
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 1052 dispatches in the calendar year 2018.

We recently received licensing from the State of Ct to operate 3 ambulances. This was due to the issues that we were having with J50 which now are resolved. Having the three licenses and running three ambulances has allowed us to cover three dispatches at once without using the surrounding towns for mutual aid. This has cut down on response times to the benefit of the patient. It has also allowed us to not use mutual aid every time an ambulance goes out of service for repairs or general maintenance. We are in the process of getting J40 replaced which is a 2008 with 125,076. It was recently out of service again for over a week. We had a patient in it and had to send another ambulance to switch out the patient. It has proved to be an unreliable and expensive ambulance to keep in service. We also have the 2003 with 145,500 miles and the 2016 with 30,725. Our goal is to replace the 2003 in the next budget year with OAA contributing a large portion in doing so. I have created a capital account solely for that purpose. The 2007 Ford Expedition was replaced with a Ford Police interceptor and placed in service March of this year. Some of the radios were also upgraded in last budget year.

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 EMSj'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 have now become 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.

AHA Family and Friends CPR classes are done monthly for free as well CPR classes on an as needed/wanted basis for the community. During the Christmas season we adopted 2 families with a total of 6 children.

Our operating budget was $183,118. Of that amount $32,000 is paid to VEMS for the regional paramedic service. Our vehicle maintenance account was once again over budget. The age of J40 and J30 played a major factor in this. I was however able to not request additional funds by doing transfers within the budget this year. We purchased our own LUCAS (mechanical chest
compression device) without coming to the town to ask for the money. The cost was just under $15,000 and there is now a LUCAS in each ambulance.

AHA Family and Friends CPR classes are done monthly for free as well CPR classes on an as needed/wanted basis for the community. During the Christmas season we adopted 2 families with a total of 6 children. OAA has actively participated in educating the public on the Opioid epidemic and NARCAN use. We sponsored a free Safety Fair to educate the community in drugs, child safety, seat belts, service dogs etc. The event was totally free including food and beverages.

Our Explorer program has once again taken off. It has grown to over 20 youths from Oxford, Seymour and Southbury. We allow them to ride on the ambulance with us after they are trained in CPR, Blood borne and have learned to operate all our equipment. Two of them just completed our accelerated EMT class in Aug.

This was a very successful year for OAA and we will continue to serve the community to the best of our ability.

Respectfully submitted,

Madalene Taggart

Executive Director
TOWN OF OXFORD
OXFORD ANIMAL CONTROL
ANNUAL REPORT
FOR FISCAL YEAR ENDING JUNE 30, 2019

The Oxford Animal Control Department and the entire community were saddened by the passing of Animal Control Officer Jeffrey Haney. Jeff Haney, who the Animal Shelter was named in his honor will be missed by everyone who came in contact with him.

The Animal Control Department started a new chapter in 2019 with the hiring of Jason McLain who is a professional with many years of experience in other municipalities.

The Department, under the leadership of Jason has reorganized the department for the efficient operation of the emergency response, rescue of animals, care of animals and adoption of animals to excellent homes.

The Department is now operating with one full time employee and a part time employee for on call emergencies. Oxford now participates in a mutual aid arrangement with a neighboring municipality. This allows for 24/7 coverage to ensure that all animals are treated with the dignity that they deserve while keeping the Oxford staffing to a minimum. As has always been the case the Oxford Animal Shelter is classified as a “no kill” shelter. Every effort is made to have the dogs placed in loving homes. When a dog has issues where it would not be safe to have it placed in a home, the staff will work for months, if necessary, to rehabilitate the dog. Finally when it is ready for adoption the dog is placed in a home where it can live the rest of its life as the loving member of a local family.

The Oxford animal shelters primary mission is for Dogs, however the staff will help every animal in need.

The shelter and its staff operate on a minimal town contribution. Last year the total the town spent on salaries, the facility, vehicles and care of the animals was only $68,021.79. This is only $5.25 per resident.

The shelter also receives a substantial amount of donation and license fees. Donations come from many different sources. As of June 30, 2019, the
department has received $37,296.08 in donations that has yet to be expended.

Please call and stop by the shelter. My staff and I would love to show you around the facility and make you a member of our Animal Control Family.

Respectfully Submitted

Jason McLain
Oxford Animal Control Officer
TOWN OF OXFORD
Board of Assessment Appeals
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, CT. 06478

ANNUAL REPORT

Sunday, September 29, 2019

Board of Selectmen
Town of Oxford
486 Oxford Road
Oxford, CT 06478

Assessment Appeals met once in 2019 which included hearing 3 appeals.

Respectfully Submitted,

Ed Carver
Chairman
September 6, 2018

To: Board of Selectman

From: Daniel J. Kenny, Assessor

Re: Annual Town Report

The values for the 2018 town grand list are as follows:

- Real estate regular net: $1,263,510,895
- Elderly home owners net: $10,126,700
- Motor vehicle net: $129,116,820
- Personal property net: $139,223,315
- Total net assessment: $1,542,367,730

Overall there was a 2.90% increase from the 2017 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. Oxford is scheduled to implement a real property revaluation effective for October 1, 2020.

Regards

Daniel J. Kenny CCMA I, SPA
Assessor
MEMORANDUM

Building Department

TO: Board of Selectmen

FROM: Gordon Gramolini, Building Official

DATE: August 28, 2019

RE: Annual report for Fiscal Year 2018/2019

Please find attached a summary of fiscal year activity for 2018/2019. The building activity for the above-referenced fiscal year totals 1,062 permits of which 380 were building permits, 292 were electrical permits, 181 heating permits, 198 plumbing permits and 7 C.O.'s issued.

During this fiscal year, the building department was staffed by one-full-time building official and one Administrative secretary. The budget for this fiscal year was $216,947. The building department generated $360,329.50 in revenue.

