TOWN OF CHESHIRE

The Bedding Plant Capital of Connecticut

2015-2016
ANNUAL REPORT

Michael A. Milone
Town Manager
January 31, 2017
# TOWN OF CHESHIRE ANNUAL REPORT 2015-2016

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Introduction

The Town of Cheshire’s mission is “to sustain a resilient, progressive and enduring organizational culture and dynamic framework to build a better and stronger local government that will consistently thrive over time and provide a high quality of life for the community.”

The accomplishments of the Town’s employees and officials in fiscal 15-16 have helped further this mission. Cheshire continues to be recognized as a great place to live. Our safe community, excellent schools, strong youth and senior services, plentiful and well-used parks and recreational programs, popular Library, strong financial foundation and well-maintained infrastructure and are supported and augmented by the energetic volunteerism of our residents.

The Town of Cheshire is fortunate to have residents who are caring and involved with our community. We are also fortunate to have collaborative, dedicated, and professional staff who manage both the day-to-day, routine-yet-necessary tasks that are the foundation of municipal services with quiet competence, and who concurrently realize major accomplishments that have a larger, more tangible impact.

The Annual Report, as required by the Town Charter, offers a review of the projects, accomplishments, and significant events of our municipality in fiscal 2015-2016. It is one of many informational documents the Town produces, in addition to the performance-based General Operating Budget, the Capital Expenditure Plan, the Comprehensive Annual Financial Report (annual audit), the Official Statement/Bond Prospectus, and a host of organizational policy and plan documents. Several of these are award winning. I encourage residents to review the extensive information found in these documents.

This Report is intended to supplement those informative publications, rather than repeat the detailed data, narrative and statistics they present. Transparency and communication are critical to this organization, and hopefully this document promotes both by reviewing our fiscal year 2015-2016 from a slightly different perspective.

Michael A. Milone
Town Manager
Overview

The government of the Town of Cheshire is made up of 20 departments and divisions and is served by 21 boards, commissions and committees, not including Cheshire Public Schools and the Board of Education. These departments and commissions have distinct responsibilities and jurisdictions that are dictated by Connecticut General Statutes and Cheshire Town Charter and Ordinances, as well as specific, ongoing service responsibilities. The following pages offer an overview of the extensive programs, services, responsibilities and achievements of our Town departments.

Fiscal year 2015-2016 highlights include a successful debt refunding; a reorganization of the Police Department; a bulky waste collection; technology improvements and projects such as the public safety CAD/RMS reporting system, GIS programs, and electronic filing for land records; introduction of Video on Demand and a Town Facebook page; a new Library and Artsplace collaboration; an effective employee wellness initiative; an extensive property revaluation; implementation of a complex new building code; maintenance of high credit ratings and a strong debt reserve; implementation of an Organizational Sustainability Initiative; an in-depth overtime analysis and report; and the advancement of major capital projects such as the Waste Water Treatment Plant, the Linear Trail, the road repavement program and Energy Performance Contracting projects.

The diversity of our achievements reflects the wide range of responsibilities of our local government. And, as we continue to try to do more with less, we have been compelled to be creative and develop efficiencies that cross department lines. Our major projects and events showcase the coordination efforts of Town staff.

The following pages present an annual report for each Town department offering a review of the major highlights and the small successes of each as well as a summary of their core responsibilities. It is these major, minor and even mundane services that together make “the whole” greater than the sum of its parts.
PROGRAMS AND SERVICES PROVIDED BY THE TOWN OF CHESHIRE

LIBRARY
- Loans of materials for all ages: books, films, music, audio books, magazines
- Pre-literacy and literacy programs for children
- STEM programming for children
- Museum passes
- Internet and computer access for all ages
- One-on-one computer instruction
- Free access to databases such as Consumer Reports, Ancestry.com, Morningstar, and local newspapers
- After-school programs for teens (high school and middle school)
- Book discussion groups for all ages
- Cultural programs: author talks, educational lectures, concerts, films
- Family educational and cultural programs
- Town-wide reading program for teens and adults ("One Book, One Town")
- Summer reading program for children (to maintain reading skills over summer vacation)
- School vacation programs for children
- downloadable eBooks, audio books, magazines and streaming video
- Language learning programs
- Self-service checkout and pickup of reserves
- Job search and resume help; interview coaching
- Homebound book delivery/pickup
- Tax Forms
- Reader’s Advisory services (“what to read next”)
- Professional reference services
- English as a Second Language / Citizenship Materials
- Quiet Reading Room
- Coffee/tea bar
- Interlibrary loan
- Public meeting rooms
- Public art displays
- Photocopi ers
- Microfilm reader/printer
- Wireless Internet access
- Print magnifier for low-vision patrons
- One-on-one e-reader assistance
- Early literacy outreach to daycares and preschools
- School visits / tours
- All Library programs and services are free of charge

PUBLIC WORKS
- Sidewalk installation and maintenance
- BOE/Schools - salting, sweeping driveway and lots, clean catch basins.
- Parks - salting and sweeping of Park and Pool lots.
- Street sign installation and maintenance
- Road kill recovery
- Roadside vegetation control.
- Illegal dumping cleanup
- Guardrail installation and repair
- Curb installation and repair (asphalt and concrete)
- Snow plowing
- Street sweeping
- Leaf collection
- Road paving
- Solid waste & recycling collection
- Tree maintenance and removals
- Drainage installation and maintenance
- Staff to Energy Commission
- Staff to Water Pollution Control Authority
- Staff to Public Building Commission
- Town building maintenance and improvements
- Resolve work order requests from residents
- Review Planning & Zoning and Wetlands Applications
- Inspect new subdivision roads
- Issue permits for utility construction
- Maintain fleet of Town vehicles
- Remove and trim hazardous trees
- South Brooksvale Culvert Replacement
- Mt. Sanford Culvert Replacement
- Blacks Road Bridge Replacement
- Creamery Road Bridge Replacement
- East Johnson Bridge Replacement
- Farmington Canal trail extension
- Dog Park parking lot
- Town Building Capital Improvements
- Mixville Pond dredging
- Mixville Dam Improvements
- Town Center Sidewalk Replacement
- Wastewater Treatment Plant Upgrade

POLICE
- Patrol
- Criminal Investigation
- Youth officer
- EMS response
- Citizen complaint investigation
- Accident Investigation
- Accident reconstruction
- DUI Enforcement
- Traffic Enforcement
- Traffic control and direction
- Sex offender registry
- Court liaison
- Motorcycle patrol
- Bicycle patrol
- ATV patrol
- Child seat installation
- Crime prevention
- Building security surveys
- Police training
- School Resource Officer
- Traffic sign maintenance
- Records retention
- Traffic surveys
- Certificate of Occupancy
- Pistol Permit Issuance
- Applicant hiring
- Background investigations
- Rape Aggression Defense
- Citizen’s Police Academy
- Police Explorers
- Bicycle Rodeo
- Public Safety Commission
- Prison Advisory Commission
- Road-use permits approval
- Vendor permits
- Raffle permits
- Liquor permits
- Special Response Team (SWAT)
- Municipal Animal Control
- Animal Shelter
- Public Safety Dispatch (Police/Fire/EMS)

