in our mission and strategic plan, such as providing lifelong learning, advancing knowledge, and strengthening our community. This project also aligns with the three goals of the Oxford Public Library’s Strategic Plan by evaluating and enhancing user experience continually, connecting our community to create learning, use of emerging information technologies, and building community relationships. This project also fulfills the following objectives of our strategic plan: add new services as determined by community needs, explore interactive digital experiences, identify and cultivate connections to community expertise, identify and address unmet community needs and partner with outside organizations.
  
  o The addition of this technology allows the library to provide technology access for years to come, as well as to provide new digital and information literacy programs to the children, teens, and adults of our community.
  
  o The handheld technology has been integrated into our existing children’s programs and used in computer skill classes for our adults and seniors.

- **LSTA Literacy Grant: $4,807 for computer classes starting 7/1/2019**
  
  o Our evaluation to measure the success of this grant was to use feedback from patron surveys to measure attendance, usage of library resources, and ultimately allow for an increase in patron interest, comfort, knowledge, and skill in regards to technology.
  
  o There has been a 33% increase of technology usage by our patrons. In regards to class attendance; the hands-on classes have been more than 50% full, with the majority of classes being over 70% full.
  
  o Our patron surveys have provided measurable observations about interest and satisfaction. 98.5% of patrons reported learning new information or skills during the classes, higher confidence in the subjects addressed by the classes, and an interest in continuing technology courses at the library. 97% of patrons surveyed reported they have applied these new skills outside of the library.
  
  o Based on these numbers and comments addressing satisfaction with the positive atmosphere, level of difficulty and explanation, and presence of technology courses, the project has, thus far, proven to have had a positive impact on patron interest, comfort, knowledge, and skill in regards to technology.
  
  o Due to cancellation of technology classes, as a result of COVID-19, a portion of this funding will have to be returned.
Programs:

- The library hosted 422 programs with a total attendance of 3,389.
- During the 2019 Summer Reading Program, we had 717 participants. We hosted 121 programs with a total attendance of 1,191 people.
- Our large meeting room has become a popular and important component in our community. From July 2019 to March 2020, we had 395 non-library reservations for the meeting room. The Study Room was used all day, every day, by patrons with a two hour time slot.
- **Adult Programs**
  - We have added several new programs that are held on a regular basis. For our adult patrons, the Creative Writing group, hosted by Dawn Higginson, has been extremely popular. Dawn has also added a more diverse array of Book Clubs, including a “Classic Literature” book club and “True Crime” book club, which have also been very well attended.
  - Other popular programs for adults have included Social Security, College Planning, Estate Planning, Health and Wellness, and historical programs such as a presentation on Ebenezer D. Bassett and Rosie the Riveter.
  - In total, the library hosted 128 programs for adults, with a total attendance of 503 people. This is a 26% increase in adult attendance from last year.

- **Children/Teen/Family Programs**
  - Weekly Story Time programs continue to be the most popular children’s programs with a total of 1,223 attendees for the FY.
  - A local Middle School patron started a Dungeons & Dragons program for teens that is held here and that has easily been the most popular program for teens/young adults.
  - Other popular programs this year have included an Infant Enrichment program, monthly Lego Club, and our annual Halloween Party and visit from Santa and Mrs. Claus.
  - The Children’s librarian conducted 17 outreach visits over the year to various school-wide assemblies, classroom visits for curriculum supplementation, and childcare facilities. We also had many of the Middle School teachers utilize the close proximity to the library to schedule visits for research. Over the course of the school year, twelve 8th grade classes and twenty-eight 6th grade classes visited the library.
  - In total, the Children’s department hosted 294 programs with attendance of 2,886 people (1695 kids/teens and 1191 parents/caregivers).
COVID-19:
- The impacts of COVID-19 on the procedures and services of the library are innumerable. The following is a condensed summary of the library’s responses to the early stages of COVID-19 up until June 30, 2020, the end of the Fiscal Year.
- March 13, 2020 (SHUTDOWN) - May 1, 2020
  - **Space:**
    - Designated work and personal areas for staff
    - Staggering on site staff, most worked from home
    - Frequent cleaning/sanitizing
    - Masks must be worn, unless in a confined office. If another person enters a confined office, mask must be used by anyone within that space
    - Social distancing protocols must be observed per CDC
    - Quarantine of toys and other high traffic items (after sanitizing)
  - **Responsibilities:**
    - Summer Reading Program (SRP) prep
    - Cataloging
    - Fiber optic grant
    - Landscaping plan
    - Budget and fiscal responsibilities
    - Ordering (books, DVDs, Audio, etc)
    - Ordering sanitizing/cleaning supplies for building, hygiene supplies i.e. masks, gloves (all limited supplies)
    - Weeding collection
    - Cancel/reschedule on-site programs
    - Attend virtual Bibliomation meetings
    - Research and implementation of virtual programming (see attached list)
    - Research and attending virtual meetings for CLC and CDC protocol for library collection and re-opening
    - Addressing patron services (below)
    - Promotion of online services
    - Research of materials to add to collection
    - Coordinate with schools to issue library cards to students
    - Detailed weekly work logs
    - Checking in materials/shelving (until April 1)
    - Shifting of collections
    - Craft preparation
- Research reading levels for youth collection
- Mandated sexual harassment training and other professional development webinars
- Evergreen training
- YouTube Story-times
- Spirit Week and Library Week
- Revision of metadata in biblio records
- *Cleaning:
  - Janitorial: Bathrooms, floors, windows, surfaces, doors/door handles, light switches
  - Staff: Light switches, keyboard, computer mouse, phone, immediate work area (desk), door handles
  - PPE: masks, gloves to handle material returns