ATT: (2)
# Building Department

## Accounting Summary Report: 7/1/18 thru 6/30/19

<table>
<thead>
<tr>
<th>Trn Type: BLDG</th>
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<tbody>
<tr>
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<tr>
<td>PIC Type: Electrical Permit</td>
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<tr>
<td>PIC Type: Gas Line Inspection</td>
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<td><strong>TOTAL Trn Type: BLDG</strong></td>
<td><strong>($360,329.50)</strong></td>
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<thead>
<tr>
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<tbody>
<tr>
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<td>PIC Type: Certificate of Occupancy</td>
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<tbody>
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<td>PIC Type: Gas Line Inspection</td>
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<td>TOTAL Trn Type: REINSFEE</td>
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<td>PIC Type: HVAC Permit</td>
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<td>PIC Type: Plumbing Permit</td>
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<td>TOTAL Trn Type: STEDFEE</td>
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<tbody>
<tr>
<td>PIC Type: HVAC Permit</td>
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<td>TOTAL Trn Type: STLUFEE</td>
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</table>

**BALANCE:** $0.00
Community Support Committee
Annual Report
July 1, 2018 to June 30, 2019

The committee during this time period approved the following 10 applications:

- 8/13/2018-Oxford Grange App (5,646.00)
- 12/10/2018-Oxford Historical Society (18,500.00)
- 12/10/2018-Oxford Fire Marshall Office (1,000.00)
- 1/1/2019-2018 Annual Amount -$ 50,000.00
- 2/11/2019 -Inland Wetlands Agency/ Conservation Commission App-$ (9,950.00)
- 4/8/2019 -Quarterback Club $ (500.00)
- 4/8/2019 -CHILL-$ (1,100.00)
- 4/8/2019 -GOMS softball field improvements $ (6,664.50)
- 4/8/2019-Babe Ruth Baseball press box-(10,000.00)
- 6/10/2019-Oxford Library Technology -$ (6,322.74)

Balance $38,916.76 available as of June 30, 2019

Respectfully submitted,

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

Oxford Conservation Commission / Inland Wetlands Agency

August 29, 2019

Re: Annual Report for the Fiscal Year of July 1, 2018 to June 30, 2019

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 through out the work week. The Inland Wetlands Enforcement Officer, Andrew Ferrillo Jr. 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, 2018 to June 30, 2019

The Commission had 20 regular meetings, 6 special meetings and several independent site walks by Commission Members and the Enforcement Officer. 5 Scheduled meetings were cancelled due to a lack of quorum or weather conditions.

The Agency, through the Inland Wetlands Commission processed 14 applications with impact in wetlands and regulated areas. The Wetlands Officer processed 313 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 $35,920 in town and state fees. There is a $10.00 charge for a mapping fee and the total annual map fees collected = $1,810. 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, 2018 to June 30, 2019 was $117,365.

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 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 on applying for Grants for developing a trail system behind Great Oak School and has also received other trail grants.

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

Oxford Conservation Commission Inland Wetlands Agency

[Signature]

Michael G. Herde – Chairman
Annual Town Report Summary OCAC 2018-2019

May 2018 Gave out Carol M. Soucy Award to Oxford High School student with CT Community Foundation Endowment fund, sponsored GOMS Student Award, attended GOMS graduation and presented award
June 2018 Renewed Membership for ACC Waterbury 2018, launched Artist Peer Group meetings at local business
July 2018 put together ideas and samples for OCAC Logo, started redesigning OCAC website, established social media sites
Oct 18 Focused on Marketing for Annual Arts and Crafts Fair, did local news ad, and channel 8 ad, signage, etc
November 2018 Hosted Annual Arts and Crafts Fair at Oxford Center School, Donated to Boy Scouts Troop 1
January 2019 started planning for Art in the Park event for fall 2019
April 2019 Hosted Earth Day Poster and Original Earth Day Coloring Page
Awarded an OHS for 1st Place in Contest, co sponsored Rad Art Poetry Slam event,
May 2019 presented yearly Award to OHS Graduate from the Carol M. Soucy endowment fund and 2 GOMS Student Awards upon graduation, redesigned Marketing signage for Arts and Crafts Fair, officially launched new website with domain name
June 2019 ordered supplies for events, ordered Gallery Hanging system for Oxford Library, launched Poetry Open Mic nights at 2 local businesses
July 2019 Installed gallery hanging system in the library, put out call for artists, had interview with local newspaper
August 2019 Continued with Open Poetry Mic nights thru October, expand marketing strategies for Arts and Crafts Fair, had meeting with Haynes manager for sponsorship of public gallery
TOWN OF OXFORD

Oxford Economic Development
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, CT. 06478

ANNUAL REPORT

Sunday, September 29, 2019

Board of Selectmen
Town of Oxford
486 Oxford Road
Oxford, CT 06478

The Economic Development Commission has met 7 times during 2019. In June, the commission hosted an Economic Network event where 34 Oxford corporate partners were invited. The topic this year was Interconnectivity in Oxford. Kathleen O’Neill’s Riverwalk: A Main Street Project was presented by Mary LoPresti and Tanya Carver. Joe Lanier, Oxford: Trails of Opportunity. The event was extremely successful gaining Kathleen O’Neill financial and physical support from Christina Stone, ION Bank, for the Riverwalk Main Street Project.

In 2019, the Phase I of the Oxford Economic Development website was completed with the help of Margaret West-Mainor, Town Clerk. Phase II has begun and will permit regular updates for Economic Opportunities (properties) in Oxford.