FIRE
- Overall Administration of operations
- Emergency Management of Disasters
- Fire Suppression
Fire Alarm Responses
Vehicle Extrication
Hazardous Material Situation
Cold Water Rescue
Hi Angle Rescue
Burning Permit Issuance
Confined Space Rescue and support
Service calls, floods, etc
Severe weather related calls
Severe weather related - station coverage
Mutual Aid to surrounding communities
Medical Assists
Pre Fire Planning
Participate in Charity Events
Resident Consultation
Scholarship Administration
In school education
Nursery School visits
Birthday Party visits
Dissemination of Fire Prevention material
Participate in CHAT meetings
Participate in Career Days in schools
Touch a truck events
Station Tours
Community Events
Provide a Fire Prevention Open House
Smoke Detector/ Carbon Monoxide Program
Investigation of Cause and Origin of all fires
Supplement fire responses (M-F)
Apparatus Maintenance Support
Code Enforcement
Code Consultation
Gas Detection Meter Maintenance
Provide mandated reports to the state
Complaint Investigations
Plan Review - Architectural
Planning and Zoning review
Burning Permit Issuance
Administer annual Poster Contest
Underground Storage tank installation/Removal
Inspection of:
- Multi Family Dwellings, Gas Stations, Liquor
  Licenses, Restaurants, Schools, Daycares, Businesses, Hotels, Amusements, Fireworks, Blasting sites, Dormitories, Assembly areas, Retail Stores, Offices, Nursing homes, Group Homes, Warehouses, Sprinkler and Alarm Systems

Planning and Zoning and Inland Wetlands
- Staff to the Planning and Zoning Commission, Inland Wetlands and Watercourses Commission, Zoning Board of Appeals, Aquifer Protection and Environment Commission
- Zoning Enforcement
- Wetlands Enforcement
- Subdivision, Site Plan and Special Permit application Reviews
- Inland Wetland application reviews
- Prepare, review and coordinate amendments to the Zoning, Subdivision and Inland Wetlands Regulations
- Review of variance applications
- Enforcement of Aquifer Protection Regulations in cooperation with the Regional Water Authority
- Draft and revise Open Space Maintenance Plan
- Update and implement the Cheshire Plan of Conservation and Development
- Prepare and coordinate grant applications for Open Space purchases
- Coordinate with Economic Development on various activities and projects
- Provide guidance and advice to the public on various land use policy questions
- Develop and coordinate Management Plans for open space parcels
- Host and coordinate public events on open space parcels

Economic Development
- Work with the Economic Development Commission
- Attract new business development and retain local companies to expand Cheshire economic base and Grand List
- Manage and review town’s economic incentive program
- Business Appreciation Day program, held in cooperation with the Cheshire Chamber of Commerce.
- Coordinate activities of the Historic District Commission
- Pursue historic preservation grants
- Manage economic enhancement projects such as the West Main Street Streetscape commercial area.
- Coordinate activities of the Town Beautification Committee, including Adopt-A-Spot program, Arbor Day tree plantings and recognition of notable trees, awards ceremony and review of landscaping plans and sign applications.
- Secure significant grant funding for town projects, including West Main Street sidewalk extension, center parklet and linear trail.

Finance (Accounting & Treasury, Assessor, Collector of Revenue, General Insurance, Audit, Employee Benefits, General Services and Information Technology)
- Accounting for General Fund and over 30 other funds
- Budget Documents – Summary/Detail – Town Manager Recommended and Adopted
- Five Year Capital Expenditure Plan – Town Manager Recommended and Adopted
- Comprehensive Annual Financial Report
- State and Federal Single Audit Reports
- Overseer Annual Financial Statement Audit
- Administer three Pension Plans, two Postemployment Healthcare Plans, two Defined Contribution/Deferred Compensation Plans
- Retirement Board Meeting Administration
- Run approx. 6,000 Accounts Payable checks annually
- Payroll processing for approximately 600 full-time, part-time and temporary employees
- Federal and State surveys and data collection reports
- Administer Debt Service payments
- Invest Town funds
- Provide accounting support for all Town departments
- Post cash receipts for various Town revenues
- Special Duty Billing
- Maintain Capital Assets system for Town land, buildings and improvements, motor vehicles, equipment and infrastructure
- Administer Town Hall copier, postage and water cooler machines
- Administer procurement for utilities and fuel
- Maintain technology infrastructure and provide Town technology support/administration
- Administer implementation of Technology Strategic Plan
- Maintain MUNIS accounting system
- Prepare official statements for Bond Sales
- Administer Town property, worker’s compensation, health and heart & hypertension insurance
- Collects tax revenue of approx. $82.3M, which is 79.7% of the annual Town budget.
- Maintain a high tax collection rate, currently 99.71%
- Bill and collect 29,900 motor vehicle bills, 1,300 personal property bills and 10,400 real property accounts
HUMAN SERVICES

- Youth & Family Counseling
- Parenting Education Programs
- Therapeutic and Skill-Building Support Groups
- Friday and Saturday night Social Activities for grades 6-12
- After School Drop-in programs
- Summer Trips
- Cheshire Youth in Action
- Youth Employment Service
- Youth Literacy Project
- Math Mastery Program
- Community Service Opportunities
- Parent/Youth Advisory Council
- Youth Services Newsletters
- Intergenerational programs
- Teen 2 Teen
- Adopt a Family Holiday Programs
- Energy Assistance
- Fuel Bank
- Food Voucher Program
- Food Pantry Eligibility and Referrals
- Salvation Army Assistance
- Crisis Intervention
- CHAT Program
- Senior and disabled transportation services
- Subsidized Lunch Program for seniors
- Supportive Groups/Counseling for seniors
- Support senior clubs such as the Travel Club, Crafty Ladies, Busy Bees, Book Club and Widows and Widowers Club

EDUCATIONAL PROGRAMS

- Educational/Awareness Programs re: senior safety, scams, health and wellness
- Exercise classes, i.e. Chair Yoga, Zumba
- Card Games, i.e. WHIST, Setback, Bridge
- Blood Pressure Screenings
- Cooking Classes
- Women’s Club
- Bus Trips for seniors (i.e. Mohegan Sun, etc.)
- Journaling for the Generations
- Senior Bookworms
- Bus Trips (i.e. Mohegan Sun, restaurants, museums, etc.)
- Monthly Dance Party
- Volunteer Opportunities
- Leisure and socialization activities for seniors, i.e. billiards, scrabble, writing groups, discussion group, craft groups, holiday parties
- Monthly Senior Center newsletter
- Annual Senior Health Fair
- Assistance with Medicare, housing, SNAP
- Collaboration with professional organizations, i.e. AARP
- Safe Driving Course & AARP Tax Aide Program

TOWN CLERK

- Make all records accessible to the public and provide copies as requested
- Receive, index, process, publish and preserve land records
- Collect recording fees and conveyance taxes
- Receive, process and preserve property maps
- Receive, process and preserve vital statistics and issue burial/cremation permits
- Issue and process gaming, dog and marriage licenses
- Prepare and submit monthly reports to various State agencies
- Maintain commission meeting agendas and minutes
- Provide notary service to the public
- Process and file trade name certificates for new businesses in Town
- Receive all claims filed against the Town
- Administering oath of office to elected and appointed officials, Justices of the Peace, Notaries Public
- Accept elections filings by political committees and candidates
- Provide municipal candidates with filing information and deadlines
- With the Registrars of Voter, determine candidate order on the ballots and number of ballots needed
- Order all election supplies for each polling place
- Absentee ballots
- Report the outcome of elections on the local level
- Secure annual Historic Document Preservation Fund grant to continue to preserve our land records system