  ○ Patron Restriction:
    - Closed to the public - No entry or checkouts as of March 13th
    - Closed book drop April 1

  ○ Services Provided to Patrons:
    - Phone and email assistance (reference questions, card renewals, help with e-materials, etc)
    - Virtual programming provided beginning May 1
    - Resources concerning COVID-19 safety and information, distance education tools, unemployment, Census, and other relevant topics added to website

  - May 4, 2020 - May 28, 2020 FURLOUGH BEGAN

  ○ Space: Same as above with following additions:
    - Removal of furniture for re-open protocol
    - Purchase of outdoor storage locker for contactless curbside service (beginning June 15)

  ○ Responsibilities (Adjusted to reflect limited staff):
    - Summer Reading Program (SRP) prep
    - Fiber Optic Grant
    - Landscaping Plan
    - Budget and fiscal responsibilities
    - Ordering (books, DVDs, Audio, etc)
    - Ordering sanitizing/cleaning supplies for building, hygiene supplies i.e. masks, gloves, paper bags for curbside pickup (all limited supplies)
    - Cancel/reschedule on-site programs
    - Attend virtual Bibliomation meetings
- Research and implementation of virtual programming (see attached list)
- Research and attend virtual meetings for CLC and CDC protocol for library collection and re-opening
- Address patron services (below)
- Promotion of online services
- Research of materials to add to collection
- Detailed weekly work logs
- Janitorial Cleaning: Bathrooms, floors, windows, hard surfaces, doors/door handles, light switches
- Staff Cleaning: Light switches, keyboard, computer mouse, phone, immediate work area (desk), door handles
- PPE: masks if 6 feet of distance isn’t possible
- Development / implementation of system for remote request of library card
- Summer reading packets
- Collaborate with schools about Summer Reading Program (SRP)
- Adapt SRP June and July programming to remote access
- Maintenance of statistics regarding use of online resources and programming
- Collaborate with FOLIO about donating to purchase HOOPLA (a resource that allows patrons to download materials for free) and landscaping

○ Patron Restriction:
  - Closed to public - no entry or checkouts
  - Book drop remained closed

○ Services Provided to Patrons:
  - Same as above with following addition: Ability to apply for library cards remotely

- May 29, 2020 – June 15, 2020 FURLough CONTINUED

○ Space: Same as above with following additions:
  - Book drop unlocked (beginning May 29) Fridays, Saturdays, Sundays only
  - Books remain in drop Monday, Tuesday, Wednesday for 3 day quarantine per CDC
  - Prepare space for Phase 3

○ Responsibilities (Adjusted to reflect limited staff) Same as above with following additions:
  - Shelving
  - Track patron Summer Reading participation
• Check in materials on Thursdays because of three day quarantine
  
  o Patron Restriction:
    • Closed to public - no entry or checkouts
    • Books can only be returned Fridays, Saturdays, Sundays
  
  o Services Provided to Patrons: Same as above with following addition:
    • SRP packets available outside on nice days
    • Checking in of materials

- June 15, 2020 – June 30, 2020 FURLOUGH CONT’D, MINIMAL STAFF REPORTED BACK
  
  o Space: Same as above with following additions:
    • Purchase of outdoor furniture for future patron workspace and hosting of programs for social distancing
  
  o Responsibilities: Same as above with the following additions:
    • Train staff for their return per OSHA guidelines
    • Cataloging
    • Check and pull holds (Friday, Monday, & Tuesday)
    • Check out, label, and organize holds to be picked up by patrons
  
  o Patron Restriction:
    • Closed to public - no entry
    • Limited return of materials
    • Limited checking out of materials (see below)
  
  o Services Provided to Patrons: Same as above with following additions
    • Extended due date of materials that have not been returned
    • Curbside pickup
    • Patrons may request no more than 5 materials via email, phone, or online hold
    • Only OXPL materials
    • Only Oxford Residents
    • Materials available to pick up on Wednesdays at 10am to Thursdays at 3pm
    • Any books that have not been picked up by Thursday at 3pm will be returned to shelf

Respectfully submitted by:

Robbi Costigan, Director of Municipal Library/Media Operations
August 24, 2020
### Tables of Statistics
#### Libraries in Bibliomation
<table>
<thead>
<tr>
<th>7/1/2018-6/30/2019</th>
<th>7/1/2019-6/30/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>68 libraries</td>
<td>79 libraries</td>
</tr>
</tbody>
</table>