Respectfully Submitted,

Ed Carver
Chairman
ANNUAL REPORT
of the
Oxford Board of Education
and the
Superintendent of Schools
2018-2019

INTRODUCTION

The Oxford Board of Education submits this 2018-2019 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 2018-2019 school year were as follows:

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>TERM EXPIRATION</th>
<th>MEMBER</th>
<th>TERM EXPIRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan O'Brien, Chairperson</td>
<td>11/19</td>
<td>Stephanie Miller</td>
<td>11/19</td>
</tr>
<tr>
<td>Diane Soracco, Vice Chairperson</td>
<td>11/19</td>
<td>Robert Pettinella resigned</td>
<td></td>
</tr>
<tr>
<td>Shelley Lacey-Castelot, Secretary</td>
<td>11/21</td>
<td>Deborah Sherman</td>
<td>11/19</td>
</tr>
<tr>
<td>Stephen Brown resigned</td>
<td></td>
<td>Victor Tomporowski</td>
<td>11/21</td>
</tr>
<tr>
<td>Amy Cote resigned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christin Kimball</td>
<td>11/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Kozek</td>
<td>11/21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joseph Matusovich</td>
<td>11/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Miller resigned</td>
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<td></td>
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PERSONNEL DATA

The Oxford Public School District employed a total of 273 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>
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<tbody>
<tr>
<td>Superintendent</td>
<td>1</td>
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<tr>
<td>Principals/Assistant Principals</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>Curriculum Coordinator</td>
<td>1</td>
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<tr>
<td>Director of Finance</td>
<td>1</td>
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<tr>
<td>Facilities Manager</td>
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<tr>
<td>Teachers</td>
<td>160</td>
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<td>Nurses</td>
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<td>Paraprofessionals</td>
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<tr>
<td>Tutors</td>
<td>12</td>
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<tr>
<td>Clerical</td>
<td>16</td>
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<tr>
<td>Computer Technicians</td>
<td>3</td>
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<tr>
<td>Therapists (OT/PT)</td>
<td>3</td>
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<tr>
<td>Custodians</td>
<td>18</td>
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<tr>
<td>Monitors</td>
<td>5</td>
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<tr>
<td>Behavioral Assistants</td>
<td>3</td>
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<td>Transition Coordinator</td>
<td>1</td>
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<tr>
<td>Speech Assistant</td>
<td>2</td>
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<tr>
<td>Total</td>
<td>273</td>
</tr>
</tbody>
</table>

Administration

The Administration of the District for the 2018-2019 school year:

Ana V. Ortiz Superintendent of Schools
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
Robert Schumann Assistant Principal, Oxford High School
Silva Ouellette Curriculum Coordinator
Olga Simoes Director of Finance
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 1,795 for the 2018-2019 school year. Enrollment within the District and the tuition high schools was as follows:

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<tr>
<th>SCHOOL</th>
<th>GRADE LEVELS</th>
<th>October 1, 2018</th>
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</thead>
<tbody>
<tr>
<td>Quaker Farms</td>
<td>Pre-Kindergarten through 2</td>
<td>365</td>
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<tr>
<td>Oxford Center</td>
<td>3 through 5</td>
<td>386</td>
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<tr>
<td>Great Oak Middle</td>
<td>6 through 8</td>
<td>483</td>
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<tr>
<td>Oxford High School</td>
<td>9 through 12</td>
<td>549</td>
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<tr>
<td>Connections Program</td>
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<th>SCHOOL</th>
<th>GRADE LEVELS</th>
<th>October 1, 2018</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 2018-2019 school year, the District obtained a total of $627,293 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</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education</td>
<td>7,000</td>
</tr>
<tr>
<td>Title I</td>
<td>191,255</td>
</tr>
<tr>
<td>Title II – Part A</td>
<td>38,108</td>
</tr>
<tr>
<td>Title III</td>
<td>5,126</td>
</tr>
<tr>
<td>Technology Grant</td>
<td>13,686</td>
</tr>
<tr>
<td>IDEA B – Sec. 611</td>
<td>347,832</td>
</tr>
<tr>
<td>IDEA B – Sec. 619</td>
<td>10,246</td>
</tr>
<tr>
<td>Magnet School Transportation</td>
<td>14,040</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$627,293</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.

Susan O’Brien, Chairperson
Oxford Board of Education

Shelley Lacey-Castelot, Board Secretary
Oxford Board of Education

Dr. Jason McKinnon
Superintendent of Schools

Dated: 9/26/19
Oxford Board of Ethics Annual report – Oct 2019

Our officers remain the same as last year.

Chair – Dave VerNooy
Vice Chair – William Lieder
Secretary – Mary Androski

One member left our Board – Judy Gross

We received 1 ethics complaint in May 2019 involving Moderation of the Town Budget meeting. We met 3 times in June/July 2019, and passed on our decisions and recommendations for process improvements to the Board of Selectmen.

Respectfully Submitted

Dave VerNooy
TOWN OF OXFORD
FINANCE OFFICE
ANNUAL REPORT
FOR FISCAL YEAR ENDING JUNE 30, 2019

The Finance Department strives to provide quality services to all customers through the continuing progress and contribution of its employees. The Department provides the Board of Finance and Board of Selectmen with financial management, financial reporting, and cost-effective acquisition of goods and services for the Town government consistent with local, state and federal laws and governmental accounting and regulatory requirements. The Finance Department provides financial management for all of the Town’s funds and the Town’s investment and debt portfolios, maintains an accounting and reporting system in accordance with generally accepted accounting principles, and prepares the Town’s budget document including the Capital Plan. The Finance Department is also responsible for revenue collections for all amounts due for governmental services and timely payment of all the Town’s obligations, as well as all payroll operations. Grant and bond fund accounts are maintained and numerous state and federal reports are prepared.

The Finance Office had a historic fiscal year from July 1, 2018 to June 30, 2019. The Finance Office assisted the Treasurer in all the information that is listed in the Annual report of the Treasurer. In addition, this year the Finance Department had several major projects. The Finance Department worked with the State of Connecticut in closing out the High School Building Project. This was an extremely difficult and time-consuming project as most of the original records could not be located. The Department also worked as the municipal liaison in preparing the FEMA required paperwork for the May 15, 2017 tornado. The results are that the Town will receive in excess of $500,000 for damages and expenses incurred as a result of the tornado. The finance department operates with two full timers and one-part timer. Other major projects that were undertaken during the year were

Implementation of recommendations as proposed by the auditors.