TOWN MANAGER

- Management of all Town departments
- Administer professional enrichment program
- Assist with identifying applications for and implementing technology
- Develop and produce operating and capital budgets
- Develop and produce the Annual Report
- Develop financial analyses
- Ensure adherence to Charter and Code of Ordinances
- Ensure financial stability
- Handle citizen’s complaints
- Hire employees
- Inform employees through a monthly bulletin
- Keep records and maintain files
- Manage employee safety programs
- Manage personnel evaluation process
Manager Council and Council committees meetings scheduling and preparation
Manage website, local government access channel and Facebook page
Negotiate collective bargaining contracts and handle grievances
Oversight of all major Town projects
Provide FOI guidance and manage FOI responses
Provide information to press through releases and frequent contact
Provide information to public, including speaking at local civic meetings

BUILDING
Review applications and plans for, and issue, all Building, Demolition, Electrical, Plumbing, Heating and Tank Permits
Perform inspections on all permitted work
Issue Certificates of Occupancy
Respond to building safety emergencies
Investigate unsafe building conditions or not-permitted construction
Interpret Building Code and provide answers to frequent Code questions
Complete continuing education hours required to maintain state certification
Provide input and support to other Town departments on construction and permit approvals

PARKS & RECREATION ACTIVITIES
Summer Camps
SunTime Funtime, Quinnetukit, Sizzler, Sassacus, Sachem, Kickoff Week, Sendoff Week
Counselor-in-Training
Summer Sport Camps
Toddler Parent & Preschool Programs
Preschool Programs
Preschool Theme Days
School Age Programs
Spring, Fall & Winter Sports
Youth Teen Fitness
P-Rex Vacation Day Camps
Cheshire Youth Theater Programs
Therapeutic Recreation Programs
Therapeutic Recreation Camp &Teen Camp
April Vacation Activities
Fishing Derby, Kite Flying, Touch a Truck
Community Garden
Recreational Adult Programs
Adult Fitness Programs
Men’s Basketball League
Special Events
Tree Lighting
Summer Concert Series
Fall Festival
Memorial Day Parade

Maintain six public parks:
  - Quinnipiac, Bartlem, Mixville, Cheshire Park, Mac/Legion Fields, Linear Tail/Lock 12

Maintain 12 Public Building Grounds:
  - Town Hall, Library, Senior Center, three Firehouses, Police and Animal Shelter, Youth Center, Pool, Yellow House, Historical Society
Maintain Ives Corner, Center Parklet and Gateway Parklet
Misc. Areas: Open space sidewalks, Rolling Acres Tennis Courts, Roaring Brook
Maintenance of Open Spaces as needed

Mowing; restroom cleaning at six ocations; field renovations; field grooming; field lining (lacrosse fields, soccer fields, baseball/softball fields, football fields); fertilizing program; irrigation and lighting system repairs; scout projects; trash pickup; work with local sports groups on field improvements; work at special events

COMMUNITY POOL
Swim lessons for all ages and abilities starting at 6 months of age to 99+ (group and Private)
Water aerobics (for our senior population and for more active population)
Diving lessons
Lifeguard classes
WSI classes
CPR classes
First Aid classes
Lap Swimming
Recreational swimming
SCUBA
Underwater Hockey
Birthday Parties
Swim team
Aqua Zumba
Adaptive lessons
Water Polo Clinics
Stroke Clinics
Sand volleyball

ELECTIONS
Registers new voters and records changes to voter information
Executes an annual canvass of voters
Visit Cheshire High School to register 17 and 18 year olds to vote
For Youth in Government Week, visit the High School to speak about voting rights and responsibilities
Hire approximately 100 poll workers and alternates
Train poll workers
With the Town Clerk, determine the amount of ballots that will be ordered for use at the polling places.
File all pre election and post election paperwork with the Secretary of the State.
Maintain and test election equipment prior to each election
Provide assisted voting to those individuals living in a nursing care facility
Provide polling place supplies to moderators
Provide election day support for poll workers and voters
Conduct audits or recanvass as required
Caucus preparation
Maintains voters lists and information and districts information and make them available to the public

1/30/16
The mission of the Building Official is to successfully safeguard the health, safety and welfare of the community.

The Building Official, Assistant Building Inspector, Electrical Inspector and Secretary are responsible for the review of all the applications and building plans for construction, additions or alterations to all buildings and structures in Cheshire. They issue the necessary building, plumbing, electrical, heating and sewer permits and perform the corresponding inspections, as many as 15 for a single residential new construction project. They also respond to building complaints and emergency situations such as fires and storms.

The Building Official, Assistant Building Inspector, Electrical Inspector and Secretary have over 145 years collective experience in construction and the building and permitting process; they hold multiple State certifications, and attended over 70 hours of educational programming to ensure they are knowledgeable in all current regulations and technologies.

In Fiscal 15-16, the department successfully implemented new processes to store and transfer information through electronic media technology which protects data and expedites permitting process, which will enhance service to the public. In addition, the department also:

- Implemented the new State Energy Efficiency and Residential Building Codes.
- Sponsored training programs for contractors on the new energy conservation code and braced wall framing mandates.
- Implemented new procedures in department operation to update documentation requirements and enhance customer service.
- Maintained responsiveness and service level in spite of some unexpected temporary reductions in staff availability.
- Identified and began the acquisition of an electronic on line permitting and permit tracking software program.
- Identified and began acquisition of electronic document storage and retention system which may allow for remote public access to property records.

The department remains dedicated to providing excellent core services, to continuing the streamlining of their processes and improvements to service.

**Staff**
Keith Darin, Building Official
Conrad Cyr, Assistant Building Inspector
Fred Herzman, Electrical Inspector
Jean McSweet, Secretary

_The Building Official’s office is located in Room 215 in Town Hall_
84 South Main Street
Cheshire, CT 06410
(203) 271-6640
kdarin@cheshirect.org
www.cheshirect.org/building-officialinspections
The mission of the Community Pool is to enhance the health and well-being of citizens of all ages, by providing a physical, educational, therapeutic, social environment.

The construction of the new facility was completed, and the reopening went smoothly. The improved facility impressive and welcoming, and is very busy with patrons of all ages and a wide variety of programs. In fiscal 15-16, pool staff:

- Worked with the project management and construction companies on the installation of the tension membrane structure to its completion.
- Prepared the facility for re-opening, including filling and stabilizing water, reinstalling pool equipment and training staff.
- Painted the floor of public side of the building, shower walls and pool deck.
- Hosted swim lessons at Elim Park during the time the pool was closed, maintaining programs to the general public.
- Hired a full time Facility Operator, a full time desk attendant, and part-time front desk staff, lifeguards and instructors.
- Completed certification training for Certified Pool Operator for the Aquatics Director and Facility Operator.

### Staff

Sheila Adams, Aquatics Director

The Community Pool is located at
520 South Main Street
Cheshire, CT 06410
(203) 271-6690
sadams@cheshirect.org
www.cheshirect.org/recreation-and-leisure/community-pool
The mission of the Economic Development is to expand and enhance the Town’s economic base and quality of life by attracting compatible business development, and to provide quality customer service and programs to existing and prospective businesses and employers.

Cheshire employers provide more than 15,000 jobs. Businesses make up 18.96% of the Grand List. Cheshire has over 4 million square feet of industrial/warehouse space. Known as the “Bedding Plant Capital” of Connecticut, Cheshire has a diversified business community made up of various sized, well-respected businesses that include manufacturing, warehouse/distribution, pharmaceuticals, service, retail, and of course, agriculture.