#### Oxford Library Materials Circulated
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>22,642</td>
<td>25,254</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July 2018- June 2019</th>
<th>July 2019- June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>37,546</td>
<td>29,841</td>
</tr>
</tbody>
</table>

#### Items Borrowed From Other Libraries
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,315</td>
<td>3,104</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July 2018- June 2019</th>
<th>July 2019- June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,558</td>
<td>3,569</td>
</tr>
</tbody>
</table>

#### Items Lent to Other Libraries
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>724</td>
<td>1,629</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July 2018- June 2019</th>
<th>July 2019- June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,931</td>
<td>1,773</td>
</tr>
</tbody>
</table>

#### Newly Registered Patrons
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>641 (grand opening and school visits)</td>
<td>297</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July 2018- June 2019</th>
<th>July 2019- June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>946 (grand opening and school visits)</td>
<td>340</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>Newly Added Books/Materials</strong></td>
<td></td>
</tr>
<tr>
<td># books</td>
<td>1,741</td>
</tr>
<tr>
<td><strong>Library Programs (Total)</strong></td>
<td></td>
</tr>
<tr>
<td># programs</td>
<td>327</td>
</tr>
<tr>
<td># attendance</td>
<td>3,071</td>
</tr>
<tr>
<td><strong>Library Programs (Adults)</strong></td>
<td></td>
</tr>
<tr>
<td># programs</td>
<td>148</td>
</tr>
<tr>
<td># attendance</td>
<td>398</td>
</tr>
<tr>
<td><strong>Library Programs (Children/Teen/Family)</strong></td>
<td></td>
</tr>
<tr>
<td># programs</td>
<td>179</td>
</tr>
<tr>
<td># attendance</td>
<td>2,673 (1601 kids/teens and 1,072 parents/caregivers)</td>
</tr>
<tr>
<td><strong>Library Programs (Adults)</strong></td>
<td></td>
</tr>
<tr>
<td># programs</td>
<td>344</td>
</tr>
<tr>
<td># attendance</td>
<td>4,121 (2,501 kids/teens and 1,620 parents/caregivers)</td>
</tr>
</tbody>
</table>
Memorandum

Date: August 17, 2020

To: Selectman’s Office

From: Municipal Agent’s Office

RE: Written Report for Annual Town Meeting

During the fiscal year 2019-2020 the Municipal Agent’s Office provided our seniors with current information regarding Covid-19 which has had a major impact on everyone’s lives. The Municipal Agent’s Office helps to fulfill our Seniors needs concerning the State of Connecticut and Federal programs that were available. The many changes help supplement their income. We also help the seniors by enriching their lives through the many programs offered at our senior center although our Senior Center has remained closed due to Covid-19 and the many dangers it poses especially for the elderly.

During this past year, there have been changes concerning the S.N.A.P. Program which is the Supplemental Nutrition Program or as most know it as the Food Stamp Program. Through our monthly Senior Newsletter, I have informed our seniors to the most recent changes and explained how it will affect them. Due to Covid-19 Seniors that are eligible for S.N.A.P. have been receiving extra benefits to help with food.

Another big issue this past year was on the State level with the Medicare Savings Program that many of our seniors participate in. This program reimburses our seniors for the Part B premium that is deducted out of their social security checks. It also pays their co-pays at their Doctors Office and helps with prescription drugs. Due to Connecticut’s economy, the legislature voted to drastically reduce the number of seniors in this program. They originally raised the income level knocking out a huge majority of participants. There was such an outcry from low income clients that the program was finally reinstated after much deliberation for several months. I believe this program is still in jeopardy going forward. We will have to wait and see.

Recently with the Corona virus, I was inundated with telephone calls regarding the stimulus payment that was sent out to everyone earning under $100,000. The seniors had many questions regarding how much they were going to receive and if they didn’t receive it, what do they do to get it. This stimulus also opened the seniors up for scams. As I hear of them, I try to alert our seniors to the dangers of giving out their private, personal information to strangers over the telephone or even in person. Some of these scams also lead to identity theft and I try to have at least one presenter a year on this subject matter.
Every year we have new seniors that are turning 65 and I am deluged with telephone calls concerning supplemental health insurance and Medicare coverage especially during the open enrollment that falls between the middle of October to the beginning of December. I try to have an insurance agent that is versed in all of Connecticut’s policies that are available come in and speak with our seniors. Once again, we invited John Somero and his new assistant Rob, who is also an insurance specialist, They explained all the new changes for 2019-2020. This program is always very well attended. John helps the seniors make a very important decision on what is the best insurance plan for the individual.

I continue to write a column titled, “Municipal Agent News” in our monthly senior Newsletter that reaches approximately 1,100 members. As the Town of Oxford’s Municipal Agent, I try to write on current topics that keep our seniors updated concerning new legislation that has passed in both our Municipal and Federal Governments regarding seniors and help them apply for benefits when needed. I also continue to use the bulletin board outside my office to post the current “Municipal Agent News,” the latest scams and other important information. Along with the telephone, using these two sources is my way of reaching the senior population in our community. I also keep my Certified Choices Counselor status current. This helps me to keep our seniors informed on the latest “Senior News”.