Prepared for the borrowing of the new Middle School

Changed Medical Insurance Carriers

Secured a new insurance broker for all Towns insurances.

The finance department also assisted in the purchasing various items for the Town, including Gasoline, Fuel Oil, Vehicles, Computer Maintenance, Insurance and Road Supplies. The Finance Director also acts as Risk Manager and procures workers compensation insurance and all other lines of insurance. Also claims reporting and monitoring of claims is through Finance.
The Finance department serves as a conduit of information to all Town Departments, Boards, Commissions and Committees. The Finance Department as always, acts as a service Department to assist the government of the Town of Oxford.

Final numbers for the 2018 – 2019 fiscal year are not available at this time. The audit has not been completed in time for the filing of the Annual Report as required by Charter. As soon as the audit is complete and accepted by the Board of Finance the report will be filed with the Town Clerk. At the beginning of the fiscal year the Town had an operating surplus of $11,930,095. The pre audit projection for 2019 fund balance to $8,765,435 at year end. The reduction in Fund Balance was the result of returning excess fund balance to the taxpayers.

Any questions regarding the Towns finances can be Directed to the Finance Director at 203-828-6513 or email at financedirector@oxford-ct.gov

James A. Hliva
Finance Director
Summary Activity for the Oxford Fire Marshal's Office:

Year: 2018

Inspections:
- 21 assembly occupancies, 5.3%
- 263 business occupancies, 65.9%
- 6 mercantile occupancies, 1.5%
- 2 industrial occupancies, 0.5%
- 7 educational occupancies, 1.8%
- 4 daycare occupancies, 1.0%
- 0 oil trucks, 0.0%
- 13 oil tanks, 3.3%
- 16 propane installation, 4.0%
- 13 propane installation, 3.3%
- 0 diesel fuel & gas dispensing system, 0.0%
- 54 apartments 13.5%

399 Total

Cert. of Occupancy Inspections:
- 0 CO assembly occupancies, 0.0%
- 57 CO business occupancies, 100.0%
- 0 CO mercantile occupancies, 0.0%
- 0 CO industrial occupancies, 0.0%

57 Total

Re-Inspections:
- 25 assembly occupancies, 6.2%
- 357 business occupancies, 88.4%
- 0 mercantile occupancies, 0.0%
- 2 industrial occupancies, 0.5%
- 17 educational occupancies, 4.2%
- 3 daycare occupancies, 0.7%

404 Total

Blasts:
- 37 Issuance of blasting permits, 8.7%
- 349 On site & witnessed blasts, 82.3%
- 6 Investigation of blasting complaints, 1.4%
- 27 Inspection of Blast Sites, 6.4%
- 5 Inspected Blasting Magazines 1.2%

424 Total
<table>
<thead>
<tr>
<th>Activity Details</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fires:</strong></td>
<td></td>
</tr>
<tr>
<td>• 32 Investigations of Fires,</td>
<td>4.0%</td>
</tr>
<tr>
<td>• 761 Completed Fire Reports for OFD</td>
<td>96.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>96.0%</td>
</tr>
<tr>
<td><strong>Other Activity:</strong></td>
<td></td>
</tr>
<tr>
<td>• 88 Review of new building plans,</td>
<td>2.6%</td>
</tr>
<tr>
<td>• 16 Review of Hood system plans,</td>
<td>0.5%</td>
</tr>
<tr>
<td>• 2686 Attended Pre-Construction meetings/job meetings</td>
<td>78.4%</td>
</tr>
<tr>
<td>• 38 Conducted fire alarm tests and review plans,</td>
<td>1.1%</td>
</tr>
<tr>
<td>• 38 Conducted sprinkler alarm tests and review plans</td>
<td>1.1%</td>
</tr>
<tr>
<td>• 28 Attended continuing education classes,</td>
<td>0.8%</td>
</tr>
<tr>
<td>• 13 Processed documents for underground oil tanks,</td>
<td>0.4%</td>
</tr>
<tr>
<td>• 27 Conducted Fire Prevention</td>
<td>0.8%</td>
</tr>
<tr>
<td>• 485 Open Burning</td>
<td>14.2%</td>
</tr>
<tr>
<td>• 8 Alarm Permits</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

3-18-19

30
TOWN OF OXFORD
Kathleen O’Neil
Oxford Grant Administrator/Writer
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
Phone: (203) 888-2543 ext. 3067 Fax: (203) 888-2136
E-mail: grantadmin@oxford-ct.gov

GRANT OVERVIEW 2018-2019

GRANTS AWARDED AND BEING ADMINISTERED:

- LOTcip – Reconstruction of Hawley Road – Final plans accepted $1,987,588.52
- MGP – Senior Center Drivers’ Supplement - Awarded 25,611.00
- Dutton Road Bridge Replacement – Preliminary Design 1,800,000.00
- EMPG – Emergency Manager Salary 6,437.00
- Open-Space Grant Schreiber Farm $200,000.00
- School Security Grant 944,500.00
- Connecticut Connectivity Community Grant 398,200.00
- LOTcip – Sidewalks from Quarry Walk to Seymour 3,333,000.00
- Valley Community Foundation/Senior 2,110.00
- Community Support Group – OMSP 15,000.00
- Community Support Group – Cultural Arts 5,000.00
- Community Support Group – School Garden 15,000.00
- Oxford Main Street Alternative Transportation Grant 150,000.00

TOTAL $9,882,446.52

GRANTS WRITTEN AND PENDING AWARD

- TA SET-ASIDE/Sidewalks from Municipal Center to Quarry Walk $1,500,000.00

FUTURE GRANTS BOTH WRITTEN AND TO BE WRITTEN:

- Eversource Grant Unknown
- Ion Bank Grant Unknown
- Connecticut Community Grant Unknown

Respectfully submitted by Kathleen O’Neil – Oxford Grant Admin/Writer
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 68 public libraries. The library uses an open-source system called Evergreen to circulate materials and catalog. Oxford circulated 37,546 items which included books, videos, DVDs, audiobooks, and magazines; almost 10,000 more than last year. Patrons borrowed 3,558 materials from other libraries through our interlibrary loan system, up 24%. We loaned 1,931 materials through interlibrary loan to other libraries, which is up 26% over last year. The library’s hours changed on October 9, 2018. We are open Monday from 9am-5pm, Tuesday, Wednesday, Thursday from 9am-7pm and Friday and Saturday from 9am-4pm for a total of 52 hours per week.