Economic Development Coordinator Jerry Sitko works collaboratively with the Economic Development Commission (EDC) and other departments and agencies, including the Cheshire Chamber of Commerce. In fiscal 15-16, he participated in meetings of the Naugatuck Valley Council of Governments to obtain information about programs and grants that could benefit Cheshire. Also, with the Economic Development Commission and Town Assessor, he managed the town’s incentive program and reviewed best practices to keep Cheshire competitive with surrounding communities and to ensure optimum benefits for local businesses. Working with the EDC, he commenced development of an economic analysis to better position Cheshire for future business growth.

Mr. Sitko continued to work to recruit and retain companies and assist growth plans of existing companies to further expand the town’s Grand List and economic diversity. Some of these companies include Ball and Socket Arts, Consolidated Industries, Power Station, Nosal Builders, Tropicana and UTC Aerospace. He also organized meetings of the EDC to include guest speakers from the public & private sectors and hosted the Business Appreciation Day Event with the Cheshire Chamber of Commerce.

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<tr>
<td>Gerald L. Sitko, Economic Development Coordinator</td>
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<td>Catherine Donegan, Secretary</td>
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The Economic Development office is located in Town Hall, Room 219
84 South Main Street
Cheshire, CT 06410
(203)271-6670
jsitko@cheshirect.org
www.cheshirect.org/economic-development
Elections Department Annual Report 2015-2016

The mission of the Elections Department is to ensure that every elector who is eligible to vote may do so, and to safeguard the privacy of the voters and the democracy of elections.

The Registrars of Voters manage elections, including primaries, as well as maintain critical voters records, conduct two canvasses a year, train over a hundred poll workers, and try to make easy for everyone to register to vote.

The annual report accomplishments for the Elections Department for FY 15-16 was not submitted.

Staff
Susan Pappas, Republican Registrar of Voters (elected)
Tom Smith, Democratic Registrar of Voters (elected)
Anne McBain, Republican Deputy Registrar
Caitlyn Beesmer, Democratic Deputy Registrar

The Elections Department is located in Room 102 in Town Hall
84 South Main Street
Cheshire, CT 06410
(203) 271-6680
spappas@cheshirect.org tsmith@cheshirect.org
www.cheshirect.org/voting-and-elections/voter-registration
The mission of the Finance Department is to maintain the fiscal stability of the Town through prudent management of fiscal resources. This is accomplished by discovering, valuing, billing and collecting all Town revenues, monitoring expenditures in accordance with statutes and policies, safeguarding assets, protecting the integrity of all financial data and maintaining appropriate internal controls.

The Finance Department manages 31 funds, during the year they processed 3,801 revenue deposits, 5,120 vendor checks, 945 vendor electronic checks, achieved a tax collection rate of 99.78%, processed payroll and benefits for over 600 employees and retirees, and managed, monitored and reported on a budget of over $100 million. Consisting of the Finance, Tax Assessor and Collector of Revenue offices, in Fiscal Year 15-16, the Finance Department achieved the following:

- Sold General Obligation Refunding Bonds totaling $5.96 million in March 2016, saving $386,943 in debt service and maintaining Town AAA ratings from Fitch Ratings and Standard and Poor’s.
- Financed the purchase of street lights and single service poles from Eversource and the conversion to LED, energy efficient fixtures through a $1.2 million capital lease, at an interest rate of 1.97%, in an effort to realize long-term energy/maintenance savings.
- Initiated Affordable Care Act (ACA) reporting for “offer of healthcare coverage” for all full time employees and for “covered individuals” under the Town’s self-insured healthcare plans, including employees, retirees, COBRA participants, and all of their covered spouses and dependents.
- Maintained the GFOA Certificate of Achievement for Excellence in Financial Reporting and also the Distinguished Budget Presentation Award.
- Started an initiative to pay vendors electronically, reducing costs for check printing and supplies and simplifying bank statement reconciliations.
- Working to link Police Department scheduling system with Town’s payroll processing software to streamline police payroll time entry.
- Maintained high tax collection rate and initiated another successful tax lien sale.
- Completed new pension standard reporting (2 year process).
- Continued to support the technology initiative and provide administrative support to the Town’s technology consultants.
- Continued efforts to obtain the best pricing for various utilities and fuel commodities.

**Staff**

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<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>James J. Jaskot</td>
<td>Finance Director/Treasurer</td>
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<tr>
<td>Gina DeFilio</td>
<td>Deputy Finance Director</td>
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<tr>
<td>Sharon Churma</td>
<td>Assistant to Finance Director</td>
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<tr>
<td>Mary Ellen Andersen</td>
<td>Payroll/Benefits Administrator</td>
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<tr>
<td>Karen Fernandez</td>
<td>Accountant/Payables Coordinator</td>
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<tr>
<td>Donna Ouellet</td>
<td>Deputy Treasurer</td>
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<tr>
<td>Hope Larson</td>
<td>Budget/Treasury Analyst</td>
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<tr>
<td>Kim Wantroba</td>
<td>Accounting Clerk</td>
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<tr>
<td>Mario Panagrosso</td>
<td>Assessor</td>
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<tr>
<td>Diane Waller</td>
<td>Assistant Assessor</td>
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<tr>
<td>Ann Balletto</td>
<td>Assessment Technician</td>
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<tr>
<td>Christine McCardle</td>
<td>Assessment Technician</td>
</tr>
<tr>
<td>William Donlin</td>
<td>Collector of Revenue</td>
</tr>
<tr>
<td>Cindy O’Bar</td>
<td>Assistant Collector of Revenue</td>
</tr>
<tr>
<td>Donna Tiriolo</td>
<td>Senior Revenue Clerk</td>
</tr>
<tr>
<td>Diane Hodgkins</td>
<td>Revenue Clerk</td>
</tr>
<tr>
<td>Donna Ouellet</td>
<td>Senior Revenue Clerk</td>
</tr>
<tr>
<td>Ivana Pasquale</td>
<td>Revenue Clerk</td>
</tr>
</tbody>
</table>

The Finance Department is located in Room 218 in Town Hall
84 South Main Street
Cheshire, CT 06410
(203) 271-6610
jjaskot@cheshirect.org
www.cheshire ct.org/finance
The mission of the Cheshire Fire Department is to safeguard the lives, property and the environment for the people and business of Cheshire to maintain their safety and quality of life, and to provide the vast range of emergency services and fire safety education. The Department also endeavors to protect and preserve the health and safety of our members.

The Cheshire Fire Department was challenged by many weather and non-weather events in FY 15-16. Recruiting and maintaining volunteers continues to be a unique challenge for the Cheshire Volunteer Fire Department. With several storms and weather events, our emergency responders were again put to the test, and proved their competence and professionalism, thanks in part to the dedication of our volunteer and career staff as well as our written Emergency Plans created by Fire staff.

Cheshire has had a volunteer fire department since 1912. The Fire Chief, the Fire Marshal and two additional staff members are full time employees who respond to calls in addition to their core duties. In FY 15-16, over 60 volunteer members attend extensive training each and responded to over 772 calls on their own time, serving over 29,250 residents and protecting over 10,000 dwellings as well as all local businesses; the value of real property the Department is charged with protecting is over $3.95 billion.

In FY 15-16, volunteers and staff responded to 772 incidents. The total dollar loss caused by fire was $1,795,500. There were no deaths from fire/smoke, and there were no fire injuries; this may be in part due to the extensive prevention and public education efforts of the department. In FY 15-16, the department distributed and placed in service an additional 50 smoke and 25 carbon monoxide detectors thanks to a generous donation from Home Depot, greatly enhancing residents’ safety. The department certified four Level 1 Firefighters, three Firefighter level II’s, three new pump operators and two new aerial drivers as part of their professional development program, and 55 physical examinations were conducted to monitor and ensure the health of our firefighters. The department also added three Junior, fourteen Recruit and five Regular firefighters to attempt to maintain adequate staffing levels, but as fewer are able to volunteer, the responsibilities of the current volunteers are growing.