Respectfully submitted,

[Signature]

Jammie M. Jelenik
Municipal Agent for the Elderly
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 8th- August 16th, 2019 (6 weeks)
*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, Chuck E. Cheese, Monkey Joe’s). The **OPR** kids travel by bus to different locations on Monday-Wednesday each week. Some locations include SkyZone, Shelton Sports Center, Nomads Adventure Quest, Brownstone Quarry, a NY Mets game etc. 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. Between the 2 camps, we average approximately 120-130 children per week. The cost per week for Huskies is $160 and the cost per week for **OPR** is $170. The Huskies Camp required 12 Camp Counselors and the **OPR** Teen Travel Camp requires 7 counselors. The program is overseen by a Camp Director.

**Activities**
Other self-sustaining activities offered throughout the year include: Yoga, HIIT, Swimming Lessons, Open Swim, Mad Science, Lego Programs, Princess Programs, Multiple Art Programs, Boot Camp, Jailball, Skyhawks Camps, Soccer Camps, Basketball Camps, Baseball Camps, Football Camps, Volleyball Camps, Tennis Camps and middle school trips on school holidays – to name a few. All of these programs and others like them are supported by the fees that we charge.

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

**Flag Football** – approximately 200 children;
**Oxford Youth Football and Cheer** – approximately 200 participants;
**Oxford Otters Swim Team** – approximately 100 swimmers;
**Youth Basketball** – approximately 450 participants;
**Men’s Over 30 Basketball** – approximately 60-75 participants;
**Fall Co-Ed Softball** – approximately 90 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 100 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 totally self-supportive. During 2019-2020 year some of the offerings included: James Taylor at Tanglewood, Taste of NYC, Newport RI, Yankees vs. Red Sox game, Boston Whale Watch, Jack-O-Lantern Blaze Radio City Music Hall Christmas Spectacular and Holiday Sparkle in the Big Apple. All 2020 trips were cancelled due to COVID-19.

Regular Programs
Some of the Regular Special 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 75 people including children and their families.

Memorial Day 5K Freedom Run/Walk – held each year on Memorial Day morning. The start/finish line of the certified course is in front of the Town Hall. This fun event draws about 400 runners and walkers – some with dogs, some with strollers. The main event gets kicked off with the Kids Rock Hopper Fun Run – 75 to 100 children run ½ mile to Center School and back, led by the Rock Hopper Penguin. Proceeds of approximately $5,000 from this event benefit Soldiers Angels, American Warrior Project and our own local David S Miles American Legion.

Trick or Trunk – held on Halloween night at Oxford High School. Generally about 800 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. To pay for the prizes, each participant pays $2 for their “series of shots” and can go as many times as they want. Some kids win their whole Thanksgiving Dinner!

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 bands and choirs perform, the tree (as well as the other decorations) are lit, Santa arrives on a fire truck and refreshments are served in the Town Hall meeting room. A photo booth is available to capture memories of the fun night. Attendance is usually about 500-600 people.

Facilities

Posypanko Park - located on Hawkins Road. 2 Baseball Diamonds (one with press box), 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, small 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. The purchase and construction of the park has been augmented by grants and private donations. The park was built by volunteers in memory of Lily Brooks.
Ryan’s Courts – located on Great Oak Road. 2 Tennis Courts with lighting for night play. Courts were constructed in 2012 and paid for by Mr. and Mrs. David VerNooy in memorory of their son, Ryan. They generously donated it to the Town for the public’s enjoyment.

Oxford Glen – located on Route 34. Combination Soccer/Softball Fields with irrigation system.

Agnes Tetlak Schiavi Park – located on Bowers Hill Rd. 2 Softball Fields and a Multi Purpose Field. Phase 2 planning is currently in the works.

Kirk’s Pond - located on Route 67 near the Town Hall, is 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, Oxford Center School and Great Oak Middle Schools 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 weekends.

Each year, we sell permits to Jackson Cove. The permits are $20 each and sold only to Oxford residents. Non-residents may purchase a day pass for $30 (Monday-Thursday) or $50 (Friday, Saturday, Sunday and Holidays) for their car. All proceeds from the permit sales are used toward improvements at Jackson Cove, like adding more sand, lifeguard chairs and various other beach equipment.

*some events, activities and leagues did not run because of COVID-19
PLANNING & ZONING - ANNUAL REPORT
July 1, 2019 TO June 30, 2020

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 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 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 “POCD”. 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
Chapters 124 and 126 of the General Statutes.

PROJECTS

The Planning & Zoning Commission is currently in the early stages of updating the Zoning
Regulations. The Zoning Regulations are a detailed document that outlines the processes and
procedures related to all land use in the Town of Oxford. The regulations are designed to meet all the
requirements of Chapter 124 and 126 of the CT General Statutes, while attempting to draw economic
development to Town, while preserving Oxford’s rural charm and character.