Patron Registration and Databases:
Through our web page (http://www.oxfordlib.org), which is updated weekly, patrons can access Oxford’s library catalog, renew their books, and request books online to be reserved or shipped to us from other libraries. Patrons can also listen to digital downloadable audiobooks or read digital ebooks on their computers and mobile devices from a database, Overdrive Libby App, provided at a discount through our Bibliomation consortium. The Library also has a Twitter, Pinterest, Instagram, and Facebook page and is subscribed to Newsbank, Wowbrary, and RB Digital databases. We have over 150 titles to our circulating kindle devices. 967 new patrons were added, 542 more than last year. We now have a total of 5,634 patrons.

Books and Friends:
We added 3,225 new books and materials to our collection, and deleted 5,615, because of the move to our new building. It was an excellent opportunity to weed out the old materials and make room for the new. Our collection now stands at 31,193.
The Friends continue to be a huge support to the Library. They were very active again this year. Here is a list of their accomplishments:
- Memorial bricks were installed in the front of the Library and sealed in August
- Donated $600 to the Grand Opening Celebration and were present at the celebration
- $2,650 was donated to purchase blinds for the program room, along with another $240 for changing tables
- Election Day book sale was held & started in-house book sale in June
• Co-hosted the holiday concert in December for the Oxford Seniors. OHS Band and Choir performed that day
• Co-sponsored with Library Board a holiday dinner for staff
• Began Murder They Wrote Book Club
• Hosted dedication ceremony for DeAndrade family for donation of furniture and supplies for kids program room in May
• Donated $535 to our Summer Reading Program and assisted with prize collection
• Friend member donated ice cream sandwiches for end of summer reading party

Library Boards and Commissions:
The Library Board of Directors met from September 2018 through June 2019. They continue to search for a replacement member. The Library Planning and Building Committee met on August 6th, September 10th, and November 5th of 2018 and on June 10, 2019. Movers were hired in July, National Library Relocations, through a bid process and the library was moved from July 30th to August 8th 2018 into the beautiful new building. The Library reopened on National Book Lover’s Day, August 9, 2018 to great success. We celebrated with a Grand Opening Celebration on September 13, 2018. We had several hundred people pass through the Library that evening. Oxford High School students sung the National Anthem and provided music all evening. There were author talks, kids activities, and of course, ice cream. As you know, it was a long awaited, exciting night for our town!

Staffing:
We now have five full-time staff, including myself, Director of Municipal Library/Media Operations. Dawn Higginson has become the Adult Services Librarian/Assistant to the Director of Municipal Library. We now have seven library clerks, two library pages and two substitutes, totaling 11 part-time positions.

Budget:
The 2018-2019 fiscal year adopted budget, which passed in May 2017, was $438,365. Our budget went over this year due to start-up costs and added staff which we discussed at the Board of Selectman meetings throughout the year.

Sponsorships & Grants written & awarded this year:
Valley Community Foundation: $800
Webster Bank Oxford: $1,000 for 2018 programs
ION Bank Foundation: Denied
Community Support Grant: $6,322.74 for handheld technology 6/19/2019
LSTA Literacy Grant: $4,807 for computer classes starting 7/1/2019
Total: $12,929.74
Children & Adult Programs:

Despite interruptions in programming during our move, 2018’s Summer Reading Program had the record for most hours read, 3,308. Story time programs for children ages 3 to 5 took place Wednesday and Friday mornings and infant programs took place Tuesday evenings and Wednesday mornings. Since moving across from Great Oak Middle School, we have had more traffic of teenage patrons, so our Children’s Librarian, Robyn Rivero started offering more library programs for that age group. In addition to the monthly high school and middle school book clubs, we offered journaling programs, Dungeons and Dragons, and game-show style programs for book recommendations. Robyn visited several classrooms throughout the school year to supplement their curriculum with resources from the library. In the spring of 2019, she visited Quaker Farms and Center School to share information about the upcoming Summer Reading Program. She also visited the high school and created an information booth where students could get a library card and learn about upcoming programs and Summer Reading. She started hosting an after school program for elementary age children who have outgrown regular story time with more age appropriate books, crafts, and activities. Many classrooms visited the library throughout the school year, which was an enjoyable experience for both students and teachers. The OHS Transition Program came to the Library. Once a week, different students volunteered here to experience what it would be like to work at the Library. In the beginning of summer 2019, there was an influx of high school students seeking volunteer opportunities, so the results from our volunteer program proved very successful.

Starting in September with our Grand Opening Celebration, the adult department hosted programs monthly including 3 book discussion groups, adult crafts, movies, creative writing, and tech talks. Dawn Higginson brought in special presenters on topics ranging from history of veterans and war, author talks, permaculture gardening, medical doctors, Medicare, poetry and beer-making. A ghost hunter program was held with a full house in our meeting room. We had several music concerts and Microsoft came monthly to run Open Office Learning Labs. On June 15, 2019 we kicked off our Summer Reading program "A Universe of Stories".

Total programs held in fiscal year 2018-2019 were 437. Total attendance was 4,773; which was an impressive increase of 1,641 patrons over last year.

Respectfully submitted by:

Robbi Costigan, Director of Municipal Library/Media Operations
August 26, 2019
Memorandum

Date: August 8, 2019
To: Selectman's Office
From: Municipal Agent's Office

RE: Written Report for Annual Town Meeting

During the fiscal year 2018-2019 the Municipal Agent’s Office provided our seniors with current information that helps to fulfill their 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.

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. Basically, the change was an increase in the income level affecting the amount of food stamps that our seniors would receive.