The department completed the specifications and placed the order for the new aerial ladder, which should be delivered in April of 2017. The department also received and placed into service the following equipment, funded by a capital budget appropriation: more than 23 sets of firefighting gear to put our members on the street with the safest gear possible; upgraded collapse/stabilization rescue equipment; two replacement Thermal Imagers; and a new and a replacement staff vehicles. Staff also participated in several local and state training exercises with all of our local partners which was beneficial in dealing with the extreme weather events of this fiscal year, ensuring the safety of the public.
The mission of the Human Services Department staff is to meet the basic needs of our residents throughout their lifespans and to help support their emotional and physical well-being, to enable them to be positive, productive members of this community.

The Human Services program and service demands for both assistance and clinical services continue to grow. The staff is consistently working to be proactive and preventive, and despite growing demand for services, the department once again has been able to meet the needs of the community within the established budget. In FY 15-16, the department accomplished the following:

- Assisted the Youth Services and Human Services Committees to facilitate committee accomplishments and responsiveness to community needs.
- Applied the data collection system to enable the department to assemble and analyze demographic data on residents served.
- Completed a major data rollout for the Search Institute’s Asset based approach, raising awareness, energy and enthusiasm among key community groups for this important community initiative.
- Successfully transitioned to a Staff Clinical Supervisor for our Clinical Interns, reducing the fiscal impact of this service on the Department’s budget.
- Increase the hours of two Senior Center staff to better meet the needs of our clientele.
- Completed a renovation of the Senior Center basement to provide more space and additional programming for seniors.
- Vigorously pursued and realized additional funding through grants and gift-giving to our Human Services Gift Account, the Cheshire Fuel Bank and the Senior Center to reduce fiscal pressure on the operating budget while addressing the increasing demand for services.
- Expanded Youth Services Activities and Programming to meet the needs of all school age children in this community providing an earlier connection for youth and families to the available services, as early intervention has proven to be impactful.
- Continued to develop methods to more accurately measure the effectiveness of Human Services Programs to ensure appropriate modifications to effectively identify and meet community needs.
- Effectively used technology improvements to promote programs and services and enhance operational efficiency.
- Responded swiftly and effectively to a series of crises/emergencies helping to stabilize those individuals affected.
- Diverted 20 young people from the Juvenile Court System through the Juvenile Review Board.
- Secured funding through the CT DOT’s Section 5310 Grant Program for the purchase of on new bus for our Senior Transportation Services program.
- Increased Senior Center membership and class offerings.
- Successfully implemented the My Senior Center Software Program facilitating Senior Center facilitating member registration and data tracking.
- Through the work group to address unsafe living conditions in Cheshire, cooperatively responded to incidents of unsafe living conditions and possible hoarding, preventing harm and providing solutions for safer living conditions for these residents.
- Received a Small Cities Community Development Block Grant in the amount of $400,000 for Housing Rehabilitation loans for eligible residents.
Hosted a community forum on Opiate Addiction reaching an estimated 120 residents looking for information and resources around addiction.

**Staff**
Michelle Piccerillo, Director of Human Services, LMFT
Kristen Schechter, Town Social Worker/Crisis Intervention
Ann-Marie Bishop, Youth & Family Counselor
Edward Federici, Youth & Family Counselor
Mary Thompson-Kelly, Secretary

Lauren Blackwell, Youth Program Supervisor
Stephanie Ferrall, Coordinator of Sr. Services
Eileen Colwell, Transportation Dispatcher
Laura Gravel, Program Supervisor
Stefanie D. Theroux, Sr. Services Social Worker
Violet Howard, Administrative Assistant

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**The Human Services Department is located in Room 104 in Town Hall**
84 South Main Street
Cheshire, CT 06410
(203) 271-6690
mpiccerillo@cheshirect.org
www.cheshire ct.org/social-services

<table>
<thead>
<tr>
<th>Senior Center</th>
<th>The Yellow House</th>
</tr>
</thead>
<tbody>
<tr>
<td>240 Maple Ave.</td>
<td>554 South Main St.</td>
</tr>
</tbody>
</table>
The Cheshire Public Library Annual Report 2015-2016

The mission of the Cheshire Public Library is to meet residents’ needs for life-long education, enrichment, and entertainment.

Cheshire Public Library is a vital and varied community center for area residents, with something for everybody, and their offerings continue to expand. In FY 15-16, staff accomplished the following:

- Secured a State Library Construction Grant of $250,000 to finish Phase 2 of the Library Reconfiguration Project.
- Expanded Sunday hours by 67%, to 20 Sunday afternoons per year.
- Implemented a new Strategic Plan, focusing on Lifelong Learning, Community Engagement, Customer Service, and Sustainability.
- Began using outcomes-based measurement of the success of library initiatives.
- Significantly reduced overdue fines, reducing barriers to patrons’ use of the Library.
- Awarded the CT Library Association Publicity Award for Electronic Media, for our Instagram page.
- Awarded the Cheshire Community YMCA’s Youth Development Award, for our outstanding Children’s Department.
- Exterior improvements included installation of a lighted sign by the entrance driveway, a bench at the bus stop, and numerous improvements in the plantings around the building.
- Expanded online downloadable and streaming options for eBooks, audiobooks, comics, video, TV, music, magazines, including free Consumer Reports, ValueLine and Morningstar, Mango Languages, and free video courses through Lynda.com.
- Programs and services (which were sponsored by the Friends of the Cheshire Public Library) included:
  - Weekend Family Concert Series;
  - One-on-One Tech Help and “Book a Librarian” sessions;
  - Educational presentations for all ages: South Asian Cultural Festival; Earth Day/environmental programs coordinated with Town Planning Dept;
  - Summer Reading Program for all ages (helps to prevent the “summer slide” in children’s reading skills);
  - Collaborative programs with Cheshire Artsplace;
  - After-school STEM programming;
  - Outreach to preschools, after-school programs, Senior Center, and homebound users;
  - Museum Passes: added the wildly popular Long Wharf Theatre pass – free admission for up to two people;
  - Program attendance was up 66% over last year.

Staff
Ramona Burkey, Director
Deborah Rutter, Deputy Director
Mary Dattilo, Assistant Director
William Basel, Head of Reference and Adult Services
Lucas Franklin, Head of Children’s and Teen Services
Sandy Hernandez, Head of Circulation and Technical Services
Cheryl Stenson, Administrative Assistant
(Plus more than 35 full and part time Librarians, Clerks and Pages)

The Cheshire Public Library is located at
104 Main Street
Cheshire, CT 06410
(203) 272-2245
rburkey@cheshirect.org
www.cheshire ct.org/library
The mission of the Parks and Recreation Department is to maintain Cheshire as a desirable place to live and play.