PLANNING & ZONING DEPARTMENT STAFF

The Town of Oxford employs two full time hired staff members that manage the Planning & Zoning
Department on a daily. The Zoning Enforcement Officer works 40 hours per week, and the Planning
& Zoning Coordinator works 32 hours per week. The office is open from 9:00 AM – 5:00 PM
Monday thru Thursday, including extended hours on Mondays from 5:00 PM – 7:00 PM. Friday the
department is open from 8:00 AM – 4:00 PM. Occasionally, a part-time employee or floater is
assigned to the department to help with large projects, organization, and filing.

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 Planning & Zoning Commission negotiated with the Naugatuck Valley Council of Governments to implement a position for a Regional Municipal Town Planner. The position was created by NVCOG, and shared planner has been used to complete overdue tasks such as, preparation in updating the zoning regulations and zoning map. The commercial and industrial development in Town has been consistent and the current zoning regulations are at times an obstacle when working with developers and contractor's that would like to bring their projects and businesses to Town. Oxford was once a thriving residential development area, and while new homes are still being built, the commercial and industrial development has been consistent throughout the past year.

The Commission utilizes the services of Town Counsel, Kevin Condon and special Land Use Counsel, Peter Olson. The attorneys are retained 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.

This year the Commission has used legal counsel for various applications and items, as more developers are using legal counsel to apply for and present applications to the Commission on their behalf. The Commission reached a settlement agreement in the litigation with Timberlake Development Partners V, LLC, regarding the proposed Assisted Living Facility at Oxford Greens. The Commission is also in litigation with TPB Contractors, LLC; the applicant appealed the Commission’s decision in 2018. The Commission also requests various other experts from time to time depending on the project and/or application (i.e., traffic engineers, acoustical engineers, etc.)

MEETINGS

The Planning & Zoning Commission meets the 1st and 3rd Tuesday of each month. The meetings run between two (2) and four (4) hours long depending on the applications before the Commission. This year the commission has held (23) Regular Meetings and (10) Special Meetings and/or Public Hearings.

REVENUE

The Planning & Zoning Commission uses a fee schedule last revised in 2014. The schedule is used to calculate the fees of applications in Town. The applications are submitted to the Planning & Zoning Department, processed, and then presented to the Commission when applicable. All fees paid to the Planning & Zoning Department are submitted to the Finance Department, and deposited into the General Fund.

EDUCATION

Staff and members of the Commission are encouraged to attend classes and seminars that cover various topics that relate to changing laws and statutes that govern Planning & Zoning and Freedom of
Information. Newly elected Commission members are encouraged to take Basic & Advanced Land Use Training offered each year.

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,

David Sauder, Chairman
Planning & Zoning Commission
Operation and Maintenance Program

Goal: Implement operation and maintenance requirements.

The town is continuing to identify the specifics of the training, record keeping, internal reporting and maintenance that will be required as part of operation and maintenance plan related to storm water management.

Employee Safety Training Program

Goal: Develop Safety Program including Personal Protective Equipment

Public Works Department employees will go to “Work Zone Safety Flagger” workshops as required and will keep all of the personal protective equipment for safe chainsaw operation updated as needed.

Street Sweeping Program

Goal: Implement annual street sweeping requirements.
The Public Works Department annually sweeps 100% of its roadways, approximately 120 miles, town owned facilities and parking lots.

Catch Basin Maintenance and Replacement Program

Goal: Implement catch basin maintenance and replacement schedule

Public Works had 1200 catch basins cleaned, approximately 33% of the Town’s 2600 catch basins, in the spring of 2020 as well as replacing any that were in disrepair. We have a spreadsheet to keep track of catch basins that were cleaned or replaced.

Annually/seasonally we cut brush and mow the sides of the roads to improve sight lines, seal cracks on the town roads, install speed bumps as requested and plow all town roads and town owned parking lots as well as the police department, fire houses & the library.

Daily we respond to residents’ requests, go out on calls for trees down and other police requests after hours, participate in emergency operations, fill pot holes and patch roads with cold patch or hot mix as needed/requested and replace street/road signs as needed on all town roads, parks, parking lots and buildings.

In addition to the above items, The Department of Public Works assists the Park & Rec department with some of their larger projects, including but not limited to cutting trees in parks, paving or repairing potholes in parking lots, installing flags and setting up grandstand for parades and other events and moving bleachers at Aggie Park.
MEMORANDUM

DATE: August 11, 2020

TO: Selectmen’s Office

FROM: Registrars of Voters


Registrars of Voters’ Written Annual Report

During the fiscal year 2019-2020, we performed the town’s canvass procedure with the NCOA Canvass by Mail System. In the effort to keep our voter list updated, we also sent canvass notice to all voters who have not voted in the last four years.

The Town held one Budget Referendum and one Municipal Election. EDR (same day registration and voting) was held simultaneously with the November Election, in the Registrar’s Office.

During 2019-2020 the Registrars completed their continuing education requirements to keep their certifications valid.

In all, we registered 545 new voters. We also made 489 Changes and 740 Removals to the Official Voter List.