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. The program is still in jeopardy going forward. We will have to wait and see for the next budget. The latest on this issue is that they are not only going to lower this income limit but add an asset test. This would mean that you can own your home and a car but all CD’s, pensions, social security, and savings accounts would be included as an asset. All assets cannot exceed $7,000. This change will happen sometime in late 2019 or early 2020. We will have to wait and see.

Recently, within the past few years, the seniors are targeted with new 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.

Every year we have new seniors that are turning 65 and I am inundated 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 2018-2019. 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 bulletin 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.

As a Certified Choices Counselor, I also attend yearly training at the Agency on Aging and pass a yearly exam keeping my status current. This helps me to keep our seniors informed on the latest “senior news”.

Respectfully submitted,

Joanne 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 9th through Aug 17th (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 Colonial Tavern 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 Colonial Tavern 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 and at an average of $140 per week per child. The Huskies Camp required 12 Camp Counselors and the ORP 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;
- **Pick Up Basketball** – approximately 20 men – changes each night;
- **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 and Softball** – about 400 children;
- **Oxford Soccer League** – about 450 children; and
- **Little League Softball** – about 100 children.
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 memory 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.
PLANNING & ZONING - ANNUAL REPORT
July 1, 2018 TO June 30, 2019

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 each and the alternates are
appointed by the Board of Selectmen. New officers are elected by the Commission every two (2)
jears, 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 finalized the updated Plan of Conservation and Development
(POCD) in September of 2018. The Commission is beginning the process of updating the zoning and
subdivision regulations.

PLANNING & ZONING DEPARTMENT STAFF

The Town of Oxford employs two full time hired staff members that manage the Planning & Zoning
Department on a daily basis. The Zoning Enforcement Officer works 37.5 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 Friday and on Mondays from 5:00 PM-7:00 PM. Occasionally, a part-time employee or
 floater is assigned to the department to aid in filing, organization, and small projects.

EXPERTS AND CONTRACTED SERVICES

The Commission contracts with Jim Galligan, of Nafis & Young Engineers to review applications that
require specific and detailed expertise regarding engineering aspects of projects, such as storm
drainage plans and he reviews engineering reports submitted by the applicants. Recently, the Town and Commission have contracted with the NVCOG to use a shared planner with other towns in the region. The Municipal Planner will be working approximately 11 hours per week and will assist and guide the Commission on complex applications that require extensive review. The shared planner will also assist the Commission in reviewing and amending the zoning and subdivision regulations.

The Commission at times also requests opinions from various legal counsel regarding procedures, violations, complaints, and some FOIA inquiries. There is also a necessity for legal counsel when the Commission's decision to deny an application is appealed by an applicant. This year the Commission has utilized Peter Olson, Land Use Counsel and Kevin Condon, Town Counsel regarding various legal issues that required expert legal opinions. The Commission has been in litigation with Timberlake Development Partners V, LLC since 2017.

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 had thirty-seven (37) Meetings, which includes Special Meetings and/or Public Hearings.

**REVENUE**

The Planning & Zoning Commission uses a fee schedule that was last revised in 2014. The schedule is used to calculate the fees of various types of applications within different zones in Town. The applications are submitted to the Planning & Zoning Department, processed and then presented to the Commission when applicable. Any 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, which is offered each year.

**CONCLUSION**

The Planning & Zoning Commission must take serious consideration of all aspects of applications and how their decisions on applications will affect the health, safety, and welfare of the residents of Oxford. It is the Commission’s desire to maintain Oxford’s rural character while encouraging development in the industrial and commercial zones. The Commission is working diligently to incorporate commercial and industrial property development appropriately in Oxford, and at the same
time protect the rural character and integrity of the Town and its residents while abiding by regulations and statutes that govern their responsibilities and actions.

Respectfully Submitted,

Jeffery P. Luff, Chairman
Planning & Zoning Commission
Total Calls for Service: 8679

Motor Vehicle Traffic Stops:
Citations: 508
Warnings: 404
On Scene Driving under The influence Arrests: 4

Criminal Investigations/Reportable Cases: 318

Motor Vehicle Accidents:
No injury: 193
Minor Injury: 10
Serious injury: 2

Staffing:
Total combined Oxford Officer and Trooper staffing for the year was 17.

Respectfully Submitted

Cpl. Dennis D’Archangelo
Town of Oxford
Department of Public Works
Annual Report
August 21, 2019

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 are scheduled to go to a "Work Zone Safety Flagger" workshop August 30, 2019. We will be receiving a "work zone safety equipment kit" and have already purchased all necessary personal protective equipment for safe chainsaw operation.

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 2019 as well as replacing any that were in disrepair. We have started 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 7, 2019
TO: Selectmen’s Office
FROM: Registrars of Voters

Registrars of Voters’ Written Annual Report

During the fiscal year 2018-2019, 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 State Election. EDR (same day registration and voting) was held simultaneously with the November Election, in the Registrar’s Office.

During 2018-2019 the Registrars completed their continuing education requirements to keep their certifications valid.

In all, we registered 778 new voters. We also made 711 Changes and 837 Removals to the Official Voter List.

Respectfully submitted,

Linda J. Crowe
Joanne M. Jelenik
Registrars of Voters
Board of Selectmen
2018 - 2019 Annual Report

May 2015, 2018 the Town of Oxford experienced an EF-1 Category Tornado. The clean-up from this tornado took us well into the Fiscal Year of 2018 - 2019. The Public Works team worked tirelessly for several months to clear debris from the town roads. The town received assistance from multiple agencies; one being our Oxford High School football team! Luckily, the town received 75% of all clean-up expenses from FEMA which included rental equipment.

Our new Library opened to the public this fiscal year; having a Grand Opening event on September 13, 2018. In fact, the Boy Scout’s 2018 Christmas Ornament was dedicated to our new Library.