The Parks and Recreation Department manages six parks, offers recreational activities for all ages and abilities, and assists with snow clearing efforts. It is a vital part of our community, providing social opportunities, promoting good physical and mental health, and working very closely with local civic and sports groups who offer financial and volunteer support. With the help of these civic and sports groups, the Department achieved the following in FY 15-16:

- The Cheshire Community Pool reopened in February with a tension membrane structure for year round use. Public reaction has been very positive and revenue streams are at an all-time high.
- Six tennis courts at the Youth Center were renovated and opened for play this year using a concrete, post tension system that is guaranteed not to crack for 20 years.
- The section of the linear trail from West Main St to Jarvis Rd was opened this summer, including restrooms and a 77 car parking lot.
- The summer concert series grew in popularity with record crowds and food truck nights added to the weekly summer concerts.
- A program to replace the field lights at Cheshire Park was begun this past spring with 6 lights being converted to LED’s to be brighter and less expensive to operate. Men’s softball shared in the cost.
- The Parks Dept, in cooperation with the Fire Dept, has installed the first AED for use in emergencies by park patrons at Bartlem Park.
- The Cheshire dog park was enhanced by the improvements of a paved access sidewalk into the park and the construction of a second gazebo for shade at the facility.
- A John Deere “gator” utility vehicle was purchased for parks crew use to monitor and maintain open spaces in town as well as the linear trail.
- Renovations of fields were completed on several lacrosse fields at Bartlem Park as well as soccer fields Quinnipiac Park, which were done in cooperation with Cheshire youth soccer.

Staff
Bob Ceccolini, Director
Sandy Petela, Deputy Director
Stephanie Dunn, Assistant to the Director
Kathy Forenza, Secretary
Elizabeth Mayne, Program Coordinator
Barbara Costello, Adaptive Coordinator
Parks Foreman, Four Groundskeepers, and various Seasonal Staff

The Parks and Recreation Department is located at
Harmon Leonard Jr. Youth Center
559 South Main Street
Cheshire, CT 06410
(203) 272-2743
bceccolini@cheshirect.org
www.cheshire.ct.org/recreation-and-leisure
Performing and Fine Arts Committee Annual Report 2015-2016

The mission of the Cheshire Performing and Fine Arts Committee is to facilitate, encourage and promote arts activities in the Town of Cheshire and to provide opportunities for residents to participate in all areas of the fine and performing arts.

The vibrant purple Artsplace building houses the Cheshire Performing and Fine Arts (CPFA) programs. Filled with art supplies (many of them donated), theater sets, and nationally recognized art teachers, CPFA is so much more than just “drawing classes.” In FY 15-16, The Committee and staff continued to enhance their offerings and accomplishments as follows:

- Over 1,200 students attended classes, camps, and workshops.
- Held multiple programs and events to celebrate Cheshire artist John Frederick Kensett’s 200th Birthday, including creating videos, distributing books, hosting a Business After Hours, holding a banner contest, a lecture and workshop by artist David Dunlop, and sales of commemorative plates.
- Summer Cheshire Youth Theatre presented “Annie, Junior” August 3-14.
- Dedicated Pina Gentri Jaroslow “Giving Garden” sharing herbs with the community.
- Organized CPFA/Artsplace table at Bovanofest, with hands-on art activities and a puppeteer.
- Dedicated former anime class teacher Sean Speliades Sculpture.
- Held an Artsplace Student & Teacher Art Exhibit at Cheshire Public Library.
- Held the 13th Author Event with Courtney Febbroriello, “Wife of a Chef” author; sponsored by Friends of CPFA/Artsplace, Inc., as a fundraiser for Art Heals.
- Hosted Cheshire Community Theatre performance of “The One and Only Santa.”
- Sponsored “The Giving Tree,” collecting new children’s art supplies for the Cheshire Human Services Department; collected food and monetary donations and donated “Market Umbrellas” for the Cheshire Food Panty; collected children’s pajamas and books for the Pajama Program; collected “Instruments 4 Kids” to supply gently used instruments.
- Newly painted “Cheshire Cat” by artist Jessica Hurwit on display at Artsplace and will be used to promote future Artsplace activities.
- In conjunction with the Cheshire Library offered free India Cultural Activities and hosted the Library Reading Program “Mark, Get Set, Read.”
- Held the 28th Annual ARTSDAY with theme of “Five Senses” attracting hundreds of attendees with projects sponsored by fifteen artists.
- Continued to serve Cheshire homebound residents with the Friends of CPFA/Artsplace program “Art Heals” sending art teachers to client’s homes at no cost.

Staff
Joan Pilarczyk, Artsplace Director
Karen Piedescalzo, Clerk Typist
Ellen St. Pierre, Clerk
Agnes Wnuk, Clerk
Fred LaVigna, Building Supervisor

The Performing and Fine Arts Committee (Artsplace) is located at
1220 Waterbury Road
Cheshire, CT 06410
(203) 272-2787
jpilarczyk@cheshirect.org
www.cheshire ct.org/recreation-and-leisure/artsplace
The mission of the Planning and Development Department is to provide technical assistance and customer service on land use matters to the general public and Town agencies to facilitate the orderly development of Cheshire. The Department is also charged with monitoring, interpreting and enforcing our planning and zoning regulations to protect the quality of life of our residents.

In addition to coordinating major projects and supporting land use commissions, department staff accomplished the following in FY 15-16:

- Assisted the Cheshire Planning and Zoning Commission with completion and adoption of the Cheshire Plan of Conservation and Development which was adopted on June 27, 2016 with an effective date of July 1, 2016.
- Began preparation for implementation of the Plan of Conservation and Development through research and drafting of potential zoning amendments.
- Supported negotiations for the purchase of the Chapman Property.
- Identified and coordinated a solution to enable the Water Pollution Control Authority (WPCA) to be able to expand and improve sewer pump stations which are non-conforming to the Cheshire Zoning Regulations.
- Continued to work towards implementation of the Open Space Management Plan.
- Evaluated alternatives to providing access to the Dime Savings Bank open space property.

Staff
William S. Voelker, AICP, Town Planner
Suzanne Simone, Environmental Planner
David Kehoss, Zoning Enforcement Officer/Inland Wetlands Agent
Jocelyn Patrignelli, Executive Secretary
Catherine Donegan, Secretary
Barbara LaVigna, Clerk-Typist

The Planning & Development Department is located in Room 219 in Town Hall
84 South Main Street
Cheshire, CT 06410
(203) 271-6670
wvoelker@cheshirect.org
www.cheshire ct.org/planning-zoning-and-wetlands
The mission of the Cheshire Police Department is to ensure and protect the safety and welfare of all Cheshire residents and those visiting Cheshire in order to maintain and enhance the quality of life.

The Cheshire Police Department is a full-service police department responsible for all facets of police services, public safety dispatching and animal control services. The department has many outreach and educational programs, and has a visible presence in the community.

The department continues to face a turnover in personnel due to retirements. In FY15-16, a deputy chief of police, three lieutenants and two sergeants, including the first female supervisor in the history of the department, were promoted to fill vacant management and supervisory positions. Additionally, four new officers were hired to fill the vacancies created by the promotions.

The department also continued to provide training opportunities for officers as part of their career development and our commitment to provide a high level of service to our stakeholders. Twenty-five police officers and supervisors were certified in Crisis Intervention Training and most patrol officers and supervisors received autism awareness training. In addition, thirteen police officers were certified as public safety telecommunicators to enhance dispatch services. As part of the Town Manager’s sustainability and succession planning initiative, the deputy chief attended the FBI’s New England Law Enforcement Executive Development Seminar. A lieutenant completed a trio of FBI sponsored management and leadership classes, and sergeants attended both command and women’s leadership training.