Respectfully submitted,

Linda J. Crowe
Joanne M. Jelenik
Registrars of Voters
TO: First Selectman George Temple

FROM: Sergeant Robert Boroski #111

DATE: 7/9/2020


Sir,

Total Calls for Service – 9,374

Self-Initiated Motor Vehicle Traffic Stops
Citations – 256
Verbal and Written Warnings- 519
DWI – 2

Criminal Investigations / Reportable Case- 236

Motor Vehicle Accidents:
Fatal Crash - 1
Serious Injury – 2
Minor Injury – 3
No injury – 168

Staffing as of June 30, 2020
Resident Sergeant – 1
Resident Trooper - 1
Corporal- 1
Patrol Officers - 12
School Resource Officers – 2 (SRO’s are utilized as patrol officers when school is not in session.)
Part Time Officers – 1
Total personal assigned to Oxford PD - 18

Upon being assigned as the Oxford Resident Sergeant in October, we have made these improvements to technology and operations:
Upgraded computer technology / overall technology inside the police department
Ensure all officers have the required equipment to include their own portable radios
Issue/Fix the issues with the Axon Body Camera program
Approved for the 1033 program which is another cost saving to the town
Cut costs / overtime within the police department by numerus means
Correct Issues / Ensure all Officers are current with POST certifications
Resolve numerous personnel issues within the department.
Supervise roll out of 6 new police vehicles

Respectfully Submitted,

Sgt R. Boroski #111

Oxford Resident Trooper Sergeant
Work began on the Riggs Street Bridge in September 2019. The work included masonry, installing a plate and resurfacing.

The Annual Breast Cancer Awareness Campaign was held in October of 2019 which included the Pink the First Selectman event. This year the First Selectman was surprised with a Dunking Machine. Employees donated money to get a shot, or shots, to dunk the First Selectman. Needless to say, this year was the most lucrative campaign ever!

On November 5, 2019 the Temple – Jensen Administration was re-elected into office. This would be the fifth term for First Selectman George Temple.

On December 18, 2019 the First Selectman and his Administrative Assistant signed the beam that was installed at the New Middle School. All school staff and students also signed the beam.

February of 2020 began the town’s annual budget process.

The beginning of 2020 the First Selectman continued with traffic enforcement in town, which proved to be very effective.

In February of 2020 CPV Towantic, LLC and the Town of Oxford signed an Amendment to Amended and Restated Development Agreement. In this Agreement, CPV Towantic, LLC paid $85,000.00 to the Town for road repairs and $200,000.00 for the building of the new Water Pump Station on Woodruff Hill.

The Board of Selectmen approved the purchase of a sanitizing system for emergency services and the senior center buses. All town offices were equipped with plexiglass and/or glass barriers for protection. The number of employees per office were limited depending on the size of the office. And the Administration made sure that all town offices and buildings were cleaned and sanitized; a practice that was continued on a daily and weekly basis.

During the COVID-19 Pandemic, the Board of Selectmen quickly learned how to Zoom and conduct virtual meetings.

On May 4, 2020 the Town Hall re-opened to employees but still remained closed to the public. All employees entering the Town Hall were required to have temperatures taken and recorded and Personal Protection Equipment was provided.

In light of the global pandemic, a Memorial Day Car Procession was held on May 25, 2020. The Car Procession drew a great number of participants; proving that Oxford would get through this pandemic together!

On June 22, 2020 the Town Hall opened to the public on a part-time basis. All guests were required to have their temperatures taken and contact information was collected. The amount of people in Town Hall were limited and social distancing was practiced.

By the end of June 2020, the Town of Oxford experienced 89 confirmed & probable coronavirus related cases and 6 coronavirus related deaths.

The Administration’s number one concern is, and has always been and always will be, the safety of its staff and residents.
The Oxford Senior Center is an extremely active and caring facility that openly welcomes any individual age sixty or above who wishes to become a member. Operational hours are Monday through Thursday, 9:00 am to 5:00 pm, and Friday from 8:00 am to 4:00 pm. Our membership term runs for one year beginning January 1st. As of June 30, 2020 we had 1,158 members and we only continue to grow.

The Oxford Senior Center is a community center where older adults can connect with peers, families and community members to fulfill many of their social, physical, emotional, and intellectual needs. It is a safe and fun environment which offers a wide variety of wonderful recreational and educational programs, exciting activities and provides many beneficial resources to help promote positive aging. Together, with local town departments such as fire, police and ambulance, along with our schools and many community, state and national organizations, we all help to provide our seniors with the social interaction and stimulation they need to help maintain healthy and independent lifestyles.

The Oxford Senior Center employs a full time Director and Assistant Director, four part-time drivers, one part-time transportation coordinator and a part-time custodian.

The Elderly Commission, which consists of six appointed members of the community, oversees and supervises all activities and encourages participation of elderly in all aspects of community life. Our Municipal Agent assists our residents by providing information and referrals to local, state, and federal services and benefit programs such as Medicare, Medicaid, SNAP (Food Stamps), Social Security, protective services, legal services, adult day care and housing. She offers assistance in the application process and serves as a gateway for our older adults, connecting them to vital community services that pertain to the welfare and safety of our residents.