The Town of Oxford upgraded its CodeRed Notification System to include general notifications as well as emergency notifications. In the past, general notifications were done via robocalls, at a cost. With this upgrade, more residents will be contacted.

According to the Connecticut Small Business Development Center Report, Oxford is one of nine communities among the nation’s best to start a small business. And in the Yankee Institute for Public Policy, Oxford was given a score of 88 out of 100 placing Oxford among the top 10 towns in Connecticut for fiscal wealth.
The new Middle School Project started this year with a ground-breaking on June 24, 2019. The town is looking forward to the first day of school in the year 2020 for this state-of-the-art facility.

A Dedication Ceremony was held on October 17, 2018 for the CPV facility being fully functional and operational. This new power plant is a very impressive facility.

The town received a State grant for the potential purchase of 132 acres of open space from Schreiber's Farm property on Quaker Farms Road. Uses being considered for this property are soccer and/or baseball fields but mostly as a nature preserve wildlife refuge area.

Several town employees volunteered to take part in our Annual Town-Wide Cleanup by walking, carefully, up and down Governor's Hill Road. Over 10 bags of trash were recovered. Thanks to Public Works for picking them up!

In May 2019, the Oxford Airport hosted a D-Day Commemoration with World War II planes that flew paratroopers. There even was an original plane that flew on D-Day as well as it flew the Queen of England. The planes eventually flew to Normandy for the 75th Anniversary of D-Day. What a very poignant event.

And in between the above highlights of the fiscal year 2018 - 2019, the town increased traffic control, conducted the annual budget process, hired a Full-Time Animal Control Officer as well as Police Officers, hired new Library staff and ratified three union contracts.

What a productive year!
SENIOR SERVICES
TOWN OF OXFORD
ANNUAL REPORT – FISCAL YEAR 2018 - 2019

The Oxford Senior Center is the hub of the town’s senior services. The Center welcomes any individual age sixty or above to become a member. The Center is open five days a week Monday through Thursday, 9:00 am to 5:00 pm; Friday, 8:00 am to 4:00 pm. As of June 30, 2019, we had 1096 members. Our membership term runs for a year beginning January 1st of each year. We offer a wide variety of programs to support a quality of life that is healthy and active in a safe, friendly, fun atmosphere. The needs of our senior population are met by working in conjunction with our local medical community, police department, fire departments, ambulance department, state agencies, national organizations, as well as independent professionals and Oxford schools. Socialization programs allow an opportunity for members to make new friends and to add to their support system. Affordable nutritious lunches are offered through TEAM Community Action Agency in addition to other opportunities to enjoy hot meals throughout each month. We offer reliable and safe transportation options for our elderly and disabled adult Oxford residents. The Center offers volunteer opportunities for senior citizens and young adults in our community.

The Elderly Commission consists of six members of the community responsible for focusing on and offering solutions to the needs of our elderly residents. The Commission helps to foster understanding, respect and involvement of elderly residents in all aspects of community life. Our Municipal Agent is available to the seniors to disseminate information regarding services and benefits available to the elderly and to assist them in applying for these services.

This year donations were made by our talented and caring members of the Center to the Griffin Hospital Cancer Center and Neonatal Unit, Chapel Haven, Irwin Camp, VA Hospital and the Brian O’Connell Homeless Project. Quilts and crafts are used as items for raffles which serve as a fund raiser for the Center. Giving back to the community is important to our members.

On a daily basis the activities and programs offered are well attended with a steady attendance throughout the year. We have a Choral Group and a Bell Choir that perform offsite to bring some joy to those in nursing homes and senior facilities. Offsite we hold an annual picnic for all members at Jackson Cove town facility and a Christmas party at various sites. A wide variety of trips are offered throughout the year locally and abroad. Each year our membership has increased and we are very proud of our reputation as a very warm and friendly center. The staff works very hard to offer programs that appeal to a wide variety of interests and we are always open to new ideas. The following programs were offered from July 1, 2018 through June 30, 2019.

**Health and Wellness Programs and Classes**

- Strength & Balance
- Blood Pressure Screening
- Bocce
- Cooking Classes
- Flex, Fit & Fun Exercise
- Walking
- Tai Chi
- Hearing Screening
- Foot Clinics
- Flu Vaccine Clinics
- Pound Fitness
- Mat Pilates
- Zumba Gold
- Yoga
- Municipal Agent/ Social Services
- Ballroom Dance Lessons
Socialization Programs Continued

Sing-a-long
Bell Choir
Historical Presentations
Coloring Book Fun
Father’s Day Luncheon

Comedy Central
Musical Entertainment
Monthly Birthday Social
Mother’s Day Luncheon

Transportation

The Center has 4 Vehicles (3 are Wheelchair Accessible), 4 part-time drivers, 1 scheduler
We offer transportation Monday through Thursday for medical appointments, to and from the
Senior Center, shopping, personal care, banking. Town Hall needs and off site trips for
educational and recreational purposes.

The Center has one part-time custodian.

Respectfully submitted,

[Signature]
Patricia Babbage
Director of Senior Services
August 23, 2019

To: The Board of Selectmen
Town of Oxford, 486 Oxford Rd
Oxford, CT 06478

Re: Annual Town Report

Dear Sirs,

Please accept this as the Tax Collector’s Annual Report for the 2018-2019 fiscal year per Section 4-2 (F) of the Town Charter.

The Tax Collector’s office deals directly with Attorneys and Attorney’s offices, Title Searchers, and Taxpayers on a daily basis. There is heavy volume on telephone calls and messages to return by the end of each day. There are State Reports to be filed in a timely manner. Requests for tax information are received daily and are either given over the phone, at the counter or faxed or emailed. Reports are also generated for Oxford’s Finance Director and for the Board of Finance. We work closely with many Banks regarding escrow payments for those taxpayers who have a mortgage.

Payments are processed daily in a timely manner. We do have a Lock Box which helps process payments that are on time during collections in July and January. This has helped tremendously to keep us up to date with the mail.