In addition, in FY 15-16 the department: continued to address citizen’s complaints on traffic conditions on local roads to ensure the safety of the motoring public; secured grant funding to participate in Driving Under the Influence (DUI), seat belt and distracted driving enforcement campaigns, minimizing their impact on the operating budget; implemented a tracking, management and accountability software product; maintained the Police Explorer Post; and conducted several well-attended Rape Aggression Defense classes to enhance our relationship with the community and promote personal safety. The consumer research company “ValuePenguin” rated Cheshire as the 9th safest town in Connecticut with a population between 17,000 and 30,000, and the 18th safest overall.

Cheshire did experience an increase in crime during the year, which was driven by a significant rise in thefts from motor vehicles. The majority of these crimes involve suspects stealing items of value from unlocked vehicles parked in driveways during the overnight hours. The department continues to proactively patrol and conduct motor vehicle enforcement, and to remind residents to remove all valuables from their vehicles, in an effort to prevent these crimes and identify and arrest the suspects responsible for committing them.

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<td>Parking Viol.</td>
<td>135</td>
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</tr>
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</table>

**Staff**

Neil Dryfe, Chief of Police  
Brian Pichnarcik, Deputy Chief of Police  
Jeff Sutherland, Administrative Lieutenant  
Fred Jortner, Support Services Lieutenant  
Mike Strollo, Patrol Lieutenant  
Louise White, Administrative Assistant  
April Leiler, Animal Control Officer

*Officers, Sergeants, Dispatchers and Administrative Staff*

---

**The Police Department is located at**

500 Highland Avenue  
Cheshire, CT 06410  
(203) 271-5500  
ndryfe@cheshirect.org  
www.cheshire.ct.org/police-services
The mission of the Public Works Department is to manage the development, maintenance and improvements to the Town’s infrastructure and public assets including roads, sidewalks, drainage and all public facilities, which are essential for a safe, efficient, and attractive community. The Department also provides for residential solid waste disposal and recycling needs of the community.

For the Public Works and Engineering Department, which encompasses Public Property, FY 15-16 was again a very active year. Maintaining a growing infrastructure and some less-than-new facilities in addition to some major projects, as well as striving for operational efficiency and frugality, has kept the staff busy. This department’s list of accomplishments for this fiscal year is as follows:

- Enhanced the safety and comfort of the motoring public by milling and overlaying asphalt on 24 roads (6.29 miles) and crack-sealing all or portions of 24 deteriorating roads (6.75 miles) to extend their useable life
- Completed the reconstruction of 0.9 mile portion of Mountain Road utilizing a $717,000 LOTCIP grant from DOT, which covered almost the entire construction budget, with land survey, design, permitting, and contract administration being done by in-house staff.
- Designed and constructed storm drainage capacity improvements and created additional maneuvering space on Grove Street.
- Completed reconstruction of a 0.25 mile segment of Peck Lane to correct inadequate drainage and a partial road collapse.
- Resolved a long-standing drainage and icing problem on Brentwood Drive caused by a previously undetected water leak.
- Designed drainage improvements for Sandbank and Schoolhouse Roads in coordination with DOT for the Linear Trail’s extension from Jarvis Street to the Southington border.
- Provided in-house engineering design and successfully obtained a $1,130,000 DOT LOTCIP grant for the reconstruction and drainage improvements for a 0.75 mile segment of South Brooksvale Road.
- Replaced 300 linear feet of deteriorated guiderail on Maple Avenue.
- Maintained Town roads to a high standard during snow and icing events to insure the safety of the traveling public.
- Completed construction of the Creamery Road Bridge over Honeypot Brook utilizing State and Federal grant money that covered 31% of engineering and construction costs.
- Began construction of the $3.2M replacement of the East Johnson Bridge over Quinnipiac River utilizing State and Federal grant money to cover 80% of engineering, permitting, and construction costs.
- Installed a pedestrian bridge over the Mixville Pond dam, establishing new pedestrian access around the entire park and lower pond.
- Completed construction of the Linear Park section from West Main to Jarvis St., including the creation of a new public parking lot.
- Planned traffic-calming measures in conjunction with the Police Department and State DOT for the Linear Trail’s extension from Jarvis St. to the Southington border.
- Enhanced pedestrian safety by replacing damaged and unsafe sidewalks on numerous local roads including major replacement of 1.5 miles of deteriorated sidewalks in the vicinity of Dodd Middle School, Brentwood Drive, Hinman Street, and King Road.
- Finalized design, contracted, and completed an extensive tree removal phase for West Main Street sidewalks, in close cooperation with Eversource Electric. Removed and/or trimmed over 200 defective public trees to insure the safety of life and property.
- Served as public liaison during the Eversource Electric’s tree-removal and pruning operation on several hundred trees in the Cheshire road rights of way.
- Treated algae at Weeks Pond
- Managed the single stream automated recycling program which reduces waste disposal costs and benefits the environment by reducing waste
- Crushed accumulated construction debris at the Public Works Garage to create usable backfill for upcoming projects.
- Supervised PBC projects that included two Town projects and seven Board of Education projects
- Helped beautify the Historic Town Center district and Town Hall by restoring war monuments by replacing degraded materials, installing new lighting, and landscaping
- Replaced the Town Hall Courtyard, making it more useable and ADA compliant
- Replaced the Town Hall parking lot and curbing
- Installed a new boiler and removed an underground fuel storage tank at the Youth Center
- Substantially completed the $32.5M upgrade project at the Wastewater Treatment Plant
- Completed the energy performance contracting project implementation
- Purchased 1772 street lights from Eversource Electric in preparation for their conversion to LED lights with significant savings to the Town. By the end of the FY more than half of the lights had been converted to LEDs, with the remaining to be finished in early FY17. The savings to the town is more than $80,000 per year.
- Made structural and architectural improvements to the Cook Hill Road Pump Station.
- Continued preparations to construct photovoltaic solar panels at the closed Town landfill
- Completed the town wide Energy Performance Contract with annual savings of over $700,000 per year.

**Staff**

George Noewatne, Director of Public Works and Engineering
Walter Gancarz, P.E., Operations Manager/Town Engineer
Mark Cunningham, Highway Superintendent
Don Nolte, Assistant Town Engineer
Dan Bombero, Engineering Technician
Janet Ray, Assistant to Director of Public Works
Ann Marie Hearn, Secretary
Kathy Doherty, Secretary
*Public Work foremen and crews*

**The Public Works Department is located in Room 213 in Town Hall**

84 South Main Street
Cheshire, CT 06410
(203) 271-6690
gnoewatne@cheshirect.org
www.cheshire ct.org/public-works
The mission of the Town Clerk’s office is to maintain and safeguard the integrity of town and state statutory records; to issue legal licenses in compliance with state statues; to aid the general public in retrieval and reviewing of public records and to support the voting process.

Land records, birth, marriage and death records, dog licensing, absentee ballots, meeting records; there’s a lot of information at the Town Clerk’s office. In FY 15-16, staff recorded land records, issue licenses, preserved thousands of pages of meeting records, and made it all accessible to the public.

- Secured a $4,000 State grant for continuing the process of transferring land record images to the current computer system, saving wear and tear on the land record books.
- With the Registrar of Voters office, co-administered the Presidential Preference Primary in April 2016 and the 2015 municipal election, issuing over 400 absentee ballots.
- Continued to update commission lists both in hard copy and computerized formats and to have commission minutes filmed.
- Continued the indexing of military discharges and maintaining a master index form to simplify locating these documents.
- Maintained and updated new vital statistics master index.
- Continued foreclosure procedures as required by state statutes.
- Continued to accept land records electronically, as approved by the Connecticut Public Records Administrator.
- Continued organization of documents stored in the old vault in the former town clerk’s office.
- Successfully transitioned from the retiring town clerk to the newly elected town clerk.
- Moved searching computers out of the vault and into the outer office in order to be in further compliance with fire safety standards.
- Streamlined our dog licensing procedure, making licensing easier and more convenient for our residents.