We have a compassionate and dedicated team of volunteers from students to seniors, who are always ready and willing to give of their time. Whether it be working at the reception desk, helping with newsletter mailings, serving meals, organizing parties and activities, sharing their talents or just spending some time with someone in need, our volunteers are an essential part of our center, as they help to maintain the positive and supportive atmosphere we have created. We offer many fulfilling volunteer opportunities to anyone who wishes to get involved.

The members of the Oxford Senior Center are an amazing group of individuals who love to give back to their community. Their genuine willingness to help others is evident as they continually strive to make a difference in the lives of others. These talented and loving members have
graciously donated their time and talents to various groups and organizations. Our Bell Choir and Choral Groups happily spread cheer by performing at many nursing homes and senior facilities. This year the center’s Quilting and Crochet Groups made donations to the Griffin Hospital Cancer Center, Cardiac and Neonatal Units, Chapel Haven, US Troops, and our Veterans at the VA Hospital in West Haven.

The center has acquired four vehicles, three of which are wheelchair accessible. Transportation is offered to elderly and disabled adult Oxford residents, Monday through Thursday between the hours of 9:00 am and 5:00 pm. We take pride in offering safe, convenient and punctual transportation to and from the senior center, along with many other destinations such as medical appointments, shopping, banking, personal care salons, state departments, town departments, as well as trips to various educational and recreational facilities.

The Oxford Senior Center is extremely well attended throughout the year, as our membership continually increases. Our kind hearted and attentive staff works hard to offer a wide variety of programs and activities to our members along with a large selection of trips, both locally and abroad. Affordable hot meals and nutritious lunches are offered throughout the month and we encourage our seniors to attend our lively and entertaining social gatherings. Annual picnics and Christmas parties are held off site at various locations during the year.

The following programs were offered from July 1, 2019 through June 30, 2020

**Health and Wellness Programs and Instructional Classes**

- Agency on Aging
- Ballroom Dancing
- Blood Drive
- Blood Pressure Screening
- Bocce
- Bone Density Workout
- Chair Yoga
- Cooking Class
- Computer Class
- Diabetic Education
- Fall Prevention
- Flex, Fit & Fun Exercise
- Food Safety Class
- Hearing Screenings
- Healthy Eating Presentations
- Intergenerational Events
- Live Well Programs
- Massage Therapy
- Mat Pilates
- Nutrition Education
- Podiatrist Presentation
- Pound Fitness
- Services/Municipal Agent
- Strength & Balance
- Tai Chi
- Vascular Screenings
Foot Clinics  Walking Indoor/Outdoor
Foot Care Seminar  Wii Bowling
Griffin Hospital Sleep Wellness  Yoga
Flu Vaccine Clinics  Zumba Gold

**Socialization Programs**

Arts & Crafts  Historical Presentations
Bell Choir  Ice Cream Socials
Billiards  Knitting & Crochet Group
Bingo  Luncheons
Birthday Celebration Monthly  Mah Jongg
Board Games  Mother's Day Luncheon
Card Groups  Movie Matinees
Casino Trips  Musical Entertainment
Choral Group  Pastel Painting
Coloring Book Fun  Patriotic - Veterans Celebration
Comedians  Ping Pong
Day Trips- Recreational/Educational  Quilting Group
Father's Day Luncheon  Sing-a-longs
Game Group  Volunteer Appreciation Luncheon
Grandparent's Day Celebration  Wii Bowling

**Presentations/Speakers**

AARP Driver Safety Class
AARP Tax Preparation
American Red Cross
American Legion, David S Miles Post
CT SNAP Food Program
Drazen Law Group
Elder Law Attorney Julia Brown
Griffin Hospital Outreach
John Somero Medicare Presentation
Judge of Probate Speaker
Hearth at Southbury
Hearing Aid Specialists of CT
Lutheran Home
Market 32 Pharmacy
Newtown Savings Bank
Oxford High School Football Team
Pomperaug Health District
Retirement Consultants
Security Presentations
State Delegates and Representatives
TEAM Agency, Inc.
Uber Transportation Presentation
United States Census Presentation

Respectfully submitted,

Heather Haney
Assistant Director of Senior Services
August 25, 2020

Selectman George Temple  
Board of Selectman  
S.B. Church Memorial Town Hall  
486 Oxford Road  
Oxford, CT 06478

Dear Board Members,

The 2019-2020 fiscal year was a year of transition. Sharon Trede retired and I was elected as Tax Collector in November of 2019. We wish Sharon a terrific retirement. We also hired our full time clerk Sandra Kozikowski in November as well. Come March of 2020 we were faced with a national pandemic. With all these obstacles in place I do still feel that the year ran as smoothly as possible.