The Board of Finance requested the Tax Office work with a Collection Agency for past due taxes on Personal Property and Motor Vehicles. We have been under contract with a company called Tax Serve for almost a year now. They have been helpful with collections.

This fiscal year we mailed out 24,913 individual accounts. This includes Real Estate, Motor Vehicle, Personal Property, Sewer Use, Aircraft, Utilization Fees, and Motor Vehicle Supplemental Bills.

The amount collected was $34,729,130.16. This amount includes tax, interest and lien fees. This gives a percentage of collections to 98.66%.
The Tax Office strives to treat each taxpayer with respect and of course, fairness as we are working under the guidelines of the Connecticut General Statutes.

Our professionalism shows through our dealings with all individuals. We do our best to answer all questions posed to us and lead the taxpayer to the correct office, if we cannot help them.

There are two of us running the Tax Office. Myself, Sharon Trede, CCMC, Oxford’s Tax Collector and Ashley Schremmer, CCMC, Oxford’s Assistant Tax Collector.

During the collection months of June and July and December and January we often have extra help.

Of course our goal is to collect Taxes. We also treat every individual the same. The majority of taxpayers leave our office more knowledgeable than when they came in. It is a pleasure serving the Town of Oxford and greeting neighbors and friends.

Respectfully Submitted,

Sharon L. Trede, CCMC

Oxford Tax Collector
ANNUAL REPORT
FISCAL YEAR 2018-2019

The Town Clerk’s actual operating budget for Fiscal Year 2018-2019 was $182,245.74. Total fees collected were $432,908.97 of which $302,699.97 was turned over to the town’s general fund as well as $10,504.00 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 1999 documents 33 maps and 32 trade names.

The Town Clerk’s office applied for and received a grant from the Connecticut State Library for $4500.00. These funds were used to purchase a Safco Masterfile hanging map cabinet. We used this cabinet to hang over 800 maps, which freed up space, as well as makes these records safer and easier to retriever. The flat map cabinets were turned over to the building department for much needed space to store building plans. The second half of this grant was spent on Preservation/Conservation; we recreated 2 larger land record volumes into legal size, included in this was archival microfilming.

Vitals processed this year were as follows: 74 birth records, 87 marriage licenses, 108 deaths certificates. We licensed 1023 dogs and 10 kennels and sold over 700 sport licenses and permits.

The town budget vote was scheduled for May 17, 2018. On May 15, 2018 the Town of Oxford was hit by a tornado. Because of the extensive damage and power outage around town we had to postpone the budget vote. Although there was a lot property damage thankfully there were no injuries or loss of life.

The Budget passed on June 7, 2018, with a total of 8,864 names on the official check list. Total number of names checked off as voting was 1,130. The Municipal vote was 596 yes 544 no, Education was 626 yes 514 no and the Road budget was 814 yes 322 no. Capital Non-Recurring 12 projects 662 yes 466 no. All 4 budgets passed.

November 7, 2017 was the Municipal Election, George R Temple and Jeffrey Haney were elected to their 4th term. Also voted on was Oxford Middle School bonding for $44,900.00. which passed yes 2449 no 858.
It is a pleasure to serve as your Town Clerk. If you have any questions, feel free to visit or call your Town Clerk's office.

Respectfully Submitted,

[Signature]
Margaret A West-Mainor
TOWN OF OXFORD
OFFICE OF TREASURER
ANNUAL REPORT
FOR FISCAL YEAR ENDING JUNE 30, 2019

The Treasurer is elected for a two-year term and exercises the powers and duties conferred by state statutes and the Town Charter. The Treasurer's primary responsibility to plan and control the Town's cash position and to review and sign all Town disbursements.

The Treasurer works very closely with the Director of Finance, the town's budget manager, and the First Selectman in all matters involving the Town's finances. The Treasurer assists the First Selectman and the Director of Finance in developing and implementing the town's Annual Budget revenue as prescribed by charter.

The Office of the Treasurer had a very busy 12 months from July 1, 2018 to June 30, 2019. Town funds were invested in obligations that are allowed by state statute. All investments of operating accounts were made in Government backed and guaranteed paper. Investment income for the year ending June 30, 2018 was $280,608.27.

On a weekly basis the Treasurer reviews all expenditures, including payroll for the Town of Oxford and the Oxford Board of Education. The Deputy Treasurer reviews the activity of the Tax Collector on a weekly basis. Both the Treasurer and Deputy Treasurer act as an internal audit team when performing their duties.

With interest rates increasing slightly during the year, the generation of interest income has improved from prior years. Despite the lower than normal rates the Treasurer increased the annual investment income from $184,670 last year to $280,608.27 for the year ending June 30, 2019.

During the year, the Town issued the following debt

July 2017 Bond Issue $8,300,000
The annual audit of the Towns finances has not been finalized as of the submission of this report. When the audit is presented and accepted by the Board of Finance, the Audit Report will be filed with the Office of the Town Clerk.

Vincent Palutis
Treasurer

[Signature]
TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478

Water Pollution Control Authority

8/19/19

Town of Oxford
486 Oxford Road
Oxford, CT 06478

Re: Annual Report for the Fiscal Year of July 1, 2018 to June 30, 2019.

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, 2018 to June 30, 2019:

The Authority had 10 Regular Meetings, 2 Special Meetings including Public Hearings, and they processed 12 applications. All of the 14 applications were approved.

The Authority, through the W.P.C.A. staff, processed 176 building applications. Among those 176 applications, 60 were for Certificate of Occupancies. The W.P.C.A. staff worked 3,011 hours, conducted 569 inspections, and the maintenance of the pump stations. The sewage flow for the Fiscal Year was about 72,000,000 {gal}. There were 50 alarms set off at the pump stations and there was 0 by – passes of waste.

The Water Pollution Control Authority collected $ 397,113.62 in town sewer user and hookup fees. The Water Pollution Control Authority annual budget for the Fiscal Year July 1, 2018 to June 30, 2019 was $ 709,731.00 and expenditures for the year are $669,539.88.

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