Staff
Laura Brennan, Town Clerk
Patricia King, Deputy Town Clerk
Kirsten Augliera, Assistant Town Clerk
Francine Bowman, Assistant Town Clerk
Anne McBain, Assistant Town Clerk

The Town Clerk’s office is located in Room 109 in Town Hall
84 South Main Street
Cheshire, CT 06410
(203) 271-6690
lbrennan@cheshirect.org
www.cheshire ct.org/town-clerk
The mission of the Town Manager is to administer and support the finances, regulations and services of the departments and officials of the municipality of Cheshire to insure that all municipal functions are as efficient as possible and that these functions maintain the fiscal stability of the Town, best serve the community, its residents and businesses, and perform at the highest level of professionalism and integrity.

Each year the Town of Cheshire staff face new challenges and work diligently to do more than simply provide excellent core services. Their quiet competence is a valuable asset to the Town, and I am grateful for their contribution to the following FY 15-16 accomplishments.

- Continued to preserve a strong fiscal foundation and sustainability with a healthy surplus, strong fund equity, affordable debt obligation, prudent use of reserve fund accounts, AAA crediting rating, and protection of fringe benefit obligations.
- Continued effective, low cost employee enrichment programs to maximize work skills, foster morale, and ensure the highest level of customer service.
- Continued to implement the Town/Public Schools Technology Initiative to fully utilize available technology to increase efficiency and improve service delivery.
- Ensured timely, cost effective advancement or completion of key Town projects such as: Public Safety Communication System; Performance Contracting Energy Project; Linear Trail extension; Wastewater Treatment Plant upgrade; Town Center sidewalk replacement; Part IV of our Technology Initiative; Community Pool Reconstruction; Open Space Acquisition; Creamery Road Bridge Replacement; Road Repavement Program; Street Light Acquisition, Solar installation at Landfill and Mixville Dredging, Dam Replacement and Bridge Construction.
- Secured State Claims Commission approval to pursue $2.3M claim against the State as part of $7.3M lawsuit.
- Maintained Organizational Sustainability Program to ensure ongoing succession planning and continuing improvements in processes, services, costs and outcomes to maximize benefits and efficiency of service delivery and to ensure relevancy of programs, services and administrative functions.
- Received Money Magazine recognition as one of top 50 small towns in the country.
- Developed comprehensive labor contract cost/benefit analyses in preparation for five labor union contract negotiations and, with the Council, established guidelines to ensure fair, affordable, and sustainable agreements.
- Conducted a refunding bond sale of approximately $6.125M, achieving debt savings of approximately $300,000.
- Achieved the highest tax collection in Town’s history of 99.79%.
- Completed about 75% of $10.2M energy performance contract project and generated about $860,000 in rebates and savings in utility accounts.
- Expanded employee wellness programs through the Employee Wellness Committee, and pursued enhanced health and enrichment programs for employees by offering classes, workshops and organizational events.
- Continued to enhance communication and foster engagement with our employees, officials, citizens, and the press by improving the quality and quantity of information provided, through social media, improved cable access broadcasting, the employee newsletter, enhancements to technical communication, and increased personal contact.

Thank you to all the staff, officials, volunteers and residents who make our “Bedding Plant Capital of Connecticut” a wonderful community, and one of the top small cities in America.
## Multi-Year Budget Comparison

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget % Increase</th>
<th>Mill Rate % Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>2.40%</td>
<td>1.45%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>2.84%</td>
<td>9.60%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>1.93%</td>
<td>1.36%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>1.02%</td>
<td>1.42%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>1.98%</td>
<td>1.32%</td>
</tr>
<tr>
<td>2010-2011</td>
<td>1.40%</td>
<td>1.73%</td>
</tr>
<tr>
<td>2009-2010</td>
<td>0.40%</td>
<td>-7.13%               (1)</td>
</tr>
<tr>
<td>2008-2009(2)</td>
<td>3.95%</td>
<td>1.63%</td>
</tr>
<tr>
<td>2007-2008</td>
<td>3.32%</td>
<td>1.66%</td>
</tr>
<tr>
<td>2006-2007</td>
<td>4.37%</td>
<td>1.88%</td>
</tr>
<tr>
<td>2005-2006</td>
<td>4.57%</td>
<td>3.50%</td>
</tr>
<tr>
<td>2004-2005</td>
<td>0.84%</td>
<td>-23.59%              (1)</td>
</tr>
<tr>
<td>2003-2004</td>
<td>2.49%</td>
<td>4.50%</td>
</tr>
</tbody>
</table>

### Ten-Year Average

| F.Y. 2007 - F.Y. 2016 | 2.36% | 1.49% |

(1) Represents implementation of property revaluation.

(2) The FY 09 budget is presented net of the $1,258,000 GF Equity Transfer to show the true budget increase from FY 09 to FY10.

(3) Represents implementation of mandated property revaluation. NOTE that the tax increase for the average taxpayer was 1.96%.

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**Staff**

Michael A. Milone, Town Manager  
Louis A. Zullo, Personnel Director/Assistant Town Manager  
Arnett Talbot, Executive Assistant/Public Information Officer  
Melanie Roberts, Administrative Assistant

### The Town Manager’s Office is located in Room 221 in Town Hall

84 South Main Street  
Cheshire, CT 06410  
(203) 271-6690  
mmilone@cheshirect.org  
www.cheshirect.org/town-manager
The mission of the WPCD is to protect general public health by providing the sanitary sewer needs of residential, commercial, and industrial properties in Cheshire.

The Water Pollution Control Plant is operating efficiently and effectively upon the completion of a major plant upgrade. Accomplishments in FY 15-16 included:

- West Johnson Pump Station upgrade was designed and it is anticipated that funding for this project will be included in the November, 2016 referendum.
- New pumps and rail system were installed at the Cook Hill Pump Station, and a small addition has been built for the new electrical system.
- The Water Pollution Control Plant upgrade was substantially completed in November 2015.
- The Town received a $205,000 energy rebate from Eversource for energy efficient electrical equipment installed in the plant upgrade.
- The plant staff started up the new Disc Filter operation as required by the State of Connecticut NPDES Permit for phosphorus reduction in the plant discharge. This is operating efficiently and is successfully lowering the phosphorus concentration well below permit levels.
- The plant staff continued to operate Bio-Styr nitrogen removal process successfully lowering the nitrogen level in the plant effluent well below permit concentrations. This continues to generate a nitrogen credit from the Department of Energy and Environmental Protection.
- Continued the joint monthly bidding for Methanol with Southington and Meriden which continues to be a cost savings to the Town.
- Plant staff continues to operate and maintain the nine pumping stations and 120 miles of collection system piping efficiently and effectively.
- Plant staff has maintained plant effluent quality well within the State NPDES permit thereby protecting the environment and avoiding potential fines.

Staff
Dennis Dievert, Waste Water Treatment Plant Supervisor
Scott Hallier, Assistant Superintendent
John Cronin, Laboratory Supervisor
Patricia Samselski, Clerk Typist
(And a crew of five Operators and one Electrician)

Water Pollution Control Department is located at 1325 Cheshire Street
Cheshire, CT 06410
(203) 271-6650
ddievert@cheshirect.org
www.cheshire ct.org/water-pollution-control-department