Real Estate, Motor Vehicle, Personal Property, and CPACE tax bills were sent out in July. The total number of bills generated were 21,154 with a tax levy of $36,691,054.64. This includes 5,551 for Real Estate, 868 for Personal Property, 15,095 for Motor Vehicle and 2 for CPACE. We also sent out Aircraft Registration Bills due in October. There were 70 bills sent out and we collected $40,820.00. In March of 2020 Sewer Use bills were due. We have had a substantial increase in sewer use bills due to growth in the town. There were 799 bills totally a collection of $263,083.89. $1,176,744.73 of the total taxes collected were paid with either credit card or an electronic check through the third party we use. In addition to our normal billing cycle we also do send out delinquencies at least twice a year. We sent them out in September of 2019 and March of 2020. Overall these figures are based on General Accepted Accounting Principles (GAAP) and will not tie into the audit report.

In March of 2020 our office was closed due to Covid-19. At this point Sandra and I were working a rotating schedule with only one of us in the office at a time. I was also given a laptop to be able to work remotely. On April 1, 2020, the Governor issued Executive Order No. 7S ("EO 7S"), requiring municipalities, by a vote of its legislative body, participate in a “Deferral Program” or “Low Interest Rate Program.” The Town of Oxford decided to participate in the deferment program by application. There were 6 applicants. This program gave those 90 days to pay interest free instead of the normal 30 days. The last day to pay would be October 1, 2020. Residents had to apply for this program by July 1, 2020. On May 4, 2020 the town hall opened to employees only. During this time we installed plexi-glass on each desk including the counter. On June
22nd we opened to the public 4 hours a day with a rotating schedule to hopefully accommodate all of our taxpayers. With this pandemic came a lot of new challenges but we handled each one and made sure we were able to be as efficient as possible.

There are a few other collection tools we used including a collection agency who we have given 2017 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. In this fiscal year I have also deleted any old tax warrants and issued 4 new ones to our Marshall. I also sent out demand notices to taxpayer in March letting them know if there is no action on their account I will be sending it to a State Marshall. On the other end, refunds have become a huge priority. I have been working hard to have refunds at every selectman meeting and lessen the amount of credits.

Overall I feel that our office had a successful year collecting taxes. Sandra is still learning everyday but has taken on the roll and is doing a great job. Unfortunately due to Covid-19 she had started taking her first class CCMC 1 and it was cancelled. She will be taking it virtually in the fall of 2020. We can just keep improving as we both continue to learn. We work very well together and are always courteous and professional to the public. Our office is open to the taxpayers to discuss any issues relevant to tax collection at any point in time. We plan to continue to make the taxpayers our top priority and will continue to do so.

Respectfully,

Ashley Scaremmer, CCMC
Tax Collector

AMS/sek
The Town Clerk’s actual operating budget for Fiscal Year 2019-2020 was $220,651.00. Total fees collected were $467,507.00 of which $313,669.00 was turned over to the town’s general fund as well as $11,748.00 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 2158 documents 32 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 work flow. We continue to service the public with ever increasing duties from the State Legislature.

On March 16, 2020 First Selectman declared a State of Emergency in the Town of Oxford. Covid-19 hit our country and shut us down, although town hall was closed, the Town Clerk continued to service the public working many hours behind the scene to keep land records moving. Land record indexes and images being available on line, searchers are able to search from their home or office and drop their recordings in the drop box or use electronic recordings.

The Town Clerk is also the Website Coordinator and keeping the public informed on covid-19 information and managing virtual meeting information for all the boards and committees has become a full time job. Working from home and working full time at town hall is the norm. Keeping up with the Governor’s Executive orders that effect the Town Clerk’s office and the Town Hall became a normal part of a day’s work.

Vitals processed this year were as follows: 96 birth records, 52 marriage licenses, 114 deaths certificates. We licensed 1037 dogs and 9 kennels and sold over 409 sport licenses and permits.

The town budget vote was scheduled for May 16, 2019. The budget passed on the first try: Municipal Budget: Yes 614, No 581, Board of Education Yes, 672 No 528 Road Projects, Yes 845, No 347.

November 5, 2019 was the Municipal Election, George R Temple, Arnold Jensen & Heather Haney were elected.

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
TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298

Water Pollution Control Authority

8/19/20

Town of Oxford
486 Oxford Road
Oxford, CT 06478


The Oxford Water Pollution Control Authority is a five 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, Cynthia Peck, 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, 2019 to June 30, 2020:

The Authority had 7 Regular Meetings, 3 Special Meetings including Public Hearings, and they processed 19 applications. All of the 19 applications were approved.

The Authority, through the W.P.C.A. staff, processed 236 building applications. Among those 236 applications, 90 were for Certificate of Occupancies. The W.P.C.A. staff worked 2,811 hours, conducted 489 inspections, and the maintenance of the pump stations. The sewage flow for the Fiscal Year was about 71,000,000 (gal). There were 63 alarms set off at the pump stations and there was 0 by – passes of waste.

The Water Pollution Control Authority collected $ 440,752.25 in town sewer user and hookup fees. The Water Pollution Control Authority annual budget for the Fiscal Year July 1, 2019 to June 30, 2020 was $ 733,360.00 and expenditures for the year are $718,486.27.

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,

[Signature]
Chairman
Fred D’Amico